



*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 17, 2020  
(Approved January 28, 2021)

Regular monthly meeting was called to order at 7:13 PM

Board members present at office: Mark Villers, Adela Villers, Dan Pierce

Board members present on Zoom: Michael Clary, Charlie Waterman

Absent board members: Ernie Newton

Staff present in office: Caley Sowers, Modena Thomas

Staff present on Zoom: Mariel King

Guests present in office:

Guests present on Zoom: Eric Nusbaum (ODA), Cindy Gant (elect board member), Katie Woodruff (NRCS)

7:13PM Mark called meeting to order

7:14PM Mark asked for comments regarding November 2020 minutes.

- Discussed multi directional mic

**7:19PM Charlie motioned to approve November 2020 minutes. Dan seconded. All in favor.**

7:19PM Treasurer's Report – Caley

- New procedure in place of receiving digital proof to edit before report is printed
- NACD TA grant needs minor adjustment – accountant will make corrections
  - Final invoice sent in order to close out grant.
- Michael asked about grant income debit
  - Mark explained
- Discrepancy with two payments to Action Trophy
  - Modena will contact payee and inform the board of result
- Charlie asked about ODA Operations Budget being at 60%
  - Caley/Modena explained
- Board would like to know if Fandel is able to put continuous page numbers on report – Modena will ask

7:36PM Caley concluded

**7:36PM Michael motioned to accept Treasurer Report with looking into Action Trophy checks. Charlie seconded. All in favor.**

7:39PM Financial Review Report

- Michael gave his questions/answers from accountant to the board

7:41PM Board discussed report

**7:47PM Charlie motioned to approve Grimstead & Associates 2020 Financial Review Report. Adela seconded. All in favor.**

7:47PM Online Banking

- Mark explained that he was unable to contact someone at the bank to get more information. He will wait until Covid-19 restrictions lessen to try again.

7:49PM Computer Monitors/Speaker System

- Caley informed the board there is \$1650 available for Supplies & Materials and \$1500 available in Equipment in the budget.
- Found monitors for \$159 each/speaker system for \$99 for total of \$468

**7:57PM Adela motioned to approve Caley to reimburse to spend up to \$500 to purchase monitors and speaker systems. Michael seconded. All in favor.**

7:57PM New Business

- Covid-19 Restrictions
  - Office is up to date with OSHA compliance, including training

8:01PM Internships

- Discussed possibility of having interns from SOCC to help with different tasks in 2021

8:04PM Christmas Eve 2020 being a federal holiday discussed

8:11PM Michael motioned to approve giving staff Christmas Eve 2020 as a paid holiday with stipulation of revisiting in upcoming meetings for future years. Adela seconded. All in favor.

8:13PM Intergovernmental Agreement

- Caley explained to the board regarding using Curry SWCD's lab
  - Charlie wants to know how many samples and for what
    - 12 different site and 2 blanks
- Caley explained procedure of testing and taking samples to Curry SWCD's lab
- Michael suggests to table Intergovernmental Agreement until January 2021 meeting
- Caley explained costs
- Charlie wants the numbers and more information
- Start date is flexible and can start in February
- Mariel will send board members:
  - Sample/analysis plan
  - Cost breakdown
- Mariel explained more details regarding lab

- Adela explained method used by lab
- Board decided to table until January 2021 meeting

8:31PM Mariel's report – see attached

8:35PM Mariel concluded

8:35PM Modena's report – see attached

8:37PM Modena concluded

8:37PM Caley's report – see attached

8:45PM Caley concluded

8:45PM Mark discussed being approached by someone who saw our website regarding a project needing a bridge.

8:46PM Mark concluded

8:47PM Safety Meeting

- Covid-19 update discussed earlier

8:47PM Katie Woodruff (NRCS)'s report – see attached

- Audit in week of March 8<sup>th</sup>
  - Looking for volunteers to answer civil rights questions
- Acting DC Feb-May 2021 in Waldport
- USDA Programs discussed
- Extended FSA Program
- EQUIP currently have 11 applications – deadline February 12, 2021

8:53PM Katie concluded

8:53PM Eric Nusbaum (ODA)

- February 18<sup>th</sup>-26<sup>th</sup> online trainings
  - New directors' trainings or refresher
  - New employees
  - Managers
  - OWEB/Sandy
    - SOW application trainings
    - Financials trainings
- Tax Base
- ODA Budget – should not lose employees but didn't hold positions/currently down quite a few people.
  - Current employees handling additional jobs

- Director eligibility
- ODA providing guidance to districts

8:58PM Eric concluded

9:00PM Meeting adjourned

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

\_\_\_\_\_  
Date

Submitted by:

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

\_\_\_\_\_  
Date