



DESCHUTES COUNTY SOIL & WATER CONSERVATION DISTRICT

Board Meeting Minutes – March 18, 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 (Alfalpa)	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, Robin Vora, 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, Stephanie Payne, NRCS, Smita Mehta, DEQ, Theresa DeBardelaben, ODA, Scott Duggan, OSU Extension

Other attendees: Brian Lepore, Farmer

Order of business:

1. Call to Order & Introductions: The meeting was called to order at 9:00 a.m.; all attendees introduced themselves.
2. Public Comments: Brian Lepore mentioned that Phil Chang has reached out to local farmers to host an open house meeting in April. He has forwarded the email to Erin who has sent it to all board members and other interested partners.
3. Agency Reports:
 - a. Scott Duggan: He continues to work on a need’s assessment for the three counties and providing education for local ranchers and farmers. He is working on scholarly writing. There is a project that is working on donating bought animals to food banks. Meat processing continues to be limited in Central Oregon and can take up to a year to get an animal processed.
 - b. Lars Santana: Lars, Erin, and Todd had a site visit on March 17, 2021 to Robert Windlinx property for a forestry health project through the Joint Chiefs project. There was an initial Joint Chiefs meeting with all partners last week and there will continue to be quarterly meetings. The application for the NRCS TA Grant is due on April 1, 2021 and NRCS and DSWCD are working to submit an application. Kevin Conroy, NRCS Basin Team Leader is retiring in April and they are working to have a new person hired shortly. A job offer has been given for a new soil conservationist in the Redmond office.
 - c. Theresa DeBardelaben: There has been a complaint near Tumalo about a landowner placing manure on bare ground near the irrigation ditch. A compliance letter has been mailed out. ODA is hiring a soil health position to work in Central Oregon with cover crops and soil health. This position is being paid through NRCS.

- d. Smita Mehta: DEQ is working on an algal bloom study in Crane Prairie, Billy Chinook, and other lakes in the county. DEQ is gathering impaired water bodies data for 2022.
4. Grant Updates / IWM presentation
- a. Grant Updates. The 2019/2020 NRCS TA Grant has been completed. The project completion report and final payment request has been accepted. Todd is working on submitting a new application for a new NRCS TA Grant that is due April 1st. Erin is waiting to hear a final decision regarding the NACD Urban and Community Grant. She has had to cut the budget by \$10,000. Lundy ditch is in the final design stages. The NACD Grant is moving a long smoothly and Todd is beginning to develop an IWM program with these funds and is devoting more of his time to this grant. Erin is working with Lars on moving forward with the Joint Chiefs project. DSWCD is still waiting to hear more information on funding. Erin and Todd are working to provide funding through our Capacity grant to assist a landowner in Sisters to pipe his private lateral from Whychus Creek. The final design should be completed by May and implementation will begin this summer.
- b. IWM presentation: Todd presented his idea to develop an on-farm Irrigation Water Management (IWM) program for Deschutes County. Water is the major emphasis and how we can work with landowners to sustain our water and agriculture. He presented the problem, goals, objectives, actions, and budget for this program. The main goals of this program are outreach, implementation, increase and advance knowledge of IWM to landowners, improve management, and track improvements. This program will begin through utilization of the districts NACD and ODA capacity funds. All board members really enjoyed and appreciated this presentation. Gen would like to see this presented to the Deschutes River Conservancy. Susan thinks this would be a great opportunity for an internship to assist with this program.
5. Action Items:
- a. Resolution to hold the Annual Meeting. Erin would like to have the annual meeting in June and include a possible field trip to project sites. This will be dependent on COVID-19 restrictions.
Motion #1 was made by Leslie Clark and seconded by Jeff Rola to approve Erin to create a resolution to hold the DSWCD annual meeting on Thursday June 17, 2021 at 9AM. Roll call: unanimous approval.
- b. Intergovernmental 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. The board agrees with the edits to the arbitration section and suggests adding a privacy section to this agreement.
- c. Adobe Acrobat Pro: Erin has been paying for an Adobe Acrobat Pro subscription and would like for the district to pay this moving forward. She uses this membership solely for work. It is \$15/month.
Motion #2 was made by Jeff Rola and seconded by Susan Altman to approve for the District to accept the expense of Adobe Acrobat Pro DC of \$15/month. Roll Call: unanimous approval.
- d. OCEAN Connect Conference (May 11-13): Erin would like for herself and Todd to attend the conference. It costs \$50/participant.
Motion #3 was made by Leslie Clark and seconded by Genevieve Hubert to accept the fees of the OCEAN annual conference for Todd and Erin of \$100. Roll call: unanimous approval.
- e. Needs, communications, and capacity for the district to present to the County Commissioner's: Todd started the conversation of why and how our district wants to create a relationship with the County's Commissioners. He presented four questions to the board and went around to hear everyone's opinions.
1. Is there a need for interaction between the County Commissioners and DSWCD? Why?
 2. What can DSWCD provide to the County Commissioners?
 3. What can the County Commissioners provide to DSWCD?
 4. How do we improve the relationship with County Commissioners? What can we do now?
- The discussion results are as follows:

William Kuhn:

A need to interact with the County Commissioners – yes
Need to develop an outline on what we can provide.
Build income/capacity from the County.
Identify County Commissioners “hot buttons”.

Gen Hubert:

A need to interact with the County Commissioners – yes
Need to understand what Roles and duties of the County Commissioners.
Summarize/comparison of DSWCD and County Commissioners
Develop a Chart that identifies overlaps.

Susan Altman:

A need to interact with the County Commissioners – yes
Need to show mutual benefit and relationship between SWCD and Commissioners.
Benefit to the SWCD is funds and job sharing.
Know your commissioners i.e. Patti Adar – Accounting background, Phill Chan – Natural resources, Tony Debone - Community growth and stability.

Jeff Rola:

A need to interact with the County Commissioners – yes
Should ask the question Why do we need the SWCD? It is needed because help the County Commissioners to understand and how to sustain the natural resources.
Help County Commissioners understand the DSWCD need capacity and part of the solution is a tax base.
Help County Commissioners that the DSWCD is not regulatory or a regulatory entity.
Crisis with climate change and water

Leslie Clark:

A need to interact with the County Commissioners – yes
Concur what Susan and Jeff articulated
Presentation should be what we can contribute to the County Commissioners.
Focus on landowner and partnership relations.

Robin Vora:

Need to know where there is alignment between County Commissioners and the Deschutes SWCD
Need to Identify partnerships to meet mutual objectives – focus on partnerships.
End Game- Need funds from the county to support a ½ time manger and full-time grant writer.
Comment from a County Commissioner 8-9 years ago: “ DSWCD seems like an organization looking for a purpose”.
Robin informed the Board about his telephone calls with managers of the Sussex County Conservation District in Maryland -- their programs and partnerships with their county and state. They are likely to receive \$100,000/year from their county, up from a previous allocation of \$50,000/year. He sent notes of the telephone call to the Board and staff in an email after the meeting.

Actions:

Summarize/comparison of DSWCD and County Commissioners
Develop a Chart that identifies overlaps and present to board.
Attend County Commissioner board meetings as a listener and familiarize with issues.

Erin will reach out to Tom Anderson to hopefully schedule a meeting with the County Commissioners or to present at their meetings.

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. Erin has updated the districts annual budget currently.

Motion #4 was made by Jeff Rola and seconded by Susan Altman to receive the Treasurers report. Roll call: unanimous approval.

8. Approval of Meeting Minutes:

Motion #5 made by Susan Altman, seconded by Leslie Clark to approve the February regular board meeting minutes. Rollcall vote: unanimous approval.

9. Directors' Reports

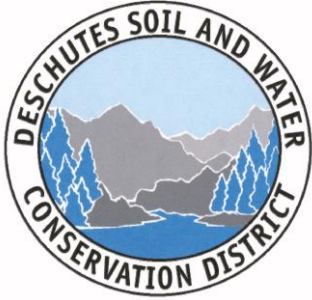
- a. Susan sent two emails to the board and staff providing information about wildfire and climate change in 2020.
- b. Jeff is tracking bills about SWCDs that address natural resource management.
- c. Leslie has been tracking the legislative in session and is following three bills about water storage.
- d. Robin had no reports.
- e. William would like to encourage everyone to talk about population growth.
- f. Gen continues to work with irrigation districts on projects.

The next regular board meeting will be on April 15, 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 12:02 p.m.



Erin Kilcullen, General Manager



DESCHUTES COUNTY SOIL & WATER CONSERVATION DISTRICT
 Board of Directors Meeting – March 18, 2021
 Meeting location: via Zoom

Addendum: Motions of the Board Meeting – March 18, 2021

Motions made:	Vote result
<p><i>Motion #1 was made by Leslie Clark and seconded by Jeff Rola to approve Erin to create a resolution to hold the DSWCD annual meeting on Thursday June 17, 2021 at 9AM. There were no objections.</i></p>	<p>Unanimous approval</p>
<p><i>Motion #2 was made by Jeff Rola and seconded by Susan Altman to approve for the District to accept the expense of Adobe Acrobat Pro DC of \$15/month. There were no objections.</i></p>	<p>Unanimous approval</p>
<p><i>Motion #3 was made by Leslie Clark and seconded by Genevieve Hubert to accept the fees of the OCEAN annual conference for Todd and Erin of \$100. There were no objections.</i></p>	<p>Unanimous approval</p>
<p><i>Motion #4 was made by Jeff Rola and seconded by Susan Altman to receive the Treasurers report. There were no objections.</i></p>	<p>Unanimous approval</p>
<p><i>Motion #5 made by Susan Altman, seconded by Leslie Clark to approve the February regular board meeting minutes. There were no objections.</i></p>	<p>Unanimous approval</p>

Exhibit A:
Manager's Report
February 19, 2021 – March 18, 2021

As the general manager, I submit the following:

1. I have been working 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.
3. I am working to get the district a new Bond with Glatfelter to combine with our Liability insurance.
4. I have updated the Board member responsibilities policy. I still need signatures from Jeff, William, Leslie, Gen, and Susan.
5. I have submitted the final report for the NRCS TA Grant. Todd is working on a new application that is due April 1, 2021. I will be helping to review the application.
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. We had a meeting with Marc Thalacker and Nicholle from NRCS to discuss the design and timeframe for implementation.
7. I attended the DBWC meeting and technical subcommittee meeting, Shared Stewardship meeting #2, NRCS local working group meeting, Planning commission meeting, Beavers on our Landscapes webinar, Small farm and organic CIS development meeting, ODFW open house meeting, and the ODA trainings.
8. I have met with Susan and Gen to discuss the District's role with the planning commission and to get to learn more about each other and how they as board members could assist myself and the district.
9. I have submitted a small grant for starting a pollinator pathway throughout the city of Bend.
10. I have met with Dirk Renner from USFWS to discuss the partnership program in more detail and what projects that opportunity could fund.
11. The partners for the Joint Chiefs project met to discuss planned projects for 2021 and proposed work for 2022 and 2023.

Thank you all for your assistance to the District.

Erin Kilcullen

Exhibit B: Treasurers Report

**Deschutes County SWCD
Board Meeting Report
February 1,2021 to February 28, 2021**

Grant Monies Received this Month:

ODA - Sow Grant	\$ 14,580.00
	\$ -
	\$ -
	\$ -
	\$ -
Total Grant Monies In	<u>\$ 14,580.00</u>

Expenses:

Payroll & Taxes	\$ 11,346.88
Personnel	\$ 727.52
Office	\$ -
Utilities	\$ -
Mileage	\$ 184.24
Professional (Bookkeeping)	\$ 358.00
Contracted Services	\$ 10,539.82
Other:	\$ 69.00
Rents	\$ 69.00
Dues	\$ -

Total Expenses \$ 23,225.46

Checking Account Balance EOM: \$ 78,484.69

Notes for Month:

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Accrual Basis

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

	Jul '20 - Feb 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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Accrual Basis

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

	<u>Jul '20 - Feb 21</u>
11206 · Rents	250.40
Total 11200 · COVID CARES ACT Expense	15,500.00
3200 · ODA - DO Expenses	
3201 · Salary, Wages & Benefits	25,769.69
3202 · Contracted Services	2,005.00
3203 · Travel	607.36
3204 · Materials & Supplies	336.34
3205 · Admin	537.95
3200 · ODA - DO Expenses - Other	1,912.79
Total 3200 · ODA - DO Expenses	31,169.13
4200 · ODA - SOW Expenses	
4201 · Salary, Wages & Benefits	7,224.49
4203 · Travel	23.00
Total 4200 · ODA - SOW Expenses	7,247.49
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	899.69
6202 · Contracted Services	1,852.50
6203 · Travel	59.80
Total 6200 · OWRD - LUNDY Expenses	2,811.99
62800 · GRANT EXPENSE - ODA	
Travel / Mileage	0.00
Total 62800 · GRANT EXPENSE - ODA	0.00
66000 · PERSONNEL	
Medical Insurance	727.52
Payroll Expense	
Insurance Stipend	2,485.08
Payroll	0.00
Payroll Taxes	0.00
Total Payroll Expense	2,485.08
Total 66000 · PERSONNEL	3,212.60
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	6,248.32
8203 · Travel	154.00
Total 8200 · NACD - TA Expenses	6,402.32
9200 · NRCS - TA Expenses	
9201 · Salary, Wages & Benefits	16,937.01
9202 · Travel	746.55
9204 · Grant/ Admin/ Indirect	2,797.67
9200 · NRCS - TA Expenses - Other	1,465.12
Total 9200 · NRCS - TA Expenses	21,946.35

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Accrual Basis

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

	<u>Jul '20 - Feb 21</u>
Total Expense	<u>105,300.64</u>
Net Ordinary Income	<u>158,696.27</u>
Net Income	<u><u>158,696.27</u></u>



Resolution of the Deschutes Soil and Water Conservation District

Resolution # 2021 – 3

A Resolution adopting the 2021 Annual Meeting Date.

Whereas by unanimous agreement of the full board of the Deschutes Soil and Water Conservation District directors; therefore,

Be It Resolved that on June 17, 2021 the Deschutes Soil and Water Conservation District will hold its annual meeting at 9 a.m. via Zoom or in person depending on Covid-19 regulations.

[Leslie Clark](#)
Zone 1 Director, Treasurer

[William Kuhn](#)
Zone 2 Director, Co-Chair

[Jeff Rola](#)
Zone 3 Director, Co-Chair

[Susan Altman](#)
Zone 4 Director, Secretary

[Andrew Aasen](#)
Zone 5 Director

[Robin Vora](#)
Director-at-Large (#1)

[Gen Hubert](#)
Director-at-Large (#2)

William Kuhn
Co-Chair of the Board of Directors
Deschutes County Soil & Water Conservation District

Genevieve Hubert
Co-Chair of the Board of Directors
Deschutes County Soil & Water Conservation District

Date of Board Action: March 18, 2021

STAFF

[Erin Kilcullen](#)
General Manager

[Todd Peplin](#)
Programs/Planner Lead

[Thomas Bennett](#)
Conservation Technician

CONTACT

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