



UMPQUA SOIL AND WATER CONSERVATION DISTRICT MONTHLY BUSINESS MEETING MINUTES

March 14, 2024

Directors Present:

Chair Cliff Glover,
Director Nathan Baumgartner
Director Tom Black,
Director Robert Miller

Staff Present:

District Manager/Conservation Planner Rhonda Black

Agencies Present:

None

Others Present:

Matt Ruwaldt with Matt Ruwaldt Environmental Consulting
and Fiscal Provider Tanya Graham

MEETING CALLED TO ORDER:

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

FISCAL PROVIDER REPORT:

Fiscal Provider Tanya Graham explained the financial report for the month ending February 29, 2024.

Page 1 - The Balance Sheet. It shows total current assets of \$36,970.53 and total liabilities & Equity of \$36,970.53.

Page 2 - Check Register - General Checking - started the month with \$18,901.81 and ended the month with \$36,622.57.

Page 3 - Statement of Activity - Total Income: \$106,762.93 and total Expenses: \$88,292.50. Leaving a cash balance of \$36,691.04.

Page 4 - Monthly Comparison - Month of February - Income: \$14,645.84 and total Expenses: \$5,656.02. Cash balance of \$36,691.04.

Page 5 - Individual Grant and/or funding source details.

Page 6 - Reports that are due and PTO balances.

Chair Glover requested information from the Fiscal Provider. The District contracted with Matt Ruwaldt Consulting and provided a pay increase to the Umpqua SWCD District

Manager/Conservation Planner, and the District still needs part-time help and requested where the District is at on that.

The Fiscal Provider stated that back in July 2024 she felt that there might be enough funds available for a 10-hour a week part-time position, but feels that is no longer available due to the hiring of a contractor and overtime needed by the Manager/Planner in order to get the work done. The Fiscal Planner is currently working on the next budget for the 2024-2025 Fiscal Year and will have a better understanding of where the District is at once the draft budget is completed.

Chair Glover explained that the District needs someone trained in day-to-day operations in case of emergencies or accidents. When the District Manager was involved in a vehicle accident and later in the year had a surgery, both those situations could have turned out worse. Fortunately, they worked out okay.

The Fiscal Provider stated she would provide budget drafts to the Chair for review and they could have a discussion as to what the District can fit into the budget.

The Fiscal Provider exited the meeting following the financial report.

APPROVAL OF BILLS & TREASURER’S REPORT FOR AUDIT

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

APPROVAL OF MINUTES

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

Director T. Black made a motion, 2nd by Director Baumgartner to approve the February 8, 2024 Business Meeting minutes. The motion **unanimously passed**.

Director T. Black made a motion, 2nd by Director Baumgartner to approve the March 6, 2024 Funding Committee Meeting minutes. The motion **unanimously passed**.

STAFF REPORT:

Conservation Technician/District Manager Rhonda Black:

March 14, 2024

- OWEB:
 - 2023-2025 District Operations Capacity Grant –
 - Contacted by Sandi Hiatt with ODA who wanted to know if our new website is ADA compliant on 02/13. Had Mr. Loftus check it for us on 02/13 and he said that according to his online ADA checking system that it is. Had it rechecked by ADA Website Compliance (this is a company) and they said that it is not. Had it checked be Streamline using their

online system and that system said that it was compliant. Had Streamline representative check it and found that it is 80% compliant. Will address during business items of SWCD meeting.

- ADA Website Compliance meeting 02/29.
 - Streamline Website Compliance meeting 03/12.
 - SDAO – Streamline Website Best Practices Webinar 03/13.
 - Attended OWEB TA Grant Webinar 02/22.
 - Attended 2024 National Coastal Resilience Fund Pre-Proposal Webinar 02/29.
 - Attended OWEB Restoration Grant Webinar 02/29.
 - 3rd Quarter Reporting due 04/15.
 - CONNECT 04/15-04/18.
 - OWEB Small Grants Program:
 - OWEB Small Grants Status:
 - Otter-Baumgartner Ranch Livestock Exclusion – 60% of the funds have been used with the majority going to materials and supplies.
 - Follow-up with landowner 01/24.
 - Providence Creek Runoff Management – 60% of the funds have been used with the majority going to materials and supplies.
 - Submitted Grants –
 - Submitted OWEB Small Grant on 01/15 for the Parent Ranch Livestock Exclusion Fencing Phase 1 project.
 - Small Grants Pre-Project Tours –
 - Will be working on putting these together as long as it’s okay with landowners.
- PARTNERSHIPS:
 - Umpqua 7, Coos 4, Mid-Coast 3 OWEB Small Grant Teams –
 - Umpqua 7 –
 - Working with Lee Russell and Elk Creek WC Contractor.
 - Small Grant Team:
 - Reviewed 3 small grants. 1-each for Umpqua SWCD, Douglas SWCD, and Elk Creek Watershed Council.
 - Waiting to hear back from Lee Russell, as he is the team leader, to set up virtual meeting to review the grants that were submitted in January. Have tried contacting him on several occasions.
 - Coos 4 –
 - Grant team up and operational.
 - Mid-Coast 3 –
 - Beginning small grant team application to OWEB. Documents ready to sign.

- Partnership for the Umpqua Rivers –
 - Attended 01/20 PUR meeting.
 - Next PUR meeting is 03/19, virtual.
 - Glover Lands Estuary Enhancement Project –
 - 02/28 meeting with Cris Salzar to begin the planting plan, and with Kevin Keller to begin fencing plan.
 - 03/13 fencing quote process started with 7 different companies being sent quote requests:
 - Parent Farm Supply (response – not able to do this)
 - Cascade Farm Supply
 - Coastal Farm and Ranch
 - Wilco Farm Supply (working on quote)
 - DC Farmers Co-op
 - Pacific Fence and Wire (working on quote, not all materials in-stock)
 - Kencove Fencing (working on quote)
- South Coast Tide Gate Collaborative – No new news.
- Tide Gate Affinity Group – No new news.
- Providence Creek Area Updates:
 - Port of Umpqua
 - Providence Creek Tide Gates –
 - Working with Matt Ruwaldt Environmental Consulting and Port of Umpqua Manager.
 - Reviewed Title Report documents from Title Company provided by Port of Umpqua regarding easements and ownership.
 - 02/22 met with Consultant, Port Manager, and Mark Holiday at the Leeds Island gate to interlock the Port lock into Mr. Holiday’s lock at the gate. His lock had been replaced with Mr. Hauge’s lock (stamped on the lock) and we could not complete the process, but it did get taken care of a few days later.
 - 02/29 meeting with Business Oregon to discuss Levy Program grant for technical assistance. Consultant to provide update. Pre-application process (from our end) completed. Under review with Business Oregon.
 - Leeds Island Park and Restoration Project –
 - Discussion with Mr. Holiday on 02/22 regarding possible purchase of Leeds Island for restoration. Open to the idea.
 - Working with Matt Ruwaldt Environmental Consulting and the City of Reedsport.
 - Attended the Reedsport Parks and Beautification Committee meeting on 03/13 with Matt Ruwaldt and Umpqua SWCD Chair

in order to answer questions and provide information following Consultant's presentation to the Committee about the Leeds Island Project.

- Additional Information:
 - Weekly meetings with Engineer 02/09, 02/16, 02/23, 03/01,03/08, 03/14, etc.
 - Hosted PC tide gate optimization tool virtual meeting with The Nature Conservancy, ODFW, SWCD Consultant, Port Manager, and SWCD on 02/16.
 - Providence Creek Team meeting held 02/29.
 - Possible National Coastal Resilience Fund Pre-Proposal for either or both or combined project.
- The Reedsport Collective (Project Blessing Food Pantry) –
 - Executive Director Susan Martin is planning on writing a “guest contributor” article for the March 2024 newsletter with a focus on how producers can provide goods to the food pantry.
- Douglas County –
 - Douglas County Special Projects. Continuing to work with assisting Tracy Pope with her grant. Meeting with Tracy Pope in Reedsport on 03/14 to discuss additional ways the County and the SWCD could work together.
 - Douglas County Weed Board – No new news.
- Smith/Umpqua/Dunes Stewardship Group – No new news.
- DEQ Umpqua TMDL Implementation – No new news.
- Forest Service –
 - Tsalila – No new news.
 - Oregon Central Coast Forest Collaborative – Attended meeting on 02/09 and 03/08. Next meeting 04/12.
- Umpqua Oaks Partnership – Attended meeting on 02/20. Next meeting on 03/19. Emailed Steve Denney MOU following 02/08 SWCD meeting.
- Umpqua Native Plant Partnership – MOU received after it was requested from UNPP.
- Beaver Planning Cohort –
 - Attended 02/27 meeting. Next meeting 03/26. Beaver Bill didn't clear the floor and will be repropose in the next legislative session.
- Hydro Breakfast Meeting – Attended monthly meeting of like-minded conservation individuals 03/07.
- Equipment Share Program – No new news.
- USDA/NRCS –
 - Requests for soil testing services from Zach with NRCS at the Roseburg Service Center. While we cannot go outside of our District with our soil testing services, we can apply for a grant through a combined NRCS/OWEB grant. The grant has been started, but more information is

- needed. Karin with ODA said she could assist us with this grant. Information is needed from NRCS to make this happen as well. Need to find out if Douglas SWCD is willing/have capacity to take soil samples and send them to lab and if Zach with NRCS has the same ability.
- AgLearn – Requested password reset from Nathan Adelman with NRCS as I cannot log into AgLearn to take required training. This has been an ongoing issue! 02/05.
 - Rural Development –
 - Need to follow-up after the 02/06 meeting with Mandie Cole and Chair Glover to discuss follow-up items after NRCS LWG Meeting, to provide possible solutions for processing agriculture products in the local area. Mandie was supposed to send us additional information.
 - Douglas Weed Management Area – No new news.
 - Douglas Oak Weed Management Area – Meeting was held, but could not attend.
 - Dunes News – Need to write an article!
 - Elk Creek Watershed Council –
 - Working with Lee Russell on potential partnership project at Elk Creek near Elkton. Waiting for his contractor to contact me so we can get started on this and move forward.
 - ODFW –
 - Continuing mitigation for riparian development with Umpqua Assistant Fish Biologist Evan Leonetti and landowner. Provided list of native plants needed for Elk Creek Riparian Restoration Project for 1280' + 5% additional to meet Douglas County mitigation for the Winchester Bay landowner to do construction near creek. Waiting to hear back from landowner.
 - Oregon Association of Conservation Districts (OACD) – No new news.
 - Oregon Conservation Education Association Network (OCEAN) –
 - Registered for CONNECT and made lodging reservations at Sun River using the options reserved for CONNECT. Travel day April 15, event April 16-18th.
 - Oregon Coastal Zone Management Association – No new news.
 - Oregon State University Extension Service –
 - Will have a display at the Douglas County Livestock Association Spring Livestock Conference on Thursday, April 10, 2024, at the Douglas County Fairgrounds. Would like to have helper there if possible.
 - TECHNICAL ASSISTANCE:
 - Parent Ranch – let landowners know that we're waiting for a Small Grant Team to meet.
 - Site visit with Scholfield Creek landowner about technical assistance 02/12 with Director T. Black. Complicated TA involved, including 3 bridges, several heavy use access roads, off-stream watering (solar or piped), heavy use

area/downspouts/gutters at barn, water storage tank for livestock water harvested from barn roof, extensive fencing, etc. Will require OWEB TA grant. Second site visit with Consultant on 03/06. Found additional tide gate at this site visit. Found from adjacent landowner that this tide gate is affecting field conditions at his property and he would like the tide gate brought up to current standards. Tide gate property owned by out of state landowner. Will continue to pursue.

- Contacted by a Dean Creek landowner regarding erosion. Site visit with consultant on 02/13. ODFW then visited site. Hosted meeting with ODFW and Consultant on 02/20. Hosting additional meeting with DSL, ODFW, and Consultant on 03/21.
- Site visit for soil tests for Scholfield Creek landowner on 02/12. Soil test results provided with additional information on 03/13.

Ongoing TA:

- Continuing to work with Elkton landowner on riparian restoration near Elkton on Elk Creek. Considering ordering free perennial plants through ECEC grant for project.
 - 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. Requested maps from NRCS of property and received maps 03/13.
 - Contacted Mehl Creek Landowner about riparian restoration on aglands. Waiting to hear back from landowner. Discussed with Elk Creek Watershed Council Executive Director. Not hearing back from Elk Creek Watershed Council.
 - South Side Smith River. Will be following up with water quality plan and OWEB Small Grant.
- ADMINISTRATION:
 - Financial documents, statements, timesheets, etc. recorded, filed, and loaded into Google Drive for Fiscal Provider.
 - Meeting information provided to Directors, and ODA WQ Specialist & Program Lead.
 - Business Meeting & Funding Committee notice provided to media, electronic notice list.
 - Renewed Umpqua SWCD's System for Award Management or what used to be the DUNS Registration 02/07, somehow it created a duplicate and had to go through quite a process to straighten that out. SAM renewed 02/26.
 - SDAO "Getting the Most Out of Your Accident Investigations" first Thursday webinar 03/01.

CONSULTANT REPORTS

Matt Ruwaldt with Matt Ruwaldt Environmental Consulting

Mr. Ruwaldt went over the items he has been working on with the District Manager/Planner:

- BLM RAC – We are planning on putting in a weed control grant to the BLM Resource Advisory Committee using an old grant that the District was funded on in the past as a template. Due April 1st.
- National Fish and Wildlife Foundation (NFWF) – We are planning on putting in a National Coastal Resiliency Fund technical assistance grant for Leeds Island. We'll put in a letter of intent and if that's approved, then we'll put in for a full proposal. The proposal is due in May.
- OWEB TA – We are planning on putting in a technical assistance grant for several bridges and a tidegate. One bridge for Providence Creek, four bridges and a tidegate for Scholfield Creek. It should be a competitive grant and it has several landowners.
- Business Oregon – We've submitted an intake form to Business Oregon for the Providence Creek tidegates. We had a "stand-up" meeting with their staff, and will be in discussions with them in order to get an update. Once we have approval, then we will fill out the full application. We should know early to mid-summer. As the District isn't eligible to be the applicant for this particular grant, we'll complete the application, but the Port of Umpqua will have to submit the grant. If funded, this grant will cover the cost of Mr. Ruwaldt's salary along with the Engineer's. Requested \$160,000 from Business Oregon.
- ODFW – ODFW can provide grant funds for the match on the Business Oregon grant. New funds will be available July 1st. There are no deadlines for this grant, but the funds get dedicated quickly, so the sooner the better. Will request \$40,000 from ODFW.

If funded, the Business Oregon and ODFW grants will cover all of the preparation work (surveys, engineering and design, permits, cultural resources reviews) for the Providence Creek Tidegate project. Then we will need to apply for funding to cover the actual implementation work.

- Leeds Island – We attended the City of Reedsport Parks & Beautification Committee meeting where we presented information and maps, and gained approval from the committee to move forward with the next step of meeting with the City Council and presenting the information in their workshop session on April 1st. We have gained access to the Leeds Island property from Mr. Holiday as long as the Port Manager is involved. Mr. Ruwaldt and the District Manager/Planner have worked with Mr. Holiday in the past when we were all working with McKenzie River Trust on a somewhat similar plan, prior to MRT backing out six or seven years ago. We asked Mr. Holiday if he was still interested in selling and found that he was. We were going to go with on OWEB Acquisition Grant, but found from talking with OWEB that OWEB was concerned that the City might not manage the property solely for fish and wildlife habitat. It was suggested we go with an Oregon Parks and Recreation Grant. The District cannot be the applicant on this grant as cities are who qualify, so the District will complete the grant application and the City will submit it. This kind of grant is for cities to apply for funding for land acquisition to develop parks. Presentation is the starting point.

Currently, everything is in a general state of flux and we are open to suggestions. District will do the restoration through NFWF grant/OWEB, however it works out so we can get there through grants. PUR completed a baseline plan for the restoration work out there. The northwest portion of the levee is 4' higher and we don't want to do that. Option to build levy up or move tidegate a quarter mile south and then we wouldn't need to build up that levy. The Providence Creek Tidegates and Leeds Island are two separate, distinct projects, but they mesh together nicely to protect agriculture, restore fish and wildlife habitat, and create a new recreation area and City Park. Removal of the tidegate would be a problem. Everything that is marked as green on the City of Reedsport Natural Resources Map would be flooded, twice a day with the tide cycle. That in itself is proof that the tidegates are needed. Without the tidegates, the road would be flooded and more. We can put out some good information about that and the rest of the project.

AGENCY REPORTS:

None.

DIRECTOR REPORTS:

None.

BUSINESS ITEMS

1. MOU – Umpqua Native Plant Partnership – Action Item

The District Manager explained the Memorandum of Understanding through the Umpqua Native Plant Partnership, explaining how the group started and the need for native plants for riparian and erosion projects. It is often difficult to find native plants, especially in quantity, locally. Eventually, the NPP could help fill this need.

Director T. Black made a motion, 2nd by Director Baumgartner to approve the Memorandum of Understanding between Umpqua SWCD and the Umpqua Oaks Partnership. The motion **unanimously passed.**

2. ADA Website Compliance – Action Item

The District Manager explained how it was brought to her attention by Sandi Hiatt with ODA to make sure that the SWCD website is American with Disabilities Act compliant, especially since we are a governmental body. Checked with our website person and he used an online compliance tool and found that it was according to the online tool. The District Manager also checked with an online tool and found that it was compliant using Streamline's automated checking system. Followed up with a company recommended by SDAO called ADA Compliance, where they use real people to check compliance and found that it was not compliant. Checked with another company called Streamline who is also recommended by SDAO and found that it was 80% compliant, which means that 80% of the

people with disabilities can use the full features of the website, but 20% cannot. We need 100%.

Attended two online meetings and received information from:

- ADA Website Compliance
- Streamline Website Compliance

Both groups use similar programming and have similar prices. Streamline will give us a 20% discount as we are members of SDAO. Their program seems more user friendly and they are located on the west coast of California. They are in the same time zone.

The current website can be migrated to an ADA compliant format, I believe the cost from both organizations to do that was \$500. Then there's a website monthly maintenance fee that can be paid annually.

The Directors had questions about Compliance Basics and Community Pro from Streamline and the District Manager explained that it appeared that Community Pro would be a grade up from Compliance Basics and the District could do more with Community Pro.

Director Miller made a motion, 2nd by Director T. Black to approve Umpqua Soil and Water Conservation District making their website 100% ADA complaint going with the Community Pro plan through Streamline. The motion **unanimously passed**.

3. Director Recruitment Letter – Action Item

Chair Glover wrote a director recruitment letter and the Directors reviewed it and requested the District Manager send it with a copy of the newsletter to the landowners in the Elkton area that they had discussed as potential Directors at previous meetings. Two corrections for Director phone numbers will need to be made prior to sending out the letters.

Director Baumgartner made a motion, 2nd by Director T. Black to approve sending the letter with corrections. The motion **unanimously passed**.

4. Personal Service Contract Policy – Action Item

The District Manager requested the Directors attend online training at Vector Solutions. A training link has been sent to each of the Directors. The training is approximately 80-minutes. The District Manager will also attend the training series.

The District Manager has gone into the District's personal training website for personnel, and in your case, Directors, and added a training into the website for you to work on.

- Basics of Public Contracting in Oregon (for our public contracting discussion)

You should have received an email about this training. Please let me know if you did not receive the login information. The majority of the Directors had not seen this email from Vector Solutions and the District Manager said that it would be resent to them.

Tabled.

FUNDING COMMITTEE

Reports and follow up to items.

Discussion commenced:

- Fund raising needs to be done, maybe a native plant sale.
- The Funding Committee will meet during the SWCD business meetings from this point forward.
- The District could put on a native plant propagation and riparian planting workshop to promote the native plant sale.
- Possibly get students and volunteers involved to propagate plants for the sale.

ADJOURN MEETING:

Meeting adjourned at 8:00 p.m. by Chair Glover.

NEXT MEETING DATE

- The next Business Meeting for the Umpqua Soil and Water Conservation District is scheduled for April 11, 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