

**DESCHUTES COUNTY SOIL & WATER CONSERVATION DISTRICT**  
Board Meeting Minutes – May 18, 2023  
Meeting location: Bend Downtown Library, Bend OR with a Zoom option available.

**Current Board Members**

Director Zone 1 (Redmond)	
Director Zone 2 (Sisters)	William Kuhn
Director Zone 3 (Tumalo)	Jeff Rola, Co-Chair
Director Zone 4 (Alfalfa)	James Warren, Co-Chair
Director Zone 5 (South County & La Pine)	Andrew Aasen, Treasurer
Director At-Large #1	Robin Vora, Secretary
Director At-Large #2	Brian Lepore

Directors present: William Kuhn, Jeff Rola, Andrew Aasen, Robin Vora, Brian Lepore, James Warren

Staff present: Erin Kilcullen, General Manager; Todd Peplin, Lead Planner

Agency attendees: Lars Santana, NRCS District Conservationist

Other attendees: None

See Website for acronym descriptions:

<https://www.deschuteswcd.org/files/ede6f9a58/Acronym+Glossary.pdf>

Order of business:

1. Call to Order & Introductions: The meeting was called to order at 6:03 p.m.; all attendees introduced themselves.
2. Public Comments: None.
3. Agency Reports:
  - a. Lars Santana: Lars showed the snow survey data available on the NRCS Oregon website. It shows the water equivalent percentage for every watershed in the state. NRCS is busy with contracting work. Stephanie Payne, the small farm specialist, will be leaving and Tom Bennett will be helping with that program in the interim. The SB 762 Landscape Resiliency Project must be completed by June 30<sup>th</sup>. NRCS staff are currently working on the certification for those projects. The Joint Chiefs is in the 3<sup>rd</sup> and final year and are currently working to obligate \$1.6 million.
4. Program Updates: See Exhibit A.
5. Manager Report: See Exhibit B.
6. Action Items
  - a. Employee Handbook/Harassment Policy: The employee handbook and harassment policy has not been reviewed since 2020. Erin wanted to go through and make final edits to changes that were suggested in 2020 and that were highlighted in red. The board and staff completed this task and Erin will be making these edits. The harassment policy was signed by all board

- members and staff.
- b. Local Investment Pool Resolution. See Exhibit C.  
**Motion #1 made by Brian Lepore, seconded by James Warren to approve Resolution 2023-6 that on May 18, 2023 the Deschutes Soil and Water Conservation District will allocate the District Manager and Treasurer the authority to apply for and manage a Local Investment Pool with the State of Oregon.** Rollcall vote: unanimous.
  - c. Annual Work Plan, Budget, and report review. DSWCD will be hosting their annual meeting on June 15<sup>th</sup> from 10-2 pm. At this meeting, the board must approve the 23-24 annual work plan and budget and 21-22 annual report. Erin presented these documents for review and edit suggestions. There were some edits to the annual report that that board would like to see. Erin will make these changes and send out the final copies for approval at the June annual meeting.
  - d. Annual Raises:  
Annually, the District staff is up for performance raises based on the available budget. Erin has done research with the state of Oregon labor department for comparable salaries for the Districts 4 positions. She has developed a budget that shows the current salaries of staff and salaries of staff with 8% raises. There are enough funds through the end of 2024 for the District to maintain our current staff with 8 % raises that will take effect on July 1, 2023.  
**Motion #2 made by Andrew Aasen, seconded by James Warren to approve 8% raises for Erin Kilcullen, Todd Peplin, and Tom Bennett beginning July 1, 2023.** Rollcall vote: unanimous.
  - e. QuickBooks Desktop: The Districts current QuickBooks is expiring on May 31, 2023 and has changed their rates from a one-time purchase fee to an annual fee of \$549. Erin will purchase the new QuickBooks Desktop Pro and will update to be the owner of this account.
  - f. Annual meeting notice in paper: The District must give 15 days' public notice in the local paper. Erin would like to publish the annual meeting notice on Sunday May 28<sup>th</sup> in the paper.
7. Treasurers Report: See Exhibit D:  
**Motion #3 made by William Kuhn, seconded by James Warren that the board has received the presented Treasurers reports for April 2023.** Rollcall vote: unanimous approval.
  8. Approval of Meeting Minutes:  
**Motion #4 made by Andrew Aasen, seconded by James Warren to approve the April 20, 2023 board meeting minutes.** Rollcall vote: unanimous approval.
  9. Directors' Reports. There was not sufficient time for the Directors to give updates and this will be performed at the June Annual meeting.

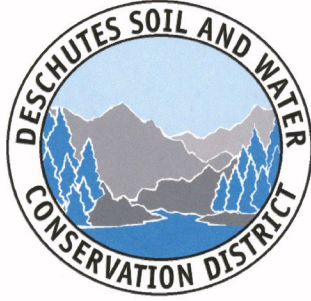
The next board meeting will be on June 15, 2023. This meeting is the Districts annual meeting and will be held from 10-11 at the USDA office in the conference room at 625 SE Salmon Ave. Redmond, OR 97756. There will be a field tour to 2 ARPA project sites and lunch will be offered following the field tour. There will be a virtual option available.

There being no further business, the meeting was adjourned at 8:00 p.m.

*Erin Kilcullen*

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Erin Kilcullen, General Manager



**DESCHUTES COUNTY SOIL & WATER CONSERVATION  
DISTRICT**

Board of Directors Meeting – May 18, 2023  
Meeting location: Bend Downtown Library, OR with a  
Zoom option available

Motions made:	Vote result
<p><b><i>Motion #1 made by Brian Lepore, seconded by James Warren to approve Resolution 2023-6 that on May 18, 2023 the Deschutes Soil and Water Conservation District will allocate the District Manager and Treasurer the authority to apply for and manage a Local Investment Pool with the State of Oregon. There were no objections.</i></b></p>	<p>Unanimous approval.</p>
<p><b><i>Motion #2 made by Andrew Aasen, seconded by James Warren to approve 8% raises for Erin Kilcullen, Todd Peplin, and Tom Bennett beginning July 1, 2023. There were no objections.</i></b></p>	<p>Unanimous approval.</p>
<p><b><i>Motion #3 made by William Kuhn, seconded by James Warren that the board has received the presented Treasurers reports for April 2023. There were no objections.</i></b></p>	<p>Unanimous approval.</p>
<p><b><i>Motion #4 made by Andrew Aasen, seconded by James Warren to approve the April 20, 2023 board meeting minutes. There were no objections.</i></b></p>	<p>Unanimous approval.</p>

**Addendum: Motions of the Board Meeting – May 18, 2023**

## Exhibit A:

### Program Updates April/May 2023

#### Irrigation Water Management (IWM)

- ARPA
  - 15 projects will be funded
  - 8 projects completed
    - Total Project Costs: \$414,929.41
    - Total Costs Reimbursed: \$160,000
    - Acres Treated: 64.1
  - 11 financial agreements signed
  - DSWCD and DRC submitted a request for an additional \$400,000
- RCPP
  - 3 landowners have contracts with NRCS for the RCPP project in the Smith Rock Area.
  - Tom has completed 3 IWM plans for landowners within the Three Sisters Irrigation District
- Western SARE Grant
  - Todd has started working with OSU extension on this project. He is reviewing the IWMP management technical guide and discussing publishing the IWM curriculum.

#### Forest Health and Wildfire Risk Reduction

- SB 762
  - Erin has met with 6 landowners that will be receiving funding through SB 762.
  - 6 landowners have signed financial agreements. 4 landowners have completed their projects.
- Joint Chiefs Buttes to Basins
  - The District is working with the USFS for an agreement to receive \$125,000 for outreach, education, and monitoring for forest health and wildfire risk projects. These funds will have an expiration date of June 1, 2027.

#### Manure Exchange Program

- 58 landowners have signed up for this program as manure providers.

#### Pasture Exchange Program

- 15 landowners interested in leasing pasture
- 6 landowners willing to lease their land

#### Riparian Restoration

- Indian Ford Creek – Bureau of Reclamation Grant
  - Develop a new watershed group to address riparian and watershed resource concerns. This group includes USFS, Deschutes Land Trust, Upper Deschutes Watershed Council, and private landowners
  - There have been partner meetings and a 3<sup>rd</sup> meeting with landowners was held in February.
  - Perform and create a baseline assessment on public land
  - Perform a private land stream assessment on 10 private properties
  - Outreach to all landowners within the Watershed has been conducted. There has been interest in participating from 20 landowners.

#### Agricultural Water Quality

- Strategic Implementation Area (SIA) grant awarded to work with landowners along the Upper and Little Deschutes Rivers to address agricultural water quality concerns. ODA has completed the field evaluation

and held the partner meeting. The Open house was held on December 8<sup>th</sup>.

- DSWCD held a monitoring meeting with partners to develop a monitoring plan.
- Erin is working to perform their first round of outreach to landowners

### **Small Grants:**

- Pollinator Health/Native Vegetation
  - Small Grant with the City of Bend to remove sod and replace with native vegetation and pollinator plants and convert irrigation to a drip system
  - 1 commercial projects
  - 4 private property projects
- Guzzler installation
  - Erin and Emma have met and talked with 5 interested landowners to install 5-7 guzzlers on 1,000+ acres of private land near Shevlin Park. The grant has been submitted.
- Water Quality
  - Norris flood to sprinkler: The project will eliminate flood irrigation on 7 acres by installing a pond and sprinkler system that will reduce excess water and nutrient runoff from entering the Deschutes River.
  - Brown water quality improvement grant. The project will convert about 6.5 acres of flood irrigation to sprinklers, pipe 800 feet of open irrigation ditch and line an existing leaking pond

### **Urban Agriculture**

- Emma has worked with partners to apply for an Urban and Community Grant with NACD. The District will be finding out in June/July about this opportunity.

### **Renewable Energy**

- The District has been awarded the Rural Energy for America Program Energy Audit & Renewable Energy Development Assistance Grants as the lead applicant in partnership with Sparks NW and other SWCD throughout Oregon.

### **Dark Skys**

- The District has been awarded a grant through the Central OR Future Fund Program. DSWCD, International Dark-Skys Association (IDA-Oregon), and our Central Oregon partners are collaborating on a community-wide initiative to showcase the importance and solutions related to dark skies and Astro tourism through outreach, education, and implementation of projects.

Exhibit B:

## **Manager's Report**

**April 20, 2023 – May 18, 2023**

As the general manager, I submit the following:

Attended the following meetings:

- Biweekly staff meetings to review and discuss all programs and staff work.
- Attended the monthly project wildfire meeting and the community subcommittee meeting.
- Attended the monthly County Weed Board meeting.
- Attended the Landscape Resilience Project meeting to discuss future funding opportunities for forestry.

Grant Work:

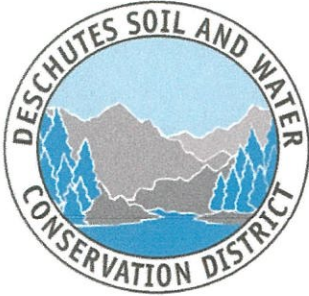
- Continues to work with staff and landowners on small grants. Two small grants have been submitted this month.
- Continues to work with forested landowners to provide support for the SB 762 funding.
- Has developed a new position for the District and hired Jena Thomas. She will be starting June 5, 2023.
- Working on quarter reports and fund requests for all District grants.
- Completed the grant application for a Reed Canary Grass removal grant with BBR through the USFWS Partners Program.
- Working with USFS on a grant agreement for TA for Joint Chiefs project boundary.
- Held the 1<sup>st</sup> annual plant sale with 2 pickup locations.
- Hired a contractor to assist with the BOR Indian Ford Grant.
- Attended the DBWC meeting that discussed on-farm projects in more detail.
- Had a site visit with 2 landowners on the Little Deschutes.
- Performed annual performance reviews with Todd and Tom.

Monthly management:

- Grant fiscal management.
- Writing checks, entering checks and credit card purchases into QuickBooks.
- Board meeting preparation and meeting minutes.
- Monthly timesheets and balancing employees time over current grants.
- Retirement contribution.
- Grant reports and fund requests.

Thank you all for your assistance to the District.

Erin Kilcullen



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**BOARD OF DIRECTORS**  
Zone 1 Director, Co-Chair

[William Kuhn](#)  
Zone 2 Director

[Jeff Rola](#)  
Zone 3 Director, Co-Chair

[James Warren](#)  
Zone 4 Director

[Andrew Aasen](#)  
Zone 5 Director, Treasurer

[Robin Vora](#)  
Director-at-Large (#1), Secretary

[Brian Lepore](#)  
Director-at-Large (#2)

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**STAFF**

[Erin Kilcullen](#)  
District Manager

[Todd Peplin](#)  
Lead Planner

[Tom Bennett](#)  
Conservation Technician

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**CONTACT**

DESCHUTES SWCD  
625 SE Salmon Ave, Suite 7  
Redmond, OR 97756  
SWCD Phone: 541-923-4358  
ext. 3190

**Resolution of the Deschutes Soil and Water Conservation District**

Resolution # 2023-6

A Resolution to apply for and manage a Local Investment Pool with the State of Oregon.

**Whereas** by unanimous agreement of the full board of the Deschutes Soil and Water Conservation District directors; therefore,

**Be It Resolved** that on May 18, 2023 the Deschutes Soil and Water Conservation District will allocate the District Manager and Treasurer the authority to apply for and manage a Local Investment Pool with the State of Oregon.

Jeff Rola  
Co-Chair of the Board of Directors  
Deschutes County Soil & Water Conservation District

James Warren  
Co-Chair of the Board of Directors  
Deschutes County Soil & Water Conservation District

Date of Board Action: May 18, 2023

Exhibit D:

**Deschutes County SWCD  
Board Meeting Report  
April 1st - April 30th, 2023**

**Grant Monies Received this Month:**

SB 762	\$	36,499.59
US Treasury	\$	547.03
Three Sisters Irrigatio	\$	961.53
Jefferson SWCD	\$	5,313.00
NACD 2022 Install	\$	22,656.25
Plant Sale funds	\$	1,096.99
SG - Pollinators	\$	5,629.19
Total Grant Monies In	\$	<u>72,703.58</u>

**Expenses:**

Payroll & Taxes	\$	17,281.11
Personnel	\$	694.66
Office	\$	50.00 Website
Utilities - Cell Phone	\$	83.88
Mileage/Travel	\$	326.20
Other: Contracted Services	\$	31,234.18
Professional Fees	\$	-
Bank Charges	\$	7.00
Rents - Storage	\$	89.00
Land Permits	\$	206.00
Workshop Fees/Supplies (Ad)	\$	444.00
Total Expenses	\$	<u>50,416.03</u>

**Checking Account Balance EOM:** \$ 280,832.83

**Notes for Month:**