



DESCHUTES COUNTY SOIL & WATER CONSERVATION DISTRICT

Board Meeting Minutes – April 21, 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

Directors present: Gen Hubert, Robin Vora, William Kuhn, Leslie Clark, Andrew Aasen, Jeff Rola, Susan Altman

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

Agency attendees: None

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 9:05 a.m.; all attendees introduced themselves.
2. Public Comments: None
3. Agency Reports:
 - a. Lars Santana: Todd gave an update for Lars. NRCS is busy working on certifications for irrigation contracts and outreach for the final year of the Joint Chiefs project. Five landowners are currently signed up for the next round of funding.
 - b. Theresa DeBardelaben: Erin gave an update for Theresa. Theresa has taken a term position with OWEB as their Drought Program Specialist. This position runs till June 2023. She will be checking her ODA email weekly and ODA is working to get her position filled.
4. Program Updates: See Exhibit A.
5. Action Items
 - a. Health Insurance 22/23: Erin's monthly Health Insurance rate for the same plan is increasing from \$661.82 to \$694.66. The board approved this new rate.
 - b. Workers Compensation: The Districts annual Workers Compensation will be increasing from \$601.42 to \$634.67.
 - c. Annual Meeting Date: Erin would like to do a field tour for the Districts Annual Meeting.
Motion #1 made by Leslie Clark, seconded by Susan Altman to hold the annual meeting on Thursday June 16th, 2022 at the COID office at 9 am with a field tour and lunch to follow. Rollcall vote: unanimous approval. William Kuhn and Andrew Aasen were not present.

- d. Earth Day Fair: Emma will be working a booth solo at the Earth Day Fair on Saturday April 23rd. Erin was hoping a board member could help her set up the booth. Gen and Jeff are both available to assist Emma.
 - e. New or Additional Grant opportunities: Erin is collaborating with Crook County SWCD, Oregon Desert Land Trust, and ODFW to apply for a Sage Grouse project through the infrastructure bill. This project will work to mitigate fragmentation in the Brothers Core Sage grouse habitat through the purchasing and creation of easements on small private tax lots. Robin is interested in future funding opportunities and expanding our programs.
 - f. Tax Base: The sub-committee has not met at this time. Erin will keep this on the agenda moving forward. The board would like to have Eric Nusbaum present at our May board meeting to discuss the timeline of going for a tax base and a manager of another SWCD that has recently become a tax base. Our District needs to continue to add more programs, telling the Districts story, and reaching our urban communities. It was suggested that Erin presents updates to the County Commissioners about the District. Erin will begin to present at the County meetings as public comment to the County Commissioners to give quick updates about the District.
6. Manager's Report: See Exhibit B.
 7. Treasurers Report: Erin has received the Treasurers report for March 2022 and presented these to the Board for approval.

Motion #2 made by Jeff Rola, seconded by Leslie Clark that the board has received the presented Treasurers reports for March 2022. Rollcall vote: unanimous approval. William Kuhn and Andrew Aasen were not present.
 8. Approval of Meeting Minutes:

Motion #3 made by Leslie Clark, seconded by Jeff Rola to approve the March 17, 2022 board meeting minutes as presented with edits. Rollcall vote: unanimous approval. Susan Altman abstained, William Kuhn and Andrew Aasen were not present.

William and Andrew were not present and so they could not vote on the January 27, 2022 special meeting minutes.
 9. Directors' Reports
 - a. Gen Hubert: Gen and DRC toured Boundless Farms and it was great to see their 10-acre garden. AID has 25 farms that are looking into changing their crop to teff grass or other options due to their water being turned off early.
 - b. Susan Altman: Susan has been attending the Tumalo Community plan meetings. The planning commission has their annual work plan completed for the future year.
 - c. Robin Vora: Robin has joined the County Solid waste advisory committee, which meets after our monthly board meetings at 1 pm. He is not sure if he will be able to attend the annual meeting in person.
 - d. Leslie Clark: There was a breach of 250 cfs on the Pilot Butte Canal the previous night. Staff has shut off water and is working to mitigate the damage. The new Water Bank Project in Deschutes County will provide 90 acre-feet of water to North Unit Irrigation District and its farmers.
 - e. Jeff Rola: Jeff is interested in the water outlook after the April precipitation. OWEB is holding listening to sessions about incorporating climate change in their programs and Jeff is interested in how that will affect the District. Jeff has his OACD meeting next Thursday.
 - f. Andrew Aasen: Andrew had to leave the meeting early.
 - g. William Kuhn: William was not present to give his directors report but sent in the following. He is still in Portugal. William stated, "Please accept my apologies for not attending the soil & water conservation meeting in person; however, I have been detained in Portugal for having covid-19. The story goes like this: When here in Portugal the first-time last June-July I mentioned to the owner of the property that goats could take care of most of the rapid growth of grass, weeds, and other nonproductive plants which needed to be dealt with by a weed wacker. When during the October visit the same issue came up, I spoke to the general contractor. This March within the first week seven sheep showed up. The general contractor had his

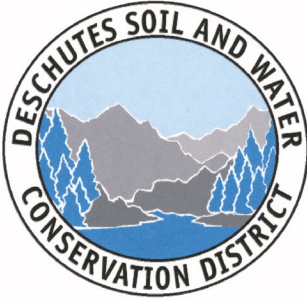
sheep follow him to the property. Within a few days the nonproductive growth and weeds were under control. Of course, there is a by-product which then needs to be raked/brushed away to prevent certain smells being tracked into the living quarters. Since it was my idea in the first place I volunteered for the job. My thanks to Jeff Rola, Patricia Gainsforth, my wife Leigh, and of course the DSWCD and even Caprine for insight to enable me to make a reasonable suggestion to deal with weeds in a non-polluting manner in the first place.”

The next board meeting will be on May 19, 2022, at 9:00 a.m. The meeting location will be held at the COID office in Redmond. There will be a virtual option available.

There being no further business, the meeting was adjourned at 11:56 a.m.

Erin Kilcullen

Erin Kilcullen, General Manager



DESCHUTES COUNTY SOIL & WATER CONSERVATION DISTRICT

Board of Directors Meeting – April 21, 2022

Meeting location: Central Oregon Irrigation District, 1055 SW Lake Rd,
Redmond, OR 97756 with a Zoom option available

Addendum: Motions of the Board Meeting – April 21, 2022

Motions made:	Vote result
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Motion #1 made by Leslie Clark, seconded by Susan Altman to hold the annual meeting on Thursday June 16th, 2022 at the COID office at 9 am with a field tour and lunch to follow. There were no objections.

Unanimous approval. William Kuhn and Andrew Aasen were not present.

Motion #2 made by Jeff Rola, seconded by Leslie Clark that the board has received the presented Treasurers reports for March 2022.
There were no objections.

Unanimous approval. William Kuhn and Andrew Aasen were not present.

Motion #3 made by Leslie Clark, seconded by Jeff Rola to approve the March 17, 2022 board meeting minutes as presented with edits. There were no objections.

Unanimous approval. Susan Altman abstained, William Kuhn and Andrew Aasen were not present.

Exhibit A

Program Updates April 2022

Irrigation (IWM):

- Staff has ranked the 33 applications received for the ARPA program. Fifteen landowners will be funded through this program. Staff is collaborating with these landowners on conservation plans and a financial agreement.
- Todd has been collaborating with partners to develop an IWM Workshop series that will include three classroom sessions and three field days. The first session occurred on April 7th and 9th and was a tremendous success. 33 people signed up for the workshop.
- 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 met with 2 of the 5 landowners that will be receiving funding through the SB 762.
- Erin, Todd, and Lars have met with Stu Otto to discuss contracting him to complete 3 forest management plans for landowners that are signed up for an EQIP contract with the Joint Chiefs Program.
- Erin and Emma are finding companies that can develop a Success Story or video on a forestry project.

Manure Exchange Program:

- There has been a lot of 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, and one landowner that is interested in leasing 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).
- Todd and partners have developed a 3-part IWM series and have completed the first part of this series.
- DSWCD staff continue to participate with ODA with water quality issues *AGWQMP* and provide technical assistance and planning to landowners.

Urban Agriculture:

- This Grant has been completed.

Strategic Implementation Area

- Erin will be able to begin this grant when she receives the contract from OWEB and has collaborated with ODA on the field evaluations.

Indian Ford Watershed

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

Weed Management

- Erin attended a meeting with ODA and other partners to discuss management of Yellow Flag Iris in Deschutes Basin. Partners will be performing surveys throughout the spring and summer and will meet again this fall to discuss next steps.

Exhibit B:
Manager's Report
March 17, 2022 – April 21, 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.
- Deschutes Basin Water Collaborative technical subcommittee.
- NRCS local working group meeting.
- Noxious weed grant meeting with ODA, Deschutes County, and other partners.
- Pollinator pilot project with the City of Bend.
- Attended the monthly On-farm meeting with COID and DRC.
- ODA SWCD Manager training.
- ODFW Open House.
- Small Grant Team meeting with Crook and Jefferson SWCD.

Grant Work:

- Completed final completion report for the Urban Agriculture Grant and quarter reports for our remaining grants.
- Performed site visits to 2 properties: one to restore a meadow and riparian area along the Deschutes and one that is working towards protecting land for Mule Deer.
- Completing financial agreements with the 15 landowners that are receiving funding through ARPA.
- Erin assisted ECAS with placing Sage Grouse fence markings for a research project in Brothers.
- Assisted Todd with the 1st series of the IWM workshop.
- Staff has developed a program criteria and ranking system for the SB 762 grant. Erin, Todd, and Lars are working to contract Stu Otto to assist with Forest Management Plans through this grant. Erin has met with 2 out of the 5 landowners.

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
March 1st 2022 to March 31st 2022**

Grant Monies Received this Month:

	NACD TA GRANT	\$ 21,656.25
		\$ -
		\$ -
		\$ -
		\$ -
		<u>\$ -</u>
Total Grant Monies In		<u><u>\$ 21,656.25</u></u>

Expenses:

Payroll & Taxes		\$ 14,639.31
Personnel		\$ 661.82
Office		\$ 71.99 DD Fees, Website, Adobe
Insurance		\$ -
Utilities		\$ 81.93 Consumer Cell
Mileage/Travel		\$ 817.96
Other: Contracted Services		\$ 7,907.50 The Enviromental Center
Professional Fees		\$ 315.00 Cascade Country
Rents		\$ 79.00 Storage
Materials & Supplies		
Total Expenses		<u><u>\$ 24,574.51</u></u>

Checking Account Balance EOM: \$ 430,584.16

Notes for Month:

2:32 PM

Deschutes Soil & Water Conservation District
Profit & Loss
March 2022

04/17/22

Accrual Basis

	Mar 22
Ordinary Income/Expense	
Expense	
12200 · NACD Urban Ag Expenses	
12201 · Salary, Wages, Benefits	525.32
12202 · Contracted Services	7,907.50
12203 · Travel	0.00
Total 12200 · NACD Urban Ag Expenses	8,432.82
13200 · ODA DO 21-23 Expenses	
13201 · Salary, Wages, Benefits	1,261.79
13203 · Travel	130.46
13205 · Other	1,209.74
Total 13200 · ODA DO 21-23 Expenses	2,601.99
14200 · ODA SOW 21-23 Expenses	
14201 · Salary, Wages, Benefits	3,187.44
14203 · Travel	102.96
Total 14200 · ODA SOW 21-23 Expenses	3,290.40
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
Payroll Expense - Other	0.00
Total Payroll Expense	0.00
Total 66000 · PERSONNEL	0.00
8200 · NACD - TA Expenses	
8201 · Salaries, Wages & Benefits	7,975.55
8203 · Travel	584.54
Total 8200 · NACD - TA Expenses	8,560.09
9200 · NRCS - TA Expenses	
9201 · Salary, Wages & Benefits	2,310.48
9202 · Travel	0.00
Total 9200 · NRCS - TA Expenses	2,310.48
Total Expense	25,195.78
Net Ordinary Income	-25,195.78
Net Income	-25,195.78