

---

## Coos Soil and Water Conservation District

379 N Adams St  
Coquille, OR 97423  
(541) 396-6879

# Project Committee Charter

**Rev. 10/18/2024**

## **PURPOSE**

The purpose of the Project Committee is to assist the board of directors (The Board) in making decisions that will help the Coos Soil and Water Conservation District (Coos SWCD) achieve its annual goals. Committees serve to save time during regular meetings by streamlining function and efficiency. The intent of this organizational structuring is to reduce the decision-making burden and workload related to full review and discussion of “Action Items” that would otherwise be necessary for the full Board to make an actional decision during a regular meeting. This charter transfers Board approved authority to the Project Committee to bring forth to the Board an actional recommendation through delegation of the evaluation and review process to the Committee.

## **AUTHORITY**

The Project Committee is a formally appointed sub-committee of the board and as such, must adhere to all applicable public meeting laws (192.630). The Project Committee must also abide by the authorities stated within this Charter Document. This Charter may be amended at any time by action of the full Coos SWCD Board of directors.

The Project Committee has been granted authority as outlined in this charter to make formal recommendations to the Board of Directors regarding the District’s projects actions or decisions, including but not limited to the following action items:

- Reviewing/Awarding bids to contractors for specific projects.
- Going over contractor proposals that are sent to Coos SWCD for specific projects.

- Providing technical review of grant applications or draft project proposals for new or future projects.
- Discussing budgets or scope changes to current or future projects.
- Approving change orders or amendments for a specific contractor or for projects.

The Project Committee must provide its findings and recommendations to the Board at the next regular monthly, special, or emergency board meeting following a Project Committee meeting decision. The Board shall act on the recommendation of the Project Committee. The Board may opt to table a decision, or to accept or reject a recommendation. If a decision of the Project Committee is rejected by the Board, then the Board meeting minutes must specify the reason. The Board must identify a pathway forward to resolve the issue(s). The Board may also elect to preemptively accept the recommendation of the committee prior to a Project Committee meeting. The Board may authorize the committee to act on behalf of the Board on individual matters at its discretion.

## MEMBERSHIP

- The Project Committee shall consist of a minimum of five appointed members, of which no more than three may be directors from the Coos SWCD Board. The Project Committee may consist of, but will not be limited to, the following members and roles:

Committee Board Members	Position Title	Role
Mark Villers	At-Large Director #2- Chairman	Committee Member
Caley Sowers	Coos SWCD District Manager	Chairperson
Cindy Gant	Zone 2 Director	Committee Member
Christopher Claire	ODFW Habitat Protection Biologist	Committee Member
Reg Pullen		Committee Member

---

## OPERATIONS

- The Project Committee will meet with such frequency as it may deemed necessary. The district manager will lead the project committee meetings.
- A Quorum of total committee members is required to hold a formal committee meeting. A quorum is defined as a majority of the total members. The committee may hold a work session if a quorum cannot be achieved.
- The Project Committee approvals/actions will require a vote of a majority of the committee members present at the meeting. *E.g., if the committee consists of five total members, a quorum will consist of three members, and a majority vote would require the vote of at least two of the three present members to pass.*
- The Project Committee will report its activities and decisions to the district board on a regular basis and will keep the minutes of all the meetings.
- The Project Committee will review this charter periodically and can recommend any proposed changes to the Charter for review. The board can also amend this Charter at any point in time.
- The Board of Directors shall appoint the Project Committee members and the Committee chair.
- Members of the Project Committee shall be volunteer and approved by the Board of Directors to serve for two years. Any disciplinary action against a member of the Project Committee shall be at the sole discretion of the Coos SWCD Board of Directors.
- The Project Committee may invite additional members or outside experts to attend meetings as necessary.
- The Project Committee shall provide regular written reports to the Board of Directors on its activities and findings.

## RESPONSIBILITIES

- The Project Committee will act with full authority of the Board between board meetings, but is subject to board-imposed limitations on the actions taken by the Project Committee.
- Keep Coos SWCD district's mission in focus.
- Be knowledgeable about laws that govern how public bodies must operate, such as budget, public meetings, and contracting laws.