



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

Coos Soil and Water Conservation District  
Regular August Meeting Minutes  
August 31, 2023  
(Approved September 28, 2023)

Regular Meeting was called to order at 7:05PM

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

Board members present on Zoom/Telephone:

Absent board members: Adela Villers, Michael Clary

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

Staff present on Zoom:

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

Guests present on Zoom:

7:05PM Mark called meeting to order.

7:07PM Mark asked for comments on June 2023 minutes.

- Caley stated the minutes need to be more specific on New Business category and in the future on all categories.
  - Change ODFW to OWEB on New Business
  - Add “If Business Oregon is not approved then \$200K to \$300K would be lost.”

**7:10PM Charlie motioned to approve the June 22, 2023 meeting minutes with above changes. Ernie seconded. All in favor.**

7:10PM Finance Report – Caley

- An extra month was added to biennium (ends July 31, 2023)
- Entire Capacity Grant was spent.
- Working on Capacity grant reports – will be sent September 1<sup>st</sup>.
- Currently working on funds requests
- Money is being added to general fund via funds request admin.
- Portion of office manager’s wages coming from general fund
- Received ODA Support Grant
  - Will fund watershed tech and office manager’s salaries.
- Contract with attorney – discussed bill received.
- ODFW – Winter Lake funds – Caley explained we have not received them yet.

7:20PM Caley concluded.

**7:20PM Cindy motioned to accept the August 22, 2023 Finance Report. Ernie seconded. All in favor.**

7:20PM Grimstad and Associates

- Will be doing either an audit or a review depending on the district's funds.

7:22PM NBWL Contract

- Biohabitats used Waterways giving the district credit.
- Berm was larger than expected.
- Discussed work being done and what needs to still be done at the worksite.
- Discussed four changes that need to be made.
  - Change in dike design.
  - Change order for grass planting
  - Change order rip-wrap in tidegate area
    - Adding rock to prevent further erosion. Was planned to be completed in 2022.
  - Fencing and planting
- \$753,000 funding

7:33PM Concluded

**7:34PM Charlie motioned to approve to increase the funding of Biohabitats's contract and revisions. Ernie seconded. All in favor.**

7:35PM Paleowest contract on Cunningham

- Caley discussed the contract.
- Project committee approved the contract.
- Charlie asked who handles the permits.
  - Caley explained Paleowest handles the permits.
- Discussed OWEB TA grant to be able to get started on cultural resources.
- Andrew is applying for more funding for engineering.
- Caley explained their scope of work.
- References were checked.

**7:42PM Ernie motioned to accept the approval of the project committee for the Paleowest contract for the Cunningham project. Charlie seconded. All in favor.**

7:43PM IGA with Curry SWCD

- Barbara discussed the IGA for CREP contracts with the board.

**7:44PM Ernie motioned to approve to sign IGA with Curry SWCD for CREP contracts. Cindy seconded. All in favor.**

7:45PM Long Range Business Plan – district has until end of December 2023 to submit updated plan.

- Employee handbook needs to be updated.

- Need to finalize LRBP as soon as possible.

7:47PM Caley concluded.

7:47PM Staff Report – Caley

- Discussed NBWL fish weirs that were discovered.
- Caley read an email from Sarah at Coquille Tribe.

8:07PM Caley concluded.

8:07PM Staff Report – Andrew

- Caley discussed Andrew's report.
- Andrew is on vacation.

8:09PM Staff Report – Modena

- Nothing new to add.

8:10PM Staff Report – Abby

- Will be attending the Cranberry Festival.

8:10PM Safety Meeting

- Discussed importance of wearing safety gear around equipment.

8:12PM Safety Meeting Concluded

8:12PM Katie's Report – NRCS

- Cranberry CIS approved.
- Tidegate CIS approved.
- Would like information on the district's water quality/temperature monitoring.
  - How we're documenting the findings.
  - Description of the plan
  - Albertson, Gatov, Noble Creek, Randolph Island
- Hiring soil conservation technician

8:19PM Barbara's Report – Curry SWCD

- Report sent to board members.

8:23PM Coquille Watershed Association – Mark

- 80% done with Sandy Creek.

8:25PM Chris's Report – ODFW

- Nothing new to add.

8:25PM Mark adjourned meeting.

---

Signature of the Chairman

---

Date

Submitted by:

---

Caley Sowers

---

Date