



DESCHUTES COUNTY SOIL & WATER CONSERVATION DISTRICT

Board Meeting Minutes – April 20, 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, James Warren

Staff present: Erin Kilcullen, General Manager; Tom Bennett, Conservation Technician

Agency attendees: Lars Santana, NRCS District Conservationist, Scott Duggan, OSU extension

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 6:00 p.m.; all attendees introduced themselves.
2. Public Comments: None.
3. Financial Statement Review – Richard Winkel – CPA
Richard provided a full review of the financial statement review that he completed for the District for the 21-22 fiscal year. A review is different from a full audit. It does not perform detailed testing on deposits. There were no detriments of the District that he found. Some weaknesses he highlighted are the small staff of the District and the limited designation of duties due to the District manager overseeing most of the district duties. Richard highlighted the importance of the Board and their role in District oversight.
4. Agency Reports:
 - a. Lars Santana: Lars and NRCS staff have been working on obligating contracts from last year. Lars showed how to navigate the Oregon NRCS website to view the success stories that are published. There are 4 stories that have been completed in Central Oregon. NRCS has a public affairs team and there will be a story done in the first week of May for TSID RCPP.
 - b. Scott Duggan: Scott has been performing site visits with farmers. He held the horse and pasture management workshop that 20 people attended. In May, there will be a Horse laminitis and swine and horse vaccination clinic.

5. Program Updates: See Exhibit A.
6. Manager Report: See Exhibit B.
7. Action Items
 - a. District Enhancement Committee nominations: Eric Nusbaum recommends that the District appoint 2 more members to the committee for a total of 5 committee members. William nominated Rex Barber; Brian seconded. Rex Barber has accepted this nomination through a conversation with Brian Lepore. It was unanimous board approval. Erin would like the new employee to be the 5th member.
 - b. Water Smart Tip Summer Advertisement – KTVZ: Erin was contacted by KTVZ to be one of three sponsors to develop and advertise three water smart tips for the months of June, July, and August. The price of this commercial advertisement is \$3,000 total. The board was interested in learning how the commercial would be developed and what leverage it gives to the district. Erin will call KTVZ to get more specific information about the advertisement.
Motion #1 made by Jim Warren, seconded by William Kuhn to give Erin the authority to approve an agreement with KTVZ on the advertisement and purchase price of \$3,000.
Rollcall vote: unanimous. Trevor was not present
 - c. Annual Meeting Resolution: See Exhibit C:
Motion #2 made by Brian Lepore, seconded by James Warren to approve resolution #3023-5 to hold the DSWCD 2023 annual meeting on June 15, 2023 from 10 am – 2pm.
Rollcall vote: unanimous. Trevor was not present.
 - d. Program and Operations Coordinator position
Erin has held interviews for 3 candidates for the new position. William and Jeff attended and assisted with these interviews. Erin proposed that she would like to hire Jena Thomas with a start date in May or the 1st of June.
Motion #3 made by Andrew Aasen, seconded by William Kuhn to have Erin hire her top candidate choice at a starting salary of \$45,000 with a 90-day introductory performance period with potential for a raise after that 90-day period. Rollcall vote: unanimous. Trevor was not present.
 - e. Plant Sale: Erin will be working on the plant sale on Saturday April 22 at the Earth Day fair in Bend. She will need some assistance picking and dropping off the plants.
 - f. Local Investment Pool: Erin and Andrew met to discuss the local investment pool and will continue this conversation at the May board meeting with a resolution for the board to sign.
8. Treasurers Report: See Exhibit D:
Motion #4 made by William Kuhn, seconded by James Warren that the board has received the presented Treasurers reports for March 2023. Rollcall vote: unanimous approval. Trevor was not present.
9. Approval of Meeting Minutes:
Motion #5 made by Robin Vora, seconded by James Warren to approve the March 16, 2023 board meeting minutes. Rollcall vote: unanimous approval. Trevor was not present.
10. Directors' Reports
 - a. Jeff Rola: No Updates.
 - b. Andrew Aasen: Andrew has been working to incorporate Millican into Mountain View. He has been successful and has 70% of residents to sign petition. Andrew is leaving for Europe for 3 weeks.
 - c. William Kuhn: William discussed the PBS special on Water called “ H2O” and recommends everyone watch this if possible.
 - d. Brian Lepore: Brian has been working on his property and is selling 2 lambs.

- e. James Warren: James discussed with the Board that Trevor will be resigning from the board and will be giving a formal notice soon. James has some landowners in Alfalfa that are interested in piping projects.
- f. Trevor Lawson: Trevor was not present at the meeting.
- g. Robin Vora: Robin attended the latest Prineville LIT meeting and Crook SWCD will be applying for an America the Beautiful Grant opportunity. He continues to attend the landfill committee meetings and the County has it down to 2 plus one site at this point for the new landfill. The sites are the Badlands Trailhead (Moon pit), in Millican at the Roth property, and a site on BLM land.

The next board meeting will be on May 18, 2023. This meeting will be held from 6-8 pm at the Bend Downtown Library in the Brooks Room. 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



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Motions made:	Vote result
<i>Motion #1 made by Jim Warren, seconded by William Kuhn to give Erin the authority to approve an agreement with KTVZ on the advertisement and purchase price of \$3,000.</i> There were no objections.	Unanimous approval. Trevor was not present.
<i>Motion #2 made by Brian Lepore, seconded by James Warren to approve resolution #3023-5 to hold the DSWCD 2023 annual meeting on June 15, 2023 from 10 am – 2pm.</i> There were no objections.	Unanimous approval. Trevor was not present.
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Addendum: Motions of the Board Meeting – April 20, 2023

