
Douglas Soil and Water Conservation District
Board of Directors Meeting
Wednesday, January 31st 2024

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

DSWCD Employees: Maggie Begoun, Cindy Bright

Others Present: Eric Nusbaum (ODA), Diana Woodward (OSU MG), Shelby Filley (OSU Ext)

Call to Order

The meeting was called to order by Sean Negherbon @ 3:53pm. Director roll call performed.

Oath of Office

Dir. Negherbon asks if the board has any questions to ask the Zone 1 applicant, Diana Woodward. Dir. Briggs mentions he spoke with Woodward previously on the phone and explained various aspects of district operations. Dir. Hendy asks if Woodward knows what she's getting into. Begoun shows Woodward the Google Drive and explains the expectation of how many documents need to be reviewed and read before each monthly board meeting. Woodward asks how to access the Drive and Begoun explains that she will send the link everytime she emails the board and that Woodward can bookmark it in her browser. Dir. Negherbon suggests that any questions that are thought between board meetings should be brought to Begoun as soon as possible so that they can be addressed in a timely manner and so that time may be able to be saved from our board meetings.

Motion: Dir. Epp motions to appoint Diana Woodward the Douglas SWCD Zone 1 Board Director. The motion passed unanimously.

Dir. Hendy asks when the next election is. Begoun answers November 2024 for Dir. Hendy and Dir. Woodward. Nusbaum mentions that the elections are staggered and the other three board members will have elections the following year. In some special cases, directors have to run for election twice in a row however.

Dir. Hendy lets Dir. Woodward knows that there will be some introductory materials/courses coming her way and that he suggests Dir. Woodward have a sit-down meeting with the staff to answer any questions and explain the workings of the district.

Diana Woodward takes the Oath of Office and is sworn in as the Douglas SWCD Zone 1 Board Director.

Agency Reports

Eric Nusbaum (ODA) reports that ODA is looking for a Northwest Coast regional specialist and that position's job announcement is up on their site. He also mentions that the OCEAN Connect+ conference will be coming up in April and that the staff should attend.

Shelby Filley (OSU Ext) introduces herself as the livestock and forages regional specialist for western Oregon. She is listening in on the meeting and hoping to see where she can help the district in the future. She is very glad to have the district back up and running. Filley asks if the district will have a new building any time soon. Begon answers no, we sold our old building and Bright has a cubicle over at NRCS.

Approval of Minutes

Motion: Dir. Briggs motions to approve the minutes of the December 20th, 2023, Board Meeting. The motion passed unanimously.

District Admin Report – Please see attached report.

Begon asks the board if they've taken a look at the information regarding the Dodge Dakota being offered to us from Clackamas SWCD. Dir. Hendy says the truck looks great and asks for the mileage. Dir. Epp answers 105,000 miles and that the truck is free. Begon says the insurance is already lined up and ready to be added by SDAO. The board unanimously agrees that the district administrator go ahead with the donation by Clackamas SWCD and pick up the truck as soon as possible.

Action Item: Begon to move forward with procuring the Dodge Dakota from Clackamas SWCD.

Nusbaum suggests Bright use a very detailed log when driving the car of how many miles were driven each day and for what project/grant. This will be very important when the district sets up a designated vehicle fund in the QuickBooks that gets billed for all vehicle expenses. The fund will be filled with all grant funds that are put toward travel. Begon will see how PUR does it and talk to Gilaine about getting this done.

Nusbaum further explains how the vehicle fund works. The 65.5 cents per mile that is reimbursed by most grants covers fuel, insurance, and maintenance costs. Mileage

advancement/reimbursement funds from different grants will be put into a general vehicle fund. Then all expenses for the vehicle will be billed to that vehicle fund. When expenses put toward a vehicle end up draining the fund, that's usually when the district knows the vehicle isn't worth keeping.

Begoun asks the board if they would like to approve getting a second credit card for the same account that is specifically for the vehicle (gas card). Dir. Hendy asks if the insurance can be paid from the gas card. Begoun answers that the vehicle insurance is attached to our liability insurance and gets drawn from a direct deposit payment.

Motion: Dir. Briggs motions to approve the minutes of the district procure a second credit card for gas purchases. The motion passed unanimously.

Action Item: Begoun to set up a Vehicle Fund with Gilaine and procure a second credit card.

Begoun asks the board if they want to move forward with Steve Tuchscherer's suggestions of paying the payroll taxes we owe now. It would entail taking money from the LGIP account that is from the building sale and sending it to the IRS. Dir. Hendy thinks its a good idea and that it might allow the district to get out of the penalties and interest. Dir. Briggs asks if there is a suggested schedule of payments. Begoun answers that she can come up with with Tuchscherer or the board can move to have something like 5 quarters worth paid each month until we're done. Dir. Briggs would like to see the IRS transcripts to get a better idea of how much the district needs to pay at a time .

Action Item: Begoun to put the IRS transcripts into the Google Drive for the board to review. Begoun to also contact Tuchscherer and get an updated excel sheet / payment schedule recommendation.

Dir. Hendy asks what the ballpark amount of taxes we owe are. Begoun believes its around \$120k without penalties. Begoun suggests that she create a payment schedule and present it for discussion at the next board meeting. The board agrees. Dir. Woodward asks if payments would be made more than monthly, to which Begoun replies yes. Every quarter would probably need a different check sent, but its arbitrary how many are sent per month. Dir. Hendy suggests that Tuchscherer send a letter once we're finished paying asking for the penalties forgiven.

Begoun asks the board when they'd like to have the Annual Work Plan Workshop? The board decides to attach the meeting to the next board meeting. The Annual Work Plan Workshop is scheduled for Wednesday, February 21st at 3pm in the NRCS office and will be followed by the February board meeting afterwards.

Begoun asks the board their opinion on adjusting the budget as suggested in her report. This would be decreasing the insurance and materials budget lines while increasing the travel and utilities budget lines. Begoun notes that regardless, there is plenty left in the capacity grant to support our activities and expenses the rest of the year. Dir. Epp asks if the board can just leave the budget as is and review at the end of the year how many categories were or weren't over budget. Begoun answers yes, the board can do that. Nusbaum adds that other districts have the

board continually review the budget comparison every month until it gets to the point where the board needs to discuss if an item is drastically over budget and needs reconsideration. Douglas SWCD doesn't follow the local budget law so adjustments don't have to be made to keep the district under budget. Dir. Negherbon comments that as long as the district isn't close to the grant budget caps, then there's not need to adjust anything. The board would like to leave the budget as is and have Begoun show the budget comparison every month until the end of the year.

Begoun discusses how this year's payroll was getting funded by both the capacity grant and the district's unrestricted funds. Begoun suggests that instead of using the unrestricted funds this year, that the district instead just spend down the capacity grant on payroll and not touch the unrestricted funds until absolutely necessary. It is possible that by the time the capacity grant is spent down, new grants will be coming in to support salaries and the unrestricted won't need to be touched at all next year. Dir. Epp suggests that the district doesn't touch the unrestricted if they don't have to. The board agrees. Dir. Briggs suggests that all the grants including the ones Bright is working on should be including some time for Begoun's salary. Begoun and Bright agree and they are doing that as well as asking for administrative fees.

Financial Information

The following financial documents were presented to the board:

- Douglas SWCD's December 2023 Profit & Loss, Balance Sheet, & Check Register
- Douglas SWCD's December 2023 Expense Report
- Douglas SWCD's Mid-Year FY23-24 Expense Report
- Douglas SWCD's Mid-Year FY23-24 Budget Comparison

Conservation Technician Report – Please see attached report.

Bright directs the board to check out the grant spreadsheet that has been updated. OWEB's restoration grant should be opening any day now and close in April.

The Strategic Implementation Area (SIA) grant application is open and will close in March. The SIA Stakeholder meeting was held yesterday and the turn out was really good. The Private Forest Accord (PFA) grant would be supporting project implementation work in the SIA. For the PFA grant - 72 applications were submitted asking for a total of \$42 million. There is only \$10 million available so the applications are going through the ranking system right now.

Bright has site visits lined up for next week, hopefully she is no longer sick by then. She will have to miss the Spring Livestock Committee Meeting tomorrow. Bright has been inviting everyone she knows with funding for landowners to have a booth at the Spring Livestock Conference.



Director Reports

Dir. Hendy suggests that Douglas SWCD has a program session as well as a booth at the Spring Livestock Conference on April 10th at the DC Fairgrounds to talk about what the district has to offer to landowners - particularly in the Strategic Implementation Area. The board and staff agree this is a good idea.

Conclusion of Meeting

The meeting was adjourned at 4:30pm. The Annual Work Plan Workshop and February Board meeting are scheduled for Wednesday, February 21st 3:00pm - 5:00pm at NRSC Roseburg.

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

Approved

Douglas Soil And Water Conservation District						
Dec-23						
Statement Summary		Fund Balance				
		Unrestricted	Restricted	DO (23-25)	SOW (23-25)	AgWQ (23-24)
LGIP Account Dec 1st	\$ 239,226.76					
Checking Account Dec 1st	\$ 28,060.96	\$ 17,229.67	\$ 239,226.76	\$ 4,854.82	\$ 3,003.93	\$ 2,972.54
Sept Deposits:						
319 Grant (DEQ)	\$ -					
Capacity Grant 21-23 OWEB	\$ -					
Capacity Grant 23-25 OWEB	\$ -					
AgWQ Support	\$ -					
Interest Earned	\$ 1,017.58	\$ 1.69	\$ 1,015.89			
Refund	\$ -					
Total Deposits	\$ 1,017.58					
Dec Debits:						
Personnel Services						
Wages	\$ 7,121.52	\$ (1,549.70)		\$ (679.72)	\$ (3,322.00)	\$ (1,570.10)
PERS Retirement	\$ 534.60			\$ (534.60)		
Payroll Taxes	\$ 3,084.03			\$ (872.00)	\$ (2,212.03)	
Worker's Compensation Ins.	\$ -					
Total Personal Services	\$ 10,740.15					
Materials & Services						
Bank Fees	\$ 56.87	\$ (56.87)				
Accounting & Legal	\$ 40.55	\$ (40.55)				
Advertising	\$ 61.21			\$ (61.21)		
Contracted Services	\$ -					
Dues & Membership	\$ -					
Insurance	\$ -					
Materials	\$ -					
Monitoring	\$ -					
Office Supplies	\$ 13.20			\$ (13.20)		
Office Rent	\$ 95.00				\$ (95.00)	
Staff Travel & Training	\$ 618.23				\$ (474.11)	\$ (144.12)
Telephone	\$ 103.14				\$ (103.14)	
Utilities	\$ 197.86				\$ (197.86)	
Total Materials & Services	\$ 1,186.06					
Total Charges to Appropriations	\$ 11,926.21	\$ (1,645.43)		\$ (2,160.73)	\$ (6,404.14)	\$ (1,714.22)
Grant Balances				\$ 2,694.09	\$ (3,400.22)	\$ 1,258.32
Checking Account Dec 31st	\$ 16,136.44					
Unrestricted in Checking	\$ 12,184.03					
LGIP Account Dec 31st	\$ 240,242.65					

Balance Sheet

As of December 31, 2023

	<u>Dec 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
US Bank Checking	15,714.12
LGIP-Operating Reserve	240,242.65
Total Checking/Savings	<u>255,956.77</u>
Accounts Receivable	
Accounts Receivable	(19,999.99)
Total Accounts Receivable	<u>(19,999.99)</u>
Total Current Assets	<u>235,956.78</u>
TOTAL ASSETS	<u>235,956.78</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	(29.16)
Direct Deposit Liabilities	(15.75)
Payroll Tax - 941 Deposit	128,621.84
Payroll Tax - FUTA	641.69
Payroll Tax -OR Quarterly	717.21
Payroll Tax - SIT	8,633.96
Payroll Liabilities - Other	5.00
Total Payroll Liabilities	<u>138,574.79</u>
Total Other Current Liabilities	<u>138,574.79</u>
Total Current Liabilities	<u>138,566.79</u>
Total Liabilities	138,566.79
Equity	
Fund Balance	2,469.91
Retained Earnings	63,618.14
Net Income	31,301.94
Total Equity	<u>97,389.99</u>
TOTAL LIABILITIES & EQUITY	<u>235,956.78</u>

Douglas Soil & Water Conservation District
Profit & Loss
December 2023

	<u>Dec 23</u>
Ordinary Income/Expense	
Expense	
Billing Expense	
Permits	61.21
Total Billing Expense	<u>61.21</u>
Bank	
Monthly Fees	56.87
Total Bank	<u>56.87</u>
Office	
Computers Programs	157.70
Dues & Memberships	50.00
Internet	40.16
Postage	13.20
Rent	95.00
Telephone	103.14
Total Office	<u>459.20</u>
Payroll Expenses	
Payroll-Gross Wages	4,653.00
Payroll Expenses - Other	458.95
Total Payroll Expenses	<u>5,111.95</u>
Payroll Taxes	
Payroll-FICA	313.28
Payroll-FUTA	0.00
Payroll-Medicare	73.27
Payroll-PERS	534.60
Payroll-SUI	47.24
Payroll-Workers Comp	1.85
PERS-ER	0.00
Payroll Taxes - Other	40.55
Total Payroll Taxes	<u>1,010.79</u>
Travel	
Motels	422.16
Total Travel	<u>422.16</u>
Total Expense	<u>7,122.18</u>
Net Ordinary Income	(7,122.18)
Other Income/Expense	
Other Income	
Interest Income	1.69
Total Other Income	<u>1.69</u>
Net Other Income	<u>1.69</u>

Approved

2:28 PM

Douglas Soil & Water Conservation District

01/29/24

Profit & Loss

Cash Basis

December 2023

	<u>Dec 23</u>
Net Income	<u><u>(7,120.49)</u></u>

Register: US Bank Checking

From 12/01/2023 through 12/31/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
12/07/2023	117	Oregon Department ...	Payroll Liabilities:Payr...	0294305-1	520.00	X		24,013.54
12/07/2023	118	Oregon Department ...	-split-	0294305-1	148.56	X		23,864.98
12/07/2023	119	Oregon Department ...	Payroll Liabilities:Payr...	0294305-1	926.00	X		22,938.98
12/07/2023	120	Oregon Department ...	-split-	0294305-1	251.93	X		22,687.05
12/07/2023	121	Cindy Bright (v)	Accounts Payable		50.00	X		22,637.05
12/07/2023	122	Oregon Department ...	Accounts Payable		40.55	X		22,596.50
12/07/2023	12072023	Verizon	Accounts Payable		103.14	X		22,493.36
12/07/2023	12152023	Internal Revenue Ser...	-split-	93-0951189	1,237.54	X		21,255.82
12/12/2023	12122023	Oregon PERS.	Accounts Payable		255.42	X		21,000.40
12/13/2023	12132023	US Bank Visa	Accounts Payable		789.43	X		20,210.97
12/18/2023	12182023	Begoun, Maggie O	-split-		1,379.09	X		18,831.88
12/18/2023	12182024	Bright, Cynthia K	-split-		2,361.08	X		16,470.80
12/20/2023	12202023	Oregon Department ...	-split-	0294305-1	86.32			16,384.48
12/20/2023	12202023	Oregon Department ...	Payroll Liabilities:Payr...	0294305-1	336.00			16,048.48
12/28/2023	12282023	Oregon PERS.	Accounts Payable		279.18	X		15,769.30
12/31/2023			Interest Income	Interest		X	1.69	15,770.99
12/31/2023			Bank:Monthly Fees	Service Charge	56.87	X		15,714.12

Approved

Douglas Soil And Water Conservation District							
Quarter 1+2 FY23-24							
Statement Summary		Fund Balance					
		Unrestricted	Restricted	DO (23-25)	SOW (23-25)	SOW (21-23)	AgWQ (23-24)
LGIP Account July 1st	\$ 4,450.83		\$ 4,450.83				
Checking Account July 1st	\$ 36,581.95	\$ 28,794.72				\$ 7,782.09	
Q1+Q2 Deposits:							
319 Grant (DEQ)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capacity Grant 21-23 OWEB	\$ 3,184.07	\$ 12.68	\$ -	\$ -	\$ -	\$ 3,171.39	\$ -
Capacity Grant 23-25 OWEB	\$ 48,297.00	\$ -	\$ -	\$ 24,574.25	\$ 23,722.75	\$ -	\$ -
AgWQ Support	\$ 9,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,500.00
Interest Earned	\$ 3,511.69	\$ 82.19	\$ 3,429.50	\$ -	\$ -	\$ -	\$ -
Refunds	\$ 1,406.00	\$ 1,406.00	\$ -	\$ -	\$ -	\$ -	\$ -
Office Building Sale	\$ 232,362.32	\$ -	\$ 232,362.32	\$ -	\$ -	\$ -	\$ -
Total Deposits	\$ 297,243.50						
Q1+Q2 Debits:							
Personnel Services							
Wages	\$ 40,287.10	\$ (4,447.36)	\$ -	\$ (9,298.17)	\$ (15,080.26)	\$ (6,120.34)	\$ (5,340.97)
PERS Retirement	\$ 8,771.91	\$ (8,237.31)	\$ -	\$ (534.60)	\$ -	\$ -	\$ -
Payroll Taxes	\$ 19,572.75	\$ -	\$ -	\$ (4,384.94)	\$ (8,741.81)	\$ (2,829.02)	\$ (2,190.64)
Worker's Compensation Ins.	\$ 371.56	\$ -	\$ -	\$ (371.56)	\$ -	\$ (1,426.34)	\$ -
Total Personal Services	\$ 69,003.32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Materials & Services							
Bank Fees	\$ 309.52	\$ (309.52)	\$ -	\$ -	\$ -	\$ -	\$ -
Accounting & Legal	\$ 80.55	\$ (40.55)	\$ -	\$ (40.00)	\$ -	\$ -	\$ -
Advertising	\$ 61.21	\$ -	\$ -	\$ (61.21)	\$ -	\$ -	\$ -
Contracted Services	\$ 1,125.00	\$ (1,125.00)	\$ -	\$ -	\$ -	\$ -	\$ -
Dues & Membership	\$ 439.06	\$ (439.06)	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance*	\$ 6,822.00	\$ -	\$ -	\$ (6,822.00)	\$ -	\$ -	\$ -
Materials	\$ 296.04	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (200.00)
Monitoring	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (96.04)
Office Supplies	\$ 208.79	\$ -	\$ -	\$ (13.20)	\$ (195.59)	\$ -	\$ -
Office Rent	\$ 570.00	\$ -	\$ -	\$ -	\$ (475.00)	\$ (95.00)	\$ -
Staff Travel & Training	\$ 2,025.23	\$ -	\$ -	\$ -	\$ (1,317.76)	\$ (293.44)	\$ (414.03)
Telephone	\$ 618.00	\$ -	\$ -	\$ -	\$ (515.12)	\$ (102.88)	\$ -
Utilities	\$ 1,356.06	\$ (117.69)	\$ -	\$ (354.48)	\$ (797.43)	\$ (86.46)	\$ -
Total Materials & Services	\$ 13,911.46	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Charges to Appropriations	\$ 82,914.78	\$ (13,228.30)	-	\$ (21,880.16)	\$ (27,122.97)	\$ (7,782.09)	\$ (8,241.68)
Grant Balances				\$ 2,694.09	\$ (3,400.22)	\$ -	\$ 1,258.32
Checking Account Dec 31st	\$ 16,136.44						GRANT CLOSED
Unrestricted in Checking Account	\$ 12,184.03						
LGIP Account Dec 31st	\$ 240,242.65						

Approved

Douglas Soil And Water Conservation District Budget 2023-2024

Current Mid-Year Budget Update			
	Predicted Budgeted Amounts	Actual Amounts	Mid-Year %Use
Checking Carry Over	\$ 34,000.00	\$ 36,581.95	
Resource (Inflows):			
Project Income - Federally Funded	\$ 4,000.00	\$ -	0%
Project Income - State Funded	\$ 152,594.00	\$ 57,797.00	38%
Project Income - Other Sources	\$ 10,000.00	\$ -	0%
Project Expense Reimbursement	\$ 3,100.00	\$ 3,184.07	103%
Donations	\$ -	\$ -	
Office Building Sale	\$ 232,362.32	\$ 232,362.32	100%
Interest Income	\$ 6,000.00	\$ 3,511.69	59%
Amount Available for Appropriation	\$ 442,056.32	\$ 296,855.08	67%
Charges to Appropriations (Outflows):			
Personnel Services			
Wages (+Tax, Benefits)	\$ 140,000.00	\$ 59,859.85	43%
PERS Retirement	\$ 15,000.00	\$ 8,771.91	58%
Worker's Compensation Ins.	\$ 600.00	\$ 371.56	62%
Total Personal Services	\$ 155,600.00	\$ 69,003.32	44%
Materials & Services			
Accounting & Legal	\$ 500.00	\$ 80.55	16%
Advertising (+Bank Fees)	\$ 1,000.00	\$ 370.73	37%
Contracted Services	\$ 28,500.00	\$ 1,125.00	4%
Dues & Membership	\$ 500.00	\$ 439.06	88%
Insurance	\$ 6,500.00	\$ 5,636.00	87%
Materials	\$ 5,000.00	\$ 296.04	6%
Monitoring	\$ -	\$ -	
Office Supplies	\$ 1,000.00	\$ 208.79	21%
Staff Travel & Training	\$ 2,000.00	\$ 2,025.23	101%
Telephone	\$ 1,250.00	\$ 618.00	49%
Utilities (+Rent)	\$ 2,000.00	\$ 1,926.06	96%
Total Materials & Services	\$ 48,250.00	\$ 12,725.46	26%
Total Charges to Appropriations	\$ 203,850.00	\$ 81,728.78	40%
End of Year Total	\$ 238,206.32	\$ 251,708.26	106%

Adjust + subtract 1400
subtract 2000
add 1400
add 2000

Proposed Budget Adjustment			
	Predicted Budgeted Amounts	Actual Amounts	Mid-Year %Use
Checking Carry Over	\$ 34,000.00	\$ 36,581.95	
Project Income - Federally Funded	\$ 4,000.00	\$ -	0%
Project Income - State Funded	\$ 152,594.00	\$ 57,797.00	38%
Project Income - Other Sources	\$ 10,000.00	\$ -	0%
Project Expense Reimbursement	\$ 3,100.00	\$ 3,184.07	103%
Donations	\$ -	\$ -	
Office Building Sale	\$ 232,362.32	\$ 232,362.32	100%
Interest Income	\$ 6,000.00	\$ 3,511.69	59%
Amount Available for Appropriation	\$ 442,056.32	\$ 296,855.08	67%
Personnel Services			
Wages (+Tax, Benefits)	\$ 140,000.00	\$ 59,859.85	43%
PERS Retirement	\$ 15,000.00	\$ 8,771.91	58%
Worker's Compensation Ins.	\$ 600.00	\$ 371.56	62%
Total Personal Services	\$ 155,600.00	\$ 69,003.32	44%
Materials & Services			
Accounting & Legal	\$ 500.00	\$ 80.55	16%
Advertising (+Bank Fees)	\$ 1,000.00	\$ 370.73	37%
Contracted Services	\$ 28,500.00	\$ 1,125.00	4%
Dues & Membership	\$ 500.00	\$ 439.06	88%
Insurance	\$ 4,100.00	\$ 4,100.00	100%
Materials	\$ 3,000.00	\$ 296.04	10%
Monitoring	\$ -	\$ -	
Office Supplies	\$ 1,000.00	\$ 208.79	21%
Staff Travel & Training	\$ 3,400.00	\$ 2,025.23	60%
Telephone	\$ 1,250.00	\$ 618.00	49%
Utilities (+Rent)	\$ 4,000.00	\$ 1,926.06	48%
Total Materials & Services	\$ 47,250.00	\$ 11,189.46	24%
Total Charges to Appropriations	\$ 202,850.00	\$ 80,192.78	40%
End of Year Total	\$ 239,206.32	\$ 253,244.26	106%

Approved

District Admin – January 2023 Monthly Report

Board Meeting Tasks:

1. **Appoint New Zone 1 Director + Swear In**
2. **Vehicle Discussion / Decision**
3. **IRS Payment Discussion**
4. **Set up AWP Workshop Date (again)**
5. **Payroll Funding Adjustment**
6. **Overall Budget Adjustments**

Vehicle:

We are in luck! The Oregon Association of Conservation District (OACD) Executive Director, Andrea Kreiner, let me advertise our need for a vehicle in their newsletter and I got a hit from Christopher Lapp with Clackamas SWCD.

They have a **2003 Dodge Dakota with 105K miles** that they are willing to transfer to us **for free**. Clackamas SWCD has been the **sole owner** of this vehicle, and it has had less and less use over the more recent years because their field crew has favored their other full-size trucks over this mid-size one.

They have had the battery die a couple of times on them because of the vehicle's very rare use in the past couple years. Today, 1/5/2024, they **put in a brand new battery** for us and will be driving the truck a couple times a week to monitor if there is an electrical issue that causes the battery to drain or if the issue was purely just lack of use.

[Please click here to see more pictures, their most recent registration information, and most importantly: *an inspection from 2022.*](#)

The tune up and differential service indicated at the end were followed through with. ***Additionally, the maintenance guy at Clackamas SWCD took the truck out and [performed his own inspection](#) this week. Everything works well, the truck just needs alignment according to him.***

Parking: David Ferguson of NRCS has agreed to let us park the truck behind their gate at the building.

Insurance: A year of insurance with a low deductible will be around \$600 through SDAO.

Gas Card: We can order a second credit card linked to the one we have already and set some controls on it if needed. This was recommended by our USBank special districts rep.

I would like to have a complete decision on this procurement at our meeting.

PLEASE SEND ME ALL YOUR QUESTIONS AS SOON AS POSSIBLE SO THEY CAN BE ANSWERED BEFOREHAND.

Bookkeeping:

1. **OR Dept. of Revenue** – I have access to our OR withholding payments online! I have shared this with Gilaine and she will be able to securely pay these online now. Our payroll functions are now fully online and more secure than before.

Approved

- 2. QuickBooks Adjustment & IRS Update** – Once Gilaine gets me our QuickBooks Report for December, you will be able to see the adjustments that Steve Tuscherere allowed us to make. You will no longer see the Fixed Asset - Building amount, PERS EE/ER random amounts, or the Wells-Fargo Checking negative amount. However, we are still working on that Accounts Receivable -\$19,999.

Steve did not have much to say about the IRS. While things aren't in collections, he suggested that we start paying the taxes we owed (without interest) quarter by quarter to show that we are "in good faith" trying to fix the problem. When things finally go into collection, maybe this will help them forgive our interest/penalties.

Are we interested in starting this process?

Budget Update:

Please find the Mid-Year Budget and Expense Reports here.

I am suggesting some budget adjustments.

1. Once we are refunded from our old liability insurance and pay our new SDAO liability insurance premiums, we will be at a total of about \$4100 for insurance (opposed to an estimated \$6500).

I'd like to move the extra \$1400 allotted for insurance into Travel/Training.

2. We have not been spending much on materials. I'd like to move \$2000 from materials to Utilities.

Why: I believe I personally just made a mistake on both the Travel/Training and the Utilities budget lines.

Travel/Training: Our capacity grant actually allotted a reimbursable \$3645 for this year. I probably didn't think travel and registration fees would be so expensive. With the upcoming OCEAN Connect+ SWCD Meeting in Sunriver, we will definitely need close to this amount.

Utilities: Capacity grant actually allotted a reimbursement \$4361 for this year. I believe I forgot to add our rental unit's cost to the overall budget, even though I accounted for it in my other budgets.

Payroll Funding Recommendation

Additionally please take a look at this document here.

While we are NOT over budget in payroll - I am suggesting that the district does not tap into unrestricted funds for payroll this year. I believe the better option would be to spend down all the capacity grant payroll funds before doing so.

Approved

Capacity Grant Q2 Reporting

[Don't forget to review our second quarter report to ODA/OWEB.](#)

We have received our \$24k advancement as well 1/16/2024.

Weeds

Oak Habitat Restoration Sub-Committee Meeting went well - potential projects and actions highlighted. Notes will be provided to all in the next couple weeks.

BLM/USFS Opportunities – Great meeting with Kristen Whitbeck of the Forest Service and Ryan Kay of the BLM. It was ultimately decided to continue with our Good Neighbor Authority application with the BLM to support CWMA Coordination as well as general weeds program support. There are many questions that need answering regarding the Forest Service's involvement, but they are hoping to contribute to the support - whether that means an agreement with the district directly or moving funds to the BLM specifically for the current contract we are working on.

Also talked to the BLM State Lead - Regarding the GNA. She is sending me a bunch of resources and Ryan is super excited to pull this off. I was also encouraged to apply for MIT funding this year that could help out both the BLM and the USFS. And Tittle II, OWEB Tech Assistance, ODF BIL Funding, etc. I will be very busy grant writing for the next few months.

Zone 1 Applicants

Board to make the Zone 1 appointment at the next meeting.

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

George Seonbuchner is also interested in being appointed the Zone 1 Directors.

Special Districts Association of Oregon (SDAO) Website Update

Depending how much time I have, I will be updating our new website as much as I can. You can preview you the site here: <https://dswcd.specialdistrict.org/>

The site will return to our domain at dswcd.org probably in the next week or so. Once I'm happy with how the site looks, I'll start working on getting everyone signed up to use their portal to access documents. This might not be until March

SDAO

[New SDAO liability insurance agreement can be found here.](#)

It has been signed and confirmed. I have also submitted cancellation of our current policy as well. The official switchover is 1/1/2024. We will be refunded probably by February.

Approved

January 2024 *Cindy K. Bright Conservation Technician*

HAPPY NEW YEAR!

ODA/SIA:

The stakeholder meeting for January 30th is still on at the library from 6pm to 8pm. Trying to nail down a landowner meeting for April, but finding a venue has been difficult. Seven Feather too expensive for ODA to pay. Fire house said no, library said no, ODA said not at a church, and waiting to hear back from the school district on the community center.

The PFA grant project request for our SIA ended up being \$475,090.00 and was submitted the last week of January. Now we wait for it to go through the ranking process. The amount available is \$10,000,000 and the total requests that came was around \$72,000,000. Although some projects were asking for a few million. But because we have an SIA perhaps that will help us to rank higher. The ranking process will occur over the next several months and hopefully we will know sometime in April.

OWEB:

After reworking project budgets based on contractor estimates all except one project went over the small grant limit of \$15,000. The Morgan creek project came out to \$13,405, which I submitted.

The next OWEB window opens January 24th. And I will be submitting project proposals for Fall creek, Buckhorn creek, Doerner creek and another for Pheasant creek to expand up stream.

ODFW:

As part of a contribution to songbird habitat I put in an order for songbird nest boxes, which I now have stored in my barn. There are 20 boxes to be divided up between 4 project areas. This is a contribution from ODFW and are at no cost to us but can be used as match funds in grants. Thanks Bill Kennedy.

DEQ:

Our 319 funds will be released any day for the Pheasant creek riparian project. They are working on the final funds contract.

The next round of 319 grant is to open sometime in February or March. I was told by DEQ to go for more funds for a larger project. So, I'm working on a proposal for additional on the ground project funding for our SIA.

Other:

Still spending a lot of time on grants, collaborations, and SIA related tasks. And will most likely be for another month. Plus, with the next round of site visits I hope to be able to start on some new project proposals.

Approved

DCLA Spring conference planning is underway, and I think its going to be a fun one. We of course will have a booth there and I would like to highlight the SIA and have a sign up and also show other aspects of what we do. I would also like to encourage a board member to help man the booth. I will have other duties to assist with the conference plus it would be nice for Maggie and I to get a break. It will be an all-day thing for me from set up, break down and the dinner.

Workshops:

The Weed drone workshop demo still planned for the Spring but still trying to nail down a date with the contractor.

Another workshop I'm contemplating is on erosion control and bank stability techniques. Thinking it could be a hands-on experience on how to create willow and cottonwood stakes and how and where to place them, grass species that can best hold soils and filter run off and on bank shaping.

Approved

January 2024 grant update							
Grant	Type	Project	Progress	Includes Admin and/or project management	Submission Status.	Status	Funding amount
Capacity Grant	SWCD Capacity Grant 23-25	Douglas SWCD Scope of Work / District Operation	Awarded	Somewhat	Submitted	Awarded in quarterly increments. \$24k each quarter.	193,000.00
Ag Water Quality Support Grant	SIA outreach, pre-planning	South Umpqua Outreach & preliminary planning.	Awarded	SIA outreach, and grant writing.	Submitted	Half awarded now & the rest in March 2024.	19,000.00
Strategic Implementation Area Grant (SIA)	Ag Water Quality w/SIA	South Umpqua Outreach, project development.	In progress	Yes both	March 2024	Currently working with ODA on preliminary assessments. Guaranteed funding. Plus, other project funding will be available.	120,000.00
DEQ 319	Water quality	Pheasant creek Riparian	Awarded but awaiting funds	Yes both	Submitted	Funds to be released Jan. 2024 In stream contribution from Elk creek watershed for BDAs and bridge.	10,615.00
OWEB Restoration grant	Water quality	Pheasant creek	Working on proposal.	Yes both	January 24 2024 grant window opens until April	Will meet with landowners along Pheasant creek to develop project to extend current project. Several new landowners interested.	20,000.00+
OWEB Small Grant	Ag Water Quality	Morgan creek. Riparian	Waiting to submit.	Yes both	Submitted	Grant open date pushed back twice by OWEB small team. Original was supposed to be Oct. 23. New opening date is Jan 1, 2024.	13,405.13
OWEB restoration Grant	Ag Water Quality	Buckhorn creek. Riparian fencing, Livestock water.	Project area changed. Re-working.	Yes both	January 24 2024 grant	Waiting on final NRCS design.	37,490.00

Approved

					window opens until April	Estimate may change up or down.	
OWEB Restoration grant	Ag Water Quality	Fall creek. Livestock water, hard use areas & crossings.	Awaiting final NRCS design.	Yes both	January 24 2024 grant window opens until April.	Reworking from small grant to larger OWEB grant. Awaiting contractor bid for final amount.	46,435.44
Grant	Type	Project	Progress	Admin/project management	Submission status	Status	Funding amount
OWEB restoration grant	Ag Water Quality	Dorener creek. Riparian/barn gutters.	Planning in progress	Yes both	January 24 2024 grant window opens until April	If over small grant cap then will submit under restoration grant. Awaiting contractor gutter bid. ODFW provided most of fencing supplies.	21,060.49
PFA grant ODFW	Restoration includes Ag water quality	SIA area Riparian, livestock exclusion & water.	Proposal in progress for on the ground projects.	Yes both	Submitted	In ranking process.	475,090
Drinking water partnership	Restoration water quality, outreach education.	City of Oakland water resource	Proposal in progress	Project management	Next round. No time to work on yet.	Education/outreach. May include funds for project implementation to improve water quality in Calapooia watershed.	Up to 150,000.00 cap
PFA grant II ODFW with Coho group	Restoration includes Ag water quality. Flow assessment.	SIA area Riparian, livestock exclusion & water.	Proposal in progress with Coho group.	Yes both	Submitted	PUR submitted this grant and put in to pay for our increased involvement. For meeting participation & some admin.	5000.00
Bureau of Reclamation	Water quality &	SIA area	Proposal in progress.	Yes both	Opens/closes in	Working with ODFW and	Undetermined yet.

Approved

water smart grant.	Restoration				April 2023	S. Umpqua Coho Collaborative group.	
OWRD water project grant/loan	Loan program	Douglas County	We don't qualify yet.	Yes both	Jan. 2025	Revolving fund for loans to the district to give loans to landowners. Districts with large budgets & tax base qualify. Half of loans may not have to be paid back by district.	May consider in the future.
DEQ 319	Water quality	SIA/Douglas County/Calapooia	Proposal in progress.	Yes both	May 1st	Would like to be able to group several projects together in one package w/in same watershed.	Cap at 40,000.00
Derby	Fish habitat	Douglas county	Proposal in progress	Project management	May 31st	Would like to use as match in a combined project area for BDA	Undetermined yet.
Grant	Type	Project	Progress	Admin/project management	Submission status	Status	Funding amount
US Forest Service Cooperative Agreement	Weeds	Cooperative Weeds Management Area Coordination	In Discussion	Project Management	Unknown	Fleshing out project needs and support with USFS Specialist	Undetermined
BLM Good Neighbor Authority	Weeds	CWMA Coordinator position and project implementation funds	In Progress	Yes both	April 1 2024	Fleshing out project needs and support with BLM specialist	\$500k over 5 years
BLM RAC / Title II	Weeds + Native Plants	Fairgrounds project, Oak habitat restoration on private land, UNPP Coordination	In Progress	Yes both	March/April	Fleshing out project needs and support with BLM specialist	Undetermined

Approved

PacificCorp Mitigation Fund	Weeds + Native Plants	Public land restoration	Not announced just yet	Yes both	Probably by May	Not yet announced	Undetermined
ODF BIL Funding	Weeds	Municipal Pass-Through	No applications just yet	Yes	Probably by May	Pass through grant for cities to do their own weed work	Undetermined
Heely Foundation	Native Plants	Umpqua School Pollinator Gardens	Application Started	Unknown	Submit by March	Umpqua Farm to School wants to work with DSWCD on this	\$20,000
Oregon Youth WorkForce Development	Weeds	Youth training for Natural Resource Fields	In progress	No	Phoenix School to submit by 1/30/24	Funds to support my project planning with Phoenix School and funds to collaborate with similar organizations	\$10,000
OWEB Tech Assistance Grant	Weeds	CWMA Coordinator Funds	Waiting to have meeting with Grants Coordinator first	Both	N/A	Meeting with OWEB Grants coordinator to figure out the correct grant pathway	Undetermined