



*Coos Soil & Water Conservation District
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Coos Soil and Water Conservation District
Regular Meeting Minutes-
June 26th, 2014
(Approved July 24, 2014)

Regular monthly meeting was called to order at 7:00 PM by Chairman Mark Villers.

Board members present: Mark Villers, Charlie Waterman, Dan Pierce, Steve Scheer, Beau Allen, Ernie Newton.

Absent board members: Empty zone 5

Staff: Caley Sowers

Guests present: Eric Nusbaum (ODA), John Fandel (Coquille Valley Accounting), Jeff Jackson (ODFW), Tristan Huff (OSU Extension).

Introductions: All members were familiar with each other, making introductions unnecessary. A sign-in sheet was passed around and all those present signed their names.

7:00 PM-7:05 PM Regular Minutes:

Mark asked if anyone had any comments or corrections on the May draft minutes. Steve had several corrections on the minutes. He wanted to include the names of the members of the public that had been attendance at the last meeting, and to correct a miss-statement under the Weed Board Report regarding the OSU Extension's June 4th Herbicide Application Workshop at the Mill Casino. Also, on the motion to approve Chapter 4 of the employee handbook, there is no mention of a second or if the motion actually got approved or not. Staff made a note to fix these errors. With those corrections in place, **Charlie moved to approve the May 22nd Meeting Minutes. Dan seconded the motion. All approved, the motion passed.**

7:05 PM Treasury Report: John Fandel reported that the Coos SWCD did receive the 4th payment from ODA, but that we are still underspent in our SOW funds and are going to be under a lot of pressure next year to spend the balance down to zero. Steve had a question about the petty cash balance in the finance reports and wanted to know why two checks had been issued on the same day. Caley explained that one of those petty cash checks was for the amount of \$250 which had been approved to spend on supplies and materials to build the educational display model for the fair and other outreach events. **Steve moved to approve the Treasure's Report. Dan seconded the motion. All in favor, the motion passed.**

7:10 PM Agency Reports:

NRCS – Amy Wilson was not in attendance at the meeting but had provided a printed report to hand out at the meeting. Caley passed this around to the Board members.

CREP- N/A

FSA- N/A

ODF&W (7:10 PM) – Jeff Jackson – Jeff reported that the in-stream work period starts July 1st. There's a lot of projects going on in the Coos and Coquille basin. There's a wood placement project on Yankee Run (a tributary of the East Fork Coquille) that should be starting around late July; another wood placement and bridge replacement project on Noble Creek above the hatchery should be starting earlier in July; a wood

placement project on W.F. Millicoma, in Joe's Creek, on the SF Coquille River above Powers and there's also some work being done on Bridges Creek off of Millicoma where a bridge is being replaced. Most of these projects involve Coos and Coquille Watershed Associations.

Jeff also wanted to report that he and Barbara Grant had recently completed a vegetation survey of ODF&W property on Winter Lake. He did not have percentages totaled up yet but they used a modified ORWAP method which is Oregon Wetland Assessment Protocol, a rapid assessment tool for wetlands vegetation. He explained that they basically laid out the transect lines, and picked twenty points at equal distance along those lines. They then used a 1 meter square, which they laid down on the ground and then estimated the amount of vegetation inside the square. A lot of what they saw there was Spike Rush, and that was probably the highest percentage of vegetation. They also saw a lot of Reed Canary Grass, Pacific Silverweed, and some other odds and ends. Spike Rush was definitely in the majority. Jeff added that he would probably have some pictures to share at the next meeting, and that there was not as much Reed Canary Grass out there as he thought there would be.

Steve wanted to bring up that he thought Jeff's concerns weren't completely addressed when he had asked questions about riparian grazing at the Mud and Manure Management Workshop. He thought that some of the concepts Shelby discussed in her presentation weren't in keeping with the area plan and rules.

OSU Extension (7:20 PM) Tristan Huff – Tristan reported that the OSU Extension has recently hired a new Ag faculty member – Cassie Bouska. He explained that she will be less research focused and more on-the-ground. She is currently only working part-time, but she is out meeting with folks, organizing outreach materials, and planning on getting engaged with the Coos SWCD, though she is temporarily out due to a back injury. Tristan also announced that for the Coos County Fair, Caley is helping to take on some of the load this year by coordinating the natural resources tent. He also added that he is working on setting up some Forestry Tours later this summer.

Weed Board (7:25 PM) Steve Scheer – The board of commissioners has approved and the Coos Watershed association has also accepted \$4000 for the weed board to have 2 year support for weed abatement. Weed Board has approved the expenditure of \$9000 over the next 3 years, subject to County Commissioner approval, for a pesticide recycling program and chemical collection. The money is specifically for county residents, and the program will be offered one day a month. Steve did not know for sure yet if there would be a fee or not for this service. He added that there will be full blown herbicide collection day later this summer, probably August or September. Steve also reported that there may be a change coming to the cost share program in the sense that there may be a surcharge of 7.5% added on to herbicides to help support this recycling program. It has yet to be approved by the board of commissioners at this time. He also reported that the weed board won't be able to sponsor the sprayer calibration class, but does want to have a weed walk later this year.

Mark asked, if he takes a picture with his phone of a weed on a neighbor's property, who should he send it to, to find out what it is? Steve and Jeff both recommended Alexis Brickner as the probable best source for plant identification.

CWA (7:30 PM) Ernie had provided printed report handouts but due to time constraints, chose not to read his report out loud. The written report provided updates on all of the different projects currently being managed by the Coquille Watershed Association.

WTS (7:35) Caley Sowers passed around her printed Staff Report handout but skipped over most of the information in order to leave more time for her and Eric's presentations. The main thing that she wanted to let the Board know about was that she had recently discovered she was pregnant, and as she is currently the only employee, there would need to be some serious planning and forethought into how the situation was going to be handled. She would need to take maternity leave in mid-December, and in order not to fall further behind in the SOW funding, this would have to be carefully managed.

Old Business:

7:40 PM-9:00 PM

- a) **Approval of Ch. 5 employee handbook edits** (it was decided to move this item until later in the meeting and get the presentations out of the way).
- b) **Discussion of hiring a Temp. Administrative Assistant:** After a brief discussion, it was decided that the presentations by Eric and Caley should come first, so that the board could make a more informed decision on this matter.
- c) **PowerPoint Presentation “Understanding the District’s Funding”**– Caley provided an in-depth overview of the District’s budget, and financial workings. She detailed the Scope of Work and District Operations Funds and explained the differences between each and the specific purposes of each fund. She pointed out several problems with the current budget and fund tracking and suggested several changes to the way time and money are tracked. She explained that these changes will give the District a better idea of how and where money is being spent according to the Scope of Work, but will not fix the problem of the underspent funds.
- d) **Eric’s Presentation** – Eric presented the workload analysis that he had been working on with Caley, which helped to illustrate the tasks and time that a second administrative employee could possibly take on. He also explained that this workload analysis could be submitted as the District’s Annual Work Plan.

New Business:

9:25 PM–10:00 PM

- a) Discussion of hiring a Temp. Administrative Assistant (continued from earlier): The Board considered and discussed the information on Cardinal from Caley and Mark, as well as the financial information in Caley’s and Eric’s presentation. They reviewed the three applicant resumes from Cardinal that Caley handed out. Beau said that he thought the hiring of a new employee should be done by the entire board, but Eric suggested that the sooner a new person is hired, the better, and to involve the whole board would put the issue off again until the July 24th Board Meeting, unless the board members were willing to get together sooner for a special meeting to conduct interviews of applicants. This would be a hardship for Beau and Charlie, who did not have a lot of spare time at the moment due to other commitments and demands. Ernie also suggested the possibility of hiring the part-time employee who currently does the minutes and some administrative work for Coquille Watershed Association. She has expressed an interest in the position and has time in her schedule to take on more work. Mark suggested that it might be better to go with Cardinal because then if the situation does not work out, and we have to end up letting the second employee go, there should be no hard feelings because Temp Agency employees already have some expectation that the work is only going to be temporary. It was agreed after further discussion that the hiring of a temp employee from Cardinal would be done by a Personnel Committee of Steve, Mark, and Caley before the next board meeting. **Charlie moved to have personnel committee interview and hire Cardinal employees ASAP. Ernie seconded. All in favor, the motion passed.**
- b) **Employee Handbook Ch. 6 Review: Mark moved to table Ch. 5 and 6 until next month’s meeting. Steve moved to approve Ch. 5 and table chapter 6 till next meeting. Dan seconded. All in favor, the motion passed.**
- c) **Safety Report- SDAO/SDIS-** No safety report due to time constraints.
- d) **Public Comment on agenda items-** No public comments.

- e) **Additional Business to Address:** Caley had mentioned that there was still a small amount of excess dollars still left in the District Operations Fund. She suggested that since the District had been unable to take advantage of the offer of free ArcGIS software through NRCS as we did not qualify as official partners, it might be a good idea to use the remaining funds to purchase the basic software outright. The cost for basic ArcGIS software is \$1500. **Steve motioned to buy ArcGIS and/or a laser printer before the deadline of June 30th. Dan seconded. All in favor, motion passed.**
- f) **Director’s Signatures Needed: N/A**
- g) **Meeting Adjourned at 10:00 PM**

Ratified by the Board of Directors:

Signature of the Chairman

Date

Submitted by:

Caley Sowers

Date