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Douglas Soil and Water Conservation District  
Board of Directors Meeting  
Wednesday, September 20<sup>th</sup> 2023

**Directors Present:** Sean Negherbon (D), Scott Hendy (D), David Briggs (D), Cindy Johnsrud (D), Brenda Epp (D), George Seonbuchner (DE), Walt Barton (AD)

**DSWCD Employees:** Maggie Begoun, Cindy Bright

**Others Present:** Steve Denney (UOP), Lee Russell (ECWC), Eric Nusbaum (ODA), Kevin Keller (PUR), Justin Sirmio (FSA)

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***Call to Order***

The meeting was called to order by Sean Negherbon @ 5:06pm. Director rollcall performed.

***Agency Reports***

FSA

Sirmio reports that the drought program triggered on Aug 28<sup>th</sup> has brought a lot of producers into the office. He's working on wrapping up reports on the Emergency Forest Restoration Program cost-share program and finishing up the agency's fiscal year.

Dir. Briggs asks Sirmio about his background. Sirmio explains that he recently finished school, and prior to that was helping to raise grass and hazelnuts in Lebanon, OR. Before that, he raised hogs in Whitman County with his uncle. His new position is USDA/FSA Douglas County executive director.

PUR

Kevin Keller is happy to see the SIA coming together. PUR has been working on in-stream projects in Rock Creek this summer, as well as Yellow Creek. They are also finishing their first tide-gate project in the south Smith River area. PUR is looking at the next grant season to fund implementation of a number of private and public culverts through NOAA.

Dir. Epps asks if PUR is grant funded and which grants they use. Keller answers yes, the primary capacity grants come from OWEB. The BLM/RAC grants are often utilized as well as Forest Service, Pacificbirds, and the next big one PUR is looking at is from the Bureau of Reclamation for their waterSMART program.

Cindy Bright mentions that ODFW is doing a "soft" open on their new S-Fish funding that is for culvert and bridge repair in forested lands.

Keller says that PUR has many upcoming projects in development for the next 5 years with a lot of grant funding coming in to support them.



UOP

Steve Denney is continuing to reach out to landowners on restoration. UOP had a tour at Yew Creek surveying the oak restoration work the Ken Carloni has been doing in that area. Denney also toured the Dorena FS/BLM Nursery with the OSU Ext. Master Gardeners. This group is interested in raising locally grown oak trees for sale and give away. Dorena grows natives for research and fire restoration. Denney is interested in a new ODF grant that has come out through OWEB for wildfire risk reduction for small, private woodlands under 160 acres. He is interested in partnering with DSWCD if interested.

Dir. Epps asks if this is a grant that Cindy can write. Bright answers yes, but there needs to be a project first—money can't be applied for without a project area and proposal already lined up. Bright explains that partnerships and match funding need to be secured usually as well. Denney adds that the proposal would include actions like prescribed fire, thinning, mowing, masticating, pruning, chipping, invasive species reduction, etc. Dir. Epps suggests that Denney approach Small Woodlands Association with this idea.

Other / ECWC

Walt Barton reports that a new Woolly distaff thistle population has been found off 138 by Elkton. It is about 40 miles from the nearest known site. This is an A-rated weed for the state, so they take it very seriously. The site has already been treated, hand pulled and sprayed. This site will now be a part of the regular rotation for treatment.

ODA

Eric Nusbaum reports that the eligibility of elected board directors has changed. The directors must now live within in their designated Zone. Directors can no longer live outside the zone with managed property in the zone—they must reside in the zone they are elected/appointed to. This law takes effect Jan. 1, 2024.

Another law is being changed regarding public meeting law. In the past, if someone felt the board violated public meeting law, particularly executive session laws, the board members could be taken to court which was a very difficult process. New law states that now someone can file a complaint directly to the district if they feel like public meeting law was violated and the district is required to respond to said person within a set number of days. There are only 6 or 7 specific types of responses that are allowed to be given as well. This complaint and response then goes to the Ethic Commission for review. The Ethic Commissions is then responsible for deciding whether law was violating and bring fines upon the board members. The commission will start taking complaints on 9/24/23.

All public officials now need to go through improved training on public meeting law. Nusbaum is working with the Ethics Commission to get his training approved so that he can go out to all the districts and give the training himself. Look forward to that in the beginning of next year (2024).

Nusbaum also lets the board know that the OACD annual meeting is in October. ODA is currently accepting applications for the SWCD/AgWQ Program manager behind Marganne.



## *Approval of Minutes*

**Motion:** Dir. Negherbon motions to approve the minutes of the August 23rd, 2023 Board Meeting. The motion passed unanimously.

## *Financial Information*

The following financial documents were presented to the board:

- Douglas SWCD's August 2023 Profit & Loss, Balance Sheet, & Check Register
- Douglas SWCD's August Grant Budget Reports
- Douglas SWCD's August 2023 Expense Report + Bank Statement
- Salary / Pay Raise Budget Document

Begoun explains that with Gilaine's help, we now have our grants being tracked in QuickBooks. There will be new reports each month following how our expenses are assigned to each grant.

Dir. Hendy asks about the negative numbers on the balance sheet report under PERS in liabilities. Begoun explains that she had a meeting with Gilaine and went through all the weird things in our QuickBooks that need reconciling. Gilaine will be working with Steve at Umpqua Valley Financial to put in the appropriate journal entries that should have been entered when the books were audited many years ago.

Barton explains that there's an Employee (EE) and an Employer (ER) contribution to PERS. But when the district was charged by PERS, everything came from one account. Even though the district was caught up and paying PERS correctly, it just didn't get recorded into QuickBooks correctly. The negative amount under "EE" is almost the same amount positive amount under "ER." The district also just paid \$5k to PERS this month, so it's now an even larger negative number.

Dir. Epp asks if we're working with Steve Tuscherer which Begoun replies yes. Gilaine is now working directly with Tuscherer to correct the QuickBooks per his instructions as these corrective journal entries should have been made during previous audits. Dir. Epp states the most recent audit was from 2019-2020 and Begoun agrees, but replies these issues actually occurred even farther back than that.

Dir. Epp asks if Tuscherer is making headway with the IRS. Begoun answers that he is trying to but essentially just keeps getting put on hold for 30+ minutes. Begoun wonders if there is a point where the board may want to try any additional action to get ahold of the IRS. Dir. Negherbon answers that maybe in the future the district can write a letter.

Dir. Briggs asks about some follow-up from the August minutes regarding a noted issue with QuickBooks. There was a checking account amount starting July 2022 that was suddenly halved and seemed to mysteriously disappear. Begoun explains that this is one of the issues



Gilaine is looking at, it seems to be a reconciliation issue. That is still a work-in-progress. Many issues appeared to uncashed checks or double entries or missing payment to entered invoices.

Begoun presents the Salary/Pay-Raise Budget document to the board and explains how it shows the current salaries of the employees and how much of a pay bump they can receive to still be in line with the approved annual budget. At minimum, these are for both employees' annual raises which have been discussed in the past. Dir. Epp asks what percent raise this is for each employee. Dir. Negherbon answers that it's a little over 10%. Begoun agrees, and recommends discussing the PERS tax, that may actually take 6% in employee tax, so it ends up being a smaller raise in overall.

To help understand the raise percentages, Begoun talks about the potential of starting PERS taxing on the employee. She explains that before she started, she thinks the board was trying to make a decision on whether or not they were required by law to use PERS for their employees. Nusbaum recalls that Barton was assigned the tasks of figuring out whether the district was required to offer PERS, especially to employees that were previously receiving it.

Barton tells the board that the district is required to offer PERS.

Begoun mentions that there is 10k in the annual budget for PERS. Right now, the employees are not paying their 6%. The district has covered the employee's 6% and the employers contribution of around 9%. Last month, after catching up on reporting employee income to PERS for the last 6 months – the district had to pay about \$5600. That included the employee and employer taxes since QuickBooks was never set up to be withdrawing that 6% from the employee. The board needs to decide if they want that 6% to continue to be covered by the district or if they want the employee to be responsible for it starting next paycheck. If so—then our annual raises aren't actually going to be that much.

Dir. Negherbon believes that 9% is only an estimate, and not as simple as just one set percentage taken off every from every pay period. Barton thinks that the employer contribution was set at 0% before the recent employees started. Barton used to be funded at 9% because he was Tier I, but the other employees didn't receive a contribution. Dir. Negherbon suggests getting more information about the necessary employer paid percentage.

Dir. Epp asks about the capacity grant and the if the raises are for one year, and if there enough money for the following year to have raises as well. Begoun answers that the annual budget shows this year (ending June 2024)'s budget of the employee salaries. That budget can be raised next year (starting July 2024) if we have enough money. The capacity grant that the district is primarily funded through at the moment lasts until June 2025. Dir. Epp is concerned about a 10% raise causing us to lose money and not be able to pay the IRS. Begoun states that none of this budget has anything to do with the office sale \$232k. Bright offers that the AgWQ and SIA grant will be large portions of employee salary next year as well that will supplement the capacity grant. Dir. Epp asks if the SIA grant is allowed for that much salary. Begoun confirms that the breakdown is similar to the other OWEB grants and allows for this guaranteed \$120k to be comprised mostly of employee salary.

Approved



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Dir. Negherbon thinks that bottom line is that the \$50k and \$90k salaries were already budgeted for so the board needs to discuss what the raises will be. Dir. Epp asks if the SIA funding is doubling up on the employee salaries which Bright answers no, the employees are paid out of whatever grant they're working under. The timesheets have different amounts of hours each paycheck coming from different grants. Bright also adds that there will be additional funding next year for on the ground projects of the SIA.

Dir. Briggs asks if the raises need to be approved at this board meeting. Begoun answers that they don't, they'd need to be approved by October's board meeting so that they can go into effect Nov 1<sup>st</sup> and Dec 1<sup>st</sup>. Dir. Briggs would like more information between now and next meeting about the exact PERS percentages and different options. Dir. Negherbon asks if the the employees' salary budgets will go over if the tax is added to their payrate calculations. Begoun answers that the PERS payments are already covered in a different budget line for \$10k this year. The calculation can be added to the payrate and budgeted that way next year.

**Action Item:** Begoun to find out and report to the board ASAP what the PERS employer rate is required to be for the district.

### ***District Admin Report – Please see attached report.***

Begoun notes that the second bi-annual Douglas County Cooperative Weeds Management Area meeting was that morning and went very well. The main idea expressed seemed to be the formation of some smaller committees that will focus on specific projects that each member is more interested in since different organizations and agencies have different goals. For example, different committees can focus on oak habitat or rare plant protection, and protection can include weed treatments for nearby landowners.

The county would like to collaborate on a project to remove weeds and restore the riparian area behind the DC Fairgrounds. Begoun explains that the district would be applying for grants that support the proposal and be in charge of the carrying out the project once funded. Examples of possible funding sources include the OR ST Weed Board, ODFW Recreation funds, OR ST Marine Board, etc.

Dir. Epp and Dir. Briggs ask about ECWC participation on the Weeds Advisory Board. There is some confusion about the Weeds Advisory Board vs. the OR ST Weed Board. The Weeds Advisory Board is a county board that tries to spread awareness about county weeds and resources for landowners. The OR ST Weed Board is a source of funding from ODA/OWEB that is pretty competitive and mostly funds priority weed projects. ECWC/Lee receives funds from the OR ST Weed Board for treatment of Patterson's curse, Woolly distaff thistle, and Portuguese broom.

Based on the variety of interests and the community center that is the fairgrounds, Begoun thinks this would be a pretty easy win for the district and great advertising as well.

Dir. Epp asks if the Fairgrounds belong to the county or the town. Begoun answers that it is county land. The board approves moving forward on with this proposal.



Lee Russell tells the board that the OWEB rarely has enough funds to even support their priority projects. He suggests the board put pressure on OWEB to find more funds for the OR ST Weed Board. Russell also suggests not counting on getting a weed board grant since chances are usually pretty low of receiving funds from them. He also suggests that the board get focused on bringing in income and creating projects of a sources of funding they know they can get.

Begoun adds that at the DC CWMA Meeting that morning, the agencies partners agreed that it would be the most beneficial to find the money first, then create the projects. Sometimes projects are developed first and then funding is sought after later, but this doesn't usually work for weeds projects since there are not a lot of directly supporting grants for weeds. Also Carri Pirsoko from ODA mentioned that any ideas for OR ST. Weed Board project funding should be run by her first, and she'll let us know if it actually has a chance of getting funded or not.

Dir. Negherbon asks if the district needs to set up the annual meeting. Begoun answers yes and asks if November is a good time. Dir. Briggs suggest the district push it back so that Bright has more time to get everything together for it. Bright agrees. Dir. Epp asks if a budget is presented at the annual meeting. Begoun answers no, the annual meeting is for reporting on the past year's finances and accomplishments. Dir. Negherbon suggests January 17<sup>th</sup> at 4pm, before the scheduled board meeting at 5pm. The board agrees and the date is set.

### ***Conservation Technician Report – Please see attached report.***

Cindy Bright reports that ODA has decided on the SIA area and shows the board the map they created for the designated watershed on the South Umpqua. ODA has had one meeting already looking at the tax lots in the SIA looking for obvious issues from GIS/Satellite. Bright attended that meeting to give the ODA specialists some insights and provide details about the issues in question since she is familiar with the area.

Bright's water workshop is confirmed for Seven Feathers. There will be speakers from ODA (Beth), DEQ (Sarah), and Oregon Dept. of Water Resources (Sarah or Sue). This even will be Friday, October 27<sup>th</sup> 4pm to 6pm. This workshop is targeted toward landowners in the SIA and welcomes anyone to attend curious about water rules, regulations, policy etc. It will also be informative about the SIA coming to the area. NRCS might be have some more EQIP funding available for the SIA location as well, and there might be a presentation on that. That should include funds for pasture improvement, livestock water, riparian fencing, etc. Dir. Briggs asks if there is an irrigation component and Bright answers that David Ferguson is not sure yet. It may fit into the Food Security Program instead.

The workshop may be sponsored and paid for by the tribe. Dir. Epp asks how the SIA landowners will be reached. Bright answers that she will be putting up flyers and announcements on public boards. Newsletters will be sent out to landowners in the SIA once that list is procured. Bright also wants to get a radio announcement out, which the board needs to approve. Dir. Epp recommends getting the word out in other organizations' newsletters as well.

Bright shows the board the announcement for the radio and states that it is a free advertisement as a public service announcement on KQEN. Bright also thinks an



announcement on the Capital Press may be beneficial, but probably costs something and will let the board know. Dir. Epp doesn't think a radio announcement is as useful as a flyer or newsletter. Bright states she's trying to cover all the bases with flyers, newsletters, and a radio announcement.

Bright is waiting for the open period for OWEB Small Grants for the projects that the district has already. ODFW got an extension approved to Nov 1<sup>st</sup> for BDAs, but if the weather doesn't cooperate, they will have to wait until next summer. The S-Fish fund is a new source from ODFW that the district can assist landowners with applying for. Bright is working with OSU Ext. to help run the Soils Booth at Ag Day with Logan Bennett. Bright distributes a rough draft flyer about Ag Day. Dir. Epp mentions she's doing the Grass Booth there as well. Next year, Sue at the Dept. Of Water Resources wants to do a water specific booth next year.

Bright had a great time at the Saturday Market in Roseburg, a lot of people stopped by to ask about the district and their projects. A couple of people also wanted to know about how they volunteer to help the district. Bright states it would be really nice to have a volunteer program to provide help for her, especially after having to load 100 wood poles by herself multiple times into and out of a trailer.

Bright visited a landowner on Doerner Creek that has erosion, cut banks, and fencing that's fallen into the creek. The property and the surrounding properties have many horses, so Bright is hoping to get a larger neighborhood wide horse property project started for a sizeable chunk of Doerner Creek. The horses usually have access right up to the creek where manure can easily wash in. In the past, this area has flowed into the river where E. Coli count was pretty high so this is an important issue for the area.

Dir. Epp asks where the poles are being stored. The poles for the Pheasant Creek project were stored at Lee Russell's home because its close to that project area and they are working on it together. The other poles are being stored at Bright's home because there's no other place to put them. Bright states that this is not a permanent solution for storage and that they should brainstorm a better storage situation.

Bright informs the board the at since she started, she's handed out 445 business cards. '

Bright has been working with Gibson to work on livestock crossing projects. Bright will be going out to Fall Creek to look at the rock sizes in the creek so that they can figure out what size they need for the livestock access ramps. Bright will be attending an oak workshop on Thursday. The small-acreage brochures were completed, Begoun still has to pay for and pick them up. Bright has had a few inquiring about post-fire restoration. Bright came across an info sheet with contacts for all the agencies that she's been giving out to curious landowners and the small woodlands association. After the fires are completely out, the BLM and USFS do a damage-cost-assessment and start figuring out funding sources to help with post-fire activities. Those programs will take a couple months after the fires are completely out to become available.



## *Director Reports*

Dir. Epp submits a statement to the board and reads it out loud (attached). In response to the statement, Bright responds that the district isn't focusing on single species, there is a collaborative effort across the board to focus on ecology as a whole. Everything is related, like a beaver dam is not just for beavers, but it will actually affect the riparian and uplands as well. The water tables will be raised and benefit agricultural land for foraging in pastures. BDAs are both water quality and water quantity improvement, which many landowners have been expressing concern about more and more with their water sources drying out. Dir. Epp says that regenerative agriculture can take care of that as well. Begoun asks if Dir. Epp knows of any grants that support regenerative agriculture for landowners? Dir. Epp does not answer this, but states that the district is suppose to be conserving soil and water. Regenerative agriculture keeps soil from entering the stream. The practice helps the soil, wildlife, biodiversity, carbon storage, water storage, etc.

Dir. Epp states that the best place to store water is in the soil, and installing a K-Line on her property has allowed her to control soil moisture across her land. Bright says that it would awesome to have a grant that could potentially help landowners afford the same thing, it could be something the staff looks into. Most of the agricultural funding that landowners can receive related to regenerative ag can be accessed from NRCS. The SWCD brings landowners looking into regenerative practices to NRCS to help get funded to do them. Dir. Epp notes that she has not received any funding for her practices but because of it, saves money on not having to buy any fertilizer. Bright also notes that the new infrastructure money coming to NRCS will allow for further development of food security and regenerative ag programs, and once the programs are secured that NRCS will hold a big workshop for local landowners to get input on what they want assistance with.

Dir. Briggs appreciates what Dir. Epp has brought forward and agrees that regenerative agriculture is a great thing but it is misunderstood by many. The process is complex and the SWCD can only help with so much of it. What the district needs to do is find where the district can focus and work within the overarching idea of regenerative agriculture. The district needs to be careful of how a broad of a net is cast. Bright agrees and states that this is especially important with only two staff members at the moment. The district can absolutely be a part of it all by bringing interested landowners to NRCS for help with designated practices. Dir. Briggs notes that NRCS is not the end all be all, and a lot of the research should be done by the landowner. Dir. Negherbon notes that maybe education about regenerative agriculture should be looked into and Bright suggests getting information on the DSWCD website.

Dir. Brigg notes that regenerative agriculture is a long-term process that district can advocate for and Dir. Epp says it has taken 15-20 years but the improvement is easy to see. Dir. Hendy mentions that the DCLA needs more education speakers at the Spring Conference and this would be perfect for them. Dir. Briggs agrees and states that the DCLA is much better place to bring about education in regenerative ag than at the SWCD. That's the target audience.





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*Conclusion of Meeting*

There is a Personnel Policy Workshop scheduled for **3:00pm on Wednesday, October 11<sup>th</sup>** at the NRCS building – 2593 NW Kline St, Roseburg OR 97471.

The next board meeting is scheduled for **5:00pm on Wednesday, October 18<sup>th</sup>** at the NRCS building – 2593 NW Kline St, Roseburg OR 97471.

Meeting adjourned by Sean Negherbon @ 6:19pm.

Submitted by Maggie Begoun for Brenda Epp, District Secretary/Treasurer.

Approved

**Report from Director Epp**

This is a quote I found that perfectly describes my concerns with the Douglas Soil and Water Control District.

**Today we are attempting to manage for a multitude of single species without bringing in the “subservient surface owner” who has boots on the ground 24/7 and who is producing our food and theirs. Why?**

**Colorado Rancher 2015**

We have been managing our property using practices the are in tune with nature and attended a conference called “Grazing for Change” in 2013. In March we attended a conference on Regenerative Agriculture. We have a healthy and biodiverse property with an interesting collection of wildlife and also manage to put significant gain on grass fed beef while using no chemical fertilizers.

Regenerative agriculture\* harnesses the relationships between plants and soil microbes to pull excess carbon dioxide out of the atmosphere and store it in plants and soils where it is a useful nutrient for farmers.

This board has employed staff who focused on partnerships with entities that focus on single species without caring for the entire ecosystem or in collaboration with the land owners who will be impacted.

Specific areas of concern:

Instream water right

Beaver analogs ect.

Coho salmon

Grants from BLM to Oak restoration, Oak habitat, Oak Woodland, landowner outreach and Tree Revetments(?)

Respectfully submitted

Director Brenda Epp



Approved

**District Admin – Maggie Begoun**

**September 2023 Monthly Report**

**Google Drive**

We now have a google drive where all the documents you could ever need for the district will be accessible. Please follow the link provided to access it at any time:

<https://drive.google.com/drive/folders/1wYJ60lc3S2tQN3oE68A5n44JLuzVVJmw?usp=sharing>

Please do not share this link with anyone outside the district. You should however bookmark this link on your computer and/or phone for easy access. Thank you!

**Still Waiting On:**

1. **Umpqua Valley Financial** – Steve said he routinely calls into the IRS office and gets put on hold for 30+ minutes. He said he’s going to try again multiple times the week of 9/18.
2. **Reimbursement** Still waiting on (\$3k) from the Final 21-23 Capacity Grant.
3. **Medical Benefits** – I completed and submitted their census for the district 9/11/23. They are supposed to get back to me with a quote.

**Reimbursement:**

The \$24k advancement has finally come through therefore, I have moved the office sale money to LGIP too. This won’t be reflected in our books for the board to see until next month’s meeting.

**Bookkeeping:**

1. **OR Dept. of Revenue** – All quarterlies are up to date and can be accessed at any time via frances.oregon.gov. Technically we’ve overpaid by about \$102 on our last state quarterly. (These have nothing to do with the IRS).
2. **IRS Payment / QuickBooks** – Gilaine is meeting with Steve at Umpqua Valley Financial next week to create some “journal entries” that will allow some of the weird stuff on our financial reports to reconcile and no longer show up. I am attempting to register a new user to get the online IRS payments working as well.
3. **PERS – Board needs to clarify their stance on PERS.**

The way it is currently set up seems to be:

- a. Employees are supposed to be paying a 6% tax each paycheck into the Individual Account Program (IAP). Employee can access after working 6 months.
- b. The district is supposed to be paying 9% tax each paycheck into the Oregon Public Services Retirement Program (OPSRP). Employees can’t access until vested.



PERS 6% employee pre-tax has not been taken out of our paychecks since we were employed. It's not automatic and Donna never set it up in QB and so Gilaine didn't know that she had to do it either. **Until now – the district has been paying both the IAP and OPSRP for the staff, which is actually what I budgeted for this year. Would the board like the staff to pay their intended 6% or continue to cover it?**

- 4. FY2022's Budget** – It doesn't look like an annual budget was passed last year. Walt and Eric were able to dig up a draft budget that mostly applied to the capacity grant. I need to submit our In-Lieu-of-Audit to the SoS by the end of the month, so I will do my best with that budget and comparing it to our expenses.

**Annual Meeting – Resolution Needed** – Would the board like to set a date for the annual meeting? I need to advertise it at least twice in the paper starting a month before the designated meeting date. Technically we're not required to have this meeting until the end of FY23, but I think it's easier to do it sooner.

#### Time Off

Tentatively – I'm taking the week of October 2<sup>nd</sup> off to visit family. However, there's a chance this may fall through. I'll know more as we get close to that date.

#### Weeds

The fall Douglas County Cooperative Weeds Management Area Meeting will be held virtually on Teams **Wednesday, September 20<sup>th</sup> 9am-11am**. This is a meeting of local agencies and organizations to help brainstorm collaborative invasive species removal projects in our county. This is our second meeting, our first having been hosted in March 2023. There may be a few short presentations, but the main focus will be discussion on project ideas and funding opportunities. Please see the agenda in the google drive.

With help from Tracy Pope at the County, we created a project proposal to treat weeds and re-plant at the DC Fairgrounds in the riparian area. I think this could be a great opportunity to showcase the district at a community hub supported by tons of different organizations in DC. It will be a way to gain funding, help the community, engage the public, and show that we can complete a successful project. Because it is riparian and there is even a boat launch – there are multiple avenues of interest and funding. I am very excited by the potential of this project and where it could lead the district. I've put the project proposal in the google drive.

#### Employee Evals / Raises / Personnel Policy Workshop

In case there is any confusions, hopefully this timeline will clear it up:

**Wednesday, September 20<sup>th</sup> @ 4pm:** Each employee will have a 30-minute evaluation from the board of directors.

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What you need: Each employee's job description and an evaluation packet per employee (2).

You are expected to have read through the job description and have filed out any comments you deem necessary for the evaluation portion prior to the meeting so it can be discussed with the employee.

**Wednesday, September 20<sup>th</sup> @ 5pm:** I will take any questions the board has about payrates, budget, and raises.

**Wednesday, October 11<sup>th</sup> @ 3pm:** Eric Nusbaum will be hosting a personnel policy workshop for the board and staff. In this workshop, we will be adjusting the job descriptions of the staff if necessary, but mainly creating job descriptions for the board of directors and their associated responsibilities (staff supervisor, treasurer, committee leader, etc).

**Wednesday, October 18<sup>th</sup> @ 5pm:** Any additional information that was requested by the board regarding evaluations and raises will have been presented by this board meeting. A motion regarding the raises of the employees is expected to be passed.



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September 2023

***Cindy K. Bright Conservation Technician***

**ODA/SIA:**

The SIA will now be 4, 12 HUC watersheds. Days creek, O'Shea creek, Shively creek and St. John creek. See map.

The first outreach workshop will be held Friday Oct. 27<sup>th</sup> from 4p to 6p at Seven feathers. Still waiting to hear on scholarship that will cover costs. Outlook is good. We have confirmed speaker from ODA, DEQ and OWRD. I have been developing tax lot maps for the target areas and working with PUR on more detailed areas up Days creek for possible projects. Ground truthing the ODA GIS exercise will be starting soon.

I will also be working with DEQ on a tour in March to further later outreach as we obtain the larger SIA grant.

**OWEB:**

Small grant application period to open mid to late October. Three projects to submit and possibly a fourth. Lee Russel is the OWEB small grant lead and is currently looking for review team.

**ODFW:**

We received approval for our permit for Pheasant creek BDA's. But it took so long to get materials I am now requesting an extension. And I'm awaiting a contractor bid as well.

I'm glad to announce the S-Fish fund through ODFW is now on a soft open. This is for replacing culverts with bridges. The landowner must have forested land they need to reach by way of the replacement access. The landowner directly applies, but we can assist.

**Outreach/Landowner assists:**

**OSU extension:**

I'll be working with Logan at Ag day on October 4<sup>th</sup>. We are doing a soils booth. More detail to come out soon.

**Booths/Workshops.**

The Umpqua Valley Farmers market on August 26<sup>th</sup> went well. Out of the people I talked to 22 were landowners with questions. I also had inquiries for volunteers. And several people stopped by to see what we do, and I had a lot of positive responses and people saying keep up the good work that we do. That gave me a warm fuzzy feeling.

As mentioned before the Seven Feathers workshop in October will focus on Ag water quality, rules and regulations with the different agencies and the programs/funding available to Ag lands.

**Landowner assists/Site visits:**

Two site visits had to cancel due to how bad the smoke was in the area. So, rescheduling for a hard use area in Lookingglass and riparian horse fencing restoration along Flournoy.

I have also assisted two landowners with soils maps for Ag properties and I'm assisting with an S-fish fund for Pheasant creek.

We had a call looking for assistance to repair riparian areas and roads damaged by the fire, so I'm looking to find assistance for fire damage.

**Projects:**

As mentioned before ODFW has purchased some wildlife friendly fencing supplies for us. These materials may be going to the Flournoy project to fence horses off the riparian area.

Approved



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dswcd.org

I have been working with Gibson, NRCS, for designs on 3 livestock water systems, 2 livestock crossing and 2 hard use areas. They are almost complete then I can finalize costs/budget for grant for Fall creek and Buckhorn creek to submit in October.

Peeler cores have been obtained for two projects, Pheasant, and Morgan creek. I was able to get 100 at \$2.00 ea. They are 3.5 in. by 8 ft. Lee Russel let me use his trailer to go to Glendale to pick up the cores. This was a scary trip, and I will need a more stable trailer for the next time.

I paid out of pocket and was invoiced by Western Lumber Company. We will then invoice Elk watershed for the Pheasant creek project and then funds for Morgan will pay for rest.

**Other:**

As time goes along, I discover more equipment etc. we need. I have Maggie looking into what we can accept for donations and with board approval perhaps we can put out an inquiry for equipment and possibly a used vehicle that people could donate and write them off on their taxes. I've been told other SWCDs have done this to gain farm equipment that they then rent out to landowners.

**Radio Announcement for September.**

The Douglas Soil and Water Conservation District is back and servicing Douglas County through an Agriculture water quality program.

The Douglas SWCD currently provides technical assistance for Ag water quality improvement projects. Funding may also be available for livestock watering systems, livestock hard use areas, riparian fencing, riparian and stream restoration, and more.

For more information visit the Douglas SWCD website at [www.dswcd.org](http://www.dswcd.org)

**Douglas Soil And Water Conservation District  
Aug-23**

Statement Summary		Fund Balance					
		Unrestricted	Restricted	Capacity - DO (23-25)	Capacity - SOW (23-25)	Capacity - SOW (21-23)	Ag Water Quality (23-24)
LGIP Account Aug 1st	\$ 4,466.35		\$ 4,466.35				
Checking Account Aug 1st	\$ 249,864.65	\$ 17,047.69	\$ 232,362.32			\$ 454.64	
				\$ (9,371.74)			
<b>Aug Deposits:</b>							
319 Grant (DEQ)	\$ -						
Capacity Grant 21-23 OWEB	\$ -						
Capacity Grant 23-25 OWEB	\$ -						
USWFS	\$ -						
Interest Earned	\$ 47.34	\$ 30.59	\$ 16.75				
USBank Bank Fee Refund	\$ -						
Office Building Sale	\$ -						
<b>Total Deposits</b>	<b>\$ 47.34</b>						
<b>Aug Debits:</b>							
Personnel Services							
Wages	\$ 6,644.55	\$ (935.17)		\$ (2,200.53)	\$ (1,428.07)	\$ (2,080.78)	
PERS Retirement	\$ 5,565.65	\$ (5,565.65)					
Payroll Taxes	\$ 1,426.34						
Worker's Compensation Ins.						\$ (1,426.34)	
Total Personal Services	\$ 13,636.54						
Materials & Services							
Bank Fees	\$ -						
Accounting & Legal	\$ -						
Advertising	\$ -						
Contracted Services	\$ -						
Dues & Membership	\$ -						
Insurance	\$ -						
Materials	\$ 96.04						
Monitoring	\$ -						\$ (96.04)
Office Supplies	\$ 108.25				\$ (108.25)		
Office Rent	\$ 95.00				\$ (95.00)		
Staff Travel & Training	\$ 128.38				\$ (58.95)	\$ (69.43)	
Telephone	\$ 102.90				\$ (102.90)		
Utilities	\$ 49.48					\$ (49.48)	
Total Materials & Services	\$ 580.05						
<b>Total Charges to Appropriations</b>	<b>\$ 14,216.59</b>	\$ (6,470.23)	-	\$ (2,200.53)	\$ (1,793.17)	\$ (3,626.03)	\$ (96.04)
<b>Grant Balances</b>				\$ (11,572.27)	\$ (1,793.17)	\$ (3,171.39)	\$ (96.04)
Checking Account Aug 31st	\$ 235,678.66						
Unrestricted for use in Checking Ac	\$ 3,316.34						
LGIP Account Aug 31st	\$ 4,483.10						

Approved



10:55 AM

09/20/23

Accrual Basis

**Douglas Soil & Water Conservation District**  
**Profit & Loss**  
**August 2023**

Approved

	<u>Aug 23</u>
Ordinary Income/Expense	
Expense	
Board meeting refreshments etc	96.04
Office	
Internet	16.99
Rent	95.00
Supplies	140.74
Telephone	102.90
Total Office	355.63
Payroll Expenses	
Payroll-Gross Wages	8,184.00
Payroll Expenses - Other	928.38
Total Payroll Expenses	9,112.38
Payroll Taxes	
Payroll-FICA	580.47
Payroll-FUTA	0.00
Payroll-Medicare	130.27
Payroll-SUI	233.58
Payroll-Workers Comp	3.30
Total Payroll Taxes	947.62
Total Expense	10,511.67
Net Ordinary Income	-10,511.67
Other Income/Expense	
Other Income	
Interest Income	30.59
Total Other Income	30.59
Net Other Income	30.59
Net Income	<u><u>-10,481.08</u></u>

Douglas Soil & Water Conservation District  
**Balance Sheet**  
As of August 31, 2023

Approved

	<u>Aug 31, 23</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
US Bank Checking	241,599.94
Checking-Wells Fargo	-2,486.75
LGIP-Operating Reserve	4,483.10
<b>Total Checking/Savings</b>	<u>243,596.29</u>
<b>Accounts Receivable</b>	
Accounts Receivable	-19,999.99
<b>Total Accounts Receivable</b>	<u>-19,999.99</u>
<b>Total Current Assets</b>	<u>223,596.30</u>
<b>Fixed Assets</b>	
Building	180,694.66
<b>Total Fixed Assets</b>	<u>180,694.66</u>
<b>TOTAL ASSETS</b>	<u><u>404,290.96</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
Accounts Payable	5,557.65
<b>Total Accounts Payable</b>	<u>5,557.65</u>
<b>Other Current Liabilities</b>	
<b>Payroll Liabilities</b>	
Transit Tax - Employee	-11.57
Direct Deposit Liabilities	-15.75
Payroll Tax - 941 Deposit	129,621.30
Payroll Tax - FUTA	641.69
Payroll Tax -OR Quarterly	957.39
Payroll Tax - SIT	9,209.96
PERS-EE	5,975.29
PERS-ER	-11,290.34
Payroll Liabilities - Other	110.57
<b>Total Payroll Liabilities</b>	<u>135,198.54</u>
<b>Total Other Current Liabilities</b>	<u>135,198.54</u>
<b>Total Current Liabilities</b>	<u>140,756.19</u>
<b>Total Liabilities</b>	<u>140,756.19</u>
<b>Equity</b>	
Fund Balance	2,469.91
Retained Earnings	57,483.56
Net Income	203,581.30
<b>Total Equity</b>	<u>263,534.77</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>404,290.96</u></u>

Douglas Soil & Water Conservation District

9/20/2023 11:00 AM

Register: US Bank Checking  
 From 08/01/2023 through 08/31/2023  
 Sorted by: Date, Type, Number/Ref

Approved

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
08/02/2023	8022023	Verizon	Accounts Payable		102.90	X		248,358.87
08/04/2023	84	Begoun, Maggie O	-split-	Maggie egoun	1,241.30	X		247,117.57
08/04/2023	85	Bright, Cynthia K	-split-	Cindy Bright	2,150.21	X		244,967.36
08/11/2023	8112023	PERS	Accounts Payable	2743	30.72	X		244,936.64
08/11/2023	8112023	PERS	Accounts Payable	2743	131.10	X		244,805.54
08/11/2023	8112023	PERS	Accounts Payable	2743	5,403.83	X		239,401.71
08/14/2023	8112023	US Bank Visa	Accounts Payable		252.73	X		239,148.98
08/16/2023	88	Cindy Bright (v)	Accounts Payable		96.04	X		239,052.94
08/16/2023	89	United States Treasury	Payroll Taxes:Payroll-...		23.46	X		239,029.48
08/18/2023	86	Begoun, Maggie O	-split-	Maggie Begoun	1,241.35	X		237,788.13
08/18/2023	87	Bright, Cynthia K	-split-	Cindy Bright	2,140.06	X		235,648.07
08/31/2023			Interest Income	Interest		X	30.59	235,678.66

## Douglas Soil & Water Conservation District OWEB AG Water Quality Budget

Exp.

	Est. Cost	Act. Cost	(\$ Diff.	Act. Revenue
<b>Service</b>				
<b>In-House Personnel</b>				
Conservation Tech	14,030.00	992.59	-13,037.41	0.00
Office	1,932.00	0.00	-1,932.00	0.00
<b>Total In-House Personnel</b>	15,962.00	992.59	-14,969.41	0.00
<b>Office</b>				
Meeting Expenses	2,000.00	0.00	-2,000.00	0.00
Promotional Items	1,038.00	0.00	-1,038.00	0.00
<b>Total Office</b>	3,038.00	0.00	-3,038.00	0.00
<b>Total Service</b>	19,000.00	992.59	-18,007.41	0.00
<b>TOTAL</b>	<b>19,000.00</b>	<b>992.59</b>	<b>-18,007.41</b>	<b>0.00</b>

## Douglas Soil & Water Conservation District ODA:FY 23-25 Dist Operations Budget

Exp. 7/31/2025

	<u>Est. Cost</u>	<u>Act. Cost</u>	<u>(\$)</u> Diff.	<u>Act. Revenue</u>
<b>Service</b>				
<b>Contracted Services</b>				
Audit	5,300.00	0.00	-5,300.00	0.00
Bookkeeping	5,400.00	0.00	-5,400.00	0.00
<b>Total Contracted Services</b>	10,700.00	0.00	-10,700.00	0.00
<b>In-House Personnel</b>				
Office	36,445.00	5,565.40	-30,879.60	0.00
<b>Total In-House Personnel</b>	36,445.00	5,565.40	-30,879.60	0.00
<b>Insurance</b>				
Liability Insurance	6,500.00	0.00	-6,500.00	0.00
Workers Comp	1,400.00	0.00	-1,400.00	0.00
<b>Total Insurance</b>	7,900.00	0.00	-7,900.00	0.00
<b>Lodging</b>				
Mileage (Mileage)	600.00	0.00	-600.00	0.00
<b>Office</b>				
Dues/ Fees	330.00	0.00	-330.00	0.00
Office Supplies	543.00	0.00	-543.00	0.00
Postage	410.00	0.00	-410.00	0.00
<b>Total Office</b>	1,631.00	0.00	-1,631.00	0.00
<b>Training Costs</b>				
	350.00	0.00	-350.00	0.00
<b>Total Service</b>	57,956.00	5,565.40	-52,390.60	0.00
<b>No item</b>	0.00	7,511.56	7,511.56	0.00
<b>TOTAL</b>	<b>57,956.00</b>	<b>13,076.96</b>	<b>-44,879.04</b>	<b>0.00</b>

# Douglas Soil & Water Conservation District ODA FY 23-25 Scope of Work Budget

Exp. 7/31/2025

	Est. Cost	Act. Cost	(\$ Diff.	Act. Revenue
<b>Service</b>				
<b>Contracted Services</b>				
Bookkeeping	1,800.00	0.00	-1,800.00	0.00
<b>Total Contracted Services</b>	1,800.00	0.00	-1,800.00	0.00
<b>In-House Personnel</b>				
Conservation Tech	75,440.00	10,013.85	-65,426.15	0.00
Office	35,150.00	412.54	-34,737.46	0.00
<b>Total In-House Personnel</b>	110,590.00	10,426.39	-100,163.61	0.00
<b>Lodging</b>	2,000.00	0.00	-2,000.00	0.00
<b>Mileage (Mileage)</b>	3,010.00	0.00	-3,010.00	0.00
<b>Monitoring</b>				
Monitoring Materials	3,000.00	0.00	-3,000.00	0.00
<b>Total Monitoring</b>	3,000.00	0.00	-3,000.00	0.00
<b>Office</b>				
Office Supplies	0.00	108.25	108.25	0.00
Postage	2,800.00	0.00	-2,800.00	0.00
Promotional Items	2,989.00	0.00	-2,989.00	0.00
Storage Rent	2,941.00	95.00	-2,846.00	0.00
<b>Total Office</b>	8,730.00	203.25	-8,526.75	0.00
<b>Training Costs</b>	1,000.00	0.00	-1,000.00	0.00
<b>Utilites</b>				
Phone	2,880.00	102.90	-2,777.10	0.00
<b>Total Utilites</b>	2,880.00	102.90	-2,777.10	0.00
<b>Website</b>	2,222.00	0.00	-2,222.00	0.00
<b>Total Service</b>	135,232.00	10,732.54	-124,499.46	0.00
<b>TOTAL</b>	<b>135,232.00</b>	<b>10,732.54</b>	<b>-124,499.46</b>	<b>0.00</b>

Douglas SWCD Billing Rate

Employee	Rate	FICA	Medicare	OR WBF	OR SUI	Paid Leave	Stipend	Sick/Vacation	Holiday	Total
Maggie (Current)	\$ 22.00	\$	1.36	\$ 0.32	\$ 0.48	\$ 0.09	\$ 3.13	\$ 2.20	\$ 0.88	\$ 31.04
Cindy (Current)	\$ 30.00	\$	1.86	\$ 0.44	\$ 0.66	\$ 0.12	\$ 2.50	\$ 3.00	\$ 1.20	\$ 40.56
Cindy (Raise)	\$ 34.50	\$	2.14	\$ 0.50	\$ 0.76	\$ 0.14	\$ 2.50	\$ 3.45	\$ 1.38	\$ 46.26
Maggie (Raise)	\$ 24.50	\$	1.52	\$ 0.36	\$ 0.54	\$ 0.10	\$ 3.13	\$ 2.45	\$ 0.98	\$ 34.21

Employee	Hours	Gross Employee Salary	Gross Employer Payroll	Budgeted
Cindy (Current Wage)	1.0 FTE	\$ 57,600.00	\$ 77,865.60	\$ 90,000.00
Cindy (Raise)	1.0 FTE	\$ 66,240.00	\$ 88,825.44	\$ 90,000.00

  

Employee	Hours	Gross Employee Salary	Gross Employer Payroll	Budgeted
Maggie (Current Wage)	0.75 PTE	\$ 31,680.00	\$ 44,693.28	\$ 50,000.00
Maggie (Raise)	0.75 PTE	\$ 35,280.00	\$ 49,259.88	\$ 50,000.00
Maggie (Current Wage)	1.0 FTE	\$ 42,240.00	\$ 59,591.04	\$ 50,000.00
Maggie (Raise)	1.0 FTE	\$ 47,040.00	\$ 65,679.84	\$ 50,000.00

The amounts highlighted are the maximum amounts for raise opportunity without going over the approved annual budget.

At this time, Maggie does not have the capacity to increase hours. Nor does the district have the budget to do so. As regular admin tasks wind down, Maggie will be able to find grant funding that increases the district's payroll budget for next year.

Approved