



UMPQUA SOIL AND WATER CONSERVATION DISTRICT MONTHLY MEETING MINUTES

July 20, 2023

Directors Present: Chair Cliff Glover, Director Tom Black, Director Robert Miller

Staff Present: District Manager/Conservation Planner Rhonda Black

Agencies Present: None

Others Present: Fiscal Provider Tanya Graham, Dawn Miller

MEETING CALLED TO ORDER:

Chair Glover called the meeting to order at 6:31 p.m.

FISCAL PROVIDER REPORT:

Fiscal Provider Tanya Graham explained the financial report for the month ending June 30, 2023.

Page 1 - The Balance Sheet. It shows total current assets of \$9,796.16 and total liabilities & Equity of \$9,796.16.

Page 2 - Check Register - General Checking - started the month with \$7,888.07 and ended the month with \$9,727.69.

Page 3 - Statement of Activity - Total Income: \$49,587.89 and total Expenses: \$91,875.15. Leaving a cash balance of \$9,796.16.

Page 4 - Monthly Comparison - Month of June - Income: \$9,102.42, Expenses: \$7,262.80. Cash balance of \$9,796.16.

Page 5 - Individual Grant and/or funding source details.

Page 6 - Reports that are due and PTO balances.

Fiscal Provider Graham explained how she drafted a financial statement for July as she wanted to know where the District would be at financially at the end of July 2023 in regard to the 2021-2023 ODA Capacity Grant. The District will have approximately \$74,800 left, which won't be expended by the District. All items must be purchased and in-hand by July 31, 2023.

Fiscal Provider Graham provided an updated budget for year end June 30, 2024 and explained that the District will have 11-hours per week available in the budget for a part-time employee through the 2023-2025 ODA Capacity Grant.

The Directors thanked the Fiscal Provider for all of the information she provided.

APPROVAL OF BILLS & TREASURER’S REPORT FOR AUDIT

Director Miller made a motion, 2nd by Director T. Black to approve the bills and the June 2023 Treasurer’s Report. The motion **unanimously passed**.

APPROVAL OF MINUTES

The February 10th Meeting, March 3rd Special Meeting and March 10th Joint Meeting with NRCS Local Work Group & ODA Ag Drainage Channel Maintenance Program minutes were not yet completely transcribed, but will be available at future meetings. All were lengthy meetings. Assistant Halstead will be working on these, but has been having some health issues, which has been causing the minutes to become delayed. For 2023 the May 22nd Special Meeting and June 8th minutes are in the process of being transcribed.

Director T. Black made a motion, 2nd by Director Miller to approve the May 11, 2023 meeting minutes. The motion **unanimously passed**.

STAFF REPORT:

Conservation Technician/District Manager Rhonda Black:

- OWEB:
 - 2021-2023 District Operations Capacity Grant –
 - End of 8th Quarter meeting with Beth Pietrzak on 07/13.
 - Answered “funding question” for Sandi Hiatt on 07/13 in regard to fencing funds from SOW funds. Let her know that we would not be doing that due to not having enough time to purchase supplies and implement project prior to July 31st.
 - Bookkeeper file reimbursement request 07/19.
 - Final 8th quarter report due 08/14.
 - 2023-2025 District Operations Capacity Grant –
 - Submitted grant application in timely fashion and addressed follow-up questions from ODA.
- PARTNERSHIPS:
 - Umpqua 7, Coos 4, Mid-Coast 3 OWEB Small Grant Teams –
 - Umpqua 7 –
 - Working with Lee Russell and Elk Creek WC Contractor.
 - OWEB Small Grants Status:
 - Providence Creek Runoff Management –OWEB signed the grant agreement and SWCD received the agreement on 06/02. OWEB Land Use Form sent to Douglas County

- Tsalila –
 - Will be held September 26th, 27th, 28th. Schools are in the process of signing up.
 - Old Tsalila agreement closed out 07/11.
 - Oregon Central Coast Forest Collaborative –
 - Attended Oregon Central Coast Forest Collaborative meeting on 06/09 & 07/14.
- Umpqua Oaks Partnership – Attended meeting on 06/20 and 07/18. Waiting on short article from Steve Denney for our newsletter.
- Umpqua Native Plant Partnership – No new news.
- Beavers = Coho – Attempted to attend virtual meeting on 06/27 but the software wasn't working correctly.
- Mud & Manure Workshop & Farm Tour –
 - Attended workshop planning meeting on 07/06 with Logan Bennett and Tammy Barnes.
 - Farm tour has been re-scheduled for Friday, August 4th from 10:00 a.m. until noon. Sent information to the Dunes News, published to SWCD Facebook Page, sent to landowner's email list, sent to Parent Farm and Feed.
- Equipment Share Program –
 - OSU/Verdant Phoenix Farm/Umpqua & Douglas SWCDs partnering to put together a farm equipment share program for residence of Douglas County to assist them with various AgWQ and general agriculture needs and to implement best management practices. Possibly meeting 07/21, but not confirmed, yet.
- USDA/NRCS –
 - Food Security Act – Working with Logan Bennett with OSU for his work with NRCS on this.
 - Local Foods and Climate Resiliency CIS – Working with Wallace Jennings as of 06/22 and followed up with him by phone on 07/19. He's putting together a Conservation Implementation Strategy for the entire region (Willamette Valley, over to the coast, and south) and he feels it has a good chance of being funded. Will learn more sometime next week.
 - USDA/NRCS LincPass – Have not heard anything about the lincpass since it was activated in January. Still cannot log into AgLearn.
- Douglas County Weed Board –
 - Attended meeting on 05/17. Provided information to Tracy Pope, Natural Resources Specialist with Douglas County as she is trying to adjust the Counties weed list to assist the SWCDs and Watershed Councils so they can find funding for weed control.
- Douglas Weed Management Area –

- Met with Lutsinger Creek landowner for Weed Group. Landowner concerned about aquatic weeds in Umpqua River along property. Made site visit, took photos of weeds, brought information with me about possible weeds, provided information, sent photos to ODA Noxious Weed Specialist for additional identification, provided information back to landowner. Follow up again later this summer.
- Dunes News –
 - Director recruitment article sent to Dunes News for publish request in May, but it didn't publish. Reduced article size and resent to the Dunes News. Was published 06/15.
 - Additional article sent with information about the August 4th Mud & Manure Workshop on 07/11.
- Elk Creek Watershed Council –
 - Met with Walt Barton on 06/29. Walt is contracting with Elk Creek WC for project management.
- ODFW –
 - 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 900' + 5% additional to meet Douglas County mitigation for the Winchester Bay landowner to do construction near creek.
- Umpqua Fishery Enhancement Derby:
 - Submitted grant to Umpqua Fishery Enhancement Derby on 05/31 applying for funds to cover the willow wattles materials, construction, and contractor costs for the Elk Creek Riparian Restoration Project. If awarded, this would cover up to \$5,000 for that portion of the project OWEB would have considered as landowner match. This would help the project by quite a bit as the landowners will have more than enough match on the project even with the willow wattles covered by another funding source. Have not heard if the fishery grant was awarded or not.
- Oregon Association of Conservation Districts –
- Oregon Conservation Education Association Network (OCEAN) –
 - 06/15 – Attempted to update the district's information on the OCEAN Directory on their new website as per OCEAN's request. Contacted Jason Jason Faucera to let him know that he'd have to provide me with access as I had to create a new account to continue the process.
- Oregon Coastal Zone Management Association – Contacted Joan Hendrix with the League of Oregon Cities to find out when the annual meeting would be as it is generally each June, but hadn't heard anything from OCZMA in a while. Found that the group received their legislative funding, but that new OCZMA President, Commissioner Court Boice is now a State Representative and she doesn't know who has been assigned in his place (that person wouldn't be the OCZMA President anymore), so we're in limbo and she's supposed to let us

know when she finds out. This also caused other members to ask what was going on.

- OTHER:
 - Blooms & Butterflies Celebration – Attended event and had a table at the ECEC on June 17th with AgWQ info and other information at the event with other natural resources groups. My helper was my youngest son.
 - Hydro Breakfast – Attended the monthly breakfast meeting on 07/06.
 - Coastal Climate Resilience Funding Info Session – Attended the webinar to learn more about the grants that are becoming available through Federal resources, including NOAA. 07/07.
 - Workshop focused on understanding coastal community priorities and developing partnerships in response to the new NOAA funding opportunities! – Attended the first part of the webinar on 07/13, but needed to leave to attend the Tidegate Affinity Group meeting.
- TECHNICAL ASSISTANCE:
 - Continuing to work with Elkton landowner on future OWEB Small Grant to restore riparian area. Small Grant written (see above).
 - 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. Continuing to follow-up.
 - Beginning to work with South Smith River landowner on possible project. Site visit done 05/10.
 - Will be contacting Mehl Creek Landowner about riparian restoration on aglands. Contact information provided by Elk Creek Watershed Council.
 - South Side Smith River site visit to small farm. Will be following up with water quality plan and OWEB Small Grant in the fall.
- ADMINISTRATION:
 - Financial documents, statements, timesheets, etc. recorded, filed, and loaded into Google Drive for Fiscal Planner.
 - Meeting information provided to Directors.
 - Meeting notices provided to media, electronic notice list.
 - Oregon State Treasury Public Depositor Verification completed 06/15.
 - Contacted work acquaintance to find out interest in position with SWCD. Is interested, especially for winter work.
- FUTURE ITEMS:
 - Oregon Association of Conservation Districts Annual Conference Mon Oct 16 - Wed Oct 18, 2023 at the Eagle Crest Resort in Redmond, OR.

AGENCY REPORTS:

None.

DIRECTOR REPORTS:

Chair Glover provided an update for the “Glover Estuary Enhancement Project”. Chair Glover has been in contact with Leo Kuntz of Nehalem Marine Manufacturing who is the contractor that will be installing the tide gates at the project site. The project budget will need to be adjusted due to the higher costs for trucking and the rock required for the project. The project requires more rock than what is listed in the budget. Construction is set to happen the first week of August 2023. Chair Glover explained how Leo Kuntz wanted the livestock fenced away from the construction site, so Chair Glover installed temporary electric fencing, dividing the ranch in half to accomplish Leo Kuntz’s request.

BUSINESS ITEMS

1. Budget Draft FY Ending June 30, 2024 – Action Item

Director Miller made a motion, 2nd by Director T. Black to approve the Umpqua Soil and Water Conservation District Budget for the Year Ending June 30, 2024. The motion **unanimously passed**.

2. Annual Work Plan Draft FY Ending June 30, 2024 – Action Item

Director Miller made a motion, 2nd by Director T. Black to approve the Umpqua Soil and Water Conservation District Annual Work Plan for the Year Ending June 30, 2024. The motion **unanimously passed**.

3. Annual Report in Lieu of Audit FY Ending June 30, 2023 – Action Item

Director Miller made a motion, 2nd by Director T. Black to approve the Umpqua Soil and Water Conservation District Annual Report In lieu of Audit for the Year Ending June 30, 2023. The motion **unanimously passed**.

4. Annual Report FY Ending June 30, 2023 – Action Item

Director Miller made a motion, 2nd by Director T. Black to approve the Umpqua Soil and Water Conservation District Annual Report for the Year Ending June 30, 2023. The motion **unanimously passed**.

5. Annual Meeting Resolution FY Ending June 30, 2023 – Action Item

Director T. Black made a motion, 2nd by Director Miller to approve Resolution 23-01 setting Thursday, September 14, 2023 as the date of the Umpqua SWCD 2023 annual meeting, setting 7:00 p.m. as the time of the annual meeting, and setting the virtual meeting place as

<https://meet.goto.com/UmpquaSWCD/umpquasoilwaterconservationdistrictbusinessannualm> .
The motion **unanimously passed**.

6. Items to be Purchased Authorization – Action Item

At the June meeting, during our ODA 2021-2023 District Capacity Funds Group Discussion items were brought up that were considered for discussion at the July meeting and those items were discussed at the July meeting.

Director Miller made a motion, 2nd by Director T. Black to approve the purchase of a cell phone with data plan, video conferencing equipment, handheld GPS, and a camera. The motion **unanimously passed**.

7. Tour – Discussion

Mud & Manure Landowner Tour with our partners at OSU Extension Service Douglas County and Douglas SWCD is scheduled for Friday, August 4, 2023. Which is good, but it is beyond the 8th quarter for our ODA SOW Grant by a few days. Discussed with Beth Pietrzak with ODA and she said she felt it would be okay since it what we’ve done up to this point is considered “planning” and the date of the actual tour is barely after the beginning of the new biennium for the 2023-2025 grant cycle.

Pre-Project Tour at Glover Site for directors, landowners, and PUR directors and staff. Discussion commenced and it was decided the tour should be scheduled for June 31st in order to meet the ODA requirements for the 8th quarter for a tour. For a pre-implementation tour, if work were to start the first week of August, then we might not want to push the date further out as work might begin before we could get the tour in. Time scheduled from 10:00 a.m. until noon and everyone would meet up at the project staging site. Chair Glover said he could make a sign and hang it one the gate preceding the tour so local people driving by could see that a tour would be occurring there.

8. Director Recruitment – Discussion

The Directors decided to reach out to a South Side Smith River landowner that the District is working with to see if they would be interested in becoming an At-Large Director for the District. Would like to do a light interview with people interested in becoming directors.

Director Miller stated people are busy and it makes it so they don’t have time to perform public service.

9. Tax Base – Discussion

Discussion commenced. Generally, the conclusion was that as the District gets more inquiries about projects it will help make the process of obtaining a tax base better.

Other:

The Directors requested for the District Manager to reach out to a work acquaintance who the District has worked with in the past to find out if this person would be interested in employment or contracted work with the District.

ADJOURN MEETING:

Meeting adjourned at 7:34 p.m. by Chair Glover.

NEXT MEETING DATE:

The next Umpqua Soil and Water Conservation District meeting will be held on August 10, 2023. The meeting will be held virtually using the GoTo meeting platform.

Respectfully submitted,
Rhonda Black
District Manager/Conservation Planner
Recorder