



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

Coos Soil and Water Conservation District  
Regular January Meeting Minutes  
January 26, 2023  
(Approved February 23, 2023)

Regular Meeting was called to order at 7:07PM

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

Board members present on Zoom/Telephone: Michael Clary, Charlie Waterman

Absent board members:

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

Staff present on Zoom:

Guests present in office: Chris Claire (ODFW), Barbara Grant (Curry SWCD), Eric Nusbaum (ODA), Katie Woodruff (NRCS)

Guests present on Zoom:

7:07PM Mark called meeting to order

7:07PM Introductions

7:09PM Eric Nusbaum sworn in Mark, Cindy and Ernie

7:10PM Eric concluded

7:13PM Mark asked for comments on regular December 2, 2022 and Annual Meeting minutes

**7:16PM Adela motioned to approve the Annual meeting minutes. Cindy seconded. Charlie abstained. All in favor.**

**7:19PM Adela motioned to approve the regular December meeting minutes with changes (add Pay Equity Analysis to P.E.A.). Cindy seconded. Charlie abstained. All in favor.**

7:20PM Finance Report – Caley

- Budget not ready
- Working on adjustments with Fandel
- Projects – grant #'s to be used to keep track
- Funds received
  - NE Fork SIA funding
  - Noble Creek funding
  - NWQI funding

7:24PM Caley concluded

7:24PM Mark asked for comments

**7:25PM Adela motioned to accept the November 2022 Finance Report. Cindy seconded. All in favor.**

7:26PM Eric Nusbaum's Presentation

7:44PM Eric concluded

7:44PM Eric asked for comments

7:45PM Discussion

- Most districts offer:
  - Simple IRA – 3% with employee option to add
  - Stipend for health benefits
  - Paid leave
- District is growing
- Increase cost of living
- Significant raises
- 22 weeks left in the year
- Funds available to next fiscal year
- Set date for re-evaluation
- Charlie cautioned to watch cash flow
- Michael appreciated Caley advocating for herself and staff
- Evaluations to be scheduled
- Eric suggested build Cost of Living Adjustment (COLA) into budget
- Raises are retroactive to beginning of year
- Mark does Caley's evaluation
  - Adela & Cindy will assist with Caley's evaluation
- Michael suggest build pay increases into budget
  - Annual committee meeting
  - Schedule evaluations ahead of budget committee meeting

**8:13PM Adela moved to approve all pay increases (Caley \$27.00, Andrew \$25.00, Modena \$17.50, Abigail \$18.50) retroactive to January 1, 2023, and proposal followed by budget committee meeting in April with proposed raises. Cindy seconded. All in favor.**

8:14PM Eric left the meeting

8:15PM Committee Meeting review - Caley shared spreadsheet

- Possible more funds from ODFW
- Committee selected BioHabitats
- Charlie asked about Performance Bond
  - \$500,000 Performance Bond
- Mark – seed & mulching - removed items 17-19

- Caley needs contractors under contract

**8:27PM Adela motion to approve Biohabitats bid. Cindy seconded. All in favor.**

8:29PM Randolph Island

- Waterways quote – Project Committee approved engineering & design
- Data already collected
- Other bid was not full design (KWR \$40,189)
- \$97,970.00 – 100% design Waterways

**8:37PM Adela motioned to accept Project Committee’s recommendation to hire Waterways for Randolph Island. Cindy seconded. All in favor.**

8:37PM Potential New Board Members

- Andrew spoke with potential new board member who is thinking about joining
- Chris know of possible associate director
- Mark discussed potential new board member who was a past Curry director
- Michael discussed onboarding new board member process
  - Eric has training for new/current board members
  - New board member packet
  - Long range business plan

8:45PM Staff Reports - Caley

- Helping in field
- Working on budget

8:46PM Staff Reports – Andrew

- Cunningham Creek – ODFW grant. Will be submitted on Monday

8:48PM Staff Reports – Modena

- Nothing additional to add to report

8:48PM Staff Reports – Abby

- Nothing additional to add to report
- Caley stated Abby put the Green Acres community meeting together and it was well attended with around 30 people.
  - No drainage district

8:54PM Andrew thanked volunteers for coming out Monday and Tuesday to help with planting 815 plants.

8:55PM Katie’s Report (NRCS) – see attached

- February 15<sup>th</sup> 4PM-6PM at Bandon Library
  - Cranberry irrigation

- Tidegates – NRCS
- Local funding focus

8:57PM Barbara's Report (CREP)

- Working on a few projects
- OWEB projects committee

8:58PM Michael's Report (Coquille Watershed)

- Collaboration
- Fill vacancies
- Focused on staffing
  - Chris stated they have a couple of applicants

9:01PM Chris's Report (ODFW)

- ODFW process is governor develops budget
- \$90,000 month on fuel spent
- Meeting with fishery biologists
- Tribal agreement with ODFW
- Working with Caley on NBWL grant
- Money from ODOT

9:07PM Mark adjourned 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