



## **Umpqua Soil and Water Conservation District Meeting**

January 9, 2025, 6:30 PM

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

<https://meet.goto.com/UmpquaSWCD/umpquasoilandwaterconservationdistrictmeeting-8>

**You can also dial in using your phone.**

Access Code: 157-346-789, United States (Toll Free): [1 877 309 2073](tel:18773092073)

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### **CALL TO ORDER**

### **SWEARING IN DIRECTOR & OATH OF OFFICE**

Nathan Baumgartner, Kate Baumgartner, and Thomas Black

### **FISCAL PROVIDER REPORT**

Tanya Graham – Bookkeeping Updates

### **APPROVAL OF BILLS & TREASURER'S REPORT FOR AUDIT**

- December 2024

### **APPROVAL OF MINUTES**

- 2022: 02/10 Meeting, 03/03 Special Meeting
- 2024: 12/12 Business Meeting

### **STAFF REPORTS**

### **CONSULTANT REPORTS**

### **AGENCY & ORGANIZATION REPORTS**

### **DIRECTOR REPORTS**

### **BUSINESS ITEMS**

1. Director Recruitment – Discussion

### **FUNDING COMMITTEE**

Discussion and Reports

### **ADJOURN**

### **NEXT MEETING DATE**

- The next business meeting for the Umpqua Soil and Water Conservation District is scheduled for February 13, 2025 at 6:30 p.m.

water \* livestock \* pasture \* woodlands \* fish \* streams \* wildlife  
Telephone: (541) 662-1341, Email: [rhonda@umpquasoilandwater.com](mailto: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.\*

## OATH OF OFFICE

I, Nathan Baumgartner, do solemnly swear (or affirm),  
that I will support the Constitution of the United States and the Constitution of the  
State of Oregon, and that I will faithfully discharge the duties of the office of Director of the  
Umpqua Soil and Water Conservation District upon which  
I am now about to enter.

\_\_\_\_\_  
Director's Signature

Subscribed and sworn to me this 9th day of January 2025.

\_\_\_\_\_  
Signature of Authorized District Official

Position At Large 1

## OATH OF OFFICE

I, Kate Baumgartner, do solemnly swear (or affirm),  
that I will support the Constitution of the United States and the Constitution of the  
State of Oregon, and that I will faithfully discharge the duties of the office of Director of the  
Umpqua Soil and Water Conservation District upon which  
I am now about to enter.

\_\_\_\_\_  
Director's Signature

Subscribed and sworn to me this 9th day of January 20 25.

\_\_\_\_\_  
Signature of Authorized District Official

Position At Large 2

## OATH OF OFFICE

I, Thomas Black, do solemnly swear (or affirm),  
that I will support the Constitution of the United States and the Constitution of the  
State of Oregon, and that I will faithfully discharge the duties of the office of Director of the  
Umpqua Soil and Water Conservation District upon which  
I am now about to enter.

\_\_\_\_\_  
Director's Signature

Subscribed and sworn to me this 9th day of January 20 25.

\_\_\_\_\_  
Signature of Authorized District Official

Position Zone 1

**Umpqua Soil and Water Conservation District  
Balance Sheet**

<b>ASSETS:</b>	<u>December 31, 2024</u>
<b>Current Assets:</b>	
Checking/Savings	
First Community Checking	25,889.63
First Community Savings	68.47
<b>Total Checking/Savings:</b>	<b>25,958.10</b>
<b>Accounts Receivable:</b>	
Accounts Receivable	8,362.93
<b>Total Accounts Receivable:</b>	<b>8,362.93</b>
<b>Other Current Assets:</b>	
Prepaid Workers Comp	650.96
<b>Total Other Current Assets:</b>	<b>650.96</b>
<b>Total Assets:</b>	<b>34,971.99</b>
<b>LIABILITIES &amp; EQUITY:</b>	
<b>Liabilities:</b>	
<b>Current Liabilities:</b>	
Paid Time Off Liability	11,023.91
<b>Total Current Liabilities:</b>	<b>11,023.91</b>
<b>Accounts Payable:</b>	
Accounts Payable	4,716.33
<b>Total Accounts Payable:</b>	<b>4,716.33</b>
<b>Equity:</b>	
Retained Earnings	26,871.98
Net Income	(7,640.23)
<b>Total Equity:</b>	<b>19,231.75</b>
<b>Total Liabilities &amp; Equity:</b>	<b>34,971.99</b>

**Net Income**

Income	69,492.34
Expenses	- 77,132.57
<b>Net Income</b>	<b>(7,640.23)</b>

**Retained Earnings**

<b>Cash at Beginning of Year 7/1/2024</b>	<b>28,477.22</b>
Accounts Receivable Balance 6/30/24	+ 8,469.00
Prepaid Workers Comp Balance 6/30/24	+ 933.70
Paid Time off Liability Balance 6/30/24	- 11,007.94
Accounts Payable Balance 6/30/24	- 0.00
<b>Retained Earnings</b>	<b>26,871.98</b>

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

Date	Num	Name	Account	Grant Name	Original Amount
<b>First Community Checking</b>				<b>Balance as of 12/1/24</b>	<b>32,723.43</b>
12/4/24	EFT	QuickBooks Payroll	Processing Fee	23-25 ODA Dist Operations	(1.75)
12/18/24	EFT	QuickBooks Payroll	Processing Fee	23-25 ODA Dist Operations	(1.75)
12/3/24	EFT	Oregon Dept of Revenue	Payroll Taxes - Q4-24	Payroll Fund	(163.27)
12/3/24	EFT	United States Treasury	Payroll Taxes - Q4-24	Payroll Fund	(508.20)
12/17/24	EFT	Oregon Dept of Revenue	Payroll Taxes - Q4-24	Payroll Fund	(226.11)
12/17/24	EFT	United States Treasury	Payroll Taxes - Q4-24	Payroll Fund	(807.10)
12/9/24	EFT	Adobe	Office Supplies	23-25 ODA Dist Operations	(19.99)
12/2/24	EFT	Intuit	Processing Fee	23-25 ODA Dist Operations	(7.00)
12/20/24	EFT	Google One	Internet Storage	23-25 ODA Dist Operations	(24.99)
12/2/24	EFT	A2Z Mini Storage	Storage Rent	23-25 ODA Dist Operations	(150.00)
12/2/24	EFT	LogMein	Telephone	23-25 ODA Dist Operations	(5.00)
12/30/24	EFT	AT&T	Telephone	23-25 ODA Dist Operations	(188.18)
12/22/24	EFT	Douglas Co Planning	Permits	07-24-008 Costa Ranch	(165.00)
12/22/24	EFT	Douglas Co Planning	Permits Processing Fee	07-24-008 Costa Ranch	(5.36)
12/5/24	DD	Tanya Graham	Contract Services	23-25 ODA Dist Operations	(45.00)
12/19/24	DD	Tanya Graham	Contract Services	23-25 ODA Dist Operations	(135.00)
12/3/24	1662	Streamline	Web Hosting	23-25 ODA Dist Operations	(133.00)
12/3/24	1663	Matrix Science	Contract Services	23-25 ODA Scope of Work	(229.50)
12/3/24	1664	Oregon Saves	Simple IRA	Payroll Fund	(106.60)
12/17/24	1665	Oregon Saves	Simple IRA	Payroll Fund	(152.98)
12/5/24	DD1229	Rhonda Black	Personnel 11/16/24 - 11/30/24	Payroll Fund	(1,551.02)
12/19/24	DD1230	Rhonda Black	Personnel 12/1/24 - 12/15/24	Payroll Fund	(2,207.00)
				<b>Balance as of 12/31/24</b>	<b>25,889.63</b>
<b>First Community Savings</b>				<b>Balance as of 12/1/24</b>	<b>68.47</b>
					<b>0.00</b>
				<b>Balance as of 12/31/24</b>	<b>68.47</b>
<b>Accounts Receivable:</b>					
12/31/24		USFS		USFS Tsaila 2	2,363.73
12/31/24		OWEB		07-24-005 Elk Creek	5,999.20
				<b>Total Funds Submitted for Payment</b>	<b>8,362.93</b>
<b>Accounts Payable</b>					
10/1/24		Matt Ruwaldt		07-24-005 Elk Creek	4,716.33
				<b>Total Accounts Payable</b>	<b>4,716.33</b>
<b>Prepaid Workers Compensation</b>					
				<i>Prepaid 7/2/23 (23/24 Fiscal Year)</i>	345.94
				<i>Prepaid 6/16/24 (24/25 Fiscal Year)</i>	678.27
				<i>Paid 23/24 Balance</i>	337.08
				<i>Prepaid 24/25 Balance</i>	3.46
				<i>2023-2024 Used</i>	(683.02)
				<i>2024-2025 Used</i>	(30.77)
				<b>Total Prepaid Workers Comp Balance 12/31/24</b>	<b>650.96</b>

**Umpqua Soil and Water Conservation District  
Statement of Activity and Cash Flow Report  
July 1, 2024 through December 31, 2024**

	<i>Status</i>	<i>Open</i>	<i>Open</i>	<i>Open</i>	<i>Open</i>	<i>Open</i>	<i>Open</i>	<i>Open</i>
	<i>Source</i>	<i>General</i>	<i>PTO</i>	<i>ODA</i>	<i>ODA</i>	<i>07-22-001</i>	<i>07-22-004</i>	<i>07-24-003</i>
	<i>Project</i>	<i>Fund</i>	<i>Reserve</i>	<i>DO 23-25</i>	<i>SOW 23-25</i>	<i>Prov</i>	<i>Baum</i>	<i>Parent R</i>
<b>Income</b>								
Grant Funds				14,489.00	33,808.00			
Admin Income		2,774.64						
Other Income								
<b>Total Income</b>		<b>2,774.64</b>	<b>0.00</b>	<b>14,489.00</b>	<b>33,808.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Expense</b>								
Admin Expenses								1,079.21
Advertising				96.70				
Bank Fees, Processing		1.34		60.75				
<b>Contract Services:</b>								
Fiscal Provider				2,142.22				
General					3,501.00			
Dues, Fees and Permits				597.32				
<b>Insurance:</b>								
General, Workers Comp		592.51						
Material and Supplies								9,680.51
Office Supplies				2,727.85	34.99			
Postage				292.00	278.75			
<b>Payroll:</b>								
PTO Reserve		(3,584.03)	417.86	2,684.57				90.38
Watershed Tech		3,276.00	3,728.00	21,990.50				871.00
Internet Stipend		23.12	9.97	90.45				3.26
Workers Comp		1.96	2.31	14.46				2.55
Payroll Taxes		282.95	317.98	1,900.15				78.24
<b>Rent:</b>								
Storage Unit				900.00				
PO Box								
Tele/Internet/Web Site				2,680.48				
Travel/Training				67.67	484.41			2.01
<b>Total Expense</b>		<b>593.85</b>	<b>0.00</b>	<b>14,041.11</b>	<b>30,979.28</b>	<b>0.00</b>	<b>0.00</b>	<b>11,807.16</b>
<b>Net Income</b>		<b>2,180.79</b>	<b>0.00</b>	<b>447.89</b>	<b>2,828.72</b>	<b>0.00</b>	<b>0.00</b>	<b>(11,807.16)</b>
Accounts Receivable								
Prepaid Workers Comp		282.74						
Accounts Payable								
Paid Time Off Liabilities			15.97					
Cash Balance as of 7/1/24		9,998.46	11,007.94	6,724.36	(2,835.29)	(2,273.84)	(697.11)	8,932.29
Net Cash Increase for Period		2,463.53	15.97	447.89	2,828.72	0.00	0.00	(11,807.16)
<b>Cash Balance as of 12/31/24</b>		<b>12,461.99</b>	<b>11,023.91</b>	<b>7,172.25</b>	<b>(6.57)</b>	<b>(2,273.84)</b>	<b>(697.11)</b>	<b>(2,874.87)</b>
				<i>In Process</i>	<i>In Process</i>	<i>Need FR</i>	<i>Need FR</i>	<i>Need FR</i>

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

**Umpqua Soil and Water Conservation District  
Statement of Activity and Cash Flow Report  
July 1, 2024 through December 31, 2024**

<i>Status</i>	<i>Closed</i>	<i>Open</i>	<i>Open</i>	<i>Open</i>	
<i>Source</i>	<b>07-24-005</b>	<b>07-24-008</b>	<b>PUR</b>	<b>USFS</b>	
<i>Project</i>	<b>Elk Ck</b>	<b>Costca</b>	<b>Glover</b>	<b>Tsalila 2</b>	<b>TOTAL</b>
<b>Income</b>					
Grant Funds	14,998.00			3,422.70	<b>66,717.70</b>
Admin Income					<b>2,774.64</b>
Other Income					<b>0.00</b>
<b>Total Income</b>	<b>14,998.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,422.70</b>	<b>69,492.34</b>
<b>Expense</b>					
Admin Expenses	1,346.00		349.43		<b>2,774.64</b>
Advertising					<b>96.70</b>
Bank Fees, Processing					<b>62.09</b>
Contract Services:					
Fiscal Provider					<b>2,142.22</b>
General	11,790.83			691.00	<b>15,982.83</b>
Dues, Fees and Permits		170.36			<b>767.68</b>
Insurance:					
General, Workers Comp					<b>592.51</b>
Material and Supplies				590.00	<b>10,270.51</b>
Office Supplies					<b>2,762.84</b>
Postage					<b>570.75</b>
Payroll:					
PTO Reserve	146.52		99.15	161.52	<b>15.97</b>
Watershed Tech	1,196.50		858.00	1,651.00	<b>33,571.00</b>
Internet Stipend	7.18		3.11	12.91	<b>150.00</b>
Workers Comp	7.00		0.70	1.79	<b>30.77</b>
Payroll Taxes	111.68		76.55	135.76	<b>2,903.31</b>
Rent:					
Storage Unit					<b>900.00</b>
PO Box					<b>0.00</b>
Tele/Internet/Web Site					<b>2,680.48</b>
Travel/Training	192.29		26.80	85.09	<b>858.27</b>
<b>Total Expense</b>	<b>14,798.00</b>	<b>170.36</b>	<b>1,413.74</b>	<b>3,329.07</b>	<b>77,132.57</b>
<b>Net Income</b>	<b>200.00</b>	<b>(170.36)</b>	<b>(1,413.74)</b>	<b>93.63</b>	<b>(7,640.23)</b>
Accounts Receivable	(5,999.20)		8,469.00	(2,363.73)	<b>106.07</b>
Prepaid Workers Comp					<b>282.74</b>
Accounts Payable	4,716.33				<b>4,716.33</b>
Paid Time Off Liabilities					<b>15.97</b>
Cash Balance as of 7/1/24	0.00	0.00	(2,285.96)	(93.63)	<b>28,477.22</b>
Net Cash Increase for Period	(1,082.87)	(170.36)	7,055.26	(2,270.10)	<b>(2,519.12)</b>
<b>Cash Balance as of 12/31/24</b>	<b>(1,082.87)</b>	<b>(170.36)</b>	<b>4,769.30</b>	<b>(2,363.73)</b>	<b>25,958.10</b>
	<i>Submitted</i>	<i>Need Info</i>		<i>Submitted</i>	
	<i>Need FR</i>				

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



**Umpqua Soil and Water Conservation District  
Monthly Comparison  
2024 - 2025**

	July 2024	August 2024	September 2024	October 2024	November 2024	December 2024	January 2025	February 2025	March 2025	April 2025	May 2025	June 2025	TOTAL
<b>Income</b>													
Grant Funds	24,148.50	8,998.80	1,058.97	24,148.50	0.00	8,362.93	0.00	0.00	0.00	0.00	0.00	0.00	66,717.70
Admin Income	0.00	1,411.03	188.88	1,174.73	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,774.64
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
<b>Total Income</b>	<b>24,148.50</b>	<b>10,409.83</b>	<b>1,247.85</b>	<b>25,323.23</b>	<b>0.00</b>	<b>8,362.93</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>69,492.34</b>
<b>Expense</b>													
Admin Expenses	0.00	1,411.03	188.88	1,174.73	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,774.64
Bank Fees, Processing Fee	10.84	9.50	9.50	11.25	10.50	15.86	0.00	0.00	0.00	0.00	0.00	0.00	67.45
<b>Contract Services:</b>													
Fiscal Provider	337.50	371.25	236.25	735.97	281.25	180.00	0.00	0.00	0.00	0.00	0.00	0.00	2,142.22
General	0.00	0.00	382.50	14,988.33	382.50	229.50	0.00	0.00	0.00	0.00	0.00	0.00	15,982.83
Dues, Fees and Permits	40.00	188.76	0.00	228.56	140.00	165.00	0.00	0.00	0.00	0.00	0.00	0.00	762.32
Insurance	0.00	592.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	592.51
Material and Supplies	9,680.51	0.00	590.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,270.51
<b>Office Expenses:</b>													0.00
Advertising	0.00	48.35	48.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	96.70
Office Equipment	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
Postage	204.00	27.30	12.15	292.00	35.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	570.75
Supplies	1,284.98	19.99	19.99	1,279.48	113.42	44.98	0.00	0.00	0.00	0.00	0.00	0.00	2,762.84
<b>Payroll:</b>													0.00
PTO Reserve	373.19	(452.85)	(512.59)	431.30	600.00	(423.08)	0.00	0.00	0.00	0.00	0.00	0.00	15.97
Watershed Tech	6,006.00	5,291.00	5,447.00	6,045.00	5,642.00	5,191.50	0.00	0.00	0.00	0.00	0.00	0.00	33,622.50
Internet Stipend	25.00	25.00	25.00	25.00	25.00	25.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00
Workers Comp	5.95	3.71	9.51	4.36	3.91	3.33	0.00	0.00	0.00	0.00	0.00	0.00	30.77
Payroll Taxes	539.68	475.10	473.43	488.75	456.17	418.68	0.00	0.00	0.00	0.00	0.00	0.00	2,851.81
<b>Rent:</b>													
Storage Unit	150.00	150.00	150.00	150.00	150.00	150.00	0.00	0.00	0.00	0.00	0.00	0.00	900.00
PO Box	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
Telephone, Internet, Web Site	1,016.16	365.58	324.16	324.20	324.20	326.18	0.00	0.00	0.00	0.00	0.00	0.00	2,680.48
Travel/Training	127.30	166.83	140.03	145.39	191.62	87.10	0.00	0.00	0.00	0.00	0.00	0.00	858.27
<b>Total Expense</b>	<b>19,801.11</b>	<b>8,693.06</b>	<b>7,544.16</b>	<b>26,324.32</b>	<b>8,355.87</b>	<b>6,414.05</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>77,132.57</b>
<b>Net Income</b>	<b>4,347.39</b>	<b>1,716.77</b>	<b>(6,296.31)</b>	<b>(1,001.09)</b>	<b>(8,355.87)</b>	<b>1,948.88</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(7,640.23)</b>
Accounts Receivable	(24,148.50)	32,617.50	(1,058.97)	(23,089.53)	24,148.50	(8,362.93)	0.00	0.00	0.00	0.00	0.00	0.00	106.07
Prepaid Workers Comp	5.95	255.68	9.51	4.36	3.91	3.33	0.00	0.00	0.00	0.00	0.00	0.00	282.74
Accounts Payable	0.00	0.00	0.00	4,793.58	(77.25)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,716.33
Paid Time Off Liabilities	373.19	(452.85)	(512.59)	431.30	600.00	(423.08)	0.00	0.00	0.00	0.00	0.00	0.00	15.97
Cash Balance as of 7/1/24	28,477.22	9,055.25	43,192.35	35,333.99	16,472.61	32,791.90	25,958.10	25,958.10	25,958.10	25,958.10	25,958.10	25,958.10	28,477.22
Net Cash Increase for Period	(19,421.97)	34,137.10	(7,858.36)	(18,861.38)	16,319.29	(6,833.80)	0.00	0.00	0.00	0.00	0.00	0.00	(2,519.12)
<b>Cash Balance as of 12/31/24</b>	<b>9,055.25</b>	<b>43,192.35</b>	<b>35,333.99</b>	<b>16,472.61</b>	<b>32,791.90</b>	<b>25,958.10</b>	<b>25,958.10</b>	<b>25,958.10</b>	<b>25,958.10</b>	<b>25,958.10</b>	<b>25,958.10</b>	<b>25,958.10</b>	<b>25,958.10</b>

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

**Report Due Dates Coming up**

Grant	Funds to Receive	Due Dates		
2023-2025 ODA Quarterly Report	0.00	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	
07-24-003 Parent Ranch	0.00	4/16/26	Final	
07-24-005 Elk Creek	0.00	8/10/26	Final	
USFS Tsalila 2	0.00	4/30/25		

**Paid Time Off Hour Balance**

Vacation Time		Staff		
Hours as of 7/1/24		254.25		
Accrued this Fiscal Year		60.00		
Paid Out this Fiscal Year		16.00		
Hours as of 12/31/24	<u>298.25</u> Hours		Paid Time Off Liability	<b>\$10,487.66</b>
<i>(Note 1 - Vacation time is paid out upon separation)</i>				
Personal Time		Staff		
Hours as of 7/1/24		77.25		
Accrued this Fiscal Year		48.00		
Paid Out this Fiscal Year		110.00		
Hours as of 12/31/24	<u>15.25</u> Hours		Paid Time Off Liability	<b>\$536.25</b>
<i>(Note 2 - Personal Time is not paid out upon separation)</i>				
<b>Total Paid Time Off Liability</b>				<b>\$11,023.91</b>

**USFS Tsalila 2**

	2024/2025	2023/2024	2022/2023	Total	Budget	Remaining	
<b>INCOME</b>							
Grant Funds	3,422.70	1,814.70	1,506.96	6,744.36	15,000.00	8,255.64	
<b>Total Income</b>	<u>3,422.70</u>	<u>1,814.70</u>	<u>1,506.96</u>	<u>6,744.36</u>	<u>15,000.00</u>	<u>8,255.64</u>	
<b>EXPENSES</b>							
Salary	1,962.98	1,603.66	1,399.00	4,965.64	9,120.00	4,154.36	
Travel	85.09	103.49	69.44	258.02	540.00	281.98	
Contract Services	691.00	0.00	0.00	691.00	2,100.00	1,409.00	
Material and Supplies	590.00	0.00	239.70	829.70	3,240.00	2,410.30	
<b>Total Expenses</b>	<u>3,329.07</u>	<u>1,707.15</u>	<u>1,708.14</u>	<u>6,744.36</u>	<u>15,000.00</u>	<u>8,255.64</u>	
<b>Net Income</b>	93.63						
<b>Accounts Receivable</b>	(2,363.73)						
<b>Accounts Payable</b>	0.00						
<b>Cash Balance 7/1/24</b>	<b>(93.63)</b>						
<b>Net Cash</b>	<u>(2,270.10)</u>						
<b>Cash Balance 12/31/24</b>	<u><b>(2,363.73)</b></u>						<i>Expires 8/19/2027</i>

**Glover Estuary Enhancement - Partnership for Umpqua Rivers**

	2024/2025	2023/2024	Total	Budget	Remaining	
<b>INCOME</b>						
Contract Income	0.00	8,469.00	8,469.00	8,469.00	0.00	
<b>Total Income</b>	<u>0.00</u>	<u>8,469.00</u>	<u>8,469.00</u>	<u>8,469.00</u>	<u>0.00</u>	
<b>EXPENSES</b>						
Salary, Taxes, WC, Int Stipend	1,064.31	2,285.96	3,350.27	7,669.00	4,318.73	
Indirect Costs	349.43	0.00	349.43	800.00	450.57	
<b>Total Expenses</b>	<u>1,413.74</u>	<u>2,285.96</u>	<u>3,699.70</u>	<u>8,469.00</u>	<u>4,769.30</u>	
<b>Net Income</b>	(1,413.74)					
<b>Accounts Receivable</b>	8,469.00					
<b>Accounts Payable</b>	0.00					
<b>Cash Balance 7/1/24</b>	<b>(2,285.96)</b>					
<b>Net Cash</b>	<u>7,055.26</u>					
<b>Cash Balance 12/31/24</b>	<u><b>4,769.30</b></u>					

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

**2023-2025 ODA District Operations**

	<b>2024/2025</b>	<b>2023/2024</b>	<b>Total</b>	<b>Budget</b>	<b>Remaining</b>
<b>INCOME</b>					
Grant Funds	14,489.00	28,978.00	43,467.00	57,956.00	14,489.00
<b>Total Income</b>	<b>14,489.00</b>	<b>28,978.00</b>	<b>43,467.00</b>	<b>57,956.00</b>	<b>14,489.00</b>
<b>EXPENSES</b>					
Advertising	96.70	230.28	326.98	480.28	153.30
Bank and QBs Processing Fees	60.75	103.25	164.00	228.25	64.25
Contract Services	2,142.22	3,228.75	5,370.97	9,428.75	4,057.78
Dues, Fees and Permits	597.32	354.49	951.81	1,104.49	152.68
Insurance	0.00	2,119.00	2,119.00	4,619.00	2,500.00
Office Supplies	2,727.85	3,827.76	6,555.61	8,327.76	1,772.15
Postage	292.00	905.55	1,197.55	1,905.55	708.00
Salary, Taxes, WC, Int Stipend	4,476.12	7,521.62	11,997.74	20,998.98	9,001.24
Rent (Storage and PO Box)	900.00	1,514.00	2,414.00	3,464.00	1,050.00
Telephone, Internet, Web Site	2,680.48	2,436.88	5,117.36	6,336.88	1,219.52
Travel/Training	67.67	12.06	79.73	1,062.06	982.33
<b>Total Expenses</b>	<b>14,041.11</b>	<b>22,253.64</b>	<b>36,294.75</b>	<b>57,956.00</b>	<b>21,661.25</b>
<b>Net Income</b>	<b>447.89</b>				
<b>Accounts Receivable</b>	<b>0.00</b>				
<b>Accounts Payable</b>	<b>0.00</b>				
<b>Cash Balance 7/1/24</b>	<b>6,724.36</b>				
<b>Net Cash</b>	<b>447.89</b>				
<b>Cash Balance 12/31/24</b>	<b>7,172.25</b>				
				<i>Expires</i>	<i>7/31/2025</i>

**2023 - 2025 ODA Scope of Work Funds**

	<b>2024/2025</b>	<b>2023/2024</b>	<b>Total</b>	<b>Budget</b>	<b>Remaining</b>
<b>INCOME</b>					
Grant Funds	33,808.00	67,616.00	101,424.00	135,232.00	33,808.00
<b>Total Income</b>	<b>33,808.00</b>	<b>67,616.00</b>	<b>101,424.00</b>	<b>135,232.00</b>	<b>33,808.00</b>
<b>EXPENSES</b>					
Reserved for 2024/2025	0.00	0.00	0.00	3,200.00	3,200.00
Contract Services	3,501.00	9,348.88	12,849.88	12,090.88	(759.00)
Office Supplies	313.74	353.87	667.61	353.87	(313.74)
Conferences, Trainings	0.00	780.39	780.39	1,780.39	1,000.00
Mileage	484.41	956.07	1,440.48	1,956.07	515.59
Salary, Taxes, WC, Int Stipend	26,680.13	59,012.08	85,692.21	115,850.79	30,158.58
<b>Total Expenses</b>	<b>30,979.28</b>	<b>70,451.29</b>	<b>101,430.57</b>	<b>135,232.00</b>	<b>33,801.43</b>
<b>Net Income</b>	<b>2,828.72</b>				
<b>Accounts Receivable</b>	<b>0.00</b>				
<b>Accounts Payable</b>	<b>0.00</b>				
<b>Cash Balance 7/1/24</b>	<b>(2,835.29)</b>				
<b>Net Cash</b>	<b>2,828.72</b>				
<b>Cash Balance 12/31/24</b>	<b>(6.57)</b>				
				<i>Expires</i>	<i>7/31/2025</i>

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

**07-22-001 Providence Creek Runoff Management**

	2024/2025	2023/2024	Total	Budget	Remaining
<b>INCOME</b>					
OWEB Funds	0.00	8,253.00	8,253.00	13,755.00	5,502.00
<b>Total Income</b>	<b>0.00</b>	<b>8,253.00</b>	<b>8,253.00</b>	<b>13,755.00</b>	<b>5,502.00</b>
<b>EXPENSES</b>					
Salary, Taxes, WC, Int Stipend	0.00	695.56	695.56	1,280.00	584.44
Contract Services	0.00	5,525.00	5,525.00	10,877.00	5,352.00
Material and Supplies	0.00	3,349.29	3,349.29	0.00	(3,349.29)
Other	0.00	0.00	0.00	165.00	165.00
Indirect Costs	0.00	956.99	956.99	1,233.00	276.01
Post-Grant	0.00	0.00	0.00	200.00	200.00
<b>Total Expenses</b>	<b>0.00</b>	<b>10,526.84</b>	<b>10,526.84</b>	<b>13,755.00</b>	<b>3,228.16</b>
<b>Net Income</b>	0.00				
<b>Accounts Receivable</b>	0.00				
<b>Accounts Payable</b>	0.00				
<b>Cash Balance 7/1/24</b>	<b>(2,273.84)</b>				
<b>Net Cash</b>	<b>0.00</b>				
<b>Cash Balance 12/31/24</b>	<b>(2,273.84)</b>				
				<i>Expires</i>	<i>2/3/2025</i>

**07-22-004 Otter/Baumgartner Ranch**

	2024/2025	2023/2024	Total	Budget	Remaining
<b>INCOME</b>					
OWEB Funds	0.00	8,955.60	8,955.60	14,926.00	5,970.40
<b>Total Income</b>	<b>0.00</b>	<b>8,955.60</b>	<b>8,955.60</b>	<b>14,926.00</b>	<b>5,970.40</b>
<b>EXPENSES</b>					
Salary, Taxes, WC, Int Stipend	0.00	596.39	596.39	1,400.00	803.61
Contract Services	0.00	5,100.00	5,100.00	400.00	(4,700.00)
Material and Supplies	0.00	3,239.58	3,239.58	11,927.00	8,687.42
Other	0.00	170.36	170.36	165.00	(5.36)
Indirect Costs	0.00	546.38	546.38	834.00	287.62
Post-Grant	0.00	0.00	0.00	200.00	200.00
<b>Total Expenses</b>	<b>0.00</b>	<b>9,652.71</b>	<b>9,652.71</b>	<b>14,926.00</b>	<b>5,273.29</b>
<b>Net Income</b>	0.00				
<b>Accounts Receivable</b>	0.00				
<b>Accounts Payable</b>	0.00				
<b>Cash Balance 7/1/24</b>	<b>(697.11)</b>				
<b>Net Cash</b>	<b>0.00</b>				
<b>Cash Balance 12/31/24</b>	<b>(697.11)</b>				
				<i>Expires</i>	<i>5/31/2025</i>

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

**07-24-003 Parent Ranch**

	<u>2024/2025</u>	<u>2023/2024</u>	<u>Total</u>	<u>Budget</u>	<u>Remaining</u>
<b>INCOME</b>					
OWEB Funds	0.00	8,996.40	8,996.40	14,994.00	5,997.60
<b>Total Income</b>	<b>0.00</b>	<b>8,996.40</b>	<b>8,996.40</b>	<b>14,994.00</b>	<b>5,997.60</b>
<b>EXPENSES</b>					
Salary, Taxes, WC, Int Stipend	1,047.44	64.11	1,111.55	1,216.00	104.45
Contract Services	0.00	0.00	0.00	1,350.00	1,350.00
Material and Supplies	9,680.51	0.00	9,680.51	10,883.00	1,202.49
Other	0.00	0.00	0.00	0.00	0.00
Indirect Costs	1,079.21	0.00	1,079.21	1,345.00	265.79
Post-Grant	0.00	0.00	0.00	200.00	200.00
<b>Total Expenses</b>	<b>11,807.16</b>	<b>64.11</b>	<b>11,871.27</b>	<b>14,994.00</b>	<b>3,122.73</b>
<b>Net Income</b>	<b>(11,807.16)</b>				
<b>Accounts Receivable</b>	0.00				
<b>Accounts Payable</b>	0.00				
<b>Cash Balance 7/1/24</b>	<b>8,932.29</b>				
<b>Net Cash</b>	<b>(11,807.16)</b>				
<b>Cash Balance 12/31/24</b>	<b>(2,874.87)</b>				
				<i>Expires</i>	<i>2/15/2026</i>

**07-24-005 Elk Creek**

	<u>2024/2025</u>	<u>Total</u>	<u>Budget</u>	<u>Remaining</u>	
<b>INCOME</b>					
OWEB Funds	14,998.00	14,998.00	14,998.00	0.00	
<b>Total Income</b>	<b>14,998.00</b>	<b>14,998.00</b>	<b>14,998.00</b>	<b>0.00</b>	
<b>EXPENSES</b>					
Salary, Taxes, WC, Int Stipend	1,468.88	1,468.88	1,217.00	(251.88)	
Contract Services	11,790.83	11,790.83	10,010.00	(1,780.83)	
Material and Supplies	0.00	0.00	65.00	65.00	
Travel	192.29	192.29	2,160.00	1,967.71	
Indirect Costs	1,346.00	1,346.00	1,346.00	0.00	
Post-Grant	0.00	0.00	200.00	200.00	
<b>Total Expenses</b>	<b>14,798.00</b>	<b>14,798.00</b>	<b>14,998.00</b>	<b>200.00</b>	
<b>Net Income</b>	<b>200.00</b>				
<b>Accounts Receivable</b>	<b>(5,999.20)</b>				
<b>Accounts Payable</b>	<b>4,716.33</b>				
<b>Cash Balance 7/1/24</b>	<b>0.00</b>				
<b>Net Cash</b>	<b>(1,082.87)</b>				
<b>Cash Balance 12/31/24</b>	<b>(1,082.87)</b>				
				<i>Expires</i>	<i>6/11/2026</i>

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

**07-24-008 Costa Ranch Runoff**

	<u>2024/2025</u>	<u>Total</u>	<u>Budget</u>	<u>Remaining</u>
<b>INCOME</b>				
OWEB Funds	0.00	0.00	15,000.00	15,000.00
<b>Total Income</b>	<u>0.00</u>	<u>0.00</u>	<u>15,000.00</u>	<u>15,000.00</u>
<b>EXPENSES</b>				
Salary, Taxes, WC, Int Stipend	0.00	0.00	1,400.00	1,400.00
Other	170.36	170.36	165.00	(5.36)
Material and Supplies	0.00	0.00	11,889.00	11,889.00
Travel	0.00	0.00	0.00	0.00
Indirect Costs	0.00	0.00	1,346.00	1,346.00
Post-Grant	0.00	0.00	200.00	200.00
<b>Total Expenses</b>	<u>170.36</u>	<u>170.36</u>	<u>15,000.00</u>	<u>14,829.64</u>
<b>Net Income</b>	(170.36)			
<b>Accounts Receivable</b>	0.00			
<b>Accounts Payable</b>	0.00			
<b>Cash Balance 7/1/24</b>	<b>0.00</b>			
<b>Net Cash</b>	<u>(170.36)</u>			
<b>Cash Balance 12/31/24</b>	<u><u>(170.36)</u></u>			

*Expires*      **11/1/2026**



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

December 12, 2024

**Directors Present:**

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

**Staff Present:**

District Manager/Conservation Planner Rhonda Black

**Agencies Present:**

Heather Y. Medina Saucedo – Assistant State Conservationist for Field Operations (Basin Team Leader)  
Central Coast/Upper Willamette and South West Basin

**Others Present:**

Kate Baumgartner, Dawn Miller,  
Fiscal Provider Tanya Graham

**MEETING CALLED TO ORDER:**

The Chair Baumgartner called the meeting to order at 6:30 p.m.

**FISCAL PROVIDER REPORT:**

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

Page 1 - The Balance Sheet. It shows total current assets of \$33,446.19 and total liabilities & Equity of \$33,446.19.

Page 2 - Check Register - General Checking - started the month with \$16,404.14 and ended the month with \$32,723.43.

Page 3 - Statement of Activity - Total Income: \$61,129.4 and total Expenses: \$70,718.52. Leaving a cash balance of \$32,791.90.

Page 4 - Monthly Comparison – As of November 30<sup>th</sup> - Income: \$0.00 and total Expenses: \$8,355.87. Cash balance of \$32,791.90.

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**

Chair Baumgartner made a motion, 2<sup>nd</sup> by Director Miller to approve the bills and the November 2024 Treasurer's Report. The motion **unanimously passed**.

## **APPROVAL OF MINUTES**

The February 10<sup>th</sup> Meeting and March 3<sup>rd</sup> Special Meeting minutes for 2022 were not yet completely transcribed, but will be available at future meetings. All were lengthy meetings.

Chair Baumgartner made a motion, 2<sup>nd</sup> by Director Miller to approve the November 14, 2024 Business Meeting minutes. The motion **unanimously passed**.

## **STAFF REPORT:**

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

*December 12, 2024*

- **OWEB:**
  - 2023-2025 District Operations Capacity Grant –
    - *6<sup>th</sup> quarter Capacity Grant reporting due 01/15/2025.*
  - **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. The landowner has scheduled the gutter and downspout installation for spring 2025. This project is over 75% complete. The landowners are replacing their barn roof in anticipation of new gutters and downspouts.*
      - *Providence Creek Runoff Management – 60% of the funds have been used with the majority going to materials and supplies. This project is over 95% complete.*
      - *Parent Ranch Livestock Exclusion Phase 1 – 60% of the funds have been used with the majority going to materials and supplies. All of the supplies have been purchased for this project and the fencing is 100% complete. The final step is the heavy use areas at the gates and elk jumps. The landowner had knee surgery at the end of August, therefore, the project will be completed at a later date.*
      - *Elk Creek Riparian OWEB Small Grant – 60% of the funds have been received from OWEB. Project work has been completed by SWCD contractor, Ruwaldt Consulting. This project is 99% complete. Summer 2025 will be for blackberry regrowth management and control, along with watering. We will make sure we have proper match then complete the OWEB reporting. Me and the contractor visited the site after a short period of heavy rain to see how project is holding up on 12/06. Project is holding in there.*
      - *Costa Ranch Runoff Management – Grant application submitted September 14<sup>th</sup> for \$15,000 for gutters, downspouts, drainage line, geotextile fabric, and gravel for the heavy use protection area. The Small Grant Team has reviewed the grant and it has been approved by both the Small Grant Team and OWEB as of 11/22/2024.*
    - **Small Grants Pre-Project Tours** –
      - *NRCS District Conservationist Annie Marion has already requested a tour for the Lincoln SWCD Board of Directors this fall or later this winter.*



- Sarah Sauter with DEQ will be touring these sites 01/29 and 01/30.
  - OWEB TA Grant:
    - We will be resubmitting this grant in the Spring.
    - 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 has been completed.
    - Lots of meetings with engineer.
    - Unfortunately, the OWEB review team recommendation for this grant was, “Do Not Fund”. The OWEB review team recommendation is available from the OWEB Grant Management website. We’ll review the evaluation and apply recommendations and then go from there to reapply to the program.
- 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.
- PARTNERSHIPS:
  - Umpqua 7, Coos 4, Mid-Coast 3 OWEB Small Grant Teams –
    - Umpqua 7 –
      - Working with Lee Russell.
        - Elk Creek Watershed Council has dissolved.
        - Attended the organization meeting for a new Elk Creek Watershed Coalition on 12/10 at the Drain Civic Center where attendees began creating the organization’s bylaws, approving those. At the next meeting on 01/14 we will work on policies and create a board of directors.
        - Offered for Umpqua SWCD to provide administration for the Elk Creek Watershed Coalition at the meeting on Tuesday night. Some of the members are interested in that and asked me to find out from the Umpqua SWCD board if they would be interested in doing that. Had provided Lee Russell and Heather McNeill the document that Curry SWCD uses to provide their watershed councils with administration as a reference document.
      - Small Grant Team:
        - We have used all of the funds for the 2023-2025 biennium after the last small grant submission window.
    - Coos 4 – No new news.
    - Mid-Coast 3 – No new news.
  - Partnership for the Umpqua Rivers –
    - Attended 11/19 PUR meeting.
    - Not sure when tour of Glover site will occur.
    - Glover Lands Estuary Enhancement Project –
      - Keven Keller wants Umpqua SWCD to design the livestock watering system and obtain quotes for the materials and supplies. Will need to work with landowner in order to achieve this. PUR Executive Director Keller said he could provide some funding to the SWCD through PUR for SWCD performing this service. We will find out.

- *All four bridges are installed and the re-channelization work is as complete as PUR is willing to take it. The plans show much more re-channelization work, but PUR is done. Cris Salzar gave a presentation at the PUR meeting about the project.*
- *Made a site visit with Mr. Glover to look at the bridges and other work that has been done on 10/24. One of the bridges has a 6% grade. Not sure how this will work out as far as the “test of time” will go.*
- *Met with Criz Salzar with PUR and Morgan Fay with the Umpqua Native Plant Partnership to discuss planting plan, work on obtaining plants and volunteers to plant plants 12/10.*
- *South Coast Tide Gate Collaborative* – *No new news.*
- *Tide Gate Affinity Group* – *No new news.*
- *State Tide Gate* – *No new news.*
- *Providence Creek Area Updates:*
  - *Port of Umpqua* – *Attended Port meeting 11/20. Next meeting 12/18.*
    - *Providence Creek Tide Gates* –
      - *The Providence Creek Study Grant to Business Oregon has been awarded in the amount of \$160,000.*
      - *Grant for \$40,000 match will need to be written and our consultant will do that this winter.*
      - *Port of Umpqua approved contracting with Ruwaldt Consulting at their October 16<sup>th</sup> Port meeting.*
      - *Don Porior will be doing the design and engineering for the project.*
      - *Don Porior created a project timeline 12/11.*
      - *Meeting at the Port with Port Manager Scott Kent, Matt Ruwaldt Consulting, and Don Porior will be joining us by telephone 12/12.*
  - *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.*
    - *Grant 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.*
- *Douglas County* –
  - *Douglas County Special Projects. Continuing to work with assisting Tracy Pope with her grant.*
  - *Wrote a letter of support for the County’s, “Douglas County Native Plant Greenhouse and Nursery Program” grant application to the OR Department of Land Conservation and Development Community Green Infrastructure Grant Program 11/20.*
- *Smith/Umpqua/Dunes Stewardship Group* – *Will be meeting soon.*

- DEQ Umpqua TMDL Implementation – Sarah Sauter with DEQ will be visiting Reedsport and Elkton for a tour of our projects in January 29-30, 2025.
  - Forest Service –
    - Tsalila –
      - If anyone would like to assist with this event in the future, please let me know.
      - The addition of bringing back the Tsalila Event T-shirts was a big hit among presenters.
    - Oregon Central Coast Forest Collaborative –
      - Next meeting 12/13.
  - Umpqua Oaks Partnership – No new news.
  - Umpqua Native Plant Partnership – Was planning on attending the in-person meeting on 11/21, but then I got sick.
  - Hydro Breakfast Meeting – Attended meeting on 12/05.
  - USDA/NRCS –
    - AgLearn – Contacted by Wallace Jennings with NRCS and he is working on getting the AgLearn training set up again.
    - Virtual meeting scheduled for 12/17 with Wallace Jennings with NRCS to discuss future programs.
  - Douglas Weed Management Area – Attended virtual meeting option 12/05.
  - Oregon Association of Conservation Districts (OACD) – Andrea Krainer is planning a District Manager’s meeting in January 2025.
  - Oregon Conservation Education Association Network (OCEAN) – CONNECT will be held April 8-10, 2025 at the Florence Events Center.
  - Oregon Coastal Zone Management Association – Attended executive meeting on 11/18 to conduct interviews. The executive board chose Blue Ridge Consulting out of Coos Bay to manage the association and move the group forward. Attended general membership meeting virtually on 12/06.
  - Oregon State University Extension Service – Working on a soil health hands on workshop on Saturday, 02/08. We’re hoping to have it at the Great Garden in Reedsport. Haven’t been able to make contact with the person in charge of the Great Garden.
  - Oregon Climate and Agriculture Network – Will be attending the Soil Health Network Regional HUB meeting January 21<sup>st</sup> and 22<sup>nd</sup> in Corvallis.
  - OWEB – No new news.
  - **TECHNICAL ASSISTANCE:**
    - Will be making a site visit to another Elkton/Azaila Drive Vineyard later this year or early 2025 to obtain soil samples.
- Ongoing TA:
- Elk Creek Riparian Restoration Projects:
    - 5 properties involved with this project, one of which is already being worked on through a small grant. Hoping to work with the City of Elkton on these projects, which will fit into their DEQ TMDL plan. This is a stretch of Elk Creek within the City limits of Elkton where there is little to no shade on the creek, and the riparian has been invaded by Armenian Blackberry and at least two different kinds of ivy, along with Reed Canary Grass.
  - 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 on a small heritage pig operation.*
- *Contact made with Smith River ranch owner who is interested in bridges, livestock exclusion fencing, off-stream watering, tide gate replacement, etc. Follow-up in process. Will visit ranch this summer to begin AgWQ planning, mapping, etc. Will follow up in spring 2025 with Umpqua SWCD Contractor for additional site visits and recommendations.*
- *Possible in-stream work, riparian buffer and grant for project at Wild Azalea Vineyards. Will need SWCD Contractor's assistance with this and will make a site visit with him upon his return in early 2025.*
- *Providence Creek – Landowner called about fill and removal, levy repair, fencing, etc. Will follow up in early 2025 when Consultant is available.*
- *Working with South Side Smith River landowner about small grant program application to provide assistance for fiber goat operation to assist with heavy use areas and barn water runoff at various locations on the ranch. Will write small grant in next small grant biennium.*
- **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.*
  - *Will be taking a much-needed vacation 12/20 through 01/03/2025. Will be occasionally checking emails.*
  - *SDAO Best Management Practices Survey completed online.*

**Heather Y. Medina Saucedo – USDA-NRCS Assistant State Conservationist for Field Operations**

- *The Roseburg Service Center had a new District Conservationist who is Bradley Stokes. District Conservationist Stokes is from South Carolina and making the move to Roseburg and should be in Roseburg by the end of December. He will be attending the January SWCD meeting.*
- *General EQIP due November 29<sup>th</sup>.*
- *At the ODFW Working Lands meeting in Salem on December 12<sup>th</sup> found out that 2.5% in state funding for natural resources has never been increased and that's what all of Oregon natural resources works out of.*
- *We should try to have “Legislative Days” out in the field and take our state legislatures out on tours to help them understand why we need funding and to understand the kind of work we do.*
- *Wallace Jennings is your contact for the Organic or Transition to Organic Initiative to Oregon.*

**Annie Marion – District Conservationist, USDA-NRCS Waldport Field Office**

- *Provided a written report to the Umpqua SWCD Board of Directors:*

*November 2024*

*Announcements/Updates:*

- *FY25 Wetland Reserve Easement sign-up deadlines:*
  - *IRA 1<sup>st</sup> batching date Oct. 4, 2024, 2<sup>nd</sup> batching date Dec. 20, 2024*

*Meetings/Site Visits:*

- *Nov. 5 – Volunteered with Salmon Watch at Clemens Park on the Alsea River teaching ~30 5<sup>th</sup> graders about aquatic macroinvertebrates*
- *Nov. 6 – Presented at Coastal Season Extension workshop organized by OSU Extension in Florence (~20 attendees)*
- *Nov. 7 – Presented at Coastal Season Extension workshop organized by OSU Extension in Lincoln City (5 attendees)*

- Nov. 7 – Presented on grazing management and NRCS cost share programs at ODA’s Upper Yaquina TMDL Implementation Plan community meeting in Eddyville
- Nov. 12 – Site visit for CSP forestry certification near Newport
- Nov. 14 – Basin District Conservationists meeting to discuss EQIP funding for FY25
- Nov. 15 - Site visit for EQIP Local Foods application near Deadwood
- Nov. 18 - Site visit to OMSI Camp Gray in Newport with Evie Smith (OSU Extension), Celeste Lebo (USFWS), and Tyler Clouse (LSWCD) to discuss possibilities for coastal prairie/dune restoration project and butterfly habitat
- Nov. 18 – Site visit for EQIP Local Foods application near Yachats
- Nov. 20 – Site visit w/ Bridgett Pneuman, NRCS Organic Specialist/Oregon Tilth, and Dean Moberg, consultant/retired NRCS, for EQIP organic mgmt., nutrient mgmt., and hedgerow site prep certification near Walton
- Nov. 21 – Site visit w/ Kailee & Katie (LSWCD) to farm/forest landowner interested in butterfly meadow and riparian planting in Upper Yaquina
- Nov. 21 – Site visit for pasture assessment for EQIP Upper Yaquina Water Quality application near Eddyville
- Nov. 25 – Dec. 2 – annual leave
- Dec. 3 – Site visit for EQIP pasture application near Logsdan
- Dec. 5 – Site visit for EQIP AFO/pasture application near Siletz
- Dec. 6 – Site visit w/ Seth (Siuslaw SWCD) & Caleb (SWC) to discuss potential floodplain restoration project on N Fork Siuslaw near Florence & EQIP AFO/pasture application
- Dec. 11 – Site visit w/ Cal Knights (NRCS Forester) for EQIP forestry application near Logsdan

**PROGRAMS:**

*Environmental Quality Incentive Program (EQIP)*

- FY25 EQIP sign-up deadline was November 29, 2024:
  - Received a total of 17 EQIP applications:
    - 3 Western Lane County (2 Local Foods, 1 IRA – Farmstead)
    - 14 Lincoln County (5 Local Foods, 3 Upper Yaquina Water Quality, 3 Forest Resistance & Resilience, 1 Organic, 1 Forest Management Plan, and 1 IRA –Pasture/Farmstead)

*Conservation Stewardship Program (CSP)*

- Current CSP Contracts
  - Worked on certifying activities for FY24 annual payments
- FY25 CSP Renewals
  - Working on contracting for 1 renewal application (Lane)

*Easement Programs*

- [Agricultural Conservation Easement Program \(ACEP\)](#) & [Healthy Forests Reserve Program \(HFRP\)](#)
- New NRCS Basin Staff:
  - Royce Daniels, Basin Wetlands Specialist (Eugene office)
  - Keira Cameron, Pheasants Forever partner biologist (Eugene office)

**DIRECTOR REPORTS:**

Director Miller:

- Director Miller described how he has enjoyed being a Director on the Umpqua SWCD Board of Directors and how he supports this work.

Director Frakes:

- *Director Frakes also described how she learned a lot from being a Director on the Umpqua SWCD Board of Directors and enjoyed her time on the board, and how she might run for the position again in the future, once her schedule lightens up.*

## **BUSINESS ITEMS**

### **1. Personal Services Contract Policy – Action Item**

The District Manager explained how the blanks in the Public Contracting Rules and Procedures Policy have been filled in Umpqua SWCD's information, which was approved at the November 9, 2023 business meeting. With the Personal Services Contract Policy, the blanks have been filled in using the information from Umpqua SWCD's Public Contracting Rules and Procedures Policy and this is in draft form. We can update both of these policies after the new year as we see fit. Example policies have been requested from Curry, Coos, and Clackamas SWCDs, so we don't need to reinvent the wheel.

Chair Baumgartner made a motion, 2<sup>nd</sup> by Director Miller to approve the Umpqua Soil and Water Conservation District Personal Services Contract Policy. The motion **unanimously passed**.

### **2. Public Meeting Policy – Action Item**

The District Manager explained how the draft public meeting policy is based off of the SDAO sample policy, which has been tailored to fit Umpqua SWCD. The executive session items that do not apply to SWCDs has been removed from the draft policy.

Chair Baumgartner made a motion, 2<sup>nd</sup> by Director Miller to approve the Umpqua Soil and Water Conservation District Public Meeting Policy. The motion **unanimously passed**.

### **3. Director Recruitment – Discussion**

The District Manager provided an updated director recruitment letter and resources information from the Special Districts Association of Oregon on the topic.

## **EXECUTIVE SESSION**

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

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

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

### **4. Pay Increase – Action Item**

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

The Board of Directors suggested an increase of \$4.00 per hour, and while that was most acceptable to the District Manager, the District Manager suggested a \$3.00 per hour increase due to wanting to make sure there was enough funding available in the budget to cover the cost of the SWCD's environmental services contractor.

Director Miller made a motion, 2<sup>nd</sup> by Chair Baumgartner to increase the District Manager/Conservation Planner's pay by \$3.00 per hour. The motion **unanimously passed**.

**FUNDING COMMITTEE**

Reports and follow up to items.

No new news.

**ADJOURN MEETING:**

Meeting adjourned at 7:30 p.m. by Chair Baumgartner.

**NEXT MEETING DATE**

The next business meeting for the Umpqua Soil and Water Conservation District is scheduled for January 9, 2025 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

January 9, 2025



- OWEB:
  - 2023-2025 District Operations Capacity Grant –
    - 6<sup>th</sup> quarter Capacity Grant reporting due 01/15/2025.
    - SWCD Capacity Grant Supplement Opportunity Related to Website Development due 01/17/2025. The Oregon Watershed Enhancement Board (OWEB) and the Oregon Department of Agriculture (ODA) have approximately \$193,000 to assist districts develop websites, upgrade websites, and ensure that their websites meet the new accessibility requirements under WCAG 2.1 AA and DOJ 28 CFR Part 35. Funds will be awarded up to \$20,000 through an amendment to your current 2023-2025 SWCD Capacity Grant and must be expended by 07/31/2025. No additional match is required. Not sure we need this, but a .gov domain might be handy to have.
    - 02/07 Soil Workshop at the Great Garden in Reedsport with the NRCS Soil Trailer and Logan Bennett from OSU Extension. We will be handling sign-ups for this workshop, which will also include obtaining soil samples from the garden.
  - 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. The landowner has scheduled the gutter and downspout installation for spring 2025. This project is over 75% complete. The landowners are replacing their barn roof in anticipation of new gutters and downspouts.
      - Providence Creek Runoff Management – 60% of the funds have been used with the majority going to materials and supplies. This project is over 95% complete. Grant needs to be reported on by 02/04/2025.
      - Parent Ranch Livestock Exclusion Phase 1 – 60% of the funds have been used with the majority going to materials and supplies. All of the supplies have been purchased for this project and the fencing is 100% complete. The final step is the heavy use areas at the gates and elk jumps. The landowner had knee surgery at the end of August, therefore, the project will be completed at a later date.
      - Elk Creek Riparian OWEB Small Grant – 60% of the funds have been received from OWEB. Project work has been completed by SWCD contractor, Ruwaldt Consulting. This project is 99% complete. Summer 2025 will be for blackberry regrowth management and control, along with watering. We will make sure we have proper match then complete the OWEB reporting. Me and the contractor visited the site after a short period of heavy rain to see how project is holding up on 12/06. Project is holding in there.
      - Costa Ranch Runoff Management – Grant application submitted September 14<sup>th</sup> for \$15,000 for gutters, downspouts, drainage line, geotextile fabric, and gravel for the heavy use protection area. The Small Grant Team has reviewed the grant and it has been approved by both the Small Grant Team and OWEB as of 11/22/2024. Waiting to find out when Mr. Costa is ready to begin working on his grant, but he felt that would be late spring.
    - Small Grants Pre-Project Tours –
      - NRCS District Conservationist Annie Marion has already requested a tour for the Lincoln SWCD Board of Directors this fall or later this winter.
      - Sarah Sauter with DEQ will be touring these sites 01/28 and 01/29.
  - OWEB TA Grant:
    - We will be resubmitting this grant in the Spring.



- Application submitted to OWEB on 04/26/2024. 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 has been completed.
  - Lots of meetings with engineer.
  - Unfortunately, the OWEB review team recommendation for this grant was, “Do Not Fund”. The OWEB review team recommendation is available from the OWEB Grant Management website. We’ll review the evaluation and apply recommendations and then go from there to reapply to the program.
- BLM:
  - BLM Secure Rural Schools and Community Self-Determination grant, “Umpqua Noxious Weed Control” for both contractor and myself. Matt Ruwaldt Consulting will be representing Umpqua SWCD at the Coos BLM RAC meeting on either 01/14 or 01/15 and providing a 3-minute presentation on the proposed project virtually.
- PARTNERSHIPS:
  - Umpqua 7, Coos 4, Mid-Coast 3 OWEB Small Grant Teams –
    - Umpqua 7 –
      - Working with Lee Russell.
        - Attended the organization meeting for a new Elk Creek Watershed Coalition on 12/10/2024 at the Drain Civic Center where attendees began creating the organization’s bylaws, approving those. At the next meeting on 01/14 we will work on policies and create a board of directors.
        - Offered for Umpqua SWCD to provide administration for the Elk Creek Watershed Coalition at the meeting on Tuesday night. Some of the members are interested in that and asked me to find out from the Umpqua SWCD board if they would be interested in doing that. Had provided Lee Russell and Heather McNeill the document that Curry SWCD uses to provide their watershed councils with administration as a reference document.
      - Small Grant Team:
        - We have used all of the funds for the 2023-2025 biennium after the last small grant submission window.
  - Partnership for the Umpqua Rivers –
    - Next meeting should be happening in January.
    - Not sure when tour of Glover site will occur.
    - Glover Lands Estuary Enhancement Project –
      - Keven Keller wants Umpqua SWCD to design the livestock watering system and obtain quotes for the materials and supplies. Will need to work with landowner in order to achieve this. PUR Executive Director Keller said he could provide some funding to the SWCD through PUR for SWCD performing this service. We will find out.
      - All four bridges are installed and the re-channelization work is as complete as PUR is willing to take it. The plans show much more re-channelization work, but PUR is done. Cris Salzar gave a presentation at the PUR meeting about the project.
      - Made a site visit with Mr. Glover to look at the bridges and other work that has been done on 10/24/2024. One of the bridges has a 6% grade. Not sure how this will work out as far as the “test of time” will go.

- Met with Criz Salzar with PUR and Morgan Fay with the Umpqua Native Plant Partnership to discuss planting plan, work on obtaining plants and volunteers to plant plants.
- South Coast Tide Gate Collaborative – No new news.
- Tide Gate Affinity Group – No new news.
- State Tide Gate – No new news.
- Providence Creek Area Updates:
  - Port of Umpqua – Attended Port meeting 12/18/2024. Next meeting 01/15.
    - Providence Creek Tide Gates –
      - The Providence Creek Study Grant to Business Oregon has been awarded in the amount of \$160,000.
      - Grant for \$40,000 match will need to be written and our consultant will do that this winter.
      - Port of Umpqua approved contracting with Ruwaldt Consulting at their October 16<sup>th</sup> Port meeting.
      - Don Porior will be doing the design and engineering for the project.
      - Don Porior created a project timeline 12/11/2024.
      - Meeting at the Port with Port Manager Scott Kent, Matt Ruwaldt Consulting, and Don Porior joined us by telephone 12/12/2024.
      - At the 12/18/2024 meeting the Port of Umpqua Commission made a motion to not be involved in tidegate work as they feel that working on the Providence Creek tidegates will make them responsible for all of the tidegates in their entire District. While they had seed funding and we were going to get grants to cover 100% of the project, they backed out.
      - Meeting between SWCD, Port of Umpqua, and Matt Ruwaldt Consulting on 12/23/2024 to figure out what to do at this point.
      - Contacted Business Oregon on 12/23/2024 and found that it is now possible for SWCDs to apply to the Business Oregon Levy Program. We can potentially either transfer the grant from the Port of Umpqua to the SWCD or, according to Becky Bryant with Business Oregon, since the grant was already successful, we can reapply to the program through the SWCD and it will be easy for the new grant to go through, that way we can start over with a clean, new grant. We will be meeting soon to discuss options on how to save this grant one way or another.
      - Don Porior Engineering looked over the title documents regarding the tidegates and found that the Port of Umpqua can work on the tidegates at Providence Creek and are the party responsible for those according to two deeds dating back to the October 1947 Easement Deed and the 1950 Easement Deed to work on the drainages between Hubbard and the US Army Corps of Engineers. Either the SWCD or the Port need to ask the title company to complete the report as we need to find out if there is an easement to access the portion of the property (depending on what the title report indicates) owned by Roseburg Resources. 01/02.
  - Leeds Island Park and Restoration Project –
    - City Council approved Council Letter 024-036 at the 05/06/2024 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.

- Grant 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.
- It is time to follow-up on this as the cattle are no longer at Leeds Island and it is time to move forward.

▪ Additional Information:

- Weekly meetings with Engineer.

- Douglas County – No new news.
- Smith/Umpqua/Dunes Stewardship Group – Met 01/08.
- DEQ Umpqua TMDL Implementation – Sarah Sauter with DEQ will be visiting Reedsport and Elkton for a tour of our projects in January 28-29, 2025.
- Forest Service –
  - Tsalila – Report due.
  - Oregon Central Coast Forest Collaborative –
    - Attended 12/13 meeting.
    - Next meeting 02/14.
- Umpqua Oaks Partnership – No new news.
- Umpqua Native Plant Partnership – No new news.
- Hydro Breakfast Meeting – Next meeting 02/06.
- USDA/NRCS –
  - AgLearn – Contacted by Wallace Jennings with NRCS and he is working on getting the AgLearn training set up again. Had meeting on 12/17. A lot of people have been working on this. Completed Security Awareness Training, and have been going through a lot of hoops.
- Douglas Weed Management Area – MOU ready to be signed.
- Oregon Association of Conservation Districts (OACD) – District Manager's Meeting 01/30.
- Oregon Conservation Education Association Network (OCEAN) – CONNECT will be held April 8-10, 2025 at the Florence Events Center.
- Oregon Coastal Zone Management Association – No new news.
- Oregon State University Extension Service – Working on a soil health hands on workshop. Discussed earlier.
- Oregon Climate and Agriculture Network – Will be attending the Soil Health Network Regional HUB meeting January 21<sup>st</sup> and 22<sup>nd</sup> in Corvallis.
- OWEB – No new news.
- TECHNICAL ASSISTANCE:
  - Will be making a site visit to another Elkton/Azaila Drive Vineyard later this year or early 2025 to obtain soil samples.

Ongoing TA:

- Elk Creek Riparian Restoration Projects:

- 5 properties involved with this project, one of which is already being worked on through a small grant. Hoping to work with the City of Elkton on these projects, which will fit into their DEQ TMDL plan. This is a stretch of Elk Creek within the City limits of Elkton where there is little to no shade on the creek, and the riparian has been invaded by Armenian Blackberry and at least two different kinds of ivy, along with Reed Canary Grass.

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- 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.
  - Took portions of planned vacation. Have been sick with Covid, yuck.



Annie Marion  
(541) 563-5627  
anna.marion@usda.gov

**Umpqua Soil and Water Conservation District  
District Conservationist Report  
NRCS Waldport Field Office  
December 2024**

**Announcements/Updates:**

- EQIP Organic Transition Initiative (OTI) sign-up deadline is January 17, 2025
- EQIP CPA/DIA/CEMA “Act Now” (including Forest Management Plans and Comprehensive Nutrient Management Plans) sign-up deadline is January 31, 2025
- Conservation Stewardship Program (CSP) application deadline is February 28, 2025

**Meetings/Site Visits:**

- Dec. 3 – Site visit for EQIP pasture application near Logsdan
- Dec. 5 – Site visit for EQIP IRA farmstead application (gutters, heavy use area, rainwater storage) near Siletz
- Dec. 6 – Site visit w/ Seth (Siuslaw SWCD) & Caleb (SWC) to discuss potential floodplain restoration project on N Fork Siuslaw near Florence & EQIP IRA AFO/ pasture application
- Dec. 11 – Siuslaw Estuary Technical Advisory Committee meeting organized by McKenzie River Trust
- Dec. 11 – Site visit w/ Cal Knights (NRCS Forester) for EQIP forestry application near Logsdan
- Dec. 13 – Site visit for EQIP forestry practice certification near Newport
- Dec. 16 – Site visit for EQIP Forest Management Plan certification near Logsdan
- Dec. 17 – Meeting w/ new CTSI Forester regarding EQIP project planning/timelines
- Dec. 18 – Basin Team Meeting in Roseburg
- Dec. 19 – MidCoast Watersheds Council Tech Team Meeting
- Dec. 20 – EQIP application eligibility deadline
- Dec. 23-27 – Annual leave

**PROGRAMS:**

**Environmental Quality Incentive Program (EQIP)**

- FY25 EQIP eligibility deadline was December 20, 2024:
  - Received a total of 19 EQIP applications—2 canceled, 1 deferred, and 2 were ineligible, so proceeding with assessment/ranking on 14 applications:
    - 3 Western Lane County (1 Local Foods, 1 OTI, 1 IRA – Farmstead)
    - 11 Lincoln County (2 Local Foods, 3 Upper Yaquina Water Quality, 2 Forest Resistance & Resilience, 1 Forest Management Plan, 2 IRA Pasture and 1 IRA –Farmstead)

## **Conservation Stewardship Program (CSP)**

- Current CSP Contracts
  - Completed certification of activities for FY24 annual payments
- FY25 CSP Renewals
  - Completed contracting for 1 renewal application (Lane)

## **Easement Programs**

- [Agricultural Conservation Easement Program](#) (ACEP) & [Healthy Forests Reserve Program](#) (HFRP)
  - New NRCS Basin Staff:
    - Royce Daniels, Basin Wetlands Specialist (Eugene office)
    - Keira Cameron, Pheasants Forever partner biologist (Eugene office)



## REGULAR BUSINESS

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### 1. Director Recruitment

We will need to actively recruit Directors from Zone 2 and Zone 3 in the District.

**Zone 2 takes in the Ash Valley/Loon Lake Area, Scottsburg, Wells Creek, Lutsinger Creek areas, and portions of the Lower and Upper Smith River.**

**Zone 3 takes in Sawyers Rapids, the Elkton area, Riverside, Kellogg, 5-miles beyond the Elk Creek Tunnel, and portions of Upper Smith River.**

An interactive map of the District can be found at:

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

SDAO's website has helpful information about Director Recruitment:

<https://www.sdao.com/board-member-recruitment-toolkit>

#### Board Member Recruitment Toolkit

##### ABOUT THE TOOLKIT

The SDAO Board Member Recruitment Toolkit is designed to assist you with recruiting board members to run for open board positions or fill vacancies. We have developed several sample materials for you to use to assemble a recruitment package to be given to interested individuals. Links to these resources can be found below.

Many of these materials have been created in Microsoft Word and can be personalized by inserting your district name, logo, or letterhead and filling in the information pertinent to your district within the body of the text. Under the **Sample Recruitment Packages** heading are two sample packages that you can use as a guide when creating your district's recruitment materials.

We have also put together materials for board member orientation. After an individual is selected or elected, you can use these resources to introduce them to the district and their new role.

If you have any questions about this toolkit or accessing these resources, please contact SDAO Member Services at 800-285-5461 or [memberservices@sdao.com](mailto:memberservices@sdao.com).

We wish you luck with your future recruitments!

#### RECRUITMENT RESOURCES

- [Recruitment Checklist](#) (Word)
- [Sample Press Release - Vacancy](#) (Word)

December 12, 2024

## 1. Director Recruitment

- [Sample Press Release - Election](#) (Word)

## RECRUITMENT PACKAGE TEMPLATES

- [Sample Recruitment Package Cover Letter](#) (Word)
- [Sample District Information](#) (Word)
- [What is a Special District? Brochure](#) (PDF)
- [Special District Fact Sheets](#) (Link)
- [Why Would I Want to Become a Board Member?](#) (Word)
- [How Do I Become a Board Member?](#) (Word)
- [What Does a Board Member Do?](#) (Word)
- [Board Member Application](#) (Word)

## SAMPLE RECRUITMENT PACKAGE

*These sample recruitment packages will give you an idea of how your recruitment materials could look!*

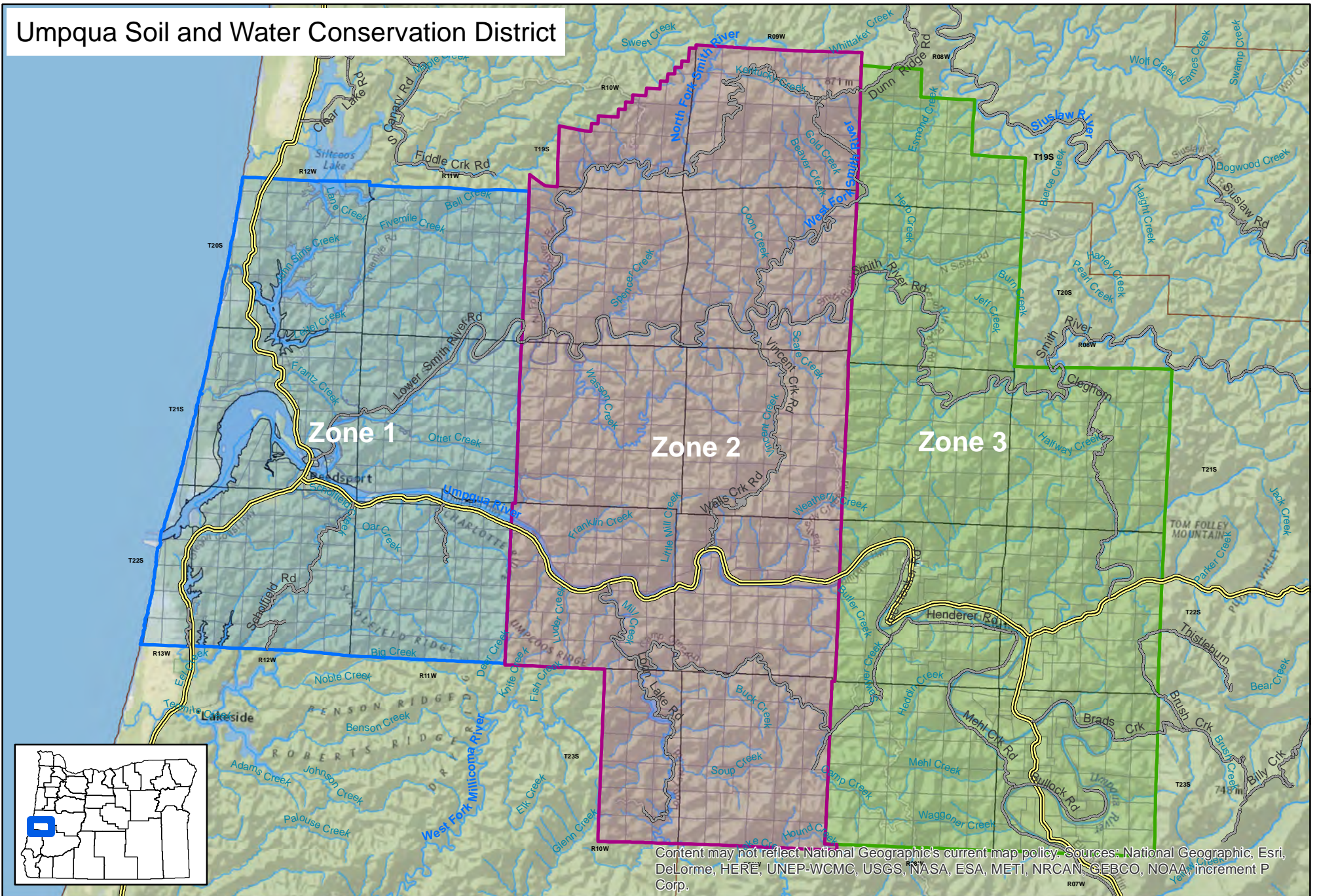
- [Sample Water District Recruitment Package - Board Vacancy](#) (PDF)
- [Sample Water District Recruitment Package - Upcoming Election](#) (PDF)

## ORIENTATION RESOURCES

- [Orientation Checklist](#) (Word)
- [Characteristics of an Effective Board Member](#) (Word)
- [SDAO Information](#) (PDF)
- [SDAO Board Member Handbook](#) (PDF)



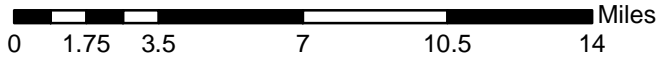
# Umpqua Soil and Water Conservation District



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 Date Saved: 1/12/2016  
 Date Printed: 6/9/2016  
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 Projection: NAD 1983 Oregon Statewide Lambert Feet Intl  
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