



DESCHUTES COUNTY SOIL & WATER CONSERVATION DISTRICT

Board Meeting Minutes – December 16, 2021

Meeting location: Zoom

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 (Alfalpa)	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

Director’s present: Susan Altman, Gen Hubert, Robin Vora, William Kuhn, Leslie Clark, Andrew Aasen, Jeff Rola

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

Agency attendees: Lars Santana, NRCS, Scott Duggan, OSU extension, Smita Mehta, DEQ, Theresa DeBardelaben, ODA

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 9:02 a.m.; all attendees introduced themselves.
2. Public Comments: None.
3. Agency Reports:
 - a. Lars Santana: The cubicle reconfiguration will be occurring in January. Erin, Todd, and Tom will each have their own cubicle. Todd has requested a new laptop with NRCS. Lars discussed the Senate Bill 762 that DSWCD will be applying for a grant available under that legislation in collaboration with Deschutes County, ODF, and other organizations in Central Oregon. Over the last 2 weeks, there have been meetings with partners and the proposal is coming to fruition. Deschutes County is taking the lead on this proposal. They are requesting that each organization send a budget, narrative, and shape file of project boundary to the County by end of the workday on Monday. NRCS has a need for monitoring the current projects that are signed up for contracts in the Joint Chiefs project. Also, DSWCD is requesting funds to supplement the EQIP cost-share to landowners to expedite projects that are currently occurring. These landscape scale projects are expensive, and this will be an opportunity to assist landowners, offset costs, and implement these projects in a faster timeframe. DSWCD will be requesting \$300,000. This will include \$220,000 for contracting to implement these projects, \$50,000 for staff time for planning, technical assistance, and monitoring, and \$30,000 in indirect/admin costs. The board supports Erin moving forward with this grant application. Robin would like to revisit the boards policy on supporting grant applications.

- b. Scott Duggan: Scott has been working on a cow/calf management publication that has recently been completed. He is working with HDFFA to develop a local meat course that would include a tour of a meeting plant facility. OSU extension will be hiring an organic food specialist. Scott would like to partner and further discuss a twine recycling program for Central Oregon. DSWCD board and staff are interested in the opportunity for OSU extension to fill Mylen Boyles position. There is a large need in Central Oregon. Scott will continue to review the updated Rural Living Handbook and he believes that getting this pamphlet to realtors is a great resource for new landowners. Susan suggested that the District contacts the county to get a list of new landowners and develop a welcome packet to send to them and realtors.
- c. Smita Mehta: DEQ continues to work on a couple studies: Algae blooms in the Upper Deschutes and the Turbidity in the Upper Deschutes below Wickiup Dam to obtain continuous and real time data on water flows. DEQ will be starting a groundwater study in South County in 2023 to study water quality.
- d. Theresa DeBardelaben: Theresa gave a quick update on the new SIA that DSWCD will be applying for this winter. The new SIA will include the Upper and Little Deschutes Watersheds and will incorporate Klamath County. Theresa showed a map of the boundary area. Theresa is currently working on the remote evaluation, and this will include surface and groundwater and manure piles. She will be including irrigation districts in the planning meetings of this project.

4. Grant Updates

Erin has been working with the Districts intern, Emma Zuber. Emma has developed a new website for the District and has been working on marketing our District through social media and other avenues. Emma has created a newsletter for the District and continues to assist Erin with outreach, marketing, and other tasks. Erin and Emma have been working on the Urban Agriculture Grant with The Environmental Center. The District was awarded the WaterSmart Grant through the Bureau of Reclamation to create a Watershed Group in the Indian Ford Watershed and begin to complete assessments on the creek. Erin has started the process and is working with the grants management specialist to finalize the budget and contracting. The District continues to meet with COID, DRC, NRCS, and Crook SWCD to collaborate efforts and funding towards the new Smith Rock RCPP. The District in collaboration with DRC and COID have been awarded \$1.45 million of the counties ARPA funds to implement irrigation efficiency projects. Erin and DRC have meet with the County and is awaiting a contract for this grant award, which will hopefully be developed this month or early 2022. There are many landowners interested in using these county funds to improve their irrigation systems. Todd has been working on the Joint Chiefs project and has been communicating with landowners, performing site visits, and providing planning assistance. The Districts capacity Grant is extended until December 2021 or until the projects are completed. The remaining funds are being used to pipe a TSID irrigation ditch on a property from Whychus Creek. Another project is enabling a landowner in COID to change from flood to sprinkler irrigation. Also, Erin used some of these remaining funds to plant pollinator gardens at schools and parks in Bend. These projects have been completed and Erin and Emma are working to develop the final documents to send to OWEB to wrap up this grant. The district continues to utilize funds from the current biennium of the ODA Capacity grant. The District is wrapping up the first installment of the NACD TA Grant and will begin utilizing the funds from the second installment in January 2022. Tom is collaborating with landowners and COID to provide technical assistance and Irrigation water management plans for their properties. There are four landowners that are being signed up for EQIP contracts through the RCPP. Tom is also working with Baxter from COID on a private lateral assessment. This is occurring in COID due to the amount of funding available there. Todd has been keeping open communication with landowners interested in on-farm projects outside the RCPP boundary. The Little Deschutes River and Upper Deschutes River watersheds will be the focus of a new SIA funded by ODA. The deadline for this application is in mid-February. Erin will be working on this

grant application and the monitoring portion of this grant. Erin will be attending ODA's remote evaluations of this project boundary and will be working closely with Theresa to develop a monitoring plan with the monitoring team in January. The District is applying for \$300,000 in collaboration with Deschutes County, ODF, and other organizations for the Senate Bill 762 landscape resiliency opportunity that is due January 7, 2022 (See more information above in section 3a).

5. Action Items

- a. Liability Insurance: Erin has been working with SDAO to switch their liability insurance from Glatfelter to SDAO. Erin has applied for the SDAO insurance and would like to switch to this new insurance.
Motion #1 made by Susan Altman, seconded by Gen Hubert to accept the SDAO Liability proposal with a decreased crime coverage to \$350,000 for a total of \$3,196 annually. Rollcall vote: unanimous approval. Jeff Rola was not present for this vote. He had to leave the meeting at 10 am.
- b. Emma Zuber's position: Erin would like to hire Emma on as a part-time temporary employee starting January 3, 2022. She has updated a budget to show the availability of funding for this new position and developed a new job description. Erin had a couple edits on the job description that she wanted to discuss with the Board. Erin will be hiring Emma to start her new position as a part-time temporary Field and Office Assistant starting January 3, 2022.
- c. Senate Bill 762: This was discussed earlier in the meeting. See section 3a for information about this discussion.
- d. Fundraising events/ideas for District: Erin has been discussing fundraising and donation opportunities for the District. Emma will be pursuing these ideas in more detail in 2022. Erin wanted to hear some ideas from the Board. Some suggestions include Ponderosa seedlings, plant sale (complement and not compete directly with private nurseries), donations, utilize Rural Living Handbook to advertise the District and provide information to landowners, collaborate with The Environmental Center on their Earth Day parade, adopting a road, and join DRC at the Central Oregon Farm Fair February 2nd and 3rd in Madras.
- e. Letters of Support Policy: Erin has developed a rough draft of a letter of support policy. The board would like to see a timeline of options for board approval depending on if the previous option is not possible. Erin will update this policy and discuss this at a future board meeting.
- f. Changing Hands Sponsorship: Erin received an email from Rogue Farm Corps asking if our District would like to provide a sponsorship for their organization. The board would like to learn more about Rogue Farm Corps and how we could partner in the future. Erin will reach out and see if they would be able to attend a Board meeting in the future.

6. Manager's Report: See Exhibit A.

7. Treasurers Report: Erin has received the Treasurers report for October and November 2021 and presented these to the Board for approval.

Motion #2 made by Susan Altman, seconded by Gen Hubert to approve the presented Treasurers reports for October and November. Rollcall vote: unanimous approval. Jeff Rola and Leslie Clark were not present for this vote. They had to leave the meeting early.

8. Approval of Meeting Minutes:

Motion #3 made by Gen Hubert, seconded by Susan Altman to approve the November 18, 2021 board meeting minutes. Rollcall vote: unanimous approval. Andrew Aasen abstained from the vote because he was not at this Board meeting. Jeff Rola and Leslie Clark were not present for this vote. They had to leave the meeting early.

Motion #4 made by Susan Altman, seconded by Robin Vora to approve the December 6, 2021 special board meeting minutes. Rollcall vote: unanimous approval. Andrew Aasen abstained from the vote because he was not at this Board meeting. Jeff Rola and Leslie Clark were not present for this vote. They had to leave the meeting early.

9. Directors' Reports

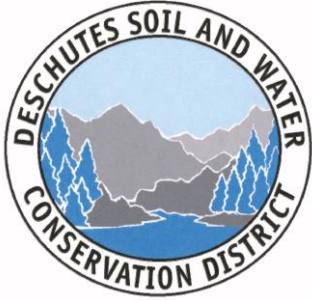
- a. Gen Hubert: DRC continues to apply for new grants. DRC is working with COID on water marketing.
- b. Susan Altman: No updates.
- c. Robin Vora: Robin has attended the Sage Grouse LIT meeting and they are working on the next report.
- d. Leslie Clark: Leslie had to leave the meeting early.
- e. Jeff Rola: Jeff had to leave the meeting early.
- f. Andrew Aasen: Andrew is interested in plastic recycling, learning more about the SIA and the Joint Chiefs in the LaPine area. He thinks that a raffle would be an innovative idea for a fundraiser.
- g. William Kuhn: William would like to talk with the CDD about the fencing that was constructed in the new development in the Mule Deer winter range habitat. William has interviewed Jim Anderson and will be sending the recording to everyone.

The next board meeting will be on January 20, 2022, at 9:00 a.m. This meeting will be held via Zoom if the mask mandate is in place.

There being no further business, the meeting was adjourned at 11:58 p.m.

Erin Kilcullen

Erin Kilcullen, General Manager



DESCHUTES COUNTY SOIL & WATER CONSERVATION DISTRICT
 Board of Directors Meeting – December 16, 2021
 Meeting location: via Zoom

Addendum: Motions of the Board Meeting – December 16, 2021

Motions made:	Vote result
<p><i>Motion #1 made by Susan Altman, seconded by Gen Hubert to accept the SDAO Liability proposal with a decreased crime coverage to \$350,000 for a total of \$3,196 annually. There were no objections.</i></p>	<p>Unanimous approval. Jeff Rola was not present for this vote. He had to leave the meeting at 10 am.</p>
<p><i>Motion #2 made by Susan Altman, seconded by Gen Hubert to approve the presented Treasurers reports for October and November. There were no objections.</i></p>	<p>Unanimous approval. Jeff Rola and Leslie Clark were not present for this vote. They had to leave the meeting early.</p>
<p><i>Motion #3 made by Gen Hubert, seconded by Susan Altman to approve the November 18, 2021 board meeting minutes. There were no objections.</i></p>	<p>Unanimous approval. Andrew Aasen abstained from the vote because he was not at this Board meeting. Jeff Rola and Leslie Clark were not present for this vote. They had to leave the meeting early.</p>
<p><i>Motion #4 made by Susan Altman, seconded by Robin Vora to approve the December 6, 2021 special board meeting minutes. There were no objections.</i></p>	<p>Unanimous approval. Andrew Aasen abstained from the vote because he was not at this Board meeting. Jeff Rola and Leslie Clark were not present for this vote. They had to leave the meeting early.</p>

Exhibit A:

Manager's Report

November 18, 2021 – December 16, 2021

As the general manager, I submit the following:

Attended the following meetings:

- Bend Pollinator Pathway discussion about pollinator plantings that District has funded through 19/21 Capacity Grant.
- Biweekly staff meetings.
- Pollinator meeting with Jefferson SWCD, Bend Pollinator Pathway, and volunteers to discuss future projects to collaborate on.
- SIA monitoring meeting with ODA.
- Shared stewardship meeting about Senate Bill 762.
- Deschutes Basin Water Collaborative meeting.
- Deschutes Basin Water Collaborative Communications subcommittee meeting.
- On-farm group meeting to discuss RCPP and ARPA funding.
- I have been working with Emma to on the new website, social media, outreach efforts, Rural Living Handbook, and the Pasture Exchange Program.

Grant Work:

- Finalized budget for the BOR Indian Ford Creek Grant.
- Renewing our SAM registration.
- Job Description and budget for a new position for Emma.
- Researching and developing a proposal for the Senate Bill 762 application.
- Researching and developing an application for the Upper and Little Deschutes SIA.
- Outreach for wildlife projects.

Monthly management:

- Grant fiscal management.
- Writing checks, entering checks and credit card purchases into QuickBooks.
- Board meeting preparation.
- Board meeting minutes.
- Monthly timesheets and balancing employees time over current grants.
- Retirement contribution.
- New liability insurance with SDAO.
- Grant reports and fund requests.
- Annual Financial Statement Review.

Thank you all for your assistance to the District.

Erin Kilcullen

Exhibit B: Treasurer's Report

**Deschutes County SWCD
Board Meeting Report
October 1st, 2021 Through October 31st, 2021**

Grant Monies Received this Month:

	OWRD Lundy	\$	5,783.80
	NACD Urban Ag	\$	8,000.00
		\$	-
		\$	-
		\$	-
	Total Grant Monies In	\$	<u>13,783.80</u>

Expenses:

	Payroll & Taxes	\$	14,736.26	
	Personnel	\$	661.82	
	Office	\$	706.99	DD fees, Adobe, SDAO
	Utilities	\$	63.34	Consumer Cellular
	Mileage/Travel	\$	567.81	
Other:	Contracted Services	\$	1,375.00	**
	Professional Fees	\$	735.00	
	Rents	\$	79.00	Storage
	Materials & Supplies	\$	4,279.45	
	Total Expenses	\$	<u>23,204.67</u>	

Checking Account Balance EOM: \$ 87,846.13

Notes for Month:

** Environmental Center, Kaci Rae

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Deschutes Soil & Water Conservation District
Profit & Loss
October 2021

12/13/21

Accrual Basis

	Oct 21
Ordinary Income/Expense	
Expense	
10200 · OWRD - BOLTON Expenses	
10201 · Salary, Wages, & Benefits	0.00
10204 · Travel	0.00
Total 10200 · OWRD - BOLTON Expenses	0.00
11200 · COVID CARES ACT Expense	
11201 · Salary, Wages & Benefits	0.00
Total 11200 · COVID CARES ACT Expense	0.00
12200 · NACD Urban Ag Expenses	
12201 · Salary, Wages, Benefits	2,068.89
12202 · Contracted Services	1,375.00
12204 · Supplies & Materials	4,279.45
Total 12200 · NACD Urban Ag Expenses	7,723.34
13200 · ODA DO 21-23 Expenses	
13201 · Salary, Wages, Benefits	1,954.14
13203 · Travel	24.64
13205 · Other	142.00
Total 13200 · ODA DO 21-23 Expenses	2,120.78
14200 · ODA SOW 21-23 Expenses	
14201 · Salary, Wages, Benefits	4,168.27
14203 · Travel	262.64
14205 · Other	14.99
Total 14200 · ODA SOW 21-23 Expenses	4,445.90
5200 · OWRD-TOWER Expenses	
5203 · Travel	0.00
Total 5200 · OWRD-TOWER Expenses	0.00
6200 · OWRD - LUNDY Expenses	
6201 · Salary, Wages & Benefits	0.00
6203 · Travel	0.00
Total 6200 · OWRD - LUNDY Expenses	0.00
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	
7203 · Travel	0.00
Total 7200 · OWEB - SIA Expenses	0.00
8200 · NACD - TA Expenses	
8201 · Salaries, Wages & Benefits	7,149.50
8203 · Travel	360.64
8204 · Admin	927.34
Total 8200 · NACD - TA Expenses	8,437.48

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12/13/21

Accrual Basis

Deschutes Soil & Water Conservation District
Profit & Loss
October 2021

	<u>Oct 21</u>
9200 · NRCS - TA Expenses	
9201 · Salary, Wages & Benefits	2,225.21
9202 · Travel	<u>0.00</u>
Total 9200 · NRCS - TA Expenses	<u>2,225.21</u>
Total Expense	<u>24,952.71</u>
Net Ordinary Income	<u>-24,952.71</u>
Net Income	<u><u>-24,952.71</u></u>

**Deschutes County SWCD
Board Meeting Report
November 1st, 2021 Through November 30th, 2021**

Grant Monies Received this Month:

NRCS TA	\$ 21,656.25
	\$ -
	\$ -
	\$ -
	\$ -
Total Grant Monies In	<u>\$ 21,656.25</u>

Expenses:

Payroll & Taxes	\$ 14,748.22	
Personnel	\$ 661.82	
Office	\$ 306.89	DD fees, Zoom, Microsoft
Utilities	\$ 63.21	Consumer Cellular
Mileage/Travel	\$ 370.16	
Other: Constructed Services	\$ 23,400.19	**
Professional Fees	\$ -	
Rents	\$ 79.00	Storage
Materials & Supplies		
Total Expenses	<u>\$ 39,629.49</u>	

Checking Account Balance EOM: \$ 66,935.50

Notes for Month:

** Environmental Center, Winter Creek, Great Basin Nursery, Steve Fox Cons

1:00 PM
12/14/21
Accrual Basis

Deschutes Soil & Water Conservation District
Profit & Loss
November 2021

	Nov 21
Ordinary Income/Expense	
Expense	
10200 · OWRD - BOLTON Expenses	
10201 · Salary, Wages, & Benefits	0.00
10204 · Travel	0.00
Total 10200 · OWRD - BOLTON Expenses	0.00
11200 · COVID CARES ACT Expense	
11201 · Salary, Wages & Benefits	0.00
Total 11200 · COVID CARES ACT Expense	0.00
12200 · NACD Urban Ag Expenses	
12201 · Salary, Wages, Benefits	546.21
12202 · Contracted Services	3,379.49
Total 12200 · NACD Urban Ag Expenses	3,925.70
13200 · ODA DO 21-23 Expenses	
13201 · Salary, Wages, Benefits	4,611.61
13203 · Travel	0.00
13204 · Materials/Supplies	249.89
13205 · Other	86.00
Total 13200 · ODA DO 21-23 Expenses	4,947.50
14200 · ODA SOW 21-23 Expenses	
14201 · Salary, Wages, Benefits	3,823.70
14203 · Travel	183.68
14205 · Other	113.21
Total 14200 · ODA SOW 21-23 Expenses	4,120.59
4200 · ODA - SOW Expenses	
4202 · Contracted Services	20,020.70
Total 4200 · ODA - SOW Expenses	20,020.70
5200 · OWRD-TOWER Expenses	
5203 · Travel	0.00
Total 5200 · OWRD-TOWER Expenses	0.00
6200 · OWRD - LUNDY Expenses	
6201 · Salary, Wages & Benefits	0.00
6203 · Travel	0.00
Total 6200 · OWRD - LUNDY Expenses	0.00
62800 · GRANT EXPENSE - ODA	
Travel / Mileage	0.00
Total 62800 · GRANT EXPENSE - ODA	0.00
66000 · PERSONNEL	0.00
7200 · OWEB - SIA Expenses	
7203 · Travel	0.00
7204 · Materials & Supplies	550.00
Total 7200 · OWEB - SIA Expenses	550.00
8200 · NACD - TA Expenses	
8201 · Salaries, Wages & Benefits	7,273.59
8203 · Travel	186.48
Total 8200 · NACD - TA Expenses	7,460.07
9200 · NRCS - TA Expenses	
9201 · Salary, Wages & Benefits	3,324.12

1:00 PM
12/14/21
Accrual Basis

Deschutes Soil & Water Conservation District
Profit & Loss
November 2021

	<u>Nov 21</u>
9202 · Travel	<u>0.00</u>
Total 9200 · NRCS - TA Expenses	<u>3,324.12</u>
Total Expense	<u>44,348.68</u>
Net Ordinary Income	<u>-44,348.68</u>
Net Income	<u><u>-44,348.68</u></u>