



**Umpqua Soil and Water Conservation District Meeting**  
June 4, 2026, 5:00 PM

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

<https://meet.goto.com/UmpquaSWCD/umpquasoilwaterconservationdistrictmeeting>

**You can also dial in using your phone.**

Access Code: 872-610-757, United States (Toll Free): [1 866 899 4679](tel:18668994679)

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**CALL TO ORDER**

**FISCAL PROVIDER REPORT**

Tanya Graham – Bookkeeping Updates

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

May 2026

**APPROVAL OF MINUTES**

05/14/2026 Business Meeting

**STAFF REPORTS**

**AGENCY & ORGANIZATION REPORTS**

**DIRECTOR REPORTS**

**BUSINESS ITEMS**

1. Umpqua SWCD Budget – Action Item
2. Fiscal Provider Contract Renewal – Action Item
3. Umpqua SWCD Annual Work Plan – Action Item
4. Director Recruitment & Elections – 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 7, 2026 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, 2026</u>
<b>Current Assets:</b>	
Checking/Savings	
First Community Checking	52,865.51
First Community Savings	68.47
<b>Total Checking/Savings:</b>	<b>52,933.98</b>
<b>Accounts Receivable:</b>	
Accounts Receivable	0.00
<b>Total Accounts Receivable:</b>	<b>0.00</b>
<b>Other Current Assets:</b>	
Prepaid Workers Comp	637.01
Prepaid Insurance	1,303.20
<b>Total Other Current Assets:</b>	<b>1,940.21</b>
<b>Total Assets:</b>	<b>54,874.19</b>
<b>LIABILITIES &amp; EQUITY:</b>	
<b>Liabilities:</b>	
<b>Current Liabilities:</b>	
Paid Time Off Liability	10,499.31
<b>Total Current Liabilities:</b>	<b>10,499.31</b>
<b>Accounts Payable:</b>	
Accounts Payable	0.00
<b>Total Accounts Payable:</b>	<b>0.00</b>
<b>Equity:</b>	
Retained Earnings	15,753.65
Net Income	28,621.23
<b>Total Equity:</b>	<b>44,374.88</b>
<b>Total Liabilities &amp; Equity:</b>	<b>54,874.19</b>

**Net Income**

Income	113,487.59
Expenses	- 84,866.36
<b>Net Income</b>	<b>28,621.23</b>

**Retained Earnings**

<b>Cash at Beginning of Year 7/1/2025</b>	<b>18,308.56</b>
Accounts Receivable Balance 6/30/25	+ 11,969.60
Prepaid Insurance Balance 6/30/25	+ 999.00
Prepaid Workers Comp Balance 6/30/25	+ 1.64
Accrued Wages Balance 6/30/25	- 3,503.95
Paid Time off Liability Balance 6/30/25	- 11,919.95
Accounts Payable Balance 6/30/25	- 101.25
<b>Retained Earnings</b>	<b>15,753.65</b>

**Umpqua Soil and Water Conservation District  
Registers - Accounts Receivable, Accounts Payables  
May 2026**

Date	Num	Name	Account	Grant Name	Original Amount
<b>First Community Checking</b>				<b>Balance as of 5/1/26</b>	<b>53,985.44</b>
5/11/26		Deposit	Grant Funds	07-24-003 Parent Ranch	5,997.60
5/5/26	Auto	QuickBooks Payroll	Processing Fee	25-27 ODA Dist Operations	(1.75)
5/21/26	Auto	QuickBooks Payroll	Processing Fee	25-27 ODA Dist Operations	(1.75)
5/4/26	EFT	Oregon Dept of Revenue	Payroll Taxes - Q2-26	Payroll Fund	(216.97)
5/4/26	EFT	United States Treasury	Payroll Taxes - Q2-26	Payroll Fund	(636.20)
5/20/26	EFT	Oregon Dept of Revenue	Payroll Taxes - Q2-26	Payroll Fund	(222.18)
5/20/26	EFT	United States Treasury	Payroll Taxes - Q2-26	Payroll Fund	(652.06)
5/1/26	Dbt	United States Postal	Postage	25-27 ODA Scope of Work	(22.65)
5/19/26	Dbt	United States Postal	PO Box Rent	25-27 ODA Dist Operations	(152.00)
5/4/26	Auto	Adobe	Subscription - Monthly	25-27 ODA Dist Operations	(19.99)
5/4/26	Auto	Intuit	Monthly Processing Fee	25-27 ODA Dist Operations	(7.00)
5/4/26	Auto	LogMein	Telephone - Monthly	25-27 ODA Dist Operations	(5.00)
5/4/26	Auto	A2Z Mini Storage	Storage Rent	25-27 ODA Dist Operations	(165.00)
5/30/26	Auto	AT&T	Telephone	25-27 ODA Dist Operations	(200.14)
5/17/26	Auto	Turbify	Web Hosting	25-27 ODA Dist Operations	(32.70)
5/6/26	DD	Tanya Graham	Contract Services	25-27 ODA Dist Operations	(50.00)
5/22/26	DD	Tanya Graham	Contract Services	25-27 ODA Dist Operations	(162.50)
5/4/26	1732	Streamline	Web Hosting	25-27 ODA Dist Operations	(139.00)
5/4/26	1733	Oregon Saves	Simple IRA	Payroll Fund	(186.76)
5/20/26	1734	Oregon Saves	Simple IRA	Payroll Fund	(190.82)
5/20/26	1735	Matrix Sciences	Contract Services	25-27 ODA Scope of Work	(174.00)
5/6/26	DD1263	Rhonda Black	Personnel 4/16/26 - 4/30/26	Payroll Fund	(1,938.43)
5/22/26	DD1264	Rhonda Black	Personnel 5/1/26 - 5/15/26	Payroll Fund	(1,940.63)
				<b>Balance as of 5/31/26</b>	<b>52,865.51</b>
<b>First Community Savings</b>				<b>Balance as of 5/1/26</b>	<b>68.47</b>
					<b>0.00</b>
				<b>Balance as of 5/31/26</b>	<b>68.47</b>
<b>Accounts Receivable:</b>					
				<b>Total Funds Submitted for Payment</b>	<b>0.00</b>
<b>Accounts Payable</b>					
				<b>Total Accounts Payable</b>	<b>0.00</b>

**Umpqua Soil and Water Conservation District  
Statement of Activity and Cash Flow Report  
July 1, 2025 through May 31, 2026**

<i>Status</i>	<i>Open</i>	<i>Open</i>	<i>Closed</i>	<i>Closed</i>	<i>Open</i>	<i>Open</i>	<b>General</b>	<i>Monitor</i>	<i>Monitor</i>
<i>Source</i>	<b>General</b>	<b>PTO</b>	<b>ODA</b>	<b>ODA</b>	<b>ODA</b>	<b>ODA</b>	<b>Category</b>	<b>07-22-001</b>	<b>07-22-004</b>
<i>Project</i>	<b>Fund</b>	<b>Reserve</b>	<b>DO 23-25</b>	<b>Website</b>	<b>DO 25-27</b>	<b>SOW 25-27</b>	<b>Subtotal</b>	<b>Prov</b>	<b>Baum</b>
<b>Income</b>									
Grant Funds					30,350.00	70,812.00	<b>101,162.00</b>		
Other Income	250.75						<b>250.75</b>		
<b>Total Income</b>	<b>250.75</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>30,350.00</b>	<b>70,812.00</b>	<b>101,412.75</b>	<b>0.00</b>	<b>0.00</b>
<b>Expense</b>									
Advertising					85.96		<b>85.96</b>		
Bank Fees, Processing	20.00		8.75		106.75		<b>135.50</b>		
<b>Contract Services:</b>									
Fiscal Provider					3,322.09		<b>3,322.09</b>		
General						174.00	<b>174.00</b>		
Dues, Fees and Permits					922.63		<b>922.63</b>		
<b>Insurance:</b>									
General, Workers Comp	61.52		999.00		930.80		<b>1,991.32</b>		
Material and Supplies							<b>0.00</b>		
Office Supplies	1.99				3,013.76	2,332.13	<b>5,347.88</b>		
Postage						818.85	<b>818.85</b>		
<b>Payroll:</b>									
PTO Reserve		(7,972.89)			674.55	5,254.14	<b>(2,044.20)</b>		
Watershed Tech		7,279.00	(181.74)	532.36	5,840.88	41,594.53	<b>55,065.03</b>		
Internet Stipend		55.45	14.61	10.39	16.70	153.00	<b>250.15</b>		
Workers Comp		4.37			16.46	30.97	<b>51.80</b>		
Payroll Taxes		634.07			546.65	3,642.03	<b>4,822.75</b>		
<b>Rent:</b>									
Storage Unit					1,785.00		<b>1,785.00</b>		
PO Box					152.00		<b>152.00</b>		
Tele/Internet/Web Site			5.00	302.95	4,376.40		<b>4,684.35</b>		
Travel/Training					1,327.77	856.46	<b>2,184.23</b>		
<b>Total Expense</b>	<b>83.51</b>	<b>0.00</b>	<b>845.62</b>	<b>845.70</b>	<b>23,118.40</b>	<b>54,856.11</b>	<b>79,749.34</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Ordinary Income</b>	<b>167.24</b>	<b>0.00</b>	<b>(845.62)</b>	<b>(845.70)</b>	<b>7,231.60</b>	<b>15,955.89</b>	<b>21,663.41</b>	<b>0.00</b>	<b>0.00</b>
Admin Income	487.09						<b>487.09</b>		
Admin Expenses							<b>0.00</b>		
<b>Net Other Income</b>	<b>487.09</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>487.09</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Income</b>	<b>654.33</b>	<b>0.00</b>	<b>(845.62)</b>	<b>(845.70)</b>	<b>7,231.60</b>	<b>15,955.89</b>	<b>22,150.50</b>	<b>0.00</b>	<b>0.00</b>
Accounts Receivable							<b>0.00</b>		<b>5,970.40</b>
Prepaid Insurance			999.00		(1,303.20)		<b>(304.20)</b>		
Prepaid Workers Comp	(635.37)						<b>(635.37)</b>		
Accounts Payable			(101.25)				<b>(101.25)</b>		
Paid Time Off Liabilities		(1,420.64)					<b>(1,420.64)</b>		
Year-End Payroll Accruals			(2,110.70)	(1,393.25)			<b>(3,503.95)</b>		
Cash Balance as of 7/1/25	12,867.59	11,919.95	2,058.57	2,238.95	0.00	0.00	<b>29,085.06</b>	200.00	(5,770.40)
Net Cash Increase for Period	<b>18.96</b>	<b>(1,420.64)</b>	<b>(2,058.57)</b>	<b>(2,238.95)</b>	<b>5,928.40</b>	<b>15,955.89</b>	<b>16,185.09</b>	<b>0.00</b>	<b>5,970.40</b>
<b>Cash Balance as of 5/31/26</b>	<b>12,886.55</b>	<b>10,499.31</b>	<b>0.00</b>	<b>0.00</b>	<b>5,928.40</b>	<b>15,955.89</b>	<b>45,270.15</b>	<b>200.00</b>	<b>200.00</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, 2025 through May 31, 2026**

<i>Status</i>	<i>Monitor</i>	<i>Monitor</i>	<i>Open</i>	<i>Closed</i>	<i>Open</i>	<i>Open</i>	<i>Open</i>	<i>Project</i>	
<i>Source</i>	07-24-003	07-24-005	07-24-008	OrCan	PRS	Round	USFS	<i>Category</i>	<i>Combined</i>
<i>Project</i>	Parent R	Elk Ck	Costca	SH	Glover	House	Tsalila 2	<i>Subtotal</i>	<i>TOTAL</i>
<b>Income</b>									
Grant Funds	5,997.60			500.00		1,300.00	4,277.24	12,074.84	113,236.84
Other Income								0.00	250.75
<b>Total Income</b>	<b>5,997.60</b>	<b>0.00</b>	<b>0.00</b>	<b>500.00</b>	<b>0.00</b>	<b>1,300.00</b>	<b>4,277.24</b>	<b>12,074.84</b>	<b>113,487.59</b>
<b>Expense</b>									
Advertising								0.00	85.96
Bank Fees, Processing								0.00	135.50
<b>Contract Services:</b>									
Fiscal Provider								0.00	3,322.09
General	1,103.13							1,103.13	1,277.13
Dues, Fees and Permits								0.00	922.63
<b>Insurance:</b>									
General, Workers Comp								0.00	1,991.32
Material and Supplies	440.00						40.99	480.99	480.99
Office Supplies								0.00	5,347.88
Postage								0.00	818.85
<b>Payroll:</b>									
PTO Reserve	102.86		6.45	27.21	21.60	19.10	146.34	323.56	(1,720.64)
Watershed Tech	919.47		58.00	232.00	174.00	174.00	1,305.00	2,862.47	57,927.50
Internet Stipend	8.84			0.63	1.88	1.38	12.12	24.85	275.00
Workers Comp	0.61		0.03	0.13	0.26	0.10	1.79	2.92	54.72
Payroll Taxes	82.03		5.21	18.73	14.05	15.63	109.95	245.60	5,068.35
<b>Rent:</b>									
Storage Unit								0.00	1,785.00
PO Box								0.00	152.00
Tele/Internet/Web Site								0.00	4,684.35
Travel/Training					14.00		59.50	73.50	2,257.73
<b>Total Expense</b>	<b>2,656.94</b>	<b>0.00</b>	<b>69.69</b>	<b>278.70</b>	<b>225.79</b>	<b>210.21</b>	<b>1,675.69</b>	<b>5,117.02</b>	<b>84,866.36</b>
<b>Net Ordinary Income</b>	<b>3,340.66</b>	<b>0.00</b>	<b>(69.69)</b>	<b>221.30</b>	<b>(225.79)</b>	<b>1,089.79</b>	<b>2,601.55</b>	<b>6,957.82</b>	<b>28,621.23</b>
Admin Income								0.00	487.09
Admin Expenses	(265.79)			(221.30)				(487.09)	(487.09)
<b>Net Other Income</b>	<b>(265.79)</b>	<b>0.00</b>	<b>0.00</b>	<b>(221.30)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(487.09)</b>	<b>0.00</b>
<b>Net Income</b>	<b>3,074.87</b>	<b>0.00</b>	<b>(69.69)</b>	<b>0.00</b>	<b>(225.79)</b>	<b>1,089.79</b>	<b>2,601.55</b>	<b>6,470.73</b>	<b>28,621.23</b>
Accounts Receivable		5,999.20						11,969.60	11,969.60
Prepaid Insurance								0.00	(304.20)
Prepaid Workers Comp								0.00	(635.37)
Accounts Payable								0.00	(101.25)
Paid Time Off Liabilities								0.00	(1,420.64)
Year-End Payroll Accruals								0.00	(3,503.95)
Cash Balance as of 7/1/25	(2,874.87)	(5,799.20)	(221.72)	0.00	3,927.51	0.00	(237.82)	(10,776.50)	18,308.56
<b>Net Cash Increase for Period</b>	<b>3,074.87</b>	<b>5,999.20</b>	<b>(69.69)</b>	<b>0.00</b>	<b>(225.79)</b>	<b>1,089.79</b>	<b>2,601.55</b>	<b>18,440.33</b>	<b>34,625.42</b>
<b>Cash Balance as of 5/31/26</b>	<b>200.00</b>	<b>200.00</b>	<b>(291.41)</b>	<b>0.00</b>	<b>3,701.72</b>	<b>1,089.79</b>	<b>2,363.73</b>	<b>7,663.83</b>	<b>52,933.98</b>

*In Process*

Note: These funds are still in review and subject to change.

**Umpqua Soil and Water Conservation District**  
**Monthly Comparison**  
**2025 - 2026**

	July 2025	August 2025	September 2025	October 2025	November 2025	December 2025	January 2026	February 2026	March 2026	April 2026	May 2026	June 2026	TOTAL
<b>Income</b>													
Grant Funds	0.00	25,290.50	0.00	25,290.50	0.00	500.00	33,201.61	3,663.73	0.00	25,290.50	0.00	0.00	113,236.84
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	120.21	0.00	0.00	68.53	0.00	62.01	0.00	0.00	0.00	250.75
<b>Total Income</b>	<b>0.00</b>	<b>25,290.50</b>	<b>0.00</b>	<b>25,410.71</b>	<b>0.00</b>	<b>500.00</b>	<b>33,270.14</b>	<b>3,663.73</b>	<b>62.01</b>	<b>25,290.50</b>	<b>0.00</b>	<b>0.00</b>	<b>113,487.59</b>
<b>Expense</b>													
Bank Fees, Processing Fee	10.50	10.50	10.50	10.50	10.50	10.50	30.50	10.50	10.50	10.50	10.50	0.00	135.50
<b>Contract Services:</b>													
Fiscal Provider	400.00	600.00	162.50	300.00	225.00	184.59	437.50	250.00	275.00	275.00	212.50	0.00	3,322.09
General	0.00	0.00	0.00	0.00	1,103.13	0.00	0.00	0.00	0.00	0.00	174.00	0.00	1,277.13
Dues, Fees and Permits	250.00	80.00	0.00	0.00	0.00	140.00	103.18	349.45	0.00	0.00	0.00	0.00	922.63
Insurance	166.50	166.50	166.50	166.50	166.50	166.50	247.68	186.16	186.16	186.16	186.16	0.00	1,991.32
Material and Supplies	0.00	40.99	0.00	0.00	440.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	480.99
<b>Office Expenses:</b>													
Advertising	0.00	0.00	0.00	85.96	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	85.96
Office Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	19.99	0.00	0.00	0.00	0.00	19.99
Postage	0.00	0.00	0.00	392.75	0.00	0.00	0.00	0.00	390.00	13.45	22.65	0.00	818.85
Supplies	19.99	916.12	19.99	1,131.99	39.98	19.99	1,716.39	0.00	1,423.46	19.99	19.99	0.00	5,327.89
<b>Payroll:</b>													
PTO Reserve	300.00	(1,057.62)	(676.91)	(654.32)	323.11	(172.11)	(1,173.86)	354.02	597.00	(144.32)	584.37	0.00	(1,720.64)
Watershed Tech	2,813.00	6,380.00	5,147.50	5,191.00	5,191.00	5,118.50	6,322.00	5,524.50	5,292.50	5,553.50	5,394.00	0.00	57,927.50
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	5.08	3.90	3.26	4.23	15.99	3.23	3.71	3.82	3.41	4.43	3.66	0.00	54.72
Payroll Taxes	252.69	571.89	462.05	426.46	419.57	413.51	567.36	496.15	475.44	498.66	484.57	0.00	5,068.35
<b>Rent:</b>													
Storage Unit	160.00	160.00	160.00	160.00	160.00	180.00	145.00	165.00	165.00	165.00	165.00	0.00	1,785.00
PO Box	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	152.00	0.00	152.00
Telephone, Internet, Web Site	693.15	321.20	326.20	326.28	328.30	328.18	334.22	334.12	981.76	334.10	376.84	0.00	4,684.35
Travel/Training	25.90	81.90	19.60	83.30	129.50	42.00	714.18	661.09	105.13	314.65	80.48	0.00	2,257.73
<b>Total Expense</b>	<b>5,121.81</b>	<b>8,300.38</b>	<b>5,826.19</b>	<b>7,649.65</b>	<b>8,577.58</b>	<b>6,459.89</b>	<b>9,472.86</b>	<b>8,379.80</b>	<b>9,930.36</b>	<b>7,256.12</b>	<b>7,891.72</b>	<b>0.00</b>	<b>84,866.36</b>
<b>Net Ordinary Income</b>	<b>(5,121.81)</b>	<b>16,990.12</b>	<b>(5,826.19)</b>	<b>17,761.06</b>	<b>(8,577.58)</b>	<b>(5,959.89)</b>	<b>23,797.28</b>	<b>(4,716.07)</b>	<b>(9,868.35)</b>	<b>18,034.38</b>	<b>(7,891.72)</b>	<b>0.00</b>	<b>28,621.23</b>
Admin Income	0.00	0.00	0.00	0.00	265.79	221.30	0.00	0.00	0.00	0.00	0.00	0.00	487.09
Admin Expenses	0.00	0.00	0.00	0.00	(265.79)	(221.30)	0.00	0.00	0.00	0.00	0.00	0.00	(487.09)
<b>Net Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Income</b>	<b>(5,121.81)</b>	<b>16,990.12</b>	<b>(5,826.19)</b>	<b>17,761.06</b>	<b>(8,577.58)</b>	<b>(5,959.89)</b>	<b>23,797.28</b>	<b>(4,716.07)</b>	<b>(9,868.35)</b>	<b>18,034.38</b>	<b>(7,891.72)</b>	<b>0.00</b>	<b>28,621.23</b>
Accounts Receivable	5,970.40	(19,291.30)	25,290.50	0.00	0.00	0.00	(33,201.61)	27,204.01	0.00	0.00	5,997.60	0.00	11,969.60
Prepaid Insurane	166.50	166.50	166.50	166.50	166.50	166.50	(2,047.84)	186.16	186.16	186.16	186.16	0.00	(304.20)
Prepaid Workers Comp	(672.63)	3.90	3.26	4.23	3.61	3.23	3.71	3.82	3.41	4.43	3.66	0.00	(635.37)
Accounts Payable	(101.25)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(101.25)
Paid Time Off Liabilities	600.00	(1,057.62)	(676.91)	(654.32)	323.11	(172.11)	(1,173.86)	354.02	597.00	(144.32)	584.37	0.00	(1,420.64)
Year-End Payroll Accruals	(3,503.95)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(3,503.95)
Cash Balance as of 7/1/25	18,308.56	15,645.82	12,457.42	31,414.58	48,692.05	40,607.69	34,645.42	22,023.10	45,055.04	35,973.26	54,053.91	52,933.98	18,308.56
Net Cash Increase for Period	(2,662.74)	(3,188.40)	18,957.16	17,277.47	(8,084.36)	(5,962.27)	(12,622.32)	23,031.94	(9,081.78)	18,080.65	(1,119.93)	0.00	34,625.42
<b>Cash Balance as of 5/31/26</b>	<b>15,645.82</b>	<b>12,457.42</b>	<b>31,414.58</b>	<b>48,692.05</b>	<b>40,607.69</b>	<b>34,645.42</b>	<b>22,023.10</b>	<b>45,055.04</b>	<b>35,973.26</b>	<b>54,053.91</b>	<b>52,933.98</b>	<b>52,933.98</b>	<b>52,933.98</b>

**Umpqua Soil and Water Conservation District  
Individual Grant Report  
As of May 31, 2026**

**Report Due Dates Coming up**

Grant	Funds to Prepare Reports	Due Dates	
07-22-001 Providence	200.00	4/8/27	Monitoring
07-22-004 Otter/Baumgartner	200.00	7/31/27	Monitoring
07-24-003 Parent Ranch	200.00	4/20/28	Monitoring
07-24-005 Elk Creek	200.00	7/31/27	Monitoring
07-24-008 Costa Ranch	200.00	12/31/26	Final
USFS Tsalila 2	0.00	4/30/27	Status

**Paid Time Off Hour Balance**

Vacation Time	Staff		
Hours as of 7/1/25	320.25		(Note 1 - Vacation time is paid out upon separation)
Accrued this Fiscal Year	110.00		
Paid Out this Fiscal Year	158.75		
Hours as of 5/31/26	<u>271.50</u> Hours	\$10,054.89	
Personal Time	Staff		
Hours as of 7/1/25	16.25		(Note 2 - Personal Time is not paid out upon separation)
Accrued this Fiscal Year	88.00		
Paid Out this Fiscal Year	92.25		
Hours as of 5/31/26	<u>12.00</u> Hours	\$444.42	
		<u>\$10,499.31</u>	<b>Paid Time Off Liability</b>

**USFS Tsalila 2**

	2025/2026	2024/2025	2023/2024	2022/2023	Total	Budget	Remaining
<b>INCOME</b>							
Grant Funds	4,277.24	3,422.70	1,814.70	1,506.96	11,021.60	15,000.00	3,978.40
<b>Total Income</b>	<u>4,277.24</u>	<u>3,422.70</u>	<u>1,814.70</u>	<u>1,506.96</u>	<u>11,021.60</u>	<u>15,000.00</u>	<u>3,978.40</u>
<b>EXPENSES</b>							
Salary	1,575.20	2,137.06	1,603.66	1,399.00	6,714.92	9,120.00	2,405.08
Travel	59.50	85.09	103.49	69.44	317.52	540.00	222.48
Contract Services	0.00	691.00	0.00	0.00	691.00	2,100.00	1,409.00
Material and Supplies	40.99	653.74	0.00	239.70	934.43	3,240.00	2,305.57
<b>Total Expenses</b>	<u>1,675.69</u>	<u>3,566.89</u>	<u>1,707.15</u>	<u>1,708.14</u>	<u>8,657.87</u>	<u>15,000.00</u>	<u>6,342.13</u>
<b>Net Income</b>	2,601.55						
<b>Cash Flow - Receivables</b>	0.00						
<b>Cash Flow - Payables</b>	0.00						
Cash Balance 7/1/25	(237.82)						
Net Cash	2,601.55						Expires 8/19/2027
Cash Balance 5/31/26	<u>2,363.73</u>						

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

	2025/2026	2024/2025	2023/2024	Total	Budget	Remaining
<b>INCOME</b>						
Contract Income	0.00	0.00	8,469.00	8,469.00	8,469.00	0.00
<b>Total Income</b>	<u>0.00</u>	<u>0.00</u>	<u>8,469.00</u>	<u>8,469.00</u>	<u>8,469.00</u>	<u>0.00</u>
<b>EXPENSES</b>						
Salary, Taxes, WC, Int Stipend	225.79	1,906.10	2,285.96	4,417.85	7,669.00	3,251.15
Indirect Costs	0.00	349.43	0.00	349.43	800.00	450.57
<b>Total Expenses</b>	<u>225.79</u>	<u>2,255.53</u>	<u>2,285.96</u>	<u>4,767.28</u>	<u>8,469.00</u>	<u>3,701.72</u>
<b>Net Income</b>	(225.79)					
<b>Cash Flow - Receivables</b>	0.00					
<b>Cash Flow - Payables</b>	0.00					
Cash Balance 7/1/25	3,927.51					
Net Cash	(225.79)					Expires Open end
Cash Balance 5/31/26	<u>3,701.72</u>					

**Umpqua Soil and Water Conservation District  
Individual Grant Report  
As of May 31, 2026**

**2025-2027 ODA District Operations**

	2025/2026	Total	Budget	Remaining
<b>INCOME</b>				
Grant Funds	30,350.00	30,350.00	60,700.00	30,350.00
<b>Total Income</b>	<b>30,350.00</b>	<b>30,350.00</b>	<b>60,700.00</b>	<b>30,350.00</b>
<b>EXPENSES</b>				
Reserved for 2026/2027	0.00	0.00	30,350.00	30,350.00
Advertising	85.96	85.96	250.00	164.04
Bank and QBs Processing Fees	106.75	106.75	100.00	(6.75)
Contract Services	3,322.09	3,322.09	12,351.00	9,028.91
Dues, Fees and Permits	922.63	922.63	1,025.00	102.37
Insurance	930.80	930.80	2,233.00	1,302.20
Office Supplies	3,013.76	3,013.76	5,350.00	2,336.24
Postage	0.00	0.00	1,250.00	1,250.00
Salary, Taxes, WC, Int Stipend	7,095.24	7,095.24	2,281.00	(4,814.24)
Rent (Storage and PO Box)	1,937.00	1,937.00	1,910.00	(27.00)
Telephone, Internet, Web Site	4,376.40	4,376.40	3,600.00	(776.40)
Travel/Training	1,327.77	1,327.77	0.00	(1,327.77)
<b>Total Expenses</b>	<b>23,118.40</b>	<b>23,118.40</b>	<b>60,700.00</b>	<b>37,581.60</b>
<b>Net Income</b>	<b>7,231.60</b>			
<b>Cash Flow - Receivables</b>	<b>0.00</b>			
<b>Cash Flow - Prepaid Insurance</b>	<b>(1,303.20)</b>			
<b>Cash Balance 7/1/25</b>	<b>0.00</b>			
<b>Net Cash</b>	<b>5,928.40</b>			
<b>Cash Balance 5/31/26</b>	<b>5,928.40</b>			

*Expires 7/31/2027*

**2025 - 2027 ODA Scope of Work Funds**

	2025/2026	Total	Budget	Remaining
<b>INCOME</b>				
Grant Funds	70,812.00	70,812.00	141,624.00	70,812.00
<b>Total Income</b>	<b>70,812.00</b>	<b>70,812.00</b>	<b>141,624.00</b>	<b>70,812.00</b>
<b>EXPENSES</b>				
Reserved for 2026/2027	0.00	0.00	70,812.00	70,812.00
Contract Services	174.00	174.00	0.00	(174.00)
Office Supplies	3,150.98	3,150.98	0.00	(3,150.98)
Conferences, Trainings	0.00	0.00	600.00	600.00
Mileage	856.46	856.46	1,200.00	343.54
Salary, Taxes, WC, Int Stipend	50,674.67	50,674.67	69,012.00	18,337.33
<b>Total Expenses</b>	<b>54,856.11</b>	<b>54,856.11</b>	<b>141,624.00</b>	<b>86,767.89</b>
<b>Net Income</b>	<b>15,955.89</b>			
<b>Cash Flow - Receivables</b>	<b>0.00</b>			
<b>Cash Flow - Payables</b>	<b>0.00</b>			
<b>Cash Balance 7/1/25</b>	<b>0.00</b>			
<b>Net Cash</b>	<b>15,955.89</b>			
<b>Cash Balance 5/31/26</b>	<b>15,955.89</b>			

*Expires 7/31/2027*

**Umpqua Soil and Water Conservation District  
Individual Grant Report  
As of May 31, 2026**

**07-24-008 Costa Ranch Runoff**

	2025/2026	2024/2025	Total	Budget	Remaining
<b>INCOME</b>					
OWEB Funds	0.00	0.00	0.00	15,000.00	15,000.00
<b>Total Income</b>	<b>0.00</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	69.69	34.32	104.01	1,400.00	1,295.99
Other	0.00	170.36	170.36	165.00	(5.36)
Material and Supplies	0.00	0.00	0.00	11,889.00	11,889.00
Travel	0.00	0.00	0.00	0.00	0.00
Indirect Costs	0.00	17.04	17.04	1,346.00	1,328.96
Post-Grant	0.00	0.00	0.00	200.00	200.00
<b>Total Expenses</b>	<b>69.69</b>	<b>221.72</b>	<b>291.41</b>	<b>15,000.00</b>	<b>14,708.59</b>
<b>Net Income</b>	<b>(69.69)</b>				
<b>Cash Flow - Receivables</b>	<b>0.00</b>				
<b>Cash Flow - Payables</b>	<b>0.00</b>				
<b>Cash Balance 7/1/25</b>	<b>(221.72)</b>				
<b>Net Cash</b>	<b>(69.69)</b>				
<b>Cash Balance 5/31/26</b>	<b>(291.41)</b>				

*Expires 11/1/2026*

**BLM L25AC00210 OR/WA SRS Umpqua SWCD Noxious Weed Control**

	2025/2026	Total	Budget	Remaining
<b>INCOME</b>				
Grant Funds	0.00	0.00	24,000.00	24,000.00
<b>Total Income</b>	<b>0.00</b>	<b>0.00</b>	<b>24,000.00</b>	<b>24,000.00</b>
<b>EXPENSES</b>				
Contract Services	0.00	0.00	14,547.00	14,547.00
Material and Supplies	0.00	0.00	2,908.20	2,908.20
Travel	0.00	0.00	4,848.00	4,848.00
Indirect Costs	0.00	0.00	1,696.80	1,696.80
<b>Total Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>24,000.00</b>	<b>24,000.00</b>
<b>Net Income</b>	<b>0.00</b>			
<b>Cash Flow - Receivables</b>	<b>0.00</b>			
<b>Cash Flow - Payables</b>	<b>0.00</b>			
<b>Cash Balance 7/1/25</b>	<b>0.00</b>			
<b>Net Cash</b>	<b>0.00</b>			
<b>Cash Balance 5/31/26</b>	<b>0.00</b>			

*Expires 9/24/2027*

**Roundhouse Foundation**

	2025/2026	Total	Budget	Remaining
<b>INCOME</b>				
Grant Funds	1,300.00	1,300.00	1,300.00	0.00
<b>Total Income</b>	<b>1,300.00</b>	<b>1,300.00</b>	<b>1,300.00</b>	<b>0.00</b>
<b>EXPENSES</b>				
Salary, Taxes, WC, Int Stipend	210.21	210.21	1,150.00	939.79
Indirect Costs	0.00	0.00	150.00	150.00
<b>Total Expenses</b>	<b>210.21</b>	<b>210.21</b>	<b>1,300.00</b>	<b>1,089.79</b>
<b>Net Income</b>	<b>1,089.79</b>			
<b>Cash Flow - Receivables</b>	<b>0.00</b>			
<b>Cash Flow - Payables</b>	<b>0.00</b>			
<b>Cash Balance 7/1/25</b>	<b>0.00</b>			
<b>Net Cash</b>	<b>1,089.79</b>			
<b>Cash Balance 5/31/26</b>	<b>1,089.79</b>			

*Expires 6/30/2026*



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

May 14, 2026

**Directors Present:**

Chair Nathan Baumgartner  
Director Kate Baumgartner  
Director Tom Black

**Staff Present:**

District Manager/Conservation Planner Rhonda Black

**Agencies Present:**

USDA NRCS District Conservationist Bradley Stokes  
ODA Regional Water Quality Specialist Southwest Region Beth Pietrzak  
ODA SWCD Program Lead Karin Stutzman

**Others Present:**

Fiscal Provider Tanya Graham  
Michael (unknown caller)

**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, 2026 (April included the numbers from March as part of the reporting).**

Page 1 - The Balance Sheet. It shows total current assets of \$62,181.54 and total liabilities & Equity of \$62,181.54.

Page 2 - Check Register - General Checking - started the month with \$35,904.79 and ended the month with \$53,985.44. Savings with \$68.47.

Registers - Accounts Receivable, Accounts Payable.

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

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

There are two categories:

1. General Category – Function of the district, what it does, for its primary purpose.

2. Project Program Category – Programs and projects the district is doing/working on that isn't the district's general function, but are added to the district. They aren't capacity building.

Every column represents a funding source and/or grant.

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

So far this year the district has had \$101,412.75 of General income. So far this year the District has had \$71,857.62 of General expenses. The General net income for this year is \$30,042.22 and the General cash balance for this year is \$52,387.68.

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

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

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

Statement of Activity and Cash Flow Report - Total combined Total Income: \$113,487.59 and total combined Expenses: \$36,512.95. Leaving a net income of \$36,512.95 and leaving a combined cash balance of \$54,053.91 (actual cash balance in the bank) which matches your bank balance on page 1. The negative numbers at the bottom of the page represent grants where we need to get reimbursed for those funds. Once the projects are closed, we can get those monies reimbursed to the District.

Page 5 - Monthly Comparison – As of April 30<sup>th</sup> – Income: \$25,290.50 and total expenses: \$7,256.12. Net income of \$18,034.38 and a cash balance of \$54,053.91.

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

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

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

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

### **APPROVAL OF MINUTES**

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

Fiscal Provider Graham exited the meeting at 5:13 p.m.

### **AGENCY & ORGANIZATION REPORTS**

ODA SWCD Program Lead Karin Stutzman:

- Provided information about the CONNECT Conference that occurred in April.

- Provided information about the new AgWQ and OSU agriculture management planning tool which will all be online and will use commonly used language. It will take about a year to get a prototype out for practices and it will help District staff all over the state to have the tool available to them.
- Jill Smedstat with Jackson SWCD and OCEAN will be working on quarterly ag-sharing sessions for technical assistance staff with SWCDs which will be used for onboarding new SWCD staff.

ODA Regional Water Quality Specialist Southwest Region Beth Pietrzak:

- Working with Umpqua SWCD District Manager/Planner with the ODA Scope of Work tasks.
- We now have a six-month reporting period with the most recent period coming up in July.
- Umpqua SWCD District Manager/Planner gave a good presentation at the NRCS Local Work Group Meeting.
- Want to make everyone fully aware of the Umpqua TMDL (Total Maximum Daily Loads for streams) project going on and that input from the community is coming in and appreciated.

USDA NRCS District Conservationist Bradley Stokes:

- Had the NRCS/SWCD Local Work Group Meeting in Reedsport and we had lots of engagement from one landowner.
- We have a more open format with the Conservation Implementation Strategy.
- Not sure what funding pools will look like and will let the SWCD know when we have more information.
- Considering it an overall success at LWG Meeting with the CIS.
- We have 168 applications including 1 beef cattle ranch.
- Farm Bill got approved, but we don't really know what that means.
- It's been a crazy year with a lot of work going on.

## **STAFF REPORT:**

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

*May 14, 2026*

- *OWEB:*
  - *2023-2025 District Operations Capacity Grant –*
    - *OWEB/ODA Capacity Grant Feedback - Multiple Meeting Dates & Times. Important! Information on SWCD Website.*
  - *OWEB Small Grants Program:*
    - *OWEB Small Grants Status:*
      - *Otter-Baumgartner Ranch Livestock Exclusion –*
        - *Monitoring report due July 31, 2027.*
      - *Elk Creek Riparian OWEB Small Grant –*
        - *Monitoring report due July 31, 2027.*
      - *Providence Creek Runoff Management –*
        - *Monitoring reporting due April 8, 2027.*
      - *Parent Ranch Livestock Exclusion Phase 1 –*
        - *Completion reporting done April 15<sup>th</sup> and fully through the process.*
        - *Monitoring reporting due April 20, 2028.*
      - *Costa Ranch Runoff Management –*
        - *Grant approved by OWEB on November 22, 2024 with \$15,000 for gutters, downspouts, drainage line, geotextile fabric, and gravel for the heavy use protection area. In contact with both Mr. Costa and the gravel hauler in an effort to prepare for stockpiling 18 ten-yard loads of*

*gravel for the heavy use area at the barn. Once everything is determined, we can request the 60% OWEB advance to cover the cost of the gravel for this project with implementation to start occurring this summer. Landowner will prepare the site by grading for the heavy use area, trenching and installing the downspout drain lines, installing gutters and downspouts on the barn, and installing the piping for the livestock watering system.*

- *Answered questions and provided information via email, text, and telephone.*
- *End date: November 1, 2026.*
- *Completion reporting due: December 31, 2026.*
- *Workshops/Classes –*
  - *OSU/SWCD Soil Fertility Workshop planned for Saturday, July 18<sup>th</sup> at the Elkton Community Education Center.*
- *OWEB TA Grant:*
  - *Will be resubmitting grant. Possibly breaking it down into smaller, more manageable grants. For instance, one for the Scholfield Creek Head of Tide area (livestock exclusion fencing, riparian plantings, farm bridges, heavy use areas, and the tidegate on Scholfield Creek). Then another, possibly at a much later date, for the fish passage bridges on Providence Creek and Decker Point.*
- *BLM:*
  - *BLM Secure Rural Schools and Community Self-Determination grant, “Umpqua Noxious Weed Control” for both contractor and myself for \$24,000. Will be meeting with the BLM soon to discuss how they would like to see the grant implemented.*
- *PARTNERSHIPS:*
  - *Umpqua 7, Coos 4, Mid-Coast 3 OWEB Small Grant Teams –*
    - *Umpqua 7 –*
      - *Working with Lee Russell with Elk Creek Watershed Coalition.*
        - *Elk Creek Watershed Coalition was recommended for funding for the Team Leader grant of \$20,000 for the biennium. Umpqua SWCD is supposed to be written in on the contracted services line to write brochures and fact sheets for the outreach. We will need an MOU, but do have an updated budget with each of our responsibilities hand-written in, so this is helpful.*
      - *Coos 4 – No new news.*
      - *Mid-Coast 3 – No new news.*
  - *Partnership for the Umpqua Rivers –*
    - *PUR meeting – Next meeting May 19<sup>th</sup>.*
    - *Not sure when public tour of Glover site will occur.*
    - *Glover Lands Estuary Enhancement Project – Landowner working on fencing and watering system installation.*
  - *Providence Creek Area Updates:*
    - *Providence Creek Tide Gates –*
      - *In a holding pattern due to previous Port Commission decision to back out of project.*
      - *Had a meeting with Porior Engineering on December 6<sup>th</sup> who felt that we could get the fish passage plan done while we’re in limbo on the project. We will need to find funding to complete this portion of the project.*

- *Met with Port Manager on December 9<sup>th</sup> and discussed the fish passage plan. Since the MOU is still in place it was decided to go forward with finding funding to get the plan done so we would have some of the groundwork out of the way as the tide gate replacement project still needs to occur. The Port will provide a letter of support, possibly some in-kind match in the form of employee time toward the passage plan. Will contact engineer to follow-up with planning.*
- *Met with Port Manager on January 20<sup>th</sup> to find ways to move forward on project. Found the City Manager had contacted him to encourage movement forward on the project.*
- *Attempted to set up a meet with the Reedsport City Manager, Port of Umpqua Manager, and Don Porior Engineering. We had the Port and the Engineer good with the proposed dates, but the City Manager was not willing to meet until the Port goes through the legal process with the tidegates and levies with Army Corps of Engineers.*
- *Due to that situation with the Port and City, the presentation that the SWCD was going to give to the Port Commission about tidegates on May 20<sup>th</sup> has been postponed.*
- *Met with the Port Manager on April 22<sup>nd</sup> to go over the Army Corps tidegates and levies on the Lower Umpqua and Lower Smith River to provide information about what has been done, what hasn't been done, who the affected landowners are, etc.*
- *Leeds Island Park and Restoration Project* –
  - *No new news. Ruwaldt Consulting was to contact the Reedsport City Manager to set up a meeting to discuss the project, but that has not happened. The SWCD contacted the City Manager and found that, just like the Providence Creek tidegates, it was the same with Leeds Island due to the levy system at Leeds Island.*
  - *A member of the Reedsport Parks and Beautification Committee contacted the landowner and found the landowner is still very interested in working with both the SWCD and City on this project.*
- *Douglas Weed Management Area* – *The April 14<sup>th</sup> meeting was cancelled, but they did put out a short newsletter.*
- *Elk Creek Watershed Coalition* –
  - *Was unable to attend the April and May meetings, but am planning on attending the June 9<sup>th</sup> meeting.*
- *Forest Service* –
  - *Oregon Central Coast Forest Collaborative meeting on May 28<sup>th</sup>.*
- *Hydro Breakfast Meeting* – *Will be presenting at the June 4<sup>th</sup> meeting. Probably about tidegates and small grants.*
- *Oregon Association of Conservation Districts (OACD)* –
  - *Next OACD Personnel Subgroup meeting scheduled virtually for May 18<sup>th</sup>.*
- *Oregon Conservation Education Association Network (OCEAN)* –
  - *Attended CONNECT from March 31<sup>st</sup> through April 2<sup>nd</sup> in Seaside at the Seaside Civic and Convention Center.*
- *Oregon Coastal Zone Management Association* – *Annual meeting scheduled for June 8<sup>th</sup>.*
- *Oregon Climate and Agriculture Network* –
  - *Soil Health Network reporting completed.*

- Oregon DEQ –
  - *Umpqua TMDL Implementation* –
    - *Next meeting scheduled for July 14<sup>th</sup>.*
- Oregon Dunes Restoration Collaborative –
  - *The group is planning activities for 2026.*
- Oregon Soil and Water Conservation Commission –
  - *Umpqua SWCD will host their 2-day meeting on August 18 & 19, 2026 with a tour of the Glover Project on the 18<sup>th</sup> and meeting on the 19<sup>th</sup> at the Port of Umpqua Annex.*
- Smith/Umpqua/Dunes Stewardship Group – *No new news.*
- Umpqua Oaks Partnership – *No new news.*
- Umpqua Native Plant Partnership –
  - *Planning a meeting with Morgan Fay regarding Glover Project Planting Plan.*
- USDA/NRCS –
  - *Assisted NRCS District Conservationist Stokes with the local workgroup meeting held in Reedsport at the Port of Umpqua Annex on May 13<sup>th</sup> from 1:00 p.m. until 3:00 p.m. Gave presentation.*
- **TECHNICAL ASSISTANCE:**
  - *Assisted landowner with soil health resources.*
  - *Site visit to obtain 2 soil samples and sent samples to the lab. Provided results to landowner with additional resources and contacts with OSU and the Agrarian Sharing Network.*
  - *Assisted OSU with soil samples and site visit for olive orchard, apple orchard, and blueberry orchard and sent samples to the lab.*

Ongoing TA:

- Otter Creek OWEB Small Grant –
  - *In-process. AgWQ Farm Conservation Plan completed in December and approved by landowner in January. Follow-up continuing. Grant writing begun.*
- Otter Slough OWEB Small Grant –
  - *In-process. Site visit completed February 4<sup>th</sup>, waiting for more information from landowner to complete the AgWQ Farm Conservation Plan, then the grant will be written. Landowner and SWCD working with NRCS for needed engineering for spring development.*
- Clear Creek OWEB Small Grant –
  - *In-process. Working with landowner. Site visit completed in November with follow-ups with landowner. AgWQ Farm Conservation Plan needs to be written, then the small grant will follow. Second site visit done on April 29<sup>th</sup> as many changes have occurred on the ranch.*
- Oar Creek – *Will need to follow-up with landowner to determine if interested in small grant and to decide details of small grant. AgWQ Farm Conservation Plan needs to be written.*
- Elk Creek Riparian Restoration Projects:
  - *5 properties involved with this project, one of which is already being worked on through a small grant. Hoping to work with the City of Elkton on these projects, which will fit into their DEQ TMDL plan. This is a stretch of Elk Creek within the City limits of Elkton where there is little to no shade on the creek, and the riparian has been invaded by Armenian Blackberry and at least two different kinds of ivy, along with Reed Canary Grass.*
- Providence Creek – *Landowner called about fill and removal, levy repair, fencing, etc. Will follow up. Was planning on going out with consultant, but consultant was not available.*
- Possible in-stream work, riparian buffer and grant for project at Wild Azalea Vineyards.

- *Mailed list of neighboring landowners so contacts can be made for neighbors on Hanes Creek to include them in grant work. ODFW on-board with project. Have not heard back. Followed up in April. Planning additional site visit.*
- *Ruwaldt Consulting – Met with Matt on January 28<sup>th</sup> to go over list of projects that we’ll need to continue to work on and projects to begin working on this winter, but unsure if any deliverables occurred.*
- **ADMINISTRATION:**
  - *Financial documents, statements, timesheets, etc. recorded, filed, and loaded into Google Drive for Fiscal Provider.*
  - *Meeting information provided to Directors, and ODA WQ Specialist & Program Lead.*
  - *Business Meeting notice provided to media, electronic notice list, website.*
  - *Director Elections will be happening soon! Please get ready to prepare your Candidate Packets.*

### **DIRECTOR REPORTS:**

None.

### **BUSINESS ITEMS**

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

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

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

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

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

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

There are two ways to provide your input:

Complete the anonymous [Capacity Grants Survey](#)

The last public listening session will occur on the following date:

- **May 18, 1:00-3:00 pm - Virtual**

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

## **2. Director Recruitment & Elections – Discussion**

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

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

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

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

Discussion about upcoming candidate elections. Information provided to Directors.

## **3. June SWCD Meeting - Discussion**

Discussion commenced regarding changes to Director schedules for June and July of 2026 and it was determined that dates would need to change to accommodate directors:

The June 11<sup>th</sup> meeting will be held on June 4<sup>th</sup> for this year.

The July 9<sup>th</sup> meeting will be held on July 7<sup>th</sup> for this year.

## **FUNDING COMMITTEE**

Reports and follow up to items.

No new news.

The meeting was adjourned by Chair N. Baumgartner at 5:47 p.m.

## **NEXT MEETING DATE**

The next business meeting for the Umpqua Soil and Water Conservation District is scheduled for June 4, 2026 at 5:00 p.m. by Go-To-Meeting teleconference and/or by computer, tablet or smartphone.

Respectfully submitted,

Rhonda Black

District Manager/Conservation Planner

Recorder



Annie Marion  
(541) 563-5627  
anna.marion@usda.gov

**Umpqua Soil and Water Conservation District  
District Conservationist Report  
NRCS Waldport Field Office  
May 2026**

**Announcements:**

- USDA announced Colton L. Buckley as Chief of NRCS starting May 18<sup>th</sup>

**Meetings/Site Visits:**

- April 30 – Annual Local Work Group meeting in Yachats. 13 participants in person and 7 online, good questions and discussion. Notes available [here](#).
- May 6 – Attended OCCEC spring quarter meeting – interesting presentation from Dr. Chris Janousek (OSU) on MAREA project (Mature Restoration Assessment) looking at long-term veg development and blue carbon in restored tidal marshes
- May 8 – Meeting w/ MRT & NRCS Easements Team regarding engineering reviews needed for proposed tidal wetland restoration at Site 59 WRP on the North Fork Siuslaw
- May 18 – Attended kick-off meeting for Alsea Basin Coho Business Plan SAP - Newport
- May 19 – Attended Oregon NRCS mobile tools training Part 1
- May 20 – Western Oregon NRCS Basin Team meeting in Corvallis
- May 21 – Attended National Technical Service Provider 900-series training for NRCS employees – TA funding is available for customers to request a TSP do the design, installation oversight, and/or check-out of NRCS-funded conservation practices
- May 21 – Attended MCWC Tech Team meeting – discussed new projects: Drift Bend Alsea tidal restoration and Beaver Creek (Fruitvale) floodplain restoration
- May 26 – Site visit for TA on small forest property on Yachats River
- May 27 – Lincoln SIA Planning and Engagement meeting (ODA)
- May 29 – Western Oregon NRCS District Conservationists meeting
- June 5 – Site visit for EQIP forest application near Florence
- June 9 – Site visit for EQIP forest/pasture certification near Otis

**PROGRAMS:**

**Regenerative Agriculture Pilot Program (RPP)**

- FY26 EQIP-RPP
  - 3 applications preapproved:
    - 1 pasture IWM/prescribed grazing (Lane)
    - 2 Forest Stand Improvement (Lincoln)
- FY26 CSP-RPP
  - 1 NIPF application preapproved:
    - Forest Stand Improvement (Lane)

### **Environmental Quality Incentive Program (EQIP)**

- FY26 EQIP application assessment/ranking deadline was May 15<sup>th</sup>
  - 7 non-RPP applications preapproved:
    - 4 CCUW Forest (2 Lincoln, 2 Lane)
    - 1 CCUW Water Quality (Lincoln)
    - 1 Siletz NWQI (Lincoln)
    - 1 Forest Management Plan (Lane)
- Current EQIP contracts
  - Completed annual contract reviews for all active contracts

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

- FY26 CSP application assessment/ranking deadline was May 22<sup>nd</sup>
  - 2 NIPF applications preapproved:
    - 1 Lane County (RPP)
    - 1 producer cancelled (opted for EQIP instead)
- Current CSP Contracts
  - Completed annual contract reviews for all active contracts

### **Agricultural Conservation Easement Programs (ACEP)**

- Wetland Reserve Easements (WRE) & Healthy Forests Reserve Program (HFRP)
  - 5/8 Meeting w/ McKenzie River Trust & NRCS Easements Team regarding engineering reviews needed for proposed tidal wetland restoration at Site 59 WRP on the North Fork Siuslaw. Oregon NRCS is requesting assistance from Regional Tech Center engineers with the reviews.
- 2<sup>nd</sup> round sign-ups for Agricultural Land Easements (ALE) – deadline was May 29<sup>th</sup>



June 4, 2026

1. 2026-2027 FY Draft Budget

## **REGULAR BUSINESS**

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### **1. 2026-2027 Fiscal Year Draft Budget – Action Item**

The draft budget will be reviewed and amended in July for the July 7<sup>th</sup> meeting for final approval.

#### **Recommendation:**

**Move to approve the Umpqua Soil and Water Conservation District Fiscal Year Draft Budget.**

**Umpqua SWCD - 2026-2027 Annual Budget**

<b>2026-2027</b>	<b>General Fund</b>	<b>PTO Reserve</b>	<b>ODA DO 25-27</b>	<b>ODA SOW 25-27</b>	<b>General Subtotal</b>	<b>07-22-001 Providence</b>	<b>07-22-004 Baum</b>	<b>07-24-003 Parent R</b>	<b>07-24-005 Elk Ck</b>	<b>07-24-008 Costa</b>	<b>SGT Rev Elk Ck</b>
<b>Carry Frwrd Blnce</b>	12,886.55	10,499.31	5,928.40	15,955.89	<b>45,270.15</b>	200.00	200.00	200.00	200.00	(291.41)	0.00
Income	3,976.33	9,646.56	30,350.00	70,812.00	<b>114,784.89</b>	0.00	0.00	0.00	0.00	15,000.00	10,000.00
<b>Total Beg. Bal and Inc.</b>	16,862.88	20,145.87	36,278.40	86,767.89	<b>160,055.04</b>	200.00	200.00	200.00	200.00	14,708.59	10,000.00
Expenditures	16,862.88	20,145.87	36,278.40	86,767.89	<b>160,055.04</b>	200.00	200.00	200.00	200.00	14,708.59	10,000.00
<b>Ending Cash Blnce</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Admin income	3,976.33				<b>3,976.33</b>						
Grant Funds			30,350.00	70,812.00	<b>101,162.00</b>					15,000.00	10,000.00
Paid Time Off Reserve		9,646.56			<b>9,646.56</b>						
<b>Total Income</b>	<b>3,976.33</b>	<b>9,646.56</b>	<b>30,350.00</b>	<b>70,812.00</b>	<b>114,784.89</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>15,000.00</b>	<b>10,000.00</b>
25/26 Expenses projected			3,220.00	8,066.89	<b>11,286.89</b>						
Reserved for Future Years	16,462.88	17,013.28			<b>33,476.16</b>		200.00	200.00	200.00	200.00	5,000.00
Admin Expense - Transfer to Gen					<b>0.00</b>					1,328.96	500.00
Contingency					<b>0.00</b>						
Contract Services:											
Fiscal Provider - 2 hpw			6,240.00		<b>6,240.00</b>						
Other					<b>0.00</b>						
Material and Supplies					<b>0.00</b>					11,889.00	
Operating Expenses:											
Advertising			125.00		<b>125.00</b>						
Bank Fees	100.00		125.00		<b>225.00</b>						
Dues, Fees and permits			1,500.00		<b>1,500.00</b>						
Insurance	300.00		2,500.00		<b>2,800.00</b>						
Office Supplies			6,500.00		<b>6,500.00</b>						
Postage			1,000.00		<b>1,000.00</b>						
PO Box			200.00		<b>200.00</b>						
Software Subscriptions			2,500.00		<b>2,500.00</b>						
Storage Unit			1,980.00		<b>1,980.00</b>						
Telephone, Web Hosting			4,200.00		<b>4,200.00</b>						
Payroll:											
District Manager - 40 hpw-31 ph		2,480.00	2,256.63	50,972.38	<b>55,709.01</b>	141.55				913.46	3,184.93
Assistant - 16 hpm-20 ph				3,840.00	<b>3,840.00</b>						
Payroll Taxes		246.76	224.53	5,453.83	<b>5,925.12</b>	14.08				90.89	316.90
Workers Comp		1.98	2.17	43.85	<b>48.00</b>	0.14				0.87	3.05
Paid Time Off Accruals			337.60	7,996.77	<b>8,334.37</b>	21.18				136.66	476.48
Internet Stipend		11.54	10.50	237.14	<b>259.18</b>	0.66				4.25	14.82
Health Insurance		392.31	356.97	8,063.25	<b>8,812.53</b>	22.39				144.50	503.82
Travel and Trainings			3,000.00	2,093.78	<b>5,093.78</b>						
<b>Total Expenses</b>	<b>16,862.88</b>	<b>20,145.87</b>	<b>36,278.40</b>	<b>86,767.89</b>	<b>160,055.04</b>	<b>200.00</b>	<b>200.00</b>	<b>200.00</b>	<b>200.00</b>	<b>14,708.59</b>	<b>10,000.00</b>
			<i>7/31/27</i>	<i>7/31/27</i>		<i>4/8/27</i>	<i>7/31/27</i>	<i>4/20/28</i>	<i>7/31/27</i>	<i>11/1/26</i>	<i>6/30/28</i>

**Need MOU**

**Umpqua SWCD - 2026-2027 Annual Budget**

<b>2026-2027</b>	<b>BLM Weeds</b>	<b>PUR Glover</b>	<b>Round House</b>	<b>USFS Tsalila</b>	<b>Project Subtotal</b>	<b>Secured Combined Total</b>
<b>Carry Frwrd Blnce</b>	0.00	3,701.72	1,089.79	2,363.73	7,663.83	52,933.98
Income	24,000.00	0.00	0.00	3,978.40	52,978.40	167,763.29
<b>Total Beg. Bal and Inc.</b>	24,000.00	3,701.72	1,089.79	6,342.13	60,642.23	220,697.27
Expenditures	24,000.00	3,701.72	1,089.79	6,342.13	60,642.23	220,697.27
<b>Ending Cash Blnce</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Admin income					0.00	3,976.33
Grant Funds	24,000.00			3,978.40	52,978.40	154,140.40
Paid Time Off Reserve					0.00	9,646.56
<b>Total Income</b>	<b>24,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,978.40</b>	<b>52,978.40</b>	<b>167,763.29</b>
25/26 Expenses projected					0.00	11,286.89
Reserved for Future Years				910.00	6,710.00	40,186.16
Admin Expense - Transfer to Gen	1,696.80	450.57			3,976.33	3,976.33
Contingency					0.00	0.00
Contract Services:						
Fiscal Provider - 2 hpw					0.00	6,240.00
Other	14,547.00			1,207.00	15,754.00	15,754.00
Material and Supplies	2,908.20			1,974.13	16,771.33	16,771.33
Operating Expenses:						
Advertising					0.00	125.00
Bank Fees					0.00	225.00
Dues, Fees and permits					0.00	1,500.00
Insurance					0.00	2,800.00
Office Supplies					0.00	6,500.00
Postage					0.00	1,000.00
PO Box					0.00	200.00
Software Subscriptions					0.00	2,500.00
Storage Unit					0.00	1,980.00
Telephone, Web Hosting					0.00	4,200.00
Payroll:						
District Manager - 40 hpw-31 ph		2,301.04	771.31	1,458.70	8,770.99	64,480.00
Assistant - 16 hpm-20 ph					0.00	3,840.00
Payroll Taxes		228.95	76.75	145.14	872.71	6,797.83
Workers Comp		2.20	0.74	1.39	8.39	56.39
Paid Time Off Accruals		344.25	115.39	218.23	1,312.19	9,646.56
Internet Stipend		10.71	3.59	6.79	40.82	300.00
Health Insurance		364.00	122.01	230.75	1,387.47	10,200.00
Travel and Trainings	4,848.00			190.00	5,038.00	10,131.78
<b>Total Expenses</b>	<b>24,000.00</b>	<b>3,701.72</b>	<b>1,089.79</b>	<b>6,342.13</b>	<b>60,642.23</b>	<b>220,697.27</b>
	<i>9/24/27</i>	<i>6/30/27</i>	<i>6/30/27</i>	<i>8/19/27</i>		

**Umpqua SWCD - 2026-2027 Annual Budget**

**Planned Grants**

<b>2026-2027</b>	<b>Otter Slough OWEB SG</b>	<b>Otter Creek OWEB SG</b>	<b>Clear Ck OWEB SG</b>	<b>Scholfield Ck OWEB - TA</b>	<b>Planned Total</b>
<b>Carry Frwrd Blnce</b>	0.00	0.00	0.00	0.00	<b>0.00</b>
Income	20,000.00	18,000.00	20,000.00	80,000.00	<b>138,000.00</b>
<b>Total Beg. Bal and Inc.</b>	20,000.00	18,000.00	20,000.00	80,000.00	<b>138,000.00</b>
Expenditures	20,000.00	18,000.00	20,000.00	80,000.00	<b>138,000.00</b>
<b>Ending Cash Blnce</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Admin income					<b>0.00</b>
Grant Funds	20,000.00	18,000.00	20,000.00	80,000.00	<b>138,000.00</b>
Paid Time Off Reserve					<b>0.00</b>
<b>Total Income</b>	<b>20,000.00</b>	<b>18,000.00</b>	<b>20,000.00</b>	<b>80,000.00</b>	<b>138,000.00</b>
25/26 Expenses projected					<b>0.00</b>
Reserved for Future Years	20,000.00	18,000.00	20,000.00	80,000.00	<b>138,000.00</b>
Admin Expense - Transfer to Gen					<b>0.00</b>
Contingency					<b>0.00</b>
Contract Services:					
Fiscal Provider - 2 hpw					<b>0.00</b>
Other					<b>0.00</b>
Material and Supplies					<b>0.00</b>
Operating Expenses:					
Advertising					<b>0.00</b>
Bank Fees					<b>0.00</b>
Dues, Fees and permits					<b>0.00</b>
Insurance					<b>0.00</b>
Office Supplies					<b>0.00</b>
Postage					<b>0.00</b>
PO Box					<b>0.00</b>
Software Subscriptions					<b>0.00</b>
Storage Unit					<b>0.00</b>
Telephone, Web Hosting					<b>0.00</b>
Payroll:					
District Manager - 40 hpw-31 ph					<b>0.00</b>
Assistant - 16 hpm-20 ph					<b>0.00</b>
Payroll Taxes					<b>0.00</b>
Workers Comp					<b>0.00</b>
Paid Time Off Accruals					<b>0.00</b>
Internet Stipend					<b>0.00</b>
Health Insurance					<b>0.00</b>
Travel and Trainings					<b>0.00</b>
<b>Total Expenses</b>	<b>20,000.00</b>	<b>18,000.00</b>	<b>20,000.00</b>	<b>80,000.00</b>	<b>138,000.00</b>

June 4, 2026

2. 2026-2027 Fiscal Provider Contract Renewal

## **REGULAR BUSINESS**

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### **2. 2026-2027 Fiscal Provider Contract Renewal – Action Item**

Increase of \$10 per hour, but still below the average industry standard. We receive outstanding bookkeeping services from our Fiscal Provider.

#### **Recommendation:**

**Move to approve the updated Fiscal Provider Contract to continue to retain Tanya Graham as the Umpqua SWCD bookkeeper for Fiscal Year 2026-2027.**

**From:** [Tanya Graham](#)  
**To:** [Tanya Graham](#)  
**Bcc:** [rhonda@umpquasoilandwater.com](mailto:rhonda@umpquasoilandwater.com)  
**Subject:** Rate Increase  
**Date:** Wednesday, May 06, 2026 10:03:19 AM

---

Dear Clients,

As I finalize the budgets and begin my analysis, I am also reviewing my current business rates.

Over the past few years, the complexity of serving Districts and Councils has increased significantly. Key factors include:

1. Additional grant reporting and audit requirements.
2. Reaching single federal audit levels.
3. An increase in the volume and dollar amount of grants awarded.
4. Higher transaction volumes.
5. Increased staffing levels, which have expanded payroll processing.
6. Rising costs for software and equipment.
7. An increase in necessary consulting time with staff and Directors.

Due to these increased demands and operating costs, my rate will increase to \$60.00 per hour effective July 1, 2026. While I understand this is a notable change, this rate remains below the industry standard.

If you have any questions or concerns, please don't hesitate to reach out.

Best regards,

--

Tanya Graham  
Fiscal Provider  
541-270-0022

## **FISCAL SERVICES AGREEMENT**

### **CLIENT**

Umpqua Soil and Water Conservation  
District – Rhonda Black  
PO Box 415  
Reedsport, OR 97467

### **CONTRACTOR**

Graham Financial Services, LLC  
Tanya Graham  
967 176<sup>th</sup> Street  
Hammond, WI 54105

### **BACKGROUND**

- The Contractor is a Bookkeeper and Financial Manager that provides fiscal services to various nonprofit organizations as well as local government entities that operate as Special Districts.
- The Contractor is agreeable to providing such services to the Client on the terms and conditions set out in this Agreement.

**IN CONSIDERATION OF** the matters described above and of the mutual benefits and obligations set forth in this Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the Client and Contractor (individually the “Party” and collectively the “Parties” to this Agreement) agree as follows:

### **SERVICES PROVIDED**

1. Payroll Services
2. Accounts Payable Services
3. Accounts Receivable Services
4. Financial Statement Services
5. Budgetary Services
6. Financial Reporting to Grantor’s Services
7. Annual Audit and/or Audit Review Preparation Services
8. Management Consulting upon Request
9. Review and/or Rebuild QuickBooks file for Streamlining Financial Reporting and Financial Statements
10. Correct, Modify and/or update Financial reports to Grantor’s

**Attachment 1 – Detailed description of services 1-10**

### **TERM OF AGREEMENT**

- The term of this Agreement (the “Term”) will begin on **July 1, 2026** and will remain in full force and effect until the completion of the Services, subject to earlier termination as provided in this Agreement. The Term may be extended with the written consent of the Parties.

## **TERMINATION:**

Either party, by written notice, may cancel the whole or any part of the fiscal services agreement:

- If contractor fails to provide the services required by the fiscal services agreement within the time specified or fails to perform any other provision of this agreement; and
- If contractor, after receipt of written notice from the client fails to correct such failures within the number of days specified in the written notice.
- If the client fails to provide accurate information to the contractor.
- If the client fails to provide the contractor with various account information that will be needed to provide the agreed upon services.
- If the client fails to provide regularly requested information within the time specified per request.
- If the client, after receipt of written notice from the contractor, fails to correct such failures within the number of days specified in the written notice.

The rights and remedies of the CLIENT and CONTRACTOR provided in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law or specified in the fiscal services agreement.

## **PERFORMANCE**

- The Parties agree to do everything necessary to ensure that the terms of this Agreement take effect.
- The Client agrees to provide accurate information in a timely manner to ensure Contractor can provide the services agreed upon.

## **COMPENSATION**

- The Contractor will charge the Client a rate of **\$ 60.00** per hour for these Services (the "Compensation"). The rate will be reviewed on a semi-annual basis and may be modified. A modification will only occur if both parties are in agreement. At which time a new contract will be signed.
- The Client will be invoiced **\$ 0.00** for a retainer fee and once those funds are exhausted the Client will then be invoiced on a bimonthly basis. If the original retainer fee is not exhausted by the end of this Agreement the balance of the retainer fee will be returned.
- Invoices submitted by the Contractor to the Client are due within 15 days of receipt.
- In the event that this Agreement is terminated by the Client prior to completion of the Services but where the Services have been partially performed, the Contractor will be entitled to the service hours provided to the date of termination provided that there has been no breach of contract on the part of the Contractor.

## **REIMBURSEMENT OF EXPENSES**

- The Contractor will be reimbursed from time to time for reasonable and necessary expenses incurred by the Contractor in connection with providing the Services.
- All expenses must be pre-approved by the Client.

## **CONFIDENTIALITY**

- Confidential information (the “Confidential Information”) refers to any data or information relating to the Client, whether business or personal, which would reasonably be considered to be private or proprietary to the Client and that is not generally known and where the release of that Confidential Information could reasonably be expected to cause harm to the Client.
- The Contractor agrees that they will not disclose, divulge, reveal, report or use, for any purpose, any Confidential Information which the Contractor has obtained, except as authorized by the Client or as required by law. The obligations of confidentiality will apply during the Term and will survive indefinitely upon termination of the Agreement.
- All written and oral information and material disclosed or provided by the Client to the Contractor under this Agreement is Confidential Information regardless of whether it was provided before or after the date of the Agreement or how it was provided to the Contractor.

## **RETURN OF PROPERTY**

- Upon the expiration or termination this Agreement, the Contractor will return to the Client any property, documentation, records, or Confidential Information which is the property of the Client

## **CAPACITY/INDEPENDENT CONTRACTOR**

- In providing the Services under this Agreement, it is expressly agreed that the Contractor is acting as an independent contractor and not as an employee. The Contractor and the Client acknowledge that this agreement does not create a partnership or joint venture between them, and is exclusively a contract for service. The Client is not required to pay, or make any contributions to, any social security, local, state or federal tax, unemployment compensation, insurance premium, pension or any other employee benefit for the Contractor during the Term. The Contractor is responsible for paying, and complying with reporting requirements for, all local, state and federal taxes related to payments made to the Contractor under this Agreement.

## **RIGHTS OF SUBSTITUTION**

- Except as otherwise provided in this Agreement, the Contractor may, at the Contractor’s absolute discretion, engage a third-party sub-contractor to perform some or all of the obligations of the Contractor under this Agreement and the Client will not hire or engage any third parties to assist with the provision of the Services.
- In the event that the Contractor hires a sub-contractor:
  - The Contractor will pay the sub-contractor for its services and the Compensation will remain payable by the Client to the Contractor.
  - For the purposes of the indemnification clause of this Agreement, the sub-contractor is an agent of the Contractor.

## **AUTONOMY**

- Except as otherwise provided in this Agreement, the Contractor will have full control over working time, methods, and decision making in relation to provision of the Services in accordance with the Agreement. The Contractor will work autonomously and not at the Direction of the Client. However, the Contractor will be responsive to the reasonable needs and concerns of the Client.

## **EQUIPMENT**

- Except as otherwise provided in this Agreement, the Contractor will provide at the Contractor's own expense, any and all equipment necessary to deliver the Services in accordance with the Agreement.

## **NO EXCLUSIVITY**

- The Parties acknowledge that this Agreement is non-exclusive and that either Party will be free, during and after the Term, to engage or contract with third parties for the provision of services similar to the Services.

## **NOTICE**

- All notices, requests, demands or other communications required or permitted by the terms of this Agreement will be given in writing and delivered to the Parties at the following addresses:

- a) Tanya Graham  
967 176<sup>th</sup> Street  
Hammond, WI 54015  
541-270-0022  
tanyaxgraham@gmail.com
  
- b) Rhonda Black  
PO Box 415  
Reedsport, OR 97467  
541-662-0676  
rhonda@umpquasoilandwater.com

## **INDEMNIFICATION**

- Except to the extent paid in settlement from any applicable insurance policies, and to the extent permitted by applicable law, each Party agrees to indemnify and hold harmless the other Party, and its respective affiliates, officers, agents, employees and permitted successors and assigns against any and all claims, losses, damages. Liabilities, penalties, punitive damages, expenses, reasonable legal fees and costs of any kind or amount whatsoever, which result from or arise out of any act or omission of the indemnifying party, its respective affiliates, officers, agents, employees and permitted successors and assigns that occurs in connection with this Agreement. This indemnification will survive the termination of this Agreement.

## **MODIFICATION OF AGREEMENT**

- Any amendment or modification of this Agreement or additional obligation assumed by either Party connection with this Agreement will only be binding if evidenced in writing signed by each Party or an authorized representative of each Party.

**TIME OF THE ESSENCE**

- Time of the essence in this Agreement. No extension or variation of the Agreement will operate as a waiver of this provision.

**ASSIGNMENT**

- The Contractor will not voluntarily, or by operation of law, assign or otherwise transfer its obligations under this Agreement without the prior written consent of the Client.

**ENTIRE AGREEMENT**

- It is agreed that there is no representation, warranty, collateral agreement or condition affecting this Agreement except as expressly provided in this Agreement.

**ENUREMENT**

- This Agreement will enure to the benefit of and be binding on the Parties and their respective administrators and permitted successors and assigns.

**SEVERABILITY**

- In the event that any of the provisions of this Agreement are held to be invalid or unenforceable in whole or in part, all other provisions will nevertheless continue to be valid and enforceable with the invalid or unenforceable parts severed from the remainder of the Agreement.

**WAIVER**

- The waiver by either Party of a breach, default, delay or omission of any of the provisions of this Agreement by the other Party will not be construed as a waiver of any subsequent breach of the same or other provisions.

IN WITNESS WHEREOF the Parties have duly affixed their signatures on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Client:

\_\_\_\_\_  
Rhonda Black

Contractor:

\_\_\_\_\_  
*Tanya Graham*  
Tanya Graham

# ATTACHMENT 1

## **Regular Services Provided**

1. Payroll Services
  - Monthly and Semimonthly payroll
  - Payroll Tax Deposits to State and Federal Agencies
  - Quarterly Payroll Reporting to State and Federal Agencies
  - Annual Payroll Reporting to State and Federal Agencies
  - Year-end Payroll Reporting (W-2s and 1099s)
  - New Employee Set-up
2. Accounts Payable
  - Monthly and/or Semimonthly processing
3. Accounts Receivable
  - Grant Requests
  - Invoicing
4. Financial Statements
  - Monthly and/or Quarterly
  - Bank Reconciliations
  - Monthly Board Meeting Presentation and Q&A upon request of the client
5. Budgets
  - Annual Budget Development
  - Monthly and Semimonthly reviews
  - Grant Application budget reviews
  - Grant Agreement Budget Amendments as needed
  - Contract and Agreement Budget Reviews
6. Financial Reporting to Grantor's
  - Various Government
  - Various Foundations
7. Annual Audit Preparation and/or Tax Return Preparation
  - Works Directly with the CPA providing information as needed
  - Acts as a Liaison between client and CPA
8. Management Consulting as requested and/or needed

## **Special Services Provided**

9. Review and/or Rebuild QuickBooks file for Streamlining Financial Reporting and Financial Statements
10. Correct, Modify and/or Update Financial Reports to Grantor's

June 4, 2026

3. 2026-2027 Annual Work Plan

## **REGULAR BUSINESS**

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### **3. 2026-2027 Umpqua SWCD Annual Work Plan – Action Item**

The annual work plan is similar to last year's work plan. Goal 9 was updated by removing "working with OACD" for creating the work plan and changed to indicate that the work plan would be updated regularly as needed.

#### **Recommendation:**

**Move to approve the 2026-2027 Umpqua Soil and Water Conservation District Annual Work Plan.**



## Annual Work Plan 2026 – 2027

**Goal One:** The Umpqua Soil and Water Conservation District will assist landowners/manager in the wise use and protection of their natural resources.

- A. The Umpqua Soil and Water Conservation District will assist landowners/managers to improve and manage cropland, woodland, pastureland, urban, and wildlife land.
1. District will develop resource management plans for livestock operations, pastureland, forests, cropland, urban and wildlife lands.
  2. District will assist landowners/managers in application of conservation practices.
  3. District will monitor the effectiveness of applied practices.
  4. District will provide information and technical support for pasture, forest, cropland, and wildlife management.
  5. District will provide information and technical support for weed management in cooperation with appropriate agencies.
- B. The Umpqua Soil and Water Conservation District will implement programs that reduce point/non-point source pollution.
1. District will assist landowners/managers with water quality plans and to provide outreach and Technical Assistance through natural resource conservation programs.
  2. District, Oregon Department of Agriculture (ODA) and Natural Resource Conservation Service (NRCS) will assist landowners/managers in solving identified pollution problems.
  3. District will assist landowners/managers in design and construction of controlled livestock access and crossings in streams, livestock exclusion fencing, off-stream watering, heavy use areas, etc.
- C. The Umpqua Soil and Water Conservation District will work to improve water quality, quantity, and use.
1. District will help landowners/managers improve irrigation water management.
  2. District will assist landowners/managers in the water rights application process.
  3. District with the assistance of agency engineers will design spring developments and watering systems for livestock and wildlife use.
  4. District will encourage and plan the proper use of riparian and upland areas.

**Goal Two:** The Umpqua Soil and Water Conservation District will continue its community outreach and educational programs.

- A. District will present a natural resource station at the Tsalila Education Days in Reedsport for Oregon schools.
- B. District will present information to public at local events such as Blooms & Butterflies Celebration, Earth Day, Umpqua Tree School, etc.
- C. District will write and produce newsletters.
- D. District will develop outreach materials and press releases to identify water quality concerns.
- E. District will develop brochures and fact sheets and update current brochures and fact sheets.
- F. District will maintain a website and/or other social media.

**Goal Three:** The Umpqua Soil and Water Conservation District will identify areas within the District that would benefit from conservation projects.

- A. The District will prioritize areas of concern using data collected in the District's monitoring program in conjunction with input from the general public, from local representatives from Oregon Department of Agriculture, Department of Environmental Quality, Oregon Department of Fish and Wildlife, Natural Resources Conservation Service, Bureau of Land Management, Forest Service, National Marine Fisheries Service, the Partnership for the Umpqua Rivers, and Smith River and Elk Creek Watershed Councils, Port of Umpqua, City of Reedsport, City of Elkton, and others.
- B. District will coordinate prioritized areas of concern with the 303(d) listed stream segments and salmonid core areas within the District.
- C. District will continue to make noxious weed control and management a priority and explore all methods of control to ensure best management practices.
- D. District will identify, monitor, and inventory culverts and tidegates within the District looking for replacement/restoration options when needed/requested.
- E. District will assist with data collection processed by DEQ and ODFW to ensure accuracy and adequate attention to landowner/manager knowledge and experience of streams and watersheds within the District.

**Goal Four:** The Umpqua Soil and Water Conservation District will use all tools and methods available to increase the amount and quality of Coho and Chinook Salmon, Steelhead and Cutthroat Trout spawning and rearing areas in the waters of the District.

- A. District will work to develop effective relationships with agencies and organizations to ensure progress towards increasing the amount and quality of District fisheries.
- B. District will seek funding to increase and improve Salmonid habitat.
- C. District will identify, prioritize tide gates for improved fish passage, to increase habitat within stream and tidal channels, and work with landowners to increase awareness.
- D. The District will be the lead agency for the Umpqua Estuary Restoration Partnership which serves as an advisory group to the local conservation partners in the tidegate effort.
- E. Apply for restoration grants that improve habitat and water quality.

**Goal Five:** The Umpqua Soil and Water Conservation District will provide technical assistance using Coordinated Resource Management Planning with natural resource management agencies.

- A. District will provide natural resource management assistance to Douglas County and the State of Oregon.
  - 1. District will review and comment on subdivision permits applications.
  - 2. District will provide wetland and soils information to departments and landowners/managers as requested.
  - 3. District will review removal/fill and wetland mitigation permits.
- B. District will continue working on state and federal conservation programs.

**Goal Six:** The Umpqua Soil and Water Conservation District will monitor the effectiveness of conservation practices projects within the District.

- A. District will provide soil analysis to landowners/managers in the District.
- B. District will photo monitor conservation projects as per grant agreements.
- C. District will incorporate monitoring data from other agencies and organizations in annual monitoring reports.

**Goal Seven:** The Umpqua Soil and Water Conservation District will continue to work with other management agencies and continue to train employees in natural resource conservation.

- A. In an effort to network with the following Coordinated Resource Management Planning Organizations, District employees and/or Directors will attend as many meetings as schedules allow:
  - 1. Local Advisory Committee for the Umpqua Basin Agricultural Water Quality Management Area Plan
  - 2. Douglas Soil and Water Conservation District
  - 3. Southwest Oregon Basin Team
  - 4. Smith River Watershed Council
  - 5. Partnership for the Umpqua Rivers
  - 6. Natural Resources Conservation Service
  - 7. Oregon Association of Conservation Districts
  - 8. Oregon Department of Agriculture
  - 9. Oregon Coastal Zone Management Association
  - 10. State Tide Gate Partnership
  - 11. All other organizations pertaining to natural resource conservation.
  
- B. District employees and Directors will attend classes and workshops to increase knowledge on natural resource issues.
  - 1. At least one District employee will attend conservation planning course provided by NRCS.
  - 2. All full-time District employees will attend CONNECT or similar training.
  - 3. Other courses pertaining to natural resource conservation.

**Goal Eight:** The Umpqua Soil and Water Conservation District will act as the Oregon Department of Agriculture’s Local Management Agency to implement the Umpqua Basin Agricultural Water Quality Management Area Rules.

- A. District will conduct a public information program for agricultural and rural land users to implement the area plan.
  - 1. Informational meetings.
  - 2. Speak at organized event.
  - 3. Develop workshops designed to focus on livestock health and maintenance in conjunction with water quality.
  
- B. District will be available for assistance to landowners that are determined by the Oregon Department of Agriculture to be out of compliance with the Umpqua Basin Water Quality Management Area Plan and Rules.

**Goal Nine:** The Umpqua Soil and Water Conservation District will continue to update the long-range plan.

- A. District will implement goals of long-range plan.
- B. District will make updates to the long-range plan.

**Goal Ten:** The Umpqua Soil and Water Conservation District will provide pasture and manure management information aimed at livestock owners and managers.

- A. District will conduct pasture management workshops and manure management workshops.
- B. District will conduct a workshop designed to focus on riparian management to control erosion through the use of native plants.

June 4, 2026

4. Director Recruitment & Elections

## REGULAR BUSINESS

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### 4. Director Recruitment & Elections

We will 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.

Zone 3 takes in Sawyers Rapids, the Elkton area, Riverside, Kellogg, 5-miles beyond the Elk Creek Tunnel, and portions of Upper Smith River.

#### Requirements for eligibility:

- The eligibility requirements for district directors were significantly changed in SB 775, which was passed in 2023. Please note that as of January 1, 2024, all zone directors must reside in the zone in which they represent. For director eligibility, residency refers to the place in which the candidate is registered to vote.
- Candidates for At Large positions must reside within the boundaries of the SWCD and be a registered voter in that district.
- The other positions on the SWCD boards are Zone positions. Zone directors must be registered voters and reside within the zone they represent. In counties with fewer than 250,000 residents, eligibility requirements also include:
  - Own or manage 10 or more acres of land in the zones they represent in the district and be involved in the active management of the land; or
  - Indicate an interest in natural resource conservation as demonstrated by serving at least one year as a director or associated director of a district and having a conservation plan that is approved by the district.

An interactive map of the District can be found at:

<https://geo.maps.arcgis.com/apps/instant/lookup/index.html?appid=31b2f5ae9d494ecfbf7ff2608061a63f>

SDAO's website has helpful information about Director Recruitment:

<https://www.sdao.com/board-member-recruitment-toolkit>

#### Board Member Recruitment Toolkit

##### ABOUT THE TOOLKIT

The SDAO Board Member Recruitment Toolkit is designed to assist you with recruiting board members to run for open board positions or fill vacancies. We have developed several sample materials for you to use to assemble a recruitment package to be given to interested individuals. Links to these resources can be found below.

June 4, 2026

#### 4. Director Recruitment & Elections

Many of these materials have been created in Microsoft Word and can be personalized by inserting your district name, logo, or letterhead and filling in the information pertinent to your district within the body of the text. Under the **Sample Recruitment Packages** heading are two sample packages that you can use as a guide when creating your district's recruitment materials.

We have also put together materials for board member orientation. After an individual is selected or elected, you can use these resources to introduce them to the district and their new role.

If you have any questions about this toolkit or accessing these resources, please contact SDAO Member Services at 800-285-5461 or [memberservices@sdao.com](mailto:memberservices@sdao.com).

We wish you luck with your future recruitments!

### **RECRUITMENT RESOURCES**

- [Recruitment Checklist](#) (Word)
- [Sample Press Release - Vacancy](#) (Word)
- [Sample Press Release - Election](#) (Word)

### **RECRUITMENT PACKAGE TEMPLATES**

- [Sample Recruitment Package Cover Letter](#) (Word)
- [Sample District Information](#) (Word)
- [What is a Special District? Brochure](#) (PDF)
- [Special District Fact Sheets](#) (Link)
- [Why Would I Want to Become a Board Member?](#) (Word)
- [How Do I Become a Board Member?](#) (Word)
- [What Does a Board Member Do?](#) (Word)
- [Board Member Application](#) (Word)

### **SAMPLE RECRUITMENT PACKAGE**

*These sample recruitment packages will give you an idea of how your recruitment materials could look!*

- [Sample Water District Recruitment Package - Board Vacancy](#) (PDF)
- [Sample Water District Recruitment Package - Upcoming Election](#) (PDF)

### **ORIENTATION RESOURCES**

- [Orientation Checklist](#) (Word)
- [Characteristics of an Effective Board Member](#) (Word)
- [SDAO Information](#) (PDF)
- [SDAO Board Member Handbook](#) (PDF)

June 4, 2026

4. Director Recruitment & Elections

## 2026 election calendar

Date	Description	Reference
8:00 a.m. July 16, 2026	First day for district candidate to file <a href="#">Declaration of Candidacy</a> and <a href="#">Petition for Nomination Signature Sheet</a> forms with ODA. Forms received before this date will be returned to the candidate.	<a href="#">ORS 255</a> (40 days final filing)
Within 3 days of spending or receiving money, but no later than when completed petition is filed.	Candidates expecting to receive or expend more than \$750, but less than \$3,500, must file the required forms with the Oregon Secretary of State's office within three business days of receiving or spending money, but no later than when the completed petition is filed	<a href="#">ORS 260</a>
5:00 p.m. August 18, 2026	Last day for elected incumbent district candidate seeking re-election to the same office to file <a href="#">Declaration of Candidacy</a> and <a href="#">Petition for Nomination Signature Sheet</a> forms.	
5:00 p.m. August 25, 2026	Last day for district candidate to file the <a href="#">Declaration of Candidacy</a> and <a href="#">Petition for Nomination Signature Sheet</a> forms with ODA no later than 5:00 p.m.  Last day for district candidate to file the <a href="#">Withdrawal of Candidacy Form</a> for general election with ODA no later than 5:00 p.m.	<a href="#">ORS 568</a> <a href="#">ORS 255</a> <a href="#">OAR 603</a> <a href="#">0030</a> (70 days election)
August 26, 2026	First day for district candidate to file the <a href="#">Declaration of Intent and Request for Write-In Votes to be Tallied Form</a> with ODA.	<a href="#">ORS 568</a>
October 20, 2026	Last day for district candidate to file <a href="#">Declaration of Intent and Request For Write-In Votes to be Tallied Form</a> with ODA no later than 5:00 p.m.	<a href="#">ORS 568</a> days before election
November 3, 2026	Election Day	<a href="#">ORS 254</a>
January 1, 2027	First day newly elected directors may take the Oath of Office after receiving election certificates.	<a href="#">Oregon</a> <a href="#">Constitution</a> <a href="#">Article X</a> <a href="#">3 ORS 25</a>

Showing 8 out of 8 items

## Requirements for eligibility

June 4, 2026

#### 4. Director Recruitment & Elections

*The eligibility requirements for district directors was significantly changed in [SB 775](#), which was passed in 2023. Please note that as of January 1, 2024, all zone directors must reside in the zone in which they represent. For the purposes of director eligibility, residency refers to the place in which the candidate is registered to vote.*

Candidates for At Large positions must reside within the boundaries of the SWCD and be a registered voter in that district.

The other positions on the SWCD boards are Zone positions. Zone directors must be a registered voter and reside within the zone they represent. In counties with fewer than 250,000 residents, eligibility requirements also include:

1. Own or manage 10 or more acres of land in the zones they represent in the district and be involved in the active management of the land; or
2. Indicate an interest in natural resource conservation as demonstrated by serving at least one year as a director or associated director of a district and having a conservation plan that is approved by the district.

Currently, the following five counties have populations over 250,000 residents and zone directors only need to be a registered voter and reside in the zone they represent without the above additional requirements:

- Clackamas (Clackamas SWCD)
- Lane (Upper Willamette and Siuslaw SWCDs)
- Marion (Marion SWCD)
- Multnomah (East Multnomah and West Multnomah SWCDs)
- Washington (Tualatin SWCD)

## Find your SWCD and region

- Put your address in the search bar of the [SWCD interactive map](#) page to find your SWCD and region within your district.
- For information about each of Oregon's SWCDs, see the [SWCD Directory](#), updated April 1, 2026.

## Election packets

- [2026 Candidate Packet for SWCD Director Elections](#)
- [2026 SWCD Director Elections Instructions and Information](#)

## Election forms

- [Declaration of Candidacy form](#)

June 4, 2026

#### 4. Director Recruitment & Elections

- [Petition for Nomination Signature Sheet](#)
- [Withdrawal of Candidacy form](#)
- [Declaration of Intent and Request for Write-In Votes to be Tallied Form](#)

## Additional information

- [Fact Sheet: SWCD Political Campaigning and Lobbying](#)
- [Oath of Office form](#)
- [ORS 260.432: Restrictions on Political Campaigning by Public Employees Guide](#)
- [Public employee political restrictions in the workplace poster](#)
- [Residence Address Exemption Request](#)
- [Sample legal notice for SWCD elections](#)
- [Self Attestation for Director Appointment by District Board form](#)

Use this form for confirming eligibility for all SWCD board-appointed directors.

ODA's [Sandi Hiatt](#) can confirm eligibility prior to your appointment if requested.

## Other related links

- [Campaign finance information from Oregon Secretary of State's Office](#)
- [Election laws, rules, and publications from Oregon Secretary of State's Office](#)
- [Oregon Secretary of State's Elections Division](#)  
Secretary of State's Office voting and elections information
- [ORESTAR access webpage](#)  
Secretary of State's Secure Access System