

DESCHUTES COUNTY SOIL & WATER CONSERVATION DISTRICT

Board Meeting Minutes – September 16, 2021

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, Leslie Clark, Robin Vora, William Kuhn, Andrew Aasen

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

Agency attendees: Lars Santana, NRCS, Theresa DeBardelaben, ODA

Other attendees: None

Order of business:

1. Call to Order & Introductions: The meeting was called to order at 9:01 a.m.; all attendees introduced themselves.
2. Public Comments: None.
3. Agency Reports:
 - a. Lars Santana: The MOA and Cooperative Agreement needs to be reviewed and signed by our Board Chair, William Kuhn. There have been no major changes to the previous MOA. It discusses the use of federal computers, shared office space, and use of NRCS vehicles by SWCD employees for assisting NRCS in their objectives. NRCS is wrapping up their fiscal year.
 - b. Theresa DeBardelaben: ODA was able to fund all the positions they sought after. Also, two additional positions are being funded that include a staff member assigned to assist Districts with the SIA workload and a soil health position that is funded through NRCS. On September 28, Theresa will be hosting a planning meeting for the upcoming Strategic implementation Area (SIA) grant opportunity for DSWCD. The Grant application is due in January 2022 and the grant award would be given in March or April 2022. This SIA includes \$100,000 for technical assistance and \$25,000 for monitoring. The area of interest is to access water quality and riparian vegetation on agricultural lands in the Upper Deschutes and Little Deschutes.
4. Grant Updates
 - a. Grant Updates: Erin has hired an intern, Emma Zuber. Emma started on August 30, 2021. Emma has been working to design a new website for the District and uplift our social media and Manure Exchange Program. Erin and Emma have been working on the Urban Agriculture Grant with The Environmental Center. A second mailing to 52 schools has been sent out for a RSVP response for the soil health

workshop that will be held in Redmond on October 13, 2021. Erin, Emma, and partners are holding working meetings weekly to finalize this workshop. The District was awarded the WaterSmart Grant through the Bureau of Reclamation to create a Watershed Group in the Indian Ford Watershed and begin to complete assessments on the creek. Erin has started the process of the coordination of this grant and will find out more details in September or October. The District continues to meet with COID, DRC, NRCS, and Crook SWCD to collaborate efforts and funding towards the new Smith Rock RCPP. The District in collaboration with DRC and COID have been awarded \$1.45 million of the counties ARPA funds to implement irrigation efficiency projects. Erin and DRC have meet with the County and is awaiting a contract for this grant award. The OWRD Lundy Ditch grant has been completed. Todd and Erin will be working to submit a restoration grant with OWRD or OWEB for implementation of the design. Arnold Irrigation District has hired Steve Johnson as the new District Manager. AID would like to get this pipeline installed to highlight the outcomes and benefits to other landowners. Todd is working with NRCS on signing up landowners for the Joint Chiefs funding opportunity to implement forest health projects. Todd has been communicating with landowners, performing site visits, and providing planning assistance. The Districts capacity Grant is extended until December 2021 or until the projects are completed. The remaining funds are being used to pipe a property in TSID from Whychus Creek. Another project is switching a landowner in COID from flood to sprinkler. This property currently flood irrigates, and their water flows back into the COID canal. Also, Erin will be using some of these remaining funds to plant pollinator gardens at schools and parks in Bend. The ODA Capacity grant for the 21-23 biennium has begun and the District is utilizing those funds. Tom is working with landowners and COID to provide technical assistance and Irrigation water management plans for their properties. There are 4 landowners that are being signed up for EQIP contracts through the RCPP. Tom is also working with Baxter from COID on a private lateral assessment. This is occurring in COID due to the amount of funding available there.

5. Action Items:

- a. Website: Erin would like to switch our Website company from Wix to Streamline. Streamline is more user friendly and ADA compliant. Emma has been working on developing the new website and Erin would like this new website to go live starting in October 2021.
Motion #1 made by Gen Hubert, seconded by Susan Altman to shift the Districts website company from Wix to Streamline at \$50/month. Rollcall vote: unanimous approval.
- b. Document storage for the District: Due to COVID-19, staff members are working from home and don't have access to all documents and files in the office on a regular basis. Erin would like to have an online platform that can be used by staff members to store, share, and access documents. There was talk about using office 365 or Dropbox. Erin will research these options in more detail and provide options and pricing to the Board at the October meeting.
- c. Tablet and Avenza Pro for the District: Tom has discussed with Erin the need for a new tablet for the District and purchasing Avenza Pro to utilize as field work begins to ramp up. Erin will research the cost for a tablet and Avenza Pro and provide more information to the Board at the October meeting.
- d. DEQ comment letter for call to action on the climate protection program: OACD has sent a request for SWCD to submit a letter that supports their concern. The main concern with the Climate Protection Program is that it excludes sequestration in natural and working lands under the Community Climate Investments (CCI) portion of the program. This type of project should be included. Robin had some concerns about the Oregon Community Climate Investments Program providing funding for work that would likely happen anyway, may already be supported by existing government programs, and not necessarily make a significant added contribution to amelioration of climate change.

Motion #2 was made by Susan Altman, seconded by William Kuhn to support the OACD request to send a letter to the Oregon Department of Environmental Quality to support including carbon sequestration in the rulemaking language. Rollcall vote: approval by 5 board members, opposed by Robin Vora. Motion passed.

- e. Broaden District Programs: Robin would like to have regular discussions on how the District is working in conjunction with the Long-Range Plan and can begin to obtain additional grants working with weed management, habitat and wildlife projects, and others. Erin discussed information that she has heard from her meeting with Ed Keith about pursuing weed projects. Susan thinks that it would be beneficial to connect with the County on their wildlife inventory project. Gen recommended connecting with HDEFA about farm to table projects. Erin and Emma will be working to perform additional outreach to landowners to perform wildlife and habitat restoration projects. The board would like to discuss new program development in future meetings.
- f. Annual Raises/Compensation: Erin has been researching wage compensation for SWCD positions throughout the state. She presented the information that she has found to the Board. Eric Nusbaum from ODA sent a table that shows SWCD's salaries for various positions from 2018-2019. This table also distinguished SWCD that are a tax base and ones that are not. Also, the Oregon Employment Department did some research and sent Erin a table that outlines salaries for a District Manager, Lead Planner, and Conservation Technician. Erin and Todd have worked together to update and finalize Todd's position description. Erin feels as though Todd's current salary represents a conservation technician when Todd is a Lead Planner. The board recognizes that Erin is fighting for her employees wages.

Erin has worked on developing a grant projection and salary spreadsheet to present to the Board. She outlined all the personnel dollars available for each grant and each employees' total salaries that include health insurance, retirement, and employer taxes. The salaries she presented included the raises that she would like to see for Todd, Tom, and herself. After these raises there is \$30,000 available. Erin would like to hire a part time temporary employee but would like to wait until the SIA is secured.

Motion #3 was made by Leslie Clark, seconded by Gen Hubert to approve the raises as presented. Erin's salary would increase from \$60,000 to \$65,000; Todd's salary would increase from \$42,000 to \$50,000; and Tom's hourly rate would increase from \$20/hour to \$25/hour. These raises would start with hours worked in October and will be presented in their October paycheck. Rollcall vote: unanimous approval.

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.

Motion #4 made by Susan Altman, seconded by Leslie Clark to receive the Treasurers report. Rollcall vote: unanimous approval.

8. Approval of Meeting Minutes:

Motion #5 made by Susan Altman, seconded by Robin Vora to approve the August 19, 2021, board meeting minutes. Rollcall vote: unanimous approval.

9. Directors' Reports
 - a. Gen Hubert: Gen continues to work with partners on projects and continuing to do great work.
 - b. Susan Altman: The planning commission has been discussing the rural ADU's. Susan brought up how these ADU's will put more pressure on our water sources and that needs to be more closely examined. There is no update on the natural resource position. Susan will work with Emma on the Pasture Exchange Program.

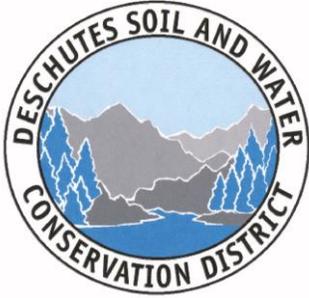
- c. Leslie Clark: Leslie continues to work with DRC on projects. COVID is shutting their water off on October 1st. Construction will be starting on Smith Rock/Kings way. The pipe is there and ready to install. The G-4 lateral, and on-farm projects will be installed this winter. Parametrix engineering will be performing a full environmental assessment on the main canal.
- d. Robin Vora: Robin reported that a conservation district in northeast Minnesota gets state funding through the county to work to reduce invasive aquatic species through awareness, water monitoring, watercraft inspections and bait disposal bins.
- e. Andrew Aasen: Andrew has seen a substantial change in the landscape at his property. A quarter of sagebrush has died. There is less people and less water there. The Juniper is doing great. He is interested in learning more about the 20-25% of wells that are going dry in South County, Tumalo, and Alfalfa.
- f. William Kuhn: William appreciates everyone and their input at these meetings.

The next board meeting will be on October 21, 2021, at 9:00 a.m. This meeting will be held via Zoom if the mask mandate is in place.

There being no further business, the meeting was adjourned at 12:17 p.m.

Erin Kilcullen

Erin Kilcullen, General Manager



DESCHUTES COUNTY SOIL & WATER CONSERVATION DISTRICT
 Board of Directors Meeting – September 17, 2021
 Meeting location: via Zoom

Addendum: Motions of the Board Meeting – September 17, 2021

Motions made:	Vote result
<p><i>Motion #1 made by Gen Hubert, seconded by Susan Altman to shift the Districts website company from Wix to Streamline at \$50/month. There were no objections.</i></p>	<p>Unanimous approval</p>
<p><i>Motion #2 was made by Susan Altman, seconded by William Kuhn to support the OACD request to send a letter to the Oregon Department of Environmental Quality to support including carbon sequestration in the rulemaking language. Robin objected.</i></p>	<p>5 board members approved, 1 board member opposed. Motion was approved.</p>
<p><i>Motion #3 was made by Leslie Clark, seconded by Gen Hubert to approve the raises as presented. Erin’s salary would increase from \$60,000 to \$65,000; Todd’s salary would increase from \$42,000 to \$50,000; and Tom’s hourly rate would increase from \$20/hour to \$25/hour. These raises would start with hours worked in October and will be presented in their October paycheck. There were no objections.</i></p>	<p>Unanimous approval</p>
<p><i>Motion #4 made by Susan Altman, seconded by Leslie Clark to receive the Treasurers report. There were no objections.</i></p>	<p>Unanimous approval</p>
<p><i>Motion #5 made by Susan Altman, seconded by Robin Vora to approve the August 19, 2021, board meeting minutes. There were no objections.</i></p>	<p>Unanimous approval</p>

Exhibit A:

Manager's Report
August 19, 2021 – September 16, 2021

As the general manager, I submit the following:

1. I have been participating in the technical and communication subcommittees of the Deschutes basin water collaborative (DBWC) to determine next steps in outreach and implementation for the group.
2. I have been working with Oregon Department of Agriculture to complete the 2019-2021 Capacity Grant.
3. I have been working with AIG to set up retirement contributions for Todd and me.
4. I have developed a budget projection spreadsheet to present to the Board for pay raise scale and cost of living adjustment approval.
5. I continue to work with Rebecca to continue to improve the Districts books.
6. Todd, Tom, and I continue to work with Deschutes river conservancy and Central Oregon Irrigation District on next steps and how we can collaborate our efforts and funding sources for the RCPP in Smith Rock Way. We are meeting monthly at this point while we wait to hear about exact funding amounts for project implementation.
7. Todd, Tom, and I have been working on developing an application and prioritization process for landowners to use for ARPA Projects.
8. I have met with the County to determine next steps regarding the ARPA funding. The County is developing a contract for signature and details of disbursement of the funds. I have requested that the District receive \$375,000 to manage for projects throughout the County.
9. I have been working on the Urban Agriculture Grant workshop and pollinator component. The Soil Health Workshop will be held on October 13, 2021.
10. Our intern, Emma has started on Monday August 30, 2021. We have filled out her paperwork and she has started on designing our new website and posting on social media.
11. I have completed the SIA monitoring report for Indian Ford. I am working with one landowner to perform a fall seeding on his property.
12. I have met with Gen and William to perform my annual employee evaluation.
13. I have performed annual employee evaluations with Todd and Tom.
14. I attended the SDAO Board and Management training virtually.
15. Ed Keith and I met to discuss weed grant/project opportunities for the District.

Thank you all for your assistance to the District.

Erin Kilcullen

Exhibit B: Treasurers Report

**Deschutes County SWCD
Board Meeting Report
August 1st, 2021 Through August 31st, 2021**

Grant Monies Received this Month:

OWRD Lundy Ditch	\$ 1,665.75
NRCS TA	\$ -
SDAO Intern	\$ -
	\$ -
	\$ -
Total Grant Monies In	<u>\$ 1,665.75</u>

Expenses:

Payroll & Taxes	\$ 12,169.56	
Personnel	\$ 661.82	
Office	\$ 5.25	DD fees
Utilities	\$ 63.35	Consumer Cellular
Mileage/Travel	\$ 394.24	
Other: Constructed Services	\$ 5,225.00	Black Rock, Environmental Cente
Professional Fees	\$ 315.00	Cascade Country
Rents	\$ 527.52	
Materials & Supplies	\$ 79.57	Office Supplies
Total Expenses	<u>\$ 19,441.31</u>	

Checking Account Balance EOM: \$ 54,841.95

Notes for Month:

2:02 PM

Deschutes Soil & Water Conservation District
Profit & Loss
August 2021

09/08/21

Accrual Basis

	Aug 21
Ordinary Income/Expense	
Expense	
12200 · NACD Urban Ag Expenses	
12201 · Salary, Wages, Benefits	1,068.73
12202 · Contracted Services	330.00
Total 12200 · NACD Urban Ag Expenses	1,398.73
13200 · ODA DO 21-23 Expenses	
13201 · Salary, Wages, Benefits	1,723.48
13203 · Travel	150.08
13204 · Materials/Supplies	79.47
13205 · Other	1,524.55
Total 13200 · ODA DO 21-23 Expenses	3,477.58
14200 · ODA SOW 21-23 Expenses	
14201 · Salary, Wages, Benefits	1,781.21
14203 · Travel	66.64
Total 14200 · ODA SOW 21-23 Expenses	1,847.85
6200 · OWRD - LUNDY Expenses	
6201 · Salary, Wages & Benefits	2,015.11
6202 · Contracted Services	4,895.00
Total 6200 · OWRD - LUNDY Expenses	6,910.11
8200 · NACD - TA Expenses	
8201 · Salaries, Wages & Benefits	6,347.42
8203 · Travel	310.80
8204 · Admin	447.35
Total 8200 · NACD - TA Expenses	7,105.57
9200 · NRCS - TA Expenses	
9201 · Salary, Wages & Benefits	516.70
Total 9200 · NRCS - TA Expenses	516.70
Total Expense	21,256.54
Net Ordinary Income	-21,256.54
Net Income	-21,256.54