



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

Coos Soil and Water Conservation District
Regular Meeting Minutes
October 26, 2023
(Approved December 14, 2023)

Regular Meeting was called to order at 7:02PM

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

Board members present on Zoom/Telephone: Charlie Waterman, Michael Clary

Absent board members: Cindy Gant

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

Staff present on Zoom:

Guests present in office:

Guests present on Zoom: Barbara Grant (Curry SWCD), Stan Dean (Chair-Jackson SWCD),
Chris Claire (ODFW)

7:02PM Mark called the meeting to order.

7:03PM Introductions

7:06PM Mark asked for comments on September 2023 minutes.

- Adela handed Modena written corrections to be made

7:09PM Adela motioned to approve the September 28, 2023 meeting minutes with changes. Ernie seconded. All in favor.

7:09PM Finance Report – Caley

- Caley has been busy this month with deadlines.
- ODA Support Grant (first one closed)
- \$9900 payment received.
- Received 2nd ODA Support Grant for 2023-2025
 - Fandel still needs budget.
- Timecards need adjusting for proper billing – working with Fandel
- Discussed audit
 - District passed \$500,000 to need the audit instead of a financial review (\$650,000 last year)
 - Next year, the limit is raised to one million dollars, but we may pass that criteria next year to need an audit again.
- Working on multiple funds requests
- Office in the process of adopting a project tracking software system (Smart Sheets)
- Winter Lake project discussed
- Business Oregon needs landowner agreements

- Discussed doing advance funds requests to have more of a cushion in the checking account.

7:24PM Caley concluded.

7:24PM Mark asked for comments on the Finance Report.

7:24PM Charlie motioned to accept the Finance Report. Ernie seconded. All in favor.

7:24PM Paleowest Change Order

- Board wanted breakdown for the \$30,215.00 amount.
 - Task, personnel, hours, hourly rate
 - Version 1 - had additional reporting and recording
 - Staff time
 - Version 2 – discussed
 - Subtasks
 - Version 3 – 162 hours
 - Caley’s excel spreadsheet showed 201.75 hours.
- Caley asked the board what they wanted to do.
- Michael suggested paying them and being clearer in future contracts.
- Always have a paper trail
- Have attorney tighten up contract language for future contracts.

7:41PM Adela motioned to authorize accepting Paleowest Change Order for North Bank Working Landscape project and to pay the bill. Ernie seconded. All in favor.

7:42PM Biohabitats Change Order

- Additional fencing around pond
- Equipment rental
- \$718,696.00 plus \$22,746.00 for a new balance of \$741,442.00
- Seeding, fencing, planting and standby

7:47PM Charlie motioned to approve Biohabitats Change Order to \$741,442.00. Adela seconded. Michael abstained. Motion passed.

7:48PM Annual Meeting

- Bandon Community Center
- Musical performer about agriculture is possibly the entertainment.
- Have on the normal date for January meeting (January 25, 2024)
- December 14th will be next meeting.

7:55PM Concluded

7:55PM Long Range Business Plan/Employee Handbook and Policies discussion

- Needs to be filed with ODA by the end of the year.

- Cindy is working on the policies.
- 5-year vision discussed
- SDAO policies, internal policies and contract policies discussed.
- Committee Charters
- Projects committee discusses and makes recommendations for board approval.

8:02PM Concluded

8:02PM Staff Report – Caley

- Working on grant writing – deadlines coming up
- Andrew is working on multiple grants
- Fencing on NBWL
 - Jeff Jones – subcontractor
- Mark asked about small ODA SIA
 - Can't get grants funded.
 - Riparian project on Bear Creek rejected three times.
 - Projects should already be prioritized.
 - Capped at \$15,000 but might get increased.
 - Stan Dean stated the \$15,000 is not being utilized.

8:12PM Caley concluded

8:12PM Andrew is out of town and working remotely but unable to attend the board meeting.

8:14PM Staff Report – Modena

- Submitted funds request for NBWL
 - Business Oregon \$76,456.00
 - OWEB \$233,983.40

8:14PM Modena concluded

8:14PM Staff Report – Abby

- Working on project on East Fork
- Working with Barbara
- Has a schedule site visit coming up
- Volunteering with salmon spawning

8:17PM Safety Meeting

- First Aid kits were placed in the office and work truck. A kit was also provided for going out in the field; it contains more items pertaining to being out in the field.

8:17PM Safety Meeting concluded

8:17PM Partner Report – Barbara Grant – CREP

- Submitted OWEB application
- Projects are throughout Coos and Curry counties

8:20PM Barbara concluded

8:20PM Partner Report – Chris Claire – ODFW

- On vacation
- Working with Caley on Albertson’s grant
- Working with Abby
- Working with Andrew on Aitchison grant
- Transferred 360 fish to Morgan Creek
 - Donated to food bank and tribe.
- Coquille Watershed worked with ODFW at Winter Lake tidegate
- Worked on NBWL project.

8:24PM Chris concluded

8:24PM Mark asked for any comments.

- Michael stated Coquille Watershed is getting started on their strategic action plan

8:26PM Concluded

8:26PM Stan Dean – Director Eligibility

- Legislation went through last year
- All zone directors
- 25 directors around the state no longer qualify for their position.
- Charlie possibly doesn’t qualify for his position.
 - Effective January 1, 2024
- Solutions:
 - Switch with at large position
 - Change boundaries of zones
 - Appoint as an associate director.

8:36PM Mark asked for comments.

8:36PM Mark adjourned the meeting.

Signature of the Chairman

Date

Submitted by:

Caley Sowers

Date