



**DESCHUTES COUNTY SOIL & WATER CONSERVATION DISTRICT**  
Board Meeting Minutes – November 17, 2022  
Meeting location: Bend Downtown Library, 601 NW Wall St. Bend, OR with a  
Zoom option available

**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

Directors present: Robin Vora, William Kuhn, Jeff Rola, Andrew Aasen, Susan Altman

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

Other attendees: Brian Lepore, candidate for At Large #2, Megan Kellner-Rode, candidate for Zone 4, Nicole Mardell, Deschutes County Senior Planner, Nunzie Gould, citizen, Rima Givot, citizen

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 5:02 p.m.; all attendees introduced themselves.
2. Public Comments: Brian Lepore would like to clarify that his position with the Board of Directors in non-partisan.
3. Nicole Mardell – Deschutes County Senior Planner  
Deschutes County 2040 Comprehensive Plan Discussion

Deschutes County and the Community Development department is updating their Comprehensive Plan to the year 2040. The Comprehensive Plan sets the direction for the County’s growth and development over 20-years. It was last updated in 2011 and needs updating to address:

- Population growth
- Changes in the economy, housing, natural hazards, and more
- Smaller changes made since 2011

The population of Deschutes county is expected to grow from its current population of 200,000 to 289,000 in 2040. This project has 4 phases and currently in the policy

development phase. The County is working to collect community input through surveys, open houses, and meeting as this one to discuss the plan with local organizations. The final adoption of the plan will be in the winter of 2024. Nicole joined this meeting to facilitate a discussion with DSWCD on input to needs of this new comprehensive plan.

Todd is interested in how the open house and project is being advertised. He believes the County should be talking with the Irrigation Districts to spread the word to their patrons.

William would like to see the Plan relate to current development and zoning code amendments. He asks the questions: is planning good? Is growth good? He respects wildlife habitat and believes Deschutes County is loving the environment to death. William is very interested in the Dark Skies program.

Andrew believes that the County needs to avoid development on high value farm and forest land. And develop on sites with poor soil quality.

Lars mentioned some outreach sources for the County to utilize: OSU extension newsletter and the farmer/rancher listserv. NRCS supports the process of creating easements for landowners on private property. Lars believes that there needs to be additional education to new landowners. Also, there needs to be additional monitoring of groundwater and new wells.

Jeff works for an NGO that responds to natural disasters and that influences land use. He is curious about how the County plans to address these scenarios. He would also like to see how the plan will address renewable projects and wind and solar energies.

Susan is interested in the process that cities must go through to expand the Urban Growth Boundary. Every city has different requirements, but the City of Bend must go through the County to expand the city limits.

Nunzie believes that there needs to be a greater voice in conservation to not develop more housing into rural areas. There needs to be a climate action plan with a sustainability and conservation objection. She is interested in how growth is looked at and how these projections are made. The County needs to sustainably place growth. Nunzie is disappointed with the development pressure on planners and why are all the plans geared around the growth projections. The comprehensive plans should be focused on conservation and sustainable development.

4. Agency Reports:
  - a. Lars Santana: The EQIP deadline is Friday November 18, 2022 for all 6 conservation efforts. The inflation reduction Act has an open comment period.  
Nunzie is interested to know if there is a mechanism to put federal money into an instream water right? Water rights and in-stream leasing is performed and monitored at the state level, not the federal level. DSWCD does not work with water leasing, that is performed by DRC and irrigation Districts.
5. Treasurers Report: See Exhibit A:

**Motion #1 made by Jeff Rola, seconded by Susan Altman that the board has received the presented Treasurers reports for October 2022.** Rollcall vote: unanimous approval. Andrew Aasen, Gen Hubert, and Leslie Clark were not present.

6. Approval of Meeting Minutes:

**Motion #2 made by Jeff Rola, seconded by Robin Vora to approve the October 20, 2022 board meeting minutes as presented.** Rollcall vote: unanimous approval. Andrew Aasen, Gen Hubert, and Leslie Clark were not present.

7. Program Updates: See Exhibit B.

8. Manager Report: See Exhibit C.

9. Action Items

- a. Paid Leave Oregon: The state of OR is adapting a new state benefit tax for all employees. This will add 1% tax for all District employees starting January 1, 2023. Benefits will become available September 2023. This benefit can be used for sick leave, maternity leave, and family leave.
- b. Review Long-Range Plan  
There was not time available to review the long-range plan. This will be discussed at the December Board meeting.
- c. OACD Board Member Elections: OACD is looking for new board members and are looking for candidates to fill 4 positions by November 30, 2022.
- d. Deschutes County New Landfill Sites: Deschutes County is looking at new landfill sites in the Eastern area of the County. They currently have 30 eligible sites and are looking for public input.

10. Directors' Reports

- a. Gen Hubert: Gen was not present.
- b. Susan Altman: Susan attended the Comprehensive Plan 2040 Open House. Feedback will be presented to the planning commission, and they will go through each section to add comments and new language. This will then be sent to the County Commissioners.
- c. Robin Vora: Robin listened in to the OACD annual meeting where the Soil Water Conservation Commission discussed board member eligibility requirements. He also made personal public comment. There were various comments; some Commission members supported changes while others did not.-The Chair tabled the topic citing lack of agreement among Commission members.
- d. Leslie Clark: Leslie was not present.
- e. Jeff Rola: Jeff attended the OACD annual convention. He is participating in the advocacy committee. Jan Lee is retiring, and they are looking to fill that position.
- f. Andrew Aasen: Andrew had to leave early.
- g. William Kuhn: William went over the candidates for each Board of Director position that was up for election. The results will be released on December 5<sup>th</sup>.

The next board meeting will be on December 15, 2022. 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 7:20 p.m.

*Erin Kilcullen*

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Erin Kilcullen, General Manager



**DESCHUTES COUNTY SOIL & WATER CONSERVATION DISTRICT**  
 Board of Directors Meeting – November 17, 2022  
 Meeting location: Bend Downtown Public Library, 601 NW Wall St. Bend, OR  
 with a Zoom option available

Motions made:	Vote result
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<p><b><i>Motion #1 made by Jeff Rola, seconded by Susan Altman that the board has received the presented Treasurers reports for October 2022.</i></b> There were no objections.</p>	<p>Unanimous approval. Andrew Aasen, Gen Hubert, and Leslie Clark were not present.</p>
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<p><b><i>Motion #2 made by Jeff Rola, seconded by Robin Vora to approve the October 20, 2022 board meeting minutes as presented.</i></b> There were no objections.</p>	<p>Unanimous approval. Andrew Aasen, Gen Hubert, and Leslie Clark were not present.</p>
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**Addendum: Motions of the Board Meeting – November 17, 2022**

**Exhibit A:**

**Deschutes County SWCD  
Board Meeting Report  
October 1, 2022 to October 31, 2022**

**Grant Monies Received this Month:**

BOR-Indian Ford	\$	2,522.37
Western SARE	\$	3,505.35
NACD- TA	\$	<u>21,656.25</u>
Total Grant Monies In	\$	<u><u>27,683.97</u></u>

**Expenses:**

Payroll & Taxes	\$	16,821.61	
Personnel	\$	694.66	Erins health insurance
Office	\$	72.16	DD Fees, Website
Utilities	\$	83.91	Consumer Cell
Mileage/Travel	\$	532.51	
Other: Contracted Services	\$	20,000.00	McWilliams ARPA
Professional Fees	\$	455.00	Cascade Country
Rents	\$	79.00	Storage
Annual Dues	\$	501.00	NACD Annual Dues
Materials & Supplies	\$	109.79	Refreshments for Board meeting and IWM workshop
Total Expenses	\$	<u><u>39,349.64</u></u>	

**Checking Account Balance EOM:** \$ 309,447.72



3:49 PM  
11/14/22  
Cash Basis

**Deschutes Soil & Water Conservation District**  
**Profit & Loss**  
**October 2022**

	Oct 22
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
19000 · BOR - Indian Ford Grant	
19001 · Salaries, Wages, Benefits	1,817.31
19005 · Indirect	705.06
<b>Total 19000 · BOR - Indian Ford Grant</b>	<b>2,522.37</b>
20000 · Western SARE	
20001 · Salaries, Wages, Benefits	3,441.00
20005 · Travel	64.35
<b>Total 20000 · Western SARE</b>	<b>3,505.35</b>
8000 · NACD - TA	
8001 · Salaries, Wages, Benefits	21,656.25
<b>Total 8000 · NACD - TA</b>	<b>21,656.25</b>
<b>Total Income</b>	<b>27,683.97</b>
<b>Gross Profit</b>	<b>27,683.97</b>
<b>Expense</b>	
13200 · ODA DO 21-23 Expenses	
13201 · Salary, Wages, Benefits	1,726.53
13202 · Contracted Services	455.00
13203 · Travel	48.75
13204 · Materials/Supplies	36.04
13205 · Other	1,430.73
<b>Total 13200 · ODA DO 21-23 Expenses</b>	<b>3,697.05</b>
14200 · ODA SOW 21-23 Expenses	
14201 · Salary, Wages, Benefits	4,345.80
14203 · Travel	377.51
<b>Total 14200 · ODA SOW 21-23 Expenses</b>	<b>4,723.31</b>
17200 · ARPA Grant Expenses	
17201 · Salary, wages, Benefits	0.00
17202 · Contracted Services	20,000.00
<b>Total 17200 · ARPA Grant Expenses</b>	<b>20,000.00</b>
18200 · SB 762 Forestry - Expenses	
18201 · Personnel/Salary/Wages/Benefits	1,644.33
<b>Total 18200 · SB 762 Forestry - Expenses</b>	<b>1,644.33</b>
19200 · BOR - Indian Ford - Expenses	
19201 · Personnel/Salary/Wages/Benefits	874.17
<b>Total 19200 · BOR - Indian Ford - Expenses</b>	<b>874.17</b>
20200 · Western SARE - Expenses	
20201 · Personnel/Salary/Wages/Benefits	1,261.89
20205 · Travel	0.00
<b>Total 20200 · Western SARE - Expenses</b>	<b>1,261.89</b>
22100 · IWM Workshop Expense	73.75
62800 · GRANT EXPENSE - ODA	
Travel / Mileage	0.00
<b>Total 62800 · GRANT EXPENSE - ODA</b>	<b>0.00</b>
66000 · PERSONNEL	
Payroll Expense	
Insurance Stipend	0.00
Payroll	0.00

3:49 PM

11/14/22

Cash Basis

**Deschutes Soil & Water Conservation District**  
**Profit & Loss**  
**October 2022**

	Oct 22
Payroll Taxes	0.00
Total Payroll Expense	0.00
Total 66000 · PERSONNEL	0.00
7200 · OWEB - SIA Expenses	
7201 · Salary, Wages & Benefits	1,164.44
Total 7200 · OWEB - SIA Expenses	1,164.44
8200 · NACD - TA Expenses	
8201 · Salaries, Wages & Benefits	3,871.35
8203 · Travel	106.25
Total 8200 · NACD - TA Expenses	3,977.60
9200 · NRCS - TA Expenses	
9201 · Salary, Wages & Benefits	1,933.10
9202 · Travel	0.00
Total 9200 · NRCS - TA Expenses	1,933.10
Total Expense	39,349.64
Net Ordinary Income	-11,665.67
Net Income	-11,665.67

Exhibit B:



## Program Updates

### October/November 2022

#### Irrigation Water Management (IWM)

- ARPA
  - 15 projects will be funded
  - 6 projects completed
    - Total Project Costs: \$268,805.41
    - Total Costs Reimbursed: \$120,000
    - Acres Treated: 50.5
  - 11 financial agreements signed
- IWM Workshop Series
  - Included three classroom sessions and two field days. The third session was held on October 6th. There was a landowner panel discussion and presenters from OSU extension, Thompson Pump, and local organizations. 8 landowners joined the session.
- 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.

#### 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 3 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.

#### Manure Exchange Program

- 49 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
  - The new watershed group has met and there will be a follow up meeting in December and a 3<sup>rd</sup> meeting with landowners in January.
  - 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 work 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 will be held on December 8<sup>th</sup>.

## 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 working with a landowner that is a good 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 developed and submitted a grant application for the USDA Office of Urban Agriculture and Innovative Production. This grant was not awarded. Emma continues to work with partners to pursue this avenue.

## Exhibit C:

## **Manager's Report**

### **October 20,2022 – November 17, 2022**

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 ODA SIA Open House meeting.
- Attended the Shared Stewardship field tour to current projects on the SB 762.
- Attended the weekly climate resiliency training. (There were 4 sessions).
- Met with Rebecca to discuss the Districts books and any changes that need to occur.
- Attended the DBWC meeting.
- Attended a training on Paid Leave OR.
- Attended the DRC Water Smart Series on Municipality water.
- Joined for some sessions of the Sage-Con Summit.

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.
- Met with possible contractors to assist with the Indian Ford project.
- Working with landowners and hired contractor on SB 762 projects.
- Met and talked with landowners interested in a small grant project to install guzzlers on their property.
- Held the first partners meeting for the Indian Ford New Watershed Group.
- Had a site visit with a landowner in La Pine for a possible riparian restoration small grant.

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