



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

Coos Soil and Water Conservation District
Regular March Meeting Minutes
March 23, 2023
(Approved April 27, 2023)

Regular Meeting was called to order at 7:03PM

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

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

Absent board members:

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

Staff present on Zoom:

Guests present in office: Chris Claire (ODFW)

Guests present on Zoom:

7:03PM Mark called meeting to order

7:03PM Mark asked for discussion on February 2023 minutes.

- Second to last page “tress” instead of “trees”

7:06PM Charlie motioned to approve the February 23, 2023 meeting minutes with the above correction. Adela seconded. Ernie abstained. All in favor.

7:07PM Finance Report – Caley

- Mark asked for comments
- Caley shifted some funds on Noble Creek grant
- Lower N&E Fork – needs to be updated
- Charlie discussed state treasury account
 - Cost per month
 - Should district change it
 - Caley stated that accountant is able to move funds from there to cover other account
 - Discussed transfers
 - Interest rates & fees – Caley will look into
- Worked on budget – was supposed to receive results of OWEB funding by mid-March but have yet to receive them
- ODA Support Grant – Andrew is applying

7:15PM Caley concluded

7:15PM Adela motioned to accept the February 2023 Finance Report. Charlie seconded. All in favor.

7:16PM Merchandise for staff and board members – Abby

- Abby recommends Gibson’s Graphics (local & best prices)
- Board discussed benefits of having apparel with district logo

7:30PM Charlie motioned to approve \$200 per employee for merchandise and ten extra hats for board members. Grand total of up to \$1000 for merchandise. Adela seconded. All in favor.

7:31PM Footwear reimbursement for staff – Caley

- Observatory role out in the field
- Board decides what type of footwear is required
- Establish policy for required footwear in the future
- Composite toe boots
- Caley suggested safety workshop to decide on district standards
- Adela will research footwear policy requirements
- Traction and block heel (for shoveling)
- Hazard assessment needed
- Email will be sent to establish a Safety Workgroup
- Andrew had Abby buy boots to be out in the field for safety reasons (\$140)
- Hard hats are possibly expired
- Need gloves as well

7:44PM Adela motioned to reimburse Abby for \$140.00 for work boots. Also to establish a standard at future Safety Workgroup sessions for future policy. Charlie seconded. All in favor.

7:47PM Authorized signers on checking account

- Requested Cindy Gant and Caley Sowers to be signers on checking account
- Will make it easier on staff to have more signers
- Checks are written outside of district staff
- Charlie request copies of bank statements
- The financial records are detailed

7:55PM Charlie motioned to revise policy of check signing from two directors to District Manager and one board member. Charlie added to the motion to add Cindy Gant (director), Adela Villers (director) and Caley Sowers (district manager) to be added as authorized signers to the Coos Soil & Water Conservation District checking account #970825444 at Umpqua Bank. Adela seconded. All in favor.

7:58PM CTCLUSI contract – Andrew stated that contract will be changed to address past concerns

7:58PM Noble Creek Waterways Contract

- Phase II
- Need to complete Phase I and extend date to end of April to be invoiced

8:01PM Mark motioned to extend the Waterways contract for Noble Creek through Phase I until the end of April 2023. Ernie seconded. All in favor.

8:02PM Lee Valley Dairy

- Charlie questioned ¾” steel cable being used
 - Mark explained
- Bob is hiring Mark to do work on the project
- Mark and Adela cited potential conflict of interest and abstain from voting
- Charlie discussed fencing
- Compliance project

8:15PM Ernie motioned to approve Lee Valley Dairy Wetland Protection small grant project. Charlie seconded. Mark and Adela abstained. All in favor

8:16PM SIA Open House Meeting – N & E Fork

- Caley discussed
- Well attended (around 30 people)
- Discussed non-compliance landowner
- Caley and Andrew wrote follow up emails
- People are concerned with water quality
- Opportunity for district for outreach

8:30PM Organization Growth & Development

- Long Range Business Plan – still working on it
- Caley asked if anyone wants training with Eric
- Committee Charters – Caley needs to edit
- Michael asked about onboarding policy
 - Currently do not have one but Caley said we will work on it
- Caley discussed potential new board member

8:34PM Staff Reports – Caley

- Six tidegate projects in full swing
- Randolph Island amendment
- Legal counsel: local special district attorney
 - Caley has appointment with Jane Stebbins on March 30th at noon – 1pm
 - Time to consider legal counsel for the district with all of the contracts

8:45PM Caley concluded

8:46PM Staff Reports – Andrew

- Mark asked about Cunningham Creek
- Andrew asked for any questions regarding his written staff report – none

8:47PM Andrew concluded

8:47PM Staff Reports – Modena

- Working on four more funds request

8:47PM Modena concluded

8:48PM Staff Reports – Abby

- Site visit – made map for his property
 - Riparian fencing project
 - Plant list packet
 - Making postcards
 - Brochures

8:49PM Abby concluded

8:49PM Safety Meeting

- Plan a work session

8:50PM NRCS – Katie – see attached

8:50PM Coquille Watershed – Michael

- Board meeting with staff

8:51PM Coquille Watershed – Chris Claire

- Hired project manager
- Coledo tidegate
- Field tour tomorrow
- Waterfall
- Still need executive director

8:54PM Chris concluded

8:54PM ODFW – Chris

- Restructuring
- New hires – two beaver biologists
- Randolph Island

8:57PM Chris concluded

8:58PM Discussed workshops/education landowners

8:59PM Michael left the meeting

9:00PM Mark adjourned meeting

Signature of the Chairman

Date

Submitted by:

Caley Sowers

Date