



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

Coos Soil and Water Conservation District
Regular Meeting Minutes
December 14, 2023
(Approved January 25, 2024)

Regular Meeting was called to order at 7:07PM

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

Board members present on Zoom/Telephone: Michael Clary

Absent board members: Charlie Waterman

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

Staff present on Zoom:

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

Guests present on Zoom:

7:07PM Mark called the meeting to order.

7:07PM Mark informed the board and staff that Charlie Waterman will not be on the board after January 1, 2024 due to the new zoning law.

7:11PM Mark asked for comments on October 26, 2023 minutes.

7:14PM Adela motioned to approve the October 26, 2023. Ernie seconded. All in favor.

7:15PM Finance Report – Caley

- Discussed not getting the finance report until 5pm day of meeting due to holidays and board meeting being earlier in the month.
- Fandel was on vacation and returned the day of the board meeting.
- Mark suggested to table the finance report until next month – everyone agreed

7:18PM Caley concluded.

7:18PM No Old Business

7:18PM Mark read the Annual Meeting Resolution for the Annual Meeting to be held on January 25, 2024 at 5:00PM at the Bandon Barn (1200 11th Street SW, Bandon, OR 97411).

7:20PM Mark motioned to adopt the resolution to have the 2023 Annual Meeting at the above date/time/place. Adela seconded. All in favor.

7:20PM Annual Meeting discussion

- Adela offered to cater.

7:25PM District Audit

- Discussion
- Discussed extra insurance (FDIC) for over \$250,000 in the bank.
 - Mark will look into it
- Caley discussed a new bookkeeper

7:38PM Adela motioned to accept the district's audit prepared by Grimstad & Associate. Cindy seconded. All in favor.

7:38PM ODFW letter of support

- Caley read email from Stuart at ODFW
- Deadline for proposal by end of December
- Chris elaborated on email
- Winter Lake Phase III project will continue
- Chris stated it "shouldn't" change plans
- Caley stated we can work with public and private landowners
- ODFW has money available if they own the land
- Fences available in phase III – ag friendly
- Federal grant will be used to acquire land
- Chris stated it will be opening up to public access
 - Duck hunting discussed
- Chris answered questions
- Mark thinks it would be great to send a letter of support

8:03PM Adela motioned to approve writing a letter of support for ODFW to acquire land that includes the district's Winter Lake Phase III project. Ernie seconded. Caley will send a letter to the board before sending. Caley will sign as district manager on behalf of the board members. All in favor.

8:07PM Long Range Business Plan

- Caley discussed
- Caley asked for comments
- Suggested spending more time on it in February 2024.
- Michael asked if there would be a meeting set up.
- Mark suggested a committee meeting in January 2024.
- January 23, 2024 at 1:00PM-3:00PM – planning committee meeting
 - In person – Caley, Michael and Cindy

8:24PM Employee Policies – Cindy

- Employee handbook
- Presented spreadsheet with paid holidays
- 7 paid holidays for Caley & Modena
- 11 paid holidays per job description contract for Andrew & Abby
- Called multiple SWCD's
- Advocated to give all employees 11 paid holidays

- Michael suggest going through and giving past days of holidays equivalent of hours per holiday
- Michael suggested consulting Eric at ODA
- Andrew prefers pay over vacation days
- Mark states holiday pay needs to be recorded
- Caley stated in 2020 – Christmas Eve was a paid holiday per federal government
- Caley will check with Eric on how to resolve.

8:54PM Adela motioned to put all employees on all 11 paid state holidays starting January 1, 2024. Cindy seconded. All in favor.

8:57PM Cindy discussed reviewing employee handbook every two years or as needed.

8:59PM Staff Reports – Caley

- Nothing new to add

9:00PM Staff Report – Andrew

- Nothing new to add

9:00PM Staff Report – Abby

- Nothing new to add

9:00PM Staff Report – Modena

- Received \$11,129.00 for Albertson'
- Received \$4,958.00 for Gatov

9:01PM NRCS Report – Katie

- Local Work Group Meeting – January 31, 2024
- 26 EQUIP applications
 - Cranberry, gorse, forestry and tidegate
- Caley discussed tidegate

9:14PM Katie concluded

9:14PM ODFW Report – Chris

- Fish in Winchester Creek
- Grant writing

9:15PM Chris concluded

9:16PM Mark adjourned the meeting.

Signature of the Chairman

Date

Submitted by:

Caley Sowers

Date