



DESCHUTES COUNTY SOIL & WATER CONSERVATION DISTRICT

Board Meeting – November 19, 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, Colin Wills, Robin Vora, Gen Hubert, Leslie Clark, William Kuhn

Staff present: Todd Peplin, Program Lead/Planner; Erin Kilcullen, General Manager

Agency attendees: Lars Santana, NRCS; Theresa Debardelaben, ODA; Jenn Eatwell, NRCS; Lisa Seals, FCA, DRC, COID; Kate Fitzpatrick, DRC

Other attendees: Jared Hertzler, landowner; Andrew Aasen, Zone 5 write in candidate

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: No public comments.
3. RCPP Grant: Kate Fitzpatrick and Lisa Seales provided a detailed update on the Regional Conservation Partnership Program (RCPP) application that they are working on with Deschutes River Conservancy, COID, and Farmers Conservation Alliance (FCA). This application is due on November 30, 2020. This RCPP will fund piping projects in the Smith Rock Way area, on the J and L laterals. It will also include an on-farm efficiency piece that that the Deschutes SWCD will be a major partner on to implement this on-farm work. The draft application is almost complete and will be sent to our district and stakeholders. Erin developed a contribution letter in support of this grant through funding available from the districts NACD Grant. This is the first stage of funding for piping and on farm projects and will open doors to more funding opportunities.
4. Agency Reports:
 - a. Lars Santana: The RCPP that is being submitted complements the Conservation Implementation Strategy (CIS) that has been approved by NRCS for on-farm and energy efficiencies. The USDA Service center remains open with mask mandates in place. Todd's story maps of the success stories he has been working on through the NRCS TA grant came out incredible. <https://nrcs.maps.arcgis.com/apps/Cascade/index.html?appid=0583c724fd3f4e039580d779ccf07a98> NRCS will be holding their working group meeting sometime in mid-February.
 - b. Theresa Debardelaben: In September, there was a meeting on the Agriculture water quality management plan and currently, the LAC is reviewing the finalized document and it should be available in two weeks.

5. Manager's Report: See Exhibit A.
6. Approval of Meeting Minutes:
 - a. **Motion #1 made by Leslie Clark, seconded by Gen Hubert to approve the October regular board meeting minutes.** Rollcall vote: unanimous approval.
 - b. **Motion #2 made by Susan Altman, seconded by Leslie Clark to approve the Special meeting minutes to approve payment of the OACD Annual Dues of \$1,000.** Rollcall vote: unanimous approval.
 - c. **Motion #3 made by Robin Vora, seconded by Susan Altman to approve the Hiring review committee meeting minutes.** Rollcall vote: unanimous approval.
7. Treasurer's Report: See Exhibit B.
 - a. **Motion #4 made by Susan Altman, seconded by Leslie Clark to receive the Treasurers report.** Roll call: unanimous approval.
 - b. The board would like to see QuickBooks reports in the next meeting. Erin is working with our bookkeeper, Rebecca Sather to get our books in order and to a stage that the reports would accurately highlight our finances and grant fund availability.
8. Action Items:
 - a. Policy Handbook: Erin has been working on the district's policy handbook. She has developed a draft Public Records Policy. She has asked the board to provide any feedback about these policies and the handbook. William mentioned creating a summary page that will summarize each policy for the reader. Colin says that we need a public records policy now specific to our district. Gen suggested calling Eric Nusbaum to see if ODA offers any diversity, equity, and inclusion trainings and that we should revisit the harassment policy on an annual basis.
 - b. Checking account credit card: In the October board meeting, it was discussed that our district should have a credit card and not a debit card. Leslie believes that a debit card goes against our financial policy. Our policy states that two board members must sign checks, but a debit card needs not authoritative action. A credit card will provide more oversight on the district's finances. We will need a credit card policy to be approved in the December meeting.
Motion #5 made by Colin Wills, seconded by Leslie Clark to approve that Erin will obtain an administrative credit card with a \$2,000 limit from First Interstate Bank. Rollcall vote: unanimous approval.
 - c. Zone 5 vacancy: DSWCD had a write in candidate for the Zone 5 position. We are waiting for the election results, but if he meets all the qualifications, then he will be our new zone 5 representative. Andrew Aasen lives in Millican, Oregon and attended the November monthly board meeting.
 - d. Conservation Technician Position: Erin has worked with the review hiring committee (Gen, Robin, and Susan) and Todd and Lars to finalize the job announcement for the Part-time temporary Conservation Technician position (Type I). This position will be funded through the NACD Grant. Erin has received two applications and will be holding interviews on Monday November 23, 2020 with a hopeful start date of December 1, 2020.
 - e. Registered Agent Form: Susan Altman is currently our registered agent for the district. Erin received information about the opportunity to change the districts registered agent.
Motion #6 made by Leslie Clark, seconded by Gen Hubert to make Erin Kilcullen the registered agent for DSWCD. Rollcall vote: unanimous. William will fill out this form and get it notarized at Arnold Irrigation District or COID.
 - f. Zoom membership: Erin would like authority to purchase a zoom account for the district for future use.
Motion #7 made by Leslie Clark, seconded by Gen Hubert to purchase an annual zoom account (\$149.90) for the district. Rollcall vote: unanimous.
 - g. Board Officer Elections: It was discussed if our board would like to change positions starting in January 2021. Before the December board meeting, board members have the time to think about if they would like to change positions and if we would like to make those changes annually or biannually.
9. Grant Updates: Todd presented a slideshow of the current grants that the district is working on.

- a. NRCS TA grant – This grant sunsets in December and has worked on IWM plans, GIS mapping of irrigation laterals, NRCS long range plan, G-4 patron outreach, and success stories.
- b. OWRD Lundy Feasibility study – This grant has been extended until June 20, 2021. Black Rock consulting has been hired to do the field work and Todd is working with the landowners to finalize a design.
- c. Small Grant (Bolton Piping Project) – This grant has placed pipe in the ground for two private landowners and has dealt with water quality. This grant is wrapping up.
- d. NACD Grant – This grant was awarded in August and will work to provide technical assistance to NRCS to meet the objectives of the on-farm irrigation and energy efficiency CIS. Erin and Todd have been working to hire a temporary part-time conservation technician. They hope to have this new position begin on December 1, 2020. This position will evaluate, prioritize, and assess all private laterals in all five irrigation districts. This will be done using a matrix that Todd has put together, which can be utilized for all irrigation districts.
- e. RCPP with Three Sisters Irrigation. The MOA has been signed between TSID and DSWCD for DSWCD to move forward with working with landowners on Irrigation water management plans.
- f. Other opportunities: Erin has applied for a Materials management grant and a Coordinated resource management grant for Indian Ford Creek.

10. Directors' Reports

- a. Susan discussed an open house on 11-19-20 at 6pm for wildfire mitigation with Deschutes County. Todd and Gen are interested in how to streamline the process from the county for the land use form needed with OWEB Grants.
- b. Robin would like to see more education regarding wildfire within the county. The Sage grouse subcommittee is looking for projects and to prioritize areas.
- c. Colin – No reports
- d. Leslie – No reports. She is busy with the RCPP application and other projects. She will miss Colin as a board member.
- e. Gen – She is working on grant applications and reporting. The DRC is in the second round of interviews for an executive director for DRC.
- f. William – He recently traveled across the country and had a beautiful and amazing adventure.

The next regular board meeting will be on December 17 at 9:00 a.m. Pending Covid-19 status, it will be held via Zoom or a to-be-determined location.

There being no further business, the meeting was adjourned at 11:53 a.m.

Erin Kilcullen

Erin Kilcullen, General Manager



DESCHUTES COUNTY SOIL & WATER CONSERVATION DISTRICT
 Board of Directors Meeting – November 19, 2020
 Meeting location: via Zoom

Addendum: Motions of the Board Meeting – November 19, 2020

Motions made:	Vote result
<i>Motion #1 made by Leslie Clark, seconded by Gen Hubert to approve the October regular board meeting minutes.</i>	Unanimous approval
<i>Motion #2 made by Susan Altman, seconded by Leslie Clark to approve the Special meeting minutes to approve payment of the OACD Annual Dues of \$1,000.</i>	Unanimous approval
<i>Motion #3 made by Robin Vora, seconded by Susan Altman to approve the Hiring review committee meeting minutes.</i>	Unanimous approval
<i>Motion #4 made by Susan Altman, seconded by Leslie Clark to receive the Treasurers report.</i>	Unanimous approval
<i>Motion #5 made by Colin Wills, seconded by Leslie Clark to approve that Erin will obtain an administrative credit card with a \$2,000 limit from First Interstate Bank.</i>	Unanimous approval
<i>Motion #6 made by Leslie Clark, seconded by Gen Hubert to make Erin Kilcullen the registered agent for DSWCD.</i>	Unanimous approval
<i>Motion #7 made by Leslie Clark, seconded by Gen Hubert to purchase an annual zoom account (\$149.90) for the district.</i>	Unanimous approval

Exhibit A:

Manager's Report

October 23 – November 19, 2020

As the general manager, I submit the following:

1. Todd and I attended the Agriculture Water Quality Management Plan Biennial Review meeting on September 23rd to finalize the Plan and measurable objectives. The final copy should be sent out shortly.
2. The Quarter 5 report for the ODA Capacity Grant has been submitted and approved. The funds should be in the checking account this week.
3. The DEQ Materials Management Grant was submitted.
4. Had a conference call with Greg Ciannella to discuss the Indian Ford Coordinated Resource Management Plan Grant.
5. Attended the DBWC Working Group meeting on November 16, 2020. I have joined the Technical and Communications subcommittees.
6. Met with Lisa Windom from North Unit Irrigation District to discuss the Plotting for Pollinator Program and how we can integrate this program into Deschutes County and aid in managing this program and a possible new collaborative position.
7. Met with Christina Santana to discuss Sage Grouse opportunities in Deschutes County. I will be reaching out to Chris Mundy to discuss this further.
8. I have been attending weekly RCPP meetings to assist in the application process and a contribution letter.
9. Met with Reese from Beaver Works Oregon to learn more about their program and a possible partnership in the future. They offer some programs and workshops that may be beneficial to our district and customers.
10. Went out with Todd to a property in South County. Todd is guiding me through the Conservation Planning process.
11. Attended the OACD Annual Meeting. There are great opportunities with NACD and an Urban Agriculture Grant.
12. Signed up for a COCC QuickBooks course in December.
13. Todd and I received our cell phones through Consumer Cellular and started our phone plans.
14. I am working with Rebecca and Richard Winkel on our annual audit.
15. Met with Victoria to discuss getting a CREP Program started in Sisters with landowners on Indian Ford Creek.
16. Worked with Robin, Susan, Gen, Lars, and Todd on the job announcement for a Conservation Technician with funds from the NACD Grant. The job announcement has been sent out to partners and will be hiring someone by next week.
17. We had a special meeting to approve the payment of the annual OACD Dues.
18. Working to renew our SAM/DUN numbers for the following fiscal year.
19. I have been working on a draft Public Records Policy specific to our district.

Pending Issues: Liability Insurance

Thank you all for your assistance to the District.
Erin Kilcullen

Exhibit B:

Financial Statement Report

October 15, 2020 – November 19, 2020

Bank Balance as of 11/11/2020: \$90,715.17

Expenses:

\$930 – Check 1646 – Black Rock Consulting

\$228.85 – Wix Payment

\$99 – COCC Quick books Course

\$1,178 – Check 1640 – Cascade County Consultants – Bookkeeping

\$69 – Safe in Storage

\$260 – Consumer Cellular Phones

\$87.82 – Check 1648 – Oregon Government Ethics Commission Annual Due

\$135 – Check 1647 - SDAO Dues

Income:

\$3,495.36 – OWRD Tower Ditch Final Payment

\$4,879.98 – NRCS 8th Fund Request

Payables:

\$448 – OR Revenue Department Tax Payment for October Payroll

\$1,624.88 – IRS Tax Payment for October Payroll

\$3,999.54 - Todd and Erin's October Payroll

\$589 – Todd's Health Insurance Stipend - October

\$1,000 – OACD Annual Dues – Paid over the phone with Jan

Receivables:

\$14,580.00 - Capacity fund request – 5th Quarter

\$5,457.71 – NRCS 9th Fund request