

DESCHUTES COUNTY SOIL & WATER CONSERVATION DISTRICT
Board Meeting Minutes – August 17,2023
Meeting location: Bend Eastside 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: Jeff Rola, Andrew Aasen, William Kuhn, Robin Vora

Staff present: Erin Kilcullen, General Manager; Todd Peplin, Lead Planner; Tom Bennett, Conservation Technician; Jena Thomas, Programs & Operations Coordinator

Agency attendees: Lars Santana, NRCS District Conservationist

Other attendees: Amy Hensley, prospective board member

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 6:10 p.m.; all attendees introduced themselves.
2. Public Comments: None.
3. Agency Reports:
 - a. NRCS
 - As we approach the end of the fiscal year, NRCS is starting to think towards 2024. They will be dealing with the Inflation Reduction Act (IRA). In Deschutes County, this act will heavily emphasize “climate-smart” practices, forestry, cover cropping, etc.
 - NRCS’s website hosts a ‘success story’ section, Jena will look into getting our forestry projects published.
 - Lars is working on a multi-landowner pipeline project (Cloverdale pipeline). He recently found NRCS cannot pay for the flow meters, leaving 8 landowners without flow meters. He is seeking assistance from either DSWCD or the irrigation district to pay for the 8 flow meters. This would cost roughly \$8000. Erin will follow up with Lars on this.
 - The state conservationist is retiring, so there may be turnover at the state office
4. Program Updates: See Exhibit A.
5. Manager Report: See Exhibit B.

6. Todd Peplin Presentation on WSARE Grant
 - a. Todd gave a detailed presentation on the WSARE Grant that he is collaborating with OSU extension on.
7. Action Items:
 - a. OACD Annual Dues
 - It's time for annual dues, DSWCD paid \$723 last year. This year, it will be \$768.
 - Motion #1 made by Robin Vora to pay OACD 23-24 annual dues at \$768. Andrew Aasen seconded.**
 - The motion **passed unanimously.**
 - b. Paid Leave OR Policy
 - Erin has created a new policy regarding paid leave. Discussion will be continued at the next board meeting
 - c. New Board Position
 - Amy Hensley was appointed to the position of Director Zone 1 (Redmond).
 - She is awaiting approval from ODA to be sworn into office
 - Discussion will be continued at the September meeting
 - d. Marketing for the District
 - The district has been discussing a marketing strategy for the district
 - We are potentially interested in exploring new marketing outlets, budgets, and sources
 - e. Strategic Plan Meeting for September
 - September board meeting will dive into the details of the strategic plan
 - Erin would like the meeting to be held 5:30pm-8:00pm
8. Treasurers Report: See Exhibit C:

Motion #2 made by William Kuhn, seconded by Andrew Aasen that the board has received the presented Treasurers reports for July 2023. Rollcall vote: unanimous approval.
9. Approval of Meeting Minutes:

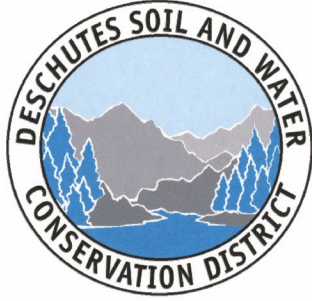
Motion #3 made by Andrew Aasen, seconded by William Kuhn to approve the July board meeting minutes. Rollcall vote: unanimous approval.
10. Directors' Reports.
 - a. William Kuhn
 - William is in Portugal; he is meeting with local environmentalists regarding eucalyptus trees
 - b. Andrew Aasen
 - Andrew is awaiting a public hearing regarding the incorporation of Mountain View. He has also announced he will be running for representative of Oregon's 5th congressional district
 - c. Robin Vora
 - Robin was appointed for the OR Soil and Water Conservation Commission. His term starts in the fall.

The next board meeting will be at 5:30pm on September 21, 2023, at the East Bend Public Library.

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

Erin Kilcullen

Erin Kilcullen - District Manager



**DESCHUTES COUNTY SOIL & WATER CONSERVATION
DISTRICT**

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Meeting location: Bend Eastside Library, OR with a Zoom
option available

Motions made:	Vote result
<p><i>Motion #1 made by Robin Vora to pay OACD 23-24 annual dues at \$768. Andrew Aasen seconded.</i> There were no objections.</p>	<p>Unanimous approval.</p>
<p><i>Motion #2 made by William Kuhn, seconded by Andrew Aasen that the board has received the presented Treasurers reports for July 2023.</i> There were no objections.</p>	<p>Unanimous approval.</p>
<p><i>Motion #3 made by Andrew Aasen, seconded by William Kuhn to approve the July 2023 board meeting minutes.</i> There were no objections.</p>	<p>Unanimous approval.</p>

Addendum: Motions of the Board Meeting – August 17, 2023

Exhibit A:

Program Updates July/August 2023

Irrigation Water Management (IWM)

- ARPA
 - 15 projects will be funded
 - 9 projects completed
 - Total Project Costs: \$441,636
 - Total Costs Reimbursed: \$180,000
 - Acres Treated: 66.1
 - 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.
- Pivot Workshop – Todd held a pivot workshop in Tumalo on August 15, 2023.

Forest Health and Wildfire Risk Reduction

- SB 762 – A new application has been submitted for the District to develop a forest health program, perform targeted outreach, and fund 10 projects.
- Joint Chiefs Buttes to Basins
 - The District has received a signed grant agreement from the USFS for \$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/Watershed Health

- 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 4th meeting with landowners was held in May.
 - 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.
- Juniper Legislation – HB 2010
 - DSWCD will be receiving funding to assist landowners with Juniper removal projects to enhance watershed health and water savings.

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.
- Erin is working to perform their first round of outreach to landowners and complete and submit the monitoring plan to ODA and OWEB by early September.

Small Grants:

- Pollinator Health/Native Vegetation - completed
- 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. Construction of this project has started.

Urban Agriculture

- The District has received the Urban and Community Grant from NACD. Jena will be managing this grant and is working with 4 community gardens and The Environmental Center.

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

July 20, 2023 – August 17, 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.
- Volunteered at the County Fair to work the Weed Wagon.
- Held District Enhancement Committee meetings to develop the District Strategic Plan.
- Attended the monthly REDA and Visit Central OR meetings.

Grant Work:

- Continues to work with staff and landowners on small grants.
- Working on final reports and fund requests for the Capacity, NRCS TA, NACD TA, and pollinator small grant.
- Received the grant agreement for a Reed Canary Grass removal grant with BBR through the USFWS Partners Program. Is working to hire a contractor for spraying this fall and working with BBR in surveying for Reed Canary Grass.
- Received the USFS grant agreement for TA for Joint Chiefs project boundary.
- Working with Jena in the management of the USDA REDA Grant, Urban Ag grant, and the VCO Got Stars Grant.
- Developing the final monitoring report for the SIA grant.

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 with the District.

Erin Kilcullen

**Deschutes County SWCD
Board Meeting Report
July 1st to July 31st, 2023**

Grant Monies Received this Month:

SB 762	\$	113,421.49
SIA	\$	-
Western SARE	\$	-
NRCS TA	\$	-
BOR Indian Ford	\$	749.40
Total Grant Monies In	\$	<u>114,170.89</u>

Expenses:

Payroll & Taxes	\$	18,839.86
Personnel - Erin Health Insurance	\$	720.85
Office	\$	-
Utilities - Cell Phone	\$	84.77
Mileage/Travel	\$	675.32
Other: Contracted Services	\$	26,916.00
Professional Fees	\$	-
Bank Charges	\$	7.00
Rents	\$	89.00
Marketing - KTVZ	\$	1,000.00
Meetings/Meals	\$	-
Materials & Supplies	\$	10,049.99
Workers Comp	\$	655.62
Total Expenses	\$	<u>59,038.41</u>

Checking Account Balance EOM: \$ 432,789.80

Notes for Month:

Deschutes Soil & Water Conservation District
Profit & Loss
July 2023

	<u>Jul 23</u>
Ordinary Income/Expense	
Income	
GRANTS REVENUE	114,170.88
Total Income	<u>114,170.88</u>
Gross Profit	114,170.88
Expense	
Other	1,000.00
60900 · EXPENSES	
62150 · Bank Charges	7.00
65120 · Telephone	84.77
68311 · Contracted Services	26,916.00
68312 · Rents	89.00
68313 · Materials & Supplies	10,049.99
Total 60900 · EXPENSES	<u>37,146.76</u>
66000 · PERSONNEL	
Payroll Expense	
Insurance Stipend	621.27
Payroll	16,238.44
Payroll Taxes	1,980.15
Travel/ Mileage	675.32
Total Payroll Expense	<u>19,515.18</u>
66000 · PERSONNEL - Other	<u>1,376.47</u>
Total 66000 · PERSONNEL	<u>20,891.65</u>
Total Expense	<u>59,038.41</u>
Net Ordinary Income	<u>55,132.47</u>
Net Income	<u><u>55,132.47</u></u>