

# Hood River Soil & Water Conservation District

## Minutes from January 2<sup>nd</sup> 2020 District Board Meeting

Present: Directors: Brian Nakamura, Ben Saur, Pete Siragusa, and Rick Ragan  
 Associate Directors: Chuck Gehling and Richard Larsen  
 District and NRCS Staff: Heather Hendrixson, Cindy Thieman, Kris Schaedel  
 Visitors: None

**Consent agenda** –Rick moved, and Pete seconded:

- To approve the minutes of December 5<sup>th</sup>, 2020 as written.
- To accept the December 2019 Profit & Loss statement and the December 2019 Balance Sheet as distributed. As of December 31<sup>st</sup>, the balance in the bank accounts (including the CD) was \$171,118.16. Income of \$1,671.46 included: \$1,043.71, from Hood River County for groundwater monitoring, and 597.75 from plant sale sales.
- Expenses were those authorized at the December meeting.
- To approve payment of bills #4822-4831 and bank transfers to Pacific Office Automation, the Internal Revenue Service, Oregon Dept. of Revenue, and Vanguard as follows:

Bills to be Paid		January 2, 2020	
Check No.	Payee	Account	Amount
DD	staff	staff wages	\$12,508.08
4822	MCAREC	office rent	\$1,004.25
4823	Mid-Columbia Janitorial	office cleaning	\$69.50
4824	US Bank	google, clicktime, payroll	\$154.75
4825	Century Link	Office phone service	\$163.55
4826	Pacific Office Automation	copy meter charges (#453266)	\$25.38
4827	Cindy Thieman	misc. expenses reimbursement	\$41.61
4828	Hood River News	annual meeting notice	\$36.00
4829	Parr excellence	Neal Creek Design - Blue Sky grant - invoice #1074	\$14,840.40
4830	Fresh Take Consulting	OWEB Action Plan, invoice #1037 + 1040	\$3,400.00
4831	Janet Lerner	OWEB small grant #14-18-005	\$11,805.42
EP	Lease Direct	copier lease # 65466571	\$73.44
EP	Internal Revenue Service	federal employment taxes	\$3,254.28
EP	OR Dept. of Revenue	state employment/withholding/WBF	\$942.11
EP	OR Dept. of Revenue	state transit tax	\$15.95
EP	Vanguard IRA	Simple IRA	\$956.60
		<b>Total</b>	<b>\$49,291.32</b>

The motion passed unanimously.

### Old Business –

Heather mentioned that it is time for the **election of officers** and reviewed who held the current positions. Brian Nakamura is serving as Board Chair in the at-large position. Rick Reagan serves as Vice Chair in the at-large position. Cindy Collins serves as the Secretary/ Treasurer in the Zone 2 position. Ben Saur serves as a director in the Zone 3 position. Pete Siragusa serves as a director in the Zone 1 position. All members agreed to continue to serve in their respected positions. Pete moved, and Ben seconded to accept the elected officers' positions. The motion passed unanimously.

Heather reviewed members serving as **Associate Directors**. Chuck Gehling, Larry Martin, and Richard Larsen all agreed to continue to serve as associate directors. Pete Moved and Rick seconded to accept those mentioned continuing to serve as associate directors. The motion passed unanimously.

Heather passed out copies of the letter she composed regarding the **Department of Environmental Quality's 2018-2020 Integrated Report**. Chuck would like the language to reflect that the letter is from the SWCD and not the HRWG. The group discussed the HRWG's plan to comment and additional wordsmithing of the letter. Heather will update the letter with the suggested changes and send it back out to the group. If no one has additional comments she will send it on to DEQ. The deadline to comment is the 7<sup>th</sup>. Rick moved, and Pete seconded submitting the letter to DEQ upon incorporating the corrections as discussed. The motion passed unanimously.

#### **New Business –**

Heather reported that the state requires the district to set the date for its next **annual meeting**. Heather suggested January 7<sup>th</sup>, 2021 at the OSU Extension Office; the group agreed. Pete moved and Ben seconded to set the annual meeting January 7<sup>th</sup>, 2021 at the OSU Extension Office. The motion passed unanimously.

Cindy passed out copies of the **Conceptual Model of the Hood River Restoration Partnership**. She presented a power point presentation and reviewed the model for the group. She explained the action items relevant to the SWCD and HRWG. The group discussed funding and prioritizing projects. The group thanked Cindy and complimented her on her efforts.

#### **Informational Reports –**

**Kris** reported that she completed writing two OWEB small grant applications for irrigation upgrades. She also wrapped up a completion report from a livestock project in the upper valley. She has continued to take plant sale orders and provide technical assistance to customers. She has also gone out on a couple of site visits to valley residents interested in an OWEB Small Grant.

**Cindy** reported that Alix has continued to work on the development of the new website. She is continuing to track the DID Pipeline Project as well as doing some preliminary work on the Pollinator CIS. Cindy reported that there was no HRWG meeting in December and she has worked to line up speakers for 2020 meeting dates. She has continued to work on the action plan and reported that the Bear Creek Fish Passage Design Project is completed.

**Heather** reported that she attended a training on federally negotiated cost share rates. She learned that it is not likely applicable or worth the effort for our district. She also reported that she will hold off on applying for a Specialty Crop Block Grant in 2020 until more is known about the FSMA rules. There is a pollinator training on March 3<sup>rd</sup> focused on the NRCS programs.

#### **Directors' reports –**

**Rick and Chuck** had nothing to report.

**Pete** reported that FID is still waiting on permits so the Kingsley Reservoir Expansion Project can move forward.

**Ben** mentioned that MFID increased their annual fees for irrigation users.

**Richard** reported that he has been busy with several forest collaboratives.

**Brian** reported that EFID will hold a public meeting January 29<sup>th</sup> to discuss the design for the Eastside Lateral Pipeline Project.

**Permits** – Heather reported that there is a building permit for a proposed autobody repair shop on Eagle Loop Dr in Odell. The business will utilize both sides of McGuire Creek. She expressed concerns over run-off into the creek and identified an opportunity to plant riparian vegetation. She will submit comments to the county on protection of water quality.

As there was no further business, the meeting was adjourned.

Other - The next meeting will be on Thursday February 6th at 4 p.m. at the OSU Extension office meeting room.

**Summary of Actions Taken:**

- ✓ Moved, seconded, and approved consent agenda.
- ✓ Moved, seconded, and approved to accept those serving as the elected officers and their respected positions
- ✓ Moved, seconded, and approved to accept those serving as associate directors
- ✓ Moved, seconded, and approved to submit the letter to DEQ upon incorporating the corrections as discussed
- ✓ Moved, seconded, and approved to set the annual meeting January 7<sup>th</sup>, 2021 at the OSU Extension Office

Respectfully submitted,

Kris Schaedel, Conservation Technician

Approved at the Feb 6, 2020 meeting of the Hood River SWCD.



---

Brian Nakamura, Chair



**Hood River Soil & Water Conservation District  
Minutes from February 6<sup>th</sup>, 2020 District Board Meeting**

Present: Directors: Brian Nakamura, Pete Siragusa, and Rick Ragan

Associate Directors: Chuck Gehling

District and NRCS Staff: Heather Hendrixson, Kris Schaedel, and Carly Heron

Visitors: None

**Consent agenda** –Pete moved, and Rick seconded:

- To approve the minutes of January 2nd, 2020 as written.
- To accept the January 2020 Profit & Loss statement and the January 2020 Balance Sheet as distributed. As of January 31<sup>st</sup>, the balance in the bank accounts (including the CD) was \$166,330.82. Income of \$40,417.85 included: \$50.00 from donations, \$8,000 from Farmers Irrigation District for HRWG support, \$19,538.77 from the Oregon Watershed Enhancement Board for HRWG support, \$10,327.08 from the Confederated Tribes of the Warm Springs for HRWG support, and 2,502.00 from plant sale sales.
- Expenses were those authorized at the January meeting.
- To approve payment of bills #4832-4849 and bank transfers to Pacific Office Automation, the Internal Revenue Service, Oregon Dept. of Revenue, and Vanguard as follows:

Bills to be Paid		February 6, 2020	
Check No.	Payee	Account	Amount
DD	staff	staff wages	\$12,546.67
4832	MCAREC	office rent	\$1,004.25
4833	Mid-Columbia Janitorial	office cleaning	\$69.50
4834	US Bank	google, clicktime, payroll, Cindy computer, RRNW reg	\$1,739.88
4835	Century Link	Office phone service	\$162.21
4836	Cindy Thieman	misc. expenses reimbursement	\$246.00
4837	Heather Hendrixson	misc. expenses reimbursement	\$365.73
4838	Kris Shaedel	misc. expenses reimbursement	\$61.55
4839	Alix Danielsen	misc. expenses reimbursement	\$1,036.70
4840	City of Hood River	HRWG meeting, fire station room rental	\$50.00
4841	OSU Extension	meeting room rental - SG team (\$25), HRWG (\$50)	\$75.00
4842	Oregon Department of Ag	plant sale license	\$5.00
4843	NACD	annual dues	\$50.00
4844	Andrew Spaeth	Invoice # 02 - Strategic Action Plan	\$380.00
4845	SDIS	Liability Insurance Invoice 35P18593-5214	\$1,313.00
4846	Cramer Fish Sciences	Invoice # SIN004440	\$4,987.75
4847	Fresh Take	Invoice # 1046	\$3,300.00
4848	Watershed Professionals Network	Invoice 2209 & 2207 (Red Hill and Action Plan)	\$6,187.50
4849	Pacific Office Automation	copy meter charges (#538726)	\$10.71
EP	Lease Direct	copier lease	\$73.44
EP	Internal Revenue Service	federal employment taxes	\$3,239.30
EP	OR Dept. of Revenue	state employment/withholding/WBF/transit tax	\$959.34
EP	Vanguard IRA	Simple IRA	\$956.60
		<b>Total</b>	<b>\$38,820.13</b>

The motion passed unanimously.

### **Old Business –**

Heather Reported that the landowner of the **Phelps Creek Pipeline Project** cannot follow through with the project for personal reasons. Heather officially cancelled the DEQ 319 grant. Heather mentioned that the project is still a good one if in the future the landowner decides they would like to pipe the irrigation ditch.

### **New Business –**

Heather explained that **OACD is trying to “restate” their Articles of Incorporation** at the Secretary of State’s office to have everything legally in place. Heather passed out copies of the revision to the group. OACD would like to have a count of the board members voting “yes” or “no” on the revisions. Heather explained the updates and changes to the group. The present board members all voted yes and Heather will follow up with the absentee board members. Heather will then pass the vote count onto OACD.

Heather reported that she updated the **Hood River SWCD harassment policy** based on guidance from SDAO. Heather went over updates to the policy. The group discussed the changes. Heather would like the staff to review the updated document and sign a form that says they did so. Heather will also review the employee handbook and update as necessary. The group was supportive.

Brian mentioned there was a **presentation at the Winter Horticultural** meeting on East Multnomah SWCD’s educational video for the FSMA onsite readiness review. Brian suggested the SWCD could do a workshop for preparing for the audits. The group discussed the potential for a workshop.

Heather reported that Cindy Collins would like to step back from **board responsibilities** for the time being due to personal reasons. The group was supportive and will continue to operate as is for the time being.

Heather reported that Ann Harris with OSU Extension is trying to bring a **land steward short course** to Hood River. Heather discussed the possibility of helping to facilitate the agricultural field day with a focus on good stewardship and natural resources. This would likely happen in mid-summer. The group was supportive.

### **Informational Reports –**

**Carly** reported that she hosted the Local Working Group meeting. There will be a CIS developed for irrigation improvement projects in the EFID Dukes Valley and mainline areas. There was support for oak habitat restoration also expressed at the meeting. She has been processing EQIP applications. Carly announced that she will be getting a planner to assist her with projects in the Hood River basin. Carly also hosted a meeting to help define the integrated pest management practices for pollinator and beneficial insect conservation. She has also been helping Wasco County NRCS as they continue to look for a new District Conservationist. She is assisting with internal trainings of the new NRCS computer program and will help with interviews in Klamath Falls later in the month.

**Kris** provided an update on the plant sale to the group. Sales are nearly double what they were this time last year, likely due to weather and species selection. She reported that she completed writing two OWEB small grant applications for irrigation upgrades. She also went on several site visits to valley residents for technical assistance and potential OWEB Small Grant projects. She presented at the Winter Horticultural meeting and completed groundwater monitoring.

**Heather** reported that she scheduled the PSP spring meeting for March 12<sup>th</sup>. She met with Eric Walker from the County and Cindy T. to discuss the county’s TMDL plan and reporting for DEQ. She has applied for pesticide credits for the pollinator workshop and has continued to work with Cindy Collins on

water quality sampling efforts at EFID for food safety compliance. She completed the tax reporting for 2019. She also mentioned that she met with Cindy T. and Nate Stine from Regional Solutions to discuss the potential and logistics of a wetland mitigation bank. Nate will organize a meeting to further gage interest and responsibilities.

**Directors' reports –**

**Chuck and Rick** had nothing to report.

**Pete** reported that FID is moving forward with the Kingsley Reservoir Expansion Project. The next step will be the DEQ public comment period.

**Brian** reported that EFID held a public meeting on January 29<sup>th</sup> to discuss the Environmental Assessment for the Eastside Lateral Pipeline Project. Public comment will be accepted until the end of February. EFID is now working to get an easement for the alternate pipeline route. EFID is also working with the CTWS to renew their water diversion agreement.

**Permits** – Heather reported that there is a building permit for a proposed building on Eagle Loop Dr in Odell. The business will be within the 100-year flood plain of Odell Creek. She will submit comments to the county on protection of water quality.

There are also three houses proposed to be developed in the East Fork Hood River floodplain with a bridge over Knight Creek for access. She will submit comments.

Heather and Chuck updated the group on Oregon HB2437 regarding channel maintenance in ditches and intermittent streams. Heather and Chuck provided more details on the bill. They will continue to update the group as things move forward.

As there was no further business, the meeting was adjourned.

Other - The next meeting will be on Thursday March 5th at 4 p.m. at the OSU Extension office meeting room.


**Summary of Actions Taken:**

✓ Moved, seconded, and approved consent agenda.

Respectfully submitted,

Kris Schaedel, Conservation Technician

Approved at the 3/5/2020 meeting of the Hood River SWCD.

  
\_\_\_\_\_  
Brian Nakamura, Chair





**Hood River Soil & Water Conservation District**  
**Minutes from March 5<sup>th</sup>, 2020 District Board Meeting**

Present: Directors: Brian Nakamura, Ben Saur, and Rick Ragan

Associate Directors: Chuck Gehling and Larry Martin

District and NRCS Staff: Heather Hendrixson, Cindy Thieman, Kris Schaedel, and Carly Heron

Visitors: None

**Consent agenda** –Rick moved, and Ben seconded:

- To approve the minutes of February 6<sup>th</sup>, 2020 as written.
- To accept the February 2020 Profit & Loss statement and the February 2020 Balance Sheet as distributed. As of February 29<sup>th</sup>, the balance in the bank accounts (including the CD) was \$179,887.02. Income of \$33,763.31 included: \$14,580.00 from ODA for District support, \$5,000 from Dee Irrigation District for HRWG support, \$100 from the Columbia Center for the Arts for the Sense of Place lecture, \$2,000 from Hood River County for work on the Hutson Drive/Evans Creek project, \$2,372.25 from plant sale sales, and \$9,711.06 from OWEB for the HRWG Action Plan.
- Expenses were those authorized at the March meeting.
- To approve payment of bills #4850-4862 and bank transfers to Pacific Office Automation, the Internal Revenue Service, Oregon Dept. of Revenue, and Vanguard as follows:

Bills to be Paid		March 5, 2020	
Check No.	Payee	Account	Amount
DD	staff	staff wages	\$12,512.71
4862	MCAREC	office rent	\$1,004.25
4850	US Bank	google, clicktime, payroll, camera, conference speaker	\$515.45
4851	Century Link	Office phone service	\$169.29
4852	Cindy Thieman	misc. expenses reimbursement	\$246.00
4853	Heather Hendrixson	misc. expenses reimbursement	\$365.73
4854	Kris Schaedel	misc. expenses reimbursement	\$61.55
4855	Alix Danielsen	misc. expenses reimbursement	\$1,036.70
4856	OSU Extension	meeting room rental for SAP meetings	\$50.00
4857	Andrew Spaeth	Invoice # 03 - Strategic Action Plan	\$310.30
4858	Cramer Fish Sciences	Invoice # SIN004584, Strategic Action Plan	\$6,202.75
4859	Fresh Take	Invoice # 1055, Strategic Action Plan	\$5,100.00
4860	Parr excellence	Invoice 1080, Blue Sky/Freshwater Trust - Neal Ck design	\$5,047.50
4861	Pacific Office Automation	copy meter charges (#576955)	\$19.03
EP	Lease Direct	copier lease # 66223191	\$73.44
EP	Internal Revenue Service	federal employment taxes	\$3,239.36
EP	OR Dept. of Revenue	state employment/withholding/WBF/transit tax	\$922.10
EP	Vanguard IRA	Simple IRA	\$956.60
		<b>Total</b>	<b>\$37,832.76</b>

The motion passed unanimously.

**Old Business –**

Heather updated the group on the **OWEB small grant program**. She reported that three projects received funding; two were irrigation improvement projects and one was a riparian planting project. There will likely be four applications in the April funding window: one livestock improvement project and three irrigation improvement projects. The group will continue to develop and write applications so that projects are ready as funding is available.

Cindy provided the group with an update of the **Neal Creek projects**. She reminded the group that the Phase I Neal Creek restoration design grant was recommended for funding from OWEB. There are two distinct sites and the HRWG will submit an application for the design of Phase II to OWEB in April. The group discussed Neal Creek Project timelines and logistics.

Cindy reported that the OWEB grant for \$600,000 for pipe for the **Eastside Lateral Pipeline Project** was also recommended for funding. The group congratulated her for her efforts. Cindy will assist EFID in applying for OWRD funds in April to continue to seek funding the Eastside Lateral Pipeline Project.

#### **New Business –**

Cindy informed the group that the HRWG is working on the **Red Hill Large Wood Project Phase three**. She reported that they may receive an additional funds of about \$50,000 for the project and the project is scalable. She reviewed the project plans and logistics for the group. The board expressed interest in a pre-project site visit.

Heather explained that she and Kris would like to **update Kris's job title and description** to be more reflective of the work she is doing. Both Kris and Heather feel that the position is no longer that of a technician. The group was supportive. Heather and Kris will report back.

#### **Informational Reports –**

**Carly** reported that she has been busy supporting Wasco County. Carly reported the deadlines for CSP had moved up to February 28<sup>th</sup> in Wasco County. She has also been training on the new desktop platform for applications and planning. She worked on preparations for the pollinator workshop and assisted with hiring the new DC in Klamath Falls. The EQIP deadline is April 17<sup>th</sup>. Carly will also present at the basin team meeting later this month.

**Kris** reported that plant sale is continuing to go well. She is beginning to work through all the sale day preparations. She and Heather held her annual evaluation. She presented at the Winter Horticultural meeting on funding opportunities. She is continuing to develop educational materials for the Master Gardeners plant sale, the OSU "Living on the Land" field day, and a potential freshwater mussel training for natural resource professionals. She is continuing to develop OWEB small grant applications and followed up with applicants that received funding. She also attended a couple site visits for technical assistance and project development.

Cindy reported that **Alix** has been working on the MFID temperature monitoring. She has made edits to the website and attended Stew Crew meetings. She assisted with the Master Naturalist field day planning meeting and has been working on the Phase Two Neal Creek Design Project. She has also been doing grant management for the DID Piping Project and the state revolving loan requirements. She sent out a landowner letter to residents that live along the EFID easement on the eastside lateral.

**Cindy** reported that she has been busy working on the Action Plan and hosting meetings. She also gave her "Sense of Place" talk at the Columbia Center for the Arts. The talk on Pacific lamprey will be at the next HRWG meeting. She reported that one person will survey for historic resources along the Eastside Canal. She had a meeting with the CTWS about future projects. She also mentioned that there was a good presentation on geologic events in the Hood River Basin at the last HRWG meeting.

**Heather** reported that she attended a webinar on the FIP application process and explained the requirements to the group. She hosted the spring PSP meeting. She has been working on a couple OWEB small grant applications and there will be a review team meeting in April. She has been working on the

next CIS in the Dukes Valley and Mainline region of EFID. She also mentioned that the W-4 form has changed.

**Directors' reports –**

**Ben, Brian, Larry, and Rick** had nothing to report.

**Chuck** reiterated that he is supportive of the freshwater mussel work.

**Permits** – There were no permits of note.

As there was no further business, the meeting was adjourned.

Other - The next meeting will be on Thursday April 2<sup>nd</sup> at 4 p.m. at the OSU Extension office meeting room.

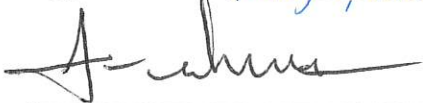
**Summary of Actions Taken:**

✓ Moved, seconded, and approved consent agenda.

Respectfully submitted,

Kris Schaedel, Conservation Technician

Approved at the May 7, 2020 meeting of the Hood River SWCD.



---

Brian Nakamura, Chair

100

(

(

(

# Hood River Soil & Water Conservation District Minutes from May 7<sup>th</sup>, 2020 District Board Meeting

Present: Directors: Brian Nakamura, Ben Saur, Pete Siragusa, and Rick Ragan

Associate Directors: Chuck Gehling

District and NRCS Staff: Heather Hendrixson, Cindy Thieman, Kris Schaedel, Alix Danielson and Carly Heron

Visitors: Teresa DeBardelaben

*\*Note: the April board meeting was cancelled due to Covid-19 and May's meeting was held remotely via video conferencing.*

Teresa reported that ODA has paused all hiring and they are expecting a significant budget cut. She reported that scope of work funds can be moved around from technical assistance to capacity due to Covid-19 and work restrictions.

**Consent agenda** –Pete moved, and Rick seconded:

- To approve the minutes of March 5<sup>th</sup>, 2020 with corrections.
- To accept the March 2020 Profit & Loss statement and Balance Sheet and the April 2020 Profit & Loss and Balance Sheet as distributed. As of April 30<sup>th</sup>, the balance in the bank accounts (including the CD) was \$156,953.07. Income of \$29,242.27 included: \$9,000.00 from EFID for additional archaeological survey work, \$14,567.72 from OWEB for council support, \$584.70 from the County for well monitoring, \$55.00 from plant sale sales, and \$4,390.97 from OWEB for the Odell SIA project.
- Expenses were those authorized at the March meeting.
- To approve payment of bills #4882-4891 and bank transfers to Pacific Office Automation, the Internal Revenue Service, Oregon Dept. of Revenue, and Vanguard as follows:

Bills to be Paid		May 7, 2020	
Check No.	Payee	Account	Amount
DD	staff	staff wages	\$12,511.18
4882	US Bank	google, clicktime, payroll, Cindy computer dock, zoom	\$220.97
4883	MCAREC	office rent	\$1,034.38
4884	Century Link	Office phone service	\$168.06
4885	Cindy Thieman	misc. expenses reimbursement	\$70.85
4886	Kris Schaedel	misc. expenses reimbursement (voided check # 4854 - check was lost 31.40 voided + 190.73)	\$222.13
4887	Heather Hendrixson	misc. expenses reimbursement	\$96.51
4888	Haley Levesque	Jyll of All Trades, garlic mustard hand pulling crew	\$5,271.00
4889	Doncaster Consulting	April 2020, EFID arch survey (\$1k OWEB, \$2k EFID)	\$3,000.00
4890	Cramer Fish Sciences	#4700 OWEB SAP science consultant	\$5,867.00
4891	Andrew Spaeth	SAP facilitator services	\$240.00
EP	Lease Direct	copier lease #67327288	\$73.44
EP	Internal Revenue Service	federal employment taxes	\$3,239.30
EP	OR Dept. of Revenue	state employment/withholding/WBF/transit tax	\$957.88
EP	OR Dept. of Revenue	OR unemployment tax correction payment	\$14.61
EP	Vanguard IRA	Simple IRA	\$956.60
		<b>Total</b>	<b>\$33,943.91</b>

The motion passed unanimously.

**Old Business** – There was no old business to report

**New Business** –

Heather reported that the group had received copies of the draft **annual work plan**. She said that staff had looked at how they spent their time over the last two years and made estimates for this year's annual work plan. Heather reviewed the format for the group. The group will review the work plan and provide comments and questions and vote to approve at June's meeting.

Heather also provided the group copies of two versions of the **draft 2020-2021 budget**. Heather explained that OWEB funding was uncertain at this point due to effects of Covid-19 on lottery revenue. Heather explained that OWEB should have their May budget projection and make a final decision on funding at their June board meeting. She reviewed the first version of the budget. This budget assumed that grants without a signed Grant Agreement from OWEB would not be funded. This budget excludes the Neal Creek Phase 1 project, the EFID Pipeline Project, and small grants. Salaries also remain the same under this budget scenario. Heather went through expected projects and funding sources. She would like to wait to discuss salaries after OWEB has decided on their budget. Heather also reviewed the second draft budget, assuming projects recommended for funding would receive it. She would like the group to review the two budgets and provide feedback. She would also like to wait until July to finalize the budget. The group agreed.

Heather reviewed a **new social distancing policy**. She reported that she based the policy on one written by West Multnomah SWCD. The board expressed support if the staff agreed with the policy. The staff does. Heather reported that the policy will evolve as the Covid-19 situation does.

Heather reported that she has drafted an **IGA (Intergovernmental Agreement) with Hood River County for continuing groundwater monitoring**. The county has agreed to pay the district the remaining allocated funds to continue ground water monitoring for six more years. Pete moved and Ben seconded to approve signing the IGA with Hood River County to continue groundwater monitoring. The motion passed unanimously.

**Informational Reports** –

**Carly** reported that she has been busy working out the logistics of working from home and new NRCS systems to keep projects moving forward. There has been a lot of adjustments with the Covid-19 restrictions. Wasco County is continuing to look for a new District Conservationist. She reported that she expects additional air quality funds to be coming to the county and reported that there is a lot of interest from growers for that program and pollinator habitat.

**Kris** reported that she has been busy with plant sale follow up, developing an OWEB small grant application and completion reports, and landowner technical assistance. She has primarily been working on the garlic mustard abatement project. She organized a crew to do hand-pulling and has been focusing on both surveys and hand-pulling efforts. She reported that the project continues to make good progress.

**Alix** reported that she has been working on the Strategic Action Plan and the financial plan. She participated in the consultation call for the OWEB FIP grant. She conducted MFID temperature monitoring and has been working on the HRWG website, which they hope to have launched by June 1<sup>st</sup>. She continues to participate in the Clean Rivers Coalition. She received consultant reports for site prep on FID's pipeline as part of the Pollinator CIG. She has been working on DID reporting and the OWRD Eastside Lateral grant.

**Cindy** updated the group on the new District Ranger for the Hood River Ranger District and her opportunity to discuss watershed priorities with him. Cindy reported primarily being focused on writing the Strategic Action Plan. She has been working with partners on project details and Cramer Fish Sciences on monitoring and measuring success. She participated in the OWEB FIP consultation call. Cindy reported that the Red Hill large wood project may be postponed due to USFS work restrictions. Cindy is continuing to move the pipeline projects forward.

**Heather** reported that OSU Extension is hosting a Land Stewards course online. Heather, Kris, Ben, and Carly will participate on a panel discussion. She assisted Kris with garlic mustard work and met with Cindy on the Strategic Action plan and participated in the OWEB FIP consultation call. She has been participating in OACD and SDAO Covid-19 and operations updates. She has also been working on quarterly invoicing and tax reporting.

#### **Directors' reports –**

**Rick** reported that he checked out a development adjacent to a wetland on Guignard Drive and was surprised at the scale of impact and how much it differed from the plans the board reviewed last year.

**Ben** updated the group that 10-Speed Coffee was open for walk up business after closing for a while. He also has hired an employee for the farm and was surprised at the number of applications he received.

**Pete** reported that the Kingsley Reservoir project is moving forward; permits are in place and a workforce can work. He reported some hail damage on his fruit from the last storm.

**Chuck** had nothing to report.

**Brian** reported that he has been busy with farm and house projects. He had an H2A housing inspection and will have to install partitions between beds. He updated the group on some of the new farm regulations in relation to Covid-19.

**Permits** – There were no permits of note.

As there was no further business, the meeting was adjourned.

Other - The next meeting will be on Thursday June 4<sup>th</sup> at 4 p.m. held online via Zoom.

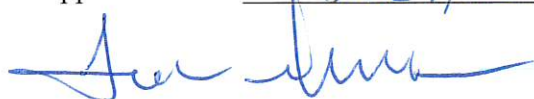
#### **Summary of Actions Taken:**

- ✓ Moved, seconded, and approved consent agenda.
- ✓ Moved, seconded, and approved to sign the IGA with Hood River County for ground water monitoring.

Respectfully submitted,

Kris Schaedel, Conservation Technician

Approved at the June 4, 2020 meeting of the Hood River SWCD.



Brian Nakamura, Chair





**Hood River Soil & Water Conservation District  
Minutes from June 4<sup>th</sup>, 2020 District Board Meeting**

Present: Directors: Brian Nakamura, Ben Saur, Pete Siragusa, and Rick Ragan

Associate Directors: Chuck Gehling

District and NRCS Staff: Heather Hendrixson, Cindy Thieman, Kris Schaedel, Alix Danielson and Carly Heron

Visitors: Curt Welsh

*\*Note June's meeting was held remotely via video conferencing.*

The group introduced themselves for the benefit of the visitor.

**Consent agenda** –Pete moved, and Rick seconded:

- To approve the minutes of May 7<sup>th</sup>, 2020.
- To accept the May 2020 Profit & Loss statement and Balance Sheet as distributed. As of May 31<sup>st</sup> the balance in the bank accounts (including the CD) was \$162,158.42. Income of \$26,558.14 included: \$14,580 from ODA for quarterly support, \$11,360.39 from Hood River County for ground water monitoring, \$525.00 from staff for reimbursed conference fees, and \$92.75 from plant sale sales, and \$4,390.97 from OWEB for the Odell SIA project.
- Expenses were those authorized at the May meeting.
- To approve payment of bills #4892-4908 and bank transfers to Pacific Office Automation, the Internal Revenue Service, Oregon Dept. of Revenue, and Vanguard as follows:

Bills to be Paid		June 4, 2020	
Check No.	Payee	Account	Amount
DD	staff	staff wages	\$12,511.98
4892	MCAREC	office rent	\$1,034.38
4893	US Bank	google, clicktime, payroll, zoom	\$60.97
4894	Century Link	Office phone service	\$162.98
4895	Cindy Thieman	misc. expenses reimbursement	\$33.93
4896	Kris Schaedel	misc. expenses reimbursement	\$186.37
4897	Heather Hendrixson	misc. expenses reimbursement	\$95.35
4898	Alix Danielson	misc. expenses reimbursement	\$122.38
4899	Pacific Office Automation	copies, invoice # 737410	7.31
4900	Blayne Fox Myers	plant sale refund	\$22.22
4901	Kelsey Doncaster	EFID eastside lateral archaeological survey	\$4,000.00
4902	BFI Native Seeds	NRCS pollinator CIG report, invoice #200510	\$640.00
4903	Andrew Spaeth	OWEB SAP facilitation, invoice # 05	\$200.00
4904	Fresh Take Consulting	OWEB SAP financial plan, invoice # 1059, 1071	\$3,200.00
4905	Cramer Fish Sciences	OWEB SAP science, invoice# 4744, 4817	\$3,745.25
4906	Watershed Professionals Network	OWEB SAP GIS, invoice # 2214	\$1,950.00
4908	Hogan Fab, Inc	OWEB WF Hood R. @ Jones Ck, gate invoice # 9145	\$3,880.00
EP	Lease Direct	copier lease #67700194	\$73.44
EP	Internal Revenue Service	federal employment taxes	\$3,239.32
EP	OR Dept. of Revenue	state employment/withholding/WBF/transit tax	\$958.12
EP	Vanguard IRA	Simple IRA	\$956.60
		<b>Total</b>	<b>\$37,080.60</b>

\*check 4907 voided, misprint

The motion passed unanimously.

**Old Business** – Heather reported that she received no comments or concerns regarding the **2020-2021 annual work plan** and recommended that the board adopt the plan as is. Pete moved, and Rick seconded to adopt the 2020-2021 SWCD annual work plan. The motion passed unanimously.

Heather reiterated that the SWCD now has a **social distancing policy**. Staff will continue to revisit the policy and work within their comfort levels as state regulations change. OSU Extension remains closed to the public, as is the SWCD office. The group was supportive of staff revisiting the policy and adjusting as needed.

#### **New Business –**

Cindy reported that she provided the CTWS a budget and **list of project proposals for fiscal year 2021 and 2022**. She explained that the Tribes have not yet been able to rehire their Restoration Biologist position yet have funds for on the ground work. She reviewed the list of projects for the group. The group discussed details of funding these projects using CTWS funds. The group was supportive of accepting funds from CTWS for project work.

Alix provided the group background on the **Neal Creek Restoration Project's** contracting and funding strategies. She explained that the HRWG would like to continue working with Interfluve and Parr Excellence for the final design of the Neal Creek Phase One Project. Both Interfluve and Parr Excellence have already done much of the needed modeling and design work. Heather explained that Alix and Cindy would develop a new contract with timeline, scope of work, and sole source justification letter in the contract. She would like to have board approval to sign the contract when it is ready mid-June so the project can keep moving forward before the next board meeting. Heather will send out the new contract to the board for review and allow for comments. Pete moved and Ben seconded, pending any edits, approving the contract with Interfluve and Parr Excellence for the Neal Creek Phase One Restoration Project Final Design. The motion passed unanimously.

#### **Informational Reports –**

**Carly** reported that she has been busy working out the logistics of working from home and new NRCS systems to keep projects moving forward. There have been a lot of adjustments with the new online toolkit. She has been working on forestry contracts with the regional forester. She reported that there is work being done on the pollinator garden and she has received some applications for the pollinator CIS. She also reported that she will soon have a NRCS planner assisting her with projects in the Hood River Valley.

**Kris** reported that she has been busy with garlic mustard surveys and project reporting. She reported no new infestations. She has also done some more plant sale follow up, completed developing an OWEB small grant application, and wrapped up OWEB completion reports. She reported that one of the fences on the tributary to Odell Creek for the Odell SIA project is complete.

**Alix** reported that she has been working on the HRWG website. She also put together a mailing and e-news updating the community on projects, in lieu of a HRWG meeting. Alix reported that the pollinator pipeline project will adjust its timeline to accommodate one more season of weed treatment prior to planting. She has been working on the DID piping completion reporting. She also submitted the OWRD grant for EFID to continue the Eastside Lateral Pipeline Project and will hear in the fall if they are awarded funds.

**Cindy** reported that she had her annual review with Chuck and Heather. She also provided an annual report to the county board of commissioners. She worked to prepare a project list and budget for the

CTWS. She has also spent much of her time on writing the Action Plan. She worked on the OWRD grant application for the EFID Eastside Lateral Pipeline Project, and secured letters of support. She also has been supporting the archeological surveys on the pipeline project and is working to purchase and install a gate as part of the West Fork at Jones Creek Project. She has been communicating with the USFS regarding the large wood project at Red Hill. She also went to the Odell dam removal site and reported heavy weed pressure.

**Heather** reported that ODA is working to update the Hood River Agricultural Water Quality Management Plan into a new template and a meeting will be held in December with the Local Advisory Committee. She put out the summer e-news and communicated with Clackamas SWCD regarding hawkweed treatment in Hood River County. She has been keeping up with the Weed of the Month campaign and reported it will show monthly in the Home & Garden section of the Hood River News.

**Directors' reports –**

**Chuck** complimented the group on the outreach this month on project updates. He mentioned it would be great to do a news piece on the DID piping project.

**Rick** also complimented the group on outreach and use of social media.

**Ben** reported that he is busy with farm operations and the coffee shop is open for walk-ups.

**Pete** reported that the Kingsley Reservoir project is continuing to move forward.

**Brian** reported that he has been busy with farm operations and that two of the local packing houses have reported new Covid-19 cases.

**Permits** – There were no permits of note. Heather gave an update on an automotive shop needing to address potential threats to water quality.

**Other -**

Given that the attending guest had expressed interest in board related duties, Heather provided a review of board member requirements.

Related to the work Cindy has been doing with the HRWG Action Plan, Heather took the opportunity to review action items with the board and gauge interest in the SWCD facilitating some of the work. Some of the potential projects included a water bank, wetland restoration and a wetland bank. Both Pete and Rick expressed support for the wetland work. The group discussed project details and rankings derived from the action plan.

As there was no further business, the meeting was adjourned.

The next meeting will be on Thursday July 2<sup>nd</sup> at 4 p.m. held online via Zoom.

**Summary of Actions Taken:**

- ✓ Moved, seconded, and approved consent agenda.
- ✓ Moved, seconded, and approved to adopt the 2020-2021 SWCD annual work plan
- ✓ Moved, seconded, and approved to sign a contract with Interfluve and Parr Excellence for the Neal Creek Phase One Restoration Project

Respectfully submitted,

Kris Schaedel, Conservation Technician

Approved at the July 2, 2020 meeting of the Hood River SWCD.



---

Brian Nakamura, Chair

# Hood River Soil & Water Conservation District Minutes from July 2<sup>nd</sup>, 2020 District Board Meeting

Present: Directors: Brian Nakamura, Ben Saur, Pete Siragusa, and Rick Ragan

Associate Directors: Chuck Gehling

District and NRCS Staff: Heather Hendrixson, Cindy Thieman, Kris Schaedel, Alix Danielson, and Carly Heron

Visitors: Leslie Tamura

*\*Note June's meeting was held remotely via video conferencing.*

The group introduced themselves for the benefit of the visitor.

**Consent agenda** –Pete moved, and Rick seconded:

- To approve the minutes of June 4<sup>th</sup>, 2020.
- To accept the June 2020 Profit & Loss statement and Balance Sheet as distributed. As of June 30<sup>th</sup> the balance in the bank accounts (including the CD) was \$188,148.52. Income of \$25,991.63 included: \$8,284.19 from CTWS for HRWG support, \$5,623.80 from OWEB for Jones Creek Large Wood Project, \$5,618.07 from OWEB for Eastside Lateral Pipeline Design, \$17,879.30 from OWEB for the HRWG Action Plan, \$14,195.00 from OWEB for the Moore Irrigation Improvement Project and \$11,486.05 from the USFS for the Garlic Mustard Abatement Project.
- Expenses were those authorized at the June meeting.
- To approve payment of bills #4909-4920 and bank transfers to Pacific Office Automation, the Internal Revenue Service, Oregon Dept. of Revenue, and Vanguard as follows:

Bills to be Paid		July 2, 2020	
Check No.	Payee	Account	Amount
DD	staff	staff wages	\$12,511.43
4909	MCAREC	office rent	\$1,034.38
4910	US Bank	google, clicktime, payroll, zoom	\$60.97
4911	Century Link	Office phone service	\$181.60
4912	Kris Schaedel	misc. expenses reimbursement	\$66.06
4913	Heather Hendrixson	misc. expenses reimbursement	\$48.88
4914	Alix Danielsen	misc. expenses reimbursement	\$70.56
4915	Pacific Office Automation	copies, invoice # 787970	\$7.87
4916	SDIS	Workers comp insurance premiums 2020-2021	\$598.11
4917	Kelsey Doncaster	EFID eastside lateral archaeological survey - June 2020	\$4,650.00
4918	Moore Orchards	OWEB Small Grant # 14-20-001 Completion	\$12,725.00
4919	Columbia Gorge News	public notice board elections	\$56.00
4920	Parr Excellence	Neal Creek phase I design, invoice 1090	\$2,758.50
EP	Lease Direct	copier lease #3114322757	\$73.44
EP	Internal Revenue Service	federal employment taxes	\$3,239.30
EP	OR Dept. of Revenue	state employment/withholding/WBF/transit tax	\$956.54
EP	Vanguard IRA	Simple IRA	\$956.60
		<b>Total</b>	<b>\$39,995.24</b>

The motion passed unanimously.

**Old Business** – Heather reported that she spoke with board members and received no additional comments or concerns regarding the **2020-2021 budget** and recommended that the board adopt the budget

as written. Pete moved, and Ben seconded to adopt the 2020-2021 SWCD budget. The motion passed unanimously.

Heather reviewed the **budget vs actual 2019-2020** for the group. She highlighted the projects that did not get completed or projects that will continue into 2020-2021. The group thanked Heather for the summary.

Heather reiterated that there are three **board positions** open for the next election. She reviewed board requirements. Heather mentioned that there are a couple people who expressed interest in serving on the board and Heather will follow up with them. The paperwork is due to the Oregon Department of Agriculture by August 25<sup>th</sup>.

Heather reported that **OWEB** has signed grant agreements for the Neal Creek Phase 1 Design and the Eastside Lateral Pipeline Project. The HRWG will apply to OWEB for Neal Creek Phase II design, due on July 27<sup>th</sup>. The district is still waiting to hear back from OWEB regarding the four small grants recommended for funding. Heather also provided an update on OWEB and its future funding.

#### **New Business –**

Cindy reported that she provided the **CTWS** a list of project proposals and budgets for both fiscal year 2021 and 2022. She explained that OWEB is expecting their future grant funds to be limited, so this is good timing to be able to implement the projects currently being developed using CTWS funding. She reviewed the list of projects for the group. She also mentioned that the CTWS will have a contract with EFID for some of the Eastside Lateral Pipeline Project. The group discussed details of funding these projects using CTWS funds. The group was supportive of accepting funds from CTWS for project work. The group thanked Cindy for her hard work.

Heather reported that district staff felt the need to prioritize education on **diversity, equity and inclusion (DEI)**. Staff will make efforts to attend upcoming trainings and will discuss DEI issues at staff meetings. Heather also said that she would like the district to take meaningful steps to address diversity, equity, and inclusion in the workplace environment. She would like staff and board members to continue discussions on the topic into the future.

Heather reported that the district is below the threshold for a full audit this year and will just need an **audit review**. Heather pointed out that this is the last year of the SWCD's contract with Friend & Reagan and next year the District will likely need a full audit. Heather will get information to the auditors for the review in July.

Heather explained that **OACD is conducting a survey** of board members and staff regarding board member eligibility requirements. Jan Lee from OACD would like to attend the next board meeting to help guide the discussion. Heather reviewed the survey questions and the group discussed. Heather would like the group to read and take the survey so that she can compile the answers for OACD and have a discussion at the next board meeting. The group agreed and will do so.

#### **Informational Reports –**

**Carly** reported that she has been busy working out the logistics of working from home and with new NRCS systems to keep projects moving forward. There have been a lot of adjustments with the new online Toolkit. She has been working through some air quality applications and to get job approval authority on forestry projects. She also reported that Emily Huth, an NRCS planner with Sherman County, will be moving over to Hood River County beginning in early August.

**Kris** reported that she has been busy with OWEB small grant applications and completion reporting, landowner technical assistance, plant sale, and garlic mustard project completion wrap up. She is continuing to make progress on the Odell SIA project and the Whiskey Creek Focus Area.

**Alix** reported that she attended the OWEB virtual board meeting this month. She has continued to develop the Neal Creek Restoration Projects and submitted a Pacific Power Blue Sky grant for Neal Creek Phase I implementation. She will be submitting an OWEB grant for Phase II design later this month. She oversaw the herbicide treatments on the FID pollinator pipeline project. She has also been busy with DID project reporting and fund requests. She is continuing to work on the website and took photos for the Eastside Lateral Project.

**Cindy** reported that she worked to prepare a project list and detailed budget for the CTWS. She also attended the OWEB virtual board meeting this month. She has been communicating with the HRWG Operations Committee members to draft a statement for their next mailing regarding the Black Lives Matter movement and racial inequalities. The HRWG will send out a mailing in July with the statement included. She has also spent much of her time working on the Action Plan and reviewing Eastside Lateral archaeological reports.

**Heather** reported she spent time this month on the annual budget, billings, and end of year reporting. She and Chuck reviewed the new Oregon Department of Ag agricultural channel maintenance rules. She complimented Chuck on the letter he composed. She also followed up on the Guignard Rd wetland development. She has continued to work with Kris on the Odell SIA and attended webinars on safe office reopening, racism in the outdoors, and the OWEB board meeting.

#### **Directors' reports –**

**Rick** reported that he also followed up on the wetland development on Guignard Rd. He reiterated the need for stronger wetland protections.

**Ben** reported that he is busy with farm operations and the coffee shop is open for walk-ups.

**Pete** reported that the Kingsley Reservoir project is continuing to move forward, though there have been some delays. He is also busy with farm operations.

**Chuck** reported that he submitted a letter from himself on the agricultural channel maintenance rules. Chuck mentioned that he did a lot of work on the Neal and Shelley Creek property when he was with the CTWS and was interested in the status of the permitting and regulatory actions. He is also following the diversity, equity and inclusion statements from groups and has been working with Cindy on crafting a message on behalf of the HRWG.

**Brian** reported that he has been busy with farm operations.

**Leslie Tamura** reported that she has also been busy with farm operations

**Permits** –Heather reported that the county tentatively approved the partition and land use permit on the property adjacent to the EFID diversion, however there are a lot of requirements that need to be met to develop the property.

In accordance with ORS 192.660(2)(i), the board moved into **executive session** to conduct the District Manager's annual performance evaluation. At the conclusion of the executive session, the board returned to regular session.

As there was no further business, the meeting was adjourned.

The next meeting will be on Thursday August 6<sup>th</sup> at 4 p.m. held online via Zoom.

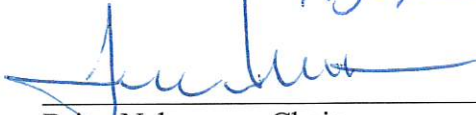
**Summary of Actions Taken:**

- ✓ Moved, seconded, and approved consent agenda.
- ✓ Moved, seconded, and approved to adopt the 2020-2021 SWCD budget

Respectfully submitted,

Kris Schaedel, Conservation Technician

Approved at the Aug 6, 2020 meeting of the Hood River SWCD.



---

Brian Nakamura, Chair



**Hood River Soil & Water Conservation District  
Minutes from August 6<sup>th</sup>, 2020 District Board Meeting**

Present: Directors: Brian Nakamura, Ben Saur, Pete Siragusa, and Rick Ragan

Associate Directors: Chuck Gehling

District and NRCS Staff: Heather Hendrixson, Cindy Thieman, Kris Schaedel, Carly Heron and Emily Huth

Visitors: Jan Lee

*\*Note August's meeting was held remotely via video conferencing.*

The group introduced themselves for the benefit of the visitor and new NRCS employee.

**Consent agenda** –Pete moved, and Rick seconded:

- To approve the minutes of July 2<sup>nd</sup>, 2020.
- To accept the July 2020 Profit & Loss statement and Balance Sheet as distributed. As of July 31<sup>st</sup> the balance in the bank accounts (including the CD) was \$193,115.68. Income of \$57,490.22 included: \$8,783.96 from CTWS for HRWG support, \$13,706.26 from OWEB for HRWG support, \$8,000 from EFID for HRWG support, \$8,000 from MFID for HRWG support, \$19,000 from The Fresh Water Trust for Neal Creek Phase 1 implementation.
- Expenses were those authorized at the July meeting.
- To approve payment of bills #4921-49 and bank transfers to Pacific Office Automation, the Internal Revenue Service, Oregon Dept. of Revenue, and Vanguard as follows:

Bills to be Paid		August 6, 2020	
Check No.	Payee	Account	Amount
DD	staff	staff wages	\$12,884.33
4921	MCAREC	office rent	\$1,034.38
4922	US Bank	google, clicktime, payroll, zoom, waders, office supplies	\$544.04
4923	Century Link	Office phone service	\$167.76
4924	Kris Schaedel	misc. expenses reimbursement	\$89.09
4925	Cindy Thieman	misc. expenses reimbursement	\$147.21
4926	Pacific Office Automation	copies, invoice # 846558	\$12.29
4927	Kelsey Doncaster	eastside lateral pipeline design July 2020 invoice	\$2,900.00
4928	Cascade Vegetation Mgmt	invoices 2265, 2266 (NRCS CIG and Odell dam removal)	\$906.70
4929	Columbia Gorge News	public notice board elections, invoice 1527	\$56.00
4930	OACD	2020-21 annual dues	\$1,000.00
EP	Lease Direct	copier lease #3114692118	\$73.44
EP	Internal Revenue Service	federal employment taxes	\$3,239.32
EP	OR Dept. of Revenue	state employment/withholding/WBF/transit tax	\$957.62
EP	Vanguard IRA	Simple IRA	\$956.60
		<b>Total</b>	<b>\$24,968.78</b>

The motion passed unanimously.

**Old Business** – Heather reported that Pete and Brian will both run again for **elected board positions** in November. Heather followed up with people who expressed interest in a board position; one person is still interested and will run for the at-large 1 position. Heather asked that if anyone knows someone who is interested, to follow up with her.

Heather explained that the board was asked by the Oregon Association of Conservation Districts (OACD) to read and take a survey pertaining to **board member eligibility requirements**. Jan Lee provided background for the survey and what will be done with the information. Heather reviewed the survey questions and the board discussed and ranked each question. Jan provided clarification to questions the group had. Heather will tally the survey results and submit the answers to OACD. The group thanked Jan for her attendance and clarification.

Cindy announced that the **HRWG website** is up and running. She thanked Alix for all her hard work. The group complimented Cindy and Alix on the website and their efforts.

Cindy reported that Alix submitted a **grant application to OWEB** asking for \$40,000 for the Neal Creek Phase 2 design. They will likely hear in the fall if funds will be awarded.

#### **New Business –**

Heather reported that she compiled staff work hours from the last year for the **2019-2020 work plan** estimated vs actual hours spreadsheet. She said the district's estimated hours tracked pretty close to what was actually worked. One of the bigger discrepancies was the time Cindy and Alix spent developing multiple grants.

Cindy reported that Alix applied for and was awarded a grant from **The Fresh Water Trust** for Neal Creek Phase 1 implementation. The group complimented her efforts.

#### **Informational Reports –**

**Carly** reported that she has been busy working on EQIP applications - getting them approved and obligated. Most of the applications were for air quality, and a couple were for pollinators, forestry and irrigation upgrades. She also reiterated that Emily is now officially working out of the Parkdale office.

**Kris** reported that she has been busy with OWEB small grant projects, PSP monitoring, Whiskey creek landowner follow up, and the Odell SIA project installation. She is beginning plans for the 2021 plant sale.

**Cindy** reported that she worked with the city on their water conservation strategy. She reported that EFID received \$2.25 million in funding for the Eastside Lateral Project and there was an article in the Capitol Press about it. Cindy was interviewed for the article. Cindy, Alix, and Bob Wood checked on Dee Irrigation District's monitoring sites for their new system. She also did some Odell Dam and EFID monitoring.

**Heather** reported she participated in the OSU Land Stewards panel discussion. She has been working on the Weed of the Month campaign and spent time on the OWEB small grant program. She prepared and provided materials to Friend and Reagan for the audit review.

#### **Directors' reports –**

**Rick** reported that he visited some old restoration projects he worked on in Lake Branch Creek and reported they were still in place.

**Ben** reported that he is busy with farm operations and asked about superfund sites in the Clark Fork Watershed in Montana.

**Pete** reported that the Kingsley Reservoir project is continuing to move forward, though there have been some delays. He is also busy with farm operations.

**Chuck** has been busy in the garden.

**Brian** reported that EFID received bids for Phase 1 of the EFID Eastside Lateral Project and they will select the winning contractor next week. He thanked Cindy and Alix for their work. He has also been busy with farm operations.

**Permits** –Heather reported that there has been an appeal filed for some of the requirements for the land use permit on the property adjacent to the EFID diversion.

As there was no further business, the meeting was adjourned.

The next meeting will be on Thursday September 3<sup>rd</sup> at 4 p.m. held online via Zoom.

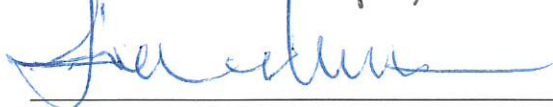
**Summary of Actions Taken:**

✓ Moved, seconded, and approved consent agenda.

Respectfully submitted,

Kris Schaedel, Conservation Specialist

Approved at the Sept 3, 2022 meeting of the Hood River SWCD.



---

Brian Nakamura, Chair



**Hood River Soil & Water Conservation District  
Minutes from September 3<sup>rd</sup>, 2020 District Board Meeting**

Present: Directors: Brian Nakamura, Ben Saur, Pete Siragusa, and Rick Ragan

Associate Directors: Chuck Gehling

District and NRCS Staff: Heather Hendrixson, Cindy Thieman, Kris Schaedel, Alix Danielson

Visitors: Smita Mehta

*\*Note September's meeting was held remotely via video conferencing.*

The group introduced themselves for the benefit of the visitor.

**Consent agenda** –Pete moved, and Rick seconded:

- To approve the minutes of August 6<sup>th</sup>, 2020.
- To accept the August 2020 Profit & Loss statement and Balance Sheet as distributed. As of August 31<sup>st</sup> the balance in the bank accounts (including the CD) was \$181,015.23. There was no income for this month.
- Expenses were those authorized at the August meeting.
- To approve payment of bills #4931-4943 and bank transfers to Pacific Office Automation, the Internal Revenue Service, Oregon Dept. of Revenue, and Vanguard as follows:

Bills to be Paid		September 3, 2020	
Check No.	Payee	Account	Amount
DD	staff	staff wages	\$12,883.98
4931	MCAREC	office rent	\$1,034.38
4932	US Bank	google, clicktime, payroll, zoom	\$60.97
4933	Century Link	Office phone service	\$165.81
4934	Kris Schaedel	misc. expenses reimbursement	\$261.24
4935	Cindy Thieman	misc. expenses reimbursement	\$55.20
4936	Alix Danielson	misc. expenses reimbursement	\$84.54
4937	Heather Hendrixson	misc. expenses reimbursement	\$110.82
4938	Pacific Office Automation	copies, invoice # 898648	\$14.43
4939	Columbia Gorge News	newspaper subscription 2 year	\$75.00
4940	Kelsey Doncaster	August 2020 invoice, OWEB Eastside Lateral Design	\$1,075.00
4941	WPN, LLC	OWEB Strategic Action Plan, invoice #2245	\$1,086.25
4942	WA. Assoc. of Cons. Districts	plant sale plant deposit, invoice #21-115-Deposit	\$81.25
4943	NOWC	Membership dues FY2021	\$500.00
EP	Lease Direct	copier lease #3115092077	\$73.44
EP	Internal Revenue Service	federal employment taxes	\$3,376.06
EP	OR Dept. of Revenue	state employment/withholding/WBF/transit tax	\$991.62
EP	Vanguard IRA	Simple IRA	\$987.88
		<b>Total</b>	<b>\$22,917.87</b>

The motion passed unanimously.

**Old Business** – Heather reviewed the draft documents from the **annual audit review** for the group so the board could approve and sign the draft audit review documents. Rick questioned some of the dates on the document; Heather will check in with the auditors and adjust as necessary. Pete moved, and Ben seconded to approve signing the annual audit review documents. The motion passed unanimously.

Heather updated the group on the **elected board positions**. She reported that Brian has agreed to run again for the Zone 2 position, Pete will run again for the Zone 1 position, and Andrew Halliday has agreed to run for the At-Large 1 position. She thanked both Brian and Pete for running and is looking forward to having Andrew on the Board.

#### **New Business –**

Heather explained that the **HRWG is interested in exploring becoming a 501(c)3 organization**. She sent a copy of the HRWG prospectus to the board prior to the meeting. She explained that the document lays out the intentions of the HRWG for pursuing nonprofit status. They are hoping to generate some questions for their research and discovery phase. Cindy reported that she sent a copy of the prospectus to the HRWG Operations Committee who will meet on the 21<sup>st</sup> and also generate some questions. Brian led the group through the sections of the document and the board members generated questions for the HRWG to explore. Heather transcribed the questions and will provide them to the HRWG. Kris and Heather also generated their own list of questions. The HRWG will continue to research and explore the option of becoming a 501(c)3 and report back in October. The group was supportive.

#### **Informational Reports –**

**Kris** reported that she has been working on the 2021 plant sale and has made nursery orders. She has been spending more time on the Odell livestock project, where the hardened crossings and fence will be going in this month. She has continued to do work on OWEB small grant projects as well as the PSP monitoring. She did some technical assistance with landowners and attended a CWMA meeting.

**Alix** reported that the HRWG will have a meeting September 22<sup>nd</sup> and there will be a presentation on Pacific lamprey. She has been working on getting the website publicized. She reported that she received an OWEB grant to complete the Neal Creek Phase 1 design. She submitted an updated timeline and budget amendment for the Pollinator CIG project to NRCS. She has been working on the EFID conserved water agreement and photo point monitoring. Alix also reported that the EFID OWRD grant was recommended for funding and she should find out more in November. She checked on weed sprays and put together a plant order for the Powerdale Corridor small grant project plantings on November 10<sup>th</sup>.

**Cindy** reported that she has been busy working on the action plan. She updated the group on the cultural resource findings along the EFID canal. She also updated the group on the Coe Branch pipeline project.

**Heather** reported she developed a new “weed of the month” poster and has begun collaborating with Wasco SWCD and Underwood Conservation District on monthly conservation articles for the newspaper. She reported a fascinating presentation at the CWMA meeting, and she has begun work on the annual report.

#### **Directors’ reports –**

**Rick** reported that he has noticed weeds proliferating on forestry lands. The group discussed landowner responsibility for weeds.

**Pete** reported that the Kingsley Reservoir project is continuing to move forward - contractors are working around the clock to get things done before fall rains. He reported that FID has asked patrons to reduce water use by 50%. He is also busy with farm operations.

**Ben** reported that he is busy with farm operations and is looking forward to seeing some of the projects implemented by the SWCD and HRWG on the ground. Heather will send out some dates to take a field tour.

**Chuck** has been busy in the garden and mentioned he would like to tour the Kingsley project.

**Brian** thanked Cindy and Alix for their work securing funds for EFID to install the pipeline. He reported that EFID signed a contract with a construction contractor to install Phase 1 of the Eastside Lateral Pipeline. They will begin work in the fall. He has also been busy with farm operations.

**Permits** –There were no permits of note.

As there was no further business, the meeting was adjourned.

The next meeting will be on Thursday October 1<sup>st</sup> at 4 p.m. held online via Zoom.

**Summary of Actions Taken:**

- ✓ Moved, seconded, and approved consent agenda.
- ✓ Moved, seconded, and approved to sign the draft audit review documents for FY 2019-2020.

Respectfully submitted,

Kris Schaedel, Conservation Specialist

Approved at the Nov 5, 2020 meeting of the Hood River SWCD.



---

Brian Nakamura, Chair





**Hood River Soil & Water Conservation District  
Minutes from November 5<sup>th</sup>, 2020 District Board Meeting**

Present: Directors: Brian Nakamura, Ben Saur, Pete Siragusa, and Rick Ragan

Associate Directors: Chuck Gehling

District and NRCS Staff: Heather Hendrixson, Cindy Thieman, Kris Schaedel, Alix Danielson, and Carly Heron

Visitors: None

*\*Note October's meeting was cancelled, and November's meeting was held remotely via video conferencing.*

**Consent agenda** –Rick moved, and Pete seconded:

- To approve the minutes of September 3<sup>rd</sup>, 2020.
- To accept the October 2020 Profit & Loss statement and Balance Sheet as distributed. As of October 31<sup>st</sup> the balance in the bank accounts (including the CD) was \$ 226,891.35. Income included: \$15,519.57 from OWEB for HRWG support, \$ 8,604.77 from the Confederated Tribes of the Warm Springs for HRWG support, and \$ 26,290.55 from OWEB for the Eastside Lateral Project.
- Expenses were those authorized at the September meeting.
- To approve payment of bills #4957-4975 and bank transfers to Pacific Office Automation, the Internal Revenue Service, Oregon Dept. of Revenue, and Vanguard as follows:

Bills to be Paid		November 5, 2020	
Check No.	Payee	Account	Amount
DD	staff	staff wages	\$12,883.58
4975	MCAREC	office rent	\$1,034.38
4957	US Bank	google, clicktime, payroll, zoom, Bluehost, Odell SIA	\$969.17
4958	Century Link	Office phone service	\$196.23
4959	Kris Schaedel	misc. expenses reimbursement	\$186.23
4960	Alix Danielson	misc. expenses reimbursement	\$242.56
4961	Cindy Thieman	misc. expenses reimbursement	\$227.73
4962	Heather Hendrixson	misc. expenses reimbursement	\$100.36
4963	Pacific Office Automation	copies, invoice # 014089	\$7.12
4964	Weatherly Printing	annual report printing	\$1,353.65
4965	EFID	\$23,900.55 (invoices 47536, 47540; eastside lateral pipeline & water conservation project) + \$6099.45 (invoice 47539; Eastside lateral pipeline design)	\$30,000.00
4966	Government Ethics Commission	FY21 annual fees to State of Oregon	\$329.32
4967	SDAO	2021 membership dues	\$135.00
4968	NACD	FY21 annual support	\$50.00
4969	Friend & Reagan	audit review - invoice #144088	\$5,800.00
4970	Parr Excellence	Neal Ck Phase I Design, Blue Sky, final invoice #1101	\$2,353.60
4971	Daily Journal of Commerce	WF at Red Hill RFP advertising, invoice #744851834	\$60.50
4972	Kiwi Fence Contractors	Odell SIA, fence construction invoice #1033	\$2,970.00
4973	Rapid River Excavating	West Fork at Jones Creek gate, invoice 10.30.2020	\$3,681.00

4974	Neal Creek Forest Products	Powerdale SG mulch, invoice #4304	\$470.00
EP	Lease Direct	copier lease	\$73.44
EP	Internal Revenue Service	federal employment taxes	\$3,376.08
EP	OR Dept. of Revenue	state employment/withholding/WBF/transit tax	\$992.28
EP	Vanguard IRA	Simple IRA	\$987.88
		<b>Total</b>	<b>\$68,480.11</b>

The motion passed unanimously.

**Old Business** – Heather reported that **Andrew Halliday** appeared to win the SWCD Board election (ODA will still need to certify the results) and will begin serving on the Board in January. Heather will put together board information for him and work to get him oriented. The group was supportive.

Heather reported that OACD would like each district board to vote for the **five open OACD board positions**. Heather will send out the information and the board can formally vote in December. The group agreed.

Heather reported that she received the final **signed contract from the Confederated Tribes of the Warm Springs**. This contract is to provide funding for projects including: Red Hill Large Wood Project, EFID Eastside Lateral Piping Project, Neal Creek Phase 1 implementation, and Neal Creek Phase 2 design. It also includes annual HRWG support funds. The group was supportive.

Heather updated the group and reported the District has a **signed memorandum of understanding with East Fork Irrigation District** for the Eastside Lateral Project. The group was supportive.

#### **New Business –**

Alix reported that the HRWG sent out a **request for proposals (RFP) for the Neal Creek Phase 2 Design Project**. It was sent out to six contractors and she received two bids back. Ultimately Cindy and Alix both recommend Parr Excellence for the design work. The contract is for a not to exceed amount of \$60,000 and is a similar contract to the Neal Creek Phase 1 Design Project.

Alix reported that the HRWG also sent out an RFP to four companies to do the **archeology work on the Neal Creek Phase 1 project**. They received one bid from the company that did the archeology surveys for the Eastside Lateral Pipeline Project. The contract includes contingency funds if they do find artifacts of archaeological significance. Cindy and Alix recommend signing the contract with Archaeological Investigations Northwest (AINW). Pete moved and Rick seconded to approve signing the contracts with Parr Excellence and AINW; the motion passed unanimously. Alix and Cindy will follow up with both companies and send them the contracts and signatures. The group was supportive.

#### **Informational Reports –**

**Carly** reported that she took most of October off. She has been processing payments and designs for various projects. She also assisted with Emily Huth's year-end review. They have both been making progress in the pollinator garden and mentioned that there is a Facebook page for the garden. Carly reported that the next EQIP cut off is November 20<sup>th</sup>. EQIP is funding irrigation improvements to the Main Canal and Dukes Valley area of EFID, pollinator habitat, forest health, and air quality.

**Kris** reported that she and Heather have been working on the annual report and got it completed and sent out. She also reported that the Odell SIA project is nearly complete. The fencing and cattle access have been installed and riparian areas have been planted. She is working to collect the match documentation

and finalize the completion report. The 2021 plant sale is up and running and she has started taking orders. She did some PSP monitoring and assisted the CTWS with the EFID ditch salvage. She also attended the PNW Freshwater Mussel and the East Cascade Oaks Partnership working group meetings, and a training on pasture management and GIS.

**Alix** reported that the HRWG had their second virtual meeting and Phil Simpson with ODFW gave a presentation on Hood River steelhead. Alix has been working on the Action Plan with Cindy. She conducted MFID temperature monitoring and Ben was able to join her for part of it. She reported a lot of changes to the river channel and sediment. She completed the HRWG annual report and assisted EFID with fish salvage. She received the Neal Creek Phase 1 draft design, and she will work to review it with the landowners. She also wrapped up the monitoring for the Pollinator CIG. Alix reported that there will be a planting project at the river mile one restoration site with the Columbia Land Trust next week.

**Cindy** spent a few minutes discussing the recent announcement of the shutdown of the winter steelhead production program on the Hood River. She has been busy working on the Action Plan and hopes to have a draft by the end of the month. She has been working with EFID to keep the Eastside Lateral Project moving forward. She did some Evans Creek restoration site monitoring. Cindy also explained some other work being done by ODOT to improve fish passage. Cindy hosted a mandatory pre-bid site visit to the Red Hill Large Wood Project location. She had nine companies attend and will have a contractor recommendation at the next board meeting. The group discussed contracting details.

**Heather** reported she has been updating the Agricultural Water Quality Plan for the Local Advisory Committee meeting in December. She has also been working on the annual report and an OWEB small grant year-two report. She helped EFID to review the District Manager job description to replace John Buckley. She also reported that the Shelly Creek/Neal Creek compliance case is closed as the landowner met the requirements for site restoration.

#### **Directors' reports –**

**Rick** reported that he joined the Stew Crew to look at Horsethief Meadows and reported changes to the channel morphology and sediment movement in the area.

**Chuck** reported that he went with staff on the West Fork Large Wood Project tour. He also assisted the EFID with the ditch salvage. He expressed concern over the shutdown of winter steelhead production in the Hood River.

**Pete** reported that the Kingsley Reservoir project experienced a lot of setbacks due to Covid, fire, securing materials, and fall rains. The project is not complete, and work will begin again in the spring.

**Ben** reported that he also attended the West Fork Large Wood Project tour. He also assisted Alix with the MFID temperature monitoring. He is beginning to wind down operations on his farm.

**Brian** reported that the job announcement for the EFID District Manager position has been released. The application window will close November 25<sup>th</sup>. He is also winding down farm operations.

**Permits** –There were no permits of note.

As there was no further business, the meeting was adjourned.

The next meeting will be on Thursday December 3<sup>rd</sup> at 4 p.m. held online via Zoom.

**Summary of Actions Taken:**

- ✓ Moved, seconded, and approved consent agenda.
- ✓ Moved, seconded, and approved to sign the contracts with Parr Excellence and AINW.

Respectfully submitted,

Kris Schaedel, Conservation Specialist

Approved at the 12/3/2020 meeting of the Hood River SWCD.



---

Brian Nakamura, Chair

# Hood River Soil & Water Conservation District

## Minutes from December 3<sup>rd</sup>, 2020 District Board Meeting

Present: Directors: Brian Nakamura, Ben Saur, Pete Siragusa, and Rick Ragan

Associate Directors: Chuck Gehling

District and NRCS Staff: Heather Hendrixson, Cindy Thieman, Kris Schaedel, Alix Danielsen, and Carly Heron

Visitors: None

*\*Note December meeting was held remotely via video conferencing.*

**Consent agenda** –Pete moved, and Ben seconded:

- To approve the minutes of November 5<sup>th</sup>, 2020.
- To accept the November 2020 Profit & Loss statement and Balance Sheet as distributed. As of November 30<sup>th</sup> the balance in the bank accounts (including the CD) was \$179,252.40. Income included: \$13,750 from Freshwater Trust for Neal Creek Phase I Design, \$397.75 from the Plant Sale, and \$6,709.41 from OWEB for the Eastside Lateral Pipeline Design Project.
- Expenses were those authorized at the November meeting.
- To approve payment of bills #4976-4987 and bank transfers to Pacific Office Automation, the Internal Revenue Service, Oregon Dept. of Revenue, and Vanguard as follows:

Bills to be Paid		December 3, 2020	
Check No.	Payee	Account	Amount
DD	staff	staff wages	\$12,884.66
4976	MCAREC	office rent	\$1,034.38
4977	US Bank	google, clicktime, payroll, zoom, Odell SIA, computer equipment	\$607.25
4978	Century Link	Office phone service	\$179.41
4979	Kris Schaedel	misc. expenses reimbursement	\$16.16
4980	Alix Danielsen	misc. expenses reimbursement	\$115.83
4981	Cindy Thieman	misc. expenses reimbursement	\$64.98
4982	Heather Hendrixson	misc. expenses reimbursement	\$275.13
4983	Pacific Office Automation	copies, invoice # 014089	\$34.91
4984	Brent Barkley	final HRWG website invoice #493	\$325.00
4985	Joey Sheirbon	Odell SIA - Hood River Supply fence panels	\$379.23
4986	Columbia Gorge Fruit Growers	annual report mailing	\$361.75
4987	Parr Excellence	Neal Creek Phase I Design, invoice 1103 & 1107	\$47,587.50
EP	Lease Direct	copier lease	\$73.44
EP	Internal Revenue Service	federal employment taxes	\$3,376.14
EP	OR Dept. of Revenue	state employment/withholding/WBF/transit tax	\$993.04
EP	Vanguard IRA	Simple IRA	\$987.88
		<b>Total</b>	<b>\$69,296.69</b>

The motion passed unanimously. Heather mentioned that the Washington Federal CD will be rolling over on December 18<sup>th</sup>. Pete agreed to replace Cindy Collins as a signatory on the CD with Brian. Heather also mentioned that some of the expenses included office equipment to be able to work from home. Brian suggested looking into Covid-19 relief funds to help with costs. Heather will do so.

**New Business** – Cindy reported that she received five proposals for the **Redhill Large Wood Project**.

Cindy and the review team reviewed the proposals and unanimously chose Aquatic Contracting to install the project. The contract is for a not to exceed amount of \$220,000, based on an hourly rate. Pete moved

and Rick seconded to enter into a contract with Aquatic Contracting for the Redhill Large Wood Project installation. The motion passed unanimously.

Heather reported that OACD would like the SWCD board to vote on the **OACD board positions**. There are five board positions open; all candidates are running unopposed. Rick moved and Pete seconded to vote to support all five candidates running for the OACD board positions. The motion passed unanimously.

Carly provided the group with the NRCS **annual review of civil rights and equal employment opportunity policies for USDA partners**. She reviewed the USDA requirements for all of the partner agencies and reviewed the cooperative agreements between the SWCD and NRCS.

Heather mentioned that the **Agricultural Water Quality Management Plan review** with Oregon Department of Agriculture will be on December 9<sup>th</sup> and invited the group to participate.

#### **Informational Reports –**

**Carly** reported that has received EQIP funds. She mentioned that there are some changes to the program and organic and high tunnel will be ranked at the basin level instead of the state level as it had done in the past. She has been working on some 2020 contracts with air quality, irrigation upgrades, and cover crops. She has also been out on some site visits for new applications.

**Kris** reported that she has been taking plant sale orders and has received a relatively large number compared to years past. She attended a pasture management training earlier in the month and has been writing articles for the newspaper and the Master Gardener publications. She wrote two completion reports and a year-two report for OWEB small grants. She also took some vacation this month.

**Alix** reported that there was a good presentation at the HRWG meeting and about 64 people in attendance. The design for Neal Creek Phase I is complete. She has been meeting with landowners and reviewing the design with them. She began work on permitting and the cultural resource surveys for the project. The Neal Creek Phase II design process has begun and will involve eleven landowners. Alix and Cindy submitted an OWEB grant application and found out that it was ranked first. Alix led a work party at the Powerdale Corridor with Columbia Land Trust. Sixteen people volunteered for the event and 500 plants were planted and mulched. She also submitted the wetlands mitigation report for Evan's Creek Restoration project.

**Cindy** reported that she participated in the last few NOWC meetings. She also reported that the HRWG had a good meeting and presentation on fire's impact to fish habitat. It is recorded and on the HRWG website. She is continuing to work on the Action Plan and has an extension until June 30<sup>th</sup>. Cindy reported that the OWRD grant for the EFID Eastside Lateral Project was funded. She also did some recon for a large wood project on the West Fork Hood River.

**Heather** reported she attended the Northwest Cherry Research Review. She helped a landowner fill out a scenic area permit application for an irrigation upgrade small grant project. She mentioned the NRCS Local Working Group meeting will be January 13<sup>th</sup> and the Ag Water Quality Area Plan review is December 9<sup>th</sup>. Heather attended the OACD annual meeting on November 10<sup>th</sup> and the Soil and Water Conservation Commission meeting on November 17<sup>th</sup>.

#### **Directors' reports –**

**Pete** reported that the upper elevation snowpack is over 100% for this time of year.

**Ben** reported that he wrapped up farm operation and has been working on some home projects.

**Rick** reported that he has been working with a local landowner on a potential restoration project.

**Chuck** reported that he assisted with the Powerdale river mile 1 planting project. He complimented the group on their annual reports and websites.

**Brian** reported that the contractor should begin this week on the Eastside Lateral project. He also has been attending the OWRC annual conference and reported on some interesting presentations.

**Permits** –There were no permits of note.

Heather gave the group a brief slideshow of the completed Odell SIA project.

As there was no further business, the meeting was adjourned.

The next meeting will be on Thursday January 7<sup>th</sup> at 4 p.m. held online via Zoom.

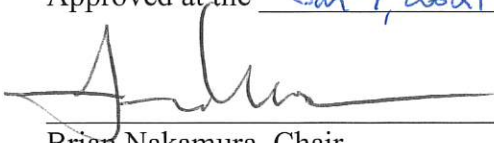
**Summary of Actions Taken:**

- ✓ Moved, seconded, and approved consent agenda.
- ✓ Moved, seconded, and approved to enter a contract with Aquatic Contracting for the Redhill Large Wood Project installation.
- ✓ Moved, seconded, and approved to vote to support all five candidates running for the OACD board positions

Respectfully submitted,

Kris Schaedel, Conservation Specialist

Approved at the Jan 7, 2021 meeting of the Hood River SWCD.

  
\_\_\_\_\_  
Brian Nakamura, Chair

