



**DESCHUTES COUNTY SOIL & WATER CONSERVATION DISTRICT**

Board Meeting Minutes – October 21, 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, Robin Vora, Jeff Rola Andrew Aasen

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

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 9:05 a.m.; all attendees introduced themselves.
2. Public Comments: None.
3. Agency Reports:
  - a. Lars Santana: The MOA and Cooperative Agreement has been signed and sent into the state office. These documents should be reviewed once a year. The fiscal year ended and NRCS is currently operating under fiscal year 2022. In fiscal year 2021, NRCS obligated \$821,000 towards six programs (high tunnel, organic initiative, on-farm CIS, Joint Chiefs, Three Sisters Irrigation District RCPP, and CIC). EQIP contracts for fiscal year 2022 are due November 19. The Joint Chiefs funds for DSWCD are still in question.
  - b. Theresa DeBardelaben: Theresa hosted a partner meeting for the upcoming SIA. In that meeting, partners wanted some more concrete information about three areas of interest (Little Deschutes/La Pine area, Whychus, and Tumalo). A SWCD manager position and SIA program implementation position is being filled through ODA. There is an extra \$650,000 that is being allocated to the SIA program.
4. Grant Updates
  - a. Grant Updates: Erin has been working with the Districts intern, Emma Zuber. Emma has developed a new website for the District and has been working on marketing our District through social media and other avenues. Erin and Emma have been working on the Urban Agriculture Grant with The Environmental Center. The workshop was held in Redmond on October 13, 2021. It was an enormous success. Twenty-two teachers from twenty schools in Central Oregon attended. There was a presentation held at the Deschutes Children’s foundation followed by dinner and Kombucha at the Step-Up school. The District utilized the Manure Exchange Program and had two yards of manure dropped at

the school for teachers to spread over the garden beds to get the garden ready for winter. 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 is waiting to find out more details. 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. Erin and Todd are working with NRCS to perform additional outreach efforts and 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. Tom is collaborating with landowners and COID to provide technical assistance and Irrigation water management plans for their properties. There are four 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. Todd is working with 5 or 6 landowners to create IWM plans, two landowners to convert from flood to sprinkler, and piping a private lateral of seven landowners. Todd and Erin have been working with OSU extension to apply for a professional development grant through Western SARE (Sustainable agriculture research and education) program. Erin will be attending a field tour with the Shared Stewardship group to discuss forestry projects in the La Pine area.

5. Action Items:

- a. Website/Social Media/Advertising the District: Erin wanted to discuss ideas that DSWCD could be doing to advertise and market the District. Suggestions that were discussed included: press release to news, newspapers, radio, outreach, field work videos on website and social media, and success stories. Lars thinks that it would be beneficial to have staff wear name tags while at meetings and field tours. Placing a DSWCD sign at county lines when entering Deschutes County and signs on properties where projects were implemented is a great advertisement tool for the District. Emma is working to sign the District up for MailChimp to allow patrons to sign up for information about the District.
- b. Document storage for the District: Due to COVID-19, staff members are working from home and do not 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. Erin has done research on Dropbox and Microsoft 365 and they both cost \$12.95/user annually. The staff will do a free month trial period from both platforms to determine which one they prefer.
- 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 has determined the cost for a new tablet is \$129.99 and a case is approximately \$40. Avenza Pro costs \$130/annually. **Motion #1 was made by Susan Altman, seconded by Andrew Aasen to support the District purchasing a Samsung table for \$129.99, a case for \$40, and an annual subscription to Avenza Pro for \$130.** Rollcall vote: unanimous approval.
- d. Letters of support: Erin would like to determine if the board needs to approve signing letters of support from the District for other organizations. Erin has asked Eric what the legal way is to do this. The District needs to establish a board member policy about who has authority to sign letters of support and if it needs to be approved by all board members in a meeting. Erin will develop this policy.

- e. Water Law Workshop for Todd: Todd is interested in attending the 30<sup>th</sup> Annual Oregon Water Law Conference. This conference is for 2 days in November for \$675. Leslie and Gen appreciate Todd's interest in attending, but do not think that it would benefit the District.
- 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. The treasurer Leslie Clark was not able to join for this meeting and Jeff Rola had to leave the meeting early.  
**Motion #2 made by Robin Vora, seconded by Susan Altman to receive the Treasurers report.** Rollcall vote: unanimous approval of four board members.
- 8. Approval of Meeting Minutes:  
**Motion #3 made by Susan Altman, seconded by Robin Vora to approve the September 19, 2021, board meeting minutes with changes.** Rollcall vote: unanimous approval.
- 9. Eric Nusbaum presented about the District obtaining a tax base. Eric has worked with Upper Willamette SWCD over the last 2 years to obtain a tax base and it was successful. He discussed the risks and benefits of becoming a tax base, the tasks and timeline, amount of unrestricted/reserved funds needed, and the importance of marketing and promoting the District. Eric emphasized the importance of developing a strategic plan and performing a survey of landowners and patrons of Deschutes County to determine the success of obtaining a tax base in the County. Eric stated that the importance near term next steps include initial commitment from the board and staff, develop a plan, cultivate core partnerships, and committee formation. Erin believes that the District needs to begin to set aside unrestricted funds. The staff and Board will discuss this opportunity of obtaining a tax base at a future meeting. Eric is willing to help the District in any way that is needed.
- 10. Directors' Reports
  - a. Gen Hubert: DRC continues to apply for grants that will fund projects.
  - b. Susan Altman: Left the meeting early.
  - c. Robin Vora: No updates. Robin would like to see the District work towards wildlife projects.
  - d. Andrew Aasen: Andrew attended the Weed board meeting. He will be starting a new job at Consumer Cellular, and he has become a cannabis advisory panel board member.

The next board meeting will be on November 18, 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 12:07 p.m.

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Erin Kilcullen, General Manager



**DESCHUTES COUNTY SOIL & WATER CONSERVATION DISTRICT**  
 Board of Directors Meeting – October 21, 2021  
 Meeting location: via Zoom

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

Motions made:	Vote result
<p><b><i>Motion #1 was made by Susan Altman, seconded by Andrew Aasen to support the District purchasing a Samsung table for \$129.99, a case for \$40, and an annual subscription to Avenza Pro for \$130. There were no objections.</i></b></p>	<p>Unanimous approval</p>
<p><b><i>Motion #2 made by Robin Vora, seconded by Susan Altman to receive the Treasurers report. There were no objections.</i></b></p>	<p>Unanimous approval</p>
<p><b><i>Motion #3 made by Susan Altman, seconded by Robin Vora to approve the September 19, 2021, board meeting minutes with changes There were no objections.</i></b></p>	<p>Unanimous approval</p>

Exhibit A:

**Manager's Report**  
**September 16, 2021 – October 21, 2021**

As the general manager, I submit the following:

1. I have been participating in the technical and communication subcommittees of the DBWC to determine next steps in outreach and implementation for the group.
2. I have been working with DRC and COID on an outreach and monitoring strategy for the RCPP and ARPA on-farm projects.
3. I continue to work with Rebecca to continue to improve the Districts books.
4. Todd, Tom, and I continue to work with DRC and COID on next steps and how we can collaborate our efforts and funding sources for the RCPP and ARPA in Smith Rock Way. We are meeting monthly at this point while we wait to hear about exact funding amounts for project implementation.
5. Todd, Tom, and I have been developing an application and prioritization process for landowners to use for ARPA Projects. We are waiting on the final ARPA rules and a contract from the County.
6. I have been working on the Urban Agriculture Grant workshop and pollinator component. Our Workshop was held on October 13, 2021. It was an enormous success.
7. I have been working with Emma to on the new website, social media, outreach efforts, Rural Living Handbook, and the Pasture Exchange Program.
8. I am working with our CPA and Rebecca to complete our annual financial statement review.
9. I have attended the ODFW Open House meeting.
10. Emma and I performed the final monitoring for a seeding and spraying project that was completed in 2017 on three portions of Swalley irrigation canals in Bend.
11. I have been attending meetings with OSU extension to support Todd in applying for a Western SARE Grant that is due November 10<sup>th</sup>.
12. I have completed the District quarter reports for our current grants.
13. I have completed a liability insurance application with SDAO.

Thank you all for your assistance to the District.

Erin Kilcullen

## Exhibit B: Treasurers Report

**Deschutes County SWCD  
Board Meeting Report  
September 1st, 2021 Through September 30th, 2021**

**Grant Monies Received this Month:**

NACD TA Grant	\$ 20,891.25
21-23 ODA DO	\$ 26,372.00
21-23 ODA SOW	\$ 15,383.63
	\$ -
	\$ -
Total Grant Monies In	<u>\$ 62,646.88</u>

**Expenses:**

Payroll & Taxes	\$ 13,114.18	
Personnel	\$ 661.82	
Office	\$ 7.00	DD fees
Utilities	\$ 63.35	Consumer Cellular
Mileage/Travel	\$ 361.76	
Other: Constructed Services	\$ 210.00	**
Professional Fees	\$ -	
Rents	\$ 79.00	Storage
Materials & Supplies	\$ 649.30	Winter Creek Nursery
Total Expenses	<u>\$ 15,146.41</u>	

**Checking Account Balance EOM:** \$ 95,314.39

**Notes for Month:**

\*\* Environmental Center, Childrens Foundation

1:04 PM  
 10/15/21  
 Accrual Basis

**Deschutes Soil & Water Conservation District**  
**Profit & Loss**  
 September 2021

	Sep 21
Ordinary Income/Expense	
Expense	
10200 · OWRD - BOLTON Expenses	
10201 · Salary, Wages, & Benefits	0.00
10204 · Travel	0.00
Total 10200 · OWRD - BOLTON Expenses	0.00
11200 · COVID CARES ACT Expense	
11201 · Salary, Wages & Benefits	0.00
Total 11200 · COVID CARES ACT Expense	0.00
12200 · NACD Urban Ag Expenses	
12201 · Salary, Wages, Benefits	822.86
12202 · Contracted Services	210.00
Total 12200 · NACD Urban Ag Expenses	1,032.86
13200 · ODA DO 21-23 Expenses	
13201 · Salary, Wages, Benefits	4,668.57
13203 · Travel	172.48
13205 · Other	7.00
Total 13200 · ODA DO 21-23 Expenses	4,848.05
14200 · ODA SOW 21-23 Expenses	
14201 · Salary, Wages, Benefits	2,215.39
14203 · Travel	0.00
Total 14200 · ODA SOW 21-23 Expenses	2,215.39
4200 · ODA - SOW Expenses	
4204 · Materials & Supplies	649.30
Total 4200 · ODA - SOW Expenses	649.30
5200 · OWRD-TOWER Expenses	
5203 · Travel	0.00
Total 5200 · OWRD-TOWER Expenses	0.00
6200 · OWRD - LUNDY Expenses	
6201 · Salary, Wages & Benefits	0.00
6203 · Travel	0.00
Total 6200 · OWRD - LUNDY Expenses	0.00
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
7200 · OWEB - SIA Expenses	
7203 · Travel	0.00
Total 7200 · OWEB - SIA Expenses	0.00
8200 · NACD - TA Expenses	
8201 · Salaries, Wages & Benefits	7,938.86
8203 · Travel	189.28

1:04 PM

10/15/21

Accrual Basis

**Deschutes Soil & Water Conservation District**  
**Profit & Loss**  
**September 2021**

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	Sep 21
8204 · Admin	142.35
Total 8200 · NACD - TA Expenses	8,270.49
9200 · NRCS - TA Expenses	
9201 · Salary, Wages & Benefits	305.55
9202 · Travel	0.00
Total 9200 · NRCS - TA Expenses	305.55
Total Expense	17,321.64
Net Ordinary Income	-17,321.64
Net Income	-17,321.64