

**DESCHUTES COUNTY SOIL & WATER CONSERVATION DISTRICT**

Board Meeting Minutes – June 17, 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

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

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

Agency attendees: Lars Santana, NRCS, Dave Phipps, NRCS, Mylen Bohle, OSU Extension, Tony DeBone, Deschutes County Commissioner, Phil Chang, Deschutes 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:
  - a. Tony DeBone brought up discussing on-farm implementation work and that the County has American Rescue Plan dollars.
  - b. Phil Chang would like to work with the District to set up an assessment. The County is accepting requests for ARPA funding. He believes that that District should put in a request within the next week. The request should include a detailed proposal and the dollar amount that we are asking for.
3. Agency Reports:
  - a. Mylen Bohle: This was Mylen’s last meeting. He is moving to Corvallis to continue his career with OSU extension for the next two years before retiring.
  - b. Lars Santana: Lars gave an update about the work that is being done towards the Joint Chiefs project and the progress of the RCPP that was recently awarded in the Smith Rock Way area.
4. Approval of Meeting Minutes:
 

***Motion #1 made by Leslie Clark, seconded by Susan Altman to approve the May 20, 2021 regular board meeting minutes.*** Rollcall vote: unanimous approval
5. 2019 – 2020 Annual Report Review/Report in Lieu of Audit Presentation: Erin and Todd gave an overview of the Annual Report and the Report in Lieu of Audit. (See below)
6. 2021-2022 Annual Work Plan Review: Erin presented the annual work plan and discussed the current grants and projects that the District is working on. (See below)
7. 2021-2022 Annual Budget Review: Erin presented the annual budget. (See below)

The next board meeting will be on Thursday July 15, 2021, at 9:00 a.m. This meeting location is TBD.

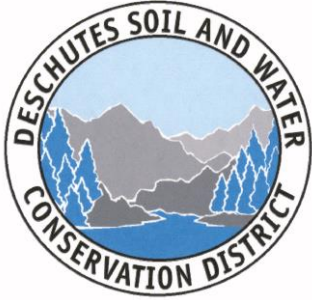
There being no further business, the meeting was adjourned at 10:11 a.m. Following the annual meeting, the District put together a field tour that included 3 project sites in Sisters, OR. These projects included:

1. Site Visit at Willows Ranch – Riparian planting
2. Site Visit at Newell Property – Manure removal, weed treatment, and seeding.
3. Site Visit at Roy Runco Property – piping open canal from Whychus Creek to Property

*Erin Kilcullen*

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Erin Kilcullen, General Manager



**DESCHUTES COUNTY SOIL & WATER CONSERVATION DISTRICT**  
Board of Directors Meeting – June 17, 2021  
Meeting location: via Zoom

**Addendum: Motions of the Board Meeting – June 17, 2021**

Motions made:	Vote result
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***Motion #1 made by Leslie Clark, seconded by Susan Altman to approve the May 20, 2021 regular board meeting minutes.*** There were no objections. Unanimous Approval

# 2019-2020 ANNUAL REPORT

July 1, 2019, through June 30, 2020

## *Deschutes Soil and Water Conservation District*

### ~Mission Statement~

*“To provide leadership, education, motivation and assistance to the citizens of Deschutes County for responsible, efficient stewardship of our soil and water resources.”*

Board meetings are open to the public and held on the third Thursday of each month.

The meetings have been held virtually via Zoom due to COVID-19.

See the website for locations and dates for meetings. [www.deschuteswcd.com](http://www.deschuteswcd.com)



## **DESCHUTES SOIL AND WATER CONSERVATION DISTRICT**

In 1939, the Oregon Legislature passed legislation to establish conservation districts in Oregon. Conservation Districts are charged with directing programs to protect local renewable natural resources in their county. The Deschutes Soil and Water Conservation District was established on June 23, 1947, under the name “Midstate SCD”, which then was changed to the Deschutes SWCD on September 9, 1987.

Deschutes SWCD is a political subdivisions of state government but is not a state agency, rather a municipal corporation that follow the same laws that govern state agencies. The Deschutes SWCD is not a regulatory and enforcement agency nor is it an environmental activist group. We are an organization that works with farmers, ranchers, forest owners, and other partners to sustain and improve our natural resources in Deschutes County. The Deschutes SWCD board members serve four-year terms and are elected in general elections every two years.

Deschutes SWCD provides onsite technical assistance to help you address natural resource concerns on your property.

The Deschutes Soil and Water Conservation District provides free technical assistance to private landowners and land managers to address resource concerns on their land. Resource concerns most common to Deschutes County are water quantity, water quality, forest health, invasive weeds, and fish and wildlife habitat. The Deschutes 2019 – 2024 Long Range Plan identifies natural resource needs in the county and objectives to address them. To obtain a copy of the 2019 – 2024 Long Range Plan, click [HERE](#).

### **Board of Directors:**

William Kuhn, Chair  
Jeff Rola, Co-Chair  
Leslie Clark, Treasurer  
Susan Altman, Secretary  
Colin Wills/Andrew Aasen, Director  
Robin Vora, Director  
Gen Hubert, Director

### **STAFF**

Erin Kilcullen: District Manager  
Todd Peplin: Programs Lead/Planner

## **Technical Advisors:**

Theresa Debardelaben: Oregon Department of Water Quality - Watershed Specialist  
Lars Santana: Natural Resource Conservation Service, District Conservationist

## **Partners:**

Deschutes County  
USDA Natural Resources Conservation Service (NRCS)  
USDA Farm Service Agency (FSA)  
USDA Forest Service (USFS)  
Upper Deschutes Watershed Council (UDWC)  
Deschutes River Conservancy (DRC)  
Oregon State University (OSU) Extension Service  
Oregon Department of Agriculture (ODA)  
Project Wildfire  
Upper Deschutes River Communities  
Deschutes Land Trust  
Oregon Department of Fish and Wildlife (ODFW)  
Oregon Department of Forestry (ODF)  
Oregon Association of Conservation Districts (OACD)  
National Association of Conservation Districts (NACD)  
Oregon Watershed Enhancement Board (OWEB)  
Irrigation Districts (Swalley, Central Oregon, Arnold, Three Sisters, and Tumalo)

## **Sources of Funding 2019 – 2020**

Soil and water conservation districts throughout the state receive funds biannually from the Oregon Department of Agriculture (ODA). The intended uses of these funds are to help educate and outreach to the public regarding the Agricultural Water Quality Standards set by the Oregon statute. The funds also help provide technical assistance to private landowners who are interested in implementing restoration projects that relate to water quality. In addition, these funds are used to leverage other grant funds to implement projects in the county. The Deschutes SWCD has leveraged these funds with Oregon Watershed Enhancement Board (OWEB) funds along with Oregon Water Resources Department (OWRD) funds to implement projects and assist NRCS to achieve conservation objectives.

## **2019 – 2020 Accomplishments**

### **Community and Landowner Engagement:**

## MANURE EXCHANGE PROGRAM



DESCHUTES SOIL AND WATER CONSERVATION DISTRICT



Manure Exchange Program (MEP) outreach materials (flyers and informational brochures) were developed and distributed to OSU Extension, Master Gardeners, Nurseries, and Feed and Supply stores (Wilco, Coastal etc.) (see attached flyers). In addition, information about the program was posted on Craig's List, Bend Bulletin, The Source, and the Round up. There are currently 22 landowners that have signed up to provide their manure to citizens in Deschutes County. In August 2019, the Deschutes SWCD shared a Booth with Deschutes County invasive species division at the Deschutes County fair. Over 600 people visited the booth, 280 Deschutes County Rural Living Handbooks were distributed along with 20 USDA NRCS "Steps for Small Acreage Rural Living in Oregon" planning books. Several MEP brochures were also distributed at the fair. Nine landowners scheduled appointments to have field visits



**Are You Ready for The Irrigation Season??**

**Come Join us!**

**Saturday March 7th, 8:00AM—2:00PM**  
**Terrebonne Grange Hall,**  
**8286 11<sup>th</sup> St. Terrebonne OR.**

Learn about the upcoming water season, Maintenance tips to ready your irrigation system, Incentives available to landowners, and Knowledge to improve your irrigation and grazing management skills.

This is a **FREE** Event  
Snacks provided/bring a lunch

Logos at the bottom of the flyer include: Deschutes Soil and Water Conservation District, Central Electric Cooperative, Inc., Oregon State University, Energy Trust of Oregon, WyEast, and Thompson Pump & Irrigation, Inc.

In January of 2020, Deschutes SWCD and OSU Extension formulated an Irrigation Water Management (IWM) workshop targeted for patrons in the five irrigation districts in Deschutes County. These workshops were scheduled to be conducted in March and April. Informational flyers were sent to all the patrons in each irrigation District (COID 2,548, TID 694, AID 647, SID 621, and TSID 189 for a total of 4,699 patrons – flyer attached). The first workshop was conducted on March 7<sup>th</sup> for the Central

Oregon Irrigation District Patrons. Presenters included Deschutes SWCD, COID, Thompson Pump, WyEast RC&D, Energy Trust of Oregon, OSU Extension, and Deschutes River Conservancy (DRC). 37 patrons participated with 8 patrons requesting field visits and additional information about programs. Two additional IWM workshops were scheduled for March 14<sup>th</sup> and April 7<sup>th</sup>, but unfortunately these had to be cancelled due to the COVID-19 outbreak. It is anticipated these workshops will be offered in the fall of 2020.

**Technical Assistance for Landowners:**

For the fiscal year of 2020 there were 47 landowners with a total of 526 acres that received one on one assistance from the Deschutes SWCD. This resulted in the development of conservation plans that addressed water quality and quantity issues along with management of their properties forage, animals, and wildlife needs. Conservation plans included the following NRCS practices:

- 449 – Irrigation Water Management
- 442 – Irrigation Sprinkler System
- 528 – Prescribe Grazing
- 590 – Nutrient management
- 430 – Irrigation water Conveyance Pipeline
- 587 – Structure for Water Control

Through a NRCS/OWEB Technical Assistance grant, Deschutes SWCD was able to assist 15 landowners in the Three Sisters Irrigation District (TSID) with IWM technical assistance. This assistance evaluated their current on-farm irrigation systems and provided education on irrigation water management principles. Several types of on-farm irrigation systems were evaluated. Education to landowners consisted of soil moisture determinations, crop water demands, evapotranspiration values, and how to calculate set times, all of which will assist to prevent irrigation water runoff and leaching of nutrients.

In addition, Deschutes SWCD continues to work within the Indian Ford watershed under the Strategic Implementation Area (SIA) grant. Work was focused on private land near the confluence of Whychus and Indian Ford Creek. Animal facilities and sheds have been removed along Whychus creek, along with manure piles that threaten contaminating the waterways. The pictures below showcase the seeding that was completed in the spring of 2020 on the Newell property which lies at the confluence with Whychus Creek. This project will improve wildlife habitat, forage for livestock, and prevent further sedimentation to Whychus Creek.





Deschutes SWCD is currently involved in a focus area action plan (FAAP) under the ODA Capacity grant. The projects under this action plan are the G-4 lateral located within the Central Oregon Irrigation District area, and the Tower Ditch located within the Swalley Irrigation District. Both projects involve modernization of the irrigation water conveyance system that service landowners on these private ditches.

On-farm irrigation designs have been completed for all landowners on the G-4 lateral. Deschutes SWCD continues to collaborate with Central Oregon Irrigation District (COID) and the Natural Resources Conservation Service (NRCS) in coordinating implementation of the project.

In August of 2019 Deschutes SWCD received an OWRD grant to examine the feasibility to pipe the Tower Ditch. Investigations, analysis, and alternatives have been developed. Results will be presented to the landowners in July of this year to determine next steps in implementation.

**Partnerships:**

Deschutes SWCD continues to improve relationships with partners through collaboration in coordinating efforts and planning projects through collaborated funding opportunities.

This past year, The Deschutes SWCD has focused efforts addressing forest health issues in southern Deschutes County seeking assistance and support from Project Wildfire, Central Oregon Cohesive Strategy Initiative (COCSI), Walker Range Fire Patrol, Oregon Department of Forestry, USFS, NRCS, Deschutes County, and OSU Extension. The Deschutes County Commissioners support efforts to perform forest health projects in south county.

The Deschutes SWCD continues to strengthen partnerships with the five-irrigation districts in Deschutes County (Arnold, Swalley, Tumalo, Three Sisters, and Central Oregon Irrigation District). These partnerships are working to identify on-farm improvements with landowners that coincide with the irrigation districts modernization projects. The cohesiveness of this partnership was demonstrated in January 2020 where the Deschutes SWCD and OSU Extension developed and conducted an IWM forum targeting patrons in each irrigation districts area. All 5 irrigation districts provided financial support for the workshops along with WyEast RC&D, Central Electric Cooperative and Energy Trust of Oregon.

**Employment:**

DSWCD hired a new District Manager, Erin Kilcullen. Erin started this new position on June 1, 2020. During her first month, she attended ODA orientation for new SWCD managers, hired a bookkeeper to strengthen the District's finances and perform payroll, hosted her first annual meeting, and spent the month orienting herself with various partners and the District's grants and projects.

**2019 – 2020 Financial Report**  
**Reference 2019-2020 Report in lieu of Audit Form.**

11:55 AM  
 06/09/21  
 Accrual Basis

**Deschutes Soil & Water Conservation District**  
**Profit & Loss**  
 July 2019 through June 2020

	Jul '19 - Jun 20
Ordinary Income/Expense	
Income	
3000 · ODA - DO	
3001 · Grant Income	26,495.66
<b>Total 3000 · ODA - DO</b>	<b>26,495.66</b>
4000 · ODA - SOW	
4001 · Grant Income	58,320.00
<b>Total 4000 · ODA - SOW</b>	<b>58,320.00</b>
43400 · TEMP RESTRICTED INCOME	
43440 · Grant Income	
44800 · OWEB Small Grant Income	479.42
<b>Total 43440 · Grant Income</b>	<b>479.42</b>
<b>Total 43400 · TEMP RESTRICTED INCO...</b>	<b>479.42</b>
5000 · OWRD - TOWER	
5001 · Grant Income	10,593.57
<b>Total 5000 · OWRD - TOWER</b>	<b>10,593.57</b>
6000 · OWRD - LUNDY	
6001 · OWRD - LUNDY	1,159.06
<b>Total 6000 · OWRD - LUNDY</b>	<b>1,159.06</b>
7000 · OWEB - SIA	
7001 · Grant Income	2,488.43
<b>Total 7000 · OWEB - SIA</b>	<b>2,488.43</b>
9000 · NRCS - TA	
9001 · Grant Income	34,891.44
<b>Total 9000 · NRCS - TA</b>	<b>34,891.44</b>
<b>Total Income</b>	<b>134,427.58</b>
<b>Gross Profit</b>	<b>134,427.58</b>
Expense	
NACD Grant 2018	659.85
ODA SOW	463.99
OWEB SID Weed Grant	5,026.11
OWEB/NRCS 2019	828.79
SIA	81.65
3200 · ODA - DO Expenses	
3202 · Contracted Services	5,746.11
3205 · Admin	135.00
<b>Total 3200 · ODA - DO Expenses</b>	<b>5,881.11</b>
60900 · ADMIN EXPENSES - ODA	
62110 · Accounting Fees	4,637.60
62140 · Legal Fees	3,319.00
62870 · Liability Insurance	1,815.00
65000 · Misc Office Expense	1,254.93
65010 · Dues & Subscriptions	577.56
65030 · Mileage	129.34
65040 · Meals/Food	0.00
65160 · Office Supplies	247.97
68320 · Printing	1,124.75
<b>Total 60900 · ADMIN EXPENSES - ODA</b>	<b>13,106.15</b>

11:55 AM

06/09/21

Accrual Basis

**Deschutes Soil & Water Conservation District**  
**Profit & Loss**  
July 2019 through June 2020

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	Jul '19 - Jun 20
<b>62800 · GRANT EXPENSE - ODA</b>	
Advertising	0.00
Contracted Services	8,712.50
Education	50.00
Meeting Room Rental	175.00
Seed Expense	1,038.75
Travel / Mileage	944.90
62800 · GRANT EXPENSE - ODA - Ot...	102.80
	<hr/>
<b>Total 62800 · GRANT EXPENSE - ODA</b>	11,023.95
<b>66000 · PERSONNEL</b>	
Employee Benefits	8,794.43
Medical Insurance	4,090.52
Payroll Expense	
Payroll	81,154.09
Payroll Taxes	6,723.02
Payroll Expense - Other	100.45
	<hr/>
<b>Total Payroll Expense</b>	87,977.56
<b>Total 66000 · PERSONNEL</b>	100,862.51
	<hr/>
<b>Total Expense</b>	137,934.11
<b>Net Ordinary Income</b>	-3,506.53
	<hr/>
<b>Net Income</b>	-3,506.53
	<hr/> <hr/>



# Oregon Secretary of State – Audits Division

## Report in Lieu of Audit

<b>Fiscal year reported (MM/DD/YYYY):</b>	<input type="checkbox"/> Final report — municipality dissolved	<b>Municipal customer number*:</b>
First day*:	Last day*:	

**Name of municipality (use the official legal name)\*:**

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**Mailing address**  New or change of address

Street or P.O. box*:		
City*:	County*:	ZIP code*:

**Registered agent (ORS 198.340)**  New registered agent

<b>Name:</b>	<b>Address (street/city/state/ZIP code):</b>

**Officers\***

Name:	Title:	Address (street/city/state/ZIP code):

**Fidelity or faithful performance bond (ORS 297.435 (2)(c))**

Name of company*:
Name of person(s) covered*:
Amount of coverage (should equal or exceed total receipts/revenues [Part A total])*:

**Account balances**

Please list the balances, per your accounting records, as of the last day of the year reported:

**Cash** (from banks, credit unions, county/state investment pools, etc.): \_\_\_\_\_

**Other assets** (from land, buildings, equipment, vehicles, etc.): \_\_\_\_\_

**Accounts payable** (e.g., to rents, payroll, utilities): \_\_\_\_\_

**Long-term debt** (from bonds, loans, leases or other outstanding debt): \_\_\_\_\_

By checking this box\*, I hereby certify that the information contained in this report is true and correct to the best of my knowledge and belief. Sign (or type, if submitted electronically) the name of the publicly elected official responsible for the information described in this report.

<b>Elected official's signature:</b>	<b>Date (MM/DD/YYYY)*:</b>	<b>Title*:</b>
<i>Erin Kilcullen</i>		
<b>Elected official's printed name*:</b>	<b>Phone number*:</b>	

<b>Fiscal year reported (MM/DD/YYYY):</b>	<b>Municipal customer number*:</b>
First day*:	Last day*:

## Budgeted and actual transactions

Note: Budget columns are required if your organization is subject to the requirements of Local Budget Law (ORS 294).

<b>Part A:</b> Revenues/receipts	General operating fund		Fund:		Fund:		Totals (actual columns only)
	Budget	Actual	Budget	Actual	Budget	Actual	
Property taxes							
Charges for services							
Assessments							
Grants (state and federal)							
Long-term debt proceeds							
Other revenues							
<b>Part A total:</b>							

<b>Part B:</b> Expenditures/ disbursements	General operating fund		Fund:		Fund:		Totals (actual columns only)
	Budget	Actual	Budget	Actual	Budget	Actual	
Personal services							
Material and services							
Capital outlay							
Debt service							
Contingencies							
Other expenditures							
<b>Part B total*:</b>							

### Part C: Transfers between funds

Transfer-in							
Transfer-out							

### Report summary

Enter total expenditures/disbursements (Part B total <sup>†</sup> )	
Filing fee (see table, right)	

### Filing fee (per ORS 297.285)

Total expenditures (Part B total <sup>†</sup> )	Filing fee
\$0–\$50,000	\$20
\$50,001–\$150,000	\$40

### Filing instructions

This report is due within 90 days from the end of your fiscal year. Save a copy for your records. Please submit the completed report and required filing fee to the following address or email:

#### Secretary of State — Business Services Division

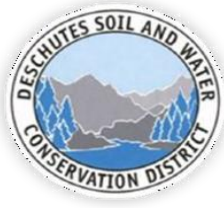
255 Capitol Street NE, Suite 180

Salem, OR 97310

[MunicipalFilings.SOS@oregon.gov](mailto:MunicipalFilings.SOS@oregon.gov)

\*This is a required field.

<sup>†</sup>If total expenditures/disbursements (Part B total, above) exceed \$150,000, the municipality must have an audit or review for this fiscal year (per ORS 297.435).



## Deschutes Soil and Water Conservation District

### 2021-2022 Annual Work Plan

The DSWCD works to address natural resource concerns in Deschutes County (water quality and quantity, weeds, wildlife and fish habitat, forest health, and land/soils). These resource concerns and various objectives and programs are outlined in the DSWCD Long-Range Plan (2019-2024), which can be accessed through the link below.

#### [Deschutes SWCD Long Range Plan 2019-2024](#)

For purposes of the annual work plan, four sections of the Long-Range Plan (Goals/objectives, natural resource concerns and outcomes, District programs, and District capacity, needs, and strategies) have been compiled and narrowed down to create specific goals for the 2021 – 2022 Fiscal year that pertain to active grants and work being accomplished:

**Goal 1: Maintain partnerships and alliances with a wide variety of agencies and organizations at the local, regional, state, and national level.**

**Both staff members will work on accomplishing this goal throughout the fiscal year.**

**Objective: Work with partners on existing and future grants and continue proper reporting.**

**Program:**

1. OWEB Grants
  - a. Capacity Grant (ODA)
2. OWRD Grant
  - a. Lundy Ditch Feasibility Study
3. NRCS TA Grant
4. Joint Chiefs Buttes to Basins
5. NACD TA Grant
6. RCPP Smith Rock/King Way Modernization and On-farm Project
7. NACD Urban Agriculture Grant
8. Manure Exchange Program
9. Small Grants – manage, provide administrative support, and collaborate with the Upper Deschutes Watershed Council
10. Provide technical assistance to on-the-ground projects.

**Goal 2: Build new alliances and partnerships with an array of organizations to develop and promote stewardship and conservation activities.**

**This will be an ongoing effort by all staff members for this coming fiscal year and shall continue and progress in the future.**

**Objective: General manager will continue to maintain a presence with partners, landowners, and communities in Deschutes County.**

**Program:**

1. Partner with NRCS and organizations to assist local farms with improvement projects for their farms as well as assistance in the county with food security.
2. Manure Exchange Program – work to develop more instruction for livestock producers and gardeners and enhance marketing of the Program.
3. Wildlife Habitat Restoration Projects – Eastern Deschutes County for the Greater Sage Grouse, Tumalo Winter Mule Deer Range, Upper Deschutes and Little Deschutes riparian restoration
4. Provide landowners engagement, technical assistance, and restoration assistance within the Indian Ford watershed.
5. Partner with ODA to apply for an OWEB Strategic Implementation Area Grant to provide agriculture producers technical assistance with water quality and riparian improvement projects.
6. Promote the importance of pollinator habitat through education, outreach, and planting opportunities.
7. Work with ODA to collect baseline data to show what percentage of streamside areas on agriculture lands provide the riparian functions of shade, stabilizing streambanks, and filtering overland flows, based on site capability.
8. Work with ODA to designate irrigated lands that have surface runoff and potential Water Quality issues.

**Goal 3: Promote soil and water conservation through an education, public information, and outreach program.**

**This will be performed by both staff members throughout the fiscal year.**

**Objective: Market Deschutes Soil and Water Conservation District.**

**Program:**

1. Maintain website by providing updates on projects, annual reports, and annual work Plans.
2. Maintain and market the District through social media outlets.
3. Develop outreach opportunities with groups that align with the mission in Deschutes County.
4. Develop fundraising opportunities.
5. Update Rural Living Handbook.

**Objective: Advance public understanding of DSWCD’s purpose and activities, and promote conservation participation among rural and urban landowners, educational and community groups, partners, working groups and District constituents.**

**Program:**

1. Hold Irrigation Water Management Workshops for rural and urban landowners.
2. Network with local groups to develop relationships for participation in future conservation programs.
3. Assist with educational natural resource programs in Deschutes County.

**Goal 4: Maintain and enhance legal accountability, fiscal responsibility, and district operations.**

**This will be an ongoing effort by both staff and board members for this coming fiscal year and shall continue and progress in the future.**

**Objective: Board and staff shall continuously improve their professional education and knowledge of the conservation business.**

**Program:**

1. Review District policies annually.
2. Staff and Board members attend annual conferences and trainings.
3. Provide and discuss recommendations of conservation issues occurring in the county and how these issues relate to the district's mission.

**Objective: Obtain a reliable source of funding to ensure continuity of operations.**

**Program:**

1. Staff will work to maintain current grant funding as well as find new funding opportunities, whether via grants or through outreach efforts.
2. Increase the Districts capacity with additional Full-time staff members.
3. Research and develop opportunities and strategies to obtain a tax base for the District in the future.

**Objective: Maintain integrity and positive working relationships with all partners, staff, and board members.**

**Program:**

1. Plan a field trip to observe current projects.
2. Hold the annual meeting in December after the audit; consider a holiday party following the meeting.
3. Send one staff and one or two board members to the SDAO Annual Conference in February.
4. Continue to maintain a presence of the District's progress to partners and constituents in the County.



**Objective: Continually evaluate and strengthen the Deschutes SWCD through the management of programs and projects to accomplish Deschutes County vision and mission by achieving measurable outcomes.**

**Program:**

1. Collaborate to expand our partners and working relationships.
2. Exemplify our achievements to the public to show continuing conservation efforts.
3. Maintain Long-Range Plan 2019-2024.
4. Evaluate and update annual work plan as needed.
5. Work toward managing the Deschutes SWCD financial affairs consistent with General Accepted Accounting Principles and ODA Requirements.
6. Conduct annual financial audit or review in a timely manner.
7. Provide a copy of the annual budget and annual work plan to ODA for review and to ensure full technical, administrative, and financial support.
8. Conduct an annual meeting where the public is invited through a public notice published in the Bulletin. The annual work plan and budget will be presented at this time.

**DSWCD 2021-2022 Annual Budget**

Income July 1, 2021 through June 30, 2022								
Source	Status of Funding	Total Income	Salary, Wages, Benefits	Contractual	Travel	Materials/Supplies	Other	Admin/Indirect Costs
<b>Grants</b>								
<b>OWEB/ODA Capacity Grant</b>								
ODA DO	Secured	\$26,372.00	\$8,568.57	\$6,200.00	\$1,500.00	\$1,500.00	\$8,603.43	
ODA SOW Income	Secured	\$61,534.95	\$59,534.95		\$2,000.00			
OWRD Lundy	Secured	\$18,069.44		\$18,069.44				
SIA	Secured	\$7,000.00	\$2,000.00	\$5,000.00				
NACD TA Grant (2020-2021)	Secured	\$52,871.29	\$48,957.09		\$3,009.72			\$904.48
NACD TA Grant (2021-2022)	Secured	\$45,000.00	\$42,187.50		\$750.00			\$2,062.50
NACD Urban Ag Grant	Secured	\$32,000.00	\$9,720.00	\$13,479.60	\$800.40	\$4,800.00		\$3,200.00
NRCS TA Grant	Secured	\$50,000.00	\$45,500.00					\$4,500.00
Small Grant	Potential	\$100,000	\$10,000.00	\$90,000.00				
<b>Annual Income</b>		<b>\$292,847.68</b>	<b>\$216,468.11</b>	<b>\$42,749.04</b>	<b>\$8,060.12</b>	<b>\$6,300.00</b>	<b>\$8,603.43</b>	<b>\$10,666.98</b>
<b>Potential Income</b>		<b>\$100,000.00</b>	<b>\$10,000.00</b>	<b>\$90,000.00</b>				

**Projected Expenses**

	Budget Items	Billing due dates	Amount
<b>DUES</b>	<b>On the Ground Expenses (Other)</b>		
	OACD Membership dues	7/1/2021	\$1,000.00
	SDAO Membership dues	12/30/2021	\$135.00
	State of Oregon Ethic Commission	10/30/2021	\$87.82
	Storage Facility	\$69/month	\$828.00
	Cell Phone	\$64/month	\$768.00
			<b>\$2,818.82</b>
<b>Insurance</b>	<b>On the Ground Expenses (Other)</b>		
	Insurance/Liability*	7/1/2021	\$3,630.00
	Bond	5/1/2022	\$530.00
			<b>\$4,160.00</b>
<b>IT Services</b>	<b>On the Ground Expenses (Other)</b>		
	Website domain (deschuteswcd.org)	11/10/2021	\$24.85
	Website	\$50/month starting in August	\$550.00
	Computer security (MacAfee)*	12/30/2021	\$119.99
	IT Assistance	Annual estimated costs	\$500.00
	Microsoft	11/23/2021	\$99.99
	Zoom membership	11/1/2021	\$149.90
	Adobe membership	\$14.99/month	\$179.88
			<b>\$1,624.61</b>
<b>Office</b>	<b>On the Ground Expenses (Material/Supplies/Travel/Training)</b>		
	Annual Meeting Public Notice	6/1/2022	\$250.00
	Lunch Annual Meeting	6/1/2022	\$300.00
			<b>\$250.00</b>
<b>Travel</b>	<b>Travel</b>		<b>\$8,060.12</b>
<b>Contracted Services</b>	<b>On the Ground Expenses (Contractual)</b>		
	OWRD Lundy Ditch		\$18,069.44
	OWEB SIA		\$5,000.00
	NACD Urban Agriculture Grant		\$13,479.60
			<b>\$36,549.04</b>
<b>Materials and Supplies</b>	<b>Materials and Supplies</b>		
	ODA DO		\$1,500.00
	NACD Urban Agriculture Grant		\$4,800.00
			<b>\$6,300.00</b>
<b>Admin</b>	<b>Personnel/Admin/Indirect Costs</b>		
	Erin Kilcullen Salary		\$60,000.00
	SDIS Health Benefits - Erin	\$661.82/month	\$7,941.84
	Todd Peplin Salary		\$42,000.00
	Todd Peplin Health Insurance	\$621.27/month	\$7,455.24
	Tom Bennett Salary	\$20/hour - 20 hours/week	\$20,800.00
	Retirement (Erin and Todd)	3% of Salary	\$3,060.00
	SDIS workmans Comp	7/1/2021	\$598.11
	Employer Taxes and Contributions		\$10,800.00
			<b>\$152,655.19</b>
<b>Finances</b>	<b>Contracted Services</b>		
	Audit (Capacity Grant/Contracted)	12/1/2021	\$2,900.00
	Bookkeeping/Payroll (Capacity Grant/Contracted) (All other Grants/Admin)	\$225/month	\$2,700.00
	Quarter Reports - Bookkeeping (Capacity Grant/Contracted) (All other Grants/Admin)	\$150/quarter	\$600.00
			<b>\$6,200.00</b>

<b>2020 - 2021 Projected Expenses</b>	<b>\$218,617.78</b>
Cash in Bank Account	\$99,032.40
Revenue/Income Estimated In	\$292,847.68
Projected Expenses Out	\$218,617.78
<b>DSWCD Projected Fund Balance as of June 30, 2022</b>	<b>\$173,262.30</b>