



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

Coos Soil and Water Conservation District  
Regular Meeting Minutes  
July 18, 2024  
(Approved August 22, 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:

Absent board members: Michael Clary

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

Staff present on Zoom:

Guests present in office: Chris Claire (ODFW), Barbara Grant (Curry SWCD), Katie Woodruff (NRCS)

Guests present on Zoom: Reg Pullen

7:00PM Mark called the meeting to order.

7:02PM Mark asked for comments on June meeting minutes.

**7:04PM Adela motioned to approve the June 20, 2024 Regular Meeting minutes. Ernie seconded. All in favor.**

7:05PM Finance Report – Caley

- Lower Coquille SIA funds request has been submitted (roughly \$13,000)
- NF/EF SIA will be done next
- Worked on the quarterly reports
- Capacity will get another \$15,000
- Modena working on Albertson and Bear Creek funds request
- Cunningham first funds request issue discussed – local land use approval
  - OWEB won't disperse funds without local land use approval
  - Needs floodplain review – need to hire engineer
- Caley working on the annual budget

**7:17PM Adela motioned to accept the June finance report. Ernie seconded. All in favor.**

7:17PM Amend the Winter Lake Phase III Waterways contract

- Additional money received (\$75,000)
- 60% with design drawings
- \$151,000 with Business Oregon
- Have some with Nature Conservancy
- Need Board approval

- \$55,560.00 total includes task 1, task 2.1 to 2.6,
- Add 3.1 and 3.2 totaled \$93,240.00
- \$387.60 direct expenses
- Total \$148,877.60 that needs approval
- Add \$5220.00, and \$1200.00 for a new total of **\$155,297.60**

**7:30PM Adela motioned to approve to amend Winter Lake Phase III Waterways contract to reflect additional funding for \$155,297.60 to get to 60% design through task 3.4. Cindy seconded. All in favor.**

7:30PM Discussed funding programs such as Business Oregon.

- Tidegate program is not set to be renewed at this time.
- There is some funding left but not enough for another grant offering.
- They are giving additional funding to applicants have been demonstrating progress.

7:32PM Update on Winter Lake Phase III hearing

- Chris, Fred, John and Caley attended the meeting
- Discussed mosquitos monitoring plan
- Procedural errors discussed
- Restoration is not allowed was the next issue
- Caley showed Board the map and explained the permitted uses
- Permit was approved
- County Commissioners kicked the drainage district off the application
- Nine days left on an appeal
- Should have permit before the end of the year
- Caley will put in for another OWEB TA
  - Matching funds
  - Near final permit authorization
  - 60% design

7:52PM Discussion ended

7:52PM Grimstad and Associates audit

- Over 1 million
- \$7700 split between Dist Op and SOW

**7:57PM Ernie motioned to approve the audit conducted by Grimstad and Associates. Adela seconded. All in favor.**

7:57PM Personnel Committee Charter

- Meeting earlier this evening
- HR Training with SDAO covered employee handbook
- Need to update district handbook
- Switch to the new SDAO template (120 pages)

- Will take some time to complete the handbook
- Need policies for part time employees (benefits, etc.)

**8:05PM Adela motioned to approve the revised Personnel Committee Charter. Cindy seconded. All in favor.**

8:06PM Board will table the Project Committee Charter

8:06PM Staff Report – Modena

- Will look into renting the kitchen (start at 1pm)
- Bandon Barn
- January 23, 2025 board meeting
- Discussed landowner of the year

8:13PM Caley discussed annual budget

- Budget committee prior to board meeting
- Caley, Chris, Cindy, Mark, Ernie
- Schedule budget committee August 22, 2024 at 5pm to 7pm
- Schedule personnel committee meeting for July 25, 2024 at 5pm to 7pm

8:20PM Caley discussed the job description that was discussed at the personnel committee meeting.

8:22PM Caley wants to post the new position for Water Quality Program Manager.

- Board stated its at District Manager discretion
- Budget needs to be finalized

8:24PM Staff Report – Abby

- Project Manager Training through U of O
- 10-week course
- \$2250.00 cost
- 10 different modules
- 23 hours of continuing education credits
- Listed modules
- Wants to be a project manager
- Part of Abby's raise proposal in the new budget
- Deadline to register will be before the next board meeting
- Abby has picked up Andrew's work with him going to part time
- Cunningham – Abby met with engineers.
  - Cut down blackberries (Andrew)
  - Lots of fish in Cunningham Creek
  - Steelhead, Coho
  - Mark stated ODF permit – discussed forest practice grant money available
  - Jake with ODF – can only do it for culverts and not washed-out culverts
- Site visit with Tom Brown tomorrow for fencing

8:40PM Safety Meeting

- Andrew has an appointment for the truck to go into the shop in a couple of weeks
- \$15,000 for a new truck in budget
- Check state surplus – GSA Auction
- State fleet
- Talk with ODA to find out what district would qualify for

8:45PM NRCS report – Katie

- Did not do a report this month
- Intern, soil conservation, new program assistance
- Tour of cranberry project
- Two last minute EQUIP projects
- \$240,000 extra funds
- 2 CSP contracts approved
- Not sure of new EQUIP deadline is
- Lots of funding available
- Working with new staff

8:51PM Curry SWCD report – Barbara

- Been back from vacation for two weeks
- Scheduling status reviews on established contracts
- Waiting for FSA to figure out what the new cultural resource process is
- Site tours
- Annual meeting in Gold Beach
- Tidegates
- Sandy Creek property reverting to forestry
- Routine stuff
- Took new NRCS intern around
- Irrigation efficiency

9:01PM ODFW report – Chris

- Dewatering and dredging Bandon Hatchery
- Constructing road caused a landslide
- Dewatering by hand
- 18 culverts installed by hand
- Dredging is supposed to start next week
- Working with Caley
- DSL meeting – submitted another 15 pages on permit
- Funding tour - NOAA

9:09PM Mark adjourned the meeting.

\_\_\_\_\_  
Signature of the Chairman

\_\_\_\_\_  
Date

Submitted by:

\_\_\_\_\_  
Caley Sowers

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Date