



## UMPQUA SOIL AND WATER CONSERVATION DISTRICT MONTHLY BUSINESS MEETING MINUTES

June 13, 2024

### **Directors Present:**

Chair Nathan Baumgartner  
Director Tom Black  
Director Beth Frakes  
Director Robert Miller

### **Staff Present:**

District Manager/Conservation Planner Rhonda Black

### **Agencies Present:**

None.

### **Others Present:**

Fiscal Provider Tanya Graham  
Valerie Bowman/411 News

### **MEETING CALLED TO ORDER:**

The Director Baumgartner called the meeting to order at 6:32 p.m.

### **APPROVAL OF MINUTES**

The February 10<sup>th</sup> Meeting and March 3<sup>rd</sup> Special Meeting minutes for 2022 were not yet completely transcribed, but will be available at future meetings. All were lengthy meetings.

Director Baumgartner made a motion, 2<sup>nd</sup> by Director Miller to approve the May 9, 2024 Business Meeting minutes. The motion **unanimously passed**.

### **STAFF REPORT:**

#### **Conservation Technician/District Manager Rhonda Black:**

June 13, 2024

- OWEB:
  - 2023-2025 District Operations Capacity Grant –
    - Streamline website rollout “live date” on 05/24.
    - Updated SWCD website with meeting agenda and minutes.
    - 4<sup>th</sup> Quarter Reporting due 07/15.
    - Site visits/tour on 06/06 with ODA Regional Water Quality Specialist. Visited Scholfield Creek Ranch, Thornton-Oar Lane Tidegate location, Glover Estuary Enhancement Project, Providence Creek proposed bridge location, Providence Creek Heavy Use Area (small grant) location, Parent Ranch Livestock Exclusion & Elk Jump location, pointed out where the Providence Creek Tidegates are from the road and looked over

- the gate at the Leed's Island project area, and visited the Decker Point proposed bridge location at Scholfield Creek.
    - Will be attending Blooms & Butterflies with a table at the event on 06/15.
    - Still looking for an appropriate grant to fund soil tests for both Umpqua & Douglas SWCDs, which will also provide a service necessary for NRCS.
  - OWEB Small Grants Program:
    - OWEB Small Grants Status:
      - Otter-Baumgartner Ranch Livestock Exclusion – 60% of the funds have been used with the majority going to materials and supplies.
      - Providence Creek Runoff Management – 60% of the funds have been used with the majority going to materials and supplies.
      - Parent Ranch Livestock Exclusion Phase 1 – 60% of the funds requested from OWEB with the funds request submitted for approval by OWEB 06/13. The majority of the supplies have been purchased for this project and landowner is beginning work.
    - Submitted Grants –
      - Elk Creek Riparian OWEB Small Grant submitted. Working with several landowners to add to the list of landowners along Elk Creek. Hoping to work with the City of Elkton on these projects, which will fit into their DEQ TMDL plan.
    - Small Grants Pre-Project Tours –
      - Will be working on putting these together as long as it's okay with landowners.
  - Umpqua Fishery Enhancement Derby:
    - Applied for a grant for small equipment purchase of drone for project work, HOBOWater level logger monitors.
  - OWEB TA Grant:
    - Application submitted to OWEB on 04/26. Contractor and District Manager working on this for 3-farm bridges, 2 other bridges/culverts, and a tidegate structure. This will be for the design, engineering, and permits.
    - Matching grant from ODFW for \$2,500 will need to be obtained.
    - Geotechnical site visit completed on 05/02.
    - Lots of meetings with engineer.
- BLM:
  - BLM Secure Rural Schools and Community Self-Determination grant, "Umpqua Noxious Weed Control" for both contractor and myself. Waiting to hear back from the BLM on this.
- USFWS:
  - Invasive Species Eradication grant submitted 05/26 after much work by District Manager and Contractor. Grants.gov changed application system mid-way

through the process and much of the work we'd completed needed to be re-done in the new system from memory and looking up new information.

- PARTNERSHIPS:

- Umpqua 7, Coos 4, Mid-Coast 3 OWEB Small Grant Teams –
  - Umpqua 7 –
    - Working with Lee Russell and Elk Creek WC Contractor.
    - Small Grant Team:
      - Unsure of status of Elk Creek WC. Lee let me know, that as co-leader I can move the team's grants forward and handle the paperwork if Elk Creek is not able too.
  - Coos 4 – No new news.
- Partnership for the Umpqua Rivers –
  - Attended PUR meeting 05/21, virtual. Next meeting is in Roseburg on 06/19.
  - Glover Lands Estuary Enhancement Project –
    - Updates provided to Cris Salzar with PUR and Cliff Glover – landowner, about quotes for fencing plan.
    - Connected Cris Salzar with DC Farmers Co-Op as PUR is going with Co-Op for fencing for this project.
    - Billed PUR for \$8,469.00, which is the amount in the project grant budget that Umpqua SWCD is supposed to receive and has already earned.
- South Coast Tide Gate Collaborative – No new news.
- Tide Gate Affinity Group – No new news.
- State Tide Gate – Meeting on 06/17.
- Providence Creek Area Updates:
  - Port of Umpqua
    - Providence Creek Tide Gates –
      - Our consultant prepared the grant application for our partner at the Port of Umpqua and the Port of Umpqua submitted the Business Oregon Providence Creek Study Grant to Business Oregon for \$160,000 technical assistance on 04/24.
      - Business Oregon meeting confirmed that they have everything they need for us at this time and they are waiting to hear back from their fiscal department.
      - ODFW grant for \$40,000 match will need to be written.
  - Leeds Island Park and Restoration Project –
    - City Council approved Council Letter 024-036 at the 05/06 meeting, 4 out of 5 Council members. One member of the public spoke up highly in favor of the project. No members of the public spoke up against the project. The letter authorizes Umpqua Soil Water Conservation District, working with Matt Ruwaldt

- Environmental Consulting and Oregon Parks and Recreation Department on a local Government Grant Program, to move forward planning a Leed's Island project.
    - A grant to ODFW in the amount of \$40,000 will be written for TA.
    - A grant to the Oregon Parks & Recreation Department Grant will need to be written for acquisition. Written by Contractor and submitted by City of Reedsport as this grant must be submitted by a city.
  - Additional Information:
    - Weekly meetings with Engineer.
    - Possible National Coastal Resilience Fund Pre-Proposal for either or both or combined project.
- The Reedsport Collective (Project Blessing Food Pantry) – No new news.
- Douglas County –
  - Douglas County Special Projects. Continuing to work with assisting Tracy Pope with her grant.
  - Douglas County Weed Board – Attended meetings, virtually.
- Smith/Umpqua/Dunes Stewardship Group – No new news.
- DEQ Umpqua TMDL Implementation – Next meeting 07/09.
- Forest Service –
  - Tsalila – Continuing to work with FS and Umpqua Discovery Center.
    - T-shirt design created by artist Trevor Black. We had T-shirts in the past for Tsalila and are seriously considering getting this tradition going again for staff and others involved with Tsalila.
    - Waiting to hear back from FS about agreement extension.
    - Tsalila will be held September 24<sup>th</sup>-26<sup>th</sup> with setup happening on 09/23 and clean-up on 09/27.
  - Oregon Central Coast Forest Collaborative –Attended Collaborative and the Invasives Committee meetings on 05/10. Next meeting for Collaborative on 06/14, attended Herbicides meeting on 05/31.
- Umpqua Oaks Partnership– Attended meeting on 05/21, next meeting on 06/18.
- Umpqua Native Plant Partnership – Attended bi-annual meeting 05/16.
- Hydro Breakfast Meeting – Attended part of meeting on 06/06. Next meeting on 08/01.
- Equipment Share Program – No new news. I'm thinking this has gone by the wayside. Will need to check with Logan Bennett with OSU.
- USDA/NRCS –
  - AgLearn – NRCS dropped the ball and deactivated my lincpass, because someone there felt that this would be the option that would make it so I could gain access using an online login option. This didn't work. Now we are back to square one and the last thing that came through is that they were re-establishing my USDA email, which I cannot access without and

NRCS computer. So, that won't work either, especially since they disabled my lincpass, which means that I'll have to apply for a new lincpass. Haven't heard anything since I saw the email about the old USDA email in my SWCD work email.

- Douglas Weed Management Area – No new news.
- Elk Creek Watershed Council –
  - Lee is still working within the small grant program, but the council is in the process of dissolving.
  - Provided information about possible watershed group funding sources from OWEB to landowner interested in keeping the council going or creating a new council. Landowner forwarded that information onto a current council member who would like for the council to continue who forwarded that information onto Lee.
- ODFW –
  - I haven't heard from the landowner about this in a few months. Continuing mitigation for riparian development with Umpqua Assistant Fish Biologist Evan Leonetti and landowner. Provided list of native plants needed for Elk Creek Riparian Restoration Project for 1280' + 5% additional to meet Douglas County mitigation for the Winchester Bay landowner to do construction near creek. Waiting to hear back from landowner. It's been a slow process.
- Oregon Association of Conservation Districts (OACD) – Please take the survey that was sent out to the Directors by OACD and myself:  
[https://www.surveymonkey.com/r/OACD\\_Members](https://www.surveymonkey.com/r/OACD_Members)
- Oregon Conservation Education Association Network (OCEAN) – No new
- news.

*Fiscal Provider Graham joined the meeting at 6:58 p.m.*

- Oregon Coastal Zone Management Association – First meeting in 2-years was held on 06/07. Umpqua SWCD remains on the Executive Board.
- Oregon State University Extension Service –
  - Planning on having a hands-on soil sampling workshop possibly this summer. Working with Logan Bennett with OSU Small Farms Program. Emailed Logan about this as this needs to be completed by the end of September in order to qualify for one of the items listed in the ODA SOW grant.

- **TECHNICAL ASSISTANCE:**

- Site visit to collect soil sample near Kellogg on 05/13.
- Site visit to collect soil sample near Elkton on 05/13. Possible in-stream work and grant for this project. Will need SWCD Contractor's assistance with this and will make a site visit with him upon his return in November.
- Site visit to look at another site along Elk Creek and confluence with Umpqua River for erosion and noxious weed control on 05/13. Will follow up this summer and in the fall. Landowner very interested in assistance.

- Contact made with Smith River ranch owner who is interested in bridges, livestock exclusion fencing, off-stream watering, tide gate replacement, etc. on 05/25. Follow-up in process. Will visit ranch this summer to begin AgWQ planning, mapping, etc. Will follow up in November with Umpqua SWCD Contractor for additional site visits and recommendations.

**Ongoing TA:**

- Scholfield Creek Ranch – See above. Submitted OWEB TA Grant.
  - Continuing to work with Butler Creek landowner on future OWEB Small Grant to reduce Ag runoff from barn by placing gutters and downspouts. Hoping to fund a water collection storage tank for piping water to livestock water tank on hardened pad.
  - South Side Smith River. Will be following up with water quality plan and OWEB Small Grant.
- ADMINISTRATION:
    - Financial documents, statements, timesheets, etc. recorded, filed, and loaded into Google Drive for Fiscal Provider.
    - Meeting information provided to Directors, and ODA WQ Specialist & Program Lead.
    - Business Meeting notice provided to media, electronic notice list.

**AGENCY REPORTS:**

None.

**DIRECTOR REPORTS:**

None.

**FISCAL PROVIDER REPORT:**

Fiscal Provider Graham explained the financial report for the month ending May 31, 2024.

Page 1 - The Balance Sheet. It shows total current assets of \$38,925.57 and total liabilities & Equity of \$38,925.57.

Page 2 - Check Register - General Checking - started the month with \$18,413.24 and ended the month with \$29,598.95.

Page 3 - Statement of Activity - Total Income: \$139,907.83 and total Expenses: \$121,571.86. Leaving a cash balance of \$29,667.42.

Page 4 - Monthly Comparison - Month of May - Income: \$8,996.40 and total Expenses: \$13,906.81. Cash balance of \$29,667.42.

Page 5 – Reports that are due, PTO balances, and beginning of Individual Grant and/or funding source details.

Page 6 through 9 – Individual Grant and/or funding source details.

Fiscal Provider Graham explained the Annual Budget for review – Fiscal Year July 1, 2024 to June 30, 2025.

- Since the District hasn't completed the month of June, the Board has the draft budget for now and will receive an amended budget in July.
- SWCDs are nonprofits so they are not allowed to have profit, therefore, non-dedicated funds go into contingency for expenses not covered by grants.
- Grants are restricted as to where and for what the funds are used for.
- Enough funding for the District Manager to have a raise. The District Manager received the first raise in over ten years, 3-months ago.
- There is secured funding, which are the funds for grants that have been funded by a granting agency. There is proposed funding and that is for funds that we don't yet have that we've written grants for.

Fiscal Provider Graham exited the meeting after answering questions regarding the Annual Budget.

### **APPROVAL OF BILLS & TREASURER'S REPORT FOR AUDIT**

Chair Baumgartner made a motion, 2<sup>nd</sup> by Director Miller to approve the bills and the May 2024 Treasurer's Report. The motion **unanimously passed**.

### **BUSINESS ITEMS**

#### **1. Annual Budget 2024/2025 – Action Item**

Chair Baumgartner made a motion, 2<sup>nd</sup> by Director Miller to approve the Umpqua SWCD Draft Budget for the 2024 – 2025 fiscal year. The motion **unanimously passed**.

#### **2. Meeting Room Audio/Video Hardware – Action Item**

The District Manager explained that Special Districts can fully meet online, but when they meet in-person they are required to provide an online meeting option for those who cannot attend in person.

Two conference call hardware options were provided to the Directors to choose from which both had similar options:

- Logitech GROUP 3 Megapixels Conferencing Webcam, Black (960-001060) for \$1,119.00 at Staples.
- Owl Labs Meeting Owl 3 HD 1080p Conferencing Webcam, White (MTW300-1000) for \$1,302.59

Chair Baumgartner made a motion, 2nd by Director Miller to approve purchase of the Logitech GROUP 3 Megapixels Conferencing Webcam. The motion **unanimously passed**.

### **3. Personal Service Contract Policy**

Tabled. Directors and staff need to review the materials previously provided and watch the SDAO training video at <https://www.sdao.com/basics-of-public-contracting-in-oregon> presented by Eileen Eakins, with NW Local Government Legal Advisors.

From SDAO:

“Public contracting can be intimidating, but understanding a few key concepts can help you successfully navigate this complex terrain. In this 60-minute session, attorney Eileen Eakins will review and summarize Oregon’s public contracting laws and give you practical tips for staying in compliance with the law.”

### **FUNDING COMMITTEE**

Reports and follow up to items.

Discussion commenced:

The District Manager discussed last month’s conversation about the “Put the Fun in Fundraising” course at the CONNECT training. The board discussed creating a policy for accepting donations for the District. Same process for campaign and finance.

Provided links to information about Candidate Packets and Signature Nomination, that it could be found online both at the SWCD website and on the ODA SWCD website.

Directors would like to have an in-person meeting for July and Chair Baumgartner could not be available for July 12<sup>th</sup>. Discussion commenced.

Chair Baumgartner made a motion, 2<sup>nd</sup> by Director Miller to change the date for the July meeting from July 12<sup>th</sup> to July 9<sup>th</sup>. The motion **unanimously passed**.

The District Manager will find out from the Port of Umpqua if the Port Annex meeting room is available to meet in-person on July 9<sup>th</sup>.

### **ADJOURN MEETING:**

Meeting adjourned at 7:46 p.m. by Chair Baumgartner.

### **NEXT MEETING DATE**

- The next Business Meeting for the Umpqua Soil and Water Conservation District is scheduled for July 9, 2024 at 6:30 p.m. by Go-To-Meeting teleconference and/or by computer, tablet or



smartphone and tentatively in-person at the Port of Umpqua Annex, 1841 Winchester Avenue, Reedsport, Oregon 97467.

Respectfully submitted,  
Rhonda Black  
District Manager/Conservation Planner  
Recorder