



DESCHUTES COUNTY SOIL & WATER CONSERVATION DISTRICT

Board Meeting Minutes – December 15, 2022

Meeting location: Bend East Side Library, 62080 Dean Swift Rd. Bend, OR with a Zoom option available

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

Directors present: Robin Vora, William Kuhn, Jeff Rola, Andrew Aasen, Susan Altman, Leslie Clark

Staff present: Erin Kilcullen, General Manager; Todd Peplin, Lead Planner; Tom Bennett, Conservation Technician; Emma Zuber, Field/Office Assistant

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

Other attendees: Brian Lepore, new Director for At Large #2, James Warren, new Director for Zone 4, Stu Garrett, Eastern Cascade Audubon Society (ECAS)

See Website for acronym descriptions:

<https://www.deschuteswcd.org/files/ede6f9a58/Acronym+Glossary.pdf>

Order of business:

1. Call to Order & Introductions: The meeting was called to order at 6:05 p.m.; all attendees introduced themselves.
2. Public Comments:
 Stu Garrett: Stu is the Coordinator for the Eastern Cascade Audubon Society (ECAS) and has partnered with the Institute for Applied Ecology to perform a research study to restore the depleted understory of plant communities to benefit the Greater Sage Grouse. Previous work to benefit the Sage Grouse habitat has included Juniper cutting and weed management. With an increase in invasive weeds, drought, and fire, the understory is being depleted and chicks' life depends on insects, wildflowers, and grasses. The goal of this study is to identify best practices for restoring forb and grass understories in core sage-grouse habitat. They tested how various treatments (seeding methods, mowing, micro-irrigation, and grazing exclusion) affect restoration success in a crossed and replicated experiment near Brothers, Oregon. They still need help with management, finances, broadcasting seeds from landowners using a seeder or mechanical spreader.
3. Agency Reports:

- a. Lars Santana: Lars has been working with Tom on EQIP programs and assisting landowners with the sign up for these programs. The Joint Chiefs program is in the final year and there were a good number of applications. Each project requires a forest management plan and Emma has been assisting with the format of these plans. Lars has been working with the Forest Service to get the District the funds that were written in the grant application. There will be 3 cross boundary burns with the Joint Chiefs program. Lars is working on getting Todd a new federal work computer. With the Inflation Reduction Act funding coming through there will be a new EQIP sign up in February. Lars is unsure about the amount of funding, what the programs will look like, or the practices that will be included. NACD will be receiving \$90 million of the funding for climate resiliency projects.
 - b. Scott Duggan: Scott explained how OSU extension works and communicates with the public through District meetings, websites, social media, and the Central Oregon Ag newsletter. Scott has been working on developing reports and information for the OR sheep growers conference, OSU extension annual conference, feed livestock conference, and cattleman conference. Scott has also been working on school of ranch classes, updating the pasture publications, and year end reports. Mylen Bohle's job has flown, and they are looking to have someone start in his position in April. Robin is interested if there are any publications on carbon sequestration and Scott will investigate that.
4. Treasurers Report: See Exhibit A:
Motion #1 made by Leslie Clark, seconded by Susan Altman that the board has received the presented Treasurers reports for November 2022. Rollcall vote: unanimous approval. Gen Hubert was not present.
 5. Approval of Meeting Minutes:
Motion #2 made by Robin Vora, seconded by Jeff Rola to approve the November 17, 2022 board meeting minutes as presented. Rollcall vote: unanimous approval. Gen Hubert was not present.
 6. Program Updates: See Exhibit B.
 7. Manager Report: See Exhibit C.
 8. Action Items
 - a. Review Long-Range Plan
The Board has decided that this will be better to discuss in the new year with the new board members.
 - b. Procurement Policy Review
Erin has developed a procurement policy for the Board of Directors to approve. Andrew would like to see the dollar amount scaled down from \$150,000 to \$50,000 to ensure a more competitive process for hiring. Erin will make that change and develop a resolution to approve this new policy at the January 2023 meeting.
 - c. SDAO Annual Conference: Sunriver February 9-12
Erin and the 3 new board members are interested in attending this conference. Erin will apply for a SDAO scholarship to cover the cost.
 - d. Future Meetings/New Board members
Erin and William would like to meet with the new Board members before the January 2023 meeting to discuss details of the District and what their new role entails. In January, the District will discuss meeting dates and times, new members for the roles of Secretary, Treasurer, and Co-chair, and oath of office.
 - e. Central Oregon Ag Show

The Central Oregon Ag Show is coming back to Deschutes County this spring. A booth at the show is \$675. The District would like to partner with another SWCD or company to split a booth.

9. Directors' Reports

- a. Gen Hubert: Gen was not present.
- b. Susan Altman: Susan is on the County Planning Commission board, and they continue to review and discuss the 2040 comprehensive plan. There is a section on natural resources and Susan believes that the District should continue to stay in touch with the County about this section of the plan. There will be 2 more open houses and additional comment periods. The District will discuss in the New Year if a comment should be given from the District as a whole. Susan has enjoyed being on the board.
- c. Robin Vora: Robin is a member of the Prineville LIT and is interested in working with landowners in Eastern Deschutes County for a habitat restoration project. Robin is interested in pursuing a money market account for the District to earn more money from our funds in the checking account.
- d. Leslie Clark: Leslie is working on the COID Management Conservation Plan and annual reports. Leslie will be retiring in one year.
- e. Jeff Rola: Jeff has been busy delivering toys for tots. Also, there is a big change in funding amounts and sources coming and believes the District needs to be aware and ready for those changes. Funding will be shifting from ODA to OWEB. Looking into the next 2 years, we need to adapt to climate change, which entails drier climates, less irrigation, and warmer weather. Jan Lee, the Executive Director of OACD is leaving and they are still looking to hire someone for this position.
- f. Andrew Aasen: Andrew is interested and looking closely at the County Planning Department and is concerned about the intentions of the County. He would like to see the County follow through with plans that are created.
- g. William Kuhn: William will be travelling to Ohio this month and heading back to Portugal in late January. He is excited to get to know the new board members.

The next board meeting will be on January 19, 2022. This meeting will be held from 6-8 pm at the Bend East Side Library at 62080 Dean Swift Rd. There will be a virtual option available.

There being no further business, the meeting was adjourned at 8:07 p.m.

Erin Kilcullen

Erin Kilcullen, General Manager



DESCHUTES COUNTY SOIL & WATER CONSERVATION DISTRICT
Board of Directors Meeting –December 15,2022
Meeting location: Bend East Side Public Library, 62080 Dean Swift Rd. Bend,
OR with a Zoom option available

Motions made:	Vote result
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<i>Motion #1 made by Leslie Clark, seconded by Susan Altman that the board has received the presented Treasurers reports for November 2022.</i> There were no objections.	Unanimous approval. Gen Hubert was not present.
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<i>Motion #2 made by Robin Vora, seconded by Jeff Rola to approve the November 17, 2022 board meeting minutes as presented.</i> There were no objections.	Unanimous approval. Gen Hubert was not present.
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Addendum: Motions of the Board Meeting – December 15, 2022

Exhibit A:

**Deschutes County SWCD
Board Meeting Report
November 1, 2022 to November 30, 2022**

Grant Monies Received this Month:

Western SARE	\$ 3,552.22
Three Sisters Irrigation	\$ 1,803.44
Total Grant Monies In	<u>\$ 5,355.66</u>

Expenses:

Payroll & Taxes	\$ 16,592.45	
Personnel	\$ 694.66	
Office	\$ 306.89	DD Fees, Website, Zoom & Micros
Utilities	\$ 83.71	Consumer Cell
Mileage/Travel	\$ 393.76	
Other: Contracted Services	\$ -	
Professional Fees	\$ 576.00	Cascade Country
Rents	\$ 89.00	Storage
Annual Dues	\$ 157.56	
Materials & Supplies	\$ 150.00	Grange rental
Total Expenses	<u>\$ 19,044.03</u>	

Checking Account Balance EOM: \$ 294,773.71

Notes for Month:

3:16 PM
12/05/22
Cash Basis

Deschutes Soil & Water Conservation District
Profit & Loss
November 2022

	Nov 22
Ordinary Income/Expense	
Income	
20000 · Western SARE	
20001 · Salaries, Wages, Benefits	3,381.58
20005 · Travel	170.64
Total 20000 · Western SARE	3,552.22
29000 · Unrestricted/Unallocated Income	1,803.44
Total Income	5,355.66
Gross Profit	5,355.66
Expense	
13200 · ODA DO 21-23 Expenses	
13201 · Salary, Wages, Benefits	1,258.71
13202 · Contracted Services	576.00
13203 · Travel	50.63
13205 · Other	1,331.82
Total 13200 · ODA DO 21-23 Expenses	3,217.16
14200 · ODA SOW 21-23 Expenses	
14201 · Salary, Wages, Benefits	4,404.78
14203 · Travel	321.26
Total 14200 · ODA SOW 21-23 Expenses	4,726.04
17200 · ARPA Grant Expenses	
17201 · Salary, wages, Benefits	0.00
Total 17200 · ARPA Grant Expenses	0.00
18200 · SB 762 Forestry - Expenses	
18201 · Personnel/Salary/Wages/Benefits	2,841.63
Total 18200 · SB 762 Forestry - Expenses	2,841.63
19200 · BOR - Indian Ford - Expenses	
19201 · Personnel/Salary/Wages/Benefits	800.09
Total 19200 · BOR - Indian Ford - Expenses	800.09
20200 · Western SARE - Expenses	
20201 · Personnel/Salary/Wages/Benefits	1,149.30
20205 · Travel	0.00
Total 20200 · Western SARE - Expenses	1,149.30
21200 · SIA - Upper & L. Desch - Expens	
21201 · Personnel/Salary/Wages/Benefits	1,020.22
21203 · Materials & Supplies	150.00
Total 21200 · SIA - Upper & L. Desch - Expens	1,170.22
62800 · GRANT EXPENSE - ODA	
Travel / Mileage	0.00
Total 62800 · GRANT EXPENSE - ODA	0.00
66000 · PERSONNEL	
Payroll Expense	
Insurance Stipend	0.00
Payroll	0.00
Payroll Taxes	0.00
Total Payroll Expense	0.00
Total 66000 · PERSONNEL	0.00
8200 · NACD - TA Expenses	

3:16 PM

Deschutes Soil & Water Conservation District

12/05/22

Profit & Loss

Cash Basis

November 2022

	Nov 22
8201 · Salaries, Wages & Benefits	3,626.09
8203 · Travel	98.75
Total 8200 · NACD - TA Expenses	3,724.84
9200 · NRCS - TA Expenses	
9201 · Salary, Wages & Benefits	1,562.66
9202 · Travel	0.00
Total 9200 · NRCS - TA Expenses	1,562.66
Total Expense	19,191.94
Net Ordinary Income	-13,836.28
Net Income	-13,836.28

Exhibit B:

Program Updates

November/December 2022

Irrigation Water Management (IWM)

- ARPA
 - 15 projects will be funded
 - 7 projects completed
 - Total Project Costs: \$338,212.41
 - Total Costs Reimbursed: \$140,000
 - Acres Treated: 55.1
 - 11 financial agreements signed
- RCPP
 - 3 landowners have contracts with NRCS for the RCPP project in the Smith Rock Area.
 - Tom has completed 3 IWM plans for landowners within the Three Sisters Irrigation District
- Western SARE Grant
 - Todd has started working with OSU extension on this project. He is reviewing the IWMP management technical guide and discussing publishing the IWM curriculum.

Forest Health and Wildfire Risk Reduction

- SB 762
 - Erin has met with 5 landowners that will be receiving funding through the SB 762.
 - 4 landowners have signed financial agreements. 3 landowners have completed their projects.
 - A contractor agreement has been signed for a contractor to complete 2 forest management plans for landowners that are signed up for an EQIP contract with the Joint Chiefs Program.
 - Erin and Emma are finding companies that can assist with a Success Story on a forestry project.

Manure Exchange Program

- 52 landowners are signed up for this program as manure providers.

Pasture Exchange Program

- 14 landowners interested in leasing pasture
- 5 landowners willing to lease their land

Riparian Restoration

- Indian Ford Creek – Bureau of Reclamation Grant
 - Develop a new watershed group to address riparian and watershed resource concerns. This group will include USFS, Deschutes Land Trust, Upper Deschutes Watershed Council, and private landowners
 - The new watershed group has met and there will be a follow up meeting in December and a 3rd meeting with landowners in January.
 - Perform and create a baseline assessment on public land
 - Perform a private land stream assessment on 10 private properties
 - Outreach to all landowners within the Watershed has been conducted. There has been interest in participating from 20 landowners.

Agricultural Water Quality

- Strategic Implementation Area (SIA) grant awarded to work with landowners along the Upper and Little Deschutes Rivers to address agricultural water quality concerns. ODA has completed the field evaluation and held the partner meeting. The Open house was held on December 8th.

Small Grants:

- Pollinator Health/Native Vegetation
 - Small Grant with the City of Bend to remove sod and replace with native vegetation and pollinator plants and convert irrigation to a drip system
 - 1 commercial projects
 - 4 private property projects
- Guzzler installation
 - Erin and Emma have met and talked with 5 interested landowners to install 5-7 guzzlers on 1,000+ acres of private land near Shevlin Park. The grant has been submitted.
- Water Quality
 - Tom has been working with a landowner that is a good candidate for an Irrigation efficiency improvement project. Staff members have begun to develop this grant application.
- Riparian Health
 - Erin and Emma are working with Black Butte Ranch on a possible small grant to remove reed canary grass.

Urban Agriculture

- Erin and Emma developed and submitted a grant application for the USDA Office of Urban Agriculture and Innovative Production. This grant was not awarded. Emma continues to work with partners to pursue this avenue.

Exhibit C:

Manager's Report November 17, 2022 – December 15, 2022

As the general manager, I submit the following:

Attended the following meetings:

- Biweekly staff meetings to review and discuss all programs and staff work.
- Attended the ODA SIA Open House meeting with landowners in La Pine.

Grant Work:

- Working with Todd and Tom to complete and sign financial agreements and verify and send payment for completed projects with the 15 landowners that are receiving funding through ARPA.
- Submitted the guzzler for wildlife small grant.
- Held the second partners meeting for the Indian Ford New Watershed Group. Assisted Emma with a 2nd outreach to landowners along Indian Ford Creek.
- Had a site visit with a landowner in Bend for forest health improvement work through the SB 762 funding.
- Continues to seek new grant opportunities in irrigation efficiency, forestry, energy, urban agriculture, riparian health, weeds, and wildlife.
- Attended a local meeting to discuss Juniper removal at the state level through legislature.
- Emma and I are working with DRC to present to the County Commissioners the progress and updates on the ARPA funding and hopefully get awarded additional funding.

Monthly management:

- Grant fiscal management.
- Writing checks, entering checks and credit card purchases into QuickBooks.
- Board meeting preparation and meeting minutes.
- Monthly timesheets and balancing employees time over current grants.
- Retirement contribution.
- Grant reports and fund requests.

Thank you all for your assistance to the District.

Erin Kilcullen