



AGENDA

UMPQUA SOIL AND WATER CONSERVATION DISTRICT MEETING

August 8, 2024, 6:30 – 8:00 PM (America/Los Angeles)

Please join the meeting from your computer, tablet or smartphone.

<https://meet.goto.com/UmpquaSWCD/umpquasoilandwaterconservationdistrictmeeting>

You can also dial in using your phone, Access Code: 161-053-493, United States (Toll Free): 1 877 309 2073

Get the app now and be ready when your first meeting starts: <https://meet.goto.com/install>

CALL TO ORDER

FISCAL PROVIDER REPORT

Tanya Graham – Bookkeeping Updates

APPROVAL OF BILLS & TREASURER'S REPORT FOR AUDIT

- July 2024.

APPROVAL OF MINUTES

- 2022: 02/10 Meeting, 03/03 Special Meeting
- 2024: 07/09 Meeting

STAFF REPORTS

CONSULTANT REPORTS

AGENCY & ORGANIZATION REPORTS

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

Beth Pietrzak – Oregon Department of Agriculture (ODA) Regional Water Quality Specialist

- ODA Review Quarterly Capacity Grant Report with Umpqua SWCD Board – Discussion

DIRECTOR REPORTS

BUSINESS ITEMS

1. Annual Report 2023/2024 – Action Item
2. Report in Lieu of Audit for the Fiscal Year Ending June 30, 2024 – Action Item
3. Personal Service Contract Policy

FUNDING COMMITTEE

Discussion and Reports

NEXT MEETING DATE

- The next business meeting for the Umpqua Soil and Water Conservation District is scheduled for September 12, 2024 at 6:30 p.m. by Go-To-Meeting teleconference and/or by computer, tablet or smartphone with the annual meeting following at 7:00 p.m.

water * livestock * pasture * woodlands * fish * streams * wildlife
Telephone: (541) 662-1341, Email: rhonda@umpquasoilandwater.com

As part of public policy, the Umpqua Soil and Water Conservation District will attempt to provide public accessibility to services, programs and activities. If accommodation is needed at this meeting please contact the Umpqua SWCD office at 662-1341 at least 48 hours prior to the scheduled meeting time.

ADJOURN

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Umpqua Soil and Water Conservation District

Balance Sheet

As of July 31, 2024

ASSETS:		July 31, 2024
Current Assets:		
Checking/Savings		
First Community Checking		8,986.78
First Community Savings		68.47
Total Checking/Savings:		<u>9,055.25</u>
Accounts Receivable:		
Accounts Receivable		32,617.50
Total Accounts Receivable:		<u>32,617.50</u>
Other Current Assets:		
Prepaid Workers Comp		927.75
Total Other Current Assets:		<u>927.75</u>
	Total Assets:	<u><u>42,600.50</u></u>
LIABILITIES & EQUITY:		
Liabilities:		
Current Liabilities:		
Paid Time Off Liability		11,381.13
Total Current Liabilities:		<u>11,381.13</u>
Accounts Payable:		
Accounts Payable		0.00
Total Accounts Payable:		<u>0.00</u>
Equity:		
Retained Earnings		26,871.98
Net Income		4,347.39
Total Equity:		<u>31,219.37</u>
	Total Liabilities & Equity:	<u><u>42,600.50</u></u>

Net Income

Income		24,148.50
Expenses	-	<u>19,801.11</u>
Net Income		4,347.39

Retained Earnings

Cash at Beginning of Year 7/1/2024		28,477.22
Accounts Receivable Balance 6/30/24	+	8,469.00
Prepaid Workers Comp Balance 6/30/24	+	933.70
Paid Time off Liability Balance 6/30/24	-	11,007.94
Accounts Payable Balance 6/30/24	-	0.00
Retained Earnings		<u><u>26,871.98</u></u>

Umpqua Soil and Water Conservation District
Registers - Accounts Receivable, Accounts Payable

July 2024

Date	Num	Name	Account	Grant Name	Original Amount
First Community Checking				Balance as of 7/1/24	28,408.75
7/2/24	EFT	QuickBooks Payroll	Processing Fee	23-25 ODA Dist Operations	(1.75)
7/19/24	EFT	QuickBooks Payroll	Processing Fee	23-25 ODA Dist Operations	(1.75)
7/1/24	EFT	Oregon Dept of Revenue	Payroll Taxes - Q3-24	Payroll Fund	(211.85)
7/1/24	EFT	United States Treasury	Payroll Taxes - Q3-24	Payroll Fund	(621.84)
7/31/24	EFT	Oregon Dept of Revenue	Payroll Taxes - Q3-24	Payroll Fund	(295.27)
7/31/24	EFT	United States Treasury	Payroll Taxes - Q3-24	Payroll Fund	(951.08)
7/9/24	EFT	Adobe	Office Supplies	23-25 ODA Dist Operations	(19.99)
7/1/24	EFT	Intuit	Processing Fee	23-25 ODA Dist Operations	(6.00)
7/1/24	EFT	A2Z Mini Storage	Storage Rent	23-25 ODA Dist Operations	(150.00)
7/1/24	EFT	LogMein	Telephone	23-25 ODA Dist Operations	(197.00)
7/3/24	DD	Tanya Graham	Contract Services	23-25 ODA Dist Operations	(67.50)
7/22/24	DD	Tanya Graham	Contract Services	23-25 ODA Dist Operations	(270.00)
7/31/24	EFT	AT&T	Telephone	23-25 ODA Dist Operations	(186.16)
7/1/24	DBT	Staples	Office Supplies	23-25 ODA Dist Operations	(976.60)
7/8/24	DBT	United States Postal Service	Postage	23-25 ODA SOW	(204.00)
7/9/24	DBT	Trend Micro	Software	23-25 ODA Dist Operations	(169.95)
7/15/24	DBT	Amazon	Office Supplies	23-25 ODA Dist Operations	(83.45)
7/31/24	DBT	onXmaps, Inc	Software	23-25 ODA SOW	(34.99)
7/1/24	1630	Country Media, Inc	Advertising	General Fund	(1.34)
7/1/24	1631	Streamline	Web Hosting	23-25 ODA Dist Operations	(133.00)
7/1/24	1632	Oregon Saves	Simple IRA	Payroll Fund	(127.40)
7/17/24	1633	Partnership for Ump Rivers	Dues	23-25 ODA Dist Operations	(25.00)
7/17/24	1634	Streamline	Web Hosting	23-25 ODA Dist Operations	(500.00)
7/17/24	1635	Oregon PERS	Dues	23-25 ODA Dist Operations	(15.00)
7/17/24	1636	Oregon Saves	Simple IRA	Payroll Fund	(172.90)
7/17/24	1637	Ladana Parent	Material and Supplies	07-24-003 Parent	(9,680.51)
7/3/24	DD1219	Rhonda Black	Personnel 6/16/24 - 6/30/24	Payroll Fund	(1,883.84)
7/22/24	DD1220	Rhonda Black	Personnel 7/1/24 - 7/15/24	Payroll Fund	(2,433.80)
				Balance as of 7/31/24	8,986.78
First Community Savings				Balance as of 7/1/24	68.47
					0.00
				Balance as of 7/31/24	68.47

Umpqua Soil and Water Conservation District
Registers - Accounts Receivable, Accounts Payable
July 2024

Accounts Receivable:			
6/12/24	PUR	Glover	8,469.00
7/9/24	ODA	23-25 ODA District Operations	7,244.50
7/9/24	ODA	23-25 ODA Scope of Work	16,904.00
Total Funds Submitted for Payment			32,617.50

Accounts Payable	
Total Accounts Payable	0.00

Prepaid Workers Compensation	
<i>Prepaid 7/2/23 (23/24 Fiscal Year)</i>	345.94
<i>Prepaid 6/16/24 (24/25 Fiscal Year)</i>	678.27
<i>2023-2024 Used</i>	(90.51)
<i>2024-2025 Used</i>	(5.95)
Total Prepaid Workers Comp Balance 7/31/24	927.75

Umpqua Soil and Water Conservation District
Statement of Activity and Cash Flow Report
July 1, 2024 through July 31, 2024

<i>Status</i>	<i>Open</i>	<i>Open</i>	<i>Open</i>	<i>Open</i>	<i>Open</i>	<i>Open</i>	<i>Open</i>
<i>Source</i>	General	PTO	ODA	ODA	07-22-001	07-22-004	07-24-003
<i>Project</i>	Fund	Reserve	DO 23-25	SOW 23-25	Prov	Baum	Parent R
Income							
Grant Funds			7,244.50	16,904.00			
Admin Income							
Other Income							
Total Income	0.00	0.00	7,244.50	16,904.00	0.00	0.00	0.00
Expense							
Admin Expenses							
Advertising							
Bank Fees, Processing	1.34		9.50				
Contract Services:							
Fiscal Provider			337.50				
General							
Dues, Fees and Permits			40.00				
Insurance:							
General							
Material and Supplies							9,680.51
Office Supplies			1,249.99	34.99			
Postage				204.00			
Payroll:							
PTO Reserve		(226.81)	81.79	424.49			67.52
Watershed Tech		208.00	780.00	4,095.00			663.00
Internet Stipend			2.55	20.41			1.53
Workers Comp		0.12	0.47	2.78			2.43
Payroll Taxes		18.69	70.10	367.97			59.56
Rent:							
Storage Unit			150.00				
PO Box							
Tele/Internet/Web Site			1,016.16				
Travel/Training			14.07	84.42			2.01
Total Expense	1.34	0.00	3,752.13	5,234.06	0.00	0.00	10,476.56
Net Income	(1.34)	0.00	3,492.37	11,669.94	0.00	0.00	(10,476.56)
Accounts Receivable			(7,244.50)	(16,904.00)			
Prepaid Workers Comp	5.95						
Accounts Payable							
Paid Time Off Liabilities		373.19					
Cash Balance as of 7/1/24	9,998.46	11,007.94	6,724.36	(2,835.29)	(2,273.84)	(697.11)	8,932.29
Net Cash Increase for Period	4.61	373.19	(3,752.13)	(5,234.06)	0.00	0.00	(10,476.56)
Cash Balance as of 7/31/24	10,003.07	11,381.13	2,972.23	(8,069.35)	(2,273.84)	(697.11)	(1,544.27)
			<i>Submitted</i>	<i>Submitted</i>	<i>Need FR</i>	<i>Need FR</i>	<i>Need FR</i>

Note: These funds are still in review and subject to change.

Umpqua Soil and Water Conservation District
Statement of Activity and Cash Flow Report
July 1, 2024 through July 31, 2024

<i>Status</i>	<i>Open</i>	<i>Open</i>	<i>Open</i>	
<i>Source</i>	07-24-005	PUR	USFS	
<i>Project</i>	Elk Ck	Glover	Tsalila 2	TOTAL
Income				
Grant Funds				24,148.50
Admin Income				0.00
Other Income				0.00
Total Income	0.00	0.00	0.00	24,148.50
Expense				
Admin Expenses				0.00
Advertising				0.00
Bank Fees, Processing				10.84
Contract Services:				
Fiscal Provider				337.50
General				0.00
Dues, Fees and Permits				40.00
Insurance:				
General				0.00
Material and Supplies				9,680.51
Office Supplies				1,284.98
Postage				204.00
Payroll:				
PTO Reserve	4.92	16.36	4.92	373.19
Watershed Tech	52.00	156.00	52.00	6,006.00
Internet Stipend		0.51		25.00
Workers Comp	0.03	0.09	0.03	5.95
Payroll Taxes	4.67	14.02	4.67	539.68
Rent:				
Storage Unit				150.00
PO Box				0.00
Tele/Internet/Web Site				1,016.16
Travel/Training	26.80			127.30
Total Expense	88.42	186.98	61.62	19,801.11
Net Income	(88.42)	(186.98)	(61.62)	4,347.39
Accounts Receivable				(24,148.50)
Prepaid Workers Comp				5.95
Accounts Payable				0.00
Paid Time Off Liabilities				373.19
Cash Balance as of 7/1/24	0.00	(2,285.96)	(93.63)	28,477.22
Net Cash Increase for Period	(88.42)	(186.98)	(61.62)	(19,421.97)
Cash Balance as of 7/31/24	(88.42)	(2,472.94)	(155.25)	9,055.25
	<i>In Process</i>	<i>Submitted</i>	<i>In Process</i>	

Note: These funds are still in review and subject to change.

Umpqua Soil and Water Conservation District

Monthly Comparison

2024 - 2025 (as of July 31, 2024)

	July 2024	August 2024	September 2024	October 2024	November 2024	December 2024	January 2025	February 2025	March 2025	April 2025	May 2025	June 2025	TOTAL
Income													
Grant Funds	24,148.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	24,148.50
Admin Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Interest Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Income	24,148.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	24,148.50
Expense													
Admin Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Bank Fees, Processing Fee	10.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.84
Contract Services:													
Fiscal Provider	337.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	337.50
General	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Dues, Fees and Permits	40.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40.00
Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Material and Supplies	9,680.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,680.51
Office Expenses:													0.00
Advertising	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Office Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Postage	204.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	204.00
Supplies	1,284.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,284.98
Payroll:													0.00
PTO Reserve	373.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	373.19
Watershed Tech	6,006.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,006.00
Internet Stipend	25.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25.00
Workers Comp	5.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.95
Payroll Taxes	539.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	539.68
Rent:													
Storage Unit	150.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00
PO Box	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Telephone, Internet, Web Site	1,016.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,016.16
Travel/Training	127.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	127.30
Total Expense	19,801.11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	19,801.11
Net Income	4,347.39	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,347.39
Accounts Receivable	(24,148.50)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(24,148.50)
Prepaid Workers Comp	5.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.95
Accounts Payable	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Paid Time Off Liabilities	373.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	373.19
Cash Balance as of 7/1/24	28,477.22	9,055.25	9,055.25	9,055.25	9,055.25	9,055.25	9,055.25	9,055.25	9,055.25	9,055.25	9,055.25	9,055.25	28,477.22
Net Cash Increase for Period	(19,421.97)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(19,421.97)
Cash Balance as of 7/31/24	9,055.25	9,055.25	9,055.25	9,055.25	9,055.25	9,055.25	9,055.25	9,055.25	9,055.25	9,055.25	9,055.25	9,055.25	9,055.25

Umpqua Soil and Water Conservation District

Individual Grant Report

As of July 31, 2024

Report Due Dates Coming up

Grant	Funds to Receive	Due Dates			
2023-2025 ODA Quarterly Report	0.00	10/15/24	1/15/25	4/15/25	7/15/25
07-22-001 Providence	0.00	4/4/25	Final		
07-22-004 Otter/Baumgartner	0.00	7/8/25	Final		
07-24-003 Parent Ranch	0.00	4/16/26	Final		
07-24-005 Elk Creek	0.00	8/10/26	Final		
USFS Tsalila 2	0.00	3/31/24	4/30/25		

Paid Time Off Hour Balance

Vacation Time		Staff			
Hours as of 7/1/24		254.25			
Accrued this Fiscal Year		10.00			
Paid Out this Fiscal Year		0.00			
Hours as of 7/31/24	264.25	Hours	Paid Time Off Liability	\$8,806.63	
<i>(Note 1 - Vacation time is paid out upon separation)</i>					
Personal Time		Staff			
Hours as of 7/1/24		77.25			
Accrued this Fiscal Year		8.00			
Paid Out this Fiscal Year		8.00			
Hours as of 7/31/24	77.25	Hours	Paid Time Off Liability	\$2,574.50	
<i>(Note 2 - Personal Time is not paid out upon separation)</i>					
			Total Paid Time Off Liability	\$11,381.13	

USFS Tsalila 2

	2024/2025	2023/2024	2022/2023	Total	Budget	Remaining	
INCOME							
Grant Funds	0.00	1,814.70	1,506.96	3,321.66	15,000.00	11,678.34	
Total Income	0.00	1,814.70	1,506.96	3,321.66	15,000.00	11,678.34	
EXPENSES							
Salary	61.62	1,603.66	1,399.00	3,064.28	5,472.00	2,407.72	
Travel	0.00	103.49	69.44	172.93	360.00	187.07	
Contract Services	0.00	0.00	0.00	0.00	6,490.00	6,490.00	
Material and Supplies	0.00	0.00	239.70	239.70	2,678.00	2,438.30	
Total Expenses	61.62	1,707.15	1,708.14	3,476.91	15,000.00	11,523.09	
Net Income	(61.62)						
Accounts Receivable	0.00						
Accounts Payable	0.00						
Cash Balance 7/1/24	(93.63)						
Net Cash	(61.62)						
Cash Balance 7/31/24	(155.25)						Expires 12/31/2024

Glover Estuary Enhancement - Partnership for Umpqua Rivers

	2024/2025	2023/2024	Total	Budget	Remaining
INCOME					
Contract Income	0.00	8,469.00	8,469.00	8,469.00	0.00
Total Income	0.00	8,469.00	8,469.00	8,469.00	0.00
EXPENSES					
Salary, Taxes, WC, Int Stipend	186.98	2,285.96	2,472.94	7,669.00	5,196.06
Indirect Costs	0.00	0.00	0.00	800.00	800.00
Total Expenses	186.98	2,285.96	2,472.94	8,469.00	5,996.06
Net Income	(186.98)				
Accounts Receivable	0.00				
Accounts Payable	0.00				
Cash Balance 7/1/24	(2,285.96)				
Net Cash	(186.98)				
Cash Balance 7/31/24	(2,472.94)				

**Umpqua Soil and Water Conservation District
Individual Grant Report
As of July 31, 2024**

2023-2025 ODA District Operations

	2024/2025	2023/2024	Total	Budget	Remaining
INCOME					
Grant Funds	7,244.50	28,978.00	36,222.50	57,956.00	21,733.50
Total Income	7,244.50	28,978.00	36,222.50	57,956.00	21,733.50
EXPENSES					
Advertising	0.00	230.28	230.28	480.28	250.00
Bank and QBs Processing Fees	9.50	103.25	112.75	228.25	115.50
Contract Services	337.50	3,228.75	3,566.25	9,428.75	5,862.50
Dues, Fees and Permits	40.00	354.49	394.49	1,104.49	710.00
Insurance	0.00	2,119.00	2,119.00	4,619.00	2,500.00
Office Supplies	1,249.99	3,827.76	5,077.75	8,327.76	3,250.01
Postage	0.00	905.55	905.55	1,905.55	1,000.00
Salary, Taxes, WC, Int Stipend	934.91	7,521.62	8,456.53	20,998.98	12,542.45
Rent (Storage and PO Box)	150.00	1,514.00	1,664.00	3,464.00	1,800.00
Telephone, Internet, Web Site	1,016.16	2,436.88	3,453.04	6,336.88	2,883.84
Travel/Training	14.07	12.06	26.13	1,062.06	1,035.93
Total Expenses	3,752.13	22,253.64	26,005.77	57,956.00	31,950.23
Net Income	3,492.37				
Accounts Receivable	(7,244.50)				
Accounts Payable	0.00				
Cash Balance 7/1/24	6,724.36				
Net Cash	(3,752.13)				
Cash Balance 7/31/24	2,972.23				
				<i>Expires</i>	<i>7/31/2025</i>

2023 - 2025 ODA Scope of Work Funds

	2024/2025	2023/2024	Total	Budget	Remaining
INCOME					
Grant Funds	16,904.00	67,616.00	84,520.00	135,232.00	50,712.00
Total Income	16,904.00	67,616.00	84,520.00	135,232.00	50,712.00
EXPENSES					
Reserved for 2024/2025	0.00	0.00	0.00	3,200.00	3,200.00
Contract Services	0.00	9,348.88	9,348.88	12,090.88	2,742.00
Office Supplies	238.99	353.87	592.86	353.87	(238.99)
Conferences, Trainings	0.00	780.39	780.39	1,780.39	1,000.00
Mileage	84.42	956.07	1,040.49	1,956.07	915.58
Salary, Taxes, WC, Int Stipend	4,910.65	59,012.08	63,922.73	115,850.79	51,928.06
Total Expenses	5,234.06	70,451.29	75,685.35	135,232.00	59,546.65
Net Income	11,669.94				
Accounts Receivable	(16,904.00)				
Accounts Payable	0.00				
Cash Balance 7/1/24	(2,835.29)				
Net Cash	(5,234.06)				
Cash Balance 7/31/24	(8,069.35)				
				<i>Expires</i>	<i>7/31/2025</i>

**Umpqua Soil and Water Conservation District
Individual Grant Report
As of July 31, 2024**

07-22-001 Providence Creek Runoff Management

	2024/2025	2023/2024	Total	Budget	Remaining
INCOME					
OWEB Funds	0.00	8,253.00	8,253.00	13,755.00	5,502.00
Total Income	0.00	8,253.00	8,253.00	13,755.00	5,502.00
EXPENSES					
Salary, Taxes, WC, Int Stipend	0.00	695.56	695.56	1,280.00	584.44
Contract Services	0.00	5,525.00	5,525.00	10,877.00	5,352.00
Material and Supplies	0.00	3,349.29	3,349.29	0.00	(3,349.29)
Other	0.00	0.00	0.00	165.00	165.00
Indirect Costs	0.00	956.99	956.99	1,233.00	276.01
Post-Grant	0.00	0.00	0.00	200.00	200.00
Total Expenses	0.00	10,526.84	10,526.84	13,755.00	3,228.16
Net Income	0.00				
Accounts Receivable	0.00				
Accounts Payable	0.00				
Cash Balance 7/1/24	(2,273.84)				
Net Cash	0.00				
Cash Balance 7/31/24	(2,273.84)				
				<i>Expires</i>	<i>2/3/2025</i>

07-22-004 Otter/Baumgartner Ranch

	2024/2025	2023/2024	Total	Budget	Remaining
INCOME					
OWEB Funds	0.00	8,955.60	8,955.60	14,926.00	5,970.40
Total Income	0.00	8,955.60	8,955.60	14,926.00	5,970.40
EXPENSES					
Salary, Taxes, WC, Int Stipend	0.00	596.39	596.39	1,400.00	803.61
Contract Services	0.00	5,100.00	5,100.00	400.00	(4,700.00)
Material and Supplies	0.00	3,239.58	3,239.58	11,927.00	8,687.42
Other	0.00	170.36	170.36	165.00	(5.36)
Indirect Costs	0.00	546.38	546.38	834.00	287.62
Post-Grant	0.00	0.00	0.00	200.00	200.00
Total Expenses	0.00	9,652.71	9,652.71	14,926.00	5,273.29
Net Income	0.00				
Accounts Receivable	0.00				
Accounts Payable	0.00				
Cash Balance 7/1/24	(697.11)				
Net Cash	0.00				
Cash Balance 7/31/24	(697.11)				
				<i>Expires</i>	<i>5/31/2025</i>

**Umpqua Soil and Water Conservation District
Individual Grant Report
As of July 31, 2024**

07-24-003 Parent Ranch

	<u>2024/2025</u>	<u>2023/2024</u>	<u>Total</u>	<u>Budget</u>	<u>Remaining</u>
INCOME					
OWEB Funds	0.00	8,996.40	8,996.40	14,994.00	5,997.60
Total Income	0.00	8,996.40	8,996.40	14,994.00	5,997.60
EXPENSES					
Salary, Taxes, WC, Int Stipend	796.05	64.11	860.16	1,216.00	355.84
Contract Services	0.00	0.00	0.00	1,350.00	1,350.00
Material and Supplies	9,680.51	0.00	9,680.51	10,883.00	1,202.49
Other	0.00	0.00	0.00	0.00	0.00
Indirect Costs	0.00	0.00	0.00	1,345.00	1,345.00
Post-Grant	0.00	0.00	0.00	200.00	200.00
Total Expenses	10,476.56	64.11	10,540.67	14,994.00	4,453.33
Net Income	(10,476.56)				
Accounts Receivable	0.00				
Accounts Payable	0.00				
Cash Balance 7/1/24	8,932.29				
Net Cash	(10,476.56)				
Cash Balance 7/31/24	(1,544.27)				
				<i>Expires</i>	<i>2/15/2026</i>

07-24-005 Elk Creek

	<u>2024/2025</u>	<u>Total</u>	<u>Budget</u>	<u>Remaining</u>	
INCOME					
OWEB Funds	0.00	0.00	14,998.00	14,998.00	
Total Income	0.00	0.00	14,998.00	14,998.00	
EXPENSES					
Salary, Taxes, WC, Int Stipend	61.62	61.62	1,217.00	1,155.38	
Contract Services	0.00	0.00	10,010.00	10,010.00	
Material and Supplies	0.00	0.00	65.00	65.00	
Travel	26.80	26.80	2,160.00	2,133.20	
Indirect Costs	0.00	0.00	1,346.00	1,346.00	
Post-Grant	0.00	0.00	200.00	200.00	
Total Expenses	88.42	88.42	14,998.00	14,909.58	
Net Income	(88.42)				
Accounts Receivable	0.00				
Accounts Payable	0.00				
Cash Balance 7/1/24	0.00				
Net Cash	(88.42)				
Cash Balance 7/31/24	(88.42)				
				<i>Expires</i>	<i>6/11/2026</i>



UMPQUA SOIL AND WATER CONSERVATION DISTRICT MONTHLY BUSINESS MEETING MINUTES

July 9, 2024

Directors Present:

Chair Nathan Baumgartner
Director Tom Black
Director Beth Frakes

Staff Present:

District Manager/Conservation Planner Rhonda Black

Agencies Present:

Oregon Association of Conservation Districts Executive
Director Andrea Kreiner,
Oregon Department of Agriculture SWCD Program Lead
Karin Stutzman

Others Present:

Fiscal Provider Tanya Graham

MEETING CALLED TO ORDER:

The Chair Baumgartner made a motion to call the meeting to order at 6:30 p.m., 2nd by Director Frakes. The motion **unanimously passed.**

Introductions commenced.

FISCAL PROVIDER REPORT:

Fiscal Provider Graham explained the financial report for the month ending June 30, 2024.

Page 1 - The Balance Sheet. It shows total current assets of \$37,879.92 and total liabilities & Equity of \$37,879.92.

Page 2 - Check Register - General Checking - started the month with \$29,598.95 and ended the month with \$28,408.75.

Page 3 - Statement of Activity - Total Income: \$148,376.83 and total Expenses: \$131,301.01. Leaving a cash balance of \$28,477.22.

Page 4 - Monthly Comparison - Month of June - Income: \$8,469.00 and total Expenses: \$9,729.15. Cash balance of \$28,477.22.

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.

Discussion commenced in regard to how well written the financial report is, crediting Umpqua SWCD's Fiscal Prover and requesting if the Fiscal Provider could provide this format to OACD for other SWCDs and watershed councils to use. The Fiscal Planner agreed to assist with this process.

APPROVAL OF BILLS & TREASURER'S REPORT FOR AUDIT

Chair Baumgartner made a motion, 2nd by Director Frakes to approve the bills and the June 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 Frakes to approve the June 13, 2024 Business Meeting minutes. The motion **unanimously passed**.

STAFF REPORT:

Conservation Technician/District Manager Rhonda Black:

June 9, 2024

- OWEB:
 - 2023-2025 District Operations Capacity Grant –
 - Updated SWCD website with meeting agenda and minutes.
 - 4th Quarter Reporting due 07/15.
 - Attended 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.
 - Attended the OWEB Grants & Cultural Resources Review Requirements in 2024 training on 06/27.
 - 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.
- 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. Answered questions for Small Grants Program Lead on 06/13. Grant funded on 07/01.
 - 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, HOBO water level logger monitors. Waiting to hear back from them as to status of grant application.
 - 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.
 - Oregon Coastal Management Program:
 - Coastal Zone Management Habitat Protection & Restoration Bipartisan Infrastructure Law Competitive Grant Announcement webinar on 06/21. Letters of support are due 07/17. Next year will be the last year this opportunity is available.
 - 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.
 - Mid-Coast 3 – Up and running as of this week.
- Partnership for the Umpqua Rivers –
 - Next meeting is on 07/16.
 - 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.
 - Fencing materials has started to be delivered to the site.
- South Coast Tide Gate Collaborative – No new news.
- Tide Gate Affinity Group – No new news.
- State Tide Gate – Attended 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 Leeds' 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 – Attended 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 24th-26th with setup happening on 09/23 and clean-up on 09/27.
 - Met with Diane Novak at the Umpqua Discovery Center on 07/08. Discussed T-shirt purchases, ideas for another kind of wildlife station to replace the raptors station as the raptors are difficult and expensive to obtain. Discussed possibility of a new, smaller salmon maze to replace the huge, older salmon maze that hasn't been used for several years.
 - Oregon Central Coast Forest Collaborative –Attended Collaborative meeting on 06/14.
- Umpqua Oaks Partnership – Attended meeting on 06/18. The next meeting will be held on 07/16.
- Umpqua Native Plant Partnership – Will be working with Morgan Fay to obtain plants for Glover Project along with Cris Salizar with PUR. Discussed the with Morgan Fay at the Blooms & Butterflies celebration event.
- Hydro Breakfast Meeting – Next meeting on 08/01.
- 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 – Provided a letter of support on 06/25 to Maggie B. with Douglas SWCD for their application to the National Forest Foundation's Collaborative Capacity Program for the weed management area.
- 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) – Dues information available in meeting packet.
- Oregon Conservation Education Association Network (OCEAN) – No new news.
- 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 –
 - Hands-on soil sampling workshop will be held this summer on Tuesday, August 20th at the Elkton Community Education Center from 3-5 p.m. While the workshop is free, registration is required. To register, please go to: <https://extension.oregonstate.edu/douglas/events/digging-taking-soil-samples-farm-or-garden> Working with Logan Bennett with OSU Small Farms Program on this and we look forward to seeing you there.
- TECHNICAL ASSISTANCE:
 - Site visit planned after meeting with another Elk Creek landowner about erosion control near the confluence of Elk Creek and the Umpqua River. Visited with landowner at Blooms & Butterflies with additional follow up after event.

- Site visit planned for an Elkton landowner who is interested in blackberry control along Mill Creek.
- Following Blooms & Butterflies event provided Douglas SWCD and Upper Willamette SWCD contact information for interested parties that stopped by Umpqua SWCD booth at event.
- Multiple site visits to Parent Ranch as they are implementing their small grant now.
- Site visit on 06/20 at Wells Creek to assist landowner with WQ and wildfire brush management concerns.

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.
- 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 November 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 November.
- Will follow up this summer after site visit to look at another site along Elk Creek and confluence with Umpqua River for erosion and noxious weed control on 05/13. Landowner very interested in assistance.

- 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.
- Attended the Elections and Political Advocacy Training via video link that was provided by Eric Nusbaum with ODA. Please watch the video to attend the training if you have not already done so by going to:
<https://youtu.be/DnPQZHRJ-LM?si=Ojdj0gm4AaNi9nXr>
- Attended the Public Contracting Training by watching the video from SDAO. Please attend the training by going to the training video at:
<https://www.sdao.com/basics-of-public-contracting-in-oregon>

- Reserved meeting space at the Port of Umpqua Annex on 06/14 for the 07/09 SWCD meeting.

Fiscal Provider Graham exited the meeting at 7:13 p.m.

AGENCY REPORTS:

Oregon Association of Conservation Districts Executive Director Andrea Kreiner:
Executive Director Kreiner provided an update to the Directors about what has been happening at OACD.

Oregon Department of Agriculture SWCD Program Lead Karin Stutzman:
Program Lead Stutzman provided an updated to the Directors about what has been happening at ODA in the AgWQ program.

DIRECTOR REPORTS:

None.

BUSINESS ITEMS

1. Annual Budget 2024/2025 Final – Action Item

The District Manager explained the amended, revised, final budget with the correct final carry over numbers for the end of the year.

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

2. Annual Report 2023/2024 – Action Item

The District Manager provided a draft annual report to the Directors with placeholders within the report for the items, mostly regarding projects, that needed to be updated, and requested the item be tabled until the August SWCD meeting.

The item is tabled until August.

3. Annual Meeting Resolution – Action Item

The District Manager explained the process of proper notice to the paper for annual meetings for SWCDs and said that it would be done through the use of 2-legal ads as there must be two notices, and those notices must be published at least seven days apart, and both notices must be published at least 15 days before the annual meeting.

ODA SWCD Program Lead Stutzman stated that as long as there was an affidavit from the paper stating the notices were published according the statute that would satisfy the legal requirements.

Chair Baumgartner noticed that there was a typo in the resolution which could be addressed in the motion to approve.

Chair Baumgartner made a motion, 2nd by Director T. Black to approve Resolution 24-01 setting Thursday, September 12, 2024 as the date of the Umpqua SWCD annual meeting, setting 7:00 p.m. as the time of the annual meeting, and setting the location as virtual, and to amend the title of the resolution to read, “A resolution setting the date, time, and location of the District’s annual meeting for the year 2024” as the year was incorrect in the title. The motion **unanimously passed**.

4. Oregon Association of Conservation District Dues – Action Item

Oregon Association of Conservation Districts Executive Director Andrea Kreiner explained why the dues were necessary and what OACD does for SWCDs. This year’s dues are calculated at the same percentage as last year’s dues. Last year Umpqua SWCD paid \$395.70.

Chair Baumgartner made a motion, 2nd by Director Frakes to approve the Oregon Association of Conservation District Dues for the 2024-2025 Fiscal Year. The motion **unanimously passed**.

5. Partnership for the Umpqua Rivers Dues – Action Item

The District Manager explained how Umpqua SWCD has been paying the “individual” dues to per as the District Manager serves as an alternate director to PUR on the PUR council.

Chair Baumgartner made a motion, 2nd by Director Frakes to approve the Partnership for the Umpqua Rivers dues. The motion **unanimously passed**.

6. Personal Service Contract Policy

Tabled. Chair Baumgartner has reviewed the SDAO training video as well as the District Manager. The rest of the Directors 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.

The District Manager informed the Directors that notes were taken when the training video was viewed, and those notes need to be transcribed at this point.

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 regarding native plant propagation and sales. Chair Baumgartner would like to learn more about the process.

ODA SWCD Program Lead Stutzman said to check with the Institute of Applied Ecology.

ADJOURN MEETING:

Meeting adjourned at 8:25 p.m. by Chair Baumgartner.

NEXT MEETING DATE

- The next Business Meeting for the Umpqua Soil and Water Conservation District is scheduled for August 8, 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



Umpqua SWCD District Manager's Report

August 8, 2024

- OWEB:
 - 2023-2025 District Operations Capacity Grant –
 - Updated SWCD website with meeting agenda and minutes.
 - 4th Quarter Reporting submitted 07/14.
 - 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. 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, which will hopefully be done by prior to August 28th when landowner has surgery. Multiple site visits to project site.
 - Elk Creek Riparian OWEB Small Grant awarded 07/01. Project work has begun with SWCD contractor, Ruwaldt Consulting. Armenian Blackberry is in the process of being removed. Canes have been removed and root wads are next, followed by harvesting of willow whips for fascines/wattles and willow stakes for staking project in at site. Site is 265' and will have no less than two rows of fascines. Will be taking a soil sample at site to find out if additional requirements are necessary for plant establishment. Multiple site visits with landowners and contractor. We're hoping to have this project complete by fall 2024 with summer 2025 being for blackberry regrowth management and control. 60% of the project funds were requested from OWEB 08/01.
 - 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, HOBO water level logger monitors. Waiting to hear back from them as to status of grant application.
 - 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.
- 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.
 - Reviewed small grant application for Douglas SWCD.
 - Next small grant window is 09/01-09/15. We have around \$29,000 left for the small grant team applicants for the 2023-2025 biennium.
 - Coos 4 – No new news.
 - Mid-Coast 3 – Up and running as of this week.
- Partnership for the Umpqua Rivers –
 - Attended meeting on 07/16.
 - Next meeting is on 09/17 (no August meeting, but possible a tour at the Glover site for the September meeting?).
 - Glover Lands Estuary Enhancement Project –
 - Updates provided to Kevin Keller and Cris Salzar with PUR and landowner Cliff Glover, about quotes for livestock watering system on 08/07 and additional information 08/08.
 - Provided NRCS Conservation Practice Standards:
 - 516-Livestock Pipeline
 - 533-Pumping Plant
 - 614-Watering Facility
 - 561-Heavy Use Protection
 - Billed PUR for \$8,469.00 on 06/12, which is the amount in the project grant budget that Umpqua SWCD is supposed to receive and has already earned. Contact PUR Bookkeeper and she said she put the check in the mail yesterday.
- 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 approved in the amount of \$160,000. We are waiting for the financial department at Business Oregon to put the grant forward to the next steps. The grant our consultant prepared for our partner at the Port of Umpqua
 - ODFW grant for \$40,000 match will need to be written and our consultant will do that when he returns from Alaska. ODFW is waiting for legislature to find out when ODFW will have these funds available to apply for.
 - 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.

- 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.
- 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. Supposed to have a meeting in August, but haven't heard anything.
- DEQ Umpqua TMDL Implementation – Attended meeting on 07/23.
- 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 24th-26th with setup happening on 09/23 and clean-up on 09/27.
 - We will have the Oregon Coast Aquarium at the event this year.
 - Oregon Central Coast Forest Collaborative –Next meeting 08/09.
- Umpqua Oaks Partnership – Attended meeting on 07/16. The next meeting will be held on 08/27 in Glide.
- Umpqua Native Plant Partnership – Will be working with Morgan Fay to obtain plants for Glover Project along with Cris Salizar with PUR.
- Hydro Breakfast Meeting – Next meeting on 09/04.
- USDA/NRCS –
 - AgLearn – Haven't heard anything.
- 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. Haven't heard anything.
- Oregon Association of Conservation Districts (OACD) – Attended District Manager's Meeting 07/30.
- Oregon Conservation Education Association Network (OCEAN) – No new news.
- 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 –
 - Hands-on soil sampling workshop will be held this summer on Tuesday, August 20th at the Elkton Community Education Center from 3-5 p.m. While the workshop is free, registration is required. To register, please go to: <https://extension.oregonstate.edu/douglas/events/digging-taking-soil-samples-farm-or-garden> Working with Logan Bennett with OSU Small Farms Program on this and we look forward to seeing you there.
- TECHNICAL ASSISTANCE:
 - Elk Creek Riparian Restoration Projects:

- Site Visits on 07/22 with 3 more landowners along Elk Creek. This brings us to 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.

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.
- 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 November 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 November.
- 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.
 - Provided legal ad to The World Newspaper for notice of annual meeting which ran on 7/30/24 and 8/6/24.



Annie Marion
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**Umpqua Soil and Water Conservation District
District Conservationist Report
NRCS Waldport Field Office
July 2024**

Announcements/Updates:

- None

Meetings/Site Visits:

- July 11 – Site visit for Forest Management Plan w/ TSP, Shavonne Sargent, and client near Siletz
- July 12 – Mtg w/ Celeste Lebo & Colleen Holland, USFWS, and Eileen Stone, NRCS State Compliance Specialist, about using Partners PROJECTS consultation to cover Section 6 effects on marbled murrelet and northern spotted owl for several of our EQIP forestry projects this year (Lincoln and west Lane County).
- July 15-19 – Annual leave
- July 22 – Site visit for EQIP PCT (666) certification near Siletz
- July 22 – Mtg w/ Ann Walker, technical writer, about development with updated Long Range Plan for Waldport Field Office.
- July 25 – Site visit for EQIP IRA Pastureland application near Logsdon
- July 27 – Gave a presentation on pollinator habitat to the Central Coast Beekeepers at their monthly meeting at the Newport Library
- July 30 – Basin District Conservationists meeting
- July 31 – Site visit to lower Fivemile wetland restoration project for planting certification
- August 2 – Site visit for EQIP IRA Pastureland application near Otis
- August 2 – Attended webinar introduction to using Traditional Ecological Knowledge (TEK) and use of CEMA 222, Indigenous Stewardship Methods and Evaluation to accomplish effective conservation on tribal lands.
- August 5 – Site visit for CSP annual practice certification on N Fork Siuslaw

PROGRAMS:

Environmental Quality Incentive Program (EQIP)

- FY24 EQIP applications
 - Continued working on planning and contracting.
 - Working on consultation with USFWS regarding marbled murrelet and northern spotted owl habitat near planned forestry projects.
 - Approved contracts so far: 4 Forest Management Plans (Lincoln), 5 IRA-Forestland (1 Lincoln, 4 Lane), 1 Upper Yaquina WQ (Lincoln), 1 Forest Resistance & Resilience (Lincoln), 1 Siuslaw Floodplain Reconnection (Douglas), 2 Local Foods Initiative (1 Lincoln, 1 Lane)
 - Still to go: 1 Upper Yaquina WQ, possibly 2 IRA Pastureland (extra end-of-year funds)

- Prior year EQIP contracts
 - Completed practice certification for PCT near Siletz
 - Working on several contract modifications

Conservation Stewardship Program (CSP)

- FY24 CSP Classic/Inflation Reduction Act applications
 - Received 2 FY24 CSP Classic applications (1 Lincoln, 1 Lane). Neither application was selected for funding this year.
- FY25 CSP Renewals
 - Received 1 application (Lane)—ranking will be in the fall
- Current CSP Contracts
 - Site visit for certification of forestry enhancements on contract on N Fork Siuslaw.

Easement Programs

- [Agricultural Conservation Easement Program \(ACEP\)](#) & [Healthy Forests Reserve Program \(HFRP\)](#)
 - No activity to report.





**OREGON
DEPARTMENT OF
AGRICULTURE**

2023-2025 Scope of Work (SOW)

SWCD Name: Umpqua SWCD
SWCD Contact: Rhonda Black

General Instructions:

- Only activities directly related to agricultural water quality are eligible for SOW funding (with the exception of Task 7: Other Activities).
- If you are using SOW funds to pay for activities in a Strategic Implementation Area (SIA), your Oregon Department of Agriculture (ODA) Regional Water Quality Specialist (RWQS) will provide additional reporting instructions.
- Contact your ODA RWQS or the ODA Grants Administration Officer if you have questions.
- ODA is providing a companion “SOW Instructions” document with background, instructions, and definitions for the SOW and Focus Area Action Plan (FAAP).

Tasks 1-9: District-Wide and Focus Area

Total percent (and funds) for SOW Tasks 1-9: After you determine the percent (and funds) for each task in the SOW (highlighted in yellow), add up all percents (and funds) and record the totals here:

Total SOW percent: 100% (should equal 100%)

Total SOW funds: \$ 135,232.00

Task 1: Agricultural Water Quality Landowner* Engagement

*The term ‘landowner’ used throughout this document includes owners, managers, and/or stewards of agricultural land.

Estimated budget percent and funds: 20 % (\$ 27,046.40)

Recommended: 5% - 30% of total SOW funds

Task description: Develop materials and conduct events for agricultural landowners, directly related to the specific strategies and activities in the Agricultural Water Quality Management Area Plan (Area Plan).

Describe required SWCD activities that will be completed quarterly for 2023-2025:

- All outreach materials developed and distributed need to be created specifically for the Umpqua SWCD area to address current ag water quality priorities, current opportunities, and current available resources.
- Write and distribute/publish 2 AgWQ articles per year by press release/newspaper (within reasonable payment), website, social media (Umpqua SWCD and local community group Facebook pages) and SWCD electronic mailing list. One article by end of Quarter 2,4,6,8.
- Write quarterly newsletter distributed via electronic mailing list. Information in newsletter should include more than the articles referred to in the second bullet point above. Mail

USPS when requested by landowner, other District resident, or when deemed pertinent by the District

- Update District website with AgWQ content such as newsletters, fact sheets, meeting information (announcements, minutes).
- Update District Social Media with AgWQ content.
- Lead, host, develop and coordinate 1 AgWQ field day/tour per year (Q1, Q5)
- Lead, host, develop and coordinate 1 AgWQ workshop per year (Q3, Q7)
- Create, lead, prepare and deliver 3 AgWQ presentations per year: at SWCD event and at partner events (such as OSU Extension, NRCS, Watershed Council events) (3 by the end of Q4 and 3 by the end of Q8)

Activities allowed: Printed materials; workshops; displays; presentations; information about the Area Plan and Area Rules; newsletter articles; tutorials/videos; handbooks; website development and maintenance; native plant sales; demonstration projects/tours for agricultural landowners; and other activities directly related to agricultural (ag) water quality. Also allowed, if related to ag water quality: grant writing to support agricultural landowner engagement; newspaper or magazine articles; radio spots; and social media. Refer to Area Plan for additional activities.

Activities not allowed: Annual meetings; youth activities/events; entire newsletter/handbooks/website production (may prorate portions that are related to ag water quality). General outreach for SWCD (including mass mailings); purchase of plants for plant sale; rain gardens; backyard composting; weeds (if not part of riparian restoration); and pollinators.

Quarter 4 Reporting Narrative

Website:

- Added Umpqua SWCD June 2024 newsletter, minutes, agendas, meeting materials, and soil sampling and testing field day workshop information to website for quarter 4.
- **Newspapers:**
 - 411 Newspaper has added Umpqua SWCD's telephone number to their "numbers to know" list in each edition of the paper.
 - Dunes News:
 - 04/18 Edition printed with the 05/09 Umpqua SWCD meeting agenda and Notice for Director Elections.

Social Media:

- Newsletter posted to the SWCD Facebook Page. AgWQ information provided via shared posts.

Lead/Develop/Coordinate AgWQ Workshops:

- "Digging in: Taking Soil Samples in the Farm or Garden!" will be held on August 20th at the Elkton Community Education Center, potentially in the Center's blueberry crop field, where Umpqua SWCD and Douglas County OSU Extension Small Farms Program will be providing information about how to take soil samples, how to read the results, how to make the necessary changes, and how knowing what your soil needs, and doesn't need, protects agriculture water quality.
 - Logan Bennett with OSU and Umpqua SWCD's manger/planner met several times virtually and by telephone to get this process going: 06/12, 06/14, 06/18, 06/19, 06/22, 06/24, 06/25, 06/26 and 06/27.

- Event flyer and information provided to sixteen news media outlets on 06/25: 411 News Information, Eugene Register Guard Newspaper, Dunes News Newspaper, KCBY News, KDUN Radio, KEZI News, KMTR News, KQEN News Radio, KCST Coast Radio, North Douglas Herald Newspaper, Bi-Coastal Media, Roseburg Beacon Newspaper, Siuslaw News Newspaper, The News Review Newspaper, The World Newspaper, and The Voice of the Coast Newspaper.

AgWQ Presentations:

- Presented at the City of Reedsport City Council Workshop Meeting. Provided information about the Leeds Island Project to the City Council. Focus was about the possible acquisition of Leeds Island as the landowner is willing to sell the agriculture property for a restoration project. Possible funding could come through an Oregon Parks grant for a multiuse trail system on the ranch. Scoping ideas from the City Council and others. The tide gate project at Providence Creek was also discussed, but it is its own separate project, and funds are being sought through a different program (04/01).
- Presented at the City of Reedsport City Council Meeting and answered questions prior to their vote to move forward with the Leeds Island Project. Instead of the originally planned tour, the Reedsport City Manager commissioned aerial drone footage of the site and the Leeds Island was **toured virtually**/viewed from the Council Chambers by those in attendance. The City Council authorized Umpqua Soil and Water Conservation District, working with Matt Ruwaldt Environmental Consulting and Oregon Parks and Recreation Department on a local Government Grant Program, to move forward with planning the Leeds Island Project (Council Letter 024-036).

Quarterly Newsletter:

- District Newsletter emailed to 48 landowners on SWCD electronic mailing list.
- District Newsletter mailed to 604 landowners through U.S.P.S. First Class Mail.
- Additional newsletters (20 each location) left at the following businesses for their patrons to enjoy:
 - Courtney Auto Repair – Reedsport
 - Sugar Shack Bakery – Reedsport
 - U.S. Post Office – Reedsport
 - State Farm Insurance – Reedsport
 - Dairy Queen Restaurant – Reedsport
 - Les Schwab Tire Center – Reedsport
 - Elkton Community Education Center – Elkton
- Newsletters sent by email to the following news media organizations:
 - 411 News Information
 - Eugene Register Guard Newspaper
 - Dunes News Newspaper
 - KCBY News
 - KDUN Radio
 - KEZI News
 - KMTR News
 - KQEN News Radio
 - KCST Coast Radio
 - North Douglas Herald Newspaper
 - Bi-Coastal Media
 - Roseburg Beacon Newspaper
 - Siuslaw News Newspaper

The News Review Newspaper
 The World Newspaper
 Voice of the Coast Newspaper

Table1: Agricultural Landowner Engagement (Inputs)

Quarter #	Management Area	# of events that actively engage agricultural landowners in AgWQ (workshops, demonstrations, tours)	# of agricultural landowners participating in active events	# of agricultural landowners provided with brochures / fact sheets / mailings, etc.
Q1	Umpqua	2	9	434
Q2	Umpqua	1	12	451
Q3	Umpqua	3	30	567
Q4	Umpqua	2	5	657

Task 2: Technical Assistance for Agricultural Landowners (Inputs)

Estimated budget percent and funds: 40 % (\$54,092.80)

Recommended: 25% - 75% of total SOW funds

Task description: Provide technical assistance to agricultural landowners, directly related to the specific strategies and activities in the Area Plan or the Area Rules.

Describe required SWCD activities that will be completed quarterly for 2023-2025:

- Provide technical assistance to a minimum of 5 unique landowners per quarter regarding AgWQ Best Management Practices and resource concerns through direct or casual conversation (telephone, email, written, site visit, etc).
- Lead development of 2 agricultural water quality project plans per year. Include copy of the completed plans (with maps, photos, and design specifications) with the quarterly report. 1 by the end of Q2, Q4, Q6, Q8.
- Assist partner organizations/agencies with the development of 1 water quality project plan per year. 1 by the end of Q4, Q8.
- Utilizing the 2 agricultural water quality project plans developed, write 2 grants per year to obtain funding for implementation. Include copy of the completed grant applications with the quarterly report. 1 by the end of Q2, Q4, Q6, Q8.
- For each quarter, include information in the narrative reporting specifying the status of each AgWQ grant application or active grant written with funding from this AgWQ grant. For example, please state if the grant application is: submitted, pending, funded, not funded, has a grant agreement in place, ready for implementation, implementation is taking place, etc.
- Lead implementation of 1 water quality project per year. Include photos and report with the quarterly report. 1 by end of Q4, 1 by the end of Q8.
- Assist partner organizations/agencies with the implementation of 1 water quality project per year. 1 by the end of Q4, Q8.

Activities allowed: Consultations; site visits; conservation planning; project design; grant writing for agricultural landowner projects; staff time to implement landowner conservation practices; compliance site visits with ODA; and project management/inspection/verification not covered in other grant agreements. Project implementation must have a strong connection to ag water quality (e.g., riparian restoration and associated weed control, irrigation efficiency, pasture

management, manure management, cover crops, soil health, post-fire erosion or riparian work on ag lands, beaver restoration / beaver dam analogs); on-site training for volunteers who are helping with project implementation (e.g., riparian planting). Refer to Area Plan for additional activities.

Activities not allowed: Projects with no/weak connection to ag water quality (e.g., weed control that is on non-agricultural lands; fuels reduction; post-fire response on non-ag lands; alternative energy; non-ag rain gardens/rain harvesting; non-ag culvert replacement; and instream habitat enhancement that does not also improve water quality).

Quarter 4 Reporting Narrative

Technical Assistance:

- 2 Contacts – Site Visit: Visited Parent Ranch to discuss AgWQ grant and visit site with G. Parent and L. Parent (04/03, 06/04, 06/27).
- 1 Contacts – Site Visit: Visited site Costa Ranch with geotechnical engineers for geotechnical survey to obtain pre-project work/cost analysis information with J. Costa and additional site visit (05/02, 06/06).
- 2 Contacts – Email followed by Site Visit: Visited Wild Azalea Vineyards in Elkton to collect soil samples for vegetative barrier for riparian buffer area associated with grape crop production. S. Roloson and Partner (05/13). Will follow up at a later date with SWCD Contractor this fall to provide additional information.
- 2 Contacts – Email followed by Site Visit: Visited with M. Wiley and D. Wiley at their small farm on the banks of Elk Creek. Answered questions. Will follow-up with additional site visit. Interesting in assistance with managing riparian area (05/13).
- 2 Contacts – Casual Contact: Visited with J. Barcus and S. Barcus. Discussed AgWQ Plan for their Eslick Creek Ranch that they recently obtained. Began plan process. Will follow-up with a site visit this summer. Project will likely require 3-bridges, several miles of livestock exclusion fencing, heavy use areas for livestock, off-stream watering, and so forth (05/25).

Agricultural Water Quality Project Plan:

- Agricultural water quality plan phase 2 written for G. Parent and L. Parent during June.

Grant Writing:

- Providence Creek Tide Gates:
 - Business Oregon invited us to move forward with submitting a General Application which was completed and submitted to Business Oregon for design, engineering, permits, public meetings and outreach through the Levy Program. Umpqua SWCD prepared the application, but this particular grant is for Ports. Therefore, the Port of Umpqua submitted the application to Business Oregon (04/24). Check-in meeting with Business Oregon, SWCD, and Port of Umpqua to review grant documents completed (04/25).
- Umpqua Estuary Fish Passage & Water Quality Improvement OWEB TA grant written for 1-tidegate replacement, 5-bridges, and AgWQ best management practices improvements submitted to OWEB (04/26).
 - Site visits with geotechnical engineers for geotechnical survey to obtain pre-project work/cost analysis information (05/02).

Lead Grant Implementation:

- Providence Creek Runoff Management & Heavy Use Protection:

- Implementation – Majority of materials and supplies on-site. Landowner is preparing to start project work.
- Baumgartner Ranch Livestock Exclusion:
 - Implementation – Majority of materials and supplies on-site. Landowner has began project work.
- Parent Ranch Livestock Exclusion:
 - Received grant approval from OWEB on 05/20. Requested the 60% advance funds from OWEB, landowners then purchased 90% of the project materials and are at 75% project completion at this point. The landowners have matched their grant with two additional elk jumps as they want to provide the elk with every opportunity they can to move throughout the project area with reduced chances of fence damage.

Assist Partners with Grant Project Implementation:

- Assist Partnership for Umpqua Rivers with the Glover Estuary Enhancement Project:
 - Meetings with Landowner.
 - Working with PUR Restoration Coordinator on riparian planting plan. Will be working with the Umpqua Native Plant Partnership to obtain plants, shrubs, and seeds for project.
 - Completed obtaining fencing quotes for the Glover Estuary Enhancement Project. Provided quotes to PUR and landowner. Put PUR Restoration Coordinator and landowner in direct communication with fencing supply company. Fencing supplies will be delivered to the site.
- Assist Port of Umpqua and City of Reedsport with the Providence Creek Tide Gate Project.
- Assist City of Reedsport with the Leed's Island Project.

Table 2: Technical Assistance (TA) for Agricultural (Ag) Landowners (LO) (Inputs)

Quarter #	Management area	# of ag LO provided with one-on-one TA (e.g., phone, walk-in, booth, email, event, or site visit)	# of on-site TA visits	# of fund applications submitted for ag LO projects	# of fund applications awarded for ag LO projects	# of conservation plans written	# of acres in conservation plans that were written
Q1	Umpqua	8	2	0	0	0	0
Q2	Umpqua	13	9	1	0	1	12
Q3	Umpqua	16	9	0	0	0	0
Q4	Umpqua	41	7	2	2	1	6.88

Task 3: Biennial Review Activities

Estimated budget percent and funds: 5 % (\$ 6,761.60)

Recommended: 5% - 10% of total SOW funds

Task description: Participate in and provide support to ODA for all biennial reviews of the Agricultural Water Quality Management Area Plan(s) that overlap the district's boundary, including interim or subcommittee meetings. Review and contribute to revisions of the Area Plan(s). Report activities and progress made related to milestones, outputs, and outcomes

(district-wide, in Strategic Implementation Areas, and in Focus Areas).

Describe planned SWCD activities for 2023-2025 (required):

- Assist with LAC meetings as directed by AgWQ Specialist.
- Provide biennial report of activities & updated milestone results for Measurable Objectives to AgWQ Specialist.
- Umpqua Basin Biennial Review scheduled for Q7.

Activities allowed: Activities directly related to the biennial review of the Area Plan (and the Area Rules, as needed); facilitation and/or hosting of biennial review meetings communication with Local Advisory Committee (LAC) members; Area Plan review, accomplishment reports, monitoring reports, mailings, printing and postage, note-taking at meetings, meeting room, meeting refreshments, presentations, tours; work with ODA to recruit new LAC members, as needed.

Activities not allowed: Costs above per diem rates for food, lodging, and travel.

Quarter 4 Reporting Narrative

None this quarter.

Task 4: Ag Water Quality Monitoring (Some Activities Require ODA Pre-Approval)

Estimated budget percent and funds: 0 % (\$ 0)

Task 5: Partnerships for AgWQ assessments, project planning, securing funding, and etc.

Estimated budget percent and funds: 10% (\$ 13,523.20)

Recommended: 5% - 10% of total SOW funds

Task description: Collaboration with partners, stakeholders, agencies, and organizations. Activities must be related to ag water quality. Reporting narrative should describe which partnership, the partners, the purpose, etc.

Describe planned SWCD activities for 2023-2025 (required):

- Develop partnerships with natural resource agencies: NRCS, OSU, BLM, ODFW, USFS, NMFS, and other natural resources organizations including watershed councils, SWCDs, land trusts, tribes, Nature Conservancy, etc.
- Participate in Umpqua OWEB Small Grant Team and assist with continued success and functionality of Team.

Activities allowed: Coordination or participation in partnerships to plan or prioritize efforts, secure funding, develop cooperative agreements, and/or implement projects related to ag water quality.

Activities not allowed: Collaborative groups with primary focus on weeds, forestry, energy, or urban issues. These activities can be reported in Task 7: Other Activities or in Table 4 (Non-SOW SWCD Activities).

Quarter 4 Reporting Narrative

Develop Partnerships:

- Partnership for Umpqua Rivers:
 - Attended meeting (04/23, 05/21).
- Umpqua Oaks Partnership:

- Attended meeting (06/18).
- OWEB Tide Gate Partnership:
 - Attended meeting, virtually (06/17).
- Hydro Breakfast:
 - Attended monthly Hydro Breakfast Meeting (06/06).
- DEQ TMDL:
 - Attended quarterly meeting (04/09).
- Port of Umpqua:
 - Moving forward with the grant process with the Providence Creek Tidegates.
- City of Reedsport:
 - Moving forward with the Leed's Island Project.
- Elk Creek Watershed Council:
 - Elk Creek Riparian Restoration Partnership Project:
 - Including Elk Creek WC is on hold due to possible dissolving of the Elk Creek Watershed Council.
 - Provided information to Elk Creek WC Coordinator about OWEB possibly having funds for other watershed groups.
 - Several telephone meetings with Elk Creek WC Coordinator.
- Oregon Coastal Zone Management Association:
 - Attended Annual Meeting, virtually (06/07).

Umpqua Small Grant Team:

- Telephone meeting with Elk Creek WC Coordinator about small grant team administration fully by Umpqua SWCD in preparation of the possibility of Elk Creek WC dissolving (04/19).
- Reviewed 3 small grant applications this quarter.

Task 6: Staff Training

Estimated budget percent and funds: 5 % (\$ 6,761.60)

Maximum: 5% of total SOW funds

Task description: Ag water quality-related training for SWCD staff.

Describe planned SWCD activities for 2023-2025 (recommended):

- CONNECT 2024
- Conservation planning, agricultural practices, monitoring, public contracting, grant writing, etc. trainings & webinars: **maximum 2 per quarter.**
- NRCS conservation planner recertification process (need more details on time and funding to be allocated)

Activities allowed: Training for SWCD staff related to implementing the Area Plan and SOW tasks including agricultural practices, conservation planning, monitoring, public contracting, grant writing.

Activities not allowed: Board member / director training; staff training / professional development not related to ag water quality, the Area Plan, or implementation of the SOW (e.g., QuickBooks, fuels reduction, alternative fuels, rain gardens, backyard composting, non-riparian weeds, pollinators).

Quarter 4 Reporting Narrative

- Attended OCEAN CONNECT at Sunriver (04/16-04/18).

- Coexisting with Beavers Webinar covered larger ecosystem benefits of beaver, human-beaver coexistence efforts, solutions available now and how to know where and when to use them. Positive trends in beaver-related policy such as Oregon’s “beaver believer” bill, impacts to landowners, animal care and control professionals, grant programs (04/23).
- Attended the NOAA CZM Habitat Protection & Restoration Funding Info Webinar (05/21) to learn about the grant process and how to apply.
- Attended the 2024 RCPP NFO Applicant Outreach Webinar (05/30) to learn more about the program and how to receive funding.
- Attended the OWEB Grants & Cultural Resources Review Requirements in 2024 meeting to learn more about the requirements (06/27).

Task 7: Other Activities

Estimated budget percent and funds: 5 % (\$ 6,761.60)

Maximum: 5% of total SOW funds

Task description: Workgroup participation, technical assistance, or other activities not directly related to ag water quality or implementation of the Area Plan. Must meet the purpose and requirements of Measure 76 (restore and protect natural resources, including fish and wildlife habitat and watersheds).

Describe planned SWCD activities for 2023-2025 (recommended):

- Providing AgWQ information at local events. 2 per year.
- Soil testing for building relationships with landowners & providing resource management information. 2 per year.
- Central Coast Forest Stewardship: SWCD on Advisory Committee (SWCD will assist with soils, aquatic, wildlife)
- Gorse Action Group
- Pollinator activities
- Invasive weed activities
- Douglas Cooperative Weed Management Area
- Grant writing
- For each quarter, include information in the narrative reporting specifying the status of each grant application or active grant written with funding from this AgWQ grant. For example, please state if the grant application is: submitted, pending, funded, not funded, has a grant agreement in place, ready for implementation, implementation is taking place, etc.

Activities allowed: Project implementation (or grant writing) not fitting specific task descriptions above (e.g., non-ag water quality, weed control on non-ag lands, pollinators, habitat, post-fire response on non-ag lands, etc.); monitoring (or grant writing) related to aquatic or upland habitat or species (e.g., pollinators, salmonids, sage grouse, etc.).

Activities not allowed: Student/children-related events and activities (Envirothon, outdoor school, youth presentations, poster contests); activities that are not consistent with Measure 76.

Quarter 4 Reporting Narrative

- **Local Events:**
 - Douglas County Livestock Association Spring Livestock Conference at the Douglas County Fairgrounds. Umpqua SWCD had a display table, answered questions, and provided information to landowners (04/10).

- Blooms & Butterflies Celebration at the Elkton Community Education Center in Elkton. Umpqua SWCD had a display table, answered questions, and provided information to landowners (06/15).
- **Soil Testing:**
 - 2 soil test results provided to H. McNeill and A. Zohar along with analysis, application rates, and vegetable cropping circular from OSU (04/02).
 - 1 soil test result provided to P. White and D. White along with analysis, application rates, and vegetable cropping circular from OSU (04/02).
 - 1 site visit to collect soil samples from garden for S. Anderson (05/13).
 - 1 soil test result provided to S. Anderson along with analysis and application rates (05/21).
 - 1 soil test result provided S. Roloson along with analysis and application rates (05/21).
- **Central Coast Forest Stewardship Collaborative:**
 - Attended monthly meeting (04/12, 05/10, 06/14).
 - Attended Invasives Committee meeting (04/12, 05/31).
- **Douglas Cooperative Weed Management Area:**
 - Letter of Support provided to Maggie Begoun with Douglas SWCD in support of the grant they are submitting to the National Forest Foundation to help fund the Douglas County Cooperative Weed Management Area Coordinator position for 2-years along with additional support funds for the group (06/25).
- **Umpqua Native Plant Partnership:**
 - Attended bi-annual general meeting, virtually (05/16).
- **Grant writing:**
 - Umpqua SWCD Noxious Weed Control and Elimination – Submitted grant pre-application to BLM RAC through Grants.gov for a noxious weed grant to control weeds (Japanese Knotweed and others) based on the results of our previous BLM RAC grant for inventorying weeds within the SWCD on BLM lands (04/01). This previous grant was the USWCD Noxious Weed Inventory.
 - Elk Creek Riparian Enhancement OWEB Small Grant submitted through OGMS (05/13). If funded, this grant will be used to reduce erosion on 265' of Elk Creek using willow walls/wattles. This grant will assist both the landowners, plus satisfy DEQ TMDL requirements for the City of Elkton.
 - Water Quality Monitoring Equipment Umpqua Fishery Enhancement Derby Small Grant written and submitted to the UFED (05/25). If funded, this grant will provide funding for 4 Hobo water loggers plus required hardware and software to record water temperature at project sites and to assist with the Reedsport-Gardiner-Winchester Bay S.T.E.P. program. Funding is also in the grant for the purchase of a small drone to obtain aerial footage of project sites.
 - Umpqua SWCD Noxious Weed Control grant submitted to U.S. Fish and Wildlife Service for control of Armenian Blackberry, Broom species, and other invasive plants within the SWCD area (05/25).
- **Elk Creek Riparian Restoration:**
 - Site Visit: Met with S. Galli and Friend at their property along Elk Creek in Elkton to assist with weed management and appropriate riparian plants (04/30) with SWCD Contractor. Will return this summer to assess site from the creek as project site is steep and Elk Creek was at quite a high level due to a recent rain event when we were there.
 - Casual Conversation: Visited with N. Kinney and M. Kinney whom are interested in a site visit to their property along Elk Creek in Elkton to assess erosion and invasive species control options (06/15). Will visit their property this summer.

- | |
|--|
| <ul style="list-style-type: none">o Site Visit with S. Butkus at Wells Creek to discuss a variety of land management issues (06/20). |
|--|

Task 8: SOW Development, Tracking, and Reporting

Estimated budget percent and funds: 15% (\$ 20,284.80)

Recommended: 10% - 15% of total SOW funds

Task description: Time spent to develop, track, and report on SOW activities and finances.
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Describe planned SWCD activities for 2023-2025 (recommended required):
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- | |
|--|
| <ul style="list-style-type: none">• SOW fiscal administration, budget tracking, and quarterly reporting.• Ongoing task management and development.• Development of SOW for 2023-2025 biennium. |
|--|

Activities allowed: SOW development; tracking and reporting of task activities and financial information. Not intended to cover the SWCD's overall operating expenses.

Activities not allowed: Annual report; annual audit; annual meeting; annual work plan; long-range plan; SWCD board meetings; and general operating expenses not directly related to the SOW.

August 8, 2024

1. Review Annual Report

REGULAR BUSINESS

1. Annual Report 2023/2024 – Action Item

Tabled until the September meeting.

RECOMMENDATION:

Move to approve the District's Annual Report for the fiscal year ending June 30, 2024.

August 8, 2024
2. Report in Lieu of Audit

REGULAR BUSINESS

2. Report in Lieu of Audit for the Fiscal Year Ending June 30, 2024 – Action Item

RECOMMENDATION:

Move to approve the District's Report in Lieu of Audit for the fiscal year ending June 30, 2024.



Oregon Secretary of State – Audits Division

Report in Lieu of Audit

Fiscal year reported (MM/DD/YYYY): <input type="checkbox"/> Final report — municipality dissolved	Municipal customer number*:
First day*: 07/01/2023	Last day*: 06/30/2024
001298MUNI	

Name of municipality (use the official legal name)*:
 Umpqua Soil and Water Conservation District

Mailing address New or change of address

Street or P.O. box*: PO Box 415

City*: Reedsport	County*: Douglas	ZIP code*: 97467
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Registered agent (ORS 198.340) New registered agent

Name:	Address (street/city/state/ZIP code):
Rhonda Black	2191 Ranch Road, Reedsport, OR 97467

Officers*

Name:	Title:	Address (street/city/state/ZIP code):
Nathan Baumgartner	Chair	2059 S. Smith River Rd, Reedsport, OR 97467
Tom Black	Director	2191 Ranch Rd, Reedsport, OR 97467
Robert Miller	Director	562 Elk Ridge Forest Rd, Reedsport, OR 97467
Beth Frakes	Director	2525 Oar Creek Rd, Reedsport, OR 97467

Fidelity or faithful performance bond (ORS 297.435 (2)(c))

Name of company*: Special District Insurance Services

Name of person(s) covered*: Nathan Baumgartner, Tom Black, Beth Frakes, Robert Miller

Amount of coverage (should equal or exceed total receipts/revenues [Part A total]*): \$250,000

Account balances

Please list the balances, per your accounting records, as of the last day of the year reported:

Cash (from banks, credit unions, county/state investment pools, etc.):	\$28,477
Other assets (from land, buildings, equipment, vehicles, etc.):	\$0
Accounts payable (e.g., to rents, payroll, utilities):	\$1,605
Long-term debt (from bonds, loans, leases or other outstanding debt):	\$0

By checking this box*, I hereby certify that the information contained in this report is true and correct to the best of my knowledge and belief. Sign (or type, if submitted electronically) the name of the publicly elected official responsible for the information described in this report.

Elected official's signature:	Date (MM/DD/YYYY)*:	Title*:
		Chair
Elected official's printed name*:		Phone number*:
Nathan Baumgartner		(541) 556-9183

Fiscal year reported (MM/DD/YYYY):		Municipal customer number*:
First day*: 07/01/2023	Last day*: 06/30/2024	001298MUNI

Budgeted and actual transactions

Note: Budget columns are required if your organization is subject to the requirements of Local Budget Law (ORS 294).

Part A: Revenues/receipts	General operating fund		Fund: Federal		Fund: State		Totals (actual columns only)
	Budget	Actual	Budget	Actual	Budget	Actual	
Property taxes	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Charges for services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Assessments	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (state and federal)	\$0	\$0	\$9,034	\$1,815	\$139,127	\$145,059	\$146,873
Long-term debt proceeds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other revenues	\$1,946	\$1,503	\$0	\$0	\$0	\$0	\$1,503
Part A total:							\$148,377

Part B: Expenditures/ disbursements	General operating fund		Fund: Federal		Fund: State		Totals (actual columns only)
	Budget	Actual	Budget	Actual	Budget	Actual	
Personal services	\$0	\$0	\$7,207	\$1,707	\$101,159	\$106,456	\$108,163
Material and services	\$0	\$50	\$1,626	\$0	\$17,108	\$14,208	\$14,258
Capital outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debt service	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Contingencies	\$11,425	\$0	\$0	\$0	\$0	\$0	\$0
Other expenditures	\$0	\$0	\$0	\$0	\$13,860	\$8,881	\$8,881
Part B total*:							\$131,301

Part C: Transfers between funds

Transfer-in		\$ 1,503					\$ 1,503
Transfer-out						\$ 1,503	\$ 1,503

Report summary

Enter total expenditures/disbursements (Part B total†)	\$131,301
Filing fee (see table, right)	\$40

Filing fee (per ORS 297.285)

Total expenditures (Part B total†)	Filing fee
\$0-\$50,000	\$20
\$50,001-\$150,000	\$40

Filing instructions

This report is due within 90 days from the end of your fiscal year. Save a copy for your records. Please submit the completed report and required filing fee to the following address or email:

Secretary of State — Business Services Division

255 Capitol Street NE, Suite 180

Salem, OR 97310

MunicipalFilings.SOS@sos.oregon.gov

*This is a required field.

†If total expenditures/disbursements (Part B total, above) exceed \$150,000, the municipality must have an audit or review for this fiscal year (per ORS 297.435).

August 8, 2024

3. Personal Services Contract Policy

REGULAR BUSINESS

3. Personal Service Contract Policy – Action Item

Attend online SDAO training or on YouTube. Link has been sent to each of you. The training is approximately 80-minutes. The District Manager will also attend the training series.

- **Basics of Public Contracting in Oregon (for our public contracting discussion)**

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.