

DESCHUTES COUNTY SOIL & WATER CONSERVATION DISTRICT

Board Meeting Minutes – January 20, 2022

Meeting location: 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 (Alfalpa)	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, Robin Vora, William Kuhn, Leslie Clark, Andrew Aasen, Jeff Rola

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

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

Other attendees: Brian Lepore, local farmer

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 9:02 a.m.; all attendees introduced themselves.
2. Public Comments:
3. Agency Reports:
 - a. Lars Santana: NRCS staff has been working on ranking and obligating funds for the Joint Chiefs and RCPP Programs. Lars is planning to host a local work group meeting on February 22, 2022 and hopes that DSWCD staff will give a quick update. The cubicle reconfiguration has been postponed due to a delay in finding an electrician. The new dates for the reconfiguration are March 14-18. Erin, Todd, and Tom will each have their own cubicle. NRCS is coordinating with the Forest Service to perform a large-scale prescribed burn across Forest Service land and private land in the Joint Chiefs project boundary. They are currently experiencing a culture resource hurdle and would like to have DSWCD staff help with the culture resource survey next week if they are available.
 - b. Scott Duggan: Scott has been working on year end reports. OSU Cascades is partnering with HDFFA on a meats class which includes a field trip to a local meat processing facility. He is hosting a cattle vaccination clinic and is a partner in a research project that is sampling hemp for cattle feeding. OSU extension has hired a small farms position
4. Program Updates

During DSWCD staff meetings, Todd developed program action items for 2022 (See exhibit A). Staff members worked together to highlight each program that the District is currently working on and goals for 2022 in each program. The highlighted programs include:

Irrigation (IWM) on private lands:

- DSWCD staff has been assisting NRCS with the RCPP applications. Currently, there are 6 applications with a total requested amount of \$560,000.
- The ARPA contract has been signed with Deschutes County. The County will be sending the District the full amount of the contract and will be requiring quarter financial and accomplishment reports. The District Staff has met to finalize how to distribute these funds. A press release, program details, and application will be sent out this Friday and will be posted on the Districts website and social media. Erin has asked COID and TID to post this press release as well on their marketing outlets. The application deadline for landowners is February 11, 2022. Currently, 24 patrons have shown interest in this program.

Forest Health and Wildfire Risk Reduction:

- Todd has been working on the Joint Chiefs project and has been communicating with landowners, performing site visits, and providing planning assistance. Thus far, 3 landowners have contracts with \$343,000 of obligated funds. There are 5 additional landowners in the hopper for a total of \$648,000. In 2023, \$1.6 million is available for projects. NRCS will be needing help from DSWCD in outreach efforts.
- Erin has assisted with the submittal of a proposal for the Senate Bill 762. A total of \$6 million was requested and DSWCD has requested \$300,000.

Manure Exchange Program:

- Over the last year, we have received 5 new landowners that have signed up to be manure providers. The program still needs uplift. Emma is working on marketing this program.

Pasture Exchange Program:

- This program was recently established and will take some time to get the word out. Emma will develop a flyer for the program to post on Craigslist and send to Irrigation Districts for them to advertise on their websites. Brian Lepore, a local landowner east of Bend, joined our meeting and is interested in this program and thinks it is a great opportunity for landowners to utilize. It could also be an opportunity for new smaller landowners to connect to experienced or larger landowners.

Conservation Technical Assistance:

- Todd has been collaborating with various partners to resurrect Living on a Few Acres (LOFA).
- DSWCD staff continue to participate with ODA with water quality issues *AGWQMP* and provide technical assistance and planning to landowners.

Urban Agriculture:

- Erin has met with The Environmental Center to discuss next steps for the Urban Agriculture Grant. They will be doing a virtual live recording of the soil health workshop for the Oregon Farm to School and School Garden Networks upcoming summit. Remaining grant funds will be used to supplement School garden grants and provide technical assistance to schools seeking to do school garden projects.

Strategic Implementation Area (SIA):

- Erin and Todd have attended an ODA virtual assessment of the project area. When they have completed this project, ODA will send Erin the results from the assessment. Erin has been working on the SIA application, which is due February 10, 2022.

Indian Ford Watershed:

- Erin has met with the Bureau of Reclamation. It will be another 2-3 months before the contract is completed.

5. Action Items

- Central Oregon Farm Fair: Gen Hubert said that DSWCD could share their booth on February 2nd and 3rd from 9-4 at the Central OR Farm Fair in Madras. Erin will reach out to Jefferson SWCD to see if we could share their booth. Erin will talk with OSU Extension about getting a booth at the Central Oregon Ag Show in March at the Deschutes County Expo Center.
- Financial Statement Review: Richard Winkel, our CPA reviewed our financial statement review to the Board. Expenditures under \$500,000 only require a financial statement review and not a full audit. If our District were to have expenditures over \$500,000, we would need to perform an audit. This would cost double the financial statement review. Todd mentioned that it might be worthwhile to go through the audit process next fiscal year to see if there are any areas of improvement for the District. Richard does not recommend the District perform a full audit if we are not required to, but he could perform an overview of internal controls in addition to the financial statement review. The District has until August to decide and see what the expenditures are.
- SDAO Annual Conference: The SDAO annual conference is being held virtually February 10-13, 2022. Erin will be attending some of the presentations. Susan, Gen, and William will possibly attend.
- Liability Insurance tail coverage: Erin has been working with SDAO to switch their liability insurance from Glatfelter to SDAO. The SDAO insurance is an occurrence policy, and the Glatfelter policy was a standard claims policy. Due to the differences in policies, Glatfelter has presented the option for the District to purchase tail coverage, which will cost \$3,430. The board and staff have more questions. Erin will reach out to our insurance agent Steve Silva for more information. This will be discussed at our February Board Meeting.
- Letters of Support Policy: Erin has edited the letter of support policy.
Motion #1 made by Leslie Clark, seconded by Gen Hubert to approve the letter of support policy with edits discussed during this meeting. Rollcall vote: unanimous approval.
- Wildlife Project Grant Opportunity: Robin would like to discuss the upcoming ODFW wildlife grant opportunity that is due at the end of February. Erin has been in touch with a landowner in lower bridge but has not performed a site visit at this time. Erin does not think they will develop a project in time for this deadline but hopes to have a wildlife grant in the future.
- Tax Base: During our November Board meeting, Eric Nusbaum gave a presentation about our District becoming a tax base in the future. The Board has not had an opportunity to discuss their thoughts and opinions on this matter.
 - William would like to have a committee developed to discuss this further. He feels that the District is moving in a great direction, and he does not want to take away from that. William was interested to see if Susan, Gen, and Leslie will be running again for Director positions. Gen and Leslie will not be running again, and Susan has not decided at this time.
 - Susan feels that our financials are in great shape. She thinks that our District needs more exposure and a larger project portfolio before we move forward with this.
 - Todd thinks this is a great opportunity to provide assistance to our natural resources in the County. A steering committee is needed.
 - Robin is not fully on board for this endeavor currently. The District needs to show how we can provide assistance to the urban areas. There is an equity issue occurring in the County and we

need to broaden the programs. Robin thinks that we should work closely with the County to receive \$100,000 annually for grant writing and management.

- Leslie believes that we need more programs outside of water projects.
- Gen agrees with everyone comments and asking the County for funding. The District needs to start setting aside unrestricted funds.
- Andrew believes that the District needs additional funds, but not necessarily from the County. He thinks there are other ways to market becoming a tax base then spending \$100,000 on surveying the population.
- Jeff thinks that all the reasons Board members are against becoming a tax base is why we should go for it. The District needs broader funding to expand programs and to develop an opportunity to explore this.
- Robin, Jeff, and William will be on the new committee to start this conversation in more detail.

6. Manager's Report: See Exhibit B.

7. Treasurers Report: Erin has received the Treasurers report for December 2021 and presented these to the Board for approval.

Motion #2 made by Susan Altman, seconded by Gen Hubert to approve the presented Treasurers reports for October and November. Rollcall vote: unanimous approval. Jeff Rola was not present for this vote. He had to leave the meeting early.

8. Approval of Meeting Minutes:

Motion #3 made by Robin Vora, seconded by Susan Altman to approve the December 16, 2021 board meeting minutes. Rollcall vote: unanimous approval. Jeff Rola was not present for this vote. He had to leave the meeting early.

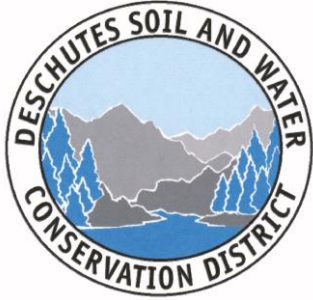
9. Directors' Reports

- a. Gen Hubert: Gen has been in Mexico and off for a month. She congratulated Leslie on her new role with COID.
- b. Susan Altman: Susan has been elected as the vice-chair of the planning commission. The commission is reviewing and revising the Dark Sky Ordinance. It is unclear currently how to enforce and regulate this ordinance.
- c. Robin Vora: Robin continues to attend the Sage Grouse meetings. It is a slow process, and he feels that there needs to be more action. Stu Garrett is performing a forb research study for Sage Grouse.
- d. Leslie Clark: Leslie is working on the new water bank pilot program. The assistant manager of COID has left and Leslie is taking over that role as well. Piping projects are looking to be completed on-time. The G-4 project is moving forward and construction will begin in 2-3 weeks.
- e. Jeff Rola: Jeff had to leave the meeting early.
- f. Andrew Aasen: Andrew is interested in pollinator habitat on his property. He would like to see a change in the requirement of board members having to own 10 acres. He suggested that the city use yellow lights for the Dark Sky ordinance. He will be attending the Cannabis meeting next Monday.
- g. William Kuhn: William has interviewed Jim Anderson and will be sending the recording to everyone.

The next board meeting will be on February 17, 2022, at 9:00 a.m. This meeting will be held via Zoom if the mask mandate is in place.

There being no further business, the meeting was adjourned at 11:45 a.m.

Erin Kilcullen, General Manager



DESCHUTES COUNTY SOIL & WATER CONSERVATION DISTRICT
 Board of Directors Meeting – January 20, 2022
 Meeting location: via Zoom

Addendum: Motions of the Board Meeting – January 20, 2022

Motions made:	Vote result
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Motion #1 made by Leslie Clark, seconded by Gen Hubert to approve the letter of support policy with edits discussed during this meeting. There were no objections. Unanimous approval.

Motion #2 made by Susan Altman, seconded by Gen Hubert to approve the presented Treasurers reports for October and November. There were no objections. Unanimous approval. Jeff Rola was not present for this vote. He had to leave the meeting early.

Motion #3 made by Robin Vora, seconded by Susan Altman to approve the December 16, 2021 board meeting minutes. There were no objections. Unanimous approval. Jeff Rola was not present for this vote. He had to leave the meeting early.

Exhibit A:**DSWCD Program Action Items for 2022:****I. Irrigation (IWM) on Private lands**

- a. Develop and conduct an IWM summer workshop
- b. WSARE curriculum development?
- c. Continue to work with NRCS on NRCS-CIS, RCPP implementation area
- d. ARPA (On-farm Efficiency Conservation Investment Program) plan/design/and monitor
- e. Continue to participate in Irr. District Meetings
- f. Identify water quality issues due to runoff from irrigation (AGWQMP)
- g. Develop educational materials for landowners

II. Forest Health

- a. Continue to support NRCS in the inventory and development of forest plans
- b. Improve fuels reduction awareness to landowners in South County
- c. Continue to participate in Project Wildfire Meetings
- d. Participate at Frontier Day in La Pine
- e. OWEB stakeholder grant for south county?
- f. Continue to participate in the Land Stewardship Collaboration Group

III. Manure Exchange Program

- a. Assess programs viability
- b. Explore options to help providers dispose of manure
- c. Seek entities/landowners that need manure
- d. Partner with OSU extension in composting education

IV. Pasture Exchange Program

- a. Partner with OSU to promote awareness and education
- b. Develop informational material about the program
- c. Provide outreach to various livestock groups to promote the program
- d. Provide grazing workshops with OSU extension
- e. Monitor program participants

V. Conservation Technical Assistance (CTA)

- a. Work with various partners to resurrect Living on a Few Acres (LOFA)
- b. Continue to partner with Environmental Center schools
- c. Continue to participate with ODA with water quality issues *AGWQMP*

- d. Continue to provide technical assistance and planning to landowners
- e. Collect baseline data on stream sides along ag land *AGWQMP*
- f. Continue to partner with Deschutes Co. weed board to identify opportunities
- g. Promote DSWCD activities
- h. Solicit media on DSWCD activities (monthly, biannual, annual?)
- i. Inform county commissioners on DSWCD activities

VI. Urban Agriculture

- a. Partner with urban ag. Entities to determine opportunities
- b. Participate in LOCAVORE board meetings
- c. Solicit NACD grants to address opportunities

VII. Strategic Implementation Area (SIA)

- a. Continue to work with ODA in outreach and technical assistance
- b. Coordinate with partners to develop a monitoring plan and implementation
- c. Write grant to implement monitoring for SIA
- d. Set up a tracking mechanism to determine land treated and practices implemented.
- e. Provide technical assistance to landowners

VIII. Indian Ford Watershed

- a. Assemble partners and develop watershed plan
- b. Continue to provide technical assistance to landowners

Manager's Report

December 16, 2021 – January 20, 2022

As the general manager, I submit the following:

Attended the following meetings:

- Biweekly staff meetings.
- I have met with The Environmental Center to discuss next steps with the Urban Agriculture Grant.
- I met with our Bookkeeper, Rebecca to review our books.
- SIA remote evaluation meeting with ODA.
- Shared stewardship meeting about Senate Bill 762.
- Deschutes Basin Water Collaborative working group meeting.
- Deschutes Basin Water Collaborative Communications and technical subcommittee meeting.
- On-farm group meeting to discuss RCPP and ARPA funding.
- I have been working with Emma to on the new website, social media, outreach efforts, Rural Living Handbook, and the Pasture Exchange Program.

Grant Work:

- I met with BOR staff to finalize my project on the Indian Ford Creek Grant.
- Completed quarter reports for all existing grants.
- Received and signed the ARPA contract with Deschutes County. We have finalized our on-farm program for this funding and will be sending out a press release for application in mid-January.
- Developed and submitted to Deschutes County our proposal for the Senate Bill 762 application.
- Researching and developing an application for the Upper and Little Deschutes SIA.
- Outreach for wildlife projects.
- Assisted Lars and Todd with a Joint Chiefs progress report.

Monthly management:

- Submitted our annual financial statement review.
- Completed the liability insurance application and cancelled the Glatfelter policy.
- Grant financial 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

Exhibit B: Treasurer's Report

**Deschutes County SWCD
Board Meeting Report
December 1, 2021 Through December 31, 2021**

Grant Monies Received this Month:

	ODA Sow	\$ 15,383.63
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
	Total Grant Monies In	<u><u>\$ 15,383.63</u></u>

Expenses:

Payroll & Taxes		\$ 14,717.31
Personnel		\$ 1,283.09
Office		\$ 78.00 DD fees, Website,
Utilities (Cell Phone)		\$ 63.21
Mileage/Travel Other:		\$ 146.16
Contracted Services		\$ -
Professional Fees		\$ 3,415.00 CPA & Cascade Country
Rents		\$ 79.00
Materials & Supplies		\$ 511.46
Annual Dues		\$ 187.80 Microsoft & Ore. Gov
	Total Expenses	<u><u>\$ 20,481.03</u></u>

Checking Account Balance EOM: \$ 61,463.94

Notes for Month:

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 Accrual Basis

Deschutes Soil & Water Conservation District
Profit & Loss
 December 2021

	<u>Dec 21</u>
Ordinary Income/Expense	
Expense	
10200 · OWRD - BOLTON Expenses	
10201 · Salary, Wages, & Benefits	0.00
10204 · Travel	0.00
Total 10200 · OWRD - BOLTON Expens...	0.00
11200 · COVID CARES ACT Expense	
11201 · Salary, Wages & Benefits	0.00
Total 11200 · COVID CARES ACT Expe...	0.00
12200 · NACD Urban Ag Expenses	
12201 · Salary, Wages, Benefits	264.17
Total 12200 · NACD Urban Ag Expenses	264.17
13200 · ODA DO 21-23 Expenses	
13201 · Salary, Wages, Benefits	1,781.22
13203 · Travel	0.00
13205 · Other	3,609.80
Total 13200 · ODA DO 21-23 Expenses	5,391.02
14200 · ODA SOW 21-23 Expenses	
14201 · Salary, Wages, Benefits	2,902.08
14203 · Travel	68.32
14205 · Other	854.03
Total 14200 · ODA SOW 21-23 Expenses	3,824.43
5200 · OWRD-TOWER Expenses	
5203 · Travel	0.00
Total 5200 · OWRD-TOWER Expenses	0.00
6200 · OWRD - LUNDY Expenses	
6201 · Salary, Wages & Benefits	0.00
6203 · Travel	0.00
Total 6200 · OWRD - LUNDY Expenses	0.00
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
7200 · OWEB - SIA Expenses	
7203 · Travel	0.00
Total 7200 · OWEB - SIA Expenses	0.00
8200 · NACD - TA Expenses	
8201 · Salaries, Wages & Benefits	8,021.08
8203 · Travel	77.84
Total 8200 · NACD - TA Expenses	8,098.92

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Accrual Basis

Deschutes Soil & Water Conservation District
Profit & Loss
 December 2021

	Dec 21
9200 · NRCS - TA Expenses	
9201 · Salary, Wages & Benefits	2,370.03
9202 · Travel	0.00
Total 9200 · NRCS - TA Expenses	2,370.03
Total Expense	19,948.57
Net Ordinary Income	-19,948.57
Net Income	-19,948.57