

## DESCHUTES COUNTY SOIL & WATER CONSERVATION DISTRICT

Board Meeting – January 21, 2021

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)	Andrew Aasen
Director At-Large #1	Robin Vora
Director At-Large #2	Gen Hubert

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

Staff present: Todd Peplin, Program Lead/Planner; Erin Kilcullen, General Manager, Thomas Bennett, Conservation Technician

Agency attendees: Lars Santana, NRCS, Scott Duggan, OSU Extension, Theresa Debardeleben, ODA, Stephanie Payne, NRCS, Victoria Fischella, JSWCD

Other attendees: Jared Hertzler - Landowner

### Order of business:

1. Call to Order & Introductions: The meeting was called to order at 9:03 a.m.; all attendees introduced themselves.
2. Public Comments: No public comments.
3. Stephanie Payne: Stephanie is the Small Farms and Organic Specialist for NRCS. She is working on submitting a Conservation Implementation Strategy (CIS), which will provide possible funding opportunities for small and organic farmers in the Deschutes Basin. There was an application period for landowners to apply to receive funds for NRCS organic farming and high tunnel initiatives. There is a possibility for another application period to become available in mid-April. Stephanie presented information of her role and these opportunities to answer any questions the board or employees may have and if the DSWCD has any interest in assisting with this program. It is unclear what DSWCD role would be, but could assist with outreach to landowners and possible funding for project implementation in the future. Erin will remain in contact with Stephanie as to our districts capacity to assist with this program.
4. Agency Reports:
  - a. Lars Santana: Lars presented information and a map of the Joint Chiefs (Buttes to Basins) proposal that was just awarded. It was one of 8 proposals nationwide to be accepted. This project includes \$13 million over a three year period. This project includes many partners including USFS, ODFW, Project Wildfire, DSWCD, and others. DSWCD was budgeted approximately \$200,000 over a three year period to contribute to the project. The application process for landowners to enroll with the Buttes to Basin project will be mid-April with funding to begin shortly after that. There is also \$400,000 available for

private landowners to implement projects through the NRCS Forestry CIS within the boundaries of the Joint Chiefs project.

- b. Scott Duggan: Scott gave an update for his work with OSU extension. He is working on a livestock publication for small farmers and a handout for this will be available soon. He is also working on a pasture calendar project for the NW. This provides details on steps to take for your pasture every month of the year. He has been receiving a large amount of questions and comments from new landowners that have recently moved to central Oregon.
- c. Theresa Debardeleben: Theresa is the water quality specialist for ODA. She explained that ODA is experiencing large budget cuts. No employees are being let go, but appointed to different roles. The Upper Deschutes Watershed will have a Strategic Implementation Area (SIA) designated for either the La Pine or Little Deschutes Area in 2021. This will be a compliance evaluation and grant opportunity for DSWCD to work with landowners on enhancing their land for agriculture water quality management.

5. Board Organization:

- a. William Kuhn read his oath of office and was sworn in as the Board Director of Zone 2 for Deschutes SWCD for a four year term.
- b. Jeff Rola read his oath of office and was sworn in as the Board Director of Zone 3 for Deschutes SWCD for a four year term.
- c. Andrew Aasen read his oath of office and was sworn in as the Board Director of Zone 5 for Deschutes SWCD for a four year term.
- d. Robin Vora read his oath of office and was sworn in as an At Large #1 Board Director for Deschutes SWCD for a four year term.
- e. Our board has been discussing changing board official positions every biennium starting in January 2021. Erin and the board members presented their opinions of what each position entails, time spent in the position, and their support for two board chairs. William volunteered to remain a board chair. Gen and Robin volunteered to become the other board chair.

**Motion #1 was made by Jeff Rola to nominate William Kuhn as Co-Chair #1.** There were no objections. Roll call: unanimous approval.

**Motion #2 was made by Leslie Clark and seconded by Jeff Rola to nominate Gen Hubert as Co-Chair #2.** There were no objections. Roll call: unanimous approval.

**Motion #3 was made by Jeff Rola and seconded by Robin Vora to nominate Susan Altman as the Secretary.** There were no objections. Roll call: unanimous approval.

**Motion #4 was made by Susan Altman and seconded by Jeff Rola to nominate Leslie Clark as Treasurer.** There were no objections. Roll call: unanimous approval.

- f. Board committee members: Erin asked the board if there is a need currently to create committee members or if this will occur as needed. There is currently no need for new committee members, but can be discussed as the need arises. Jeff will be stepping back as the direct manager of Erin.

6. Manager's Report: See Exhibit A.

7. Treasurers Report: See Exhibit B.

Erin continues to work with Rebecca Sather and Leslie to streamline our finances, books, and reports to present at board meetings.

- a. **Motion #5 was made by Leslie Clark and seconded by Jeff Rola to receive the Treasurers report.** Roll call: unanimous approval.

8. Approval of Meeting Minutes: Erin has changed an edit that Gen pointed out to change access to assess on page 2.

- b. **Motion #6 made by Gen Hubert, seconded by Jeff Rola to approve the December regular board meeting minutes.** Rollcall vote: unanimous approval.

8. Action Items:

- a. Grant Resolution: NACD Urban Agriculture Conservation Grants: Erin is working with the Environmental Center to submit a grant application to accomplish two main goals. The first would be to create a

training webinar or in person for teachers within Deschutes County and provide assistance with school gardens. The second part of this project would be to work with high school students to educate them on irrigation in central Oregon and the new piping projects that are occurring. These kids would assist with seeding and planting projects along these piped canals.

**Motion #7 made by Jeff Rola, seconded by Robin Vora to approve Erin Kilcullen to create a resolution to apply for the NACD Urban Agriculture Grant.** Rollcall vote: unanimous approval.

- b. SDAO Annual Conference and trainings and Board Questionnaire: Erin wanted to remind the Board about the dates for the SDAO annual conference on February 3<sup>rd</sup> and 4<sup>th</sup> as well as the Board and employee trainings from February 19 – 26, 2021. Gen found that SDAO was offering a board questionnaire for all board members to fill out on their own time and SDAO would provide follow up information for a possible need for a board assessment training. Everyone agreed that this should be done and is a great opportunity to enhance our board and district and possibly get back on the SDAO liability insurance.
- c. Policy Review: Erin would like to get any final edits from the board by the February meeting and get everyone to sign the Districts new policy handbook. Erin will work with Robin to highlight and present changes at the February meeting.

#### 9. Grant Updates:

- a. NRCS TA grant – The district was granted an extension to February 26, 2021 to utilize these funds. Todd presented his success story on the landowners that received forestry implementation assistance in the La Pine area. Erin is assisting Lars Santana to create a mailing list, letter template, flyer, and presentations to outreach to landowners within the forestry CIS and Joint Chiefs Area Boundaries to provide education on funding opportunities to complete forestry projects.
- b. NACD Grant – Todd and Tom have been making great headway on this project. They have been working with Swalley irrigation district and landowners along the Rogers’ ditch. Todd is beginning to work with Tumalo irrigation district to assist with on farm management for the landowners that live along the Allen ditch piping project.
- c. OWRD Lundy Feasibility study – Landowners are finishing up their on farm assessments and Black Rock consulting still has some finalized surveying to complete and develop alternatives for landowners.
- d. RCPP with Three Sisters Irrigation. There has not been much work done on this RCPP. Todd has been working with OSU Extension to administer IWM in the county. He is working to develop detailed IWM plans and workshops for the county over the next five years. He has outlined problems, goals, objectives, and is working to have an estimated budget for Erin by next week. Mylen Bohle at OSU extension will be retiring in the spring and there is no evidence of his role being filled. Todd would like our district to take over a portion of that role to track water in streams and work with the water quality and quantity occurring in the county through IWM.
- e. ODA Capacity report: Erin has been working with the financial tracking for this grant and has found that our district has money to utilize by the grant deadline of July 31, 2021. She has discussed this with Sandi Hiatt and Theresa of ODA of how we are able to spend these funds. We are able to utilize these funds to implement on the ground projects. Erin and Todd are working to finalize these plans.

#### 10. Directors’ Reports

- a. Susan had to leave the meeting at 10: 15.
- b. Jeff has been working with OACD to change the director eligibility at a state level. NACD has their virtual annual meeting next month. His property is on the Allen ditch that is getting piped and he no longer has a point of diversion from the pipe and hopes that Tumalo Irrigation District will help with this.
- c. Leslie discussed and presented maps and information about the 2.5 mile piping project that is currently underway in the Smith Rock Area. She is confident that COID and DRC will be awarded the RCPP grant they recently submitted. DSWCD would be a partner on this grant for the on farm piece of the grant.
- d. Robin has been attending the Sage Grouse LIT committee meetings. They are working on changing project boundaries. He will follow up with Erin about one landowner within the project area.

- e. Andrew had no updates. He is excited to be a part of the board and to take on more responsibility.
- f. DRC is working with COID with on-farm and water marketing projects. There is a dry-year leasing program in Ochoco Irrigation District (Crooked River) that DRC is working on and Tumalo and Three Sisters Irrigation are interested in similar programs. Gen and DRC are also working on grant applications and reports.
- g. William is still working with Deschutes county to emphasize the importance of new wildlife overlay provisions and they could be doing more to protect wildlife during the growth occurring in Central Oregon.

There was a quick discussion on who is able to sign checks with the new director positions.

***Motion #8 was made by Jeff Rola and seconded by Andrew Aasen to create a resolution to allow Gen Hubert, Jeff Rola, William Kuhn, and Leslie Clark to sign checks. Erin will create this resolution and have the board chairs sign.*** Roll call: unanimous approval.

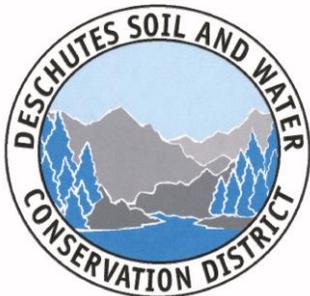
The next regular board meeting will be on February 18, 2021 at 9:00 a.m. Pending Covid-19 status, it will be held via Zoom or a to-be-determined location.

There being no further business, the meeting was adjourned at 12:02 p.m.

*Erin Kilcullen*

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Erin Kilcullen, General Manager



**DESCHUTES COUNTY SOIL & WATER CONSERVATION DISTRICT**

Board of Directors Meeting – January 21, 2021

Meeting location: via Zoom

**Addendum: Motions of the Board Meeting – January 21, 2021**

Motions made:	Vote result
<b><i>Motion #1 was made by Jeff Rola to nominate William Kuhn as co-chair #1. There were no objections. Roll call: unanimous approval.</i></b>	Unanimous approval
<b><i>Motion #2 was made by Leslie Clark and seconded by Jeff Rola to nominate Gen Hubert as co-chair #2. There were no objections.</i></b>	Unanimous approval
<b><i>Motion #3 was made by Jeff Rola and seconded by Robin Vora to nominate Susan Altman as the Secretary. There were no objections.</i></b>	Unanimous approval
<b><i>Motion #4 was made by Susan Altman and seconded by Jeff Rola to nominate Leslie Clark as Treasurer. There were no objections.</i></b>	Unanimous approval
<b><i>Motion #5 was made by Leslie Clark and seconded by Jeff Rola to receive the Treasurers report.</i></b>	Unanimous approval
<b><i>Motion #6 made by Gen Hubert, seconded by Jeff Rola to approve the December regular board meeting minutes.</i></b>	Unanimous approval
<b><i>Motion #7 made by Jeff Rola, seconded by Robin Vora to approve Erin Kilcullen to create a resolution to apply for the NACD Urban Agriculture Grant.</i></b>	Unanimous approval
<b><i>Motion #8 was made by Jeff Rola and seconded by Andrew Aasen to create a resolution to allow Gen Hubert, Jeff Rola, William Kuhn, and Leslie Clark to sign checks. Erin will create this resolution and have the board chairs sign.</i></b>	Unanimous approval

Exhibit A: Managers Report:

**Manager's Report**  
**December 17, 2020 – January 21, 2021**

As the general manager, I submit the following:

1. I have submitted the quarterly reports for the NACD and Capacity Grants.
2. I am working on two grant applications: Bureau of Reclamation WaterSMART Cooperative Watershed Management Program Phase I and the Urban and Community Grant Opportunity through NACD. For the Bureau of Reclamation Grant, I have met and spoke with contractors to assist with the project in Indian Ford Watershed. For the urban and community grant opportunity, I am working with the Environmental Center.
3. I am working to begin the process of compiling a mailing list for our District and update our Rural Living Handbook.
4. The Report in Lieu of Audit report has been sent.
5. I am working to get the district a new Bond.
6. I attended the Prineville LIT meeting. I am working to determine how our district can provide assistance to this effort (funding, support, assistance with landowner engagement)
7. I am working to complete a renewal application for our NACD Grant to receive additional funds for 2021-2022.
8. I am assisting Lars with the Forestry CIS to compile a mailing list, create a flyer, develop a letter template, and a presentation for project wildfire and the local working group.
9. I met with Sandi Hiatt and Theresa Debardeleben to discuss the spending of our remaining capacity funds.

Thank you all for your assistance to the District.

Erin Kilcullen

## Exhibit B: Treasurers Report

**Deschutes County SWCD  
Board Meeting Report  
December 1, 2020 to December 31, 2020**

**Grant Monies Received this Month:**

CO Tri-County TA Project 219-9001-16734	\$ 4,045.18
	\$ -
	\$ -
	\$ -
	\$ -
Total Grant Monies In	<u>\$ 4,045.18</u>

**Expenses:**

Payroll & Taxes	\$ 8,929.44
Personnel	\$ 727.52
Office	\$ 293.49
Utilities	\$ 722.00
Mileage	\$ 158.70
Contracted Services	\$ 2,667.50
Other:	\$ 69.00
Rents	\$ 69.00
Dues	\$ -

Total Expenses \$ 13,567.65

**Checking Account Balance EOM:** \$ 84,910.36

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Accrual Basis

**Deschutes Soil & Water Conservation District**  
**Profit & Loss**  
**July through December 2020**

	Jul - Dec 20
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
11000 · COVID CARES ACT	
11001 · Grant Income	15,500.00
<b>Total 11000 · COVID CARES ACT</b>	<b>15,500.00</b>
20000 · Other Sources of Income	
20001 · Workshop Income	398.00
<b>Total 20000 · Other Sources of Income</b>	<b>398.00</b>
3000 · ODA - DO	
3001 · Grant Income	24,994.75
<b>Total 3000 · ODA - DO</b>	<b>24,994.75</b>
4000 · ODA - SOW	
4001 · Grant Income	58,320.00
<b>Total 4000 · ODA - SOW</b>	<b>58,320.00</b>
5000 · OWRD - TOWER	
5001 · Grant Income	6,586.43
<b>Total 5000 · OWRD - TOWER</b>	<b>6,586.43</b>
7000 · OWEB - SIA	
7001 · Grant Income	15,402.10
<b>Total 7000 · OWEB - SIA</b>	<b>15,402.10</b>
8000 · NACD - TA	
8001 · Grant Income	83,565.00
<b>Total 8000 · NACD - TA</b>	<b>83,565.00</b>
9000 · NRCS - TA	
9001 · Grant Income	27,924.19
<b>Total 9000 · NRCS - TA</b>	<b>27,924.19</b>
<b>Total Income</b>	<b>232,690.47</b>
<b>Gross Profit</b>	<b>232,690.47</b>
<b>Expense</b>	
10200 · OWRD - BOLTON Expenses	
10202 · Contracted Services	95.00
<b>Total 10200 · OWRD - BOLTON Expenses</b>	<b>95.00</b>
11200 · COVID CARES ACT Expense	
11201 · Salary, Wages & Benefits	5,611.86
11202 · Education	189.00
11203 · Internet & Telephone	982.00
11204 · Dues & Subscriptions	149.90
11205 · Office	695.96
11206 · Rents	250.40
<b>Total 11200 · COVID CARES ACT Expense</b>	<b>7,879.12</b>
3200 · ODA - DO Expenses	
3201 · Salary, Wages & Benefits	18,155.14
3202 · Contracted Services	1,855.00
3204 · Materials & Supplies	198.34
3205 · Admin	487.45
3200 · ODA - DO Expenses - Other	1,912.79
<b>Total 3200 · ODA - DO Expenses</b>	<b>22,608.72</b>
4200 · ODA - SOW Expenses	

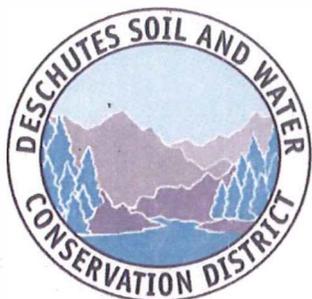
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Accrual Basis

**Deschutes Soil & Water Conservation District**  
**Profit & Loss**  
**July through December 2020**

	Jul - Dec 20
4201 · Salary, Wages & Benefits	3,598.25
<b>Total 4200 · ODA - SOW Expenses</b>	<b>3,598.25</b>
5200 · OWRD-TOWER Expenses	
5201 · Salary, Wages & Benefits	122.09
5202 · Contracted Services	2,945.00
<b>Total 5200 · OWRD-TOWER Expenses</b>	<b>3,067.09</b>
6200 · OWRD - LUNDY Expenses	
6201 · Salary, Wages & Benefits	171.35
6202 · Contracted Services	852.50
<b>Total 6200 · OWRD - LUNDY Expenses</b>	<b>1,023.85</b>
62800 · GRANT EXPENSE - ODA	
Travel / Mileage	1,505.37
<b>Total 62800 · GRANT EXPENSE - ODA</b>	<b>1,505.37</b>
66000 · PERSONNEL	
Medical Insurance	5,092.64
Payroll Expense	
Insurance Stipend	1,242.54
Payroll	0.00
Payroll Taxes	3,665.53
<b>Total Payroll Expense</b>	<b>4,908.07</b>
<b>Total 66000 · PERSONNEL</b>	<b>10,000.71</b>
7200 · OWEB - SIA Expenses	
7201 · Salary, Wages & Benefits	1,892.93
7202 · Contracted Services	685.00
<b>Total 7200 · OWEB - SIA Expenses</b>	<b>2,577.93</b>
8200 · NACD - TA Expenses	
8201 · Salaries, Wages & Benefits	707.13
<b>Total 8200 · NACD - TA Expenses</b>	<b>707.13</b>
9200 · NRCS - TA Expenses	
9201 · Salary, Wages & Benefits	10,431.94
9204 · Grant/ Admin/ Indirect	2,629.67
9200 · NRCS - TA Expenses - Other	1,465.12
<b>Total 9200 · NRCS - TA Expenses</b>	<b>14,526.73</b>
<b>Total Expense</b>	<b>67,589.90</b>
<b>Net Ordinary Income</b>	<b>165,100.57</b>
<b>Net Income</b>	<b>165,100.57</b>



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

Resolution # 2021 – 2

A Resolution Authorizing Gen Hubert, William Kuhn, Jeff Rola, and Leslie Clark to have authority to sign checks.

**Whereas** by unanimous agreement of the full board of the Deschutes Soil and Water Conservation District directors; therefore,

**Be It Resolved** that on January 21, 2021 the directors unanimously voted to approve Gen Hubert (Co-Chair), William Kuhn (Co-Chair), Jeff Rola (Zone 3 Director), and Leslie Clark (Treasurer) authority to sign checks in regard to the Deschutes Soil and Water Conservation District. Each check will require signatures from two of these 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

*William John Kuhn 20210122*

William Kuhn  
Co-Chair of the Board of Directors  
Deschutes County Soil & Water Conservation District

*Gen Hubert*

Gen Hubert  
Co-Chair of the Board of Directors  
Deschutes County Soil & Water Conservation District

**STAFF**

Erin Kilcullen  
General Manager

Todd Peplin  
Programs/Planner Lead

Thomas Bennett  
Conservation Technician

**CONTACT**

DESCHUTES SWCD  
625 SE Salmon Ave, Suite 7  
Redmond, OR 97756  
SWCD Phone: 541-923-2204

Date of Board Action: January 21, 2021



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

Resolution # 2021 – 1

A Resolution Authorizing to commit Erin Kilcullen to the financial and legal obligations associated with the receipt of a financial assistance award under this NACD Urban Agriculture Conservation Grants FY2021.

**Whereas** by unanimous agreement of the full board of the Deschutes Soil and Water Conservation District directors; therefore,

**Be It Resolved** that on January 21, 2021 the directors unanimously voted to approve Erin Kilcullen, acting in her duties as the General Manager of the Deschutes Soil and Water Conservation District is the official with legal authority to enter into an agreement with NACD. The board of directors has reviewed and supports the application submitted and that the applicant will work with NACD to meet established deadlines for entering into a grant or cooperative agreement.

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

William John Kuhn 20210122

William Kuhn  
Co-Chair of the Board of Directors  
Deschutes County Soil & Water Conservation District

Gen Hubert

Gen Hubert  
Co-Chair of the Board of Directors  
Deschutes County Soil & Water Conservation District

**STAFF**

Erin Kilcullen  
General Manager

Todd Peplin  
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**CONTACT**

DESCHUTES SWCD  
625 SE Salmon Ave, Suite 7  
Redmond, OR 97756  
SWCD Phone: 541-923-2204

Date of Board Action: January 21, 2021