



DESCHUTES COUNTY SOIL & WATER CONSERVATION DISTRICT

Board Meeting Minutes – January 19, 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: Trevor Lawson, William Kuhn, Jeff Rola, James Warren, Andrew Aasen, Robin Vora, Brian Lepore

Staff present: Erin Kilcullen, General Manager; Todd Peplin, Lead Planner; Tom Bennett, Conservation Technician; Emma Zuber, Field/Office Assistant

Agency attendees: Lars Santana, NRCS District Conservationist, Jenn Eatwell, NRCS Soil Conservationist, Damon Brosnan, NRCS Basin Team Leader, Scott Duggan, OSU extension

Other attendees: Nicole Kalk, member of the public observing

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. Agency Reports:
 - a. Lars Santana: Lars provided an overview of the NRCS website and gave a preview of the map and projects/programs in Deschutes County.
<https://www.nrcs.usda.gov/conservation-basics/conservation-by-state/oregon>
Lars also gave a review of NRCS and the relationship between them and DSWCD. NRCS and SWCD are both non-regulatory and non-political organizations that work with landowners on voluntary restoration and conservation projects.
 - b. Damon Brosnan: Damon discussed the Inflation Reduction Act that will be coming through in the next year. In 2023, there will be \$5-7 million coming to NRCS for their programs and during 2024 – 2027 that amount will increase exponentially. There will be a large need for additional staff to assist with these funds. NRCS will not have the ability

to hire staffing needs, but will looking to develop agreements with the local SWCD's (Deschutes, Jefferson, and Crook). Damon envisions one entity agreement with NRCS over a 5-year period.

- c. Scott Duggan: Scott described OSU extensions role in research and education. He is working on classes for beef and cattle operations for next year. Scott will be a presenter for the DSWCD IWM workshop this spring. Scott is also working on an inland pasture calendar and pasture management courses.
4. Program Updates: See Exhibit A.
5. Manager Report: See Exhibit B.
6. Action Items
 - a. Oath of Office: Trevor Lawson, James Warren, and Brian Lepore all stood, read, and signed their oath of office in front of the District staff and Board of Directors. This was their official start of their role as a Director for DSWCD.
 - b. Designation of District Roles
 - i. Co-chairs: Jeff nominated James Warren as Co-Chair. 5 directors were in support. Andrew Aasen abstained and Robin Vora did not vote in favor. James Warren nominated Jeff Rola as Co-Chair.
 - ii. Treasurer and Secretary: The new board members would like to learn more about these positions before appointing a board member to these positions.
 - iii. District Manager Supervisor: Jeff Rola will be Erin Kilcullen (District Manager) supervisor.
 - c. Board meeting date and time resolution #2023-1: See Exhibit C.
The 7 board of directors unanimously agreed to hold monthly board meetings on the 3rd Thursday of every month from 6-8 pm in the Bend East Side Library. The Co-Chairs signed this resolution.
 - d. Procurement Policy Resolution: See Exhibit D.
Erin has developed a procurement policy and resolution for the Board of Directors to approve.
Motion #1 made by James Warren, seconded by Andrew Aasen to approve, and adopt the 2023 Procurement policy: Public Contracting Rules and Procedures.
Rollcall vote: unanimous approval.
 - e. Check Signing from Board of Directors Resolution: See Exhibit E. Resolution #2023-3 was signed by the District Co-Chairs to authorize Brian Lepore and James Warren to sign District checks.
 - f. SDAO Conference – Sunriver – February 9-12
There is a pre-conference Board and management training for \$85 extra/person. The new board members have decided to not pay for this pre-conference training and will attend the training by Eric Nusbaum in Madras on February 28th.
 - g. New District Position: Emma will be leaving the District at the end of March. Erin would like to create a new full-time position starting in April. Erin, district staff, and NRCS staff will be discussing this position in more detail at their staff meeting on Thursday. This discussion will include funding, budget, District programs, needs of the District and manager, and other aspects.
 - h. Juniper Legislation: Erin has attended meetings with the Central Oregon Cities Organization (COCO) about an Oregon Water Conservation and Stream Restoration Program. This program would be a legislation Act of 2023 to expand current Juniper treatment efforts to add a specific focus on reducing unnatural and excessive water consumption by invasive Junipers. Erin would like to provide a letter of support for this program.

Motion #2 made by Andrew Aasen, seconded by James Warren to approve that Erin develop and submit a letter of support from the District for the Oregon Water Conservation and Stream Restoration Program. Rollcall vote: unanimous approval.

7. Treasurers Report: See Exhibit F:

Motion #3 made by Andrew Aasen, seconded by James Warren that the board has received the presented Treasurers reports for December 2022. Rollcall vote: unanimous approval.

8. Approval of Meeting Minutes:

Motion #4 made by Robin Vora, seconded by Brian Lepore to approve the December 15, 2022 board meeting minutes with changes. Rollcall vote: unanimous approval.

9. Directors' Reports

- a. Jeff Rola: Jeff will be attending the NACD Annual Meeting in New Orleans and will not be present at the February board meeting. The Inflation Reduction Act and New Farm Bill will be discussed at this conference.
- b. Andrew Aasen: Andrew has been attending the meetings about the new landfill site and providing his strong hearted opinion. He is worried about the pollution into groundwater and wells.
- c. William Kuhn: William took this time to thank everyone and is encouraged with the new board members and the future of the District.
- d. Brian Lepore: Brian is honored to be on the Board and meet everyone.
- e. James Warren: Jim is honored to be here and be a co-chair. Water is Jim's main focus and is appalled with the water allocation and development of water and the irrigators are the ones paying the price.
- f. Trevor Lawson: Trevor is excited to be on the board.
- g. Robin Vora: Robin would like for the District to look into a money market account for the District. Robin is serving on a County committee searching for a new landfill site. One potential site is adjacent to the Badlands wilderness and 8 the remaining 12 are in sage-grouse habitat in eastern Deschutes County. All the sites presently under consideration have significant conflicts. Robin attended (by Zoom) an Oregon Agricultural Heritage Program Board meeting. He learned their mission is broader than maintaining historic farms and ranches and includes conservation of nature in general. They recently granted the Deschutes Land Trust funds to purchase two conservation easements. Their grants may be a future opportunity for DSWCD. Robin suggested inviting Megan Kellner-Rode for a 10-15 minute talk to the Board about her farm.

The next board meeting will be on February 16, 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 8:13 p.m.

Erin Kilcullen

Erin Kilcullen, General Manager



DESCHUTES COUNTY SOIL & WATER CONSERVATION DISTRICT
 Board of Directors Meeting –January 19,2023
 Meeting location: Bend East Side Public Library, 62080 Dean Swift Rd. Bend,
 OR with a Zoom option available

Motions made:	Vote result
---------------	-------------

Motion #1 made by James Warren, seconded by Andrew Aasen to approve, and adopt the 2023 Procurement policy: Public Contracting Rules and Procedures. There were no objections. Unanimous approval.

Motion #2 made by Andrew Aasen, seconded by James Warren to approve that Erin develop and submit a letter of support from the District for the Oregon Water Conservation and Stream Restoration Program. There were no objections. Unanimous approval.

Motion #3 made by Andrew Aasen, seconded by James Warren that the board has received the presented Treasurers reports for December 2022. There were no objections. Unanimous approval.

Motion #4 made by Robin Vora, seconded by Brian Lepore to approve the December 15, 2022 board meeting minutes with changes. There were no objections. Unanimous approval

Addendum: Motions of the Board Meeting – January 19, 2023

Exhibit A:

Program Updates

December/January 2022

Irrigation Water Management (IWM)

- ARPA
 - 15 projects will be funded
 - 7 projects completed
 - Total Project Costs: \$338,212.41
 - Total Costs Reimbursed: \$140,000
 - Acres Treated: 55.1
 - 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 5 landowners that will be receiving funding through the SB 762.
 - 4 landowners have signed financial agreements. 3 landowners have completed their projects.
 - A contractor agreement has been signed for a contractor to complete 2 forest management plans for landowners that are signed up for an EQIP contract with the Joint Chiefs Program.
 - Erin and Emma are finding companies that can assist with a Success Story on a forestry project.
- 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 will be 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 collaborate 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.
- 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
 - Tom has been collaborating with a landowner that is a suitable candidate for an Irrigation efficiency improvement project. Staff members have begun to develop this grant application.
- Riparian Health
 - Erin and Emma are working with Black Butte Ranch on a possible small grant to remove reed canary grass.

Urban Agriculture

- Erin and Emma continue to collaborate with partners to pursue this avenue. There is a new NACD Urban and community grant opportunity that is due in March 2023.

Renewable Energy

- Erin and Emma are applying 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.

Exhibit B:

Manager's Report

December 15, 2022 – January 19, 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 Prineville LIT meeting. The group will continue to meet to apply for an infrastructure Bill Grant this spring.
- Attended the monthly project wildfire meeting.
- Met with the USFS about the District receiving grant funding through the Joint Chiefs initiative.

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 Emma and landowners on the pollinator and guzzler small grant.
- Continues to collaborate 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.
- Attended a local meeting to discuss Juniper removal at the state level through legislature.
- Emma and I are working with DRC to present to the County Commissioners the progress and updates on the ARPA funding in hopes of receiving additional funding.
- Erin has completed all the quarterly reports and financial management for all 8 of the District Grants.
- Erin is supporting and assisting Emma with a USDA Renewable Energy Grant that the District would be the lead on.

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