



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

## Coos Soil and Water Conservation District Regular Meeting Minutes February 28, 2013

Regular monthly meeting was called to order at 7:05p.m. by Chairman Mark Villers.  
Board members present: Charlie Waterman, Mark Villers, Ernie Newton, Steve Scheer, and Dan Pierce.  
Absent board members: Empty zone 5, Beau Allen,  
Staff: Dawn Weekly  
Guests present: John Fandel (CVA), Amy Wilson (NRCS), Jeff Jackson (ODFW), Tristan huff (OSU-Extension)  
**Introductions:** 7:05-7:08 p.m. –Mark had Tristan introduce himself to Dan Pierce and gave a little background.

### **Minutes:**

7:08-7:20 p.m. –Mark noted that we have two sets of meeting minutes to review and approve. He asked to start with the regular January minutes. Mark asked if there were any question or changes.

\* Charlie noted that he would like to see Joe’s last name “Cortez” added to page 3 under Director Emeritus. With no other changes noted **Charlie motioned to accept the meeting minutes with change to add Joe’s last name. Steve seconded the motion, all in favor, the motion carried unanimously.**

\*Project and Budget review committee’s minutes. Mark asked if there were any question or changes. Charlie noted that minutes referred to the “board” in certain areas where it should be the “committee”. Steve asked that the names be added to the projects. Steve said because it’s a public meeting they should be there. Dawn will add the names to Project 1&2 but can’t on number 3 because that information is not yet available to her. Potential funder for project 3 will also be added as requested. **Steve motioned to approve minutes with changes made as indicated, Charlie seconded the motion, all approved, the motion carried unanimously.**

### **Treasury Report:**

7:20 p.m. – 7:30 p.m. –John Fandel overall everything looks good, brought up that June is the end of the biennium and his understanding is ODA requires the granted funds be at zero. John said that there is a forecasted balance as of now that should be reviewed. The Board took some time to look over the budget and ask some questions. Steve said that he would like to see more memos so he could understand it more. John said that they are working to add more memos. **Charlie moved to approve the Treasury Report as presented Ernie seconded the motion. All in favor, the motion carried unanimously.**

### **Agency Report:**

NRCS –7:30p.m-7:37p.m -Amy Wilson gave a hand out (attached) and reminded SWCD that as a partner the SWCD must follow federal Civil Rights guidelines in program delivery, suggest to post on website. Office access and outreach are other areas. NRCS now has 3 beginning farmers, and 1 historically underserved minority now participating. She also indicated that special needs for disabilities resources are available through NRCS with advanced notice. She recommended that we use a nondiscrimination statement. Update on programs; NRCS funding was cut, only received 61% of projected funding and they are finishing up their ranking and contract commitment. Automation upgrades are now limited to just the automation systems with limited funding and will not include the sprinkler and lines. Budgets are being cut and with the federal sequester, the effects will trickle down.

ODF&W- 7:37p.m-7:50p.m –Jeff Jackson started by sharing the Coho Salmon estimate are only at about 80,000 down from preseason count of 250,000. Chinook numbers are holding and were higher in Elliot State

Forest. Random fish counting can affect the count because fish do alternate routes. Ultimate goal is to get fish delisted to make everyone's life easier. Charlie said that as a landowner who does projects to support fish and wildlife habitat, ODF&W sells tags and licenses to kill the very same species. There are incidental fish being killed as well. Then landowners are given reports that numbers are down and indicate more habitat rehab is needed. (A concern on behalf of landowners) Wildlife report for Bill and Stew indicated the Calf to Bull elk ratio is good. Elk damage complaints are still high and working with landowners. Deer Spot light survey will begin in 2-3 weeks. Spring Bears are about to come out and ODF&W would like to remind people to watching pet food and garbage cans.

**OSU-Extension** – 7:50p.m-8:28p.m- Tristan Huff, forestry agent. He or Amy will try to make more meetings to coordinate projects and grant opportunities. He indicated that logging is up this year along with log prices. Linda White position is not expected to be refilled which is a huge hit to the Ag community. Both Amy and Tristan can do Pesticide recertification credits. OSU would like to promote classes on calibration, labels, test prep, continuing education credits. Coos SWCD could promote and host a work shop with Tristan and Amy teaching classes or find someone who was certified. Steve said that this would be great because so many landowners do not know how to calibrate their sprayers and the basic legal requirements. Tristan will also be teaching a Google Earth class for landowners at SWOCC on March 25<sup>th</sup> from 9-12. Charlie said this would be a training class Dawn could take. **Charlie motioned for the board to pay cost for Dawn to attend Tristan's class on Google Earth. Ernie seconded, all in favor, motion passed.** Dawn said that she would look at her schedule.

**CWA-** Ernie said that the crew is finishing up on the MP Marsh project. Dawn mentioned that the CWA also received a grant from WRCA to do project outreach. Kristle has also been working with the Bandon Native Species to get up and going and a handful of student and teacher Trent Hatfield to complete the stream trailer of the Coos watershed for education and outreach events.

**Weed Board-** New members have joined the Weed Board (Rex Miller and Durwin Boggs). Weed Board has moneys for education and on the ground projects in a cooperative area. Just need to sign up as a cooperative partner with the Weed Board. Weed board would like to see projects that have weed removal and planting plan for projects. Part of the cooperative agreement would report what and how funds were used.

**FSA-**No one attended

**ODA-** No one present, Dawn said that she has the new packet for the next biennium. Each board member has been given one and this is something they need to review and decide on soon. Beth will be contacting Dawn soon to set a time to meet with the board. The board should have ideas and ask questions at that time. Final forms need to be to ODA office by June.

### **Staff Reports:**

**WTS-** Dawn Weekly presented the board with her report a full report is located with official meeting minute. In summary: *Meetings*-multiple agencies, landowners, and accountant. Two specific changes, OWEB funding change proposal, still in the works but will affect both small grants and large grants and how monies are allocated. ODA district funding for the biennium has also changed-packets given to board. Attended Water Quality Testing equipment training with Richard from TLB. *Projects*-final funds received for Bastendorf Project-now in two yr monitoring. Would like to work with landowners and see more trees before two yr report is due. *Farm tour*- No farm tour given. *Misc/General*-bills, minutes, reports, newsletters, and rain gauge also received historical rain data from Powers ranger district, and other office functions. *Funding Options*- Minimal Small Grant funds are available. Sent off Letter of Intent to Wild Rivers Coast Alliance for potential funding on NRCS Automation projects, still pending. Potential projects, Chemical Collection Day- DEQ show this is a high priority area and is looking for funds. Will cost approximately \$30,000 I will keep looking for funding opportunities. From cranberry school, request for gorse program. Many agencies want to attack gorse but no one agency can do much by themselves. Come up with a 5-10 year plan resourcing each agency services it might work, looking at doing a pilot area of 10-20 ac.?? Concern with no activity from Daniels Creek area-sent letter and no response we may want to focus elsewhere. Finishing up winter newsletter.

**Old Business: 8:28- 8:40**

**a) Resolution UB-2013-1** to update signatories on bank account to current board, update safe Deposit box to Charlie Waterman, and list Board officers. **Steve motioned to accept the resolution as presented Dan seconded, all in favor, motion passed.**

Bills & signatures- Steve would like to see a more stream line way to have bills pays to much windshield time 2 times a month. SDAO & ODA have indicated an audit issue with not having 2<sup>nd</sup> party review. Board wants Dawn to look into becoming more automated.

**b) Connect Training-** Normally \$400.00 only \$150.00 w/scholarship application must be received by March 27<sup>th</sup>. Dawn said that this is the one training that ODA puts in the SOW as a should attend. There are many breakout sessions. Dawn read through some of the list, Charlie said he didn't think he heard anything to good. Dawn passed the form around. Mark suggested with Dawn only be here less than a year that this be a good thing for her to attend at least this year but probably not every year. No motion was made to approve training.

**c) Board Ideas for workshops-**Dawn asked board to let her know if they have ideas.

**New Business:**

8:40 p.m. – 10:35 p.m.

**a) Public Comment-None**

**b) OSHA compliance/Safety Report:** no items to report.

1) SDAO did schedule an office meeting; a copy of the report was sent to the board and attached to the minutes. There were 3 items that I have 90 days to find or have board develop policy for policy for. (Review will be filed in office)

2) Discussion on workers comp and safety- Dawn is to notify someone where she is headed when out in the field. Also utilize the sign out on the board. **Steve motioned for Dawn to document where she is going when out in the field.** She can use the board, inform husband, put a note on the door contact NRCS. **Charlie Seconded, all in favor, motion passed.**

**c) OWEB Large grant-** Dawn reminds board that grant cycles deadlines are April and October. These grants take time to put together and take about 9 months to funds.

**d) Review Project & Budget:**

1) Projects Committee authorized Dawn to move forward on 2 project and potential funder. Will bring contract to board for review prior to submitting for funding.

2) Dawn contacted ODA per board request on end of biennium budget. Dawn also noted that ODA had the board adjust the work load to Dawns SOW to eliminate carry over, but Dawns pay was not adjusted. Dawn ended up with more work, no more pay, and budget still has same issue.

-Budget must be at \$0.00 June 30, 2013; accountant can cut a check back to ODA.

-If budget is at or above \$10,500 on March 31<sup>st</sup> we lose our 4<sup>th</sup> qtr funding. Also 1<sup>st</sup> qtr pmt might not be received until Sept-Nov., leaving the SWCD to cover gap. Suggested options were:

-Hire additional person before March 31<sup>st</sup> to show need for funds for the remaining portion of the year, Remember ODA fund need to be linked to ODA items.

-Segregate pay rate, ODA rate should be more than SWCD office wage.

-Allow over time when needed

-End of year bonuses are acceptable if SOW criteria allocated by ODA has been met.

Future action in the next biennium:

-Segregate pay rate, allow over time for ODA projects, bonuses- budget to be watched.

-Hire additional employee temporary/ part time status.

(Additional monies to help with additional employee can be in grant form from large grants or go after strictly TA grants in the future.) The board discussed remaining budget for supplies and materials and items that could be purchased. Mark will look into GPS, and range finder. Dawn should buy some waders for field work out of these funds. The board would like to look at maybe upgrade the laptop possible a phone for when in field.

**Steve motioned to amend the employee handbook and any correlating policy on overtime to allow Dawn to spend overtime applied to ODA projects as needed of up to 8 hour per week at 1.5 of hourly wage**

**until June 30<sup>th</sup>, 2012.** The board would also like Dawn to present to the Board in June to determine the benefits of the overtime. **Charlie seconded motion, all approved, motioned passed.**

e) **ODA Grant package-** Dawn handed out packet that ODA sent. Dawn stressed that the board needs to review the packets Decisions will need to be made soon. There will be a meeting with Beth coming up and the board needs to have input to share.

Discussion on the limited amount of time and dollars SWCD has allocated to wages for office work. The board wants Dawn to do more office work but there is not enough allocated dollars to justify time needing to be spent. The Board also noted that Dawn needs to spend more time on ODA stuff. Looking for funds to hire and retain help needs to stay on boards' radar.

f) Steve asked if a board member would be reimbursed for mileage to attend the training in Yachats. Steve brought up that at the last board meeting Dawn presented Tyler who was leaving an appreciation certificate and signed it as District Manager. This is not the title Dawn was hired with and was concerned about the potential of lawsuit. Also feels that District Manager sounds like a higher paying position. Dawn said she thought she was the District Manager as well; ODA refers to her as the District Manager. She is also Project manager, Office Manager, Watershed Technical Specialist, Secretary and Grant writer among others. She felt that said certificate and informational letters sent to landowners should be from the Manager not Watershed Technical Specialist. Dawn thought being labeled as a Specialist was more of a liability then the broad range of District Manager. Charlie and Steve said she needs to stick to the title as she was hired with Watershed Technical Specialist/Office Manager. A title determining a higher paying position that would be speculation as Dawn title does not fully represent all of what her job description requires her to do and in larger offices the titles are separated and the pay is different. The board reminded Dawn that these are the things that come up when in the public eye.

Next regular meeting is scheduled for March 28<sup>st</sup> at 7pm in the large conference room at the Coquille Annex/Owens building.

Meeting was adjourned at 10:35 p.m.

Ratified by the Board of Directors:

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

\_\_\_\_\_  
Date

Submitted by:

\_\_\_\_\_  
Dawn Weekly

\_\_\_\_\_  
Date