



DESCHUTES COUNTY SOIL & WATER CONSERVATION DISTRICT

Board Meeting Minutes – February 19, 2021

Meeting location: via 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 (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: Susan Altman, Andrew Aasen, Robin Vora, Gen Hubert, Jeff Rola, William Kuhn, Leslie Clark

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

Agency attendees: Lars Santana, NRCS, Mylen Bohle, OSU Extension

Other attendees: Brian Lepore, Farmer

Order of business:

1. Call to Order & Introductions: The meeting was called to order at 9:10 a.m.; all attendees introduced themselves.
2. Public Comments: No public comments.
3. Agency Reports:
 - a. Lars Santana: NRCS is hosting their annual working group meeting for Jefferson County (Tuesday, February 23, 2021) and Deschutes County (Thursday February 25, 2021). Erin and Lars have been working together on targeted outreach for the Joint Chiefs Project. DSWCD has been and will continue to assist NRCS with monitoring for forest health and irrigation projects. Lars has been working to rank applications for EQIP funding for the on-farm CIS.
 - b. Mylen Bohle: OSU Extension has hired a soil water quality specialist, ground water specialist, and an irrigation quality specialist. There has been 6 new fire land agents hired throughout the state. Ariel Cowan has been hired for Central Oregon. Also, a new forestry agent has been hired. All of these positions have been earmarked in the last legislation. There are 30 extension positions that will be unfilled. A new director for the extension will be hired this year. An in-land NW pasture calendar for Idaho, Oregon, and Washington is being developed. It will highlight ways to manage grass plants, pastures, and fields. A virtual webinar will be held to describe this in more detail. A nutrient analysis is currently underway in Deschutes County. They are planning to have irrigation field days during the month of May. These would be done locally in Jefferson County and show examples of MESA to LESA conversions and will include Dragon Lines. Mylen will be retiring on June 30, 2021.
4. Action Items:
 - a. Policy Handbook: Erin has put together a policy handbook for the district and will create a calendar of meetings throughout the year that the board will discuss each policy and sign them. There were three

sections under the Board Member Duties and Responsibilities policy that Erin and Robin have been discussing. Under the Duty of Loyalty there was no opposition to change conflicts of interest to financial conflicts of interest. Under the Management section, bullet 2 will remain the same and bullet 3 will change to “The Manager makes selection for hiring employees pending final approval by the board.” Under Employee relations section, there was no opposition to delete bullet 3. Erin will make these changes and send them to the board for signatures.

Motion #1 was made by Robin Vora and seconded by Jeff Rola to approve pages 3 – 6 of the DSWCD Policy Handbook. Roll call: unanimous approval.

- b. Intergovernmental Agreement with Crook SWCD: Erin has been working with Crook SWCD to sign an Intergovernmental Agreement so that these two districts can work together and outside of county lines on projects. The board would like to see changes made to section 6: Attorney Fees. Gen recommended adding an Arbitration section. Erin will send these changes to CSWCD and come back to the board at the next meetings.
 - c. Privacy Agreement with Crook SWCD: Erin and Andy Gallagher (Manager of CSWCD) will work together to create a privacy agreement between the districts so that Andy is able to share information about landowners in Deschutes County with Erin for future projects. Erin will ask Eric Nusbaum about privacy agreement templates.
 - d. Retirement: Oregon Saves does not offer employer contribution. Erin is looking into other companies for herself and Todd. She will call AIG this next week.
5. Manager’s Report: See Exhibit A.
 6. Treasurers Report: See Exhibit B.

Erin continues to work with Rebecca Sather and Leslie to streamline our finances, books, and reports to present at board meetings.

Motion #2 was made by Jeff Rola and seconded by Gen Hubert to receive the Treasurers report. Roll call: unanimous approval.

8. Approval of Meeting Minutes:

Motion #3 made by Robin Vora, seconded by Jeff Rola to approve the January regular board meeting minutes. Rollcall vote: unanimous approval.

7. Grant Updates:

- a. NRCS TA grant – The district was granted an extension to February 26, 2021 to utilize these funds. Erin has worked with Lars to create a mailing list, letter template, flyer, and presentations to outreach to landowners within the forestry CIS and Joint Chiefs Area Boundaries to provide education on funding opportunities to complete forestry projects. Erin mailed a letter, flyer, and NRCS informational page to 28 landowners. We have heard back from four of these landowners thus far and will begin to work with them. Todd has been working with landowners on the G-4 project to apply for EQIP contracts. The ranking and costs of these applications are complete and Todd will be working with the landowners about the cost share at the end of March. There is another round of NRCS TA Grant opportunity that will be available for applying in April. Erin, Todd, and Lars will work together to apply for this opportunity.
- b. NACD Grant – Todd and Tom have been making great headway on this project. They have been working with Swalley irrigation district and landowners along the Rogers’ ditch. Tom will be assessing 2 additional private laterals within Swalley Irrigation District and a property in COID that would switch from flood to sprinkler. Todd is assisting NRCS by training to complete survey work for these lateral projects.
- c. OWRD Lundy Feasibility study – Todd is training with NRCS to collect data for this project. He will be giving data to Black Rock Consulting for design.
- d. RCPP with Three Sisters Irrigation. Todd has been working with OSU Extension to administer IWM in the county. He continues working to develop detailed IWM plans and workshops for the county over the next five years. He has outlined problems, goals, objectives, and has presented an estimated budget for Erin. Through our current NACD Grant and extra funds through the ODA Capacity Grant, Todd will begin

to work on IWM program. The first year would be to develop a curriculum and partner on education. Todd will present more about this program to the board in the next board meeting.

- e. ODA Capacity: Lars presented an opportunity of a landowner in Three Sisters Irrigation District that would need financial assistance to pipe his irrigation from Whychus Creek. Todd, Erin, and Lars are working together to obtain in writing more details of this exact cost and a written agreement between the landowner, DSWCD, and TSID that we will contribute money for this project to be completed.

8. Directors' Reports

- a. Susan provided information about the next planning commission meeting on Thursday February 25, 2021. There has been a conversation about the county hiring a natural resource conservationist. This is a great opportunity for Erin to join these meetings and create a relationship about how DSWCD can provide assistance in addressing resource concerns in Deschutes County. The board discussed the possibility about presenting a proposal to the county and developing an IGA. Erin will join this meeting and move forward from there. Susan attended the SDAO Annual Conference and will be attending some of the ODA trainings next week.
- b. Jeff discussed the evaluation that board members had with Erin. It was a great first run through, but the evaluation was more of an annual evaluation template. He attended the NACD annual meeting. They discussed policy changes to the farm bill budget. He is interested in an opportunity in Deschutes County on lands that are eligible for an agricultural conservation easement program. They have begun removing fill for pipe installation that will begin in the next couple weeks.
- c. Leslie has been on medical leave for the last month. She is feeling much better and working on catching up on everything.
- d. Robin has been attending the Sage Grouse LIT committee meetings.
- e. Andrew will be attending the ODA Trainings. He would like more guidance on how he can become more involved in his new role and the district. Erin and Todd will set up a time to meet with Andrew to discuss this more.
- f. William had no updates. He showed pictures of a truck hauling pipe to a project site that got lost and almost went off the road.
- g. Gen continues to work with irrigation districts on projects.

The next regular board meeting will be on March 18, 2021 at 9:00 a.m. Pending Covid-19 status, it will be held via Zoom or a to-be-determined location.

There being no further business, the meeting was adjourned at 12:02 p.m.

Erin Kilcullen

Erin Kilcullen, General Manager



DESCHUTES COUNTY SOIL & WATER CONSERVATION DISTRICT
 Board of Directors Meeting – February 18, 2021
 Meeting location: via Zoom

Addendum: Motions of the Board Meeting – February 18, 2021

Motions made:	Vote result
<p><i>Motion #1 was made by Robin Vora and seconded by Jeff Rola to approve pages 3 – 6 of the DSWCD Policy Handbook. There were no objections.</i></p>	<p>Unanimous approval</p>
<p><i>Motion #2 was made by Jeff Rola and seconded by Gen Hubert to receive the Treasurers report There were no objections.</i></p>	<p>Unanimous approval</p>
<p><i>Motion #3 made by Robin Vora, seconded by Jeff Rola to approve the January regular board meeting minutes. There were no objections.</i></p>	<p>Unanimous approval</p>

Exhibit A: Managers Report:

Manager's Report

January 21, 2021 – February 18, 2021

As the general manager, I submit the following:

1. I have submitted the NACD Urban and Community Grant. The district will be partnering with the Environmental Center, Middle Deschutes Watershed Council, and Clackamas SWCD.
2. I am working to begin the process of compiling a mailing list for our District and update our Rural Living Handbook.
3. I am working to get the district a new Bond.
4. I have submitted a renewal application for our NACD Grant to receive additional funds for 2021-2022. I also have worked with Tom and Lars to develop a letter to send to NRCS for support for additional funding.
5. I have assisted Lars to compile a mailing list, create a flyer, develop a letter template, and a presentation for the local working group meeting on February 25th. I mailed this information to 28 private landowners in the Joint Chiefs Project Area.
6. Todd and I are working with Lars to assist a landowner in Sisters, OR with a piping project. This funding would come from our Capacity Grant.
7. I attended the SDAO Annual conference.
8. I have completed an employee evaluation for Todd and met with the board for my evaluation.
9. I have attended the IWM meeting this month.
10. I have met with Andy Gallagher and Rachel from CSWCD to discuss possible future projects that our District can provide financial and technical assistance on.
11. I am working with Stephanie Payne from NRCS for future small and organic farm projects and providing assistance with outreach.

Thank you all for your assistance to the District.

Erin Kilcullen

Exhibit B: Treasurers Report

**Deschutes County SWCD
Board Meeting Report
January 1, 2021 to January 31, 2021**

Grant Monies Received this Month:

OWRD Lundy	\$ 2,252.50
OWEB Bolton Small Grant	\$ 11,617.00
NRCS TA Grant	\$ 1,696.34
	\$ -
	\$ -
Total Grant Monies In	<u>\$ 15,565.84</u>

Expenses:

Payroll & Taxes (For December)	\$ 9,754.89
Personnel (Todd and Erins Health insurance)	\$ 1,348.79
Office (Bookkeeping)	\$ 720.25
Utilities (Cell Phone)	\$ 60.58
Mileage	\$ 52.33
Contracted Services(Lundy Ditch Grant - Black Rock)	\$ 1,000.00
Other:	\$ 69.00
Rents	\$ 69.00 (Safe in Storage)
Dues	\$ -

Total Expenses \$ 13,005.84

Checking Account Balance EOM: \$ 87,269.65

Notes for Month:

12:30 PM

Deschutes Soil & Water Conservation District
Profit & Loss

02/08/21

July 2020 through January 2021

Accrual Basis

	Jul '20 - Jan 21
Ordinary Income/Expense	
Income	
10000 · OWRD - BOLTON	
10001 · Grant Income	11,617.00
Total 10000 · OWRD - BOLTON	11,617.00
11000 · COVID CARES ACT	
11001 · Grant Income	15,500.00
Total 11000 · COVID CARES ACT	15,500.00
20000 · Other Sources of Income	
20001 · Workshop Income	398.00
Total 20000 · Other Sources of Income	398.00
3000 · ODA - DO	
3001 · Grant Income	24,994.75
Total 3000 · ODA - DO	24,994.75
4000 · ODA - SOW	
4001 · Grant Income	58,320.00
Total 4000 · ODA - SOW	58,320.00
5000 · OWRD - TOWER	
5001 · Grant Income	6,586.43
Total 5000 · OWRD - TOWER	6,586.43
6000 · OWRD - LUNDY	
6001 · OWRD - LUNDY	19,689.44
Total 6000 · OWRD - LUNDY	19,689.44
7000 · OWEB - SIA	
7001 · Grant Income	15,402.10
Total 7000 · OWEB - SIA	15,402.10
8000 · NACD - TA	
8001 · Grant Income	83,565.00
Total 8000 · NACD - TA	83,565.00
9000 · NRCS - TA	
9001 · Grant Income	27,924.19
Total 9000 · NRCS - TA	27,924.19
Total Income	263,996.91
Gross Profit	263,996.91
Expense	
10200 · OWRD - BOLTON Expenses	
10201 · Salary, Wages, & Benefits	198.16
10202 · Contracted Services	95.00
Total 10200 · OWRD - BOLTON Expenses	293.16
11200 · COVID CARES ACT Expense	
11201 · Salary, Wages & Benefits	8,980.69
11202 · Education	189.00
11203 · Internet & Telephone	1,042.58
11204 · Dues & Subscriptions	149.90
11205 · Office	2,610.95
11206 · Rents	319.40
Total 11200 · COVID CARES ACT Expense	13,292.52

12:30 PM
02/08/21
Accrual Basis

Deschutes Soil & Water Conservation District
Profit & Loss
July 2020 through January 2021

	Jul '20 - Jan 21
3200 · ODA - DO Expenses	
3201 · Salary, Wages & Benefits	19,564.65
3202 · Contracted Services	1,815.00
3204 · Materials & Supplies	198.34
3205 · Admin	532.70
3200 · ODA - DO Expenses - Other	1,912.79
	24,023.48
Total 3200 · ODA - DO Expenses	
4200 · ODA - SOW Expenses	
4201 · Salary, Wages & Benefits	4,338.41
	4,338.41
Total 4200 · ODA - SOW Expenses	
5200 · OWRD-TOWER Expenses	
5201 · Salary, Wages & Benefits	122.09
5202 · Contracted Services	2,945.00
	3,067.09
Total 5200 · OWRD-TOWER Expenses	
6200 · OWRD - LUNDY Expenses	
6201 · Salary, Wages & Benefits	351.49
6202 · Contracted Services	1,852.50
	2,203.99
Total 6200 · OWRD - LUNDY Expenses	
62800 · GRANT EXPENSE - ODA	
Travel / Mileage	1,557.70
	1,557.70
Total 62800 · GRANT EXPENSE - ODA	
66000 · PERSONNEL	
Medical Insurance	5,820.16
Payroll Expense	
Insurance Stipend	1,863.81
Payroll	0.00
Payroll Taxes	4,469.11
	6,332.92
Total Payroll Expense	
Total 66000 · PERSONNEL	12,153.08
7200 · OWEB - SIA Expenses	
7201 · Salary, Wages & Benefits	1,892.93
7202 · Contracted Services	685.00
	2,577.93
Total 7200 · OWEB - SIA Expenses	
8200 · NACD - TA Expenses	
8201 · Salaries, Wages & Benefits	2,074.59
	2,074.59
Total 8200 · NACD - TA Expenses	
9200 · NRCS - TA Expenses	
9201 · Salary, Wages & Benefits	12,118.99
9204 · Grant/ Admin/ Indirect	2,629.67
9200 · NRCS - TA Expenses - Other	1,465.12
	16,213.78
Total 9200 · NRCS - TA Expenses	
Total Expense	81,795.73
Net Ordinary Income	182,201.18
Net Income	182,201.18