



## **Umpqua Soil and Water Conservation District Meeting**

February 12, 2026, 5:00 PM

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

<https://meet.goto.com/UmpquaSWCD/umpquasoilandwaterconservationdistrictmeeting-4>

**You can also dial in using your phone.** Access Code: 227-619-869, United States (Toll Free): [1 877 309 2073](tel:18773092073)

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### **CALL TO ORDER**

### **FISCAL PROVIDER REPORT**

Tanya Graham – Bookkeeping Updates

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

January 2026

### **APPROVAL OF MINUTES**

01/08/2026 Business Meeting

### **STAFF REPORTS**

### **AGENCY & ORGANIZATION REPORTS**

### **DIRECTOR REPORTS**

### **BUSINESS ITEMS**

1. Recreational Immunity – Action Item
2. Part-Time Employee - Discussion
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 March 12, 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>January 31, 2026</u>
<b>Current Assets:</b>	
Checking/Savings	
First Community Checking	21,954.63
First Community Savings	68.47
<b>Total Checking/Savings:</b>	<b>22,023.10</b>
<b>Accounts Receivable:</b>	
Accounts Receivable	33,201.61
<b>Total Accounts Receivable:</b>	<b>33,201.61</b>
<b>Other Current Assets:</b>	
Prepaid Workers Comp	652.33
Prepaid Insurance	2,047.84
<b>Total Other Current Assets:</b>	<b>2,700.17</b>
<b>Total Assets:</b>	<b>57,924.88</b>
<b>LIABILITIES &amp; EQUITY:</b>	
<b>Liabilities:</b>	
<b>Current Liabilities:</b>	
Paid Time Off Liability	9,108.24
<b>Total Current Liabilities:</b>	<b>9,108.24</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	33,062.99
<b>Total Equity:</b>	<b>48,816.64</b>
<b>Total Liabilities &amp; Equity:</b>	<b>57,924.88</b>

**Net Income**

Income	84,471.35
Expenses	- 51,408.36
<b>Net Income</b>	<b>33,062.99</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 Payable  
January 2026**

Date	Num	Name	Account	Grant Name	Original Amount
<b>First Community Checking</b>				<b>Balance as of 1/1/26</b>	<b>34,576.95</b>
1/22/26		Deposit	Other Income - Un Refund	General Fund	68.53
1/6/26	Auto	QuickBooks Payroll	Processing Fee	25-27 ODA Dist Operations	(1.75)
1/21/26	Auto	QuickBooks Payroll	Processing Fee	25-27 ODA Dist Operations	(1.75)
1/3/26	EFT	Oregon Dept of Revenue	Payroll Taxes - Q1-26	Payroll Fund	(237.18)
1/3/26	EFT	United States Treasury	Payroll Taxes - Q1-26	Payroll Fund	(693.82)
1/20/26	EFT	Oregon Dept of Revenue	Payroll Taxes - Q1-26	Payroll Fund	(292.83)
1/20/26	EFT	United States Treasury	Payroll Taxes - Q1-26	Payroll Fund	(916.44)
1/14/26	Dbt	VRBO	Conference Lodging	25-27 ODA Dist Operations	(267.75)
1/14/26	Dbt	VRBO	Conference Lodging	25-27 ODA Dist Operations	(83.60)
1/14/26	Dbt	VRBO	Lodging Insurance	General Fund	(61.52)
1/20/26	Dbt	Staples	Office Supplies	25-27 ODA Dist Operations	(1,048.41)
1/2/26	Dbt	Google One	Subscription	25-27 ODA Dist Operations	(29.99)
1/14/26	Dbt	Connect	Conference	25-27 ODA Dist Operations	(373.18)
1/14/26	Dbt	Staples	Newsletter	25-27 ODA SOW	(618.00)
1/9/26	Auto	Adobe	Subscription - Monthly	25-27 ODA Dist Operations	(19.99)
1/9/26	Auto	Intuit	Monthly Processing Fee	25-27 ODA Dist Operations	(7.00)
1/8/26	Auto	LogMein	Telephone - Monthly	25-27 ODA Dist Operations	(5.00)
1/9/26	Auto	A2Z Mini Storage	Storage Rent	25-27 ODA Dist Operations	(165.00)
1/30/26	Auto	AT&T	Telephone	25-27 ODA Dist Operations	(190.22)
1/7/26	DD	Tanya Graham	Contract Services	25-27 ODA Dist Operations	(62.50)
1/22/26	DD	Tanya Graham	Contract Services	25-27 ODA Dist Operations	(375.00)
1/3/26	1717	Streamline	Web Hosting	25-27 ODA Dist Operations	(139.00)
1/3/26	1718	Oregon Saves	Simple IRA	Payroll Fund	(170.52)
1/20/26	1719	OCZMA	Dues	25-27 ODA Dist Operations	(80.00)
1/20/26	1720	Special Districts	Insurance	25-27 ODA Dist Operations	(2,234.00)
1/20/26	1721	Oregon Saves	Simple IRA	Payroll Fund	(243.60)
1/7/26	DD1255	Rhonda Black	Personnel 12/16/25 - 12/31/25	Payroll Fund	(2,026.56)
1/22/26	DD1256	Rhonda Black	Personnel 1/1/26 - 1/15/26	Payroll Fund	(2,346.24)
				<b>Balance as of 1/31/26</b>	<b>21,954.63</b>
<b>First Community Savings</b>				<b>Balance as of 1/1/26</b>	<b>68.47</b>
					<b>0.00</b>
				<b>Balance as of 1/31/26</b>	<b>68.47</b>
<b>Accounts Receivable:</b>					
1/5/26		ODA	Grant Funds	25-27 ODA Dist Operations	7,587.50
1/5/26		ODA	Grant Funds	25-27 ODA SOW	17,703.00
1/31/26		USFS	Grant Funds	USFS Tsailia 2025	1,913.51
1/30/26		OWEB	Grant Funds	07-24-003 Parent Ranch	5,997.60
				<b>Total Funds Submitted for Payment</b>	<b>33,201.61</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 January 31, 2026**

<i>Status</i>	<i>Open</i>	<i>Open</i>	<i>Closed</i>	<i>Closed</i>	<i>Open</i>	<i>Open</i>	<i>General</i>	<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					22,762.50	53,109.00	75,871.50		
Other Income	188.74						188.74		
<b>Total Income</b>	<b>188.74</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>22,762.50</b>	<b>53,109.00</b>	<b>76,060.24</b>	<b>0.00</b>	<b>0.00</b>
<b>Expense</b>									
Advertising					85.96		85.96		
Bank Fees, Processing	20.00		8.75		64.75		93.50		
<b>Contract Services:</b>									
Fiscal Provider					2,309.59		2,309.59		
General							0.00		
Dues, Fees and Permits					573.18		573.18		
<b>Insurance:</b>									
General, Workers Comp	61.52		999.00		186.16		1,246.68		
Material and Supplies							0.00		
Office Supplies	1.99				1,530.33	2,332.13	3,864.45		
Postage						392.75	392.75		
<b>Payroll:</b>									
PTO Reserve		(6,986.71)			427.68	3,142.86	(3,416.17)		
Watershed Tech		6,380.00	(181.74)	532.36	3,651.38	23,092.53	33,474.53		
Internet Stipend		49.52	14.61	10.39	7.62	69.39	151.53		
Workers Comp		3.83			14.89	17.86	36.58		
Payroll Taxes		553.36			350.00	1,980.20	2,883.56		
<b>Rent:</b>									
Storage Unit					1,125.00		1,125.00		
PO Box							0.00		
Tele/Internet/Web Site			5.00	302.95	2,349.58		2,657.53		
Travel/Training					744.98	277.90	1,022.88		
<b>Total Expense</b>	<b>83.51</b>	<b>0.00</b>	<b>845.62</b>	<b>845.70</b>	<b>13,421.10</b>	<b>31,305.62</b>	<b>46,501.55</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Ordinary Income</b>	<b>105.23</b>	<b>0.00</b>	<b>(845.62)</b>	<b>(845.70)</b>	<b>9,341.40</b>	<b>21,803.38</b>	<b>29,558.69</b>	<b>0.00</b>	<b>0.00</b>
Admin Income	487.09						487.09		
Admin Expenses							0.00		
<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>592.32</b>	<b>0.00</b>	<b>(845.62)</b>	<b>(845.70)</b>	<b>9,341.40</b>	<b>21,803.38</b>	<b>30,045.78</b>	<b>0.00</b>	<b>0.00</b>
Accounts Receivable					(7,587.50)	(17,703.00)	(25,290.50)		5,970.40
Prepaid Insurance			999.00		(2,047.84)		(1,048.84)		
Prepaid Workers Comp	(650.69)						(650.69)		
Accounts Payable			(101.25)				(101.25)		
Paid Time Off Liabilities		(2,811.71)					(2,811.71)		
Year-End Payroll Accruals			(2,110.70)	(1,393.25)			(3,503.95)		
Cash Balance as of 7/1/25	12,867.59	11,919.95	2,058.57	2,238.95	0.00	0.00	29,085.06	200.00	(5,770.40)
<b>Net Cash Increase for Period</b>	<b>(58.37)</b>	<b>(2,811.71)</b>	<b>(2,058.57)</b>	<b>(2,238.95)</b>	<b>(293.94)</b>	<b>4,100.38</b>	<b>(3,361.16)</b>	<b>0.00</b>	<b>5,970.40</b>
<b>Cash Balance as of 1/31/26</b>	<b>12,809.22</b>	<b>9,108.24</b>	<b>0.00</b>	<b>0.00</b>	<b>(293.94)</b>	<b>4,100.38</b>	<b>25,723.90</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**  
**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	0.00	0.00	0.00	0.00	0.00	84,282.61
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	0.00	0.00	0.00	0.00	188.74
<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>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>84,471.35</b>
<b>Expense</b>													
Bank Fees, Processing Fee	10.50	10.50	10.50	10.50	10.50	10.50	30.50	0.00	0.00	0.00	0.00	0.00	93.50
Contract Services:													
Fiscal Provider	400.00	600.00	162.50	300.00	225.00	184.59	437.50	0.00	0.00	0.00	0.00	0.00	2,309.59
General	0.00	0.00	0.00	0.00	1,103.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,103.13
Dues, Fees and Permits	250.00	80.00	0.00	0.00	0.00	140.00	103.18	0.00	0.00	0.00	0.00	0.00	573.18
Insurance	166.50	166.50	166.50	166.50	166.50	166.50	247.68	0.00	0.00	0.00	0.00	0.00	1,246.68
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
Office Expenses:													0.00
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	0.00	0.00	0.00	0.00	0.00	0.00
Postage	0.00	0.00	0.00	392.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	392.75
Supplies	19.99	916.12	19.99	1,131.99	39.98	19.99	1,716.39	0.00	0.00	0.00	0.00	0.00	3,864.45
Payroll:													0.00
PTO Reserve	300.00	(1,057.62)	(676.91)	(654.32)	323.11	(172.11)	(1,173.86)	0.00	0.00	0.00	0.00	0.00	(3,111.71)
Watershed Tech	2,813.00	6,380.00	5,147.50	5,191.00	5,191.00	5,118.50	6,322.00	0.00	0.00	0.00	0.00	0.00	36,163.00
Internet Stipend	25.00	25.00	25.00	25.00	25.00	25.00	25.00	0.00	0.00	0.00	0.00	0.00	175.00
Workers Comp	5.08	3.90	3.26	4.23	15.99	3.23	3.71	0.00	0.00	0.00	0.00	0.00	39.40
Payroll Taxes	252.69	571.89	462.05	426.46	419.57	413.51	567.36	0.00	0.00	0.00	0.00	0.00	3,113.53
Rent:													
Storage Unit	160.00	160.00	160.00	160.00	160.00	180.00	145.00	0.00	0.00	0.00	0.00	0.00	1,125.00
PO Box	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
Telephone, Internet, Web Site	693.15	321.20	326.20	326.28	328.30	328.18	334.22	0.00	0.00	0.00	0.00	0.00	2,657.53
Travel/Training	25.90	81.90	19.60	83.30	129.50	42.00	714.18	0.00	0.00	0.00	0.00	0.00	1,096.38
<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>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>51,408.36</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>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>33,062.99</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)
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>(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>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>33,062.99</b>
Accounts Receivable	5,970.40	(19,291.30)	25,290.50	0.00	0.00	0.00	(33,201.61)	0.00	0.00	0.00	0.00	0.00	(21,232.01)
Prepaid Insurane	166.50	166.50	166.50	166.50	166.50	166.50	(2,047.84)	0.00	0.00	0.00	0.00	0.00	(1,048.84)
Prepaid Workers Comp	(672.63)	3.90	3.26	4.23	3.61	3.23	3.71	0.00	0.00	0.00	0.00	0.00	(650.69)
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)	0.00	0.00	0.00	0.00	0.00	(2,811.71)
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	22,023.10	22,023.10	22,023.10	22,023.10	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)	0.00	0.00	0.00	0.00	0.00	3,714.54
<b>Cash Balance as of 1/31/26</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>22,023.10</b>	<b>22,023.10</b>	<b>22,023.10</b>	<b>22,023.10</b>	<b>22,023.10</b>	<b>22,023.10</b>

**Umpqua Soil and Water Conservation District  
Individual Grant Report  
As of January 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	4/16/26	Final
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	4/30/26	Status

**Paid Time Off Hour Balance**

Vacation Time	Staff		
Hours as of 7/1/25	320.25		
Accrued this Fiscal Year	70.00		
Paid Out this Fiscal Year	151.75		
Hours as of 1/31/26	<b>238.50</b> Hours	<b>\$8,958.00</b>	
<i>(Note 1 - Vacation time is paid out upon separation)</i>			
Personal Time	Staff		
Hours as of 7/1/25	16.25		
Accrued this Fiscal Year	56.00		
Paid Out this Fiscal Year	68.25		
Hours as of 1/31/26	<b>4.00</b> Hours	<b>\$150.24</b>	
<i>(Note 2 - Personal Time is not paid out upon separation)</i>			
		<b>\$9,108.24</b>	<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	1,913.51	3,422.70	1,814.70	1,506.96	8,657.87	15,000.00	6,342.13
<b>Total Income</b>	<b>1,913.51</b>	<b>3,422.70</b>	<b>1,814.70</b>	<b>1,506.96</b>	<b>8,657.87</b>	<b>15,000.00</b>	<b>6,342.13</b>
<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>	<b>1,675.69</b>	<b>3,566.89</b>	<b>1,707.15</b>	<b>1,708.14</b>	<b>8,657.87</b>	<b>15,000.00</b>	<b>6,342.13</b>
<b>Net Income</b>	<b>237.82</b>						
<b>Cash Flow - Receivables</b>	<b>(1,913.51)</b>						
<b>Cash Flow - Payables</b>	<b>0.00</b>						
<b>Cash Balance 7/1/25</b>	<b>(237.82)</b>						
<b>Net Cash</b>	<b>(1,675.69)</b>						<b>Expires 8/19/2027</b>
<b>Cash Balance 1/31/26</b>	<b>(1,913.51)</b>						

**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>	<b>0.00</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	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>	<b>225.79</b>	<b>2,255.53</b>	<b>2,285.96</b>	<b>4,767.28</b>	<b>8,469.00</b>	<b>3,701.72</b>
<b>Net Income</b>	<b>(225.79)</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>3,927.51</b>					
<b>Net Cash</b>	<b>(225.79)</b>					<b>Expires Open end</b>
<b>Cash Balance 1/31/26</b>	<b>3,701.72</b>					

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

**2025-2027 ODA District Operations**

	2025/2026	Total	Budget	Remaining
<b>INCOME</b>				
Grant Funds	22,762.50	22,762.50	60,700.00	37,937.50
<b>Total Income</b>	<b>22,762.50</b>	<b>22,762.50</b>	<b>60,700.00</b>	<b>37,937.50</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	64.75	64.75	100.00	35.25
Contract Services	2,309.59	2,309.59	12,351.00	10,041.41
Dues, Fees and Permits	573.18	573.18	1,025.00	451.82
Insurance	186.16	186.16	2,233.00	2,046.84
Office Supplies	1,530.33	1,530.33	5,350.00	3,819.67
Postage	0.00	0.00	1,250.00	1,250.00
Salary, Taxes, WC, Int Stipend	4,451.57	4,451.57	2,281.00	(2,170.57)
Rent (Storage and PO Box)	1,125.00	1,125.00	1,910.00	785.00
Telephone, Internet, Web Site	2,349.58	2,349.58	3,600.00	1,250.42
Travel/Training	744.98	744.98	0.00	(744.98)
<b>Total Expenses</b>	<b>13,421.10</b>	<b>13,421.10</b>	<b>60,700.00</b>	<b>47,278.90</b>
<b>Net Income</b>	<b>9,341.40</b>			
<b>Cash Flow - Receivables</b>	<b>(7,587.50)</b>			
<b>Cash Flow - Prepaid Insurance</b>	<b>(2,047.84)</b>			
<b>Cash Balance 7/1/25</b>	<b>0.00</b>			
<b>Net Cash</b>	<b>(293.94)</b>			
<b>Cash Balance 1/31/26</b>	<b>(293.94)</b>			

*Expires 7/31/2027*

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

	2025/2026	Total	Budget	Remaining
<b>INCOME</b>				
Grant Funds	53,109.00	53,109.00	141,624.00	88,515.00
<b>Total Income</b>	<b>53,109.00</b>	<b>53,109.00</b>	<b>141,624.00</b>	<b>88,515.00</b>
<b>EXPENSES</b>				
Reserved for 2026/2027	0.00	0.00	70,812.00	70,812.00
Contract Services	0.00	0.00	0.00	0.00
Office Supplies	2,724.88	2,724.88	0.00	(2,724.88)
Conferences, Trainings	0.00	0.00	600.00	600.00
Mileage	277.90	277.90	1,200.00	922.10
Salary, Taxes, WC, Int Stipend	28,302.84	28,302.84	69,012.00	40,709.16
<b>Total Expenses</b>	<b>31,305.62</b>	<b>31,305.62</b>	<b>141,624.00</b>	<b>110,318.38</b>
<b>Net Income</b>	<b>21,803.38</b>			
<b>Cash Flow - Receivables</b>	<b>(17,703.00)</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>4,100.38</b>			
<b>Cash Balance 1/31/26</b>	<b>4,100.38</b>			

*Expires 7/31/2027*

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

**07-24-003 Parent Ranch**

	<u>2025/2026</u>	<u>2024/2025</u>	<u>2023/2024</u>	<u>Total</u>	<u>Budget</u>	<u>Remaining</u>
<b>INCOME</b>						
OWEB Funds	5,997.60	0.00	8,996.40	14,994.00	14,994.00	0.00
<b>Total Income</b>	<b>5,997.60</b>	<b>0.00</b>	<b>8,996.40</b>	<b>14,994.00</b>	<b>14,994.00</b>	<b>0.00</b>
<b>EXPENSES</b>						
Salary, Taxes, WC, Int Stipend	1,113.81	1,047.44	64.11	2,225.36	1,216.00	(1,009.36)
Contract Services	1,103.13	0.00	0.00	1,103.13	1,350.00	246.87
Material and Supplies	440.00	9,680.51	0.00	10,120.51	10,883.00	762.49
Other	0.00	0.00	0.00	0.00	0.00	0.00
Indirect Costs	265.79	1,079.21	0.00	1,345.00	1,345.00	0.00
Post-Grant	0.00	0.00	0.00	0.00	200.00	200.00
<b>Total Expenses</b>	<b>2,922.73</b>	<b>11,807.16</b>	<b>64.11</b>	<b>14,794.00</b>	<b>14,994.00</b>	<b>200.00</b>
<b>Net Income</b>	<b>3,074.87</b>					
<b>Cash Flow - Receivables</b>	<b>(5,997.60)</b>					
<b>Cash Flow - Payables</b>	<b>0.00</b>					
<b>Cash Balance 7/1/25</b>	<b>(2,874.87)</b>					
<b>Net Cash</b>	<b>(2,922.73)</b>					
<b>Cash Balance 1/31/26</b>	<b>(5,797.60)</b>					
					<b>Expires</b>	<b>2/15/2026</b>

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

	<u>2025/2026</u>	<u>2024/2025</u>	<u>Total</u>	<u>Budget</u>	<u>Remaining</u>	
<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 1/31/26</b>	<b>(291.41)</b>					
					<b>Expires</b>	<b>11/1/2026</b>

**Umpqua Soil and Water Conservation District  
Individual Grant Report  
As of January 31, 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 1/31/26</b>	<b>0.00</b>				<i>Expires 9/24/2027</i>

**Roundhouse Foundation**

	2025/2026	Total	Budget	Remaining	
<b>INCOME</b>					
Grant Funds	0.00	0.00	1,300.00	1,300.00	
<b>Total Income</b>	<b>0.00</b>	<b>0.00</b>	<b>1,300.00</b>	<b>1,300.00</b>	
<b>EXPENSES</b>					
Contract Services	0.00	0.00	1,150.00	1,150.00	
Indirect Costs	0.00	0.00	150.00	150.00	
<b>Total Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>1,300.00</b>	<b>1,300.00</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 1/31/26</b>	<b>0.00</b>				<i>Expires 6/30/2026</i>



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

January 8, 2026

**Directors Present:**

Chair Nathan Baumgartner  
Director Kate Baumgartner  
Director Tom Black

**Staff Present:**

District Manager/Conservation Planner Rhonda Black

**Agencies Present:**

Oregon Department of Agriculture Water Quality SWCD Program Lead  
Karin Stutzmann

**Others Present:**

Fiscal Provider Tanya Graham

**MEETING CALLED TO ORDER:**

The Chair N. Baumgartner called the meeting to order at 5:03 p.m.

**FISCAL PROVIDER REPORT:**

**Fiscal Provider Graham explained the financial reports for the month ending December 31, 2025.**

Page 1 - The Balance Sheet. It shows total current assets of \$35,301.46 and total liabilities & Equity of \$35,301.46.

Page 2 - Check Register - General Checking - started the month with \$40,539.22 and ended the month with \$34,576.95. Savings with \$68.47.

Registers - Accounts Receivable, Accounts Payable.

Accounts receivable total funds submitted for payment were \$0.00 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 \$50,701.21 of General income. So far this year the District has had \$37,028.69 of General expenses. The General net income for this year is \$14,159.61 and the General cash balance for this year is \$38,346.22.

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 \$500.00. With a total of Project expenses of \$4,906.81 leaving a negative net income so far this year of \$4,893.90 and negative cash balance of \$3,700.80. 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: \$51,201.21 and total combined Expenses: \$41,935.50. Leaving a net income of \$9,265.71 and leaving a combined cash balance of \$34,645.42 (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 December 31<sup>st</sup> – Income: \$500.00 and total expenses: \$6,459.89. Net income of negative \$5,959.89 and a cash balance of \$34,645.42.

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

Director T. Black arrived at 5:17 p.m.

Fiscal Provider Graham exited the meeting at 5:23 p.m.

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

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

### **AGENCY & ORGANIZATION REPORTS**

#### **Oregon Department of Agriculture Water Quality SWCD Program Lead Karin Stutzmann**

- *The Oregon Watershed Enhancement Board (OWEB) and the Oregon Department of Agriculture (ODA) will be holding listening sessions due to OWEB wanting to look at the current rules that are on capacity grants for watershed councils, and rules for soil and water conservations districts to create one set of rules for both watershed councils and soil and water conservation districts. They want to create a general set of rules and need sideboards. They will need as much input as possible in regard to concerns, both pros and cons.*
  - *Listening sessions are scheduled for February 4, 2026 and there will be up to fourteen listening sessions. Changes won't happen until 2029.*

- *In 1981 the Oregon legislature combined SWCDs with ODA. SWCDs are the voluntary arm of ODA and providing technical assistance to producers and landowners is the goal.*
- *Will be at the CONNECT Conference in April and will have the “Administration and Funding” track along with Total Maximum Daily Loads (TMDLs) for impaired waterbodies.*

## **STAFF REPORT:**

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

*January 8, 2026*

- **OWEB:**
  - 2023-2025 District Operations Capacity Grant –
    - *First 6-month reporting for the SOW grant due in January 15<sup>th</sup>.*
  - **OWEB Small Grants Program:**
    - **OWEB Small Grants Status:**
      - *Otter-Baumgartner Ranch Livestock Exclusion –*
        - *Monitoring report due July 31, 2027.*
      - *Elk Creek Riparian OWEB Small Grant –*
        - *Monitoring report due July 31, 2027.*
      - *Providence Creek Runoff Management –*
        - *Monitoring reporting due April 8, 2027.*
      - *Parent Ranch Livestock Exclusion Phase 1 –*
        - *Heavy use areas at the gates and elk jumps complete. Final payment made to landowner.*
        - *Completion reporting due: April 16, 2026.*
      - *Costa Ranch Runoff Management –*
        - *Grant approved by OWEB on November 22, 2024 with \$15,000 for gutters, downspouts, drainage line, geotextile fabric, and gravel for the heavy use protection area. In contact with both Mr. Costa and the gravel hauler in an effort to prepare for stockpiling 18 ten-yard loads of gravel for the heavy use area at the barn. Once everything is determined, we can request the 60% OWEB advance to cover the cost of the gravel for this project with implementation to start occurring this summer. Landowner will prepare the site by grading for the heavy use area, trenching and installing the downspout drain lines, installing gutters and downspouts on the barn, and installing the piping for the livestock watering system.*
        - *Answered questions and provided information via email, text, and telephone.*
        - *End date: November 1, 2026.*
        - *Completion reporting due: December 31, 2026.*
    - **Workshops/Classes –**
      - *Fruit tree pruning workshop scheduled for Saturday, January 17, 2026 at the Elkton Community Education Center from 11:00 a.m. until 1:00 p.m.*
      - *Oregon Agricultural Trust Farm & Ranch Management Workshop Series - March 5, 2026 at the Elkton Community Education Center Library from 11:00 a.m. until 2:00 p.m. (SWCD hosting)*
  - **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. 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.*
  - *We have an agreement as of September 26<sup>th</sup>. Then the government shut down. Our first reporting period ended September 30<sup>th</sup> and is due December 31<sup>st</sup>.*
- **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, but found out that this wasn’t done. Will be contacting Lee to find out how our funding is hidden in the budget for the work we’re supposed to do. We will need an MOU.*
    - *Coos 4 –*
      - *Attended kick-off meeting on November 4<sup>th</sup>.*
      - *Signed paperwork November 12<sup>th</sup>.*
    - *Mid-Coast 3 –*
      - *Waiting to hear back from Lincoln SWCD attended meeting yesterday.*
  - *Partnership for the Umpqua Rivers –*
    - *PUR meeting – Next meeting January 23<sup>rd</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 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.*
    - *Leeds Island Park and Restoration Project –*
      - *Matt Ruwaldt and I met with the Reedsport Parks and Beautification Committee on September 22<sup>nd</sup> to discuss the project. The Committee is still very supportive and would like to move forward with the project. Some of the Committee*

*members thought they might be able to make contact with Mark Holiday. Will be following up with Matt upon his return to the Oregon Coast.*

- Douglas SWCD – No new news.
- Douglas Weed Management Area – Douglas SWCD working on scheduling a meeting for either the end of January or beginning of February.
- DEQ Umpqua TMDL Implementation – January 13<sup>th</sup> meeting.
- Elk Creek Watershed Coalition –
  - Meeting on January 13<sup>th</sup>. Hoping there will be an online option.
- Forest Service –
  - Oregon Central Coast Forest Collaborative – Attending the December meeting.
- Hydro Breakfast Meeting – Mid January meeting scheduled in the evening.
- Oregon Agricultural Trust – Assisting OAT with a farm and ranch financial planning management workshop series for agricultural producers on March 5, 2026.
- Oregon Association of Conservation Districts (OACD) – No new news.
- Oregon Conservation Education Association Network (OCEAN) – CONNECT scheduled for 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 – Attended December 16<sup>th</sup>.
- Oregon Climate and Agriculture Network – Reporting due the end of January.
- 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 in August 2026.
- Smith/Umpqua/Dunes Stewardship Group – No new news.
- Umpqua Oaks Partnership – No new news.
- Umpqua Native Plant Partnership –
  - Planning a meeting with Morgan Fay regarding Glover Project Planting Plan.
- USDA/NRCS – Assisting NRCS District Conservationist Stokes with the local workgroup meeting planned for January 2026 in Reedsport.

● **TRAININGS:**

● **TECHNICAL ASSISTANCE:**

- Provided assistance via phone and text.
- Reedsport – April 1, 2026.

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.
- Providence Creek – Landowner called about fill and removal, levy repair, fencing, etc. Will follow up when Consultant is available.
- Possible in-stream work, riparian buffer and grant for project at Wild Azalea Vineyards.
  - Mailed list of neighboring landowners so contacts can be made for neighbors on Hanes Creek to include them in grant work. ODFW on-board with project.
- Ruwaldt Consulting – Provided a list of projects that we'll need to continue to work on and projects to begin working on this winter.
- Don Porior Engineering – Visited with engineer via telephone to discuss Glover bridge and Providence Creek Tidegates on December 6<sup>th</sup>.

• **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.*
- *Long Range Business Plan updates.*
- *Took holiday on Christmas and New Year's Day. Took some time off over the holidays and now trying to catch up.*
- *System for Award Management Updated for 2026.*

**DIRECTOR REPORTS:**

None.

**BUSINESS ITEMS**

**1. Director Recruitment – Discussion**

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

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

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

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

**2. Long Range Plan – Discussion**

The District Manager provided a review of the 2025-2030 long range draft plan to the directors.

Chair N. Baumgartner made a motion, 2<sup>nd</sup> by Director K. Baumgartner to approve the Umpqua Soil and Water Conservation District 2025-2030 Long Range Business Plan. The motion **unanimously passed** (N. Baumgartner, K. Baumgartner, T. Black).

**FUNDING COMMITTEE**

Reports and follow up to items.

No new news.

The meeting was adjourned by Chair N. Baumgartner at 6:07 p.m.

**NEXT MEETING DATE**

The next business meeting for the Umpqua Soil and Water Conservation District is scheduled for February 12, 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  
January 2026**

**Announcements:**

- Annual Local Work Group Meeting needs to be held prior to May 31, 2026 – I'm open to suggestions for location, date, and time

**Meetings/Site Visits:**

- Jan. 7 – Attended online national training on the new Regenerative Pilot Program (RPP)
- Jan. 8 – Attended Lincoln SWCD Annual Meeting in Newport
- Jan. 9 – Meeting w/ TSP re: EQIP Organic Transition Plan for property near Walton
- Jan. 12 – Meeting w/ NIPF landowner for EQIP application near Waldport
- Jan. 12 - Attended FY26 Programs training on EQIP
- Jan. 13-14 – Basin Forester, Callum Knights, up from Central Point for assistance w/ a couple EQIP contracts/applications
- Jan. 14 – Site visit w/ C. Knights to EQIP forestry applicant near Florence
- Jan. 14 – Basin District Conservationists meeting regarding FY26 EQIP funding
- Jan. 20 – Attended FY26 Programs training on CSP
- Jan. 20 – Site visit w/ Basin Archeologist, Kevin Sippel, for CR survey for CSP contract near Logsdan
- Jan. 21 – Site visit for 2025 CSP certification near Deadwood
- Jan. 22 – Site visit w/ CTSI foresters for certification of EQIP PCT units near Siletz
- Jan. 23 - Site visit w/ Basin Easement Team (Royce Daniels & Sol Ziegert) and Nathan LeClear & Eli Tome, McKenzie River Trust, for annual monitoring of Site 59 WRP and discussions of proposed restoration/enhancement designs
- Jan. 27 – Attending Siuslaw Coho Partnership winter meeting in Mapleton
- Jan. 29 – Site visits for geology survey for EQIP Composting Facility near Eddyville and EQIP high tunnel/pollinator habitat application near Tidewater
- Jan. 30 – Attending Lincoln County Extension's annual "Meet Your Neighbors" mixer/potluck for Lincoln County small farmers in Newport

**PROGRAMS:**

**New: Regenerative Agriculture Pilot Program (RPP)**

- *"Regenerative Agriculture is a conservation management approach that emphasizes natural resources through improved soil health, water management, and natural vitality for the productivity and prosperity of American agriculture and communities."*
- FY26 RPP sign-up deadline was Jan. 15<sup>th</sup>
  - 2 or 3 applications being considered (will be assessed/ranked in both RPP EQIP/CSP and General EQIP/CSP)

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

- FY26 EQIP sign-up deadline was January 15<sup>th</sup>
  - 17 applications
- Current EQIP contracts
  - Site visit for certification on 1 current EQIP contract

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

- FY26 CSP sign-up deadline was January 15<sup>th</sup>
  - 1 application
- Current CSP Contracts
  - Site visit for 2025 certification near Deadwood and site visit for cultural resources survey near Logsdan
  - Completed certification and processed annual payments for remaining 2 current CSP contracts

### **Easement Programs**

- Wetland Reserve Easements (WRE) & Healthy Forests Reserve Program (HFRP)
  - Site visit for annual monitoring of WRP on North Fork Siuslaw on 1/23



# Umpqua SWCD District Manager's Report

February 12, 2026



- OWEB:
  - 2023-2025 District Operations Capacity Grant –
    - First 6-month reporting for the SOW grant submitted January 15<sup>th</sup>.
      - Approved by ODA Regional Water Quality Program Specialist on January 16<sup>th</sup>.
      - Approved by ODA Grants Administrative Officer.
      - Approved by OWEB on January 26<sup>th</sup>.
      - Payment received for first six-months on February 6<sup>th</sup> for \$25,290.50.
    - ODA Letter of Compliance sent to Scottsburg landowner by ODA on January 28<sup>th</sup>.
  - OWEB Small Grants Program:
    - OWEB Small Grants Status:
      - Otter-Baumgartner Ranch Livestock Exclusion –
        - Monitoring report due July 31, 2027.
      - Elk Creek Riparian OWEB Small Grant –
        - Monitoring report due July 31, 2027.
      - Providence Creek Runoff Management –
        - Monitoring reporting due April 8, 2027.
      - Parent Ranch Livestock Exclusion Phase 1 –
        - Heavy use areas at the gates and elk jumps complete. Final payment made to landowner.
        - Completion reporting due: April 16, 2026.
      - Costa Ranch Runoff Management –
        - Grant approved by OWEB on November 22, 2024 with \$15,000 for gutters, downspouts, drainage line, geotextile fabric, and gravel for the heavy use protection area. In contact with both Mr. Costa and the gravel hauler in an effort to prepare for stockpiling 18 ten-yard loads of gravel for the heavy use area at the barn. Once everything is determined, we can request the 60% OWEB advance to cover the cost of the gravel for this project with implementation to start occurring this summer. Landowner will prepare the site by grading for the heavy use area, trenching and installing the downspout drain lines, installing gutters and downspouts on the barn, and installing the piping for the livestock watering system.
        - Answered questions and provided information via email, text, and telephone.
        - End date: November 1, 2026.
        - Completion reporting due: December 31, 2026.
    - Workshops/Classes –
      - Fruit tree pruning workshop held on Saturday, January 17, 2026 at the Elkton Community Education Center from 11:00 a.m. until 1:00 p.m. with 50 participants.
      - Oregon Agricultural Trust Farm & Ranch Management Workshop Series - March 5, 2026 at the Elkton Community Education Center Library from 11:00 a.m. until 2:00 p.m. (SWCD hosting), registration open at <https://docs.google.com/forms/d/e/1FAIpQLSd1ThO69sHt6ojVrjgjGNoiLqjpmawWhJgWv3dtGPrZK1RCLg/viewform>
      - Information sent as a press release to newspapers and radio, to email list, shared onto Facebook groups, on SWCD Facebook page, and on SWCD website.
  - 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.
  - Met virtually with ODA to review grant on January 29<sup>th</sup>.
  - Emailed OWEB Regional Specialist to set up meeting to discuss grant on February 4<sup>th</sup>, but have not heard back, yet.
- BLM:
  - BLM Secure Rural Schools and Community Self-Determination grant, “Umpqua Noxious Weed Control” for both contractor and myself. Matt Ruwaldt Consulting and Umpqua SWCD worked with BLM after project was approved by the BLM RAC for \$24,000 to provide requested updates to the BLM.
- PARTNERSHIPS:
  - Umpqua 7, Coos 4, Mid-Coast 3 OWEB Small Grant Teams –
    - Umpqua 7 –
      - Working with Lee Russell with Elk Creek Watershed Coalition.
        - Elk Creek Watershed Coalition was recommended for funding for the Team Leader grant of \$20,000 for the biennium. Umpqua SWCD is supposed to be written in on the contracted services line to write brochures and fact sheets for the outreach. We will need an MOU, but do have an updated budget with each of our responsibilities hand-written in, so this is helpful.
      - Coos 4 – No new news.
      - Mid-Coast 3 –
    - Partnership for the Umpqua Rivers –
      - PUR meeting – Attended meeting, virtually, on January 23<sup>rd</sup>. Next meeting will be held on February 17<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.
        - Meeting 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.
        - Will be presenting information on tidegates at the March 17<sup>th</sup> Port meeting.
      - Leeds Island Park and Restoration Project –

- No new news. Ruwaldt Consulting is to contact the Reedsport City Manager to set up a meeting to discuss the project.
  - A member of the Reedsport Parks and Beautification Committee contacted the landowner and found the landowner is still very interested in working with both the SWCD and City on this project.
- Douglas Weed Management Area – Attended meeting virtually on January 27<sup>th</sup>.
- DEQ Umpqua TMDL Implementation –
  - Attended the virtual January 13<sup>th</sup> meeting. Next meeting scheduled for April 14<sup>th</sup>.
- Elk Creek Watershed Coalition –
  - Attended virtual meeting on February 10<sup>th</sup>. Next meeting scheduled for March 10<sup>th</sup>.
- Forest Service –
  - Oregon Central Coast Forest Collaborative – Next meeting scheduled for February 26<sup>th</sup>.
- Hydro Breakfast Meeting – Next virtual meeting scheduled for March 5<sup>th</sup>.
- Oregon Agricultural Trust –
  - Assisting OAT with a farm and ranch financial planning management workshop series for agricultural producers on March 5<sup>th</sup>. See above heading for “workshops” for more information.
- Oregon Association of Conservation Districts (OACD) –
  - Attended OACD Workgroup-HR and Personnel Mtg#1 virtually on January 27<sup>th</sup>.
- Oregon Coastal Planning Meeting for Coastal Resilience –
  - Attended meeting virtually on February 4<sup>th</sup>. This was the inaugural meeting to discuss development of resilience action plans for both counties to introduce the planning process and involved parties, understand natural hazard threats, risks, vulnerabilities, and impacts specific to the South Coast, facilitate discussion between organizations, and discuss potential strategies to increase local resilience. This meant a variety of issues from fish and wildlife, to estuaries, to planning for hazards, and food insecurity, along with AgWQ practices to protect coastal areas and to provide for food.
- Oregon Conservation Education Association Network (OCEAN) –
  - CONNECT scheduled for March 31<sup>st</sup> through April 2<sup>nd</sup> in Seaside at the Seaside Civic and Convention Center.
  - Registration completed.
  - Lodging secured.
  - Annual OCEAN dues paid as part of conference registration.
- Oregon Coastal Zone Management Association – Attended meeting virtually on February 9<sup>th</sup>.
- Oregon Climate and Agriculture Network –
  - Received payment in the amount of \$1,300 for just about anything to do with soil health from a grant obtained by OrCAN for the soil health network regional leads.
  - Attended Soil Health Network Quarterly Check-in meeting on January 28<sup>th</sup>.
  - Reporting completed January 30<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 in August 2026.
- Smith/Umpqua/Dunes Stewardship Group – No new news.
- Umpqua Oaks Partnership – Attended part of virtual annual meeting on February 4<sup>th</sup>.
- Umpqua Native Plant Partnership –
  - Planning a meeting with Morgan Fay regarding Glover Project Planting Plan.
- USDA/NRCS –
  - Met with NRCS on January 22<sup>nd</sup> at the Port of Umpqua Conference Room to discuss changes within NRCS and program changes.

- Attended virtual Technology Transfer meeting on January 26<sup>th</sup>. NRCS is transitioning it's Threatened and Endangered Species process to a new platform/process, and held a demonstration and Q&A session.
- Attended the virtual Conservation Evaluation and Monitoring Activity (CEMA) 204 Adaptive Management for Soil Health on January 28<sup>th</sup>. The Soil Health Division completed the Conservation Evaluation and Monitoring Activity-CEMA 204 Adaptive Management for Soil Health, CEMA 204 is the evaluation and monitoring of soil health management strategies to inform conservation planning. This webinar provided overall details and guidance for the newly created CEMA 204 Adaptive Management for Soil Health.
- Assisting NRCS District Conservationist Stokes with the local workgroup meeting planned for 2026 in Reedsport.
- TRAININGS:
  - Attended SoilCon 2026 on February 12<sup>th</sup> which centered on the theme of Soil Health Successes and Failures, exploring which practices improve soil health, and which do not, which soil health indicators are helpful, and which are not. Very interesting.
- TECHNICAL ASSISTANCE:
  - Site visit – February 11<sup>th</sup>, visited Scholfield Creek Recreation Site with landowner for 1 fish barrier tidegate and channel work with approximately 4 culvert replacements for fish passage. Landowner requested assistance to replace tidegate with side-opening tidegate, channel restoration, riparian plantings, and culvert replacements for fish passage and to improve overall wildlife habitat. The location is directly across Scholfield Creek from the Leeds Island site. Will need assistance from engineer, consultant, and others. This is straightforward, but a big, very publicly visible project.
  - Reedsport – April 1<sup>st</sup> for soil test.

Ongoing TA:

- Otter Creek OWEB Small Grant –
  - In-process. AgWQ Farm Conservation Plan completed in December and approved by landowner in January.
- Otter Slough OWEB Small Grant –
  - In-process. Site visit completed February 4<sup>th</sup>, waiting for more information from landowner to complete the AgWQ Farm Conservation Plan, then the grant will be written.
- Clear Creek OWEB Small Grant –
  - In-process. Working with landowner. Site visit completed in November with follow-ups with landowner. AgWQ Farm Conservation Plan needs to be written, then the small grant will follow.
- Oar Creek – Will need to follow-up with landowner to determine if interested in small grant and to decide details of small grant. AgWQ Farm Conservation Plan needs to be written.
- Elk Creek Riparian Restoration Projects:
  - 5 properties involved with this project, one of which is already being worked on through a small grant. Hoping to work with the City of Elkton on these projects, which will fit into their DEQ TMDL plan. This is a stretch of Elk Creek within the City limits of Elkton where there is little to no shade on the creek, and the riparian has been invaded by Armenian Blackberry and at least two different kinds of ivy, along with Reed Canary Grass.
- Providence Creek – Landowner called about fill and removal, levy repair, fencing, etc. Will follow up when Consultant is available.
- Possible in-stream work, riparian buffer and grant for project at Wild Azalea Vineyards.

- Mailed list of neighboring landowners so contacts can be made for neighbors on Hanes Creek to include them in grant work. ODFW on-board with project. Have not heard back. Will follow-up.
- Ruwaldt Consulting – Met with Matt on January 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.
- Don Porior Engineering – Need to follow up with new information.
- 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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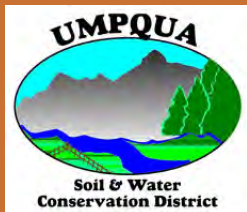
# Workshop: Business Plans & Basic Farm Financials

**FREE  
Workshop**

**THURSDAY ~ MARCH 5TH  
11AM-2PM**

**Lunch  
Provided**

Join us to discuss how farm business analysis tools such as business plans and farm financial statements can help with decision making and achieving your farm's goals.



**Elkton Community  
Education Center  
15850 OR-38 W  
Elkton, OR 97436**

Register at:  
[tinyurl.com/  
2026-Elkton-  
Workshop](https://tinyurl.com/2026-Elkton-Workshop)

Questions? [andrea@oregonagtrust.org](mailto:andrea@oregonagtrust.org)

## REGULAR BUSINESS

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### 1. Recreational Immunity:

Oregon's recreational immunity laws (ORS 105.682) protect public and private landowners, including SDAO members, from liability for injuries sustained on their land during free recreational use. Following a 2023 court decision that weakened these protections, SB 179 was passed in 2025 to permanently restore and strengthen immunity for trails, paths, and, significantly, improved, designed, or maintained, access ways.

Key Aspects of Recreational Immunity in Oregon (SDAO Context)

Purpose: Encourages districts to keep parks, trails, and open spaces open to the public for free.

Scope of Immunity: Covers recreational activities, including walking, running, and biking, even on improved trails or paths designed to access recreational areas.

Legal Changes: After *Fields v. City of Lincoln City* (2023) limited immunity, the 2024 legislature passed temporary fixes, which were made permanent by SB 179 in 2025.

Not Absolute: Immunity generally does not apply if a fee is charged for entry, or in cases of reckless or gross negligence.

SDAO Support: The Special Districts Association of Oregon strongly supported the 2025 legislation to protect local governments from costly lawsuits.

For special districts, this restored immunity is crucial for maintaining public access to trails and recreational facilities without high liability risks.

#### **Senate Bill 179 - Opt-in Immunity for Special Districts:**

<https://www.sdao.com/senate-bill-179-opt-in-immunity-for-special-districts>

Oregon's trail-use immunity statute, ORS 105.668, offers targeted protection against negligence claims arising from the use of trails and similar structures located within public easements or unimproved rights of way by non-motorized users. Beginning January 1, 2026, Senate Bill 179 expands the authority to opt into this immunity to all local governments (including special districts), complementing the statute's automatic coverage for certain large cities and related parties. This overview explains when the immunity applies, who can benefit, and why districts with any connection to trail use should evaluate opting in as a practical way to reduce liability exposure – without creating any new duty to build, improve, maintain, or allow public access.

Overview from the Special Districts Association of Oregon:

ORS 105.668 provides limited protection from lawsuits for personal injuries or property damage resulting from the use of a trail or other structure located within a public easement or unimproved right of way by users

February 12, 2026

## 1. Recreational Immunity

who are on foot, on an equine, or using a bicycle or other non-motorized conveyance. In those circumstances, users are barred from bringing a “private claim or right of action based on negligence.”

ORS 105.668(2) automatically extends this trail-use immunity to:

(a) cities with a population of 500,000 or more;

(b) officers, employees, or agents of such a city to the extent they are entitled to defense and indemnification under ORS 30.285;

(c) owners of lands abutting public easements or unimproved rights of way in cities with a population of 500,000 or more; or

(d) nonprofit corporations and their volunteers who work on the construction or maintenance of trails or the structures in a public easement or unimproved right of way in a city with a population of 500,000 or more.

Previously, only smaller cities and counties could “opt in” to this immunity by adopting an ordinance, resolution, rule, order, or other regulation. Beginning January 1, 2026, Senate Bill 179 extends this opt-in authority to all “local governments,” as defined in ORS 174.116, which includes special districts.

Although the ORS 105.668 immunity only applies in limited circumstances, all special districts should evaluate whether opting in would provide meaningful protection. Districts that manage or maintain trails, paths, stairs, bridges, or related structures located within public easements or unimproved rights of way should strongly consider opting in. For example, a park district that constructs and maintains trails situated within public easements granted by subdivision developers or homeowners associations would not be covered simply because the city has opted in. Similarly, an irrigation district that has granted (or consented to) easements allowing the public to walk or bike along ditch-rider roads located on property the district does not own would not be protected unless it separately opts in.

It is important to note that opting in does not create any new duty to construct, improve, or maintain trails or to allow public access. Rather, it may reduce liability exposure where public use already exists.

When applicable, ORS 105.668(3) offers significant protections, and in some respects is broader than the recreational immunity available under ORS 105.682 because (1) it applies to all users, not just those engaged in “recreational purposes”, and (2) it extends beyond the owner of the land where the injury occurred. In short, for most districts with no public access or exposure, the benefit may be minimal, but districts with any connection to trail use should consider opting in. Below is a sample resolution that your district may use (or adapt into an ordinance, rule, order, or regulation) when opting into the trail-use immunity.

<https://www.sdao.com/files/97aa6c1b1/%5BTemplate%5D+Trail+Use+Immunity+Opt-in+Resolution.4917-8895-6532+.1.docx>

## RECOMMENDATION:

**Move to approve Resolution 2026-01 opting to limit liability for certain claims arising from the use of public trails or structures in public easements and unimproved rights-of way pursuant to ORS 105.668.**

**UMPQUA SOIL AND WATER CONSERVATION DISTRICT RESOLUTION NO. 2026-01**

**A RESOLUTION OPTING TO LIMIT LIABILITY FOR CERTAIN CLAIMS ARISING FROM THE USE OF PUBLIC TRAILS OR STRUCTURES IN PUBLIC EASEMENTS AND UNIMPROVED RIGHTS-OF-WAY PURSUANT TO ORS 105.668.**

**WHEREAS**, Umpqua Soil and Water Conservation District, a soil and water conservation, ORS 174.116(2)(ee) district organized under ORS Chapter 568.210 (the “District”), constructs and maintains trails and other structures, both on District-owned property and in public easements or unimproved rights-of-way, within the District’s geographic boundaries in and around Reedsport and Elkton, Oregon; and

**WHEREAS**, the District encourages (1) property owners to grant easements for public trail use and (2) private groups and their volunteers to construct and maintain trails and other structures in public easements or unimproved rights-of-way; and

**WHEREAS**, ORS 105.672 to 105.688 provides certain immunities from liability for owners of publicly or privately owned land (as well as to holders of easements on such land) who allow such land to be used, without charge, for recreational purposes; and

**WHEREAS**, ORS 105.668(2) provides that a personal injury or property damage resulting from use of a trail that is in a public easement or in an unimproved right of way, or from use of structures in the public easement or unimproved right of way, by a user on foot, on an equine or on a bicycle or other nonmotorized vehicle or conveyance does not give rise to a private claim or right of action based on negligence against: (1) a city with a population of 500,000 or more, (2) the officers, employees or agents of the city to the extent the officers, employees or agents are entitled to defense and indemnification under ORS 30.285, (3) the owner of land abutting the public easement or unimproved right-of-way in the city, or (4) a nonprofit corporation and its volunteers for the construction and maintenance of the trail or the structures in a public easement or unimproved right of way; and

**WHEREAS**, ORS 105.668(3) allows cities with a population of less than 500,000 to opt into the trail use immunity by ordinance, resolution, rule, order or other regulation; and

**WHEREAS**, 2025 Oregon Laws Chapter 220, Section 1 (SB 179) amended ORS 105.668(3) to extend these opt-in rights to any “Local government,” as defined in ORS 174.116, including any soil and water conservation, ORS 174.116(2)(ee) district organized under ORS Chapter 568.210; and

**WHEREAS**, the public uses the District’s trails for recreational purposes includes, but is not limited to, outdoor activities such as hunting, fishing, swimming, boating, camping, picnicking, hiking, walking, running, or bicycling, nature study, outdoor educational activities, waterskiing, winter sports, viewing or enjoying historical, archaeological, scenic or scientific sites or volunteering for any public purpose project as well as for non-recreational purposes (e.g., commuting); and

**WHEREAS**, the District believes it is important to protect and support the activities of the District, property owners, community groups, and volunteers that make trails available for public use; and

**WHEREAS**, the District desires to adopt the immunity from liability provided under ORS 105.668 to further the public interest by protecting and supporting the efforts and activities of the District, property owners, and other parties who construct and maintain trails and make such trails as well as unimproved right of ways available for public use.

**NOW, THEREFORE**, the Board of Directors of the District resolves as follows:

1. Findings. The above-stated findings contained in this Resolution No. 2026-01 (this “**Resolution**”) are hereby adopted.
2. Limitation on Liability. Pursuant to ORS 105.668(3), the District hereby adopts the limitation on liability provided under ORS 105.668(2). Without otherwise limiting the generality of the immediately preceding sentence, a personal injury or property damage resulting from use of a trail that is in a public easement or in an unimproved right of way, or from use of structures in the public easement or unimproved right of way, by a user on foot, on an equine or on a bicycle or other nonmotorized vehicle or conveyance does not give rise to a private claim or right of action based on negligence against any of the following: (a) the District; (b) the officers, employees or agents of the District to the extent the officers, employees or agents are entitled to defense and indemnification under ORS 30.285; (c) the owner of land abutting the public easement or unimproved right of way in the District; or (d) a nonprofit corporation and its volunteers for the construction and maintenance of the trail or the structures in a public easement or unimproved right-of-way. For purposes of this Resolution, “structures” means improvements in a trail, including, but not limited to, stairs and bridges, that are accessible by a user on foot, on equine or on a bicycle or other nonmotorized vehicle or conveyance; “unimproved right-of-way” means a platted or dedicated public right of way over which a street, road or highway has not been constructed to the standards and specifications of the local government with jurisdiction over the public right of way and for which the local government has not expressly accepted responsibility for maintenance.
3. Exceptions. This Resolution does not grant immunity from liability: (a) except as provided in Section 2(b), to a person that receives compensation for providing assistance, services or advice in relation to conduct that leads to personal injury or property damage; (b) for personal injury or property damage resulting from gross negligence or reckless, wanton, or intentional misconduct; or (c) for an activity for which the actor is strictly liable without regard to fault.
4. Severability; Effective Date. For purposes of this Resolution, the singular includes the plural, and the plural includes the singular; the word “or” is not exclusive, and the words “include,” “includes,” and “including” are not limiting. Any reference to a particular law, statute, rule, regulation, code, or ordinance includes the law, statute, rule, regulation, code, or ordinance as now in force and hereafter amended. The provisions of this Resolution are severable. If any section, subsection, sentence, clause, or portion of this Resolution is for any reason held invalid,

unenforceable, or unconstitutional, such invalid, unenforceable, or unconstitutional section, subsection, sentence, clause, or portion will (a) yield to a construction permitting enforcement to the maximum extent permitted by applicable law, and (b) not affect the validity, enforceability, or constitutionality of the remaining portion of this Resolution. This Resolution will be in full force and effect from and after its approval and adoption.

*[Remainder of page blank.]*

**ADOPTED** by the Board of Directors of the District on this \_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Nathan Baumgartner, Board Chair

Attest:

\_\_\_\_\_  
Rhonda Black, District Manager

## REGULAR BUSINESS

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### 2. Part-Time Employee – Discussion Item:

Hire a part-time employee for up to 16-hours a month to assist District Manager/Conservation Planner with:

- Quarterly newsletter mailing (packaging & mailing)
- Outreach events
- Tsalila relief
- Other items as needed by the District Manager/Conservation Planner

Other items to consider:

- Hourly Pay
- Opportunity to group hours for part-time employee. For instance, zero hours for a month or two, but then group hours together for events and busy times.
  - For Tsalila an option would be for the part-time person to work the mornings at the event while the DM/CP and a volunteer collect water bugs, then when the DM/CP and volunteer return from the stream, relieve the part-time person for the rest of the day. Each day would be approximately 4-hours, so approximately 12-hours for Tsalila, unless a volunteer(s) wouldn't be available, then it would be longer hours for the part-time person.
  - For the newsletter it could take up to 16-hours to pick -up/package up/prepare the newsletter for mailing, and deliver to the post office.
  - Events could be full 8-hour days, but happen intermittently. Benefits could be that having the part-time person attend these could free up the DM/CP's time for other duties, and it could open the opportunity for situations like Father's Day weekend when multiple events happen in different areas of the District so that the District could have a person at two different events at once.

## REGULAR BUSINESS

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### 3. Director Recruitment

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.

February 12, 2026

### 3. Director Recruitment

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)