



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

Coos Soil and Water Conservation District  
Regular Meeting Minutes  
April 25, 2024  
(Approved May 23, 2024)

Regular Meeting was called to order at 7:00PM

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

Board members present on Zoom/Telephone: Michael Clary

Absent board members:

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

Staff present on Zoom:

Guests present in office: Eric Nusbaum (ODA), Chris Claire (ODFW)

Guests present on Zoom: Reg Pullen

7:09PM Mark called the meeting to order.

7:12PM Mark asked for comments on March meeting minutes.

**7:13PM Adela motioned to accept the March 28, 2024 Regular Meeting minutes. Ernie seconded. All in favor.**

7:14PM Michael asked Eric if we need to approve minutes. Eric stated that it's not a law, but it is highly suggested to approve the minutes to ensure there isn't a dispute later and that everyone agrees what happened at that specific meeting.

- Discussion regarding following Robert's Rules – Eric stated it is difficult to follow exactly.

7:17PM Finance Report – Caley

- Nothing specific to discuss – has not had a lot of time to go over with everything else going on.
- We received noticed for \$830,000 grant awarded for Albertson & Gatov
- Secured over one million dollars over the last two months.
- Caley asked if there was anything that someone saw that she should look at.
- Michael requested to get the finance report at least a week prior to the next meeting. Modena will send the finance report as soon as it is received by the accountant.
- Caley discussed how complex the finance report has become.

**7:23PM Board tabled the finance report for this month.**

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

- Caley stated that it was a repeat of the prior work session. They listened to the same testimonies.
- Discussed the reports that were submitted to the commissioners.
- Caley explained options if commissioners do not approve the application.
- Eric suggested Caley contact Stan Dean/Barbara Boyer
- Chris explained what was put into the materials submitted to commissioners.
- Caley stated new materials have been uploaded.
- Discussion

7:32 Reg Pullen joined the meeting via Zoom

7:47PM New Business – Eric Nusbaum’s training

8:20PM Eric concluded

8:20PM Discussion regarding training

8:21PM Organization Growth & Development

- Personnel, Budget, Project
- LRBP is not a board committee. Caley is in charge of completing the document with the help of Michael and Cindy.
- Do not use a shared document.
- Caley can be tasked with working on the document and ask for help from board members without being considered a committee.
- Board needs to authorize Caley to do a job (i.e. hiring)
- Discussed how to handle the document within a committee.
- Discussed job descriptions – need to have job descriptions for officers.
- Eric will send us job descriptions for board members.
- Job descriptions are stand-alone documents.
- Associate job descriptions discussed.
- Put policies on website.
- LRBP should not have any policies in it; the policies can be referenced.

8:48PM Discussion concluded

8:49PM Caley discussed draft committee charters that have been given to the board.

8:49PM Discussed what constitutes a committee.

8:57PM Cindy asked if the district needs committees.

- Project committee most important to keep.
- Need to update members on committee members since some have left the board.
- Reappoint committees every two years was suggested.
- Need job descriptions and charters for committees.

9:02PM Eric offered to work with Caley to go over things.

9:02PM Michael left the meeting.

9:04PM Chris has nothing new to share.

9:04PM Mark asked Reg if he had anything he wanted to add.

- Reg discussed his experiences on boards.

9:06PM Discussed concern of outcomes of commissioners' decision.

9:07PM Mark adjourned the meeting.

\_\_\_\_\_  
Signature of the Chairman

\_\_\_\_\_  
Date

Submitted by:

\_\_\_\_\_  
Caley Sowers

\_\_\_\_\_  
Date