



DESCHUTES COUNTY SOIL & WATER CONSERVATION DISTRICT

Board Meeting Minutes – August 18, 2022

Meeting location: Central Oregon Irrigation District (COID), 1055 SW Lake Rd, Redmond, OR 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, Susan Altman, Andrew Aasen

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

Agency attendees: Lars Santana, NRCS District Conservationist, Josh Flores, NRCS Intern

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 9:01 a.m.; all attendees introduced themselves.
2. Public Comments: None
3. Agency Reports:
 - a. Lars Santana: Josh Flores has been a summer intern with NRCS this summer. He has been updating the Agency Plains map. Last week, NRCS and Deschutes SWCD had their staff meeting at the Wednesday market in Bend. Last week, NRCS staff, Erin, and Emma performed a cultural resource survey on a private property. Tom has been working on IWM plans for 3 landowners in TSID for their RCPP. NRCS has been working on 5 conservation efforts in Deschutes County: High Tunnel (\$300,000 allocated), Smith Rock RCPP (\$355,000 allocated), TSID RCPP (\$120,000 allocated), Joint Chiefs (\$647,000 allocated), and IWM CIS (\$18,000 allocated).
4. Treasurers Report: See Exhibit A:

Motion #1 made by Leslie Clark, seconded by Andrew Aasen that the board has received the presented Treasurers reports for July 2022. Rollcall vote: unanimous approval. Jeff Rola was not present.

5. Approval of Meeting Minutes:
 - Motion #2 made by Leslie Clark, seconded by Gen Hubert to approve the July 21, 2022 board meeting minutes as presented with edits.*** Rollcall vote: unanimous approval. Jeff Rola was not present, and Susan Altman abstained.
6. Program Updates: See Exhibit B.
7. Manager Report: See Exhibit C.
8. Action Items
 - a. OACD Dues: Erin would like to have board approval to pay the Annual OACD Dues of \$723.06. Robin would like more information about what OACD does to assist the District.
 - Motion #3 made by Susan Altman, seconded by Gen Hubert to approve the District to pay the 22/23 OACD Annual Dues of \$723.06.*** Rollcall vote: Robin opposes, and Jeff Rola was not present. 5 board members approved this motion, and it was passed. Robin made an amendment to pay \$500. There was no 2nd to this. The amendment did not pass.
 - b. OWL Device Purchase:
 - Motion #4 made by Susan Altman, seconded by Leslie Clark to purchase the OWL Device at the price of \$999.*** Rollcall vote: unanimous approval. Jeff Rola was not present.
 - c. CPA Audit: Erin has been in contact with the Districts CPA, Richard Winkel. He has joined Dougall Conradi LLC and has identified the cost of this year's financial statement to be \$3,400.
 - d. Discussion of changing Board meeting date, time, and location: Erin thinks it would be beneficial for the District to change the monthly Board meeting date and time. Erin would like to have the monthly Board meetings in Bend at the County Building and change the times to 4-6 PM so that current Board members and potential future Board members are able to attend. Erin will check with the County about available times available moving forward.
 - e. September Board meeting: Erin will be on vacation during the September Board meeting. Everyone has agreed to cancel the September Board meeting and resume in October.
9. Directors' Reports
 - a. Gen Hubert: Gen thinks that we need to review the Districts Harassment Policy annually. DRC is hosting Raise the Deschutes Seminars monthly until February. Lisa Seales has been hosting these seminars. They are recorded and available online on the DRC website.
 - b. Susan Altman: The planning commission is going well. The Mule Deer inventory has been postponed. There are amendments being looked at for the rural ADU. Psilocybin is back on the ballot for November.
 - c. Robin Vora: Robin would like to investigate projects/programs that the District is not working on currently. It would be good to review the Districts Long-Range Plan at the October Board meeting. Robin is concerned about the location of the new landfill. If it will be east of town, how will that affect the Sage Grouse?
 - d. Leslie Clark: COID has curtailed their water to 65% and will drop to 50% shortly. The river is dropping fast. Lone Pine is working to pipe their portion of the L lateral this winter. This will determine possible additional funding available for on-farm projects within the RCPP. The J lateral might also be piped this winter.

- e. Jeff Rola: Jeff was not present.
- f. Andrew Aasen: Andrew has had a busy summer and assisted a neighbor with a new well and requesting funding through OWRD.
- g. William Kuhn: William recently road tripped to Tennessee and is concerned about natural resources across the country. He would like to convince the state to consider changing the board member qualifications for SWCD.

The next board meeting will be in October 2022. Day, time, and location to be determined. There will be a virtual option available.

There being no further business, the meeting was adjourned at 10:50 a.m.

Erin Kilcullen

Erin Kilcullen, General Manager



DESCHUTES COUNTY SOIL & WATER CONSERVATION DISTRICT
 Board of Directors Meeting – August 18 2022
 Meeting location: Central Oregon Irrigation District, 1055 SW Lake Rd,
 Redmond, OR 97756 with a Zoom option available

Motions made:	Vote result
---------------	-------------

Motion #1 made by Leslie Clark, seconded by Andrew Aasen that the board has received the presented Treasurers reports for July 2022. There were not objections. Unanimous approval. Jeff Rola was not present.

Motion #2 made by Leslie Clark, seconded by Gen Hubert to approve the July 21, 2022 board meeting minutes as presented with edits. There were no objections. Unanimous approval. Jeff Rola was not present. Susan Altman abstained from voting.

Motion #3 made by Susan Altman, seconded by Gen Hubert to approve the District to pay the 22/23 OACD Annual Dues of \$723.06. Robin made an amendment to pay \$500. There was no 2nd to this. The amendment did not pass. Motion was approved. Jeff Rola was not present. Robin opposed the motion. Five board members approved this motion.

Motion #4 made by Susan Altman, seconded by Leslie Clark to purchase the OWL Device at the price of \$999. There were no objections. Unanimous approval. Jeff Rola was not present.

Addendum: Motions of the Board Meeting – August 18, 2022

Exhibit A:

**Deschutes County SWCD
Board Meeting Report
July 1st to July 31st, 2022**

Grant Monies Received this Month:

NACD TA Grant	\$ -
	\$ -
	\$ -
Total Grant Monies In	<u>\$ -</u>

Expenses:

Payroll & Taxes	\$ 15,687.97	
Personnel	\$ 694.66	
Office	\$ 57.00	DD Fees, Website
Utilities	\$ 83.61	Consumer Cell
Mileage/Travel	\$ 681.26	
Other: Contracted Services	\$ -	
Professional Fees	\$ -	Cascade Country
Rents	\$ 79.00	Storage
Workers Comp	\$ -	
Materials & Supplies	\$ 552.45	Mailings for BOR
Total Expenses	<u>\$ 17,835.95</u>	

Checking Account Balance EOM: \$ 386,855.38

Notes for Month:

1:53 PM

Deschutes Soil & Water Conservation District
Profit & Loss
 July 2022

08/09/22

Accrual Basis

	Jul 22
Ordinary Income/Expense	
Expense	
13200 · ODA DO 21-23 Expenses	
13201 · Salary, Wages, Benefits	2,353.53
13203 · Travel	210.63
13204 · Materials/Supplies	70.45
13205 · Other	914.27
Total 13200 · ODA DO 21-23 Expenses	3,548.88
14200 · ODA SOW 21-23 Expenses	
14201 · Salary, Wages, Benefits	3,971.01
14203 · Travel	243.13
Total 14200 · ODA SOW 21-23 Expenses	4,214.14
17200 · ARPA Grant Expenses	
17201 · Salary, wages, Benefits	767.13
Total 17200 · ARPA Grant Expenses	767.13
18200 · SB 762 Forestry - Expenses	
18201 · Personnel/Salary/Wages/Benefits	1,658.28
Total 18200 · SB 762 Forestry - Expenses	1,658.28
19200 · BOR - Indian Ford - Expenses	
19201 · Personnel/Salary/Wages/Benefits	1,139.41
19203 · Supplies	482.00
Total 19200 · BOR - Indian Ford - Expenses	1,621.41
20200 · Western SARE - Expenses	
20201 · Personnel/Salary/Wages/Benefits	996.80
20205 · Travel	61.25
Total 20200 · Western SARE - Expenses	1,058.05
22100 · IWM Workshop Expense	23.36
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	3,473.26
8203 · Travel	166.25
Total 8200 · NACD - TA Expenses	3,639.51
9200 · NRCS - TA Expenses	
9201 · Salary, Wages & Benefits	1,949.82
9202 · Travel	0.00
Total 9200 · NRCS - TA Expenses	1,949.82
Total Expense	18,480.58
Net Ordinary Income	-18,480.58
Net Income	-18,480.58

Exhibit B:

Current Program Updates August 2022

Irrigation Water Management (IWM)

- ARPA
 - 15 projects will be funded
 - 4 projects completed
 - 9 financial agreements signed
- IWM Workshop Series
 - Include three classroom sessions and three field days. The second session was held on July 21 for the classroom session and July 23rd for the field day. 9 landowners joined the classroom session and 2 landowners joined for the field day.
- RCPP
 - 3 landowners have contracts with NRCS for the project in Smith Rock Area
 - Tom is working on 2 IWM plans for landowners within the Three Sisters Irrigation District
- Western SARE Grant
 - Todd has started working with OSU extension on this project.

Forest Health and Wildfire Risk Reduction

- SB 762
 - Erin has met with 4 of the 5 landowners that will be receiving funding through the SB 762.
 - 2 landowners have signed financial agreements.
 - A contractor agreement has been signed for a contractor 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 on a forestry project.

Manure Exchange Program

- 47 landowners are signed up for this program as manure providers.

Pasture Exchange Program

- 14 landowners interested in leasing pasture
- 3 landowners willing to lease their land

Riparian Restoration

- Indian Ford Creek – Bureau of Reclamation Grant
 - Develop a new watershed group to address riparian and watershed resource concerns. This group will include USFS, Deschutes Land Trust, Upper Deschutes Watershed Council, and private landowners
 - Perform and create a baseline assessment on public land
 - Perform a private land stream assessment on 10 private properties
 - Outreach to all landowners within the Watershed has been conducted. There has been interest in participating from 13 landowners.

Agricultural Water Quality

- Strategic Implementation Area (SIA) grant awarded to collaborate with landowners along the Upper and Little Deschutes Rivers to address agricultural water quality concerns. Erin and Emma have met with ODA to develop a strategy for next steps

Pollinator Health/Native Vegetation

- Small Grant with the City of Bend to remove sod and replace with native vegetation and pollinator plants and convert irrigation to a drip system
 - 3 commercial projects
 - 5 private property projects

Urban Agriculture

- Erin and Emma developed and submitted a grant application for the USDA Office of Urban Agriculture and Innovative Production.

Exhibit C:

Manager's Report July 21, 2022 – August 18, 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.
- Attended the monthly On-farm meeting with COID and DRC.
- Met with Commissioner Chang and Lisa Seales (DRC) to discuss the current On-farm program and how we can continue to collaborate on this program into the future.
- Met with Eric Nusbaum (ODA) and our Bookkeeper Rebecca to discuss converting our QuickBooks to a cash basis account and determine the Districts unrestricted fund amount.
- Assisted Todd and Emma with the 2nd IWM workshop series.

Grant Work:

- Working with Todd and Tom to complete and sign financial agreements with the 15 landowners that are receiving funding through ARPA.
- Worked with Emma on submitting an Urban Agriculture Grant application for a USDA opportunity.
- Assisted NRCS with a Cultural Resource Survey on a private property that is signed up for the Joint Chiefs Project.
- Collaborating with landowners and hired contractor on SB 762 projects.

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