



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

November 14, 2024

Directors Present:

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

Staff Present:

District Manager/Conservation Planner Rhonda Black

Agencies Present:

Karin Stutzman – Oregon Department of Agriculture (ODA)
SWCD Program Lead

Others Present:

Kate Baumgartner, Dawn Miller,
Fiscal Provider Tanya Graham

MEETING CALLED TO ORDER:

The Chair Baumgartner called the meeting to order at 6:30 p.m.

FISCAL PROVIDER REPORT:

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

Page 1 - The Balance Sheet. It shows total current assets of \$41,279.3 and total liabilities & Equity of \$41,279.31.

Page 2 - Check Register - General Checking - started the month with \$35,265.52 and ended the month with \$16,404.14.

Page 3 - Statement of Activity - Total Income: \$61,129.41 and total Expenses: \$62,362.65. Leaving a cash balance of \$16,472.61.

Page 4 - Monthly Comparison – As of October 31st - Income: \$25,323.23 and total Expenses: \$26,324.32. Cash balance of \$16,472.61.

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 60% up-front funds request process through the Oregon Watershed Enhancement Board Small Grant Program and how there can only be two funds request through the small grant program. The up-front 60% first request and the second/final request.

Fiscal Provider Graham joined the meeting at 6:40 p.m. and left the meeting at 6:55 p.m.

APPROVAL OF BILLS & TREASURER’S REPORT FOR AUDIT

Chair Baumgartner made a motion, 2nd by Director Miller to approve the bills and the October 2024 Treasurer’s Report. The motion **unanimously passed**.

APPROVAL OF MINUTES

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

Chair Baumgartner made a motion, 2nd by Director Miller to approve the October 17, 2024 Business Meeting minutes. The motion **unanimously passed**.

STAFF REPORT:

Conservation Technician/District Manager Rhonda Black:

November 14, 2024

- OWEB:
 - 2023-2025 District Operations Capacity Grant –
 - Quarterly “Check-In” meeting attended on October 28th with Beth Pietrzak.
 - 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. The landowner has scheduled the gutter and downspout installation for spring 2025. This project is over 75% complete.
 - Providence Creek Runoff Management – 60% of the funds have been used with the majority going to materials and supplies. This project is over 95% complete.
 - Parent Ranch Livestock Exclusion Phase 1 – 60% of the funds have been used with the majority going to materials and supplies. All of the supplies have been purchased for this project and the fencing is 100% complete. The final step is the heavy use areas at the gates and elk jumps. The landowner had knee surgery at the end of August, therefore, the project will be completed at a later date.
 - Elk Creek Riparian OWEB Small Grant – 60% of the funds have been received from OWEB. Project work has been completed by

SWCD contractor, Ruwaldt Consulting. This project is 95% complete. Summer 2025 will be for blackberry regrowth management and control, along with watering.

- Costa Ranch Runoff Management – Grant application submitted September 14th for \$15,000 for gutters, downspouts, drainage line, geotextile fabric, and gravel for the heavy use protection area. Waiting for the small grant team to review.
- Small Grants Pre-Project Tours –
 - Tour held on Monday, November 11th from 3 to 5 p.m. We met at the Providence Creek Runoff Management site, looked at the site, answered questions, and reviewed the Parent Ranch Livestock Exclusion Fencing site and answered questions. We had five people at the tour. Mr. Black answered questions about his project and Mr. Parent answered questions about his project.
 - NRCS District Conservationist Annie Morison has already requested a tour for the Lincoln SWCD Board of Directors this fall or later this winter.
- OWEB TA Grant:
 - We will be resubmitting this grant in the Spring.
 - 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 has been completed.
 - Lots of meetings with engineer.
 - Unfortunately, the OWEB review team recommendation for this grant was, “Do Not Fund”. The OWEB review team recommendation is available from the OWEB Grant Management website. We’ll review the evaluation and apply recommendations and then go from there to reapply to the program.
- 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.
- PARTNERSHIPS:
 - Umpqua 7, Coos 4, Mid-Coast 3 OWEB Small Grant Teams –
 - Umpqua 7 –
 - Working with Lee Russell and Elk Creek WC Contractor.
 - Elk Creek Watershed Council is in the process of dissolving.
 - Attended the organization meeting for a new Elk Creek Watershed group on 11/12 at the Drain Civic Center where attendees formed a new EC Watershed group and

decided upon the Elk Creek Watershed Coalition. Lee Russell will be sending the appropriate documents/Articles of Incorporation to the Oregon Secretary of State. At the next meeting we will work on the group's bylaws and go from there.

- Small Grant Team:
 - We are negative \$213 for the small grant team applicants for the 2023-2025 biennium after the last small grant submission window.
 - Coos 4 – No new news.
 - Mid-Coast 3 – No new news.
- Partnership for the Umpqua Rivers –
 - No September or October meeting.
 - Not sure when tour of Glover site will occur.
 - Glover Lands Estuary Enhancement Project –
 - Keven Keller wants Umpqua SWCD to design the livestock watering system and obtain quotes for the materials and supplies. Will need to work with landowner in order to achieve this. PUR Executive Director Keller said he could provide some funding to the SWCD through PUR for SWCD performing this service. We will find out.
 - All four bridges are installed and the re-channelization work is as complete as PUR is willing to take it. The plans show much more re-channelization work, but PUR is done. I have not received any updates from PUR on this.
 - Made a site visit with Mr. Glover to look at the bridges and other work that has been done on 10/24. One of the bridges has a 6% grade. Not sure how this will work out as far as the “test of time” will go.
- South Coast Tide Gate Collaborative – No new news.
- Tide Gate Affinity Group – No new news.
- State Tide Gate – No new news.
- Providence Creek Area Updates:
 - Port of Umpqua
 - Providence Creek Tide Gates –
 - The Providence Creek Study Grant to Business Oregon has been awarded in the amount of \$160,000.
 - Grant for \$40,000 match will need to be written and our consultant will do that this winter.
 - Port of Umpqua approved contracting with Ruwaldt Consulting at their October 16th Port meeting.
 - Don Porior will be doing the design and engineering for the project.

- 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 Leeds Island project.
 - Grant 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.
- Douglas County –
 - Douglas County Special Projects. Continuing to work with assisting Tracy Pope with her grant.
- Smith/Umpqua/Dunes Stewardship Group – No new news.
- DEQ Umpqua TMDL Implementation – Sarah Sauter with DEQ will be visiting Reedsport and Elkton for a tour of our projects in January 29-30, 2025.
- Forest Service –
 - Tsalila –
 - If anyone would like to assist with this event in the future, please let me know.
 - The addition of bringing back the Tsalila Event T-shirts was a big hit among presenters.
 - Oregon Dunes Restoration Collaborative – Was invited to meeting and attended meeting virtually on November 4th. The Oregon Dunes takes in a portion of the District.
 - Oregon Central Coast Forest Collaborative – Attended Habitat Connectivity Panel meeting on November 6th and Collaborative meeting on November 8th.
- Umpqua Oaks Partnership – No new news.
- Umpqua Native Plant Partnership – Next meeting scheduled in-person on November 21st.
- Hydro Breakfast Meeting – Attended meeting on November 7th.
- USDA/NRCS –
 - AgLearn – from what I have gathered via the few emails I received that I will need to somehow access another person’s NRCS computer and take the Computer Security Awareness Training online using their online platform, which, I know from experience, that I will not be able to access

without a Lincpass. So, I'm once again on a perpetual loop of not being able to access the training.

- Douglas Weed Management Area – Next meeting will be held on December 5th.
- Oregon Association of Conservation Districts (OACD) – Provided ballot information to Andrea Kreiner.
- Oregon Conservation Education Association Network (OCEAN) – CONNECT will be held April 8-10, 2025 at the Florence Events Center.
- Oregon Coastal Zone Management Association – The Association of Oregon Counties is breaking their contract to provide administration for OCZMA. OCZMA is required to be in place by Oregon Statute. OCZMA provides insight for SWCDs, the fishing industry, wave and wind energy, the state of salmon in Oregon, and so forth, sometimes through legislation. OCZMA also holds a voting seat on the Oregon Coastal Planning Advisory Committee. Attended Executive meeting to review job applications for management of OCZMA on November 7th. Next executive meeting will be on November 18th to conduct interviews.
- Oregon State University Extension Service – Assisted OSU interns by participating in their research project on watershed riparian practices on October 29th.
- Oregon Climate and Agriculture Network – Will be attending the Soil Health Network Regional HUB meeting January 21st and 22nd in Corvallis.
- OWEB –
- Attended OWEB meeting online October 22-23.
- Attended OWEB Natural and Working Lands Implementation/OAHP Listening Session October 31st.
- Attended OWEB's Governance: What It Is, Why It Matters, and How to Develop a Governance Document - SWCDs, WCs, Partnerships on November 6th.
- Attended OWEB's Natural and Working Lands Open Solicitation Offering on November 7th.
- Department of Interior:
 - Attended the DOI Environmental Justice Technical Assistance Webinar on November 13th.
- TECHNICAL ASSISTANCE:
 - Visited with South Side Smith River landowner about small grant program to provide assistance for fiber goat operation to assist with heavy use areas and barn water runoff at various locations on the ranch (10/24). Will write small grant in next small grant biennium.
 - Visited with Elkton/Henderer Road Rancher and obtained soil samples (10/30).
 - Visited with Elkton/Azalia Drive Vineyard operator and obtained soil samples (10/30).
 - Will be making a site visit to another Elkton/Azaila Drive Vineyard later this year or early 2025 to obtain soil samples.

Ongoing TA:

- Elk Creek Riparian Restoration Projects:
 - 5 properties involved with this project, one of which is already being worked on through a small grant. Hoping to work with the City of Elkton on these projects, which will fit into their DEQ TMDL plan. This is a stretch of Elk Creek within the City limits of Elkton where there is little to no shade on the creek, and the riparian has been invaded by Armenian Blackberry and at least two different kinds of ivy, along with Reed Canary Grass.
- 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 on a small heritage pig operation.
- Contact made with Smith River ranch owner who is interested in bridges, livestock exclusion fencing, off-stream watering, tide gate replacement, etc. Follow-up in process. Will visit ranch this summer to begin AgWQ planning, mapping, etc. Will follow up in spring 2025 with Umpqua SWCD Contractor for additional site visits and recommendations.
- Possible in-stream work, riparian buffer and grant for project at Wild Azalea Vineyards. Will need SWCD Contractor's assistance with this and will make a site visit with him upon his return in early 2025.
- Providence Creek – Landowner called about fill and removal, levy repair, fencing, etc. Will follow up in early 2025 when Consultant is available.
- 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.

Karin Stutzman – Oregon Department of Agriculture

- ODA Review Quarterly Capacity Grant Report with Umpqua SWCD Board:
 - Everything looks good. Happy about the work being done.
- ODA suggests getting the Personal Services Contract Policy in place. Curry SWCD and Coos SWCD might have one they might be willing to share and Clackamas SWCD will have the gold standard.
- SDAO Best Management Practices is requiring boards to adopt a board meeting policy.
- ODA Capacity Grants: OWEB will require a 5% match for the 2025-2027 Capacity Grant.
 - Use the “Go Big” OWEB Budget Guidance Document for that process.
 - OWEB won't allow the Capacity Grant to be used for actual project funding as some Districts have tried to use this funding for actual projects in the past.

DIRECTOR REPORTS:

None.

BUSINESS ITEMS

1. Oregon Coastal Zone Management Association Representative and Alternate – Action Item

The District Manager explained how the Oregon Coastal Zone Management Association wasn't active during the COVID-19 Pandemic and how the organization is coming back online now. The group hired the Oregon Association of Counties to handle their website, financials, and meetings over the past several years, but now is in the process of hiring a new executive director or organization to manage the group. Normally, OCZMA provides guidance about natural resources, fisheries, coastal economic development, farming, and various coastal issues in regard to legislation and updates to the coastal community. OCZMA hold both a non-voting and voting position with the Ocean Policy Advisory Council.

While Director T. Black has been the voting representative to OCZMA in the past and on the organization's executive board, OCZMA made an exception to their bylaws for the Umpqua SWCD District Manager to hold executive board position.

For the upcoming fiscal year, OCZMA would like for the SWCD to pick their representative and alternate. The representative needs to be a board member and the alternate can be an employee of the SWCD.

Chair Baumgartner asked how much of a time commitment it was to be the voting representative for the SWCD. The District Manager explained that there are generally two meetings per year, but occasionally there are additional meetings, especially if one is on the executive board. It's not a huge time commitment.

Director Miller made a motion, 2nd by Director T. Black for the Umpqua SWCD representative to the OCZMA board to be Nathan Baumgartner with the District Manager serving in the alternate position. The motion **unanimously passed**.

2. Personal Service Contract Policy

Tabled.

FUNDING COMMITTEE

Reports and follow up to items.

No new news.

ADJOURN MEETING:

Meeting adjourned at 7:23 p.m. by Chair Baumgartner.

NEXT MEETING DATE

The next business meeting for the Umpqua Soil and Water Conservation District is scheduled for December 12, 2024 at 6:30 p.m. by Go-To-Meeting teleconference and/or by computer, tablet or smartphone.

Respectfully submitted,
Rhonda Black
District Manager/Conservation Planner
Recorder