



DESCHUTES COUNTY SOIL & WATER CONSERVATION DISTRICT
Board Meeting Minutes – August 19, 2021
Meeting location: Central Oregon Irrigation District, Redmond, OR

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

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

Staff present: Todd Peplin, Program Lead/Planner; Erin Kilcullen, General Manager, Tom Bennett, Conservation Technician

Agency attendees: Lars Santana, NRCS, Scott Duggan, OSU extension

Other attendees: Jared Hertzler, Nunzie Gould, Phil Chang, County Commissioner

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: There are 283 acres and 4 landowners that are receiving contracts this year through the Joint Chiefs Project. This fall, more outreach will be performed for the next years round of funding. NRCS is implementing an online portal for employees and partners that use the office to verify their vaccination online. No public is allowed in the office currently. Masks are required in the office. The RCPP in Smith Rock is moving along nicely. The PPA is being developed and work with landowners and new contracts will begin in October. There are 4 landowners that are currently signed up for EQIP.
 - b. Scott Duggan: He has been working on a manual for farming and ranching that will hopefully get printed out soon. Mylen has retired and will be working part time from Corvallis. There is a beef quality assurance program that provides training and education on animal welfare to get certified. Scott would like to continue discussing a pasture exchange program with the DSWCD for the future.
4. Grant Updates
 - a. Grant Updates: Erin has hired an intern, Emma Zuber. She will be starting August 30, 2021. Erin has been working on the Urban Agriculture Grant with The Environmental Center. They have received 22 responses from the initial outreach mailing to 50 schools. Erin is working to incorporate pollinator gardens in the soil health workshop that will be presented in October 2021. There will also be pollinator plantings at 2 schools and in parks throughout Bend. 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. 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 has been awarded \$1.45 million of the counties ARPA funds to implement irrigation efficiency projects. We are waiting for next steps from the County Commissioners. For the OWRD Lundy Ditch grant, Todd is wrapping up the project. The final design package has been completed and was presented to the patrons this past week. Todd and Erin will be working to submit a restoration grant with OWRD or OWEB for implementation of the design. Todd is working with NRCS on signing up landowners for the Joint Chiefs funding opportunity to implement forest health projects. Todd has been communicating with landowners and performing site visits and providing planning assistance. The Districts capacity Grant is being extended until December 2021 or until the projects are completed. The remaining funds are being used to pipe a property in TSID from Whychus Creek. Another project is switching a landowner in COID from flood to sprinkler. This property currently flood irrigates, and their water flows back into the COID canal. Also, Erin will be using some of these remaining funds to plant pollinator gardens at schools and parks in Bend. The ODA Capacity grant for the 21-23 biennium has begun and the District is utilizing those funds. Tom is working with landowners and COID to provide technical assistance and Irrigation water management plans for their properties. There are 4 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 mainly occurring in COID due to the amount of funding available there.

Todd expressed his concern for weed management in the County. There was minimal sign up to work the weed wagon at the County fair and the weed board has discussed not having the weed wagon next year at the fair. The board and staff are interested if there is a way to partner with the County on weed management. Nunzie Gould mentioned that the Upper Deschutes Watershed Council and Friends and Neighbors of Deschutes Canyon Area are great organizations to connect with on weed projects. Nunzie also asked if the District would want to have an equipment rental program. This concerns the board due to maintenance, liability, and other factors. Erin will follow up with Nunzie Gould and Ed Keith about possible weed projects.

5. Action Items:

- a. ARPA: The District was awarded \$1.45 million in American Rescue Plan Act money that the County received. Since the District submitted a letter of interest for this funding opportunity, the County Commissioners responded with a request for DSWCD, DRC, and COID to collaborate and present a project jointly. On August 4th, Erin and Kate Fitzpatrick (DRC) presented this project to the County Commissioners and it was awarded. This project includes \$1 million of the funds being spent to pipe private laterals and improve on-farm irrigation systems within the RCPP boundary. \$300,000 will be available for on-farm efficiency projects throughout the whole county. \$150,000 is available for DSWCD and DRC staff time to provide technical assistance. DSWCD, DRC, and COID will be working together over a 2-year period to utilize these funds. These organizations are meeting on Wednesday August 25, 2021 to discuss next steps and a plan of action.

Commissioner Phil Chang joined our meeting to discuss this disbursement of these funds. The ARPA funds became available in January 2021 and \$38 million was awarded to Deschutes County. Forestry projects do not qualify under the ARPA, but water savings and farm assistance projects do. Phil's main objectives with these funds are childcare, affordable housing, and homeless facilities. There was a great discussion about state funding coming in for forest management under the infrastructure bill. Phil mentioned that the Collaborative forest landscape restoration program and ODF might have funding available for the SWCD. He supports the District working towards a tax assessment in the future and funding opportunities with the District in the near future. Phil would like to start utilizing the transient room tax funds towards tourist and stewardship resources. William is worried about over utilizing our

natural resources and Phil discussed the habitat inventory that the County is working on. Todd was wondering what the District can be doing in the next year or 2 to show the County Commissioners the Districts great work. Phil said that an annual visit and presentation to the Commissioners is a great avenue and also inviting the Commissioners on field trips for one specific project.

Discussion about a tax assessment came up. If this is something that the District would like to pursue, we need to start planting the seed and develop a strategic action plan to do this. Erin will contact Eric Nusbaum to start the conversation.

- b. OACD/NACD Annual Due: Erin got a notice from OACD and NACD about paying their annual dues. OACD is based on our expenses and will be approximately \$1,000. NACD varies on how much the Districts would like to contribute.

Motion #1 made by Jeff Rola, seconded by Gen Hubert to support paying the annual dues for OACD and NACD. OACD annual due will be at the level of the proper formula presented and the NACD annual due will be in the amount of \$500. Rollcall vote: unanimous approval.

- c. Annual Raises: Erin would like to develop a document that discusses board approval of annual wage and benefits. Erin and the board discussed three topics: year end bonuses, annual raises dependent on performance and budget, and cost of living adjustment (COLA). Erin will discuss these opportunities in more detail with Eric Nusbaum and present a budget to the board at the next meeting. In the next month, Gen and William will perform Erin's annual performance review and Erin will have a performance review for Todd and Tom. A detailed wage classification and raise specifications will be developed at the next board meeting.
- d. Erin would like to have the authority to sign audit documents. The board agrees that Erin has the ability to sign audit documents with a presentation to the Board once the audit is complete.
- e. Erin has been working with First Interstate Bank to give Gen Hubert check signing authority. There are forms that Jeff and William need to fill out.

6. Manager's Report: See Exhibit A.

7. 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. Leslie would like to receive the monthly payroll reports.

Motion #2 made by Leslie Clark, seconded by Susan Altman to receive the Treasurers report. Rollcall vote: unanimous approval.

8. Approval of Meeting Minutes:

Motion #3 made by William Kuhn, seconded by Susan Altman to approve the July 15, 2021 annual board meeting minutes with one correction. Rollcall vote: unanimous approval.

9. Directors' Reports

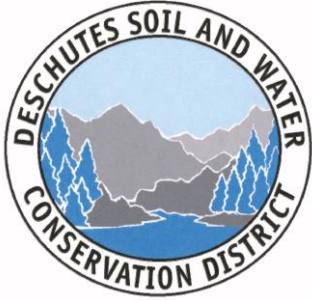
- a. Gen Hubert: DRC has hired 3 new staff members, a Program Director, Program Manager, and a position to work on the McKay project. She is very glad that Phil came to the meeting and is excited about the prospect of funding available for forestry projects. She wanted to remind the board that SDAO provides information about Board management and conduct that is good for everyone to take a look at.
- b. Susan Altman: Susan would like to see a storyboard created for our District and things that this may be something the intern could work on. She is very happy with how strong the board is currently and things everyone is amazing. She would like to see more PR and outreach so that the community can see the value in our District.
- c. Leslie Clark: Leslie appreciates all staff and board members. She thinks it is great if the District works to have shelf ready projects for when funding becomes available. The ARPA project is a great opportunity to showcase the collaboration that is occurring in the basin.
- d. Robin Vora: Robin is interested in Erin learning more about a small grant project working with Stu Garrett that involves planting herbaceous cover in Brothers, OR.
- e. Jeff Rola: Jeff had to leave the meeting at 11:30.

- f. Andrew Aasen: Andrew has recently roadtripped across the country and discussed the evidence of the drought that is occurring. Ranchers have been hit very hard from this drought and are having to move their cows earlier to provide ample grass. He has seen more Sage Grouse and predators at his property and it showcases the evidence of the large change that is occurring.
- g. William Kuhn: William had a great time in Portugal and has missed seeing everyone.

The next board meeting will be on September 16, 2021 at 9:00 a.m. This meeting will be held in person at Central Oregon Irrigation District with a virtual zoom option.

There being no further business, the meeting was adjourned at 11:59 a.m.

Erin Kilcullen, General Manager



DESCHUTES COUNTY SOIL & WATER CONSERVATION DISTRICT
 Board of Directors Meeting – August 19, 2021
 Meeting location: via Zoom

Addendum: Motions of the Board Meeting – August 19, 2021

Motions made:	Vote result
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<p><i>Motion #1 made by Jeff Rola, seconded by Gen Hubert to support paying the annual dues for OACD and NACD. OACD annual due will be at the level of the proper formula presented and the NACD annual due will be in the amount of \$500.</i> There were no objections.</p>	<p>Unanimous approval</p>
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<p><i>Motion #2 made by Leslie Clark, seconded by Susan Altman to receive the Treasurers report.</i> There were no objections.</p>	<p>Unanimous approval</p>
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<p><i>Motion #3 made by William Kuhn, seconded by Susan Altman to approve the July 15, 2021 annual board meeting minutes with one correction.</i> There were no objections.</p>	<p>Unanimous approval</p>
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Exhibit A:

Manager's Report
July 15, 2021 - August 19, 2021

As the general manager, I submit the following:

1. I have been participating in the technical and communication subcommittees of the DBWC to determine next steps in outreach and implementation for the group.
2. I have been working with ODA to complete the 2019-2021 Capacity Grant.
3. I am working with landowners on Indian Ford Creek to perform some monitoring and additional restoration projects through the SIA grant and monitoring funding.
4. I have toured the Runco Project to take pictures of the pipe before it is put in the ground. It is currently halted due to fire restrictions.
5. I have met with Eric Nusbaum for coffee to discuss the work of the District and anything that we need help with.
6. I have worked with AIG to set up contributions to Todd and I retirement accounts.
7. I have developed a pay raise scale and cost of living raise resolution to discuss with the Board.
8. I continue to work with Rebecca to continue to improve the Districts books.
9. Todd, Tom, and I continue to work with DRC and COID on next steps and how we can collaborate our efforts and funding sources for the RCPP in Smith Rock Way. We are meeting monthly at this point while we wait to hear about exact funding amounts for project implementation.
10. I have worked closely with DRC and COID to request ARPA funding from the County Commissioners that was awarded. We have been collaborating on a Press Release.
11. Our District was awarded \$1.45 million to collaborate with DRC and COID on on-farm projects. There was an article published in the Bulletin and a press release sent out.
12. I have been working on the Urban Agriculture Grant workshop and pollinator component.
13. Theresa and I have met to discuss the current and future capacity grants as well as a possible future SIA. We will be having a meeting in August with partners to discuss the SIA in more detail.
14. I have created a job announcement for an intern position and have hired an intern that will be starting with the District August 30, 2021.
15. I have been working on budget projections for each grant.
16. I am working with the Upper Deschutes Watershed Council on our small grant team and how we will be moving forward in the next biennium.
17. Todd and I took shifts working the County noxious weed tent at the Deschutes County Fair.

Thank you all for your assistance to the District.

Erin Kilcullen

Exhibit B: Treasurers Report

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

Grant Monies Received this Month:

OWRD Lundy Ditch	\$ 1,060.00
NRCS TA	\$ 1,977.94
SDAO Intern	\$ 3,033.94
	\$ -
	\$ -
Total Grant Monies In	<u>\$ 6,071.88</u>

Expenses:

Payroll & Taxes	\$ 11,998.94	
Personnel	\$ 661.82	
Office	\$ 5.25	DD fees
Utilities	\$ 63.10	Consumer Cellular
Mileage/Travel	\$ 394.24	
Other: Constructed Services	\$ 17,038.00	Liability Insurance, Three Sisters
Professional Fees	\$ 435.00	Cascade Country
Rents	\$ 69.00	
Materials & Supplies	\$ 197.85	Training Registration, Bend Bulle
Total Expenses	<u>\$ 30,863.20</u>	

Checking Account Balance EOM: \$ 67,465.30

Notes for Month:

12:20 PM
08/10/21
Accrual Basis

Deschutes Soil & Water Conservation District
Profit & Loss
July 2021

	Jul 21
Ordinary Income/Expense	
Income	
3000 · ODA - DO	
3001 · Grant Income	52,744.00
Total 3000 · ODA - DO	52,744.00
4000 · ODA - SOW	
4001 · Grant Income	123,069.00
Total 4000 · ODA - SOW	123,069.00
9000 · NRCS - TA	
9001 · Grant Income	50,000.00
Total 9000 · NRCS - TA	50,000.00
Total Income	225,813.00
Gross Profit	225,813.00
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	423.16
Total 12200 · NACD Urban Ag Expenses	423.16
3200 · ODA - DO Expenses	
3201 · Salary, Wages & Benefits	2,088.16
3202 · Contracted Services	2,038.00
3203 · Travel	93.52
3204 · Materials & Supplies	122.85
3205 · Admin	5.25
Total 3200 · ODA - DO Expenses	4,347.78
4200 · ODA - SOW Expenses	
4201 · Salary, Wages & Benefits	2,680.08
4202 · Contracted Services	15,000.00
4203 · Travel	94.08
Total 4200 · ODA - SOW Expenses	17,774.16
5200 · OWRD-TOWER Expenses	
5203 · Travel	0.00
5204 · Supplies & Materials	75.00
Total 5200 · OWRD-TOWER Expenses	75.00
6200 · OWRD - LUNDY Expenses	
6201 · Salary, Wages & Benefits	409.32
6203 · Travel	0.00
Total 6200 · OWRD - LUNDY Expenses	409.32
62800 · GRANT EXPENSE - ODA	
Travel / Mileage	0.00
Total 62800 · GRANT EXPENSE - ODA	0.00
66000 · PERSONNEL	

12:20 PM
08/10/21
Accrual Basis

Deschutes Soil & Water Conservation District
Profit & Loss
July 2021

	Jul 21
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	6,343.72
8203 · Travel	206.64
8204 · Admin	567.10
Total 8200 · NACD - TA Expenses	7,117.46
9200 · NRCS - TA Expenses	
9201 · Salary, Wages & Benefits	716.32
9202 · Travel	0.00
Total 9200 · NRCS - TA Expenses	716.32
Total Expense	30,863.20
Net Ordinary Income	194,949.80
Net Income	194,949.80