



Douglas Soil and Water Conservation District
Board of Directors Meeting
Wednesday, November 29th, 2023

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

DSWCD Employees: Maggie Begoun, Cindy Bright

Others Present: Eric Nusbaum (ODA), Beth Pietrzak (ODA), Diana Woodward (OSU MG)

Call to Order

The meeting was called to order by Sean Negherbon @ 4:00pm. Director rollcall performed. Introductions all around.

Agency Reports

ODA – Ag Water Quality

Beth Pietrzak checks in with the board regarding updates on the South Umpqua Strategic Implementation Area (SIA). Last week, ODA staff and Cindy Bright completed the field evaluations for the area. Pietrzak shows a map (that must remain private until December/January) that rate the tax lots in four watersheds/HUCs (Hydrologic Unit Codes) off the South Umpqua based on their varying needs for water quality compliance actions. ODA primarily looks for impacts from agriculture to riparian areas such as excessive bare ground and uncovered, large manure piles. ODA saw mostly properties that were in good condition, not many tax lots showed problems just from the field/public road observation.

The results of the field evaluation is still being processed, but the next step is to have a partner meeting. This will allow the SWCDs, watershed councils, local ODFW, NRCS, DEQ (Dept. of Environmental Quality) staff, etc. to come together and give feedback to ODA regarding their results. Sometimes organizations are already working on some of these issues with the specific landowners in question, or have good insight into the local communities. After this meeting, there will be a SIA open house, where all landowners in the SIA will get mailings inviting them to come learn and ask questions about the SIA.

Dir. Epp asks if the map is available for public use. Bright answers that it is not available yet until it is fully analyzed, and all private details are removed. Peitrzak mentions that the board can directly call her for any questions, but no landowner names or information will be shared.

At the open house, there will be a general conversation with the audience – but landowners are invited to sit one-on-one with ODA staff to privately discuss their own private property.

Dir. Briggs asks about the “restoration opportunities” label on the map and what the total acreage of the SIA that has this category. Peitrzak doesn’t have those numbers yet, it is still being analyzed. She explains that the “restoration opportunity” label was given to tax lots that were observed to have a stream with a ton of blackberries for example. Its areas where from the field, the staff thought that the SWCDs could work with the landowner to do riparian restoration activities. Bright adds that any lots labeled as a “potential violation” gives the SWCDs opportunity to approach those landowners to help before any violation can occur or be officially recorded as such.

ODA - SWCDs

Eric Nusbaum reports that there is a new water quality manager at ODA and his name is Kevin Fenn. He’s been with the compliance department for a long time and Nusbaum is excited to have him as a manager. Nusbaum also reminds the board that starting January 1st, 2024 – anyone appointed as the Zone 1 director will need to reside in that zone. Also, OCEAN just announced Connect+ conference in Sunriver, OR. It is the best conference for SWCD staff and Nusbaum highly encourages the board to send both their staff. Board members can attend as well. He mentions that rooms should be booked ASAP since they go fast. Additionally, in March, Nusbaum will be doing a District Manager Roundtable Training and suggests that Begoun attend it.

Approval of Minutes

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

Financial Information

The following financial documents were presented to the board:

- Douglas SWCD’s October 2023 Profit & Loss, Balance Sheet, & Check Register
- Douglas SWCD’s October 2023 Expense Report
- Douglas SWCD’s 2023-24 Adjusted Annual Budget

Begoun explains that she talked to the IRS and composed the letter that they instructed the district to send to them. The checks that we were recently sending by mail to them for 2023’s quarterlies got designated by the IRS to 2016’s quarterlies. Dir. Epp asks if that’s when funds stopped getting paid to the quarterlies. Begoun answers yes and it wasn’t discovered until

maybe around 2019 or 2020. Begoun states that the IRS agent mentioned that it looked like random quarterlies throughout 2016-2023 period were in and out of the collections designation. She wasn't sure what was going on with them, but the collections department would only be able to speak to ones that are currently in collections. Steve Tuchscherer is aware of this situation and has the transcripts that we received. Begoun, Tuchscherer, and Gilaine will be meeting in January to discuss our options and correct the QuickBooks as well. Dir. Negherbon asks about Tuchscherer's luck with the IRS to which Begoun answers that she doesn't know how much time he's putting into reaching them. Begoun reached the correct department after many tries. Dir. Briggs asks about the recent misallocations of funds to IRS, and Begoun explains that that issue is what the letter sent back to the IRS was for and they should be reallocating the funds to the correct location soon. Gilaine is now hooked up to the online payment system, so this issue should not occur again.

Walt Barton brings to the board's attention that he was sent a bill from the OR Dept. of Revenue regarding the district's \$40.55 in penalties even though all state taxes have been paid on time. The Dept. of Revenue never sent this bill to the district and only sent it to Barton who is still designated as the responsible party. Barton proceeded to call the Dept. of Revenue to sort it out and they refused to talk about it over the phone and stated that Barton must send a letter by mail. Barton refused and told them that he hasn't worked for the district in years, but they aren't budging. They confirmed that the quarter's full payment was processed on time, but the agent couldn't discuss what the penalty was for.

Action Item: Begoun to attempt to clarify the situation and correct the issue with the Dept. of Revenue.

District Admin Report – Please see attached report.

Dir. Epp asks why the district is trying to buy a vehicle. Dir. Negherbon explains that the board decided at the last meeting that the staff should start looking for one. Bright states that upon hiring, she was told she would only have to use her vehicle for the first six months. NRCS was going to lend the district a vehicle, but the terms and conditions were misunderstood. NRCS was only going to allow Bright to use their vehicle if she was directly working on NRCS projects, which she currently is not. Bright recalls that when she previously worked for the district, she was allowed to use NRCS vehicles, but they have changed their policies.

Begoun states that so far the Surplus has only sent us one vehicle, as mentioned in the admin report. Dir. Negherbon thinks that the V10 engine is not worth it. Begoun asks the board for more input on what kind of truck they would like. Bright states that towing is a must. Barton offers that Begoun can talk to the Forest Service state office to see if the district can get their vehicles before they go to surplus. Begoun asks for a price limit from the board and states that the only funds available area that of the building sale funds in our LGIP account. Dir. Negherbon suggests that we keep looking and we'll get a better sense of the prices— \$9000 was a pretty good price for the truck

in question besides for the V10 engine. Begoun will reach out to the surplus agent and see if the truck ended up selling quickly, because that might be a problem we encounter if we don't authorize a vehicle budget. Nusbaum chimes in that if the vehicles go very quickly, there is the option to pre-authorize Begoun to just get board chair permission to express interest in a vehicle that fits the parameters set by the board including a budget. This would allow the district to move faster on acquiring good vehicles that get sold off fast. Dir. Briggs asks if ODA, BLM, or FS can sell vehicles directly to the SWCD. Nusbaum states that ODA's vehicles go straight to surplus but the other agencies are worth questioning. Dir. Briggs suggests staff investigate the county and ODOT as well. Begoun will reach out to all the agencies and report back. Dir. Briggs says that if something really good comes along, we should hold an emergency meeting. Nusbaum reminds the board that there needs to be 24+ hours' notice to hold an emergency public meeting.

Action Item: Begoun to talk to the surplus agent about whether the truck sold already and what else is available.

Action Item: Begoun to contact FS, BLM, County, other agencies to see if there is a way to get a vehicle before it goes off to surplus or at least get knowledge of it beforehand to prepare.

Dir. Epp asks about popcornflower funding. Begoun answers that the project IS in fact funded now. There was a question of if the project could be funded for a while because of the two narrowly avoided government shutdowns in the past couple months.

Dir. Epp asks about the annual meeting being held at ODFW. Begoun explains that the board doesn't have to have it there, but she booked their conference room for free because it's bigger than the NRCS room and has more parking. Dir. Epp recalls having a meeting in the NRCS lobby and thinks that the front area is big enough. She also questions whether the district should have the annual meeting closer to the SIA in south county. Begoun answers that we still don't know when the SIA open house is going to be and that ODA requires SWCDs to start sending notices for the meeting to the newspaper as early as three weeks beforehand. Dir. Epp asks if the convention center at Seven Feathers would be a good option. Bright states that the total for that meeting room was \$800, of which the tribe picked up \$550 of with a scholarship, so the total cost to the district was \$250. Barton mentions that the Ford Family Foundation has a free conference room for non-profits so they might be able to accommodate the district. Douglas Electric Co-op could be an option as well but Begoun states that they have all-day Wednesday meetings. Dir. Epp notes that the annual meeting doesn't have to be held on a Wednesday. Begoun agrees, but it is currently set up so that the annual meeting is attached to the regular January board meeting time for ease.

Begoun asks the board if they'd like to make final decisions on the where and when of the annual meeting as it needs to be made official before the next board meeting.

Begoun presents Resolution 23-2 to the board chair that states the FY22-23 annual meeting will be held at ODFW @ 3pm on January 17th, 2024. Dir. Epp doesn't agree



with this location and thinks that no one would show up. Dir. Briggs doesn't see anything negative about the space and hasn't heard any concerns about the facility before. Dir. Hendy and Bright mention they have had good conferences at ODFW too.

Resolution 23-2 is signed by Board Chair Dir. Negherbon.

Begoun states that PERS didn't find our minutes from last meeting regarding the motion for the board to pick up the employee tax acceptable, so now Begoun is presenting Resolution 23-3 that includes all the necessary details that PERS wants to see in order to make this change. Dir. Negherbon asks if everyone was able to look it over. Dir. Epp asks if the district is back paying for the staff's PERS. Begoun answers no, the district has always been paying it but now it will officially be recognized by PERS that the employer is paying this tax. Dir. Epp thinks that PERS is only for state employees, to which Begoun answers that the district is a local government and also required to provide PERS. Dir. Epp asks if these PERS payments are in the budget to which Begoun answers yes. Dir. Negherbon reminds the board that a motion was passed at last meeting to do this, but now all the board is doing is changing that to the form of a resolution at the request of PERS.

Motion: Dir. Briggs motions that the board approves Resolution 23-3 and that the board chair sign off on it. Dir. Hendy, Dir. Briggs, & Dir. Negherbon are for the motion while Dir. Epp is opposed. The motion passed.

Resolution 23-3 is signed by Board Chair Dir. Negherbon.

Begoun reports that additionally as per last meeting, the board motioned to move the budget around a little bit—moving \$5000 allocated for audits (which won't be needed this year) toward PERS. Begoun presents this newly adjusted budget to the board chair for signature. Dir. Epp asks if we are paying the bookkeeper for her time, to which Begoun answers that the district is paying her \$80/hour and the last bill that covered a couple months of her time was around \$1200. Also, the bookkeeper is being paid out of the "contracted services" category, not the "legal/accounting" category. Dir. Negherbon reminds the board that his action was already motioned for as well. Begoun also states that the overall budget is staying the same, money is just shifting categories and it is reimbursable funds from the capacity grant.

Dir. Epp asks if Tuchscherer is still doing our audits. Begoun answers that the district is completely up to date on audits and the last two years, we only had to do in-lieu-of audits. There are no outstanding audits. Dir. Epp asks if the board will need legal assistance with the coming IRS issues. Begoun says yes, the board appointed Tuchscherer the power of attorney and he had agreed to assist us for free. Dir. Epp expresses concern that we may need money in the "legal/accounting" category if Tuchscherer or someone else legally representing the district requires funding for further work with the IRS. Dir. Briggs thinks that funds in the LGIP account that were allocated toward solving the IRS issue could very well be used for the legal advice and representation needed as well. Begoun mentions that we're almost halfway through this year's budget and she will be starting on creating next years budget in January (for July 1st, 2024 start date) where the board can input whether or not we include more legal funds for next year.

Motion: Dir. Negherbon motions that the board approves the annual budget adjustment and that the board chair signs off on it. Dir. Hendy, Dir. Briggs, & Dir. Negherbon are for the motion while Dir. Epp is opposed. The motion passed.

Begoun states that Dir. Negherbon was the only board member to send in votes for the OACD candidates. His first pick was Tim Newton as the incumbent. The board agrees to vote for Tim Newton. Negherbon explains his other two picks for OACD were for Stan Dean because he's the most local in Jackson County and Jan Lee up in Clackamas because she has 20 years of experience with SWCDs. Hendy mentions there also an incumbent, Jeff Rola. The board agrees to vote for Stan Sean and Jan Lee as well.

Conservation Technician Report – Please see attached report.

Cindy Bright reports that she went with ODA staff to do the field evaluation for the SIA in the South Umpqua. She remembers that the Canyonville area near Dir. Briggs property was tagged for restoration opportunity due to the amount of blackberry bushes. Bright is very interested in contracting drone sprayers to get larger amounts of blackberries sprayed. She was going to have a demonstration done on her property in north county but seeing the opportunities in the SIA—Bright thinks there should also be a demonstration in south county. Dir. Hendy mentions he's seen many private landowners using the drones, so even just getting their advice would be interesting. Bright notes that in order to use these spray drones there are many licenses needed, particularly as a contractor. Dir. Hendy says there was a DC Co-Op meeting that showcased a drone spray contractor out of Klamath Falls with great reviews. Bright notes this and states she's been in contact with someone out of Eugene. The Eugene contractor quoted 1\$/mile of travel outside of 20 miles from Eugene, 60\$/hour on flat/easy terrain, or \$250/hour on more difficult terrain. Seonbuchner had someone near him do drone spray for \$105/acre + the price of chemical.

Bright shows maps of coho and beaver strongholds overlaid with the strategic implementation area (SIA) in the South Umpqua that will leverage more funding for projects in the area. She will be meeting with ODFA regarding the Private Forest Accord funding on Monday to talk about proposals. Bright would like to see a fencing program because the price of fencing and labor has gone way up it's hard for landowners to afford.

Bright presents a document showing what grants are being worked on at the moment or there are plans to apply for in the future. Small grants application opening got moved from October all the way to January. There are a variety of other grant opportunities that can replace the small grants shown. OWEB restoration grant, many DEQ opportunities, ODFW, etc. Bright may be able to work with the city of Oakland to fix up their water supply due to toxicity from the recent fire area. Oregon Water Resources also has a loan program for landowners that can be put through the SWCD, but our district doesn't qualify for that right now.



Begoun mentions that there are also a couple weeds grants included in the document. The IPM grant that she was working on didn't end up quite fitting the requirements for a larger, interstate/region-wide program so the applications will not be submitted on that one. However, the natural resource specialist sent over three grant opportunities for the district and he is very intent on helping us get some funding. There are BLM cooperative agreements, the Good Neighbor Authority fund, and the Title II/RAC funding that the BLM specialist will be helping us work toward. The Oregon State Weed Board requires 25% match which I don't think we will have this go around. There may be a last-minute application from us to take over Elk Creek Watershed Council's Class A Weed Treatment project if the watershed ends up dissolving. Luckily, Carri Pirosko from ODA does most of the work managing this project and her time working on it ends up fulfilling most of the 25% match needed.

Bright notes that if Elk Creek dissolves, perhaps in the future the district can hire a conservation tech to work in north county to fill that void. She also notes that she will also be taking the first week of January off.

Director Reports

Diana Woodward asks if the whole district budget is funded by grants. Bright answers yes, including the staff salaries. The district has a capacity grant from Oregon Dept. of Agriculture and Oregon Watershed Enhancement Board. The main focus right now is water quality. Woodward asks who does the on-the-ground restoration work. Bright answers that most of that work is contracted out. Begoun offers to answer any more questions via email or phonecall.

Dir. Hendy reports that the Livestock Association had the best annual meeting in years with a good turnout and they raised over \$20k to probably be put toward the Spring Conference this coming year. It will be more like an Ag Day and Hendy would like any input for what people are interested in seeing as far as seminars and demonstrations. There is no date set for the conference yet.

Conclusion of Meeting

The next board meeting is scheduled for **4:00pm on Wednesday, December 20th** at the NRCS building – 2593 NW Kline St, Roseburg OR 97471. Meeting adjourned by Sean Negherbon @ 5:12pm.

District Admin – Maggie Begoun

November 2023 Monthly Report

Google Drive

<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!

Bookkeeping:

1. **IRS** – The district received [a letter stating that we owe \\$8k for 2023's Quarter 2](#) federal payroll taxes. We have record of sending these checks with their appropriate documentation off to the IRS, but after talking to Steve Tuchsherer at Umpqua Valley Financial he suggests that they always cash whatever is sent to them --- but don't always allocate it to the correct place.
 - a. I have called the IRS. They have been applying our checks to other quarterlies that are in collections. They will be sending the district transcripts of our quarterlies from as far back as 2016. From this information - I am to write a correspondence to the IRS stating which checks were misapplied and where they are supposed to be allocated. These transcripts will also help us solve the older IRS problems we are facing.
I have received the above transcripts and I am currently working on getting this letter composed for the IRS.
 - b. IRS payments will now be ONLY submitted online via the IRS's Electronic Federal Tax Payment System (EFTPS). I had to create new user information for the district, but it is set up now for all future payments.
2. **USBank** – The district now has access to the account online via USBank's Singlepoint system. I can now get our bank statements much quicker and have financial reports sooner. The direct deposit request is taking longer than expected, so that is still being processed.
3. **QuickBooks** – **Steve Tuschrerer, Gilaine (our Bookkeeper), & I have a meeting set up for early January to fix the old QuickBooks entries and review the old IRS transcripts to take the next sets.**

Grants / Projects

1. **Payments:** Capacity Grant's Q2 \$24k advancement has been deposited. Agricultural Water Quality Support's first half of the funding (\$9.5k) **has been deposited.**
2. **OWEB (Oregon Watershed Enhancement Board) Small Grants** - Lee Russell is still trying to get everything together for the committee so that they can begin allowing applications. **The window for Umpqua Basin Small Grants submissions has been pushed back to January 1-15th 2024.** I will be representing DSWCD on the committee. I believe Cindy will be applying for a couple small grants to help with her projects. Last time I checked, the committee is just Lee



(represented Elk Creek Watershed Council), Myself for DSWCD, Rhonda Black for Umpqua SWCD, and Gilaine representing Partnership for Umpqua Rivers.

3. **Western IMP Grant** – Attended a webinar explaining strong proposals and funding options for this grant opportunity. It will be due 12/8. **Still trying to get answers whether CWMA funding is a good fit for this grant. From communication so far - it looks like they were looking for interstate / regional work, not something as small as a county. Not sure this is the appropriate grant for my CWMA proposals.**
4. **DC Fairgrounds** – I had a meeting with the County & the Fairgrounds Director. They will be getting approval from the Fairgrounds Board in late December to move forward. Tomorrow (11/22) I will be working with the County to create a detailed timeline / list of to-do's and necessary actions to bring this proposal to fruition.
 - a. ODA is interested in funding work on this project through the Oregon State Weed Board, but it is more likely that they would rather fund it next year as the deadline for this year is fast approaching and we don't have any of the 25% match lined out yet.
 - i. **Speaking of the Weed Board**– We **MAY** need to submit a last minute OSWB grant to treat "Class A" designated weeds if Elk Creek Watershed Council thinks they will no longer be able to manage that grant. Grant due 12/15.
5. **US Fish & Wildlife Service Popcorn Flower Grant is officially UN-postponed.** In a weird turn of events, the proposal **WAS** funded. It is likely that work won't begin until spring 2024.
6. **Bureau of Land Management (BLM)** – The natural resource specialist is interested in getting a service agreement with the SWCD via the Good Neighbor Authority to fund weed treatment coordination and CWMA work. I'll have more info on that soon. Title II funding should be a big help for us as well - the announcement should be out in January or February 2024.
7. **Private Forest Accord (PFA)** – Potential for working in riparian weed treatment and native planting. More info soon.

PERS

They did not accept our motion from last meeting. I now have a resolution that they sent to me which is the exact language that they will accept. Please review the resolution **AHEAD OF TIME** so that we may pass it at this meeting. [Find the Resolution here.](#)

Zone 1 Applicants

While I have had many interested candidates, I've yet to receive an application back from them. I am predicting that at least 1-2 of the interested parties may show up for our meeting and introduce themselves.

Special Districts Association of Oregon (SDAO) Website Update

SDAO members get up to 50% off website design by streamline. Please see www.getstreamline.com for information on that company. It seems like the price is close to \$60/month (opposed to our \$20 currently).

The site would be way more professional, have the ability to integrate newsletters, have a portal for the board and staff to login and access private documents, staff can submit timesheets for review this way, calendar/events would be integrated, free IT support, complete ADA and State law compliance support, etc. To me, this sounds like a fantastic idea and Streamline is willing to present to the board if desired.

(This would eliminate the need for google drive, google calendar — everything would be accessible from our one website). It would even send reminders, document upload notifications, and even signature requests to different email lists.

OACD

Don't forget to take a look at the [ballot for the open OACD positions](#). We will need to decide on our district's votes by November's board meeting.

Vehicle

I provided some [info in the Google Drive about vehicles](#), but it is lower on my priority list. I hope to have more options and information available by December's meeting. **We now have an agent at the state surplus center that is looking out for 4WD trucks that we may be interested in.**

****He currently has a white 2005 F-250 Super Cab, V10 with 128k miles for \$9000, previously owned by the Dept. of Forestry. Is the type of truck the district would be interested in? Pictures of the truck are in google drive.**

Note: Besides the purchase, the government travel reimbursement rate that we get reimbursed through out capacity grant takes into account insurance, gas, & maintenance. We will not need to adjust our capacity budget in anyway if we get a vehicle. We will just need to approve the purchase (possibly move some money out of LGIP and designate it for vehicle purchase)

The district has a vehicle use policy in place already! [Please find it here.](#)

Supervisor Policy

Please review the document here: [Supervisor Policy](#)

I'd prefer it if you could submit comments/changes to me before the meeting, but we will also be able to discuss the policy at the board meeting. I am hoping to pass the policy in November or December.



Google Calendar

I sent out a [link to the Google Calendar](#) a week or so ago. Is this a useful tool? Is there an alternative that the board would like to use for planning/due dates/ staying informed?

Miscellaneous

Donations - The district can accept any and all donations / sponsorships. We can also hold a fundraiser at any time. We do need to provide a receipt that notes that donations are all tax deductible to the extent of which the government determines it to be so.

Volunteers - As long as SDAO is informed and all volunteers sign a release form, we can accept any volunteers that would like to help us. I will try to get a quote from SDAO of how much our insurance would increase (if it actually does at all).

Contract Bidding - This should just be kept in the back of your minds for now. Once we get into larger amounts of funding that will be used for contracting, we will need to: Appoint a contracting board, appoint a contracting officer (usually district manager), and adopt our own contracting policy if we don't default to the state policy. I can probably copy/paste some other SWCD's contracting policy together to fit our needs.

Upcoming Staff Holidays:

Monday, December 25th – Christmas (Maggie using her remaining paid leave for this whole week).

Monday, January 1st – New Year's Day

Next Meetings:

December Board Meeting: Wednesday, December 20th @ 4pm. (NRCS)

Can everyone make this meeting? Do we need to move/cancel it?

Annual Meeting + January Board Meeting: Wednesday, January 17th @ 3pm-5pm.

I have reserved ODFW's Conference Room 4192 N Umpqua Hwy, Roseburg, OR 97470

The room can hold 25-30 people, is free, has WIFI, and allows food. Coffee + snacks/desserts?

I would also like to set up a late January / early February Annual Work Plan Workshop.

(All these dates are easy to find on the Google Calendar as linked above)

November 2023 *Cindy K. Bright Conservation Technician*

ODA/SIA:

Water workshop was a low turnout sadly. But I had two landowners interested in riparian projects. There may have been an issue with people going to the wrong end of building and no signs to direct them to the meeting rooms where we were located on the opposite end of the building. It may have been that the timing was bad with the Halloween weekend too. I did get good feedback on the information provided. After the meeting I met with Kevin Keller of PUR, and we discussed the workshop. He felt it was a good workshop with lots of good info. PUR has also had low landowner turnouts and we were thinking that our boards need to be more involved in outreach and outreach events. That being said, a big Thank You David for coming to the workshop and showing your support for what we do.

For the next outreach event we will be reaching out to landowners in the areas where ODA has the most concerns in the SIA area. I plan on arranging the meeting at the fire station conference room for better access. Date not yet determined.

We have finished the GIS tax lot review for areas of obvious need for improvement. November 16th and 17th we will drive the area for ground truthing for restoration/Ag water quality project target areas.

OWEB:

Still waiting for small grant window to open to submit projects. Hopefully by end of November so funding can be released by spring.

ODFW:

I went out to a property visit along Calapooia Creek with Erich ODFW, to meet with a landowner to discuss a fish barrier fence in the Calapooia that was reported by several entities. The meeting went well and the landowner now understands there are agencies to assist with livestock stream issues. Erich liked how we worked together talking to the landowner and giving him information for assistance. We will most likely pair up to do this same thing again. I was surprised the landowner didn't know about NRCS or about SWCDs. I think this is an example of new landowners coming into the area and not knowing land management or agencies available to assist or current policy/regulations related to land management. This got me thinking of doing more targeted outreach and to put something together to have as handouts at real estate offices. I have mentioned this before but have been too busy to work on this idea. More on this to come.

Still waiting for the release of the S-fish fund applications for bridge projects. I am also reviewing the PFA grant for possible match funding for on the ground projects.

Renee with ODFW and lead for the coho initiative group asked me to review a Bureau of Reclamation grant and brainstorm on a grant to run through the SWCD. We can get assistance from the wild salmon center on the grant writing. Meeting to come to gather more

information of how this would work and what role would the SWCD have and what the benefit to us would be i.e. admin funds at the minimum.

DEQ:

Sarah with DEQ asked that I review a drinking water grant to possibly team up with the city of Oakland. I had one meeting with their representative who wants to go for TMDL monitoring equipment. So, I'm reviewing her proposal and brainstorming on how we can expand the proposal and see where the SWCD can fit into a larger project. Knowing the issues in the Calapooia drainage that is the Oakland water source I thought at minimum we could assist with an outreach campaign to educate what landowners can do to help improve water quality conditions.

Other:

This past month I've spent a lot of time on grants, collaborations and SIA related tasks. I've had one site visit to Rice Valley and will be going out to continue project planning on Doerner creek.

As mentioned, before I will be in the SIA area with ODA and will be also be placing our informational hangers on gates etc. so I anticipate several site visits will result.

I went to the DC livestock association annual meeting, and it was really nice to see such a large turnout. The best in many years. I had discussions with a few people on how the SWCD is back in action. They have gained some new board members with some old ones have retired so they are taking a look at what they want to accomplish in the future. I hope that we can work more closely with them and possibly work on some common goals together on what we would like to do for the Ag community.

I've been reviewing projects that the district was apart of years ago and am trying to figure out which would work as a tour for the board.

I am also planning on having a sort of weed workshop at my place to demonstrate the drone sprayers attack on blackberries. I have been working with a contractor to spray my place and thought I might as well invite others out to see how they work. More to come as I nail down a date with the contractor.

Beaver conference is November 13th, 14th and 15th. I plan on going for the first day to do some networking.

The 14th I will be assisting Steve Denny with his Oak presentation.

The 15th I will attend a webinar on drought, climate change and agriculture.

The 16th and 17th I will be with ODA ground truthing the SIA area.

I will be taking an additional day off before Thanksgiving to prepare for it.

In between it all I will be working on grant proposals to show to the board at our next meeting.

Approved

Douglas Soil And Water Conservation District						
Oct-23						
Statement Summary		Fund Balance				
		Unrestricted	Restricted	DO (23-25)	SOW (23-25)	AgWQ (23-24)
LGIP Account Oct 1st	\$ 237,259.72					
Checking Account Oct 1st	\$ 18,231.27	\$ 17,412.18	\$ 237,259.72	\$ 72.62	\$ 746.47	\$ (2,143.75)
Sept Deposits:						
319 Grant (DEQ)	\$ -					
Capacity Grant 21-23 OWEB	\$ -					
Capacity Grant 23-25 OWEB	\$ -					
AgWQ Support	\$ -					
Interest Earned	\$ 989.39	\$ 1.45	\$ 987.94			
Refund	\$ -					
Office Building Sale	\$ -					
Total Deposits	\$ 989.39					
Oct Debits:						
*Transfer to LGIP	\$ -					
Personnel Services						
Wages	\$ 6,172.36			\$ (1,723.86)	\$ (3,466.79)	\$ (981.71)
PERS Retirement	\$ 1,205.28	\$ (1,205.28)				
Payroll Taxes	\$ 1,046.92				\$ (1,046.92)	
Worker's Compensation Ins.						
Total Personal Services	\$ 8,424.56					
Materials & Services						
Bank Fees	\$ -					
Accounting & Legal	\$ -					
Advertising	\$ -					
Contracted Services	\$ -					
Dues & Membership	\$ -					
Insurance	\$ -					
Materials	\$ -					
Monitoring	\$ -					
Office Supplies	\$ -					
Office Rent	\$ 95.00				\$ (95.00)	
Staff Travel & Training	\$ 230.23				\$ (230.23)	
Telephone	\$ 103.04				\$ (103.04)	
Utilities	\$ 378.47			\$ (18.99)	\$ (359.48)	
Total Materials & Services	\$ 806.74					
Total Charges to Appropriations	\$ 9,231.30	\$ (1,203.83)	-	\$ (1,742.85)	\$ (5,301.46)	\$ (981.71)
Grant Balances				\$ (1,670.23)	\$ (4,555.00)	\$ (3,125.46)
Checking Account Oct 31st	\$ 9,001.42					
Unrestricted in Checking	\$ 9,001.42					
LGIP Account Oct 31st	\$ 238,247.66					

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

	Oct 31, 23	
ASSETS		
Current Assets		
Checking/Savings		
US Bank Checking	7,809.16	
Checking-Wells Fargo	-2,486.75	Fixed
LGIP-Operating Reserve	238,247.66	
Total Checking/Savings	243,570.07	
Accounts Receivable		
Accounts Receivable	-19,999.99	Still Working On
Total Accounts Receivable	-19,999.99	
Total Current Assets	223,570.08	
Fixed Assets		
Building	180,694.66	Fixed
Total Fixed Assets	180,694.66	
TOTAL ASSETS	404,264.74	
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
Accounts Payable	-8.00	Still Working On
Total Accounts Payable	-8.00	
Other Current Liabilities		
Payroll Liabilities		
Transit Tax - Employee	-20.92	
Direct Deposit Liabilities	-15.75	
Payroll Tax - 941 Deposit	129,369.46	
Payroll Tax - FUTA	641.69	
Payroll Tax -OR Quarterly	808.09	
Payroll Tax - SIT	9,153.96	
PERS-EE	5,975.29	Fixed
PERS-ER	-13,435.14	Fixed
Payroll Liabilities - Other	54.44	
Total Payroll Liabilities	132,531.12	
Total Other Current Liabilities	132,531.12	
Total Current Liabilities	132,523.12	
Total Liabilities	132,523.12	
Equity		
Fund Balance	2,469.91	
Retained Earnings	58,885.80	
Net Income	210,385.91	
Total Equity	271,741.62	
TOTAL LIABILITIES & EQUITY	404,264.74	

Douglas Soil & Water Conservation District

11/15/2023 11:04 AM

Register: US Bank Checking

From 10/01/2023 through 10/31/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
10/03/2023	101	Begoun, Maggie O	-split-	Maggie Begoun	1,146.38	X		17,084.89
10/03/2023	102	Bright, Cynthia K	-split-	Cindy Bright	2,090.42	X		14,994.47
10/11/2023	10112023	Verizon	Accounts Payable		103.04	X		14,891.43
10/12/2023	10122023	US Bank Visa	Accounts Payable		473.47	X		14,417.96
10/13/2023	10132023	Oregon PERS.	Accounts Payable		982.08	X		13,435.88
10/18/2023	105	Oregon Department ...	-split-	0294305-1	60.28	X		13,375.60
10/18/2023	106	Oregon Department ...	-split-	0294305-1	62.88	X		13,312.72
10/18/2023	107	Oregon Department ...	-split-	0294305-1	316.76	X		12,995.96
10/18/2023	108	Internal Revenue Ser...	-split-	93-0951189	1,192.26			11,803.70
10/18/2023	109	Oregon Department ...	Payroll Liabilities:Payr...	0294305-1	607.00	X		11,196.70
10/20/2023	103	Begoun, Maggie O	-split-		1,146.44	X		10,050.26
10/20/2023	104	Bright, Cynthia K	-split-		2,019.35	X		8,030.91
10/27/2023	10272023	Oregon PERS.	Accounts Payable		223.20	X		7,807.71
10/31/2023			Interest Income	Interest		X	1.45	7,809.16

Douglas Soil & Water Conservation District
Profit & Loss
October 2023

	<u>Oct 23</u>
Ordinary Income/Expense	
Expense	
Office	
Computers Programs	51.48
Internet	16.99
Rent	95.00
Supplies	310.00
Telephone	103.04
Total Office	<u>576.51</u>
Payroll Expenses	
Payroll-Gross Wages	7,440.00
Payroll Expenses - Other	1,045.95
Total Payroll Expenses	<u>8,485.95</u>
Payroll Taxes	
Payroll-FICA	510.88
Payroll-FUTA	0.00
Payroll-Medicare	119.48
Payroll-SUI	84.24
Payroll-Workers Comp	3.32
PERS-ER	0.00
Total Payroll Taxes	<u>717.92</u>
Total Expense	<u>9,780.38</u>
Net Ordinary Income	-9,780.38
Other Income/Expense	
Other Income	
Interest Income	1.45
Total Other Income	<u>1.45</u>
Net Other Income	<u>1.45</u>
Net Income	<u><u>-9,778.93</u></u>

Douglas Soil And Water Conservation District
Budget 2023-2024
 Adjustment Approved _____

	Budgeted Amounts	
Carryover From FY 22-23	\$ 34,000.00	All Douglas SWCD's unrestricted money. No grant money included.
<u>Resource (Inflows):</u>		
County Administrative Funds	\$ -	
Project Income - Federally Funded	\$ 4,000.00	USFWS - Popcorn Flower
Project Income - State Funded	\$ 152,594.00	ODA Capacity Grant 23-25 + OWEB Small Grant + AgWQ Grant 319, Etc
Project Income - Other Sources	\$ 10,000.00	
Project Expense Reimbursement	\$ 3,500.00	ODA Capacity Grant 21-23 Ending Reimbursements
Donations	\$ -	
Office Building Sale	\$ 232,362.32	
Interest Income	\$ 6,000.00	LGIP Dividends (With Building Sales Deposited)
Amount Available for Appropriation	\$ 442,456.32	
<u>Charges to Appropriations (Outflows):</u>		
Personnel Services		
Wages	\$ 140,000.00	
PERS Retirement	\$ 15,000.00	
Payroll Taxes	\$ -	Included in Wages
Employee Benefits	\$ -	Included in Wages
Worker's Compensation Ins.	\$ 600.00	
Total Personal Services	\$ 155,600.00	
Materials & Services		
Accounting & Legal	\$ 500.00	
Advertising	\$ 1,000.00	
Contracted Services	\$ 28,500.00	Project Implimentation + Bookkeeping
Dues & Membership	\$ 500.00	
Insurance	\$ 6,500.00	
Materials	\$ 5,000.00	
Monitoring	\$ -	
Office Supplies	\$ 1,000.00	
Office Rent	\$ -	
Staff Travel & Training	\$ 2,000.00	
Telephone	\$ 1,250.00	
Utilities	\$ 2,000.00	
Total Materials & Services	\$ 48,250.00	
Total Charges to Appropriations	\$ 203,850.00	
Carryover to 2024-2025	\$ 238,606.32	

BEFORE THE BOARD OF DIRECTORS OF
DOUGLAS SOIL AND WATER CONSERVATION DISTRICT

A resolution to adopt Employer Paid Pre-Tax (EPPT) as the type of employee contributions to the Oregon Public Employees Retirement System (OPERS) for all employees of Douglas Soil and Water Conservation District (the District) and deem them “Picked Up” for purposes of Internal Revenue Code Section 414(h)(2).

WHEREAS, under Section 414(h) of the Internal Revenue Code (IRC), employers may treat the six percent (6%) PERS contribution by employees as a “pick-up” on a pretax basis and the District, through its Board of Directors, has the authority to implement the provisions of section 414(h)(2) of the IRC; and

WHEREAS, the District has determined that even though the implementation of the provisions of IRC section 414(h)(2) is not required by law, the tax benefit offered by IRC section 414(h)(2) should be provided to all employees who are members of the Oregon Public Employees Retirement System (“PERS”):

NOW, THEREFORE, BE IT RESOLVED:

- I. That the District will implement the provisions of IRC section 414(h)(2) by making employee contributions pursuant to Oregon Revised Statute 238A.335(2)(b) and Oregon Administrative Rule 459-009-0200(2) to PERS on behalf of all its employees who are members of PERS. “Employee contributions” shall mean those contributions to PERS which are paid on behalf of employees and are credited to employees’ individual employee accounts pursuant to ORS 238A.330(2).
- II. That the required PERS employee contribution is deemed to be picked up for purposes of IRC Section 414(h)(2) and is assumed and paid for purposes of ORS 238A.335(2)(b).
- III. That the employees shall not have the option of choosing to receive the contributed amounts directly instead of having them paid by the District to PERS.
- IV. That employee compensation may not be reduced and the District shall provide the additional amounts necessary to make the employee contributions.
- V. The agreement or policy in this regard is not retroactive in its application.

PASSED AND ADOPTED by the governing board of the Douglas Soil and Water Conservation District on this 15th day of November, 2023.

BY _____

Signature of Official

Sean Negherbon
Douglas SWCD Board Chairman
Title of Official