



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

November 9, 2023

**Directors Present:**

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

**Staff Present:**

District Manager/Conservation Planner Rhonda Black

**Agencies Present:**

Oregon Department of Agriculture Soil and Water  
Conservation District Program Lead Karin Stutzman, and  
Oregon Department of Agriculture Regional Water Quality  
Specialist for Southwestern Oregon Beth Pietrzak

**Others Present:**

Fiscal Provider Tanya Graham,  
Dawn Miller

**MEETING CALLED TO ORDER:**

Chair Glover called the meeting to order at 6:37 p.m.

**FISCAL PROVIDER REPORT:**

Fiscal Provider Tanya Graham explained the financial report for the month ending October 31, 2023.

Page 1 - The Balance Sheet. It shows total current assets of \$63,667.32 and total liabilities & Equity of \$63,667.32.

Page 2 - Check Register - General Checking - started the month with 23,014.99 and ended the month with \$39,126.54.

Page 3 - Statement of Activity - Total Income: \$64,827.22 and total Expenses: \$35,104.56. Leaving a cash balance of 39,195.01.

Page 4 - Monthly Comparison - Month of October - Income: \$24,688.50 Expenses: \$8,585.98. Cash balance of 39,195.01.

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

Page 6 - Reports that are due and PTO balances.

The Directors thanked the Fiscal Provider for all of the information she provided.

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

Director Miller made a motion, 2<sup>nd</sup> by Director T. Black to approve the bills and the October 2023 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 were not yet completely transcribed, but will be available at future meetings. All were lengthy meetings.

Director Miller made a motion, 2<sup>nd</sup> by Director T. Black to approve the October 19, 2023 Business Meeting and the November 1, 2023 Financial Committee Meeting minutes. The motion **unanimously passed**.

### **STAFF REPORT:**

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

- OWEB:
  - 2023-2025 District Operations Capacity Grant –
    - Meeting notice sent to Karin Stuntzman and Beth Pietrzak with ODA for the November 9<sup>th</sup> meeting so they can provide an update to the Board of Directors about the Capacity Grant reporting for Quarter 1 (August & September 2023).
- PARTNERSHIPS:
  - Umpqua 7, Coos 4, Mid-Coast 3 OWEB Small Grant Teams –
    - Umpqua 7 –
      - Working with Lee Russell and Elk Creek WC Contractor.
        - Received agreement on Friday night, 11/03. Signed Umpqua 7 OWEB Small Grant Team Award Agreement and sent to Kathy Leopold with OWEB on Monday morning, 11/06.
      - OWEB Small Grants Status:
        - Otter-Baumgartner Ranch Livestock Exclusion – Ready to begin work. Can obtain reimbursements from SWCD up to 60% of the grant amount.
        - Providence Creek Runoff Management – Continuous Gutters Contractor contacted. Waiting to be fit in their schedule and they’ll call when they can fit the landowner in. Can obtain reimbursements from SWCD up to 60% of the grant amount.
    - Coos 4 –
      - Grant team up and operational.
    - Mid-Coast 3 –
      - Beginning small grant team application to OWEB.

- Partnership for the Umpqua Rivers –
  - The next PUR meeting is on 11/21.
  - Glover Lands Estuary Enhancement Project –
    - Unsure about fencing, plantings, bridge, and channel work status. Do not know funding situation or grant status. Waiting on information from Kevin at PUR.
  - Kennedy Slough Tide Gate Project. No new news. Waiting on update from Kevin at PUR.
- South Coast Tide Gate Collaborative – No new news.
- Tide Gate Affinity Group – November meeting cancelled.
- Providence Creek Tide Gates –
  - Several meetings and discussions with potential engineer for engineering and design information. Engineer still has copies of original information from back in 2010 and is ready to assist us.
  - Contacted Business Oregon to see if any grants would be available for tide gates in the future. Not right now, but possibly in 2025. Levee program could be available to us through Business Oregon. Will follow up with them.
- Port of Umpqua –
  - Will present information about tide gates at November 15<sup>th</sup> Port of Umpqua meeting which starts at 7:00 p.m. at the Port of Umpqua Annex. Hoping to have several Umpqua SWCD Directors there to assist, especially Chair Glover since he recently had tide gates installed at his property.
- Douglas County –
  - Douglas County Special Projects. Need to get in touch with Tracy Pope about her grant.
  - Douglas County Weed Board – working with Tracy Pope and Steve Whickam. Will attend meeting at the County in January 2024.
- 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 – Next full group meeting 11/17. Roads meeting 11/17.
- Umpqua Oaks Partnership – Next meeting 11/21.
- Umpqua Native Plant Partnership – Annual meeting 11/16.
- Beaver Planning Cohort –
  - Attended Planning Cohort for Beaver Projects meeting on 10/24.
- Soil Tilth Workshop –
  - Planning a soil tilth workshop with Logan Bennett from OSU. Possibility of this workshop being held in either Winchester Bay, Gardiner, or Elkton. Likely in January 2024.

- Pig Workshop –
  - Planning a pig workshop with Logan Bennett from OSU. This workshop will take place for a full day in the Roseburg area. Not sure when this workshop will occur, but during a time that is convenient for those who raise pigs. This workshop will be with us, Douglas SWCD, and OSU and likely others.
- Small Grants Pre-Project Tours –
  - Working on putting these together as long as it's okay with landowners.
- Equipment Share Program – No new news.
- USDA/NRCS –
  - Local Foods and Climate Resiliency CIS –
    - Local Foods Funding Initiative –
      - A webinar was held 10/11 and applications for funding are open until 11/17.
  - USDA/NRCS LincPass – Have not heard anything about the lincpass since it was activated in January 2023. Still cannot log into AgLearn.
- Douglas Weed Management Area – Attended meeting (10/20).
- Dunes News –
  - 11/09/2023 Umpqua SWCD meeting agenda published in most recent publication.
- 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 900' + 5% additional to meet Douglas County mitigation for the Winchester Bay landowner to do construction near creek. Followed up with Winchester Bay landowner about plant mitigation site (10/16). Landowner waiting to hear from Douglas County Planning Department.
- Oregon Association of Conservation Districts (OACD) – Sent OACD elections ballot to OACD Executive Director Andrea Kreiner and she marked it as “received”.
- Oregon Conservation Education Association Network (OCEAN) – No new news
- Oregon Coastal Zone Management Association – No new news.
- TECHNICAL ASSISTANCE:
  - Parent Ranch Livestock Exclusion Fencing with Elk Jumps – In process of being written along with AgWQ Plan. Several site visits conducted and meetings with landowners. Requested permission to use Elk Jump design from Mark Villers,

which is a design Coos SWCD uses. Permission granted from both Mark Villers and Caley Sowers with Coos SWCD.

- 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.
- 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 Planner.
  - Meeting information provided to Directors (10/19).
  - Business Meeting & Funding Committee notice provided to media, electronic notice list (10/19).
  - Contacted potential contractor to assist the SWCD with projects and grant writing. May be able to start work earlier than expected. Provided a list of potential projects so contractor can create deliverables from those. Provided information about hours and pay based off of part-time person originally planned for those funds, but instead of having a person work 10-hours a week over the course of a year, condensed that down to 3-months with the last month being part-time for the last couple weeks of the month. Breakdown: 346.67 hours at \$30 per hour which equals \$10,400. We might have a little more than that available, but that's what's in the budget right now for an additional person. Potential contractor will likely attend 12/14/2023 SWCD meeting.

### **AGENCY REPORTS:**

ODA SWCD Program Lead Karin Stutzman:

- The ODA Program Manager passed away in March and, recently, ODA has been interviewing people to take that position. An offer has been made and, hopefully, they'll accept it.
- ODA is applying for grants to take all SWCDs information that they've supplied over the years and tell that story online.
- OWEB is implementing a policy where late and outstanding reports will hold up their OWEB grants and ODA is making SWCDs aware of that.
- If SWCD is interested in an SIA or Strategic Implementation Area it could bring additional capacity to the District. An SIA takes a watershed and looks at what the agriculture water quality concerns are using an assessment to implement projects. Some pots of money are there to implement projects and "small acts of kindness". The SWCD could bill for time, materials, and the project itself.

ODA Regional Water Quality Specialist for Southwestern Oregon Beth Pietrzak: Strategic Implementation Area (SIA) grants, Agriculture Water Quality Support grants, and SIA small grants are available through ODA. In Douglas County, in the South Umpqua there is an SIA through Douglas SWCD. A lot of people use the South Umpqua to fish and swim for recreation. There are two SIAs in Coos County through Coos SWCD and those are Lower and East Fork Coquille.

A new ODA Director is coming on board who used to be with OWEB and will start December 1<sup>st</sup>.

### **DIRECTOR REPORTS:**

None.

### **COMMITTEE REPORTS**

#### 1. Funding Committee

Director Miller stated how he was able to obtain some information from Douglas County.

Director Baumgartner described how he created a spreadsheet. Klamath SWCD is also seeking a tax base. Upper Willamette SWCD provided information as well.

Chair Glover described how he had contacted Eric Nusbaum with ODA about seeking a tax base and asked if Umpqua SWCD could use some of the Capacity Grant funds for the ballot initiative payment to Douglas County, but he said no, and Sandi Hiatte with ODA confirmed that. Eric Nusbaum said that he would be willing to give a presentation to the Committee if the Committee would like for him to. We have 6,500 voters in the District and it would cost \$1.22 per voter back when asked Douglas County, which would be \$8,000. We'll need to figure out a way of raising the funds to cover the ballot measure.

### **BUSINESS ITEMS**

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

ODA SWCD Program Lead Stutzman described how the SWCD has met the expectations for several quarters in a row and have met their requirements for the ODA Scope of Work grant.

ODA Regional Water Quality Specialist and Umpqua SWCD District Manager went over the reporting documents with the Board of Directors.

2. Public Contracting Rules – Action Item

The District Manager went over the public contracting rules with the Directors.

Director Baumgartner made a motion, 2<sup>nd</sup> by Director Miller to approve the Public Contracting Rules. The motion **unanimously passed**.

3. Director Recruitment – Discussion

The Directors discussed Umpqua SWCD Zone 3 Director recruitment. Zone 3 is the general Elkton area. Director Baumgartner provided some leads: Seth Williamson, Roger Holcomb, and Gary Trout.

**ADJOURN MEETING:**

Meeting adjourned at 7:28 p.m. by Chair Glover.

**NEXT MEETING DATE**

The next Umpqua Soil and Water Conservation District Funding Committee Meeting will be held on December 6, 2023 at 6:30 p.m. The meeting will be held virtually using the GoTo meeting platform.

The next Umpqua Soil and Water Conservation District meeting will be held on December 14, 2023 at 6:30 p.m. The meeting will be held virtually using the GoTo meeting platform.

Respectfully submitted,  
Rhonda Black  
District Manager/Conservation Planner  
Recorder