



Coos Soil and Water Conservation District
Project Committee Meeting Minutes
 September 11, 2024
 (Approved October 18, 2024)

Project Committee Meeting was called to order at 5:15 PM

Project Committee Members present at office: Caley Sowers, Cindy Gant, Chris Claire

Project Committee Members present on Zoom/Telephone: None

Project Committee members absent: Mark Villers

Staff present in office: Abigail Richards

Staff present on Zoom: None

Guests present in office: None

Guests present on Zoom: None

5:15 PM Caley called the meeting to order.

5:15 PM Caley does a short summary about the Phase II Waterways Contract for the Albertsons tidegate project.

- Project committee looks over Exhibit B- estimated budget for consulting services.
 - Discussion about the construction phase task descriptions.
 - Discussion about project timeline.
 - Overview and discussion of phase 2 - design phase tasks and descriptions.
 - Discussion about tasks/deliverables from phase 1.
 - Caley showed the project committee the basis of a design report that the engineers shared with Coos SWCD.
 - Caley has concerns about the scope in the budget.
 - District currently has funding that will cover Task 1-Task 9
 - *Approximately \$42,490*
 - Caley is going to send a list of questions to Waterways.
 - Project Committee goes over Exhibit A: Written Scope of Services
 - Discussion about the different tasks.
 - Caley and Chris will complete the ODFW Fish Passage application instead of having Waterways complete it.
 - Further Discussion about the Scope.
 - Have Waterways include updates about specific tasks in the budget.
 - Project committee needs clarification about certain task items in phase 1 and phase 2 and the budget before recommending the contract for approval.

5:50 PM Caley does an overview of the Phase II Waterways Contract for the Gatov Tidegate Replacement Project.

- Discussion about tasks in the Phase 1 contract and the Phase 2 contact.

- Discussion about the budget and line items on Exhibit B.
- Caley will schedule a meeting with Waterways about the budget and tasks so the contract will accurately reflect the scope and budget.

5:59 PM Project committee goes over the Tigert small grant application.

- Discussion about the project
- Discussion about the ODA SIA small grants
- The project will be in multiple phases.
 - Phase 1 will consist of fencing and planting the perennial spring-fed tributary on the Tigert Ranch.

6:10 PM Chris Claire makes a motion to approve Abby to apply for the Tigert Small Grant.

Cindy seconds the motion. Project Committee is all in favor of the motion.

6:15 PM Overview of the project committee charter.

- Add “granted authority as outlined in this charter” to the second paragraph under the “Authority” section- after “the project committee has been granted authority to..”
- Add period on the end of the sentence of the first bullet point.
- Add “budget or scope to the second bullet point that states “discussing changes to a current or future project.”
- Discussion about adding a bullet point about project proposals and grant proposals.
- Add a bullet point about “evaluation and technical project review”.
- Discussion about adding a line about meeting quorums in the charter.
- Add section about quorums in the charter.
- Discussion about the responsibilities section of the charter.
- Under the responsibilities section, change “its conservation district’s” to “Coos SWCD’s”.
- Discussion about the charter.

6:45 PM Caley adjourned the meeting.

Signature of the Chairman

Date

Submitted by:

Caley Sowers

Date