



Douglas Soil and Water Conservation District
Board of Directors Meeting
Wednesday, September 18th 2024

Attendees

Directors: Brenda Epp (D), Diana Woodward (D), David Briggs (D) | **Employees:** Cindy Bright, Maggie Begoun | **Partners:** Heather Medina (NRCS), Shelby Filley (OSU Ext.) | **Public:** Marwood Hallet, John Estill

Call to Order

The meeting was called to order by Board Vice-Chairman - David Briggs @ 5:00pm. Director roll call performed.

Agency Reports

-NRCS September Report Attached presented by Heather Medina

David Ferguson has moved back to Ohio, so Peter Winnick (Jackson County District Conservationist) is acting for Roseburg's office. Heather Medina is sharing some of the more supervisory duties with him. A new District Conservationist has been hired with a start date in mid November and they're coming all the way from South Carolina. He has worked in Northern California before.

Federal fiscal year ends September 30th, so the office is very busy at the moment. Medina mentions the National Association Conservation District has a grant out that allows district employees to help NRCS offices with their workload. There are also some trainings that are available for SWCD employees if interested including "Intermediate Forestry" and "Business Tools".

-Shelby Filley reports on her work with OSU Extension

On Oct. 10th, there is a workshop 9am - 3:30pm on agricultural weeds, they are hoping to offer pesticide credits with it as well. Filley notes that she's dealing with multiple landowners who have spoiled ground from previous hemp grows. These landowners want to know what to test for, so Filley sent them on to the OR Dept. of Agriculture because she is unsure what pesticides are routinely used in those operations. They know strychnine was being used to kill gophers, and there was some left in tubs that their new livestock were drinking out of after it rained. Filley wonders if the SWCD would want to tackle a problem like this.

Dir. Briggs states that the SWCD would need grant money to take that on. He wonders if there's a legality issue as well on the responsibility of spoiled soil falling on the previous landowner. Dir. Epp thinks there may have been someone from DEQ that



talked to the DC Livestock Association about marijuana grows with more information on the topic.

Filley thinks that the DC landfill should take leftover hoops, wires, reprod, etc as a no cost disposal from people who move onto previous grow operations. They have in the past and it would be great if they could again. Begoun notes that she can speak to Tracy Pope at the county to see if she knows anything about it or can direct me to someone who does. There may be funding opportunities depending on whether this issue is seen as important in the commissioners eyes or not.

Bright notes that Douglas County should have a commercial agricultural pesticide collection day. The Myrtle Creek one in a week is only household items. DC Weeds Advisory Board was hoping that they could hold one at the DC Fairgrounds at the same time of DC Livestock Conference. Dir. Briggs notes that having a collection day at the conference is not actually a good time to have it. Gathering up everything and the time needed to load/unload will potentially take away from the conference. He'd rather see it as a stand alone event. Filley will give that feedback to the DC Weeds Advisory Board.

Approval of Minutes

Motion: Dir. Briggs motions to approve the minutes of the July & August Board Meeting. The motion passed unanimously.

Financial & Admin Report – Please see attached report.

Presented to the board and attached are:

- July + August QuickBooks Reports, Expense Report
- Tax Timeline
- FY 24-25 Proposed Budget

Tax Update

Begoun states she's talked to the tax lawyer, Kate Roth, about the timeline and other tax documents that were compiled to state our case. Roth was supposed to talk to the IRS about how they would like us to present these documents to them, but Begoun hasn't heard any update about that. In the meantime, Roth did suggest that the SWCD get going with a pay plan as soon as possible, and that the penalties/interest can still be fought while we're paying. Dir. Epp thinks this a good idea and might even help the case showing that the district is very committed to getting things paid back. Begoun notes that Roth might be busy with the end of federal fiscal year items, so hopefully there will be a payment plan to present in October.

The timeline presented is what Begoun could deduce from board minutes and explains that back in 2017 ODA and OWEB came to the board to get the district on a corrective



plan because no one submitted grant reports. Additionally, there weren't even financials being reported during board meetings. It is noted that Troy Clark from D&S Tax was hired at this time to get going correcting the QuickBooks. After that, nothing happens at all for 2 years - including none of the quarterlies being paid. At the end of 2019, Clark presents that there are IRS issues and the minutes only say "financial discussion ensued" without giving much detail. Dir. Briggs notes that immediately a month later, the minutes show that the board surplused the building and started trying to sell it. Then COVID happens which delays the process. That all looks pretty good for the district actually. Dir. Epps also thinks it's worth noting who is on the board and how the turnover occurred as well.

Financial Update

The district got a lot of payments back in July from multiple grants. That has allowed us to "repay" what we borrowed out of LGIP. We're in good standing, Bright can start work on 2 or 3 landowner projects as soon as the weather is good. Next month will bring the quarterly update and budget review. Dir. Briggs notes that our finances look much better than they used to. Begoun states also that the Class A Weeds grant has had its final report accepted, it's completely done - we're just waiting on the last payment of \$17k, which \$6.5k will be admin fees for us. That's the district's first completed grant in a long time. Begoun notes that this fall/winter will be a huge as many of her grants and Cindy's grant will have award announcements before the year's end.

Election Update

Dir. Briggs and Dir. Hendy have made it onto the ballot for Zone 3 and Zone 2 respectively. There is still an option to be accepted as a write-in and that process just requires filling out a simple form and getting it to ODA by October 22nd, 5pm. John Estill completed this process and will be accepted as a write-in for Zone 1. Dir. Woodward is not running, so Estill is uncontested at the moment. That leaves just our At-Large 2 position completely open. If there are open spots come January 2025, the district will accept applications to be appointed to the board.

5-Year Business Plan

Begoun notes it's a 20 pages document, another requirement by ODA to have updated every 5 years. Begoun suggests moving slowly and reviewing a couple pages every month. We don't need to change a whole lot at all.

Employee Reviews

Begoun's two year work anniversary is Nov 1st, and Bright's is Dec 1st. Employee reviews should be completed along with raise approvals at the next two board meetings. Begoun plans on updating her job description and presenting raise options by Oct. 1st. The board agrees to complete an employee evaluation for Begoun 30 minutes before the next board meeting on Oct. 16th. Bright employee evaluation will be scheduled for 30 minutes before the November board meeting.



Conservation Technician Report – Please see attached report.

Bright states the monitoring plan for the Strategic Implementation Area has been completed. We will be contracting PUR to do the water quality monitoring for \$25k from our SIA funds to do this, but we realized this isn't enough. Bright will be looking for other funds to add it since things cost so much more than they used to. Bright is working with two landowners on Beals Creek in the SIA, as well as with Troy Michaels at his ranch. He will need a culvert replacement and it will be paid for by the S-Fish fund since he will be hauling timber over it. The S-Fish fund is specifically for timber producers who need work on bridges or culverts and it has to be submitted by the landowner but Bright helps do most of it.

Because the primary funding for these projects is small grants, many projects have to be submitted in phases. Bright is looking at getting 4 grants submitted by the end of October. Right now she has 8 grants going. Bright will be giving a tour to ODFW, ODA, and DEQ of the SIA next week to look at past and future project areas. There was an ODA complaint on Green Valley Rd which Bright went out to and it turned out to be unfounded. There is another one discovered down the road however where they bulldozed a horse board into the creek. She will be visiting them with Beth at ODA to talk about it.

The soil workshop that was supposed to be in August got canceled due to low attendance. Bright is thinking of trying to move workshops into the off season so more people are available. She's hoping the district can get a landowner engagement grant to handle some of the outreach that is required of her because she does not have enough time at the moment. Word does spread fast and these landowner projects are spreading to their neighbors and becoming bigger and bigger.

Bright has her first contractor starting next week (Santos) on the Applegate/Elk Creek project. They will be clearing blackberry and hawthorne by hand. Susan Applegate will be using her own money to get a youth crew out to do some work as well. Bright presented the contractor agreement she drafted for the Santos and was wondering if the board wanted to have Bright sign it, or possibly have a board member.

Action Item: Begoun to send the contract out to the board for review. Begoun will also send it to our insurance agent and/or SDAO to review as well.

Dir. Briggs asks Bright about the monitoring that USGS has been starting on the S. Umpqua. Bright states that their work is not a part of the SIA process but she will touch base with them to see if we are allowed access to their data. PUR will be going out in the next few months to capture the "before" data in winter and spring for monitoring baselines.

Medina notes that for FY 2026, NRCS can work with the district to get their Conservation Implementation Strategy area to overlap with the district's Strategic Implementation Area so that more funds are available to the landowners out there. Medina is also happy to see this district up and functioning well because she has been around through the hardships of the past. She gives the district kudos.



Public Comment

Action Item: Begoun to send Estill and Marwood the 2024-25 Annual Work Plan and a list of commonly used acronyms.

Marwood Hallett asks the district how things are prioritized projects across the county and whether they are proactive or reactive to environmental issues. Dir. Briggs responds that the SWCD works directly with ODA regarding agricultural water quality violations being reported. The SWCD is non-regulatory like ODA is, and ODA asked the SWCD to help set up a Strategic Implementation Area (SIA) so that the county could start being proactive rather than reactive. The South Umpqua was picked out of a couple watersheds through help from our stakeholder meetings that included interested communities including ranchers and agencies. ODA researched and collected data to make the final decision based on the stakeholder's recommendations. 6 different locations were looked at and ranked in the process.

This model of work is similar to NRCS where we have chosen a location to work for a few years and really get funds and labor to improve the area. Bright notes that we have a 2 year grant that can be extended and funds added to as needed for the SIA. The district also has an Agricultural Water Quality grant that extends to the entire district so Bright has a couple of projects that are growing across other watersheds as well in Douglas County.

John Estill introduces himself and gives a little bit of his background to the board. He has been in Douglas County since 2003, and used to have cattle on their properties but it didn't work out. He now has two blueberry farms, one conventional and one organic. He also does some hay production as well and notes that a bit of his land is essentially a personal golf range for him and his dog. Dir. Woodward asks Estill about the soil pH on his property and Estill notes he naturally had perfect pH for blueberries at his organic farm on the mainstem Umpqua. Many schools in Douglas and Lane county receive their blueberries. He also notes that there are blackberries encroaching on his conventional blueberries so he'd love advice on what to do with them.

Conclusion of Meeting

The meeting was adjourned at 6:22pm. The October Board meeting is scheduled for **Wednesday, October 16th** NRCS Roseburg. Board directors arrive at **4:30pm** for employee evaluations. Board meeting will begin at **5:00pm**.

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



Sept 12, 2024

31978 N. Lake Creek
Dr.
Tangent, OR 97389
Ph.: 541-967-5925

NRCS Roseburg Report

- Peter Winnick, DC in Jackson Co, is currently acting DC for Roseburg office
- Zach Dimare is Resource Conservationist
- Jensen Dohman, Soil Conservationist
- Ian Bernot, Soil Conservationist
- Gibson McCurry, Engineer in Roseburg office for the SW part of basin.
- Csanyi Matusicky, Habitat Conservationist Specialist, Pheasants Forever and NRCS partner position
- District Conservationist, Roseburg field office advertised, and interviews held. Selection made; tentative job offer made. No start date yet.
- EQIP – IRA contracting
- CSP – Roseburg – contracting IRA and General
- NACD NRCS Technical Assistance Grant now open until September 30, 2024
- Upcoming trainings:
 - Intermediate Forestry Training- Oct 9th and 10th in Central Point: All who attend need to have a basic level of forestry experience, inventory, planning, implementation.
 - Business Tools 101- SWCD partner positions who are assisting NRCS with planning/contracting. Can get on list for the 2nd or 3rd quarter training session (online). At minimum they will need to have access to CD and ProTracts.

Douglas Soil & Water Conservation District
Profit & Loss
July 2024

	<u>Jul 24</u>
Ordinary Income/Expense	
Income	
Project Income	4,148.50
Total Income	<u>4,148.50</u>
Gross Profit	4,148.50
Expense	
Billing Expense	
Contracted Services	28,288.00
Total Billing Expense	28,288.00
Bank	
Monthly Fees	33.07
Total Bank	33.07
Office	1,231.74
Payroll Expenses	
Personnel	-38,520.00
Payroll-Gross Wages	8,883.00
Payroll Expenses - Other	841.54
Total Payroll Expenses	-28,795.46
Payroll Taxes	
Payroll-FICA	600.34
Payroll-FUTA	0.00
Payroll-Medicare	140.40
Payroll-SUI	251.76
Payroll-Workers Comp	3.56
PERS-ER	0.00
Total Payroll Taxes	996.06
Total Expense	<u>1,753.41</u>
Net Ordinary Income	2,395.09
Other Income/Expense	
Other Income	
Interest Income	2.49
Total Other Income	<u>2.49</u>
Net Other Income	2.49
Net Income	<u><u>2,397.58</u></u>

Douglas Soil & Water Conservation District

9/16/2024 10:18 AM

Register: US Bank Checking

From 07/01/2024 through 07/31/2024

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/01/2024			LGIP-Operating Reserve	Funds Transfer		X	5,000.00	15,293.42
07/02/2024	7022024	Begoun, Maggie O	-split-		1,259.79	X		14,033.63
07/02/2024	7022025	Bright, Cynthia K	-split-		2,216.39	X		11,817.24
07/02/2024			LGIP-Operating Reserve	Funds Transfer		X		11,817.24
07/09/2024	7092024	Verizon	Accounts Payable		103.12	X		11,714.12
07/10/2024	131	Cindy Bright (v)	Accounts Payable		310.80	X		11,403.32
07/16/2024			Deposited Funds	Deposit		X	18,520.00	29,923.32
07/16/2024	7122024	US Bank Visa	Accounts Payable		647.46	X		29,275.86
07/16/2024			LGIP-Operating Reserve	Funds Transfer		X	21,632.00	50,907.86
07/17/2024	132	Cindy Bright (v)	Accounts Payable		170.36	X		50,737.50
07/17/2024	133	Willamette Valley Fo...	Accounts Payable		21,632.00	X		29,105.50
07/17/2024	7172024	Begoun, Maggie O	-split-		1,365.51	X		27,739.99
07/17/2024	7172025	Bright, Cynthia K	-split-		2,343.76	X		25,396.23
07/19/2024			-split-	Deposit		X	24,148.50	49,544.73
07/30/2024	134	Willamette Valley Fo...	Accounts Payable		6,656.00	X		42,888.73
07/30/2024	7302024	Internal Revenue Ser...	-split-	93-0951189	2,582.48	X		40,306.25
07/30/2024	7302024	Oregon Department ...	Payroll Liabilities:Payr...	0294305-1	626.00	X		39,680.25
07/30/2024	7302024	Oregon Department ...	-split-	0294305-1	326.67	X		39,353.58
07/31/2024			Interest Income	Interest		X	2.49	39,356.07
07/31/2024			Bank:Monthly Fees	Service Charge	32.92	X		39,323.15

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

	<u>Jul 31, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
US Bank Checking	39,323.15
LGIP-Operating Reserve	241,317.50
Total Checking/Savings	280,640.65
Accounts Receivable	
Accounts Receivable	-19,999.99
Total Accounts Receivable	-19,999.99
Total Current Assets	260,640.66
TOTAL ASSETS	260,640.66
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-8.00
Total Accounts Payable	-8.00
Other Current Liabilities	
Payroll Liabilities	
Transit Tax - Employee	-29.16
Direct Deposit Liabilities	-15.75
Payroll Tax - 941 Deposit	127,236.74
Payroll Tax - FUTA	557.69
Payroll Tax -OR Quarterly	717.21
Payroll Tax - SIT	8,633.96
Payroll Liabilities - Other	5.00
Total Payroll Liabilities	137,105.69
Total Other Current Liabilities	137,105.69
Total Current Liabilities	137,097.69
Total Liabilities	137,097.69
Equity	
Fund Balance	2,469.91
Retained Earnings	118,675.48
Net Income	2,397.58
Total Equity	123,542.97
TOTAL LIABILITIES & EQUITY	260,640.66

Douglas Soil & Water Conservation District
Profit & Loss
August 2024

	<u>Aug 24</u>
Ordinary Income/Expense	
Income	
Donation	60.00
Project Income	35,194.14
Total Income	<u>35,254.14</u>
Gross Profit	35,254.14
Expense	
Billing Expense	
Materials	104.55
Contracted Services	16,640.00
Total Billing Expense	16,744.55
Bank	
Monthly Fees	29.17
Total Bank	29.17
Materials	206.31
Office	583.09
Payroll Expenses	
Payroll-Gross Wages	9,729.00
Payroll Expenses - Other	800.00
Total Payroll Expenses	10,529.00
Payroll Taxes	
Payroll-FICA	652.80
Payroll-FUTA	0.00
Payroll-Medicare	152.67
Payroll-PERS	1,116.72
Payroll-SUI	273.75
Payroll-Workers Comp	3.74
PERS-ER	0.00
Total Payroll Taxes	<u>2,199.68</u>
Total Expense	<u>30,291.80</u>
Net Ordinary Income	4,962.34
Other Income/Expense	
Other Income	
Interest Income	3.96
Total Other Income	<u>3.96</u>
Net Other Income	3.96
Net Income	<u><u>4,966.30</u></u>

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

	<u>Aug 31, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
US Bank Checking	33,209.42
LGIP-Operating Reserve	256,317.40
Total Checking/Savings	<u>289,526.82</u>
Accounts Receivable	
Accounts Receivable	-19,999.99
Total Accounts Receivable	<u>-19,999.99</u>
Total Current Assets	<u>269,526.83</u>
TOTAL ASSETS	<u>269,526.83</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	-18.63
Direct Deposit Liabilities	-15.75
Payroll Tax - 941 Deposit	130,104.68
Payroll Tax - FUTA	557.69
Payroll Tax -OR Quarterly	998.44
Payroll Tax - SIT	9,330.96
Payroll Liabilities - Other	68.17
Total Payroll Liabilities	<u>141,025.56</u>
Total Other Current Liabilities	<u>141,025.56</u>
Total Current Liabilities	<u>141,017.56</u>
Total Liabilities	141,017.56
Equity	
Fund Balance	2,469.91
Retained Earnings	118,675.48
Net Income	7,363.88
Total Equity	<u>128,509.27</u>
TOTAL LIABILITIES & EQUITY	<u>269,526.83</u>

Douglas Soil & Water Conservation District

9/16/2024 10:06 AM

Register: US Bank Checking

From 08/01/2024 through 08/31/2024

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
08/01/2024			LGIP-Operating Reserve	Funds Transfer	15,000.00	X		24,323.15
08/02/2024			Donation	Deposit		X	60.00	24,383.15
08/05/2024			-split-	Deposit		X	23,529.14	47,912.29
08/05/2024	8012024	Begoun, Maggie O	-split-		1,471.11	X		46,441.18
08/05/2024	8012025	Bright, Cynthia K	-split-		2,511.57	X		43,929.61
08/09/2024	8092024	Verizon	Accounts Payable		103.14	X		43,826.47
08/12/2024	8122024	PERS	Accounts Payable	2743	837.54	X		42,988.93
08/14/2024	135	Willamette Valley Fo...	Accounts Payable		16,640.00			26,348.93
08/14/2024	8142024	US Bank Visa	Accounts Payable		790.81	X		25,558.12
08/20/2024	8192024	Begoun, Maggie O	-split-		1,365.59	X		24,192.53
08/20/2024	8192025	Bright, Cynthia K	-split-		2,343.82	X		21,848.71
08/23/2024			Deposited Funds	Deposit		X	11,665.00	33,513.71
08/27/2024	8272024	PERS	Accounts Payable	2743	279.18	X		33,234.53
08/31/2024			Interest Income	Interest		X	3.96	33,238.49
08/31/2024			Bank:Monthly Fees	Service Charge	29.07	X		33,209.42

2015: Payroll is reconciled on time.

2016: Payroll is not paid all year – but then paid all at once April 2017.

***As per Barton: In 2015 + 2016, the W2s were sent to the IRS 3 times because the IRS kept losing or not receiving them. There should be documented proof on our end somewhere of this. Apparently even D&S sent them in as well.

2017: Payroll Unpaid

ODA becomes concerned that SWCD is not turning in reports, OWEB will not give them capacity funding until things are reconciled.

Troy Clark of D&S is hired to sort out the QuickBooks.

November 2017 - QuickBooks reports shown to the board for the first time, monthly report only.

2018: Payroll Unpaid - Nothing of note from minutes.

2019: Payroll Unpaid

December 2019 - Troy Clark finally gives a report to the board that the quarterlies haven't been paid. There is nothing in the minutes documented about the discussion that ensued.

2020: COVID HITS +First half of year's payroll = unpaid.

Jan 2020 - There is discussion of realtors to sell the building, the building and all assets are surplus, there is a quickbooks printout showing \$130k owed in payroll liabilities. Employees have plans of layoff.

Mar 2020 - Barton retires. One last "employee" (the crep tech housed at NRCS) is on payroll until mid 2021.

Nov 2020 - On their third realtor to try and sell the building. D&S starts paying quarterlies for the district.

2021: No employees. Payroll is reconciled on time by D&S. (Still COVID state of emergency).

2022: 1 Employee hired (Karina Winn) to take minutes + make board packets. She leaves and then both Maggie and Cindy are hired in 4th quarter. Payroll is reconciled on time by D&S.

2023: Gilaine from PUR hired as new bookkeeper. Payroll is reconciled on time with the exception of a couple check payments being applied to the wrong places. Switched to EFTPS payments to remedy this.

**Douglas Soil And Water Conservation District
Budget 2024-2025**

*Guarenteed Funds Only

Budgeted Amounts

	\$ 49,593.50	
	\$ (11,367.79)	(Capacity Grant)
	\$ (6,675.14)	(SIA)
Checking Account July 1 2024	\$ 31,550.57	(Unrestricted + ODA Weeds)
LGIP Account July 1 2024	\$ 272,316.13	(Restricted + ODA Weeds + Applegate + DCWAB)

Resource (Inflows):

Project Income - Federally Funded	\$ 51,600.00	(BLM GNA + EPA 319)
Project Income - State Funded	\$ 258,750.00	(SIA + Capacity Grant + OWEB Small/Restoration Grants)
Project Income - Other Sources	\$ -	
Project Expense Reimbursement	\$ -	
Donations	\$ -	
Interest Income	\$ 6,000.00	(From LGIP)
Total Deposits	\$ 316,350.00	
Amount Available for Appropriation	\$ 620,216.70	

Charges to Appropriations (Outflows):

Personnel Services		
Wages (+Tax, Fringe)	\$ 170,000.00	
Worker's Compensation Ins.	\$ 350.00	
Total Personal Services	\$ 170,350.00	
Materials & Services		
Legal Fees	\$ 10,000.00	(Tax Lawyer)
Advertising	\$ 500.00	
Bookkeeping (PUR)	\$ 7,500.00	
Contracted Services	\$ 137,614.83	(On-the-ground restoration work)
Dues & Membership	\$ 500.00	
Insurance (Liablilty + Vehicle)	\$ 1,600.00	
Materials	\$ 15,000.00	(Supplies for on-the-ground work)
Monitoring	\$ -	
Office Supplies	\$ 1,000.00	
District Vehicle	\$ 1,500.00	(Gas, Registration, Maintenance)
Staff Travel & Training	\$ 2,500.00	(Hotels, Training Fees, Meals, Staff Vehicle Reimbursement)
Telephone	\$ 1,250.00	
Rent (Storage)	\$ 1,200.00	
Other Utilities	\$ 2,000.00	(Microsoft, Adobe, ArcGIS)
Total Materials & Services	\$ 182,164.83	
IRS Payment from LGIP	\$ 200,000.00	
Total Charges to Appropriations	\$ 552,514.83	

End of Year Total **\$ 67,701.87**

Checking Account June 30 2025 \$ 30,884.57

LGIP Account June 30 2025 \$ 36,817.30

Date: _____

District Chair Signature: _____

August & September Admin Report 2024 - Updated 9/13/24

September Board Meeting: Wednesday, September 18th @ 5:00pm

Thank you to everyone who got their election documents in on time!

Funding:

So far we have received:

- \$24k for Capacity Grant
- \$18k for SIA
- \$17k for Class A Weeds
- \$5.6k for Morgan Creek project
- 11k for Elk Creek project

I have “repaid” our LGIP:

- \$15k that was “borrowed”

We are set to receive soon:

- \$17k from Class A Weeds (final payment). Final report is complete - awaiting approval from OWEB/ODA.
- Pheasant Creek DEQ 319 - \$5k
- Pheasant Creek Small Grant - \$14k

The BLM GNA contract has gone through!

- This is \$40k this year (but up to \$400k for the next 5 years) to support weed program work and coordination! I’m still working out what system we use to get paid.

IRS - Tax Lawyer

1. Kate Roth has been very lenient on billing. She’s only billed us 2 hours so far, even though between being on hold with the IRS and communications with me have probably surpassed that.
2. Thank you to everyone who attended our IRS meeting on August 12th. Please review the items in the [IRS folder](#).
3. Kate is calling the IRS today (9/4) to see how we may be able to send them the information I compiled about our QuickBooks payments lining up with the 941s.
 - a. The IRS may want additional proof (bank statements, canceled checks, etc) and we might not have those from back then. Upon reading the old minutes I’ve found that there really was hardly any fiscal management going on 2015-2019.

- b. Kate & Gwen would like the board to consider how far they want to go with arguing the payment calculator as for this amount of money it is likely that the IRS will not abate.
 - c. We ARE able to get on a payment plan while continuing to try and get penalties abated. I (Maggie) recommend this.
 - d. The “collections hold” that our account is in has been necessary this entire time. If it was out of that hold, the IRS would have already filed a lien on what we owe them with the state and we wouldn’t have been able to get grants this entire time.
4. **As of 9/13 I haven’t been able to get in contact with Kate, she must be very busy this time of year. Depending on what information I receive, I may schedule a meeting between the board and IRS within the next two weeks.** Please go through the IRS documents provided.

Long Range Business Plan:

Douglas SWCD is in need of updating their LRBP. [Please review our current one and scan through some of the other districts for examples.](#) This is very similar to our annual work plan, but lasts 5 years. It is yet another requirement by ODA, so please bare with me on getting it updated.

The board should decide how much they want to do with this “plan.” I could just update it very simply so we’re in compliance and that’s all.

Grants:

OR Invasive Species Council - Outreach & Education funds. Official request for proposal is finally out. UOP is interested in doing some invasive species workshops. The county is interested in doing some Tree of Heaven workshops. The DCWAB may be interested in trying to get some Weed Day efforts funded as well. Due Oct 15th.

OWEB Technical Assistance Grant - Going to try for this to get Cindy some additional help. I think hiring a second conservation technician or assistant - something of the like would be incredibly beneficial in reducing Cindy’s workload. I may look for a better fitting grant for this type of personnel staff capacity building. Due Oct 28th.

Employee Reviews:

Maggie - Job description will be updated and presented by Oct 1st with raise options.

I would like to schedule the board to do my employee review Oct 16th, before the board meeting.

Cindy - Job description will be updated and presented by Nov 1st with raise options.

I would like the board to do her employee review Nov 20th, before the board meeting.

BOARD DIRECTOR TRAINING IN ROSEBURG - SEPTEMBER 25th, 2024

Join SDAO Senior Consultant George Dunkel for a training covering board member relations, expectations, and ethics. A cohesive board is key to the success of a special district as well as understanding your expectations as a board member. You will leave this training with the knowledge to have strong relationships on your board and know what is expected of you. George will also cover the rules regarding ethics for public officials and help you navigate situations you may face.

<https://web.cvent.com/event/4eb18c84-2e74-45d5-b6d4-840f9333e8f1/summary>

If possible, I believe the entire board should attend. We can get a discount on the tickets for our first time going. It is 9am- 2pm with lunch and coffee included.

There is still time to register - please let me know if you're interested in attending and I can set it up.

August 2024 Cindy K. Bright Conservation Technician

ODA/SIA:

I'm almost done with the monitoring plan to submit for review in September. We will be requesting \$25,000.00 to contract PUR to do the water quality testing for two years and then we will be requesting an additional \$5000.00 for us to do veg monitoring of some sort. The veg monitoring plan will be next.

I made several site visits in July with ODFW, a contractor and the engineer. We will be doing additional follow up surveys this month to prepare a cost estimates for several projects for livestock water, irrigation in-take, livestock fencing and blackberry removal. And we will be working with the county and ODFW on a culvert replacement on Woods creek to further enhance our instream project with ODFW.

The SIA small grant window has opened and closes Oct. 1st so I will be spending a lot of time working on at least 4 grant write ups to be ready to submit if I can get my engineering and contractor bids in time.

I have several more site visits lined up on new places and hope the Tiller fire goes out soon.

OWEB:

We finally have small grant funds for Morgan creek and soon on Elk creek and Pheasant creek, but now need to wait for fire season to subside to begin mechanical removal of blackberries. Nobody wants to risk a fire.

OWEB had their meeting last week and we should hear any day for Fall creek funding.

The larger restoration grant window opened and so as soon as I get Dr. Hendy's signature on the landowner agreement I can submit the grant for his project.

For the Doerner project I had to have the contractor rework his bid. He should get it back soon to submit a phase I for Doerner.

Down the road from the Doerner project I have begun working with another horse property where Callahan and Elgarose creeks converge with Champaigne creek.

ODA/Complaints:

No recent complaints to go out on.

Workshops, Outreach and Trainings:

The erosion workshop is coming up on the 23rd. So far only one registered online, but we hope to get more responses after the radio and newspaper spots go out. Thanks to Maggie for setting those up. We anticipate there will be walk ins.

Misc.

The Douglas County fair was fun. I took part of the week off to participate and for my birthday. I showed sheep for a friend and showed my wool for which I took champion and reserve champions for my Romney and Shetland classes. Then my Romney took the grand champion, and my Shetland took reserve champion. I also won a few blue ribbons for jam, photos and flowers. Fair time is fund time.

September 2024 Cindy K. Bright Conservation Technician

ODA/SIA:

Final review on monitoring plan is Monday September 16th and it will then be submitted for funding.

I'm working on a couple of SIA small grants for livestock water on the Sherman Ranch. The grants are due in October. And I will try to get started on a couple more on other project areas.

Agency folks, DEQ and ODA requested a tour of the SIA area. So, I will be leading them to look at proposed project areas and also take a look at a couple of past projects up Days Creek. The tour is planned for September 26th. I am trying to accommodate a van so that we can all ride together and have conversations on the way.

OWEB:

Funds are finally coming in and now that the rains have begun, we can get started on Morgan and Elk and hopefully Pheasant too. When Pheasant creek funds come in we will be able to buy an electric chainsaw and I can begin cutting willows for project sites.

The final OWEB meeting for the large restoration grants is in October and we should here soon after on funding for Fall creek since it ranked #2.

The Buckhorn Creek project has been submitted and will go into review next.

The Doerner Creek Phase I small grant has been submitted and will now go into review. I got an email from ODF for another possible project to team up on for Doerner Creek.

I will begin working on the Callahan Creek proposal.

ODF S-Fish Fund:

I don't remember if I mentioned that the very first culvert/bridge project has been awarded to the landowners we are working with on Pheasant Creek.

I've assisted with another S-Fish fund project proposal for Stinger Gulch.

ODA/Complaints:

Tagged along for an update on the Green Valley complaint and drove by another area of concern for a horse stable piling manure next to creek and bulldozing some into the creek.

Workshops, Outreach and Trainings:

The soil erosion workshop was a failure. Only one person signed up and one other called. So, I'm rethinking how to simplify our outreach requirements. David had some good ideas and what we can do by having outreach events at a slower time of year.

Other:

From now through October, I will be busy continuing with site visits to new possible project areas, working on project planning and grant writing.

The SIA small grants and OWEB large grant cycle is currently open and closes October 24th. The next OWEB small grant cycle may open in November.