



DESCHUTES COUNTY SOIL & WATER CONSERVATION DISTRICT
Minutes of Board of Directors' Meeting – December 19, 2019
Meeting location: Deschutes County Office 1300 NW Wall Street, Bend

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, Leslie Clark, Jeff Rola, William Kuhn, Colin Wills, Robin Vora, Gen Hubert

Staff present: Todd Peplin, planner

Other attendees: Lars Santana, NRCS district conservationist; Therese DeBardelaben, ODA regional water quality specialist; Pat Jones, volunteer; Jody Barram, Project Wildfire

Order of business:

1. Call to order & introductions: Meeting called to order at 9:06 a.m.; all present introduced themselves. Todd took a moment to thank Pat Jones for her volunteer service to the district.
2. Public comments: None.
3. Agency reports:
 - a. Theresa: gearing up for biennial review of water quality management plan; meeting in March for advisory committee.
 - b. Lars: identified date and location for local working group meeting of stakeholders who shape where NRCS should be targeting farm bill dollars, programs, and needs. Meeting will be February 11 at Redmond City Hall (Civic Room). Deschutes seems to need attention on forestry and fuels reduction, and water quality and quantity. Will ask for feedback on what the board thinks about how to prioritize forestry-related projects.
 - c. Victoria sent in a written CREP update.
 - d. Jody's contract is up January 31 and Project Wildfire be taken over by the county and hiring will be done by the county.
4. Secretary's report – Approval of the minutes:
 - a. Susan sent out minutes from November board meeting ahead of time. Leslie had a correction in 6(d) and 7(a)(iv). **Motion #1 made by Robin Vora, seconded by Gen Hubert: approve minutes as amended. The motion was unanimously approved.**
5. Treasurer's report:
 - a. Todd handed out report that shows bank account balance as of November 1, expenses, receivables for November, and payables coming for month of December. The ending balance expected for the end of December is \$10,755.72 per Todd's report.

- b. Leslie reviewed the expected expenses to be paid by the end of December. HR Answers is wanting to be paid right away. Tank Law's outstanding balance on the invoice Leslie has on-hand is \$1,200 and she expects full payment by June 30, 2020. The outstanding balance will have to come out of unrestricted funds. We still don't have access to Quickbooks so don't know what the unrestricted balance is. William Kuhn noted that Katy Tank sent a copy of the bill to him in November. The balance due to Tank Law for September services is \$795, which was related to Tammy Harty's departure. In total we owe her \$1,995 that will have to come out of unrestricted funds. Leslie indicates that by her calculations, the outstanding receivables are \$11,310 and our account balance will be \$4,781 without receiving the OWEB money. Leslie would like to have a vote on adding Tank Law's outstanding \$795 balance and the additional monthly payment that we owe her to the amounts paid by the end of December. The actual account balance will be \$10,046 once these payments are made, provided we receive the OWEB payment.
 - c. **Motion #2 made by Leslie Clark, seconded by Colin Wills: Pay \$11,310.49 in bills for the month of December (of that, Tank Law is \$967). The motion was unanimously approved.**
 - d. **Motion #3 made by Jeff Rola, seconded by Susan Altman: Receive the treasurer's report for November & December. The motion was unanimously approved.**
6. Grant updates: Todd provided a grant status report.
- a. NRCS (OWEB TA): We have an extended expiration date to 12/30/2020. The \$36,741.46 will allow hours to be spent on NRCS projects. Lars indicated the needs are dynamic at this point. The last month and a half Todd has really helped NRCS a lot with the irrigation water management (IWM) related to Three Sisters Irrigation District (TSID) Regional Conservation Partnership Program (RCPP) as Lars and Stephanie didn't have time to work on that. That's an example of not really knowing what is needed until the project pops up.
 - b. ODA/OWEB (capacity grant): These grants have no match. We have \$112,474.75 left in unobligated funds. Once we get Quickbooks up and running we'll have a better understanding of our work flow and what funds were used to leverage the OWRD grant.
 - c. OWRD Tower: We have an extended expiration date to 7/30/2020. This is the grant that is a feasibility study to determine if we can sleeve an existing pipeline. Spartan Environmental Services has performed the work and provided a report to Todd. He is now waiting for the invoice, to bill OWRD. The report to sleeve the existing pipe looks promising. OWRD will also provide the Deschutes SWCD a bid on lining the pipeline. ODA funds are being used to leverage this as this is part of the focus-area action plan. We are going slowly on this because Todd wants to make sure that the district has the matching funds.
 - d. OWRD Lundy: Feasibility study, expires 9/30/2020. We needed to adjust this one because we won't have enough cash match from OWEB. Total funds will be reduced from \$43,857 to \$16,110. Todd had a meeting with patrons to discuss the project and matching options. Another meeting will be set late January, early February to see if the patrons want to continue with the project. Todd is being cautious as this is a dollar-for-dollar match and we need to be careful in how we utilize these funds. Ten to 11 patrons for a total of 100+ acres are on this ditch. Colin Wills clarified that statute ORS 540.420 indicates that if there is a notice on a private ditch of modifications to the system, the project can move forward and all patrons on the private ditch can be assessed. The patrons are responsible for maintenance on a private ditch.
 - e. OWEB SIA: Granted to the district back in 2015. Final report needs to be done 60 days after expiration date, which was 12/30/19. Todd got an extension because the district is still working with the landowner at the confluence of Whychus Creek and Indian Ford. Todd needs additional time to work with this landowner and complete the final report. The grant was extended to 9/30/2020.

- f. NACD: This grant has been completed and is off the books. Final report was submitted to NACD early December.
- g. Stakeholder engagement grant: Todd developed this through various partnerships. This was submitted at the end of October for the purpose of forest health in South County. This will be a 2.5 year project with an estimated amount of \$63,000 in grant funds. The partners will be amplifying the efforts. This will involve a lot of outreach to get people engaged in fuel-reduction practices (tree thinning, brush management, etc). The grant money would allow three neighborhood forums of seven workshops each over a two-and-a-half-year period. This would involve also North Klamath County, including Gilchrist. The difficulty is that there are a lot of absentee owners. There will be a lot of partners involved, such as NRCS, OSU extension, Deschutes County, Oregon Department of Forestry, USFS, Walker Range Fire Patrol, and Project Wildfire. These partners will contribute over 30% of in-kind match to help with outreach and workshop presentations. This is a seed grant that will be instrumental in developing a conservation implementation strategy (CIS) through NRCS which will allocate Environmental Quality Incentives Program (EQIP) funds and leverage additional funding through the Joint Chief Initiative in south county. In addition, it is hoped that more landowners will get involved in fuel-reduction activities and designate their neighborhood as a fire-wise site. The OWEB review team meeting is January 16th and we should find out shortly thereafter if the grant was funded.
- h. Jeff Rola found three grants available for \$50,000-\$60,000 that all have an early January application deadline. Robin questions how we fund grant-writing. Jeff said he is willing to do some of the work of grant-writing on his own time and is open to having other directors help with the process. Robin asked Lars if any of the NRCS funds could be used for grant-writing; unfortunately NRCS TA grant does not allow funds to be used for grant writing. Might be able to approach the county for assistance if related to fire fuels reduction with the new position (ask Ed Keith). Todd suggests to keep it in-house at this point because we have grants that need attending to and we should focus on our foundation.
 - i. NACD urban agriculture grant for growing food or small irrigators trying to become more efficient. Jeff thinks this is most viable for us to pursue.
 - ii. EPA environmental education to teach communities about reducing pollution – this could be linked to reducing air pollution from forest fuels reduction.
 - iii. National Forest Foundation matching grant that could be applied to forest thinning or wildfire treatments that the stakeholder grant would be teeing up. This requires a dollar-for-dollar non-federal match.

7. Action items:

- a. Quickbooks: A new computer and Quickbooks were purchased for the district. The bookkeeper will finish out calendar year 2019 and work with Leslie to transfer our QB files from bookkeeper's computer to ours. We will be looking for a new bookkeeper after the new year to be up and running by the end of February. We will have to figure out how to set up accounts in QB and enter everything in the program and generate reports to understand where we are sitting. Leslie said that Crook County has a bookkeeper that comes into their office 2-3 times per month to work on the accounts and pay bills and then goes to board meetings to present the report. Colin asked if that person does an outside audit at the end of the year; Leslie said a CPA needs to do the audit and this bookkeeper is not a CPA. The district will have to do a financial review due to the amount of money we brought in this year and that is what Richard Winkel will be doing; the Quickbooks files have been transferred to him and he has been paid (in full) \$2,900 in advance. Robin asked where the funds come from to pay for the bookkeeping service; Todd said indirect funds and salary and wages through ODA and other grants can be used for this cost.

- b. Workload committee: Robin had sent out minutes from the workflow committee meeting ahead of time. The suggestion is to use the grants as they expire and push back using the ODA funds when the other grant funds run out. The anticipated monthly amount available for salary and benefits, as well as expenses for a bookkeeper or temporary help, is \$6,000-\$6,900 under present grants. That total amount could increase to about \$8,000 per month if the 2.5-year stakeholder grant comes in; we won't know the status of that until the end of January. William asked if the committee should continue to meet on a regular basis; Robin said we could update it periodically to get a firm handle on this (the workflow analysis that had been created is already out of date as a few grants have been extended). The personnel committee should take this information when making recommendations on how to proceed with hiring. Jeff Rola said we need to understand the FTE load in terms of workload. Jeff thinks that to start we need two positions. William reminded the board that Todd's contract ends March 31, 2020. We need to determine if we are going to hire Todd for a specific position or if we need to make some other arrangement. Todd confirms his thoughts that we do have the capacity to hire. Todd thinks it is important to get our accounts sorted out with a new bookkeeper first so we understand what we have to work with. Robin suggests talking to Jefferson county as they just went through this; he wants to understand how many applicants, what kinds of candidates they got. Gen suggested also looking at turnover because if the pay is too low then people will leave because they are looking for more money. Todd suggests this discussion continue with the personnel committee. Robin asked that the personnel committee make a staffing recommendation to the board at the January meeting. Todd's contract expires at the end of March and it will take time to prepare position descriptions, post the job, and interview candidates.
 - c. Hiring status: Personnel committee will meet before the next board meeting to make hiring suggestions.
 - d. FY 18/19 status: Winkel will be doing our audit.
8. Deschutes SWCD mission & purpose presentation: Todd's presentation about purpose of the district in the county. History of districts in general and Deschutes specifically; demographics; resource concerns; strategies; partnerships and capacity; and projects. Robin commented that Todd's presentation was good and requested one more slide listing the seven programs areas in the long-range plan. It gives the speaker the opportunity to mention the overall context provided by the plan and briefly mention the areas where we are not presently working.
9. Directors' reports:
- a. Jeff asked the board to consider changing the meeting time to after normal working hours. No one asked for a change.
 - b. Bill commented he is attempting to donate his 33 acres to OSU, and that it is a challenging process.
 - c. No other directors had comments.

The next board meeting will be on January 16 at 9 a.m. at 1300 NW Wall Street, Bend.

There being no further business, the meeting was adjourned at 12:06 p.m.

Susan Altman

Susan Altman, Secretary



**Addendum: Motions of the Board of Directors' Meeting
December 19, 2019**

Motions made:	Vote result
Motion #1 made by Robin Vora, seconded by Gen Hubert: Approve November 2019 minutes as amended.	Unanimously approved
Motion #2 made by Leslie Clark, seconded by Colin Wills: Pay \$11,310.49 in bills for the month of December (of that, Tank Law is \$967).	Unanimously approved
Motion #3 made by Jeff Rola, seconded by Susan Altman: Receive the treasurer's report for November & December.	Unanimously approved