



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

Coos Soil and Water Conservation District
Regular Meeting Minutes-
Sept. 25, 2014
(Approved October 23, 2014)

Regular monthly meeting was called to order at 7:01 PM by Chairman Mark Villers.
Board members present:, Mark Villers, Charlie Waterman, Dan Pierce, Ernie Newton.
Absent board members: Empty zone 5, Beau Allen, Empty zone 1
Staff: Caley Sowers, Modena Thomas
Guests present: Amy Wilson (NRCS), Barbara Grant (Curry SWCD), Eric Nusbaum (ODA), Heather Medina Saucedo (NRCS), John Fandel (Coquille Valley Accounting).

7:03PM -7:04 PM **Introductions:** All members introduced themselves. A sign-in sheet was passed around.

7:05PM **Approval of July Minutes: Charlie moved to approve July 2014 Minutes
Ernie seconded. All were in favor. Approved.**

7:06PM **Approval of August 2014 Minutes:** Charlie asked to change the title of “August Minutes” to “August Work Session” since we did not have enough board members present in August to vote. Charlie requested changes of minutes to reflect Pam’s final decision of actual sampling dates and areas, regarding the Pesticide Stewardship Program.

Caley was able to get sampling access in our focus area. Two Mile Creek and Myrtle Creek were the sample areas that were selected.

7:12PM **Charlie moved to approve the August Work Session pending changes mentioned above.
Ernie seconded the motion. All were in favor. Approved.**

Agency Reports:

7:12 PM **John Fandel’s Treasury Report** – John informed the board that they are still under spending the SOW budget, as usual. Caley stated that the District should be okay for reaching spending goals in the tasks of education & outreach, partnership and training. The focus area is a serious concern since \$13,000 will be hard to spend without a large project, and that is where we are supposed to be spending 25% of our time and funding. Caley explained that it might be a more realistic goal at this point for the District to work on “closing the gap” in funding, rather than trying to spend down the entire budget to a zero balance.

7:14 PM Eric stated that as long as the District is showing a “good faith effort,” they should be okay. Charlie asked John about separating sick and vacation time. John said it is an accrual entry. Eric stated that employees have to spend it; if they set it aside for too long, they risk losing it. Eric suggested to talk with the new grants coordinator about this matter. Charlie asked staff to check on the District’s policy for the cap on vacation accruals.

7:21PM **Charlie moved to approve Treasury Report. Ernie second. All in favor. Approved.**

7:21PM – 7:25PM **ODFW Report:** Jeff was not present, however, Mark filled in for him since he has been working regularly with Jeff. Mark reported that they are working on completion of a project tomorrow (Friday, September 26, 2014) on Plum Creek land, just upstream of China Flats and before the forest boundary. Plum Creek Lumber donated some large “old leaners” (hazard trees) to the project to be placed in-stream. Plum

Creek also donated 13 smaller trees to be used in side channels. Mark explained that that far down the river, water temperature is very important and you generally don't see a lot of Coho fry in the main stem, that's why they are treating the smaller side channels to provide valuable habitat for juvenile Coho.

7:25PM – 7:41PM – **Heather Medina's Report (NRCS)** – Heather started working at new position in April and will be covering the SW area and central coast. She is working with Jackson County to have more meetings to hear concerns from people in those areas. She is not wanting to take away from the local led process (or local decisions). Eric Nusbaum recommended attending the meetings and NRCS and districts working together for information sharing. Amy stated that districts should drive the agenda and ask for what interests them, to help NRCS better serve everyone's needs. Heather discussed the possibility of carpooling to meetings if travel is ever a concern for districts. Heather listed programs that are being worked on. Heather also discussed the conference in November for OACD and training for staff by NRCS.

7:43PM – 7:46PM – **Amy Wilson's Report (NRCS)**: Amy urged enrollment in Disaster Assistance Program with FSA. Amy discussed mailings being distributed to CSP participants and others who have shown interest in recent programs. There is also a survey online at <https://www.surveymonkey.com/s/PGLQLH9>. There will be a Local Working Group meeting on Thursday, October 30, 2014 in Bandon.

7:46PM – 8:17PM - **Barbara Grant's Gorse Action Report (Curry SWCD)**: Discussed mapping of gorse in local area for gorse detection software. Aerial photo has already been taken to show gorse, however, on-the-ground mapping to input the differences in gorse yellow vs. other yellow. Curry County employees need permission to enter Coos County for mapping. A letter has been drafted and sent to Caley. Waiting on board signatures. Charlie suggested getting ODOT, Coos Curry Electric and BPA help fund the project of mapping for the computer program. Mark and Charlie expressed concerns regarding trucks/equipment needing proper washing underneath vehicles to help stop the spread of gorse. Barbara stated this program is the beginning of coordinated cooperative efforts and there will be more action taken as time goes on. Charlie suggested contacted linemen for information of possible gorse growth in the area. Barbara asked if the board was okay with the current phase of the process. Charlie wants to know the Weed Board's position. Amy Wilson stated SWCD could be a part of the group to offer their input.

8:06PM - Mark, Ernie, Dan okay with project. Charlie only okay with it if the Weed Board accepts it. Mark suggested calling Alexis to check on Weed Board's position on project. Barbara stated she will call Alexis.

8:17PM – 8:18PM – Ernie's Report (CWA): Nothing new to report.

8:20PM – 8:43PM – **Caley's Staff Report (SWCD) (see attached)**: Caley gave her regular staff report and advised that the Secretary of State report in lieu of audit is coming due Sept. 30th and needs to be signed. She also stated that she would need to obtain a \$40 check to pay the filing fee as well.

8:21PM – OCA Monitoring Training Workshop is on Tuesday, September 30, 2014.

8:22PM – Two year reports are due.

- Staff has already completed one report. Needed two to six photos but was only able to obtain one due to not be able to contact land owner for follow up.
- Still working on McDonald's Irrigation Efficiency. They removed k-lines since it rained which made it difficult to obtain pictures.
-

8:24PM – Bandon Cranberry Festival: biggest concern from citizens who visited our booth was regarding gorse.

8:25PM – First PSP water samples have been collected. Ken Hershey went on first one and was not present for the second at Two Mile.

8:30PM – Marsha Decaires’ project is still ongoing and the landowner is moving forward with the plans, slowly. She is currently waiting on a bid from another contractor before forms will be submitted. Mark stated there is still \$70,000 left for small grants in Coos County that need to be used by May 2015.

8:38PM – Landlord asked us to condense our inventory in the storage unit located below the office. Staff asked for permission to purchase totes and envelopes to condense and store files that are taking up room in office filing cabinets. Charlie gave permission to get totes for files. Eric stated if the stuff in storage has no monetary value, we can donate it but we need to make a list of everything that is donated.

8:43PM – 9:11PM - Amy Wilson presented the board with the Mutual Agreement. Discussed key points...

- Parties cooperate/work together
- All parties respect federal laws

8:48PM Cooperative Working Agreement was presented by Amy Wilson with key points...

- Roles/responsibilities of partnership
- Each entity responsible for own people
- Program delivery
- No commitment of funding
- NRCS provides office space for one person

Charlie requested more information about mandatory training. Heather informed board that yearly training is online and Barbara stated it only takes about twenty minutes. Charlie requested to know about anything extra that is required. Amy stated she does not show anything that SWCD has rescinded previous signed agreements. The only one left to sign by SWCD is the agreement required by the Farm Bill. Once the agreement is signed, it covers all employees to be able to receive any privacy/restricted information from NRCS. Board needs to sign 1619 Compliance. Needs to be noted that agreements are included in minutes and were reviewed. Charlie requested to put on agenda to review agreements at October’s board meeting.

9:12PM Mark asked the board if they wanted to table the Employee Handbook Chapter Reviews, since the meeting was already running late. Ernie and Charlie agreed. Decision was unanimous; no motion was made.

9:12PM Fang membership is due. Caley said that she has never received any paperwork for renewing membership dues from FANG, but that the membership allows all Directors and Staff to attend the FANG meetings. Charlie suggested the District renew membership again and Mark agreed. Caley asked which budget item to come out of and Charlie stated to do a new entry. Eric stated that the District should have a membership dues budget item line but John confirmed there is no such budget line.

9:17PM Charlie moved to approve \$200 for membership dues to Fang, Dan seconded the motion. All in favor. Approved.

9:18PM Ernie moved to obtain the necessary signatures and file the Secretary of State Report and to pay the \$40 fee. Dan seconded. All in favor. Approved

9:21PM Charlie moved to approve Secretary of State Report. Dan seconded. All in favor. Approved.

9:22PM Oregon Government Ethics Commission fee is due tomorrow (Friday, September 26, 2014) in the amount of \$82.58.

9:23PM Charlie motioned to approve paying \$82.58 for the Oregon Government Ethics Commission fee. Dan seconded. All in favor. Approved.

9:32PM Meeting Adjourned.

Signature of the Chairman

Date

Submitted by:

Caley Sowers

Date