



DESCHUTES COUNTY SOIL & WATER CONSERVATION DISTRICT

Board Meeting Minutes – October 20, 2022

Meeting location: Bend East Side Public Library, 62080 Dean Swift Rd. Bend, OR
with a Zoom option available

Current Board Members

Director Zone 1 (Redmond)	Leslie Clark, Treasurer
Director Zone 2 (Sisters)	William Kuhn, Co-Chair
Director Zone 3 (Tumalo)	Jeff Rola
Director Zone 4 (Alfalfa)	Susan Altman, Secretary
Director Zone 5 (South County & La Pine)	Andrew Aasen
Director At-Large #1	Robin Vora
Director At-Large #2	Gen Hubert, Co-Chair

Directors present: Gen Hubert, Robin Vora, William Kuhn, Leslie Clark, Jeff Rola, Andrew Aasen

Staff present: Erin Kilcullen, General Manager; Todd Peplin, Lead Planner; Tom Bennett, Conservation Technician; Emma Zuber, Field/Office Assistant

Agency attendees: Lars Santana, NRCS District Conservationist, Karin Stutzman, ODA SWCD Program Lead, Jan Lee, OACD

Other attendees: Brian Lepore, candidate for At Large #2, Megan Kellner-Rode, candidate for Zone 4

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 6:04 p.m.; all attendees introduced themselves.
2. Public Comments: None
3. Agency Reports:
 - a. Karin Stutzman: Karin is the new SWCD program lead for ODA. Karin works with Sandi Hiatt and Eric Nusbaum to assist SWCD’s across the state. Karin was the Polk SWCD District Manager for 9 years. Karin provides support to the SWCDs on the 5 legal requirements and to assist with any concerns at the state level. She can also assist SWCD’s with pursuing larger federal pots of funding like the RCPP.
 - b. Jan Lee - Executive Director of OACD. Jan was invited to the Board meeting to discuss the role of OACD, memberships for SWCDs, and director eligibility. OACD supports SWCD’s by representing them at the state legislative level. They produce newsletters with information on funding, training, and legislative updates, and opportunities. OACD also provides and works with Districts on large scale grants with partners. OACD is a member of the Oregon Conservation Partnership, which also includes OWEB, watershed

councils, and land trusts at the state level. Robin and William are interested in changing the Board of Director eligibility at the state level. On November 2nd, the Soil and Water Conservation Commission is meeting to discuss options to change Board of Director eligibility. This meeting will be held at the OACD Annual Conference and will be open to the public and available virtually. Jeff will be attending this conference in person and recommends that Board Directors and staff send a letter to him to present at this meeting with changes to Director eligibility they would like to see.

- c. Lars Santana: Lars reviewed 3 documents:
 - i. MOA between NRCS, ODA, and DSWCD
 - ii. MOA between NRCS and DSWCD
 - iii. Civil Rights Responsibilities for Partners (this was signed by all Board members)

October 1, 2022 is the start of NRCS Fiscal year. November 18, 2022 is the deadline for applications all NRCS programs.

Motion #1 made by Jeff Rola, seconded by Leslie Clark to allow the Board Chair to sign the Civil Rights responsibilities for partners checklist. Rollcall vote: unanimous approval. Susan Altman was not present.
4. Treasurers Report: See Exhibit A:

Motion #2 made by Jeff Rola, seconded by Gen Hubert that the board has received the presented Treasurers reports for September 2022. Rollcall vote: unanimous approval. Susan Altman was not present.
5. Approval of Meeting Minutes:

Motion #3 made by Leslie Clark, seconded by Andrew Aasen to approve the August 18, 2022 board meeting minutes as presented. Rollcall vote: unanimous approval. Jeff Rola abstained, and Susan Altman was not present.
6. Program Updates: See Exhibit B.
7. Manager Report: See Exhibit C.
8. Action Items
 - a. OACD Annual Conference

Jeff will be attending the conference in person on November 1st and 2nd at Agate Beach. If a virtual option becomes available, DSWCD staff will be attending virtually.
 - b. NACD Annual Meeting

NACD is offering scholarships for SWCD employees and Directors to apply for. These scholarships will cover \$2,500 for registration, flights, and hotel. The conference is being held in New Orleans on February 11-15, 2023. Emma will be applying for this scholarship.
 - c. NACD Annual Membership Dues

Erin will be renewing the NACD annual membership for the District. She will be renewing for the Silver membership for \$501 for the 2023 fiscal year.
 - d. Review Long-Range Plan

There was not time available to review the long-range plan. This will be discussed at the November Board meeting.
9. Directors' Reports
 - a. Gen Hubert: DRC's fiscal year started October 1, 2022. They are closing out grants and starting new ones. The Water SMART series is occurring monthly and the recordings can be found at: <https://www.deschutesriver.org/how-to-help/raise-the-deschutes-seminar-series/>
 - b. Susan Altman: Susan was not present.

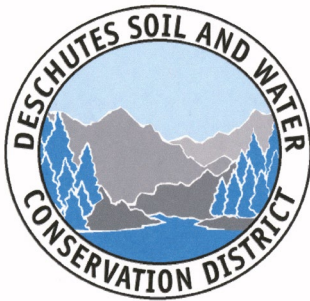
- c. Robin Vora: Robin was working on the Cedar Creek Fire and gave a presentation to the La Pine Chamber of Commerce. The Chamber did not know about the DSWCD. Robin would like for Erin to join one of their meetings and give a presentation about the programs and projects of the DSWCD.
- d. Leslie Clark: Lone Pine is piping their canals. COID is working on engineering sub laterals and breaking ground on the J lateral this winter.
- e. Jeff Rola: Jan Lee of OACD will be retiring and a new Executive Director of OACD will be beginning in the 1st of the year. Jeff is looking closely at electric tractors and how he can produce energy. This could be an opportunity for the NRCS conservation innovative grant. Jeff will be attending the OACD annual conference. Jeff has presented to the Deschutes River canyon community about wells going dry and he believes this community is a sounding board to affect change.
- f. Andrew Aasen: Andrew is excited to see everyone and about the snow and rain that will be coming through the area this weekend.
- g. William Kuhn: William told a story about how he came to Central Oregon and developed his clean portfolios through what he was seeing in the area. Humans can live without oil, but not water.

The next board meeting will be in November 2022. Day, time, and location to be determined. There will be a virtual option available.

There being no further business, the meeting was adjourned at 8:13 p.m.

Erin Kilcullen

Erin Kilcullen, General Manager



DESCHUTES COUNTY SOIL & WATER CONSERVATION DISTRICT
 Board of Directors Meeting – October 20,2022
 Meeting location: Bend East Side Public Library, 62080 Dean Swift Rd. Bend,
 OR with a Zoom option available

Motions made:	Vote result
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<i>Motion #1 made by Jeff Rola, seconded by Leslie Clark to allow the Board Chair to sign the Civil Rights responsibilities for partners checklist.</i> There were no objections.	Unanimous approval. Susan Altman was not present.
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<i>Motion #2 made by Jeff Rola, seconded by Gen Hubert that the board has received the presented Treasurers reports for September 2022.</i> There were no objections.	Unanimous approval. Susan Altman was not present.
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<i>Motion #3 made by Leslie Clark, seconded by Andrew Aasen to approve the August 18, 2022 board meeting minutes as presented.</i> There were no objections	Unanimous approval. Jeff Rola abstained. Susan Altman was not present.
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Addendum: Motions of the Board Meeting – October 20, 2022

Exhibit A:

**Deschutes County SWCD
Board Meeting Report
September 1, 2022 to September 30, 2022**

Grant Monies Received this Month:

	\$ -
	\$ -
Total Grant Monies In	<u>\$ -</u>

Expenses:

Payroll & Taxes		\$ 17,047.52	
Personnel		\$ 694.66	
Office		\$ 121.00	DD Fees, Website, Adobe
Utilities		\$ 83.91	Consumer Cell
Mileage/Travel		\$ 346.88	
Other: Contracted Services		\$ 40,382.50	(2 ARPA Projects, Bookkeeping)
Professional Fees		\$ -	
Rents		\$ 79.00	Storage
Annual Dues		\$ -	
Materials & Supplies			
Total Expenses		<u>\$ 58,755.47</u>	

Checking Account Balance EOM: \$ 342,546.67

Notes for Month:

12:02 PM
10/10/22
Cash Basis

Deschutes Soil & Water Conservation District
Profit & Loss
September 2022

	Sep 22
Ordinary Income/Expense	
Expense	
13200 · ODA DO 21-23 Expenses	
13201 · Salary, Wages, Benefits	1,816.27
13202 · Contracted Services	382.50
13203 · Travel	32.50
13205 · Other	914.57
Total 13200 · ODA DO 21-23 Expenses	3,145.84
14200 · ODA SOW 21-23 Expenses	
14201 · Salary, Wages, Benefits	3,609.00
14203 · Travel	219.38
Total 14200 · ODA SOW 21-23 Expenses	3,828.38
17200 · ARPA Grant Expenses	
17201 · Salary, wages, Benefits	0.00
17202 · Contracted Services	40,000.00
Total 17200 · ARPA Grant Expenses	40,000.00
18200 · SB 762 Forestry - Expenses	
18201 · Personnel/Salary/Wages/Benefits	2,641.53
Total 18200 · SB 762 Forestry - Expenses	2,641.53
19200 · BOR - Indian Ford - Expenses	
19201 · Personnel/Salary/Wages/Benefits	943.14
Total 19200 · BOR - Indian Ford - Expenses	943.14
20200 · Western SARE - Expenses	
20201 · Personnel/Salary/Wages/Benefits	1,119.12
20205 · Travel	0.00
Total 20200 · Western SARE - Expenses	1,119.12
62800 · GRANT EXPENSE - ODA	
Travel / Mileage	0.00
Total 62800 · GRANT EXPENSE - ODA	0.00
66000 · PERSONNEL	
Payroll Expense	
Insurance Stipend	0.00
Payroll	0.00
Payroll Taxes	0.00
Total Payroll Expense	0.00
Total 66000 · PERSONNEL	0.00
7200 · OWEB - SIA Expenses	
7201 · Salary, Wages & Benefits	279.46
Total 7200 · OWEB - SIA Expenses	279.46
8200 · NACD - TA Expenses	
8201 · Salaries, Wages & Benefits	4,530.06
8203 · Travel	95.00
Total 8200 · NACD - TA Expenses	4,625.06
9200 · NRCS - TA Expenses	
9201 · Salary, Wages & Benefits	2,108.94
9202 · Travel	0.00
Total 9200 · NRCS - TA Expenses	2,108.94
Total Expense	58,691.47

12:02 PM
10/10/22
Cash Basis

Deschutes Soil & Water Conservation District
Profit & Loss
September 2022

	<u>Sep 22</u>
Net Ordinary Income	<u>-58,691.47</u>
Net Income	<u><u>-58,691.47</u></u>

Exhibit B:

Program Updates

September and October 2022

Irrigation Water Management (IWM)

- ARPA
 - 15 projects will be funded
 - 6 projects completed
 - Total Project Costs: \$268,805.41
 - Total Costs Reimbursed: \$120,000
 - Acres Treated: 50.5
 - 11 financial agreements signed
- IWM Workshop Series
 - Included three classroom sessions and two field days. The third session was held on October 6th. There was a landowner panel discussion and presenters from OSU extension, Thompson Pump, and local organizations. 8 landowners joined the session.
- 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.

Forest Health and Wildfire Risk Reduction

- SB 762
 - Erin has met with 5 landowners that will be receiving funding through the SB 762.
 - 4 landowners have signed financial agreements. 3 landowners have completed their projects.
 - A contractor agreement has been signed for a contractor to complete 3 forest management plans for landowners that are signed up for an EQIP contract with the Joint Chiefs Program.
 - Erin and Emma are finding companies that can assist with a Success Story on a forestry project.

Manure Exchange Program

- 48 landowners are signed up for this program as manure providers.

Pasture Exchange Program

- 14 landowners interested in leasing pasture
- 5 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 will include USFS, Deschutes Land Trust, Upper Deschutes Watershed Council, and private landowners
 - 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 collaborate 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.

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
 - 3 commercial projects
 - 5 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. They will start putting together the grant application.

Urban Agriculture

- Erin and Emma developed and submitted a grant application for the USDA Office of Urban Agriculture and Innovative Production.

Exhibit C:

Manager's Report

August 18, 2022 – October 20, 2022

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 On-farm meeting with COID and DRC.
- Attended the DBWC meeting.
- Assisted Todd and Emma with the 3rd IWM workshop series.
- Participated as a panelist for the City Club of Bend on a Deschutes Basin Water Discussion.
- Attended a field tour with partners to RCPP project sites.

Grant Work:

- Working with Todd and Tom to complete and sign financial agreements and verify and send payment for completed projects with the 15 landowners that are receiving funding through ARPA.
- Attended the field evaluation with ODA for the SIA Project.
- Collaborating with landowners and hired contractor on SB 762 projects.
- Met and talked with landowners interested in a small grant project to install guzzlers on their property.
- Met with an HOA in Bend about pollinator and native landscaping for their neighborhood.

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