



Douglas Soil and Water Conservation District
Board of Directors Meeting
Wednesday, December 20th, 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: Ryan Kay (BLM), Diana Woodward (OSU MG), Kristen Whitbeck (USFS)

Call to Order

The meeting was called to order by Sean Negherbon @ 4:03pm. Director rollcall performed.

District Admin Report – Please see attached report.

Begoun begins summarizing her administrative report. She states that Walt Barton is in the process of removing himself from their contacts and adding Begoun as well as Negherbon. Barton states that Begoun will have access tomorrow (12/21) to revenue online and that he is writing a letter as requested to get himself removed. Begoun mentions that this is the last bit of payroll to get online, as the direct deposit was a success this month and we already have the IRS getting paid online.

Begoun states that she went to the fairgrounds board meeting that morning and they officially approved the riparian weed control project. The next steps are finding funding. Additionally, she has been working closely with Ryan Kay from the BLM and Kris Whitbeck from the Forest Service on a Good Neighbor Authority agreement that would allow the BLM (and potentially the FS) to put some of their budget toward supporting Begoun as the Douglas County Cooperative Weeds Management Area Coordinator. Dir. Epp asks how many hours this would pay for. Begoun answers that we're still working out the proposal and that the BLM office hasn't actually received their annual budget yet so things may have to be adjusted. The plan however is to increase hours over time as projects and contracts pick up and need more management. Ideally this agreement will last 5-years and support the backbone of all the weeds work we hope to accomplish.

Begoun reminds the board the the Oak Habitat & Rangeland Cooperative Weeds Management Area Meeting will be held Monday, January 22nd - 1pm at ODFW. The agenda can be found on the google drive or in board emails.

Begoun says the vehicle search isn't going anywhere right now. SDAO has a listing system that all special districts can use, but there are no vehicles for sale on it. The Oregon Procurement



Co-Op that we're a part of only has deals on new vehicles. Our best bet so far seems like the Forest Service who said they wouldn't have anything available until maybe after the new year. There is also the problem of vehicle storage that will need to be figured out as well. NRCS does not have room, so an MOU may need to be agreed upon with another organization.

SDAO has finally gotten the liability insurance contract to the district. It needed corrections so Begoun sent it back already for those. It will be reviewed and signed by the end of the week so that it can begin on 1/1/24. Our coverage increases from \$1mil to \$5mil and costs ¼ the price for a year. The district will receive a refund for the second of the year from our previous insurer.

Begoun asks the board to make a decision on switching over to SDAO's partner website developer, Streamline. They charge \$60/month to take care of all aspects of the site and keep it legal and secure. This is opposed to the \$20/month now that we pay. And we have \$20/year that pays for the domain name (dswcd.org). Begoun mentions that a year's subscription will be paid upfront but it can be canceled and refunded at any time. Dir. Epp says that the fire district uses Streamline and they like it a lot. Dir. Briggs asks how this will affect Begoun's time. Begoun responds that she will likely spend the same amount of time on the website, but it will now be much more secure and helpful to both the board and the public.

Motion: Dir. Epp motions to switch the district's website development from GoDaddy to Streamline. The motion passed unanimously.

Begoun suggests that the board pick a date for an annual work plan workshop. The board arrives on the dates of Wednesday, January 31st @ 4:00pm. *(Please note: This is no longer the date of the workshop, but the date of the annual meeting)*. Begoun mentions that a survey will be sent out beforehand to the board to gather everyone's thoughts on where the district should be focused in the next year. Begoun will also send out sample work plans from other districts to look at.

Begoun asks the board if they would like to approve the presented supervisor policy. She reminds the board that the purpose of the policy is to both give structure to the supervisory board position but also hold them less liable for anything that may happen as a result of supervisory decisions.

Motion: Dir. Epps motions to accept the supervisory policy as written. The motion passed unanimously.

Dir. Epp asks that all the policy be put on the new website. Begoun will do so.

Begoun asks the board about they want to appoint a Zone 1 director or assign a deadline to do so. Dir. Epp suggests that swearing in happens in January. Begoun states that appointments can still happen today if desired. There are two candidates - Diana Woodward and George Seonbuchner.



Dir. Epp asks if Seonbuchner is in the zone to which Begoun replies yes. Dir. Epp asks Woodward if she is in the Small Woodlands Association because of her timber to which Woodward replies yes.

Dir. Briggs suggests that appointment and swear in should happen at January's meeting. Woodward explains her background in realty, master gardening, timber and more as stated in her application. She has also successfully worked on changing land-use designation on her land.

Zone 1 Director appointment and swear in will now be done January 31st, 2024.

Agency Reports

BLM Roseburg

Ryan Kay reports that there have been staff changes and increase recently at the Roseburg office. Four new fuels technicians were are to the fuel reduction team. They are currently working on a burn plan for North Bank Habitat Management Area. The hope is to get some spring and fall burns by next year followed up with weed treatments. Kay explains that there is a lot of medusahead rye at North Bank which is a winter annual and the thatch prevents spray from being effective unless its burnt off. The seed viability isn't typically affected by prescribed burns.

The Tye Emergency Stabilization & Rehabilitation (ESR) funding has been approved. The BLM is currently working to get a weather station placed out there to monitor heavy rains and allow early warning and detection for landslides. Hazard tree, road work, weed treatments, etc are also beginning within the fire area. Bright asks if the BLM is the lead for helping landowners with fire damage restoration in the area? Kay responds that they're not. Barton adds that historically it was NRCS. Kay mentions that when he worked in Colorado, the SWCDs there typically received funding from NRCS and used it to oversee private land restoration.

Bright states that NRCS probably doesn't have the capacity to be handling that right now. Dir. Epp asks what NRCS is doing at the moment to which Bright explains a couple of their programs. EQIP has expanded, a big push for high tunnels and food securities, etc.

Kay reports that there are also some tentative offers out for the Associate District Manager and Lead Silviculturist. And soon there should be an announcement out soon for the Deputy District Manager to help out the District Manager.

US Forest Service - Umpqua NF

Kristen Whitbeck reports that the FS is partnering with the Great Basin Institute (GBI) to start work on a new Weeds Environmental Analysis (EA). The last assessment was completed 20

years ago. The funding to carry this out is coming from wildfire disaster relief funds. Whitbeck is thinking that some of these funds may be able to go toward Begoun's position as a way to afford the FS further capacity and grow their weeds program in conjunction with the SWCD's. GBI is subcontracting out a lot of work on the EA and Whitbeck is concerned that the EA will be completed with no infrastructure or funding left to actually carry out weed work. Ideally, she wants to build partnerships and put as much funding as she can into them while she has those funds. Whitbeck also shares an article about AI weed detection of johnsongrass and the future of weed detection.

Approval of Minutes

Motion: Dir. Briggs motions to approve the minutes of the November 29th, 2023, Board Meeting. The motion passed unanimously.

Financial Information

The following financial documents were presented to the board:

- Douglas SWCD's November 2023 Profit & Loss, Balance Sheet, & Check Register
- Douglas SWCD's November 2023 Expense Report

Begoun reports that in November the district received their quarterly advance from OWEB for the capacity grant and received half of the Agricultural Water Quality Support funds as well. She reminds the board that she will have a mid-year budget report for them in January.

Conservation Technician Report – Please see attached report.

Bright reports that the Strategic Implementation Area Partners Meeting will be held at the Roseburg Public Library on January 30th in the Deer Creek Room at 1pm. After that meeting, there will be an organizational meeting. The South Umpqua Coho Recovery Group is going for more funding that will be able to help pay its members, including Bright, for their time working toward their goals. They will be collaborating with us and overlapping their project areas with the district's SIA. To fund on the ground project work in the SIA, Bright is working on a Private Forest Accord grant. So far the budget is up to \$475k with \$125k of grants for a total of around \$600k. Bright added some post-project weeds management funds for Begoun to use as well. Any landowners that remove blackberries will have the option to work out a plan with Begoun for a continuing weeds management project on their land. Bright shows the board a map of the target streams with the SIA. There are about 18 miles. The PFA grant is addressing only 5 miles.

Bright is hoping OWEB will be opening small grants applications on January 1st to submit applications. She will also apply for a larger restoration grant from OWEB later in the month to try and cover costs of the Fall Creek project. A contractor quoted Bright \$2400 per acre to treat blackberry at minimum and could go as high as \$3800. The cost



has tripled over the past 10 years. Dir. Epp asks what this is actually paying for. Bright answers it's mostly for masticating blackberries and then a couple of spray follow-up treatments. Dir. Hendy asks how far out from Canyonville the SIA starts. Bright explains that it technically starts in Canyonville.

Bright states that the S-Fish fund is finally accepting applications, but this is the one that landowners have to apply for themselves. Bright will be helping the landowners however. This grant is to help replace culverts and failing bridges on private lands. Qualifying applicants need to already have existing infrastructure, such as a decommissioned road or failing bridge in place to be replaced or restored. This is for the entirety of Douglas County.

DEQ's grant applications are on hold for now to focus on the PFA grant. There is DEQ funding we're supposed to receive for the Pheasant Creek project for January and Bright has her contractors lined out to start on that when funds are received. Bids will have to be put out in the future with bigger projects for these contractors but not just yet.

Bright reports that she has ended up on the Livestock committee at the request of Dir. Hendy. The fairgrounds have been tentatively secured for the Spring Conference and Bright has gotten OSU and NRCS involved. Bright suggests that the board considers doing a raffle at the conference for donations. If anyone had a lamb to donate, it could be raffled off to secure some extra district funds.

Bright will be off Jan 1st - 4th.

Director Reports

Dir. Epp shares an article with the board about SECs. She states she doesn't want private or public land up on the Stock Exchange making anyone money other than local landowners. She encourages the board to read the article and understand the issue at hand.

Dir. Hendy shares that January 9th is the first DCLA spring conference committee meeting.

Dir. Briggs appreciates the board passing the supervisor policy and allowing him some more structure and takes away some liabilities. He states that the district is lucky to have its two staff members and he's impressed with how well they work together and what they have accomplished in a year. Dir. Briggs expects that there will be some real tangible progress in the next 6 months because of them.

Conclusion of Meeting

The meeting was adjourned at 4:57pm. The next board meeting is scheduled for January 31st, 2024 - 3pm at Roseburg Public Library.

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

District Admin – December 2023 Monthly Report

Red = Edits made the week of 12/11/23 Blue = Edits Made week of 12/18/23

Board Meeting Tasks:

1. Review/Approve Supervisory Policy
2. Set up AWP Workshop Date
3. Switch to new website hosting-- Streamline?

Bookkeeping:

1. **OR Dept. of Revenue** – The district finally received the penalty invoice that Walt was talking about. We have paid this penalty (\$40.55).
 - a. Payroll payments online: The Dept. wouldn't let me create a new user for the DSWCD account, but they assured me that Walt can call in and fix this. Walt will be calling them to allow me to make a new user + remove himself completely from the account.
2. **USBank** – We have access to ACH. It's all set up. Direct deposit is a success! The process:
 - 1) Timesheets submitted to David, 2) David Signs off on Timesheets, 3) Timesheets submitted to Bookkeeper, 4) Payroll submitted into QuickBooks, 5) Paycheck amounts submitted to USBank, 6) Sean approves paycheck amounts, 7) Employees are paid through direct deposit

Funding Opportunities:

1. **Healy Grant** – \$50k unrestricted for Oregon conservation work/youth engagement organizations. Letter of Interest submitted. Turns out they prefer the letter to be submitted from the non-profit side of the partnership. Scheduled a meeting with Phoenix School & Umpqua Valley Farm to School.
2. **BLM/USFS Opportunities** – Discussing project list with Ryan Kay (BLM Resource Specialist) and timelines of what to apply for and when. Getting set up with all the government websites that are required to apply for these.

Both the BLM & the Forest Service are interested in funding my position as Cooperative Weeds Management Area Coordinator for the next 5-years. We are to use the Good Neighbor Authority to fund this from the Roseburg BLM office's budget (and potentially the Umpqua National Forest office's budget). I am moving through this grant proposal as requested by the BLM specialist and I am having a meeting with the Forest Service specialist to see how much she would like to participate on Thursday (12/21).
3. **Fairgrounds** – Additions to the proposal sent out to the Fairground's director. He will be presenting the project to the fairgrounds board at their board meeting Wednesday, December 20th @ 11am. From there, if officially approved – a call for both letters of support and sponsorship opportunity will be sent out. Fairgrounds board approved!



Weeds

Cooperative Weeds Management Area (CWMA)

Oak Habitat Restoration Sub-Committee Meeting -> Monday, January 22nd @ 1:00pm

Oregon Dept. of Fish & Wildlife - Roseburg Office: 4192 N Umpqua Hwy, Roseburg, OR 97470

2024 CWMA Spring Biannual Meeting -> March TBD

Zone 1 Applicants

Diana Woodward is still interested and has submitted an application.

Please review it here: [Diana Woodward's Zone 1 Application](#)

She will be attending the meeting on December 20th.

Special Districts Association of Oregon (SDAO) Website Update

SDAO members get a special price on Streamline web design. Please look at their website, www.getstreamline.com for information on that company. Features I think would be helpful besides just being easier to navigate and an overall better website than the one we have now:

Board/Staff/Volunteer Portal – Directors can sign into our website to access files instead of using Google Drive. There will be unlimited storage to the files saved there and everything will be well-organized in one place. Timesheets can be uploaded by staff here and volunteers can sign/view relevant documents as well.

ADA Compliance Tracker – Streamline keeps track of the Oregon laws for us and makes sure that we are completely in compliance. They update the websites as the laws update as well so we barely have to do anything!

Donation / Sales – We can accept donations directly through our website at no cost and can even set it up to sell things (for example: annual plant sale) to raise funds.

Newsletters / Email Lists – Email lists can be managed through this website and articles can be posted to the site with the option of also having them formatted correctly and sent directly through email to whichever email list of our choosing (board list, volunteer list, newsletter list, agency list, etc).

Please also check these local SWCD websites that use this service:

- [Benton Soil and Water Conservation District](#)
- [Columbia Soil and Water Conservation District](#)
- [Deschutes Soil and Water Conservation District](#)



*The best price they're willing to give is \$60/month with a year's upfront payment BUT we can cancel and be refunded at any time. (Around \$740 payment... which is doable. I suggest we make another budget readjustment in Jan after reviewing our mid-year spending report - I think this may fit into the SIA grant budget too since we need a nice detailed site showing what we can do for landowners in that regard.

Vehicle

State Surplus: The surplus does not retain records for the vehicles regarding which specific office the vehicle is from nor their maintenance schedules UNLESS the vehicle is directly from the state. Our agent will be prioritizing sending us those vehicles (with records). (Contact: Tim Dunayevich)

BLM: In Progress (Contact: Kevin England) No response yet.

USFS: Fleet manager is happy to work with us, however, does not have anything available and most likely won't until after the new year. I will contact her again in January 2024. (Contact: Rhonda Hjort)

ODOT: In Progress (Contact: Randy Camp) ... Might have left for vacation during our correspondence.

County: In Progress - Looks like they default to a general surplus website, as does the City.

Additional outreach has been done to other district managers around the state to see if they have any ideas or suggestions. I've also asked SDAO if they have any way of reaching out to all the special districts regarding this request (maybe they have a vehicle for sale?).

We are also a part of the "Oregon Cooperative Procurement Plan" which has deals with various dealerships around the state - but upon outreach, they do not have deals on used vehicles.

***There is also now the question of storing said vehicle should we get one. I am checking around to see how we might go about that.

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.

Currently looking for our contracting policy. The district has one and I believe it will only need minor updates to current laws. I'm going to save this for board review until February/March 2024.

SDAO

Liability contract received 12/19/23. Already returned it for corrections. Hoping to have the final copy for the board to review by the board meeting. We will be saving a lot of money. Going from \$6000 a year to \$1500 a year. Additionally, our general coverage increases from \$1mil to \$5mil!

Approved



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

Upcoming Staff Leave / Holidays:

Monday, December 25th – Christmas (Maggie taking 26th – 29th off)

Monday, January 1st – New Year’s Day (Cindy taking January 2nd – 5th off)

Next Meetings:

December Board Meeting: [Wednesday, December 20th @ 4pm. \(NRCS\)](#)

Annual Meeting + January Board Meeting: Wednesday, January 17th @ 3pm (ODFW)

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

***Annual Meeting = 20 minutes per staff member to present + 20 minutes for the board to make any comments? Reminder: This is a report on district work from [July 2022 - June 2023](#).**

December 2023 *Cindy K. Bright Conservation Technician*

ODA/SIA:

The next stakeholder meeting to be led by ODA to the other agencies also working in the SIA area is scheduled for January 30th. Then a mail out will go to landowners to come to a ODA SIA meeting for some of the targeted lands ODA felt the most need for assistance.

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. Date not planned yet.

I have been spending a lot of time pulling together the PFA grant proposal for a slush fund to address at least five miles of stream in the SIA area. Funds will be for livestock fencing, riparian blackberry removal, bank shaping, if need, and riparian planting. This proposal will also include working with a youth group where feasible. I will be going for additional match grant funds for livestock watering systems and BDAs. If we are successful, then this will give us the ability to assist landowners in a timelier basis instead of waiting for grant windows. The PFA grant project request is for \$421,900.00 plus 10% admin \$42,190.00 for a total of \$464,090.00.

OWEB:

Hoping they stick with the opening of January 1st for the small grants cycle for current projects waiting.

ODFW:

Working with AJ, ODFW fish bio, on PFA grant proposals. He is also putting in a grant just for fencing materials for the SW region. So, this may be another opportunity to get fencing for projects faster. He wants to go with wildlife friendly fencing, but we discussed how it is not always possible with some livestock. So, we discussed some options that may be a compromise.

Still waiting for the release of the S-fish fund. No new word yet.

I have been concentrating on the PFA grant for us and we may get some admin funding out of a collaborative grant to increase our ability to engage more often with the coho group. This is in the works and PUR is the lead.

DEQ:

As mentioned before Sarah with DEQ asked that we consider teaming up with the city of Oakland on a drinking water grant. 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.

Update: I have been too busy with other grants to work on this, but I still think it's a good opportunity. After I get the PFA grant submitted I will work on this again.

Other:

Still spending a lot of time on grants, collaborations, and SIA related tasks. And will most likely be for the next month until everything is submitted by the end of January.

I attended the last DC livestock association board meeting. As mentioned, before I'm on the Spring livestock conference committee, thanks to Dr. Hendy, and we have the funds to hold a larger event at the DC fairgrounds this spring.

After I get the initial grant work out of the way I will return to reviewing old projects that the district was apart of years ago. Several suggestions were made by USFWS that we used their funds on in combination with some riparian CREP projects.

Weed drone workshop demo still planned for the Spring and perhaps there will be two now. I need to have another discussion with the contractor.

I will be working around Christmas and still plan on taking the first week of January off for a little winter vacation at the beach.

Approved

Douglas Soil And Water Conservation District						
Nov-23						
Statement Summary		Fund Balance				
		Unrestricted	Restricted	DO (23-25)	SOW (23-25)	AgWQ (23-24)
LGIP Account Nov 1st	\$ 237,259.72					
Checking Account Nov 1st	\$ 9,001.42	\$ 9,001.42	\$ 238,247.66	\$ (1,670.23)	\$ (4,555.00)	\$ (3,125.46)
Sept Deposits:						
319 Grant (DEQ)	\$ -					
Capacity Grant 21-23 OWEB	\$ -					
Capacity Grant 23-25 OWEB	\$ 24,148.50			\$ 10,000.00	\$ 14,148.50	
AgWQ Support	\$ 9,500.00					\$ 9,500.00
Interest Earned	\$ 981.39	\$ 2.29	\$ 979.10			
Refund	\$ -					
Total Deposits	\$ 34,629.89					
Nov Debits:						
Personnel Services						
Wages	\$ 7,040.13	\$ (574.94)		\$ (1,582.95)	\$ (3,390.79)	\$ (1,491.45)
PERS Retirement	\$ 526.86	\$ (526.86)				
Payroll Taxes	\$ 5,975.50			\$ (1,852.00)	\$ (2,482.86)	\$ (1,640.64)
Worker's Compensation Ins.						
Total Personal Services	\$ 13,542.49					
Materials & Services						
Bank Fees	\$ 22.92	\$ (22.92)				
Accounting & Legal	\$ 40.00			\$ (40.00)		
Advertising	\$ -					
Contracted Services	\$ -					
Dues & Membership	\$ -					
Insurance	\$ -					
Materials	\$ -					
Monitoring	\$ -					
Office Supplies	\$ -					
Office Rent	\$ 95.00				\$ (95.00)	
Staff Travel & Training	\$ 597.09				\$ (327.18)	\$ (269.91)
Telephone	\$ 103.14				\$ (103.14)	
Utilities	\$ 190.61				\$ (190.61)	
Total Materials & Services	\$ 1,048.76					
Total Charges to Appropriations	\$ 14,591.25	\$ (1,122.43)	-	\$ (3,474.95)	\$ (6,589.58)	\$ (3,402.00)
Grant Balances				\$ 4,854.82	\$ 3,003.93	\$ 2,972.54
Checking Account Nov 30th	\$ 28,060.96					
Unrestricted in Checking	\$ 17,229.67					
LGIP Account Nov 30th	\$ 239,226.76					

Douglas Soil & Water Conservation District
Balance Sheet
As of November 30, 2023

	<u>Nov 30, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
US Bank Checking	24,533.54
Checking-Wells Fargo	(2,486.75)
LGIP-Operating Reserve	239,226.76
Total Checking/Savings	<u>261,273.55</u>
Accounts Receivable	
Accounts Receivable	(19,999.99)
Total Accounts Receivable	<u>(19,999.99)</u>
Total Current Assets	241,273.56
Fixed Assets	
Building	180,694.66
Total Fixed Assets	<u>180,694.66</u>
TOTAL ASSETS	<u>421,968.22</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	(8.00)
Total Accounts Payable	<u>(8.00)</u>
Other Current Liabilities	
Payroll Liabilities	
Transit Tax - Employee	(6.68)
Direct Deposit Liabilities	(15.75)
Payroll Tax - 941 Deposit	128,474.28
Payroll Tax - FUTA	641.69
Payroll Tax -OR Quarterly	960.36
Payroll Tax - SIT	10,079.96
PERS-EE	5,975.29
PERS-ER	(13,962.00)
Payroll Liabilities - Other	139.86
Total Payroll Liabilities	<u>132,287.01</u>
Total Other Current Liabilities	<u>132,287.01</u>
Total Current Liabilities	<u>132,279.01</u>
Total Liabilities	132,279.01
Equity	
Fund Balance	2,469.91
Retained Earnings	59,864.90
Net Income	<u>227,354.40</u>

12:50 PM
12/18/23
Cash Basis

Douglas Soil & Water Conservation District
Balance Sheet
As of November 30, 2023

	<u>Nov 30, 23</u>
Total Equity	289,689.21
TOTAL LIABILITIES & EQUITY	<u>421,968.22</u>

Register: US Bank Checking

From 11/01/2023 through 11/30/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/01/2023	11012023	Verizon	Accounts Payable		103.14	X		7,706.02
11/03/2023			-split-	Deposit		X	24,148.50	31,854.52
11/03/2023	111	Begoun, Maggie O	-split-		1,400.00	X		30,454.52
11/03/2023	112	Bright, Cynthia K	-split-		2,380.94	X		28,073.58
11/14/2023	11142023	US Bank Visa	Accounts Payable		595.52	X		27,478.06
11/16/2023	113	Begoun, Maggie O	-split-		1,379.17	X		26,098.89
11/16/2023	114	Bright, Cynthia K	-split-		2,207.20	X		23,891.69
11/16/2023	11012023	Internal Revenue Ser...	-split-	93-0951189	2,132.72	X		21,758.97
11/17/2023			Deposited Funds	Deposit		X	9,500.00	31,258.97
11/22/2023	11012023	Internal Revenue Ser...	-split-	93-0951189	2,577.88	X		28,681.09
11/28/2023	11282023	Oregon Department ...	Accounts Payable		72.64	X		28,608.45
11/29/2023	11292023	PERS	Accounts Payable	2743	526.86	X		28,081.59
11/30/2023			Interest Income	Interest		X	2.29	28,083.88
11/30/2023			Bank:Monthly Fees	Service Charge	22.92	X		28,060.96
11/30/2023	115	Begoun, Maggie O	-split-		1,386.29			26,674.67
11/30/2023	116	Bright, Cynthia K	-split-		2,141.13			24,533.54

Douglas Soil & Water Conservation District
Profit & Loss
November 2023

	<u>Nov 23</u>
Ordinary Income/Expense	
Expense	
Billing Expense	
Administration	72.64
Total Billing Expense	72.64
Bank	
Monthly Fees	22.92
Total Bank	22.92
Office	
Computers Programs	173.62
Dues & Memberships	40.00
Internet	16.99
Rent	95.00
Telephone	103.14
Total Office	428.75
Payroll Expenses	
Personnel	(33,648.50)
Payroll-Gross Wages	13,038.00
Payroll Expenses - Other	1,614.30
Total Payroll Expenses	(18,996.20)
Payroll Taxes	
Payroll-FICA	882.76
Payroll-FUTA	0.00
Payroll-Medicare	206.45
Payroll-SUI	140.87
Payroll-Workers Comp	5.70
PERS-ER	0.00
Total Payroll Taxes	1,235.78
Travel	
Motels	269.91
Total Travel	269.91
Total Expense	(16,966.20)
Net Ordinary Income	16,966.20
Other Income/Expense	
Other Income	
Interest Income	2.29
Total Other Income	2.29
Net Other Income	2.29
Net Income	<u><u>16,968.49</u></u>

Approved



Douglas Soil & Water Conservation District

Staff Supervisory Policy

Revised: 11/01/2023

Approved: 12/20/2023

1. Purpose

This policy will provide an outline to the role and responsibilities of the board director that has been motioned and assigned the staff supervisor. This policy sets out how staff can expect to be supervised and provides the supervisors with the main points of effective supervision.

2. The aims of supervision

- makes sure staff know what is expected of them
- makes sure staff contribute to the district's mission & goals by carrying out their duties effectively and efficiently
- ensures good practice, and challenges/manages poor practice
- makes sure issues relating to health and well-being at work are addressed
- supports the continuous professional development of staff
- makes sure equality is promoted and diversity valued, personally and within the organisation.

3. Definition of supervision

Supervision is a regular one-to-one meeting between the supervisor (appointed board director) and the supervisee (staff member) to meet organisational, professional and personal objectives. Supervision forms an essential part of performance management.

4. Supervision agreement

Upon hiring, each staff member agrees to the supervision of their work by the board approved supervisor. Board and staff may make recorded suggestions on how to better improve supervisory duties throughout the year. The supervisory policy should be updated once a year to make sure that supervision is keeping up with the board and staff's expectations.

5. Planned and informal supervision

'Planned' supervision involves regular, private, one-to-one meetings that take place on an on-going basis between a member of staff and the same supervisor. Even when staff and supervisors work closely together, they still need to meet for private one-to-one time on a regular basis. The sessions should focus on the worker, their performance, their development, their well-being and any issues relating to their work that do not arise on a day-to-day basis.

Approved

Discussions and decisions about work issues, challenges or new information will also happen in group meetings or informal discussions.

6. Minimum frequency

The frequency of planned supervision meetings is once between each monthly board meeting. These should be regarded as an absolute minimum. The supervisor should agree with each worker how often supervisory meetings are held.

7. Supervisors' responsibilities

- Check in each staff member at least once between each board meeting.
- Make sure staff is on track with goals outlined by the board and the annual work plan.
- Help staff achieve goals through guidance, understanding, and suggestions.
- Report any issues that arise with the staff to the board of directors as necessary.
- Staff Supervisor may approve or deny staff purchases in accordance with the financial policy.
- Staff Supervisor may approve or deny staff work priorities in accordance with the Annual Work Plan and Long Range Business Plan.

8. Workers' responsibilities

Staff are to ensure time is blocked out in their schedules to attend each supervisory meeting. They are to address any issues they may encounter during their job as they happen and work with their supervisor to resolve them. Staff are responsible for upholding the district's mission and working toward the goals outline in the Long Range Business Plan, Annual Work Plan, and any additional goals assigned by the board or supervisor.

9. Disagreements, Violations, & Termination

Disputes should be dealt with through discussion wherever possible. Both the supervisory and the staff member can decide if any dispute will be elevated to the attention of the board. The supervisor may place any member of the staff on temporary leave with pay until the board can convene and find an appropriate solution to a dispute.

District staff are at-will employees and termination must be agreed upon by the majority of the board. Supervisory duties can be switched to another board member at any time by motion of the board as well.

10. Records, Storage, and Confidentiality

Both the supervisor and staff member are responsible for recording supervision sessions. The record should be detailed enough so that it can be audited later. An

Approved

outline of decisions or action points with reasons and a summary is usually enough. Any disagreements about content should be recorded.

The supervisor can keep hard or electronic copies of supervision records. They may be reviewed in specific circumstances. Supervision notes should be placed into each employee's file monthly.

Supervision records are private but not confidential. They are the property of the district, not the individual. Supervisors will occasionally need to discuss what happens during supervision sessions with board members. This should always be with the knowledge of the worker.

11. Liability

By passing this policy, the board approved the supervisor for duties and responsibilities listed within. Any motions passed by the board regarding supervisory duties will be added to this policy. Any action by the supervisor as approved by the board of directors is covered by the Oregon Tort Claims Act. Any actions not addressed by this policy, another district document, or board motion is not covered.