



AGENDA

UMPQUA SOIL AND WATER CONSERVATION DISTRICT MEETING

Umpqua Soil & Water Conservation District Meeting
June 13, 2024, 6:30 – 8:00 PM (America/Los Angeles)

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

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

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APPROVAL OF MINUTES

- 2022: 02/10 Meeting, 03/03 Special Meeting
- 2024: 05/09 Meeting

STAFF REPORTS

CONSULTANT REPORTS

AGENCY & ORGANIZATION REPORTS

DIRECTOR REPORTS

FISCAL PROVIDER REPORT

Tanya Graham – Bookkeeping Updates

- Annual Financial Report Refresher for Directors and Staff
- Annual Budget Review – Fiscal Year July 1, 2024 to June 30, 2025

APPROVAL OF BILLS & TREASURER'S REPORT FOR AUDIT

- May 2024.

BUSINESS ITEMS

1. Annual Budget 2024/2025 – Action Item
2. Meeting Room Audio/Video Software – Action Item
3. Personal Service Contract Policy

FUNDING COMMITTEE

Discussion and Reports

NEXT MEETING DATE

- The next meeting for the Umpqua Soil and Water Conservation District is scheduled for July 11, 2024 at 6:30 p.m. by Go-To-Meeting teleconference and/or by computer, tablet or smartphone.

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.



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

May 9, 2024

Directors Present:

Chair Nathan Baumgartner
Director Tom Black
Director Beth Frakes
Director Robert Miller

Staff Present:

District Manager/Conservation Planner Rhonda Black

Agencies Present:

Karin Stutzman – Oregon Department of Agriculture (ODA)
SWCD Program Lead
Beth Pietrzak – Oregon Department of Agriculture (ODA)
Regional Water Quality Specialist

Others Present:

None.

MEETING CALLED TO ORDER:

The Director Baumgartner called the meeting to order at 6:37 p.m.

FISCAL PROVIDER REPORT:

In the Fiscal Provider's absence, the District Manager explained the financial report for the month ending April 30, 2024.

Page 1 - The Balance Sheet. It shows total current assets of \$42,898.48 and total liabilities & Equity of \$42,898.48.

Page 2 - Check Register - General Checking - started the month with \$26,749.38 and ended the month with \$8,413.24.

Page 3 - Statement of Activity - Total Income: \$130,911.43 and total Expenses: \$107,665.05. Leaving a cash balance of \$18,481.71.

Page 4 - Monthly Comparison - Month of April - Income: \$24,148.50 and total Expenses: \$8,918.42. Cash balance of \$18,481.71.

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.

APPROVAL OF BILLS & TREASURER’S REPORT FOR AUDIT

Director T. Black made a motion, 2nd by Director Miller to approve the bills and the April 2024 Treasurer’s Report. The motion **unanimously passed**.

The Directors requested that the District’s bookkeeper give a refresher on how to read the budget and the monthly financial report.

The Directors would like to have a few in-person meetings.

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.

Director Baumgartner made a motion, 2nd by Director T. Black to approve the April 11, 2024 Business Meeting minutes. The motion **unanimously passed**.

STAFF REPORT:

Conservation Technician/District Manager Rhonda Black:

May 9, 2024

- OWEB:
 - 2023-2025 District Operations Capacity Grant –
 - Contacted Streamline representative check it and found that it is 80% compliant.
 - Met with representative on 04/25 to discuss transfer process.
 - Next meeting to review website design on 05/16.
 - Website rollout “live date” on 05/24.
 - Updates to SWCD website on 04/12, 05/01.
 - 3rd Quarter Reporting completed on 04/14.
 - 4th Quarter Reporting due 07/15.
 - Attended CONNECT Conference 04/15-04/18.
 - Oath of Office form for Director Frakes submitted to ODA Election Clerk on 04/15.
 - 3rd Quarter Reporting documented and forwarded to ODA, by ODA Regional Water Quality Specialist 04/22.
 - Virtual meeting with ODA Regional Water Quality Specialist to go over Scope of Work reporting 04/30.
 - Site visits/tour scheduled for 06/05 with ODA Regional Water Quality Specialist.
 - 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.

- Follow-up with landowner who visited the Providence Creek Runoff Management site on 03/22.
 - Providence Creek Runoff Management – 60% of the funds have been used with the majority going to materials and supplies.
- Submitted Grants –
 - Submitted OWEB Small Grant on 01/15 for the Parent Ranch Livestock Exclusion Fencing Phase 1 project. Grant agreement in process of being signed. Signed by Small Grant Team Leader, SWCD (Manager & Fiscal Provider), Landowners. Need OWEB signatures to move forward in the process. Sent to Lee Russell as he is the Small Grant Team Leader. Lee realized that he'd sent the incorrect documents to OWEB and resubmitted documents. Kathy Leopold with OWEB Small Grants requested changes to the grant application and those changes are in process.
- Small Grants Pre-Project Tours –
 - Will be working on putting these together as long as it's okay with landowners.
- Oregon Wildlife Foundation:
 - Possible soil testing grant option: 05/13, 08/19 through the Oregon Wildlife Foundation.
- Umpqua Fishery Enhancement Derby:
 - Planning on applying for grant for small equipment purchase of drone for project work, HOBO water monitors, and possible salinity probe for YSI Professional Plus (Pro Plus) Multiparameter Instrument we already have, and new sensor, if needed.
 - Due 05/31.
- OWEB TA Grant:
 - Requested letter of support from ODA on 04/24. This set a process in motion by ODA as they'd received many requests and they then formed a policy requesting advance notice with a series of items that must be completed with and reviewed by the ODA Program Manager 04/25. This increases our lead time for grant writing in order to get a LOS from ODA as they will need 2-weeks for their LOS review. Our ODA Regional WQ Specialist wanted to write the LOS for us, but couldn't because of the new policy.
 - Requested letter of intent from NRCS.
 - Increased grant request by \$10,000 for cultural review estimation.
 - 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 scheduled completed on 05/02.
 - Lots of meetings with engineer and contractor over the past month.

- 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:
 - Contractor beginning application for Invasive Species Eradication grant. Set up application in “Workspace” for grant application process. Need to complete grant and submit no later than 05/27.
- 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 –
 - Grant team up and operational. No new news.
 - Partnership for the Umpqua Rivers –
 - Attended PUR meeting 04/23. Next PUR meeting is 05/21, virtual.
 - Glover Lands Estuary Enhancement Project –
 - Updates provided to Cris Salzar with PUR and Cliff Glover – landowner, about quotes for fencing plan.
 - Continuing fencing quote process with 7 different companies being sent quote requests:
 - Parent Farm Supply (response – not able to do this)
 - Cascade Farm Supply (received quote, shipping not available)
 - Coastal Farm and Ranch (received quote, not all items available)
 - Wilco Farm Supply (received quote, not all items available)
 - DC Farmers Co-op (has questions, will take care of the questions)
 - Pacific Fence and Wire (received quote, some items no quote)
 - Kencove Fencing (received quote, not all items available)
 - Heintzman Farms (waiting on quote from them as these posts would be locally available with shipping)
 - Mr. Glover has a very specific kind of fencing requested.
 - South Coast Tide Gate Collaborative – No new news.
 - Tide Gate Affinity Group – No new news.

- 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 04/25.
 - ODFW grant for \$40,000 match will need to be written.
 - Leeds Island Park and Restoration Project –
 - The tour of Leed’s Island was cancelled. The City had a drone company visit the site and put together a drone video for the City Council meeting. Attended City Council meeting with Consultant (virtual), and Director T. Black in person. The City Manager showed the drone footage at the meeting. 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 Leed’s 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) – Received updates about interested Kellogg landowner 05/09.
- Douglas County –
 - Douglas County Special Projects. Continuing to work with assisting Tracy Pope with her grant.
 - Douglas County Weed Board – Attended meeting, virtually.
- Smith/Umpqua/Dunes Stewardship Group – No new news.
- DEQ Umpqua TMDL Implementation – Next meeting 07/09.
- Forest Service –

- Tsalila – Continuing to work with FS and Umpqua Discovery Center.
 - Oregon Central Coast Forest Collaborative –Attended Collaborative and the Invasives Committee meetings on 04/12. Next meeting for Collaborative on 05/10, Herbicides meeting on 05/31.
- Umpqua Oaks Partnership– Missed April meeting as I was at CONNECT. Next meeting is on 05/21.
- Umpqua Native Plant Partnership – No new news.
- Hydro Breakfast Meeting – No new news.
- Equipment Share Program – No new news.
- USDA/NRCS –
 - AgLearn – On March 18th Nathan Adelman with NRCS let me know we are getting a path forward on the access and he was waiting for instructions, NRCS can get an external LincPass reader and Citrix loaded onto the SWCD’s non-gov computer and this will allow me to still be able to access NRCS apps, but on April 25th Heather Medina with NRCS sent an email to Kimberly Kasiewski to find out how things were moving forward with this and Kimberly emailed both of us and said she’d told Heather that she had terminated my LincPass and that I should be able to access AgLearn online with my password, but that didn’t work when I tried it, just like it hasn’t worked for several years now with the password option, and that’s why we had went back to the LincPass and were going to go with the external LincPass reader, because I was able to login when I had an NRCS computer with the LincPass reader. I can only conclude at this point that it’s not important to NRCS to have a Certified NRCS Conservation Planner in this area of the State. FYI, it’s no small thing to get a new LincPass. Attempted to use the e-authentication helpdesk on multiple occasions. Was able to set up security questions and reset password, but the program still will not let me into AgLearn. Sent email today to Kim and Heather. Kim said this is beyond her capabilities. Apparently, according to Tanya Wellman with NRCS my profile has not been assigned a location in the account directory@4:30 p.m. That’s been going on for a long, long time.
- Douglas Weed Management Area – No new news.
- Elk Creek Watershed Council –
 - Working with Lee Russell on potential partnership project at Elk Creek near Elkton. Conversation with Lee on 03/18 about possible dissolving of Elk Creek WC. Information was published by the North Douglas Herald to that affect as well. Provided Lee with possible solution to try to keep the WC from dissolving. Contacted Liesl Coleman with Curry Watershed Partnership to obtain guidance document as Liesl is the District Manager of Curry SWCD and the WCs in Curry County are under management by the SWCD there. Possibility of doing something like that with Elk Creek. Not sure how it would all work out, but could be a possibility. Offered this suggestion to Lee. Will

find out more from Lee. Heard from another party who attended the most recent Elk Creek WC meeting that the council was not interested in this opportunity.

- 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. Waiting to hear back from landowner. It's been a slow process.
 - Oregon Association of Conservation Districts (OACD) – No new news.
 - Oregon Conservation Education Association Network (OCEAN) –
 - Attended CONNECT Conference. Travel day April 15, event April 16-18th.
 - Oregon Coastal Zone Management Association – First meeting in 2-years will be held on 02/07.
 - Oregon State University Extension Service –
 - Planning on having a hands-on soil sampling workshop possibly this summer. Working with Logan Bennett with OSU Small Farms Program.
 - **TECHNICAL ASSISTANCE:**
 - Site visit to collect soil sample near Kellogg on 03/18. Soil test results and application rates emailed to landowners 04/04.
- Ongoing TA:
- Parent Ranch – See above. OWEB Small Grants.
 - Scholfield Creek Ranch – See above. Submitted OWEB TA Grant.
 - Site visits with 4 (2 sites) landowners in Elkton and to discuss Elk Creek Riparian Project 04/30 with Contractors and Director T. Black. Additional properties and landowners interested in being added to erosion control/riparian planting project. 1 of the landowners on the City Council for the City of Elkton and will request letter of support for the projects. Ordered free perennial plants through ECEC grant for project 1 and those will be available in the fall of 2024. OWEB Small Grant almost completed for project 1. Needs to be submitted by April 15th. Contacted by 2 more landowners (1 site visit requested and planned for 05/13).
 - Site Visit for soil test scheduled for 05/13 near Kellogg.
 - Follow-up following newsletter mailing with landowner about AgWQ on property near Kellogg. Landowner not quite ready for a site visit. Also interested in working with Reedsport Collective for food security.
 - 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.
- **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.
 - Vector Solutions (SDIS Training) – Academy/Board Public Meetings & Executive Sessions (2022) completed. We need this because it's a good refresher, and we need to this for our SDIS Best Management Practices discount for our 2025 insurance discount.

AGENCY REPORTS:

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

ODA SWCD Program Lead Stutzman introduced herself and provided some background about herself. She was the District Manager at Polk SWCD for nine years. She now travels around the state to attend board meetings at SWCDs throughout Oregon to work with them about district policy and procedures.

One of her roles at ODA is to manage the Soil and Water Conservation Commission meetings. The SWCC meeting in July will be at Curry SWCD and invited directors and staff to the meeting.

ODA received a grant to digitize the Scope of Work documents which will help consolidate information. Real time data for reporting is in the process of being implemented for 2025 and there will be trainings for this.

The Scope of Work reporting is changing from quarterly to every six-months.

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

ODA Regional Water Quality Specialist Pietrzak for southwestern Oregon region stated how it was nice to see new board members and explained she was at the meeting to go over the Agriculture Water Quality Grant and how part of her job at ODA are the quarterly Scope of Work reports to ODA, which are for the Ag Water Quality Grants, which is the money that's available to do work locally to improve agriculture water quality with private agriculture landowners. When Umpqua SWCD submits the reporting then it is reviewed by the Regional Water Quality Specialist. Umpqua SWCD is doing a fantastic job of putting together information resulting in actual landowner outreach and that the specific tasks in the reporting are being met. So you all should definitely be proud of that.

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

2023-2025 Scope of Work (SOW)

Only activities directly related to agricultural water quality are eligible for SOW funding (with the exception of Task 7: Other Activities).

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 3 Reporting Narrative

Website:

- Added Umpqua SWCD March 2024 newsletter, minutes and agendas, and link to SWCD's YouTube Channel for quarter 3.
- ODA contacted Umpqua SWCD with concerns that the SWCD website might not be 100% ADA compliant (02/13).
 - Met with Joshua LaBadie with ADA Compliance about ADA website compliance (02/29).
 - Met with Tanner Smith with Streamline about ADA website compliance (03/12)
 - Met with Michael Rivera with Streamline about ADA website compliance and discussed how Streamline would convert the Umpqua SWCD website to their 100% compliant platform (03/20).
- **Newspapers:**
 - 411 Newspaper has added Umpqua SWCD's telephone number to their "numbers to know" list in each edition of the paper.
 - Dunes News:
 - 01/11 edition ran with flyers for both the Soils 101 Workshop and NRCS Local Work Group Meeting.

Social Media:

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

Lead/Develop/Coordinate AgWQ Workshops:

- "Soils 101 for Landowners" was held at the Winchester Bay Community Center and provided information about coastal soils, soil amendments such as fertilizer and lime, information about pesticides (provided by OSU), erosion, garden and pasture management. Workshop presenters were OSU Small Farms and Master Gardeners Coordinator with Douglas County and Umpqua SWCD Conservation Planner (01/20).

AgWQ Presentations:

- Presented and hosted Douglas NRCS Local Work Group Meeting at the Port of Umpqua Annex Building along with NRCS District Conservationist David Ferguson, NRCS District Conservationist Annie Marion, and NRCS Resource Conservationist Wallace Jennings. Farm Bill programs were also discussed. SWCD discussed ODA AgWQ Program, OWEB Small Grants and other grant options, technical assistance, tide gates, AgWQ best management practices. SWCD hosted and managed the online portion of the meeting,

followed up with attendees, and uploaded video of meeting onto YouTube for those who were unable to attend the meeting or needed the information for their organizations (01/24).

- Presented at the City of Reedsport Parks and Beautification Committee. Provided information about the Leeds Island Project. Main 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 group 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 (03/13).

Quarterly Newsletter:

- District Newsletter emailed to 44 landowners on SWCD electronic mailing list.
- District Newsletter mailed to 523 landowners through U.S.P.S. First Class Mail.

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

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 3 Reporting Narrative

Technical Assistance:

- 1 Contact – Email: Provided soil sampling, testing, and analysis information to B. Ragon. Provided landowner with information on how to contact Douglas SWCD and OSU Extension for soil tests as landowner lives in within the Douglas SWCD (01/08). Provided follow-up.
- 1 Contact – Telephone: Provided information about roof water capture off of barn and spring development for landowner’s ranch near Elkton (01/18).
- 2 Contacts – Telephone: Provided information to landowners regarding heavy use livestock areas, gutters and downspouts for AgWQ, off-stream watering, livestock exclusion fencing, heavy use livestock access roads, and bridges at their Scholfield Creek ranch (01/18). Site visit completed (02/12). Landowner open to larger grant process. Additional site visit to begin technical assistance grant (03/06).
- 1 Contact – Casual Contact: Provided information to landowner about tide gate affecting property at Scholfield Creek (02/20).
- 4 Contacts – Site Visit: Leeds Island and Providence Creek Tide Gates with landowner’s representatives, along with Port Manager, Umpqua SWCD District Manager/Conservation Planner, and Umpqua SWCD Contractor to look at tide gates condition and Leeds Island agriculture lands condition (01/23).
- 2 Contacts – Telephone: Provided information about soil testing and sampling to landowners for their Scholfield Creek property (02/08). Site visit for soil sample collection and general AgWQ conversation (02/12).
- 1 Contact – Telephone: Request from cane berry grower landowner for soil sampling and testing. Provided information about soil testing along with and to contact Douglas County OSU Extension Small Farms as this request was beyond the District boundary in Umpqua

(02/21).

- 1 Contact – Site Visit: Leeds Island site visit with landowner (02/22) to visit property and find out if he is interested in acquisition grant and/or other possibilities.
- 2 Contacts – Telephone and then follow-up with email regarding soil sampling for landowners (03/01), site visit to collect soil sample at Riverside and general AgWQ conversation (03/18).
- 2 Contacts – Site visit to collect soil samples near Elkton for landowners and general AgWQ conversation (03/18).
- 2 Contacts – Site visit to look at multiple small grant project locations at Butler Creek Farms and to deliver NRCS maps to landowner and ranch assistant, (03/20).

Grant Writing:

- Providence Creek Tide Gates:
 - Business Oregon Intake Form completed and submitted to Business Oregon for design, engineering, permits, public meetings and outreach. Next, the intake will proceed to the Stand-Up Committee and the SWCD and Port will find out if we will be allowed to move forward in the Levy Program grant process. Umpqua SWCD prepared the intake form, but this particular grant is for Ports. Therefore, the Port of Umpqua submitted the intake form to Business Oregon (03/04).
- Umpqua Estuary Fish Passage & Water Quality Improvement OWEB TA grant in process of being written for 1-tidegate replacement, 5-bridges, and AgWQ improvements.

Lead Grant Implementation:

- Providence Creek Runoff Management & Heavy Use Protection:
 - Implementation – Majority of materials and supplies on-site.
- Baumgartner Ranch Livestock Exclusion:
 - Implementation – Majority of materials and supplies on-site.
- Parent Ranch Livestock Exclusion:
 - City of Reedsport Planning Department approved and signed OWEB Land Use Form (01/30).
 - Waiting on signatures from OWEB on grant agreement.

Assist Partners with Grant Project Implementation:

- Assist Partnership for Umpqua Rivers with the Glover Estuary Enhancement Project:
 - Meetings with Landowner.
 - Requested to be able to invoice for grant budgeted funds from PUR (01/03).
 - Site Visit to look at installed tide gates during storm event and to take SWCD Consultant on tour of tide gates (01/19).
 - Working with PUR Restoration Coordinator on riparian planting plan.
 - Working with PUR Restoration coordinator on fencing plan and fencing quotes.
- Assist Port of Umpqua and City of Reedsport with the Providence Creek Tide Gate 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,	# of on-site TA visits	# of fund applications submitted for ag LO projects	# of fund applications awarded for ag LO projects	# of conser- vation plans written	# of acres in conser- vation plans that were

		booth, email, event, or site visit)					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

Table 3: Ag Water Quality On-The-Ground Practices Implemented (Outputs)

Report in quarter when practice was completed.

Quarter #	12-Digit HUC #	NRCS Practice Code	NRCS Practice Name	NRCS Unit (acres, feet, #)	R-Riparian; U-Upland	# Implemented	Notes	Funding Source(s): (e.g., OWEB, CREP, EQIP, etc.)
2	171003030803	558	Roof Runoff	feet	U	168	Gutter and down spouts installed on barn 12/2023.	OWEB
2	171003030707	587	Structure for Water Control	#	R	3	Tide Gates installed at Glover Project 10/2023.	OWEB

Task 3: Biennial Review Activities (Required Task)

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 3 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 3 Reporting Narrative

Develop Partnerships:

- Partnership for Umpqua Rivers:
 - Attended meeting (01/16, 02/20, 03/19).
 - Provided PUR a letter of support for their Umpqua Basin Collaborative Monitoring 2025-2026 grant through OWEB (03/19).
- Umpqua Oaks Partnership:
 - Attended meeting (01/16, 02/20, 03/19).
- Beaver Planning Cohort:

- Planning Cohort Meeting for Beaver Projects on the Oregon Coast (02/27, 03/26).
- SWCD Board of Directors provided their support to the Beaver Bill.
- Tide Gate Affinity Group:
 - Meeting to learn what others are doing and learn what has been working for them and others. January meeting was to learn about the pipe sizing tool (01/11).
- Hydro Breakfast:
 - Attended monthly Hydro Breakfast Meeting (01/04, 02/01, 03/07).
- DEQ TMDL:
 - Attended quarterly meeting (01/09).
- Siuslaw Local Work Group:
 - Attended local work group meeting to learn more about what is going on in the Siuslaw and Mid-Coast areas as the Siuslaw area is part of the Umpqua SWCD area (01/10).
- Port of Umpqua:
 - MOU Meeting (01/10).
 - Meeting with the Port of Umpqua Commission President, Port of Umpqua Manager, Umpqua SWCD Chair, Umpqua SWCD Manager/Conservation Planner, Umpqua SWCD Consultant, and the Reedsport City Manager to draft a Memorandum of Understanding between the Port of Umpqua and Umpqua SWCD in order for Umpqua SWCD to begin the process of finding grant funding to replace the failing Providence Creek tide gate structures. These tide gates are important to local agriculture, including water quality; important for fish passage and wildlife; important to the Port of Umpqua as the Port is responsible for the tide gates and associated levees; and important to the City of Reedsport for important flood control for a portion of the City of Reedsport and the area within the Urban Growth Boundary.
 - Port of Umpqua Meeting (01/17).
 - Memorandum of Understanding approved by the Port of Umpqua Commission for Umpqua SWCD to take the lead in order to assist them with their tide gate replacements at Providence Creek. This is a combined effort between Umpqua SWCD District Manager and Port of Umpqua Manager. Port Commission gave the go-ahead to Umpqua SWCD to assist them into finding grants for tide gate replacements and technical assistance to start the process. Answered questions at the Port meeting from the Port Commission.
 - Grant Discussion Meeting (01/25).
 - Meeting with Port Manager, Reedsport City Manager, Umpqua SWCD District Manager/Conservation Planner, and Umpqua SWCD Consultant to discuss possible grant sources for the Providence Creek Tide Gates.
 - Business Oregon Meeting (02/01).
 - Reedsport City Manager organized meeting for Umpqua SWCD, Port of Umpqua, Business Oregon, and Oregon Ports Association, and Umpqua SWCD. Umpqua SWCD brought in ODFW for matching grant through the Oregon Conservation and Recreation Fund.
 - Tide Gate Optimization Tool Meeting (02/16).
 - Umpqua SWCD organized meeting for Port of Umpqua with The Nature Conservancy and ODFW to find out where the Providence Creek Tide Gates rank in the Umpqua Basin. The ranking was high as it was the second largest

- o tide gated watershed with a great impact to agriculture and population.
 - o Business Oregon Meeting (02/29).
 - Meeting with Business Oregon to discuss the next steps in moving forward with their Levy Program for the Providence Creek Tide Gates.
 - Elk Creek Watershed Council:
 - o Elk Creek Riparian Restoration Partnership Project:
 - Let Elk Creek Watershed Council Coordinator know their contractor had not been in contact with Umpqua SWCD in a while. Would like to be moving forward with this project. Requested meeting with Elk Creek Watershed Council Executive Director and Elk Creek WC Contractor regarding project (02/20).
 - o Mehl Creek Riparian Restoration & Livestock Exclusion Project:
 - Reminded Elk Creek Watershed Council Coordinator about joint project we've discussed (02/20).
 - o Telephone meeting with Elk Creek WC Coordinator about partner projects with City of Elkton and 4 landowners along Elk Creek near Elkton. Discussion about current state of affairs at the Elk Creek WC. Discussion about how SWCD can assist the WC due to current WC situation (03/18).
 - Requested information from Curry Watershed/Curry SWCD in hopes that using their model, Umpqua SWCD may be able to assist the Elk Creek WC Coordinator (03/19).
 - Rural Development Oregon:
 - o Met with Mandie Cole from Rural Development and Umpqua SWCD Chair to find out what programs Oregon Rural Development could provide to local landowners within the Umpqua SWCD (02/06).
 - Douglas County:
 - o Second meeting with Natural Resources Specialist about a project the County has applied for and will apply for seismic retrofits on the bridges and highways plus an evacuation route through Smith River to Mapleton and Eugene to get people from Gardiner and possibly the portion of Reedsport evacuated in case of a known tsunami event. Upgrades to roads, culverts, bridges, etc. possible, including tide gates. Continuing to work on a list for her of local agriculture producers/landowners that rely on roads going out to Highway 101/38, etc. to Willamette Valley markets for their agriculture products. Umpqua SWCD and City of Reedsport will be partners, along with others. Will also include off stream watering, livestock exclusion fencing, heavy use areas, for AgWQ best management practices. Area will be Reedsport to Mapleton. The actual start of the culvert portion will be Bolon Island. Discussed additional projects where we can work together including tide gates that run under Smith River Road which is a county road (02/14).
 - NRCS Roseburg & Douglas SWCD:
 - o Attempting to put together a county-wide soil sampling, testing, and analysis program due to the need throughout Douglas County.
- Umpqua Small Grant Team:**
- o OWEB Small Grants Administrative Rules:
 - o Attended meeting (01/11).
 - o Reviewed three small grants. One each from Umpqua SWCD, Douglas SWCD, and Elk Creek Watershed Council (02/20).

- Will set up evaluation review meeting and host virtually once Elk Creek Watershed Council Executive Director lets me know a date and time (02/20).
- Telephone meeting with Elk Creek WC Coordinator about small grant team review of applications submitted. Reviews have been received by Elk WC Coordinator for 3 applications. Will let SWCD know when to set up team meeting (03/18).
- Reviewed 3 small grants and submitted evaluations to Elk Creek Watershed Council Coordinator.

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 3 Reporting Narrative

- OWEB Technical Assistance Grant Webinar (02/22).
- OWEB Restoration Grant Webinar (02/29).
- NRCS Conservation Stewardship Program Info Session for Farmers & Ranchers (02/07).
- Restore Northwest Info Session to learn about a funding opportunity launching this spring in Oregon that provides resources for producers to cover the cost of technical assistance implementation of practices including compost application, cover crop planting, reduced tillage and others (02/26).
- 2024 National Coastal Resilience Fund Pre-Proposal Webinar (2/28).
- Grants.Gov Overview Application Webinar via YouTube to apply for Federal Assistance and how to set up a “Workspace” account to apply for grants (03/19).
- NRCS conservation planner recertification process update: According to Nathan Adelman, he is waiting on instructions and feels that NRCS can get an external LincPass reader and Citrix loaded onto the SWCD’s non gov computer and this will allow the SWCD Conservation Planner to be able to access NRCS applications (03/18).

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 3 Reporting Narrative

Soil Testing:

- 1 Soil test provided to landowners along with analysis, application rates, and vegetable cropping circular from OSU (03/13).

Douglas Cooperative Weed Management Area:

- Douglas County Weed Board:
 - Attended Douglas County Weed Board Meeting virtually (02/08).
- Douglas Cooperative Weed Management Area:

Umpqua Native Plant Partnership:

- Signed onto MOU.

Central Coast Forest Stewardship Collaborative:

- Attended monthly meeting (02/09, 03/08).

Erosion Control & Riparian Restoration:

- Dean Creek Erosion Control:

- 1 Contact – Casual: Stopped by landowner in need on gravel road to discuss erosion issues at Dean Creek property by landowner (02/01).
- Site visit to Dean Creek property to see erosion from Dean Creek and flooding of home and property due to erosion at site. Working with landowner to assist in order to reduce further damage and to restore creek for fish habitat and function (02/13).
- Virtual meeting with ODFW Fish Biologist to learn of recommendations after Fish Biologist separate site visit. We all came up with the same suggestions. Following up with DSL as DSL borders property on all sides. Landowner would like to build a berm along stream to protect property from flooding, and that will have to be permitted. SWCD and ODFW willing to assist with possible root wad and log placements harvested from property along with the planting of willow species. Possibly a limited amount of riprap, but that will have to be thought through as to not cause further damage downstream (02/20).
- Meeting with DSL, ODFW to find a solution acceptable to all organizations and to landowner. Landowner will need to work directly with DSL to protect property as there aren't any restoration possibilities available within such close quarters to home and shop. DSL has options to protect property. SWCD may be able to work with downstream agriculture operator and tie the project together, but this would take more time than would be acceptable due to the erosion near the Dean Creek landowner's home. One more highwater winter season could be detrimental for landowner. DSL formed letter and DSL, SWCD, and ODFW agreed that it provided acceptable options for landowner. SWCD did not want to leave landowner without options (03/21).
- Elk Creek Riparian Restoration:
 - Site visit to Elk Creek property to see erosion to riparian area over winter 2024. Additional erosion has occurred along with bank cutting from creek with flashy flows. Discussed with landowner. Requested free native perennial plants from the Elkton Community Education Center through their grant program. Landowner has 3 other neighboring landowners who are interested in going in together on a grant. SWCD requested landowner names and contact information. Plan is to write a grant for this project and to include City of Elkton and Elk Creek Watershed Council as partners (03/18).

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.

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

- 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.

DIRECTOR REPORTS:

None.

BUSINESS ITEMS

1. Annual Work Plan for 2024/2025 – Action Item

The District Manager presented the annual work plan and the Directors reviewed the annual work plan.

Chair Baumgartner made a motion, 2nd by Director Miller to approve the Umpqua SWCD Annual Work Plan for the 2024 – 2025 fiscal year. The motion **unanimously passed.**

2. Personal Service Contract Policy – Action Item

Tabled. 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.

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:

The District Manager explained how the Directors had discussed fundraising and possibly putting on a native plant sale.

Last month the Directors decided to include the funding committee meeting as part of the business meeting, which makes sense.

The committee talked about a riparian planning workshop to promote the native plant sale in the future, and possibly get students and volunteers involved to propagate the plants. Possibly creating a club or something along those lines.

The District Manager described how when attending the CONNECT Conference that she had attended a class named, “Putting the Fun in Fund Raising”. It was a really good class

and she'd come back with a lot of ideas to share with the Directors. One of the concepts was to diversify funding sources. The class was put on by a watershed council person, so the District Manager wasn't sure if some of the concepts would work for SWCDs as SWCDs are local governments and watershed councils are non-profits, but we could find out and create a fundraising policy from the information we confirm will work for SWCDs.

From the course "Putting the Fun into Fund Raising":

- Go with a third corporate, a third foundation, and third government funding to support our groups. That way, we could diversify the District's funding, which would make for a secure funding pool.
- Individuals provide a lot of funding, funding up to 50% of donations are reoccurring.
- Educate people about your organization and get good relationships going with the public, which makes sense, and when the time comes, ask for your funding quarterly, because people forget that they've given money.
- There's the tax write-off part of it too.
- Create a QR code and get it up on the website. That way people can go ahead and use their smart phone camera and get right to where they can make a donation.
- District/watershed council volunteers make up 80% of donors, because they are invested in the organization and watershed issues. They're part of the process, so they want to keep it going.
- We need volunteers to help the District with this stuff and she said to educate, cultivate, ask and get people involved, and thank them every time they do something. Make sure to thank them, which that is just common sense, but we need to remember to thank them.
- It's important to thank people, and go out there and identify your prospects, cultivate them and tell what your story is. Make sure you tell it.
- Repeatedly tell your story and be creative, treat people with kindness and equity, think about the future, be authentic and sincere. Keep being about what we are and talking about what we do.
- Fundraising is 50% relationship building, 40% education, and 10% making your case.
- You must be able to answer certain questions like what are you most proud of? Write it down and memorize it.
- What are you most proud of about your organization? What is the impact it has on the community or people?
- What makes your group different from the other groups? Because, all the other groups are asking for money too.
 - We have all of the watershed councils around us and they ask for money, too.
- Who are you trying to reach? Find your people.
- What's your favorite story? Go ahead and get that story out there.
- Have youth write the fundraising letter. If you've got youth involved in programs like Tsalila, and that kind of thing, like we're thinking about the native plant propagation and sales, then have students help and other young people help with this kind of stuff.

- The lady who put on the workshop said, if adults cry, they'll write a check and don't feel bad about tugging on their heartstrings.
- Be sure to do a lot of team building and accomplishment. Team building is important.
- And then for a corporate sponsor, the presenter said they respond well to field trips, getting them out there to see sites, and to see what you're doing, because they think of it as an outing.
- Write a six-word story, using six strong words. We need to think about that, how we can use six strong words to tell a story, and then write a pitch. The six-words could be turned into a pitch or have a separate pitch.
- We need some kind of a pitch, some kind of a jingle, something that says we're different and that's why we need this. And make sure all directors know the SWCDs six-word story or pitch. All of the Directors are going to be involved in creating that six-word story.
- We could ask for funding in the SWCD newsletters and include a QR code.
- Ask for in-kind donations from the community in the form of items such as bottles of water, paper and ink. Whatever is needed.
- We're always trying to do this all on our own, but if we get people interested enough, they might be willing to help.
- It's hard to find corporate dollars. Internally, maybe somebody we know, or somebody in our crowd here knows somebody, and we could just ask and find out, since having that internal connection is what will put us in touch with the right person. She said to go ahead and search Duns and Bradstreet for information about local donors. Or find an employee who works for the corporation that we're thinking about asking donations from.
- There's website donation software and we could have that on our website and people can donate directly. Our Streamline website actually has an option to accept online payments.

The course was put on by a watershed council person, so I'm not sure how much everything will flow over to an SWCD, but it's something to think about.

Chair Baumgartner explained how he appreciated a starting point, because he was feeling like he wasn't sure exactly how to go about fundraising or anything like. For instance, who to talk to, what to do? That's a lot of really good information. One thing to think of when reading through that, is it appropriate to ask from people who have received grants in the past and successfully done their projects, is it appropriate to ask them for donations? Because, I'm in the middle of doing a grant and that's how I got involved with the SWCD, and it's a huge deal for me, what the SWCD has done for me in that regard and I feel like I would want to donate some to the organization that basically helped me build a fence that there was no way I was going to be able to afford. And, we could use that and get testimonials from people, even if they don't donate.

People who have had successful events, and they are a big deal, and we could get people to tell their story. I think that would be something that somebody could read and then say, "Oh, this is a really good local thing to donate to." The testimonials would be really good.

Director Miller explained that one of the things that he's been thinking about a lot, and as we were listening to everything that was going on tonight, I was thinking, I've always wondered where the money is going. And, I thought the biggest thing you could say is that we could get more conservation management to get even more projects on the ground, and do better for the water quality, and the other things that we do. So, that's how it came together as we were going over this stuff. So, that's something to think about too.

The District Manager stated how it would be good for people to talk about their projects, and how she didn't know enough about the fundraising as far as the legal ins and outs from a soil and water perspective and felt that we'd have to do some research. We could definitely ask people who have gotten grants from us to talk about their projects. And, if they felt like giving a donation, then we could have a program set up for that.

ODA SWCD Program Lead Stutzman stated she felt all those ways to fundraise and provide testimonials about project work would be fine. If we were to think about obtaining donations directly from SWCD board members we should find out the legality of that portion of the fundraising from SDAO to be on the safe side.

The District Manager stated it was just an incredible class at CONNECT, and I didn't want to miss it in order to attend another class. I couldn't pass it up as we've been having these kinds of a discussions over the past few years at the SWCD.

ADJOURN MEETING:

Meeting adjourned at 7:54 p.m. by Chair Baumgartner.

NEXT MEETING DATE

- The next Business Meeting for the Umpqua Soil and Water Conservation District is scheduled for June 13, 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

June 13, 2024



- OWEB:
 - 2023-2025 District Operations Capacity Grant –
 - Streamline website rollout “live date” on 05/24.
 - Updated SWCD website with meeting agenda and minutes.
 - 4th Quarter Reporting due 07/15.
 - Site visits tour with ODA Regional Water Quality Specialist on 06/06
 - Site visits/tour on 06/06 with ODA Regional Water Quality Specialist. Visited Scholfield Creek Ranch, Thornton-Oar Lane Tidegate location, Glover Estuary Enhancement Project, Providence Creek proposed bridge location, Providence Creek Heavy Use Area (small grant) location, Parent Ranch Livestock Exclusion & Elk Jump location, pointed out where the Providence Creek Tidegates are from the road and looked over the gate at the Leed’s Island project area, and visited the Decker Point proposed bridge location at Scholfield Creek.
 - Will be attending 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.
 - 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.
 - Submitted Grants –
 - 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.
 - 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.
 - 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.
- 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.
 - Partnership for the Umpqua Rivers –
 - Attended PUR meeting 05/21, virtual. Next meeting is in Roseburg on 06/19.
 - 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.
 - South Coast Tide Gate Collaborative – No new news.
 - Tide Gate Affinity Group – No new news.
 - State Tide Gate – 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 – Next 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.
 - Oregon Central Coast Forest Collaborative – Attended Collaborative and the Invasives Committee meetings on 05/10. Next meeting for Collaborative on 06/14, attended Herbicides meeting on 05/31.
- Umpqua Oaks Partnership – Attended meeting on 05/21, next meeting on 06/18.
- Umpqua Native Plant Partnership – Attended bi-annual meeting 05/16.
- Hydro Breakfast Meeting – Attended part of meeting on 06/06. Next meeting on 08/01.
- Equipment Share Program – No new news. I'm thinking this has gone by the wayside. Will need to check with Logan Bennett with OSU.
- 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 – 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.
 - 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) – Please take the survey that was sent out to the Directors by OACD and myself: https://www.surveymonkey.com/r/OACD_Members
- 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 –
 - Planning on having a hands-on soil sampling workshop possibly this summer. Working with Logan Bennett with OSU Small Farms Program. Emailed Logan about this as this needs to be completed by the end of September in order to qualify for one of the items listed in the ODA SOW grant.
- TECHNICAL ASSISTANCE:
 - Site visit to collect soil sample near Kellogg on 05/13.
 - Site visit to collect soil sample near Elkton on 05/13. Possible in-stream work and grant for this project. Will need SWCD Contractor’s assistance with this and will make a site visit with him upon his return in November.
 - Site visit to look at another site along Elk Creek and confluence with Umpqua River for erosion and noxious weed control on 05/13. Will follow up this summer and in the fall. Landowner very interested in assistance.
 - Contact made with Smith River ranch owner who is interested in bridges, livestock exclusion fencing, off-stream watering, tide gate replacement, etc. on 05/25. 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.
- 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.
- 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.

Umpqua Soil and Water Conservation District

Balance Sheet

As of May 31, 2024

ASSETS:		May 31, 2024
Current Assets:		
Checking/Savings		
First Community Checking		29,598.95
First Community Savings		68.47
Total Checking/Savings:		29,667.42
Accounts Receivable:		
Accounts Receivable		8,996.40
Total Accounts Receivable:		8,996.40
Other Current Assets:		
Prepaid Workers Comp		261.75
Total Other Current Assets:		261.75
	Total Assets:	38,925.57
LIABILITIES & EQUITY:		
Liabilities:		
Current Liabilities:		
Paid Time Off Liability		10,431.94
Total Current Liabilities:		10,431.94
Accounts Payable:		
Accounts Payable		361.50
Total Accounts Payable:		361.50
Equity:		
Retained Earnings		9,796.16
Net Income		18,335.97
Total Equity:		28,132.13
	Total Liabilities & Equity:	38,925.57

Net Income

Income		139,907.83
Expenses	-	121,571.86
Net Income		18,335.97

Retained Earnings

Cash at Beginning of Year 7/1/2023		9,796.16
Prior Year Payroll Liability paid in Current Year	-	0.00
Prior Year Payroll Liability to be paid in Current Year	-	0.00
Retained Earnings		9,796.16

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

Date	Num	Name	Account	Grant Name	Original Amount
First Community Checking				Balance as of 5/1/24	18,413.24
5/1/24		Deposit	Conferences Refund	23-25 ODA SOW	10.00
5/17/24		Deposit	Grant Funds	23-25 ODA Dist Operations	7,244.50
5/17/24		Deposit	Grant Funds	23-25 ODA SOW	16,904.00
5/7/24	EFT	QuickBooks Payroll	Processing Fee	23-25 ODA Dist Operations	(1.75)
5/20/24	EFT	QuickBooks Payroll	Processing Fee	23-25 ODA Dist Operations	(3.50)
5/3/24	EFT	Oregon Dept of Revenue	Payroll Taxes - Q2-24	Payroll Fund	(199.26)
5/3/24	EFT	United States Treasury	Payroll Taxes - Q2-24	Payroll Fund	(583.94)
5/17/24	EFT	Oregon Dept of Revenue	Payroll Taxes - Q2-24	Payroll Fund	(265.46)
5/17/24	EFT	United States Treasury	Payroll Taxes - Q2-24	Payroll Fund	(843.32)
5/9/24	EFT	Adobe	Office Supplies	23-25 ODA Dist Operations	(19.99)
5/3/24	EFT	Intuit	Office Supplies	23-25 ODA Dist Operations	(6.00)
5/3/24	EFT	A2Z Mini Storage	Storage Rent	23-25 ODA Dist Operations	(130.00)
5/3/24	EFT	LogMein	Telephone	23-25 ODA Dist Operations	(5.00)
5/17/24	EFT	Microsoft	Office Supplies	23-25 ODA Dist Operations	(9.99)
5/8/24	DD	Tanya Graham	Contract Services	23-25 ODA Dist Operations	(101.25)
5/21/24	DD	Tanya Graham	Contract Services	23-25 ODA Dist Operations	(78.75)
5/21/24	DD	Matt Ruwaldt	Contract Services	23-25 ODA SOW	(5,758.52)
5/30/24	EFT	AT&T	Telephone	23-25 ODA Dist Operations	(186.08)
5/1/24	DBT	Sunriver Resort	Conferences	2023-2025 ODA SOW	(10.00)
5/17/24	DBT	US Postal Service	PO Box Rental	23-25 ODA Dist Operations	(144.00)
5/17/24	DBT	US Postal Service	Postage	23-25 ODA Dist Operations	(13.60)
5/3/24	1622	Streamline	Office Supplies	23-25 ODA Dist Operations	(133.00)
5/3/24	1623	Oregon Saves	Simple IRA	Payroll Fund	(120.90)
5/14/24	1624	Oregon Saves	Simple IRA	Payroll Fund	(157.95)
5/8/24	DD1215	Rhonda Black	Personnel 4/16/24 - 4/30/24	Payroll Fund	(1,925.15)
5/21/24	DD1216	Rhonda Black	Personnel 5/1/24 - 5/15/24	Payroll Fund	(2,275.38)
				Balance as of 5/31/24	29,598.95

First Community Savings				Balance as of 5/1/24	68.47
					0.00
				Balance as of 5/31/24	68.47

Accounts Receivable:					
5/31/24		OWEB		07-24-003 Parent Ranch	8,996.40
				Total Funds Submitted for Payment	8,996.40

Accounts Payable					
4/5/24		Matrix Sciences	Contract Services	23-25 ODA SOW	69.50
4/5/24		Matrix Sciences	Contract Services	23-25 ODA SOW	139.00
5/24/24		Matrix Sciences	Contract Services	23-25 ODA SOW	76.50
5/24/24		Matrix Sciences	Contract Services	23-25 ODA SOW	76.50
				Total Accounts Payable	361.50

Prepaid Workers Compensation 2023-2024					
				Prepaid 7/2/23	345.94
				2023-2024 Used	(84.19)
				Total Prepaid Workers Comp Balance 5/31/24	261.75

Umpqua Soil and Water Conservation District

Statement of Activity

July 1, 2023 through May 31, 2024

<i>Status</i>	<i>Open</i>	<i>Open</i>	<i>Closed</i>	<i>Closed</i>	<i>Open</i>	<i>Open</i>	<i>Open</i>
<i>Source</i>	General	PTO	ODA	ODA	ODA	ODA	07-22-001
<i>Project</i>	Fund	Reserve	DO 21-23	SOW 21-23	DO 23-25	SOW 23-25	Prov
Income							
Grant Funds			6,312.52	14,997.60	28,978.00	67,616.00	8,253.00
Admin Income	1,503.37						
Other Income							
Paid Time Off Reserve		(7,519.36)					
Total Income	1,503.37	(7,519.36)	6,312.52	14,997.60	28,978.00	67,616.00	8,253.00
Expense							
Admin Expenses							956.99
Advertising			35.00		230.28		
Bank Fees, Processing			8.50		93.75		
Contract Services:							
Fiscal Provider			540.00		2,823.75		
General						9,348.88	5,525.00
Dues, Fees and Permits	50.00		15.00		354.49		
Insurance:							
General					2,119.00		
Material and Supplies							3,349.29
Office Supplies			2,501.71	29.99	2,599.80	312.00	
Postage					905.55	17.90	
Payroll:							
PTO Reserve		(3,189.42)	68.76	738.03	547.42	4,455.48	29.16
Watershed Tech		2,928.00	720.00	8,256.01	5,468.00	45,055.74	611.00
Internet Stipend		13.38	3.46	44.02	14.79	183.90	
Workers Comp		2.93	0.71	7.27	5.35	63.55	0.52
Payroll Taxes		245.11	63.30	725.62	471.95	3,921.84	54.88
Rent:							
Storage Unit			120.00		1,240.00		
PO Box					144.00		
Tele/Internet/Web Site			270.48		2,112.80		
Travel/Training				161.45	12.06	1,650.70	
Total Expense	50.00	0.00	4,346.92	9,962.39	19,142.99	65,009.99	10,526.84
Net Income	1,453.37	(7,519.36)	1,965.60	5,035.21	9,835.01	2,606.01	(2,273.84)
Accounts Receivable							
Prepaid Workers Comp 23/24	(261.75)						
Accounts Payable						361.50	
Paid Time Off Liabilities		10,431.94					
Cash Balance as of 7/1/23	9,478.79	7,519.36	(1,965.60)	(5,035.21)	0.00	0.00	0.00
Net Cash Increase for Period	1,191.62	2,912.58	1,965.60	5,035.21	9,835.01	2,967.51	(2,273.84)
Cash Balance as of 5/31/24	10,670.41	10,431.94	0.00	0.00	9,835.01	2,967.51	(2,273.84)

Need FR

Umpqua Soil and Water Conservation District
Statement of Activity
July 1, 2023 through May 31, 2024

<i>Status</i>	<i>Open</i>	<i>Open</i>	<i>Open</i>	<i>Open</i>	
<i>Source</i>	07-22-004	07-24-003	PRS	USFS	
<i>Project</i>	Baum	Parent R	Glover	Tsalila 2	TOTAL
Income					
Grant Funds	8,955.60	8,996.40		1,814.70	145,923.82
Admin Income					1,503.37
Other Income					0.00
Paid Time Off Reserve					(7,519.36)
Total Income	8,955.60	8,996.40	0.00	1,814.70	139,907.83
Expense					
Admin Expenses	546.38				1,503.37
Advertising					265.28
Bank Fees, Processing					102.25
Contract Services:					
Fiscal Provider					3,363.75
General	5,100.00				19,973.88
Dues, Fees and Permits	170.36				589.85
Insurance:					
General					2,119.00
Material and Supplies	3,239.58				6,588.87
Office Supplies					5,443.50
Postage					923.45
Payroll:					
PTO Reserve	29.16		103.61	130.38	2,912.58
Watershed Tech	520.00		936.00	1,350.00	65,844.75
Internet Stipend			4.65	10.80	275.00
Workers Comp	0.52		0.94	2.40	84.19
Payroll Taxes	46.71		84.12	110.08	5,723.61
Rent:					
Storage Unit					1,360.00
PO Box					144.00
Tele/Internet/Web Site					2,383.28
Travel/Training			43.55	103.49	1,971.25
Total Expense	9,652.71	0.00	1,172.87	1,707.15	121,571.86
Net Income	(697.11)	8,996.40	(1,172.87)	107.55	18,335.97
Accounts Receivable		(8,996.40)			(8,996.40)
Prepaid Workers Comp 23/24					(261.75)
Accounts Payable					361.50
Paid Time Off Liabilities					10,431.94
Cash Balance as of 7/1/23	0.00	0.00	0.00	(201.18)	9,796.16
Net Cash Increase for Period	(697.11)	0.00	(1,172.87)	107.55	19,871.26
Cash Balance as of 5/31/24	(697.11)	0.00	(1,172.87)	(93.63)	29,667.42
	<i>Need FR</i>		<i>In Process</i>	<i>In Process</i>	

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

Umpqua Soil and Water Conservation District

Monthly Comparison

2023 - 2024 (as of May 31, 2024)

	July 2023	August 2023	September 2023	October 2023	November 2023	December 2023	January 2024	February 2024	March 2024	April 2024	May 2024	June 2024	TOTAL
Income													
Grant Funds	13,443.64	0.00	25,075.08	24,148.50	24,148.50	0.00	0.00	25,963.20	0.00	24,148.50	8,996.40	0.00	145,923.82
Admin Income	0.00	0.00	0.00	0.00	0.00	0.00	1,503.37	0.00	0.00	0.00	0.00	0.00	1,503.37
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
Paid Time Off Reserve	540.00	540.00	540.00	540.00	540.00	540.00	558.00	(11,317.36)	0.00	0.00	0.00	0.00	(7,519.36)
Total Income	13,983.64	540.00	25,615.08	24,688.50	24,688.50	540.00	2,061.37	14,645.84	0.00	24,148.50	8,996.40	0.00	139,907.83
Expense													
Admin Expenses	0.00	0.00	0.00	0.00	0.00	0.00	1,503.37	0.00	0.00	0.00	0.00	0.00	1,503.37
Bank Fees, Processing Fee	8.50	8.50	8.50	8.50	9.50	9.50	9.50	9.50	9.50	9.50	11.25	0.00	102.25
Contract Services:													
Fiscal Provider	180.00	483.75	225.00	213.75	191.25	202.50	495.00	585.00	348.75	258.75	180.00	0.00	3,363.75
General	0.00	0.00	0.00	69.50	0.00	0.00	10,625.00	0.00	3,159.36	0.00	6,120.02	0.00	19,973.88
Dues, Fees and Permits	185.36	40.00	0.00	0.00	0.00	140.00	174.49	50.00	0.00	0.00	0.00	0.00	589.85
Insurance	0.00	0.00	0.00	0.00	0.00	0.00	2,119.00	0.00	0.00	0.00	0.00	0.00	2,119.00
Material and Supplies	0.00	0.00	0.00	0.00	0.00	228.06	6,360.81	0.00	0.00	0.00	0.00	0.00	6,588.87
Office Expenses:													0.00
Advertising	0.00	158.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	107.08	0.00	0.00	265.28
Office Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	29.98	0.00	29.98
Postage	0.00	264.00	9.55	198.00	0.00	0.00	0.00	12.40	0.00	425.90	13.60	0.00	923.45
Supplies	1,023.73	1,507.97	0.00	1,233.37	0.00	0.00	959.47	0.00	668.99	19.99	0.00	0.00	5,413.52
Payroll:													0.00
PTO Reserve	540.00	540.00	540.00	540.00	540.00	540.00	558.00	(2,613.42)	576.00	576.00	576.00	0.00	2,912.58
Watershed Tech	4,920.00	7,680.00	5,304.00	5,388.00	5,772.00	5,328.00	8,114.50	6,574.75	4,881.50	5,889.00	5,577.00	0.00	65,428.75
Internet Stipend	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	0.00	275.00
Workers Comp	4.60	6.52	4.98	6.03	5.29	4.89	7.14	27.00	4.94	6.28	6.52	0.00	84.19
Payroll Taxes	432.48	674.99	455.99	435.61	467.00	430.72	1,182.28	590.95	438.88	529.35	501.36	0.00	6,139.61
Rent:													
Storage Unit	120.00	120.00	120.00	120.00	120.00	120.00	120.00	130.00	130.00	130.00	130.00	0.00	1,360.00
PO Box	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	144.00	0.00	144.00
Telephone, Internet, Web Site	270.48	252.44	190.22	190.44	190.44	190.44	191.36	191.14	201.16	191.08	324.08	0.00	2,383.28
Travel/Training	111.28	50.17	5.37	154.78	27.51	11.79	508.11	73.70	10.05	750.49	268.00	0.00	1,971.25
Total Expense	7,821.43	11,811.54	6,888.61	8,582.98	7,347.99	7,230.90	32,953.03	5,656.02	10,454.13	8,918.42	13,906.81	0.00	121,571.86
Net Income	6,162.21	(11,271.54)	18,726.47	16,105.52	17,340.51	(6,690.90)	(30,891.66)	8,989.82	(10,454.13)	15,230.08	(4,910.41)	0.00	18,335.97
Accounts Receivable	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(24,148.50)	15,152.10	0.00	(8,996.40)
Prepaid Workers Comp 23/24	(341.34)	6.52	4.98	6.03	5.29	4.89	7.14	27.00	4.94	6.28	6.52	0.00	(261.75)
Accounts Payable	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	361.50	0.00	361.50
Paid Time Off Liabilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,703.94	576.00	576.00	576.00	0.00	10,431.94
Cash Balance as of 7/1/23	9,796.16	15,617.03	4,352.01	23,083.46	39,195.01	56,540.81	49,854.80	18,970.28	36,691.04	26,817.85	18,481.71	29,667.42	9,796.16
Net Cash Increase for Period	5,820.87	(11,265.02)	18,731.45	16,111.55	17,345.80	(6,686.01)	(30,884.52)	17,720.76	(9,873.19)	(8,336.14)	11,185.71	0.00	19,871.26
Cash Balance as of 5/31/24	15,617.03	4,352.01	23,083.46	39,195.01	56,540.81	49,854.80	18,970.28	36,691.04	26,817.85	18,481.71	29,667.42	29,667.42	29,667.42

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

Report Due Dates Coming up

Grant	Funds to Receive	Due Dates				
2023-2025 ODA Quarterly Report	0.00	7/15/24	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			
07-22-008 Parent Ranch	0.00	7/8/25	Final			
USFS Tsalila 2	0.00	3/31/24	4/30/25			

Paid Time Off Hour Balance

Vacation Time		Staff			
Hours as of 7/1/23		166.25			
Accrued this Fiscal Year		110.00			
Paid Out this Fiscal Year		32.00			
Balance as of 5/31/24	244.25		Hours	Paid Time Off Liability	\$8,127.59
<i>(Note 1 - Vacation time is paid out upon separation)</i>					
Personal Time		Staff			
Hours as of 7/1/23		71.25			
Accrued this Fiscal Year		88.00			
Used this Fiscal Year		90.00			
Balance as of 5/31/24	69.25		Hours	Paid Time Off Liability	\$2,304.35
<i>(Note 2 - Personal Time is not paid out upon separation)</i>					
Total Paid Time Off Liability					10,431.94

USFS Tsalila 2

	2023/2024	2022/2023	Total	Budget	Remaining	
INCOME						
Grant Funds	1,814.70	1,506.96	3,321.66	15,000.00	11,678.34	
Total Income	1,814.70	1,506.96	3,321.66	15,000.00	11,678.34	
EXPENSES						
Salary	1,603.66	1,399.00	3,002.66	5,472.00	2,469.34	
Travel	103.49	69.44	172.93	360.00	187.07	
Contract Services	0.00	0.00	0.00	6,490.00	6,490.00	
Material and Supplies	0.00	239.70	239.70	2,678.00	2,438.30	
Total Expenses	1,707.15	1,708.14	3,415.29	15,000.00	11,584.71	
Net Income	107.55					
Accounts Receivable	0.00					
Accounts Payable	0.00					
Cash Balance 7/1/23	(201.18)					
Net Cash	107.55					
Cash Balance 5/31/24	(93.63)					Expires 12/31/2024

Glover Estuary Enhancement - Partnership for Umpqua Rivers

	2023/2024	Total	Budget	Remaining
INCOME				
Contract Income	0.00	0.00	8,469.00	8,469.00
Total Income	0.00	0.00	8,469.00	8,469.00
EXPENSES				
Salary, Taxes, WC, Int Stipend	1,172.87	1,172.87	7,669.00	6,496.13
Indirect Costs	0.00	0.00	800.00	800.00
Total Expenses	1,172.87	1,172.87	8,469.00	7,296.13
Net Income	(1,172.87)			
Accounts Receivable	0.00			
Accounts Payable	0.00			
Cash Balance 7/1/23	0.00			
Net Cash	(1,172.87)			
Cash Balance 5/31/24	(1,172.87)			

Umpqua Soil and Water Conservation District

Individual Grant Report

As of May 31, 2024

2023-2025 ODA District Operations

	<u>2023/2024</u>	<u>Total</u>	<u>Budget</u>	<u>Remaining</u>	
INCOME					
Grant Funds	28,978.00	28,978.00	57,956.00	28,978.00	
Total Income	28,978.00	28,978.00	57,956.00	28,978.00	
EXPENSES					
Reserved for 2024/2025	0.00	0.00	28,978.00	28,978.00	
Advertising	230.28	230.28	400.00	169.72	
Bank and QBs Processing Fees	93.75	93.75	102.00	8.25	
Contract Services - Fiscal	2,823.75	2,823.75	4,450.00	1,626.25	
Dues, Fees and Permits	354.49	354.49	4,000.00	3,645.51	
Insurance	2,119.00	2,119.00	2,600.00	481.00	
Office Supplies	2,599.80	2,599.80	3,500.00	900.20	
Postage	905.55	905.55	320.00	(585.55)	
Salary, Taxes, WC, Int Stipend	6,507.51	6,507.51	11,146.00	4,638.49	
Rent (Storage and PO Box)	1,384.00	1,384.00	1,320.00	(64.00)	
Telephone, Internet, Web Site	2,112.80	2,112.80	1,140.00	(972.80)	
Travel/Training	12.06	12.06	0.00	(12.06)	
Total Expenses	19,142.99	19,142.99	57,956.00	38,813.01	
Net Income	9,835.01				
Accounts Receivable	0.00				
Accounts Payable	0.00				
Cash Balance 7/1/23	0.00				
Net Cash	9,835.01				
Cash Balance 5/31/24	9,835.01				<i>Expires 7/31/2025</i>

2023 - 2025 ODA Scope of Work Funds

	<u>2023/2024</u>	<u>Total</u>	<u>Budget</u>	<u>Remaining</u>	
INCOME					
Grant Funds	67,616.00	67,616.00	135,232.00	67,616.00	
Total Income	67,616.00	67,616.00	135,232.00	67,616.00	
EXPENSES					
Reserved for 2024/2025	0.00	0.00	67,616.00	67,616.00	
Contract Services	9,348.88	9,348.88	500.00	(8,848.88)	
Office Supplies	329.90	329.90	0.00	(329.90)	
Conferences, Trainings	780.39	780.39	1,500.00	719.61	
Mileage	870.31	870.31	1,500.00	629.69	
Salary, Taxes, WC, Int Stipend	53,680.51	53,680.51	64,116.00	10,435.49	
Total Expenses	65,009.99	65,009.99	135,232.00	70,222.01	
Net Income	2,606.01				
Accounts Receivable	0.00				
Accounts Payable	361.50				
Cash Balance 7/1/23	0.00				
Net Cash	2,967.51				
Cash Balance 5/31/24	2,967.51				<i>Expires 7/31/2025</i>

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

07-22-001 Providence Creek Runoff Management

	2023/2024	Total	Budget	Remaining
INCOME				
OWEB Funds	8,253.00	8,253.00	13,755.00	5,502.00
Total Income	8,253.00	8,253.00	13,755.00	5,502.00
EXPENSES				
Salary, Taxes, WC, Int Stipend	695.56	695.56	1,280.00	584.44
Contract Services	5,525.00	5,525.00	10,877.00	5,352.00
Material and Supplies	3,349.29	3,349.29	0.00	(3,349.29)
Other	0.00	0.00	165.00	165.00
Indirect Costs	956.99	956.99	1,233.00	276.01
Post-Grant	0.00	0.00	200.00	200.00
Total Expenses	10,526.84	10,526.84	13,755.00	3,228.16
Net Income	(2,273.84)			
Accounts Receivable	0.00			
Accounts Payable	0.00			
Cash Balance 7/1/23	0.00			
Net Cash	(2,273.84)			
Cash Balance 5/31/24	(2,273.84)			

Expires 2/3/2025

07-22-004 Otter/Baumgartner Ranch

	2023/2024	Total	Budget	Remaining
INCOME				
OWEB Funds	8,955.60	8,955.60	14,926.00	5,970.40
Total Income	8,955.60	8,955.60	14,926.00	5,970.40
EXPENSES				
Salary, Taxes, WC, Int Stipend	596.39	596.39	1,400.00	803.61
Contract Services	5,100.00	5,100.00	400.00	(4,700.00)
Material and Supplies	3,239.58	3,239.58	11,927.00	8,687.42
Other	170.36	170.36	165.00	(5.36)
Indirect Costs	546.38	546.38	834.00	287.62
Post-Grant	0.00	0.00	200.00	200.00
Total Expenses	9,652.71	9,652.71	14,926.00	5,273.29
Net Income	(697.11)			
Accounts Receivable	0.00			
Accounts Payable	0.00			
Cash Balance 7/1/23	0.00			
Net Cash	(697.11)			
Cash Balance 5/31/24	(697.11)			

Expires 5/31/2025

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

07-24-003 Parent Ranch

	<u>2023/2024</u>	<u>Total</u>	<u>Budget</u>	<u>Remaining</u>
INCOME				
OWEB Funds	8,996.40	8,996.40	14,994.00	5,997.60
Total Income	<u>8,996.40</u>	<u>8,996.40</u>	<u>14,994.00</u>	<u>5,997.60</u>
EXPENSES				
Salary, Taxes, WC, Int Stipend	0.00	0.00	1,216.00	1,216.00
Contract Services	0.00	0.00	1,350.00	1,350.00
Material and Supplies	0.00	0.00	10,883.00	10,883.00
Other	0.00	0.00	0.00	0.00
Indirect Costs	0.00	0.00	1,345.00	1,345.00
Post-Grant	0.00	0.00	200.00	200.00
Total Expenses	<u>0.00</u>	<u>0.00</u>	<u>14,994.00</u>	<u>14,994.00</u>
Net Income	8,996.40			
Accounts Receivable	(8,996.40)			
Accounts Payable	0.00			
Cash Balance 7/1/23	0.00			
Net Cash	<u>0.00</u>			
Cash Balance 5/31/24	<u><u>0.00</u></u>			

Expires 2/15/2026

June 13, 2024

1. Umpqua SWCD Budget for the Year Ending June 30, 2025

REGULAR BUSINESS

1. Umpqua SWCD Budget for the Year Ending June 30, 2025 – Action Item

The Fiscal Provider will provide information about the proposed budget.

RECOMMENDATION:

Move to approve the Umpqua SWCD Budget for the fiscal year ending June 30, 2025.

**Umpqua SWCD
2024-2025 Annual Budget**

2024-2025 Draft	Secured Total	Pending Total	Combined Total
Carry Frwrd Blnce	31,294.67	0.00	31,294.67
Income	144,129.57	206,728.00	350,857.57
Total Beg. Bal and Inc.	175,424.24	206,728.00	382,152.24
Expenditures	175,424.24	206,728.00	382,152.24
Ending Cash Blnce	(0.00)	0.00	0.00
Admin income	2,212.63	0.00	2,212.63
Grant Funds	134,211.34	206,728.00	340,939.34
Other Income	0.00	0.00	0.00
Paid Time Off Reserve	7,705.60	0.00	7,705.60
Total Income	144,129.57	206,728.00	350,857.57
Reserved for Future Years	24,763.54	0.00	24,763.54
Admin Expense - Transfer to Gen	2,212.63	18,412.00	20,624.63
Contingency	7,983.04	0.00	7,983.04
Contract Services:			
Fiscal Provider	7,000.00	0.00	7,000.00
Other	17,778.96	184,121.00	201,899.96
Material and Supplies	13,793.36	4,195.00	17,988.36
Mileage	1,787.07	0.00	1,787.07
Operating Expenses:			
Advertising	400.00	0.00	400.00
Bank Fees	270.00	0.00	270.00
Dues, Fees and permits	2,815.00	0.00	2,815.00
Insurance	2,600.00	0.00	2,600.00
Office Supplies	3,600.00	0.00	3,600.00
Postage	1,000.00	0.00	1,000.00
PO Box	150.00	0.00	150.00
Storage Unit	1,600.00	0.00	1,600.00
Telephone, Web Hosting	4,000.00	0.00	4,000.00
Payroll:			
District Manager	58,240.00	0.00	58,240.00
Health Insurance	7,650.00	0.00	7,650.00
Internet Stipend	300.00	0.00	300.00
Paid Time Off Accruals	7,705.60	0.00	7,705.60
Payroll Taxes	7,309.12	0.00	7,309.12
Workers Comp	465.92	0.00	465.92
Trainings	2,000.00	0.00	2,000.00
Total Expenses	175,424.24	206,728.00	382,152.24

**Umpqua SWCD
2024-2025 Annual Budget**

Secured Funding

2024-2025 Draft	General Fund	PTO Reserve	ODA DO 23-25	ODA SOW 23-25	07-22-001 Providence	07-22-004 Baum	07-24-003 Parent R	PSR Glover	USFS Tsalila	Secured Total
Carry Frwrd Blnce	10,670.41	11,007.94	5,202.50	0.00	(2,273.84)	(697.11)	8,996.40	(1,518.00)	(93.63)	31,294.67
Income	2,212.63	7,705.60	28,978.00	67,616.00	5,502.00	5,970.40	5,997.60	8,469.00	11,678.34	144,129.57
Total Beg. Bal and Inc.	12,883.04	18,713.54	34,180.50	67,616.00	3,228.16	5,273.29	14,994.00	6,951.00	11,584.71	175,424.24
Expenditures	12,883.04	18,713.54	34,180.50	67,616.00	3,228.16	5,273.29	14,994.00	6,951.00	11,584.71	175,424.24
Ending Cash Blnce	0.00	0.00	0.00	(0.00)	(0.00)	0.00	0.00	(0.00)	0.00	(0.00)
Admin income	2,212.63									2,212.63
Grant Funds			28,978.00	67,616.00	5,502.00	5,970.40	5,997.60	8,469.00	11,678.34	134,211.34
Other Income										0.00
Paid Time Off Reserve		7,705.60								7,705.60
Total Income	2,212.63	7,705.60	28,978.00	67,616.00	5,502.00	5,970.40	5,997.60	8,469.00	11,678.34	144,129.57
Reserved for Future Years		18,713.54			200.00	200.00	5,650.00			24,763.54
Admin Expense - Transfer to Gen					276.01	287.62	849.00	800.00		2,212.63
Contingency	7,983.04									7,983.04
Contract Services:										
Fiscal Provider	2,000.00		5,000.00							7,000.00
Other	2,000.00			6,434.25	2,002.71		852.00		6,490.00	17,778.96
Material and Supplies	500.00					3,982.06	6,873.00		2,438.30	13,793.36
Mileage			100.00	1,500.00					187.07	1,787.07
Operating Expenses:										
Advertising			400.00							400.00
Bank Fees	150.00		120.00							270.00
Dues, Fees and permits	150.00		2,500.00		165.00					2,815.00
Insurance			2,600.00							2,600.00
Office Supplies	100.00		3,500.00							3,600.00
Postage			1,000.00							1,000.00
PO Box			150.00							150.00
Storage Unit			1,600.00							1,600.00
Telephone, Web Hosting			4,000.00							4,000.00
Payroll:										
District Manager			9,421.65	41,131.26	416.82	573.13	549.16	4,386.86	1,761.12	58,240.00
Health Insurance			1,237.56	5,402.72	54.75	75.28	72.13	576.23	231.33	7,650.00
Internet Stipend			48.53	211.87	2.15	2.95	2.83	22.60	9.07	300.00
Paid Time Off Accruals			1,246.56	5,441.97	55.15	75.83	72.66	580.42	233.01	7,705.60
Payroll Taxes			1,182.42	5,161.97	52.31	71.93	68.92	550.55	221.02	7,309.12
Workers Comp			73.78	331.96	3.26	4.49	4.30	34.34	13.79	465.92
Trainings				2,000.00						2,000.00
Total Expenses	12,883.04	18,713.54	34,180.50	67,616.00	3,228.16	5,273.29	14,994.00	6,951.00	11,584.71	175,424.24

7/31/25

7/31/25

2/3/25

5/31/25

2/15/26

12/31/24

**Umpqua SWCD
2024-2025 Annual Budget**

Proposals Pending

2024-2025 Draft	UFED WQ Mon	USFWS Weeds	BLM Weeds	OWEB Elk Ck	OWEB UE TA	Pending Total
Carry Frwrd Blnce	0.00	0.00	0.00	0.00	0.00	0.00
Income	4,195.00	70,000.00	49,500.00	14,998.00	68,035.00	206,728.00
Total Beg. Bal and Inc.	4,195.00	70,000.00	49,500.00	14,998.00	68,035.00	206,728.00
Expenditures	4,195.00	70,000.00	49,500.00	14,998.00	68,035.00	206,728.00
Ending Cash Blnce	0.00	0.00	0.00	0.00	0.00	0.00
Admin income						0.00
Grant Funds	4,195.00	70,000.00	49,500.00	14,998.00	68,035.00	206,728.00
Other Income						0.00
Paid Time Off Reserve						0.00
Total Income	4,195.00	70,000.00	49,500.00	14,998.00	68,035.00	206,728.00
Reserved for Future Years						0.00
Admin Expense - Transfer to Gen		6,364.00	4,500.00	1,363.00	6,185.00	18,412.00
Contingency						0.00
Contract Services:						
Fiscal Provider						0.00
Other		63,636.00	45,000.00	13,635.00	61,850.00	184,121.00
Material and Supplies	4,195.00					4,195.00
Mileage						0.00
Operating Expenses:						
Advertising						0.00
Bank Fees						0.00
Dues, Fees and permits						0.00
Insurance						0.00
Office Supplies						0.00
Postage						0.00
PO Box						0.00
Storage Unit						0.00
Telephone, Web Hosting						0.00
Payroll:						
District Manager						0.00
Health Insurance						0.00
Internet Stipend						0.00
Paid Time Off Accruals						0.00
Payroll Taxes						0.00
Workers Comp						0.00
Trainings						0.00
Total Expenses	4,195.00	70,000.00	49,500.00	14,998.00	68,035.00	206,728.00

June 13, 2024

2. Video Conferencing Equipment

REGULAR BUSINESS

1. Meeting Room Audio/Video Hardware – Action Item:

Two options with both having speaker, camera, microphone, and expansion mic options.

- A.) Logitech GROUP 3 Megapixels Conferencing Webcam, Black (960-001060) for \$1,119.00 at Staples.



- B.) Owl Labs Meeting Owl 3 HD 1080p Conferencing Webcam, White (MTW300-1000) for \$1,302.59



RECOMMENDATION:

Move to approve the meeting room audio/video hardware of choice.

June 13, 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.