



DESCHUTES COUNTY SOIL & WATER CONSERVATION DISTRICT

Board Meeting Minutes – May 19, 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, Jeff Rola, Susan Altman

Staff present: Todd Peplin, Lead Planner; Erin Kilcullen, General Manager

Agency attendees: Lars Santana, NRCS District Conservationist

Other attendees: Brian Lepore, public, Eric Nusbaum, ODA, Ben Gordon, Central Oregon Land Watch (COLW)

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: Brian Lepore is running for House District 55 position and the At Large #2 Seat with the DSWCD. He can run for both positions because the DSWCD is a volunteer position.
3. Skyline Forest Discussion with Ben Gordon from COLW: Ben is the Executive Director of COLW, and their organization has started a campaign to bring awareness and education to the public about the details of Skyline Forest. Skyline Forest is 33,000 acres of private forest land located between Bend and Sisters. It is owned by a Chinese based company and is for sale for \$127 million. In the 2000’s Deschutes Land Trust tried to raise money to purchase this land but were unable to raise the money in time. This forested land is an especially important conservation area for water quality, water quantity, forest health, mule deer winter range habitat, and other resource concerns. COLW goals at this moment it to ensure the protection of this land by a single buyer to not allow future development to occur. William is concerned about fences being built in this area, which have negative effects on Mule Deer. Susan was wondering what Ben was asking the District for regarding this topic. COLW would like assistance from organizations to determine public awareness and education, who the buyer will be, and management of the land. The community is coming together to acquire funding to purchase this property. Susan thinks that reaching out to the County Commissioners about the eligibility of development and putting a stop to destination resorts. This was a great discussion, and the District will discuss this at future meetings to see what and how the District can assist in this effort. Deschutes SWCD does have bonding and taxing authority to purchase land. The Board would like to learn more about the ability of the District to develop

easements on property. Erin will reach out to Yamhill SWCD for more information about how that process works.

4. Agency Reports:
 - a. Lars Santana: Staff is busy assisting Sherman and Wasco County. They are working on the RCPP in the Smith Rock area on irrigation projects. NRCS is working with ODF on the Joint Chiefs project. There will be new sign ups in the fall for 2023 contracts. The TSID RCPP expires in September and there are IWM deliverables for DSWCD to complete. The District would like to see a tri-county meeting in the future.
 - b. Theresa DeBardelaben: Eric gave an update for ODA. Theresa has taken a term position with OWEB as their Drought Program Specialist. ODA has lost an additional 3 employees and they are seeking to fulfill these positions. Karin Stutzman is the new SWCD program lead and will be assisting Erin with the new SIA. ODA has applied for \$60 million for a climate change grant. This money would be available for SWCD's and will find out if ODA is awarded this money in late summer or fall.
5. Treasurers Report: See Exhibit A: Eric thinks that the District should include a balance sheet to show the cash transactions and the amount of money in the bank. Erin will work with Eric and Rebecca on this.

Motion #1 made by Jeff Rola, seconded by Susan Altman that the board has received the presented Treasurers reports for April 2022. Rollcall vote: unanimous approval. Andrew Aasen was not present.
6. Approval of Meeting Minutes: Board Directors can still approve minutes if they were not present at the meeting.

Motion #2 made by Susan Altman, seconded by Gen Hubert to approve the April 21, 2022 board meeting minutes as presented with edits. Rollcall vote: unanimous approval. Andrew Aasen was not present.

Motion #3 made by Jeff Rola, seconded by Susan Altman to approve the January 27, 2022 special meeting minutes. Rollcall vote: unanimous approval. Andrew Aasen was not present, and Robin Vora abstained from voting.
7. Program Updates: See Exhibit B.
8. Manager's Report: See Exhibit C. Erin also had her annual performance review with Gen and William the day before and it went very well. It was a great discussion.
9. Action Items
 - a. Annual Meeting Date Resolution: See Exhibit D: Erin would like to do a field tour for the Districts Annual Meeting.

Motion #4 made by Leslie Clark, seconded by Gen Altman to approve the resolution 22-1 that states that the annual meeting will be held on Thursday June 16th, 2022 at the COID office at 9 am with a field tour and lunch to follow. Rollcall vote: unanimous approval. Jeff Rola, Susan Altman, and Andrew Aasen were not present.
 - b. OACD Dues: Due to time constraints, the District will discuss this at the July Board meeting.
 - c. Staff annual raises: Erin developed a budget sheet showing the available personnel funding available for staff's time for the remainder of 2022 and 2023. She budgeted in a 5% raise for all staff members and Emma's new hourly rate being raised to \$20/hour. The Cost-of-Living Adjustment has been raised to 5.9%. William suggested that staff members receive a 6% raise.

Motion #5 made by Gen Hubert, seconded by Susan Altman that Erin, Todd, and Tom will receive a 6% raise and Emma will be given a raise to \$20/hour. These raises will take effect in the new fiscal year, July 1, 2022. Rollcall vote: unanimous approval. Andrew Aasen and Jeff Rola were not present.
10. Tax Base: Eric Nusbaum from ODA joined our board meeting to discuss next steps to pursuing a tax base for the District. The District has established a tax base committee, but they have not had the opportunity to meet. Robin is not in favor of the District pursuing a tax base currently. He believes that the District needs more programs and is not there yet. He does not think that the District should be asking people for more money at this time when people are struggling in Deschutes County. Redmond is under compression, so if the District won, other taxing authorities would make less money. He thinks there is a larger need in Jefferson County and going for a combined tax base. Robin will participate in the committee but will not take the lead. Robin believes

that the Board director qualifications are disproportionate and should be changed. This would be a legislative action.

Eric discussed key factors of becoming a tax base and the timeline for this process. He thinks the earliest that the District should go for this would be 2024. The most successful taxing authority wins occur in the presidential election years. He emphasized the importance of collaborating with staff, board, public, and other conservation organizations and finding their concerns or support. Eric is happy to work with the tax base committee. The District first needs to set up a timetable and plan to outline the obstacles, strengths and weaknesses and then develop a strategic plan. There is a high cost of the District to cover marketing, which Eric can work with Erin and Rebecca to look at available unallocated funds the District has available. Eric believes that the urban population is the targeted audience, and they should understand that conservation throughout the County has positive benefits for the cities.

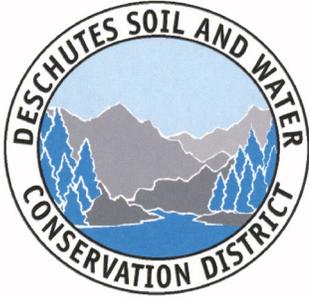
11. Directors' Reports

- a. Gen Hubert: Gen is busy with DRC and working on grant writing and reporting.
- b. Susan Altman: Susan had to leave before the Directors reports.
- c. Robin Vora: No updates. The Road department might be able to hold Board meetings in the future.
- d. Leslie Clark: COID will be curtailing their water in July, which is a surprise to everyone. There have been many challenges to water delivery this year. As new development occurs, these developers oversee paying for piping of canals.
- e. Jeff Rola: Jeff had to leave the meeting before the Directors reports.
- f. Andrew Aasen: Andrew was not present.
- g. William Kuhn: William is happy to be back, but also sad to not still be in Portugal. He is in the middle of a lawsuit with a neighbor. He will not be able to attend the annual meeting.

The next board meeting will be on June 16, 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. This will be the annual meeting and a field tour will follow.

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

Erin Kilcullen, General Manager



DESCHUTES COUNTY SOIL & WATER CONSERVATION DISTRICT
 Board of Directors Meeting – May 19, 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 – May 19, 2022

Motions made:	Vote result
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<p><i>Motion #1 made by Jeff Rola, seconded by Susan Altman that the board has received the presented Treasurers reports for April 2022.</i> There were no objections</p>	<p>Unanimous approval. Andrew Aasen was not present.</p>
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Exhibit A:

**Deschutes County SWCD
Board Meeting Report
April 1st, 2022 to April 30th, 2022**

Grant Monies Received this Month:

	NACD TA GRANT	\$ 3,608.80
	IWM Workshop	\$ 600.00
		\$ -
		\$ -
		\$ -
		<u>\$ -</u>
Total Grant Monies In		<u><u>\$ 4,208.80</u></u>

Expenses:

	Payroll & Taxes	\$ 15,042.71	
	Personnel	\$ 661.82	
	Office	\$ 57.00	DD Fees, Website
	Insurance	\$ -	
	Utilities	\$ 81.93	Consumer Cell
	Mileage/Travel	\$ 724.83	
Other:	Contracted Services	\$ 1,852.50	The Enviromental Center, Kaci R:
	Professional Fees	\$ 590.00	Cascade Country
	Rents	\$ 79.00	Storage
	Service Charge	\$ 2.72	Credit Card
	Materials & Supplies	\$ 165.90	
	Total Expenses	<u><u>\$ 19,258.41</u></u>	

Checking Account Balance EOM: \$ 407,639.72

Notes for Month:

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05/12/22

Accrual Basis

Deschutes Soil & Water Conservation District
Profit & Loss
April 2022

	Apr 22
Ordinary Income/Expense	
Income	
17000 · ARPA Grant	
17001 · Grant Income	375,000.00
Total 17000 · ARPA Grant	375,000.00
18000 · SB 762 - Forestry	
18001 · Income	300,000.00
Total 18000 · SB 762 - Forestry	300,000.00
19000 · BOR - Indian Ford Grant	
19001 · Income	57,191.24
Total 19000 · BOR - Indian Ford Grant	57,191.24
20000 · Western SARE	
20001 · Income	99,982.00
Total 20000 · Western SARE	99,982.00
21000 · SIA - Upper & little Deschutes	
21001 · Income	99,999.00
Total 21000 · SIA - Upper & little Deschutes	99,999.00
22000 · IWM Workshop	
22001 · Income	600.00
Total 22000 · IWM Workshop	600.00
Total Income	932,772.24
Gross Profit	932,772.24
Expense	
12200 · NACD Urban Ag Expenses	
12201 · Salary, Wages, Benefits	0.00
12202 · Contracted Services	1,852.50
12203 · Travel	0.00
Total 12200 · NACD Urban Ag Expenses	1,852.50
13200 · ODA DO 21-23 Expenses	
13201 · Salary, Wages, Benefits	2,158.49
13203 · Travel	112.91
13204 · Materials/Supplies	165.90
13205 · Other	1,469.75
Total 13200 · ODA DO 21-23 Expenses	3,907.05
14200 · ODA SOW 21-23 Expenses	
14201 · Salary, Wages, Benefits	2,877.81
14203 · Travel	132.21
14205 · Other	2.72
Total 14200 · ODA SOW 21-23 Expenses	3,012.74
18200 · SB 762 Forestry - Expenses	
18201 · Personnel/Salary/Wages/Benefits	2,070.78
Total 18200 · SB 762 Forestry - Expenses	2,070.78
19200 · BOR - Indian Ford - Expenses	
19201 · Personnel/Salary/Wages/Benefits	1,111.85
Total 19200 · BOR - Indian Ford - Expenses	1,111.85
20200 · Western SARE - Expenses	
20201 · Personnel/Salary/Wages/Benefits	1,129.30

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Deschutes Soil & Water Conservation District
Profit & Loss
April 2022

05/12/22

Accrual Basis

	Apr 22
20205 · Travel	109.39
Total 20200 · Western SARE - Expenses	1,238.69
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
8200 · NACD - TA Expenses	
8201 · Salaries, Wages & Benefits	4,176.58
8203 · Travel	370.32
Total 8200 · NACD - TA Expenses	4,546.90
9200 · NRCS - TA Expenses	
9201 · Salary, Wages & Benefits	1,517.90
9202 · Travel	0.00
Total 9200 · NRCS - TA Expenses	1,517.90
Total Expense	19,258.41
Net Ordinary Income	913,513.83
Net Income	913,513.83

Exhibit B:

Program Updates May 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 second session will be held in July. 33 people signed up for the workshop.
- The Western SARE Grant has been awarded and the contract has been signed. Todd has started working with OSU extension on this project.

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 has developed a contractor agreement for Stu Otto for 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 assist with a Success Story or video on a forestry project.

Manure Exchange Program:

- There has been a lot of signups 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.

Strategic Implementation Area

- Erin has signed the contract for this grant and is waiting to complete the field evaluations with ODA.

Indian Ford Watershed

- Erin has utilized GIS to develop a mailing list of landowners with the watershed. She will be mailing out a letter about this project to all these landowners.

Exhibit C:
Manager's Report
April 21, 2022 – May 19, 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 group meeting, and technical subcommittee.
- Attended the monthly On-farm meeting with COID and DRC.
- Participated in the Shared Stewardship, Landscape Resiliency Project meeting.
- Emma and I attended a Beaver Dam Analog workshop training in Prineville.
- Worked with Think Wild and Beaver Works on a riparian planting project in Redmond.
- Met with the owner of Horse Butte Ranch to discuss planting opportunities on his property.
- Discussed the future of Skyline Forest with Deschutes Land Trust.
- Performed employee evaluations of all staff members.

Grant Work:

- Working with Todd and Tom to complete and sign financial agreements with the 15 landowners that are receiving funding through ARPA.
- Assisted Emma in developing display boards for the Earth Day Fair.
- Assisted in the writing and completion of a grant application for the infrastructure bill.
- Has signed the contracts for the Western SARE and SIA grants.
- Completed the final report for the Urban Ag Grant.
- Has been working with Emma on outreach letters and mailing lists for Mule Deer wildlife habitat projects and the BOR Indian Ford Grant.
- Has developed a contract agreement with Stu Otto for assistance with the SB 762 grant and financial agreements with the 5 landowners that we will be working with.

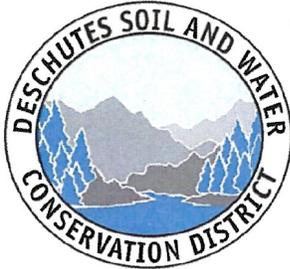
Monthly management:

- 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

Exhibit D:



BOARD OF DIRECTORS

Leslie Clark
Zone 1 Director, Treasurer

William Kuhn
Zone 2 Director, Co-Chair

Jeff Rola
Zone 3 Director, Co-Chair

Susan Altman
Zone 4 Director, Secretary

Andrew Aasen
Zone 5 Director

Robin Vora
Director-at-Large (#1)

Gen Hubert
Director-at-Large (#2)

STAFF

Erin Kilcullen
General Manager

Todd Peplin
Programs/Planner Lead

Thomas Bennett
Conservation Technician

Emma Zuber
Field Office Assistant

CONTACT

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

Resolution of the Deschutes Soil and Water Conservation District

Resolution # 2022 – 2

A Resolution adopting the 2022 Annual Meeting Date.

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

Be It Resolved that on June 16, 2022 the Deschutes Soil and Water Conservation District will hold its annual meeting at 9 a.m. at Central Oregon Irrigation District at 1055 SW Lake Rd. Redmond, OR. There will also be a Zoom option available.

William Kuhn

Co-Chair of the Board of Directors

Deschutes County Soil & Water Conservation District

Genevieve Hubert

Co-Chair of the Board of Directors

Deschutes County Soil & Water Conservation District

Date of Board Action: May 19, 2022