



DESCHUTES COUNTY SOIL & WATER CONSERVATION DISTRICT

Board Meeting Minutes – March 16, 2023

Meeting location: Bend East Side Library, 62080 Dean Swift Rd. Bend, OR with a Zoom option available.

Current Board Members

Director Zone 1 (Redmond)	Trevor Lawson
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
Director At-Large #1	Robin Vora
Director At-Large #2	Brian Lepore

Directors present: William Kuhn, Jeff Rola, Andrew Aasen, Robin Vora, Brian Lepore

Staff present: Erin Kilcullen, General Manager; Emma Zuber, Field/Office Assistant

Agency attendees: Lars Santana, NRCS District Conservationist, Eric Nusbaum ODA

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 6:03 p.m.; all attendees introduced themselves.
2. Public Comments: None.
3. Agency Reports:
 - a. Lars Santana: Lars shared the Joint Chiefs Buttes to Basin monitoring report with the District Board and staff. The local work group meeting was held on February 27th. It is the final year for the Joint Chiefs project and NRCS is hoping to expand the CIS boundary to include the entire Joint Chiefs boundary. Lars shared a map of the Oregon administrative basins. Damon Brosnan is the basin team leader for Deschutes and High Desert Basins. There will not be an application at this time for another Joint Chiefs. There is an abundance of funding coming through to NRCS over the next couple of years from other sources and both the forest service and NRCS will be busy with those funding sources. NRCS is obligating the final Joint Chiefs funding this year, but it will take years to complete these projects.
 - b. Eric Nusbaum: ODA recently announced a grant opportunity for SWCD to apply for supplemental funding for Agriculture Water Quality for the capacity and SIA grants. The deadline for this grant is May 2023 and can be a fund request between \$20,000 - \$149,000. ODA has vacant positions in water quality specialist around the state. Eric

recently held a training for Board Directors in Madras and had a great turnout.

4. Program Updates: See Exhibit A.
5. Manager Report: See Exhibit B.
6. Action Items
 - a. Tax Base: Brian attended the board director training that Eric put on and is interested in maximizing the capacity of the district and stabilizing funding sources. Eric has worked with Upper Willamette SWCD to obtain a tax base and believes the process will be very beneficial to the Deschutes SWCD even if we decide to not go for a tax base. Eric thinks it would be good to set up a committee and is willing to put in effort to assist the District. This process is a lot of work and does take money to assist with publicity, marketing, strategic planning, campaign, polling, etc. **Motion #1 made by Brian Lepore, seconded by Andrew Aasen to create a District enhancement committee that will include Brian Lepore, William Kuhn, and Erin Kilcullen.** Rollcall vote: unanimous. James and Trevor were not present.
 - b. Secretary and Treasurer positions
Secretary: William nominated Robin Vora as Secretary. 4 directors were in support. Robin abstained and James and Trevor were not present.
Treasurer: William nominated Andrew Aasen as Treasurer. 5 directors were in support. James and Trevor were not present.
 - c. Local Government Investment Pool vs. Money Market Account: Erin reviewed the options of the local government investment pool and a money market account with First Interstate Bank. To apply for the local government investment pool, there needs to be a resolution adopted by the board. Erin will meet with the Treasurer Andrew to discuss these options and how to move forward with these accounts.
 - d. Policy Handbook Review/Set up committee: There was not enough time to discuss this. Erin would like the board to review this handbook and come with edits/suggestions/questions at the next board meeting.
 - e. Long Range Plan and Discussion: There was not enough time to discuss this.
7. Treasurers Report: See Exhibit C:
Motion #2 made by Robin Vora, seconded by Brian Lepore that the board has received the presented Treasurers reports for February 2023. Rollcall vote: unanimous approval. Andrew left early and James and Trevor were not present.
8. Approval of Meeting Minutes:
Motion #3 made by William Kuhn, seconded by Brian Lepore to approve the February 16, 2023 board meeting minutes. Rollcall vote: unanimous approval. Andrew left early and James and Trevor were not present.
Motion #4 made by Brian Lepore, seconded by William Kuhn to approve the March 10, 2023 special board meeting minutes. Rollcall vote: unanimous approval. Andrew left early and James and Trevor were not present.
9. Directors' Reports
 - a. Jeff Rola: There was an elk traffic jam on Sisemore Road last week. Tumalo Irrigation was testing the new pipeline yesterday and there was a leak and it flooded Tumalo Reservoir Rd. Tumalo irrigation will turn their water on April 20th and a rotation schedule will start in July.
 - b. Andrew Aasen: Andrew had to leave early.
 - c. William Kuhn: William had a great trip to Portugal.
 - d. Brian Lepore: Brian attended the Director training and a Biochar workshop and training that HOFFA hosted.

- e. James Warren: James was not present at the meeting.
- f. Trevor Lawson: Trevor was not present at the meeting.
- g. Robin Vora: Robin continues to attend the landfill committee meetings and the County has it down to 3-5 sites at this point for the new landfill sites.

The next board meeting will be on April 20, 2023. This meeting will be held from 6-8 pm at the Bend East Side Library at 62080 Dean Swift Rd. There will be a virtual option available.

There being no further business, the meeting was adjourned at 8:08 p.m.

Erin Kilcullen

Erin Kilcullen, General Manager



DESCHUTES COUNTY SOIL & WATER CONSERVATION DISTRICT
 Board of Directors Meeting –March 16,2023
 Meeting location: Bend East Side Public Library, 62080 Dean Swift Rd. Bend,
 OR with a Zoom option available

Motions made:	Vote result
<p><i>Motion #1 made by Brian Lepore, seconded by Andrew Aasen to create a District enhancement committee that will include Brian Lepore, William Kuhn, and Erin Kilcullen.</i> There were no objections.</p>	<p>Unanimous approval. James and Trevor were not present.</p>
<p><i>Motion #2 made by Robin Vora, seconded by Brian Lepore that the board has received the presented Treasurers reports for February 2023.</i> There were no objections</p>	<p>Unanimous approval. Andrew left early and James and Trevor were not present.</p>
<p><i>Motion #3 made by William Kuhn, seconded by Brian Lepore to approve the February 16, 2023 board meeting minutes.</i> There were no objections.</p>	<p>Unanimous approval. Andrew left early and James and Trevor were not present.</p>
<p><i>Motion #4 made by Brian Lepore, seconded by William Kuhn to approve the March 10, 2023 special board meeting minutes.</i> There were no objections.</p>	<p>Unanimous approval. Andrew left early and James and Trevor were not present.</p>

Addendum: Motions of the Board Meeting – March 16, 2023

Exhibit A: Program Updates February/March 2023

Irrigation Water Management (IWM)

- ARPA
 - 15 projects will be funded
 - 8 projects completed
 - Total Project Costs: \$414,929.41
 - Total Costs Reimbursed: \$160,000
 - Acres Treated: 64.1
 - 11 financial agreements signed
- 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.
- IWM Workshop 2023
 - Todd is working on the 2023 IWM workshops. This year, the District will host 4 half day workshops with patrons from each irrigation district. These workshops will occur from February – May.

Forest Health and Wildfire Risk Reduction

- SB 762
 - Erin has met with 6 landowners that will be receiving funding through the SB 762.
 - 6 landowners have signed financial agreements. 3 landowners have completed their projects.
- Joint Chiefs Buttes to Basins
 - The District will be working with the USFS for an agreement to receive \$100,000 for outreach, education, and monitoring for forest health and wildfire risk projects. These funds will have an expiration date of June 1, 2026.

Manure Exchange Program

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

Pasture Exchange Program

- 14 landowners interested in leasing pasture
- 5 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

- There has been 2 partner meetings and a 3rd meeting with landowners was held in February.
- 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.

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. The Open house was held on December 8th.
- DSWCD held a monitoring meeting with partners to develop a monitoring plan.
- Erin and Emma are working to perform their first round of outreach to landowners

Small Grants:

- 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
 - 1 commercial projects
 - 4 private property projects
- 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 submitted.
- Water Quality
 - Todd has applied for a water quality improvement grant. 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.

Urban Agriculture

- Emma has worked with partners to apply for an Urban and Community Grant with NACD.

Renewable Energy

- Erin and Emma have applied for 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

- Emma applied for 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
February 16, 2023 – March 16, 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.
- Attended the ODA Agriculture water quality review meeting.
- Attended the monthly County Weed Board meeting.
- Met with Staci to work on converting QuickBooks from accrual to cash.

Grant Work:

- Working with Todd and Tom to complete and sign financial agreements and verify and send payment for completed projects with the 15 landowners that are receiving funding through ARPA.
- Continues to work with staff and landowners on the small grants.
- Continues to work with forested landowners to provide support for the SB 762 funding.
- Continues to seek new grant opportunities in irrigation efficiency, forestry, energy, urban agriculture, riparian health, weeds, and wildlife.
- Submitted the NACD Urban and Community Grant.
- Hosted the 3rd Indian Ford Watershed Group meeting. This meeting included 10 interested landowners. These landowners are very interested in a second meeting and pursuing restoration activities.
- Has developed a new position for the District and will be holding interviews through the end of March and early April.
- Hosted the 1st monitoring meeting with partners for the Upper and Little Deschutes SIA.

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 C:

Deschutes County SWCD Board Meeting Report February 1st to February 28th, 2023

Grant Monies Received this Month:

Western SARE	\$	3,592.97
NRCS - TA	\$	5,094.96
	\$	-
	\$	-
Total Grant Monies In	\$	<u>8,687.93</u>

Expenses:

Payroll & Taxes	\$	15,980.17	
Personnel	\$	694.66	Erin Health Insurance
Office	\$	57.00	DD Fees and Website
Utilities	\$	83.88	Cell Phone
Mileage/Travel	\$	326.20	
Other: Contracted Services	\$	3,900.00	CPA
Professional Fees	\$	502.50	Bookkeeping
Bank Charges	\$	10.00	
Rents	\$	89.00	Storage
Liability Insurance	\$	-	
Booth at Earth Day	\$	75.00	
Total Expenses	\$	<u>21,718.41</u>	

Checking Account Balance EOM: \$ 267,199.19

Notes for Month:

Deschutes Soil & Water Conservation District
Profit & Loss
 February 2023

	Feb 23
Ordinary Income/Expense	
Income	
20000 · Western SARE	3,592.97
9000 · NRCS - TA	5,094.96
Total Income	8,687.93
Gross Profit	8,687.93
Expense	
13200 · ODA DO 21-23 Expenses	
13201 · Salary, Wages, Benefits	1,795.92
13202 · Contracted Services	502.50
13203 · Travel	26.20
13204 · Materials/Supplies	75.00
13205 · Other	924.54
Total 13200 · ODA DO 21-23 Expenses	3,324.16
14200 · ODA SOW 21-23 Expenses	
14201 · Salary, Wages, Benefits	2,918.01
14203 · Travel	245.63
Total 14200 · ODA SOW 21-23 Expenses	3,163.64
17200 · ARPA Grant Expenses	
17201 · Salary, wages, Benefits	698.48
Total 17200 · ARPA Grant Expenses	698.48
18200 · SB 762 Forestry - Expenses	
18201 · Personnel/Salary/Wages/Benefits	2,648.41
Total 18200 · SB 762 Forestry - Expenses	2,648.41
19200 · BOR - Indian Ford - Expenses	
19201 · Personnel/Salary/Wages/Benefits	916.65
Total 19200 · BOR - Indian Ford - Expenses	916.65
20200 · Western SARE - Expenses	
20201 · Personnel/Salary/Wages/Benefits	1,018.96
20205 · Travel	0.00
Total 20200 · Western SARE - Expenses	1,018.96
21200 · SIA - Upper & L. Desch - Expens	
21201 · Personnel/Salary/Wages/Benefits	732.61
Total 21200 · SIA - Upper & L. Desch - Expens	732.61
60900 · EXPENSES	
62150 · Bank Charges	10.00
68311 · Contracted Services	3,900.00
Total 60900 · EXPENSES	3,910.00
62800 · GRANT EXPENSE - ODA	0.00
66000 · PERSONNEL	0.00
8200 · NACD - TA Expenses	
8201 · Salaries, Wages & Benefits	4,223.05
8203 · Travel	0.00
Total 8200 · NACD - TA Expenses	4,223.05

10:31 AM
03/13/23
Cash Basis

Deschutes Soil & Water Conservation District
Profit & Loss
February 2023

	<u>Feb 23</u>
9200 · NRCS - TA Expenses	
9201 · Salary, Wages & Benefits	1,684.07
9202 · Travel	<u>90.35</u>
Total 9200 · NRCS - TA Expenses	<u>1,774.42</u>
Total Expense	<u>22,410.38</u>
Net Ordinary Income	<u>-13,722.45</u>
Net Income	<u><u>-13,722.45</u></u>