



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

October 19, 2023

**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:**

Fiscal Provider Tanya Graham,  
Dawn Miller

**MEETING CALLED TO ORDER:**

Chair Glover called the meeting to order at 6:34 p.m.

**FISCAL PROVIDER REPORT:**

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

Page 1 - The Balance Sheet. It shows total current assets of \$23,413.30 and total liabilities & Equity of \$23,413.30.

Page 2 - Check Register - General Checking - started the month with 4,283.54 and ended the month with \$23,014.99.

Page 3 - Statement of Activity - Total Income: \$40,138.72 and total Expenses: \$26,521.58. Leaving a cash balance of 23,083.46.

Page 4 - Monthly Comparison - Month of September - Income: \$29,967.09 Expenses: \$6,883.63. Cash balance of \$23,083.46.

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, 2<sup>nd</sup> by Director T. Black to approve the bills and the September 2023 Treasurer’s Report. The motion **unanimously passed**.

## **APPROVAL OF MINUTES**

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

Director Miller made a motion, 2<sup>nd</sup> by Director T. Black to approve the September 14, 2023 Business Meeting and the September 14, 2023 Annual Meeting minutes. The motion **unanimously passed**.

## **STAFF REPORT:**

### **Conservation Technician/District Manager Rhonda Black:**

- OWEB:
  - 2023-2025 District Operations Capacity Grant –
    - Started working within this grant as of 08/01/2023.
    - Website updated 09/27.
    - Newsletter sent out 09/30.
    - Received grant agreement on 10/04 for review and signature from Sandi Hiatt with ODA.
    - 1<sup>st</sup> quarter reporting submitted 10/07 to Sandi Hiatt and Beth Pietrzak. Report and supporting documents sent via email as per instructions.
    - Researched other SWCD Capacity Grants and provided information to Chair Glover on 10/06. It appears that we may be the only SWCD with restrictions of any kind.
    - Chair Glover reviewed and signed grant agreement on 10/09 and submitted it to Sandi Hiatt.
    - Grant Agreement signed by on 10/09 by Courtney Schaff with OWEB.
    - First funding advance requested by Fiscal Provider from OWEB on 10/09.
    - Additional 1<sup>st</sup> quarter supporting document sent by email to Sandi Hiatt and Beth Pietrzak on 10/16. It was an article that was published by the Dunes News from Umpqua SWCD.
    - Received notice from Karin Stuntzman and Beth Pietrzak with ODA that they will be attending our 11/09 meeting and every meeting following the quarterly grant reporting.
- PARTNERSHIPS:
  - Umpqua 7, Coos 4, Mid-Coast 3 OWEB Small Grant Teams –
    - Umpqua 7 –
      - Working with Lee Russell and Elk Creek WC Contractor.
        - Ready to submit team documents. Umpqua & Douglas SWCD and PUR holding up the OWEB process due to

Capacity Grant reporting needing to be finalized. There's not much we can do about this. In the past, Capacity Grants didn't hold up the small grant teams. Let Lee know that Umpqua's reports were submitted to ODA a full week earlier than the due date.

- OWEB Small Grants Status:
  - Fiscal Provider requested 60% of the funds from OWEB for Providence Creek and Baumgartner grants (09/15).
  - Providence Creek Runoff Management – Need to contact continuous gutters contractor. Can obtain reimbursements from SWCD up to 60% of the grant amount.
  - Parent Ranch Heavy Use Protection Area – Cancelled as per landowner's request due to land use restrictions with the City of Reedsport at the grant site. Requested new grant for livestock exclusion fencing. Will be putting in a new grant to the Team.
  - Otter-Baumgartner Ranch Livestock Exclusion – Ready to begin work. Can obtain reimbursements from SWCD up to 60% of the grant amount.
- Coos 4 –
  - Signed bylaws (09/18).
- Mid-Coast 3 –
  - No new news.
- Partnership for the Umpqua Rivers –
  - Due to an appointment, I was unable to attend the PUR meeting on 10/18. Next meeting on 11/21.
  - Glover Lands Estuary Enhancement Project –
    - Provided PUR meeting notes from PUR meeting tide gate presentation on Glover tide gates to Chair Glover (09/19).
    - Tide gates installed by Nehalem Marine.
    - Attended post construction meeting on 10/04 with Director T. Black and Chair Glover.
    - Unsure about fencing, plantings, bridge, and channel work status. Do not know funding situation or grant status. Waiting on information from Kevin at PUR.
    - Grass seed information received from Nehalem Marine (10/19).
  - Kennedy Slough Tide Gate Project. No new news. Waiting on update from Kevin at PUR.
- South Coast Tide Gate Collaborative – No new news.
- Tide Gate Affinity Group – Next meeting 10/24.
- Providence Creek Tide Gates –
  - Met with potential engineer for engineering and design information on 10/04.

- Port of Umpqua –
  - Follow-up Port Manager Scott Kent. Will present information about tide gates at November 15<sup>th</sup> Port of Umpqua meeting which starts at 7:00 p.m. Hoping to have several Umpqua SWCD Directors there to assist.
- Douglas County –
  - Douglas County Special Projects. Need to get in touch with Tracy Pope about her grant.
  - Douglas County Weed Board – working with Tracy Pope and Steve Whickam.
- Smith/Umpqua/Dunes Stewardship Group – Meeting was on 09/11. Missed meeting due to an appointment.
- DEQ Umpqua TMDL Implementation – Next meeting 10/10.
- Forest Service –
  - Tsalila –
    - Was held September 26<sup>th</sup>, 27<sup>th</sup>, 28<sup>th</sup>. It was a very busy week. Thank you to Director T. Black and son, and to Director Baumgartner and Kate Baumgartner! All of your help was, and is, greatly appreciated.
      - Provided photos to Highland Elementary 3<sup>rd</sup> grade teachers of their group at “The Bug Zone” (09/26).
    - Oregon Central Coast Forest Collaborative – Next full group meeting 11/03. Roads meeting 10/26.
- Umpqua Oaks Partnership – Attended 09/20 meeting due to an appointment. Unable to attend 10/17 meeting due to an appointment. Next meeting 11/21.
- Umpqua Native Plant Partnership – No new news.
- Beaver Planning Cohort –
  - Attended meeting on 09/26.
  - Planning Cohort for Beaver Projects meeting scheduled for 10/24.
- 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. Will need to meet with Logan Bennett about the workshop as I was never sent the planning meeting link. Requested follow-up with Logan on 10/19.
- 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.
- Best Fields First –
  - Working with Shelby Filley from OSU on Best Fields First. This workshop takes participants through the planning process of

- understanding their soils, how their soil affects their grazing/haying operation, how many animal units each particular pasture can sustain, AgWQ projects associated with grazing practices, etc. Umpqua SWCD presented information on 09/20 about funding options available to residents such as grant availability and project types. Reviewed recording on 09/26. Shelby will edit and provide link that we can use on our website when the link is available.
- 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 –
      - Local Foods Funding Initiative –
        - A webinar was held 10/11 and applications for funding are open until 11/17. Requested from Logan Bennett if webinar was recorded so that we can access that if it was (10/19).
    - USDA/NRCS LincPass – Have not heard anything about the lincpass since it was activated in January. Still cannot log into AgLearn.
  - Douglas Weed Management Area – Attended meeting (10/20).
  - Dunes News –
    - Contacted publisher on 10/06 to let her know that the Dunes News had not been published on-line since 08/10/2023. She appreciated someone saying something and got those up and available online.
  - 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 900’ + 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 (10/16). Landowner waiting to hear from Douglas County Planning Department.
  - Oregon Conservation Education Association Network (OCEAN) –
    - Updated OCEAN Directory with updated director and employee information (10/02).
  - Oregon Coastal Zone Management Association – No new news.
  - TECHNICAL ASSISTANCE:

- 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.
- South Side Smith River. Will be following up with water quality plan and OWEB Small Grant in the fall.
- Provided information about collecting soil samples to Lower Smith River landowner (09/14)
- Newsletter request. Landowner requested electronic newsletter. Added him to the newsletter mailing listserve and sent him the current newsletter (10/06).
- ADMINISTRATION:
  - Financial documents, statements, timesheets, etc. recorded, filed, and loaded into Google Drive for Fiscal Planner.
  - Meeting information provided to Directors (10/01, 10/07 & 10/16).
  - Business Meeting notice provided to media, electronic notice list (10/01).
  - Met with potential contractor for projects and grant writing for Umpqua SWCD (09/15). Willing to work for us from January through April each year at \$30 per hour. Will write up a list of deliverables and a “not to exceed amount” for the SWCD. Last two weeks of each April will be working part-time in order to prepare for other job.
  - Director Baumgartner’s Oath of Office sent to Sandi Hiatt with ODA (09/18).
  - Provided SDAO Public Meetings and Executive Sessions training by Attorney Eileen Eakins to Director Baumgartner plus SDAO and ODA training information for review (10/05).
  - Took vacation 10/09 to 10/13. Took one week instead of the original two weeks planned for. Workload was too high to miss too much time.
  - Ordered paper, ink, and other office supplies (10/16).

**AGENCY REPORTS:**

None.

**DIRECTOR REPORTS:**

Chair Cliff Glover provided an update about the tide gates recently installed at his ranch.

**BUSINESS ITEMS**

1. Oregon Association of Conservation Districts Board Ballot 2023 Election – Action Item  
The Umpqua SWCD Directors discussed the options for the Oregon Association of Conservation Districts Board Ballot for the 2023 elections.

Director Miller made a motion, 2<sup>nd</sup> by Director T. Black choosing as Umpqua SWCD's vote: OACD At-Large East – Tim Newton, and OACD At-Large – Mike Guebert and Jan Lee. The motion **unanimously passed**.

## 2. Public Contracting Rules – Review and Action Item

The Directors decided to table the Public Contracting rules item until the November 9, 2023 so they could have additional time to review the information.

## 3. Director Recruitment – Discussion

The Directors discussed Umpqua SWCD Zone 3 Director recruitment. Zone 3 is the general Elkton area. Director Baumgartner stated how his brother lives in Oakland and might have some leads for the Board.

## 4. Tax Base – Discussion

Discussion commenced on how the tax base needs to start moving forward. The Directors agreed by consensus, that since each Board member volunteered to take part in the process, that a “Funding Committee” be created and that all of the Board members would participate. The first meeting of the Funding Committee is scheduled for Wednesday, November 1, 2023 at 6:30 p.m. and that the committee would try to meet each month thereafter, on the first Thursday of the month. Committee members should come up with ideas to present as a board. There are a lot of different items to look into. Meetings will be held virtually.

### **ADJOURN MEETING:**

Meeting adjourned at 7:15 p.m. by Chair Glover.

### **NEXT MEETING DATE**

The next Umpqua Soil and Water Conservation District meeting will be held on November 9, 2023 at 6:30 p.m. The meeting will be held virtually using the GoTo meeting platform.

Respectfully submitted,  
Rhonda Black  
District Manager/Conservation Planner  
Recorder