



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

February 8, 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:

Beth Pietrzak Oregon Department of Agriculture Southwest
Region Water Quality Specialist

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 6:32 p.m.

FISCAL PROVIDER REPORT:

Fiscal Provider Tanya Graham explained the financial report for the month ending January 31, 2024.

Page 1 - The Balance Sheet. It shows total current assets of \$43,425.27 and total liabilities & Equity of \$43,425.27.

Page 2 - Check Register - General Checking - started the month with 49,786.33 and ended the month with \$18,901.81.

Page 3 - Statement of Activity - Total Income: \$92,117.09 and total Expenses: \$82,636.48. Leaving a cash balance of 18,970.28.

Page 4 - Monthly Comparison - Month of January - Income: \$2,061.37 and total Expenses: \$32,953.03. Cash balance of 49,854.80.

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

Page 6 - Reports that are due and PTO balances.

The Fiscal Provider exited the meeting following the financial report.

APPROVAL OF BILLS & TREASURER’S REPORT FOR AUDIT

Director Baumgartner made a motion, 2nd by Director Miller to approve the bills and the January 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 Miller to approve the January 11, 2024 Business Meeting minutes. The motion **unanimously passed**.

STAFF REPORT:

Conservation Technician/District Manager Rhonda Black:

February 8, 2024

- OWEB:
 - 2023-2025 District Operations Capacity Grant –
 - Submitted 2nd quarter reporting with supporting documents on 01/15, due on 01/16.
 - Approved by ODA WQ Specialist and moved forward to Grants Administrative Officer on 01/26.
 - Soil Tilt Workshop –
 - Planned and presented at the soil tilt workshop with Logan Bennett from OSU. The workshop was held at the Winchester Bay Community Center on Saturday, January 20th from 10:30 a.m. until noon. Thank you to Chair Glover, Director Baumgartner and his wife for attending.
 - Quarterly check-in meeting with ODA WQ Specialist to review the Scope of Work 02/05. Quarterly reporting approved by ODA.
 - 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.
 - Reporting – Found from Kathy Leopold that we can request an extension to the 120 days if we needed too as long as we had a good majority of the 60% of the funds spent in the small grants that were pushing the 120 days. Also, a certified letter isn’t immediately generated until at least 2-weeks after the 120 days. She said to always wait until the letter is generated and then ask

for the extension. We didn't need an extension, but wanted to make sure of the rules, etc. and how things work within the program 01/08. Let Fiscal Provider know.

- Grant expense tracking reported to OWEB by SWCD Fiscal Provider.
- Grant expenses approved by OWEB for both Providence Creek Runoff Management and Otter-Baumgartner 01/30.
- Submitted Grants –
 - Submitted OWEB Small Grant on 01/15 for the Parent Ranch Livestock Exclusion Fencing Phase 1 project.
 - OWEB Land Use Form sent to City of Reedsport Planning Department for approval 01/15.
 - OWEB Land Use Form approved by City of Reedsport 01/30.
- 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:
 - In process of reviewing 3 small grants. 1-each for Umpqua SWCD, Douglas SWCD, and Elk Creek Watershed Council.
 - Coos 4 –
 - Grant team up and operational.
 - Mid-Coast 3 –
 - Beginning small grant team application to OWEB, but haven't heard from Mid-Coast since documents signed.
 - Partnership for the Umpqua Rivers –
 - Attended 01/16 PUR meeting. PUR Strategic Plan was discussed. Some items, such as the creation of the Umpqua Estuary Restoration Partnership were discussed as things planned to happen on the Lower Umpqua by PUR. Umpqua SWCD already has the UERP which was started years ago, which was slowed by the COVID pandemic, but needs to be brought back online by the SWCD again.
 - Next PUR meeting is 02/20, virtual.
 - Glover Lands Estuary Enhancement Project –
 - After letter was submitted to PUR about the OWEB funds in the Glover Lands budget of \$8,469 dedicated to Umpqua SWCD staff

time, the PUR Executive Director said to submit requests to PUR for time spent on the Glover Project.

- We'll be working with Cris Salzar to begin the planting plan. We are working off of Don Porior's plan that he and Eric Riley put together.
 - Site visit/tour of tide gates with SWCD Consultant and landowner 01/19.
 - Private Forest Accord grant was submitted according to PUR Executive Director and waiting to find out about NOAA Fish Passage grant through TNC 01/26.
- South Coast Tide Gate Collaborative – No new news.
 - Tide Gate Affinity Group – Attended meeting on 01/11. Requested from The Nature Conservancy to be added to tour attendees list for Coos/Umpqua tide gate tour that was going to happen in January 31st and February 1st. Felt a little odd about this, as PUR didn't mention this to me and I had to request to be included as an attendee on the tour that was going to include the Glover Project, 01/11. Tour was cancelled due to weather and will be held at a later date.
 - Port of Umpqua
 - Providence Creek Tide Gates –
 - Working with Matt Ruwaldt Environmental Consulting:
 - Attended Port of Umpqua meeting on 01/17 to answer questions about tide gates and MOU between Umpqua SWCD and Port of Umpqua with Consultant, SWCD Chair Glover and Director T. Black.
 - Follow up with Port Manager about meeting with City Manager and possible grant resources 01/18. Follow up with SWCD Consultant.
 - Virtual meeting with Engineer and SWCD Consultant 01/18.
 - Draft fish passage plans completed. Telephone meeting with Engineer 01/21.
 - Found telephone number for "groundskeeper" and provided it to the Port of Umpqua Manager 01/23.
 - MOU signed by both Port Commission President and Umpqua SWCD Chair 01/24.
 - Grant resources planning meeting held on 01/25 with Port of Umpqua Manager, City of Reedsport Manager, SWCD Consultant and SWCD Manager/Planner to discuss grant resources and opportunities, etc. for the PC tide gates.
 - Site visit to Leeds Island and PC tide gates with Port Manager, SWCD Consultant, Leeds Island "groundskeeper?" and two other community members 01/25. Provided off-site parking at my own property due to report of possible issues of parking at the site.

- Provided update following site visit to SWCD Chair 01/27.
 - Meeting with SWCD Chair 01/29.
 - Discussed Port easement on Leeds Island with Port Manager and provided information about getting a padlock to interlock into the existing gate lock to facilitate simpler access to the tide gates 01/29.
 - Requested maps from Engineer to assist with questions from the public 01/29.
 - SWCD Consultant had meeting with ODFW to discuss grant options and fish habitat potential of PC 01/30.
 - Attended meeting hosted by Reedsport City Manager for PC tide gates funding options with SWCD Consultant, Port Manager, Business Oregon representatives (possible levy funding and tide gates since associated with levies at PC), The Nature Conservancy, and ODFW 02/01.
 - Weekly meetings with Engineer 01/19, 01/26, 02/02.
 - Re-confirmation from NRCS that they cannot fund municipalities, only private entities 02/02.
 - Follow-up with Port Manager regarding site access, how to find Leeds Island landowner's telephone number. Port Manager has requested Title Reports for property 02/06.
 - Hosting PC tide gate optimization tool virtual meeting with The Nature Conservancy, ODFW, SWCD Consultant, Port Manager, and SWCD 02/09.
- 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.
 - Douglas County Weed Board – Steve Wickman would like for some of the DC Weed Board members to drive over to the coast this spring and for the SWCD to take them on a weed tour of our local problem weeds. Let him know that we could do this 01/16.
 - Smith/Umpqua/Dunes Stewardship Group – Collaborative meeting in the scheduling process, but haven't heard anything since the email in early January.
 - DEQ Umpqua TMDL Implementation – No new news.
 - Forest Service –
 - Tsalila – No new news.
 - Oregon Central Coast Forest Collaborative – Next meeting on 02/09.

- Umpqua Oaks Partnership – Attended meeting on 01/16, next meeting on 02/20. Received MOU 01/24.
- Umpqua Native Plant Partnership – Morgan Fay is in process of creating an MOU. Been in progress for quite a while.
- Beaver Planning Cohort –
 - Jakob Shockey, Executive Director of Project Beaver requested support for pro beaver legislation, HB 4014, to create a 1.5 million fund to support beaver coexistence work via block grants to watershed councils, SWCDs, and nonprofits. He was looking for watershed councils and SWCDs who are willing to 1) support this effort by adding their logo to effort (see the informational page) and 2) willing to submit written testimony when the time comes. Let him know that I would do what I could, and would try to submit testimony, but that our SWCD meeting was a day after testimony could be submitted 01/24.
 - SWCD Logo added to informational flyer 02/02 as SWCD supports Beaver Bill.
 - Next meeting 02/27.
- Hydro Breakfast Meeting – Attended monthly meeting of like-minded conservation individuals 02/01.
- Equipment Share Program – No new news. I’m afraid this might have gone by the wayside. Will find out more.
- USDA/NRCS –
 - Information requested about spring developments and roof water capture for livestock watering and info received 01/18.
 - Provided a list of contacts, places where posted, and website plus Facebook posts to SWCD page and local groups about LWG Meeting and sent to David Ferguson 01/20.
 - Put together an online option for the Local Working Group Meeting. Let attendees know 01/23.
 - Douglas County – Reedsport Area Local Working Group Meeting held at the Port of Umpqua Annex on Wednesday, January 24th from 1:00 p.m. until 4:00 p.m. Presented information about the SWCD, projects and potential projects and programs. Ran the online portion of the meeting. Thank you, Chair Glover, for attending!
 - Provided link to meeting recording to NRCS Waldport Field Office and Mid-Coast Watershed Council 01/25.
 - Provided Elk Jump structure drawing and photo to NRCS District Conservationist Anna Marion with the Waldport Field Office as per her request 01/25.
 - Provided update to The 411 newspaper as to the portion missed when reporter left online meeting to attend another meeting 02/01.

- 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 –
 - 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 02/06.
 - Douglas Weed Management Area – No new news.
 - Douglas Oak Weed Management Area – Meeting was held, but could not attend.
 - Dunes News –
 - OSU/SWCD Soils Workshop and DC LWG Meeting information ended up being full page informational ads in the January 11th edition of the paper.
 - 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) –
 - Attended District Managers Round Table meeting on 01/24.
 - 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 –
 - OSU Livestock Forages Specialist has requested SWCD have a display at the Douglas County Livestock Association Spring Livestock Conference on Thursday, April 10, 2024, at the Douglas County Fairgrounds. Let her know we are interested 02/07. Would like to have helper there if possible.
- TECHNICAL ASSISTANCE:
 - Parent Ranch site visit 01/15. Documents submitted to OWEB Small Grants Program emailed to landowner 01/15.

- Contacted by an Elkton landowner about a spring development and livestock exclusion fencing. Planning site visit based on landowner's schedule as landowner lives on another property not locally 01/18.
- Provided information to Scholfield Creek landowner about assistance SWCD can provide 01/15. Follow-up 01/25, 02/01. Site visit scheduled for 02/12.
- Contacted by a Dean Creek landowner regarding erosion 01/25. Site visit planned for next week if landowner available.
- Provided soil testing information to a Roseburg landowner. Unfortunately, I cannot go and take soil samples for him as he is in the Douglas SWCD area 01/10, followed up on 02/01 and provided information about reading soil test results and more information on who to contact at OSU Extension DC office as per landowner's request.
- Contacted by a Scholfield Creek landowner requesting a soil test 02/01. Site visit scheduled for 02/12.

Ongoing TA:

- Continuing to work with Elkton landowner on riparian restoration near Elkton on Elk Creek.
 - 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.
 - Contacted Mehl Creek Landowner about riparian restoration on aglands. Waiting to hear back from landowner. Discussed with Elk Creek Watershed Council Executive Director. Need to follow up with 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.
 - Provided pay raise information and minutes to support on 01/12.
 - Obtained additional fiscal information from Fiscal Provider as requested by Chair 02/03.
 - Requested Certificate of Insurance from WHA Insurance for Port of Umpqua in order to use the Port's meeting facilities, for example to hold NRCS-SWCD LWG Meeting. 01/17. Provided to Port 01/18.
 - Meeting information provided to Directors, and ODA WQ Specialist & Program Lead.
 - Business Meeting & Funding Committee notice provided to media, electronic notice list.
 - Attended OACD Legislative Advocacy Training 01/18.
 - Requested SWCD be added to the "Numbers to Know" page of the 411 newspaper 02/01.

- Information from Director Baumgartner received to share at SWCD meeting 02/03.
- Renewed Umpqua SWCD's System for Award Management or what used to be the DUNS Registration 02/07.
- Public records request received and information provided 02/07.

AGENCY REPORTS:

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

The Regional Water Quality Specialist explained that she would be discussing the ODA Scope of Work (SOW) during the business portion of the meeting.

DIRECTOR REPORTS:

None.

BUSINESS ITEMS

1. ODA Review Quarterly Capacity Grant Report with Umpqua SWCD Board – Discussion

ODA Water Quality Specialist Beth Pietrzak explained the Scope of Work document and how Umpqua SWCD has met the requirements for quarter 2 by completing workshops, presentations, articles in the local paper, working on project plans and grant applications. Fantastic work!

Chair Glover would like for the District Manager and Consultant to prepare a Scope of Work for the Providence Creek Tide Gate Project.

2. MOU – Umpqua Oaks Partnership – Action Item

The District Manager explained the Memorandum of Understanding through the Umpqua Oaks Partnership. Steve Denney with the UOP has attended our SWCD meetings in the past providing additional information during his attendance.

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

3. Oregon House Bill 4014 “Beaver Bill” – Action Item

The District Manager explained how and why the Beaver Bill was needed in order to address beaver habitat and information needing to be provided to the public. This bill would open up grant funds to SWCDs and Watershed Councils to support beaver work.

Director T. Black made a motion, 2nd by Director Baumgartner to approve support of the Beaver Bill/House Bill 4014. The motion **unanimously passed**.

4. Personal Service Contract Policy – Action Item

Tabled. Will continue to review the information.

5. Director Recruitment – Discussion

Several potential director candidates have been determined. Will follow up at the March meeting with additional information.

Chair Glover will put together a recruitment letter for review.

FUNDING COMMITTEE

Reports and follow up to items.

Discussion commenced:

- \$225,000 in the tax base at .33 cents per thousand.
- Director T. Black will find out about the Reedsport compression situation by meeting with the Reedsport City Manager.
- We need to let the public know why the SWCD is important to the area.
- Director Baumgartner will research the Public Action Committee. The other Directors stated they would do the same.

ADJOURN MEETING:

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

NEXT MEETING DATE

- The next Funding Committee Meeting for the Umpqua Soil and Water Conservation District is scheduled for March 6, 2024 at 6:30 p.m. by Go-To-Meeting teleconference and/or by computer, tablet or smartphone.
- The next Business Meeting for the Umpqua Soil and Water Conservation District is scheduled for March 14, 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