



**Umpqua Soil and Water Conservation District Meeting**  
June 12, 2025, 5:00 – 6:30 PM (America/Los Angeles)

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

<https://meet.goto.com/UmpquaSWCD/umpquasoilandwaterconservationdistrictmeeting-3>

You can also dial in using your phone. Access Code: 440-526-853 United States (Toll Free): [1 877 309 2073](tel:18773092073)

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**CALL TO ORDER**

**FISCAL PROVIDER REPORT**

Tanya Graham – Bookkeeping Updates

**AGENCY & ORGANIZATION REPORTS**

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

- April 2025

**APPROVAL OF MINUTES**

- 2022: 02/10 Meeting, 03/03 Special Meeting
- 2025: 05/08 Business Meeting

**STAFF REPORTS**

**CONSULTANT REPORTS**

**DIRECTOR REPORTS**

**BUSINESS ITEMS**

1. Fiscal Year 2025-2026 Budget – Action Item
2. MOU Between Umpqua SWCD and the Oregon Climate and Agriculture Network for the Statewide Soil Health Network – Action Item
3. Director Recruitment – Discussion

**FUNDING COMMITTEE**

Discussion and Reports

**ADJOURN**

**NEXT MEETING DATE**

- The next business meeting for the Umpqua Soil and Water Conservation District is scheduled for July 10, 2025 at 5:00 p.m. Virtual by GoTo Meeting.

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>May 31, 2025</u>
<b>Current Assets:</b>	
Checking/Savings	
First Community Checking	25,335.84
First Community Savings	68.47
<b>Total Checking/Savings:</b>	<b>25,404.31</b>
<b>Accounts Receivable:</b>	
Accounts Receivable	11,969.60
<b>Total Accounts Receivable:</b>	<b>11,969.60</b>
<b>Other Current Assets:</b>	
Prepaid Workers Comp	630.00
Prepaid Insurance	1,165.50
<b>Total Other Current Assets:</b>	<b>1,795.50</b>
<b>Total Assets:</b>	<b>39,169.41</b>
<b>LIABILITIES &amp; EQUITY:</b>	
<b>Liabilities:</b>	
<b>Current Liabilities:</b>	
Paid Time Off Liability	11,319.95
<b>Total Current Liabilities:</b>	<b>11,319.95</b>
<b>Accounts Payable:</b>	
Accounts Payable	0.00
<b>Total Accounts Payable:</b>	<b>0.00</b>
<b>Equity:</b>	
Retained Earnings	26,871.98
Net Income	977.48
<b>Total Equity:</b>	<b>27,849.46</b>
<b>Total Liabilities &amp; Equity:</b>	<b>39,169.41</b>

**Net Income**

Income	132,602.10
Expenses	- 131,624.62
<b>Net Income</b>	<b>977.48</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  
May 2025**

Date	Num	Name	Account	Grant Name	Original Amount
<b>First Community Checking</b>				<b>Balance as of 5/1/25</b>	<b>44,490.20</b>
5/2/25	EFT	QuickBooks Payroll	Processing Fee	23-25 ODA Dist Operations	(1.75)
5/20/25	EFT	QuickBooks Payroll	Processing Fee	23-25 ODA Dist Operations	(3.50)
5/1/25	EFT	Oregon Dept of Revenue	Payroll Taxes - Q2-25	Payroll Fund	(248.94)
5/1/25	EFT	United States Treasury	Payroll Taxes - Q2-25	Payroll Fund	(775.44)
5/19/25	EFT	Oregon Dept of Revenue	Payroll Taxes - Q2-25	Payroll Fund	(316.18)
5/19/25	EFT	United States Treasury	Payroll Taxes - Q2-25	Payroll Fund	(1,025.94)
5/9/25	EFT	Adobe	Office Supplies	23-25 ODA Dist Operations	(19.99)
5/1/25	EFT	Intuit	Processing Fee	23-25 ODA Dist Operations	(7.00)
5/1/25	EFT	LogMein	Telephone	23-25 ODA Dist Operations	(5.00)
5/1/25	EFT	A2Z Mini Storage	Storage Rent	23-25 ODA Dist Operations	(160.00)
5/30/25	EFT	AT&T	Telephone	23-25 ODA Dist Operations	(188.72)
5/1/25	EFT	Staples	Software	23-25 ODA Dist Operations	(1,116.06)
5/1/25	EFT	Staples	Office Supplies	23-25 ODA Scope of Work	(596.11)
5/6/25	EFT	US Postal Service	Postage	23-25 ODA Scope of Work	(219.00)
5/16/25	EFT	US Postal Service	PO Box Rental	23-25 ODA Dist Operations	(144.00)
5/21/25	DD	Matt Ruwaldt	Contract Services	23-25 ODA Scope of Work	(4,617.70)
5/5/25	DD	Tanya Graham	Contract Services	23-25 ODA Dist Operations	(168.75)
5/21/25	DD	Tanya Graham	Contract Services	23-25 ODA Dist Operations	(157.50)
5/1/25	1684	Nathan Baumgartner	Material and Supplies	07-22-004 Baum/Otter	(3,312.51)
5/1/25	1685	Streamline	Web hosting	23-25 ODA Website	(133.00)
5/1/81	1686	Oregon Saves	Simple IRA	Payroll Fund	(180.96)
5/19/25	1687	Nathan Baumgartner	Material and Supplies	07-22-004 Baum/Otter	(679.94)
5/19/25	1688	Oregon Saves	Simple IRA	Payroll Fund	(222.72)
5/5/25	DD1239	Rhonda Black	Personnel 4/16/25 - 4/30/25	Payroll Fund	(2,219.18)
5/21/25	DD1240	Rhonda Black	Personnel 5/1/25 - 5/15/25	Payroll Fund	(2,634.47)
				<b>Balance as of 5/31/25</b>	<b>25,335.84</b>
<b>First Community Savings</b>				<b>Balance as of 5/1/25</b>	<b>68.47</b>
					<b>0.00</b>
				<b>Balance as of 5/31/25</b>	<b>68.47</b>

**Umpqua Soil and Water Conservation District  
Registers - Accounts Receivable, Accounts Payable  
May 2025**

<b>Accounts Receivable:</b>			
12/31/24	OWEB	07-24-005 Elk Creek	5,999.20
5/7/25	OWEB	07-24-004 Baum/Otter	5,970.40
<b>Total Funds Submitted for Payment</b>			<b>11,969.60</b>

<b>Accounts Payable</b>	
<b>Total Accounts Payable</b>	<b>0.00</b>

<b>Prepaid Workers Compensation</b>	
<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>	(51.73)
<b>Total Prepaid Workers Comp Balance 4/30/25</b>	<b>630.00</b>

<b>Prepaid Insurance</b>	
<i>Prepaid 24/25 Balance</i>	1,998.00
<i>Jan-25</i>	(166.50)
<i>Feb-25</i>	(166.50)
<i>Mar-25</i>	(166.50)
<i>Apr-25</i>	(166.50)
<i>May-25</i>	(166.50)
<b>Total Prepaid Insurance Balance 5/31/25</b>	<b>1,165.50</b>

**Umpqua Soil and Water Conservation District  
Statement of Activity and Cash Flow Report  
July 1, 2024 through May 31, 2025**

<i>Status</i>	<i>Open</i>	<i>Open</i>	<i>Open</i>	<i>Open</i>	<i>Open</i>	<i>General</i>
<i>Source</i>	<i>General</i>	<i>PTO</i>	<i>ODA</i>	<i>ODA</i>	<i>ODA</i>	<i>Category</i>
<i>Project</i>	<i>Operating</i>	<i>Reserve</i>	<i>DO 23-25</i>	<i>Website</i>	<i>SOW 23-25</i>	<i>TOTAL</i>
<b>Income</b>						
Grant Funds			28,978.00	5,468.00	67,616.00	<b>102,062.00</b>
Other Income						<b>0.00</b>
<b>Total Income</b>	<b>0.00</b>	<b>0.00</b>	<b>28,978.00</b>	<b>5,468.00</b>	<b>67,616.00</b>	<b>102,062.00</b>
<b>Expense</b>						
Advertising			96.70			<b>96.70</b>
Bank Fees, Processing	1.34		116.75			<b>118.09</b>
<b>Contract Services:</b>						
Fiscal Provider			4,234.72			<b>4,234.72</b>
General					8,680.45	<b>8,680.45</b>
Dues, Fees and Permits			662.32			<b>662.32</b>
<b>Insurance:</b>						
General, Workers Comp	592.51		832.50			<b>1,425.01</b>
Material and Supplies						<b>0.00</b>
Office Supplies			7,190.74		34.99	<b>7,225.73</b>
Postage			292.00		895.75	<b>1,187.75</b>
<b>Payroll:</b>						
PTO Reserve		(6,287.99)	837.68		4,994.61	<b>(455.70)</b>
Watershed Tech		5,741.00	7,846.00		43,833.83	<b>57,420.83</b>
Internet Stipend		39.38	18.44		177.62	<b>235.44</b>
Workers Comp		3.44	5.42		28.58	<b>37.44</b>
Payroll Taxes		504.17	687.81		3,793.35	<b>4,985.33</b>
<b>Rent:</b>						
Storage Unit			1,690.00			<b>1,690.00</b>
PO Box			144.00			<b>144.00</b>
Tele/Internet/Web Site			2,084.44	2,229.00		<b>4,313.44</b>
Travel/Training			522.57		1,168.61	<b>1,691.18</b>
<b>Total Expense</b>	<b>593.85</b>	<b>0.00</b>	<b>27,262.09</b>	<b>2,229.00</b>	<b>63,607.79</b>	<b>93,692.73</b>
<b>Net Ordinary Income</b>	<b>(593.85)</b>	<b>0.00</b>	<b>1,715.91</b>	<b>3,239.00</b>	<b>4,008.21</b>	<b>8,369.27</b>
Admin Income	3,156.13					<b>3,156.13</b>
Admin Expenses						<b>0.00</b>
<b>Net Other Income</b>	<b>3,156.13</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,156.13</b>
<b>Net Income</b>	<b>2,562.28</b>	<b>0.00</b>	<b>1,715.91</b>	<b>3,239.00</b>	<b>4,008.21</b>	<b>11,525.40</b>
Accounts Receivable						<b>0.00</b>
Prepaid Insurance			(1,165.50)			<b>(1,165.50)</b>
Prepaid Workers Comp	303.70					<b>303.70</b>
Accounts Payable						<b>0.00</b>
Paid Time Off Liabilities		312.01				<b>312.01</b>
Cash Balance as of 7/1/24	9,998.46	11,007.94	6,724.36	0.00	(2,835.29)	<b>24,895.47</b>
Net Cash Increase for Period	<b>2,865.98</b>	<b>312.01</b>	<b>550.41</b>	<b>3,239.00</b>	<b>4,008.21</b>	<b>10,975.61</b>
<b>Cash Balance as of 5/31/25</b>	<b>12,864.44</b>	<b>11,319.95</b>	<b>7,274.77</b>	<b>3,239.00</b>	<b>1,172.92</b>	<b>35,871.08</b>

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 May 31, 2025**

<i>Status</i>	<i>Open</i>	<i>Monitor</i>	<i>Open</i>	<i>Open</i>	<i>Closed</i>	<i>Open</i>	<i>Open</i>
<i>Source</i>	<b>OrCan</b>	<b>07-22-001</b>	<b>07-22-004</b>	<b>07-24-003</b>	<b>07-24-005</b>	<b>07-24-008</b>	<b>PRS</b>
<i>Project</i>	<b>Soil Health</b>	<b>Prov</b>	<b>Baum</b>	<b>Parent R</b>	<b>Elk Ck</b>	<b>Costca</b>	<b>Glover</b>
<b>Income</b>							
Grant Funds	647.00	5,502.00	5,970.40		14,998.00		
Other Income							
<b>Total Income</b>	<b>647.00</b>	<b>5,502.00</b>	<b>5,970.40</b>	<b>0.00</b>	<b>14,998.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Expense</b>							
Advertising							
Bank Fees, Processing							
Contract Services:							
Fiscal Provider							
General					11,790.83		
Dues, Fees and Permits						170.36	
Insurance:							
General, Workers Comp							
Material and Supplies		2,082.26	3,992.45	9,680.51			
Office Supplies							
Postage							
Payroll:							
PTO Reserve	48.65	64.63	83.70	90.38	146.52	2.68	153.66
Watershed Tech	385.92	587.25	783.00	871.00	1,196.50	29.00	1,351.00
Internet Stipend	3.77		5.77	3.26	7.18		6.67
Workers Comp	0.78	0.35	0.55	2.55	7.00	0.02	1.17
Payroll Taxes	46.88	52.74	70.30	78.24	111.68	2.62	120.81
Rent:							
Storage Unit							
PO Box							
Tele/Internet/Web Site							
Travel/Training	161.00		14.00	2.01	192.29		26.80
<b>Total Expense</b>	<b>647.00</b>	<b>2,787.23</b>	<b>4,949.77</b>	<b>10,727.95</b>	<b>13,452.00</b>	<b>204.68</b>	<b>1,660.11</b>
<b>Net Ordinary Income</b>	<b>0.00</b>	<b>2,714.77</b>	<b>1,020.63</b>	<b>(10,727.95)</b>	<b>1,546.00</b>	<b>(204.68)</b>	<b>(1,660.11)</b>
<b>Admin Income</b>							
Admin Expenses		(240.93)	(123.52)	(1,079.21)	(1,346.00)	(17.04)	(349.43)
<b>Net Other Income</b>	<b>0.00</b>	<b>(240.93)</b>	<b>(123.52)</b>	<b>(1,079.21)</b>	<b>(1,346.00)</b>	<b>(17.04)</b>	<b>(349.43)</b>
<b>Net Income</b>	<b>0.00</b>	<b>2,473.84</b>	<b>897.11</b>	<b>(11,807.16)</b>	<b>200.00</b>	<b>(221.72)</b>	<b>(2,009.54)</b>
Accounts Receivable			(5,970.40)		(5,999.20)		8,469.00
Prepaid Insurance							
Prepaid Workers Comp							
Accounts Payable							
Paid Time Off Liabilities							
Cash Balance as of 7/1/24	0.00	(2,273.84)	(697.11)	8,932.29	0.00	0.00	(2,285.96)
Net Cash Increase for Period	0.00	2,473.84	(5,073.29)	(11,807.16)	(5,799.20)	(221.72)	6,459.46
<b>Cash Balance as of 5/31/25</b>	<b>0.00</b>	<b>200.00</b>	<b>(5,770.40)</b>	<b>(2,874.87)</b>	<b>(5,799.20)</b>	<b>(221.72)</b>	<b>4,173.50</b>

*Submitted    Need FR    Submitted    In Process*

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 May 31, 2025**

<i>Status</i>	<i>Open</i>	<i>Project</i>	
<i>Source</i>	USFS	Category	Combined
<i>Project</i>	Tsalila 2	TOTAL	TOTAL
<b>Income</b>			
Grant Funds	3,422.70	30,540.10	132,602.10
Other Income		0.00	0.00
<b>Total Income</b>	<b>3,422.70</b>	<b>30,540.10</b>	<b>132,602.10</b>
<b>Expense</b>			
Advertising		0.00	96.70
Bank Fees, Processing		0.00	118.09
<b>Contract Services:</b>			
Fiscal Provider		0.00	4,234.72
General	691.00	12,481.83	21,162.28
Dues, Fees and Permits		170.36	832.68
<b>Insurance:</b>			
General, Workers Comp		0.00	1,425.01
Material and Supplies	590.00	16,345.22	16,345.22
Office Supplies		0.00	7,225.73
Postage		0.00	1,187.75
<b>Payroll:</b>			
PTO Reserve	177.49	767.71	312.01
Watershed Tech	1,796.00	6,999.67	64,420.50
Internet Stipend	12.91	39.56	275.00
Workers Comp	1.87	14.29	51.73
Payroll Taxes	148.79	632.06	5,617.39
<b>Rent:</b>			
Storage Unit		0.00	1,690.00
PO Box		0.00	144.00
Tele/Internet/Web Site		0.00	4,313.44
Travel/Training	85.09	481.19	2,172.37
<b>Total Expense</b>	<b>3,503.15</b>	<b>37,931.89</b>	<b>131,624.62</b>
<b>Net Ordinary Income</b>	<b>(80.45)</b>	<b>(7,391.79)</b>	<b>977.48</b>
Admin Income		0.00	3,156.13
Admin Expenses		(3,156.13)	(3,156.13)
<b>Net Other Income</b>	<b>0.00</b>	<b>(3,156.13)</b>	<b>0.00</b>
<b>Net Income</b>	<b>(80.45)</b>	<b>(10,547.92)</b>	<b>977.48</b>
Accounts Receivable		(3,500.60)	(3,500.60)
Prepaid Insurance		0.00	(1,165.50)
Prepaid Workers Comp		0.00	303.70
Accounts Payable		0.00	0.00
Paid Time Off Liabilities		0.00	312.01
Cash Balance as of 7/1/24	(93.63)	3,581.75	28,477.22
Net Cash Increase for Period	(80.45)	(14,048.52)	(3,072.91)
<b>Cash Balance as of 5/31/25</b>	<b>(174.08)</b>	<b>(10,466.77)</b>	<b>25,404.31</b>

*In Process*

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	8,362.93	24,148.50	0.00	0.00	35,765.50	5,970.40	0.00	132,602.10
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>8,998.80</b>	<b>1,058.97</b>	<b>24,148.50</b>	<b>0.00</b>	<b>8,362.93</b>	<b>24,148.50</b>	<b>0.00</b>	<b>0.00</b>	<b>35,765.50</b>	<b>5,970.40</b>	<b>0.00</b>	<b>132,602.10</b>
<b>Expense</b>													
Bank Fees, Processing Fee	10.84	9.50	9.50	11.25	10.50	15.86	10.50	12.25	10.50	10.50	12.25	0.00	123.45
Contract Services:													
Fiscal Provider	337.50	371.25	236.25	735.97	281.25	180.00	607.50	258.75	225.00	675.00	326.25	0.00	4,234.72
General	0.00	0.00	382.50	14,988.33	382.50	229.50	0.00	0.00	153.00	408.75	4,617.70	0.00	21,162.28
Dues, Fees and Permits	40.00	188.76	0.00	228.56	140.00	165.00	0.00	0.00	40.00	25.00	0.00	0.00	827.32
Insurance	0.00	592.51	0.00	0.00	0.00	0.00	166.50	166.50	166.50	166.50	166.50	0.00	1,425.01
Material and Supplies	9,680.51	0.00	590.00	0.00	0.00	0.00	0.00	2,082.26	0.00	3,312.51	679.94	0.00	16,345.22
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	378.85	0.00	19.15	219.00	0.00	1,187.75
Supplies	1,284.98	19.99	19.99	1,279.48	113.42	44.98	876.48	53.77	1,018.99	781.49	1,732.16	0.00	7,225.73
Payroll:													0.00
PTO Reserve	373.19	(452.85)	(512.59)	431.30	600.00	(423.08)	(831.42)	345.36	600.00	89.97	92.13	0.00	312.01
Watershed Tech	6,006.00	5,291.00	5,447.00	6,045.00	5,642.00	5,191.50	6,003.00	6,525.00	5,191.00	6,351.00	6,728.00	0.00	64,420.50
Internet Stipend	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	0.00	275.00
Workers Comp	5.95	3.71	9.51	4.36	3.91	3.33	3.47	5.29	3.30	4.56	4.34	0.00	51.73
Payroll Taxes	539.68	475.10	473.43	488.75	456.17	418.68	538.83	585.99	466.32	570.31	604.13	0.00	5,617.39
Rent:													
Storage Unit	150.00	150.00	150.00	150.00	150.00	150.00	150.00	160.00	160.00	160.00	160.00	0.00	1,690.00
PO Box	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	144.00	0.00	144.00
Telephone, Internet, Web Site	1,016.16	365.58	324.16	324.20	324.20	326.18	326.38	326.44	326.70	326.72	326.72	0.00	4,313.44
Travel/Training	127.30	166.83	140.03	145.39	191.62	87.10	404.80	413.70	32.20	196.70	266.70	0.00	2,172.37
<b>Total Expense</b>	<b>19,801.11</b>	<b>7,282.03</b>	<b>7,355.28</b>	<b>25,149.59</b>	<b>8,355.87</b>	<b>6,414.05</b>	<b>8,281.04</b>	<b>11,339.16</b>	<b>8,418.51</b>	<b>13,123.16</b>	<b>16,104.82</b>	<b>0.00</b>	<b>131,624.62</b>
<b>Net Ordinary 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>1,948.88</b>	<b>15,867.46</b>	<b>(11,339.16)</b>	<b>(8,418.51)</b>	<b>22,642.34</b>	<b>(10,134.42)</b>	<b>0.00</b>	<b>977.48</b>
Admin Income	0.00	1,411.03	188.88	1,174.73	0.00	0.00	0.00	0.00	265.12	198.75	(82.38)	0.00	3,156.13
Admin Expenses	0.00	(1,411.03)	(188.88)	(1,174.73)	0.00	0.00	0.00	0.00	(265.12)	(198.75)	82.38	0.00	(3,156.13)
Net 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>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>1,948.88</b>	<b>15,867.46</b>	<b>(11,339.16)</b>	<b>(8,418.51)</b>	<b>22,642.34</b>	<b>(10,134.42)</b>	<b>0.00</b>	<b>977.48</b>
Accounts Receivable	(24,148.50)	32,617.50	(1,058.97)	(23,089.53)	24,148.50	(8,362.93)	(21,784.77)	24,148.50	0.00	0.00	(5,970.40)	0.00	(3,500.60)
Prepaid Workers Comp	5.95	255.68	9.51	4.36	3.91	3.33	3.47	5.29	3.30	4.56	4.34	0.00	303.70
Prepaid Insurance	0.00	0.00	0.00	0.00	0.00	0.00	(1,831.50)	166.50	166.50	166.50	166.50	0.00	(1,165.50)
Accounts Payable	0.00	0.00	0.00	4,793.58	(77.25)	0.00	1,998.00	(6,714.33)	999.00	2,313.51	(3,312.51)	0.00	0.00
Paid Time Off Liabilities	373.19	(452.85)	(512.59)	431.30	600.00	(423.08)	(831.42)	345.36	600.00	89.97	92.13	0.00	312.01
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	25,958.10	19,379.34	25,991.50	19,341.79	44,558.67	25,404.31	28,477.22
Net Cash Increase for Period	(19,421.97)	34,137.10	(7,858.36)	(18,861.38)	16,319.29	(6,833.80)	(6,578.76)	6,612.16	(6,649.71)	25,216.88	(19,154.36)	0.00	(3,072.91)
<b>Cash Balance as of 5/31/25</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>25,958.10</b>	<b>19,379.34</b>	<b>25,991.50</b>	<b>19,341.79</b>	<b>44,558.67</b>	<b>25,404.31</b>	<b>25,404.31</b>	<b>25,404.31</b>

**Umpqua Soil and Water Conservation District  
Individual Grant Report  
As of May 31, 2025**

**Report Due Dates Coming up**

Grant	Funds to Prepare Reports	Due Dates	
2023-2025 ODA Quarterly Report	0.00	9/29/25	Final
07-22-001 Providence	200.00	4/8/27	Monitoring
07-22-004 Otter/Baumgartner	200.00	7/8/25	Final
07-24-003 Parent Ranch	200.00	4/16/26	Final
07-24-005 Elk Creek	200.00	8/10/26	Final
07-24-008 Costa Ranch	200.00	12/31/26	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		110.00		
Paid Out this Fiscal Year		54.00		
Hours as of 5/31/25		<u>310.25</u> Hours	Paid Time Off Liability	<b>\$11,026.73</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		88.00		
Paid Out this Fiscal Year		157.00		
Hours as of 5/31/25		<u>8.25</u> Hours	Paid Time Off Liability	<b>\$293.22</b>
<i>(Note 2 - Personal Time is not paid out upon separation)</i>				
			<b>Total Paid Time Off Liability</b>	<b>\$11,319.95</b>

**USFS Tsalila 2**

	2024/2025	2023/2024	2022/2023	Total	Budget	Remaining
<b>INCOME</b>						
Grant Funds	3,422.70	1,814.70	1,506.96	6,744.36	15,000.00	8,255.64
<b>Total Income</b>	<u>3,422.70</u>	<u>1,814.70</u>	<u>1,506.96</u>	<u>6,744.36</u>	<u>15,000.00</u>	<u>8,255.64</u>
<b>EXPENSES</b>						
Salary	2,137.06	1,603.66	1,399.00	5,139.72	9,120.00	3,980.28
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>	<u>3,503.15</u>	<u>1,707.15</u>	<u>1,708.14</u>	<u>6,918.44</u>	<u>15,000.00</u>	<u>8,081.56</u>
<b>Net Income</b>	(80.45)					
<b>Accounts Receivable</b>	0.00					
<b>Accounts Payable</b>	0.00					
<b>Cash Balance 7/1/24</b>	<b>(93.63)</b>					
<b>Net Cash</b>	<u>(80.45)</u>					
<b>Cash Balance 5/31/25</b>	<u><b>(174.08)</b></u>					
					<b>Expires</b>	<b>8/19/2027</b>

**2023 - 2025 ODA Website**

	2024/2025	Total	Budget	Remaining	
<b>INCOME</b>					
Grant Funds	5,468.00	5,468.00	5,468.00	0.00	
<b>Total Income</b>	<u>5,468.00</u>	<u>5,468.00</u>	<u>5,468.00</u>	<u>0.00</u>	
<b>EXPENSES</b>					
Contract Services	2,229.00	2,229.00	2,318.00	89.00	
Salary, Taxes, WC, Int Stipend	0.00	0.00	3,150.00	3,150.00	
<b>Total Expenses</b>	<u>2,229.00</u>	<u>2,229.00</u>	<u>5,468.00</u>	<u>3,239.00</u>	
<b>Net Income</b>	3,239.00				
<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>3,239.00</u>				
<b>Cash Balance 5/31/25</b>	<u><b>3,239.00</b></u>				
				<b>Expires</b>	<b>7/31/2025</b>

**Umpqua Soil and Water Conservation District  
Individual Grant Report  
As of May 31, 2025**

**2023-2025 ODA District Operations**

	<u>2024/2025</u>	<u>2023/2024</u>	<u>Total</u>	<u>Budget</u>	<u>Remaining</u>
<b>INCOME</b>					
Grant Funds	28,978.00	28,978.00	57,956.00	57,956.00	0.00
<b>Total Income</b>	<b>28,978.00</b>	<b>28,978.00</b>	<b>57,956.00</b>	<b>57,956.00</b>	<b>0.00</b>
<b>EXPENSES</b>					
Advertising	96.70	230.28	326.98	480.28	153.30
Bank and QBs Processing Fees	116.75	103.25	220.00	228.25	8.25
Contract Services	4,234.72	3,228.75	7,463.47	9,428.75	1,965.28
Dues, Fees and Permits	662.32	354.49	1,016.81	1,104.49	87.68
Insurance	832.50	2,119.00	2,951.50	4,619.00	1,667.50
Office Supplies	7,190.74	3,827.76	11,018.50	8,327.76	(2,690.74)
Postage	292.00	905.55	1,197.55	1,905.55	708.00
Salary, Taxes, WC, Int Stipend	9,395.35	7,521.62	16,916.97	20,998.98	4,082.01
Rent (Storage and PO Box)	1,834.00	1,514.00	3,348.00	3,464.00	116.00
Telephone, Internet, Web Site	2,084.44	2,436.88	4,521.32	6,336.88	1,815.56
Travel/Training	522.57	12.06	534.63	1,062.06	527.43
<b>Total Expenses</b>	<b>27,262.09</b>	<b>22,253.64</b>	<b>49,515.73</b>	<b>57,956.00</b>	<b>8,440.27</b>
<b>Net Income</b>	<b>1,715.91</b>				
<b>Accounts Receivable</b>	<b>0.00</b>				
<b>Prepaid Insurance</b>	<b>(1,165.50)</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>550.41</b>				
<b>Cash Balance 5/31/25</b>	<b>7,274.77</b>				

**Expires 7/31/2025**

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

	<u>2024/2025</u>	<u>2023/2024</u>	<u>Total</u>	<u>Budget</u>	<u>Remaining</u>
<b>INCOME</b>					
Grant Funds	67,616.00	67,616.00	135,232.00	135,232.00	0.00
<b>Total Income</b>	<b>67,616.00</b>	<b>67,616.00</b>	<b>135,232.00</b>	<b>135,232.00</b>	<b>0.00</b>
<b>EXPENSES</b>					
Reserved for 2024/2025	0.00	0.00	0.00	3,200.00	3,200.00
Contract Services	8,680.45	9,348.88	18,029.33	12,090.88	(5,938.45)
Office Supplies	930.74	353.87	1,284.61	353.87	(930.74)
Conferences, Trainings	0.00	780.39	780.39	1,780.39	1,000.00
Mileage	1,168.61	956.07	2,124.68	1,956.07	(168.61)
Salary, Taxes, WC, Int Stipend	52,827.99	59,012.08	111,840.07	115,850.79	4,010.72
<b>Total Expenses</b>	<b>63,607.79</b>	<b>70,451.29</b>	<b>134,059.08</b>	<b>135,232.00</b>	<b>1,172.92</b>
<b>Net Income</b>	<b>4,008.21</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>4,008.21</b>				
<b>Cash Balance 5/31/25</b>	<b>1,172.92</b>				

**Expires 7/31/2025**

**Umpqua Soil and Water Conservation District  
Individual Grant Report  
As of May 31, 2025**

**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	5,502.00	8,253.00	13,755.00	13,755.00	0.00
<b>Total Income</b>	<b>5,502.00</b>	<b>8,253.00</b>	<b>13,755.00</b>	<b>13,755.00</b>	<b>0.00</b>
<b>EXPENSES</b>					
Salary, Taxes, WC, Int Stipend	704.97	695.56	1,400.53	1,280.00	(120.53)
Contract Services	0.00	5,525.00	5,525.00	10,877.00	5,352.00
Material and Supplies	2,082.26	3,349.29	5,431.55	0.00	(5,431.55)
Other	0.00	0.00	0.00	165.00	165.00
Indirect Costs	240.93	956.99	1,197.92	1,233.00	35.08
Post-Grant	0.00	0.00	0.00	200.00	200.00
<b>Total Expenses</b>	<b>3,028.16</b>	<b>10,526.84</b>	<b>13,555.00</b>	<b>13,755.00</b>	<b>200.00</b>
<b>Net Income</b>	<b>2,473.84</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>2,473.84</b>				
<b>Cash Balance 5/31/25</b>	<b>200.00</b>				

*Monitoring Funds*

*Monitoring Due 4/8/2027*

**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	5,970.40	8,955.60	14,926.00	14,926.00	0.00
<b>Total Income</b>	<b>5,970.40</b>	<b>8,955.60</b>	<b>14,926.00</b>	<b>14,926.00</b>	<b>0.00</b>
<b>EXPENSES</b>					
Salary, Taxes, WC, Int Stipend	957.32	596.39	1,553.71	1,400.00	(153.71)
Contract Services	0.00	0.00	0.00	400.00	400.00
Material and Supplies	3,992.45	8,339.58	12,332.03	11,927.00	(405.03)
Other	0.00	170.36	170.36	165.00	(5.36)
Indirect Costs	123.52	546.38	669.90	834.00	164.10
Post-Grant	0.00	0.00	0.00	200.00	200.00
<b>Total Expenses</b>	<b>5,073.29</b>	<b>9,652.71</b>	<b>14,726.00</b>	<b>14,926.00</b>	<b>200.00</b>
<b>Net Income</b>	<b>897.11</b>				
<b>Accounts Receivable</b>	<b>(5,970.40)</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>(5,073.29)</b>				
<b>Cash Balance 5/31/25</b>	<b>(5,770.40)</b>				

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*Expires 5/31/2025*

**Umpqua Soil and Water Conservation District  
Individual Grant Report  
As of May 31, 2025**

**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>	<b>0.00</b>				
<b>Accounts Payable</b>	<b>0.00</b>				
<b>Cash Balance 7/1/24</b>	<b>8,932.29</b>				
<b>Net Cash</b>	<b>(11,807.16)</b>				
<b>Cash Balance 5/31/25</b>	<b>(2,874.87)</b>				

**Expires 2/15/2026**

**07-24-005 Elk Creek**

	<u>2024/2025</u>	<u>Total</u>	<u>Budget</u>	<u>Remaining</u>
<b>INCOME</b>				
OWEB Funds	14,998.00	14,998.00	14,998.00	0.00
<b>Total Income</b>	<b>14,998.00</b>	<b>14,998.00</b>	<b>14,998.00</b>	<b>0.00</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>200.00</b>			
<b>Accounts Receivable</b>	<b>(5,999.20)</b>			
<b>Accounts Payable</b>	<b>0.00</b>			
<b>Cash Balance 7/1/24</b>	<b>0.00</b>			
<b>Net Cash</b>	<b>(5,799.20)</b>			
<b>Cash Balance 5/31/25</b>	<b>(5,799.20)</b>			

**Expires 6/11/2026**

**Umpqua Soil and Water Conservation District  
Individual Grant Report  
As of May 31, 2025**

**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>	<b>0.00</b>	<b>0.00</b>	<b>15,000.00</b>	<b>15,000.00</b>	
<b>EXPENSES</b>					
Salary, Taxes, WC, Int Stipend	34.32	34.32	1,400.00	1,365.68	
Other	170.36	170.36	165.00	(5.36)	
Material and Supplies	0.00	0.00	11,889.00	11,889.00	
Travel	0.00	0.00	0.00	0.00	
Indirect Costs	17.04	17.04	1,346.00	1,328.96	
Post-Grant	0.00	0.00	200.00	200.00	
<b>Total Expenses</b>	<b>221.72</b>	<b>221.72</b>	<b>15,000.00</b>	<b>14,778.28</b>	
<b>Net Income</b>	<b>(221.72)</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>0.00</b>				
<b>Net Cash</b>	<b>(221.72)</b>				
<b>Cash Balance 5/31/25</b>	<b>(221.72)</b>				
					<i>Expires 11/1/2026</i>

**Glover Estuary Enhancement - Partnership for Umpqua Rivers**

	<u>2024/2025</u>	<u>2023/2024</u>	<u>Total</u>	<u>Budget</u>	<u>Remaining</u>
<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	1,660.11	2,285.96	3,946.07	7,669.00	3,722.93
Indirect Costs	349.43	0.00	349.43	800.00	450.57
<b>Total Expenses</b>	<b>2,009.54</b>	<b>2,285.96</b>	<b>4,295.50</b>	<b>8,469.00</b>	<b>4,173.50</b>
<b>Net Income</b>	<b>(2,009.54)</b>				
<b>Accounts Receivable</b>	<b>8,469.00</b>				
<b>Accounts Payable</b>	<b>0.00</b>				
<b>Cash Balance 7/1/24</b>	<b>(2,285.96)</b>				
<b>Net Cash</b>	<b>6,459.46</b>				
<b>Cash Balance 5/31/25</b>	<b>4,173.50</b>				



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

May 8, 2025

**Directors Present:** Chair Nathan Baumgartner  
Director Kate Baumgartner  
Director Tom Black

**Staff Present:** District Manager/Conservation Planner Rhonda Black

**Agencies Present:** None.

**Others Present:** Fiscal Provider Tanya Graham  
Oregon State University Student Audrey Kohl

**MEETING CALLED TO ORDER:**

The Chair N. Baumgartner called the meeting to order at 5:00 p.m.

**FISCAL PROVIDER REPORT:**

**Fiscal Provider Graham explained the financial reports for the month ending April 30, 2025.**

Page 1 - The Balance Sheet. It shows total current assets of \$52,524.21 and total liabilities & Equity of \$52,524.21.

Page 2 - Check Register - General Checking - started the month with \$19,273.32 and ended the month with \$44,490.20.

Page 3 - Registers - Accounts Receivable, Accounts Payable.

Accounts receivable total funds submitted for payment were \$5,999.20 and accounts payable were \$3,312.51. The total prepaid workers compensation balance as of April 30<sup>th</sup> was \$634.34 and the total prepaid insurance balance was \$1,332.00.

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 4 – Statement of Activity and Cash Flow Report – General Category:

So far this year the district has had \$102,062.00 of General income. So far this year the District has had \$79,210.76 of General expenses. The General net income for this year is \$26,089.75 and the General cash balance for this year is \$50,172.46.

Page 5 through 6 – 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 \$24,569.70. With a total of Project expenses of \$36,309.04, leaving a negative net income so far this year of \$14,977.85 and negative cash balance of \$5,613.79. 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: \$126,631.70 and total combined Expenses: \$115,519.80. Leaving a net income of \$11,111.90 and leaving a combined cash balance of \$44,558.67 (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 7 - Monthly Comparison – As of April 30<sup>th</sup> – Income: \$35,765.50 and total expenses: \$13,123.16. Net income of \$22,642.34 and a cash balance of \$44,558.67.

Page 8 through 12 – Reports that are due, PTO balances, and beginning of Individual Grant and/or funding source details.

Fiscal Provider Graham went over the draft 2025-2026 Fiscal Year Budget, letting the Directors know that this is still in draft form. There could possibly be up to \$30,000 to pay a contractor for work to be done for the District in this next fiscal year and the Fiscal Provider stated more would be known when the budget was completed with the final numbers.

Fiscal Provider Graham exited the meeting at 5:17 p.m.

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

Chair N. Baumgartner made a motion, 2nd by Director T. Black to approve the bills and the April 2025 Treasurer's Report. The motion **unanimously passed** (N. Baumgartner, K. Baumgartner, T. Black).

### **AGENCY & ORGANIZATION REPORTS**

**Annie Marion – District Conservationist, USDA-NRCS Waldport Field Office**

- Provided a written report to the Umpqua SWCD Board of Directors:

#### ***Announcements/Updates:***

- *Oregon NRCS lost more employees through the Deferred Resignation Program 2.0 this month. We're still waiting on the USDA's reorganization plan.*

#### ***Meetings/Site Visits:***

- *Apr. 9 – Site visit for EQIP forestry certification near Blachly/Triangle Lake*
- *Apr. 15 – Site visit for EQIP FMP development near Siletz*

- Apr. 18 – Site visit for EQIP forestry certification and cultural resources survey near Otis
- Apr. 21 – Basin District Conservationists meeting
- Apr. 23 – Site visit w/ K. Fiorello (LSWCD) for potential riparian planting project near Eddyville (Upper Yaquina WQ)
- Apr. 24 – Attended “Rainwater Harvesting: A Western Water Resilience Workshop” (online) – good talks from 2 western Oregon farmers using rainwater catchment systems to irrigate their crops. Recording should be available if folks are interested.
- May 2 – Planned site visit for HFRP annual easement review near Deadwood

**PROGRAMS:**

**Environmental Quality Incentive Program (EQIP)**

- FY25 EQIP applications:
  - 8 General EQIP applications pre-approved for Waldport:
    - 2 Forest Management Plan contracts obligated so far
    - I’m continuing to work on planning and contracting for 1 Forest Management Plan, 2 Local Foods apps (Lincoln & Lane), 2 Upper Yaquina Water Quality apps, and 1 Organic Transition Initiative application (Lane)
  - Still waiting to hear from National/State Office about availability of Inflation Reduction Act (IRA) funding for this year’s applications
  - National Water Quality Initiative (NWQI) – deadline was April 28<sup>th</sup>
    - Worked w/ Lincoln SWCD to submit an application to move the Siletz Source Water Protection Area Plan from planning to implementation in FY26 (proposed 5-year project)
- Current EQIP contracts
  - Completed practice certification on three contracts
  - Working on two contract modifications
  - Reviewed a new Forest Management Plan

**Conservation Stewardship Program (CSP)**

- FY25 CSP Applications – eligibility/ranking deadline is June 6<sup>th</sup>
  - Working on inventory, assessment, & planning for 2 CSP apps (Lincoln & Lane)
- Current CSP Contracts
  - No activities to report

**Easement Programs**

- [Agricultural Conservation Easement Program \(ACEP\)](#) & [Healthy Forests Reserve Program \(HFRP\)](#)
  - Working with Basin Easement Specialist, Royce Daniels, on planning visits for annual reviews of HFRP and WRP easements

**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 N. Baumgartner made a motion, 2<sup>nd</sup> by Director T. Black to approve the April 10, 2025 Business Meeting minutes. The motion **unanimously passed** (N. Baumgartner, K. Baumgartner, T. Black).

**STAFF REPORT:**

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

May 8, 2025

- *OWEB:*
  - *2023-2025 District Operations Capacity Grant –*
    - *8<sup>th</sup> quarter Capacity Grant reporting due September 29<sup>th</sup>.*
    - *SWCD Capacity Grant Supplement Opportunity Related to Website Development approved in the amount of \$5,468 and is good until June 31, 2025. Grant modification completed.*
    - *SWCD Ag Water Quality Grant 2025-2027 submitted on March 5<sup>th</sup> in the amount of \$48,510 in order to fund the work that Matt Ruwaldt Consulting does for the SWCD. If awarded, these funds would be dedicated to the work he does for the SWCD regarding AgWQ for two summers. Not funded for this round. Found out today.*
    - *SWCD ODA SOW 2025-2027 completed on the ODA Hub. Waiting to hear back from ODA WQ Specialist as to when we can create the PDF and submit to OWEB on the OWEB Grant Management System.*
  - *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 replaced their barn roof in anticipation of new gutters and downspouts. Made a site visit on March 11<sup>th</sup> to consult with landowner about gutters, downspouts, pipeline, and livestock exclusion fencing.*
      - *Providence Creek Runoff Management – Project is complete. Completion reporting is considered complete. Monitoring reporting due April 2027.*
      - *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 technically 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. Visited the site on May 2<sup>nd</sup> and found that it held up very well during the 28' of high water at Elk Creek in Elkton during the last large storm event.*
      - *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. Currently, the area is too wet to stockpile the gravel. 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.*
    - *Small Grants Pre-Project Tours –*

- *NRCS District Conservationist Annie Marion has already requested a tour for the Lincoln SWCD Board of Directors this fall or later this winter, but likely she will not be able to do this for a while now due to travel restriction within NRCS with the new Presidential Administration.*
  - *OWEB TA Grant:*
    - *Matt Ruwaldt Consulting is beginning the updates for this grant application for resubmission of this grant in this Summer.*
    - *History:*
      - *Application submitted to OWEB on 04/26/2024. 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.*
      - *Additionally, Mr. Costa has been in contact with the owner of the Thornton-Oar tidegate and the owner would like to have the tidegate repaired. Mr. Costa’s other neighbor is affected by this tidegate as well and the tidegate is causing excessive flooding in that neighbor’s field, and the overflow is going into some of Mr. Costa’s fields. The tidegate has the potential to undermine Thornton-Oar Lane. This winter the tidegate has become plugged and is causing heavy flooding in Mr. Costa’s neighbor’s field. We are paying attention to this and are hopeful that the OWEB TA grant will be funded this Fall. Will be getting letters of support from Mr. Costa and other landowners, ODA and other organizations.*
- *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. BLM was going through DOGE lay-offs while we were making the adjustments.*
  - *Working with Courtney Casavan who is the grant management specialist with the Roseburg BLM to get everything ready to move this grant agreement forward in the process as of March 24<sup>th</sup>.*
    - *Enrollment form for ASAP – Updated SWCD’s information (we have an ASAP account already) on March 28<sup>th</sup>.*
    - *Created a Grant Solutions account as per Courtney’s instructions on March 28<sup>th</sup>.*
      - *Was able to login to the new Grant Solutions account as of April 1<sup>st</sup>.*
    - *Waiting to hear back from Courtney.*
  - *This should not be affected by the Federal Funding freeze as the funds come from O&C BLM lands (Oregon and California Railroad Revested Lands) Title II funding. But, we shall find out. We have yet to receive an agreement.*
- *PARTNERSHIPS:*
  - *Umpqua 7, Coos 4, Mid-Coast 3 OWEB Small Grant Teams –*
    - *Umpqua 7 –*

- *Working with Lee Russell.*
- *Small Grant Team:*
  - *We have used all of the funds for the 2023-2025 biennium after the last small grant submission window.*
  - *Heard that there might be funding of \$20,000 available from OWEB for the leaders of each team? (heard at District Manager's meeting at CONNECT).*
- *Mid-Coast 3:*
  - *Reviewed "Yasek Loop Riparian Habitat Enhancement" which is a brush removal and riparian restoration project for Coho habitat creation in order to improve shade along the streambank of Depot Creek. Evaluation done April 29<sup>th</sup>.*
  - *Reviewed "Yaquina Head Coastal Pollinator Enhancement Project" which is a pollinator habitat creation project at the Yaquina Head Outstanding Natural Area near the Yaquina Head Lighthouse. This is a restoration project to create a future reintroduction site for the Oregon Silverspot Butterfly. The project includes the removal and manual control of European Beach Grass and planting of 8,700 forbs in the Fall. Evaluation done April 29<sup>th</sup>.*
  - *Reviewed "Tel-tvm' Camas Meadow Restoration" which is a partnership project to restore habitat functionality at the Tel-tvm Organic Farm owned by the Confederated Tribes of Siletz Indians in order to support local pollinator populations, enhance pastoral soil health, and increase the capacity for CTSI to serve their members through their Food Sovereignty Produce Distribution Program. Evaluation done April 29<sup>th</sup>.*
- *Coos: No new news.*
- *Partnership for the Umpqua Rivers –*
  - *Attended the April 15<sup>th</sup> PUR meeting. Next meeting on May 13<sup>th</sup>.*
  - *Not sure when tour of Glover site will occur.*
  - *Glover Lands Estuary Enhancement Project –*
    - *Completed a site visit with Drew Harper from Curry SWCD for the planning and designing of the Glover Livestock Water System on March 26<sup>th</sup>. The original site visit was planned for March 19<sup>th</sup>, but extreme flooding caused us to have to reschedule. Planning on contracting with Curry SWCD to get this done quickly. This was an extremely helpful addition to the project as Drew brought a lot of practical experience and knowledge to the project.*
    - *Received updated Planting Plan map from Cris Salazar with PUR 04/10.*
    - *Planning a meeting with the Umpqua Native Plant Partnership to start plans for the plantings for Fall 2026.*
    - *Working with Mr. Glover on his livestock watering system.*
- *South Coast Tide Gate Collaborative – No new news.*
- *Tide Gate Affinity Group – No new news.*
- *Providence Creek Area Updates:*
  - *Port of Umpqua – Attended Port meeting on April 16<sup>th</sup>.*
    - *Providence Creek Tide Gates –*
      - *What has occurred:*
        - *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 12/11/2024.*
- *Meeting at the Port with Port Manager Scott Kent, Matt Ruwaldt Consulting, and Don Porior joined us by telephone 12/12/2024.*
- *At the 12/18/2024 meeting the Port of Umpqua Commission made a motion to not be involved in tidegate work as they feel that working on the Providence Creek tidegates will make them responsible for all of the tidegates in their entire District. While they had seed funding and we were going to get grants to cover 100% of the project, they backed out.*
- *Meeting between SWCD, Port of Umpqua, and Matt Ruwaldt Consulting on 12/23/2024 to figure out what to do at this point.*
- *Contacted Business Oregon on 12/23/2024 and found that it is now possible for SWCDs to apply to the Business Oregon Levy Program. We can potentially either transfer the grant from the Port of Umpqua to the SWCD or, according to Becky Bryant with Business Oregon, since the grant was already successful, we can reapply to the program through the SWCD and it will be easy for the new grant to go through, that way we can start over with a clean, new grant. We will be meeting soon to discuss options on how to save this grant one way or another.*
- *Don Porior Engineering looked over the title documents regarding the tidegates and found that the Port of Umpqua can work on the tidegates at Providence Creek and are the party responsible for those according to two deeds dating back to the October 1947 Easement Deed and the 1950 Easement Deed to work on the drainages between Hubbard and the US Army Corps of Engineers. Either the SWCD or the Port need to ask the title company to complete the report as we need to find out if there is an easement to access the portion of the property (depending on what the title report indicates) owned by Roseburg Resources. 01/02.*
- *Port Manager requested Mark Holiday's telephone number. Provided him with telephone number that I have for Mr. Holiday. Port Manager stated he was trying to get ahold of Mr. Holiday to let him know that the Port won't be working on the tidegates. Port Manager said the telephone number he has doesn't work (01/15).*
- *Matt Ruwaldt Consulting sent an email to Business Oregon requesting information about the awarded Levy Grant as follow-up to Umpqua SWCD's request in December (02/12).*
- *Met with the Port Manager on March 26<sup>th</sup> to discuss the tidegates.*

- Found out for Providence Creek landowner Gerald Parent that Mr. Holiday wants the tidegates replaced. He discussed this with him in early May.
    - Heard that the Port's lock on the gate to Leeds Island has been removed from the interlocking lock system, early May.
  - Leeds Island Park and Restoration Project –
    - City Council approved Council Letter 024-036 at the 05/06/2024 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 Leeds 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.
    - It is time to follow-up on this as the cattle are no longer at Leeds Island and it is time to move forward.
    - Met with Matt Ruwaldt Consulting and he will contact Mark Holliday to find out if Mr. Holiday is still interested in selling this property for conservation. If so, we will write up an agreement to this effect so we can secure acquisition grants for this project (02/11).
  - Additional Information:
    - Weekly meetings with Engineer.
- Douglas County – No new news.
- Douglas Weed Management Area – No new news.
- DEQ Umpqua TMDL Implementation – No new news.
- Elk Creek Watershed Coalition – Next meeting on May 13<sup>th</sup> in Drain.
- Forest Service –
  - Tsalila –
    - Planning on have the NRCS Soil Health Trailer at the event this year. Waiting to hear back from Natalie Edward from NRCS to find out if she has approval to attend the 3-day event. Hopefully, all staff will still be available with the whole DOGE thing going on.
    - On April 7<sup>th</sup>, Julia Johanos, Interpretive Specialist with the Forest Service and our contact for the Tsalila Agreement has informed us that our agreement is active and funded through 2027.
    - Diane Novak with the Umpqua Discovery Center is beginning to schedule both the Third and Fourth Grade event.
      - The Third-Grade event is planned for September 23<sup>rd</sup> through 25<sup>th</sup>. Stations: Water Bugs (Bug Zone) – Umpqua SWCD, Fish & Wildlife station, Watershed – Forest Service, Bird Adaptation – Forest Service, Soil Health – NRCS Soil Health Trailer.
      - The Fourth-Grade event is planned for September 30<sup>th</sup> through October 2<sup>nd</sup>. Stations: Every Kid Outdoor – Forest Service, Coos-Lower Umpqua-Siuslaw Band of Indians will have three stations, Tide & Time with the Umpqua Discovery Center.

- *Oregon Central Coast Forest Collaborative –*
      - *Attended meeting on April 11<sup>th</sup>. Next meeting will be May 9<sup>th</sup>.*
  - *Hydro Breakfast Meeting – Attended meeting on May 1<sup>st</sup>.*
  - *Oregon Association of Conservation Districts (OACD) – Receiving updates from NACD on the Federal Government layoffs and grant funding situation. Forwarding that information onto the SWCD Directors.*
  - *Oregon Conservation Education Association Network (OCEAN) – No new news.*
  - *Oregon Coastal Zone Management Association – No new news.*
  - *Oregon State University Extension Service – No new news. Will be attending*
  - *Oregon Climate and Agriculture Network – The Soil Health Network process is moving forward. They are trying to find funding to support the Soil Health Regional Hubs. Working with Sage Fairman and had a meeting on April 17<sup>th</sup> to discuss the possibility of Umpqua SWCD being the lead for this regions HUB.*
  - *Oregon Dunes Restoration Collaborative – Will be having a Scotch Broom Pull in Winchester Bay which is in the process of being scheduled for May through the Oregon Dunes Restoration Collaborative. The event will be with the Collaborative, Save the Oregon Dunes, Umpqua SWCD, at Ridin’ Dirty ATV Rentals, and possibly with Elkton School District Students.*
  - *OWEB – No new news.*
  - *Smith/Umpqua/Dunes Stewardship Group – No new news.*
  - *SW Chapter of the Professional Engineers of Oregon – Have been asked and will be giving a presentation about the Glover Estuary Restoration Project on May 21<sup>st</sup> with Susanna Nordhoff at their annual dinner meeting in Coos Bay. Susanna is the Engineer who oversaw some of the project management for the Glover Project when the tidegates were installed by Leo Kuntz with Nahalem Marine. Will be meeting with Susanna on May 13<sup>th</sup> to work on presentation ideas.*
  - *Umpqua Oaks Partnership – Attended meeting on April 11<sup>th</sup>.*
  - *Umpqua Native Plant Partnership – Planning a meeting with Morgan Fay regarding Glover Project Planting Plan.*
  - *USDA/NRCS –*
    - *AgLearn – Still locked out of AgLearn.*
    - *Conservation Planner Level 3 Re-Certification complete as of May 5<sup>th</sup> thanks to a lot of help from Wallace Jennings with NRCS. He was able to get it to go through without accessing AgLearn. According to NRCS, during the current Presidential Administration, I will not be able to gain access to AgLearn or be able to renew my Federal Government ID/LincPass.*
- **TECHNICAL ASSISTANCE:**
  - *Will be making a site visit to another Elkton/Azaila Drive Vineyard in spring 2025 to obtain soil samples.*
  - *Soil sample results provided to the 3 Ash Valley landowners where their soil was sampled on March 20<sup>th</sup>.*
  - *Butler Creek. Provided information to ranch regarding CSP and for FSA Emergency Funding due to March flooding.*
  - *Working with the Reedsport Community Garden, Reedsport School District, First Interstate Bank, and Chair Baumgartner to revitalize the Community Garden. Provided funding possibility options to the group and soil test results from soil tests taken earlier this year.*
  - *Possible in-stream work, riparian buffer and grant for project at Wild Azalea Vineyards. Site visit completed on May 25<sup>th</sup> with SWCD Consultant. Meeting with ODFW complete as of May*

*2<sup>nd</sup>. Will follow-up with site visit with ODFW and landowner in hopes of having the pre-project consultation complete prior to Consultant's return in mid-September.*

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.*
- *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 summer or fall of 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, website.*
  - *SWCD signature card – Hoping have had a chance to electronically sign the signature card.*

**DIRECTOR REPORTS:**

None.

**BUSINESS ITEMS**

**1. Director Recruitment – Discussion:**

The District Manager/Conservation Planner described how the Board of Directors need to actively recruit Directors from Zone 2 and Zone 3 in the District.

Zone 2 takes in the Ash Valley/Loon Lake Area, Scottsburg, Wells Creek, Lutsinger Creek areas, and portions of the Lower and Upper Smith River. Discussed potential Directors. The District Manager pulled up the ODA SWCD ARC GIS map online to help the Directors find potential Directors for this area by location. The District Manager pulled up the Douglas County ARC GIS online to find out more information about potential Directors and if these individuals had at least ten-acres to fulfill the ten-acre acreage requirement for a Zone Director.

Zone 3 takes in Sawyers Rapids, the Elkton area, Riverside, Kellogg, 5-miles beyond the Elk Creek Tunnel, and portions of Upper Smith River. Actively have made contact with a potential Director and Chair Baumgartner will follow-up.

**FUNDING COMMITTEE**

Reports and follow up to items.

No new news.

Chair Baumgartner adjourned the meeting at 6:00 p.m.

**NEXT MEETING DATE**

The next business meeting for the Umpqua Soil and Water Conservation District is scheduled for June 12, 2025 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



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

February 10, 2022

**Directors Present:**

Chair Cliff Glover  
Director Tom Black  
Director Morgan Fay  
Director Jamie Harrison

**Staff Present:**

District Manager/Conservation Planner Rhonda Black

**Agencies Present:**

ODA SWCD Operations Specialist Eric Nusbaum  
ODA Water Quality Specialist Beth Pietrzak

**Others Present:**

Fiscal Provider Tanya Graham

**MEETING CALLED TO ORDER:**

The Chair Glover called the meeting to order at 6:32 p.m.

**FISCAL PROVIDER REPORT:**

**Fiscal Provider Graham explained the financial reports for the month ending January 31, 2022.**

**FISCAL PROVIDER REPORT:**

Page 1 - The Balance Sheet. Current Assets of \$45,499.76 in the checking account and Accounts Receivable of \$30,767.26, with a total of Current Assets of \$76,267.02. Other Liabilities of \$0 and Payroll Liabilities of \$136.46. Retained Earnings of \$26,220.38 with an Adjusted Net Income of \$49,910.48 to equal a total Liabilities & Equity of \$76,267.02.

Page 2 - Check Register - General Checking - started the month with \$2,640.14 and ended the month with \$45,431.29.

Page 3 - Statement of Activity - Total Income: \$66,879.35 and total Expenses: \$47,736.43. Leaving a cash balance of \$45,499.76.

Page 4 - Monthly Comparison - Month of January - Income: \$49,001.97 and total Expenses: \$6,347.28. Cash balance of \$45,499.76.

Page 5 – Period Comparison. July 31, 2021 to January 31, 2022 compared against the same time period for the last fiscal year.

Page 6 – Individual Grant and/or funding source details.

Director Fay had questions about when reports were due for grants and what other grants that are currently be worked on. The District Manager stated that there were two other grants:

- Special Districts Association of Oregon (SDAO) Safety and Security Grant for two ergonomic standing lift tabletop desks where receipts need to be sent to SDAO.
- Forest Service Education/Tsalia which the reporting is due in June 30<sup>th</sup>.

Director Fay had questions about the Glover Estuary Enhancement Project and when the funds would be coming in on that. The District Manager explained how the SWCD is a partner on that project and that the grant was awarded to the Partnership for the Umpqua Rivers (PUR) which is the watershed council in Roseburg and how the watershed council takes in the entire Umpqua River Basin and that the Glover Estuary Enhancement Project would be their grant to report on, but that there are funds in that grant, in the budget, for the SWCD. As of right now, none of those funds are available until PUR obtains the permits for the project from the U.S. Army Corps of Engineers. The project is an SWCD project, and now PUR is part that project and they have more capacity than the SWCD does. We did have grants for this project, but those are now closed out.

Fiscal Provider Graham stated if anyone had questions to please contact her with those questions and exited the meeting at 6:50 p.m.

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

Director Fay made a motion, 2<sup>nd</sup> by Director Harrison to approve the bills and the January 2022 Treasurer’s Report. The motion **unanimously passed** (T. Black, Fay, Glover, Harrison).

### **APPROVAL OF MINUTES**

Director Fay and Director Harrison had not read the minutes and needed time for reviewing them during the meeting. The District Manager stated that the minutes were lengthy, that they were emailed out and also available on the SWCD’s Google Drive. Director Fay stated that there was a lot and also asked who transcribed the minutes. The District Manager stated that the minutes were transcribed by the District Manager from the recorded audio file of the meeting. Director Fay stated that everything looks fine.

Director T. Black made a motion, 2<sup>nd</sup> by Director Fay to approve the January 13, 2022 Business Meeting minutes. The motion **unanimously passed** (T. Black, Fay, Glover, Harrison).

### **STAFF REPORT:**

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

February 10, 2022

- OWEB:
  - 2019-2021 District Operations Capacity Grant – Final reporting and Pacific Coast Salmon Recover Funds (PCSRF) Data Reporting Final Metrics submitted on 01/09. Approved by ODA Water Quality Specialist on 01/19.
  - 2021-2023 District Operations Capacity Grant –
    - 2<sup>nd</sup> quarter reporting submitted on 01/09. Approved by ODA Water Quality Specialist on 01/19. Approved by ODA Grants Administrator on 02/09 and sent to OWEB for processing.
    - District Operations and 1<sup>st</sup> Quarter Funds request funding of \$41,755.63 direct deposited into District’s checking account on 01/06.

- Tidegate Prioritization Technical Assistance Grant –
  - Updates provided to OWEB as per their request on 12/22/2021.
  - Grant closed out on 01/05/2022.
  - Final payment of \$4,184 direct deposited into District’s checking account on 01/07/2022.
- PARTNERSHIPS:
  - Umpqua 7, Coos 4, Mid-Coast 3 OWEB Small Grant Teams –
    - Umpqua 7 – Working with Elk Creek Executive Director to organize team for the new biennium. Signed organizational documents and provided them to team coordinator.
    - Coos 4 – Umpqua back on team. Attended team meeting.
    - Mid-Coast 3 – Signed documents and emailed to team coordinator.
  - Partnership for the Umpqua Rivers –
    - Continuing to work with PUR on Glover Lands Tidegate Replacement & Re-channelization Project and 2 other tidegate projects that will likely occur.
    - Attended PUR Business Meeting.
  - Umpqua Estuary Restoration Partnership – Our team hasn’t gotten together, and I’ve been talking with Eric Riley with PUR and then after we have the U.S. Army Corps of Engineers permits, I’ll organize the meeting of the Umpqua Estuary Restoration Partnership (UERP) as the UERP is our technical assistance advisory group for tidegate projects and is a very large TA group.
  - South Coast Tidegate Collaborative – Meeting planned for next week. Eric Riley with PUR will be there, Umpqua SWCD, Coos SWCD, Coquille Watershed, Coos Watershed, and NRCS will likely all be there and we’ll be talking about how we can all assist one another with projects. The idea is that we won’t be working against and competing with one another on projects, but that we’ll be working in conjunction with one another.
  - OACD Estuaries and Tidegates Affinity Group – No new news.
  - Smith/Umpqua/Dunes Stewardship Group – This group, Smith/Umpqua/Dunes Stewardship (SUDS) is for the Off-Forest Wyden Funds and to choose projects to implement with these funds for projects on lands associated or adjacent to the National Forest. The group has been meeting, but the District Manager has not been able to attend due to the meetings occurring when not available to attend, but am expecting an update with some notes.
  - DEQ Umpqua TMDL Implementation – Will be meeting the month after next and will get caught up with them.
  - Forest Service – Extension received until July 2022 for prior agreement funding with funding to be used for educational materials and supplies as we were not able to put on Tsalila Education Days or other Tsalila events due to the COVID 19 Pandemic. Normally, the event brings in over 1,000 people, so it’s been best to not get together in small tents at each station in such close quarters until COVID is controlled.
  - Umpqua Native Plant Partnership – Attended meetings on 02/04 and 02/08 as the group gets up and running. Congratulations to Director Morgan Fay as she will be the new coordinator for the Umpqua Native Plant Partnership.
  - Umpqua Oaks Partnership – Meeting planned for next week.
  - Elk Creek Watershed Council – No news.
  - Smith River Watershed Council – No news.
  - ODA Ag Channel Maintenance Program – Umpqua SWCD will host the Ag Channel Drainage Maintenance informational meetings at the SWCD meeting on 03/10. Will be virtual.
  - Basin Team Meeting – Jackson SWCD planning a meeting for our region’s SWCDs.

- NRCS – Local Work Group Meeting will be a joint meeting at the SWCD meeting on 03/10. NRCS District Conservationist has been working as CSP (Conservation Stewardship Program) Manager for Oregon last four months.
- Siuslaw Watershed Council – Attended annual meeting on 01/19.
- TECHNICAL ASSISTANCE:
  - Planning soil test and site visit with two landowners. Scheduling in process.
  - Oregon DEQ Onsite Septic Financial Aid Program Request in process to apply for grant program, which, if received will help District landowners upgrade their septic systems.
- ADMINISTRATION:
  - Special Districts Association of Oregon (SDAO) Safety & Security Grant funds in the amount of \$390 deposited into checking account on 12/30/2021 for the purchase of 2 standing desk converters.
  - Financial documents, statements, timesheets, etc. recorded, filed, and loaded into Google Drive for Fiscal Planner.
  - Meeting information loaded into Google Drive for Directors.
  - SWCD meeting notices provided to local media sources.
  - Weekly check-ins with Chair Glover.
  - SAM (System for Award Management) – Updated and current. Good until 02/08/2023. We must keep this current in order to receive grant funds from federal agencies and some state agencies, such as OWEB.

## **AGENCY & ORGANIZATION REPORTS**

ODA SWCD Operations Specialist Eric Nusbaum:

- ODA is filling a lot of positions at the current time including the SWCD Lead position and Regional Water Quality Specialists.

ODA Water Quality Specialist Beth Pietrzak:

- One of the Regional Water Quality Specialist positions will be in the Klamath basin. Klamath has been taking up a lot of her time in the past few years and so this will give her more time to do her work in the Umpqua basin.

## **DIRECTOR REPORTS:**

Director Fay:

- The Umpqua Native Plant Partnership has been actively meeting and getting together, which is a bunch of environmental stakeholders who are collaboratively getting together. A whole mix of people who want to work together to put together a native plant materials economy to make sure that native plant materials are readily available, affordable, and feasible. The Umpqua SWCD is a partner, the Elkton Community Education Center is a partner, and the next step for the partnership is to find a host site to facilitate the partnership. ECEC was considering hosting that, but it's not the focus of the community center. The Understory Initiative will be the one who will likely host the coordinator position to get the partnership going. The idea is to make seeds and plugs available through the partnership. The ECEC received the Wings Across America grant for milkweed plants and non-milkweed plants. The grants can go to individual landowners and to organizations who are implementing projects. What the ECEC needs to know are the ecological impacts and acres restored. For instance, the scope of the project.

## **BUSINESS ITEMS**

- 1. Bring District Manager/Conservation Planner Back to Full-Time from Part-Time – Action Item.**

Director Fay stated she would like to have a discussion to set the District up to meet the long-term goals and be sustainable, fiscally responsible, and to make sure we're managing all the deliverables and boots-on-the-ground projects and trying to make those happen. The current job description of the "District Manager/Conservation Planner" and stated how she's been doing a lot of research on different job descriptions from different SWCDs and the guidelines out of the SWCD Guidebook and those are very helpful, and overall templates that we've all been talking about over this last year and the positions and descriptions, and things like that, when we brought on the Assistant's position last year. Director Fay stated she's been evaluating all of it, trying to figure out what the norms are for most districts. What are we asking our District Manager/Conservation Planner to do and are what we asking actually reasonable. Maybe, at one time, that position was reasonable based on funding or whatever the project was or just the capacity, maybe available employee pull, or maybe there weren't enough folks that had the right skill set. Maybe we need to set up that District Manager position so that we don't overload that position. She stated that it is a huge task, and that it's not a 40-hour a week job, it's a 60 to an 80-hour a week job, especially if we have a lot of projects actually happening. Director Fay stated she would love to see the District Manager/Conservation Planner come back to work full-time, but think it needs to be a different position. It could just be the District Manager position. I think there's enough in the District Manager position for one person to do full time and I don't think there's anyone more skilled to do it other than the current District Manager/Conservation Planner, but to ask our District Manager to also be the Conservation Planner is a lot. Asking so much of one person is probably the reason we fell into the downfall at the end of last year is that it's a lot to put on one person. Director Fay stated that position wasn't put together well and it doesn't really line-up with our personnel policy manual, financial policies, evaluation reviews, and it's all super condensed and put together and then asked to do all these things that aren't actually in our job descriptions. In a lot of the positions for District Manager, things like education level and the job responsibilities kind of look a little different. Some of them have to have ARC GIS or some knowledge based on that, or a Bachelor's Degree or more. Director Fay stated that she was curious and that she was going to pause, and then she did have some questions for the District Manager/Conservation Planner.

Director Harrison stated how she agreed with Director Fay. Director Harrison stated how she noticed that we have a lot of partnerships and just the list the District Manager/Conservation Planner went over was very in-depth and it looks like there's a lot that needs to be done and a lot of communications that need to be done with partnerships, and stated she would like to see a clearer description of what's been going on with those partnerships. Director Harrison would like for the District to be responsible and be patient before we bring someone back into what we don't know quite what's going on. Director Harrison stated that ODA SWCD Operations Specialist Nusbaum has offered to help us with that and rewriting this policy and getting our manual up to date so that maybe we can get a better idea of what should be going on.

Chair Glover stated that we need the District Manager/Conservation Planner back on full-time now as the District Manager/Conservation Planner can't keep up right now, and it is part of the reason we brought on her Assistant to help free the District Manager/Conservation Planner from some of these duties, so she can spend more time on the priorities. As far as the job descriptions go, we need to get our policy together, job descriptions, and bring that to the Board and we'll go over that.

The District Manager stated that no one had asked her about her ability to do work. The District Manager stated how she is a Conservation Planner and how she has been certified by the Natural Resources Conservation Service (NRCS) and how she took their courses and completed conservation plans and can handle technical projects and am quite capable of handling the work of doing the duties of the District Manager. This is kind of amazing to hear that there's an assumption that there's no education in the District Manager/Conservation Planner's background.

Director Fay clarified and said that she would never indicate that the education wasn't there. Director Fay stated that most of the job descriptions for District Manager are a minimum of a Bachelor's Degree. One of the Conservation Technician job descriptions required a Master's Degree, although she felt that was a little overboard and didn't agree with that and that there were some extremes with the job descriptions. The point is that the way that the current job descriptions is that it puts a lot of things together that don't really make sense, so it's like one or the other. Either the District Manager or the Conservation Planner, and what does the District really need. The District Manager could have that Conservation Planner certificate, and that's wonderful, but that doesn't mean.... The District needs to have both a District Manager and a Conservation Planner. There needs to be more boots on the ground work happening and she stated she would love to consider something where the District has that happening where there's a District Manager and a Conservation Technician. That way we have outreach, boots on-the-ground projects, things happening. Those things are happening by one person, and the person that oversees all of that action, the budget, policies and staffing, that person does that. It would be great for that person to have a Conservation Planner Certificate, however....

Director Fay indicated that the District Manager/Conservation Planner might feel that Director Fay was overreaching and asked the District Manager/Conservation Planner if she felt she was meeting the activities required from the current position description and performance evaluation. Director Fay repeated her statement without giving pause.

The District Manager/Conservation Planner stated that she has been meeting the majority of the items/goals listed in the job description, but stated there could be more on-the-ground work being done and could agree with there needing to be more on-the ground work being done. The District Manager stated that we were going to get to that point with some help, and also reminded the Board how our geographical area and political climate aren't the easiest to break through with landowners. With that in mind, the District Manager asked if the Board was considering creating a position that was something like an Executive Director position. The District Manager/Conservation Planner asked if the Board was looking for someone who knew how to do some of the technical assistance as well as running the office and managing the administrative duties, and then has someone working under them, such as a Conservation Technician?

Director Fay replied clearly with yes and stated there were a couple of templates she found Oregon Department of Agriculture (ODA) Soil and Water Conservation District (SWCD) website, and a couple at the Wheeler SWCD website, and she felt that they had a pretty comparable job description for the District Manager that's similar and that shows what you have been doing and shows what that position should be doing and stated that's what she would like to propose is that she brings those position descriptions forward to the board and that we have some time to review them over the next couple of weeks, and then we make any changes, and we make a vote at our next meeting. That sounds really simple and easy. Then Director Fay asked the District Manager/Conservation Planner if she had ARC GIS knowledge so that the District Manager/Conservation Planner could oversee somebody like a Conservation Technician? Because, somebody in the District has to have mapping experience and asked about how much experience the District Manager/Conservation Planner had with ARC GIS. Director Fay stated that would be a need on the Conservation Technician that we would want to have in the job description.

The District Manager/Conservation Planner stated that her skills are okay and that she has used ARC GIS, has planned with it and can do it, but it's not great. Besides that, our District does not have the ARC GIS software anyhow. The District Manager/Conservation Planner stated she uses the NRCS free-to-Districts ARC GIS software.

Director Fay stated that it sounds like the District Manager/Conservation can clearly do some map making.

The District Manager/Conservation Planner stated she can work within ARC GIS, but part of the problem is that the computer was not able to handle the software and the system slowed down and couldn't handle it. It was the software from NRCS and we could probably get that again. For a while, the District Manager/Conservation Planner was using a very old NRCS computer, which was a hand-me-down from the Roseburg Service Center, and it was so old that it didn't operate correctly about half of the time, which made things kind of hard. The District Manager/Conservation Planner stated she needed to brush up some on ARC GIS. When the ODA GIS person, Cheryl Hummon, was with ODA she said to go online and start taking classes.

Chair Glover stated that the issue is whether to hire the District Manager/Conservation Planner back to full-time.

Director Fay, asked, out of curiosity, especially for Chair Glover and Director T. Black, as they were here prior to Director Harrison and Director Fay, what happened, was there any disciplinary action from the Board the last time we weren't reporting on grants and we got ourselves in some hot water. What did the Board decide as far as follow-up? Disciplinary action or action plan if it happened again?

Chair Glover stated that he didn't know if there was a disciplinary action, but on the employee review I did mention that the reporting needing to be worked on. Chair Glover stated how Director Fay and Director Harrison were on the Board and took part in the most recent employee review.

Director Fay stated that up until November she thought everything was good. At the end of the day, she stated that the conclusion she had was that the District Manager/Conservation Planner needs more support with actual boots-on-the-ground stuff, we need a Conservation Technician, and that we need to set up some kind of probationary period.

Director T. Black stated that both Director Harrison and Director Morgan needed to get authorization to talk to the Bookkeeper, and bring up items, because it creates a bill for the SWCD. You have to have prior approval to do that and asked if they understood that as the Bookkeeper charges for when there are meetings with her.

Director T. Black stated how Director Fay had contacted the City of Elkton and informed the City of Elkton that she was the District Manager for Umpqua SWCD.

Director Fay stated that she thought she was trying to tell the City of Elkton that she was on the Board for Umpqua SWCD and we are the Directors.

Director T. Black stated that was not what Director Fay had done. Director Fay had told the City of Elkton that she was the District Manager for Umpqua SWCD.

Chair Glover stated that Director Fay had told the City of Elkton that she was the District Manager for Umpqua SWCD.

Director Fay stated that when she had done that, that it was a typo.

Director Fay stated that she had copied the District Manager/Conservation Planner on that email. Director Fay, pointing at Director T. Black, stated that if she was trying to hide anything, why would she copy the District Manager/Conservation Planner?

Director T. Black requested from Director Fay about what she was telling people about the District.

Director Fay stated how she has a working relationship with the District Manager/Conservation Planner and went on to describe how she respected the District Manager/Conservation Planner. The problem is that our District is in trouble. This is nothing new.

Director T. Black stated how Director Fay and Director Morgan have been disrespectful to the District Manager/Conservation Planner for the past six-months.

Director Fay stated that she had never been disrespectful toward the District Manager/Conservation Planner.

Director T. Black suggested to Director Fay that she read the minutes from the January meeting.

Director Fay stated, that other than the Glover Project the District has no other working projects and indicated how there was so much Federal funding available that's going to come down the chain to Oregon for restoration work and we don't have the capacity or are in line to do any of that, because we don't have people in organizations, structurally sustainable to make things happen. Director Fay stated how she thought the District Manager/Conservation Planner was awesome and anytime she has worked with the District Manager/Conservation Planner it's been great. That's why she wants to support the District Manager/Conservation Planner and set-up the District Manager/Conservation Planner, so that way she has help. Director Fay stated she didn't want to lose the District Manager/Conservation Planner. Director Fay apologized for her typo to the City of Elkton. Director Fay said she only had the best interest for the District at heart. Everything is outdated, even the Board Responsibilities. We should be doing a whole lot more. Chair Glover, do you want to know what your responsibilities are? Because it's a lot more than what we've been doing. Our Bookkeeper has been doing most of the work for us. The District Manager/Conservation Planner can't do it all on her own.

The District Manager/Conservation Planner stated that the District hired the Bookkeeper to do the work that the Bookkeeper does and that the District has a contract with the Bookkeeper for that work.

Director Fay stated she didn't want to lose the Bookkeeper. Our responsibilities do need to be updated, because they haven't been updated in a long time. Director Fay stated that within the next 30-days, between this meeting and the next meeting, she'd like to see that we aggressively adopt some new policies, we make some changes, and we really look at restructuring our organization so we can actually meet landowners needs. That's what we're here to do. "That's the argument". Director Fay stated she was just there to make sure that people have support. As far as that letter goes, Elkton is the community that she represents, and her local water company sent out a letter and did not even mention that they have a restoration ecologist (Director Fay is a restoration ecologist) in the area who is also on the Board of the Umpqua SWCD and she wanted folks to know that they have support and somebody here that they can see at the Elkton Community Education Center (ECEC) 2-days a week if they have questions, because she wants to bring projects to the District, and to the District Manager/Conservation Planner, because she wants to see the District do really good things and restore ecological function in our area.

Chair Glover tried to bring the meeting back on topic, but Director Harrison talked over him.

Director Harrison claimed that the District Manager/Conservation Planner didn't get back to her and Director Fay on time about if the storage unit rental was going to be paid on-time and that was why she invited the Bookkeeper to talk with her and Director Fay. Director Harrison stated that it wasn't a secret meeting, although no one had ever said that it was a secret meeting.

Director T. Black stated it wasn't a secret meeting, only a meeting that the District was charged for.

The District Manager/Conservation Planner stated that her and the Bookkeeper had already discussed the matter of the storage unit rental fee and that it was being paid automatically.

Director Harrison claimed that the Bookkeeper had emailed her asking her to call her immediately because of the storage unit.

The District Manager/Conservation Planner stated that it couldn't have been about the storage unit rental payment.

Director Harrison claimed that it was about the storage unit and a few other unpaid bills that we didn't know how to contact because you were laid-off and we couldn't figure it out.

The District Manager/Conservation Planner stated she had not heard anything about that.

Director Harrison stated that we really need to move on because it's already 7:30 p.m. and she had a family dinner she needed to get to and stated that we really need to make a motion.

Director Harrison made a motion to wait until next month's meeting to wait to bring on a better description to bring the District Manager/Conservation Planner back to full-time.

Director T. Black stated how that will take a lot of work and it won't be done by the end of next month's meeting.

Chair Glover stated that how the Board isn't going to change the entire employee structure of the District.

Director Fay stated how we can't change all of that, but what we can do is create a new position for District Manager and that we, as a group, as the Board, we all do our due responsibilities and take a look at the two descriptions Director Fay has written and stated she could send those along with the current description. We can look at those, make edits, and when we meet in March, and we have that discussion in March and vote on it. Director Fay said that she would be happy to bring the District Manager/Conservation Planner back full-time if we could accept moving forward with bringing a District Manager position and a Conservation Technician position forward, and having updated policies, and positions, so that way, when we're here in March, we can vote on everything, approve everything, and we can start this new year with new positions and updated policies, and updated Board responsibilities. That's what she wants to put out there as a vote and stated she didn't want to see the District Manager/Conservation Planner go, but that she wanted to see a different position, and a probationary period for that new position, and how she would love to see the District Manager/Conservation Planner in that position and to make that position work for her, and if it doesn't, we need to set up some clear, defined next steps and actions for disciplinary, because we need to do what's best for the District, and we need to do that from a logical base and not an emotional base.

Chair Glover stated how we need to do what's best for the District right now, because we can't let things sit while we make these decisions over the course of months. Director Fay talked over Chair Glover.

Director Fay claimed work wasn't getting done and the District Manager/Conservation Planner stated it was hard to get all the work done at 25-hourse per week.

Chair Glover stated that bringing the District Manager/Conservation Planner back to work full-time needs to be addressed and asked if there was a motion.

Director Fay stated she had already laid out her terms and wanted something that was sustainable for everybody and if those terms can't be met then she....

Chair Glover tried to get the meeting back in order while Director Fay talked over him.

Director Fay stated she wanted to hear from the District Manager/Conservation Planner.

Chair Glover stated that he was the Chairman and he is the one who presides over the meeting.

Chair Glover stated that just because it was something that Director Fay wanted doesn't mean that it has to happen.

Director Harrison interrupted Chair Glover and stated that if Chair Glover wanted something it doesn't mean that he'll get what he wants and that we need to come together as a Board and decide.

Chair Glover stated that it's up for discussion, but right now we need someone working full-time and taking care of the day-to-day tasks that are going on within the District.

Director Harrison stated how it is still winter and as Director Fay said, there are no projects going on.

The District Manager/Conservation Planner stated how there wouldn't be any projects going on if the District Manager/Conservation Planner can't go out and do anything.

Director Harrison stated how there wasn't anything pressing that we have to decide right now.

Chair Glover stated that there are things that have to be decided upon today, because the District Manager/Conservation Planner can't keep up with it as it is.

Director Harrison stated that is why we're trying to improve the current situation.

Chair Glover stated, no, it's because the District Manager/Conservation Planner is working part-time, because you have her at part-time and she needs to work full-time in order to fulfill the tasks that need to be completed.

Director Harrison said that was mostly due to the District Manager/Conservation Planner failing to do her current job description. This is the consequence of her suspension period that we really never talked about.

Chair Glover stated how the District Manager/Conservation Planner has been on a period of part-time work since the January meeting as a consequence/penalty.

Chair Glover made a motion to reinstate the District Manager/Conservation Planner back to full-time employment.

Director T. Black stated he had to abstain from voting due to a conflict of interest.

Director Fay stated that we will wait until next month and we will agree that we need to have a Conservation Technician position and we'll vote on that, because the motion isn't what she wants. Then she stated that she still had not heard from the District Manager/Conservation Planner and asked for input from the District Manager/Conservation Planner.

The District Manager/Conservation Planner stated it would be nice to be somewhat orderly in this meeting. The question was simply to bring the District Manager back to full-time employment. There's going to be a whole other portion about the personnel policy manual, job descriptions, employee reviews, and anything else. So, it's like this part is being held hostage because of the other part. With the other part, we can continue to work on until it is done, but in the meantime, our District needs to be moving forward, and stated she knew Director Fay and Director Harrison wanted to keep the District Manager/Conservation Planner on as part-time until the personnel policy is done. The District Manager/Conservation Planner stated how she had already started on the personnel policy and we need to go ahead and get it done. We could get it done with the template available and there is already an agenda item for that. What could happen is the District Manager/Conservation Planner could come back to work full-time and we could start working on that to get it done. It's not uncommon to have the District Manager work with the Directors to assist them in creating policy to get it going. But, instead, what we're doing here is bickering back-and-forth over this personnel policy and the job descriptions. The District Manager/Conservation Planner stated how she was working full-time back when we updated the personnel policy back in 2005-2006 and then helped the Directors to make updates to it. We had a committee and we brought everything back at every meeting and went over it, section by section and kept going over it until it was finally done. There are lots of things that have happened over the years that Director Fay and Director Harrison haven't been here for. More policies were made, but they didn't always make it into the personnel policy over time. Motions were made and those are in the minutes. The District Manager/Conservation Planner stated that she felt that Directors Fay and Harrison were at a disadvantage because they weren't here when those policies got made and now it is the District Manager/Conservation Planner's disadvantage.

Director Fay stated she would like a sustainable solution that we could all agree to.

The District Manager/Conservation Planner stated that what would be sustainable would be to just get things going again. Saying that we are in the slow season is fine, but we need to get out there and start advertising by putting out newsletter articles, information in the newspapers, posting things on social media for people to let them know we're moving forward and have technical assistance available for them. For instance, this is the time of year to start lining up soil tests. Right here, right now, these are the kinds of things that slow us down. So, what we're doing is bickering back and forth. So, we have this one item and we should be moving on to the next item and the next item. We should have discussions about the personnel policy handbook and we're not ready to decide upon that, so it shouldn't be an action item. What you all were supposed to do originally was to put together a personnel policy that looks okay within your committee of Director Fay and Director Harrison, and then you were supposed to bring it back to the rest of the Board. Then the entire Board was supposed to look at it to make sure everything was in the policy and it had items that everyone could agree upon, and that process needs to go back into place. The District Manager/Conservation Planner stated she could help the committee with that, but it will be difficult to have time to do that at 25-hours per week.

Director Fay stated that she agreed and that would be part of what would be involved with going back to full-time. Between now and the next meeting we need to do all of these updates. Director Fay stated that she felt that the information wasn't all easily organized or available, because she had to spend several hours just finding what she needed. The Board did say it was okay to find some information to share, but there's been so much happening that she's been trying to do research to just find out what we do to handle the situation since November. She said she had 2-job descriptions written for the District Manager that she thinks are really good templates that we should look at. She has a Douglas SWCD personnel policy that she thinks is very adaptable and ready to go. She said was just going to email everybody that information after our meeting tonight and we already have the SDAO Handbook we started updating this year and thinks we just kind of need to finish that. It's really not that complex. She looked at it and there's a lot of just putting our name in there and there might be things that are more District specific. She only found one Conservation Technician job description, but she

knows there are more out there. She thought she would just send out an email to the Board and let everyone review it before the next meeting and come up with additions, changes or ideas. Next month our primary focus would be to go through each of those. You know, we make some changes, vote on them, and clean it up and just make it official, right.

The District Manager/Conservation Planner stated how it will be hard to get this all done prior to next month's meeting. Next month we have our NRCS meeting for the Local Area Working Group, and that's a joint meeting between Umpqua SWCD and NRCS. Then we also have a presentation from ODA for the Agriculture Water Quality Drainage and Channel Maintenance Program. That will be a lot for next month's meeting already. That's why it's kind of important to tie up a few things tonight and get them done. Next month's meeting will probably not be only us and maybe a few people from ODA, but instead will likely be a few more people from other organizations and landowners. More information will go out about this meeting than usual to local media sources in hopes of getting people in attendance for both the NRCS part of the meeting and the Ag Channel Maintenance presentation. It's going to be a busier meeting than usual.

Director Fay requested if we should have a longer meeting or a separate special meeting.

The District Manager/Conservation Planner stated she didn't know how long Director Fay would want for the meeting to be for.

Director Fay stated that we could start the meeting an hour earlier than normal and she could get the email out this weekend with all of the templates and we could all have our take at it before next month and have our responsibility and then come back and just talk about what those changes might look like. Then maybe Director Fay and the District Manager/Conservation Planner could maybe finalize that and bring it back to the rest of the Board. Then we could look at it one more time.

The District Manager/Conservation Planner stated that could work. It would be better to be working on it together and get it done than to have it not be done and to continue to do all of this back and forth.

Director Fay stated she could work with the District Manager/Conservation Planner a little bit every week between now and the next meeting. Then we could make it official in April.

Director Fay stated that she wanted to be clear that we all agree that we are looking at creating two different positions: District Manager and Conservation Technician. She stated she could tailor the District Manager position to the District Manager/Conservation Planner's needs. Then have a Conservation Technician position that leads to having boots-on-the-ground and alleviate some of the pressure on our District Manager.

Chair Glover stated that we aren't all in agreement, yet, and it's up for discussion as far as taking on a Conservation Technician. In the meantime, our District Manager/Conservation Planner burden of working only part-time plus this District is suffering as well, because there's only part-time work being done. It is like holding the District hostage by not bringing our only employee back on to full-time just so Director Fay can have her way with these issues.

Director T. Black stated how we have to find out from the Bookkeeper how many hours our employee can work and to find out how much money we have.

The District Manager/Conservation Planner said she could contact the Bookkeeper and find out for sure.

Director Fay stated the District has enough money for another full-time Conservation Technician. That's what the Bookkeeper has been saying and she's been saying that all year and we haven't been listening.

Director T. Black stated that the Bookkeeper hasn't said that we could hire a Conservation Technician full-time.

Director Fay said that the Bookkeeper has said that we can hire a full-time Conservation Technician since this new budget in July.

Director T. Black stated that the Bookkeeper hasn't said that.

Chair Glover said that the Bookkeeper hasn't said that.

The District Manager/Conservation Planner said that the Bookkeeper hasn't said that. That is not accurate, and how she wished that were accurate, but it's not.

Director Harrison stated that the Bookkeeper said back in July that we could hire a Conservation Technician full-time.

The District Manager/Conservation Planner stated that the Bookkeeper had indicated that there were enough funds for a part-time person to assist the District Manager/Conservation Planner, and that we didn't have nearly enough funds to hire someone full-time. And, as far as hiring someone part-time, we needed to make sure we had enough funds to even keep that going.

Director T. Black stated how that was the problem, having enough funds to keep a person hired and to keep that going as part-time. One way to clarify this is to contact the Bookkeeper.

Director Fay stated that she thought there was enough money after hiring the Assistant to hire a Conservation Technician. And, if we hadn't hired the Assistant we could have had a full-time Conservation Technician.

The District Manager/Conservation Planner said this is incorrect.

Director Fay said that having the Assistant there for a few hours a week isn't really helping the District as the Assistant isn't doing any boots-on-the-ground work and it's not really a Conservation Assistant job.

The District Manager/Conservation Planner stated that the Assistant's position wasn't to do any boots-on-the-ground work.

Director Fay said that we didn't have an understanding of what we needed. Then Director Harrison talked over Director Fay and the District Manager/Conservation Planner and Chair Glover tried to get the meeting back in order.

Chair Glover stated that the Assistant's position was to assist the District Manager/Conservation Planner with minutes, upgrading the website, research information, in order to free up the District Manager/Conservation Planner's time so she could get more work done.

The District Manager/Conservation Planner stated how the Assistant wasn't with the District for very long.

Director Fay stated that she didn't think we had a District Manager and a Conservation Planner, but that we had a District Manager with Conservation Planner experience and that she loved that and that she'd love to have one

full-time, but that we have to accept that the position is not sustainable, it's not feasible, it's not realistic, and it's asking way too much.

Chair Glover asked if keeping the District Manager/Conservation Planner at part-time is helping the situation?

The District Manager/Conservation Planner stated that keeping the position at part-time isn't helping the District right now.

Chair Glover stated that keeping the District Manager/Conservation Planner at part-time isn't helping at all.

Director Fay stated that keeping the same expectations and not changing anything isn't helping either. She thought if we can come to an agreement that we can bring the District Manager/Conservation Planner back on full-time and that we're going to immediately update the position description to appropriately reflect what those duties look like and then continue to update the policies so that way we have some final drafts for our meeting in March that we can all vote on, we're making progress, and she would love that. Then we could just continue to move forward.

Director Harrison asked if there was a way we could make a motion so that we could move on?

The District Manager/Conservation Planner stated how we've already tried that.

Chair Glover stated that we should move on and go to the next agenda item.

## **2. Reinstate District Manager/Conservation Planner Sick Leave Accrual Balance of 120.5 Hours – Action Item.**

Chair Glover requested if there was a motion for reinstating the District Manager/Conservation Planner Sick Leave Accrual Balance.

Director Fay stated there was no way to do that if we weren't reinstating the District Manager/Conservation Planner back to full-time. It seems like both items are connected there.

Chair Glover started to talk, when Director Harrison talked over him, stating that the item could be tabled for the next meeting.

Chair Glover firmly stated he is the Chair and that he was talking and declared that both Director Fay and Director Harrison are trying to hinder the District instead of improving it.

Director Harrison requested if that motion to reinstate her sick leave mute until the District Manager/Conservation Planner comes back on full-time to Director Fay.

Director Fay stated that she didn't know that answer.

The District Manager/Conservation Planner stated that the reinstatement of the sick leave was an item that the Bookkeeper wanted to know about.

Chair Glover stated how this was sick leave that the District Manager/Conservation Planner had already accrued.

Director Fay stated that, by-law, we'd have to reinstate that anyways and didn't know why we wouldn't reinstate it.

Director Harrison stated that it was time that had been earned, so she didn't understand why it wouldn't be reinstated and even as a part-time employee there would be sick leave earned.

Chair Glover requested if there was a motion to reinstate the sick leave.

Director Fay said that yes, let's make a motion to reinstate the sick leave accrual balance.

Director Harrison made a motion to reinstate the District Manager/Conservation Planner's sick leave accrual balance of 120.5 hours, 2<sup>nd</sup> by Director Fay. The motion **passed** with three ayes (Fay, Glover, Harrison). One abstained (Director T. Black declared a conflict of interest and abstained from voting).

### **3. Bring District Manager's Part Time Administrative Assistant Back to Work from Lay-Off – Action Item.**

Chair Glover requested if there was a motion to bring the part time Administration Assistant back to work from lay-off.

Director Harrison stated how we had discussed this earlier in the evening and the job itself isn't suited for what the District needs and she thought we needed to re-evaluate that before we jump ahead to do that.

### **4. Roles and Responsibilities of Directors**

Chair Glover recited ORS 568.550:

“ORS 568.550 outlines the general statutory powers granted to conservation district boards (see Chapter 2). Individual directors do not have individual powers and authorities under statute, unless granted by the conservation district board. Individual directors may be given authority or power to act on behalf of the board for specific limited tasks. This authority or power is granted through board action (resolution, motion, policy) and must be recorded in the conservation District board meeting minutes.

*Board Members must keep in mind how their actions could negatively impact the SWCD's standing in the community, and with community and partner organizations and that is why authority to make statements on the District's behalf must be done through board action.”*

What brought this about, and we've touched on this earlier this evening. There are two emails.

One that we've talked about to the City of Elkton on February 9<sup>th</sup> to Elkton City Manager Linda Cereda stating:

“As a district manager I would have no problem meeting landowners discussing their issues and connecting them with resources that the district has available. Totally understandable if you didn't know but I'd like to bridge that gap and help our director who has a huge AOR to cover.”

Chair Glover stated that it's pretty obvious that you're presenting yourself as the Umpqua SWCD District Manager and I'm not sure how that could be a typo.

Director Harrison stated that Director Fay probably just worded it wrong and then they both laughed.

Chair Glover stated that landowner referrals need to be provided to the District Manager for follow-up. You cannot act on your own on these.

Director Fay stated she always directs landowners to the District for resources when she has these and stated how she's gone out with landowners to connect them with the District and resources and stated that she's actually gone out and looked at river quality, and weeds, and consulted with them on behalf of the District and stated that she did not try to pick up a contract or do anything. Director Fay stated that she wears several hats and is comfortable with that and is very respectful of the lines. As a service member of this Country she said she holds loyalty pretty high in her book and she said she is very loyal to this District and to the District Manager/Conservation Planner, and she wants to see the District be very successful and then told the Chair to please continue.

Chair Glover stated that it's a big red flag when a Director presents themselves as the District Manager and said he knew that she had already said it was a typo.

Chair Glover stated that there is an additional email from Tuula Rebhahn from the Understory Initiative on February 7<sup>th</sup> that's concerning due to its content about changes at the District:

“Glad you could attend the meeting on Friday about the Umpqua Native Plant Partnership and upcoming grant opportunities.

As you heard we are not sure if ECEC will be able to take on the role of fiscal sponsor for Morgan's role as Coordinator of the partnership. They are not a hard 'no', but Marjorie did ask us to check into other options just in case.

I remember you had emailed me about USWCD being a potential host organization for the UNPP Coordinator. I wanted to reach out and see how you are feeling now. Morgan did mention that the SWCD is going through some changes, so it may not be the best time for it to take on a new program....”

Chair Glover stated that as a Director, Director Fay is supposed to be out there promoting the District not hindering the District.

Director Harrison and Director Fay began laughing, and Director Harrison stated that having no employees is what she was talking about.

Director Fay then proceeded to say that, “Let's set up the District so it cannot take on something.”

Director Fay stated that the Understory Initiative had seen her resume and that they knew she was on the Board and they mentioned that the District Manager/Conservation Planner had mentioned that the District could possibly take on the fiscal sponsorship of hosting the Umpqua Native Plant Partnership for the next two years for the site coordinator's role. That's part of that conversation. Director Fay told the Understory Initiative that the best thing for our District was to maintain a positive outlook and she said that yes, we're going through some changes and that we were going through restructuring and Director Fay provided her opinion and what she thought our capacity was to the Understory Initiative. Director Fay stated that she had sent the Understory Initiative an email describing the restructuring just prior to the SWCD receiving the email from the Understory Initiative.

Chair Glover started to talk and Director Fay talked over him.

The District Manager/Conservation Planner firmly told Director Fay that the Chair was presiding over the meeting and to let him talk.

Director Fay stated that she was asked a question and was answering it.

Chair Glover didn't think saying something like what Director Fay had said was good for the District.

Chair Glover stated that him, Directors Fay and Harrison voted for the District Manager/Conservation Planner to work part time since January. That was supposed to be a consequence for not getting the reporting in and we could have taken on something if that wasn't in place with having the District Manager/Conservation Planner on only part-time. Then Director Fay goes and says to the Understory Initiative that it's not a good time for the District, and we lose that opportunity. That should have been brought to the Board to decide. It's not up to one Director to make that decision.

Director Harrison stated that it was a personal conversation between Director Fay and her future employer.

Director Fay went onto defend herself and stated she was really for everybody at this meeting, but that she knew the email was going to be sent and was very comfortable with what was being said.

Chair Glover asked the District Manager/Conservation Planner what her views were on this. Director Fay kept talking.

The District Manager/Conservation Planner said she would like to respond, if she could get a word in edgewise here. When the sponsorship was offered by the SWCD it was extremely early on in the process and, at the time, we were just beginning to figure out the process of the Native Plant Partnership (NPP). In fact, she didn't even think when that originally occurred that the NPP was even formed, yet. It was simply her and Tuula Rebhahn talking about things. Way back then, at the time, you might consider the SWCD for this and it might be a good fit and we weren't having any issues because it was last February, a year ago. It's came along way since then, and when now, when the Understory Initiative sent that email the other day, it was like, okay, and the District Manager/Conservation Planner didn't really think we'd be doing anything at this point anyhow, because she thought the ECEC was going to do it. At that point, it looked like Director Fay was going to have the job and the District Manager/Conservation Planner knew that was going to be a conflict of interest, knew we wouldn't be able to do it anyhow, but then received this email. The email stated that it's probably not a good time for the SWCD because it was mentioned that there was some restructuring or something that would make it so that the SWCD was unstable. At this point there's really no reason for us to be unstable anyhow. The SWCD has a good amount of funding in the bank and we're going to have more coming in. We're kind of dragging here and keeping ourselves down. The District Manager stated how she'd seen this happen other Boards. It happened when she was working at another Special District. One of the Board members made a statement representing the entire Board at an important meeting at the State level. A statement that was not approved by the Board and later was held accountable by the Board at their meeting, but this Director had already made a statement and moved a project forward at the State level, which went against the entire industry the Special District was involved in. It was costly. That's why Board members need approval prior to making statements about their organization. The District Manager/Conservation Planner stated how she knew Director Fay thought by saying that it wasn't a good time for the District, and that we're going through restructuring was the thing to do, but it wasn't the thing to do. It actually made our District look bad.

Director T. Black stated how he's been on the Board for about twenty years and is amazed by the attitude of a couple of the new Directors. It's negative and it isn't moving the District forward.

Director Fay stated how educated her Director Harrison were with Bachelor's or possibly Master's Degrees in wildlife or the environment and how they actually have education and outlook and what a good ink pen is, and how to get projects done.

Director T. Black stated how Director Fay doesn't listen and she can't, because she's always talking. She talks over whomever tries to speak up.

Chair Glover stated that those items are covered. Chair Glover stated how there is a possibility of ethics problems there.

Director Fay said that if there's a problem of ethics that it's something she really wants to talk about as she said she hold that close and dear to her heart.

Director Harrison said she's like to hear from ODA, if they'd like to chime in.

Director Fay said they should totally chime in and that she was totally proud of her comments to the Understory Initiative.

Chair Glover stated that if the Board doesn't agree with Director Fay's propositions coming up if she's still going to hold the District hostage?

Director Harrison said that since the District is ran by a Board, there isn't one person holding it hostage.

Director Fay then said that she needs Chair Glover to tell her what proposition she is making.

Chair Glover stated that it was the propositions Director Fay is planning on making on the upcoming meeting as far as the restructuring and so forth. If that isn't all agreed upon, what happens next?

Director Fay said she thought we were all in agreement at the last meeting that we were in as state of unstableness and that we needed to figure some things out. That's why we agreed upon what we agreed upon back then. This conversation happened after that. There was no official ask of the Board and said she did not deter any action of the Board or the District. She stated how she is a professional in the industry and was asked her professional opinion and she is on the Board and gave her most professional response she could without hurting us as a District. There was no official ask of the Board and only initial conversations that were followed up upon. My propositions were not taken in favor and nobody wanted to hear them. So, she stated she didn't have any propositions.

Director Fay then talked over Chair Glover for a length of time when he tried to speak up.

Chair Glover stated that we still have decided upon bringing the District Manager/Conservation Planner back to full time, which will be important if you're restructuring were to be agreed to.

Director Fay then said we were past that and we were on Roles and Responsibilities of Directors and that she wanted to talk about ethics and to be clear on ethics.

Chair Glover then asked Director Fay what would happen if we don't agree to your restructuring in the future?

Director Fay then said it wasn't just her, that Director Harrison was also on the Board. ODA is on the call, and next time we can bring the Bookkeeper in on the call.

Director Fay said she'd done all that research and she actually has things to show the Board and how she'd love to do that and that she's going to actually send it out this weekend. Whether we have a vote if we're updating it next month or not, she didn't know, but she will send out everything she knows and what the steps are.

## **5. Clarification of the Personnel Management Handbook and SDAO Employee Handbook – Information**

Chair Glover stated as far as he could tell, the SDAO Handbook is to be used as a template and it has all of the current legal information already contained within it that need to be included in it and then we can add to that.

Director Harrison interrupted Chair Glover and declared that ODA District Operations Specialist Nusbaum was helping her and Director Fay with that.

Chair Glover stated he didn't think we needed to create two handbooks.

Director Harrison said they weren't creating two handbooks.

Director Fay said that the two handbooks are actually two different things. There's the Personnel Management Handbook and the Personnel Policy Handbook and said she was looking into doing some research and felt that we needed both.

Chair Glover stated that Director Fay and Director Harrison were supposed to be working on the Policy Handbook, and that's what the SDAO Policy Handbook that can be used as a template.

Director Fay stated that we have the SDAO Employee Handbook and then the District has their own handbook and how she'd like to bring forward the Douglas SWCD Policy Handbook.

The District Manager/Conservation Planner stated how this doesn't have anything to do with ODA. This is the SDAO Personnel Management Handbook template and Special District's puts the template out for the Districts to use and that should be your employee handbook template. Just because it doesn't say "Employee Handbook" employees are personnel.

Director Fay said that we also have Personnel Policies.

The District Manager/Conservation Planner stated those policies will be going into the handbook, but we need to get that main, Personnel Management Handbook having the blanks filled in. You're apparently working on it and the District Manager/Conservation Planner is apparently working on it, and we should be able to combine this stuff up pretty soon.

Director Fay said that when she was reading the SWCD Guidebook they described having a personnel policy and a personnel management handbook.

When the District Manager/Conservation Planner tried to explain, Director Fay talked over her.

Chair Glover asked Director Fay what the difference between the two handbooks were.

Director Fay said that one was specifically for policies where personnel management covers policies and procedures. The management handbook is way more in-depth and has a lot more content and descriptions and way more breakdown, and the personnel policy is way more abbreviated adapted version that's easier to reference policy for personnel, but maybe not all of the procedures that go into like hiring and termination or probation. Ther personnel policy is more user friendly, it's easy, more condensed, while the personnel management handbook covers everything and anything you can think of. Like anything under the sun that could happen. That's the management handbook. Like, what we're actually doing in our District and what we're actually responsible for. The positions plus the policies.

Director Glover stated that we needed the comprehensive Personnel Management Handbook done first. If it is decided we need a condensed handbook that will be decided at a later date.

Director Glover asked ODA SWCD District Operations Specialist Nusbaum if he had anything else to add to this conversation, but then Director Fay went on about how we started working on the personnel management handbook months ago, and she'd be happy to tag-team to get this done, so that in March we would have this done, but that the personnel policy is something different and she'll send an email out and share as a template, that was shared with her, from ODA SWCD District Operations Specialist Nusbaum or someone else through ODA. It's the Douglas SWCD Personnel Policy and it's just a few pages and it just helps to narrow down a few things that are really important for us for our positions and said she'd email that out as well with the other job descriptions she was talking about earlier.

Director Glover asked ODA SWCD Operations Specialist Nusbaum if he wanted to add anything.

ODA SWCD Operations Specialist Nusbaum stated that what he sent out before were just pieces of a personnel policy, but wasn't a complete personnel policy and the best thing to focus on is a complete personnel policy that incorporates all the aspects, that's close to this bigger one that you're talking about. The other important thing besides the personnel policies is how to handle raises, and how benefits occur, holidays, sick leave, vacation accrued, disciplinary action, termination, all the things related to personnel. You need to know how to do performance evaluations. How to manage the entire District is less important, especially with limited time and resources. You probably have good financial policies, because you passed the ones he wrote. Everyone needs job descriptions. One of the issues he just heard, like talking on behalf of the District, and just giving your opinion, as an elected official you can always give your opinion. You can give your opinion, but you can't act on behalf of the District without Board approval to do so. One way you do that is through job descriptions. All this talk about structure, restructuring or not to restructure, that comes out in your job descriptions for both employees and officers. Everyone would like to have three conservation technicians, a manager, etc., but if there aren't the resources, you can't do that, so you have to do it within the ability of the resources you have. He will send all of the templates. He'd be glad to help.

Chair Glover said that all sounds great. What you're saying is that we need the comprehensive policy manual.

ODA SWCD Operations Specialist Nusbaum said there is the management manual for how you run the District and that's a lower priority for you. You have good fiscal policies, and you really need good personnel policies that are very straight forward. You can pull some of those out of the SDAO handbook. It's a pretty huge thing, but it will work, but you need to tweak it to your specific District. That template is made for a District like a

fire district or a huge district, but it is a good template to start. You'll want to tweak it to make sense for a District with one or two employees. For instance, it contains information for unions.

The District Manager/Conservation Planner stated that it has information for forming a union, which is legal information that has to stay in the handbook. The parts that you can change are highlighted so you know which parts you can legally change.

ODA SWCD Operations Specialist Nusbaum requested a copy of it and the District Manager/Conservation Planner said she could send it to him.

Chair Glover stated that the next meeting will be on March 10<sup>th</sup> and will include the NRCS Local Workgroup Meeting as a combined meeting with the SWCD meeting and we'll be having a presentation from ODA for the Ag Channel Maintenance Program and that will be a big thing right there.

Director Fay asked if we need to make a vote for extending next months meeting so we can finalize or make any changes to these policies or job descriptions?

Chair Glover asked what the District Manager/Conservation Planner thought about extending the meeting to be longer.

The District Manager/Conservation Planner stated that it was going to be a very long meeting if we were to extend this meeting out.

Director Fay asked if we needed to have a special meeting.

Director Harrison stated she would not be available for the March 10<sup>th</sup> meeting and requested a special meeting so she could be there to vote on all the chaired items from tonight? That way we don't have one huge long meeting that's just dreadful.

Director Fay said she was good either way.

Chair Glover asked how the District Manager/Conservation Planner felt about this as she is the one being held at part-time.

The District Manager/Conservation Planner stated it simply mattered if everything could get done in such a short timeframe before the special meeting, and that it's really up to the Directors.

Chair Glover stated how it wasn't like part-time could be sustained forever.

Director Harrison suggested March 3<sup>rd</sup> as a date.

Chair Glover set the date of the special meeting for March 3<sup>rd</sup> at 6:30 p.m. to go over these issues.

Director Fay said that she'd have an email out by the end of the week, then changed it to by the end of the day on Monday with the different templates and the job description. All that stuff she was talking about, she'd send that to the group, but she wants to talk to the District Manager/Conservation Planner first.

ODA SWCD Operations Specialist Nusbaum and the District Manager/Conservation Planner let Director Fay know that she should send it out as a blind carbon copy to avoid creating a serial meeting.

Chair Glover adjourned the meeting at 9:14 p.m.

**NEXT MEETING DATE**

The next meeting for the Umpqua Soil and Water Conservation District is scheduled for March 10, 2022 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

June 12, 2025



- OWEB:
  - 2023-2025 District Operations Capacity Grant –
    - 8<sup>th</sup> quarter Capacity Grant reporting due September 29<sup>th</sup>.
    - 2025-2027 District Capacity Grant updated and resubmitted on May 22<sup>nd</sup>.
    - Answered questions about soil testing “program” and created an Excel spreadsheet for the 2023-2025 biennium with information about number of soil tests, where, when, etc. on May 22<sup>nd</sup>.
    - Attended “Successful Grant Writing” webinar on June 9<sup>th</sup>.
    - 2025-2027 ODA AgWQ Support Grant update:
      - We received the evaluation for this grant on June 9<sup>th</sup>. The grant was recommended for funding, but it didn’t rank out high enough to be funded with the limited amount of grant funds that were available through this program. The evaluation contained helpful information and we were invited to apply again for the 2027-2029 biennium.
  - OWEB Small Grants Program:
    - OWEB Small Grants Status:
      - Otter-Baumgartner Ranch Livestock Exclusion – 100% of the funds have been used with the majority going to materials and supplies. The landowner has scheduled the gutter and downspout installation is complete. Livestock exclusion fencing is in-process.
      - Providence Creek Runoff Management – Project is complete. Completion reporting is considered complete. Monitoring reporting due April 2027.
      - Parent Ranch Livestock Exclusion Phase 1 – 90% 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 2024; therefore, the project will be completed Summer 2025.
      - 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 technically 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. Reporting will be done this summer.
      - 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. Currently, the area is too wet to stockpile the gravel. 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.
    - Small Grants Pre-Project Tours –
      - Should plan on another tour late this summer or late fall.
  - OWEB TA Grant:

- Matt Ruwaldt Consulting is beginning the updates for this grant application for resubmission of this grant in this Summer.
- History:
  - Application submitted to OWEB on 04/26/2024. 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.
  - Additionally, Mr. Costa has been in contact with the owner of the Thornton-Oar tidegate and the owner would like to have the tidegate repaired. Mr. Costa’s other neighbor is affected by this tidegate as well and the tidegate is causing excessive flooding in that neighbor’s field, and the overflow is going into some of Mr. Costa’s fields. The tidegate has the potential to undermine Thornton-Oar Lane. This winter the tidegate has become plugged and is causing heavy flooding in Mr. Costa’s neighbor’s field. We are paying attention to this and are hopeful that the OWEB TA grant will be funded this Fall. Will be getting letters of support from Mr. Costa and other landowners, ODA and other organizations.
    - Will be resubmitting this grant in early August.
- Conservation Reserve Enhancement Program (CREP) Technical Assistance Grant:
  - Will be attending webinar to learn about how to apply for this grant on June 17<sup>th</sup>.
  - Tried to set up a consultation meeting, but was told to wait until after the webinar.
- 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. BLM was going through DOGE lay-offs while we were making the adjustments.
  - Working with Courtney Casavan who is the grant management specialist with the Roseburg BLM to get everything ready to move this grant agreement forward in the process as of March 24<sup>th</sup>.
    - Enrollment form for ASAP – Updated SWCD’s information (we have an ASAP account already) on March 28<sup>th</sup>.
    - Created a Grant Solutions account as per Courtney’s instructions on March 28<sup>th</sup>.
      - Was able to login to the new Grant Solutions account as of April 1<sup>st</sup>.
    - Waiting to hear back from Courtney.
  - This should not be affected by the Federal Funding freeze as the funds come from O&C BLM lands (Oregon and California Railroad Revested Lands) Title II funding. But, we shall find out. We have yet to receive an agreement.
- PARTNERSHIPS:
  - Umpqua 7, Coos 4, Mid-Coast 3 OWEB Small Grant Teams –
    - Umpqua 7 –
      - Working with Lee Russell.

- Small Grant Team:
  - We have used all of the funds for the 2023-2025 biennium after the last small grant submission window.
  - Heard that there might be funding of \$20,000 available from OWEB for the leaders of each team? (heard at District Manager’s meeting at CONNECT).
- Mid-Coast 3:
  - All grant funds have been used.
- Coos: No new news.
- Partnership for the Umpqua Rivers –
  - Attended the May 13<sup>th</sup> PUR meeting. Next meeting on June 17<sup>th</sup> in-person in Roseburg.
  - Not sure when tour of Glover site will occur.
  - Glover Lands Estuary Enhancement Project –
    - Working with Mr. Glover on his livestock watering system.
      - Invoices from suppliers for watering system have been submitted to PUR.
- South Coast Tide Gate Collaborative – No new news.
- Tide Gate Affinity Group – No new news.
- Providence Creek Area Updates:
  - Port of Umpqua – Missed the last meeting on May 14<sup>th</sup> as it conflicted with another meeting where Umpqua SWCD was presenting information on tidegates.
    - Providence Creek Tide Gates –
      - What has occurred:
        - 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 12/11/2024.
        - Meeting at the Port with Port Manager Scott Kent, Matt Ruwaldt Consulting, and Don Porior joined us by telephone 12/12/2024.
        - At the 12/18/2024 meeting the Port of Umpqua Commission made a motion to not be involved in tidegate work as they feel that working on the Providence Creek tidegates will make them responsible for all of the tidegates in their entire District. While they had seed funding and we were going to get grants to cover 100% of the project, they backed out.
        - Meeting between SWCD, Port of Umpqua, and Matt Ruwaldt Consulting on 12/23/2024 to figure out what to do at this point.
        - Contacted Business Oregon on 12/23/2024 and found that it is now possible for SWCDs to apply to the Business Oregon Levy Program. We can potentially either transfer the grant from the Port of Umpqua to the SWCD or, according to Becky Bryant with Business Oregon, since the grant was already successful, we can reapply to the program through the SWCD and it will be easy for the new grant to go through, that way we can start over

with a clean, new grant. We will be meeting soon to discuss options on how to save this grant one way or another.

- Don Porior Engineering looked over the title documents regarding the tidegates and found that the Port of Umpqua can work on the tidegates at Providence Creek and are the party responsible for those according to two deeds dating back to the October 1947 Easement Deed and the 1950 Easement Deed to work on the drainages between Hubbard and the US Army Corps of Engineers. Either the SWCD or the Port need to ask the title company to complete the report as we need to find out if there is an easement to access the portion of the property (depending on what the title report indicates) owned by Roseburg Resources. 01/02.
- Port Manager requested Mark Holiday's telephone number. Provided him with telephone number that I have for Mr. Holiday. Port Manager stated he was trying to get ahold of Mr. Holiday to let him know that the Port won't be working on the tidegates. Port Manager said the telephone number he has doesn't work (01/15).
- Matt Ruwaldt Consulting sent an email to Business Oregon requesting information about the awarded Levy Grant as follow-up to Umpqua SWCD's request in December (02/12).
- Met with the Port Manager on March 26<sup>th</sup> to discuss the tidegates.
- Found out for Providence Creek landowner Gerald Parent that Mr. Holiday wants the tidegates replaced. He discussed this with him in early May.
- The Port's lock on the gate to Leeds Island has been removed from the interlocking lock system, early May by the unofficial land manager. The landowner does not have a key to the lock that is on the gate.
- Leeds Island Park and Restoration Project –
  - City Council approved Council Letter 024-036 at the 05/06/2024 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 Leeds 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.
  - It is time to follow-up on this as the cattle are no longer at Leeds Island and it is time to move forward.
  - Met with Matt Ruwaldt Consulting and he will contact Mark Holliday to find out if Mr. Holiday is still interested in selling this property for conservation. If so, we will write up an agreement to this effect so we can secure acquisition grants for this project (02/11).
- Additional Information:

- Bimonthly meetings with Engineer.
- Douglas County –
  - Attended the Douglas County Weed Board meeting on May 22<sup>nd</sup>.
- Douglas Weed Management Area – No new news.
- DEQ Umpqua TMDL Implementation – No new news.
- Elk Creek Watershed Coalition – Attended meeting on May 13<sup>th</sup> in Drain. Next meeting July 8<sup>th</sup>.
- Elkton Community Education Center –
  - Will have a table at the Blooms & Butterflies Celebration on Saturday, June 21<sup>st</sup> in Elkton at the ECEC.
- Forest Service –
  - Tsalila –
    - Planning on have the NRCS Soil Health Trailer at the event this year. Waiting to hear back from Natalie Edward from NRCS to find out if she has approval to attend the 3-day event. Hopefully, all staff will still be available with the whole DOGE thing going on.
    - On April 7<sup>th</sup>, Julia Johanos, Interpretive Specialist with the Forest Service and our contact for the Tsalila Agreement has informed us that our agreement is active and funded through 2027.
    - Diane Novak with the Umpqua Discovery Center is beginning to schedule both the Third and Fourth Grade event.
      - The Third-Grade event is planned for September 23<sup>rd</sup> through 25<sup>th</sup>. Stations: Water Bugs (Bug Zone) – Umpqua SWCD, Fish & Wildlife station, Watershed – Forest Service, Bird Adaptation – Forest Service, Soil Health – NRCS Soil Health Trailer.
      - The Fourth-Grade event is planned for September 30<sup>th</sup> through October 2<sup>nd</sup>. Stations: Every Kid Outdoor – Forest Service, Coos-Lower Umpqua-Siuslaw Band of Indians will have three stations, Tide & Time with the Umpqua Discovery Center.
  - Oregon Central Coast Forest Collaborative –
    - Attended meeting on May 9<sup>th</sup>. Next meeting will be July 11<sup>th</sup>.
- Hydro Breakfast Meeting – Attended meeting on June 5<sup>th</sup>.
- Oregon Association of Conservation Districts (OACD) –
  - Receiving updates from NACD on the Federal Government layoffs and grant funding situation. Forwarding that information onto the SWCD Directors.
- Oregon Conservation Education Association Network (OCEAN) – No new news.
- Oregon Coastal Zone Management Association –
  - Attended Executive Meeting to plan the annual meeting on May 15<sup>th</sup>.
  - Annual Meeting at 11:00 a.m. at the Port of Newport on June 23<sup>rd</sup>. Virtual option also available.
- Oregon State University Extension Service – No new news.
- Oregon Climate and Agriculture Network –
  - The Soil Health Network process is moving forward. They are trying to find funding to support the Soil Health Regional Hubs. Working with Sage Fairman and had a meeting on April 17<sup>th</sup> to discuss the possibility of Umpqua SWCD being the lead for this regions HUB.
  - Received MOU.
- Oregon Dunes Restoration Collaborative –
  - Scotch Broom pull in Winchester Bay will be held at a later date, to be determined.
- Smith/Umpqua/Dunes Stewardship Group – No new news.

- SW Chapter of the Professional Engineers of Oregon –
  - Gave an in-depth presentation about the Glover Estuary Restoration Project on May 21<sup>st</sup> with Susanna Nordhoff at their annual dinner meeting in Coos Bay. Susanna is the Engineer who oversaw some of the project management for the Glover Project when the tidegates were installed by Leo Kuntz with Nahalem Marine.
- Umpqua Oaks Partnership – No new news.
- Umpqua Native Plant Partnership –
  - Planning a meeting with Morgan Fay regarding Glover Project Planting Plan.
- USDA/NRCS –
  - Conservation Planner Level 3 Re-Certification complete as of May 5<sup>th</sup> thanks to a lot of help from Wallace Jennings with NRCS. He was able to get it to go through without accessing AgLearn. According to NRCS, during the current Presidential Administration, I will not be able to gain access to AgLearn or be able to renew my Federal Government ID/LincPass.
- **TECHNICAL ASSISTANCE:**
  - Will be making a site visit to another Elkton/Azaila Drive Vineyard in spring 2025 to obtain soil samples.
  - Soil sample results provided to the 3 Ash Valley landowners where their soil was sampled on March 20<sup>th</sup>.
  - Butler Creek. Provided information to ranch regarding CSP and for FSA Emergency Funding due to March flooding.
  - Working with the Reedsport Community Garden, Reedsport School District, First Interstate Bank, and Chair Baumgartner to revitalize the Community Garden. Provided funding possibility options to the group and soil test results from soil tests taken earlier this year.
  - Possible in-stream work, riparian buffer and grant for project at Wild Azalea Vineyards.
    - Site visit completed on May 25<sup>th</sup> with SWCD Consultant.
    - Meeting with ODFW complete as of May 2<sup>nd</sup>.
    - Will follow-up with site visit with ODFW and landowner in hopes of having the pre-project consultation complete prior to Consultant's return in mid-September.

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.
- 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 summer or fall of 2025.
- Providence Creek – Landowner called about fill and removal, levy repair, fencing, etc. Will follow up in fall of 2025 when Consultant is available.
- Will be writing an AgWQ plan with South Side Smith River landowner to use for the 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, website.



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**Umpqua Soil and Water Conservation District  
District Conservationist Report  
NRCS Waldport Field Office  
May 2025**

**Announcements/Updates:**

- Still awaiting announcement of USDA's reorganization plan

**Meetings/Site Visits:**

- May 5-9 – Waldport Field Office Quality Assurance Review
- May 16 – Site visit for Cultural Resources survey w/ Kevin Sippel (NRCS Archeologist) for High Tunnel EQIP application near Alsea
- May 19 – “Egg to Fry” outreach event organized by ODFW; taught riparian ecology/plant ID station for ~90 3<sup>rd</sup> grade students at Knight Park in Otis
- May 20 – Check-in meeting on HFRP easement near Florence
- May 21 – Site visit w/ LSWCD staff and Kelly Albers (NRCS Basin Engineer) for engineering survey on pasture/riparian restoration EQIP application on the Upper Yaquina near Eddyville
- May 22 - Site visits with Royce Daniels, Sol Ziegert, & Keira Cameron (NRCS Basin easement team) for WRP annual easement reviews at Site 59 (N Fork Siuslaw) and Duncan Island (lower Siuslaw) near Florence
- May 27-30 – Astor Boozer (NRCS Western Regional Conservationist) visiting Waldport Field Office
- May 28 – Site visit w/ NRCS Basin easement team for HFRP annual review near Deadwood
- May 29 – Mtg w/ Tyler Clouse, LSWCD, and Astor Boozer regarding NRCS partnerships and barriers to assistance
- June 2 – Site visit w/ NRCS Basin easement team for HFRP annual review near Florence
- June 4 – NRCS Basin Team meeting, Roseburg
- June 5 – Site visit for EQIP hedgerow certification near Walton (Lane County)
- June 11 – Site visit w/ NRCS Basin easement team for HFRP annual review near Walton
- June 12 – Coastal Native Seed Partnership annual meeting (online)

**PROGRAMS:**

**Environmental Quality Incentive Program (EQIP)**

- FY25 EQIP applications:
  - 8 General EQIP applications pre-approved for Waldport:
    - 3 Forest Management Plan contracts obligated so far
    - Continued planning/contracting for 2 Local Foods apps (Lincoln & Lane), 2 Upper Yaquina Water Quality apps, and 1 Organic Transition Initiative application (Lane)

- Current EQIP contracts
  - Worked with Celeste Lebo, USFWS Partners Biologist, to complete Section 7 ESA consultation on potential effects to marbled murrelet and northern spotted owl habitat for 6 FY24 EQIP forestry projects
  - Completed practice certification on two contracts
  - Completed two contract modifications
  - Reviewed two Forest Management Plans

### **Conservation Stewardship Program (CSP)**

- FY25 CSP Applications – eligibility/ranking deadline is June 6<sup>th</sup>
  - Completed inventory, assessment, & planning for 2 CSP apps (Lincoln & Lane)
- Current CSP Contracts - No activities to report

### **Easement Programs**

- [Agricultural Conservation Easement Program](#) (ACEP) & [Healthy Forests Reserve Program](#) (HFRP)
  - Working with Basin Easement Specialist, Royce Daniels, on planning visits for annual reviews of HFRP and WRP easements



## Memorandum of Understanding

For the Oregon Climate and Agriculture Network's project  
to convene an inclusive, collaborative state-wide soil health network

Between

**Oregon Climate and Agriculture Network**

And

**Umpqua Soil and Water Conservation District**

### 1. Nature and Timeline of Agreement

This Memorandum of Understanding establishes the basis for mutual understanding and cooperation between the Oregon Climate and Agriculture Network (OrCAN), a fiscally sponsored non-profit organization with a state-wide focus and **Umpqua Soil and Water Conservation District (Umpqua SWCD)** regarding collaboration on an inclusive, collaborative state-wide soil health network.

#### Effective Dates

Start date: July 1, 2025

End date: June 30, 2026

### 2. Background and Purpose

The Oregon Climate and Agriculture Network (OrCAN) is convening an inclusive, collaborative statewide [Soil Health Network](#) to promote soil health for climate resilience. The network aims to provide:

- **Resources:** Streamlined, relevant, and accessible tools to support producers in implementing soil health practices
- **Connection:** Opportunities for peer support, inspiration, and learning for producers across their region
- **Capacity:** Building capacity for farm service providers to meet producers' needs
- **Alignment:** Enhancing collaboration and innovation among farm service providers

Regional Hubs will play a key role in the Soil Health Network. These are existing functional institutions providing place-based support tailored to their region. **Umpqua SWCD** has expressed readiness to serve in a Regional Hub Lead role.

The purpose of a Regional Hub is to offer a suite of support so that producers gain the skills, resources, and connections they need to build healthy soils. This may include:

- **Outreach** to producers and farm service providers in their region,
- **Technical assistance** via 1:1 consultation and on-farm education events
- **Information and tools** including access to statewide resources, equipment & soil testing
- **Financial Incentives** such as grants/funding and grant writing support

- **Peer Community** via field days and other in-person regional gatherings where producers and farm service providers can share successes/challenges, support and inspiration
- **Connection/referral** to Auxiliary Support Organizations and statewide resource people

The Soil Health Network is currently in a pilot phase, with Regional Hubs, Auxiliary Support Organizations, and Statewide Resource People piloting the structure across Oregon. Regional Hubs are essential to this learning process and will help identify what works, what’s needed, and what can be improved.

Regional Hubs look different depending on the place and provide services tailored to their region that can address barriers and support implementation of soil health practices on the ground. Regional Hubs may include Soil and Water Conservation Districts, OSU Extension, nonprofit organizations, and other trusted local partners. Our vision is to have hubs in all parts of the state; in the meantime, in this pilot phase, Regional Hubs will likely be located in these regions in Oregon: Central, Northeast, Southeast, Rogue Valley/Southwest, South Coast, South Willamette Valley, and Mid-Willamette Valley & Coast. Gatherings for Regional Hub Leads will convene network leads for connection, alignment, best practices, and identification of training and resource needs, at least annually.

### **3. Umpqua SWCD’s Scope of Work:**

*This scope of work represents a flexible framework for the Regional Hub Lead that can be adapted in partnership with OrCAN to reflect evolving regional context and capacity. As part of a pilot program, we anticipate changes and learning along the way, and invite Regional Hubs to provide feedback and work with OrCAN to adapt to regional needs accordingly.*

*Regional Hub Leads are asked to provide the following deliverables, separated between “core” (baseline commitments) and “as capacity allows” (additional activities to take part in if capacity/resources are available).*

Name of Regional Hub Lead: Rhonda Black

Region served: Mid-Willamette Valley & Coast, specifically district boundaries of Umpqua SWCD (or larger?)

### **Core Responsibilities and Deliverables**

1. Participate in Network capacity building, connection, and evaluation
  - a. Attend the Soil Health Network orientation, annual convenings, and the Regional Hub Lead training series\*
  - b. Participate in quarterly check-ins with OrCAN’s network coordinator
  - c. Complete feedback surveys and reporting for the Soil Health Network
  - d. Optional: Distribute and collect an annual network participant evaluation survey

2. Conduct regional outreach to engage producers interested in maintaining or improving their soil health
  - a. Document outreach activities to producers and farm service providers around soil health
  - b. Track participant details (name, org/farm, acreage, crop type, other demographics if known) of those receiving or providing services and resources for soil health, as capacity allows
3. Provide resources and technical assistance and refer to other support services and resources
  - a. Record technical assistance provided, including hours and examples of assistance provided, as capacity allows
  - b. Document resources shared and referrals made
4. Support soil testing by providing referrals to labs, interpretation of results, and recommended actions
  - a. Track referrals to soil testing labs
  - b. If offering soil testing and interpretation, track number of soil tests conducted and interpreted with recommended actions
5. Identify regional needs, barriers, and success stories and share with OrCAN
  - a. Share any barriers to accessing resources or needs identified by producers and/or farm service providers, and collaborate with OrCAN to advocate for and/or provide requested resources
  - b. Identify and recommend success stories to the Network Coordinator for promotion, including examples of producers implementing soil health practices as a result of technical assistance and resources

\*Training series may cover topics including soil health science, existing resources for soil health, communicating about soil health with producers, and inclusive producer outreach.

### **As Capacity Allows**

6. Support access to financial incentives for soil health
  - a. Help producers access financial support or grant writing assistance, and document instances of grant writing support
  - b. If offering financial incentives, share the opportunities available and number of producers receiving financial support
7. Host and/or support in-person regional gatherings, including producer-to-producer field days, events, and communities of practice
  - a. Document soil health events supported and/or hosted, including attendance and evaluations

### **Reporting**

Regional Hub Leads will be asked to submit a quarterly report in the form of an online survey to track progress and inform shared learning across the network. The survey will be sent at the start of the following quarter and should be completed within 30 days, as feasible. Hubs will report only on the deliverables completed during the previous quarter. The quarterly check-in

with OrCAN's Network Coordinator may be used to review deliverables, discuss challenges and successes, and ask questions.

Reports will include information in the deliverables above as capacity allows, such as the number and type of participants engaged, technical assistance provided (including hours and topics), resources shared or referred, events hosted or supported, and any identified needs, barriers, or success stories from the region.

The information shared in the Regional Hub reports will help OrCAN map the landscape of soil health support across Oregon, identify statewide needs, and inform best practices and strategies to increase implementation of soil health practices. The reported data will also support OrCAN's grant reporting and fundraising efforts to sustain and grow the Soil Health Network. Participant details will be kept confidential, and stories may be shared anonymously unless permission is given to share identifying information.

#### **4. OrCAN's Responsibilities**

*This section outlines OrCAN's responsibilities in coordinating and supporting the Soil Health Network. OrCAN's role may evolve based on network needs, lessons learned, and available capacity. We welcome feedback from Regional Hubs to ensure our support is relevant, responsive, and grounded in the needs of producers statewide.*

*OrCAN's responsibilities are organized below into "core responsibilities" (baseline commitments) and "as capacity allows" (additional support OrCAN will provide if additional funding/resources are secured).*

#### **Core Responsibilities**

1. Coordinate the Soil Health Network
  - a. Establish formal relationships with, and seek funding for/with, network leads
  - b. Convene and support the Network's Steering/Advisory Committee
  - c. Host regular meetings, virtual or in-person, of all Regional Hub Leads
  - d. Provide training for Regional Hub Leads on topics identified by and responsive to Hub needs
  - e. Facilitate and strengthen connection between network leads
2. Create and maintain a user-friendly website for the network
  - a. Host an interactive listing of Regional Hub Leads, Auxiliary Support Organizations, and Statewide resource people
  - b. Share up-to-date statewide resources and funding opportunities
3. Work to ensure the network is accessible
  - a. Offer virtual training on inclusive producer outreach
  - a. Offer materials and resources in multiple languages, when possible
4. Advocate to address systemic barriers and institutionalize support for soil health
  - a. Advocate for, and engage the network in advocating for, streamlined, accessible funding and other resources)

## **As Capacity Allows**

5. Provide additional resources/support to the statewide network and Regional Hubs
  - a. Support producer-to-producer events and communities of practice
  - b. Offer materials and resources in multiple languages
  - c. Provide interpretation and translation services for network events
  - d. Fill gaps in resources identified by producers and farm service providers
  - e. Work to address barriers to access to resources identified by producers and farm service providers via Regional Hubs

## **5. Compensation**

**Umpqua SWCD** agrees to provide the Scope of Work above as in-kind support.

If travel is required for **Umpqua SWCD** to attend in-person Soil Health Network convenings, OrCAN will provide travel reimbursement. OrCAN may have funding available for in person meetings to be made accessible with child care, travel reimbursement, and translation services.

As described in OrCAN's responsibilities, OrCAN is working on securing funding so that Regional Hub Leads can be compensated in the future.

## **6. Contacts**

The primary point of contact for **OrCAN** is:

Sage Fairman, Program Manager  
sage@oregonclimateag.org  
831-454-6480

The primary point of contact for **Umpqua SWCD** is:

Rhonda Black  
rhonda@umpquasoilandwater.com  
541-662-1341

### **On Behalf of OrCAN**

Sage Fairman, Program Manager  
Signature:

### **On Behalf of Umpqua SWCD**

Rhonda Black, District Manager/Conservation Planner

Signature: *insert electronic signature or type your name here*