



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

Coos Soil and Water Conservation District  
Regular Meeting Minutes  
May 23, 2024  
(Approved June 20, 2024)

Regular Meeting was called to order at 7:00PM

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

Board members present on Zoom/Telephone: Michael Clary, Cindy Gant

Absent board members:

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

Staff present on Zoom:

Guests present in office: Chris Claire (ODFW), Katie Woodruff (NRCS), Barbara Grant (CREP)

Guests present on Zoom:

7:00PM Mark called the meeting to order.

7:01PM Mark asked for comments on April meeting minutes.

**7:02PM Adela motioned to accept the April 25, 2024 Regular Meeting minutes. Ernie seconded. All in favor.**

7:02PM Finance Report – Caley

- Caley asked if anyone had any question
- Michael asked who Valor Vending was – Caley explained our new business cards
- Caley discussed her audit of the finance report
  - Pointed out the SWCD budget vs actual
- Return funds to OWEB
- Need to submit final reports
- Four different grants for NBWL
- Discussed post grant monitoring
- Need to submit budgets for three small grants

7:11PM Mark asked for any comments on finance report

**7:23PM Adela motioned to accept the finance report. Ernie seconded. All in favor.**

7:23PM Old Business – Winter Lake Phase III update

- Caley discussed deliberation hearing today (May 23, 2024)
- Planning department stated they were confused by the application
- Fee was paid today

- March 5<sup>th</sup>, the application was deemed complete
- Discussed issues the planning department had with the application.
  - Who is the applicant
- Waiting for planning dept to send clarification of what they are confused about
- Next hearing is July 11<sup>th</sup> at 1:30PM
- Rebuttal submitted since last board meeting and hearing – mosquito monitoring plan
- Michael asked about the mosquito monitoring plan. Chris explained what was submitted.
- Caley is still waiting for information to be sent to her.

7:29PM Discussion concluded

7:29PM New Business – Winter Lake Phase III contract – project committee

- Waterways proposal
- Engineering proposals out to bid
- Drafting work and calculations
- Survey, 1200C and notarized certificate taken care of
- Posted on our website
- Directly sent it to multiple firms
- Deadline May 30<sup>th</sup>
- Project committee scheduled for June 10<sup>th</sup> to review proposals
- Waterways the only one to propose at this time
- Authorize the project committee to award based on the proposals
- Updated draft of the project committee charter

**7:37PM Adela motioned to authorize the Project Committee for a one-time authorization to award the Winter Lake Phase III engineering contract proposal. Ernie seconded. All in favor.**

7:38PM Randolph Island Waterways contract extension to December 2025 discussion.

**7:39PM Adela motioned to amend to extend Waterways contract for Randolph Island project to December 31, 2025. Ernie seconded. All in favor**

7:40PM Organization Growth & Development

- Project Committee Charter discussion
  - ORS 192.630
  - Vote on committee chair
  - Discussion on how many people will be on the committee
  - Barbara Grant will join the committee
  - “Operations” – the District Manager will lead the project committee meetings
  - Cindy asked about “Responsibilities” What defines “its” (the project committee)

- Authority – committee, not sub-committee
- Michael would like to revisit this charter in the near future
- Caley will send the charter out in the next board packet.
- Discussed Authority “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 a case-by-case basis.
- Caley will make edits and send to board members in the next board packet for the next meeting.
  
- Board member job descriptions – template from Eric (ODA)
  - Adela made corrections
  - Michael said the mission statement should be separate.
    - Change it to Overview of Responsibilities
    - Need to replace the mission statement with the district’s

8:17PM Discussion concluded

8:18PM Staff Report – Caley

- Albertson project – discussed changes
- None of the changes impact NRCS component
- Large wood in the channels
- Income cutoff \$900,000 average over three years
- Extra permitting workload
- Powers Fishing Derby
- Coquille River Days
- Abby has been helping with the tidegate projects
- Needs to work on annual budget
- Discussed Andrew’s hours
- SIA’s need managed
- Need to figure out what we can pay a fifth person
- Cost of living increases
- Submitted OWEB grant last month
- Many hours taken by Winter Lake – county planning

8:38PM Staff Report – Modena

- Coquille River Days booth – Caley, Abby and Cindy will manage the booth

8:39PM Staff Report – Abby

- Meeting with DEQ – water quality testing kits (ecoli bacteria)
  - Middle Creek site (3 places), North Fork site
  - Livestock
  - Drinking water workshop scheduled on September 27th at OSU extension
  - Need to find someone from the water treatment plant to present
  - Funding for testing people’s wells

8:49PM Safety Meeting

- Work truck was inspected
  - Oil change
  - Making some noises
- Michael offered to bring safety topics

8:53PM NRCS – Katie’s report

- Did not do a report this month
- Gorse tour
- Gorse Action Group – Mark discussed
- Intern coming in two weeks
- More staff coming over the next several weeks/months
- Handling onboarding new staff
- 12 preapproval of EQUIP
- 7 Conservation Stewardship Programs applications
- New supervisor stationed in Portland

9:01PM Michael left meeting

9:01PM CREP – Barbara’s report

- Went to CONNECT
- Helped with flyer for Gorse presentation
- ODFW corridor tool launch
- Finishing up project
- Kentuck projects
- Worked with CoosWA for CREP program
- Partner meeting today
- Ticks video training
- Tech team Coos Basin Partners
- Coos Basin Coho Partnership Outreach Committee
- Katie will be taken over CREP while on vacation

9:07PM ODFW – Chris’ report

- Working on Winter Lake Phase III
- Worked with Abby for permitting
- Road construction/stream crossings
- Noble Creek potential project
- Hatchery

9:11PM Mark adjourned the meeting.

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Signature of the Chairman

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Date

Submitted by:

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Caley Sowers

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Date