



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

March 12, 2026

Directors Present:

Chair Nathan Baumgartner
Director Kate Baumgartner
Director Tom Black

Staff Present:

District Manager/Conservation Planner Rhonda Black

Agencies Present:

Port of Umpqua Manager Scott Kent

Others Present:

Fiscal Provider Tanya Graham
Michael (unknown caller)

MEETING CALLED TO ORDER:

The Chair N. Baumgartner called the meeting to order at 5:02 p.m.

FISCAL PROVIDER REPORT:

Fiscal Provider Graham explained the financial reports for the month ending February 28, 2026.

Page 1 - The Balance Sheet. It shows total current assets of \$53,562.83 and total liabilities & Equity of \$53,562.83.

Page 2 - Check Register - General Checking - started the month with \$21,954.63 and ended the month with \$44,986.57. Savings with \$68.47.

Registers - Accounts Receivable, Accounts Payable.

Accounts receivable total funds submitted for payment were \$5,997.60 and accounts payable were \$0.00.

The Statement of Activity and Cash Flow Report – The top part of the report shows income and expenses which reflects the cash flow of funds coming in and going out of the district’s bank account. That is going to give the district a net ordinary income for each grant. In the next section will be the Admin Income and Admin Expense. That is the cash that’s not moving around physically, but transferring between the grants. It’s not moving out, it’s just moving between the grants, and that’s where “other income” happens, and when you put those together, you get your “net income”.

There are two categories:

1. General Category – Function of the district, what it does, for its primary purpose.
2. Project Program Category – Programs and projects the district is doing/working on that isn’t the district’s general function, but are added to the district. They aren’t capacity building.

Every column represents a funding source and/or grant.

Page 3 – Statement of Activity and Cash Flow Report – General Category:

So far this year the district has had \$76,060.24 of General income. So far this year the District has had \$54,671.14 of General expenses. The General net income for this year is \$21,876.19 and the General cash balance for this year is \$43,388.81.

Page 4 – Statement of Activity and Cash Flow Report – Project Program Category:

So far this year the District has had a total income of all Project Programs is \$12,074.84. With a total of Project expenses of \$5,117.02 leaving a net income so far this year of \$6,470.73 and a cash balance of \$1,666.23.

There are times when there is a negative figure and you might be wondering why you would have a negative figure there? That's because a lot of the times you can't request the funds from the granting agency until you have completed the grant work and submitted the final report, so you sit on those negative numbers until everything in the grant is complete and you receive those final grant funds from the granting agency.

Statement of Activity and Cash Flow Report - Total combined Total Income: \$88,135.08 and total combined Expenses: \$59,788.16. Leaving a net income of \$28,346.92 and leaving a combined cash balance of \$45,055.04 (actual cash balance in the bank) which matches your bank balance on page 1. The negative numbers at the bottom of the page represent grants where we need to get reimbursed for those funds. Once the projects are closed, we can get those monies reimbursed to the District.

Page 5 - Monthly Comparison – As of February 28th – Income: \$3,663.73 and total expenses: \$8,379.80. Net negative income of \$4,716.07 and a cash balance of \$45,055.04.

Page 6 through 9 – Reports that are due, PTO balances, and beginning of Individual Grant and/or funding source details.

Fiscal Provider Graham exited the meeting at 5:10 p.m.

APPROVAL OF BILLS & TREASURER'S REPORT FOR AUDIT

Chair N. Baumgartner made a motion, 2nd by Director K. Baumgartner to approve the bills and the February 2026 Treasurer's Report. The motion **unanimously passed** (N. Baumgartner, K. Baumgartner, T. Black).

APPROVAL OF MINUTES

Chair N. Baumgartner made a motion, 2nd by Director K. Baumgartner to approve the February 12, 2026 Business Meeting minutes. The motion **unanimously passed** (N. Baumgartner, K. Baumgartner, T. Black).

AGENCY & ORGANIZATION REPORTS

None.

STAFF REPORT:

Conservation Technician/District Manager Rhonda Black:

March 12, 2026

- *OWEB:*
 - *2023-2025 District Operations Capacity Grant –*
 - *OWEB/ODA Capacity Grant Feedback - Multiple Meeting Dates & Times. Important! Information on SWCD Website.*
 - *OWEB Small Grants Program:*
 - *OWEB Small Grants Status:*

- *Otter-Baumgartner Ranch Livestock Exclusion –*
 - *Monitoring report due July 31, 2027.*
- *Elk Creek Riparian OWEB Small Grant –*
 - *Monitoring report due July 31, 2027.*
- *Providence Creek Runoff Management –*
 - *Monitoring reporting due April 8, 2027.*
- *Parent Ranch Livestock Exclusion Phase 1 –*
 - *Heavy use areas at the gates and elk jumps complete. Final payment made to landowner.*
 - *Completion reporting due: April 16, 2026.*
- *Costa Ranch Runoff Management –*
 - *Grant approved by OWEB on November 22, 2024 with \$15,000 for gutters, downspouts, drainage line, geotextile fabric, and gravel for the heavy use protection area. In contact with both Mr. Costa and the gravel hauler in an effort to prepare for stockpiling 18 ten-yard loads of gravel for the heavy use area at the barn. Once everything is determined, we can request the 60% OWEB advance to cover the cost of the gravel for this project with implementation to start occurring this summer. Landowner will prepare the site by grading for the heavy use area, trenching and installing the downspout drain lines, installing gutters and downspouts on the barn, and installing the piping for the livestock watering system.*
 - *Answered questions and provided information via email, text, and telephone.*
 - *End date: November 1, 2026.*
 - *Completion reporting due: December 31, 2026.*
- *Workshops/Classes –*
 - *Oregon Agricultural Trust Farm & Ranch Management Workshop Series – Held March 5, 2026 at the Elkton Community Education Center Library from 11:00 a.m. until 2:00 p.m. (SWCD hosting). We had 12 people sign up and 8 actually attended.*
- *OWEB TA Grant:*
 - *Will be resubmitting grant. Possibly breaking it down into smaller, more manageable grants. For instance, one for the Scholfield Creek Head of Tide area (livestock exclusion fencing, riparian plantings, farm bridges, heavy use areas, and the tidegate on Scholfield Creek). Then another, possibly at a much later date, for the fish passage bridges on Providence Creek and Decker Point.*
 - *Will be meeting with ODA again April 7th.*
 - *Emailed OWEB Regional Specialist to set up meeting to discuss grant on February 4th, but have not heard back, yet.*
- *BLM:*
 - *BLM Secure Rural Schools and Community Self-Determination grant, “Umpqua Noxious Weed Control” for both contractor and myself. Matt Ruwaldt Consulting and Umpqua SWCD worked with BLM after project was approved by the BLM RAC for \$24,000 to provide requested updates to the BLM.*
- *PARTNERSHIPS:*
 - *Umpqua 7, Coos 4, Mid-Coast 3 OWEB Small Grant Teams –*
 - *Umpqua 7 –*

- *Working with Lee Russell with Elk Creek Watershed Coalition.*
 - *Elk Creek Watershed Coalition was recommended for funding for the Team Leader grant of \$20,000 for the biennium. Umpqua SWCD is supposed to be written in on the contracted services line to write brochures and fact sheets for the outreach. We will need an MOU, but do have an updated budget with each of our responsibilities hand-written in, so this is helpful.*
 - *Planning on being at the Douglas Spring Livestock Conference, but I can't get a hold of the person in charge of the event. Event is scheduled for 04/08.*
- *Coos 4 – No new news.*
- *Mid-Coast 3 – Attended Application Review Meeting 02/25.*
- *Partnership for the Umpqua Rivers* –
 - *PUR meeting – No meeting in February. Next meeting 03/17.*
 - *Not sure when public tour of Glover site will occur.*
 - *Glover Lands Estuary Enhancement Project – Landowner working on fencing and watering system installation.*
- *Providence Creek Area Updates:*
 - *Providence Creek Tide Gates* –
 - *In a holding pattern due to previous Port Commission decision to back out of project.*
 - *Had a meeting with Porior Engineering on December 6th who felt that we could get the fish passage plan done while we're in limbo on the project. We will need to find funding to complete this portion of the project.*
 - *Met with Port Manager on December 9th and discussed the fish passage plan. Since the MOU is still in place it was decided to go forward with finding funding to get the plan done so we would have some of the groundwork out of the way as the tide gate replacement project still needs to occur. The Port will provide a letter of support, possibly some in-kind match in the form of employee time toward the passage plan. Will contact engineer to follow-up with planning.*
 - *Meeting with Port Manager on January 20th to find ways to move forward on project. Found the City Manager had contacted him to encourage movement forward on the project.*
 - *Attempting to set up a meet with the Reedsport City Manager, Port of Umpqua Manager, and Don Porior Engineering. So far we have the Port and the Engineer being good with the proposed dates. Have not heard back from the City Manager. Sent email on 03/11.*
 - *Will be presenting information on tidegates at the May 20th Port meeting.*
 - *Leeds Island Park and Restoration Project* –
 - *No new news. Ruwaldt Consulting is to contact the Reedsport City Manager to set up a meeting to discuss the project.*
 - *A member of the Reedsport Parks and Beautification Committee contacted the landowner and found the landowner is still very interested in working with both the SWCD and City on this project.*
- *Douglas Weed Management Area* – *Next meeting 04/14.*
- *Elk Creek Watershed Coalition* –
 - *Attended virtual meeting 03/10. Next meeting scheduled for 04/14.*

- Forest Service –
 - *Oregon Central Coast Forest Collaborative – Attended meeting 02/26. Next meeting scheduled for 04/23.*
- Hydro Breakfast Meeting – *Attended virtual meeting 03/05. Next meeting scheduled for 2nd.*
- Oregon Agricultural Trust –
 - *Assisted OAT with a farm and ranch financial planning management workshop series for agricultural producers on March 5th. See above heading for “workshops” for more information.*
- Oregon Association of Conservation Districts (OACD) –
 - *Attended OACD Workgroup-HR and Personnel Mtg#2 virtually on 02/24.*
 - *Next OACD Personnel Subgroup - Mtg #3 scheduled virtually for 03/17.*
 - *2026 Legislative Summary - Oregon Conservation Partnership scheduled for 03/23.*
- Oregon Conservation Education Association Network (OCEAN) –
 - *CONNECT scheduled for March 31st through April 2nd in Seaside at the Seaside Civic and Convention Center.*
 - *Registration completed.*
 - *Lodging secured.*
 - *Annual OCEAN dues paid as part of conference registration.*
- Oregon Coastal Zone Management Association – *Next meeting 04/13. Annual meeting 06/*
- Oregon Climate and Agriculture Network –
 - *Soil Health Network -*
- Oregon DEQ –
 - Umpqua TMDL Implementation –
 - *Next meeting scheduled for 04/14.*
 - DEQ Rule Advisory Committee Meeting on Umpqua River Basin Water Quality Management Plan –
 - *Attended the meeting on 02/18. Next meeting scheduled for 04/02.*
- Oregon Dunes Restoration Collaborative –
 - *The group is planning activities for 2026 with their annual meeting being held on Monday, 03/16 at the Florence Library.*
- Oregon Soil and Water Conservation Commission –
 - *Umpqua SWCD will host their 2-day meeting in August 2026.*
- Smith/Umpqua/Dunes Stewardship Group – *No new news.*
- Umpqua Oaks Partnership – *No new news.*
- Umpqua Native Plant Partnership –
 - *Planning a meeting with Morgan Fay regarding Glover Project Planting Plan.*
 - *Annual meeting coming up soon.*
- USDA/NRCS –
 - *Attended Organic Livestock and Grazing Management: Insights from Research on 02/17.*
 - *Attended P-SHEC and what it means for planners, producers, and the bottom line on 03/02.*
 - *Attended Testing for Soil Health and Source Testing for Nutrient Management CEMAs 216 and 217 on 03/03.*
 - *Attended Livestock 101: Equines on 03/10. Lots of good AgWQ information provided. Captured screen shots for future presentation use.*
 - *Assisting NRCS District Conservationist Stokes with the local workgroup meeting planned for 2026 in Reedsport.*

- *Umpqua Soil & Water Conservation District Local Work Group Meeting on 05/13 from 1:00 p.m. until 2:45 p.m. in Reedsport at the Port of Umpqua. Directors, please be there. Information on SWCD website. Information is posted on SWCD Facebook page, has been sent out to Elk Creek Watershed and others. Will be sending out a press release. Will be including it in the District newsletter.*
- **TRAININGS:**
 - *Attended Low-Tech Approaches for Salmon Habitat Restoration on 03/12.*
- **TECHNICAL ASSISTANCE:**
 - *Site visit – 03/09 to Ranch Road property with DEQ and City of Reedsport for erosion issue. Met with landowner. Discussed possible options. Offered additional technical assistance.*
 - *Site visit – February 11th, visited Scholfield Creek Recreation Site with landowner for 1 fish barrier tidegate and channel work with approximately 4 culvert replacements for fish passage. Landowner requested assistance to replace tidegate with side-opening tidegate, channel restoration, riparian plantings, and culvert replacements for fish passage and to improve overall wildlife habitat. The location is directly across Scholfield Creek from the Leeds Island site. Will need assistance from engineer, consultant, and others. This is straightforward, but a big, very publicly visible project.*
 - *Followed up with Don Porior Engineering on 03/03 and other times. Followed up with landowner multiple times.*
 - *Reedsport – April 1st for soil test.*

Ongoing TA:

- *Otter Creek OWEB Small Grant –*
 - *In-process. AgWQ Farm Conservation Plan completed in December and approved by landowner in January.*
- *Otter Slough OWEB Small Grant –*
 - *In-process. Site visit completed February 4th, waiting for more information from landowner to complete the AgWQ Farm Conservation Plan, then the grant will be written.*
- *Clear Creek OWEB Small Grant –*
 - *In-process. Working with landowner. Site visit completed in November with follow-ups with landowner. AgWQ Farm Conservation Plan needs to be written, then the small grant will follow.*
- *Oar Creek – Will need to follow-up with landowner to determine if interested in small grant and to decide details of small grant. AgWQ Farm Conservation Plan needs to be written.*
- *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.*
- *Providence Creek – Landowner called about fill and removal, levy repair, fencing, etc. Will follow up when Consultant is available.*
- *Possible in-stream work, riparian buffer and grant for project at Wild Azalea Vineyards.*

- *Mailed list of neighboring landowners so contacts can be made for neighbors on Hanes Creek to include them in grant work. ODFW on-board with project. Have not heard back. Will follow-up.*
- *Ruwaldt Consulting – Met with Matt on January 28th to go over list of projects that we’ll need to continue to work on and projects to begin working on this winter.*
- *Items of Interest:*
 - *OSU Rural Coastal Pond Management Workshop 03/18. Information on SWCD Website.*
 - *Regenerative Viticulture Field Day in Elkton 04/23. Information on SWCD Website.*
 - *Agrarian Sharing Network Propagation Fair in Mapleton 04/14. Information on SWCD Website.*
- *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, website.*
 - *Director Elections will be happening soon! Please get ready to prepare your Candidate Packets.*

DIRECTOR REPORTS:

None.

BUSINESS ITEMS

1. OWEB Capacity Grants –Regarding Proposed Changes to OWEB Administrative Rules for Soil & Water Conservation Districts and Watershed Councils – Discussion and/or Review of OWEB Listening Session

The District Manager described how OWEB is proposing changes to the OWEB Capacity Grant Program and encouraged the Directors to attend one of the listening sessions on the topic and to complete the online survey as per OWEB’s request. The District Manager provided a video link to the presentation by OWEB to the Oregon Association of Conservation Districts and the District Manager encouraged the Directors to watch the video prior to completing the online survey and attending one of the listening sessions.

From OWEB, “The Oregon Watershed Enhancement Board (OWEB) and Oregon Department of Agriculture (ODA) are working together on an engagement and subsequent rulemaking process for Soil and Water Conservation District (SWCD) and Watershed Council capacity grants. The engagement will take place from February to May of 2026, and rulemaking will most likely start in the fall of 2026. The updated rules would apply beginning with the 2029-2031 capacity grant applications.”

The Oregon Association of Conservation Districts requested feedback through the use of a Conservation District Operating Cost List, and the District Manager stated that the District’s Fiscal Provider would be completing that portion for the District and then the District Manager would provide the completed spreadsheet to OACD.

One of the changes described would be to change how operating costs are covered through the Capacity Grants. The current procedure is to cover it through a set amount as part of the Capacity Grant as a dollar amount. OWEB is considering changing that process to match their other grant programs which use an indirect cost amount of 15% of the total grant to cover operating costs. This could be detrimental to small Districts and Watershed Councils.

OWEB and ODA need your feedback to help inform rulemaking and the direction of capacity grants moving forward.

There are two ways to provide your input:

Complete the anonymous [Capacity Grants Survey](#)

Public listening sessions will occur on the following dates:

- **March 19, 10:00 am-12:00 pm – Newport, in-person**
- **March 26, 1:00-3:00 pm – Roseburg, in-person**
- April 14, 1:00-3:00 pm – Salem, in-person
- **April 21, 1:00-3:00 pm – Virtual**
- May 4, 1:00-3:00 pm – Redmond, in-person
- May 5, 1:00-3:00 pm – Burns, in-person
- May 6, 1:00-3:00 pm – Baker City, in-person
- May 7, 10:00 am-12:00 pm – Pendleton, in-person
- **May 18, 1:00-3:00 pm - Virtual**

Please [register](#) by 5:00 pm the day before the listening session(s) you would like to attend. After registering, you will receive an email containing additional listening session information.

2. Part-Time Employee – Follow-Up Discussion to Review Job Description

The District Manager presented a job description and requested that the Directors review the job description and see if it conveys the information discussed at the last SWCD meeting.

The District Manager requested a review of the interview questions that were presented, and a review of the job application.

The hiring of a part-time employee for up to 16-hours a month to assist District Manager/Conservation Planner with the quarterly newsletter mailing (packaging & mailing), outreach events, Tsalila relief, and other items as needed by the District Manager/Conservation Planner, including an hourly pay rate of \$20.00 per was approved at the February 12, 2026 meeting.

The employee will have the opportunity to group hours for part-time employee. For instance, zero hours for a month or two, but then group hours together for events and busy times.

For Tsalila an option would be for the part-time person to work the mornings at the event while the DM/CP and a volunteer collect water bugs, then when the DM/CP and volunteer return from the stream, relieve the part-time person for the rest of the day. Each day would be approximately 4-hours, so approximately 12-hours for Tsalila, unless a volunteer(s) wouldn't be available, then it would be longer hours for the part-time person.

For the newsletter it could take up to 16-hours to pick -up/package up/prepare the newsletter for mailing, and deliver to the post office.

Events could be full 8-hour days, but happen intermittently. Benefits could be that having the part-time person attend these could free up the DM/CP's time for other duties, and it could open the opportunity for situations like Father's Day weekend when multiple events happen in different areas of the District so that the District could have a person at two different events at once.

Chair N. Baumgartner made a motion, 2nd by K. Baumgartner to approve the job description for the Conservation Programs Assistant. The motion **unanimously passed** (N. Baumgartner, K. Baumgartner, T. Black).

Chair N. Baumgartner stated he would be willing to assist with the interview process.

3. Director Recruitment – Discussion

Discussion commenced regarding possible leads in Zone 2 and Zone 3.

Discussion about possible directors based upon spending one year as an associate director and having a conservation plan with the SWCD in lieu of the ten-acre land ownership requirement.

Discussion commenced regarding the Elkton area for zone 3 recruitment, and North Fork Smith River, Ash Valley, and Scottsburg for zone 2 recruitment with possible leads for both zones.

One of the biggest issues is that people are busy, but Umpqua SWCD meetings generally only last about an hour each month and are held virtually, so that could be helpful for people with busy schedules.

FUNDING COMMITTEE

Reports and follow up to items.

No new news.

The meeting was adjourned by Chair N. Baumgartner at 5:45 p.m.

NEXT MEETING DATE

The next business meeting for the Umpqua Soil and Water Conservation District is scheduled for April 9, 2026 at 5:00 p.m. by Go-To-Meeting teleconference and/or by computer, tablet or smartphone.

Respectfully submitted,

Rhonda Black

District Manager/Conservation Planner

Recorder