

**DESCHUTES COUNTY SOIL & WATER CONSERVATION  
DISTRICT**

Monthly Meeting – August 20, 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

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

Agency attendees: Lars Santana, NRCS District Conservationist

Other attendees: Tanya Saltzman – Deschutes County Planner, Andy Gallagher – Crook SWCD General Manager, Scott Duggan – OSU Extension

Order of business:

1. The meeting was called to order at 9:05 a.m.
2. Public comments:
  - a. Tanya Saltzman gave a presentation about a recent grant that Deschutes County received from the Department of Land Conservation and Development (DLCD). This Technical Assistance grant is to fund two projects: wildfire mitigation advisory committee and wildlife habitat inventories to update Deschutes County's General Comprehensive Plan. This grant will include community engagement in 2021 and Deschutes County would like to collaborate with the DSWCD on this portion of the grant. Tanya will be in contact with the District as more information is available for a possible partnership. The district seems excited and interested in this opportunity.
  - b. Andy Gallagher is the General Manager of Crook SWCD and works on Sage Grouse Conservation with landowners in both Deschutes and Crook County. He discussed the Candidate Conservation Agreement and Assurance (CCAA) program, the purpose of this program, funding opportunities, partnerships involved, and benefits to the landowners. There are 270,000 acres enrolled in this program and 17,000 of these acres lie within Deschutes County. Deschutes County is difficult to engage active participation in this program. This is due to small acreage properties, less productive agriculture, land turnover, increase in development and recreation, and lack of knowledge of Sage Grouse habitat. There is opportunity for DSWCD to begin involvement in this program. Andy discussed that Crook county can maintain the CCAA plans, but assistance is needed with funding for implementation projects. There is an opportunity for Crook and Deschutes County's to work together on this effort. DSWCD can start this collaboration by applying for OWEB open solicitation Technical Assistance Grants and maintaining open communication with Andy.
  - c. Lars Santana gave a review of contracts that NRCS is wrapping up. The Deschutes High tunnel

initiative has 6 new contracts, 1 organic application, and 18 total active contracts. He discussed the following opportunities for DSWCD to work with NRCS on future projects. Three Sisters Irrigation District (TSID) has funds available for DSWCD to work with landowners on Irrigation Water Management Plans (IWM). Erin and Todd have been working with the manager of TSID to get this project started. Also, the Joint Chiefs Initiative grant period is coming up in October and Lars would like to include DSWCD in this grant funding opportunity. The Conservation Implementation Strategy (CIS) for fire resilient landscapes has been approved by NRCS and the CIS for Irrigation Efficiency projects is currently under review and more information should be available at the end of August.

- d. Scott Duggan from OSU extension gave a summary of projects that he is working on. He is working with High Desert Food and Farm Alliance (HDIFFA) on a grant to pinpoint needs within Deschutes County. He discussed the Western Meat School that offers courses for individuals interested in selling meat directly to the producer. The district employees and board appreciate Scotts updates and has invited him to continue to join our meetings in the future and provide updates for the OSU extension.
3. Manager's report: See attached Exhibit A for the manager's report for August 2020.
  4. Approval of minutes: The July 16, 2020 Annual meeting minutes were approved.
    - a. ***Motion #1 made by Susan Altman and seconded by Gen Hubert: unanimous approval.***
  5. Treasurers Report: see attached Exhibit B for the treasurer's report for July 13, 2020 – August 13, 2020.
    - a. ***Motion #2 made by Leslie Clark and Seconded by William Kuhn to approve that the board received a financial report: unanimous approval.***
    - b. There were no amendments.
  6. Action Items
    - a. Cell Phone reimbursement - Erin asked the Board for approval to research the cost to acquire work cell phones for herself and Todd. Jeff and Robin both mentioned that Consumer Cellular has cheap and reliable phone plans. Erin will research this and provide information for the board at the September board meeting.
    - b. Updated Budget- Erin made some edits to the 20-21 annual budget. She incorporated a contracting expense category to outline grant funds that will not be used for the Districts salary or administrative expenses.
    - c. Todd's employment – Erin presented that she would like to make Todd Peplin a permanent full-time employee. Robin had a question about what Todd would decide regarding health insurance. Susan said that was irrelevant because if he is hired as a permanent employee, he has the right to choose his health insurance plan and Erin will manage his decisions. Colin stated that as a permanent full-time employee, he is legally entitled to health insurance through the district.  
***Motion #3 made by Leslie Clark and seconded by Gen Hubert to approve that Todd Peplin become a full-time permanent employee of Deschutes SWCD as of August 20, 2020: unanimous approval.***
    - d. Board training and Leadership Academy – Erin presented the opportunity for two Board training opportunities. She would like to see a couple Board members participate. Erin believes that these trainings are beneficial to our Board, staff, and district as a whole and can aid in getting the district on SDAO Liability insurance again.
    - e. Future Vision of DSWCD – This is a time for the Board and employees to share and discuss their future vision of the district. Jeff began the conversation by discussing the need to set up a policy committee to combine the districts policies and create a policy handbook. Jeff also wanted to discuss the future vision of the district. Susan, Leslie, and Colin believe that our district has records of policies. Erin and Susan will work together to compile this information and present this and any gaps to the Board in the next meeting.

## 7. New Grant Updates

- a. NACD Technical Assistance Grant – DSWCD received this award. Erin and Todd have met with Lars Santana to discuss this grant and what first steps to take. Erin and Todd have begun to attend all the Irrigation district monthly meetings to discuss this opportunity and learn about projects that are occurring within each of the districts. An on-farm irrigation and energy efficiency CIS has been proposed by NRCS and is currently in review. DSWCD is waiting to hear the outcome of this CIS before initiating the start of this grant.
- b. OWEB/Technical Assistance Grant – Indian Ford Coordinated Resource Management Plan was submitted by Erin on July 27. This grant will not be awarded until spring 2021.
- c. Small grants – Todd has submitted a small grant for the Bolton pipeline project. This project lies within Deschutes County, but is also within the Crooked River watershed. The Crook county small grant team has given permission for our district to manage this project and funds. The project will eliminate 1,800 ft of open ditch and replace it with 980ft of 10inch PVC into a pond that will be lined. The grant is under review and we are waiting for the final grant agreement.
- d. Small grant – Medina piping project on Canal Blvd is located within Crook County and there are no available funds within that watershed small grant program. We will wait until funds become available in July 2021. We will work on this project due to Todd's expertise in irrigation piping projects and have discussed this opportunity with Crook SWCD.
- e. OWRD Tower Ditch – Todd is working on the final project completion report. Erin has assisted in review of the report, budget allocation, and in-kind match reporting. This will be submitted at the end of August and the final payment will be received by the district.
- f. OWRD Lundy Ditch – This grant is wrapping up, and the final project completion report is due at the end of September 2020.
- g. NRCS Grant – Todd is working on the completion of success stories of three private landowners in Deschutes County.
- h. RCPP – Three Sisters Irrigation District – Erin, Todd, and Lars Santana met with Mark Thalacker (manager of TSID) to discuss the opportunity for the DSWCD to perform IWM plans. Erin and Todd are working on a Memorandum of Agreement with TSID to perform this work and receive these funds. They hope to get that agreement completed and signed in the next two weeks and have another meeting before Erin leaves for her trip on September 24<sup>th</sup>.

## 8. Directors Reports: 2020 Elections/Vacancies

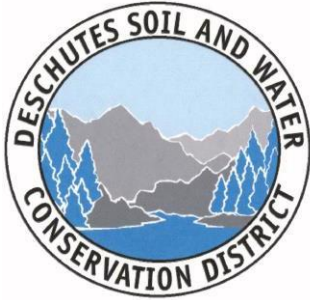
- a. Susan – had her first planning commission meeting this week. She has tried to recruit two people for director positions and had no luck.
- b. Colin – Arnold Irrigation District's water was shut off on Saturday August 15, 2020 and is hopeful that it will be turned back on September 15, 2020.
- c. Gen – is working on water marketing with DRC.
- d. Leslie – COID watershed plan was signed, and they are moving forward with piping projects.
- e. Robin – Has filed his paperwork to run for director position
- f. Bill - Has filed his paperwork to run for director position. He has confirmed Phil Chang's attendance at the next September board meeting. Phil is running for County Commissioner position in Deschutes County this election.
- g. Jeff - Has filed his paperwork to run for director position. Piping continues of the irrigation ditch that runs through his property. He would like Todd and Erin to investigate a DEQ pollution grant
- h. Todd – Discussed taking an OSU course on forest management

The next regular board meeting will be on September 17, 2020 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.

*Erin Kilcullen*

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Erin Kilcullen, General Manager



**DESCHUTES COUNTY SOIL & WATER CONSERVATION DISTRICT**

Special Board of Directors Meeting – June 25,

2020 Meeting location: via Zoom

**Addendum: Monthly Meeting – August 20, 2020**

Motions made:	Vote result
<b><i>Motion #1 made by Susan Altman and seconded by Gen Hubert:</i></b> <i>To approve monthly board meeting July 16, 2020 minutes.</i>	Unanimous approval
<b><i>Motion #2 made by Leslie Clark and Seconded by William Kuhn:</i></b> <i>To approve that the board received a financial report.</i>	Unanimous approval
<b><i>Motion #3 made by Leslie Clark and seconded by Gen Hubert:</i></b> <i>To approve that Todd Peplin become a full-time permanent employee of Deschutes SWCD as of August 20, 2020</i>	Unanimous approval

Exhibit A

## Manager's Report August 2020

As the general manager, I submit the following:

1. Mailed in payment for Health Insurance (July and August)
2. Submitted OWEB TA Grant – Indian Ford Coordinated Resource Management Plan
  - a. Field trip to Indian Ford with the Forest Service Fish biologist and Deschutes Land Trust
  - b. Met with Natural Resource Technician, Natural Resource Committee member, and CEO of Black Butte Ranch
3. Completed and submitted the project completion report for the SIA Grant to OWEB for review.
4. Todd and I moved our District assets from the NRCS Storage space to 'Safe in Storage' and updated the Districts asset list.
5. Worked on editing the website and getting Facebook running (cannot find Facebook password).
6. Talked with Andy from CSWCD about Sage Grouse projects and collaborating with him to do work in Deschutes county. He is going to give a presentation today!
7. I have joined the technical subcommittee for the Deschutes Basin Working Committee, and we are working on prioritizing goals and actions to aid in proceeding forward with implementation.
8. Todd and I met with Theresa to discuss the Agriculture Water Quality Management Plan and outline our measurable objectives.
9. Todd and I have been attending the Irrigation District meetings to begin working on the NACD Grant.
10. Todd and I met with Rebecca to get our books in order and update the classifications within QuickBooks for each active grant.
11. Have been approved reimbursement funds through a Corona Relief Fund.
12. Have been in contact with SDAO about Board assessment trainings and they are not being offered at this point. I would like to see one or two board members sign up for the academy or the three session board trainings.
13. 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)

Pending Issues: Liability Insurance, elections  
November Board Elections: Rola, Kuhn, Vora, Wills  
Deadline to file for Director positions is August 25, 2020

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

Exhibit B

## **Financial Statement Report**

**July 13, 2020 – August 13, 2020**

**Bank Balance as of 8/13/2020:** \$ 59,137.67

**Income:**

\$24,994.75 from Capacity Grant DO

\$14,580 from Capacity Grant SOW

\$15,500 from COVID relief fund

\$2,015 from OWRD Tower Grant

**Expenses:**

\$2,015 for Black Rock Consulting – OWRD Tower Contracting Services

\$1,455.04 for Health Insurance July / August

\$129.98 Bend Bulletin Legal Notice for Election

\$43.40 Storage Space for July/August

**Payables:**

\$5,685.64 for July Payroll (Erin and Todd-reflects the two weeks off that Todd took) and June/July Mileage reimbursement

**Receivables:**

\$20,891.25 NACD Grant 1<sup>st</sup> quarter funds

\$11,595.70 SIA Grant Completion (\$7,000 for post grant monitoring)