

**DESCHUTES COUNTY SOIL & WATER CONSERVATION DISTRICT**  
Board Meeting Minutes – September 21, 2023  
Meeting location: Bend Downtown Library, Bend OR with a Zoom option available.

**Current Board Members**

Director Zone 1 (Redmond)	Amy Hensley
Director Zone 2 (Sisters)	William Kuhn
Director Zone 3 (Tumalo)	Jeff Rola, Co-Chair
Director Zone 4 (Alfalfa)	James Warren, Co-Chair
Director Zone 5 (South County & La Pine)	Andrew Aasen, Treasurer
Director At-Large #1	Robin Vora, Secretary
Director At-Large #2	Brian Lepore

Directors present: Brian Lepore, Andrew Aasen, Robin Vora, Jeff Rola, William Kuhn, James Warren, Amy Hensley

Staff present: Erin Kilcullen, General Manager; Todd Peplin, Lead Planner; Jena Thomas, Programs & Operations Coordinator

Agency attendees: Lars Santana, NRCS District Conservationist; Theresa DeBardelaben, ODA; Andrew Kreiner, OACD; Scott Duggan, OSU

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 5:30 p.m.; all attendees introduced themselves.
2. Public Comments: None.
3. Agency Reports:
  - a. OACD
    - Andrea Kreiner, the new executive director of OACD introduced herself. She has been getting to know Districts around the state. She is focusing on member services and is looking to support the Districts in new and innovative ways.
    - The OACD annual conference will be held in Redmond at Eagle Crest October 16-18.
  - b. OSU
    - Extension has been conducting farm visits, hosting trainings for retail establishments becoming beef-quality certified, and is working on a wild horse-castration workshop
  - c. NRCS
    - There is a vacancy in NRCS for a soil technician and they are looking to hire.
    - Lisa Wyndam is also leaving, and her position will be vacant, as well.
    - Funding pool announcements will be released in October
4. Program Updates: See Exhibit A.

5. Manager Report: See Exhibit B.
6. Action Items:
  - a. Amy Hensely was sworn in as the Director of Zone 1 (Redmond).
  - b. Review District Strategic Plan: DSWCD has developed a District Enhancement Committee and they have been developing a Strategic Plan for the District. This Plan was discussed and gone through in detail with the board and staff. Erin and Jena will be making edits to the document and discussing this more at the October Board meeting.
7. Treasurers Report: See Exhibit CD  
***Motion #1 by Andrew Aasen, seconded by Brian Lepore that the board has received the presented Treasurers reports for July 2023.*** Rollcall vote: unanimous approval.
8. Approval of Meeting Minutes:  
***Motion #2 made by Andrew Aasen, seconded by Brian Lepore to approve the August board meeting minutes.*** Rollcall vote: unanimous approval.
9. Directors' Reports: None

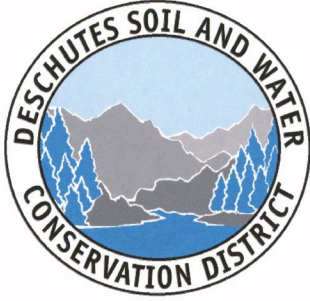
The next board meeting will be held on October 19, 2023 from 6-8pm at the Bend East Side Library.

There being no further business, the meeting was adjourned at 8:00 p.m.



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Erin Kilcullen, General Manager



**DESCHUTES COUNTY SOIL & WATER CONSERVATION  
DISTRICT**

Board of Directors Meeting –September 21,2023  
Meeting location: Bend East Side Library, OR with a Zoom  
option available

Motions made:	Vote result
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***Motion #1 made by Andrew Aasen, seconded by Brian Lepore that the board received the presented treasurers report for August 2023.*** There were no objections.

Unanimous approval.

***Motion #2 made by Andrew Aasen, seconded by Brian Lepore that the board has approved the August Board Meeting Minutes.*** There were no objections.

Unanimous approval.

**Addendum: Motions of the Board Meeting – September 21, 2023**

## Exhibit A:

### Program Updates August/September 2023

#### Irrigation Water Management (IWM)

- ARPA
  - 15 projects will be funded
  - 9 projects completed
    - Total Project Costs: \$441,636
    - Total Costs Reimbursed: \$180,000
    - Acres Treated: 66.1
  - 11 financial agreements signed
  - DSWCD and DRC submitted a request for an additional \$400,000
- RCPP
  - 3 landowners have contracts with NRCS for the RCPP project in the Smith Rock Area.
  - Tom has completed 3 IWM plans for landowners within the Three Sisters Irrigation District
- Western SARE Grant
  - Todd has started working with OSU extension on this project. He is reviewing the IWMP management technical guide and discussing publishing the IWM curriculum.

#### Forest Health and Wildfire Risk Reduction

- SB 762 – A new application has been submitted for the District to develop a forest health program, perform targeted outreach, and fund 10 projects.
- Joint Chiefs Buttes to Basins
  - The District has received a signed grant agreement from the USFS for \$125,000 for outreach, education, and monitoring for forest health and wildfire risk projects. These funds will have an expiration date of June 1, 2027.

#### Manure Exchange Program

- 58 landowners have signed up for this program as manure providers.

#### Pasture Exchange Program

- 15 landowners interested in leasing pasture
- 6 landowners willing to lease their land

#### Riparian Restoration/Watershed Health

- Indian Ford Creek – Bureau of Reclamation Grant
  - Develop a new watershed group to address riparian and watershed resource concerns. This group includes USFS, Deschutes Land Trust, Upper Deschutes Watershed Council, and private landowners
  - There have been partner meetings and a 4<sup>rd</sup> meeting with landowners was held in May.
  - 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 20 landowners.
- Juniper Legislation – HB 2010
  - DSWCD will be receiving \$125,000 in funding to assist landowners with Juniper removal projects to enhance watershed health and water savings.

#### Agricultural Water Quality

- Strategic Implementation Area (SIA) grant awarded to work with landowners along the Upper and Little Deschutes Rivers to address agricultural water quality concerns. ODA has completed the field evaluation and held the partner meeting.
- Erin is working to perform their first round of outreach to landowners and complete and submit the monitoring plan to ODA and OWEB by early September.

### **Small Grants:**

- Pollinator Health/Native Vegetation - completed
- Guzzler installation
  - Erin and Emma have met and talked with 5 interested landowners to install 5-7 guzzlers on 1,000+ acres of private land near Shevlin Park. The grant has been awarded and landowners are currently installing their guzzlers.
- Water Quality
  - Norris flood to sprinkler: The project will eliminate flood irrigation on 7 acres by installing a pond and sprinkler system that will reduce excess water and nutrient runoff from entering the Deschutes River.
  - Brown water quality improvement grant. The project will convert about 6.5 acres of flood irrigation to sprinklers, pipe 800 feet of open irrigation ditch and line an existing leaking pond. Construction of this project has started.

### **Urban Agriculture**

- The District has received the Urban and Community Grant from NACD. Jena will be managing this grant and is working with 4 community gardens and The Environmental Center.

### **Renewable Energy**

- The District has been awarded the Rural Energy for America Program Energy Audit & Renewable Energy Development Assistance Grants as the lead applicant in partnership with Sparks NW and other SWCD throughout Oregon.

### **Dark Skys**

- The District has been awarded a grant through the Central OR Future Fund Program. DSWCD, International Dark-Skys Association (IDA-Oregon), and our Central Oregon partners are collaborating on a community-wide initiative to showcase the importance and solutions related to dark skies and Astro tourism through outreach, education, and implementation of projects.

Exhibit B:

**Manager's Report**  
**August 17, 2023 – September 21, 2023**

As the general manager, I submit the following:

Attended the following meetings:

- Biweekly staff meetings to review and discuss all programs and staff work.
- Attended the monthly project wildfire meeting and the community subcommittee meeting.
- Held District Enhancement Committee meetings to develop the District Strategic Plan.
- Attended the monthly REDA, Urban Agriculture, and Visit Central OR meetings.

Grant Work:

- Continues to work with staff and landowners on small grants.
- Has met with BBR and a contracted herbicide spraying to complete the 1<sup>st</sup> round of weed spraying for Reed Canary Grass at the end of September.
- Working with Jena in the management of the USDA REDA Grant, Urban Ag grant, and the VCO Got Stars Grant.
- Developing the final monitoring report for the SIA grant.

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 with the District.

Erin Kilcullen

Exhibit C:

**Deschutes County SWCD  
Board Meeting Report  
August 1st, 2023 to August 31st, 2023**

**Grant Monies Received this Month:**

SB 762	\$	-
SIA	\$	-
Western SARE	\$	-
NRCS TA	\$	-
Plant Sale funds	\$	-
Total Grant Monies In	\$	<u>-</u>

**Expenses:**

Payroll & Taxes	\$	20,368.41	
Personnel	\$	621.27	
Office	\$	260.98	Website, QB, Supplies
Utilities	\$	84.78	
Mileage/Travel	\$	441.47	
Other: Contracted Services	\$	101,214.18	
Professional Fees	\$	315.00	CCC
Bank Charges	\$	7.00	
Rents	\$	89.00	
Permits	\$	-	
Meetings/Meals	\$	-	
Advertising	\$	1,103.11	
Supplies	\$	88.00	
Total Expenses	\$	<u>124,593.20</u>	

**Checking Account Balance EOM:** \$ 309,088.29

**Notes for Month:**

## Deschutes Soil &amp; Water Conservation District

## Profit &amp; Loss

09/14/23

August 2023

Cash Basis

	Aug 23
Ordinary Income/Expense	
Expense	
Other	1,000.00
<b>60900 · EXPENSES</b>	
62150 · Bank Charges	7.00
68311 · Contracted Services	101,529.18
68313 · Materials & Supplies	88.00
<b>Total 60900 · EXPENSES</b>	101,624.18
<b>66000 · PERSONNEL</b>	
Payroll Expense	
Insurance Stipend	621.27
Payroll	18,088.61
Payroll Taxes	2,279.80
Travel/ Mileage	441.47
<b>Total Payroll Expense</b>	21,431.15
<b>66000 · PERSONNEL - Other</b>	720.85
<b>Total 66000 · PERSONNEL</b>	22,152.00
<b>Total Expense</b>	124,776.18
<b>Net Ordinary Income</b>	-124,776.18
<b>Net Income</b>	<b>-124,776.18</b>