



UMPQUA SOIL AND WATER CONSERVATION DISTRICT MONTHLY MEETING MINUTES

August 10, 2023

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

Staff Present: District Manager/Conservation Planner Rhonda Black

Agencies Present: None

Others Present: Fiscal Provider Tanya Graham

MEETING CALLED TO ORDER:

Chair Glover called the meeting to order at 6:32 p.m.

FISCAL PROVIDER REPORT:

Fiscal Provider Tanya Graham explained the financial report for the month ending July 31, 2023.

Page 1 - The Balance Sheet. It shows total current assets of \$15,958.36 and total liabilities & Equity of \$15,958.38.

Page 2 - Check Register - General Checking - started the month with \$9,727.69 and ended the month with \$15,548.55.

Page 3 - Statement of Activity - Total Income: \$13,983.64 and total Expenses: \$7,821.44. Leaving a cash balance of \$15,617.02.

Page 4 - Monthly Comparison - Month of July - Income: \$13,983.64, Expenses: \$7,821.44. Cash balance of \$15,617.02.

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

Page 6 - Reports that are due and PTO balances.

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

APPROVAL OF BILLS & TREASURER'S REPORT FOR AUDIT

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

APPROVAL OF MINUTES

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

Director T. Black made a motion, 2nd by Director Miller to approve the May 22, 2023 Special Meeting minutes, June 8, 2023 minutes, and the July 20, 2023 minutes. The motion **unanimously passed**.

STAFF REPORT:

Conservation Technician/District Manager Rhonda Black:

- OWEB:
 - 2021-2023 District Operations Capacity Grant –
 - Final 8th quarter report due 08/14. Working on reporting!
 - Newsletter written and sent out to landowners.
 - Focus Area Fact Sheet and Water Quality Plan Fact Sheet sent out to Focus Area landowners.
 - Website updated with Farm Tour and Tide Gate Pre-project Implementation Tour information. Newest newsletter link posted to website.
 - Information posted to SWCD Facebook Page.
 - Held Tide Gate Tour. Created flyer for tour and handout.
 - 2023-2025 District Operations Capacity Grant –
 - Started working within this grant as of 08/01/2023.
 - Created an updated SWCD Fact Sheet and handed out at Mud & Manure Tour.
- PARTNERSHIPS:
 - Umpqua 7, Coos 4, Mid-Coast 3 OWEB Small Grant Teams –
 - Umpqua 7 –
 - Working with Lee Russell and Elk Creek WC Contractor.
 - OWEB Small Grants Status:
 - Providence Creek Runoff Management –
 - Land Use Form signed by City of Reedsport after meeting with City Planner on 08/01.
 - Land Use Form sent to OWEB 08/01.
 - First Request for Release of Funds 60% sent to Fiscal Provider for her to prepare forms (already

- Not sure if contract has been signed or not.
- Work could start as early as next week. Original date was the first week of August. Unfortunately, contractor had a health emergency, which has set the date further in the future.
- Umpqua SWCD held a pre-project implementation tour for SWCD, PUR, The Nature Conservancy, and the public on July 31st.
- PUR pre-construction meeting maybe on 08/16.
 - Kennedy Slough Tidegate Project. Will require additional funding.
- South Coast Tide Gate Collaborative –
 - Coos Watershed put together a letter to submit to OWEB prior to the last OWEB meeting in July about the difficulties of paying for tide gates prior to having permits in place, which causes the work to get behind. Looking to have conversations to change this requirement. Umpqua supports letter, but we didn't end up being part of the letter, not sure why. Coos Watershed knows we're in support. PUR, Coos Watershed, Coquille Watershed, and Coos SWCD we're all part of letter. Letter submitted to OWEB on 07/21.
 - Attended Tide Gate Optimization Meeting to learn even more about the new tool to assess tide gates for economic benefits which will help with writing grants.
- Tide Gate Affinity Group – Next meeting 09/12.
- Port of Umpqua –
 - Met with Port Manager Scott Kent to discuss possible project that the SWCD initiated with the Port back in 2010. Provided information and photos. Will need to attend Port meeting to discuss during public input portion of the meeting, or we can request to be added to agenda. September 20th is the Port meeting the Port Manager recommended. We should also consider getting a Memorandum of Understanding signed with them, soon.
- Douglas County –
 - Met with Douglas County Special Projects Administrator Keith Cubic on 08/07 to discuss NOAA Community Resilience Grant that the County would like to include us in. Let Mr. Cubic know that we are interested and would like to be included in this grant application. He is considering adding up to 30 tide gates on the Lower Umpqua and Lower Smith to his grant application to bring our District income. We discussed a lot ideas and had a good brainstorming meeting.
- Smith/Umpqua/Dunes Stewardship Group – No new news.
- DEQ Umpqua TMDL Implementation – Next meeting 10/10.
- Forest Service –
 - Tsalila –

- Will be held September 26th, 27th, 28th. Schools are in the process of signing up.
 - Oregon Central Coast Forest Collaborative – Next meeting 08/11.
- Umpqua Oaks Partnership – Next meeting 08/15.
- Umpqua Native Plant Partnership – No new news.
- Beavers = Coho – Attended virtual meeting on 07/25. Next meeting 08/22.
- Mud & Manure Workshop & Farm Tour –
 - Attended Mud & Manure planning meeting 07/28.
 - Held tour on August 4th in Roseburg. Provided information to landowners. Attended with Chair Glover.
- Soil Tilth Workshop –
 - Planning a soil tilth workshop with Logan Bennett from OSU. Unlike last fall with the workshop being held in Elkton, this one will be held at the OSU Extension Service office in Roseburg. Planned for the end of October.
- Pig Workshop –
 - Planning a pig workshop with Logan Bennett from OSU. This workshop will take place for a full day in the Roseburg area. Not sure when this workshop will occur, but during a time that is convenient for those who raise pigs. This workshop will be with us, Douglas SWCD, and OSU and likely others.
- Small Grants Pre-Project Tours –
 - Working on putting these together as long as it's okay with landowners.
- Equipment Share Program – No new news.
- USDA/NRCS –
 - Food Security Act – No new news.
 - Local Foods and Climate Resiliency CIS – No new news.
 - USDA/NRCS LincPass – Have not heard anything about the lincpass since it was activated in January. Still cannot log into AgLearn.
- Douglas County Weed Board – New noxious weed list available as of 07/24.
- Douglas Weed Management Area – No new news.
- Dunes News –
 - Manure article published 06/29.
 - Water Quality Program article sent to Dunes News on 08/10 for publish in next edition.
- Elk Creek Watershed Council – No new news.
- ODFW –
 - Continuing mitigation for riparian development with Umpqua Assistant Fish Biologist Evan Leonetti and landowner. Provided list of native plants needed for Elk Creek Riparian Restoration Project for 900' + 5% additional to meet Douglas County mitigation for the Winchester Bay landowner to do construction near creek. Need to follow-up.
- Umpqua Fishery Enhancement Derby:

- Submitted grant to Umpqua Fishery Enhancement Derby on 05/31 applying for funds to cover the willow wattles materials, construction, and contractor costs for the Elk Creek Riparian Restoration Project. If awarded, this would cover up to \$5,000 for that portion of the project OWEB would have considered as landowner match. This would help the project by quite a bit as the landowners will have more than enough match on the project even with the willow wattles covered by another funding source. Have not heard if the fishery grant was awarded or not.
 - Oregon Association of Conservation Districts –
 - Oregon Association of Conservation Districts Annual Conference Mon Oct 16 - Wed Oct 18, 2023 at the Eagle Crest Resort in Redmond, OR.
 - Oregon Conservation Education Association Network (OCEAN) – No new news.
 - Oregon Coastal Zone Management Association – No new news.
- TECHNICAL ASSISTANCE:
 - Assisted Ash Valley landowner with information about lakes on 07/27.
 - Assisted Sutherlin landowner with information about how to obtain soil tests, costs, procedure, then forwarded them to Douglas SWCD for their soil tests as Sutherlin is outside of Umpqua’s service area. Sent email to Douglas SWCD with landowner’s contact information. Found out that Douglas SWCD is going to send them to the DC Co-op for their soil test. 07/07.
 - Continuing to work with Elkton landowner on riparian restoration near Elkton on Elk Creek.
 - Continuing to work with Butler Creek landowner on future OWEB Small Grant to reduce Ag runoff from barn by placing gutters and downspouts. Hoping to fund a water collection storage tank for piping water to livestock water tank on hardened pad. Continuing to follow-up.
 - Will be contacting Mehl Creek Landowner about riparian restoration on aglands. Contact information provided by Elk Creek Watershed Council.
 - South Side Smith River. Will be following up with water quality plan and OWEB Small Grant in the fall.
- ADMINISTRATION:
 - Financial documents, statements, timesheets, etc. recorded, filed, and loaded into Google Drive for Fiscal Planner.
 - Meeting information provided to Directors.
 - Meeting notices provided to media, electronic notice list.
 - Annual Meeting legal notice sent to The World Newspaper on 07/28. Will be published twice prior to the meeting, August 29th and September 8th.
 - Purchased new Samsung cell phone on 07/31 as per approval at July meeting. Paid \$1,343.99 up front, but ATT requires financing from existing customers, so \$36.00 had to be financed, but that can be paid off very soon. Unlimited data plan purchased in order to use phone. Protection plan added. New phone works

- much better than old phone! Will take a while to learn all that it can do. Takes good pictures. Purchased screen protector, case, charging base, phone stand.
- Purchased OnX Map software so app could be used on phone and desktop. Annual subscription.
 - Purchased printer ink.
 - Contacted work acquaintance to find out interest in position with SWCD. Is interested, especially for winter work. Would like to work as a contracted position.

Directors requested for the District Manager to follow-up with the potential contractor options. The District Manager explained how this would be a good time to review the District's public contracting documents and to see if the Special Districts Association of Oregon would review the documents for the District.

AGENCY REPORTS:

None.

DIRECTOR REPORTS:

None.

BUSINESS ITEMS

1. ODA Terms of the 2023-2025 Biennium – Discussion:

Tabled as ODA SWCD Program Lead Karin Stutzman was not present. Possibly hold a special meeting for this, or pick this up at the September 14, 2023 meeting.

2. Director Recruitment – Discussion:

Discussion commenced. The Directors likely have a candidate and will follow up with this person for the vacant At-Large 1 position on the Board of Directors. This would be an appointment made by the Board of Directors and the position would be filled at such time when an appointment was made, once new Director was sworn in and taken the Oath of Office. Position would then be filled until the next general election.

3. Tax Base – Discussion:

Discussion commenced. Will continue to move forward as planned.

ADJOURN MEETING:

Meeting adjourned at 7:44 p.m. by Chair Glover.

NEXT MEETING DATE:

The next Umpqua Soil and Water Conservation District meeting will be held on September 14, 2023 at 6:30 p.m. with the annual meeting following at 7:00 p.m. The meeting will be held virtually using the GoTo meeting platform.

Respectfully submitted,
Rhonda Black
District Manager/Conservation Planner
Recorder