



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

Coos Soil and Water Conservation District
Regular Monthly Meeting Minutes
January 25, 2024
(Approved February 22, 2024)

Dinner: 5:00PM to 6:00PM

Annual Meeting was called to order at 6:15PM

Board members present in person: Mark Villers, Ernie Newton, Cindy Gant, Adela Villers, Michael Clary

Board members present on Zoom/Telephone:

Absent board members:

Staff present in person: Caley Sowers, Modena Thomas, Andrew Chione, Abigail Richards

Staff present on Zoom:

Guests present in office: Katie Woodruff (NRCS), Chris Claire (ODFW), Bryan Duggan (DEQ), Eric Nusbaum (ODA)

Guests present on Zoom:

7:35PM Mark called January Regular Board Meeting to order.

7:35PM Introductions: Mark Villers, Ernie Newton, Cindy Gant, Adela Villers, Michael Clary, Caley Sowers, Modena Thomas, Andrew Chione, Abigail Richards, Katie Woodruff (NRCS), Chris Claire (ODFW), Bryan Duggan (DEQ), Eric Nusbaum (ODA)

7:38PM Michael asked about differences between meetings.

- Eric explained differences between regular, special, emergency and annual meetings.

7:40PM Mark asked for comments regarding December 14, 2023 Minutes

7:42PM Mark talked to Charlie. Charlie has decided to not continue on the board of directors.

7:43PM No comments regarding the December minutes

7:44PM **Adela motioned to approve the December 14, 2023 meeting minutes. Cindy seconded. All in favor.**

7:44PM Mark discussed bank information regarding district's bank accounts being over \$250,000.

7:45PM Eric stated it is illegal for the district to have over \$250,000 in the bank account at any given time.

- Need special insurance if \$250,000 is needed in the bank.
- Mark will talk to the bank manager regarding special insurance.

7:49PM Finance Report - Caley

- One error discovered and fixed.
- Discussed SOW/Quarterly Reports
- Caley read the email she wrote to the accountant.
- Corrections have been made.
- Expense tracking for funds request for each grant/project
- Caley and Modena have been working on a new system.

7:54PM Marked asked for questions or comments regarding December 14, 2023 minutes.

7:55PM Ernie motioned to accept the Finance Report. Adela seconded. All in favor.

7:55PM Employee Holiday Pay

- Caley discussed with BOLI and Eric at ODA
- Andrew chose time off.
- Caley chose to receive a check for the time worked.
- Modena and Abby chose time off.
- Caley will draft an agreement for staff to sign.

8:14PM Adela motioned in recognition of the discrepancy between job descriptions and the employee handbook that the staff will receive paid time off for all of the hours staff worked during the holidays given in the job descriptions. Some holidays were not given to staff unintentionally by the district due to the discrepancy between job descriptions and the employee handbook. Ernie seconded. All in favor.

- **All the staff is happy with the outcome of receiving paid time off for the past holiday hours worked.**

8:18PM CTCLUSI Contract – Andrew

- Amendment to extend through Spring 2025.
- 20% added to the cost when given less than a week's notice that samples will be taken to the lab for testing.
 - Happens once a year before the first big rainfall.

8:21PM Ernie motioned to accept the amendments of the CTCLUSI contract. Cindy seconded. All in favor.

8:22PM Organizational Development

- Long Range Business Plan meeting was yesterday.
 - Close to completion
 - Should be ready to be voted on during the February board meeting.

8:23PM Staff Reports – Caley

- Willow planting
- Fencing

8:23PM Katie Woodruff’s report (NRCS)

- Local Work Group Meeting next week (January 31, 2024)
 - Zoom link available.

8:24PM Bryan Duggan (DEQ)

- Water Quality Budget
- TMDL development through rule making process.
- Meeting will be held in March/April
- Will have approval by end of year.

8:26PM Chris Claire’s report (ODFW)

- Discussed Caley’s hard work and time off.

8:29PM Eric Nusbaum (ODA)

- Praised the district for how far we have come.
- Attributed the district’s success to Caley’s hard work.
- Stated how he uses our district as an example for other districts that are small and trying to grow and how it is possible with hard work and dedication.
- Discussed training regarding one-million-dollar public meeting laws.
 - Eric will offer the training.
 - Mandatory over one-million-dollar

8:32PM Mark adjourned the meeting.

Signature of the Chairman

Date

Submitted by:

Caley Sowers

Date