

## **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 financial 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