



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

Coos Soil and Water Conservation District Regular Meeting Minutes May 23, 2013

Regular monthly meeting was called to order at 7:00 p.m. by Chairman Mark Villers.

Board members present: Charlie Waterman, Mark Villers, Ernie Newton, Steve Scheer, Beau Allen, and Dan Pierce.

Absent board members: Empty zone 5,

Staff: Dawn Weekly

Guests present: John Fandel (CVA), Eric Nusbaum (ODA), Amy Wilson (NRCS), Tristan Huff (OSU), Roger Doll (landowner)

7:02-7:03 Introductions: introductions between Eric, Tristan and Roger.

7:03-7:05 Minutes: Mark asked if anyone had any question or comments on the minutes, Dawn pointed out a typo at the very end on the minutes under new business item j should be item i. **Steve motioned to approve the minutes as presented Dan seconded the motion. All in favor, the motion passed.**

7:05-7:09 Treasury Report:

John noted the change to the budget that reflects the changes coming from ODA. Dawn mentioned that they recently received the 4th quarter payment from ODA which is not in this report. Charlie asked to open up discussion on the Auditor with John. The district Expenses are less than \$150,000 so an audit is not required by the State. We will still need to do an annual review but it is a two page report and a \$40.00 filing fee that the District can complete. Charlie asked if John would be willing to help and Dawn pass him a copy of the form to look at. He said he could do that since there were external controls in place already. Charlie asked how much, John did not have an exact figure but it should be minimal since they have all the information already. Dawn and Eric said that there are requirements for a bond to be in place. Dawn has a call in to CD Mason to check and will follow up. **Charlie motioned to accept the Treasury Report as presented, Steve seconded. All in favor, the motioned passed.**

7:18-57 Agency Reports

NRCS –Amy will be out the first week of June for training. She had a handout and went over recent activities and final tally on the EQIP signups for 2013 3 categories, 2 counties, 12 participants and a total of \$240,775.38.

Mark asked for clarification on wetland program. Amy said NRCS has 6 local permanent easements and gave a brief description. Mark will follow up with her for more information at another time.

ODF&W- N/A

OSU-Extension – Tristan is working on Manzanita study with Plum Creek on Eden Ridge. He noted that he had a great turn out at the Google Earth class and thanked Dawn for her help. He is also thinking about holding the class again. Wanted to know what the board thought about the Fair tent and if it is something that was helpful. Dawn and Steve both would like to see this outreach service continued. Tristan noted that he will be setting up a meeting soon to work on details. OSU still has no horticulture agent and it does not look like they will be getting one anytime soon with budgets. This is hard on the cranberry growers because Linda was very involved with them and is glad to see NRCS and SWCD helping where they can. Additionally, Amy Peters is unfortunately having health issues again and her schedule is unknown for sure at this time.

Weed Board- They filled 3 open positions recently and that should help with the quorum issue they have been having. There is talk about starting a Gorse Action Group (GAG). Curry County SWC and the FANG group will be doing a field tour/ discussion on Spanish Heath at 5pm on May 30th. There is concern with a plant called *Echium Wildpretii* or Tower of Jewels. Additionally the weed board is interested in working with local agencies to match funds on project with setback from fencing and planting to improve upland.

CWA- The open position at CWA was offered to a guy from Washington State and has history of fish biology. They also hired Dahnelle Dykes to finish the stream trailer, hopefully for the fair.

ODA- Eric will update and present later in the meeting.

FSA-N/A

Staff Reports:

WTS- Dawn Weekly- Dawn had a handout and briefly went over Deadline, meetings, projects status, potential projects, Farm/ site visits, misc/ general work load, project funding updates, OWEB meeting and Safety update- Landlord contacted the City and they can't do anything right now maybe this summer if they are in the area working on another project. The city did come by and look at the road.

Old Business:

7:25p.m-7:50p.m

-No old business to discuss

New Business:

7:50 p.m. – 10:00 p.m.

- a) **Public Comment-**Roger Doll is a local landowner in the Bridge area and owns on both sides of Sandy Creek. He is looking for ideas to improve fish habitat in his area and is also surrounded by timber companies. He owns 40 ac and would like to see what options are available to him. Dawn said that she would contact him and come out and look at his place to see what kind of plan they can come up with.
- b) **Safety Report-** Covered in staff report.
- c) **ODA Presentation-** Eric said that the ODA budget looks good for this year. However the Weed department staff will not be funded. The weed grants are ok as those are funded through OWEB. There are some staff changes Dave Wilkinson is retiring, Stephanie Page- received a promotion, John Byers- will move into the Water Quality manager position. Eric moved on to his presentation on both Public meeting and District as Employer. There was some brief Q&A during and after each presentation.
- d) **Committee Recommendations** – Committee recommended not renewing services with Dan Handran for audit services Fiscal year budget with changes are increasing postage to \$1000, and increase Equipment to \$1000, decrease OWEB small Grant Expense to \$28,500 reflect expected Admin income, Total Estimated beginning operating funds \$42,412. Total Anticipated Income \$105,190. Total Anticipated Expenses \$104,435. Projected ending balance June 30, 2014 \$43,167. No additional comments on any of the other review forms. **Steve motioned to approve all budget forms with the figures removing audit from budget and all other forms as reviewed and recommended by committee. Charlie seconded the motions. All approved, motion passed.**
- e) **Audit retainer-**Steve motioned for Dawn to call Handran and let him know we will not need his services at this time and that the \$750 retainer check be voided and not sent out. Charlie seconded the motion. All approved, motion passed. Charlie noted that he still thought we should keep the binder in case we go over the \$150,000 and need to obtain an audit review.
- f) **Small Grant Application** –Mark and Dawn presented the results of the Small Grant Team review. The team ended up with about \$47,000 in project request with only \$30,000 of funding. All projects were funded in the end. SGT approvals on SWCD grants are pending final approval from the SWCD board. King k-line project was approved with the SWCD project committee recommendation of \$3,000. Mast k-line project was not approved at the \$10,000 as recommended by the projects committee due to limited funding but, was approved at \$4,218. Charlie gave concern regarding the last minute rush on funds and was worried that procedures were not being followed. Dawn said that she checked and that it is not the preferred way of the board to process these request but it is ok for the small grant team to make a decision on funding a project prior to final approval when time constraints are a factor. She has all the needed forms signed it just so happened the small grant team met the day before the SWCD board and the next board meeting would not allow enough time for submittal. **Steve**

motioned to approve small grant projects as recommended by small grant team. Ernie seconded the motion. Charlie abstained from the vote, Mark, Steve, Ernie, Beau, Dan approve, motion passed.

- g) **Permits-** 2 permit apps along with the DEQ 401 certification for the Port of Coos Bay for dredging were discussed and a copy was there to be looked over. There was discussion that for permits of this kind this would be fine but if the SWCD is for something may have an opinion on, the whole board should be presented a copy. No action was taken
- h) **Employee evaluation-** Dawn handed out the employee evaluation form for the board to review before the next meeting in which time they will conduct her 1 yr evaluation. Charlie would like her to send out a copy of her position Description, Copy of the SOW and the employee handbook to the board members. Dawn said she thought it would be fine to have the review in the regular public session. Steve though that based on the training that Eric had just presented and in regard to public meeting law to cover the bases they should address the executive session. **Steve motioned to acknowledge potential need of an executive session for Dawn’s evaluation during the June meeting. Charlie seconded the motion. All approved, motion passed.**
- i) **Special meeting minutes-**Dawn handed out draft copy of special meeting minutes for review at next meeting.
- j) **Discretionary fund-** The board has in the past discussed purchasing items to improve the District. There are funds in the Discretionary fund for these purposes that need to be spent by June 30th or they will be forfeited. Dawn presented a list of ideas for the board to review and authorize her to purchase. The board reviewed the list and chose to authorize Dawn to purchase the following items with approval from ODA to make sure the fit with in spending parameters. Upgrade to Desktop, laptop and or field tablet, laser level and rod, new chair and floor mat, clinometers, range finder, GPS w/ map capability, software and computer consultation. **Steve motioned to allocate up to \$6,000 for the listed items with approval of items by ODA and for Dawn to watch the budget. Ernie seconded the motion. All approved, motion passed.**
- k) **Additional business-** Steve motioned to distance Dawn’s involvement with ODF&W. **No one seconded the motion as they did not feel that was needed or beneficial to the District. Steve withdrew his motion.** *{Steve requested clarification on this motion; Steve felt that it was true but a simplistic version and should be clarified in that his intent was to suggest the Board review policy on safety policy on site visits with agency interactions and having Regulatory agencies accompany Dawn on site visits so landowners understand Regulatory risk potential and their permission prior to the site visit.}*
- l) **Ernie motioned to adjourn the meeting. Beau seconded the motion. All approved, Meeting adjourned at 10:00**
- m) Next meeting is **June 27th, 2013** at the Coos County Annex, in Coquille at 7p.m.

Ratified by the Board of Directors:

Signature of the Vice Chairman

Date

Submitted by:

Dawn Weekly

Date