



DESCHUTES COUNTY SOIL & WATER CONSERVATION DISTRICT

Board Meeting Minutes – April 15, 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

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

Agency attendees: Lars Santana, NRCS

Other attendees: Kyle Collins, Nick Lelack, Deschutes County Community Development and Planning Division

Order of business:

1. Call to Order & Introductions: The meeting was called to order at 9:02 a.m.; all attendees introduced themselves.
2. Public Comments: None.
3. Natural Resource Position with Deschutes County
 - a. Kyle Collins and Nick Lelack from the Community Development Department joined this meeting to discuss the process of creating a Natural Resource Specialist position for Deschutes County. About a year ago, a Deschutes County patron provided input of the need for this position in the county. Currently, Deschutes County has two County foresters that also manage the Weed program. Kyle and Nick are currently in the scoping process of this position and what the counties needs are. They will be putting together a presentation for the County Commissioners in July in hopes of obtaining a consensus of the details of what this position means and can provide to the County. This meeting with our District was a great conversation about the needs of the County and how the District can provide assistance and guidance to this new position.
 - b. Everyone present at this meeting voiced their opinion about the importance of this position and the various roles it could entail to benefit Deschutes Counties Natural Resources. Also, DSWCD can provide assistance in various manners to the county to address natural resource concerns. Deschutes County continues to grow, climate change is occurring, and our natural resources are limited. Everyone voiced their enthusiasm to have a County position to work with all partners to address these major issues and what details this position will include. It is still in the beginning stages of this process and Kyle and Nick would like to hear any additional inputs to this position moving forward.
4. Agency Reports:

- a. Lars Santana: Lars, Erin, and Todd continue to work together on outreach for the Joint Chiefs project. There have been 11 applications through the initial Outreach efforts. On April 29, 2021 there is a meeting with OACD to discuss the Joint Chiefs projects further. There was a public announcement for the current Joint Chiefs that went out in January. NRCS would like to wait until August to proceed forward with additional press releases for the Joint Chiefs project because it incorporates NRCS and the Forest Service. In two years, NRCS will determine if they will apply for the next round of Joint Chiefs funding. DSWCD has applied for an additional round of NRCS TA funds offered through OWEB. This cycle is quite a bit more competitive and Lars hopes that we will be awarded this grant. They should announce the awarded districts soon. This funding source would provide assistance for the Joint Chiefs project. Lars explained the other RCPP; alternative funding arrangements and the type of organizations that are equipped to apply. A job offer has been given for a new soil conservationist in the Redmond office and they will be starting in 3-4 weeks. The NRCS office will be altering the cubicle arrangement and cubicles will be made much smaller, but DSWCD should continue to have one or two cubicles.
5. Grant Updates
- a. Grant Updates. The NRCS TA Grant was submitted on April 1, 2021 and the District should be hearing back about that soon. The District was awarded the NACD Urban Agriculture Grant and Erin has begun to work with the Environmental Center to get started on this grant. She has worked with Jeff on sending out a Press Release for this grant and the notice was published in the Sisters Nugget and Cascade Business News. The District was also awarded a continuation on the NACD TA Grant. Erin has set up a meeting with DRC and COID to collaborate on efforts and next steps for the District moving forward with this grant. Lundy ditch is in the final design stages and there will be a next meeting in May. The NACD Grant is moving along smoothly. Tom continues to work with patrons and Irrigation Districts on on-farm prioritization work. Todd put on a fantastic Irrigation Water Management webinar for Three Sisters Irrigation District patrons. Twelve patrons joined and there were 5 different presenters. The capacity grant for the next biennium is due June 30, 2021 and the current capacity grant will be exhausted by the end of July. The district has one small grant that has been reviewed and two additional small grants that are in the works. The current small grant funding has been exhausted and so the District will have to wait until late summer for the next round of funding.
6. Action Items:
- a. Bond: Erin has gotten quotes from Hartford and Glatfelter for a new Bond for the District. She presented the quotes with various deductibles. There was an additional change to the Bond Price that was approved at the District's special meeting on April 20, 2021. For details, follow up with the special meeting minutes.
Motion #1 was made by Jeff Rola and seconded by Leslie Clark to approve Erin to pay \$451 annually for a \$2,500 deductible with Hartford Company and cancel the existing bond. Roll Call: unanimous approval.
 - b. Health Insurance: The Health insurance premiums are increasing from last year.
Motion #2 was made by Leslie Clark and seconded by Jeff Rola to approve the District pay in full the same policy of Red PPO F and constant Dental plan (option 1) at the new rate for next year for Erin Kilullen. Roll Call: unanimous approval.
 - c. Intergovernmental Agreement and Privacy Agreement with Crook SWCD: Erin has been working with Crook SWCD to sign an Intergovernmental Agreement so that these two districts can work together and outside of county lines on projects. Erin has added a privacy agreement with Crook SWCD to this document.
Motion #3 was made by Leslie Clark and seconded by Gen Hubert for DSWCD and CCSWCD to sign the IGA as presented. Roll Call: unanimous approval.
 - d. Meeting and presentation with the County Commissioners. Erin has set a meeting to present to the County Commissioners on May 17th at 1pm. Todd and Erin will work together on this and deliver the presentation.

7. Manager's Report: See Exhibit A.
8. 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. The board would like to see a 3 month projection of our grants monthly.

Motion #4 was made by Leslie Clark and seconded by Gen Hubert to receive the Treasurers report. Roll call: unanimous approval.

8. Approval of Meeting Minutes:

Motion #5 made by Jeff Rola, seconded by Leslie Clark to approve the March regular board meeting minutes. Rollcall vote: unanimous approval.

9. Directors' Reports

- a. Susan had to leave the meeting early.
- b. Leslie is very busy with COID. The Pilot Butte and Central Oregon Canal have both been turned on. She is working to apply for grants that will provide match for the RCPP.
- c. Jeff is on the OACD legislative committee and they are currently tracking 150 bills. There is a budget discussion currently. He has been helping Erin with the press releases for the two NACD Grants that the District was awarded.
- d. Gen stated that DRC was recommended for an OWRD feasibility study with COID for on-farm work. DRC is working to secure ARPA funds that are available through COVID relief and these funds will be used for on-farm projects. She is busy working on water leasing and mitigation.
- e. William has been experiencing difficulty with his neighbor that is selling their house and allowing people to come look at the property and allow their dogs to roam even though it is a deed restricted area. He is possibly being sued by his neighbor.

The next regular board meeting will be on May 20, 2021 at 9:00 a.m. Pending Covid-19 status, it will be held via Zoom or a to-be-determined location.

There being no further business, the meeting was adjourned at 11:17 p.m.



Erin Kilcullen, General Manager


DESCHUTES COUNTY SOIL & WATER CONSERVATION DISTRICT

Board of Directors Meeting – April 15, 2021

Meeting location: via Zoom

Addendum: Motions of the Board Meeting – April 15, 2021

Motions made:	Vote result
<i>Motion #1 was made by Jeff Rola and seconded by Leslie Clark to approve Erin to pay \$451 annually for a \$2,500 deductible with Hartford Company and cancel the existing bond.</i> There were no objections.	Unanimous approval*
<i>Motion #2 was made by Leslie Clark and seconded by Jeff Rola to approve the District pay in full the same policy of Red PPO F and constant Dental plan (option 1) at the new rate for next year for Erin Kilcullen.</i> There were no objections.	Unanimous approval*
<i>Motion #3 was made by Leslie Clark and seconded by Gen Hubert for DSWCD and CCSWCD to sign the IGA as presented.</i> There were no objections.	Unanimous approval*
<i>Motion #4 was made by Leslie Clark and seconded by Gen Hubert to receive the Treasurers report.</i> There were no objections.	Unanimous approval*
<i>Motion #5 made by Jeff Rola, seconded by Leslie Clark to approve the March regular board meeting minutes.</i> There were no objections.	Unanimous approval*

*Susan Altman had to leave the meeting early and is not included in the unanimous approval of these motions made above.

Exhibit A:**Manager's Report****March 18, 2021 – April 15, 2021**

As the general manager, I submit the following:

1. I have signed all the paperwork with AIG to set up a 457B retirement account for Todd and myself.
2. I am working to perform additional outreach to gain momentum with landowners for wildlife, aquatic, and forestry restoration projects in the Upper Deschutes, Indian Ford, and Tumalo Mule Deer Winter Range.
3. I am working to get the district a new Bond with Glatfelter or Hartford.
4. Todd and I have submitted an application for the NRCS TA Grant for 2021-2022.
5. I have completed the Quarter reports for the Capacity, Lundy Ditch, and NACD Grant.
6. 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.
7. I attended the Shared Stewardship meeting #3 and the Sage Grouse LIT meeting.
8. I have met with Patti Adair to develop a relationship and discuss the needs and interest of the County and DSWCD.
9. I assisted Todd with his IWM workshop for TSID patrons.
10. I have talked with Kevin Pardy from SDIS to discuss our Districts eligibility for Liability insurance.
11. I have submitted an internship application through SDAO to assist the district with the IWM program, manure exchange program, and outreach and marketing efforts.
12. I have met with Andrew Walch from ODFW and Jennifer O'Reilly from USFWS to discuss wildlife habitat improvement projects in the County.
13. I have met with Susan and a local Farmer Linda to discuss the needs of local farmers and how the District can provide assistance in Deschutes County.
14. I have signed the two MOA's for the new NACD TA and NACD Urban and Community Grant. I have met with The Environmental Center to begin work on the Urban and Community Grant.

Thank you all for your assistance to the District.

Erin Kilcullen

Exhibit B: Treasurers Report

**Deschutes County SWCD
Board Meeting Report
March 1, 2021 Through March 31, 2021**

Grant Monies Received this Month:

OWEB NRCS	\$ 6,364.20
	\$ -
	\$ -
	\$ -
	\$ -
Total Grant Monies In	<u>\$ 6,364.20</u>

Expenses:

Payroll & Taxes	\$ 11,498.39
Personnel	\$ 727.52
Office	\$ 5.25
Utilities	\$ 63.03
Mileage	\$ 265.44
Contracted Services	\$ 290.00
Rents	\$ 69.00
Dues	\$ -

Total Expenses	<u>\$ 12,849.63</u>
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Checking Account Balance EOM: \$ 75,258.59

Notes for Month:

11:17 AM
04/09/21
Accrual Basis

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

	Jul '20 - Mar 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	16.46
10202 · Contracted Services	905.00
10203 · Materials & Supplies	9,729.82
10204 · Travel	70.15
Total 10200 · OWRD - BOLTON Expenses	10,721.43
11200 · COVID CARES ACT Expense	
11201 · Salary, Wages & Benefits	8,921.89
11202 · Education	189.00
11203 · Internet & Telephone	1,042.58
11204 · Dues & Subscriptions	149.90
11205 · Office	2,610.95

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04/09/21
Accrual Basis

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

	Jul '20 - Mar 21
11206 · Rents	250.40
Total 11200 · COVID CARES ACT Expense	13,164.72
3200 · ODA - DO Expenses	
3201 · Salary, Wages & Benefits	35,520.74
3202 · Contracted Services	2,295.00
3203 · Travel	774.80
3204 · Materials & Supplies	468.37
3205 · Admin	543.20
3200 · ODA - DO Expenses - Other	1,912.79
Total 3200 · ODA - DO Expenses	41,514.90
4200 · ODA - SOW Expenses	
4201 · Salary, Wages & Benefits	7,832.03
4203 · Travel	23.00
Total 4200 · ODA - SOW Expenses	7,855.03
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	726.30
6202 · Contracted Services	1,852.50
6203 · Travel	86.68
Total 6200 · OWRD - LUNDY Expenses	2,665.48
62800 · GRANT EXPENSE - ODA Travel / Mileage	213.11
Total 62800 · GRANT EXPENSE - ODA	213.11
66000 · PERSONNEL	
Medical Insurance	727.52
Payroll Expense	
Insurance Stipend	2,485.08
Payroll	0.00
Payroll Taxes	-803.58
Total Payroll Expense	1,681.50
Total 66000 · PERSONNEL	2,409.02
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	12,925.32
8203 · Travel	278.32
Total 8200 · NACD - TA Expenses	13,203.64
9200 · NRCS - TA Expenses	
9201 · Salary, Wages & Benefits	17,211.49
9202 · Travel	746.55
9204 · Grant/ Admin/ Indirect	2,797.67
9200 · NRCS - TA Expenses - Other	1,465.12
Total 9200 · NRCS - TA Expenses	22,220.83

11:17 AM
04/09/21
Accrual Basis

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

	Jul '20 - Mar 21
Total Expense	120,059.33
Net Ordinary Income	143,937.58
Net Income	143,937.58