



**UMPQUA SOIL AND WATER CONSERVATION DISTRICT
APPROVED REGULAR MEETING MINUTES**

March 8, 2012 – 6:00 p.m.

Directors Present: Chair King Phelps, Vice Chair Bob Sharp, Secretary/Treasurer Thomas Black, Director George Black, Director Rod Brandon, Director Lincoln Russell, and Director Deborah Yates

Staff Present: Conservation Technician/District Manager Rhonda Black, Assistant Conservation Technician Laura Smith

Agencies Present: Oregon Department of Agriculture Operations Specialist Eric Nusbaum, Smith River Watershed Council Coordinator Brain Swift, Smith River Grange #585 Member Carey Jones

Others Present: None.

MEETING CALLED TO ORDER:

Chair Phelps called the meeting to order at 6:00 p.m. which was followed by a tour of the new Port of Umpqua building business offices.

PUBLIC QUESTIONS AND COMMENTS:

None.

STAFF REPORTS:

Both Conservation Technician/District Manager Rhonda Black and Assistant Conservation Technician Laura Smith gave their reports.

APPROVE AGENDA:

Director G. Black made a motion, 2nd by Vice Chair Sharp to approve the agenda for the March 8, 2012 meeting. The motion was **unanimously passed**.

APPROVAL OF MEETING MINUTES:

Director G. Black made a motion, 2nd by Vice Chair Sharp to approve the minutes from the February 9, 2012 meeting. The motion **unanimously passed**.

APPROVAL OF THE BILLS:

Director G. Black made a motion, 2nd by Director Russell to approve the bills. The motion **unanimously passed**.

TREASURER'S REPORT:

February 2012 Treasurer's Report:

Secretary/Treasurer T. Black provided information for the Treasurer's Report: As of February 29, 2012 the District had \$11,193.62 in the checking account and \$1,798.56 in the savings account.

Director G. Black made a motion, 2nd by Director Russell to approve the February 2012 Treasurer's Report for audit. The motion **unanimously passed**.

AGENCY REPORTS:

Oregon Department of Agriculture Operations Specialist Eric Nusbaum described his new position with the Oregon Department of Agriculture and he will be assisting Soil and Water Conservation Districts with trainings and operational reviews. Beth Pietrzak is the new Water Quality Specialist for our area.

Smith River Watershed Council Coordinator Brian Swift reported on the Scare Creek Stream Restoration project the Council is hoping to obtain grant funding for through the Oregon Watershed Enhancement Board and will be applying for the grant during the April 2012 grant cycle. The Vincent Creek Projects was recommended for funding by OWEB and work will start this summer to restore the upper three miles of Vincent Creek.

DIRECTOR REPORTS:

None.

BUSINESS ITEMS:

1. Tour of Port of Umpqua Proposed Office Space and Discussion:

Conservation Technician/District Manager R. Black reported how the proposed office space is 1,118 square feet and includes power, water and sewer, garbage service, and Wi-Fi as part of the rent. An additional benefit would be scheduled use of the Winchester Building Training Center for meetings which would have a one-time refundable cleaning deposit fee of \$100 which would be kept on file at the Port of Umpqua as a revolving deposit. It was suggested that the lease be for a year or longer. The office space could be altered as per the District's specifications and signage would be flush signs of a preselected size on both the front and rear of the

building as well as at the interior location of the office. The building could also be accessed at any time of the day or night, is ADA (Access for Americans with Disabilities) compliant and has substantial parking.

Director G. Black made a motion, 2nd by Vice Chair Sharp to approve going forward in seeking up to a three year lease for the office space from the Port of Umpqua Commission. The motion was **unanimously passed**.

The Conservation Technician/District Manager was advised to find from the Port of Umpqua if the left side cubical space could be sealed up (go all the way to the ceiling) between the middle and outer offices and if it would be possible to remove the middle and rear cubical spaces on the right side.

2. Tiffany Carr from Bank of America, New Signature Card:

Miss Carr did not attend the meeting. The Directors were advised to sign the signature card at Bank of America at their earliest convenience.

3. Presentation by Eric Nusbaum from the Oregon Department of Agriculture – Permanent Tax Rate:

Eric Nusbaum provided his presentation and answered questions from the Directors and audience regarding obtaining a tax base. The Conservation Technician/District Manager will be working with Mr. Nusbaum in order to create a checklist with steps to follow as part of obtaining a tax base and going through the process.

4. Partnership for the Umpqua Rivers Special Districts Position – Action Item:

Information was provided to the Directors regarding the open Special Districts position on the PUR Council. Two-years ago Umpqua Soil and Water Conservation District held a position on the PUR Council. It was recommended that one of the Directors or staff be willing to fill this position and bring this information back to District meetings and report at PUR meetings. The Conservation Technician/District Manager will remind both Director Russell and Director Yates about the next PUR meeting and attend the meeting with them in order to gain insight as to what the group is about. Director Yates stated she would like to serve as an alternate.

5. Annual Meeting 2012, Resolution – Action Item:

Vice Chair Sharp made a motion, 2nd by Secretary/Treasurer T. Black to approve Resolution 12-03 to have the Umpqua Soil and Water Conservation District Annual Meeting on September 13, 2012 at 6:00 p.m. at the Elkton Community Education Center in Elkton, Oregon. The motion **unanimously passed**.

6. Farm Tour 2012 Update:

The Conservation Technician/District Manager provided an update regarding plans for Farm Tour 2012.

Mid-day lunch break – It may be possible to have the mid-day lunch break at Tomaselli's Pastry Mill in Elkton as the new pizza oven has been completed. We could call ahead and have the pizzas being made while we are

still on the tour in order to have them ready when we get there along with a big bowl of salad. Tomaselli's has been contacted in order to find out if this is possible and to confirm the date and price.

Tour locations – One tour stop has been confirmed and several others have been contacted for requested stops at their farms and ranches for the tour. The District is awaiting replies.

Bus Company – Terry Plotz with the Reedsport Four Square Church may be able to offer bus service and provide a driver with a donation to the Church. Mr. Plotz has been contacted and the District is awaiting his reply.

Director Brandon requested that a winery stop be added to Farm Tour 2012 as well.

7. Part-Time Bookkeeper Position – Action Item:

The Conservation Technician/District Manager described how a part-time bookkeeper could assist the District while at the same time saving the District money as this part-time person could do some of the work at a faster pace. It is also better practice for someone other than the person who writes the checks to balance the District's checkbook each month.

Vice Chair Sharp made a motion, 2nd by Director Russell to hire a bookkeeper for one day per month and to balance the checking account statements two-years back. The motion **unanimously passed**.

8. Assistant Conservation Technician Position:

The Conservation Technician/District Manager described how the Assistant Conservation Technician was employed to complete work on the Bureau of Land Management Noxious Weed Inventory and Tide Gate Monitoring and Inventory project. Those funds are depleted, with enough funds left in the Tide Gate Monitoring Grant to hire a private contractor to engineer and write a grant for a tide gate demonstration project. Slowing the current operations back to see where the District is currently at with the possibility of hiring a summer intern was advised.

Vice Chair Sharp made a motion, 2nd by Director G. Black to assess the current employment needs of the District and possibly hire a summer intern to help with the busy season. The motion **unanimously passed**.

ADJOURN MEETING:

Meeting adjourned at 8:30 p.m.

NEXT MEETING DATE:

The next regular meeting for the Umpqua Soil and Water Conservation District will be held April 12, 2012, location to be announced at 7:00 p.m.

Respectfully submitted,

Rhonda Black
Conservation Technician/District Manager
Recorder

Chair King Phelps

Date

Secretary/Treasurer Thomas Black

Date