

PO Box 2269 Roseburg, OR 97470 541-900-0354 dswcd.org

# Douglas Soil and Water Conservation District Annual Meeting - FY23-24 Wednesday, December 18th 2024

## Attendees

**Directors**: Brenda Epp (D), Scott Hendy (D), Diana Woodward (D), David Briggs (D), Sean Negherbon (D) | **Employees:** Maggie Begoun, Cindy Bright | **Partners:** Eric Nuscbaum (ODA) | **Public:** Jay Bond, Susan Applegate

## Call to Order

The meeting was called to order by Chairman - Sean Negherbon @ 4:04pm. Director roll call performed. Introductions performed.

## Staff Presentation

Maggie Begoun and Cindy Bright present an <u>FY23-24 Annual Meeting Powerpoint</u> for the board (attached) showing the accomplishments of the board and staff throughout fiscal year 2023-24.

Discussion of certain slides occurred as noted:

Slide 5 - Admin Accomplishments

Begoun talks about how the district got back with SDAO insurance and saved \$5000/year on liability insurance by doing so. Dir. Epp asks why the district didn't have SDAO insurance previously. Begoun answers that the district did not pay a year's bill back in maybe 2016 or so when all the financial issues of the district started coming to light. But they wrote it off and accepted us back in.

Begoun talks about the new DSWCD website that came online and notes there will be a new grant from ODA this year to pay for ADA compliance and updates to the website. Begoun plans to apply.

Slide 8 - Non-OWEB Grants

Applegate asks if the Cox Creek Title II application was originally from Elk Creek Watershed Council. Begoun answers that it is, and she worked with Lee Russell to take it over and submit it for the district now that the watershed council is dissolving.



## Slide 21 - Pheasant Creek Project

Bright lets the board know that contractors went in and cut down up to 8 foot tall blackberry canes. She wasn't able to seed because there wasn't any bareground. She is going to let the canes degrade a bit, go in with a follow up treatment, and then seed. Applegate asks about follow up treatments. Bright answers that she is having contractors spray herbicide in both spring and fall. She is also encouraging landowners with livestock, such as this one, to get the sheep in there to do flash grazing beforehand as well. Applegate asks about follow up plantings, which Bright answers that she will be putting in various native shrub stakes.

# Slide 23 - Applegate / Elk Creek Project

Applegate notes previously she had these areas of her property managed but in the last 5 years due to snowmageddon, the blackberries returned and went crazy. Dir. Briggs asks what the timeline on Bright's involvement with the project is, more specifically how long are follow up treatments required and is it part of the district's budget. Bright answers follow up treatments are required for 5-10 years typically and she is required by the grant to go back and monitor once a year for the next 5 years. The follow up treatments do not come from the OWEB grant, they're the landowner's responsibility. Applegate notes that there are areas where she's removed blackberries in the past but reed canary grass took over and she'd like to now get that treated too.

# Slide 24 - Fall Creek Project

Bright notes that OWEB and ODFW are super excited about this project. Once it's finished, Bright would like to invite neighbors out to see and extend opportunities to restore all the way down to Little River. There are some cool new techniques to make natural fish ladders out of bedrock. Dir. Briggs asks how this project is from Little River and Bright believes somewhere between 1-2 miles. PUR has been monitoring this area too. Dir. Hendy notes that Fall Creek runs cold water all year long while his Buckhorn Creek just down river always dries up.

## Slide 26 - Doerner Creek Project

Dir. Briggs asks what kind of gravel is laid down in the hard-use area. Bright explains that the engineer she works with has the details, but typically they start out with a 3inch- on the Geotech and go up to 3.25- cap but with horses, it might be a little less because their hooves are more sensitive. Applegate asks about the in-stream work being done here. Bright says the orange boxes show in-stream structures that are planned, either Beaver Dam Analogs or large trees.

## Slide 27 - Buckhorn Creek Project

Dir. Briggs offers that the in-fence water troughs may be a bad idea. In his experience, if there is a problem and it's not easily visible - it will end up being a larger issue down the road. His livestock have moved the troughs out of the way and moved through the fence once it wasn't receiving enough water to be too heavy for them. Dir. Briggs recommends putting one trough on each side instead.



Slide 31 - Beal's Creek Project

Dir. Briggs asks if there is a guideline for how far a feeding pad needs to be from a creek. Bright says it can be site-specific depending. There's no exact rule but the engineer does look at where the run-off flows and topography. In this project, they're moving the feeding pad back 100 ft from the creek.

## Financial Report – Please see attached report.

Presented to the board:

- July 2023 June 2024 Expense Report & Budget Comparison
- July 2023 June 2024 QuickBooks Report

Dir. Briggs asks what the unrestricted balance at the end of the year was. Begoun points out that there was a document she provided a couple meetings ago that laid out how much money that we currently have in both banks is allocated for what. There was somewhere around \$15k unrestricted in LGIP and another \$10k in the checking account.

Begoun explains that we're still not making any money. The only two grants that have closed out this entire time have been the Ag Water Support Grant & Class A Weeds Grant. That total gave us about \$8k in admin funds - which we've spent through by now.

Nusbaum suggests that Begoun could add "Building Sale" and "Unrestricted" as fund sources on the Expense Report. He will send Begoun some example documents.

## **Director & Public Comment**

Nusbaum states that he is impressed with the district and how much it has come along in the past 2 years. The board and staff have really stepped up to nail the issues that were waiting for them and support each other through it all. For having less than 2 full-time employees, Douglas SWCD is in the top 10% of high functioning districts.

Applegate thanks the board and staff for helping with her project and restoring the oak riparian grove on her property. She welcomes the district to have a picnic and wildflower walk in the spring next year.

## **Conclusion of Meeting**

The meeting was adjourned at 6:05pm.



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

Douglas Soil And Water Conservation District	
Entire FY23-24	

Statement Summ	ary										F	und	Balance								
				U	nrestricted		Restricted	0	DO (23-25)	S	OW (23-25)	S	OW (21-23)	Α	gWQ (23-24)		SIA (23-25)	OD	A Weeds "A"	Α	pplegate
LGIP Account July 1st 2023 Checking Account July 1st 2023	\$ \$	4,450.83 36,581.95		s	28,794.72	\$	4,450.83					\$	4,610.70								
oncering Account only 1st 2025	Ŷ	50,501.55		Ŷ	20,7 54.72							Ψ	4,010.70								
Q1-Q4 Deposits:																					
SIA	\$	-	ĺ	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
319 Grant (DEQ)	\$	-		\$	-	\$	-	\$		\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Capacity Grant 21-23 OWEB	\$	3,184.07		\$	12.68	\$	-	\$	-	\$	-	\$		\$		\$	-	\$	-	\$	-
Capacity Grant 23-25 OWEB	\$	96,594.00		\$	-	\$	-	\$	34,074.25	\$	62,519.75	\$	-	\$		\$	-	\$	-	\$	-
AgWQ Support	\$	19,000.00		\$	-	\$	-	\$		\$	-	\$	-	\$	19,000.00	\$	-	\$	-	\$	-
ODA State Weed Board	\$	35,750.00		\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	35,750.00	\$	-
Elk Creek Match Funds	ŝ	27,724.83		\$	_	\$	_	\$		\$	_	\$	_	\$	_	\$	_	\$	22,714.83	\$	5,010.00
	φ \$			φ \$	-	-	- 10,004.15	Ψ		φ \$	-	ф \$	-	ф \$	-	φ \$	-	Գ \$	22,7 14.03		5,010.00
Interest Earned	Ψ	10,095.45			91.30	\$	10,004.15	\$			-	ֆ Տ	-	ֆ Տ	-	-	-		-	\$	-
Refunds	\$	4,195.00		\$	4,195.00	\$	-	\$		\$	-	-	-	-		\$	-	\$	-	\$	-
Office Building Sale	\$	232,362.32		\$	-	\$	,	\$		\$	-	\$	-	\$		\$	-	\$	-	\$	-
Transfer	\$	-		\$	37,976.00	\$	(37,976.00)	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Total Deposits	\$	428,905.67																			
Q1-Q4 Debits:																					
Personnel Services																					
Wages	\$	84,393.77		\$	(8,929.08)			¢	(17,196.89)	¢	(37,219.55)	¢	(6,120.34)	¢	(10,135.22)	¢	(4,792.69)	\$	_	\$	
PERS Retirement	\$	12,087.87		φ \$	(8,237.31)			\$	(3,850.56)		(07,219.00)	φ \$	(0,120.04)	\$	(10,105.22)	\$	(4,732.03)	φ \$	-	Ψ \$	_
Payroll Taxes	\$	41,796.79		\$	(0,207.01)			\$	(5,346.11)		(22,265.48)		(2,829.02)		(8,047.39)	φ \$	(1,882.45)	φ \$	-	Ψ \$	-
Worker's Compensation Ins.	φ \$	722.15		э \$	-			φ \$		գ \$	(22,205.40)	ф \$	(1,426.34)		(0,047.39)	ф \$	(1,002.43)	ф \$	-	φ \$	-
Total Personal Services	φ \$	139,000.58		φ \$	-			φ \$	. ,	գ Տ	-	ф \$	(1,420.34)	ф \$	-	φ \$	-	φ \$	-	φ \$	-
Materials & Services	ф ф	139,000.56		э \$	-			Ф \$		э \$	-	ֆ Տ	-	ֆ Տ	-	ֆ \$	-	э \$	-	э \$	-
	¢ Q	-			-			Ψ		ф \$	-	э \$	-	Ŷ	-	ֆ \$	-	Գ Տ	-	ֆ Տ	-
Bank Fees	þ	512.65		\$	(512.65)			\$		-	-	ֆ Տ	-	\$	-	ֆ Տ	-	-	-	Ψ	-
Accounting & Legal	ъ Ф	170.04		\$	(40.55)			\$	```	\$	-	Ŧ	-	\$	-	-	-	\$	-	\$	-
Advertising	\$	65.54		\$	-			\$	(65.54)		-	\$	-	\$	-	\$	-	\$	-	\$	-
Contracted Services	\$	7,111.00		\$	(1,125.00)			\$	(2,150.00)		(1,756.00)	\$	-	\$	-	\$	-	\$	(2,080.00)	\$	-
Dues & Membership	\$	514.72		\$	(439.06)			\$	(75.66)		-	\$	-	\$		\$	-	\$	-	\$	-
Insurance*	\$	8,416.00		\$	-			\$	( )	\$	-	\$	-	\$		\$	-	\$	-	\$	-
Materials	\$	629.22		\$	-			\$		\$	(225.86)	\$	-	\$	(403.36)	\$	-	\$	-	\$	-
Monitoring	\$	-		\$	-			\$		\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Office Supplies	\$	711.99		\$	-			\$	( )	\$	(698.79)		-	\$	-	\$	-	\$	-	\$	-
Office Rent	\$	1,140.00		\$	-			\$		\$	(1,045.00)		(95.00)		-	\$	-	\$	-	\$	-
Staff Travel & Training	\$	5,030.28		\$	-			\$		\$	(4,322.81)		(293.44)		( /	\$	-	\$	-	\$	-
Telephone	\$	1,236.80		\$	-			\$		\$	(1,133.92)		(102.88)			\$	-	\$	-	\$	-
Utilities	\$	1,532.94		\$	(117.69)			\$	(354.48)		(974.31)		(86.46)			\$	-	\$	-	\$	-
Total Materials & Services	\$	27,071.18		\$	-			\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Total Channes to Annuanisticus		466 074 75		¢	(40.000.05)			¢	(20.220.02)	¢	(00 044 74)	¢	(7 500 75)	¢	(40,000,00)	¢	(C CZE 4 4)	¢	(2,000,00)	¢	
Total Charges to Appropriations Grant Balances	\$	166,071.76		\$	(19,283.65)			ֆ \$	(38,320.08) (4,245.83)		(69,641.71) (7,121.96)		(7,592.75)	\$ \$	(19,000.00)	\$ \$	(6,675.14) (6,675.14)		(2,080.00) 56,384.83	\$ \$	5,010.00
	¢	24 550 57						φ	(4,240.03)	φ	(7,121.96)		-	•	-	φ	(0,075.14)	φ	50,304.63	φ	5,010.00
Checking Account June 30th 2024 Unrestricted in Checking Account	\$ \$	31,550.57 5,654.57										GR	ANT CLOSED	G	RANT CLOSED						
-		,																			
LGIP Account June 30th 2024	\$	272,316.13		<u> </u>																	

(2 years)

## Douglas Soil And Water Conservation District Budget 2023-2024

	Pre	edicted		Actual	Fiscal Year
		ed Amounts		Amounts	%Use
LGIP Carry Over	s	4,450.83	\$		//////
Checking Carry Over	\$	34,000.00	\$		
oneeking early even	Ŷ	54,000.00	Ť	56,561.55	
Resource (Inflows):					
Dreiget Income Enderally Euroded	ć	4 000 00	ć		0%
Project Income - Federally Funded	\$ \$	4,000.00	\$		99%
Project Income - State Funded Project Income - Other Sources	ې \$	152,594.00	\$		99% 277%
_		10,000.00			
Reimbursements + Refunds	\$	3,100.00	\$		238%
Donations	\$	-	\$		1000/
Office Building Sale	\$	232,362.32	\$		100%
Interest Income	\$	6,000.00	\$	10,095.45	168%
Amount Available for Appropriation	\$	446,507.15	\$	469,938.45	105%
Channes to Annuantisticus (Outflows					
Charges to Appropriations (Outflows	5):				
Personnel Services					
Wages (+Tax, Benefits)	\$	140,000.00	\$	126,190.56	90%
PERS Retirement	\$	15,000.00	\$	12,087.87	81%
Worker's Compensation Ins.	\$	600.00	\$		120%
Total Personal Services	\$	155,600.00	\$	139,000.58	89%
Materials & Services					
Accounting & Legal	\$	500.00	\$	170.04	34%
Advertising (+Bank Fees)	\$	1,000.00	\$	578.19	58%
Contracted Services	\$	28,500.00	\$		25%
Dues & Membership	\$	500.00	\$		103%
Insurance**	\$	6,500.00	\$		129%
Materials	\$	5,000.00	\$		13%
Monitoring	\$	-	\$		
Office Supplies	\$	1,000.00	\$		71%
Staff Travel & Training	\$	2,000.00	\$		252%
Telephone	\$	1,250.00	\$		99%
Utilities (+Rent)	\$	2,000.00	\$		134%
Total Materials & Services	\$	48,250.00	\$		56%
	·				
Total Charges to Appropriations	\$	203,850.00	\$	166,071.76	81%
End of Year Total	\$	242,657.15	\$		125%
····			\$	272,316.13	
**Actual Insurance = \$3136 w/ Refund			\$	31,550.57	Checking

	Jul '23 - Jun 24
Ordinary Income/Expense	
Income General Operating Income Project Income	51,667.66 3,038.00
Total Income	54,705.66
Gross Profit	54,705.66
Expense Bookkeeping Board meeting refreshments etc Education & Training Training Education & Training - Other	4,275.00 96.04 613.76 107.32
Total Education & Training	721.08
Billing Expense Spray Permits Materials Administration Advertising	25,896.00 61.21 2,280.00 72.64 89.49
Total Billing Expense	28,399.34
Bank Monthly Fees Total Bank	<u>512.80</u> 512.80
	512.00
Insurance Liability/Building/Auto Workers Comp Ins.	4,441.00 722.15
Total Insurance	5,163.15
Office Computers Programs Dues & Memberships	574.21 750.00

## Douglas Soil & Water Conservation District Profit & Loss July 2023 through June 2024

	Jul '23 - Jun 24
Internet	142.10
Postage	14.30
Rent	1,140.00
Supplies	2,023.14
Telephone	1,236.80
Utilities	433.09
Total Office	6,313.64
Payroll Expenses	
Personnel	(179,214.90)
Payroll-Gross Wages	104,998.00
Payroll Expenses - Other	12,182.96
Total Payroll Expenses	(62,033.94)
Payroll Taxes	
Payroll-FICA	7,128.53
Payroll-FUTA	84.00
Payroll-Medicare	1,661.67
Payroll-PERS	12,087.87
Payroll-SUI	2,536.09
Payroll-Workers Comp	43.21
PERS-ER	0.00 163.00
Payroll Taxes - Other	103.00
Total Payroll Taxes	23,704.37
Travel Motels	1,426.23
Total Travel	1,426.23
Vehicle Expense Fuel	246.23
Total Vehicle Expense	246.23
Total Expense	8,823.94

	Jul '23 - Jun 24
Net Ordinary Income	45,881.72
Other Income/Expense Other Income Interest Income	311.30
Total Other Income	311.30
Net Other Income	311.30
Net Income	46,193.02









## **INSURANCE:**

 1/24: NEW SDAO LIABILITY INSURANCE! WE NOW SAVE OVER \$5000 A YEAR AS SDAO MEMBERS.
 1/24: SDAO RISK ASSESSMENT MEETING.

#### WEBSITE:

12/23: AGREEMENT SIGNED WITH NEW WEBSITE DEVELOPERS, STREAMLINE. 2/24: NEW WEBSITE BECAME LIVE!

### VEHICLE: 3/24: 2004 DODGE DAKOTA DONATED TO US BY CLACKAMAS SWCD. AUTO INSURANCE THROUGH SDAO RECEIVED.



### CWMA:

9/23: ALL-PERSON CWMA MEETING.
1/24: OAK HABITAT CWMA MEETING.
4/24: CWMA REPRESENTED THE WEEDS BOOTH AT GLIDE WILDFLOWER SHOW.

### TRAINING:

**4/24:** STAFF ATTENDED OCEAN'S CONNECT+ CONFERENCE TO LEARN SWCD / WC UPDATES

### MOU/MOAS:

5/24: UOP PARTNERSHIP MOA. 5/24: DCWAB FINANCIAL MANAGEMENT MOA. 3/24: ECWC CLASS A WEEDS FUNDING MOU.





## BOARD:

10/24: CINDY JOHNSRUD RESIGNED 1/24: DIANA WOODWARD APPOINTED AS ZONE 1 DIRECTOR.

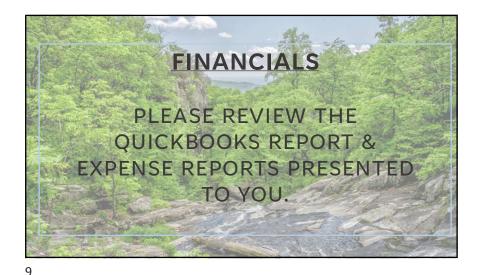
### POLICY:

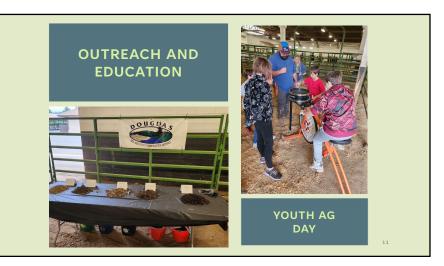
 8/23: RECORDS + RETENTION POLICIES APPROVED.
 8/23: FINANCIAL POLICY APPROVED.
 12/23: SUPERVISOR POLICY APPROVED.

### IRS: 6/24: CONTRACT WITH TONKON TORP LAW MADE TO GUIDE DISTRICT THROUGH IRS RESOLUTION.

	NON-OWEE	<b>GRANTS SUBM</b>	ITTED FY23-	·24:
9	Project	Submitted	\$ Amount	Awar

Project	Submitted	\$ Amount	Awarded
ODA SWCD Capacity	7/1/2023	193k	Yes
ODA Strategic Implimentation		10.00	
Area	6/28/2024	125k	Yes
ODA Ag Water Quality Support	11/15/2023	19k	Yes
ODA Class A Weed Treatment	4/24/2024	93k	Yes
BLM Good Neighbor Authority	3/28/2024	40k-400k	Yes
PacificCorp Hydropower Mit.			
(North Bank)	5/31/2024	90k	Yes
BLM RAC/Title II - Fairgrounds			
Tree of Heaven	4/4/2024	120k	In Review
BLM RAC/Title II - Cox Creek			
Portuguese Broom	4/4/2024	82k	In Review







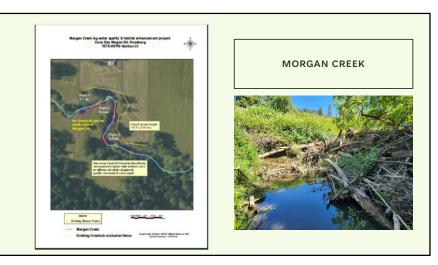




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OWEB	GRANTS SUBN	NITTED IN F	Y23-24:
Project	Date Submitted	\$ Amount	Awarded?
Morgan Creek	1/24/24	\$15k	Yes
Elk Creek	5/10/24	\$15k	Yes
Pheasant Creek	6/15/24	\$15k	Yes
Fall Creek	4/28/24	\$60k	Yes
Doerner Creek	6/14/24	\$15k	Yes

