



DESCHUTES COUNTY SOIL & WATER CONSERVATION DISTRICT
Board Meeting Minutes – July 16, 2021
Meeting location: Central Oregon Irrigation District, Redmond, OR

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, Leslie Clark, Robin Vora

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

Agency attendees: Smita Mehta, DEQ

Other attendees: Colin Wills, Arnold Irrigation District

Order of business:

1. Call to Order & Introductions: The meeting was called to order at 9:01 a.m.; all attendees introduced themselves.
2. Public Comments: None.
3. Agency Reports:
 - a. Smita Mehta: DEQ is placing monitoring equipment below Wickiup and Smita continues her work on the harmful algal bloom study in the Upper Deschutes.
4. Grant Updates
 - a. Grant Updates. Erin has been working on the Urban Agriculture Grant with The Environmental Center and Middle Deschutes Watershed Council. They have received 22 responses from the initial outreach mailing to 50 schools. Erin is working to incorporate pollinator gardens in the soil health workshop that will be presented in October 2021. There will also be pollinator plantings at 2 schools and in parks throughout Bend. The District was awarded the WaterSmart Grant through the Bureau of Reclamation to create a Watershed Group in the Indian Ford Watershed and begin to complete assessments on the creek. The District continues to meet with COID, DRC, NRCS, and Crook SWCD to collaborate efforts and funding towards the new Smith Rock RCPP. The District has requested up to \$2 million of the counties ARPA funds to implement irrigation efficiency projects. We are waiting for next steps from the County Commissioners. For the OWRD Lundy Ditch grant, Todd is wrapping up the project. The final design is underway and will be hosting a final patron meeting to discuss pipeline alternatives, next steps, and what funding opportunities are available for pipe installation. Todd is working with NRCS on signing up landowners for the Joint Chiefs funding opportunity to implement forest health projects. Todd has been communicating with landowners and performing site visits and providing planning assistance. The

Districts capacity Grant is being extended until December 2021 or until the projects are completed. The remaining funds are being used to pipe a property in TSID from Whychus Creek. Another project is switching a landowner in COID from flood to sprinkler. This property currently flood irrigates, and their water flows back into the COID canal. Also, Erin will be using some of these remaining funds to plant pollinator gardens at schools and parks in Bend. Erin has completed the application for the 21-23 biennium Capacity Grant and will start utilizing those funds this month. Erin has met with Kris Knight of the watershed council to set up the Small grant team for the next biennium. There are two small grants that the District will be applying for in July when the next biennium funds are available. One project is a flood to sprinkler transition and on is spreading native seed to enhance upland process. Tom is working with landowners and COID to provide technical assistance and Irrigation water management plans for their properties.

5. Action Items:

- a. OACD Annual Due: Erin got a notice from OACD and NACD about paying their annual dues. OACD is based on our expenses and will be approximately \$1,000. NACD varies on how much the Districts would like to contribute. Jeff was not able to make this meeting and the District will wait until the next meeting to discuss this further. Jeff is on the OACD board and can provide more insight.
- b. SDAO Trainings: There is a Board of Directors and Management Staff Training that Erin would like to join and possibly some board members. Erin can attend in person the September 2, 2021 training in Salem. She would like one or two board members to attend a virtual option.
Motion #1 made by Leslie Clark, seconded by Susan Altman for Erin to attend the in person SDAO training with a one night stay the night before in Salem, Oregon. Rollcall vote: unanimous approval.
- c. Todd and Tom's Salary: Erin would like to give Todd and Tom a raise. She would like assistance in developing a salary raise policy to adopt moving forward. Erin will work on this with Gen.

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. Leslie would like to receive the monthly payroll reports.

Motion #2 made by Robin Vora, seconded by Leslie Clark to receive the Treasurers report. Rollcall vote: unanimous approval.

8. Approval of Meeting Minutes:

Motion #3 made by Leslie Clark, seconded by Robin Vora to approve the June 17, 2021 annual board meeting minutes. Rollcall vote: unanimous approval.

9. Directors' Reports

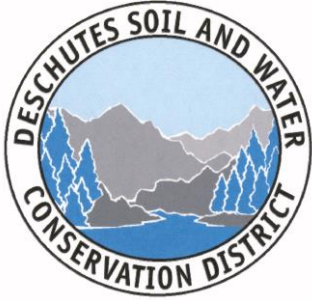
- a. Gen Hubert: DRC has hired 3 new staff members, a Program Director, Program Manager, and a position to work on the McKay project.
- b. Susan Altman: At the last planning commission meeting, they discussed the natural resource position and what that looks like. It is still at the preliminary phase and the process is still moving along. Susan discussed the possibility of our District being a liaison for a Pasture Exchange Program. This program could look similar to our Manure Exchange Program and would need some publicity. Erin will work on the website design on this and performing some public outreach efforts.
- c. Leslie Clark: Leslie is working on the drought challenges. There is a landowner that filed their first official water transfer and she is working through that.
- d. Robin Vora: Robin had no updates.

The next board meeting will be on August 19, 2021 at 9:00 a.m. This meeting will be held in person at Central Oregon Irrigation District with a virtual zoom option.

There being no further business, the meeting was adjourned at 10:40 a.m.

Erin Kilcullen

Erin Kilcullen, General Manager



DESCHUTES COUNTY SOIL & WATER CONSERVATION DISTRICT
 Board of Directors Meeting – July 15, 2021
 Meeting location: via Zoom

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

Motions made:	Vote result
<i>Motion #1 made by Leslie Clark, seconded by Susan Altman for Erin to attend the in person SDAO training with a one night stay the night before in Salem, Oregon.</i> There were no objections.	Unanimous approval
<i>Motion #2 made by Robin Vora, seconded by Leslie Clark to receive the Treasurers report.</i> There were no objections.	Unanimous approval
<i>Motion #3 made by Leslie Clark, seconded by Robin Vora to approve the June 17, 2021 annual board meeting minutes.</i> There were no objections.	Unanimous approval

Exhibit A:

Manager's Report
June 17, 2021 – July 15, 2021

As the general manager, I submit the following:

1. I have been participating in the technical and communication subcommittees of the DBWC to determine next steps in outreach and implementation for the group.
2. I have attended a field trip to a ranch in the Brother's area with partners to discuss current and future projects. I am working with Crook SWCD on obtaining funding to partner on some of these projects.
3. I have attended a two-day Forestry Conservation plan training.
4. I have met with Rebecca to continue to improve the Districts books.
5. Todd, Tom, and I continue to work with DRC and COID on next steps and how we can collaborate our efforts and funding sources for the RCPP in Smith Rock Way. We are meeting monthly at this point while we wait to hear about exact funding amounts for project implementation.
6. I have been working on the Urban Agriculture Grant workshop and pollinator component.
7. Theresa and I have met to discuss the current and future capacity grants as well as a possible future SIA. We will be having a meeting in August with partners to discuss the SIA in more detail.
8. I have submitted our ODA Capacity grant application.
9. I attended a Shared Stewardship field tour on the Metolius Mule Deer Winter Range projects.
10. I have created a job announcement for an intern position and hope to hire someone by August 2021.
11. I have been working on budget projections for each grant.
12. I have completed quarter reports for our Lundy Ditch, NACD TA grants, NACD Urban Agriculture, and ODA Capacity.
13. I am working with the Upper Deschutes Watershed Council on our small grant team and how we will be moving forward in the next biennium.

Thank you all for your assistance to the District.

Erin Kilcullen

Exhibit B: Treasurers Report

**Deschutes County SWCD
Board Meeting Report
June 1, 2021 Through June 30, 2021**

Grant Monies Received this Month:

	OWRD Tower	\$	620.00
	OWRD Tower	\$	4,620.00
		\$	-
		\$	-
		\$	-
Total Grant Monies In		\$	<u>5,240.00</u>

Expenses:

	Payroll & Taxes	\$	11,201.35
	Personnel	\$	727.52
			DD fees, Office Max and Adobe, HP, US
	Office	\$	278.67 Post Office
	Utilities	\$	63.10 Cell Phone
	Mileage/Travel	\$	547.12
			Black Rock Construction 4,620 The Enviromental
Other:	Contracted Services	\$	5,085.00 Center 465
	Professional Fees	\$	415.00 Bookkeeping
	Rents	\$	69.00 Storage
	Workers Comp	\$	601.42
			Annual meeting lunch 190.88 Bend
	Materials & Supplies	\$	315.73 Bulletin 124.85
	Total Expenses	\$	<u>19,303.91</u>

Checking Account Balance EOM: \$ 93,435.76

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Deschutes Soil & Water Conservation District
Profit & Loss
 June 2021

07/08/21

Accrual Basis

	Jun 21
Ordinary Income/Expense	
Income	
8000 · NACD - TA	0.00
Total Income	0.00
Gross Profit	0.00
Expense	
10200 · OWRD - BOLTON Expenses	
10201 · Salary, Wages, & Benefits	0.00
10204 · Travel	0.00
Total 10200 · OWRD - BOLTON Expenses	0.00
11200 · COVID CARES ACT Expense	
11201 · Salary, Wages & Benefits	0.00
Total 11200 · COVID CARES ACT Expense	0.00
12200 · NACD Urban Ag Expenses	
12201 · Salary, Wages, Benefits	252.09
12202 · Contracted Services	465.00
Total 12200 · NACD Urban Ag Expenses	717.09
3200 · ODA - DO Expenses	
3201 · Salary, Wages & Benefits	2,964.39
3202 · Contracted Services	601.42
3203 · Travel	198.24
3204 · Materials & Supplies	315.73
3205 · Admin	8.52
Total 3200 · ODA - DO Expenses	4,088.30
4200 · ODA - SOW Expenses	
4201 · Salary, Wages & Benefits	1,592.43
4203 · Travel	123.20
Total 4200 · ODA - SOW Expenses	1,715.63
5200 · OWRD-TOWER Expenses	
5203 · Travel	0.00
Total 5200 · OWRD-TOWER Expenses	0.00
6200 · OWRD - LUNDY Expenses	
6201 · Salary, Wages & Benefits	0.00
6202 · Contracted Services	4,620.00
6203 · Travel	0.00
Total 6200 · OWRD - LUNDY Expenses	4,620.00
62800 · GRANT EXPENSE - ODA	
Travel / Mileage	0.00
Total 62800 · GRANT EXPENSE - ODA	0.00
66000 · PERSONNEL	
Payroll Expense	
Insurance Stipend	0.00
Payroll	0.00
Payroll Taxes	0.00
Total Payroll Expense	0.00
Total 66000 · PERSONNEL	0.00
7200 · OWEB - SIA Expenses	
7203 · Travel	0.00

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07/08/21
Accrual Basis

Deschutes Soil & Water Conservation District
Profit & Loss
June 2021

	Jun 21
Total 7200 · OWEB - SIA Expenses	0.00
8200 · NACD - TA Expenses	
8201 · Salaries, Wages & Benefits	5,757.14
8203 · Travel	225.68
8204 · Admin	820.52
	6,803.34
Total 8200 · NACD - TA Expenses	
9200 · NRCS - TA Expenses	
9201 · Salary, Wages & Benefits	1,918.39
9202 · Travel	0.00
	1,918.39
Total 9200 · NRCS - TA Expenses	
Total Expense	19,862.75
Net Ordinary Income	-19,862.75
Net Income	-19,862.75