



Douglas Soil and Water Conservation District Policy & Planning Workshop Wednesday, March 21st 2025

Attendees

Directors: Brenda Epp (D), Scott Hendy (D), John Estill (D), David Briggs (D) |

Employees: Maggie Begoun, Cindy Bright | **Partners:** N/A

Call to Order

The meeting was called to order by Chairman - David Briggs at 1:00pm.

Board Director Duties Policy Discussion

Board makes edits to the mission statement.

Board adds “or financial review” to anywhere that says “audit.”

Board discusses conflicts of interest. Dir. Estill asks how board directors are allowed to interact with the board when discussing projects that the district is doing on their personal property. If the board or staff believes there is a conflict of interest, they need to simply state it for the minutes at a board meeting and let the board discuss. The board notes that because they don't vote on whether to award projects or not, in that specific case there is usually no conflict of interest.

From the SWCD Guidebook Chapter 4:

An “**actual conflict of interest**” is that which would result in private monetary or pecuniary benefit or detriment of that public official. If a director has an actual conflict of interest, he or she must announce publicly the nature of the conflict (i.e., have it recorded in the minutes), and refrain from participation in discussion, debate, or voting on the issue. The director with the actual conflict of interest may not vote except in circumstances where their vote is required to meet the minimum quorum requirements. If other public officials not in an elected position (associated director, employee, volunteer) have an actual conflict of interest, they must notify their appointing official (supervisor) in writing of the conflict of interest.

A “**potential conflict of interest**” is that which could result in private pecuniary benefit or detriment. If an elected director has a potential conflict of interest, he or she must announce publicly the nature of the potential conflict prior to taking any action.

Board may want to consider an ethics policy in the future.



Annual Work Plan FY 25-26 Discussion

Board makes edits to the mission statement.

Board discusses how they would like to attend Josephine County SWCD board meetings and possibly partner with them on larger scale projects.

Action Item: Begoun to contact Illinois Valley SWCD & Two Rivers SWCD.

25-26 Priority Natural Resource Issues: “Temperature” is removed under “Water Quality” and “Based on ODA’s Umpqua Basin Agricultural Water Quality Manager Plan” is added. Methods are removed. High/Low priorities are removed.

25-26 Priority Community Provisions: “Rural & Urban” is removed so that Technical Assistance is given to all landowners in general. High/Low priorities are removed.

25-26 Priority “Watersheds” *changed to “Areas”: “DEQ TMDL” removed and ODA’s Umpqua Basin Agricultural Water Quality Manager Plan” is added.

25-26 Priority Objectives:

Objective 1:

A. adds to site visits “as appropriate and staff able”.

B.2. adds “agency” to program representatives.

Removes instances where partners are listed out besides the “Key Partners” area.

Change Objective 5 to 4:

Add “financial review” to where it says audit.

Board discusses the importance of Objective 4 on how to improve efficiency of the district. They decide that they would like to add a half hour to the board meetings every other month to discuss the progress of the Annual Work Plan, particularly sections of Objective 4 including the creation of a volunteer program, finding long-term funding solutions, updating policies, etc.

Action Item: Extra half-hour will be added to the May meeting and process will begin from there.

Action Item: Staff to present long-term funding possibilities as a presentation later in the year (October?).



Long Range Business Plan Discussion

Begoun notes that statistics were updated from 2017 USDA Census info to 2022 info under “Land Use.”

Board makes edits to the mission statement.

Elk Creek WC removed from document. USFWS removed from most areas.

Goals & Objectives: Goal #1 & #2 were combined into one goal. Site tours added to Goal #3.

District Capacity: Under “Board of Directors” - “Individual Directors initiate and manage specific resource conservation projects through their involvement in watershed councils and non-profit organizations.” removed.

Action Item: Board to continue reviewing Long Range Business Plan. One more meeting will be needed to discuss more changes.

Conclusion of Meeting

The meeting was adjourned at 2:30pm.

The next board meeting is **Wednesday, April 16th @ NRCS Roseburg - 5pm.**

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

Douglas Soil and Water Conservation District

Member of the Board of Directors

Job Description and Expectations

Updated & Approved: 4/16/2025

Purpose: To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of the Douglas SWCD so as to support the district's mission and needs.

Mission Statement: To advance the management of land and water by aiding in the conservation and restoration of our natural resources.

Major responsibilities:

- Keep the district's vision and mission in focus.
- Formulation and oversight of district policies and procedures.
- Fiduciary oversight of the district's finances.
- Oversight of long range and annual work plans.
- Recruitment, training, evaluation, and discipline of appropriate staff positions (i.e. District Manager or other staff, depending on the SWCD's management structure).
- Review of staff and programmatic reports.
- Promotion of the Douglas SWCD in the community.
- Serve in the best interest of the community.

Length of term: Directors are elected for four-year terms.

Meetings and time commitment:

- The board of directors meets every third Wednesday of the month at 5:00pm in the conference room of 2593 NW Kline St #1662, Roseburg, OR 97471. Meetings typically last 60-90 minutes.
- Board members are asked to attend at least one special events or meetings per year, as they are determined (*i.e. Annual Meetings, County Fair, etc.*).

Expectations of board members:

- Attend and participate in meetings on a regular basis, and special events as able.
- Participate on standing committees of the board, and serve on ad-hoc committees as necessary.
- Be alert to agricultural community, the general community, and conservation concerns that can be addressed by the Douglas SWCD mission, objectives, and programs.
- Help communicate and promote the Douglas SWCD mission and programs to the community.
- Provide fiduciary oversight of the Douglas SWCD finances, budgets, and expenditures.
- Understand the policies and procedures of the Douglas SWCD.
- Understand and follow Oregon's Public Meeting, Public Records, and Ethics laws.
- Actively recruit new members to serve on the Douglas SWCD board of directors.

Douglas Soil and Water Conservation District

Officers of the Board of Directors Job Descriptions and Expectations

In addition to the general job description for board members, the following outlines the duties and responsibilities of the officers of the Douglas SWCD board of directors.

Terms of Office: The term of office for officers of the Douglas SWCD is 1 year. Officers are elected at the first meeting of the year (January) by a quorum and majority vote of the board.

Officer Vacancies: If an office of the board of directors becomes vacant due to resignation, death, or other means, the board will elect a new officer at the next public meeting of the board by a quorum and majority vote.

Job Duties and Expectations

Chair:

- Consults with the District Administrator, as well as other directors as required, for the preparation of each board meeting agenda.
- Presides and conducts meetings according to policies established by the Board.
- Shares the same right as other members of the Board to discuss and to vote on questions before the Board.
- Calls Special Meetings of the Board as described by the Oregon Public Meetings Law.
- Signs official District documents on behalf of the Board.
- Administers Oaths of Office and signs all Oaths of Office.
- Appoints committees, assigns responsibilities and appoints the chairs of committees.
- Requests staff and program reports.
- Delegates to other officers, if needed and advisable, any of the duties of the chair for a specific time period and defined purposes.
- Is spokesperson for the District, unless the board by majority vote, delegates such tasks to one or more of the other directors or staff.

Vice Chair:

- In the Chair's absence, or during any disability of the Chair, the ViceChair shall have the powers and duties of the Chair of the Board as prescribed by district policy.
- Oversees the work of the committees and may serve as chair of committees as determined by the board and Chair.

Treasurer:

- Oversees the district's finances and ensures that accurate accounting and financial records are maintained by the district.
 - Reviews monthly bank statements, associated invoices, and check register.
 - Reviews grant project expense reports as deemed necessary.
- Annually reviews the district's financial audit or review with the district administrator prior to submitting the financial audit or review to the district board. The district administrator

shall send copies of the audit or review to state or local agencies requiring its submission with Treasurer approval.

- Serves as chair of the finance committee, should the board elect to have one.
- Reviews timesheets unless duty is delegated to another board member (i.e. supervisor).
- Reviews quarterly tax payments, ensures timely payments are being made to the state and federal governments.
- Assists in budget development and compares actual expense to budget each quarter.
- Monitors fiscal policy compliance on a regular and ongoing basis.
- Maintains record of a district's assets.
- Accepts responsibility for any other duties specifically assigned by the board at meetings or policy.
- Delegates any of the preceding duties to staff or members of the financial committee, but retains oversight of all such duties.

Secretary:

- The secretary is not required to perform any secretarial or clerical function within the district. The board may delegate some or all of the functions of the board secretary to an employee, associate director, or volunteer. However, the secretary retains oversight of any and all delegated duties.
- Shall ensure accurate minutes of each board meeting are taken, transcribed, and distributed to each board member in a timely manner for review prior to approval. The properly authenticated, official minutes shall be maintained in chronological order and signed by the Secretary.
- Records minutes during an executive session or may assign such a duty. Records of executive sessions, whether typed or on tape, will be maintained by the District Administrator in a secure, fireproof, locked location in the district office.
- Oversees as the "custodian" or keeper of the official records of the district contracts, minutes, budgets, memoranda of understanding, oaths of office, audits, etc., and assures that records are maintained as required by law.
- Ensures that the board properly adopts resolutions.
- Ensures that records are maintained as required by law.
- Ensures that the district is in compliance with public meetings and public records laws.
- Is knowledgeable regarding district policy and monitors compliance with such policies.
- Assures that the authority (ORS statute) for calling an executive session is cited in minutes.

Douglas Soil and Water Conservation District

2025-2026 Annual Work Plan



Douglas Soil and Water Conservation District is a local government of the State of Oregon formed under ORS 568 to 210 ORS 568.890.

Mission Statement: To advance the management of land and water by aiding in the conservation and restoration of our natural resources.

We advance our mission by providing technical, financial, and educational resources to local natural resource managers (ranchers, farmers, industrial timber owners, small acreage landowners, rural residents, public land managers) within the district boundaries in Douglas County, OR.

25-26 Priority Natural Resource Issues

| | | |
|---|--|--|
| Water Quality a. Improve on Bacteria, Sediment, Nutrients, Metals/Toxins based on ODA’s Umpqua Basin Agricultural Water Quality Management Plan | Water Availability a. Create Beaver Dam Analogs b. Improve Spring Developments c. Use of off channel livestock watering facilities | Wildfire Management a. Increase Water Availability b. Reduce Fuels c. Encourage Prescribed Burning d. Maintain farm & fire ponds |
| Fish Habitat a. Add in stream structure b. Increase fish access/ Reduce fish barriers c. Increase cold water refugia | Wildlife Habitat a. Increase habitat for riparian/beaver/pollinators/migratory birds species b. Use uplands/grass filters c. Increase wetlands / floodplain reconnection | Soil Conservation a. Help Streambank Erosion/stabilization b. Improve Upland Stabilization (Livestock Mgt & Forest Mgt) d. Increase invasive weed management |

25-26 Priority Community Provisions

| | |
|---|--|
| 1. Education | 2. Technical Assistance for Landowners |
| <ul style="list-style-type: none"> a. Direct Technical Assistance to Landowners b. Outreach Booths c. Workshops/Tours d. Educational material e. Website | <ul style="list-style-type: none"> a. Site Visits/Resource guidance b. Surveying / Monitoring c. Project Development d. Project Management e. Assist with funding sources |
| 3. Partnership | 4. Economic Stimulus |
| <ul style="list-style-type: none"> a. Work with Local, State, & Federal Agencies b. Work with Non-Profit and Volunteer Organizations | <ul style="list-style-type: none"> a. Project Funding via Grant Writing a. District Employment b. Contracted Work |

25-26 District Priority Areas:

South Umpqua Strategic Implementation Area (SIA)

Days Creek, Shively Creek, O'Shea Creek, St. John Creek

Agricultural Water Quality Projects (Outside of SIA) in Progress

Other watersheds in Douglas SWCD not meeting the Umpqua Basin Agricultural Water Quality Management Plan

Cooperative Weeds Management Areas

Class A Noxious Weed Areas and additional areas highlighted by the DC-CWMA Partnership

25-26 District Priority Objectives

Objective 1. Work to Improve Watershed Health & Agricultural Viability through Technical Assistance.

Key Partners: ODA, NRCS, OSU Extension Service, Douglas County, ODFW, USFWS, PUR, ODF, DFPA, DEQ, NOAA, SURCP, Beaver Coalition, Salmon Coalition, and the South Umpqua River Coho Action Team

- A. Provide direct support to local landowners through voluntary site visits as appropriate and staff able.
 - 1. Provide technical recommendations to improve resource concerns.
 - 2. Provide information that is appropriate for the application.
- B. Support landowner participation in programs (as appropriate for the needs of the landowner and the District)
 - 1. Present funding options to private landowners as needed.
 - 2. When not possible or cost effective to work within a fund, direct landowners toward other program/agency representatives (
- C. Assist with project design, completion and monitoring on private lands that conserve natural resources, improve watershed health, soil conservation, and promote agricultural sustainability.
 - 1. Participate in programs that meet the annual and long-term goals of the district. Focus projects on above listed priorities, particularly in the Strategic Implementation Area (South Umpqua).
 - 2. Provide technical support at an appropriate level to those individuals not interested in receiving grant/program funding.
 - 3. Engage partner agencies on the behalf of a willing landowner to provide further technical assistance (
 - 4. Assist ODA with complaints as appropriate.
 - 5. Write grants that support project implementation.

Objective 2. Work with Other Agencies and Organizations to Promote Common Interests

- A. Work with the Oregon Department of Agriculture on Agricultural Water Quality Programs & Weeds Programs.
 - 1. Whenever appropriate, be present during ODA site visits within the Douglas SWCD.
 - 2. Assist with the Biennial Review of the Umpqua Basin Agriculture Water Quality Area Management Plan.
 - 3. Help with any projects relating to the South Umpqua Strategic Implementation Area.
 - 4. Work with ODA on the SIA monitoring team and monitoring protocols for water quality monitoring.
 - 5. Focus district funds toward landowners in the chosen SIA for improvement of the agricultural water quality there.
 - 6. Work with ODA on Class A Noxious Weeds treatments and other projects resulting from Oregon State Weed Board funding.

B. Work with Oregon Department of Fish and Wildlife on the fish and wildlife aspects of projects.

1. Seek input and permits from ODFW staff on projects whenever applicable.
2. Seek funding through ODFW when appropriate.

C. Provide support to Douglas County and its affiliates.

1. Provide fiscal management for Douglas County Weed Advisory Board.
2. Provide technical assistance and input when requested.
3. When possible partner on projects that promote water quality.

D. Continue our working relationship with USDA-NRCS.

1. Evaluate any appropriate role the District may have in supporting USDA programs.
2. Provide technical support on the CREP program in Douglas County upon request from FSA and/or NRCS as appropriate
3. Refer landowners to USDA whenever appropriate.

E. Continue/expand our working relationship with the US Fish and Wildlife Service.

1. Continue to work with agency representatives to implement projects utilizing Partners for Wildlife Program funding.
2. Coordinate projects utilizing specialized technical professionals from USFWS whenever appropriate.
3. Work with USFWS and ODA on management of the Rough Popcorn Flower population at the District's Southside Road property and The Nature Conservancy Popcorn Swale property.

F. Continue to expand our working relationship with Partnership for the Umpqua Rivers.

1. Continue to develop joint projects.
2. Utilize Council staff whenever appropriate.
3. Participate in the Umpqua Basin Partnership in the development of the Umpqua Basin Action Plan.
4. Work with staff in the water quality monitoring of the SIA area.

G. Continue work with OSU Extension Service to provide Douglas County with technical assistance and education.

1. Partner on educational workshops.
2. Partner on outreach events i.e. booth at a community event.
3. As possible/appropriate develop and partner on a landowner assist program.

H. Continue and foster work with other groups including but not limited to:

1. The Beaver Coalition, The Salmon Coalition, South Umpqua Rural Community Partnership,
2. Continue member contribution as part of the South Umpqua River Coho Action Team
3. Oregon (Youth) Conservation Corps, Umpqua Native Plant Partnership, Umpqua Oak Partnership, Pacific Birds
4. Dept. of Environmental Quality, Oregon Dept. of Forestry, Bureau of Land Management, Cow Creek Tribe,
5. Douglas Forest Protection Agency, Cities of Douglas County, USDA-USFS

Objective 3. Work to Improve Watershed Health & Agricultural Viability through Outreach & Education

Key Partners: ODA, NRCS, OSU Extension Service, UNPP, DEQ, Douglas County, Oregon Youth Conservation Corps, Umpqua Oak Partnership, Pacific Birds, DCLA

A. Develop Outreach Materials that are Accessible to a Variety of Diverse Landowners

1. Develop website to easily show and provide contact, program, project, partnership, and event information.
2. Distribute information through appropriate locations (meetings, workshops, mailings, etc.).
3. Develop thematic Power Point presentations for public presentations at workshops, conferences, and seminars.
4. Expand all displays and create interactive materials to engage the public.

B. Conduct Educational Workshops/Tours on Current Issues, Technologies, and Practices in Agricultural Water Quality Management and Invasive Species Management.

1. Partner with agencies and local organizations to educate local landowners about manure management, mediating streambank erosion, oak habitat restoration, rotational grazing practices, soil conservation, and much more.
2. Partner with agencies and local organizations to educate local landowners about invasive species management techniques.
3. Promote sound resource management practices that align with ODA rules and regulations.
4. Make presentations geared toward youth groups about natural resource issues. Provide training that helps to certify (youth) conservation corps in a variety of environmental specializations.
5. Assist with the FFA's district soils judging contest.
6. Work with and encourage involvement of interest groups and organizations.
7. Help show the connection between appropriate conservation practices and profitable changes.

C. Host Booths/Tables/Kiosks at Local Events

1. Communicate effectively and provide accurate, relevant information that is accessible to a variety of diverse landowners and stakeholders in the community.
2. Booths to be held at Douglas County Livestock Association Spring Livestock Conference and Ag expo, Glide Wildflower Show, Butterfly & Blooms, Farmer's Markets, Youth Ag Show, and many other community events as appropriate.

D. Attend community-based meetings as appropriate to stay informed about local viewpoints and needs. These include but are not limited to: Producer groups, local advisory committees, livestock advisory boards, farm bureau committee, etc.

E. Increase Public Awareness of District Activities

1. Publicize projects ongoing and completed by the District.
2. Create lawn signs for landowners wishing to advertise the district's restoration efforts on their properties.

3. Invite public on tours to completed project areas to showcase resource conservation whenever possible.
4. Assist people to understand the similarities/differences between SWCDs, Watershed Councils, ODA, FSA, & NRCS.
5. Circulate pre-printed literature produced by each agency whenever possible.
6. Advertise board meetings and other events related to district activities.

Objective 4. Improve Efficiency of the District Operations & Expand Programs

- A. Investigate stable long-term funding solutions for District operations.
- B. Offer training opportunities to assist staff and board directors in human resources, risk management, project development/management, safety protocols, certifications and more.
- C. Organize all financial records, reconcile any outstanding issues relating to district finances, complete 25-26 audit or financial review report.
- D. Continue to update district policies and procedures.
- E. Seek funding to expand current programs and create new ones to further assist in the District goals.
- F. Continue to research solutions to rebuild the weed program and an herbicide cost-share program.
- G. Consider the development of a volunteer program.

Approval of Plan

This work plan was approved by the Douglas Soil and Water Conservation District Board of Directors.

David Briggs, Chair

Date