



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=Ojdi0gm4AaNi9nXr>
- 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