



DESCHUTES COUNTY SOIL & WATER CONSERVATION DISTRICT

Board Meeting Minutes – March 17, 2022

Meeting location: Central Oregon Irrigation District, 1055 SW Lake Rd,
Redmond, OR 97756 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

Director’s present: Gen Hubert, Robin Vora, William Kuhn, Leslie Clark, Andrew Aasen, Jeff Rola

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

Agency attendees: Scott Duggan, OSU extension

Other attendees: None

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 9:07 a.m.; all attendees introduced themselves.
2. Public Comments: None
3. Agency Reports:
 - a. Scott Duggan: OSU Extension is partnering with HDEFA on a hoof class and will be taking a tour of Central OR Beef facility. There will be a calving workshop on April 15th. There will also be a horse castration course and Scott will be giving a presentation at the Beef Cattle workshop.
4. Program Updates: See Exhibit A.
5. Action Items
 - a. Future DSWCD positions and programs: Erin reviews and edits the staff allocation budget quarterly. Currently, there is no additional revenue to hire a new staff member. Emma will ramp up her hours as needed to assist the District and staff with the workload. There is \$25,000 of monitoring for the ODA SIA and Erin will contract out this work as the needs are determined.
 - b. Tax Base: The sub-committee has not met at this time. Erin will keep this on the agenda moving forward.
6. Manager’s Report: See Exhibit B.
7. Treasurers Report: Erin has received the Treasurers report for February 2022 and presented these to the Board for approval.

Motion #1 made by Jeff Rola, seconded by Leslie Clark to approve the presented Treasurers reports for February 2022. Rollcall vote: unanimous approval. Jeff Rola, Susan Altman, and Andrew Aasen were not present.

8. Approval of Meeting Minutes:

Motion #2 made by Gen Hubert, seconded by Jeff Rola to approve the February 17, 2022 board meeting minutes as presented. Rollcall vote: unanimous approval. Jeff Rola, Susan Altman, and Andrew Aasen were not present.

Susan was not present and so they could not vote on the January 27, 2022 special meeting. Staff has decided to not purchase a booth at the Central Oregon Ag Show in March.

9. Directors' Reports

- a. Gen Hubert: Gen had no updates. DRC continues to apply and work on grants.
- b. Susan Altman: Susan was not present.
- c. Robin Vora: Robin is sad to see Gen, Leslie, and Susan leave the Board. He thinks we should all be thinking of ways to attract new board members by shortening meetings, new hybrid meeting locations, and changing the timeframe of the meetings to make them more conducive to the public.
- d. Leslie Clark: COID has received the most in-stream leases and transfers that have ever been received. The Deschutes Water Bank project has received a lot of interest, but COID is still working on the details for this irrigation season. Leslie hosted a DBWC field tour of the current piping projects. COID is walking a thin line of being sued by landowners for trying to move water throughout the system and to other patrons and irrigation districts.
- e. Jeff Rola: Jeff believes that the Water Bank tool is one of the best ways to address the drought with having to follow state water law. OACD is hosting 2 webinars. One will be discussing water rights and the other one is a OACD position statement review.
- f. Andrew Aasen: Andrew just completed his PhD in environmental sustainability and is considering pursuing a teacher's license.
- g. William Kuhn: William is enjoying his time in Portugal.

The next board meeting will be on April 21, 2022, at 9:00 a.m. The meeting location is TBD, but there will be a virtual option available.

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

Erin Kilcullen, General Manager



DESCHUTES COUNTY SOIL & WATER CONSERVATION DISTRICT
Board of Directors Meeting – March 17, 2022
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Redmond, OR 97756 with a Zoom option available

Addendum: Motions of the Board Meeting – March 17, 2022

Motions made:	Vote result
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Motion #1 made by Jeff Rola, seconded by Leslie Clark to approve the presented Treasurers reports for February 2022. There were no objections.

Unanimous approval. Jeff Rola, Susan Altman, and Andrew Aasen were not present.

Motion #2 made by Gen Hubert, seconded by Jeff Rola to approve the February 17, 2022 board meeting minutes as presented. There were no objections.

Unanimous approval. Jeff Rola, Susan Altman, and Andrew Aasen were not present.

Exhibit A

Program Updates March 2022

Irrigation (IWM):

- DSWCD staff has been performing site visits to the 33 ARPA applicants' properties. Staff members are working to complete these site visits and have them ranked by March 30, 2022.
- Todd has been collaborating with partners to develop an IWM Workshop series that will include three classroom sessions and three field days. There will be a session in the Spring, Summer, and Fall.
- The Western SARE Grant has been awarded and the contract will be arriving by the end of the Month.

Forest Health and Wildfire Risk Reduction:

- Erin has signed the contract with ODF for the SB 762 project.
- DSWCD staff has completed a program criterion for this project. We will be working with 5 landowners that currently have EQIP contracts with NRCS under the Joint Chiefs Program.
- Emma is working on a fact sheet for the Joint Chiefs Program.
- Erin assisted NRCS with a cultural resource survey at a property in Sisters.
- Erin and Emma are finding companies that can create a Success Story or video on a forestry project.

Manure Exchange Program:

- There have been many sign ups to become a provider for this program. Emma continues to update these requests.

Pasture Exchange Program:

- There has been interest in leasing land, but no requests of landowners wanting to lease their land. Emma continues to uplift this program.

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:

- This grant is wrapping up and will be completed at the end of March. Erin hopes to apply next year for an additional grant opportunity.

Strategic Implementation Area

- Erin has made edits for this application and hopes to receive the contract by the end of the Month.

Indian Ford Watershed

- Erin has received the grant contract and will begin work on this project.

Exhibit B:

Manager's Report

February 17, 2022 – March 17, 2022

As the general manager, I submit the following:

Attended the following meetings:

- Biweekly staff meetings to review and discuss ARPA applications and SB 762 program.
- I have met with The Environmental Center to continue work with the Urban Agriculture Grant.
- Deschutes Basin Water Collaborative working group field tour of piping projects.
- Deschutes Basin Water Collaborative Outreach/Communications subcommittee.
- NRCS local working group meeting.
- Noxious weed grant meeting with ODA and Deschutes County.
- Pollinator pilot project with the City of Bend.
- Met with USFS staff to discuss collaboration and partnership on the Indian Ford Grant.
- Attended a SIA check in meeting presented by ODA staff members.
- Attended the monthly On-farm meeting with COID and DRC.

Grant Work:

- Presented our Urban Ag Grant Soil Health Workshop at a live virtual conference for the Oregon Farm to School Garden Network.
- Completed final completion report for the NACD 2020 Grant. The District will begin utilizing the NACD 2021 Grant.
- Assisted NRCS staff with a cultural resource survey on a forestry project outside of Sisters. This property has a contract through the Joint Chiefs program and the District will be collaborating with them on the SB 762.
- District staff is performing site visits to all the 33 ARPA applicants' properties.
- Staff has developed a program criteria and ranking system for the SB 762 grant. The district hopes to work with 5 landowners that currently have contracts with NRCS.
- The contract with ODF has been signed for the SB 762 grant.

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

**Deschutes County SWCD
Board Meeting Report
February 1st to February 28th 2022**

Grant Monies Received this Month:

	NACD Urban Ag	\$ 8,000.00
	ODA/OWEB Capacity	\$ 15,383.62
		\$ -
		\$ -
		\$ -
Total Grant Monies In		<u>\$ 23,383.62</u>

Expenses:

	Payroll & Taxes	\$ 13,791.82	
	Personnel	\$ 661.82	
	Office	\$ 57.00	DD Fees, Website
	Insurance	\$ 6,943.00	Glatfelter, SDIS
	Utilities	\$ 81.93	Consumer Cell
	Mileage/Travel	\$ 518.91	
Other:	Contracted Services	\$ 797.40	
	Professional Fees	\$ 816.00	Cascade Country, NACD
	Rents	\$ 79.00	Storage
	Materials & Supplies		
	Total Expenses	<u>\$ 23,746.88</u>	

Checking Account Balance EOM: \$ 436,619.08

Notes for Month:

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Deschutes Soil & Water Conservation District
Profit & Loss
February 2022

03/11/22

Accrual Basis

	Feb 22
Ordinary Income/Expense	
Expense	
10200 · OWRD - BOLTON Expenses	
10201 · Salary, Wages, & Benefits	0.00
Total 10200 · OWRD - BOLTON Expenses	0.00
11200 · COVID CARES ACT Expense	
11201 · Salary, Wages & Benefits	0.00
Total 11200 · COVID CARES ACT Expense	0.00
12200 · NACD Urban Ag Expenses	
12201 · Salary, Wages, Benefits	605.08
12202 · Contracted Services	797.40
12203 · Travel	0.00
Total 12200 · NACD Urban Ag Expenses	1,402.48
13200 · ODA DO 21-23 Expenses	
13201 · Salary, Wages, Benefits	2,061.76
13203 · Travel	76.05
13205 · Other	7,976.93
Total 13200 · ODA DO 21-23 Expenses	10,114.74
14200 · ODA SOW 21-23 Expenses	
14201 · Salary, Wages, Benefits	3,937.13
14202 · Contracted Services	70.00
14203 · Travel	219.96
14205 · Other	661.82
Total 14200 · ODA SOW 21-23 Expenses	4,888.91
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	6,973.22
8203 · Travel	222.90
Total 8200 · NACD - TA Expenses	7,196.12
9200 · NRCS - TA Expenses	

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03/11/22

Accrual Basis

Deschutes Soil & Water Conservation District
Profit & Loss
February 2022

	<u>Feb 22</u>
9201 · Salary, Wages & Benefits	835.90
9202 · Travel	<u>0.00</u>
Total 9200 · NRCS - TA Expenses	835.90
Total Expense	<u>24,438.15</u>
Net Ordinary Income	<u>-24,438.15</u>
Net Income	<u><u>-24,438.15</u></u>