



DESCHUTES COUNTY SOIL & WATER CONSERVATION DISTRICT

Annual Meeting – June 25, 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 excused absence)

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

Other attendees: Lars Santana, NRCS; Jen Eatwell, NRCS; Teresa deBardelaben, ODA

Order of business:

1. The meeting was called to order at 9:00 a.m.
2. Public comments: None.
3. Manager's report: See attached Exhibit A for the manager's report for June 2020.
 - a. A question came up about cell phone usage and either getting District cell phones or just paying a stipend to staff to compensate for personal cell phone usage. It may be that the cost of getting new cell phones for staff would be more expensive than a stipend. The District has not had a cell phone since November after Tammy's departure. Leslie suggests a stipend for a portion of the data plan for staff's personal cell phones. Erin and Todd will look at their plans to come up with a proposal for a stipend.
 - b. The other topic discussed more was getting a storage space for the District as NRCS is running out of space and needs us to move our items.
 - c. Susan asked that we update the list of assets also and Jeff said we will need to do that for our next audit.
 - d. Robin asked about Erin's interest in setting up a policy committee. Erin said she sees this as a 6-month project. Erin did research online and has compiled documentation from the SWCD Guidebook and other districts; it will be a good starting point.
 - e. As people in the NRCS office are working from home, Todd and/or Erin have been using empty cubicles as workspace. Erin needs to be in the office to have easy access to District files. Todd has been working from the conference room if necessary. Once the Covid-19 restrictions lift and people start coming into the office more, there will need to be a solution to the issue of limited workspace. For now it is working out okay but there will need to be a long-term solution.
4. Approval of minutes: The May 21 and June 4 meeting minutes need approval.
 - a. **Motion #1 made by Robin Vora and seconded by Leslie Clark to approve May 21 minutes: unanimous approval.**
 - b. **Motion #2 made by Leslie Clark and seconded by Gen Huber to approve June 4 minutes: unanimous approval.**

5. Treasurer's report: Leslie reviewed the treasurer's report. Two invoices need to be paid: \$75 to the Bend Bulletin for the annual meeting and \$1815 for liability insurance.
 - a. **Motion #3 made by Leslie Clark and seconded by Jeff Rola to authorize payments for \$75 to the Bend Bulletin and \$1815 for liability insurance: unanimous approval.**
 - b. Leslie contacted the bank to get online access for Erin in order to view the account and check monies coming in and out.
 - c. Jeff did a ~\$2k funds request to OWRD and hasn't seen it come in yet. Todd says that takes a while and it should be coming.
6. Action items:
 - a. Worker's Compensation and liability insurance. Worker's Compensation insurance has been paid. Liability insurance is for one year and is paid in two six-month installments. We are trying to go back to SDIS's policy; they renew January 1. We are paying the first six months with Gladfelter with the intention of moving to SDIS in January. Erin is in conversation with Kevin Purdy to reopen the case to get us back onto SDIS.
 - b. Employee handbook approval. Gen Hubert incorporated the edits from the prior meeting into the current draft. Jeff Rola sent the updated draft to SDAO for review; we haven't heard back yet. We need the handbook to be completed and adopted as part of getting SDIS insurance in January. Robin asked about disability and life insurance; Gen Hubert said that Eric Nusbaum said that very few districts offer those policies and that the District is not required to provide that. Robin asked for clarification on allowing a "cash out" on annual leave. He suggested that rather than at the manager's approval it would require board approval for an employee to cash out. Jeff Rola said that the manual says that there can be no harm to district operations in terms of leave of absence; secondly, the manager is tasked with managing employees. Annual leave is something that we are required to provide; if the employee leaves, they can take annual leave accrued at the time of termination. Gen Hubert clarified that the payout would be limited to 40 hours. Robin asked if any other district offered health benefits for part-time employees and would like to understand what that would look like. Leslie Clark and Susan Altman commented that if a full-time employee has a reduction in hours that is a qualifying event that would have the employee go onto COBRA. Jeff Rola said that if that comes to pass it could be at the board's discretion to assist the employee with payments. Gen Hubert reminded the board that the handbook is a living document and can be changed at any time to make policy changes. Everyone on the insurance plan has to be on the exact same plan. Robin asked if an employee takes leave without pay if they still get their insurance. Leslie Clark explained that the employee would not be terminated so their insurance would remain intact during an approved leave without pay. The next step is to have the employees sign this revised version of the employee handbook.
 - i. **Motion #4 made by Leslie Clark and seconded by Jeff Rola to approve the current employee handbook as presented: unanimous approval.**
 - c. 2018-2019 Accomplishment Report. Todd Peplin presented the 2018-2019 Annual Report and discussed accomplishments (see Exhibit B).
 - d. 2020-2021 District Budget. Erin Kilcullen presented the 2020-2021 annual budget (see Exhibit C). William Kuhn asked about the potential NACD Grant. Todd Peplin said that it is to assist NRCS – there is some technical but also a lot of admin costs in this grant. Susan Altman asked about clarification on some line items and suggested changing "potential income" from red text to black text and highlighted fields in order to remain consistent with showing income vs. expense. Gen Hubert made suggestions on future columns to add such as "Status of Funding" and "Unrestricted Funds."
 - i. **Motion #5 made by Jeff Rola and seconded by Leslie Clark to approve 2020-2021 budget as presented: unanimous approval.**
 - e. 2020-2021 Annual Work Plan. Erin Kilcullen presented the 2020-2021 Annual Work Plan (see Exhibit D). Gen Hubert and Robin Vora thanked Erin for her work on taking information from the Long-Range Plan and making this a more concise document. Robin Vora would like to flush out projects on the ground as things we want to accomplish (the seven objectives from the Long-Range Plan); Gen Hubert suggests to

list current projects as an addendum. Robin Vora would like the goals to come from the Long-Range Plan versus mixing-and-matching from different documents.

- i. ***Motion #6 made by Susan Altman and seconded Jeff Rola to approve the annual work plan with minor typo corrections made by Susan Altman: unanimous approval.***
- f. Bookkeeping. Erin has done a lot of research to find qualified bookkeepers. She presented three options to the board and is seeking discussion and approval. Erin's pick is Rebecca Sather of Cascade Country Consultants who also does Crook County's books. Todd Peplin said that Crook County is really pleased with Rebecca's work. Susan asked if we have a year-long contract with ADP for payroll or if we paid month-by-month. Gen said she would be happy to have Rebecca take over payroll right away if we can get out of using ADP. Jeff is going to check. Susan Altman, Leslie Clark, and William Kuhn supported Erin's choice.
 - i. ***Motion #7 made by Susan Altman and seconded by Leslie Clark to have Erin move forward with hiring Rebecca Sather and coming up with a contract for bookkeeping services: unanimous approval.***

7. New Grants Updates

- a. NACD Technical Assistance grant – we should find out July 30/August 1 if we get that grant. That comes with administrative and technical funds.
- b. OWEB stakeholder grant – Todd talked to Boone from Deschutes County yesterday and they will have a meeting and also they'll meet with Ariel Cohen from the Oregon Department of Forestry to talk about the Upper Deschutes Forest Health Investment Project. Will submit to OWEB by July 27.
- c. OWEB technical assistance grant – Todd transferred files to Erin for the Indian Ford Coordinated Resource Management Plan. She will coordinate and take over resubmitting grant. This grant is looking to put together a resource management plan in that watershed.
- d. Todd is also going to work on a small grant with Mike Medina in the COID area to develop a pipeline system design to address water quality issues related to flood irrigation seepage back into the canal.
- e. There's another small grant opportunity that would be working with DRC and COID.
- f. Erin Kilcullen said that OSU students are working on drone projects where we could have free drone data collection from the students.
- g. Robin Vora asked about available grants that have anything non-water-related. Todd Peplin said he needs to touch base with Ed Keith about a grant opportunity.

8. Directors' & Partners' Reports

- a. Jeff Rola is interested in staying on the board to help focus on pursuing a tax base; he would want to step down as co-chair. There's a lot that we could be doing but we are not. Jeff's ditch is being piped and he's going to meet with the TID watermaster to understand what impacts that will have on his property. It will give him a good opportunity to understand how that will affect other landowners.
- b. William Kuhn thinks we are well on our way toward getting prepared for going for a tax base. Erin as manager puts us in a much better position to move forward. William would like the district to make sure we are in full compliance with all agencies' requirements for getting SDIS insurance. Bill would like to introduce Erin to Rex Barber, director emeritus.
- c. Susan Altman starts on the Planning Commission in July and hopes that it will help further relationships for the district and county.
- d. Gen Hubert is working on designing a program and finding funding sources for helping landowners to improve on-farm irrigation systems, or provide training on using them.
- e. Leslie Clark says the on-farm program is moving along and COID is very committed to it; once they get it set up other districts will hopefully follow suit. A COID employee is dedicated the on-farm project. COID is developing a loan program where water users can be approved to get loans from the district at a very low interest rate and can be used to match funds for projects.
- f. Robin Vora is continuing to participate in the Prineville sage-grouse local implementation team meetings.

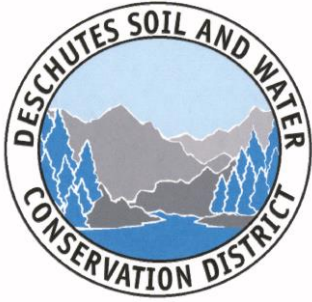
- g. Lars Santana invited Jen Eatwell, soil conservationist who works with Lars, to join the meeting today. Jen introduced herself – she converted from the internship program in March. She has spearheaded the “high tunnel” conservation program. There are six high tunnel applications in Deschutes County that have been pre-approved; this looks like it will be a growing program. Stephanie Russo will be transitioning to the Basin staff as a small farm and organic specialist, a nice promotion for her. Lars has been working with the forestry folks to develop a CIS between Bend and Sisters. It has been approved for funding for FY 2020-2021; we’ll see more forestry projects coming online next year.

The next regular board meeting will be on July 16 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 11:53 a.m.

Susan Altman

Susan Altman, Secretary



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

Addendum: Annual Meeting – June 25, 2020

Motions made:	Vote result
<p><i>Motion #1 made by Robin Vora and seconded by Leslie Clark:</i> <i>To approve May 21 minutes.</i></p>	Unanimous approval
<p><i>Motion #2 made by Leslie Clark and seconded by Gen Hubert:</i> <i>To approve June 4 minutes.</i></p>	Unanimous approval
<p><i>Motion #3 made by Leslie Clark and seconded by Jeff Rola:</i> <i>To authorize payments for \$75 to the Bend Bulletin and \$1815 for liability insurance.</i></p>	Unanimous approval
<p><i>Motion #4 made by Leslie Clark and seconded by Jeff Rola:</i> <i>To approve the current employee handbook as presented.</i></p>	Unanimous approval
<p><i>Motion #5 made by Jeff Rola and seconded by Leslie Clark:</i> <i>To approve 2020-2021 budget as presented.</i></p>	Unanimous approval
<p><i>Motion #6 made by Susan Altman and seconded Jeff Rola:</i> <i>To approve the annual work plan with minor typo corrections made by Susan Altman.</i></p>	Unanimous approval
<p><i>Motion #7 made by Susan Altman and seconded by Leslie Clark:</i> <i>To have Erin move forward with hiring Rebecca Sather and coming up with a contract for bookkeeping services.</i></p>	Unanimous approval

Manager's Report June 2020

As the general manager, I submit the following:

1. Mailed in payment for Workers' Compensation renewal for SDIS for the next year's Workers' Comp. coverage (\$598.11)
2. Attended a thorough training with Eric Nusbaum on New public official orientation.
3. Coordinated with Colin to receive direction on SDAO and SDIS. I am in the process of working with SDAO to receive liability coverage as soon as possible. In the interim, the private liability insurance has been renewed with Gladfelter insurance.
4. Coordinated with Leslie on the issue of securing new bookkeeping and payroll services. I have contacted multiple bookkeeping services and have received pricing quotes from 3 services and am waiting to hear back from other companies:
 - a. Cascade Country Consultants – Prineville, OR
Rebecca Sather – Performs bookkeeping for CSWCD
541-419-7950
bookkeepingbecky@hotmail.com
2hrs/week - \$200/month + \$75/month for payroll
 - b. SGA Certified public accountants and consultants – Bend, OR
Brenda Bartlett
Approximately \$600-800/month, includes payroll
Initial set up fees - \$400-600
Experienced working with audits
 - c. Totally booked bookkeeping Solutions – Redmond, OR
Cheryl Ziegler
Approximate: \$665/month , includes payroll
Annual gotoMyPC fee - \$420
5. Attended meetings on the following:
 - a. NRCS – Two chiefs initiative project
 - b. Webinars on grants for urban agriculture and community compost
 - c. Central Oregon Irrigation district meeting
 - d. Irrigation water management
 - e. Tower Ditch Feasibility study
 - f. OCEAN annual meeting
 - g. Records and risk management training – receive discount with SDAO best practices
 - h. Free grant writing webinar
 - i. Project Wildfire
 - j. DBWC Working Group
6. Todd has taken me on a field tour to get acquainted with our current grant projects: G4 piping project and Lower Indian Ford Restoration (OWEB-SIA grant)
7. Todd has greatly assisted me in drafting our 20/21 budget and 19/20 annual report
8. I have written our 20/21 annual work plan
9. I have reached out to Greg Ciannella from OWEB to assist Todd and myself in resubmitting two grants and continue work on the SIA grant:

- a. OWEB/Stakeholder Grant – Upper Deschutes Forest Health Investment Project (July 27)
 - b. OWEB/Technical Assistance Grant – Indian Ford Coordinated Resource Mgmt. Plan (July 27)
10. I am networking and meeting with contacts to create new partners and alliances for future conservation projects:
- a. Kris Knight – small grant program
 - b. HDEFA – High Desert Food and Farm Alliance
 - c. Environmental Center
 - d. FCA – Farmers Conservation Alliance
 - e. Coalition for the Deschutes
 - f. COIC – Central Oregon Intergovernmental Council
 - g. Locavore
11. I would like to set up a policy committee and create a DSWCD Handbook which includes some or all the following policies:
- a. Financial
 - b. Records Retention
 - c. Board duties
 - d. Public meeting
 - e. Ethics
 - f. Public records
 - g. District public records information request
 - h. Contracting
 - i. Personnel (Employee handbook)

Questions / Clarification:

1. Manager access to online checking account
2. Cell phone reimbursement for Todd and myself
3. Storage facility for gear in NRCS office
4. Payroll, who will be signing off on our timesheets
5. Workspace for Todd and myself

Pending Issues: Liability Insurance, elections, and grant submittal

November Board Elections: Rola, Kuhn, Vora, Wills.

Publication notice (legal notice) of positions and terms must be published in the newspaper not later than July 24th.

Thank you all for your assistance to the District and assisting with my onboarding.

Erin Kilcullen

Exhibit B

2018-2019 ANNUAL REPORT

July 1, 2018 through June 30, 2019

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 each month.

The meetings are held at the
Deschutes County Services Building: 1300 NW Wall Street, Bend

See the website for locations and dates for meetings. www.deschuteswcd.com



DESCHUTES SOIL AND WATER CONSERVATION DISTRICT

In 1939, the Oregon Legislature passed legislation to establish conservation district 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 are elected in general elections every 2 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. 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 visit the Deschutes SWCD website at www.deschuteswcd.org.

Board of Directors:

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

STAFF

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

Technical Advisors:

Theresa Debardeleben: 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
Oregon Department of Forestry (ODF)
Oregon Association of Conservation Districts (OACD)
National Association of Conservation Districts (NACD)
Oregon Watershed Enhancement Board (OWEB)

Sources of Funding 2018 – 2019

Soil and water conservation districts throughout the state receive funds annually 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 Oregon statute. The funds also help provide technical assistance to private landowners who are interested in implementing restoration projects that tie 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 achieve conservation objectives.

2018-2019 Accomplishments

Community and Landowner Engagement

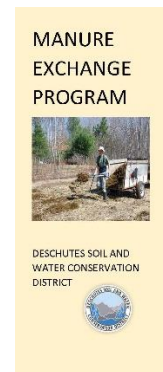
DSWCD partnered with Deschutes County to participate at the Deschutes County Fair. Awareness of invasive species and control along with the DSWCD manure exchange program and assistance DSWCD can provided to landowners and land managers was promoted.



Increasing knowledge and understanding of practices to reduce impacts on water quality and stream flow was accomplished through: booths, landowner workshops, pasture classes and tours in partnership with OSU extension, lunch & learn and on farm workshops for pasture/irrigation efficiency, RLH distribution, landowner contacts, website, handouts for protocol of WQ issues, Rural Living Handbooks and provide pasture sticks with class partnership with OSU Extension Livestock Agent Scott Duggan.

Media reinvention strategy

The DSCWD website was updated and informational brochures were made to present to public and partners.



Reed Water Quality Spotted Frog Habitat Restoration Project

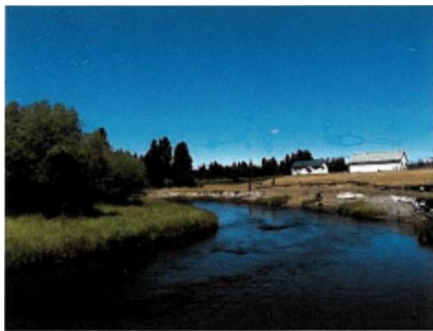
The final monitoring on vegetation recruitment and livestock exclusion was performed. Prior to the OWEB grant, the private landowner had a cow/calf operation. Excessive grazing and open access to the Little Deschutes had deteriorated the riparian vegetation thus increasing severe streambank erosion. The lack of vegetation increased stream temperature and caused turbidity due to excessive sediment entering the river, all of which significantly affected aquatic habitat.

In November of 2015, willow bundles were placed 5 feet apart, for 1000 ft. on the eastside bank of the Little Deschutes River. Wooden stakes were used to hold the bundles in place. To address the livestock grazing and access to the river a riparian exclusion fence was installed, and a grazing plan was developed. Since that time over 90% of the willow bundles have survived, pasture grasses are restored, and the health and vigor of the newly planted riparian vegetation is providing stabilization of the streambank.

The project was extremely successful and provided a show case to neighbors. The private landowner will need to periodically inspect the riparian fence and perform repairs as needed. In addition, they will need to monitor and eradicate any noxious weed that may infiltrate the riparian area. Livestock numbers have been significantly reduced thus giving the pasture grasses and riparian vegetation significant time to recover. The landowner is appreciative in the assistance they were provided and is working on other projects with the DSWCD. You Tube video was developed:

<https://www.bing.com/videos/search?q=you+tube+spotted+frog+restoration+deschutes&&view=detail&mid=7191B9A0DF06D904CFFB7191B9A0DF06D904CFFB&&FORM=VRDGAR>

Before



After



Before



After

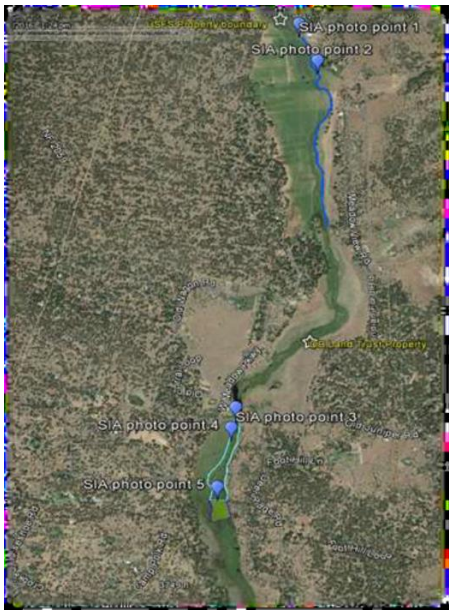




Irrigation District Rehabilitation Projects

Two OWEB Small Grants, one with Swalley and the other with Arnold Irrigation district are underway restoring native vegetation in areas where open ditch was replaced with HDPE high pressure pipeline. The project is to restore wildlife habitat in these areas. Invasive species treatment was conducted fall of 2018 with seeding to be completed in spring of 2019.

Indian Ford meadow restoration project



The Strategic Implementation Area (SIA) in Lower Indian Ford Creek identified agricultural properties that are likely polluting waters of the state and violating local area Agricultural Water Quality Rules. Since 2015 Landowners within the lower reaches of Indian Ford have participated in restoring water quality to the stream. Phase 1 completed in 2017 eliminated an illegal diversion and 880 ft. of ditch, removed 1 culvert, treated 20 acres of invasive species, and restored over 1.2 miles of stream bank and 36 acres of riparian meadow. Phase 2 was completed in 2018 where additional 20 acres of vegetation was planted to improve riparian function and condition and habitat for wildlife



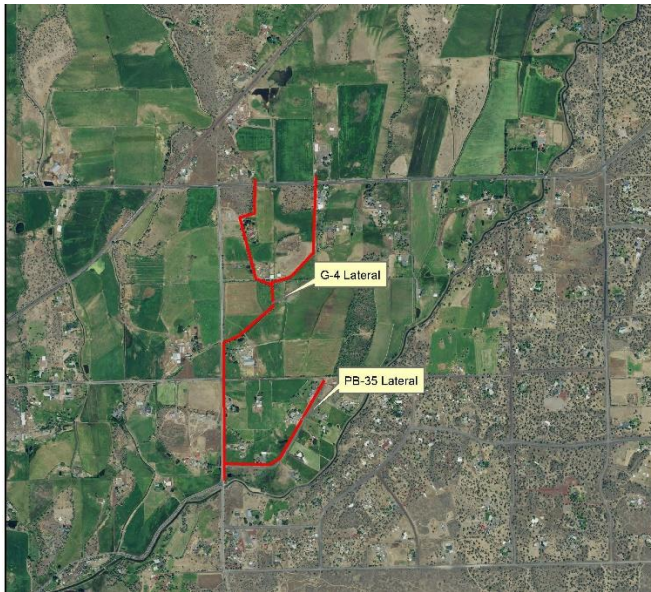
Riparian plantings were planted in key locations according to specifications. Areas of key importance were areas of natural clumping, back filled areas where ditches use to be, and along streambanks to stabilize soil and improve riparian vegetation condition.



IWM – Irrigation Water Management

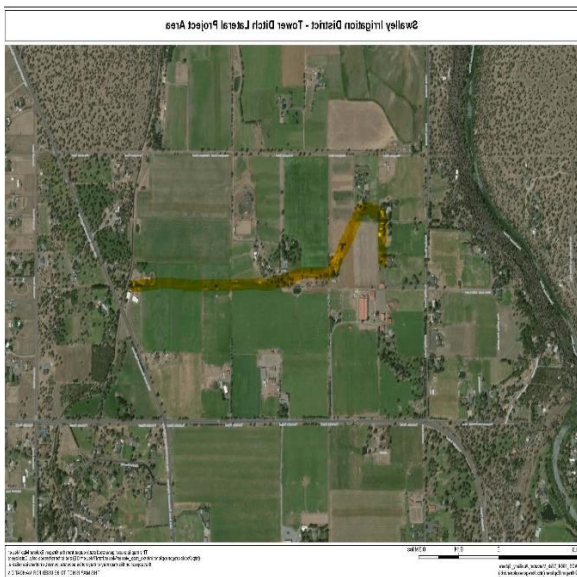
In 2009, the grassroots IWM-CO group formed in Central Oregon with a mission to accelerate the adoption of on-farm IWM. This group realized that success would necessitate working with these landowners that share a Point of Diversion (POD).; these groups of landowners are thus named “Pods”. Over the years, the IWM group worked to identify all the challenges with working successfully with Pods to improve IWM. In 2015 the Deschutes SWCD has strategically selected two Pods one within the Central Oregon Irrigation District (COID) called the G-4/PBC-35 located northeast of Redmond and the other within the Swalley Irrigation District (SID) called the Tower Ditch. These project areas are the Focus Area Action Plan (FAAP) for the DSWCD.

G-4/PBC-35 Irrigation Modernization Project



This project involves 4,766 Ft of open ditch, total acres served is 199.3 acres. There are 16 patrons that have either flood or sprinkle irrigation systems. The project is to convert open ditch to a high-pressure pipeline system and convert on-farm irrigation systems to a more efficient system. A variable frequency drive pumping system will be installed at the PBC-35 main canal and provide pressurized water to all patrons in the project area. Engineering designs for both main pipeline and on-farm have been completed and are waiting for review from NRCS and COID. Scheduled date for implementation is fall of 2019.

Tower Ditch Modernization Project



This project involves 4,279 ft of open and closed ditch, total acres served is 136.4 acres. There are 8 patrons which have sprinkler systems. The goal is to replace the antiquated pipe with HDPE high pressure pipeline and work with landowner to improve on-farm irrigation water management (IWM). Engineering has been completed for the project. Currently an OWRD feasibility study grant was submitted in 2018 to determine if the existing pipe can be sleeved. Pending implementation is fall/winter of 2019.

Lundy Piping Project



Project consists of 8 landowners serving 100 acres. Lateral is 3996 ft. of open private ditch with high seepage and evaporation loss. Preliminary assessment has started with an OWRD and OWEB grant to complete engineering designs. Implementation is pending due to grant acceptance.

2018 Small Grant submissions:

The grant listed below have been or will be submitted within this fiscal year.

Nelson Rd Piping Project:



The project is to install 1560 feet of 6-inch PVC pipe from the existing COID head gate (B-29-2) to the end of the ditch. Installation of the pipe will reduce seepage loss and significantly improve irrigation water management to each

Alfalfa Area Irrigation Efficiency Water Quality Project:



The project is to reduce the amount of water used to irrigate by converting to a low energy spray application (LESA) technology center pivot system from a leaky wheel line. The reduction in water use will directly reduce the runoff and leaching of sediment, nutrient and pesticide entering in Dry Canyon River and in the ground water.

Pine Meadow Ranch Off-Site Livestock Watering Project:



The project is to eliminate livestock access to Whychus Creek by providing off-site water that will be located upland approximately 600 feet away from the creek. A solar pump will be installed to pump water from an existing diversion to a trough. Trough and solar pump will be sized to meet livestock demand. The off-site water facility will eliminate stream bank erosion and threat of nutrients entering in Whychus Creek, thus improving riparian vegetation for salmonids.

H-21 Lateral Piping Project:



The project is to install 1800 Ft. of 8-inch HDPE pipe from COID main take out to the end of the lateral. The ditch serves 121 acres. Installation of the pipe will reduce seepage loss and significantly improve irrigation water management to each property.

Wildfire Suppression and forest health – South County

DSWCD is actively assisting the Natural Resource Conservation Service (NRCS) in landowner outreach and contract reviews. This effort is part of the Joint Chiefs Initiative between NRCS and U.S. Forest Service. The Initiative engages landowners to perform forest management activities through the Environmental Quality Incentives Program (EQIP).

Through this effort the DSWCD has formed partnerships with Project Wildfire, Upper Deschutes River Communities, Deschutes County, U.S. Forest Service, and many Homeowner Associations, to address forest health issues and prevention of catastrophic wildfire.

The DSWCD is currently engaging these partners in amplifying outreach and education efforts that will maximize implementation of conservation practices in south Deschutes County.

Long Range Plan – Goals for 2019 – 2024

The Board of Directors and staff of the DSWCD continues implementation of our Long-Range Plan. The Long-Range plan has been updated to include the years 2019 – 2024.

This five-year, or long-range, business plan (2019-2024) details the Deschutes Soil and Water Conservation District's (DSWCD) services, activities, resources, staffing, and finances for both current and future operations. The long-range plan provides guidance for developing annual work plans, establishing priorities, advancing the goals and objectives of the DSWCD, and building future programs. The business plan also contains general information about the district and Deschutes County and guides the development of the district's annual work plans and budgets.

The top-five resource concerns in Deschutes County are water quality and quantity, invasive weeds, fish and wildlife habitat, wildfire risk, and land/soils. To address these concerns, eight goals of the DSWCD are to sustain and enhance water quality and quantity, identify and eliminate noxious and invasive weeds, restore and improve fish and wildlife habitat, reduce wildfire risk and restore degraded uplands, promote a sustainable local agriculture economy, improve and promote soil stewardship, develop renewable energy and energy-efficient resources, and continue to administer district operations to be legally accountable and fiscally responsible.

DSWCD programs for 2019-2024 emphasize water quality and quantity, weeds, fish and wildlife habitat, wildfire risk reduction, soil stewardship, wellbeing/wholeness/whole foods, and renewable energy and energy efficiency (wind energy, for example). Global climate change has the potential to impact all these programs. Additional partnerships and funding streams will be needed, including possibly a district tax base and levy authority, to develop the organizational capacity needed to accomplish these programs. That needed capacity includes transitioning to full-time staff, increased staffing numbers, a significant allocation of staff time for development, and a significant allocation of staff time for landowner outreach and education.

DISTRICT PROGRAMS 2019-2024

The DSWCD may provide technical assistance, education and outreach for these programs pending funding.

Program: Water Quality and Quantity

Goal: Water is clean and abundant for fish, farms, and families.

Program:

- Improve irrigation efficiency
- Encourage livestock manure management/manure exchange to maintain water quality
- Improve or restore streamside vegetation
- Support on-farm projects

Program: Noxious and Invasive Weeds

Goal: Control the spread of noxious and invasive weeds that threaten native vegetation and resources.

Program:

- Maintain and restore native riparian vegetation
- Coordinate weed management

- Assist with education throughout the district

Program: Fish and Wildlife Habitat

Goal: Restore and improve fish and wildlife habitat.

Program:

- Reduce juniper encroachment into native sagebrush/grass communities
- Restore sage-grouse habitat and native perennial grasses
- Promote or obtain conservation easements and agreements
- Maintain and restore riparian and aquatic habitats, including habitats for threatened and endangered species such as Oregon spotted frog and bull trout, or native species of importance such as red band trout and reintroduced steelhead trout and Chinook salmon
- Partner with efforts to reduce human-caused mule deer mortality and enhance mule deer habitat
- Partner with efforts to improve pollinator habitats
- Partner with efforts to improve sage-grouse habitats in the Brothers area
- Partner with efforts to eradicate non-native predatory bullfrog in the Upper Deschutes
- Partner with efforts to install and maintain nest boxes for owls and bats

Program: Wildfire Risk Reduction

Goal: Reduce wildfire risk and maintain healthy forests.

Program:

- Partner with local stakeholders to reduce density of trees and flammable brush
- Partner on Community Forest opportunities

Program: Soil Stewardship

Goal: Improve and promote soil stewardship.

Program:

- Encourage and support use of best management practices that conserve soil and water, and conservation planning that assists delivery of USDA assistance to private landowners
- Encourage and support the use of USDA NRCS soil survey maps and information to guide soil enhancement projects and appropriate use of sites
- Encourage nutrient management that reduces potential for pollution including manure management, compost, and biomass energy production
- Support and participate in national or state programs (expected to be available by 2022) to incentivize the adoption of farming practices that build soil carbon

Program: Wellbeing/Wholeness/Whole Foods

Goal: Promote health and a sustainable local agricultural economy.

Program:

- Encourage local farm-to-market economy and pursue funding for farm-to-market products
- Encourage the cultivation and marketing of locally grown food
- Encourage participation in the Oregon Agricultural Heritage Program

Program: Energy

Goal: Support development of renewable energy and energy-efficient resources.

Program:

- Encourage and support capacity for energy conservation and production within the irrigation delivery system
- Encourage development of biomass energy production

- Support integrated energy strategies including solar, wind, hydropower, combined heat, and power, geothermal, energy conservation and actions that are cost effective, including reduction of future production costs (reduced future costs)
- Recognize hydropower as a renewable resource

2018 – 2019 Financial Report

Reference 2018-2019 Audit

Exhibit C

DSWCD 2020-2021 Annual Budget				
Income July 1, 2020 through June 30, 2021				
Source	Status of Project	Total Income	Personnel and Admin/Indirect Costs	On the Ground Expenses (Contractual/Travel/Materials/Supplies)
Grants				
OWEB NRCS	In Progress	\$27,924.19	\$27,691.13	\$233.06
DWRD Lundy	In Progress	\$2,101.20	\$3,891.20	\$18,210.00
OWBD Tower	In Progress	\$5,573.43	\$4,571.43	
OWEB/ODA Capacity Grant				
ODA DO	In Progress	\$4,094.75	\$20,094.75	\$4,000.00
ODA SCW Income	In Progress	\$58,320.00	\$53,820.00	\$4,500.00
SIA	In Progress	\$10,736.10	\$8,793.10	\$1,943.00
OWEB Small Grant Income	Potential	\$15,000.00		
NACD Grant	Potential	\$8,565.00		
Annual Income		\$148,647.67	\$118,861.61	\$29,786.06
Potential Income		\$23,565.00		

Projected Expenses			
	Budget Items	Billing due dates	Amount
DUES	On the Ground Expenses (Other)		
	ODCD Membership dues	7/1/2020	\$413.16
	NACD Membership dues	discretionary	\$0.00
	SADO Membership dues	12/30/2020	\$135.00
	State of Oregon Ethic Commission	10/30/2020	\$87.83
			\$665.98
Insurance	On the Ground Expenses (Other)		
	Insurance/Liability*	7/1/2020	\$3,630.00
	Bond	5/1/2021	\$43.00
	SDS workmans Comp	7/1/2020	\$988.11
	*current insurance ends in June 2020 need to look into SDS		\$4,661.11
IT Services	On the Ground Expenses (Contractual)		
	Cell Phone (Do we need this?)	Annual estimated costs	\$500.00
	Website domain (deschuteswcd.org)	11/30/2020	\$34.85
	Website	11/30/2020	\$204.00
	Computer security (MacAfee)*	12/30/2020	\$119.99
	IT Assistance	Annual estimated costs	\$660.00
	Microsoft	11/30/2020	\$99.99
	*3 laptops that require security, Microsoft access, IT support		\$1,448.83
Office	On the Ground Expenses Material/Supplies/Travel/Training		
	Office space		\$0.00
	Supplies*	Annual estimated costs	\$500.00
	Postage/printing	Annual estimated costs	\$1,000.00
	Travel	Annual estimated costs	\$5,000.00
	Training	Annual estimated costs	\$5,000.00
			\$11,500.00
Admin	Personnel/Admin/Indirect Costs		
	Salary/wages		\$115,421.53
	SDS Health Benefits	\$800/month	\$9,600.00
	Bookkeeping/Payroll	Annual estimated costs	\$3,300.00
	*Need to determine Bookkeeping		\$128,321.53
Audit	Personnel/Admin/Indirect cost		
	Audit	5/1/2021	\$2,900.00
			\$2,900.00

Total 2020 - 2021 Projected Expenses	\$149,497.45
Cash in Bank Account	\$18,788.24
Revenue/Income Estimated In	\$148,647.67
Projected Expenses Out	\$149,497.45
DSWCD Projected Fund Balance as of June 30, 2021	\$17,938.46

Exhibit D



Deschutes Soil and Water Conservation District 2020-2021 Annual Work Plan

The DSWCD works to conserve natural resource concerns in Deschutes County (water quality and quantity, weeds, wildlife and fish, wildfire, and land/soils). These resource concerns and various objectives and programs are outlined in the DSWCD Long-Range Plan (2019-2024).

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

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) – G4 Project
 - b. SIA Grant – Indian Ford Watershed
2. OWRD Grant
 - a. Tower Ditch Feasibility Study
 - b. Lundy Ditch Feasibility Study
3. NRCS TA Grant
4. Manure Exchange Program
5. Small Grants – manage, provide administrative support, and collaborate with the Upper Deschutes Watershed Council
6. 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 both staff members for this coming fiscal year and shall continue and progress in the future.

Objective: General manager will seek networking opportunities.

Program:

1. Develop partnerships and apply for grants to fund on-farm and urban agricultural projects
2. Manure Exchange – work to develop more instruction for livestock producers and gardeners

3. OWEB – Technical Assistance grant for Indian Ford coordinated resource management plan
4. OWEB – Stakeholder Engagement grant for Upper Deschutes Forest Health Investment Project

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. Develop outreach opportunities with groups that align with the mission in Deschutes County
3. Develop fundraising opportunities
4. Market Manure Exchange Program in new avenues

Objective: Advance public understanding of DSWCD's purpose and activities, and promote conservation participation among rural and urban landowners, educational and community groups, watershed councils, 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 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. Set up trainings for board and staff
2. 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. General manager will reapply for the Technical Assistance grant for Indian Ford watershed with OWEB
3. General manager will reapply for the Technical Assistance grant for the Upper Deschutes Forest Health Investment Project

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. Take 10-15 minutes out of the meeting to discuss a course of action where staff and members would like to see the district in a year's time
3. Hold the annual meeting in December after the audit; consider a holiday party following the meeting
4. Engage in SDAO Board assessment with the entire board present in order to assess strengths and weaknesses and to develop and increase communication
5. Send one staff and one or two board members to the SDAO Annual Conference in February (Sunriver)

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. Set up sub-committees to develop district policies pertaining to personnel, board member duties and responsibilities, contracting, records retention, public record request, conflict of interest, and financials
3. Exemplify our achievements to the public to show continuing conservation efforts
4. Maintain Long-Range Plan 2019-2024
5. Evaluate and update annual work plan as needed
6. Work toward managing the Deschutes SWCD financial affairs consistent with General Accepted Accounting Principles and ODA Requirements
7. Conduct annual financial audit or review
8. Provide a copy of the annual budget and annual work plan to ODA for review and to ensure full technical, administrative, and financial support
9. 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