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

Directors Present: Scott Hendy (D), David Briggs (D), Diana Woodward (D), Brenda Epp (D), George Seonbuchner (DE)

DSWCD Employees: Maggie Begoun, Cindy Bright

Partners Present: Eric Riley (PacificBirds), Csanyi Matusicky (PacificBirds), Susan Applegate (ECWC), Del Blanchard

Call to Order

The meeting was called to order by David Briggs @ 4:00pm. Director roll call performed.

Agency Reports

Csanyi Matusicky (Pacific Birds)

Matusicky introduces herself as the new Wildlife Habitat Biologist for Pacific Birds and NRCS. She is working closely with many partnerships, with Umpqua Oak Partnership being a main one.

Eric Riley (Pacific Birds)

Riley updates the board that he's working on finishing the Strategic Plan for Umpqua Oak Partnership. This document will help guide what UOP does for the next few years. He's also working on "Fire as a Tool," a program to promote prescribed burning and put together a burning association in the county.

Dir. Woodward mentions that Steve Denney did a prescribed burn demonstration this past year. Riley comments that it was last July in a narrow window of opportunity to get his lands carefully burned. Dir. Briggs has had DFPA do training burns on his property and he believes their June/July burns have more significant effect than their later fall time burns. Dir. Epp asks if the first step to getting a prescribed burn is to call DFPA? Dir. Briggs answers yes, they come out and assess your property and make suggestions as far as trail maintenance, man power needed, etc. DFPA are the experts in the area for now. Overall, the burning is the landowners responsibility - which is probably why the practice hasn't been utilized too much.

Riley explains that UOP is not an official organization so it won't be accepting landowners into any sort of program - but the goal is to build momentum around the partners supporting oak restoration in the Umpqua. UOP will be a hub where interested landowners can start the process of oak restoration and UOP will find the right partners to get the work done.

Approval of Minutes

Due to not enough board members reading the minutes, approval of February minutes are postponed until April's board meeting.

Action Item: Begoun to start adding minutes back into the board packets.

Financial Information

The following financial documents were presented to the board:

- Douglas SWCD's February 2024 Profit & Loss, Balance Sheet, & Check Register
- Douglas SWCD's February 2024 Expense Report

Begoun explains that we may need to pull some funds from the LGIP (Local Government Investment Pool) in April to get by until we receive our next Capacity Grant advancement. She suggests that the board approves her to transfer over \$5000 from LGIP to Checking when it becomes more necessary around early to mid April, and once the advancement is received, she can transfer the \$5000 back to LGIP.

Motion: Dir. Woodward motions that \$5000 be transferred from the LGIP to the Checking account when needed, and that the \$5000 be transferred back to the LGIP after the Capacity Grant advancement is received. The motion passes unanimously.

Action Item: Begoun to contact Ben Tatone about getting back the DSWCD sign from the Harvard building.

Begoun notes that Steve Tuscherer is still very busy with tax season. It might make the most sense for him to come to our next board meeting and update us. In the meantime, Begoun asks the board if she should contact the IRS for more clarification on what the exact numbers are that we need to pay.

Dir. Epp suggests leaving it in Tuscherer's hands since he was granted the power of attorney for the district. Begoun notes that he hasn't been able to make much contact with the IRS for months now. Dir. Briggs clarifies that Tuscherer suggested the district start paying back the quarterlies but didn't provide the exact amounts. Begoun says that she was able to obtain transcripts from the IRS, but doesn't understand how to deduce the exact payments needed without including penalties/interest. She is wondering if the

board would approve her calling the IRS again to find out this information / clarify how to read the transcripts.

Dir. Woodward suggests that Begoun should call the IRS to find out more information so that we are more prepared to meet with Tuscherer. She asks if calling the IRS would stir anything up? Begoun answers that it might, but she's called before and everyone she talked to just noted that it was a weird circumstance and nothing ever came of it.

Dir. Briggs agrees that Begoun should call the IRS and try to get more information. Dir. The board agrees.

Action Item: Begoun to call the IRS and get information on how to use the transcripts to find exact quarterly amounts due.

District Admin Report – Please see attached report.

Begoun notes the Elk Creek WC did not provide the signed MOA and she hasn't heard from Lee Russell. No update on that front.

NRCS may no longer have room for Bright or our new vehicle at their office depending on whether they reach capacity with an additional person. Begoun is looking for alternatives. Dir. Briggs asks what our actual needs are regarding office space? Bright answers that since they reduced the size of her station and unplugged her computer, she hasn't been able to spend any time at the office recently. She is able to use her dining room table at home to telework, but the main issue is that she doesn't have access to ArcGIS for map making now. If she has a working office space, she'd be in the office 2-3 times a week.

Begoun is having ODFW check with their state office if they could possibly house Bright and our truck there. FSA needs more information from us regarding whether they can switch Bright over there. The County has offered to get us all the GIS layers we may need, we'd just have to buy our own GIS subscription and maybe additional monitors.

Riley suggests asking DFPA or ODF. Begoun will contact them. PUR has offered to house Bright, but not the vehicle. Begoun thinks that getting GIS on Bright's district computer would be a good way to permanently solve the office issue- so she will look into pricing for next year's budget.

Action Item: Begoun to continue asking around for office/vehicle space. Begoun to also look up costs of GIS for next year's budget.

Begoun asks the board to move the next board meeting because the staff will be at the OCEAN Connect+ conference on April 17th. Dir. Briggs suggests that the time be moved to 5:00pm for the season as well. The board moves the April board meeting to Wednesday, April 24th, @ 5:00pm.

Conservation Technician Report – Please see attached report.

Cindy Bright explains that there was a monitoring plan meeting on the 19th for the ODA SIA. This meeting lined out what was going to be monitored, how, when, etc. It was decided that Partnership for Umpqua River (PUR) will be doing the monitoring. In-stream temperatures and E. coli were highlighted as big issues to keep an eye on. The first step is to collect baseline data before any projects are started and that is primarily what the SIA monitoring funds are designated for. Post-project monitoring will require application for additional SIA funds in the future. Photo points will also be used on every project. The SIA grant has been submitted and will take 6-8 weeks to release the funds.

Bright also visited the Keller's property with ODFW to observe the results of beavers moving in their stream. 15 years ago, Bright did a project with the Kellers as a CREP tech to restore this part of this creek, so she was overjoyed to see the progress. Bright also attended the PUR board meeting to give a report on how the SWCD and PUR will be working together in the SIA. Bright will also be taking the Cow Creek on a tour of the SIA. The Private Forest Accord (PFA) grant that was submitted for \$500k work in the SIA was not awarded.

DCLA's Spring Livestock Conference is coming up April 10th, where Cindy will be manning a booth with Begoun and Briggs. She asks the board if anyone else is willing to help out with the booth. Bright will also be helping to record some of the presentations.

Bright will be submitting a small grant for Susan Applegate's creek up north (taking over for Elk Creek WC) in May. For the restoration grants, OWEB is now requiring a land-use form that costs \$165 from the planning dept. ECWC was awarded their PFA grant, but the chairman does not want to accept it – so either it will not go through or they will try to switch the grant over to the SWCD. Bright suggests we keep Lee Russell on as the project manager for that if it gets switched over.

Dir. Hendy asks about the timeline for the Weaver Creek project. Bright answers that she'd like to submit a small grant for the livestock watering system in May. The SIA will have non-competitive small grants as well, but it is unknown if both these funding opportunities can be used together.

Presentation

Del Blanchard is the co-owner of Global Network Support, a business that specializes in supporting special districts (like SWCDs) technology management. They fix hardware and software, as well as make sure data is backed up to the cloud. They typically charge \$65/month per computer for full IT support. Backup of data would be another \$8/month per computer plus \$40 for the cloud storage. Blanchard typically scales down the prices to fit the financial needs of the district. Blanchard also helps with grant writing and trains people in the use of AI.



Director Reports

Dir. Seonbuchner mentions that the rough popcorn flower property has been flagged. Begoun states that USFWS, ODA, and the Nature Conservancy do a count of the population every year or so. Begoun notes that we don't pay taxes on the property and district had it donated to them for the protection of the endemic, endangered plant. She notes that the district is required to take of the property by treating weeds on the property to protect the plant population. A grant was worked out with USFWS almost a year ago for the DSWCD to contract weeds help – still no update on that.

Dir. Briggs thinks the board may want to discuss in the future the necessity of keeping the property. There are terms of managing it, and when the district didn't have any employees - USFWS got very upset with the lack of management there. At some point, the board would like to know the full set up terms of terms or see any agreement they have regarding the property.

Dir. Woodward offers some leftover red alder saplings to the room that were from the Master Gardeners.

Conclusion of Meeting

The meeting was adjourned at 5:04pm.

The April Board meeting is scheduled for **Wednesday, April 24th @ 5:00pm** at NRCS Roseburg.

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

Approved

2:36 PM

Douglas Soil & Water Conservation District

Balance Sheet

03/19/24

As of February 29, 2024

Cash Basis

	<u>Feb 29, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
US Bank Checking	16,144.46
LGIP-Operating Reserve	242,253.97
Total Checking/Savings	258,398.43
Accounts Receivable	
Accounts Receivable	-19,999.99
Total Accounts Receivable	-19,999.99
Total Current Assets	238,398.44
TOTAL ASSETS	238,398.44
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-8.00
Total Accounts Payable	-8.00
Other Current Liabilities	
Payroll Liabilities	
Transit Tax - Employee	-18.63
Direct Deposit Liabilities	-15.75
Payroll Tax - 941 Deposit	130,104.70
Payroll Tax - FUTA	725.69
Payroll Tax -OR Quarterly	998.54
Payroll Tax - SIT	9,330.96
Payroll Liabilities - Other	68.17
Total Payroll Liabilities	141,193.68
Total Other Current Liabilities	141,193.68
Total Current Liabilities	141,185.68
Total Liabilities	141,185.68
Equity	
Fund Balance	2,469.91
Retained Earnings	65,629.46
Net Income	29,113.39
Total Equity	97,212.76
TOTAL LIABILITIES & EQUITY	238,398.44

Approved

2:37 PM

Douglas Soil & Water Conservation District

03/19/24

Profit & Loss

Cash Basis

February 2024

	<u>Feb 24</u>
Ordinary Income/Expense	
Expense	
Education & Training	
Training	613.76
Education & Training - Other	107.32
Total Education & Training	<u>721.08</u>
Bank	
Monthly Fees	38.40
Total Bank	<u>38.40</u>
Office	
Computers Programs	19.99
Rent	95.00
Supplies	1,036.48
Telephone	103.14
Total Office	<u>1,254.61</u>
Payroll Expenses	
Payroll-Gross Wages	9,729.00
Payroll Expenses - Other	928.85
Total Payroll Expenses	<u>10,657.85</u>
Payroll Taxes	
Payroll-FICA	652.80
Payroll-FUTA	25.19
Payroll-Medicare	152.68
Payroll-PERS	583.74
Payroll-SUI	273.75
Payroll-Workers Comp	3.79
PERS-ER	0.00
Total Payroll Taxes	<u>1,691.95</u>
Total Expense	<u>14,363.89</u>
Net Ordinary Income	-14,363.89
Other Income/Expense	
Other Income	
Interest Income	1.70
Total Other Income	<u>1.70</u>
Net Other Income	<u>1.70</u>
Net Income	<u><u>-14,362.19</u></u>

Approved

Douglas Soil & Water Conservation District

3/19/2024 2:38 PM

Register: US Bank Checking

From 02/01/2024 through 02/29/2024

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
02/05/2024	2022024	Begoun, Maggie O	-split-		1,491.21	X		28,664.81
02/05/2024	2022024	Bright, Cynthia K	-split-		2,535.18	X		26,129.63
02/09/2024	2092024	Verizon	Accounts Payable		103.14	X		26,026.49
02/12/2024	2122023	Internal Revenue Ser...	-split-	93-0951189	2,622.54	X		23,403.95
02/12/2024	2122023	Oregon Department ...	Payroll Liabilities:Payr...	0294305-1	642.00	X		22,761.95
02/12/2024	2122023	Oregon Department ...	-split-	0294305-1	330.01	X		22,431.94
02/12/2024	2142024	PERS	Accounts Payable	2743	304.56	X		22,127.38
02/14/2024	2142024	US Bank Visa	Accounts Payable		1,822.55	X		20,304.83
02/15/2024	125	City of Roseburg	Accounts Payable	330-0030-00	50.00	X		20,254.83
02/19/2024	2152024	Begoun, Maggie O	-split-		1,365.44	X		18,889.39
02/19/2024	2152024	Bright, Cynthia K	-split-		2,429.05	X		16,460.34
02/27/2024	2272024	PERS	Accounts Payable	2743	279.18	X		16,181.16
02/29/2024			Interest Income	Interest		X	1.70	16,182.86
02/29/2024			Bank:Monthly Fees	Service Charge	38.40	X		16,144.46

Approved

March Admin Report 2024 - Last Updated: 3/20/2024

Tasks:

1. LGIP to Checking transfer approval
2. Discuss alternative office space / vehicle housing for district
3. Sign MOA with ECWC

Office / Vehicle Space

NRCS may no longer have room for Cindy or for us to park our new vehicle.

Our biggest needs from NRCS are GIS (Map making) and continued help from their engineer/other staff specialists. David Ferguson will be at our meeting to discuss this issue.

ODFW & FSA are working on seeing if we can have agreements with them instead.

The County is willing to work with us to at least get us any GIS layers we can't access otherwise.

AWP + Long Range Business Plan

AWP 24-25 was edited as per board request at our workshop. Please review. We don't have to pass it until our June meeting.

You can also find our current Long Range Business Plan in the same folder. It might be worth taking a look through when you have time. We are going to have to write one for 2026-2031 soon.

IRS

No word from Steve. The transcripts aren't as helpful as I thought they'd be. I am trying to arrange for Steve to have a meeting either with Sean and I or he may be available to come to April's board meeting.

Between no and then - would the board like me to talk to the IRS?

Approved

Bookkeeping

Right now we have about **\$7k** in the bank to last us until our next capacity grant advancement in mid to late April. That will have to get us through 2 more rounds of payroll and our other expenses. **I'm suggesting that the board approve moving some LGIP money into our checking account to get us through to our next advancement either now or later in the month when I think it will be absolutely necessary. The board can motion that I get chair approval later in the month to do this, or they can just pass a motion that I do it.**

Also, I will have a budget report for this year in April (¾ through the year) as well as a rough draft budget for FY 24-25 (next year). As we get closer to the end of the FY, hopefully we will be receiving notice of our grants being funded and a more accurate budget can be made.

QuickBooks: Quick note - QuickBooks is switching to an entirely online, subscription model. They will no longer be supporting desktop version. This doesn't meet a whole lot for us, we don't have to pay anything. This will start in June 2024. Our bookkeeper let me know just because she will learning to use the online version and hopes it won't slow her down too much when the switch happens.

Elk Creek Watershed Council (ECWC) / Oregon State Weed Board Grant

As per our meeting on 2/29, the district has agreed to take on this grant. We edited the MOA and it should be signed by ECWC the day before our next board meeting (where we can sign it as well). Tristen Berg at ODA is working with OWEB on getting the grant agreement out to ECWC as soon as possible.

Current Grants:

Capacity Grant - Q3 reporting and next advancement (\$24k) request will be due around April 1st.

AgWQ Support Grant - We've spent down the grant. Reporting isn't due until the end of May but we will try it to get it in by the end of the month so we can receive our last half of the reimbursement (\$9.5k)

DEQ 319 Grant - Grant agreement is signed. Cindy is free to start submitting invoices to them for reimbursement up to around \$10k.

SIA Grant - Application is almost done. Going through reviews/edits with Beth at ODA. Application for \$125k is due March 21 (Guaranteed funding).

Approved

Grant Apps in Progress:

Good Neighbor Authority (GNA) - Just about done!. Final draft will be submitted by April 1st. Funding to implement weeds work on private land and carry out CWMA coordination. Looks like we should get \$40k this year.

RAC / Title II - Due April 2nd, I am trying to get the Cox Creek CWMA Portuguese Broom Project funded and the DC Fairgrounds Phase I implementation funded.

MIT Fund - Public lands funding to complement adjacent private land work in the N. Umpqua.

OWEB Tech Assistance/Partnership Grants - Due April 25... Might take a swing at this.

NRCS Tech Assistance Grant - Due April 30... Not sure if this would be a good fit for us. Leaning towards skipping this one.

Vehicle

Cindy & I are scheduled to pick up the truck March 25th... granted the board is still okay with this? I think we should keep it at Cindy's until we figure out a spot... (if NRCS/FSA will not allow it).

April Board Meeting is the same time that Cindy & I will be at the Connect+ conference in Sunriver. We will need to reschedule it.

Approved

March Cindy K. Bright Conservation Technician

ODA/SIA:

DEQ is designing a bacterium monitoring protocol for the SIA. We will be meeting March 18th to review with ODA. March 19th the monitoring team will begin meeting to develop the monitoring plan.

The landowner meeting is still a go for April 4th timeframe is now from 4pm to 9pm. And can be attended in person at the Canyonville Community center or can be joined online through zoom.

I'm moving forward on planning the Weaver creek-Sherman ranch project. Next, I will be going out with the NRCS engineer to survey for livestock water.

The SIA grant due date is now March 21st. The final review/edits have been made and now I can officially submit.

The PFA grant I submitted for funding match in the SIA is not going to be awarded. I have been attending the second review meetings, March 14th and 15th and we did not rank high enough for the funding. It seems that they only want to fund in-stream fish habitat or fish barrier projects. This was not mentioned when the opportunity opened. They said to submit any and all restoration projects.

Coho coordination group:

We did not get the funding for the group to do further research assessment of fish habitat. We are meeting March 26th to discuss other funding opportunities.

OWEB:

The Morgan creek project is going to be funding. The next small grant cycle should open in May, and I have been working on re-writing the Elk Creek-Applegate project we are inheriting from the watershed council. We will now get funding for my project management time and admin funds. I met with contractor to review Morgan and Doerner creek project to line him up to begin Morgan as soon as ground dries enough and as soon as funding is available for Doerner.

The OWEB restoration grant deadline has moved to April 29th. So, I'm putting the final touches on Fall creek, Buckhorn creek, and Doerner creek. I will wait for the next small grant window in May to submit and extension to the Pheasant creek project and will be submitting Weaver creek for partial funding. And will apply again for 319 funds for match funding.

DCLA Spring conference planning is ongoing.

Flyers will be coming out soon. Our next planning meeting is March 21st.

DEQ

I am giving a tour to show them the SIA area, the Calapooia watershed and Lookingglass watershed on April 3rd.

Misc.

Maggie and I are going to pick up the work truck Monday March 25th.

And Maggie and I will be attending the Connect conference in Sun River, leaving April 15th and returning on the 18th.

NRCS:

Approved

I'm going to be losing my office space. They need to house more NRCS employees. NRCS computer issues anyway so I haven't been able to access their ArcMap. Maggie diligently looking for alternatives.