



Coos Soil & Water Conservation District
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Coos Soil and Water Conservation District
Regular Meeting Minutes
March 25, 2026
(Approved April 30, 2026)

Regular Meeting was called to order at 6:02PM

Board members present at office: Mark Villers, Ernie Newton (arrived at 6:13PM), Adela Villers,

Board members present on Zoom/Telephone: Jonathan Morse

Absent board members: Cindy Gant

Staff present in office: Caley Sowers, Modena Thomas, Strayer Bartoshesky

Staff present on Zoom:

Guests present in office: Justin Queen (CoqWA), Katie Woodruff, Chris Claire (ODFW)

Guests present on Zoom:

6:02PM Mark called the meeting to order.

6:06PM Discussion: Cunningham Creek and contract with Lower Columbia (5B on agenda)

- Caley has taken over since Abby has been gone.
- They sent 90% designs then they sent 100% designs after Caley informed them it would be a while before she could get back to them regarding the 90% designs.
- Chris provided feedback.
- Jeff from Columbia informed Caley that they overbilled us by \$5,000.
 - Caley informed him that we would need an amendment.
 - We are setting up new system for keeping track of invoices.
 - They had actually overbilled the district by \$10,000.
 - Caley explained the budget (grant is spent: \$360 over).
 - We have already paid, which creates an issue of getting a refund from them.
 - Remaining funds were supposed to be used for permit fees (\$3,000 - \$5,000).
 - Option 1: Ask for a full refund of \$10,000 since they exceeded the contract without authorization.
 - Option 2: Ask for \$5,000 and ask for \$5,000 credit of additional work to finish out the contract.
 - Option 3: Don't ask for a refund and do a contract amendment for what we have already paid them and add a few extra items.
 - If we don't get any money back, then Caley needs to go to ODFW.
 - Board discussed which option would be best for district.

6:26PM Board decided that Caley will do option #2 (Ask for \$5,000 and ask for \$5,000 credit for additional work to finish out the contract) with Lower Columbia Engineering.

Depending on what they decide, we will need a contract amendment that the cost goes from \$107,000 to \$112,000 (this includes the additional \$5,000).

6:31PM Mark asked for comments on February 25, 2026 regular minutes and February 25, 2026 Annual Meeting.

- Under Beth on Landowner on Hwy 42 should be “past” not “passed” needs to be changed. Add past the “Powers junction”.

6:33PM Jonathan motioned to approve the February 25, 2026 Regular Meeting Minutes with the corrections above. Adela seconded. All in favor. Motion carried.

6:34PM Jonathan motioned to approve the 2025 Annual Meeting Minutes. Ernie seconded. All in favor. Motion carried.

7:04PM Finance Report – Caley

- Mark stated cash rewards on credit card are up to \$500.
- Caley will contact the credit card to receive the rewards.
- Caley explained finance report
- Sent back the excess funds from NBWL project
 - Will get 1.5-year extension
 - Waiting for clearance in OGMS of the funds
 - After clearance, will request extension
 - Then to finalize contract with Waterways Consulting
 - The grant is still open
- Scope of Work: received a payment in March
- Need to do fund request on Albertson, Gatov NOAA grant
- Missing budget for Albertson OWEB
- Bear Creek OWEB TA: Received \$70,000 advance
 - Helps with engineering invoices
 - Will need to use within the 120 days
 - Working with RES
- FIP is on track with spending
- CoosWA grant covers attending meetings
- Cunningham PFA ended in February
- East Fork (restoration grant): Caley will do an advance with this grant
- Gatov is completely spent (Business Oregon)
- NF/EF SIA is almost completed
 - Will potentially need to move some funds
- Noble Creek OWEB: \$50,000 advance received
- NBWL has not been updated yet
 - Will show refund next month
- Sitkum is closed
- Tigert grant needed to be canceled. Landowner backed out
- Winter Lake: one invoice billed to wrong account and will be corrected
- Implementation discussed

- Small grant opportunities coming up.
- Discussed credit card purchases.
- Mark asked for any questions.

6:59PM Adela motioned to accept the February Finance Report. Jonathan seconded. All in favor. Motion carried

7:00PM Old Business: Update on medical for staff

- Need to refine our benefit policy
- Need to add it to the annual budget
- Caley updated the budget a couple of months ago but needs to do a new update.
- Insurance will be paid out of administration
- Caley needs to spend more time on it and should have it done in the next fiscal year (starting July 1, 2026)
- Will need a budget committee meeting in May or late April

7:03PM New Business: Randolph Island Waterways Consulting contract: extend deadline

- No cost changes
- Needs a deadline extension
- The work is taking longer than expected
- Needs to extend to December 30, 2026
- Other projects have taken priority so need the extension

7:05PM Jonathan motioned to approve extending the deadline to December 30, 2026 for the Randolph Island Waterways Consulting contract. Adela seconded. All in favor. Motion carried

7:05PM New Business: Cunningham Lower Columbia Engineering contract: extend deadline

- Board decided to wait to see what the decision will be regarding the overpayment discussed earlier in this meeting.
- Discussed having Mark attend the meeting to discuss the option #2 with the engineer.
- Caley will schedule the meeting and let Mark know when it will be.

7:14PM Mark asked for comments on March 11, 2026 Personnel Committee Meeting Minutes.

- Board decided to do the new policy of District Manager will review committee meeting minutes then board will approve.
- The Personnel Committee has a meeting on April 15th and will review/approve the minutes then.

7:15PM New hire discussion

- Strayer is leaving but unsure of when.
- Position has been posted.
- Caley discussed establishing the intern program.
- 3-5 year pathway to be a project manager discussed
- We tend to get more entry level applicants

7:25PM Organization Growth & Development

- New hire

7:25PM Staff Report – Caley

- Caley already discussed the funding billing issue is her current issue that she is dealing with.

7:26PM Staff Report – Strayer

- Compliance site visit with Beth discussed
- Working on small grants
- NF/EF monitoring report is the highest priority
- Next small grant cycle, he will have four small grants written

7:36PM Safety Meeting

- Nothing has happened with the outside light.
- Safety protocols discussed (always have two people, wear safety vests)
- Set of safety standards during a construct site

7:41PM Katie Woodruff – NRCS report

- Local workgroup meeting is April 6th
- Working on applications and payments
- Regenerative pilot program (RPP) discussed
- Farm bill discussed
- Easements have money available
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7:47PM Justin Queen – CoqWA report

- CoqWA is hiring seasonal workers
- Developing work out of the Coho SAP

7:53PM Chris Claire – ODFW report

- Reviewing engineering designs for Cunningham
- Working with Strayer to plant some cottonwoods
- Discussed the auger needing repair
- Ed is the acting fish biologist currently
- Releasing steelhead (hatchery)
- ODFW is short staffed
- Increasing state lodging tax

8:07PM Mark adjourned the meeting.

Signature of the Chairman

Date

Submitted by:

Modena Thomas

Date