



*Coos Soil & Water Conservation District
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Coquille, OR, 97423
Phone 541-396-6879*

Coos Soil and Water Conservation District
Regular Meeting Minutes
October 24, 2024
(Approved on November 14, 2024)

Regular Meeting was called to order at 7:03PM

Board members present at office: Mark Villers, Ernie Newton, Adela Villers, Cindy Gant

Board members present on Zoom/Telephone: Michael Clary

Absent board members:

Staff present in office: Caley Sowers, Modena Thomas, Abigail Richards

Staff present on Zoom:

Guests present in office: Jonathon Morse, Letitia Daugherty, Larry Daugherty, Mark Kane, Barbara Grant (Curry SWCD)

Guests present on Zoom: Reg Pullen

7:03PM Mark called the meeting to order.

7:05PM Introductions

- Everyone introduced themselves.

7:12PM Mark asked for comments on September meeting minutes.

7:12PM Modena mentioned she moved Michael's name from being absent to present via Zoom.

7:12PM Cindy motioned to approve the September 26, 2024 Regular Meeting minutes with above changes. Adela seconded. Motion carried

7:13PM Finance Report – Caley

- Just under \$90,000 funds request ready to be reviewed.
- Winter Lake Phase III Business Oregon grant has received \$18,000
- Cunningham Creek is waiting on landowner agreement. Abby is waiting for him to sign and return.
 - Payment is held until agreement is submitted.

7:13PM Caley asked for any more questions.

7:13PM Adela motioned to accept the September finance report. Cindy seconded. All in favor. Motion carried.

7:15PM Old Business

- Appoint Committee Members

- Everyone has been contacted regarding the committees and has agreed to be on the ones listed.

7:24PM Adela motioned to appoint committee members (listed below) to the following committees. Cindy seconded. All in favor.

- **Budget Committee Members**
 - Caley Sowers
 - Adela Villers
 - Cindy Gant
 - Ernie Newton
 - Chris Claire
- **Personnel Committee Members**
 - Caley Sowers
 - Adela Villers
 - Cindy Gant
 - Modena Thomas
 - Chris Claire
- **Project Committee Members**
 - Caley Sowers
 - Mark Villers
 - Cindy Gant
 - Chris Claire
 - Reg Pullen

7:15PM Discussed how to be involved with the board.

- Mark explained to the guests what the district does throughout the county.

7:24PM December meeting

- December 5, 2024 will be the November/December meeting.

7:26PM Ernie motioned to change the November meeting to December 5, 2024. Cindy seconded. All in favor.

7:28PM Reg Pullen joined on Zoom

7:28PM Chamber of Commerce for Coquille discussed

- Coquille Chamber is starting up again.
- \$200.00 per year
- Good for community involvement

7:31PM Adela motioned to join the Coquille Valley Chamber of Commerce. Cindy seconded. All in favor.

7:32PM District Audit

- Table the discussion to the next meeting.

- Staff will organize a board meeting with the upcoming Personnel Committee meeting to go over the audit.

7:39PM New hires

- Previous hiring policy discussed by Caley.
- Alicia Matthew (Watershed Tech Specialist) and Whitman Barrett (Water Quality Project Manager) are the two new hires.
- Caley needs to be able to hire people prior to the next board meeting.
- Personnel Committee is in the middle of updating the district's policy manual.
- District Manager will assemble an interview panel and not a committee.
- Need to clarify the wording in the policy giving District Manager the authority to hire new staff.
- **The personnel committee will refine the hiring policy and the board will review at following meeting.**

7:52PM Employee pay raises

- Caley showed/explained annual budget to the board.
- Abby's title will change to Assistant Project Manager.
- Annual Budget was approved during past meeting.
- Based numbers on MIT living wage calculator.
- Additional workload for current employees with staff leaving and hiring new staff.
- Abby is assisting Caley with project management.
- Modena is assisting Caley with bookkeeping.
- Getting Quickbooks for the office discussed.
- Caley \$31.68
- Modena \$27.15
- Alicia \$21.00 (starting wage)
- Whitman \$28.00 (starting wage)
- Abigail \$26.26
- Caley explained how she came up with the proposed wages.
- Michael brought up his recollection of a policy in the past that stated staff would get 3% raises. Staff will look up the previous policy regarding this issue.
- **Personnel Committee will work to refine the employee pay and benefits policy.**

8:13PM Ernie motioned to give staff pay raises as stated above retroactive to July 1, 2024 for Caley, Modena and Abigail. Adela seconded. All in favor.

8:19PM Project Committee Charter – tabled to next meeting.

8:20PM Discussed projects/work session with guests (Mark Kane and Larry Daugherty)

- Discussed access on North Bank.
- 7 Mile Creek, Bear Creek
- They tried to work with the county, but the county won't cover costs.
- They are trying to get entities to work together to fix the issues.

- Caley agreed to go to the meetings to facilitate anyway she can help them.
- Caley explained grants for tidegates.
- NBWL project discussed.
- Failing culvert/tidegate discussed.
- They worked with Coquille Watershed Association but have not heard anything from them recently.
- Caley gave them steps on what to do moving forward.

8:54PM Discussion ended. Guests left (Mark Kane, Larry Daugherty, Letitia Daugherty).

8:56PM Tabled Project Committee Charter for next meeting.

8:57PM Staff Reports

8:59PM Safety Meeting – putting light over door (motion sensor)

- Staff will contact landowner

9:00PM Michael left the meeting

9:01PM Caley asked Reg if he had anything to add. He was having issues hearing over Zoom.

- Discussed an agreement with ODFW for release of fish.
- Discussed Beaver Slough fish loss.

9:04PM Discussed potential of project with the Daughertys and Kanes.

9:05PM Discussed fish in the Coquille River.

9:10PM Barbara Grant’s report

- Waiting on new farm bill
- CREP is on pause
- Still able to plan
- CREP contract is federal with a kicker from OWEB
- Discussed specific project

9:15PM Barbara concluded

9:17PM Mark adjourned the meeting.

Signature of the Chairman

Date

Submitted by:

Caley Sowers

Date