



*Coos Soil & Water Conservation District
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Coos Soil and Water Conservation District Regular Meeting Minutes August 22, 2013

Regular monthly meeting was called to order at 7:05 p.m. by Chairman, Mark Villers.

Board members present: Charlie Waterman, Ernie Newton, Steve Scheer, Dan Pierce, and Mark Villers

Absent board members: Empty zone 5, Beau Allen

Staff: Dawn Weekly

Guests present: John Fandel (CVA), Jeff Jackson (ODF&W), Manette Simpson (ODA), and Nancy Graylon

Introductions: Went around the table for introductions.

7:08-7:57 Regular Minutes:

Steve noted a few grammatical errors to be corrected. Steve noted that the motion under the Treasury Report was intended for the payroll checks, not all checks, and asked that the word “payroll” be inserted to correct the motion. **Ernie motioned to accept the July minutes with corrections to grammatical errors and insert of the word Payroll as reviewed. Dan seconded the motion. All approved, motioned passed.**

Steve asked if there was a follow up to see if ODA funds could be used as match to schools for the winning essays. Manette Simpson stated that ODA funds have to be directly related to water quality. Dawn said that she would follow up to see if District operation funds could be used as match. Steve asked if Mark had Dawn’s final evaluation completed, he would like to see it. Mark had not completed the final evaluation yet.

Special Meeting Minutes-Steve noted the date of the meeting needed changed to the 6th. Charlie & Steve both noted some grammatical errors to be corrected. Steve also felt that the minutes did not fully capture the discussions on this topic and that he and Charlie didn’t think it should have made it out of committee meeting. Mark stated that the minutes covered the topic. He remembered the conclusion was for Dawn to get a grant agreement to see what strings may be attached and present it to the Board at this meeting. Steve restated that he feels the minutes were a sanitized version and the whole process did not follow procedure that Charlie has referred to. He did not request modification of the minutes but wanted his comments documented in these minutes. **Steve motioned to accept the August Special Meeting minutes with corrections to grammatical errors as reviewed. Charlie seconded the motion. Ernie abstained as he was not at the meeting) Charlie, Mark, Steve and Dan approved, motion passed.**

7:40-7:57 Treasury Report: - John started with the Boards prior request for budget numbers to hire a part time person. He referred to a handout that broke down current projected costs and fund surplus amounts that showed an approximate combined amount of \$8,097.

John then moved to the bonding follow up per the ORS rules. He confirmed that anyone who signs checks needs to be covered by a crime bond in the absence of an auditor/ reviewer when filling with the State of Oregon Treasury. The Board decided to act on the bonding item listed under old business at this time. **Charlie moved to accept the quote from CD Mason for the crime bond through SDAO’s Travelers Casualty and Security Co. and proceed to purchase in the amount believed to be \$641 but not more than \$650. Ernie seconded the motion. Charlie noted that the CNA bond should be canceled and see if there is any prorated refund. All approved, motion passed.**

Charlie feels that the financial report should reflect the breakdown of funding spent on the Focus Area so the Board can tell if they are meeting or exceeding the minimum of 25% that is required to be allocated. Brief discussion with Manette if there was a need to break down and allocate fiscal admin as part of the 25%. Manettes’ understanding of the Focus area funding is for staff time working with landowners and projects and on the ground improvements, not associated costs like rent, phone, etc. Charlie asked that John

and Dawn work on this. **Charlie motioned that the staff track Focus Area costs separately from regular scope of work costs. Steve seconded the motion. All approved, motion passed.**

Steve commented on the \$100.00 fee from the County office for the Planning sign off. He felt that the District should not be involved in this process. Dawn said as far as she could tell this was how it was done based on her research of past projects the District worked on, the land owner reimbursed the district. **Charlie motioned that the landowner will from here forward be responsible for filing and fees. Steve seconded the motion. All approved, motion passed.**

Charlie motioned to accept the financial report as submitted. Steve seconded the motion. Approved, motion passed.

7:57-9:41 pm Agency Reports

NRCS – N/A

FSA- N/A

ODF&W- Jeff Jackson reported that they have been seining the lower Coquille and Coos Bay Estuary for juvenile fall Chinook. The numbers look good. They also conducted a snorkel survey for smallmouth bass in the Coquille. Bass population is increasing, age range of about 4 years, none noted above Powers. A few were found in the Middle Fork. A box culvert was installed at the 20 mile marker on the upper E.F. of the Millicoma River. Eliminated a 5ft perched failing culvert and will allow the natural flow of materials downstream. Jeff also shared that wild Coho fisheries on the Coos, Coquille, and Tenmile Lake river system will be open this year. A complete description of the 2013 coastal salmon seasons, including open areas and wild Coho quotas (as applicable), can be found on the ODFW website.

OSU-Extension – N/A

Weed Board- Steve stated that it looks like Spanish Heath is beginning to spread in south Coos County and further into Curry County. *ODA online definition Spanish Heath is an upright, perennial evergreen shrub that grows up to 10' tall. Plants begin flowering in December and continue until April. Blooms are a showy mass of small, white to pink, bell (tubular) shaped flowers, with three bracts, four sepals, and a corolla. Similar associations with gorse.* Steve noted that the cost share meeting only had about 8 attendees but, there were good discussions. Preliminary count show overall good participation in the cost share event open until August 30th. Steve said that during his time at the Fair booth he noticed a new generation seem to be taking on farmsteads.

CWA- Ernie stated that the bridge project near the Myrtle Point wetlands should be about done. The Watershed meeting will be the following Monday night.

Staff Reports:

WTS- Dawn handed out a copy of her staff report, which is included in the office minutes. Staff report included dates on important events, meetings, projects, potential projects, farm/site visits, funding, permits, and other important items to note. During her report the Wild River Coast Alliance (WRCA) item was marked as an action item for later in the meeting. Dawn also discussed that the landlord had a new tenant in the space the District was using as storage. Documents were moved to the landlords' office for temporary storage. Larger items most of which need to be reviewed for surplus disposal are being stored in the general garage area. The landlord noted that there is a need for a larger space than we currently have and offered his office which is about 100 sq. ft. one room office for \$300 per month. The Landlord also has a 3 room office for \$425. Dawn handed out a copy of a sample surplus policy for the board to review and a potential budget that would allow for the \$300 space. Charlie asked if Dawn could get more details on the spaces offered and also a list of the Surplus to be reviewed for disposal.

ODA- Manette introduced herself as the Soil and Water Conservation District (SWCD) Program Lead. She gave a history of her background and discussed her current role with ODA. As Program Lead she works with Districts to insure they are Oregon Revised Statutes and other regulations. She works with SWCD Commission. Marilyn Rice is the Commission representative for Coos. She works with external partners like NRCS, OWEB, and OACD etc. Part of what her Program does is to conduct Director training, assist with Long Range Plans, which are an OARS legal requirement, and Operation Reviews- Business practices of the District. Eric Nusbaum can help the District by conducting a review and giving recommendations. Manette

also touched on tax base for funding. She understands that this is a struggling County but the districts needs to consider a diversified funding pool. Potentially OWEB funds may decrease based on Lottery dollars and potentially any distribution changes made by Legislature in the future. OWEB is already in the process of consolidation Watershed Councils down from 89 to 64 funded councils. With that note on reduced funding, Manette noted that Coos SWCD was the only District in the state to return funds, and will be returning \$14,833.10. (Manette further researched this then there were two other Districts that returned funds in the amounts of \$2,000 & \$6,500-she requested it be noted in the minutes) There was general Board discussion with Manette on how to improve planning for the upcoming year and biennium to allocate the ODA funds. It seems that hiring additional staff part-time would be beneficial. Manette also handed out the 2007 SWCD Guidebook that Dawn asked her to bring per the Board's request. Manette reiterated that these are the old books and the new ones are being revised and will be available by the OACD Conference in the first part of November.

Old Business:

9:41- 9:47p.m.

a) Bond- resolved earlier in the meeting.

b) Pending approval by ODA on fund usage, **Charlie moved that, if the Guerin Memorial Essays relate to water quality, SWCD may use ODA matched funds to pay schools for water quality education. Steve seconded the motion. All approved, motion passed pending ODA approval.**

New Business:

9:47 p.m. – 11:00 p.m.

- a) **Public Comment**-Nancy Graylon-landowner, asked about the difference between a Watershed Council and the Soil and Water Conservation District. Manette and Ernie explained the differences and similarities. (During the earlier WTS report, Nancy had also voiced her concern with the way the she felt the Board treated staff and conducted business).
- b) **Safety Report**- Nothing to note.
- c) **OWEB small grant bylaw review**- **Steve motioned to approve both Exhibit A-Small Grant Program Operating Procedures/Bylaws 2013-15 biennium and Exhibit B Small Grant Program Priority Watershed Concerns and Eligible Project Types 2013-15 biennium. Charlie seconded the motion. All approved, motion passed.**
- d) **Return OWEB/ ODA funds**- Email from Heather at ODA states that the amount to be returned is \$14,833.10. **Steve made the motion to issue a check to OWEB for \$14,833.10 and have it arrive no later than September 15, 2013. Dan seconded the motion. All approved, motion passed.**
- e) **Resignation**- Dawn handed out her letter of resignation at this time. The Employee Handbook requires a 48 hr. notice. However, Dawn has given a 3 week notice thru September 15th and one day a week through September 30th to help finish projects and assist the new hire. Dawn said that due to grant language in the WRCA grant agreement she felt she needed to submit her resignation prior to the Board taking action on the next agenda item.
- f) **WRCA potential grant**- The Board discussed the staffing situation, potential projects, and potential funds. Final conclusion was that Board members did not have enough information on the projects and did not feel comfortable moving forward on the project in addition to Dawn resigning. It was decided not to move forward with the project and suggested that the Board write a brief letter to WRCA (see attached to office minutes). **Steve motioned to accept the letter written by the Board not to accept funding from WRCA. Charlie seconded the motion. All approved, motion passed.**
- g) **Ideas for Annual meeting**- none at this time
- h) **New hire info**- Dawn had located the last media announcement, position description, and application forms. She suggested that the announcement go out asap and an application deadline of September 10th at 4:30 be used. Board agreed and will hold a Personnel Committee to meet on September 11th at 7pm in the small break room at the office. The Personnel Committee is Mark, Charlie, and Steve. Additionally, they have invited John Fandel and Sharon Waterman as consultants. The Board choose to put a paid add in The World, Capitol Press and the Shopper for one run each. It will also be posted on the website and sent out in email. The Board reviewed the position description made grammatical changes, added language to enforce, no overtime without prior Board approval. Changed the

probationary period from 90 days to 180 days. They also removed the requirements of needing a NRCS Conservation Planning certificate. (Copy of changes are attached to office copy). No changes were made to the application. Dawn noted the Personnel Handbook will need to be changed if the probationary period is changed. **Steve motioned to change the probationary period from 30 days as drafted in Personnel Handbook, to 180 days. Charlie seconded the motion. All approved, motion passed.**

Charlie motioned to accept all changes to position description and announcement. Steve seconded the motion. All approved, motion passed.

- i) **Next meeting-** Next regular board meeting will be September 26, 2013 at the Coos County Annex Large conference room.
- j) **Additional business or public comment-** none
- k) **Steve motioned to adjourn the meeting. Dan seconded the motion. All approved, Meeting adjourned at 11:00pm.**

Ratified by the Board of Directors:

Signature of the Chairman

Date

Submitted by:

Caley Sowers

Date