



## DESCHUTES COUNTY SOIL & WATER CONSERVATION DISTRICT

Board Meeting – December 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, Colin Wills, Robin Vora, Gen Hubert, Jeff Rola, William Kuhn

Staff present: Todd Peplin, Program Lead/Planner; Erin Kilcullen, General Manager, Thomas Bennett, Conservation Technician, Rebecca Sather, Bookkeeper

Agency attendees: Jenn Eatwell, NRCS

Other attendees: Molly McDowell, Water Whys Irrigation LLC, Debbi Lorence,

### Order of business:

1. Call to Order & Introductions: The meeting was called to order at 9:01 a.m.; all attendees introduced themselves.
2. Public Comments: No public comments.
3. Agency Reports:
  - a. Lars Santana: Lars was not present at the meeting, but wanted to announce that NRCS in Redmond will be hiring for a Soil Conservationist in the spring. The announcement will be posted on USAJobs in the next couple weeks.
4. Treasurers Report: See Exhibit A.

Rebecca Sather has been working extra hours over the last couple weeks to get our QuickBooks updated and current grants numbered and classified correctly. Rebecca presented a profit and loss report from July 1, 2020 – December 9, 2020. William asked about a balance sheet and projected budget. Rebecca stated that the balance sheet is up to date and the projections would still need more work.

  - a. **Motion #1 was made by Jeff Rola and seconded by Robin Vora to receive the Treasurers report.** Roll call: unanimous approval.
5. Manager's Report: See Exhibit B.
6. Approval of Meeting Minutes:
  - a. **Motion #2 made by Susan Altman, seconded by Gen Hubert to approve the November regular board meeting minutes.** Rollcall vote: unanimous approval.
7. Action Items:
  - a. New Employee: Thomas Bennett started on December 1, 2020 as our new part time, temporary Conservation Technician. Tom retired from NRCS as the District Conservationist and is going to be

assisting DSWCD with our NACD Grant to assess and prioritize private laterals and provide education and outreach to landowners for funding opportunities.

- b. District Policy Handbook: Erin has made edits to the policy handbook. She completed the credit card policy and public records policy and added a summary section. The board will review the policy handbook over the next two months and Erin would like to have all employees and board members sign the policy handbook. Gen would like to review the harassment policy in the new year as well.
  - c. Group organization to discuss with the County about the permitting process for OWEB grants. Many organizations have been experiencing difficulty to obtain proper permits. Susan believes that Tanya Saltzman would be a great person to begin the conversation process. Susan and Gen have volunteered to address the county together.
  - d. Board Official positions: In January 2021, the board will change positions and William recommended that each board member state their opinions. William does not want to be chair, but would be willing to be co-chair. Jeff would like to step back as chair and spend more of his time devoted to OACD. Gen stated that she does not have time to commit more than she is to a different position. Susan is willing to continue her role as secretary. Robin is undecided about if would be willing to step up to a chair position.
  - e. Website: Erin introduced a new website design company, Streamline that is offered through SDAO. It would cost \$50/month and is more user friendly than Wix. We are locked into Wix until October 2021, but Erin would like to make the switch by then.
  - f. Retirement: According to the Employee Handbook, Erin and Todd are able to set up an Oregon Saves account with a 2% contribution from the district. The board supports this and Erin will talk with Rebecca to see if our budget is able to support this.
  - g. Grant Resolutions: Erin is applying for two grants. The first one is a WaterSmart Cooperative Watershed Management Grant with the Bureau of Reclamation and the second one is an Urban and Community grant through the National Association of Conservation Districts (NACD). Both of these grants require a resolution by the board. See attached Exhibit 3 of the board resolution for the Bureau of Reclamation Grant.
  - h. SDAO Annual Conference: The SDAO Annual Conference will be held virtual and at no cost on February 3 and 4, 2021. Erin would like to see at least one board member attend the conference. Susan has already signed up and Gen said she would also like to attend. There are also board and management trainings offered February 18 – 26, 2021. Gen also brought up that employee reviews should be completed in the fall. Erin will have a meeting with Jeff and William in the new year for her employee review and Erin will meet with Todd to have an employee review.
8. Grant Updates:
- a. NRCS TA grant – The district was granted an extension to February 26, 2021 to utilize these funds. The G-4 project is wrapping up and Todd’s success story of his forestry project is almost complete. Lars Santana has asked for assistance in outreaching to landowners within the forestry CIS and Joint Chiefs Area Boundaries to provide education on funding opportunities to complete forestry projects.
  - b. OWRD Lundy Feasibility study – Todd has started to work more on this project and the patrons have begun their assessments.
  - c. Small Grant (Bolton Piping Project) – This project is completed and all the funds have been utilized. The final payment request will be signed this week.
  - d. NACD Grant – Tom Bennett has been hired to assist in this grant. The work will begin in Swalley Irrigation District on the Rogers Ditch that has recently been piped.
  - e. RCPP with Three Sisters Irrigation. The MOA has been signed between TSID and DSWCD for DSWCD to move forward with working with landowners on Irrigation water management plans. Todd has been working with OSU Extension to continue IWM workshops virtually.
  - f. Other opportunities: The district was not awarded the OWEB grant for the Indian Ford Coordinated Resource Management Plan and is working to utilize this same proposal for the Bureau of Reclamation

Grant to create a Watershed Restoration Plan. Erin is working to create a partnership and project to apply for the NACD urban and community grant. Also, Erin would like to apply for some small grants to seed and plant pollinator species along piped corridors. Colin recommended that John Valley with Deschutes County can assist in the seeding and planting.

#### 9. Directors' Reports

- a. Susan shared a power point presentation from Deschutes County on the Fire History from 1900 - 2018.
- b. Robin has been attending the Sage Grouse LIT committee meetings. He mentioned that he estimated only 1-2% of Deschutes County residents qualify to be Directors for 5 of the 7 Board positions because of the 10-acre actively managed ownership requirement. (Unless they are an employee of a company that actively manages 10 or more acres in the appropriate zone, or first become an At-Large or Associate Director for a year and also write a conservation plan for a property that is approved by the Board. Most people don't know these options).  
Editor note: Robin didn't say the part in parenthesis during the meeting but it is noted here in case an interested public reads these meeting notes.
- c. Gen – DRC has hired Kate Fitzpatrick as the new Executive Director and everyone is very excited for her and her new role.
- d. Jeff – He would like to take a step back from the DSWCD as chair and become more involved in policy at the state level. He is becoming involved in working lands through OACD.
- e. William – He is working with a group to put together a letter to sign a petition to Deschutes County to project wildlife. DSWCD should be receiving this letter.
- f. Colin – This was Colins last meeting as a Director of Zone 5. Everyone is very sad to see him leave. He has contributed great knowledge and expertise to the district over the past four years. Colin has greatly appreciated the last four years as a board member. Arnold Irrigation District is finalizing their watershed plan and is hoping to get it published in February. And for some good news, the snow report is looking good this year.

The next regular board meeting will be on January 21, 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 11:27 a.m.

*Erin Kilcullen*

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Erin Kilcullen, General Manager



**DESCHUTES COUNTY SOIL & WATER CONSERVATION DISTRICT**  
Board of Directors Meeting – December 17, 2020  
Meeting location: via Zoom

**Addendum: Motions of the Board Meeting – December 17, 2020**

Motions made:	Vote result
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***Motion #1 was made by Jeff Rola and seconded by Robin Vora to receive the Treasurers report.*** Unanimous approval

***Motion #2 made by Susan Altman, seconded by Gen Hubert to approve the November regular board meeting minutes.*** Unanimous approval

## Exhibit A: Treasurer's Report

2:35 PM  
12/09/20  
Accrual Basis

**Deschutes Soil & Water Conservation District**  
**Profit & Loss**  
July 1 through December 9, 2020

	Jul 1 - Dec 9, 20
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
11000 · COVID CARES ACT	
11001 · Grant Income	15,500.00
<b>Total 11000 · COVID CARES ACT</b>	15,500.00
20000 · Other Sources of Income	
20001 · Workshop Income	398.00
<b>Total 20000 · Other Sources of Income</b>	398.00
3000 · ODA - DO	
3001 · Grant Income	24,994.75
<b>Total 3000 · ODA - DO</b>	24,994.75
4000 · ODA - SOW	
4001 · Grant Income	58,320.00
<b>Total 4000 · ODA - SOW</b>	58,320.00
5000 · OWRD - TOWER	
5001 · Grant Income	6,586.43
<b>Total 5000 · OWRD - TOWER</b>	6,586.43
7000 · OWEB - SIA	
7001 · Grant Income	15,402.10
<b>Total 7000 · OWEB - SIA</b>	15,402.10
8000 · NACD - TA	
8001 · Grant Income	83,565.00
<b>Total 8000 · NACD - TA</b>	83,565.00
9000 · NRCS - TA	
9001 · Grant Income	27,924.19
<b>Total 9000 · NRCS - TA</b>	27,924.19
<b>Total Income</b>	232,690.47
<b>Gross Profit</b>	232,690.47
<b>Expense</b>	
10200 · OWRD - BOLTON Expenses	
10202 · Contracted Services	95.00
<b>Total 10200 · OWRD - BOLTON Expenses</b>	95.00
11200 · COVID CARES ACT Expense	
11201 · Salary, Wages & Benefits	5,611.86
11202 · Education	189.00
11203 · Internet & Telephone	488.85
11204 · Dues & Subscriptions	1,372.72
11205 · Office	215.97
11206 · Rents	181.40
<b>Total 11200 · COVID CARES ACT Expense</b>	8,059.80
3200 · ODA - DO Expenses	
3201 · Salary, Wages & Benefits	18,155.14
3202 · Contracted Services	1,178.00
3205 · Admin	613.84
3200 · ODA - DO Expenses - Other	1,912.79
<b>Total 3200 · ODA - DO Expenses</b>	21,859.77
4200 · ODA - SOW Expenses	

2:35 PM

12/09/20

Accrual Basis

**Deschutes Soil & Water Conservation District**  
**Profit & Loss**  
 July 1 through December 9, 2020

	Jul 1 - Dec 9, 20
4201 · Salary, Wages & Benefits	3,598.25
<b>Total 4200 · ODA - SOW Expenses</b>	<b>3,598.25</b>
5200 · OWRD-TOWER Expenses	
5201 · Salary, Wages & Benefits	122.09
5202 · Contracted Services	2,945.00
<b>Total 5200 · OWRD-TOWER Expenses</b>	<b>3,067.09</b>
6200 · OWRD - LUNDY Expenses	
6201 · Salary, Wages & Benefits	171.35
<b>Total 6200 · OWRD - LUNDY Expenses</b>	<b>171.35</b>
62800 · GRANT EXPENSE - ODA	
Travel / Mileage	1,505.37
<b>Total 62800 · GRANT EXPENSE - ODA</b>	<b>1,505.37</b>
66000 · PERSONNEL	
Medical Insurance	4,365.12
Payroll Expense	
Insurance Stipend	1,242.54
Payroll	0.00
Payroll Taxes	3,737.48
<b>Total Payroll Expense</b>	<b>4,980.02</b>
<b>Total 66000 · PERSONNEL</b>	<b>9,345.14</b>
7200 · OWEB - SIA Expenses	
7201 · Salary, Wages & Benefits	1,892.93
7202 · Contracted Services	685.00
<b>Total 7200 · OWEB - SIA Expenses</b>	<b>2,577.93</b>
8200 · NACD - TA Expenses	
8201 · Salaries, Wages & Benefits	707.13
<b>Total 8200 · NACD - TA Expenses</b>	<b>707.13</b>
9200 · NRCS - TA Expenses	
9201 · Salary, Wages & Benefits	10,431.94
9204 · Grant/ Admin/ Indirect	190.00
9200 · NRCS - TA Expenses - Other	1,465.12
<b>Total 9200 · NRCS - TA Expenses</b>	<b>12,087.06</b>
<b>Total Expense</b>	<b>63,073.89</b>
<b>Net Ordinary Income</b>	<b>169,616.58</b>
<b>Net Income</b>	<b>169,616.58</b>

2:35 PM

12/09/20

Accrual Basis

**Deschutes Soil & Water Conservation District**  
**Profit & Loss**  
 November 2020

	Nov 20
Ordinary Income/Expense	
Expense	
11200 · COVID CARES ACT Expense	
11203 · Internet & Telephone	260.00
11204 · Dues & Subscriptions	149.90
11205 · Office	215.97
11206 · Rents	69.00
Total 11200 · COVID CARES ACT Expense	694.87
3200 · ODA - DO Expenses	
3205 · Admin	3.50
Total 3200 · ODA - DO Expenses	3.50
62800 · GRANT EXPENSE - ODA	
Travel / Mileage	359.38
Total 62800 · GRANT EXPENSE - ODA	359.38
66000 · PERSONNEL	
Medical Insurance	727.52
Payroll Expense	
Payroll	4,636.36
Payroll Taxes	389.51
Total Payroll Expense	5,025.87
Total 66000 · PERSONNEL	5,753.39
9200 · NRCS - TA Expenses	
9204 · Grant/ Admin/ Indirect	190.00
Total 9200 · NRCS - TA Expenses	190.00
Total Expense	7,001.14
Net Ordinary Income	-7,001.14
Net Income	-7,001.14

Exhibit B:

**Manager's Report**  
**November 19, 2020 – December 17, 2020**

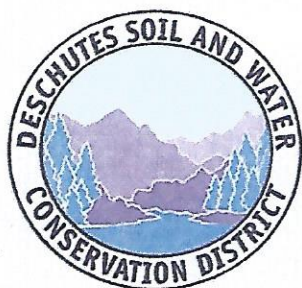
As the general manager, I submit the following:

1. I have been working on our District Policy Handbook. I completed the Public Records Policy and Credit Card Policy.
2. Our districts expenditures are less than \$150,000. No audit is needed this year. I have sent in our Districts in Lieu of Audit Form and payment (\$40)
3. Met with Lisa Windom from North Unit Irrigation District to discuss the Plotting for Pollinator Program and how we can integrate this program into Deschutes County and aid in managing this program and a possible new collaborative position.
4. I am working to renew our SAM/DUN numbers for the following fiscal year.
5. I have hired Tom Bennett and he started December 1. We had a meeting with Swalley Irrigation District to develop a plan to begin his position. His paperwork has been signed and sent to Rebecca for payroll.
6. Attended the Sage Grouse Summit Conference and Invasive Grass Workshop.
7. Finalized our spending for the COVID Relief Fund.
8. Met with a Streamline Representative to update our website.
9. I am working on our quarterly reports for the NACD and Capacity Grants.
10. I am working on two grant applications: Bureau of Reclamation WaterSMART Cooperative Watershed Management Program Phase I and the Urban and Community Grant Opportunity through NACD.
11. I have attended a QuickBooks course through COCC.
12. Much of my time has been spent working with Rebecca in QuickBooks and managing our grant funds in a proper manner.
13. I am working to begin the process of compiling a mailing list for our District and update our Rural Living Handbook.
14. The credit card has been approved and has been sent in the mail.

Thank you all for your assistance to the District.

Erin Kilcullen





Leslie Clark  
Zone 1 Director, Treasurer

William Kuhn  
Zone 2 Director, Co-Chair

Jeff Rola  
Zone 3 Director, Co-Chair

Susan Altman  
Zone 4 Director, Secretary

Colin Wills  
Zone 5 Director

Robin Vora  
Director-at-Large (#1)

Gen Hubert  
Director-at-Large (#2)

**STAFF**

Erin Kilcullen  
General Manager

Todd Peplin  
Programs/Planner Lead

Thomas Bennett  
Conservation Technician

**CONTACT**

**DESCHUTES SWCD**  
625 SE Salmon Ave, Suite 7  
Redmond, OR 97756  
SWCD Phone: 541-923-2204

**Resolution of the Deschutes Soil and Water Conservation District**

Resolution # 2020 – 3

A Resolution Authorizing to commit Erin Kilcullen to the financial and legal obligations associated with the receipt of a financial assistance award under this FOA: BOR-DO-21-F003 the WaterSMART Cooperative Watershed Management Program Phase I Grant.

**Whereas** by unanimous agreement of the full board of the Deschutes Soil and Water Conservation District directors; therefore,

**Be It Resolved** that on December 17, 2020 the directors unanimously voted to approve Erin Kilcullen, acting in her duties as the General Manager of the Deschutes Soil and Water Conservation District is the official with legal authority to enter into an agreement under this FOA. The board of directors has reviewed and supports the application submitted and that the applicant will work with the Bureau of Reclamation to meet established deadlines for entering into a grant or cooperative agreement.

William Kuhn  
Co-Chair of the Board of Directors  
Deschutes County Soil & Water Conservation District

Jeff Rola  
Co-Chair of the Board of Directors  
Deschutes County Soil & Water Conservation District

Date of Board Action: December 17, 2020