



Coos Soil & Water Conservation District
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Coos Soil and Water Conservation District
Regular Meeting Minutes
August 22, 2024
(Approved September 26, 2024)

Regular Meeting was called to order at 7:04PM

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: Chris Claire (ODFW), Katie Woodruff (NRCS)

Guests present on Zoom:

7:04PM Mark called the meeting to order.

7:04PM Mark asked for comments on July meeting minutes.

- Fourth page under Barbara Grant's third bullet missing the word "what"

7:06PM Ernie motioned to approve the July 25, 2024 Regular Meeting minutes with above changes. Adela seconded. Michael abstained. Motion carried

7:05PM Finance Report – Caley

- Cash balance summary – voided check to OWEB – amount changed
- Paleowest invoices discussed
- Albertson – Processed funds request. Caley secured additional funds from Business Oregon in the amount of \$20,000.
- Submitted funds request for Cunningham – grant expired so waiting for grant to be reinstated
- Lower Coquille funds request submitted
- NF EF SIA fund request has been paid
- Coos Basin Partnership funds request will be completed next.
- Winter Lake funds request is being processed with BizOR
- Need to do Sitkum and Bear Creek
- Fandel needs new annual budget for Dist Op and SOW

7:15PM Mark asked for any more questions.

7:15PM Adela motioned to accept the July finance report. Cindy seconded. Michael abstained. Motion passed.

7:15PM Old Business

- Cunningham Floodplain Review/Contract Amendment
 - \$8000 to add certificate Land Use Compatibility Statement
 - Need more specific language (floodplain review)
 - Andrew's last day was August 15th.
 - Need to know what details the \$8000 would give us
 - Caley will ask them to amend their own scope with more details of the floodplain certificate will include.
 - Caley will have more details for the next board meeting.

7:29PM Discussion concluded

7:29PM Approve annual budget

- Committee reviewed prior to board meeting
- Caley previewed the budget for the board
- Committee approved the budget
- Work plan and a budget
- Caley gave overview of budget (Capacity grant sheet)
- Caley gave overview of budget (Grant funded projects)
- Financial planning only
- Payroll discussed
- Half time position can be funded for a full time position
- We have enough for five FTE's plus cushion
- Ernie asked if we are going to replace Andrew – we have floated the position
- Caley will be taking on multiple grants until we hire someone
- Abby will oversee the three small grants
- Wants to hire one person at a time and fly both positions
- Ernie asked about promoting Abby to project manager since she is taking the ten week course.
- Caley discussed promoting her to assisting project manager
- Fiscal planning for a monitoring specialist
- Caley will be managing four people
- Ernie suggested putting the job posting to other agencies
- Raises discussed
- Need budget approved to get to the auditor
- Caley wants to give a presentation to show the operating budget from 2013 to current to show the growth.

7:52PM Adela motioned to approve the budget and work plan for 2024-2025 fiscal year as recommended by the budget committee. Ernie seconded. All in favor.

7:55PM Project Committee needs preauthorization to approve the following:

- Tigert small grant – Lower Coquille SIA – deadline before the next board meeting

- Albertson and Gatov Phase II Waterways SOW & budget, contract review
 - At 60% and spent contract for Phase I
 - Preparing Phase II to go from the 60% to 90%
 - Business Oregon has some funds available (\$50,000 additional)
 - Should be enough to get to final designs
 - Need to get permitting completed to get to implementation
 - Schedule the project committee meeting before October deadline
 - October is busy for Caley with grant writing

8:01PM Adela motion to authorize the Project Committee to act on behalf of the board for the Tigert small grant and Albertson and Gatov Phase II Waterways SOW & budget, contract review. Cindy seconded. All in favor.

8:04 Committee Charter for Budget Committee

- Budget committee recommends to approve as is.
- Will put all committee charters on the website once all are approved

8:08PM The Project Committee will review the committee charter at the next meeting.

8:07PM Adela motioned to approve the Budget Committee Charter. Ernie seconded. All in favor.

8:10PM Staff Reports – Caley

- Winter Lake Phase III LUCS received
- Additional funding in NBWL
- Randolph Island still has mosquitos
- Discussed monitoring mosquitos and using some additional funding
- Pay for equipment out of the NBWL grant
 - Traps
 - iPad
- Monitoring discussed (species)
- Caley is working on funding for mosquito monitoring
- Possibly use general fund if unable to secure other funding
- Hoping to receive some applications
- Might float the second position but only wants to hire one at a time

8:31PM Staff Reports – Modena

- Nothing new to add

8:21PM Staff Reports – Abby

- Mark asked Abby to possibly monitor NF past Four Corners on the bridge
 - Drain field – human DNA
- Discussed where other monitor sites are located
- Went on site visit with Beth ODA

8:44PM Safety Meeting – truck has been fixed

- Michael asked about ergonomics for office
 - Standing desks
 - New chairs in the past

8:46PM NRCS – Katie Woodruff’s report

- Four additional applications approved this month
- Possible \$1.5 million to \$2 million funding
- Looking at 2025 site visits
- Program assistance staff
- Intern leaving tomorrow

8:48PM Coquille Watershed Association – Mark gave update

- Discussed projects for Coquille Watershed

8:48PM ODFW – Chris Claire’s report

- BLM bridge replacement
- Working with Bandon Hatcheries
- Two more days of managing the dredging
- Coledo - pouring concrete tomorrow
- Helped salvage 20 fish
- Helped SWCD from afar
- Corp of Engineers – Western Pond Turtles
- Engineer meeting regarding Randolph Island

9:01PM Mark adjourned the meeting.

Signature of the Chairman

Date

Submitted by:

Caley Sowers

Date