

**Hood River Soil & Water Conservation District  
Minutes from February 1<sup>st</sup>, 2024 District Board Meeting**

Present: Directors: Brian Nakamura, Pete Siragusa, Annie Alsheimer, Andrew Halliday, and Ben Saur

Associate Directors: Chuck Gehling, Chal Oates

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

Visitors- none

*\*Note February's meeting was held in person at the OSU conference room with an online option.*

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

- To approve the minutes of January 4<sup>th</sup>, 2024, as written.
- To accept the January 2024 Profit & Loss statement and Balance Sheet as distributed. As of January 31<sup>st</sup>, the balance in the bank accounts (including the CD) was **\$282,480.55**. Income of \$37,782.25 included \$753.01 in expense reimbursement from the HRWG, \$8,250.00 from the NACD TA grant, \$2,888.52 from workshop fees, \$8,779.39 from the plant sale, \$7,064.65 from CTWS contracted services, and \$10,046.68 from OWEB for the Pesticide Management grant.
- Expenses were those authorized at the January meeting.
- To approve payment of bills #5430-5442 and bank transfers to Lease Direct, ADP, and Vanguard as follows:

Bills to be Paid

February 1, 2024

Check No.	Payee	Account	Amount
DD/EP	staff	staff wages and liabilities (not SIMPLE IRA)	\$15,042.54
5430	MCAREC	office rent (May 1, 2023 rate increase)	\$1,130.29
5431	US Bank	Clicktime, Zoom, Staples (bus card stock)	\$300.47
5432	Century Link	Office phone service	\$217.52
5433	Kris Schaedel	misc. expenses reimbursement	\$1,861.34
5434	Heather Hendrixson	misc. expenses reimbursement	\$634.29
5435	Ray Sato Orchards	refunded WPS registration fee	\$130.00
5436	Columbia Gorge News	annual mtg legal notice	\$68.00
5437	Washington Department of Ag	pest license exam fees for 40 class participants	\$2,800.00
5438	Hood River Watershed Group	NRCS pollinator CIG expenses	\$2,181.77
5439	Farmers Irrigation District	NRCS pollinator CIG expenses	\$339.00
5440	Pacific Office Automation	copies - invoice # 957085	\$50.79
5441	Oregon Govt Ethics Commission	annual fee	\$945.68
5442	Lake Taco	food for pest exam prep class Feb 6-8	\$3,967.50
EP	ADP	payroll services	\$73.67
EP	Lease Direct	copier lease	\$73.44
EP	Vanguard IRA	Simple IRA	\$1,328.61
		<b>Total</b>	<b>\$31,144.91</b>

**Old Business:**

Kris reported that the HRSWCD has a Contract with the Oregon Department of Agriculture to be a pilot testing center to administer the Private Pesticide Applicators License exam. It will be effective for two years and will allow the SWCD to administer and proctor the exam.

Heather reported that she wrote a new job description for Kris, with input from the staff and board, for a Program Manager with duties and a salary range. She is in the process of writing job descriptions and salary ranges for the three positions at the SWCD. She recommends that the group adopt the job description and move Kris into the Program Manager position with the new salary. Andrew moved and Annie seconded approving the Program Manager job description and Kris taking on the new role. The motion passed unanimously.

**New Business:**

Heather reported that she reached out to two auditors to work with the district on their annual audit or review. She received estimated costs for both reviews and full audits and both came in lower than the district's former audit costs. One company is in John Day and the other is in Bend. The group suggested getting some references and following up with them. Heather will do this and report back to the group.

Heather reported that the district will need to update the long range plan and now is a good time to do so with a new job position, the separation from the Watershed Group, and new scopes of work and funding sources. She reported that Underwood Conservation District utilized a contractor to help with their long range planning. Kris, being on the board of UCD, described what the UCD process entailed. Kris and Heather will set up an informational meeting with the contractor and put together a proposed timeline and process. The group was supportive.

**Informational Reports –**

**Carly** reported that Josh's last day will be in mid-January. There is already some local interest to fill the position. She has continued to be busy with EQIP applications. She also reported that the Local Working Group meeting was well attended and was productive.

**Kris** reported that she has been busy preparing for the exam preparation course in February. She also was invited to present about the SWCD efforts to make the Oregon Spanish Pesticide Applicator licenses more accessible at a conference in Washington DC in March. The FIP technical review will happen at the end of February and interviews will be in mid march. She has continued to participate in the OWEB Rules Advisory Committee meeting and assisted with plant sale.

**Heather** attended an OACD round table with District Managers. She attended the Oregon Agricultural Trust's succession planning workshop, composed a letter in response to the OWEB proposed rule changes to the small grant program, and worked with the contractor for the watershed monitoring plan to include the SWCD's scope of work.

### **Directors' reports –**

**Pete** reported that Les will be leaving the FID District Manager role and will take a new job. They will be working to fill the position as soon as they can. He also reported that the Kinglsey reservoir is filling in nicely and plantings have been done at the wetland site.

**Annie** reported being busy and working on fish passage and storm water projects that are getting to their final stages.

**Chal** has been busy with winter on-farm operations.

**Chuck** complimented Kris on her work and reported a good presentation from the EFID District Manager at the HRWG meeting.

**Ben** has been busy with winter work.

**Brian** reported EFID has continued work on their pipelines and eastside drainage work. The county has signed off on the culvert and drainage work. He has also been busy with pruning.

**Permits** –Heather reported that there was a permit extension for the expansion of the Duckwall cold storage building and the wetland fill and mitigation work to take place along Lenz creek.

The next meeting will be on Thursday, March 7<sup>th</sup> at 4 p.m. at the OSU extension office conference room.

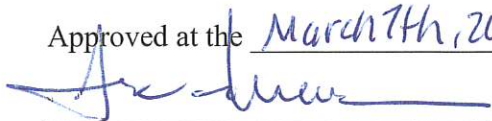
### **Summary of Actions Taken:**

- ✓ Moved, seconded, and approved consent agenda.
- ✓ Moved, seconded, and approved to accept the Project Manager position description and salary range.

Respectfully submitted,

Kris Schaedel, Project Manager

Approved at the March 7th, 2024 meeting of the Hood River SWCD.



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Brian Nakamura, Chair

