



**DESCHUTES COUNTY SOIL & WATER CONSERVATION
DISTRICT**

Monthly Meeting – July 16, 2020

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, Co-Chair
Director Zone 4 (Alfalfa)	Susan Altman, Secretary
Director Zone 5 (South County & La Pine)	Colin Wills
Director At-Large #1	Robin Vora
Director At-Large #2	Gen Hubert

Directors present: Susan Altman, Robin Vora, Jeff Rola, Gen Hubert, Leslie Clark, William Kuhn, Colin Wills

Staff present Erin Kilcullen, District Manager; Todd Peplin, Technician/Planner

Agency attendees: Lars Santana, NRCS

Other attendees: none

Order of business:

1. The meeting was called to order at 9:03 a.m.
2. Public comments: None.
3. Manager's report: See attached Exhibit A for the manager's report for July 2020.
 - a. Jeff and Gen mentioned the ability of DRC to review the Indian Ford Grant before submittal.
 - b. Susan had a question about the EDA grant and Jeff explained that we met with Scott about pursuing this proposal, but he recommended that it was probably not the right fit for the district. Erin is pursuing a follow up meeting with Scott and other COIC employees.
 - c. Robin asked how the Corona Virus relief funds will be able to be spent. Erin has reached out to the contact person for this reimbursement of funds and will be finding out details in three weeks. Gen is under the impression that they will be allocated for future payroll.
4. Approval of minutes: The June 25, 2020 Annual meeting minutes were approved.
 - a. **Motion #1 made by Jeff Rola and seconded by Leslie Clark: unanimous approval.**
5. Treasurers Report: see attached Exhibit B for the treasurer's report for June 18, 2020 – July 16, 2020.
 - a. **Motion #2 made by William Kuhn and Seconded by Leslie Clark to approve that the board received a financial report: unanimous approval.**
 - b. Susan had a question about the ADP taxes in the report and Jeff explained that these are the state, federal, social security, and other taxes associated with payroll.
 - c. Erin will investigate the ODA funds that were requested at the end of June and why they have not been received thus far.
 - d. Erin Kilcullen has signed a contract for bookkeeping services with Rebecca Sather (Cascade Country Consultants). Rebecca Sather will be charging \$190/month for bookkeeping and payroll. Erin is in charge of bill pay and check creation. They are working together to get the finances in order and will continue to work on this.
6. Action Items

- a. Employee Handbook Final Approval (revised). Erin was checking to see if the board has received any feedback from ODA. They have not and we are moving forward with the handbook that was approved in the last meeting.
- b. Cell Phone reimbursement has not been discussed further between Todd and Erin. With the tight budget currently, we will discuss this topic at a further date.
- c. Storage space – the district is currently storing their files, tools, and belongings in the NRCS office. It must be moved out as requested by NRCS. Erin provided quotes for storage facilities in Redmond.

Motion #3 made by Jeff Rola and seconded by Gen Hubert: To approve that Erin move forward with securing a 5' x 10' storage facility for the next three months at \$35/month. After this time, we will discuss other options. Unanimous approval.

- d. Updated Budget- Erin made some edits to the 20-21 annual budget by changing the health care costs and adding COVID-19 reimbursement funds. She noted that Rebecca Sather is looking into any unallocated funds the district has. Erin has been in contact with Tank Law about past lawyer fees. The lawyer is not sure if there is a balance left. In 2019, the district set up a payment plan of \$100/month for 18 months for a full payment of \$1,800. Erin will investigate details in QuickBooks and files in the office to determine if there is an outstanding balance.

Robin had questions about the budget that still needs to be addressed. It seems as if there is not enough money to cover salaries and some other aspects of the district expenses. He would like to see a contracted expenses category under projected expenses to clarify funds that within the active grant agreements that are being used for contracting and will not be incoming funds for the district. Erin will work with Rebecca on addressing these concerns.

- e. Managers ability to sign Grant agreements and Fund Requests.

Motion #4 made by Jeff Rola and seconded by Susan Altman: To approve Erin authorization as the general manager to sign grant Agreements, reports, and request of funds for active grants. Unanimous Approval.

- f. Erin's Grand Canyon Trip in September/October. Erin has a trip that has been planned since March 2019. She has previously discussed this trip during the hiring process and the hiring committee had no problems with the trip. She will be gone from September 24, 2020 to October 25, 2020. She may be back at work on October 21, which will be dependent on the COVID-19 situation. Erin will take this month unpaid. Erin will work to meet all deadlines before leaving on this trip and Todd will be working the entire time she is gone.
- g. Future Vision of DSWCD – This is a time for the board and employees to share and discuss their future vision of the district and what steps can be taken to strengthen the district. Jeff started the conversation by discussing making the DSWCD a tax base entity down the road. He addressed the funding concerns he has for the district: that we rely on the lottery and our funding sources is narrow and insecure and COVID has shown weaknesses in our funding sources. Jeff has experience working on political campaigns and would like to start working on this. Leslie spoke on her opinion of becoming a tax base and agrees it would benefit the district, but there are many steps that need to be taken. We have four board members up for election and need to consider new board members and their viewpoint of becoming a tax base. Colin suggested hiring a media relations personnel to aid in advertising our district. Susan believes we need to think long term (2-5 years in the future) of implementing this. William provided a statement on how proud he is of

the board and how far the district has come over the years in a positive way. He would like to assist Jeff in working on this and developing a sub-committee down the road. He also presented having Phil Chang and Phil Henderson (County Commissioner candidates) join our September board meeting. Jeff would like to do more research on the legalities of becoming a tax base and forming a sub committee before more action is taken. Lars support and enjoyed being a part of this conversation and feels that whatever the outcome is, the district will benefit through the process.

7. New Grant Updates

- a. NACD Technical Assistance Grant (June 1) - we should find out July 30/August 1 if we get that grant. That comes with administrative and technical funds. Erin has reached out to Jan Lee to collect more information about this funding source and is waiting to hear back.
- b. OWEB/Stakeholder Grant – Upper Deschutes Forest Health Investment Project (July 27) - Todd had a meeting with Boone from Deschutes County and Ariel Cohen from the Oregon Department of Forestry to talk about the Upper Deschutes Forest Health Investment Project. They have decided to not submit this grant because there is too much work that needs to be done before grant proposal. Todd is hoping to get everything ready for the next grant application period.
- c. OWEB/Technical Assistance Grant – Indian Ford Coordinated Resource Mgmt. Plan (July 27) – Erin has been working on this grant and is getting letters of support and in-kind matches for this project. She has sent a rough draft to Greg Ciannella from OWEB and Theresa from ODA for review. Gen is passing this grant proposal to her DRC staff for review as well. Colin and Leslie provided names and GIS support recommendations for this project.
- d. EDA Cares Act Recovery Assistance – Erin and Jeff discussed the application for this grant with Scott Aycock from COIC and he believes it would be difficult for the district at this time. It is a detailed and long application process and the work that DSWCD does not fully align with the scope of the grant. Erin has followed up with Scott to schedule another meeting to discuss partnering for future projects and possible funding sources.
- e. Small grants – Todd has submitted a small grant for the Bolton pipeline project. This project lies within Deschutes County and the DSWCD boundary, but is also within the Crooked River watershed, making it a Crooked River water quality issue. The Crook county small grant team has given permission for our district to manage this project and funds. The project will eliminate 1,800 ft of open ditch and replace it with 980ft of 10inch PVC into a pond that will be lined. This project lies within Crook county, but Andy (CSWCD manager) has agreed to have Todd be the lead on this project.
- f. Small grant – Medina piping project on Canal Blvd will be submitted in the next month.
- g. OWRD Tower Ditch – Todd met with the landowners of this project and Black Rock consulting and they collectively chose an option for implementation of this project. The final report for this feasibility grant will be completed in July or August and the grant will be completed at the end of August.
- h. Joint Chiefs open solicitation period – Lars discussed the joint chiefs project will be submitting a proposal in October. This grant will address several natural resource concerns (fire, fuels, wildlife, hydrology) and Lars is working on ways to tie the district in and possibly get funding through this grant for the district.

8. Directors Reports: 2020 Elections/Vacancies (see attached exhibit c)

- a. Jeff Rola has decided to not run for reelection and will begin looking for someone to fill his vacancy. He would like to aid the district in becoming a tax base and believes he will be able to assist more from outside the district. The legal notice for this election is being published in the Bend Bulletin on Sunday July 19, 2020 and the last day for candidates to file is August 25th. Todd and Erin are not able

to lobby for candidates but are able to provide information on the process.

- b. Lars Santana gave a NRCS update. He had a meeting with Jefferson, Deschutes, and Crook counties to discuss a forestry shared stewardship group that would work to prioritize projects in the future.

The next regular board meeting will be on August 20 at 9 a.m. Due to Covid-19, the meeting will be held via

Zoom. There being no further business, the meeting was adjourned at 11:53 a.m.

Erin Kilcullen

Erin Kilcullen, General Manager



DESCHUTES COUNTY SOIL & WATER CONSERVATION DISTRICT
 Special Board of Directors Meeting – June 25,
 2020 Meeting location: via Zoom

Addendum: Monthly Meeting – July 16, 2020

Motions made:	Vote result
<p><i>Motion #1 made by Jeff Rola and seconded by Leslie Clark:</i> <i>To approve Annual meeting June 25, 2020 minutes.</i></p>	<p>Unanimous approval</p>
<p><i>Motion #2 made by William Kuhn and seconded by Leslie Clark:</i> <i>To approve that the board received a financial report.</i></p>	<p>Unanimous approval</p>
<p><i>Motion #3 made by Jeff Rola and seconded by Gen Hubert:</i> <i>To approve Erin, move forward with securing a 5' x 10' storage facility for the next three months at \$35/month. After this time, we will investigate other options.</i></p>	<p>Unanimous approval</p>
<p><i>Motion #4 made by Jeff Rola and seconded by Susan Altman:</i> <i>To approve Erin authorization as the general manager to sign grant Agreements, reports, and request of funds for active grants.</i></p>	<p>Unanimous approval</p>

Manager's Report July 2020

As the general manager, I submit the following:

1. Mailed in payment for Liability Insurance for coverage to January 1, 2021 (\$1,815)
2. Talked with Kris Knight from the UDWC about the small grant program.
3. Completed a thorough plant count with Todd on Parrish property and Willows Ranch. I am working on the project completion report to finish up the SIA Grant.
4. Met with Rebecca to discuss our bookkeeping and get everything started!
5. Talked with Andy from CSWCD about Sage Grouse projects and collaborating with him to do work in Deschutes county.
6. Submitted a rough draft of the Indian Ford Coordinated Resource plan to Greg Ciannella and Theresa for edits that is due on July 27th.
7. Attended the Quarterly meeting of Oregon Soil and Water Conservation Commission.
8. Attended a meeting with Jeff and Scott Aycock to discuss the EDA grant and am following up with Scott and other employees of the COIC for future grant opportunities.
9. Met with Theresa and Todd to discuss the Biennial review of the Upper Deschutes Area Plan. We will be working on addressing the measurable objectives and strategic initiatives.
10. I have joined the technical subcommittee for the Deschutes Basin Working Committee.
11. Have been approved reimbursement funds through a Corona Relief Fund.
12. The legal notice for elections will be published in the paper on Sunday July 19th.
13. I would like to set up a policy committee and create a DSWCD Handbook which includes some or all the following policies:
 - a. Financial
 - b. Records Retention
 - c. Board duties
 - d. Public meeting
 - e. Ethics
 - f. Public records
 - g. District public records information request
 - h. Contracting
 - i. Personnel (Employee handbook)

Pending Issues: Liability Insurance, elections, and grant submittal

November Board Elections: Rola, Kuhn, Vora, Wills.

Publication notice (legal notice) of positions and terms must be published in the newspaper not later than July 24th.

Thank you all for your assistance to the District.

Erin Kilcullen

Exhibit B

June - July 2020

Bank Balance as of 7/15/2020: \$ 9,361.98

Income:

\$ 1,900 from our OWEB NRCS grant
\$ 10,825.92 from our OWEB NRCS grant

Receivables:

\$24,994.75 from Capacity Grant DO
\$14,580 from Capacity Grant SOW
\$15,500 from COVID relief fund

Expenses:

\$ 1,815.00 for our yearly liability insurance payment
\$ 598.11 for Workers Comp insurance
\$68.36 for Legal Notice in the Bend Bulletin
\$ 71.95 ADP Payroll fees
\$ 6,918.48 Payroll for Erin and Todd
\$2,451.70 ADP Tax

Date	Description	Debit	Credit	Balance
Jul 13, 2020	CHECK 1639 – Legal Notice – Bend Bulletin	68.36		9,361.98
Jul 10, 2020	CHECK 1637 – Liability insurance	1,815.00		9,430.34
Jul 10, 2020	ADP PAYROLL FEES ADP - FEES 2RAVM 9942418	71.95		11,245.34
Jul 09, 2020	PAYMENT OWEB NRCS TA Grant		1,900.00	11,317.29
Jul 08, 2020	CHECK 1638 – Erin’s payroll	4,018.48		9,417.29
Jul 01, 2020	ADP WAGE PAY WAGE PAY - Todd’s Payroll	2,900.77		13,435.77
Jul 01, 2020	ADP Tax ADP Tax KTAVM 070202A01	2,451.70		16,336.54
Jun 18, 2020	CHECK 1636	598.11		18,788.24
Jun 18, 2020	PAYMENT WATERSHED ENH BD VI021009 001 219-9001-16734 \$10 8		10,825.92	19,386.35

Exhibit C:

My Director's Report:

I have continued with Erin's on-boarding and have been handing off responsibilities to her as we go.

I am assisting with the transfer of the payroll processing to the new bookkeeper.

Have researched the possibility of additional funding through various opportunities in the CARES Act.

Erin and I met with Scott Aycock to look at additional economic assistance through additional funding from the Economic Development Agency. This avenue would be difficult for the District to access at this time. There is also some opportunity with direct (payroll) support that Erin is exploring as well.

A few weeks ago, Tumalo Irrigation District informed me that our ditch would be piped. Met with Tumalo's watermaster to go over the particulars of the construction process. Bill Kuhn also attended. Initial communication from Tumalo was very good and as landowners, most of our big concerns were addressed. Continued open communication is the key to successful implementation of the project.

I have given a lot of thought about seeking re-election to the Board. I came back on the Board to resolve certain issues related to insurance, policy, and personnel. Those issues have largely been resolved.

So, I will not be seeking re-election to the Board and will spend the next several weeks looking for a replacement for my position in the Tumalo Zone 3. If any of you know of someone who qualifies, please let me know.

I will remain active in support of the District after January and will continue to push for stable District funding through the passing of a tax base.

I remain convinced that "locally led" efforts in "voluntary conservation" on private lands is not just the best way, but the right way for communities to manage their resources responsibly for the general welfare of all. Thank you for this opportunity to serve.

Respectfully submitted,

Jeff