



UMPQUA SOIL AND WATER CONSERVATION DISTRICT MONTHLY BUSINESS MEETING MINUTES

January 11, 2024

Directors Present:

Chair Cliff Glover,
Director Nathan Baumgartner
Director Tom Black,
Director Robert Miller

Staff Present:

District Manager/Conservation Planner Rhonda Black

Agencies Present:

None

Others Present:

Matt Ruwaldt with Matt Ruwaldt Environmental Consulting
Fiscal Provider Tanya Graham

MEETING CALLED TO ORDER:

Chair Glover called the meeting to order at 6:40 p.m.

FISCAL PROVIDER REPORT:

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

Page 1 - The Balance Sheet. It shows total current assets of \$50,168.43 and total liabilities & Equity of \$50,168.43.

Page 2 - Check Register - General Checking - started the month with 56,472.34 and ended the month with \$49,783.33.

Page 3 - Statement of Activity - Total Income: \$86,815.72 and total Expenses: \$49,683.45. Leaving a cash balance of 49,854.80.

Page 4 - Monthly Comparison - Month of December - Income: \$540.00 and total Expenses: \$7,230.90. Cash balance of 57,080.81.

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

Page 6 - Reports that are due and PTO balances.

The Fiscal Provider requested that if Umpqua SWCD obtains a Personal Services Contract, to be sure and request a W-9 form from Matt Ruwaldt Environmental Consulting.

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 Baumgartner to approve the bills and the December 2023 Treasurer’s Report. The motion **unanimously passed**.

APPROVAL OF MINUTES

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

Director Baumgartner made a motion, 2nd by Director Miller to approve the December 14, 2023 Business Meeting and the January 3, 2024 Financial Committee Meeting minutes. The motion **unanimously passed**.

STAFF REPORT:

Conservation Technician/District Manager Rhonda Black:

January 11, 2024

- OWEB:
 - 2023-2025 District Operations Capacity Grant –
 - 2nd quarter reporting due January 16, 2024.
 - Newsletters sent out to approximately 400 residents.
 - Website updated with minutes, agendas, December 2023 newsletter, and flyers for the Soils 101 Workshop and the NRCS Local Work Group Meeting.
- PARTNERSHIPS:
 - Umpqua 7, Coos 4, Mid-Coast 3 OWEB Small Grant Teams –
 - Umpqua 7 –
 - Working with Lee Russell and Elk Creek WC Contractor.
 - Received fully executed Small Grant Team Agreement on 12/18.
 - OWEB Small Grants Status:
 - Otter-Baumgartner Ranch Livestock Exclusion – Ready to begin work. Can obtain reimbursements from SWCD up to 60% of the grant amount. 12/30 notice of 100 day advance and advance needs to be used in 20 more days. The majority of the materials and supplies have been purchased all but approximately \$600. Can receive a 45 day extension if close to using up the 60% advance.
 - Providence Creek Runoff Management – Continuous Gutters Contractor contacted and scheduled for December 27th. Can obtain reimbursements from SWCD up to 60% of the grant amount. 12/30 notice of 100 day advance and advance needs to be used in 20 more days. Gutters and

downspouts were installed on the barn in late December 2023. Some of the materials and supplies have been purchased, and as of today, up to the 60%.

- Coos 4 –
 - Grant team up and operational.
- Mid-Coast 3 –
 - Beginning small grant team application to OWEB.
- Attended Small Grant RAC Meeting on 11/27, another meeting will be held on 12/18.
- Partnership for the Umpqua Rivers –
 - Next PUR meeting is 01/16, virtual.
 - Glover Lands Estuary Enhancement Project –
 - Wrote letter to PUR about the OWEB funds in the Glover Lands budget of \$8,469 dedicated to Umpqua SWCD staff time.
- South Coast Tide Gate Collaborative – No new news.
- Tide Gate Affinity Group – Next meeting 01/11.
- Providence Creek Tide Gates –
 - Working with Matt Ruwaldt Environmental Consulting:
 - Met with Matt on 12/19 to discuss his contract and MOU between Port of Umpqua and Umpqua SWCD.
 - Matt Ruwaldt met with Port of Umpqua Manager Scott Kent to work together to create MOU on 12/21.
 - Met with Matt and Don Porior Engineering, virtually on 01/09 to go over MOU, tide gate potential designs and the larger possibility of a Leeds Island project. Discussed different opportunities to obtain grant funding for the project.
 - Port of Umpqua MOU meeting on 01/10 with District Manager/Planner, Chair Glover, Matt Ruwaldt Consulting, Port Manager Scott Kent, and Port of Umpqua Commission President Keith Tymchuk.
 - Matt and I will be at the Port of Umpqua meeting on January 17th. It starts at 7:00 p.m. in the Port of Umpqua Annex. I believe Chair Glover will be there as well. We'll need to be there in order to answer questions about the MOU and tide gates.
- Douglas County –
 - Douglas County Special Projects. Working with Tracy Pope to assist her with her grant.
 - Douglas County Weed Board. Working with Tracy Pope and Steve Whickam. Will attend meeting at the County in February 2024.
- Smith/Umpqua/Dunes Stewardship Group – Collaborative meeting in the scheduling process.
- DEQ Umpqua TMDL Implementation – Attended meeting on January 9th.
- Forest Service –
 - Tsalila – No new news.

- Oregon Central Coast Forest Collaborative – No new news.
- Umpqua Oaks Partnership – Next meeting on 01/16 and will be a combined in-person and virtual meeting.
- Umpqua Native Plant Partnership – Morgan Fay is in process of creating an MOU. Been in progress for quite a while.
- Beaver Planning Cohort –
 - Next meeting 01/23.
- Soil Tilt Workshop –
 - Planning a soil tilt workshop with Logan Bennett from OSU. The workshop will be held at the Winchester Bay Community Center on Saturday, January 20th from 10:30 a.m. until noon. Please plan on attending. Tell others!
- Small Grants Pre-Project Tours –
 - Will be working on putting these together as long as it's okay with landowners.
- Equipment Share Program – No new news. I'm afraid this might have gone by the wayside. Will find out more.
- USDA/NRCS –
 - Lane County – Attended Siuslaw Local Working Group Meeting virtual meeting on January 10, 2024.
 - Douglas County – Reedsport Area Local Working Group Meeting will be held at the Port of Umpqua Annex on Wednesday, January 24th from 1:00 p.m. until 4:00 p.m. Please plan on attending. Tell others!
- Douglas Weed Management Area – No new news.
- Dunes News –
 - OSU/SWCD Soils Workshop and DC LWG Meeting information ended up being full page informational ads in the January 11th edition of the paper.
- Elk Creek Watershed Council –
 - Working with Lee Russell on potential partnership project at Elk Creek near Elkton. Waiting for his contractor to contact me so we can get started on this and move forward.
- ODFW –
 - Continuing mitigation for riparian development with Umpqua Assistant Fish Biologist Evan Leonetti and landowner. Provided list of native plants needed for Elk Creek Riparian Restoration Project for 1280' + 5% additional to meet Douglas County mitigation for the Winchester Bay landowner to do construction near creek. Followed up with Winchester Bay landowner about plant mitigation site (01/10).
- Oregon Association of Conservation Districts (OACD) –
 - District Managers Round Table meeting set for 01/24.
- Oregon Conservation Education Association Network (OCEAN) –

- CONNECT will happen this year and registration is open. Lodging is filling up fast!
 - Oregon Coastal Zone Management Association – No new news.
- TECHNICAL ASSISTANCE:
 - Provided soil testing information to a Roseburg landowner. Unfortunately, I cannot go and take soil samples for him as he is in the Douglas SWCD area. 01/10.
 - Parent Ranch Livestock Exclusion Fencing with Elk Jumps – In process of being written along with AgWQ Plan. Several site visits conducted and meetings with landowners. Requested permission to use Elk Jump design from Mark Villers, which is a design Coos SWCD uses. Permission granted from both Mark Villers and Caley Sowers with Coos SWCD.
 - 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.
 - Contacted Mehl Creek Landowner about riparian restoration on aglands. Waiting to hear back from landowner. Discussed with Elk Creek Watershed Council Executive Director. Need to follow up with Elk Creek Watershed Council.
 - South Side Smith River. Will be following up with water quality plan and OWEB Small Grant.
- ADMINISTRATION:
 - Financial documents, statements, timesheets, etc. recorded, filed, and loaded into Google Drive for Fiscal Planner.
 - Started a “Policies” electronic file, subfolder “Safety Management” and started compiling documents for an Emergency Action Plan (11/23).
 - Meeting information provided to Directors.
 - Business Meeting & Funding Committee notice provided to media, electronic notice list.
 - Took some time off due to medical procedure on 12/11, but did work, just not as many hours as I did prior to the surgery. Trying to get everything caught up now that we’re into the new year.

AGENCY REPORTS:

None.

DIRECTOR REPORTS:

Chair Glover reported how he had a meeting with Oregon Association of Conservation Districts (OACD) Executive Director Andrea Kreiner. It was a good, informative conversation and she is interested in what we have going on. She had lots of information about funding sources. The Department of Fish and Wildlife has ten million for climate

change and this is distributed between the Oregon Department of Agriculture (ODA), the Forest Service (FS) and Oregon Department of Forestry (ODF) with a big chunk of it going to the Oregon Department of Fish and Wildlife (ODFW). Will be sending contact information to our District Manager/Conservation Planner.

COMMITTEE REPORTS

- Funding Committee
 - Chair Glover explained how the Committee is getting ready to submit our forms for the tax base initiative.
 - Director Baumgartner explained how he had been in contact with Funk and Levis Associates out of Eugene. He is hoping to get a quote from them for a marketing campaign.
 - Chair Glover described how he'd learned from Andrea Kreiner that Deschutes SWCD is seeking a tax base as well and how it would be beneficial for Umpqua SWCD to contact them to share ideas. Director Baumgartner said he would contact them.

BUSINESS ITEMS

1. Personal Services Contract Review for Matt Ruwaldt Environmental Consulting – Action Item

Mr. Ruwaldt provided Umpqua SWCD with a contract to review for services. Chair Glover made a few minor updates to the contract so that it better suites Umpqua SWCD and Chair Glover requested from Mr. Ruwaldt if he was all right with the small change and Mr. Ruwaldt said he was.

Chair Glover stated the contract was straight forward and Director Miller agreed.

Director T. Black made a motion, 2nd by Director Baumgartner to approve accepting the Personal Services Contract, with amendments by Umpqua SWCD, with Matt Ruwaldt Environmental Consulting. The motion **unanimously passed**.

2. Port of Umpqua MOU – Action Item

This Memorandum of Understanding between the Port of Umpqua and Umpqua Soil and Water Conservation District is to Create a Partnership Effort for Providence Creek Tide Gate Improvements.

Umpqua SWCD District Manager, Ruwaldt Consulting, and the Chair have been working with the Port of Umpqua Manager and Port Commission President to agree upon this MOU between the Port of Umpqua and Umpqua SWCD to seek funding to upgrade the Providence Creek Tide Gates located near the mouth of Providence Creek. The tide gates

have been leaking by over a number of years now, have been re-sleeved at least twice, and are perched and undersized. Some of the landowners in the vicinity of the tide gates have already contacted Umpqua SWCD about working with the Port to get these tide gates replaced with newer, more wildlife friendly options which are available. Some preliminary work has been discussed with the engineer recently, whom we've worked with in the past when we initially wanted to begin work on these tide gates approximately 14-years ago.

Director T. Black made a motion, 2nd by Director Baumgartner to approve the Memorandum of Understanding between the Port of Umpqua and Umpqua Soil and Water Conservation District to create a collaborative partnership in order to replace the Providence Creek tide gates. The motion **unanimously passed**.

3. OCEAN CONNECT Conference – Action Item

The Oregon Conservation Education and Assistance Network (OCEAN) training conference for SWCD, Watershed Council, Land Trust, and some NRCS employees, which is named “CONNECT” will be held April 16-18, 2024 in Sun River, Oregon. This training comes with a variety of tracks of training.

The cost of the conference is \$275 if registration is complete by 01/31/2024. Lodging is not covered by conference registration. Lodging would be approximately \$126 to \$166 per night for 2-3 nights. Number of nights is dependent upon travel conditions and conference length.

Funds will come from the ODA Scope of Work. This is an ODA recommended training.

Director Miller made a motion, 2nd by Director Baumgartner to approve registration and lodging fees for the 2024 CONNECT Conference. The motion **unanimously passed**.

4. Personal Services Contract Policy – Action Item

Tabled.

The District Manager will check with other SWCDs and SDAO to get an idea of what amounts to place in the policy.

Prior to the next meeting Directors should review:

1. SDAO Administrative Handbook, chapter 3 “Contracting” which begins on page 19 and ends on page 41. This describes what policies and rules we need to have in place.
2. Personal Services Contract Policy Example from SDAO. This policy will need to have information put into the blank sections, keeping in mind that when we start tide gate work, we'll be dealing in large dollar amounts.
3. Watch SDAO Public Contracting Training Videos:

- <https://www.sdao.com/foundations-of-public-contracting>
- <https://www.sdao.com/basics-of-public-contracting-in-oregon>

*If links don't work, copy and paste them into your browser.

5. Director Recruitment – Discussion

Tabled.

Begin to think about a list of questions for interviewing potential Director appointments to the Board of Directors.

- One question would be to make sure that a new Director would be agreeable to seeking the tax base for Umpqua SWCD.

The District is currently recruiting for the Zone 3 position to be appointed to the Umpqua SWCD Board of Directors.

Zone Director qualifications:

- Must be a registered voter within the Umpqua SWCD boundary in Douglas County.
- Reside within the zone being represented within the District.
- Own or manage 10-acres of land within the zone represented, *or*
- Serve at least one year as a Director or Associate Director and have a District-approved conservation plan.

An interactive map of the District and zones can be found at:

<https://geo.maps.arcgis.com/apps/instant/lookup/index.html?appid=31b2f5ae9d494ecfbf7ff2608061a63f>

Newsletters were sent to potential recommended recruits:

- Holcomb, Trout, and Williamson with the above information included in the Director recruitment portion of the newsletter.

The District Manager will see what questions other Districts use.

EXECUTIVE SESSION

Umpqua SWCD Chair Glover informed the public the meeting was going into an Executive Session citing **ORS 192.660 (2) (i) and ORS 192.660 (8) to evaluate the performance of an officer, employee or staff member.**

Director T. Black declared a conflict of interest as he is related to the District Manager/Conservation Planner and excused himself from the Executive Session.

After completion of the Executive Session, Chair Glover returned the meeting to the regular session.

6. Umpqua SWCD District Manager/Conservation Planner Pay Increase – Action Item

Director T. Black declared a conflict of interest as he is related to the District Manager/Conservation Planner and did not take part in the discussion or vote.

At least ten years have passed since the District Manager/Conservation Planner received a pay increase. The District Manager/Conservation Planner currently makes \$24.00 per hour. The 2023-2024 Fiscal Year Budget has a pay increase included in the budget to bring the District Manager/Conservation Planner’s hourly wage up to \$26.00 per hour. Additionally, the budget has a line item for insurance benefits up to \$7,650 annually.

Director Baumgartner made a motion, 2nd by Director Miller to approve a pay increase for the District Manager/Conservation Planner from \$24.00 per hour to \$26.00 per hour. The motion **unanimously passed**.

Chair Glover instructed the District Manager/Conservation Planner to find out more information from the District’s Fiscal Provider to find out if the funds in the line item for insurance benefits could be used to increase the District Manager/Conservation Planner’s wage, and to additionally find out from the Special Districts Association of Oregon what insurance plans are actually available for the funds included in the insurance line item on the budget.

ADJOURN MEETING:

Meeting adjourned at 7:33 p.m. by Chair Glover.

NEXT MEETING DATE

- The next meeting for the Umpqua Soil and Water Conservation District is scheduled for February 8, 2024 at 6:30 p.m. by Go-To-Meeting teleconference and/or by computer, tablet or smartphone which will be combined with the Funding Committee meeting as these meetings are a day apart in February. Therefore, it made sense to have them on the same night.

Respectfully submitted,
Rhonda Black
District Manager/Conservation Planner
Recorder