



DESCHUTES COUNTY SOIL & WATER CONSERVATION DISTRICT

Monthly Meeting – September 17, 2020

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, Co-Chair
Director Zone 4 (Alfalfa)	Susan Altman, Secretary
Director Zone 5 (South County & La Pine)	Colin Wills
Director At-Large #1	Robin Vora
Director At-Large #2	Gen Hubert

Directors present: Susan Altman, Robin Vora, Jeff Rola, Gen Hubert, Leslie Clark, William Kuhn, Colin Wills

Staff present Erin Kilcullen, District Manager; Todd Peplin, Technician/Planner

Agency attendees: Lars Santana, NRCS District Conservationist, Theresa DeBardaleben, ODA Regional Water Quality Specialist, Smita Mehta, DEQ TMDL Basin Coordinator, Victoria Fischella – CREP Technician

Other attendees: Philip Chang, Deschutes County Commissioner candidate, Nunzie Gould, County Citizen, Brian Lepore, County Citizen and local organic farmer

Order of business:

1. The meeting was called to order at 9:03 a.m. and introductions were made for all attendees.
2. Public comments:
 - a. Philip Chang is a candidate for Deschutes County Commissioner in this November election. Philip Henderson who is a current County Commissioner was also invited to our meeting but was unable to attend. Philip Chang gave an introduction of himself and his passion to contribute to water conservation in Deschutes County. He presented avenues he would be interested in exploring where the Deschutes County Commission can work with the Deschutes SWCD. He shows interest in the deliverance of technical assistance with fragmented land, creating an assessment to create the capacity for the Deschutes SWCD in the county, leasing and fallowing acres, and community decisions on the farm bill. William would like to see the county commission encourage the means to finance nature and plan a meeting before the election for Phil Henderson to attend.
 - b. Todd and Erin gave a Power Point presentation of the Deschutes SWCD. It included the history of SWCD's, demographics, resource concerns and funds expended in the past ten years, ways the County Commission could assist the DSWCD, and current and past projects.
3. Manager's report: See attached Exhibit A for the manager's report for September 2020.
4. Approval of minutes: The August 20, 2020 Annual meeting minutes were approved.
 - a. **Motion #1 made by William Kuhn and seconded by Robin Vora: unanimous approval.**
5. Treasurers Report: see attached Exhibit B for the treasurer's report for August 14, 2020 – September 17, 2020.
 - a. **Motion #2 made by Jeff Rola and Seconded by Susan Altman to approve that the board received a financial report: unanimous approval.**
 - b. There were no amendments. Leslie would like to have receipts sent to her before the board

meetings.

6. Agency Updates

- a. Lars Santana discussed three projects that NRCS has been working on. The Conservation Implementation Strategy (CIS) proposal was approved for Restoration of Fire Resilient Landscapes in Deschutes County. This project begins in the fiscal year 2021 (October 2021). This project works with the Oregon Department of Forestry (ODF) to implement forest management plans in the area between and around Bend and Sisters. The area around LaPine will work on developing forest management plans. The second project is the Joint Chiefs Proposal. This proposal is in the draft phase and will be submitted in October. It includes the CIS and adjacent forest and private lands. This is a three-year project and NRCS is incorporating DSWCD in the application to assist with the project. Bill would like to see the winter deer range incorporated in the CIS map and Lars is going to investigate doing that. Robin asked Todd and Erin if we would have the capacity to take on this large-scale project. Erin and Todd would love the opportunity to increase the district capacity and assist with this project. Robin gave his support. The third project that Lars discussed was the On-farm Irrigation and Energy CIS. This project is still waiting approval and would assist with on farm improvements where COID and TID would be the focus areas. This CIS work would be completed by DSWCD through our NACD Grant funds.
- b. Theresa DeBardleben gave an Oregon Department of Agriculture (ODA) update. The Biennial Review meeting for the basins Agriculture Water Quality Management Plan is being held on September 23, 2020 from 10 am – 12 pm. ODA continues to have restricted travel until the end of the year. Due to the current wildfires in Oregon, many ODA staff are not currently available.
- c. Smita Mehta from Oregon Department of Environmental Quality (DEQ) gave an update. Deschutes TMDL data is not on the radar for the Deschutes Basin. If anyone is interested in information, they may contact Smita Mehta. She is working on the Algal bloom study in the Upper Cascades Lakes to determine the cause.

7. Action Items

- a. Cell Phone reimbursement – Erin asked to proceed with a Consumer Cellular cell phone plan for Todd Peplin and herself starting November 1, 2020. She found that it will cost \$55 for 2 lines and approximately \$80 per phone upfront. Robin mentioned that you can adjust the data as you go with the plan.

Motion #3 made by Jeff Rola and Seconded by Leslie Clark to approve that Erin Kilcullen can proceed with obtaining a Consumer Cellular phone plan for herself and Todd Peplin: unanimous approval.

- b. DSWCD Policy Handbook – Erin worked with Colin and Susan to develop a rough draft of a policy handbook for the DSWCD. Jeff recommended that the board and staff do their homework and look over these policies over the next two months. Gen mentioned that we should include a fiscal / financial policy that is specific to our district. This handbook will take time to finalize, but Erin would like to see this happen in the next 3 – 6 months and have a concrete policy handbook that the entire board and staff will sign.
- c. October Board meeting – Erin will be on vacation for the October meeting and was wondering if it should be postponed until she returns. Jeff and the board would like to see the board meetings stay consistent to the third Thursday of every month. Jeff and Todd will coordinate the meeting agenda.
- d. Todd Peplin Health Insurance – Todd was hired as a full-time permanent employee in August 2020 and Erin would like to provide him with a monthly stipend for his health insurance. Todd has decided to stay on his current health insurance. His premium is \$589/month.

Motion #4 made by Jeff Rola and seconded by Leslie Clark to approve that Todd Peplin will receive a stipend for Health Insurance Benefits that equates to \$589 and will be taxed as income. This stipend will begin with the October Payroll: unanimous approval.

8. New Grant Updates

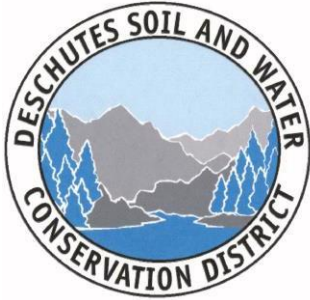
- a. NACD Technical Assistance Grant – DSWCD received this award. Erin and Todd have met with Lars Santana to discuss this grant and what first steps to take. An on-farm irrigation and energy efficiency CIS has been proposed by NRCS and is currently in review. DSWCD is waiting to hear the outcome of this CIS before initiating the start of this grant.
- b. OWRD Tower Ditch – The final grant completion report was submitted, and final funds were received.
- c. OWRD Lundy Ditch – We received an extension for this grant and are working with Arnold Irrigation District on the next steps.
- d. RCPP funding through Three Sisters Irrigation District for DSWCD to conduct Irrigation Water Management Plans for TSID patrons. Nunzie Gould asked for more details about this project and Todd offered more information about this project. Todd has sent an MOA to Marc Thalacker and we are waiting for a signed copy to proceed.
- e. OWEB Small Grant Bolton Project – Implementation is underway, and this project may be completed by December.
- f. ODA Capacity Grant – Quarter 5 report due at the end of September. Erin is working to complete this report and submit it before she leaves on her trip.
- g. DEQ Materials Management Grant – Erin has been spending most of her time this month on the grant application. She is proposing a planning grant to expand our Manure Exchange Program. This project would outreach to stakeholders, network manure producers with users, and advertise this free community service.

9. Directors Reports: 2020 Elections/Vacancies

- a. Susan – Deschutes County is updating their comprehensive plan next year and providing training for the public.
- b. Colin – Arnold Irrigation District’s water was turned back on September 14, 2020. Wikiup Reservoir is completely drained, and North Unit Irrigation has been shut off. The DBO gauge has been turned off and there is no more storage available.
- c. Gen – is working with COID on projects and the groundwater mitigation program through DRC.
- d. Leslie – COID will begin to cut back diversions. No storage has been used this summer. In early October, the Pilot Butte canal and Old mill District will be shut off.
- e. Robin – He has been attending the Sage Grouse Local Implementation Team Meetings.
- f. Bill – Has been communicating with other nature groups for funding opportunities. He discussed a financing nature project that is occurring and sent out information to the board, staff, and other attendees of the meeting.
- g. Jeff – He is running for the DSWCD and OACD Boards again for the same positions. He has included a statement in the voter pamphlet to explain the SWCD and our role in the county. He emphasized a need for community cooperation and there is potential progress moving forward.

The next regular board meeting will be on October 15, 2020 at 9 a.m. Due to Covid-19, the meeting will be held via Zoom. There being no further business, the meeting was adjourned at 11:23 a.m.

Erin Kilcullen, General Manager



DESCHUTES COUNTY SOIL & WATER CONSERVATION DISTRICT
 Special Board of Directors Meeting – June 25,
 2020 Meeting location: via Zoom

Addendum: Monthly Meeting – September 17, 2020

Motions made:	Vote result
<p><i>Motion #1 made by William Kuhn and seconded by Robin Vora:</i> <i>To approve monthly board meeting August 20, 2020 minutes.</i></p>	<p>Unanimous approval</p>
<p><i>Motion #2 made by Jeff Rola and Seconded by Susan Altman:</i> <i>To approve that the board received a financial report.</i></p>	<p>Unanimous approval</p>
<p><i>Motion #3 made Jeff Rola and Seconded by Leslie Clark:</i> <i>To approve that Erin Kilcullen can proceed with obtaining a Consumer Cellular phone plan for herself and Todd Peplin.</i></p>	<p>Unanimous approval</p>
<p><i>Motion #4 made by Jeff Rola and seconded by Leslie Clark:</i> <i>To approve that Todd Peplin will receive a stipend for Health Insurance Benefits that equates to \$589 (His out of pocket premium) and will be taxed as income. This stipend will begin with the October Payroll.</i></p>	<p>Unanimous approval</p>

Exhibit A

Manager's Report September 2020

As the general manager, I submit the following:

1. Todd and I met with Theresa and Ellen Hammond to discuss the Agriculture Water Quality Management Plan and clarify our measurable objectives. We have our biennial Review meeting on September 23rd.
2. Todd and I have been working on the Quarter 5 report for the ODA Capacity Grant and will get that submitted before I leave.
3. Met with Scott Aycock (Community & Economic Development Manager and Loans) and Vernita Ediger (Natural Resource Program with COIC and Executive Director of Central Forest Foundation) of COIC to discuss opportunities to partner.
4. Erin was awarded a SDAO Scholarship of \$398 for participation in a Professional Grant Proposal Writing Workshop through the National Funding Foundation on September 14, 2020.
5. Attended the DBWC Working Group meeting on August 24, 2020. Two letters of support were sent: re-instating \$10 million in lottery bonds to leverage the implementation of water conservation projects in the Deschutes Basin and for the Oregon Water Resources Department's 2021-2023 requested budget.
6. Has been working with Steve Silva to reinstate our Liability Insurance through SDAO.
7. Had a meeting with an employee of the Coalition for the Deschutes to discuss the Plotting for Pollinator Program. I will follow up with her and North Unit Irrigation District after my trip on a possible partnership.
8. Working on a grant submittal through DEQ Materials Management Grant. I am requesting funds to expand and enhance our Manure Exchange Program. This grant will be submitted before I leave for my trip.
9. I have been working with Susan and Colin on compiling our districts policies and will discuss this during the meeting in more detail.

Pending Issues: Liability Insurance, Elections

November Board Elections: Rola, Kuhn, Vora, Wills

Director Positions that have been filed:

Zone 2: William Kuhn

Zone 3: Jeff Rola

Zone 5: No Candidate file

At Large 1: Robin Vora

Thank you all for your assistance to the District.

Erin Kilcullen

Exhibit B

Financial Statement Report

August 14, 2020 – September 17, 2020

Bank Balance as of 8/13/2020: \$ 81,879.23

Income:

\$10,280.40 - OWEB SIA Grant (\$7,000 for post grant monitoring)

\$20,891.25 - NACD Grant 1st quarter funds

\$182.40 – ADP Payroll Refund

\$3,572.98 - Tower Ditch final funds

Expenses:

\$727.52 - Erin Kilcullen September Health Insurance

\$34.50 - Safe in Storage

\$398.00 - Professional Grant Writing Course

\$95.00 – Land Use Compatibility Statement – Deschutes County – Bolton Project – small grant

Payables:

\$6,986.70 - Todd and Erin's August Payroll

\$698.00 – Weed Treatment SIA Grant

\$1,455.04 – Erin Kilcullen October / November Health Insurance

\$1,507.75 – IRS USA Tax Payment

\$421.00 – OR Revenue Department Tax Payment

Receivables:

\$398.00 - SDAO for Professional Grant Writing Course