



**DESCHUTES COUNTY SOIL & WATER CONSERVATION DISTRICT**

Board Meeting Minutes – February 17, 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 (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: Susan Altman, 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

Agency attendees: Lars Santana, NRCS

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 9:00 a.m.; all attendees introduced themselves.
2. Public Comments: None
3. ODA Noxious Weed Grant  
Daniel Son from ODA joined our meeting to give a presentation about the upcoming Noxious Weed Grant that is available in Oregon. This grant has funding up to \$400,000 available throughout the state. The grant deadline is March 15, 2022 and the funds must be expended by June 2023. This grant could be used to perform on the ground projects, purchase equipment, or add new staff members. This new position could be funded to manage a weed program in Deschutes County and perform mapping, outreach, and determine projects. This is a one-time funding opportunity currently. Dan feels there is a strong need for this in Deschutes County and many partners to assist with this effort. Erin and Todd have some reservations due to District capacity and brief period of grant application window. William and Robin would like Todd and Erin to pursue this further and plan a meeting with Dan, Ed Keith, and Nick Lelack from the County, and any other partners.
4. Agency Reports:
  - a. Lars Santana: NRCS staff has been working on the Joint Chiefs and RCPP Projects and there are a lot of projects going in the ground. Lars is hosting the Deschutes local work group meeting on February 22, 2022 from 1-3 pm and hopes that DSWCD staff will give a quick update. The cubicle reconfiguration is still scheduled for March 14-18, 2022. Erin, Todd, and Tom will each have their own cubicle. Lars met with DSWCD staff to discuss the SB 762 funding that was just awarded. Erin will be developing a program for that funding opportunity. Lars shared a map of the current Conservation Implementation

Strategy (CIS) for on-farm improvement projects. He would like any input on how to improve this program and boundary areas. The RCPP Cultural resources surveys were completed this week. All the on-farm funds within the RCPP have been allocated for 4 projects (2 on J lateral, 1 on L lateral, and 1 on G-2). These projects include pivot installation and a ditch to pipe conversion.

#### 5. 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 4 applications that will utilize all the on-farm funding.
- The ARPA application period has ended, and the District received 33 applications. Tom showed a map of the location of the applications. Erin had an interview with KTVZ and the Bulletin about this program opportunity. Staff will be performing site visits and ranking applications during March.
- Todd presented at an IWM workshop this morning that was put on by OSU and HDFFA. Todd is collaborating with partners to put together a 3-part series of IWM classes and field days to outline best practices of irrigation systems.

##### Forest Health and Wildfire Risk Reduction:

- The District was awarded \$300,000 as a collaboration of a grant application for the SB 762. ODF should be sending out the contract for the District by the end of the month. The District will use these funds to further support 5 landowners that currently have contracts with NRCS for the Joint Chiefs program and 2 landowners who applied but have not received contracts.

##### Manure Exchange Program:

- Erin had an interview with KTVZ about the Manure and Pasture Exchange Program. There has been an increase in interest in these programs. Emma is working to provide more information for access to get manure delivered around the County.

##### Pasture Exchange Program:

- This program was recently established and will take time to get the word out. There has been more interest since the KTVZ interview.

##### 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 and The Environmental Center will be doing a virtual live recording of the soil health workshop for the Oregon Farm to School and School Garden Networks upcoming summit on February 24, 2022. 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 has submitted the SIA application. She will be collaborating with ODA to perform field evaluations this spring.

## Indian Ford Watershed:

- Erin has been in contact with the Bureau of Reclamation and the contract for the grant should be completed soon. She is meeting with 2 Forest Service employees to discuss this opportunity.

## 6. Action Items

- 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. Erin has discussed this in more detail with the insurance agent. If the District receives a claim any time after December 31, 2021 for the period of July 2021 – December 2021, the District would not be covered unless the tail coverage is purchased. Gen would like Erin to see if SDAO would cover this past period.  
**Motion #1 made by Gen Hubert, seconded by Susan Altman to check with SDAO if they could cover this tail coverage and if they are not able to, purchase the tail coverage through Glatfelter.** Rollcall vote: Leslie and William also approved, Robin, and Andrew opposed. Motion Passed. Jeff left the meeting early.
- Infrastructure Bill Funding for Sage Grouse: Robin has been meeting with the local Prineville LIT and they have started to discuss an opportunity to apply for this new infrastructure bill that just became available. Erin attended the meeting as well. The consensus of the group was hesitant to apply for this round of funding. Currently, DSWCD does not have relationships with landowners or shovel ready projects in this part of the County. Robin would like Erin to call Department of State Lands and the head of the Prineville LIT and Crook SWCD to discuss this further. This group will be meeting weekly to discuss this opportunity.
- Board Member Responsibility Policy Review: Erin would like to add a bullet point in the Manager Responsibility section to have the authority to spend up to a certain amount without Board approval.  
**Motion #2 made by Robin Vora, seconded by Leslie Clark to give Erin the authority to spend up to \$500 for day-to-day operation costs.** Rollcall vote: unanimous approval. Jeff was absent.
- 2022 Board Meeting Resolution: Erin developed a resolution adopting the Districts public meetings.  
**Motion #3 made by Robin Vora, seconded by Leslie Clark to approve the 2022 Board Meeting Resolution with edits.** See Exhibit A. Rollcall vote: unanimous approval. Jeff was absent.
- NACD Membership:  
**Motion #4 made by Gen Hubert, seconded by Robin Vora to renew the Districts NACD membership for \$501 in the silver category for the term October 2021 – September 2022.** Rollcall vote: unanimous approval. Jeff was absent.
- Tax Base: There was not time available to discuss this topic today. Erin will keep this on the agenda moving forward.

7. Manager's Report: See Exhibit B.

8. Treasurers Report: Erin has received the Treasurers report for January 2022 and presented these to the Board for approval.

**Motion #5 made by Leslie Clark, seconded by Susan Altman to approve the presented Treasurers reports for January 2022.** Rollcall vote: unanimous approval. Jeff Rola was not present.

9. Approval of Meeting Minutes:

***Motion #6 made by Susan Altman, seconded by Gen Hubert to approve the January 20, 2022 board meeting minutes with edits and the addition of the Special meeting policy.*** Rollcall vote: unanimous approval. Jeff Rola was not present.

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

10. Directors' Reports

- a. Gen Hubert: Gen thought LOFA was a good event and was on the advisory/planning committee. LOFA had diminishing attendance which made it more difficult to get presenters due to only 5-10 participants in some classes. The venue was also expensive, and it was difficult to get enough sponsorship. This event took one full time and several part time staff hours along with an advisory committee to put on. For all these reasons, OSU Extension decided to not continue with LOFA. OSU Extension had talked about doing one off workshop instead to see if attendance would be better. These would also be easier and less expensive to plan. Also - Arnold will likely be turning off in July this year, NUID will likely also run out of water early and Tumalo will be on strict rotations.
- b. Susan Altman: Susan had no update.
- c. Robin Vora: Robin had no further updates.
- d. Leslie Clark: This is a bad water year and COID has been dealing with questions from irrigators. Every irrigation District manages their water differently and it is difficult to compare them.
- e. Jeff Rola: Jeff had to leave the meeting early.
- f. Andrew Aasen: Andrew had no update.
- g. William Kuhn: William is leaving for Portugal and will not be able to attend the March Board Meeting.

The next board meeting will be on March 17, 2022, at 9:00 a.m. This meeting will be held at COID conference room at 1055 SW Lake Rd., Redmond, OR with a virtual option.

There being no further business, the meeting was adjourned at 12:09 p.m.

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Erin Kilcullen, General Manager



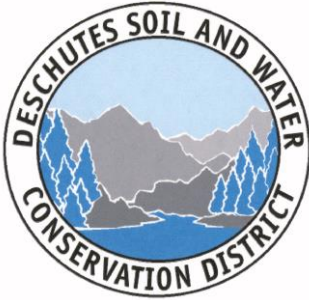
**DESCHUTES COUNTY SOIL & WATER CONSERVATION DISTRICT**

Board of Directors Meeting – February 17, 2022

Meeting location: via Zoom

**Addendum: Motions of the Board Meeting – February 17, 2022**

Motions made:	Vote result
<p><b><i>Motion #1 made by Gen Hubert, seconded by Susan Altman to check with SDAO if they could cover this tail coverage and if they are not able to, purchase the tail coverage through Glatfelter.</i></b> Leslie and William also approved, Robin, and Andrew opposed. Motion Passed. Jeff left the meeting early.</p>	<p>Leslie and William approved, Robin, and Andrew opposed. Motion Passed. Jeff had to leave the meeting early.</p>
<p><b><i>Motion #2 made by Robin Vora, seconded by Leslie Clark to give Erin the authority to spend up to \$500 for day-to-day operation costs</i></b> There were no objections.</p>	<p>Unanimous approval. Jeff Rola was not present for this vote. He had to leave the meeting early.</p>
<p><b><i>Motion #3 made by Robin Vora, seconded by Leslie Clark to approve the 2022 Board Meeting Resolution with edits.</i></b> There were no objections.</p>	<p>Unanimous approval. Jeff Rola was not present for this vote. He had to leave the meeting early.</p>
<p><b><i>Motion #4 made by Gen Hubert, seconded by Robin Vora to renew the Districts NACD membership for \$501 in the silver category for the term October 2021 – September 2022.</i></b> There were no objections.</p>	<p>Unanimous approval. Jeff Rola was not present for this vote. He had to leave the meeting early.</p>
<p><b><i>Motion #5 made by Leslie Clark, seconded by Susan Altman to approve the presented Treasurers reports for January 2022.</i></b> There were no objections.</p>	<p>Unanimous approval. Jeff Rola was not present for this vote. He had to leave the meeting early.</p>
<p><b><i>Motion #6 made by Susan Altman, seconded by Gen Hubert to approve the January 20, 2022 board meeting minutes with edits and the addition of the Special meeting policy.</i></b> There were no objections.</p>	<p>Unanimous approval. Jeff Rola was not present for this vote. He had to leave the meeting early.</p>



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**BOARD OF DIRECTORS**

[Leslie Clark](#)

Zone 1 Director, Treasurer

[William Kuhn](#)

Zone 2 Director, Co-Chair

[Jeff Rola](#)

Zone 3 Director

[Susan Altman](#)

Zone 4 Director, Secretary

[Andrew Aasen](#)

Zone 5 Director

[Robin Vora](#)

Director-at-Large (#1)

[Gen Hubert](#)

Director-at-Large (#2), Co-Chair

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**STAFF**

[Erin Kilcullen](#)

District Manager

[Todd Peplin](#)

Lead Planner

[Tom Bennett](#)

Conservation Technician

[Emma Zuber](#)

Field Office Assistant

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**CONTACT**

DESCHUTES SWCD

625 SE Salmon Ave, Suite 7

Redmond, OR 97756

SWCD Phone: 541-923-4358

ext. 3190

**Resolution of the Deschutes Soil and Water Conservation District**

Resolution # 2022-1

**RESOLUTION ADOPTING THE FOLLOWING FOR  
DSWCD'S PUBLIC MEETINGS TO BE HELD DURING  
2022:****1. Regular Board Meetings Schedule**

The Regular Board Meetings for Deschutes Soil and Water Conservation District (DSWCD) will be held on the third Thursday of every month from 9:00 AM -12:00 PM. Location of meetings will be held via Zoom. If our meetings change to in person, a Zoom option will still be available. Monthly notices for these meetings will be posted at least one week prior to the meeting at the following locations:

- The District's [WEBSITE](#),
- Emailed to the following entities:
  - Bend Bulletin

**2. Regular Board Meetings Agenda**

The agenda for the monthly Regular Board Meeting will be published on the District's [WEBSITE](#), by the Friday before the scheduled meeting.

**3. Regular Board Meeting Public Comment Period**

The first agenda item for each Regular Board Meeting is Public Comment during which interested individuals may address the Board of Directors or staff members.

**4. Special Board Meetings**

The following rules will apply for any meetings, other than the Regular Board Meetings, held by the DSWCD Board of Directors during 2022.

- Notice for these meetings will be posted at the following locations at least 24 hours before the scheduled time of the meeting:

- DSWCD [WEBSITE](#)
- Emailed to the following entities:

- Bend Bulletin

- Agenda for these meetings will be posted on the DSWCD website, [www.deschuteswcd.org](http://www.deschuteswcd.org), at least 24 hours before the meeting.

### **5. Executive Session Board Meetings**

ORS192.660 lists the specific authorizations under which the Board of Directors is entitled to meet in Executive Session. If it is necessary for the DSWCD Board to meet in Executive Session, the specific authorizations for the items to be addressed at that meeting will be listed in the Regular Meeting agenda.

### **6. Emergency Board Meetings**

ORS192.640(3) lists the specific requirements for an Emergency Board Meeting. In the case of an actual emergency, a meeting may be held upon such notice as is appropriate to the circumstances, but the minutes for such a meeting shall describe the emergency justifying less than 24 hours' notice.



Genevieve Hubert, Co-Chair



William Kuhn, Co-Chair

Date of Board Action: February 17, 2022

## **Exhibit B:**

### **Manager's Report**

**January 20, 2022 – February 17, 2022**

As the general manager, I submit the following:

Attended the following meetings:

- Biweekly staff meetings.
- I have met with The Environmental Center to continue work with the Urban Agriculture Grant.
- OWEB quarterly meeting.
- ODFW Open House.
- Deschutes Basin Water Collaborative working group meeting.
- Deschutes Basin Water Collaborative Communications subcommittee.
- Attended the Central Oregon Farm Fair.
- SB 762 meeting.
- 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:

- Had interview with KTVZ about ARPA Program and Manure and Pasture Exchange Programs.
- Sent out a press release about the ARPA Program. The District has been receiving lots of interest. Staff has begun to prioritize these applications.
- Submitted the application for the Upper and Little Deschutes SIA.
- Outreach for wildlife projects.

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  
January 1st, 2021 Through January 31st, 2021**

**Grant Monies Received this Month:**

	ARPA Grant	\$ 375,000.00
		\$ -
		\$ -
		\$ -
		\$ -
	<b>Total Grant Monies In</b>	<u><u>\$ 375,000.00</u></u>

**Expenses:**

	Payroll & Taxes	\$ 14,089.33	
	Personnel	\$ 661.82	
	Office	\$ 137.00	DD Fees, Desk
	Utilities	\$ 86.21	Consumer Cellular
	Mileage/Travel	\$ 370.16	
Other:	Contracted Services	\$ 1,972.00	
	Professional Fees	\$ 910.00	Cascade Country, Sec of State
	Rents	\$ 79.00	Storage
	Materials & Supplies		
	<b>Total Expenses</b>	<u><u>\$ 18,305.52</u></u>	

**Checking Account Balance EOM:** \$ 426,250.93

**Notes for Month:**

\*\* Environmental Center, Insurance, Ghost Rock Ranch

3:04 PM  
02/11/22  
Accrual Basis

**Deschutes Soil & Water Conservation District**  
**Profit & Loss**  
**January 2022**

	Jan 22
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
17000 · ARPA Grant	
17001 · Grant Income	375,000.00
<b>Total 17000 · ARPA Grant</b>	375,000.00
<b>Total Income</b>	375,000.00
<b>Gross Profit</b>	375,000.00
<b>Expense</b>	
10200 · OWRD - BOLTON Expenses	
10201 · Salary, Wages, & Benefits	0.00
10204 · Travel	0.00
<b>Total 10200 · OWRD - BOLTON Expenses</b>	0.00
11200 · COVID CARES ACT Expense	
11201 · Salary, Wages & Benefits	0.00
<b>Total 11200 · COVID CARES ACT Expense</b>	0.00
12200 · NACD Urban Ag Expenses	
12201 · Salary, Wages, Benefits	863.75
12202 · Contracted Services	165.00
12203 · Travel	51.48
<b>Total 12200 · NACD Urban Ag Expenses</b>	1,080.23
13200 · ODA DO 21-23 Expenses	
13201 · Salary, Wages, Benefits	419.84
13203 · Travel	70.20
13204 · Materials/Supplies	80.00
13205 · Other	917.00
<b>Total 13200 · ODA DO 21-23 Expenses</b>	1,487.04
14200 · ODA SOW 21-23 Expenses	
14201 · Salary, Wages, Benefits	3,174.54
14203 · Travel	51.48
14205 · Other	819.03
<b>Total 14200 · ODA SOW 21-23 Expenses</b>	4,045.05
4200 · ODA - SOW Expenses	
4202 · Contracted Services	1,790.00
<b>Total 4200 · ODA - SOW Expenses</b>	1,790.00
5200 · OWRD-TOWER Expenses	
5203 · Travel	0.00
<b>Total 5200 · OWRD-TOWER Expenses</b>	0.00
6200 · OWRD - LUNDY Expenses	
6201 · Salary, Wages & Benefits	0.00
6203 · Travel	0.00
<b>Total 6200 · OWRD - LUNDY Expenses</b>	0.00
62800 · GRANT EXPENSE - ODA	
Travel / Mileage	0.00
<b>Total 62800 · GRANT EXPENSE - ODA</b>	0.00
66000 · PERSONNEL	
Payroll Expense	
Insurance Stipend	0.00
Payroll	0.00
Payroll Taxes	0.00

3:04 PM  
 02/11/22  
 Accrual Basis

**Deschutes Soil & Water Conservation District**  
**Profit & Loss**  
 January 2022

	Jan 22
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	8,227.46
8203 · Travel	344.57
Total 8200 · NACD - TA Expenses	8,572.03
9200 · NRCS - TA Expenses	
9201 · Salary, Wages & Benefits	251.05
9202 · Travel	0.00
Total 9200 · NRCS - TA Expenses	251.05
Total Expense	17,225.40
Net Ordinary Income	357,774.60
Net Income	<b>357,774.60</b>