



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

April 11, 2024

Directors Present:

Director Nathan Baumgartner
Director Tom Black,
Director Robert Miller

Staff Present:

District Manager/Conservation Planner Rhonda Black

Agencies Present:

Heather Y. Medina Saucedo, NRCS Basin Team Leader,
Central Coast/Upper Willamette and South West Basin

Others Present:

Matt Ruwaldt with Matt Ruwaldt Environmental Consulting
and Beth Frakes

MEETING CALLED TO ORDER:

The District Manager called the meeting to order at 6:31 p.m.

FISCAL PROVIDER REPORT:

In the Fiscal Provider's absence, the District Manager explained the financial report for the month ending March 31, 2024.

Page 1 - The Balance Sheet. It shows total current assets of \$27,092.40 and total liabilities & Equity of \$27,092.40.

Page 2 - Check Register - General Checking - started the month with \$36,622.57 and ended the month with \$26,749.38.

Page 3 - Statement of Activity - Total Income: \$106,762.93 and total Expenses: \$98,746.63. Leaving a cash balance of \$26,817.85.

Page 4 - Monthly Comparison - Month of February - Income: \$4,645.84 and total Expenses: \$5,656.02. Cash balance of \$36,691.04.

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

Page 6 - Reports that are due and PTO balances.

APPROVAL OF BILLS & TREASURER’S REPORT FOR AUDIT

Director Miller made a motion, 2nd by Director Baumgartner to approve the bills and the March 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.

Director Baumgartner made a motion, 2nd by Director Miller to approve the March 14, 2024 Business Meeting minutes. The motion **unanimously passed**.

STAFF REPORT:

Conservation Technician/District Manager Rhonda Black:

April 11, 2024

- OWEB:
 - 2023-2025 District Operations Capacity Grant –
 - Contacted Streamline representative check it and found that it is 80% compliant.
 - ADA Website Compliance meeting 02/29.
 - Streamline Website Compliance meeting 03/12. Next meeting 04/25 to discuss transfer process.
 - Updates to SWCD website (03/19, 04/05).
 - Emailed and mailed hard copies of the newsletter. Not sure how many right now, but a lot. Mailing expanded to all of the landowners for the entire Elkton area just east of the Umpqua River to District border.
 - YouTube channel created for SWCD. Information on website.
 - Douglas County Livestock Association Conference & Expo – Attended conference at the Douglas County Fairgrounds and had a display table at the event 04/10. Met a lot of people.
 - 3rd Quarter Reporting due 04/15.
 - CONNECT 04/15-04/18.
 - 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.
 - Follow-up with landowner who visited the Providence Creek Runoff Management site on 03/22.
 - Providence Creek Runoff Management – 60% of the funds have been used with the majority going to materials and supplies.
 - Submitted Grants –
 - Submitted OWEB Small Grant on 01/15 for the Parent Ranch Livestock Exclusion Fencing Phase 1 project. Grant agreement in

process of being signed. Signed by Small Grant Team Leader, SWCD (Manager & Fiscal Provider), Landowners. Need OWEB signatures to move forward in the process. Sent to Lee Russell as he is the Small Grant Team Leader.

- Small Grants Pre-Project Tours –
 - Will be working on putting these together as long as it's okay with landowners.
- NRCS/OWEB Technical Assistance Grant Program –
 - Was working with Zach Dimar with Roseburg NRCS and Maggie Begoun with Douglas SWCD to put a county-wide soil sampling, testing and analysis grant together, but found out today that we shouldn't apply to this program due to it being designed for EQIP Crop Production and Douglas County doesn't have much, if at all, any producers enrolled in that program. I will need to find a different grant opportunity to apply to. Was going to provide information about the grant proposal to Douglas SWCD at their meeting on 04/24.
- OWEB TA Grant:
 - Application process started. 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. Geotechnical site visit scheduled for 05/02. Lots of meetings with engineer and contractor over the past month.
- BLM:
 - Set up "Workspace" in grants.gov to apply for BLM Secure Rural Schools and Community Self-Determination grant, "Umpqua Noxious Weed Control" for both contractor and myself. Contractor completed grant and we got it submitted on 04/01.
- USFWS:
 - Contractor beginning application for Invasive Species Eradication grant. Set up application in "Workspace" for grant application process.
- 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:
 - Reviewed 3 small grants. 1-each for Umpqua SWCD, Douglas SWCD, and Elk Creek Watershed Council.
 - Coos 4 –
 - Grant team up and operational.
 - Mid-Coast 3 –
 - Beginning small grant team application to OWEB.

- Partnership for the Umpqua Rivers –
 - Attended 03/19 PUR meeting.
 - Next PUR meeting is 03/23, virtual.
 - Letter of Support provided to PUR for the Umpqua Basin Collaborative Monitoring 2025-2026 grant, which provides WQ monitoring for the entire Umpqua Basin.
 - Glover Lands Estuary Enhancement Project –
 - Updates provided to Cris Salzar with PUR and Cliff Glover – landowner, about quotes for fencing plan.
 - Continuing fencing quote process with 7 different companies being sent quote requests:
 - Parent Farm Supply (response – not able to do this)
 - Cascade Farm Supply (waiting to hear back – they will have to quote through corporate, so it could be a while)
 - Coastal Farm and Ranch (submitted quote to additional email that Cliff says works for him. Have not heard back from Coastal)
 - Wilco Farm Supply (received quote, not all items available)
 - DC Farmers Co-op (will email quote to new email for quote, from information obtained at DC Livestock Conference)
 - Pacific Fence and Wire (received quote, some items no quote)
 - Kencove Fencing (received quote)
 - Since I wasn't hearing back from Cascade Farm I delivered the quote to them at their farm supply store in Coos Bay on 03/21.
 - Provided Cris Salzar information for an application for free native plants from the ECEC. He'll complete that and send it to the ECEC (03/15).
- South Coast Tide Gate Collaborative – No new news.
- Tide Gate Affinity Group – No new news.
- Providence Creek Area Updates:
 - Port of Umpqua
 - Providence Creek Tide Gates –
 - Have completed the “stand up” process and have been selected by Business Oregon to move forward with the Levy TA Grant opportunity. Our consultant will be preparing the grant application for our partner at the Port of Umpqua.
 - Leeds Island Park and Restoration Project –
 - 04/01 – Attended Reedsport City Council Work Session meeting where Umpqua SWCD Consultant gave a presentation about the

proposed project and District Manager answered questions. Project proposal well received. A tour of Leeds Island with the Reedsport City Council, Parks & Beautification Committee, and City Staff (Chief of Police/Director of Public Works/Maintenance Staff/etc.), and landowner is scheduled for 04/24.

- 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) –
 - Executive Director Susan Martin wrote a “guest contributor” article for the March 2024 newsletter focusing on how producers can provide goods to the food pantry.
- Douglas County –
 - Douglas County Special Projects. Continuing to work with assisting Tracy Pope with her grant. Meeting with Tracy Pope in Reedsport on 03/14 to discuss additional ways the County and the SWCD could work together.
 - Douglas County Weed Board – No new news.
- Smith/Umpqua/Dunes Stewardship Group – No new news.
- DEQ Umpqua TMDL Implementation – Attended meeting on 04/09. Updates will need to be made to the Umpqua Basin TMDLs.
- Forest Service –
 - Tsalila –
 - Meeting with Julia Johanos with the Forest Service to discuss possible ideas for spending the grant funds of \$11,000 down prior to 12/31 or a variety of possible extensions or amendments to push the grant out for up to 3-years on 04/02.
 - Meeting with Julia Johanos with the Forest Service and Diane Novak with the Umpqua Discovery Center for additional ways to spend the grant funds down and to find out if the grant could cover busing for students, etc. on 04/09.
 - Oregon Central Coast Forest Collaborative – Attended meeting on 03/08. Next meetings (Collaborative and the Invasives Committee) on 04/12.
- Umpqua Oaks Partnership – Attended meeting on 03/19.
- Umpqua Native Plant Partnership – MOU emailed to Morgan Fay on 03/14.
- Beaver Planning Cohort –
 - Attended 03/26 meeting. This was the last meeting of the Beaver Planning Cohort.
- Hydro Breakfast Meeting – Attended monthly meeting of like-minded conservation individuals.
- Equipment Share Program – No new news.
- USDA/NRCS –

- Requests for soil testing services from Zach with NRCS at the Roseburg Service Center. While we cannot go outside of our District with our soil testing services, we can apply for a grant through a combined NRCS/OWEB grant. The grant has been started, but more information is needed. Karin with ODA said she could assist us with this grant. Information is needed from NRCS to make this happen as well. Need to find out if Douglas SWCD is willing/have capacity to take soil samples and send them to lab and if Zach with NRCS has the same ability.
 - AgLearn – Nathan Adelman with NRCS let me know we are getting a path forward on the access. He said he was waiting for instructions but sounds like NRCS can get an external lincpass reader and Citrix loaded onto my non-gov computer and this will allow me to still be able to access NRCS apps (03/18).
 - Douglas Weed Management Area – No new news.
 - Elk Creek Watershed Council –
 - Working with Lee Russell on potential partnership project at Elk Creek near Elkton. Conversation with Lee on 03/18 about possible dissolving of Elk Creek WC. Information was published by the North Douglas Herald to that affect as well. Provided Lee with possible solution to try to keep the WC from dissolving. Contacted Liesl Coleman with Curry Watershed Partnership to obtain guidance document as Liesl is the District Manager of Curry SWCD and the WCs in Curry County are under management by the SWCD there. Possibility of doing something like that with Elk Creek. Not sure how it would all work out, but could be a possibility. Offered this suggestion to Lee. Will find out more from Lee.
 - 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 1280' + 5% additional to meet Douglas County mitigation for the Winchester Bay landowner to do construction near creek. Waiting to hear back from landowner.
 - Oregon Association of Conservation Districts (OACD) – No new news.
 - Oregon Conservation Education Association Network (OCEAN) –
 - Registered for CONNECT and made lodging reservations at Sun River using the options reserved for CONNECT. Travel day April 15, event April 16-18th.
 - Oregon Coastal Zone Management Association – No new news.
 - 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.
- TECHNICAL ASSISTANCE:

- Site visit to collect soil sample near Kellogg on 03/18. Soil test results and application rates emailed to landowners 04/04.

Ongoing TA:

- Parent Ranch – Met with landowners to sign forms, discuss grant responsibilities.
- Scholfield Creek Ranch – Continuing to work with landowner about technical assistance and will apply for OWEB TA grant.
- Site visit for soil tests in Elkton and to discuss Elk Creek Riparian Project 03/18. Additional 4 properties and landowners interested in being added to erosion control/riparian planting project. Landowner will continue contacting neighbors. Will bring City of Elkton into process and Elk Creek WC as we get further along in the process. Ordered free perennial plants through ECEC grant for project. Soil test results and application rates emailed to landowners 04/04.
- 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. Requested maps from NRCS of property and delivered maps to landowner during site visit to the property on 03/20.
- South Side Smith River. Will be following up with water quality plan and OWEB Small Grant.
- Contacted by a Dean Creek landowner regarding erosion. Hosted meeting with DSL, ODFW, and Consultant on 03/21. DSL has sent landowner information on how to proceed with protecting landowner’s property from additional erosion.
- 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.
 - Elections legal notice sent to The World Legals for publishing on 04/16. Will publish end of April. Also sent to the Dunes News and the North Douglas Herald to be published in their general edition of their newspapers. Worked with Sandi Hiatt at ODA to make sure notice was correct.
 - Worked with Sandi Hiatt at ODA to declare At Large 2 position vacant so an appointment to the position could be made.
 - Elections information available on SWCD website.

CONSULTANT REPORTS

Matt Ruwaldt with Matt Ruwaldt Environmental Consulting

Mr. Ruwaldt went over the items he has been working on with the District Manager/Planner:

- BLM RAC – We are submitted a weed control grant to the BLM Resource Advisory Committee on April 1st for \$48,000.
- USFWS – We’re beginning an application for Invasive Species Eradication grant. It is more complicated than the BLM RAC grant and it will have to be finished and submitted by the District Manager in May.
- OWEB TA – We are planning on putting in a technical assistance grant for several bridges and a tidegate. One bridge for Providence Creek, four bridges and a tidegate for Scholfield Creek. It should be a competitive grant and it has several landowners. We are working on obtaining letters of support at this time. Grant is due the end of April.
- Business Oregon – We’ve submitted an intake form to Business Oregon for the Providence Creek tidegates. Our project was approved at the “stand-up” meeting with Business Oregon staff, and since we have approval, we are now in the process of completing the full application. There is a form we’re having trouble understanding and we are trying to contact the Business Oregon staff person that we are working with to get an explanation on that. We should know if we’ll receive funding by early to mid-summer. As the District isn’t eligible to be the applicant for this particular grant, we’ll complete the application, but the Port of Umpqua will have to submit the grant. If funded, this grant will cover the cost of Mr. Ruwaldt’s salary along with the Engineer’s. Requested \$160,000 from Business Oregon.
- ODFW – ODFW can provide grant funds for the match on the Business Oregon grant. New funds will be available July 1st. There are no deadlines for this grant, but the funds get dedicated quickly, so the sooner the better. Will request \$40,000 from ODFW.

If funded, the Business Oregon and ODFW grants will cover all of the preparation work (surveys, engineering and design, permits, cultural resources reviews) for the Providence Creek Tidegate project. Then we will need to apply for funding to cover the actual implementation work.

- Leeds Island – We attended the City of Reedsport City Council Workshop Meeting and presented the information in their workshop session on April 1st. We have gained access to the Leeds Island property from Mr. Holiday. We will be leading a tour on April 24th with the City of Reedsport Manager, City Council, Parks & Beautification Committee, and several staff members. District will do the restoration through NFWF grant/OWEB, however it works out so we can get there through grants. PUR completed a baseline plan for the restoration work out there. ODFW have verbally said they will provide match for this project and Umpqua SWCD will be the grant applicant for the ODFW portion of the project. We are planning on putting in a National Coastal Resiliency Fund technical assistance grant for Leeds Island through the National Fish and Wildlife Foundation (NFWF). We’ll put in a letter of intent and if that’s approved, then we’ll put in for a full proposal. The proposal is due in May 2025. Umpqua SWCD will be the grant applicant on that as well.
- Engineer Don Porior has retired from physical surveying work and has offered his survey equipment to us. Mr. Ruwaldt said that the equipment is in Wisconsin and his father will be able to meet with Don Porior’s daughter to pick that equipment up next

fall and meet with Mr. Ruwaldt part way between here and Wisconsin. Once that equipment is obtained, the surveying can be done in-house. Heather Medina with NRCS offered training to Mr. Ruwaldt from NRCS.

- Mr. Ruwaldt explained that he'll likely miss the May meeting as he will be in Alaska for the summer fishing guide season. He will assist as much as he can, but will only be available when back in the port.

AGENCY REPORTS:

Heather Y. Medina Saucedo, NRCS Basin Team Leader, Central Coast/Upper Willamette and South West Basin

Heather Medina provided her report:

- On boarded - Csanyi Matusicki, biologist, Pheasants Forever (PF), Matt Penberthy, – Easements – Coalition of Oregon Land Trust (COLT) / NRCS, joint position, ALE
- Zach Dimare is the acting DC currently.
- Planning an Earth Day event
- Started funding the first Local Foods Contract
- Jensen Dohman and Ian Bernot, blooming into great soil conservationists.
- Dave Ferguson is in an acting RCPP role for State.
- Working closely with UOP- Umpqua Oak Partnership
- Upcoming event with OSWA, highlighting CSP work.
- Starting to work with CSP participants.
- Working with “Fire is a Tool “(Local Buring Partnership) to get a Certified Burm Association and getting some support and qualifications in that area.
- Roseburg staff currently working on agreement development for EQIP IRA and General EQIP funds as well as CSP development.
- IRA Oregon – CCUW / SW allocation - \$3,270,077.69. Forestland applications: 50, Cropland, Pastureland applications: 7, Energy
- General EQIP allocation for CC/UW / SW basin \$2,365,000
Local Foods Strategy – high interest – Roseburg applications: 17
- EQIP CIC funds available \$249,193
- CSP – Roseburg applications for Sign up 1: Josephine: 3 applications Douglas: 4 applications.
- OWEB / NRCS Technical Assistance Grant now open until April 30, 2024

The Oregon Watershed Enhancement Board (OWEB) is pleased to announce that the NRCS/OWEB Technical Assistance Grant Offering is now open. The goal of this grant program is to provide funding for Technical Assistance to help implement local Inflation Reduction Act programs. The Inflation Reduction Act has generated more need for technical assistance than the Natural Resources Conservation Service (NRCS) can provide to landowners. Funding is provided to partners to assist with local conservation efforts. Eligible Applicants must be based in Oregon and be one of the following:

- Tribes

- Districts
- Watershed Councils

Available Funding: There is \$743,110 available for this program and individual requests over \$50,000 will be granted as funds allow.

How to Apply: Grant applications must be submitted by 5:00 pm Pacific time on April 30, 2024, through OWEB’s Online Application System. If you need to set up a login, please email Leilani Sullivan at Leilani.sullivan@oweb.oregon.gov.

Important Considerations for this Grant Program: Please review the NRCS/OWEB TA Guidance document. This document outlines important information about the grant program structure and provides guidance on eligibility and the application.

Questions? If you have questions about applying to the NRCS/OWEB Technical Assistance Grant Offering, visit the NRCS/OWEB Technical Assistance Grant Program webpage, or contact Heidi Hartman, Federal Programs Specialist at heidi.hartman@oweb.oregon.gov or 971-707-0226.

- 2024 RCPP Easement Webinar: Date and Time TBD NRCS will host an outreach webinar on RCPP easements. The registration link for this event will be posted here when available.

DIRECTOR REPORTS:

None.

BUSINESS ITEMS

1. Resignation Letter At-Large 2 Director – Action Item

The District Manager explained that Director Cliff Glover had resigned, and how the position has already been declared vacant by ODA which opens up the possibility of appointing a new director in this position by the current board of directors. In the past, the Board of Directors has approved director resignations.

Director Miller made a motion, 2nd by Director Baumgartner to approve the resignation of Cliff Glover from the Umpqua Soil and Water Conservation District Board of Directors. The motion **unanimously passed**.

2. Director Appointment At-Large 2 Director – Action Item

a. Swearing in and Oath of Office

Beth Frakes introduced herself to the Board of Directors.

The District Manager requested from Mrs. Frakes if she would like to join the Umpqua SWCD Board of Directors and Mrs. Frakes agreed that she would, on a trail bases, and if she was inclined to do so, she would run for election at that time.

Director Miller made a motion to appoint Beth Frakes to the At-Large 2 Director position to the Umpqua SWCD Board of Directors, 2nd by Director Baumgartner. The motion **unanimously passed**.

The District Manager swore in Beth Frakes as the At-Large 2 Director to the Umpqua Soil and Water Conservation District Board of Directors and Beth Frakes took the Oath of Office.

Congratulations, Director Frakes!

3. Director Recruitment Letter Update – Action Item

The District Manager requested the Directors review the information and updates since March meeting. If additional information needs to be added, then those will be added now.

Since the last meeting, Cliff Glover resigned and requested his name be removed from the letter, telephone numbers for Directors have been updated, and the letter is now on the SWCD's letterhead. The District Manager requested if newly appointed Director Frakes would like for her name and telephone number to be included on the letter. Director Frakes stated she felt like she was too new to the position and will ask to be included at a later time.

Director Miller made a motion, 2nd by Director Baumgartner. The motion **unanimously passed**.

4. Personal Service Contract Policy – Action Item

The District Manager requested if anyone had attended the online training at Vector Solutions as a link has been sent to each of you. The training is approximately 80-minutes. The District Manager will also attend the training series. Director Baumgartner said that he had attended the “Basics of Public Contracting in Oregon” training, but has not been able to access the other training for public meeting law. The District Manager will send a new link for that training and add Director Frakes into the training cue as well.

The Directors and District Manager will keep working on the training. The public contracting training is to form the public service contract policy and the other training is the public meeting law training. The public meeting law training is 60-minutes and if all the Directors take the training the District will get 10% off of their property/liability/crime insurance through the Special Districts Insurance Services (SDIS) Best Management Practices program through the Special Districts Association of Oregon (SDAO).

5. Umpqua SWCD Chair – Action Item

With the resignation of Cliff Glover, Umpqua SWCD needs a Director to step-up as the designated Chairperson for the District.

At the Umpqua SWCD the Chair does the following:

1. Preside at meetings of the board of directors.
The chair shall conduct the meetings according to the policies established by the board. Customary functions are to entertain motions from other members, call on people to speak, limit discussion as necessary, and facilitate the process to conduct business. The chair has the inherent authority to keep order and to impose any reasonable restrictions necessary for the efficient and orderly conduct of a meeting.
2. The chair shall have the same rights and responsibilities as other members of the board to discuss and vote on questions before the board.
3. Review input from directors and the staff to prepare meeting agendas.
4. Call special meetings of the board as necessary and in accordance with the Oregon Public Meeting Laws.
5. Appoint committees and their chairs.
6. Request reports.
7. Orient new directors.
8. Sign official district documents on behalf of the board.
9. Delegate to other officers, if needed and advisable, any of the duties of the chair for a specific time period and defined purposes.
10. Supervise the manager and assign responsibilities.
11. Manage projects.

The Chair of the Umpqua SWCD signs the timesheet of the District Manager.

Director T. Black explained that he cannot fill the role of Chair which would put him in a supervisory position which would be a conflict of interest as he is related to the District Manager. After much discussion the Directors asked Director Baumgartner if he would be willing to be Chair. Director Baumgartner said he would. Director T. Black nominated Director Baumgartner as the Chair. The District Manager asked Director Baumgartner if he accepted the nomination and Director Baumgartner accepted the nomination. Director Miller made a motion, 2nd by Director T. Black to approve Director Baumgartner into the Chair position of the Umpqua Soil and Water Conservation District. The motion **unanimously passed**. Congratulations to Chair Baumgartner!

FUNDING COMMITTEE

Reports and follow up to items.

Discussion commenced:

Chair Baumgartner along with Director Miller said to table for this month as there isn't anything new to add at this time, and that they would continue to move the process forward, but the funding committee needs to regroup after Cliff Glover resigned and how we may need to have a separate funding committee meeting in order to get the process figured out from where we're at. We definitely need to figure out how to do fundraising in order to be able to pay for the ballot

measure and we'll need to figure that out. The committee will continue to move forward, but a little slower than before and we'll be going for the ballot measure in 2026. We can make more solid plans from this point forward and we have a good measure already written up.

ADJOURN MEETING:

Meeting adjourned at 7:30 p.m. by the District Manager.

NEXT MEETING DATE

- The next Business Meeting for the Umpqua Soil and Water Conservation District is scheduled for May 9, 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