



Douglas Soil and Water Conservation District
Board of Directors Meeting
Wednesday, November 20th 2024

Attendees

Directors: Brenda Epp (D), Scott Hendy (D), Diana Woodward (D), David Briggs (D) |
Employees: Maggie Begoun | **Partners:** Heather Medina (NRCS), Bradley Stokes (NRCS),
Ryan Kay (BLM), Cam Collins (BLM), Beth Pietrzak (ODA), | **Public:** Jay Bond, David
Jones (DCWAB/DSWA)

Call to Order

The meeting was called to order by Board Vice-Chairman - David Briggs @ 5:05pm. Director roll call performed. Introductions performed.

Agency Reports

Beth Pietrzak - ODA

Pietrzak presents an informative hand out on Strategic Implementation Areas (SIA) and a sample letter of what is sent out to community members who may have water quality issues in the SIA. Potential issues have been identified using GIS and confirmation from public roads, though sometimes upon a site visit - there isn't actually any issue. The usual suspects are livestock in the creek or large, uncovered manure piles. Pietrzak is here today to address concerns that these letters were scaring the community and try to figure out a solution to that.

Dir. Briggs asks for more detail on how ODA is identifying potential issues that cause the need to send letters, and how ODA follows up with these landowners afterwards.

Pietrzak answers that aerial photos were used to look at the land throughout the SIA with ODA typically looking for bare ground caused by agriculture, lack of riparian vegetation buffers, and manure piles. ODA then goes out on public roads to see if they can confirm these potential issues. If the issue is seen from the public road, then ODA will call the landowner as soon as possible and get a site visit out with Cindy Bright included (2 landowners in this category). If the potential issue is not verified from public roads, then a letter is sent out stating that the landowner should resolve this potential issue within the year (15 landowners). After that year passes, then ODA will call the landowner to see how its going. The letter includes contact info for the SWCD.

Dir. Epp asks when the next SIA will be in Douglas County. Pietrzak answers not for another 5 years or so. Dir. Briggs asks how long the SIA is supposed to take til completion. Pietrzak



answers that ODA's work is typically done within 2 years, the SWCD's SIA Grant lasts 4 years, and the monitoring component that is also 4 years.

Heather Medina & Bradley Stokes - NRCS

Medina introduces Stokes as the new Roseburg Office District Conservationist. Stokes talks about his background working for multiple agencies mostly in the SE USA, but also for a while in Northern California. Stokes reads the presented report on their district's latest updates. Of note is the district's FY spending and that the deadline for 2025's EQIP applications is 11/29/24. Medina also notes that NRCS is offering many trainings that need to be signed up for by 11/22/24, if someone like Cindy Bright is interested.

Ryan Kay & Cam Collins - BLM

Kay states that the Roseburg District BLM's Annual Treatment Request document has been sent out to partners. This allows people, including private landowners, to request that BLM treats invasive species in suggested locations. This is only for BLM public land. Lone Rock Timber was helpful with this last year and their partnership got many roads treated in the Archie Creek Wildfire area. Reporting and contracting has been taken up most of Kay's time recently. Seasonal positions GS 4,5 are currently advertised and in December ACE will advertise their internships too.

Collins introduces himself as a new Natural Resource Specialist for the BLM and will be working as the North Bank Habitat Management Area Manager. Prescribed fire and weed treatments will be coming to that area soon. The entire area is about 6500 acres that was set aside to manage Columbian White Tail Deer and recreation.

Approval of Minutes

Motion: Dir. Hendy motions to approve the minutes of the October Board Meeting. The motion passed unanimously.

The October executive session minutes will be saved for approval at the next meeting.

Financial & Admin Report – Please see attached report.

Presented to the board and attached are:

- October QuickBooks Reports, Expense Report
- Employee Raise Rate Doc
- Checking and LGIP Account Explanation Doc



Bookkeeper - Begoun states that the district's bookkeeper, Gilaine has her last day this week. Begoun has had meetings with a couple bookkeepers, as well as PUR to learn more about how to solve this issue. PUR is going through many administrative changes and isn't sure that their new bookkeeper will be able to keep up with the SWCD's needs for now. Begoun recommends that the board enter into a contract with Lifeboat Accounting for the time being, and then re-evaluate at the start of the next fiscal year.

Motion: Dir. Hendy motions that the bookkeeping contract with PUR is terminated and that a new bookkeeping contract is signed with Lifeboat Accounting on a trial basis. The motion passed unanimously.

IRS - We should be seeing a revenue officer assigned to us soon.

Action Item: Begoun to check in with a tax lawyer regarding whether penalties are continuing to add up.

Employee Raise - No discussion.

Motion: Dir. Hendy motions to approve Cindy Bright for a raise to \$38.00/hour effective December 1st, 2024. The motion passed unanimously.

Long Range Business Plan - The board decides that they'd like to have a workshop to go over the edits and updates to this plan some time in January.

Elections/Board - Official news on who has been elected will come in December. There will be nobody in the At-Large position behind Dir. Negherbon so there will need to be an appointment. Begoun mentions that the board should start thinking about director duties, and the board may need a workshop for this too.

Weeds Updates - There are many grants in the hopper. Oregon State Weed Board (ODA) and Title II/RAC Funds (BLM). The BLM GNA funds have come through and we now have full access. The NFF Collaborative Capacity grant did not get awarded, but there will be a second round soon that Begoun will re-apply for.

Conservation Technician Report – Please see attached report.

Dir. Briggs asks whether the blackberry removal being done could be an issue with all the recent rain. Begoun answers that it shouldn't be as the soil was not disturbed. Hand crews were doing the work and nothing was removed or cut below the surface. Pietrzak notes that as long as sediment is not running into the waterways, then it should not be an issue.

Action Item: Begoun to have Bright update the board on what she thinks about potential issues that may stem from blackberry removal and provide pictures to the board.



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Director & Public Comment

The annual meeting (December 18th @ 4pm) will be a snack/appetizer pot-luck event.

Jason (Jay) Bond introduces himself as interested in becoming a board member. He homesteads on 28 acres in south county, outside of Glendale. He has planted orchards and performed thinning through his property. Bond enjoys experimenting with plant genetics and cross-pollination. He is interested in preserving soil and water for the success of this county.

Conclusion of Meeting

The meeting was adjourned at 6:05pm. The annual meeting and December board meeting is scheduled for **Wednesday, December 18th @** NRCS Roseburg. The annual meeting will begin at 4:00pm. followed by the board meeting at 5:00pm. This will be a pot-luck event.

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

Douglas Soil & Water Conservation District
Profit & Loss
October 2024

	<u>Oct 24</u>
Ordinary Income/Expense	
Income	
Project Income	23,375.00
Total Income	<u>23,375.00</u>
Gross Profit	23,375.00
Expense	
Bookkeeping	2,100.00
Billing Expense	
Contracted Services	7,500.00
Total Billing Expense	<u>7,500.00</u>
Bank	
Monthly Fees	50.61
Total Bank	50.61
Office	461.11
Payroll Expenses	
Personnel	-14,040.00
Payroll-Gross Wages	9,159.00
Payroll Expenses - Other	927.30
Total Payroll Expenses	<u>-3,953.70</u>
Payroll Taxes	
Payroll-FICA	617.46
Payroll-FUTA	0.00
Payroll-Medicare	144.41
Payroll-SUI	90.67
Payroll-Workers Comp	3.68
PERS-ER	0.00
Total Payroll Taxes	<u>856.22</u>
Total Expense	<u>7,014.24</u>
Net Ordinary Income	16,360.76
Other Income/Expense	
Other Income	
Interest Income	1.54
Total Other Income	<u>1.54</u>
Net Other Income	1.54
Net Income	<u><u>16,362.30</u></u>

Douglas Soil & Water Conservation District
Balance Sheet
 As of October 31, 2024

	Oct 31, 24
ASSETS	
Current Assets	
Checking/Savings	
US Bank Checking	9,746.80
LGIP-Operating Reserve	285,607.37
Total Checking/Savings	295,354.17
Accounts Receivable	
Accounts Receivable	-19,999.99
Total Accounts Receivable	-19,999.99
Total Current Assets	275,354.18
TOTAL ASSETS	275,354.18
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-8.00
Total Accounts Payable	-8.00
Other Current Liabilities	
Payroll Liabilities	
Transit Tax - Employee	-19.19
Direct Deposit Liabilities	-15.75
Payroll Tax - 941 Deposit	129,921.48
Payroll Tax - FUTA	557.69
Payroll Tax -OR Quarterly	815.24
Payroll Tax - SIT	9,283.96
PERS-ER	-279.18
Payroll Liabilities - Other	64.76
Total Payroll Liabilities	140,329.01
Total Other Current Liabilities	140,329.01
Total Current Liabilities	140,321.01
Total Liabilities	140,321.01
Equity	
Fund Balance	2,469.91
Retained Earnings	121,012.36
Net Income	11,550.90
Total Equity	135,033.17
TOTAL LIABILITIES & EQUITY	275,354.18

Douglas Soil & Water Conservation District

11/17/2024 5:17 PM

Register: US Bank Checking

From 10/01/2024 through 10/31/2024

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
10/01/2024			LGIP-Operating Reserve	Funds Transfer		X	5,000.00	5,407.56
10/02/2024	137	Partnership for the U...	Accounts Payable		2,100.00			3,307.56
10/02/2024	138	Special Districts Ass...	Accounts Payable	03-0018254	140.00	X		3,167.56
10/03/2024			Deposited Funds	Deposit		X	5,500.00	8,667.56
10/03/2024			LGIP-Operating Reserve	Funds Transfer		X	5,000.00	13,667.56
10/04/2024	10022024	Begoun, Maggie O	-split-		1,365.44	X		12,302.12
10/04/2024	10022025	Bright, Cynthia K	-split-		2,409.37	X		9,892.75
10/09/2024	10092024	Verizon	Accounts Payable		103.22	X		9,789.53
10/11/2024	10112024	PERS	Accounts Payable	2743	279.18	X		9,510.35
10/15/2024			Deposited Funds	Deposit		X	17,875.00	27,385.35
10/15/2024	10152024	US Bank Visa	Accounts Payable		217.89	X		27,167.46
10/18/2024			Deposited Funds	Deposit		X	14,040.00	41,207.46
10/18/2024	10172024	Begoun, Maggie O	-split-		1,259.79	X		39,947.67
10/18/2024	10172025	Bright, Cynthia K	-split-		2,405.42	X		37,542.25
10/22/2024			LGIP-Operating Reserve	Funds Transfer	20,246.43	X		17,295.82
10/30/2024	139	Santos Reforestation	Accounts Payable		7,500.00	X		9,795.82
10/31/2024			Interest Income	Interest		X	1.54	9,797.36
10/31/2024			Bank:Monthly Fees	Service Charge	50.56	X		9,746.80

Bank Accounts Break Down 10/31/24					
LGIP Savings		USBank Checking			
District \$ (+Interest)	\$	16,151.12	District \$	\$	17,456.040
Holding for DCWAB	\$	2,529.91	SIA Funds	\$	9,060.98
Building Sale (Restricted)	\$	232,776.62	Capacity Gant	\$	(14,670.22)
Class A Weeds Match 2025	\$	14,810.83			
Morgan SG	\$	4,834.25			
Applegate SG	\$	9,004.64			
DEQ 319	\$	5,500.00			
LGIP Total 10/31/24	\$	285,607.37	USBank Total 10/31/24	\$	11,846.80

District Cash
\$ 33,607.160

Potential Income Expected: 11/1/24 - 6/30/25		
Capacity Gant	\$	72,445.50
SIA	\$	70,000.00
DEQ	\$	5,000.00
BLM GNA	\$	40,000.00
MIT FUND	\$	50,000.00
OWEB	\$	60,000.00
Title II	\$	100,000.00
Total	\$	397,445.50

We have unrestricted "district cash" that has nothing to do with the building sale funds.

It's only been 1/3 of the year. The next 2/3 potentially will bring a lot of income.

Douglas SWCD Billing Rate

Employee	Rate	FICA	Medicare	OR WBF	OR SUI	Paid Leave	Medical	Sick/Vacatic	PERS	Holiday	Total
Maggie (Old Wage)	\$ 24.50	\$ 1.52	\$ 0.36	\$ 0.54	\$ 0.64	\$ 0.10	\$ 3.33	\$ 2.45	\$ 1.47	\$ 0.98	\$ 35.88
Maggie (New + FTE)	\$ 30.00	\$ 1.86	\$ 0.44	\$ 0.66	\$ 0.78	\$ 0.12	\$ 2.50	\$ 3.00	\$ 1.80	\$ 1.20	\$ 42.36
Cindy (Current)	\$ 34.50	\$ 2.14	\$ 0.50	\$ 0.76	\$ 0.90	\$ 0.14	\$ 2.50	\$ 3.45	\$ 2.07	\$ 1.38	\$ 48.33
Cindy (Raise)	\$ 40.00	\$ 2.48	\$ 0.58	\$ 0.88	\$ 1.04	\$ 0.16	\$ 2.50	\$ 4.00	\$ 2.40	\$ 1.60	\$ 55.64

Employee	Hours	Gross Employee	Gross Employer
Cindy (Current Wage)	1.0 FTE	\$ 47,200.00	\$ 61,866.56
Cindy (Raise)	1.0 FTE	\$ 54,240.00	\$ 71,219.20

8 months
8 months

Cindy	Amount	Category
	\$ 6,000.00	OWEB
	\$ 31,000.00	SIA
	\$ 35,000.00	SOW
	\$ 72,000.00	

Employee	Hours	Salary	Payroll
Maggie (Old Wage)	0.75 PTE	\$ 26,560.00	\$ 34,446.32
Maggie (New + FTE)	1.0 FTE	\$ 41,440.00	\$ 54,214.40

8 months
8 months

Maggie	Amount	Category
	\$ 5,000.00	District Cash
	\$ 5,000.00	SIA
	\$ 10,000.00	SOW
	\$ 35,000.00	BLM GNA
	\$ 55,000.00	

Re-evaluate into new FY budget in June 2025.

November Admin Report 2024 - Updated 11/20/24

Board Meeting: Wednesday, November 20th

Please arrive at 4:30pm for employee evaluation. Board meeting will start @ 5pm.

Bookkeeping:

After paying Partnership for Umpqua Rivers (PUR) their last payment, we will have plenty to pay a bookkeeper until we re-evaluate for the next fiscal year. My recommendation: Use Lifeboat Accounting, possibly until the next FY and then re-evaluate and see if we want to switch back to PUR.

PUR is going through some changes and it may take time to get their new person up to speed. Kevin (the exec. director) and agree that it may be best to let them get settled in and then see if they are a good option for us to switch back to next FY.

Option #1: Lifeboat Accounting - Springfield, NH

Highly recommended by Umpqua Farm 2 School & the CC tribe.

Hourly contract. \$125/hour. 2-3 hours a month max, except initial set up may take more time. Free monthly trainings. They're the only bookkeeper I've spoken to who is already proficient in QuickBooks Online (this is important because QB Desktop is no longer being supported by Intuit).

Most of what we need from them are tasks that they can automate and therefore will not charge us for. They can automate payroll, tax payments, report sending, almost everything we need. Team of 10 staff.

Option #2: The Bookkeeping Collaborative - Portland, OR

Year contract. \$50-\$150/hour. Hours/cost depend on how much they may need to fix for us. Only works for non-profits, special districts, churches, etc. Been working with East Multnomah since 2005. Does Payroll, Grant Management, Invoice Management + Payment, Vendor/Contractor Payment, *financial literacy training for board and staff.*

Options #3: All Things QuickBooks - Portland, OR

Very similar to the first option. Recommended by another SWCD. Year contract. \$60-100/hour. They also offer the option to train either a district staff member, or train a new-hire to manage our books effectively.

Employee Evaluation

Please review the [employee job descriptions and evaluation sheet](#).

Note: There are two job descriptions for me, as I couldn't really figure out how to consolidate it all into one sheet for now. The Admin & Weeds jobs are very different, and I think as a board/district we should figure out how admin duties are going to be taken care of between myself, bookkeeper, and THE BOARD.

Funding:

Please review these two documents in the [Financial Folder](#).

Start with the [103124 Bank Accounts Breakdown.pdf](#) document. This shows you exactly what our finances are made up of as of 10/31/24. **Biggest take away: The district has unrestricted cash that ISN'T the building sale fund.**

Please also check out the [Employee Salary Breakdown.pdf](#) document. It shows the proposed raise for Cindy (\$40/hr) as well as a breakdown of the next 8 months (until we re-evaluate for the next Fiscal Year).

Grants Received:

- \$5500 for DEQ 319 (Contract work for Pheasant Creek)
- \$17k Class A Weeds
- \$14k SIA
- \$24k Capacity Grant
- \$5000 BLM GNA

NOTE: \$10k has been paid back to LGIP - 10/22/24

Annual Meeting

It is possible that whomever we decide to be our bookkeeper can get us the suggested informal audit once they are officially hired. Not sure if it's possible by our December meeting, but definitely by January.

By the way - do we want to do a potluck style meeting?

Director Roles / Election

Looks like David & Scott will remain on the board for their next term. Congratulations!

I will have official news on the election the first week of December, which will include word on John Estill for Zone 1. *We also have a young farmer by the name of Jason Bond who is interested in the At-Large 1 Position behind Sean.* He should be at our November meeting.

The board needs to consider these roles in January:

Required: (Chairman, Vice-Chairman, Treasurer)

Suggested: (Secretary, Staff Supervisor)

Right now David is both VC and Staff Supervisor, while Brenda is both Treasurer & Secretary. There are 5 roles here and they could be split evenly across the board.

With myself needing to take on less administrative duties, I think the board should consider outlining the duties of each director roll and think about responsibilities they are willing to take on.

IRS Update:

- We are being assigned a revenue officer (may take up to 90 days)
- The IRS noted that they were missing these forms from us and needed them by 11/8/24:
 - Form 941 for Q2, Q3, and Q4 of 2018
 - Form 940 for 2018-2023

I had them sent over: 10/22/24

So far our tax lawyer has only charged \$1920.00

Long Range Business Plan:

All pages have been updated (pretty minimally). [Please review them here](#)

We should schedule some time to review the document. Maybe a workshop in January?

Weeds:

Applications that are being worked on:

OR State Weed Board Grants:

- Class A Weeds Tx
- Tree of Heaven Tx

Title II:

- General Weed Program Fund
- Class A Weeds Support
- NBHMA CWMA or Cox Creek CWMA or Other

All Person DC-CWMA Meeting:

Will be on Thurs, December 5th, 1-3pm @ ODFW Roseburg Office.

BLM GNA Update:

Funds requests work same day! I can now access our \$40k easily for the next year.

NFF Collab Capacity:

We didn't get this grant. I will re-enter it for the next round of funding in Jan.

November 2024 Cindy K. Bright Conservation Technician

ODA/SIA:

Monitoring plan submitted for funding. Maggie is working on contract with PUR for water quality monitoring.

Three SIA small grants submitted for Beals and Weaver Creek. I'm working on four grant proposals for Days Creek, Stinger Gulch and phase II for Weaver and Beals for the next round of grants to submit in January.

Three site visits to new possible projects planned for November 19th. And planning site visit with NRCS engineer December 2nd to at least three sites for livestock water and irrigation.

I'm still working down of list of landowners to contact for more possible projects or just to assist them with guidance to comply with ODA rules or to improve resource issues.

OWEB:

Fall creek has now officially been approved. Maggie and I are working on forms/reports for funds release. I'm meeting with a contractor to review the project and timing.

Funds are now available for Elk, Morgan and Pheasant creek. All projects have begun with blackberry removal.

Buckhorn in review and we should hear back soon for OWEB site visits.

I've begun working on a project for Callahan creek, but not sure which grant source to go for yet.

OWEB small grant funds have run out and may not be available until summer 2025.

I am now moving into the project management phase with funded projects. This includes monitoring and on the groundwork of the contractor and personal work to include grass seed spreading, willow stake cutting and placement and assisting with some of the follow up work to help make landowners happy.

ODA/Complaints:

Went out with ODA to the manure pile complaint in Green Valley. Hopefully with guidance from us the issue of manure in the riparian area falling into the creek will soon be resolved.

Workshops, Outreach and Trainings:

I am assisting with a group to build a new Elk Watershed coalition and met with interested landowners to discuss potential projects and gave out information of our programs.

Other:

I will continue to build projects and work on grant writing in between project management.

The next grant cycle for the SIA and OWEB small grants will be in January.

I plan on taking a break for the week of Thanksgiving to recoup my brain and hit the ground running on the following Monday.

Projects at a glance:

Elk Creek, Blackberry removal completed with some follow up to be done. I will be working on willow stake cutting and bird box installation on the 19th.

Morgan Creek, In progress and should be completed next week.

Pheasant Creek, Blackberry removal completed.

Fall Creek, I'm meeting with a contractor on Nov. 18th to go over project and timing and will be setting up photo point stations for OWEB report.

Buckhorn Creek, submitted and in review.

Doerner Creek, in final review, but should be approved soon. Will work on funds release next.

Ag water quality projects in progress: (6)

Callahan Creek, Doerner Creek phase II, Huntley Creek, Pheasant Creek extension, and Riddle Ag ponds.

SIA

Weaver Creek, Phase III in progress.

SIA in planning progress: (6)

Stinger Gulch, Days Creek X2, Woods Creek, Beals Creek Phase II. And now looking at 3 more new sites.