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Douglas Soil and Water Conservation District  
Board of Directors Meeting  
Wednesday, January 14th 2026

***Attendees***

**Directors:** John Estill, David Briggs, Diana Woodward, Brenda Epp | **Employees:** Maggie Begoun, Cindy Bright | **Partners:** David Jones (DSWA, DCWAB)

***Call to Order***

The meeting was called to order by Board Chair, David Briggs at 4:00pm.

***Strategic Planning Workshop Discussion***

***Grant Review Policy***

The board reviewed the Grant Review Policy draft, ultimately deciding that the policy as a whole was unfeasible to adopt at this time due to capacity constraints. The board would however, like the staff to make them aware of each grant they are applying for as they become aware of them and if possible - share their application drafts with the board before submitting. Requests for Proposals and Draft Applications should be sent to all board members via email in a timely manner.

***Officer Election***

Dir. Briggs is stepping down as Staff Supervisor, but would like Dir. Woodward to take his place. Dir. Briggs is prepared to help Dir. Woodward step into the role.

**Motion:** Dir. Epp motions to nominate David Briggs for Chairman, John Estill for Vice-Chairman, and Diana Woodward for Treasurer, Secretary, & Staff Supervisor.

**For:** Briggs, Woodward, Estill, Epp | **Against:** N/A. | **Absent:** Hendy | **Abstain:** N/A

**The motion passed.**



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## ***Agency Reports***

### ***David Jones***

Jones reports that the Douglas Small Woodlands Association annual meeting will be Tuesday, January 27th at the Douglas County Fairgrounds. Doors open at 5:30pm and the event starts at 6:00pm. RSVPs required as there is a meal. David Brock Smith (Oregon Senator) will be speaking.

The next Douglas County Weeds Advisory Board meeting will be Thursday, February 19th at the Douglas County Courthouse - 2:00pm. Dir. Epp asks about a note on Gorse she saw in the minutes. Begoun answers that the Gorse Action Group will be presenting on their actions/projects at the upcoming DCWAB meeting.

Dir. Briggs asks about the rating system mentioned at the last board meeting. Begoun explains that DCWAB has a separate weed treatment priority list than the state (ODA) that focuses on the weeds specifically in Douglas County. When writing a grant, there is also an application that can be submitted to DCWAB to ask for a temporary increase in rating of some species. An example would be to ask for Gorse to be rated higher (A-Rated) for Douglas County since it is dangerous, and can potentially be eradicated due to there only being small populations coming up Hwy 42.

## ***Approval of Minutes***

**Motion:** Dir. Woodward motions to approve the minutes of the December Board Meeting & Workshop.

**For:** Briggs, Woodward, Estill | **Against:** N/A. | **Absent:** Hendy | **Abstain:** Epp

**The motion passed.**

## ***Financial & Admin Report – Please see attached reports.***

Documents presented to the board:

December Expense Report, December QuickBooks Reports, 6-Month Budget Report, 6-Month Expense Report, 6-Month QuickBooks Reports

*IRS* - Begoun reports that the IRS Agent (Allison) again cannot reach our Tax Lawyer (Gwen). Begoun was able to reach someone named Nathan at the law firm who promised Gwen would call me & the IRS agent tomorrow (1/15/26).

Dir. Epp how much is owed to the IRS with the interest accrued up to this point. Begoun doesn't know, but it is something our lawyer can get from the IRS agent. From the time the Offer in Compromise was received, the interest that was continuing to



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accrue would not count if the Offer was accepted. Penalties were wiped, but interest still accrues technically.

Dir. Epp asks what happens to IRS money if the district isn't funded. Begoun answers that the money that has been restricted for the IRS will not be touched and will remain in the district's account even if the staff is laid off. Dir. Epp asks how the original \$232k from the building sale has been spent so far. Begoun answers that it has only been used toward paying the IRS upon their request (OIC downpayment, employee backtaxes) and the legal fees.

Dir. Epp asks if the lawyer has received their \$10k already. Begoun answers no, they've received about \$7.5k. We have a bill sitting from them for \$6.5k which would put us over at \$14k - however our lawyer has suggested that we do not pay this bill as she intends to reduce it when the entire OIC is resolved.

*QuickBooks Deferred Revenue* - This section is entered manually by the bookkeeper, which is why it hasn't changed in a few months. Begoun is working with the bookkeeper to update it now to reflect new grants and grants that closed.

*6-Month Budget* - Begoun notes the only couple things that are a bit over budget. Worker's compensation was increased to cover field work, some overdue dues got paid to OACD/SDAO, and the vehicle repair. Looking ahead at the next 6 months, the district is on track. It's the following fiscal year 2026-27 that Begoun is worried about.

*Future Funding* - Bright asks how much funding is needed to get to a good place for next year. Begoun is going to create a document to show this and share it as soon as possible. Bright notes that her PFA grant should have results in July.

### ***Conservation Technician Report – Please see attached report.***

Dir. Woodward asks if there has been any movement on Bradley Stokes (NRCS) getting Bright set up as a Technical Service Provider (TSP). Bright reports that she has a meeting with Stokes on Friday, January 23rd to discuss it.

Dir. Briggs would like to be kept in the loop about DEQ's Umpqua TMDL meetings in the future.

Bright is working on many grants to submit for the SIA. She plans on \$20-30k generated for her salary and \$12-\$18k in admin. The PFA grant also would generate \$20k for salary and \$14k for admin. Going forward, Bright plans to put in at least 80 hours for all her new grants.

Another livestock representative is needed on the PUR board. Bright can't fill it as she already fills a SWCD position. Bright is also working with PUR to pool resources on funding cultural resource requirements in larger OWEB grants. The OWEB archeologist has been helpful, but can't do the entire workload for every OWEB grant.



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Dir. Briggs asks if the staff has talked with the tribe about funding these surveys. Conversations that staff have had in the past point toward no. There may be somewhere else to look into funding for a cultural specialist.

Bright continues her work on the DCLA spring conference. There may not be any horses on site this year due to a herpes virus going around. A lot of different booths agreed to join this year.

Still exploring whether the staff should attend the Connect+ conference. May be more of a waste of time/money than we can afford at the moment.

### ***Director Reports***

Dir. Briggs notes that effective immediately, he would like the board and staff to work together toward the scope and purpose of the grant review committee policy document, even though the district isn't adopting it as a whole.

Dir. Epp brings to Begoun's attention that SDAO released an article about electronic filing of documents. Begoun to follow up on this and notes that both the staff computers upload every single saved file to the cloud via Microsoft Sharepoint.

### ***Conclusion of Meeting***

The meeting was adjourned at 6:00pm.

The board will be meeting at **4:00pm** for a **District Planning Meeting** which will be followed by the **regularly scheduled board meeting** on **Wednesday, February 18th @ NRCS Roseburg.**

Statement Summary		Douglas Soil And Water Conservation District Dec-25														
		Unrestricted	Restricted	DO (25-27)	SOW (25-27)	SIA (23-25)	ODA Weeds "A" 2025	Weaver SG	Morgan SG	Applegate SG	Pheasants SG + DEQ	DCWAB	Beals Trib SG	Bland Branch SG	Fall Creek (Rest.)	BLM GNA + MIT
LGIP Account December 1st	\$ 215,006.72															
Checking Account December 1st	\$ 32,666.28	\$ 41,705.73	\$ 205,967.27	\$ 1,231.56	\$ 1,675.76	\$ 24,778.08	\$ 10,000.00	\$ 7,161.58	\$ (165.75)	\$ (1,069.67)	\$ 747.31	\$ 2,226.01	\$ 6,232.15	\$ (349.31)	\$ (805.13)	\$ (2,859.40)
<b>December Deposits:</b>																
SIA	\$ -															
319 Grant (DEQ)	\$ -															
ODA Capacity Grant	\$ -															
ODA State Weed Board	\$ -															
BLM	\$ 4,988.00														\$ 4,988.00	
OWEB	\$ -															
DCWAB	\$ -															
Interest Earned	\$ 1.78	\$ 725.04														
Refund	\$ -															
Transfer	\$ 15,629.40	\$ 15,629.40														
<b>Total Checking Deposits</b>	<b>\$ 20,619.18</b>															
<b>December Debits:</b>																
Transfers																
Personnel Services																
Wages	\$ 8,389.88	\$ (1,170.02)		\$ (1,255.63)	\$ (3,595.66)	\$ (1,312.70)						\$ (114.15)			\$ (684.89)	
PERS Retirement	\$ 2,947.75	\$ (411.08)		\$ (441.16)	\$ (1,263.32)	\$ (461.21)						\$ (40.11)			\$ (240.63)	
Payroll Taxes	\$ 3,299.33	\$ (460.11)		\$ (493.78)	\$ (1,414.00)	\$ (516.22)						\$ (44.89)			\$ (269.33)	
Worker's Compensation Ins.	\$ -															
Total Personal Services	\$ 14,636.96															
Materials & Services																
Bank Fees	\$ 15.59	\$ (15.59)														
Accounting & Legal	\$ 487.50			\$ (487.50)												
Advertising	\$ -															
Contracted Services	\$ 15,800.00															
Dues & Membership	\$ 171.00			\$ (171.00)			\$ (11,200.00)					\$ (4,600.00)				
Insurance	\$ -															
Materials	\$ 292.20			\$ (292.20)												
Monitoring	\$ -															
Office Supplies	\$ -															
Office Rent	\$ 95.00			\$ (95.00)												
Staff Travel & Training	\$ 2,651.27	\$ (1,904.82)		\$ (662.45)											\$ (84.00)	
Telephone	\$ 103.30			\$ (103.30)												
Utilities	\$ 95.95			\$ (95.95)												
Total Materials & Services	\$ 19,711.81															
<b>Total Checking Charges</b>	<b>\$ 34,348.77</b>	\$ (3,961.62)		\$ (2,849.07)	\$ (7,521.88)	\$ (2,290.14)	\$ -	\$ (11,200.00)	\$ -	\$ -	\$ -	\$ -	\$ (4,799.14)	\$ -	\$ -	\$ (1,278.85)
<b>Grant Balances</b>				\$ (1,617.50)	\$ (5,846.12)	\$ 22,487.94	\$ 10,000.00	\$ (4,038.42)	\$ (165.75)	\$ (1,069.67)	\$ 747.31	\$ 2,226.01	\$ 1,433.01	\$ (349.31)	\$ (805.13)	\$ 849.75
Checking Account December 30th	\$ 18,936.69															
LGIP Account December 31st	\$ 200,100.58															
		<b>Unrestricted</b>	<b>Restricted</b>													
		\$ 29,493.25	\$ 189,544.02													

CLOSED  
Match for 2026





# December 2025 Balance Sheet

As of December 31, 2025

	<b>Total</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
LGIP-Operating Reserve	200,100.58
US Bank Checking	18,936.69
<b>Total Bank Accounts</b>	<b>219,037.27</b>
<b>Accounts Receivable</b>	
Accounts Receivable	15,891.45
<b>Total Accounts Receivable</b>	<b>15,891.45</b>
<b>Other Current Assets</b>	
Deposited Funds	-11,665.00
Inventory Asset	1,939.01
QuickBooks Tax Holding Account	3,682.18
<b>Total Other Current Assets</b>	<b>-6,043.81</b>
<b>Total Current Assets</b>	<b>228,884.91</b>
<b>TOTAL ASSETS</b>	<b>\$228,884.91</b>

## LIABILITIES AND EQUITY

<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
Accounts Payable	778.96
<b>Total Accounts Payable</b>	<b>778.96</b>
<b>Other Current Liabilities</b>	
DCWAB Fiscal Sponsor Funds	2,226.01
Deferred Revenue-ODA Beals	196.55
Deferred Revenue-ODA SIA	33,910.26
Deferred Revenue-ODA Weeds	5,020.06
Deferred Revenue-OWEB Doemer	8,685.60
Grant Income	-16,665.00
IRS Payable	148,800.00
Payroll Liabilities	0.00
Federal Taxes (941/943/944)	2,482.44
OR Employment Taxes	484.62
OR Income Tax	-138.11
OR Paid Family and Medical Leave	127.80
OR Statewide Transit Taxes	33.34
<b>Total Payroll Liabilities</b>	<b>2,990.09</b>
<b>Total Other Current Liabilities</b>	<b>185,163.57</b>
<b>Total Current Liabilities</b>	<b>185,942.53</b>
<b>Total Liabilities</b>	<b>185,942.53</b>
<b>Equity</b>	

	<b>Total</b>
Net Assets	29,037.64
Net Revenue	13,904.74
<b>Total Equity</b>	<b>42,942.38</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$228,884.91</b>

# December Profit & Loss

December 2025

	<b>Total</b>
<b>REVENUE</b>	
Grants	98,830.15
<b>Total Revenue</b>	<b>98,830.15</b>
<b>GROSS PROFIT</b>	<b>98,830.15</b>
<b>EXPENDITURES</b>	
Bank Charges	15.64
Bookkeeping	487.50
Contracted Services	15,800.00
Materials	292.20
Office	0.00
Dues & Memberships	171.00
Rent	95.00
Subscriptions	95.95
Telephone	103.30
<b>Total Office</b>	<b>465.25</b>
Payroll Expenses	0.00
Taxes	893.21
Wages	10,796.00
<b>Total Payroll Expenses</b>	<b>11,689.21</b>
Payroll Taxes	0.00
Payroll-PERS	2,947.75
<b>Total Payroll Taxes</b>	<b>2,947.75</b>
Reimbursements	239.40
Travel	369.60
Vehicle Expense	0.00
Fuel	137.45
Maintenance	1,904.82
<b>Total Vehicle Expense</b>	<b>2,042.27</b>
<b>Total Expenditures</b>	<b>34,348.82</b>
<b>NET OPERATING REVENUE</b>	<b>64,481.33</b>
<b>OTHER REVENUE</b>	
Interest Income	725.09
<b>Total Other Revenue</b>	<b>725.09</b>
<b>NET OTHER REVENUE</b>	<b>725.09</b>
<b>NET REVENUE</b>	<b>\$65,206.42</b>

# July 25 - December 25 Profit & Loss

July - December, 2025

	Total
<b>REVENUE</b>	
Grants	287,087.62
<b>Total Revenue</b>	<b>287,087.62</b>
<b>GROSS PROFIT</b>	<b>287,087.62</b>
<b>EXPENDITURES</b>	
Bank Charges	90.45
Bookkeeping	4,141.25
Contracted Services	158,633.16
Education & Training	250.00
Insurance	0.00
Workers Comp Ins.	869.30
<b>Total Insurance</b>	<b>869.30</b>
Materials	27,866.91
Office	0.00
Dues & Memberships	561.00
Rent	570.00
Subscriptions	865.85
Supplies	420.44
Telephone	619.56
<b>Total Office</b>	<b>3,036.85</b>
Payroll Expenses	0.00
Taxes	6,120.40
Wages	62,862.00
<b>Total Payroll Expenses</b>	<b>68,982.40</b>
Payroll Taxes	0.00
Payroll-PERS	10,279.59
<b>Total Payroll Taxes</b>	<b>10,279.59</b>
Permits	516.24
Reimbursements	920.73
Travel	369.60
Vehicle Expense	0.00
Fuel	317.61
Maintenance	1,904.82
<b>Total Vehicle Expense</b>	<b>2,222.43</b>
<b>Total Expenditures</b>	<b>278,178.91</b>
<b>NET OPERATING REVENUE</b>	<b>8,908.71</b>
<b>OTHER REVENUE</b>	
Interest Income	4,996.03
<b>Total Other Revenue</b>	<b>4,996.03</b>
<b>NET OTHER REVENUE</b>	<b>4,996.03</b>
<b>NET REVENUE</b>	<b>\$13,904.74</b>

# Statement of Financial Position July - Dec 2025

July 1-December 31, 2025

	TOTAL
<b>Assets</b>	
Current Assets	
Bank Accounts	
LGIP-Operating Reserve	200,100.58
US Bank Checking	18,936.69
<b>Total for Bank Accounts</b>	<b>\$219,037.27</b>
Accounts Receivable	
Accounts Receivable	23,865.20
<b>Total for Accounts Receivable</b>	<b>\$23,865.20</b>
Other Current Assets	
Deposited Funds	-11,665.00
Inventory Asset	0.00
Payroll Corrections	0.00
Petty Cash	0.00
QuickBooks Tax Holding Account	3,682.18
<b>Total for Other Current Assets</b>	<b>-\$7,982.82</b>
<b>Total for Current Assets</b>	<b>\$234,919.65</b>
<b>Total for Assets</b>	<b>\$234,919.65</b>
<b>Liabilities and Equity</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	0.00
<b>Total for Accounts Payable</b>	<b>\$0.00</b>
Other Current Liabilities	
DCWAB Fiscal Sponsor Funds	2,226.01
Deferred Revenue-ODA Beals	196.55
Deferred Revenue-ODA SIA	33,910.26
Deferred Revenue-ODA Weaver	0.00
Deferred Revenue-ODA Weeds	5,020.06
Deferred Revenue-OWEB Applgate (Elk)	0.00
Deferred Revenue-OWEB Doemer	8,685.60
Deferred Revenue-OWEB Fall	0.00
Direct Deposit Payable	0.00
Grant Income	-16,665.00
IRS Payable	148,800.00
Payroll Liabilities	\$0.00
Direct Deposit Liabilities	0.00
Federal Taxes (941/943/944)	2,482.44
OR Employment Taxes	484.62
OR Income Tax	-138.11
OR Paid Family and Medical Leave	127.80
OR Statewide Transit Taxes	33.34
Payroll Tax - FUTA	0.00

	TOTAL
Payroll Tax -OR Quarterly	0.00
Payroll Tax - SIT	0.00
PERS-Emp	0.00
PERS-ER	0.00
<b>Total for Payroll Liabilities</b>	<b>\$2,990.09</b>
<b>Total for Other Current Liabilities</b>	<b>\$185,163.57</b>
<b>Total for Current Liabilities</b>	<b>\$185,163.57</b>
<b>Total for Liabilities</b>	<b>\$185,163.57</b>
Equity	
Opening Bal Equity	0.00
Net Assets	-24,862.67
Net Income	74,618.75
<b>Total for Equity</b>	<b>\$49,756.08</b>
<b>Total for Liabilities and Equity</b>	<b>\$234,919.65</b>

Douglas Soil And Water Conservation District  
Budget Breakdowns 2025-2026

	Actual 6 Month Expense		Predicted Next 6 Month Projection		Predicted Year Total		Approved Year Budget		
	July - Dec 2025		Jan - June 2026		July 2025 - June 2026		District Budget		
<b>Checking</b>	7/1/2025	\$ 29,788.84	1/1/2025	\$ 18,936.69	7/1/2025	\$ 29,788.84	7/1/2025	\$ 25,000.00	
<b>LGIP</b>	7/1/2025	\$ 282,248.42	1/1/2025	\$ 200,100.58	7/1/2025	\$ 282,248.42	7/1/2025	\$ 200,000.00	
<b>Resource (Inflows):</b>									
Project Income - Federally Funded		\$ 29,988.00		\$ 65,000.00		\$ 94,988.00		\$ 70,000.00	136%
Project Income - State Funded		\$ 159,861.48		\$ 90,000.00		\$ 249,861.48		\$ 391,500.00	64%
Project Income - Other Sources		\$ 3,000.00		\$ -		\$ 3,000.00		\$ -	3000%
Project Expense Reimbursement		\$ 736.62		\$ 500.00		\$ 1,236.62		\$ -	1237%
Donations		\$ -		\$ -		\$ -		\$ 10,000.00	0%
Interest Income		\$ 4,909.07		\$ 4,000.00		\$ 8,909.07		\$ 10,000.00	89%
Total Deposits		\$ 198,495.17		\$ 159,000.00		\$ 357,995.17		\$ 481,500.00	74%
<b>Amount Available for Appropriation</b>		<b>\$ 510,532.43</b>		<b>\$ 378,037.27</b>		<b>\$ 670,032.43</b>		<b>\$ 706,500.00</b>	95%
<b>Charges to Appropriations (Outflows):</b>									
Personnel Services									
Wages (+Tax, Fringe)		\$ 92,815.22		\$ 92,981.04		\$ 185,796.26		\$ 170,400.00	109%
Worker's Compensation Ins.		\$ 869.30		\$ -		\$ 869.30		\$ 350.00	248%
<b>Total Personal Services</b>		<b>\$ 93,684.52</b>		<b>\$ 92,981.04</b>		<b>\$ 186,665.56</b>		<b>\$ 170,750.00</b>	109%
Materials & Services									
Legal/Accounting Fees		\$ -		\$ 14,800.00		\$ 14,800.00		\$ 5,000.00	296%
Advertising		\$ -		\$ 75.00		\$ 75.00		\$ 75.00	100%
Bookkeeping		\$ 4,141.25		\$ 3,500.00		\$ 7,641.25		\$ 6,250.00	122%
Contracted Services		\$ 160,070.66		\$ 70,000.00		\$ 230,070.66		\$ 242,000.00	95%
Dues & Bank Fees		\$ 726.26		\$ 170.00		\$ 896.26		\$ 500.00	179%
Insurance (Liablilty + Vehicle)		\$ -		\$ 3,570.00		\$ 3,570.00		\$ 3,500.00	102%
Materials		\$ 26,869.99		\$ 8,000.00		\$ 34,869.99		\$ 35,000.00	100%
Monitoring		\$ -		\$ -		\$ -		\$ 20,000.00	0%
Office Supplies		\$ 397.32		\$ 450.00		\$ 847.32		\$ 1,000.00	85%
District Vehicle		\$ 1,904.82		\$ -		\$ 1,904.82		\$ 1,500.00	127%
Staff Travel & Training		\$ 1,644.93		\$ 500.00		\$ 2,144.93		\$ 2,000.00	107%
Telephone		\$ 619.56		\$ 619.56		\$ 1,239.12		\$ 1,236.00	100%
Rent (Storage)		\$ 570.00		\$ 570.00		\$ 1,140.00		\$ 1,140.00	100%
Other Utilities		\$ 865.85		\$ 865.85		\$ 1,731.70		\$ 2,000.00	87%
<b>Total Materials &amp; Services</b>		<b>\$ 197,810.64</b>		<b>\$ 103,120.41</b>		<b>\$ 300,931.05</b>		<b>\$ 321,201.00</b>	94%
IRS Payment from LGIP		\$ -		\$ 148,800.00		\$ 148,800.00		\$ 148,800.00	100%
<b>Total Charges to Appropriations</b>		<b>\$ 291,495.16</b>		<b>\$ 344,901.45</b>		<b>\$ 636,396.61</b>		<b>\$ 640,751.00</b>	99%
<b>Total</b>	12/31/2025	\$ 219,037.27	6/30/2026	\$ 33,135.82	6/30/2026	\$ 33,635.81	6/30/2025	\$ 65,749.00	
<b>Checking</b>	12/31/2025	\$ 18,936.69	6/30/2026	\$ 23,000.00	6/30/2026	\$ 23,000.00	6/30/2025	\$ 50,047.83	
<b>LGIP</b>	12/31/2025	\$ 200,100.58	6/30/2026	\$ 10,135.82	6/30/2026	\$ 10,135.82	6/30/2025	\$ 15,701.17	

**Why are you predicting a \$30k difference in the budget vs. actuals?**  
Prediction is taking into account how slow the turn around in funds has been. It also has some added costs like our "AUP"/Financial Review.

**How does this affect the district this year?**  
Overall, it doesn't. It is **next** year that will be a struggle regardless of the \$30k.

Douglas Soil And Water Conservation District  
Budget 2025-2026

	Yearly Budget		As of December 31st, 2025		
Checking Account July 1 2025	\$	25,000.00	\$	29,788.84	
LGIP Account July 1 2025	\$	200,000.00	\$	282,248.42	
<b>Resource (Inflows):</b>					
Project Income - Federally Funded	\$	70,000.00	\$	29,988.00	43%
Project Income - State Funded	\$	391,500.00	\$	159,861.48	41%
Project Income - Other Sources	\$	-	\$	3,000.00	
Project Expense Reimbursement	\$	-	\$	736.62	
Donations	\$	10,000.00	\$	-	0%
Interest Income	\$	10,000.00	\$	4,909.07	49%
Total Deposits	\$	481,500.00	\$	198,495.17	41%
Amount Available for Appropriation	\$	706,500.00	\$	510,532.43	72%
<b>Charges to Appropriations (Outflows):</b>					
Personnel Services					
Wages (+Tax, Fringe)	\$	170,400.00	\$	92,815.22	54%
Worker's Compensation Ins.	\$	350.00	\$	869.30	248%
<b>Total Personnel Services</b>	\$	<b>170,750.00</b>	\$	<b>93,684.52</b>	55%
Materials & Services					
Legal Fees	\$	5,000.00	\$	-	0%
Advertising	\$	75.00	\$	-	0%
Bookkeeping (include QBO)	\$	6,250.00	\$	4,141.25	66%
Contracted Services	\$	242,000.00	\$	160,070.66	66%
Dues & Bank Fees	\$	500.00	\$	726.26	145%
Insurance (Liability + Vehicle)	\$	3,500.00	\$	-	0%
Materials	\$	35,000.00	\$	26,869.99	77%
Monitoring	\$	20,000.00	\$	-	
Office Supplies	\$	1,000.00	\$	397.32	40%
District Vehicle	\$	1,500.00	\$	1,904.82	127%
Staff Travel & Training	\$	2,000.00	\$	1,644.93	82%
Telephone	\$	1,236.00	\$	619.56	50%
Rent (Storage)	\$	1,140.00	\$	570.00	50%
Other Utilities	\$	2,000.00	\$	865.85	43%
<b>Total Materials &amp; Services</b>	\$	<b>321,201.00</b>	\$	<b>197,810.64</b>	62%
IRS Payment from LGIP	\$	148,800.00	\$	-	0%
<b>Total Charges to Appropriations</b>	\$	<b>640,751.00</b>	\$	<b>291,495.16</b>	45%
<b>End of Year Total</b>					
Checking Account	7/1/2025	\$ 50,047.83	12/31/2025	\$ 18,936.69	
LGIP Account	7/1/2025	\$ 15,701.17	12/31/2025	\$ 200,100.58	

*Added extra insurance for field work*

*Paid some overdue dues from last year*

*District vehicle clutch replacement*

January 2026 Admin Report  
Last update: 1/14/2026

**January Board Meeting:**  
**1/14/26 - 4pm - 6pm at Roseburg NRCS**

**Other Important dates:**

*1/27/26 - DC Cooperative Weeds Management Meeting*  
*1/27/26 + 1/28/26 - OWEB Board Meetings (Only one grant (Buckhorn) is up for funding)*  
*1/29/26 - Virtual Meeting with Bookkeeper - Board Invited*  
*2/4/26 - Umpqua Oak Partnership Meeting*

**Direct Links:**

- [December Minutes](#)
- [December Financials](#)
- [6 Month Financials](#)\*\*\*
- [Grant Review Committee Policy](#)\*\*\*\*
- [Personnel Policy](#)
- [Cindy's Report](#)
- [Jan Meeting Agenda](#)

**District Vehicle** - Car was repaired by having the clutch replaced. The repair plus the tow came in about \$1900.

**Medical Benefits** - Both employees planned on taking the untaxed \$860 and applying it to the SDAO Group plan but due to multiple requirements that the agents failed to mention previously, that didn't work out. Both employees will be taking the \$860 as taxable stipends have signed up for individual plans.

**Grant Review Committee Policy** - The first step in our overall grant management policy collection will be the Grant Review Committee Policy. Please review and prepare to discuss at the board/planning meeting.

**Financials** - Regular December financial documents are available, as well as:

1. FY 25-26 ~ 6 Month Budget Comparison
2. Next 6 Months / FY5-26 Budget Prediction

I believe cash-flow is going to continue to be a slight issue for the rest of the year, but we will get through it until the end of June.

*PLEASE NOTE:* Next year (FY26-27) is, as predicted, looking like a struggle. We did not receive any capacity boosting grants. I will begin preparing a budget draft for FY26-27 and explore employee hours/salary options. I believe we will have to reduce hours significantly.

**Bookkeeping / AUP Update** - I am waiting to hear from Signa (Financial Review CPA) on when we are going to get started on it. **1/14 - Still waiting**. In the meantime, please mark your calendars for **1/29/26**, an online check in with our bookkeeper (Amity).

**Personnel Policy** - Updates to the Personnel Policy have been made for the first 20 pages. PLEASE NOTE: We will skip reviewing this policy for the upcoming meeting to focus on the above Grant Review Committee Policy.

**CCD Business Development** - Our meeting was postponed again. They haven't had time to read up on the documents they requested. We will try again at a later date. They did request that I record Jan 14th's meeting so they could review.

### **Grants Project Updates -**

- BLM NBHMA - OR Conservation Crews weed-eated over 6 acres of blackberries in a critical bufferzone around popcornflower habitat during the week of 12/15/25. I will be conducting some monitoring with the BLM on 1/14/25 on that site as well as the population that was herbicided in November. We will then be planning for OCC to return and do some limbing/saw treatments along firelines in preparation for the Spring 2026 burn.
- Site visits for OWEB NWL Grant with UNPP re-scheduled for January. I will be doing vegetation surveys and forming a monitoring & management plan for some small plots at each site. (Fords Pond, Yew Creek Land Alliance, Elkton Reserve).
- Class A Weeds 2026 grant was submitted. It is possible that ODA motions to absorb this project into their own budget - which while a good thing overall, the district would no longer receive grant funds (and admin funds) to do this project.
- The ODF Small Woodlands Grant was submitted 11/24/25 through OCC/UOP and would contract DSWCD for outreach/education was **not funded**.
- BLM Pumpchance (Awarded \$240k!) - I will begin mapping out a schedule to work on this project. Ideally it will provide me with an extra day of work throughout the next FY.
- I plan on resubmitting a landowner engagement grant to OWEB by February 2nd with UOP. We are also working on potentially getting a grant for work at/around Mildred Kanipe.

January 2026 Cindy K. Bright  
Conservation Technician/Project Manager

Happy New Year

Report updates are in red.

**NRCS**

~Engineer site visits planned for Jan. 13<sup>th</sup> spring development/livestock water designs on Three Cluff ranch and two heavy use protection ramps on Days Creek on the Arp ranch.

~Bradley is working with Wallas on getting funding for me to be able to assist with the CREP program part time.

~I was finally able to get my NRCS link pass updated at the local US forest office.

We are invited to NRCS meeting to discuss ways for NRCS to work with us with CREP, TSP etc.

**SIA/ODA:**

~I volunteered to test the new online grant system for SIA grants. It went well, it should be up and running soon so submit the official grant proposals. I'm hoping to be able to submit at least 5 to 6 grants. Which could result in \$20,000 to \$30,000 for project management and \$12,000 to \$18,000 for Admin.

~I have more reporting due by the end of January.

~Weather has delayed fencing projects on Weaver and Beals tributary.

~I'm working on the PFA grant to match Derby funds for BDA work. It is due on the 9th.  
Submitted.

Grant request amount is \$114,272.00 to include \$20,480.00 for project management and \$14,905.00 for admin. Thanks Maggie for helping with budget.

~After the January SURCAT meeting I will begin meeting with ODA for our next SIA area in South Umpqua.

**SURCAT:**

~The next meeting is planned for January 29<sup>th</sup>. At our last meeting we discussed going for a FIP OWEB grant to assist with project funding in the targeted sub-watersheds. And with new rules we will be eligible for other OWEB grants if we also get FIP funds. We now have a preliminary map of target watersheds and will hopefully finalize at our next meeting.

**DEQ:**

~No new information on the TMDL review meetings. The TMDL temperature meetings have been postponed due to the shutdown. The next meeting to review/revise temperature TMDL will now be in February.

**ODA/Complaints:**

~I will begin working with ODA in the next few months to start assessment of a new SIA area.

~No new complaints.

**OWEB:**

~Open solicitation grants. Of the 4 grants I submitted it appears that only the Buckhorn project will be funded. The next cycle is open so I will address comments on non-funded grants and resubmit.

Open solicitation restoration grant closes Feb. 2<sup>nd</sup>.

Small grant cycle is now open so assessing projects to see what fits. The amount has increased to \$20,000.

**ODFW:**

~I have not heard back yet if the wolf biologist can speak at the DCLA conference. I will be setting up site visits to project areas for stream assessments.

**PUR:**

~We met with PUR to discuss combining projects. It looks like we will not get the OWEB grant to extend monitoring so I will be adding to the PFA grant.

~We are planning to work on the Stinger Gulch project together and have a site visit planned for Jan. 14<sup>th</sup>.

Meeting with Cultural specialist to discuss how to partner on CR surveys and preview up and coming project areas.

## **Outreach:**

DCLA:

~We had meeting Monday 12<sup>th</sup>. We are finalizing our speakers. I'm still working on vendors/organizations we hope to attend. If you know of an organization or group that works with private landowners in some way that you think would be good to have at the conference let me know or have them, contact me.

Next meeting, Jan. 28<sup>th</sup>

## **Trainings:**

Maggie and I are considering going to CONNECT, March 31 to April 2<sup>nd</sup>, at Seaside. We mainly want to network and hopefully get information on other SWCD funding sources.

## **December-February work plan:**

~January/February lots of grant writing. (1 grant due Feb. 2<sup>nd</sup> and 7 due in March)

~Most project reporting with OWEB/SIA completed with a couple more in progress.

~Planting with contractor, weather permitting, on 3 sites.

~Several site visits planned for project planning.

## **Projects in progress at a glance, Ag water quality projects:**

### **Pheasant Creek\_Hackett/Ducan:**

~I went out with planting contractor, and we placed lots of stakes and added willow weaves. But the beaver again removed some of the whips and placed them in his dams. After a storm event I went back out with ODFW to assess bridge scope of work area and plan next phase of restoration. High water from rainstorm pushed out a few center posts. The contractor could not get the center posts deep enough and hit bedrock. We assessed that because the beaver removed the center whips that the posts then popped out. But most of the BDAs are in place and doing what we hoped. I will be going back out to do touch ups again.

**Morgan Creek\_Briggs:**

~Planting is planned for January 9<sup>th</sup> and then project will be completed and grant closed out.

Creek was too high so will have to wait to plant.

**Elk Creek\_Applegate:**

~Planting is planned for January 19<sup>th</sup> then project will be completed.

**Fall Creek\_Monrich:**

~Planting to be done by Spring, but do not have an exact date yet. I need to take contractor out to review and write up the planting contract.

**Buckhorn Creek\_Hendy:**

~Recommended to be funded in second round of review. Fingers crossed there will be enough funding by the time they get down the list to it.

**Doerner Creek\_Gayner:**

~Working on phase II riparian restoration. Due Feb. 2nd

**Callahan Creek\_Adams:**

~Still on hold for now due to my time restrictions and PUR pulled out of the in-stream project.

I talked with the landowner, and I will be going out to reassess the possibility of BDAs.

**Huntley Creek\_Chip:**

~Still on hold for now due to my time restrictions and delay on PUR being able to do the instream work first.

**Calapooia/Oakland\_Henry/Mathes:**

~I will be seeking assistance for engineering from Ducks Unlimited and partnering with PUR and ODFW. This will be a very large project, and I will bring in partners as much as possible. I still need to contact the rail company.

**Calapooia/Green Valley creek\_Kennedy:**

~I need to reconnect with landowner and decide if we can move forward.

### **Little River\_Tilcott:**

~I need contractor clarification on bid for spring development. Grant is due in March. If I can get contractor bid info back soon enough, I may submit to OWEB restoration grant due Feb. 2<sup>nd</sup>.

**Ag water quality projects in assessment: On hold for now until more information on funding sources.**

~Callahan, Lookingglass, Huntley, Riddle Ag ponds.

### **South Umpqua SIA:**

**SIA grants now open only once a year. Opens in February and closes in March.**

### **Weaver Creek\_Sherman:**

~Phase III is about complete with blackberry removed and initial grass seeding.

~Phase IV fencing is pending weather and contractor availability.

~Phase V upper spring development design is completed but I will need to follow up on the new rules to make sure we can submit in the next round. SIA grant is due in March.

### **Beals creek tributary\_Stafford:**

~Fencing pending weather and contractor availability. And do the bank shaping the blackberry roots work dug out so we can plant earlier than planned and finish project this spring.

### **Woods/Days creek\_Michaels Ranch LLC:**

~Meeting with landowner to finalize project plan and submit grant. SIA grant is due in March.

### **Stinger Gulch\_Michaels:**

~Meeting with PUR to assess culvert project and BDA placements. Meeting on 20<sup>th</sup>. SIA grant is due in March.

### **Bland Branch\_TorS Ranch LLC:**

~Phases I and II begin in Spring, bank shaping followed by fencing. Phase III is to be submitted when SIA grant opens. SIA grant is due in March.

**Tiller Trail Hwy\_Three Cluff LLC:**

~Site visit planned for spring designs January 13th. NRCS is working on livestock water system and spring development designs. SIA grant is due in March.

**Days Creek\_Arp:**

~Meeting planned for NRCS designs Jan. 13th. Meeting moved to Feb. 3<sup>rd</sup>. SIA grant due in March.