



**Umpqua Soil and Water Conservation District Meeting**  
December 12, 2024, 6:30 – 8:00 PM (America/Los Angeles)

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

<https://meet.goto.com/UmpquaSWCD/umpquasoilandwaterconservationdistrictmeeting-1>

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

Access Code: 538-418-973, United States (Toll Free): [1 866 899 4679](tel:18668994679)

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**CALL TO ORDER**

**FISCAL PROVIDER REPORT**

Tanya Graham – Bookkeeping Updates

**APPROVAL OF BILLS & TREASURER’S REPORT FOR AUDIT**

- November 2024

**APPROVAL OF MINUTES**

- 2022: 02/10 Meeting, 03/03 Special Meeting
- 2024: 11/14 Business Meeting

**STAFF REPORTS**

**CONSULTANT REPORTS**

**AGENCY & ORGANIZATION REPORTS**

**DIRECTOR REPORTS**

**BUSINESS ITEMS**

1. Public Contracting Rules – Action Item
2. Public Meeting Policy – Action Item
3. Director Recruitment – Discussion
4. Pay Increase – Action Item

**FUNDING COMMITTEE**

Discussion and Reports

**EXECUTIVE SESSION**

ORS 192.660 (2) (i) and ORS 192.660 (8) to evaluate the performance of an officer, employee or staff member

**ADJOURN**

**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.

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.\*

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

<b>ASSETS:</b>	<u>November 30, 2024</u>
<b>Current Assets:</b>	
Checking/Savings	
First Community Checking	32,723.43
First Community Savings	68.47
<b>Total Checking/Savings:</b>	<b>32,791.90</b>
<b>Accounts Receivable:</b>	
Accounts Receivable	0.00
<b>Total Accounts Receivable:</b>	<b>0.00</b>
<b>Other Current Assets:</b>	
Prepaid Workers Comp	654.29
<b>Total Other Current Assets:</b>	<b>654.29</b>
<b>Total Assets:</b>	<b>33,446.19</b>
<b>LIABILITIES &amp; EQUITY:</b>	
<b>Liabilities:</b>	
<b>Current Liabilities:</b>	
Paid Time Off Liability	11,446.99
<b>Total Current Liabilities:</b>	<b>11,446.99</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	(9,589.11)
<b>Total Equity:</b>	<b>17,282.87</b>
<b>Total Liabilities &amp; Equity:</b>	<b>33,446.19</b>

**Net Income**

Income	61,129.41
Expenses	- 70,718.52
<b>Net Income</b>	<b>(9,589.11)</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  
November 2024**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Account</b>	<b>Grant Name</b>	<b>Original Amount</b>
<b>First Community Checking</b>				<b>Balance as of 11/1/24</b>	<b>16,404.14</b>
11/15/24		Deposit	Grant Funds	23-25 ODA Dist Operations	7,244.50
11/15/24		Deposit	Grant Funds	23-25 ODA Scope of Work	16,904.00
11/5/24	EFT	QuickBooks Payroll	Processing Fee	23-25 ODA Dist Operations	(1.75)
11/20/24	EFT	QuickBooks Payroll	Processing Fee	23-25 ODA Dist Operations	(1.75)
11/2/24	EFT	Oregon Dept of Revenue	Payroll Taxes - Q4-24	Payroll Fund	(224.11)
11/2/24	EFT	United States Treasury	Payroll Taxes - Q4-24	Payroll Fund	(791.46)
11/19/24	EFT	Oregon Dept of Revenue	Payroll Taxes - Q4-24	Payroll Fund	(194.67)
11/19/24	EFT	United States Treasury	Payroll Taxes - Q4-24	Payroll Fund	(649.76)
11/9/24	EFT	Adobe	Office Supplies	23-25 ODA Dist Operations	(19.99)
11/2/24	EFT	Intuit	Processing Fee	23-25 ODA Dist Operations	(7.00)
11/2/24	EFT	A2Z Mini Storage	Storage Rent	23-25 ODA Dist Operations	(150.00)
11/2/24	EFT	LogMein	Telephone	23-25 ODA Dist Operations	(5.00)
11/29/24	EFT	AT&T	Telephone	23-25 ODA Dist Operations	(186.20)
11/7/24	EFT	United States Postal	Postage	23-25 ODA scope of Work	(18.20)
11/14/24	EFT	United States Postal	Postage	23-25 ODA Scope of Work	(17.10)
11/24/24	EFT	Staples	Office Supplies	23-25 ODA Dist Operations	(93.43)
11/6/24	DD	Tanya Graham	Contract Services	23-25 ODA Dist Operations	(202.50)
11/21/24	DD	Tanya Graham	Contract Services	23-25 ODA Dist Operations	(78.75)
11/2/24	1656	OCZMA	Dues	23-25 ODA Dist Operations	(77.25)
11/2/24	1657	Streamline	Web Hosting	23-25 ODA Dist Operations	(133.00)
11/2/24	1658	Oregon Saves	Simple IRA	Payroll Fund	(150.80)
11/19/24	1659	Matrix Science	Contract Services	23-25 ODA Scope of Work	(382.50)
11/19/24	1660	Special Districts	Dues	23-25 ODA Dist Operations	(140.00)
11/19/24	1661	Oregon Saves	Simple IRA	Payroll Fund	(131.30)
11/6/24	DD1227	Rhonda Black	Personnel 10/16/24 - 10/31/24	Payroll Fund	(2,208.91)
11/21/24	DD1228	Rhonda Black	Personnel 11/1/24 - 11/15/24	Payroll Fund	(1,963.78)
				<b>Balance as of 11/30/24</b>	<b>32,723.43</b>
<b>First Community Savings</b>				<b>Balance as of 11/1/24</b>	<b>68.47</b>
					<b>0.00</b>
				<b>Balance as of 11/30/24</b>	<b>68.47</b>

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

**Accounts Receivable:**

<b>Total Funds Submitted for Payment</b>	<b>0.00</b>
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**Accounts Payable**

10/1/24	Matt Ruwaldt	07-24-005 Elk Creek	4,716.33
<b>Total Accounts Payable</b>			<b>4,716.33</b>

**Prepaid Workers Compensation**

<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>	(27.44)

<b>Total Prepaid Workers Comp Balance 11/30/24</b>	<b>654.29</b>
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**Umpqua Soil and Water Conservation District  
Statement of Activity and Cash Flow Report  
July 1, 2024 through November 30, 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>	<b>General</b>	<b>PTO</b>	<b>ODA</b>	<b>ODA</b>	<b>07-22-001</b>	<b>07-22-004</b>	<b>07-24-003</b>
<i>Project</i>	<b>Fund</b>	<b>Reserve</b>	<b>DO 23-25</b>	<b>SOW 23-25</b>	<b>Prov</b>	<b>Baum</b>	<b>Parent R</b>
<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		50.25				
Contract Services:							
Fiscal Provider			1,962.22				
General				3,271.50			
Dues, Fees and Permits			597.32				
Insurance:							
General, Workers Comp	592.51						
Material and Supplies							9,680.51
Office Supplies			2,682.87	34.99			
Postage			292.00	278.75			
Payroll:							
PTO Reserve		(2,560.95)	351.48	2,150.95			90.38
Watershed Tech		2,340.00	3,172.00	18,342.50			871.00
Internet Stipend		12.14	7.53	78.87			3.26
Workers Comp		1.40	1.98	12.02			2.55
Payroll Taxes		207.41	273.14	1,550.35			78.24
Rent:							
Storage Unit			750.00				
PO Box							
Tele/Internet/Web Site			2,354.30				
Travel/Training			67.67	397.31			2.01
<b>Total Expense</b>	<b>593.85</b>	<b>0.00</b>	<b>12,659.46</b>	<b>26,117.24</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>1,829.54</b>	<b>7,690.76</b>	<b>0.00</b>	<b>0.00</b>	<b>(11,807.16)</b>
Accounts Receivable							
Prepaid Workers Comp	279.41						
Accounts Payable							
Paid Time Off Liabilities		439.05					
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
<b>Net Cash Increase for Period</b>	<b>2,460.20</b>	<b>439.05</b>	<b>1,829.54</b>	<b>7,690.76</b>	<b>0.00</b>	<b>0.00</b>	<b>(11,807.16)</b>
<b>Cash Balance as of 11/30/24</b>	<b>12,458.66</b>	<b>11,446.99</b>	<b>8,553.90</b>	<b>4,855.47</b>	<b>(2,273.84)</b>	<b>(697.11)</b>	<b>(2,874.87)</b>
					<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 November 30, 2024**

<i>Status</i>	<i>Open</i>	<i>Open</i>	<i>Open</i>	
<i>Source</i>	<b>07-24-005</b>	<b>PUR</b>	<b>USFS</b>	
<i>Project</i>	<b>Elk Ck</b>	<b>Glover</b>	<b>Tsalila 2</b>	<b>TOTAL</b>
<b>Income</b>				
Grant Funds	8,998.80		1,058.97	<b>58,354.77</b>
Admin Income				<b>2,774.64</b>
Other Income				<b>0.00</b>
<b>Total Income</b>	<b>8,998.80</b>	<b>0.00</b>	<b>1,058.97</b>	<b>61,129.41</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>51.59</b>
<b>Contract Services:</b>				
Fiscal Provider				<b>1,962.22</b>
General	11,790.83		691.00	<b>15,753.33</b>
Dues, Fees and Permits				<b>597.32</b>
<b>Insurance:</b>				
General, Workers Comp				<b>592.51</b>
Material and Supplies			590.00	<b>10,270.51</b>
Office Supplies				<b>2,717.86</b>
Postage				<b>570.75</b>
<b>Payroll:</b>				
PTO Reserve	146.52	99.15	161.52	<b>439.05</b>
Watershed Tech	1,196.50	858.00	1,651.00	<b>28,431.00</b>
Internet Stipend	7.18	3.11	12.91	<b>125.00</b>
Workers Comp	7.00	0.70	1.79	<b>27.44</b>
Payroll Taxes	111.68	76.55	135.76	<b>2,433.13</b>
<b>Rent:</b>				
Storage Unit				<b>750.00</b>
PO Box				<b>0.00</b>
Tele/Internet/Web Site				<b>2,354.30</b>
Travel/Training	192.29	26.80	85.09	<b>771.17</b>
<b>Total Expense</b>	<b>14,798.00</b>	<b>1,413.74</b>	<b>3,329.07</b>	<b>70,718.52</b>
<b>Net Income</b>	<b>(5,799.20)</b>	<b>(1,413.74)</b>	<b>(2,270.10)</b>	<b>(9,589.11)</b>
Accounts Receivable		8,469.00		<b>8,469.00</b>
Prepaid Workers Comp				<b>279.41</b>
Accounts Payable	4,716.33			<b>4,716.33</b>
Paid Time Off Liabilities				<b>439.05</b>
Cash Balance as of 7/1/24	0.00	(2,285.96)	(93.63)	<b>28,477.22</b>
Net Cash Increase for Period	(1,082.87)	7,055.26	(2,270.10)	<b>4,314.68</b>
<b>Cash Balance as of 11/30/24</b>	<b>(1,082.87)</b>	<b>4,769.30</b>	<b>(2,363.73)</b>	<b>32,791.90</b>
	<i>Need FR</i>		<i>In Process</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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	58,354.77
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>0.00</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>61,129.41</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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	51.59
Contract Services:													
Fiscal Provider	337.50	371.25	236.25	735.97	281.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,962.22
General	0.00	0.00	382.50	14,988.33	382.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,753.33
Dues, Fees and Permits	40.00	188.76	0.00	228.56	140.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	597.32
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
Office Expenses:													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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,717.86
Payroll:													0.00
PTO Reserve	373.19	(452.85)	(512.59)	431.30	600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	439.05
Watershed Tech	6,006.00	5,291.00	5,447.00	6,045.00	5,642.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	28,431.00
Internet Stipend	25.00	25.00	25.00	25.00	25.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	125.00
Workers Comp	5.95	3.71	9.51	4.36	3.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	27.44
Payroll Taxes	539.68	475.10	473.43	488.75	456.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,433.13
Rent:													
Storage Unit	150.00	150.00	150.00	150.00	150.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	750.00
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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,354.30
Travel/Training	127.30	166.83	140.03	145.39	191.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	771.17
<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>0.00</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>70,718.52</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>0.00</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>(9,589.11)</b>
Accounts Receivable	(24,148.50)	32,617.50	(1,058.97)	(23,089.53)	24,148.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,469.00
Prepaid Workers Comp	5.95	255.68	9.51	4.36	3.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	279.41
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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	439.05
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	32,791.90	32,791.90	32,791.90	32,791.90	32,791.90	32,791.90	28,477.22
Net Cash Increase for Period	(19,421.97)	34,137.10	(7,858.36)	(18,861.38)	16,319.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,314.68
<b>Cash Balance as of 11/30/24</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>32,791.90</b>	<b>32,791.90</b>	<b>32,791.90</b>	<b>32,791.90</b>	<b>32,791.90</b>	<b>32,791.90</b>	<b>32,791.90</b>	<b>32,791.90</b>

**Umpqua Soil and Water Conservation District  
Individual Grant Report  
As of November 30, 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		50.00			
Paid Out this Fiscal Year		0.00			
Hours as of 11/30/24	<b>304.25</b>	Hours	Paid Time Off Liability	<b>\$10,506.02</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		40.00			
Paid Out this Fiscal Year		90.00			
Hours as of 11/30/24	<b>27.25</b>	Hours	Paid Time Off Liability	<b>\$940.97</b>	
<i>(Note 2 - Personal Time is not paid out upon separation)</i>					
<b>Total Paid Time Off Liability</b>				<b>\$11,446.99</b>	

**USFS Tsalila 2**

	2024/2025	2023/2024	2022/2023	Total	Budget	Remaining	
<b>INCOME</b>							
Grant Funds	1,058.97	1,814.70	1,506.96	4,380.63	15,000.00	10,619.37	
<b>Total Income</b>	<b>1,058.97</b>	<b>1,814.70</b>	<b>1,506.96</b>	<b>4,380.63</b>	<b>15,000.00</b>	<b>10,619.37</b>	
<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>	<b>3,329.07</b>	<b>1,707.15</b>	<b>1,708.14</b>	<b>6,744.36</b>	<b>15,000.00</b>	<b>8,255.64</b>	
<b>Net Income</b>	<b>(2,270.10)</b>						
Accounts Receivable	0.00						
Accounts Payable	0.00						
<b>Cash Balance 7/1/24</b>	<b>(93.63)</b>						
<b>Net Cash</b>	<b>(2,270.10)</b>						
<b>Cash Balance 11/30/24</b>	<b>(2,363.73)</b>						<b>Expires 8/19/2027</b>

**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>	<b>0.00</b>	<b>8,469.00</b>	<b>8,469.00</b>	<b>8,469.00</b>	<b>0.00</b>	
<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>	<b>1,413.74</b>	<b>2,285.96</b>	<b>3,699.70</b>	<b>8,469.00</b>	<b>4,769.30</b>	
<b>Net Income</b>	<b>(1,413.74)</b>					
Accounts Receivable	8,469.00					
Accounts Payable	0.00					
<b>Cash Balance 7/1/24</b>	<b>(2,285.96)</b>					
<b>Net Cash</b>	<b>7,055.26</b>					
<b>Cash Balance 11/30/24</b>	<b>4,769.30</b>					



**Umpqua Soil and Water Conservation District  
Individual Grant Report  
As of November 30, 2024**

**2023-2025 ODA District Operations**

	2024/2025	2023/2024	Total	Budget	Remaining
<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	50.25	103.25	153.50	228.25	74.75
Contract Services	1,962.22	3,228.75	5,190.97	9,428.75	4,237.78
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	2,682.87	3,827.76	6,510.63	8,327.76	1,817.13
Postage	292.00	905.55	1,197.55	1,905.55	708.00
Salary, Taxes, WC, Int Stipend	3,806.13	7,521.62	11,327.75	20,998.98	9,671.23
Rent (Storage and PO Box)	750.00	1,514.00	2,264.00	3,464.00	1,200.00
Telephone, Internet, Web Site	2,354.30	2,436.88	4,791.18	6,336.88	1,545.70
Travel/Training	67.67	12.06	79.73	1,062.06	982.33
<b>Total Expenses</b>	<b>12,659.46</b>	<b>22,253.64</b>	<b>34,913.10</b>	<b>57,956.00</b>	<b>23,042.90</b>
<b>Net Income</b>	<b>1,829.54</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>1,829.54</b>				
<b>Cash Balance 11/30/24</b>	<b>8,553.90</b>				
				<i>Expires</i>	<i>7/31/2025</i>

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

	2024/2025	2023/2024	Total	Budget	Remaining
<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	3,271.50	9,348.88	12,620.38	12,090.88	(529.50)
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	397.31	956.07	1,353.38	1,956.07	602.69
Salary, Taxes, WC, Int Stipend	22,134.69	59,012.08	81,146.77	115,850.79	34,704.02
<b>Total Expenses</b>	<b>26,117.24</b>	<b>70,451.29</b>	<b>96,568.53</b>	<b>135,232.00</b>	<b>38,663.47</b>
<b>Net Income</b>	<b>7,690.76</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>7,690.76</b>				
<b>Cash Balance 11/30/24</b>	<b>4,855.47</b>				
				<i>Expires</i>	<i>7/31/2025</i>

**Umpqua Soil and Water Conservation District  
Individual Grant Report  
As of November 30, 2024**

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

	<u>2024/2025</u>	<u>2023/2024</u>	<u>Total</u>	<u>Budget</u>	<u>Remaining</u>
<b>INCOME</b>					
OWEB Funds	0.00	8,253.00	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>	<b>0.00</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>(2,273.84)</b>				
<b>Net Cash</b>	<b>0.00</b>				
<b>Cash Balance 11/30/24</b>	<b>(2,273.84)</b>				
				<i>Expires</i>	<i>2/3/2025</i>

**07-22-004 Otter/Baumgartner 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	8,955.60	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>	<b>0.00</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>(697.11)</b>				
<b>Net Cash</b>	<b>0.00</b>				
<b>Cash Balance 11/30/24</b>	<b>(697.11)</b>				
				<i>Expires</i>	<i>5/31/2025</i>

**Umpqua Soil and Water Conservation District  
Individual Grant Report  
As of November 30, 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 11/30/24</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	8,998.80	8,998.80	14,998.00	5,999.20	
<b>Total Income</b>	<b>8,998.80</b>	<b>8,998.80</b>	<b>14,998.00</b>	<b>5,999.20</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>(5,799.20)</b>				
<b>Accounts Receivable</b>	0.00				
<b>Accounts Payable</b>	4,716.33				
<b>Cash Balance 7/1/24</b>	<b>0.00</b>				
<b>Net Cash</b>	<b>(1,082.87)</b>				
<b>Cash Balance 11/30/24</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 November 30, 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	0.00	0.00	165.00	165.00
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>0.00</u>	<u>0.00</u>	<u>15,000.00</u>	<u>15,000.00</u>
<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>0.00</b>			
<b>Net Cash</b>	<u>0.00</u>			
<b>Cash Balance 11/30/24</b>	<u><u>0.00</u></u>			

**Expires 11/1/2026**



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

November 14, 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:**

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

**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:**

**Fiscal Provider Graham explained the financial report for the month ending October 31, 2024.**

Page 1 - The Balance Sheet. It shows total current assets of \$41,279.3 and total liabilities & Equity of \$41,279.31.

Page 2 - Check Register - General Checking - started the month with \$35,265.52 and ended the month with \$16,404.14.

Page 3 - Statement of Activity - Total Income: \$61,129.41 and total Expenses: \$62,362.65. Leaving a cash balance of \$16,472.61.

Page 4 - Monthly Comparison – As of October 31<sup>st</sup> - Income: \$25,323.23 and total Expenses: \$26,324.32. Cash balance of \$16,472.61.

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.

Fiscal Provider Graham explained the 60% up-front funds request process through the Oregon Watershed Enhancement Board Small Grant Program and how there can only be two funds request through the small grant program. The up-front 60% first request and the second/final request.

Fiscal Provider Graham joined the meeting at 6:40 p.m. and left the meeting at 6:55 p.m.

### **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 October 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 October 17, 2024 Business Meeting minutes. The motion **unanimously passed**.

### **STAFF REPORT:**

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

November 14, 2024

- OWEB:
  - 2023-2025 District Operations Capacity Grant –
    - Quarterly “Check-In” meeting attended on October 28<sup>th</sup> with Beth Pietrzak.
  - 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.
      - 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 95% complete. Summer 2025 will be for blackberry regrowth management and control, along with watering.

- 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. Waiting for the small grant team to review.
- Small Grants Pre-Project Tours –
  - Tour held on Monday, November 11<sup>th</sup> from 3 to 5 p.m. We met at the Providence Creek Runoff Management site, looked at the site, answered questions, and reviewed the Parent Ranch Livestock Exclusion Fencing site and answered questions. We had five people at the tour. Mr. Black answered questions about his project and Mr. Parent answered questions about his project.
  - NRCS District Conservationist Annie Morison has already requested a tour for the Lincoln SWCD Board of Directors this fall or later this winter.
- 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 and Elk Creek WC Contractor.
        - Elk Creek Watershed Council is in the process of dissolving.
        - Attended the organization meeting for a new Elk Creek Watershed group on 11/12 at the Drain Civic Center where attendees formed a new EC Watershed group and

decided upon the Elk Creek Watershed Coalition. Lee Russell will be sending the appropriate documents/Articles of Incorporation to the Oregon Secretary of State. At the next meeting we will work on the group's bylaws and go from there.

- Small Grant Team:
  - We are negative \$213 for the small grant team applicants 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 –
  - No September or October 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. I have not received any updates from PUR on this.
    - 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.
- 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
    - 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.





without a Lincpass. So, I'm once again on a perpetual loop of not being able to access the training.

- Douglas Weed Management Area – Next meeting will be held on December 5<sup>th</sup>.
- Oregon Association of Conservation Districts (OACD) – Provided ballot information to Andrea Kreiner.
- Oregon Conservation Education Association Network (OCEAN) – CONNECT will be held April 8-10, 2025 at the Florence Events Center.
- Oregon Coastal Zone Management Association – The Association of Oregon Counties is breaking their contract to provide administration for OCZMA. OCZMA is required to be in place by Oregon Statute. OCZMA provides insight for SWCDs, the fishing industry, wave and wind energy, the state of salmon in Oregon, and so forth, sometimes through legislation. OCZMA also holds a voting seat on the Oregon Coastal Planning Advisory Committee. Attended Executive meeting to review job applications for management of OCZMA on November 7<sup>th</sup>. Next executive meeting will be on November 18<sup>th</sup> to conduct interviews.
- Oregon State University Extension Service – Assisted OSU interns by participating in their research project on watershed riparian practices on October 29<sup>th</sup>.
- 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 –
- Attended OWEB meeting online October 22-23.
- Attended OWEB Natural and Working Lands Implementation/OAHP Listening Session October 31<sup>st</sup>.
- Attended OWEB's Governance: What It Is, Why It Matters, and How to Develop a Governance Document - SWCDs, WCs, Partnerships on November 6<sup>th</sup>.
- Attended OWEB's Natural and Working Lands Open Solicitation Offering on November 7<sup>th</sup>.
- Department of Interior:
  - Attended the DOI Environmental Justice Technical Assistance Webinar on November 13<sup>th</sup>.
- TECHNICAL ASSISTANCE:
  - Visited with South Side Smith River landowner about small grant program to provide assistance for fiber goat operation to assist with heavy use areas and barn water runoff at various locations on the ranch (10/24). Will write small grant in next small grant biennium.
  - Visited with Elkton/Henderer Road Rancher and obtained soil samples (10/30).
  - Visited with Elkton/Azalia Drive Vineyard operator and obtained soil samples (10/30).
  - 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.
- 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.

**Karin Stutzman – Oregon Department of Agriculture**

- ODA Review Quarterly Capacity Grant Report with Umpqua SWCD Board:
  - Everything looks good. Happy about the work being done.
- ODA suggests getting the Personal Services Contract Policy in place. Curry SWCD and Coos SWCD might have one they might be willing to share and Clackamas SWCD will have the gold standard.
- SDAO Best Management Practices is requiring boards to adopt a board meeting policy.
- ODA Capacity Grants: OWEB will require a 5% match for the 2025-2027 Capacity Grant.
  - Use the “Go Big” OWEB Budget Guidance Document for that process.
  - OWEB won't allow the Capacity Grant to be used for actual project funding as some Districts have tried to use this funding for actual projects in the past.

**DIRECTOR REPORTS:**

None.

**BUSINESS ITEMS**

**1. Oregon Coastal Zone Management Association Representative and Alternate – Action Item**

The District Manager explained how the Oregon Coastal Zone Management Association wasn't active during the COVID-19 Pandemic and how the organization is coming back online now. The group hired the Oregon Association of Counties to handle their website, financials, and meetings over the past several years, but now is in the process of hiring a new executive director or organization to manage the group. Normally, OCZMA provides guidance about natural resources, fisheries, coastal economic development, farming, and various coastal issues in regard to legislation and updates to the coastal community. OCZMA hold both a non-voting and voting position with the Ocean Policy Advisory Council.

While Director T. Black has been the voting representative to OCZMA in the past and on the organization's executive board, OCZMA made an exception to their bylaws for the Umpqua SWCD District Manager to hold executive board position.

For the upcoming fiscal year, OCZMA would like for the SWCD to pick their representative and alternate. The representative needs to be a board member and the alternate can be an employee of the SWCD.

Chair Baumgartner asked how much of a time commitment it was to be the voting representative for the SWCD. The District Manager explained that there are generally two meetings per year, but occasionally there are additional meetings, especially if one is on the executive board. It's not a huge time commitment.

Director Miller made a motion, 2<sup>nd</sup> by Director T. Black for the Umpqua SWCD representative to the OCZMA board to be Nathan Baumgartner with the District Manager serving in the alternate position. The motion **unanimously passed**.

**2. Personal Service Contract Policy**

Tabled.

**FUNDING COMMITTEE**

Reports and follow up to items.

No new news.

**ADJOURN MEETING:**

Meeting adjourned at 7:23 p.m. by Chair Baumgartner.

**NEXT MEETING DATE**

The next business meeting for the Umpqua Soil and Water Conservation District is scheduled for December 12, 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

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 Morison 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 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.
- 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. Completed Security Awareness Training 12/12.
  - 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.
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  - 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.



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

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



December 12, 2024

1. Public Contracting – Personal Services Contract Policy

## **REGULAR BUSINESS**

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

- **Public Contracting Rules and Procedures Policy.** The blanks have been filled in with Umpqua SWCD’s information, which was approved at the November 9, 2023 business meeting.
- **Personal Services Contract Policy.** The blanks have been filled in using the information from Umpqua SWCD’s Public Contracting Rules and Procedures Policy. This is a draft.
- **We can update both of these policies after the new year.**
- **These policies have been requested from Curry, Coos, and Clackamas SWCDs.** Curry has sent us information already, Coos will be sending us information, and we haven’t heard back from Clackamas. We don’t need to reinvent the wheel.

### **RECOMMENDATION:**

**Move to approve the draft Personal Services Contract Policy so we have a policy in place to begin the new year, which can be updated as needed.**

## UMPQUA SWCD PERSONAL SERVICES CONTRACT POLICY

For non-state agencies (such as special districts), "personal services" are whatever the governing body decides they will be, by rule or legislative act. [See ORS 279A.055.] ORS 279A.070 permits a local contracting agency to adopt rules governing personal services contracts, and requires them to create procedures for screening and selection. Typical examples of personal services contracts are those with accountants, attorneys, consultants, physicians, artists, architects, engineers, land surveying and related services (procured under ORS 279C.105 or 279C.110).

Note: The Attorney General's Public Contracting Code and Model Rules for personal services contracts expressly do not apply to local contracting agencies. Thus, there are no "default" rules for personal services contracts. A district that wants to enter into personal services contracts without competitively bidding those contracts, must adopt rules for doing so.

### **Purpose**

The purpose of this policy is to establish guidelines for authorization regarding personal services contracts, governed by State statutes, primarily ORS 279A and 279C, as modified and adopted by the Board of Directors.

### **Policy**

Umpqua Soil and Water Conservation District is subject to the Model Rules adopted by the Attorney General under ORS 279A, 2798, and 279C, which includes Division 46, 47, 48 and 49 in the Attorney General's Public Model Rules for contracting activities. Division 46 and 47 are applicable to Personal Services contracts, while Division 48 rules are limited to professional services to be performed by a licensed Architect or a Registered Professional Engineer (A&E). The following policy governs all personal services contracts; subset apply only to A&E Contracts, and are identified as such.

### **Definition**

Personal services shall be defined to include those services that require specialized technical, creative, professional, or communication skills or talents, unique and specialized knowledge, or the exercise of discretionary judgment, and for which the quality of the service depends on attributes that are unique to the service provider. Such services shall include, but are not limited to: architects, engineers, surveyors, attorneys, accountants, auditors, computer programmers, artists, designers, performers, and consultants. The District Manager or his/her designee shall have the authority to determine whether a particular service is a "personal service" under this definition.

Personal service contracts do not require a competitive bidding process. When screening or selecting a personal service contractor, the District will consider qualifications, performance history, expertise, knowledge and creativity, and the ability to exercise sound judgment. The selection is based primarily on these factors rather than price.

### **Selection Process for Personal Service Contracts other than A&E**

a. Informal Selection Process (Under \$ **25,000**)

When the estimated cost of Consultant Services is not expected to exceed \$ **25,000**, proposals may be awarded that are solicited informally, either orally or in writing. If it is practicable, proposals shall be solicited from a sufficient number of qualified prospective proposers to ensure that no fewer than three qualified proposers submit proposals. If fewer than three qualified proposers submit proposals, the efforts made to solicit proposals shall be documented in the District's files. The selection may be based on criteria including, but not limited to, each proposer's:

- i. Particular capability to perform the services required;
- ii. Experienced staff available to perform the services required, including each proposer's recent, current and projected workloads;
- iii. Performance history;
- iv. Approach and philosophy used in providing services;
- v. Fees or costs; and
- vi. Geographic proximity to the project or the area where the services are to be performance.

Price may be considered, but need not be the determining factor. Proposals may also be solicited using a written request for proposal, at the District's discretion.

b. Formal Selecting Process (Over \$ **25,000**)

The formal procedure shall be used whenever the estimated cost of Consultant exceeds \$25,000. Consultation Services may be obtained using the formal selection procedure set forth in OAR 137-047-0255 or 137-047-0260.

Architect, Engineer, and related Services are a special class of Personal Services Contracts, which are defined by ORS 279C.100 and are subject to special provisions of these rules.

### **Selection Process for A&E Consultants**

a. Direct Appointment Process (Under \$50,000)

Consulting Services may be entered into a contract directly, when the estimated cost does not exceed \$50,000, as set forth in OAR 137-048-0200.

b. Informal Selection Process (Under \$150,000)

When the estimated cost of Consultant Services is not expected to exceed

\$150,000, the informal selection procedure set forth in OAR 137-048-0210; shall be used.

c. Formal Selecting Process (Over \$150,000)

The formal procedure shall be used whenever the estimated cost of Consultant Services exceeds \$150,000, using the formal selection procedure set forth in OAR 137-048-0220.

## **Procedures**

The following procedures must be used for solicitation of A&E contracts:

### **Competitive Procurement**

a. Direct Appointment Process

A&E Consultation Services may be appointed directly without completing the competitive procurement process if the contract is under \$50,000. The appointment can include, but not be limited to: District's current list of consultants (OAR 137-048-0120); or another public contracting agency's current list of consultants, pursuant to an interagency or intergovernmental agreement.

b. Informal Selection Process

When the estimated cost is equal to or less than \$150,000 the following informal selection process should be used:

i. Written Solicitation - Solicitations inviting written proposals shall be sent to a minimum of five (5) prospective A&E Consultants to include at least:

- (1) Description of project
- (2) Anticipated contract performance schedule
- (3) Conditions or limitations
- (4) Date and time proposals are due
- (5) Criteria upon qualified consultant will be selected
- (6) Statement that proposers are responding at their own expense
- (7) Statement directing proposers to protest procedures set forth in Division 48 of these rules.

ii. Review Proposals - All proposals shall be reviewed and the three most qualified consultants selected and ranked.

iii. Competitive Informal Selection - The informal selection procedure shall be competitive to the maximum extent practicable and the selection and ranking based on criteria which include, but not limited to consultant's capacity to perform;

number of experienced staff; performance history; project approach and design philosophy; compensation information; geographic proximity to the project.

- iv. Negotiate Scope of Services- The District shall discuss and refine the scope of services for the project and shall negotiate conditions, including but not limited to a compensation and performance schedule with the highest ranked consultant.

Note: If the scope of a project is revised during negotiations and the estimated cost of the consultant's services exceeds \$150,000, then the informal process will be terminated and the services of a qualified consultant shall be solicited using the formal selection process below.

c. Formal Selection Process

This formal procedure shall be used whenever the estimated cost of A&E consultant services exceeds \$150,000.

- i. Advertising - The Board of Directors must authorize the advertisement to bid for goods and services when services exceed \$150,000. All rules related to advertising must be followed.

(1) Request for Qualifications (RFQ) - Used to develop a short list of at least three qualified Consultants. Must be followed by a Request for Proposal.

(2) Request for Proposal (RFP) - Whether or not preceded by an RFQ, the RFP shall describe or contain project description, evaluation process, whether interviews are anticipated, closing date and time, reservation to reject any or all proposals, contract requirements, and a sample contract.

(a) Procuring Departments shall create a Request for Proposals (RFP) to include at a minimum:

- (i) Background information and project description;
- (ii) Evaluation Criteria for Selection;
- (iii) Conditions or Limitations;
- (iv) Whether interviews are possible;
- (v) Proposal Due Date;
- (vi) Reservation of the right to: seek clarification, negotiate, and reject any and all proposals;
- (vii) Statement that Proposers responding at own expense;
- (viii) Protest Procedures
- (ix) Special Contract Requirements;



- (x) Statement of whether a pre-Proposal meeting will be held;
- (xii) Sample Contract

(b) District shall advertise each RFP at least once in the publication of general circulation, such as the Daily Journal of Commerce, no fewer than fourteen (14) calendar days before the closing date of the RFP.

- ii. Pre-proposal meeting - May be held for all interested consultants to discuss the proposed project and the required consultant services.
- iii. RFP Analysis - Consultant selection committee shall review, score and rank all responsive proposals according to the criteria included in the RFP.
- iv. Contract Negotiations - Contract negotiations with the highest ranked consultant shall be directed toward obtaining written agreement.
- v. Contract Award - Only the Board of Directors has the authority to award a contract for services.

d. Solicitation Requirements

All formal solicitations require an RFP or RFQ, and must be in writing and advertised at least once in the publication of general circulation, such as the Daily Journal of Commerce, no fewer than fourteen (14) calendar days before the closing date of the RFP or RFQ. Upon completion of contractor selection and competitive procurement procedures, refer to Purchasing Authority Policy.

## General Origin of Rules

The following table shows the statutory or other legal basis for personal services contracting activities. For other statutory or legal basis for competitive procurement, see OAR 137-047.

<b>Rule</b>	<b>Origin</b>
<b>Personal Services Contracts</b>	
Authority	ORS 279A.055
<b>A&amp;E Consultant Selection Procedures</b>	
Application	137-048-0100
Definitions	137-048-0110
List of Interested Consultants	137-048-0120
Applicable Selection Procedures	137-048-0130
Direct Appointment Procedures	137-048-0200
Informal Selection Procedures	137-048-0210
Formal Selection Procedures	137-048-0220
Ties Among Proposers	137-048-0230
Protest Procedures	137-048-0240
Solicitation Cancellation	137-048-0250
Two-Tiered Selection Procedures for Public Improvement	137-048-0260
Prohibited Payment Methodology	137-048-0300
Expired or Terminated Contracts, Reinstatement	137-048-0310
Contract Amendments	

## PUBLIC CONTRACTING RULES AND PROCEDURES POLICY

The Umpqua Soil and Water Conservation District Contract Review Board has adopted as its public contracting rules ORS 279, A, B and C and the Attorney General's Model Public Contracting Rules, OAR Chapter 137, Division 46 (General Provisions Related to Public Contracting), Division 47 {Public Procurements For Goods or Services}, Division 48 {Consultant Selection: Architectural, Engineering, Photogrammetric Mapping, Transportation Planning or Land Surveying Services}, Division 49 (General Provisions Related to Public Contracts for Construction Services), subject to the exceptions provided in this document.

### Definitions

"Award" means the selection of a person to provide goods, services or public improvements for a specified price or prices.

"Bid" means a binding, sealed, written offer to provide goods, services or public improvements for a specified price or prices.

"Bidder" means a person that submits a bid in response to an invitation to bid.

"Contracting agency," means a public body authorized by law to conduct procurement.

"Contract Review Board" means the Board of Directors for Umpqua Soil and Water Conservation District.

"Days" means calendar days.

"District" means the Umpqua Soil and Water Conservation District a political subdivision of the State of Oregon.

"Exemptions" mean exemptions from the formal competitive selection procedures for **public improvement** contracts and **personal service** contracts for architects, engineers, land surveyors, and related services, as well as contracts and classes of contracts designated as "special procurements" under ORS 279B.085.

"Person" means a natural person capable of being legally bound, a sole proprietorship, a corporation, a partnership, a limited liability company or partnership, a for profit or nonprofit unincorporated association, a business trust, two or more persons having a

joint or common economic interest, any other person with legal capacity to contract or a public body.

"Personal Services" means services described as follows:

- A. Personal services shall mean services that call for specialized skills, knowledge and resources in the application of highly technical or scientific expertise or the exercise of professional, artistic or management discretion or judgment. Qualifications and performance history, expertise, knowledge and creativity and the ability to exercise sound professional judgment are typically the primary considerations when selecting a personal services contractor, with price being secondary. In addition to the general description of personal service contracts, the following classes of contracts are personal service contracts: Contracts for services performed as an independent contractor in a professional capacity, including but not limited to: the services of an accountant, attorney, architect, architectural or land use planning consultant, construction manager, information technology consultant, registered professional engineer, financial/investment/insurance advisor, underwriter, appraiser or surveyor, data processing consultant.
- B. Personal Services Contracts Do Not Include: Contracts primarily for equipment, supplies or materials. For example, a contract to supply all hardware and standard software is not a Personal Services Contract, but a contract with a technology consultant to design or develop a new computer system is a Personal Services Contract.

"Public Improvement" means projects for construction, reconstruction, or major renovation on real property by or for the District. "Public Improvements include emergency work, minor alteration, ordinary repair, maintenance necessary in order to preserve a public improvement.

"Public Contract" means any purchase, lease, or sale by the District of personal property, public improvements, or services other than agreements, which are for personal and professional services.

"Proposal" means a binding offer to provide goods, services or public improvements with the understanding that acceptance will depend on evaluation of factors other than, or in addition to, price. A proposal may be made in response to a request for proposals or an informal solicitation.

"Quote" means a price offer made in response to an informal solicitation to provide goods, services or public improvements.

"Request for Proposal" {RFP) means the solicitation of written competitive proposals, or offers, to be used as a basis for making an acquisition, or entering into a contract when specifications and price will not necessarily be predominant award criteria.

### 1) Personal Services.

- A) **Definition.** "Personal Services" shall be defined to include those services that require specialized technical, creative, professional or communication skills or talents, unique and specialized knowledge, or the exercise of discretionary judgment, and for which the quality of the service depends on attributes that are unique to the service provider. Such services shall include, but are not limited to: architects; engineers; surveyors, attorneys; accountants; auditors; agent of record; computer programmers; proper managers; artists; designers; performers; and consultants. The Board Chairman or designee shall have the authority to determine whether a particular service is a "personal service" under this definition.
- B) **Contracts for Personal Services under \$25,000.** Except as provided in Paragraph D, below, non-exempt personal services contracts, including contracts, including contracts for Architectural, Engineering, Photogrammetric Mapping, Transportation Planning or Land Surveying Services, for a contract amount of less than \$25,000 may be awarded from proposals that are solicited informally, either orally or in writing. If it is practicable, proposals shall be solicited from a sufficient number of qualified prospective proposers to ensure that no fewer than three (3) qualified proposers submit proposals. If fewer than three (3) qualified proposes submit proposals, the efforts made to solicit proposals shall be documented in the District's files. The Selection may be based on criteria including but not limited to, each proposer's:
- (a) Particular capability to perform the services required;
  - (b) Experienced staff available to perform the services required, including each proposer's recent, current and projected workloads;
  - (c) Performance history;
  - (d) Approach and philosophy used in providing services;
  - (e) Fees or costs; and

- (f) Geographic proximity to the project or the area where the services are to be performed.

Price may be considered, but not be the determining factor. Proposals may Also be solicited in using a written request for proposal, at the District's discretion.

- C) **Contracts for Personal Services of \$25,000 and over.** Except as provided in Paragraph D, below, non-exempt personal services contracts, for a contract amount of \$25,000 or greater shall be awarded according to the procedures described in ORS 2798.060 and OAR 137-047-0260.
- D) **Contracts for Architectural, Engineering, Photogrammetric Mapping, Transportation Planning or Land Surveying Services.** Contracts for Architectural, Engineering and Surveying Services, and Related Services, shall be awarded in accordance with the procedures described in ORS 279C. 110 and OAR 137-048.
- E) **Exempt Personal Services Contracts.** Personal Services contracts existing on the effective date of these Rules are exempt and hereby extended by direct appointment. Contracts for accounting, legal, underwriting, and investments, financial and insurance advising services are exempt.

## 2) **Delegation.**

- A) Except as otherwise provided in these rules, the powers and duties of the Local Contract Review Board under the Public Contracting Code must be exercised and performed by the Board of Directors.
- B) Unless expressly limited by the Local Contract Review Board or these rules, all powers and duties given or assigned to contract agencies by the Public Contracting Code may be exercised or performed by the Board Chairman or the Chairmen's designee, including the authority to enter into emergency contracts pursuant to ORS 279B.080.
- C) All public contracts estimated to cost \$150,000 or more in a calendar year must be approved by the Board of Directors.
- D) All public contracts estimated to cost less than \$150,000 in a calendar year may be entered into by the Board Chairman or designee without Board approval. However, either the Board or the Board Chairman may enter into emergency contracts or designee pursuant to Paragraph 7 of these Rules, regardless of dollar limits, subject to ORS 294.481.

3) **Special Procurements and Exemptions.**

- A) The Local Contract Review Board may exempt from competitive bidding certain contracts or classes of contracts for procurement of goods and services according to the procedures described in ORS 279B.085.
- B) The Local Contract Review Board may exempt certain contracts or classes of contracts for public improvements from competitive bidding according to the procedures described in ORS 279C.335. When exempting a public improvement from competitive bidding, the Local Contract Review Board may authorize the contract to be awarded using a Request for Proposal process for public improvements, according to the processes described in OAR 137-049-0640 through 137-049-0690.

4) **Small Procurements (Under \$10,000).**

- A) Public contracts under \$10,000 are not subject to competitive bidding requirements. The Board Chairman or designee shall make a reasonable effort to obtain competitive quotes in order to ensure the best value for the District.
- B) The District may amend a public contract awarded as a small procurement beyond the \$10,000 limit in accordance with OAR 137-047-0800

5) **Intermediate Procurements.**

- A) A contract for procurement of goods and services estimated to cost between \$10,000 and \$150,000 in a calendar year, or a public improvement that is estimated to cost between \$10,000 and \$150,000 in a calendar year, may be awarded according to the processes for intermediate procurements described in ORS 279B.070.
- B) The District may amend a public contract awarded as an intermediate procurement beyond the stated limitations in accordance with OAR 137-047-0800, provided the cumulative amendments shall not increase the total contract price to a sum that is greater than 25% of the original contract price.

6) **Electronic Advertising.**

- A) Pursuant to ORS 279C.360 and ORS 279B.055C(4c), electronic advertisement of

public contracts in lieu of newspaper publication is authorized when it is cost-effective to do so. The Board Chairman or designee shall have the authority determine when electronic publication is appropriate, and consistent with the District's public contracting policies (OAR 137-47-0270(3)).

**7) Emergency Contracts.**

- A) Emergency shall be defined as follows: "Circumstances that (a) could not have reasonably been foreseen; (b) create a substantial risk of loss, damage, or interruption of services or a substantial threat to property, public health, welfare or safety; and (c) require prompt execution of a contract to remedy the condition."
- B) The Board Chair, or designee shall have authority to determine when emergency conditions exist sufficient to warrant an emergency contract. The nature of the emergency and the method used for the selection of the contractor shall be documented.
- C) Emergency contract may be awarded as follows:
  - I) Good and Services. Emergency contracts for procurement of goods and services may be awarded pursuant to ORS 279B.080 and Paragraph 2, "Delegation" of these Rules.
  - II) Public improvements. The District hereby adopts OAR 137-049- 0150 as its contracting rules for awarding a public improvement contract under emergency conditions.

**8) Disposal of Surplus Property.**

- A) "Surplus Property" is defined as any personal property of the District that has been determined by the Board Chairman as being of no value to the District.
- B) The Board Chairman may dispose of surplus property as follows:
  - 1) For surplus property deemed to have an estimated salvage value of \$50,000 or less, the Board Chairman may authorize the property to be sold, donated or to be destroyed.
  - 2) For surplus property deemed to have an estimated salvage value of more than \$50,000, the Board of Directors may authorize the Board Chairman to dispose of the property in any appropriate manner.



a. Surplus property may be disposed of in the manner that is most advantageous to the District or the community at large, including, but not limited to, the following:

- I. Public Auction. Auctions must be sufficiently advertised in the manner that is most likely to obtain a competitive bidding pool for the property. Employees of the District may purchase surplus property from the District only at an advertised auction, and only if the employee submits the highest bid for such property.
- II. Donations. Surplus property may be donated or sold to any non-profit organization, any other local government, or any state or federal program created to dispose of surplus property.
- III. Disposal. Surplus property determined to be of insufficient value to merit auction or donation may be disposed of in any appropriate manner.

9) **Appeals of Prequalification Decisions and Debarment Decisions.**

- A) Review of the District's prequalification and debarment decisions shall be as set forth in ORS 279B.425. The following additions procedures shall apply to hearing on such decisions by the LCRB:
  - I) Notice shall be submitted in writing to the Board Chairman. Appeals filed after the filing period stated in ORS 279B.425 shall not be heard.
  - II) Upon opening the hearing, District staff shall explain the District's decision being appealed and the justification thereof. The Appellant shall then be heard. Time for the appellant's testimony shall be established by the Board Chair. The appellant may submit any testimony or evidence relevant to the decision or the appeal. Any party requesting time to testify in support of the appeal shall then be heard, subject to time limits established by the Board Chair.
  - III) Once all testimony and evidence in support of the appeal is heard, any party requesting time to testify in support of the District's decision shall be provided time to be heard, with time limits established by the Board Chair. Any party testifying in opposition to the appeal may submit any testimony or evidence relevant to the decision or the appeal. Once all testimony in opposition to the appeal has been heard, the appellant may request time to provide rebuttal testimony. At the conclusion of the rebuttal testimony, if any, the Board Chair shall close the hearing.

IV) When issued in writing according to the requirements of ORS 279B.425, the LCRB's decision and order shall be final.

**10) Purchases from Federal Catalogs.**

- A. Subject to applicable Board approval requirements stated in the District's Contracting Rules, the District may purchase goods from federal catalogues without competitive bidding when the procurement is pursuant to 10 USC 381, the Electronic Government Act of 2002 (Public Law 107- 347). Purchases under other federal laws will be permitted upon a finding by the Local Contract Review Board that the law is similar to such Act in effectuating or promoting transfers of property to contracting agencies.

<u>Type of Procurement</u>	<u>Oregon Statutes</u>
<p>Direct Selection (Small Procurements):</p> <p>Procurements of Products, services or supplies</p> <p>Are exempt from competitive bidding when their value is less than a specified amount.</p>	<p>Exempt when less than \$10,000</p> <p>ORS 279B.065</p> <p>OAR 137.047.0265</p>
<p><u>Informal Competitive Quotes</u></p> <p>(Intermediate Procurement):</p>	<p>Required for procurements between \$10,000 and \$150,000</p> <p>ORS 279B.070</p> <p>OAR 137.047.0270</p>
<p><u>Formal Competitive Sealed Bids:</u></p> <p>Procurement of products, services or supplies requires formal written competitive proposals when their value exceeds a specified amount.</p>	<p>Required when value exceeds \$150,000.</p> <p>Local Contract Board sets amount based on upper limits established for Informal Quotes</p> <p>ORS 279B.055 &amp; .060</p> <p>OAR 137.047.0260-0263</p>
<p><u>Sole Source:</u></p> <p>Allows agencies to award a contract for goods or services without competition.</p>	<p>If value is \$50,000 or less, approval may be given by Board Chair. Written findings and public notice required for sole source purchases greater than \$50,000.</p> <p>Requires Board to determine its own rules.</p> <p>ORS 279B.075</p> <p>OAR 137.047.0275</p>

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**Type of Procurement****Oregon Statutes**

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**Emergency Procurement:**

May enter into public contracts without competitive bid under emergency situations.

Allows head of agency or designee to authorize a defined emergency procurement in writing.  
ORS 279B.080

OAR 137.047.0280

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**Disposal of surplus and abandoned property**

Requires Board to determine its own procedure.

ORS 279A.280

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**Personal Services**

Contracts

Requires agencies to define "personal services" and establish procedures for contracting.

ORS 279A.070

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**Architectural, Engineering, Photogrammetric Mapping, Transportation Planning or Land Surveying and Related Services**

Must adopt procedures for screening and selection. Requires selection be determined based on qualifications for the type of professional service.

279C.105

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**Notice of Intent to Award a Contract**

Requires notice to be given seven (7) days before the award of a public improvement contract to each bidder or proposer.

ORS 279C.375

OAR 137.049.0395

**Type of Procurement**

**Oregon Statues**

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Pre-Qualification  
Process

Agency may require Pre-  
Qualification for contracts to  
provide particular types of goods  
and services.  
ORS 279B.120  
OAR 137.047.0550 ORS 279C.430  
OAR 137.049.0220

## **REGULAR BUSINESS**

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

- 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.

### **RECOMMENDATION:**

**Move to approve the Public Meeting Policy.**

## UMPQUA SWCD PUBLIC MEETING POLICY

### Preparation for Board Meetings

#### Distribution of Materials to Board Members

The agenda, chief executive officer's report, treasurer's report, and statement of bills shall be given to each member of the Board of Directors at least two (2) days prior to any regularly scheduled Board meeting.

At the same time, the District Manager shall provide members with detailed information relative to the agenda, including existing Board policy pertinent to Agenda items.

#### Distribution of Agenda to the Public

The proposed agenda will simultaneously be distributed to all District offices and other facilities, local and other news media, and posted at one or more locations convenient for review by District personnel and the public.

### Board Meeting Agenda

The District Manager shall draft the agenda after conferring with the Chair of the Board. Unless modified by the Board, the agenda shall follow the following general format:

- Call to Order
- Roll Call by Secretary-Treasurer or Designee
- Approval of the Minutes
- Secretary-Treasurer's Report
  - Monthly Financial Statement
    - Balance Sheet
    - Accounts Payable – Receivable
    - Statement of Activity
    - Monthly Comparison
    - Individual Grant Reports
- District Manager's Report
- Agencies/Other Organizations Reports
- Director Reports
- Items not on the Agenda
- Business Items/Action Items
- Agenda suggestions for future meetings from Board members and District personnel
- Adjournment
- Executive Session (*include citation to statutory authority*)

### Notice and Location of Meetings

#### Application

This policy applies to all meetings of the Board of Directors of the District, and to any meetings of subcommittees, or advisory groups appointed by the Board if such subcommittees or advisory groups normally have a quorum requirement, take votes, and form recommendations as a body for presentation to the Board of Directors.

### Compliance with Law

All meetings shall be conducted in accordance with the Oregon Public Meetings Law, ORS 192.610-192.705.

### Location of Meetings

All meetings shall be held within the geographic boundaries of the District, except for training sessions held without any deliberations toward a decision. No meeting shall be held in any place where discrimination on the basis of race, creed, color, sex, age, national origin, or disability is practiced. All meetings shall be held in places accessible to the handicapped.

### Meetings Held By Electronic Means

All meetings of the Board, excluding executive sessions, must provide to members of the general public, to the extent reasonably possible, an opportunity to:

- (a) Access and attend the meeting by telephone, video or other electronic or virtual means;
- (b) If in-person oral testimony is allowed, submit during the meeting oral testimony by telephone, video or other electronic or virtual means; and
- (c) If in-person written testimony is allowed, submit written testimony, including by electronic mail or other electronic means, so that the governing body is able to consider the submitted testimony in a timely manner.

### Regular Meetings

The Board shall hold regular monthly meetings on the second Thursday of each month. Such meetings shall be held virtually, at 6:30 p.m., or at such other locations and times as the Board may designate from time to time.

### Special Meetings

The Board may hold special meetings at the request of the Chair; the Vice-Chair in the absence of the Chair; or any three members of the Board. No special meeting shall be held upon less than 24 hours' public notice.

### Emergency Meetings

Emergency meetings may be held at the request of persons entitled to call special meetings, upon less than 24 hours' notice in situations where a true emergency exists. An emergency exists where there are objective circumstances which, in the judgment of the person or persons calling the meeting, create a real and substantial risk of harm to the District which would be substantially increased if the Board were to delay in order to give 24 hours' notice before conducting the meeting. The convenience of Board members is not grounds for calling an emergency meeting.

At the beginning of any emergency meeting, the officer or directors calling the meeting shall recite the reason(s) for calling the emergency meeting, and the reason(s) shall be noted in the minutes. Only business related directly to the emergency shall be conducted at an emergency meeting. If the Board determines that the reasons for calling the meeting are insufficient, the meeting shall be immediately adjourned.

### Notice of Meetings

Notice of the time, place, and principal subjects to be considered shall be given for all meetings. For regular or special meetings, the notice shall be in the form of an agenda, which shall be sent to all Board members, local media, and to all persons or other media representatives having requested notice in writing of every meeting. The agenda shall also be published on the District website and Facebook Page.



Written notice shall also be sent to any persons who the District knows may have a special interest in a particular action, unless such notification would be unduly burdensome or expensive. For emergency meetings, the District shall give as much notice as possible under the circumstances, but at minimum will contact local media to inform them of the meeting.

#### Executive Sessions

Notice for a meeting called solely to hold an executive session shall be given in the same manner as notice for regular, special and emergency meetings set forth above. The notice shall indicate the general subject matter to be considered and set forth the statutory basis for calling the executive session.

#### Interpreters for the Hearing Impaired

The District shall comply with ORS 192.630(5) regarding the provision of interpreters for the hearing impaired at Board meetings, in accordance with the following rules:

- The District shall make a good faith effort to have an interpreter for hearing impaired persons provided at any regularly scheduled meeting if the person requesting the interpreter has given the District at least 48 hours' notice of the request, provided the name of the requester, the requester's sign language preference, and any other relevant information which the District may require. "Good faith efforts" shall include contacting the Oregon Disabilities Commission, or other state or local agencies that maintain a list of qualified interpreters.
- If a meeting is held upon less than 48 hours' notice, the District shall make reasonable efforts to have an interpreter present.
- The requirement for an interpreter does not apply to emergency meetings.
- The District Manager shall be responsible for developing and maintaining a list of qualified interpreters and is responsible for arranging for attendance of an interpreter at any meeting for which an interpreter is requested.

### **Board Meeting Conduct**

#### Presiding Officer

The Chair shall preside at Board meetings. In the Chair's absence, the Vice-Chair shall preside. If both the Chair and Vice-Chair are absent, the remaining members shall select a board member to preside.

#### Conduct of Meetings

The Chair or other presiding officer at any Board meeting shall have full authority to conduct the meeting. Meetings shall be conducted in such a manner as to provide a full and fair opportunity for discussion of the issues in an efficient and timely manner. Any decision of the presiding officer at the meeting may be overridden by a majority vote of the Board.

#### Public Participation

If public participation is to be a part of the meeting, the presiding officer may regulate the order and length of appearances, and limit appearances to presentations of relevant points. Persons failing to comply with the reasonable rules of conduct outlined by the presiding officer, or causing any disturbance, may be asked or

required to leave. Any individual who fails to leave the premises when asked to do so may be treated as a trespasser, and law enforcement personnel may be contacted to remove the individual.

#### Electronic Equipment

The presiding officer shall inform persons attending any meeting of the District Board of reasonable rules necessary to ensure an orderly and safe meeting, including rules related to the operation of electronic recording equipment. The physical comfort and safety of members of the Board and the public attending the meeting shall be of primary concern in formulating such rules.

#### Recording of Votes

Votes shall be recorded. Any member may request that his or her vote be changed prior to consideration of the next order of business.

#### Quorum Requisites

A majority of the positions on the Board (filled or vacant) shall constitute a quorum. A quorum is required to be present in order for the Board to deliberate or take any final action. If only a quorum is present, a unanimous vote shall be required to take final action.

#### Vote Explanations

Members of the Board may append to the record, at the time of voting, a statement indicating either the reason for their vote or abstention.

#### Conflict of Interest/Ex Parte Contacts

Any Board member with a potential conflict of interest shall declare the conflict for the record but may participate in discussions and vote. Any Board member with an actual conflict of interest shall declare the conflict for the record, and refrain from discussion or voting. If any member of the Board has had any ex parte contact in a quasi-judicial matter, the member shall declare the contact prior to participating in discussion on the matter.

#### Smoking

Oregon's Indoor Clean Air Act prohibits smoking in District buildings and within 10 feet of all entrances, exits and accessibility ramps that lead to and from an entrance or exit, windows that open and air-intake vents. "Smoking" includes cigarettes, cigars, pipes, and the use of "inhalant delivery systems" (vaping); and other devices. The Board may adopt anti-smoking policies that are stricter than state law and prohibit smoking on District properties other than buildings.

#### Adjournment

Upon completion of the entire agenda, or at an hour pre-determined for the meeting to end, a board member shall make a motion to adjourn the meeting. Another board member shall second the motion, and the board chair (or acting board chair) shall declare the meeting adjourned.

Special circumstances: in the case of emergency circumstances (medical emergency, threat to public safety, etc.), the meeting may be adjourned without motion or preamble. If a loss of board quorum occurs for any reason during the course of the meeting, the meeting is considered adjourned at that point. The minutes of the meeting shall reflect how and why the meeting was adjourned.

## Executive Sessions

### Notice

Notice for meetings called only to hold executive sessions shall be given in the same manner as notice for regular, special and emergency meetings set forth above, except that the notice shall indicate the general subject matter to be considered at the executive session and set forth the statutory basis for calling the executive session.

### No Final Decisions

The Board may fully discuss board members' views but may not make any final decisions during any executive session.

### Authorized Purposes

Executive sessions shall be held only for the following purposes:

**ORS 192.660(2)(a).** To consider the employment of a public officer, employee, staff member or individual agent if:

- A. The District has advertised the vacancy;
- B. The Board has adopted regular hiring procedures;
- C. In the case of an officer, the public has had the opportunity to comment on the employment of the officer; and
- D. In the case of a chief executive officer, the governing body has adopted hiring standards, criteria and policy directives in meetings open to the public in which the public has had the opportunity to comment on the standards, criteria and policy directives.

This authority does not apply to:

- (1) The filling of a vacancy in an elective office.
- (2) The filling of a vacancy on any public committee, commission or other advisory group.
- (3) The consideration of general employment policies.
- (4) The employment of the chief executive officer, other public officers, employees and staff members of a public body when the procedures listed above have been followed.

**ORS 192.660(2)(b).** To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing.

**ORS 192.660(d).** To conduct deliberations with persons designated by the governing body to carry on labor negotiations.

**ORS 192.660(e).** To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

**ORS 192.660(f).** To consider information or records that are exempt by law from public inspection.

**ORS 192.660(h).** To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

**ORS 192.660(i).** To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

**ORS 192.660(j).** To carry on negotiations under ORS chapter 293 with private persons or businesses regarding proposed acquisition, exchange or liquidation of public investments.

**ORS 192.660(o).** To consider matters relating to the safety of the governing body and of public body staff and volunteers and the security of public body facilities and meeting spaces.

**ORS 192.660(p).** To consider matters relating to cyber security infrastructure and responses to cyber security threats.

**ORS 192.660(3).** Labor negotiations IF negotiators for both sides request that negotiations be conducted in executive session. Labor negotiations conducted in executive session are not subject to the notification requirements of ORS 192.640.

### Conduct of Executive Session

The President or other presiding officer shall announce the statutory authority for the executive session before going into closed session. Once the executive session has been convened, the President shall direct any representatives of the news media who are present not to report information from the executive session. Board members, staff and other persons present shall not discuss or disclose executive session proceedings outside of the executive session without prior authorization of the Board as a whole.

## **Minutes of Board Meetings**

### Minutes

The Board shall keep minutes of all of its meetings, including executive sessions, in accordance with the requirements of ORS 192.650. Minutes may be taken in writing or by audio recording, and shall include at least the following information:

- All members of the Board present.
- All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition.
- Results of all votes, including the vote of each member by name.
- The substance of any discussion on any matter.
- A reference to any document discussed at the meeting.

Minutes of executive sessions shall be kept separately from minutes of open meetings.

### Disclosure of Executive Session Minutes

If disclosure of material in the executive session minutes would be inconsistent with the purpose for which the executive session was held, the material may be withheld from disclosure. No executive session minutes may be

disclosed without prior authorization of the Board.

Retention

Any tape recordings or written minutes of public Board meetings or executive sessions shall be retained by the District until such time as their disposal is authorized by rule or specific authorization of the State Archivist pursuant to ORS 192.105.

Availability to the Public

Written minutes of public sessions shall be made available to the public within a reasonable time after the meeting.

## REGULAR BUSINESS

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### 3. Director Recruitment

SDAO's website has helpful information about Director Recruitment:  
<https://www.sdao.com/board-member-recruitment-toolkit>

We will need to continue to try to recruit a director for Zone 3 and we will need to start recruiting for a director in Zone 2 for the new year.

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

December 12, 2024

### 3. Director Recruitment

#### 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)



**Soil & Water  
Conservation District**

**P.O. Box 415, Reedsport, Oregon 97467**

Date

Name

Address

City, OR zip code

Dear (Candidate),

You have been highly recommended to us as a candidate, from your community, to join the Board of Directors for the Umpqua Soil and Water Conservation District. As a director, you would be able to help your fellow property owners in our district to improve their property by supplying them with technical information and support, as well as possible financial opportunities.

The Umpqua Soil and Water Conservation District serves the northwestern portion of Douglas County which includes the communities of Tahkenitch Lake, Gardiner, Smith River, Reedsport, Winchester Bay, Ash Valley, Scottsburg, Elkton and Kellogg. Our District is a non-regulatory public service agency offering incentives and services to private landowners and managers so that they can make voluntary improvements to water quality (ex. Fencing, barn gutters, riparian plantings), soil improvement (ex. field and pasture health, free soil testing!), forest health, fire resiliency, and fish and wildlife habitat enhancement (ex. Fish friendly tide gates). Again, we are non-regulatory, meaning we don't issue fines or penalties, nor do we turn landowners in to the agencies that do so. We are here to only help!

Enclosed with this letter is our latest newsletter, as well as a map showing the 3 zones that comprise the Umpqua Soil and Water Conservation District. We are currently looking for a Director from Zone 3, in which you live, to complete our Board of Directors. If you need more information, go to our website at [umpquasoilandwater.com](http://umpquasoilandwater.com), find us on Facebook, or give us a call.

We encourage you to consider this opportunity!

Best regards,

Nathan Baumgartner, Chair, At-Large Director #1, Phone: (541) 556-1983.

Kate Baumgartner, At-Large Director #2, Phone: (505) 554-0420

Tom Black, Zone 1 Director, Phone: (541) 662-0695













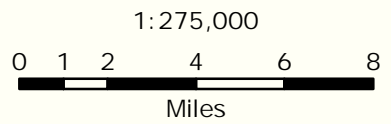
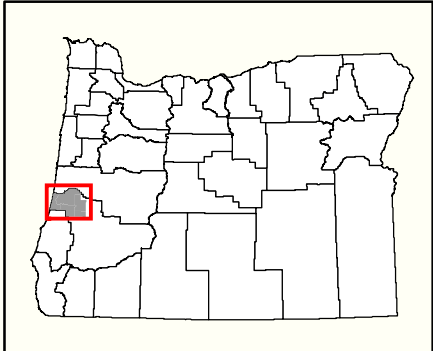
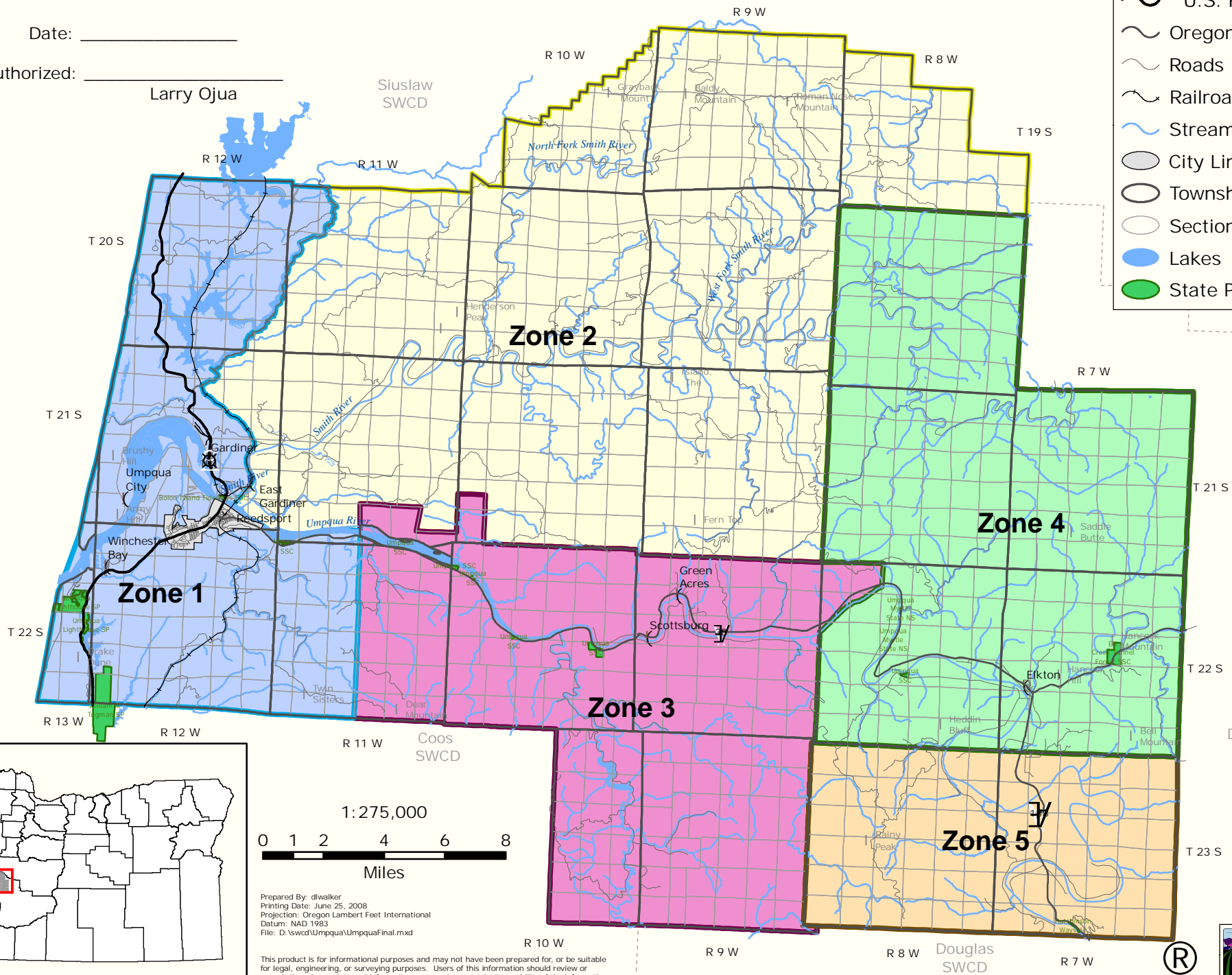
# Umpqua Soil and Water Conservation District

Date: \_\_\_\_\_

Authorized: \_\_\_\_\_  
Larry Ojua

**Legend**

-  U.S. Routes
-  Oregon Routes
-  Roads
-  Railroads2004
-  Streams
-  City Limits
-  Township/Range
-  Sections
-  Lakes
-  State Parks



Prepared By: dlwalker  
 Printing Date: June 25, 2008  
 Projection: Oregon Lambert Feet International  
 Datum: NAD 1983  
 File: D:\swcd\Umpqua\UmpquaFinal.mxd

This product is for informational purposes and may not have been prepared for, or be suitable for, legal, engineering, or surveying purposes. Users of this information should review or consult the primary data and information sources to ascertain the usability of the information.



## REGULAR BUSINESS

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### 4. Pay Increase – Action Item

- **It has been almost a year since the last pay increase. The District Manager went approximately 10-years without a pay increase until January of 2024 when a \$2.00 per hour increase occurred to bring the hourly wage up to \$26.00 per hour. The current 2024-2025 FY budget has a pay increase of \$2.00 per hour budgeted into it by the Fiscal Planner to bring the District Manager’s pay up to \$28 per hour.**
- **A “District Manager Compensation” spreadsheet is included within your packet which also includes the 2023-2024 and the 2024-2025 fiscal years budgets.**

### **Recommendation:**

**This is up to the board of directors.**

District Manager Compensation:

\$ 58,240.00	2024-2025 Budget	\$ 28.00	per hour	(budgeted for this FY)
\$ 54,080.00	2023-2024 Budget	\$ 26.00	per hour	(current wage-approved 01/11/2024)
\$ 4,160.00				(difference between the two years)
\$ 7,649.99	2024-2025 Budget			For Health Insurance (do not have this)
\$ 7,650.00	2023-2024 Budget			For Health Insurance (do not have this)

**Umpqua SWCD  
2024-2025 Annual Budget**

**Secured Funding**

<b>2024-2025</b>	<b>General Fund</b>	<b>PTO Reserve</b>	<b>ODA DO 23-25</b>	<b>ODA SOW 23-25</b>	<b>07-22-001 Providence</b>	<b>07-22-004 Baum</b>	<b>07-24-003 Parent R</b>	<b>07-24-005 Elk Ck</b>	<b>PSR Glover</b>	<b>USFS Tsalila</b>	<b>Secured Total</b>
<b>Carry Frwrd Blnce</b>	9,998.46	11,007.94	6,724.36	(2,835.29)	(2,273.84)	(697.11)	8,932.29	0.00	(2,285.96)	(93.63)	<b>28,477.22</b>
Income	2,843.63	7,705.61	28,978.00	67,616.00	5,502.00	5,970.40	5,997.60	14,998.00	8,469.00	11,678.34	<b>159,758.58</b>
<b>Total Beg. Bal and Inc.</b>	12,842.09	18,713.55	35,702.36	64,780.71	3,228.16	5,273.29	14,929.89	14,998.00	6,183.04	11,584.71	<b>188,235.80</b>
Expenditures	12,842.09	18,713.55	35,702.36	64,780.71	3,228.16	5,273.29	14,929.89	14,998.00	6,183.04	11,584.71	<b>188,235.80</b>
<b>Ending Cash Blnce</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>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(0.00)</b>
Admin income	2,843.63										<b>2,843.63</b>
Grant Funds			28,978.00	67,616.00	5,502.00	5,970.40	5,997.60	14,998.00	8,469.00	11,678.34	<b>149,209.34</b>
Other Income											<b>0.00</b>
Paid Time Off Reserve		7,705.61									<b>7,705.61</b>
<b>Total Income</b>	<b>2,843.63</b>	<b>7,705.61</b>	<b>28,978.00</b>	<b>67,616.00</b>	<b>5,502.00</b>	<b>5,970.40</b>	<b>5,997.60</b>	<b>14,998.00</b>	<b>8,469.00</b>	<b>11,678.34</b>	<b>159,758.58</b>
Reserved for Future Years		18,713.55		3,200.00	200.00	200.00	6,092.00	7,599.00			<b>36,004.55</b>
Admin Expense - Transfer to Gen					276.01	287.62	807.00	673.00	800.00		<b>2,843.63</b>
Contingency	7,842.09										<b>7,842.09</b>
Contract Services:											
Fiscal Provider			5,000.00								<b>5,000.00</b>
Other	5,000.00		1,200.00	2,742.00	2,002.71			5,005.00		6,490.00	<b>22,439.71</b>
Material and Supplies						3,982.06	6,529.00	32.00		2,438.30	<b>12,981.36</b>
Mileage			50.00	1,000.00				1,080.00		187.07	<b>2,317.07</b>
Operating Expenses:											
Advertising			250.00								<b>250.00</b>
Bank Fees			125.00								<b>125.00</b>
Dues, Fees and permits			750.00		165.00						<b>915.00</b>
Insurance			2,500.00								<b>2,500.00</b>
Office Supplies			4,500.00								<b>4,500.00</b>
Postage			1,000.00								<b>1,000.00</b>
PO Box			150.00								<b>150.00</b>
Storage Unit			1,800.00								<b>1,800.00</b>
Telephone, Web Hosting			3,900.00								<b>3,900.00</b>
Payroll:											
District Manager			9,611.97	40,532.33	416.82	573.13	1,071.14	434.34	3,839.15	1,761.12	<b>58,240.00</b>
Health Insurance			1,262.56	5,324.04	54.75	75.28	140.70	57.05	504.28	231.33	<b>7,649.99</b>
Internet Stipend			49.51	208.78	2.15	2.95	5.52	2.24	19.78	9.07	<b>300.00</b>
Paid Time Off Accruals			1,271.74	5,362.74	55.15	75.83	141.72	57.47	507.95	233.01	<b>7,705.61</b>
Payroll Taxes			1,206.30	5,086.81	52.31	71.93	134.43	54.51	481.81	221.02	<b>7,309.12</b>
Workers Comp			75.28	324.01	3.26	4.49	8.38	3.39	30.07	13.79	<b>462.67</b>
Trainings			1,000.00	1,000.00							<b>2,000.00</b>
<b>Total Expenses</b>	<b>12,842.09</b>	<b>18,713.55</b>	<b>35,702.36</b>	<b>64,780.71</b>	<b>3,228.16</b>	<b>5,273.29</b>	<b>14,929.89</b>	<b>14,998.00</b>	<b>6,183.04</b>	<b>11,584.71</b>	<b>188,235.80</b>
			7/31/25	7/31/25	2/3/25	5/31/25	2/15/26	2/15/26		12/31/24	

**Umpqua SWCD  
2023-2024 Annual Budget**

*Amended 7/19/23*

<b>2023-2024 Estimated Draft</b>	<b>General Fund</b>	<b>PTO Reserve</b>	<b>ODA DO 21-23</b>	<b>ODA SOW 21-23</b>	<b>ODA DO 23-25</b>	<b>ODA SOW 23-25</b>	<b>07-22-001 Providence</b>	<b>07-22-004 Otter</b>	<b>07-22-008 Parent R</b>	<b>USFS Tsalila</b>	<b>Secured Total</b>
<b>Carry Frwrd Blnce</b>	9,478.79	7,519.36	(1,965.60)	(5,035.21)	0.00	0.00	0.00	0.00	0.00	(201.18)	<b>9,796.16</b>
Income	1,945.87	6,480.00	3,147.60	14,952.25	57,956.00	135,232.00	13,755.00	14,926.00	14,959.00	13,493.04	<b>276,846.76</b>
<b>Total Beg. Bal and Inc.</b>	<b>11,424.66</b>	<b>13,999.36</b>	<b>1,182.00</b>	<b>9,917.04</b>	<b>57,956.00</b>	<b>135,232.00</b>	<b>13,755.00</b>	<b>14,926.00</b>	<b>14,959.00</b>	<b>13,291.86</b>	<b>286,642.92</b>
Expenditures	11,424.66	13,999.36	1,182.00	9,917.04	57,956.00	135,232.00	13,755.00	14,926.00	14,959.00	13,291.86	<b>286,642.92</b>
<b>Ending Cash Blnce</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>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(0.00)</b>
Admin income	1,945.87										<b>1,945.87</b>
Grant Funds			3,147.60	14,952.25	57,956.00	135,232.00	13,755.00	14,926.00	14,959.00	13,493.04	<b>268,420.89</b>
Paid Time Off Reserve		6,480.00									<b>6,480.00</b>
<b>Total Income</b>	<b>1,945.87</b>	<b>6,480.00</b>	<b>3,147.60</b>	<b>14,952.25</b>	<b>57,956.00</b>	<b>135,232.00</b>	<b>13,755.00</b>	<b>14,926.00</b>	<b>14,959.00</b>	<b>13,493.04</b>	<b>276,846.76</b>
Admin Expense							778.74	435.13	732.00		<b>1,945.87</b>
Advertising					400.00						<b>400.00</b>
Bank Fees					102.00						<b>102.00</b>
Contingency	11,424.66										<b>11,424.66</b>
Reserved for Future Years		13,999.36			28,978.00	67,616.00	5,133.85	7,163.98	6,908.65	4,459.00	<b>134,258.84</b>
Contract Services:											
Fiscal Provider			350.00		4,450.00						<b>4,800.00</b>
Other						500.00	6,869.00	208.69		4,327.00	<b>11,904.69</b>
Dues, Fees and permits					4,000.00		165.00	165.00			<b>4,330.00</b>
Insurance:											
General					2,600.00						<b>2,600.00</b>
Conferences, Trainings						1,500.00					<b>1,500.00</b>
Material and Supplies								6,222.78	6,554.72	1,625.56	<b>14,403.06</b>
Mileage				150.00		1,500.00				193.71	<b>1,843.71</b>
Office Expense:											
Office Supplies			250.00	200.00	3,500.00						<b>3,950.00</b>
Postage			60.00		320.00						<b>380.00</b>
Payroll:											
\$26 - Full-Time Employee				6,759.74		43,795.39	571.16	516.06	539.52	1,898.13	<b>54,080.00</b>
\$20 - P-Time Employee (11 pw)					9,654.40	1,847.39					<b>11,501.79</b>
Payroll Taxes				848.35	1,211.63	5,728.16	71.68	64.77	67.71	238.22	<b>8,230.52</b>
Workers Comp				2.08	1.48	13.44	0.23	0.20	0.22	0.75	<b>18.40</b>
PTO Reserve				963.16		6,240.20	81.38	73.53	76.87	270.46	<b>7,705.60</b>
Internet Stipend				37.50	278.49	296.24	3.17	2.86	2.99	10.53	<b>631.78</b>
Benefits - Health Ins				956.21		6,195.18	80.79	73.00	76.32	268.50	<b>7,650.00</b>
Rent:											
Storage Unit			120.00		1,320.00						<b>1,440.00</b>
PO Box			122.00								<b>122.00</b>
Telephone			80.00		940.00						<b>1,020.00</b>
Web Hosting			200.00		200.00						<b>400.00</b>
<b>Total Expenses</b>	<b>11,424.66</b>	<b>13,999.36</b>	<b>1,182.00</b>	<b>9,917.04</b>	<b>57,956.00</b>	<b>135,232.00</b>	<b>13,755.00</b>	<b>14,926.00</b>	<b>14,959.00</b>	<b>13,291.86</b>	<b>286,642.92</b>

*Expires*

*7/31/23*

*7/31/23*

*7/31/25*

*7/31/25*

*2/3/25*

*5/31/25*

*5/9/25*

*12/31/24*

## EXECUTIVE SESSION

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**ORS 192.660 (2) (i) and ORS 192.660 (8) to evaluate the performance of an officer, employee or staff member.**

**Only the board members, employee, and the press are allowed in the executive session.**

**Review the Performance Evaluations provided to each director.  
Provide feedback to the District Manager.**

**Return to the regular business meeting to complete any business items and to adjourn the meeting.**

## EXECUTIVE SESSION CHECKLIST

ORS	PERMISSIBLE GROUNDS TO HOLD EXECUTIVE SESSION	DOES <u>NOT</u> INCLUDE
192.660(2)(a) 192.660(7)	To consider the employment of an officer, employee, staff member or agent	<input type="checkbox"/> Not for establishing hiring criteria <input type="checkbox"/> Not for filling vacancies on the board or committees <input type="checkbox"/> Not to discuss general employment policies
192.660(2)(b)	To consider dismissal or discipline of or complaints against an officer, employee, staff or agent	Only if the individual does not request an open meeting
192.660(2)(d)	To conduct deliberations with persons you have designated to carry on labor negotiations	
192.660(2)(e)	To conduct deliberations with persons you have designated to negotiate real property transactions	
192.660(2)(f)	To consider information or records that are exempt from disclosure by law, including written advice from your attorney	
192.660(2)(h)	To consult with your attorney regarding current litigation or litigation that is more likely than not to be filed.	
192.660(2)(i) 192.660(8)	To evaluate the performance of an officer, employee or staff member	<input type="checkbox"/> Only if the individual does not request an open meeting <input type="checkbox"/> Not to review a district goal, operation or policy directive
192.660(2)(i)	To negotiate under ORS Chapter 293 with private persons or businesses to acquire, exchange or liquidate public investments	
<b>USUALLY NOT APPLICABLE TO SWCDS</b>		
192.660(2)(c) 192.660(2)(g) 192.660(2)(k) 192.660(2)(l) 192.660(2)(m) 192.660(3)	Pertains to medical staff Pertains to interstate and international trade negotiations Pertains to health professional regulatory boards Pertains to State Landscape Architect Board Pertains to security of public utility installations Pertains to labor negotiations with union represented employees	

**Notice:** Provide notice of an executive session in the same manner you give notice of a public meeting. The notice must cite the specific statutory provision(s) authorizing the executive session.

**Voting:** All final decisions must be made outside of the executive session. The public must have a chance to be aware of the final decision. A vote of the district board relating to information discussed in the executive session can satisfy this requirement. However, executive sessions may not be held for the purpose of taking any final action or making any final decision.

**When to call:** Executive sessions may be called during regular meetings, special, or emergency meetings, for which proper notice has been given. Also, a meeting may be called which is only an executive session.

**Citing the statute:** The presiding officer must first announce the statutory authority for the executive session before going into session.

**Media Representatives:** The media cannot be excluded from an executive session, except for sessions regarding labor negotiations. Media representatives in attendance at an executive session should be instructed not to report or disclose matters discussed at the session; if such instruction is not given, the media may disclose the discussions. The presiding officer may prohibit the media from recording an executive session. The media includes news-gathering representatives (i.e., reporters) of news media that ordinarily reports activities of the public body, or ordinarily report matters of the nature under consideration by the public body.

**Other participants:** Even though certain persons can be excluded from executive sessions, it does not restrict the authority of the governing body to invite persons not part of the board to attend executive sessions.





**Soil & Water  
Conservation District**

P.O. Box 415, 1877 Winchester Avenue, Reedsport, Oregon 97467

**PERFORMANCE SUMMARY  
DISTRICT MANAGER/CERTIFIED CONSERVATION PLANNER POSITION**

**DATE:** \_\_\_\_\_

**EMPLOYEE NAME:** \_\_\_\_\_

The following job performance rating summary has been prepared by the District Board of Directors and they agree with the rating as attested by their signatures and the District Board has reviewed this rating with you and you have certified this review process by your signature. If you have reason to question the rating, please discuss your concerns with the Chairperson. If you cannot come to agreement, feel free to formally request further review by the District Board.

<b>PERFORMANCE ELEMENT</b>		<i>PLEASE CIRCLE ONE</i> RATE FROM: 5 (OUTSTANDING) TO 1 (UNSATISFACTORY)				
1.	Leads District Personnel to Accomplish Mission, Goals, & Objectives	5	4	3	2	1
2.	Manages District Finances	5	4	3	2	1
3.	Manages District Contracts & Grants	5	4	3	2	1
4.	Performs Statutory Obligations (Annual Meetings/Reports/Work Plans/etc.)	5	4	3	2	1
5.	Conducts Reviews (Risk Management/Policies/Contracts/Employee Performance Reviews/etc.)	5	4	3	2	1
6.	Performs as Point of Contact for Agencies	5	4	3	2	1
7.	Markets Conservation District to Public/Outreach	5	4	3	2	1
8.	Seeks Funding Opportunities	5	4	3	2	1
9.	Communicates & Works with Property Owners	5	4	3	2	1
10.	Participates in Meetings both at the District's Monthly Meeting and at Meetings throughout the District	5	4	3	2	1
11.	Provides a Monthly Report to District Board	5	4	3	2	1
12.	Works Independently & as a Team Player	5	4	3	2	1
13.	Good Written Skills	5	4	3	2	1
14.	Good Verbal Skills	5	4	3	2	1
15.	Follows Instructions & Completes Tasks	5	4	3	2	1

**COMMENTS:**

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**PERFORMANCE RATING SUMMARY:**

After reviewing the summary of the above individual performance elements, the following rating has been selected as best representing your overall job performance.  
(Please circle)

**EXCEEDS      SATISFACTORY      NEEDS  
IMPROVEMENT      UNSATISFACTORY**

\_\_\_\_\_  
*Signature: District Chairperson*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature: District Employee*

\_\_\_\_\_  
*Date*



## **CONSERVATION PLANNER/DISTRICT MANAGER**

**Reports To:** Board of Directors

**Employment Status:** At Will Employee

**FSLA Status:** Non-Exempt

### **General Summary**

This is a regular, at will, non-exempt, full-time position serving as Conservation Planner/District Manager for the Umpqua Soil and Water Conservation District. This position exists to provide technical and programmatic assistance for the District as well as administration, risk management, personnel management and supervision, financial management and budgeting, grants management, conservation operations, contracting and development, updating, and implementation of the District's annual plan of work, long range plan, and business plan. The position will perform tasks related to technical field work and will perform tasks of downloading and transferring data, maintaining monitoring sites, and conducting analysis of data. The Conservation Planner/District Manager position exists to ensure that adequate technical, financial, and educational resources are obtained, focused, and coordinated to meet the conservation needs of local land users. This job entails continually improving the District's ability and efficiency in assisting District residents in order to implement conservation on the ground in voluntary, incentive-based programs. The expected end result is that the natural resource needs of the District are effectively addressed.

The Conservation Planner/District Manager must have field and data management skills; the ability to work independently and as a part of a team; and be able to communicate with Directors.

### **Supervision Received**

The Conservation Planner/District Manager act on the behalf of the District Board of Directors, within the authority delegated by the Board and this description, and is governed by the policies of the District's Personnel Policy Manual.

### **Essential Functions/Major Duties**

- Lead District personnel to accomplish District mission, goals, and objectives.
  1. Establish job descriptions and performance standards for each employee
  2. Provide feedback to employees on their performance on an informal basis frequently and through formal, annual performance evaluations
  3. Identify training needs and provide opportunities to employees for professional growth
  4. Give guidance, direction, and set priorities for employees as necessary
- Manage District finances.

1. Serve as District Budget Officer, preparing annual budgets in conformity with local budget law
  2. Maintain system of financial accountability in accordance with established policies, monitoring and controlling expenditures to remain within approved spending limits
  3. Keep the Board of Directors fully informed about the District's financial position through detailed monthly Treasurer's Reports.
  4. Annually prepare Management Discussion and Analysis of the District's financial statement in conjunction with the audit
  5. Invest District funds in accordance with District policy
- Manage District contracts and grants
    1. Work with project funders to develop agreements, contracts, work statements, project budgets, and reporting formats.
    2. Closely track project progress, financial status, due dates and deliverables
    3. Take action as necessary to ensure projects are completed on time and within budget with all deliverables met
  - Serve as clerk of the Board as set forth by the Board of Directors.
  - Serve as District Contracting Officer ensuring all aspects of contracting are done in accordance with statutory requirements and policies adopted by the Board.

### **Secondary Functions**

These are incidental to the position and could reasonably be performed by another person.

- Ensure that the District meets its statutory obligations under ORS 568 to prepare long range and annual work plans, hold an annual meeting at which its annual report and audit are presented.
- Conduct the following reviews annually and report results/recommendations to the Board of Directors
  1. Risk Management using SDAO checklist
  2. District Policies
  3. Agreements and Contracts
  4. Employee Performances (basis for merit pay increases)
- Serve as principal point of contact for the District with local, state, and federal agencies.
- Market Conservation District to the public through newsletter, radio, newspaper and other means to inform the public who we are and what we do.
  1. Write newsletter articles and newspaper articles
  2. Write the District's annual report of accomplishments
  3. Prepare and give presentations on the District, its programs, and projects
  4. Maintain District records, including project files and equipment and capital asset records

5. Take advantage of funding opportunities by seeking grants to help implement the District's program
  - Provides assistance to the District's technical programs.
  - Understands, interprets, and uses various maps, aerial photography and soils information in assisting property owners and operators in the District.
  - Assists with basic surveying projects to help develop conservation practice designs for implementation.
  - Communicates and works directly with property owners and operators through face-to-face contact, the telephone, written correspondence, or e-mail.
  - Communicates with federal, state, and local agency personnel involved in similar work to coordinate work.
  - Conducts outreach on natural resource issues, water quality, and conservation, at workshops, seminars, fairs, shows and conventions or assist the District Board and/or employees in these activities.
  - Participates in office meetings with District board members, District employees, and other agency employees to coordinate work and prioritize where technical assistance will be provided.
  - May act as the liaison to a watershed council as assigned by the Directors.
  - Provides a monthly report of work activities to the District Board.
  - Other duties as assigned by the Board of Directors.

### **Demands/Complexity**

The Conservation Planner/District Manager position is highly complex, requiring familiarity with a wide range of laws that govern District operations including state and federal permitting requirements; NEPA, Endangered Species Act, Privacy Act, Freedom of Information Act, Oregon Ag Water Quality requirements, and the following chapters of the Oregon Revised Statutes (ORS) and associated Oregon Administrative Rules (OAR): ORS-568 SWCD Law; ORS-192 Public Records and Meetings; ORS-294 Local Budget Law; state and federal employment laws.

The Conservation Technician/District Manager must also have a working knowledge of USDA NRCS Technical Standards, the field office technical guide, conservation planning standards and procedures, and familiarity with the types of conservation practices commonly employed within the District. The District has agreement in place with many agencies, including a family of agreements with USDA and ODA, including the Operational Agreement between USDA NRCS and the SWCD which describes the local working arrangements. The SWCD has agreed to adhere to USDA NRCS technical standards in all our conservation planning and implementation of practices, and to NRCS Computer Security Requirements for access to the Field Office Computer System.

In addition to state and federal laws and regulations and interagency agreements, the SWCD Board of Directors has established policies on a wide range of operational issues. The Conservation Planner/District Manager may receive guidance from the Board upon request but is expected to exercise good judgment and make sound operational decisions in the absence of policy guidance. The Conservation Planner/District Manager is expected to exercise initiative in carrying out the District's responsibilities, approved

work plan within the approved budget, and to deal with situations as they arise, keeping the Board of Directors informed.

The Conservation Planner/District Manager maintains project records, depreciation schedules on capital equipment, and a current list of non-capital equipment. The Conservation Planner/District Manager may delegate authority for maintenance of various records to other SWCD staff members.

The Conservation Planner/District Manager works with the Board, District Staff and partner agencies in developing and periodically updating the long range plan.

### **Supervisory Responsibility**

The Conservation Planner/District Manager supervises all District employees. This responsibility includes assignments of duties, day to day supervision, informal and formal performance evaluations. The Conservation Planner/District Manager reports to the Board of Directors and makes recommendations to the Board for hiring, firing, promotions and pay raises.

### **Contacts with Others**

The Conservation Planner/District Manager interacts with District and USDA Service Center staff. Frequent interactions in person, via telephone, electronic mail, and written correspondence occur with other SWCDs, and the many state, federal, and local agencies with whom the District works. In addition, similar interaction occurs between the Conservation Planner/District Manager and the District's clientele, primarily local farms, ranchers and timber owners. Typical interactions may include exchange of information, sharing of technical information, coordination of on-going projects or discussion of potential new projects, or providing technical assistance. Care must be taken to avoid sharing information governed by the privacy act, most of which is private landowner information.

### **Specific Job Skills**

The Conservation Planner/District Manager is required to have an excellent command of the English language and be able to communicate effectively by writing and by speech. The Conservation Planner/District Manager must be proficient in the use of computers, particularly Microsoft office Suite products including Excel, Word, and Power Point. The Conservation Planner/District Manager must have good oral presentation skills and the ability to develop and give effective presentations. The Conservation Planner/District Manager must have sound math skills. The Conservation Planner/District Manager must have good problem-solving skills and be able to work on problem solving on a technical level as well as on personal level. Grant writing and grant management skills and experience are important for this position as well.

Physically, the Conservation Planner/District Manager must be able to sit, stand, lift up to 50 pounds, and to walk moderate distances over uneven terrain. Occasional overnight travel is required for this position. The position may require work in excess of 8 hours per day and over 40 hours per week. The Conservation Planner/District Manager must

possess a valid Oregon driver's license and be able to operate vehicles with either automatic or manual transmissions as well as being insurable.

**Education/Experience**

The Conservation Planner/District Manager should have an associates degree or equivalent with preference in the field of agriculture. The position requires relevant experience in natural resource related employment including at least 2 years experience in a leadership/supervisory role.

**Job Conditions**

Working conditions for this position are office environment, field work and travel. This job entails some evening meetings, occasional overtime, and frequent interruptions.

Reviewed by the Board of Directors and Adopted as part of the annual work plan for FY 2010-2011.

\_\_\_\_\_  
**Employee**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Board Chair**

\_\_\_\_\_  
**Date**

Umpqua Soil & Water Conservation District prohibits discrimination in all its programs and activities on the basis of race, color, national origin, sex religion, age disability, political beliefs, sexual orientation, and marital or family status. Umpqua Soil & Water Conservation District is an equal opportunity provider and employer.