

DESCHUTES COUNTY SOIL & WATER CONSERVATION DISTRICT

Board Meeting Minutes – May 20, 2021

Meeting location: via 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, Jeff Rola, William Kuhn, Leslie Clark, Robin Vora, Andrew Aasen

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

Agency attendees: Lars Santana, NRCS, Theresa DeBardelaben, ODA, Smita Mehta, DEQ

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: Lars discussed the new Smith Rock Way RCPP that was recently awarded and showcased a map of the project area. This grant was submitted by COID and DRC. It is a three-year grant and covers piping of the J and L laterals in COID and includes funding for on-farm implementation. The NRCS office will be altering the cubicle arrangement sometime in July. The District was awarded the NRCS TA grant through OWEB to aid NRCS on forestry and various other projects.
 - b. Theresa DeBardelaben: There is discussion of a Strategic Implementation Area (SIA) being proposed for the District that would cover the Upper Deschutes and Little Deschutes Areas. Theresa is hoping to hold a planning meeting in July or August to develop the SIA and project boundaries. This SIA would provide \$100,000 in TA funds and \$25,000 in monitoring funds. She can develop a more in-depth presentation to the board after the planning meeting. State governments are planning to open starting September 1, 2021 from the COVID-19 pandemic.
 - c. Smita Mehta: Smita has met with North Unit Irrigation District to discuss District operations. She hopes to meet with all the Irrigation Districts to learn more about their operations and needs. There are two DEQ staff members retiring, and the new replacement staff are starting. Smita continues her work on the harmful algae bloom study in the Upper Deschutes.
4. Grant Updates
 - a. Grant Updates. Erin has been working on the Urban Agriculture Grant with The Environmental Center and Middle Deschutes Watershed Council. She is mailing out an informational postcard to all the schools that have gardens in Deschutes, Jefferson, and Crook County. This postcard provides information about

the workshop that these partners will be presenting in October 2021 to the teachers that run these gardens. The District has begun to meet with COID, DRC, NRCS, and Crook SWCD to collaborate efforts and funding towards the new Smith Rock RCPP. Todd continues to work with the G4 patrons to aid on funding opportunities. He is meeting with COID and the landowners tonight to discuss this project in more detail. For the OWRD Lundy Ditch grant, Todd is hosting a patron meeting in June to discuss pipeline alternatives, next steps, and what funding opportunities are available for pipe installation. The District was awarded the NRCS TA Grant, and these funds will provide opportunity to continue to assist NRCS with the Joint Chiefs Initiative. The Joint Chiefs project funds for the district are not available this year but might be available for 2022. These funds come from the US Forest Service and it is hard to determine when the District would know when and if these funds are available. There have been 10 landowners that have signed up for the EQIP program for forest health projects. Todd has been communicating with landowners and performing site visits and providing planning assistance. The Districts capacity Grant is sunseting June 30, 2021 and 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. Erin is working on the application for the 21-23 biennium Capacity Grant. This application is due by June 30, 2021. Erin and Todd have decided to opt out of utilizing the Focus Area Action Plan, which is now optional under this grant. There are two small grants that the District will be applying for in July when the next biennium funds are available. One project is a flood to sprinkler transition and on is spreading native seed to enhance upland process.

5. Action Items:

- a. Health Insurance: The Health Insurance premiums have changed drastically with only one employee seeking benefits. Susan would like more information if Todd needed to be included in the census count with the Health Insurance application form and how this would affect the monthly premium. The district has decided to continue with the motion that was made at the June 4, 2020 meeting to keep the monthly amount the district will cover to remain the same amount of \$675/month for health insurance plus dental.
- b. Annual Meeting location: With COVID-19 restrictions lifting, Erin would like to hold the annual meeting in person. COID will host the annual meeting in their conference room for an in-person meeting with a zoom virtual option at 9 am on June 17, 2021. This will be followed by a field trip and lunch in Sisters, OR. There were no board objections.
- c. IRS penalty: The District received a penalty charge from the IRS for \$506.31. This was from the Quarter 3, September 30, 2018 941 form not being submitted on time. Erin has called the IRS and they recommend paying this amount and then filing an abatement of penalty form to try to receive some or all these funds back.

Motion #1 made by Jeff Rola, seconded by Robin Vora to pay the IRS bill of \$506.31 and have Erin file an abatement of penalty form. Rollcall vote: unanimous approval.

- d. Bookkeeping price increase: Cascade Country Consultants is increasing their price from \$190/month to \$225/month for bookkeeping and payroll.

Motion #2 made by Leslie Clark, seconded by Gen Hubert to accept the increase of \$225 for monthly bookkeeping and payroll. 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. Leslie would like to receive the monthly payroll reports.

Motion #3 made by Susan Altman, seconded by Gen Hubert to receive the Treasurers report. Rollcall vote: unanimous approval.

8. Approval of Meeting Minutes:

Motion #4 made by Jeff Rola, seconded by Leslie Clark to approve the April 15, 2021 regular board meeting minutes with corrections. Rollcall vote: unanimous approval.

Motion #5 made by Susan Altman, seconded by Jeff Rola to approve the April 20, 2021 special board meeting minutes. Rollcall vote: unanimous approval.

9. Directors' Reports

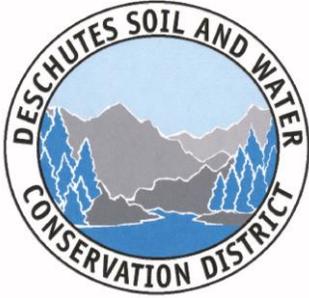
- a. Gen Hubert: Gen joined the Deschutes Irrigation pivot workshop day and really enjoyed all the site visits. She thought the presentation to the County Commissioners went well. DRC will be advertising for two new positions soon.
- b. Susan Altman: Susan had no reports but wanted to thank Erin and Todd for the great job they are doing and the presentation to the County Commissioners they made.
- c. Leslie Clark: Leslie is working on grants for COID. The Dry Canyon feasibility study has been pre-approved, and they have hired Black Rock to assist with this project. Another grant they are waiting to hear confirmation on is to create a toolbox to present to landowners for on-farm implementation. The partnership with the SWCD is critical to the success of working with landowners and providing technical assistance and implementation for on-farm efficiency projects.
- d. Robin Vora: Robin would love to see a wildlife grant in the future. The next local LIT meeting will be held in November.
- e. Jeff Rola: Jeff continues to work with the legislative committee, which has been on hiatus until the OACD revenue report is completed. He has been communicating with Jan Lee about other SWCD in the state that have adopted a tax base. He has information from Willamette SWCD about their process to become a tax base and will send that information along to the staff and board members. He has a pump for sale because the pipeline is so efficient.
- f. Andrew Aasen: Has no news to report. Erin mentioned that she would like to set up a meeting to come out to his property and get to know each other better. Todd and William expressed interest in joining.
- g. William Kuhn: William is working to follow the state legislature with zoning regulations and new landowners.

The next board meeting will be the Annual Meeting on Thursday June 17, 2021 at 9:00 a.m. This meeting will be held in person at Central Oregon Irrigation District with a virtual zoom option. A field trip and lunch in Sisters to follow.

There being no further business, the meeting was adjourned at 10:58 p.m.



Erin Kilcullen, General Manager



DESCHUTES COUNTY SOIL & WATER CONSERVATION DISTRICT
 Board of Directors Meeting – May 20, 2021
 Meeting location: via Zoom

Addendum: Motions of the Board Meeting – May 20, 2021

Motions made:	Vote result
<i>Motion #1 made by Jeff Rola, seconded by Robin Vora to pay the IRS bill of \$506.31 and have Erin file an abatement of penalty form.</i> There were no objections.	Unanimous approval
<i>Motion #2 made by Leslie Clark, seconded by Gen Hubert to accept the increase of \$225 for monthly bookkeeping and payroll.</i> There were no objections.	Unanimous approval
<i>Motion #3 made by Susan Altman, seconded by Gen Hubert to receive the Treasurers report.</i> There were no objections.	Unanimous approval
<i>Motion #4 made by Jeff Rola, seconded by Leslie Clark to approve the April 15, 2021 regular board meeting minutes with corrections.</i> There were no objections.	Unanimous approval
<i>Motion #5 made by Susan Altman, seconded by Jeff Rola to approve the April 20, 2021 special board meeting minutes.</i> There were no objections.	Unanimous approval

Exhibit A:

Manager's Report

April 15, 2021 – May 20, 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 visited DD Ranch with Tom to discuss Irrigation Water Management options with the owner Linda. Her ranch borders the J lateral and there are great opportunities through the RCPP.
3. The RCPP for Smith Rock Way was awarded and Todd, Tom, and I have begun work with DRC and COID on next steps and how we can collaborate our efforts and funding sources.
4. The District has been awarded the NRCS TA Grant to aid NRCS with the Joint Chiefs Project.
5. Todd and I are working with Lars to assist a landowner in Sisters, OR with a piping project. This funding would come from our Capacity Grant.
6. Todd and I presented to the County Commissioners on Monday May 17, 2021.
7. I attended the OCEAN Connect Conference.
8. I attended the IWM field day for pivot owners in Deschutes County that Todd and OSU extension put on.
9. I have been working on the Urban Agriculture Grant outreach component. I have created a postcard to mail to all schools in Deschutes and Jefferson County that have school gardens.
10. I have been working on the annual report, work plan, and budget.
11. I have set up a Facebook and Instagram account and am working to get more followers and publicity.
12. Todd and I have been working to update the website.
13. I have sent out a press release for the NACD TA Grant and the NRCS TA Grant. The NACD TA Grant was published in the Cascade Business News.
14. Theresa and I have met to discuss the current and future capacity grants as well as a possible future SIA.
15. I have been working on budget projections for each grant.
16. I have attended the Shared Stewardship meeting, Project wildfire, and Soil and Water Conservation Commission meeting.

Thank you all for your assistance to the District.

Erin Kilcullen

Exhibit B: Treasurers Report

2:48 PM
05/12/21
Accrual Basis

Deschutes Soil & Water Conservation District
Profit & Loss
July 2020 through April 2021

	Jul '20 - Apr 21
Ordinary Income/Expense	
Income	
10000 · OWRD - BOLTON	
10001 · Grant Income	11,617.00
Total 10000 · OWRD - BOLTON	11,617.00
11000 · COVID CARES ACT	
11001 · Grant Income	15,500.00
Total 11000 · COVID CARES ACT	15,500.00
20000 · Other Sources of Income	
20001 · Workshop Income	398.00
Total 20000 · Other Sources of Income	398.00
3000 · ODA - DO	
3001 · Grant Income	24,994.75
Total 3000 · ODA - DO	24,994.75
4000 · ODA - SOW	
4001 · Grant Income	58,320.00
Total 4000 · ODA - SOW	58,320.00
5000 · OWRD - TOWER	
5001 · Grant Income	6,586.43
Total 5000 · OWRD - TOWER	6,586.43
6000 · OWRD - LUNDY	
6001 · OWRD - LUNDY	19,689.44
Total 6000 · OWRD - LUNDY	19,689.44
7000 · OWEB - SIA	
7001 · Grant Income	15,402.10
Total 7000 · OWEB - SIA	15,402.10
8000 · NACD - TA	
8001 · Grant Income	83,565.00
Total 8000 · NACD - TA	83,565.00
9000 · NRCS - TA	
9001 · Grant Income	27,924.19
Total 9000 · NRCS - TA	27,924.19
Total Income	263,996.91
Gross Profit	263,996.91
Expense	
10200 · OWRD - BOLTON Expenses	
10201 · Salary, Wages, & Benefits	214.62
10202 · Contracted Services	905.00
10203 · Materials & Supplies	9,729.82
10204 · Travel	70.15
Total 10200 · OWRD - BOLTON Expenses	10,919.59
11200 · COVID CARES ACT Expense	
11201 · Salary, Wages & Benefits	11,257.17
11202 · Education	189.00
11203 · Internet & Telephone	1,042.58
11204 · Dues & Subscriptions	149.90
11205 · Office	2,610.95

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Deschutes Soil & Water Conservation District
Profit & Loss
July 2020 through April 2021

05/12/21

Accrual Basis

	<u>Jul '20 - Apr 21</u>
11206 · Rents	250.40
Total 11200 · COVID CARES ACT Expense	15,500.00
12200 · NACD Urban Ag Expenses	
12201 · Salary, Wages, Benefits	775.86
Total 12200 · NACD Urban Ag Expenses	775.86
3200 · ODA - DO Expenses	
3201 · Salary, Wages & Benefits	43,051.81
3202 · Contracted Services	2,605.00
3203 · Travel	873.36
3204 · Materials & Supplies	884.24
3205 · Admin	699.67
3200 · ODA - DO Expenses - Other	1,912.79
Total 3200 · ODA - DO Expenses	50,026.87
4200 · ODA - SOW Expenses	
4201 · Salary, Wages & Benefits	8,834.73
4203 · Travel	23.00
Total 4200 · ODA - SOW Expenses	8,857.73
5200 · OWRD-TOWER Expenses	
5201 · Salary, Wages & Benefits	173.78
5202 · Contracted Services	2,945.00
5203 · Travel	49.45
Total 5200 · OWRD-TOWER Expenses	3,168.23
6200 · OWRD - LUNDY Expenses	
6201 · Salary, Wages & Benefits	906.44
6202 · Contracted Services	2,472.50
6203 · Travel	86.68
Total 6200 · OWRD - LUNDY Expenses	3,465.62
62800 · GRANT EXPENSE - ODA	
Travel / Mileage	265.44
Total 62800 · GRANT EXPENSE - ODA	265.44
66000 · PERSONNEL	
Payroll Expense	
Insurance Stipend	3,106.35
Payroll	0.00
Payroll Taxes	0.00
Total Payroll Expense	3,106.35
Total 66000 · PERSONNEL	3,106.35
7200 · OWEB - SIA Expenses	
7201 · Salary, Wages & Benefits	2,206.31
7202 · Contracted Services	685.00
7203 · Travel	31.63
Total 7200 · OWEB - SIA Expenses	2,922.94
8200 · NACD - TA Expenses	
8201 · Salaries, Wages & Benefits	18,118.73
8203 · Travel	361.20
Total 8200 · NACD - TA Expenses	18,479.93
9200 · NRCS - TA Expenses	
9201 · Salary, Wages & Benefits	22,119.94
9202 · Travel	746.55
9204 · Grant/ Admin/ Indirect	2,797.67

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05/12/21
Accrual Basis

Deschutes Soil & Water Conservation District
Profit & Loss
July 2020 through April 2021

	Jul '20 - Apr 21
9200 · NRCS - TA Expenses - Other	<u>1,465.12</u>
Total 9200 · NRCS - TA Expenses	<u>27,129.28</u>
Total Expense	<u>144,617.84</u>
Net Ordinary Income	<u>119,379.07</u>
Net Income	<u><u>119,379.07</u></u>

Deschutes County SWCD
Board Meeting Report
April 1, 2021 Through April 30, 2021

Grant Monies Received this Month:

NACD TA	\$ 20,891.25
	\$ -
	\$ -
	\$ -
	\$ -
Total Grant Monies In	<u><u>\$ 20,891.25</u></u>

Expenses:

Payroll & Taxes	\$ 11,432.54	
Personnel	\$ 727.52	
Office	\$ 29.13	DD fees and Adobe
Utilities	\$ 63.00	
Mileage/Travel	\$ 181.44	
Other: Contracted Services	\$ 620.00	Black Rock Constructio
Professional Fees	\$ 310.00	
Rents	\$ 69.00	
Dues	\$ -	
Total Expenses	<u><u>\$ 13,432.63</u></u>	