



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

Coos Soil and Water Conservation District  
Regular Meeting Minutes-  
July 24th, 2014  
(Approved September 25, 2014)

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

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

Absent board members: Empty zone 5, Beau Allen

Staff: Caley Sowers, Modena Thomas

Guests present: Eric Nusbaum (ODA), John Fandel (Coquille Valley Accounting), Jeff Jackson (ODFW), Amy Wilson (NRCS)

**Introductions:** All members were introduced to new staff member, Modena Thomas. A sign-in sheet was passed around and all those present signed their names.

**7:03 PM-7:06 PM Regular Minutes:**

Approval of past minutes. Mark asked for any corrections on minutes. Steve stated he had some corrections under the weed board report. Staff made note of changes to be corrected. **Charlie moved to approve with corrections in place. Dan seconded. All approved. Passed.**

**7:07 PM Treasury Report:** - John Fandel Treasure's report – John gave his usual warning, that the scope of work funds are still under-spent. ODA District Operations balance is \$2.73. Caley had a question about the \$1500 for ArcGIS software that was taken out of the SWCD general fund rather than the ODA District Operations fund. Steve wanted an explanation of how the budget was mixed up for the purchase of the software, so that it could be avoided in future. John explained that at the end of the quarter, all of District Operations funds had been spent down to \$2.73 already by regular bills and expenses, so Seth must have taken the \$1500 out of the SWCD general fund when Caley sent him the invoice. Caley asked if we needed to send the software back for a refund or keep it.

Eric, Mark, and Charlie discussed holiday and sick pay being prorated across The District Operations and SOW funds, and if funds were available to do this; they asked for clarification on this matter. John stated it was that way until the splitting of the SWCD budget, however, the item line has been empty for the past two years. Steve wanted to know if the funds could be used for other uses without ODA approval. Eric said to refer to the policy in the personnel policy on how to use holiday/sick funds. He also suggested having a cap on the holiday/sick leave before employees have to use before they lose it.

Eric stated next year's budget is spent down to zero adding that administrative fees are to be used for rent, bookkeeping, contracting, etc. and are not supposed to be banked. Caley mentioned the office needs a new printer due to the fact the one in the office now is not fast enough to keep up to larger printing jobs. Steve asked cost of printer; Caley stated \$300.

**7:24 PM – Charlie moved to rescind previous motion to take ArcGIS software out of ODA District Operations budget. Steve seconded. All in favor – passed.**

**7:24 PM – Dan moved to purchase ArcGIS software with the SWCD budget. Ernie seconded. All in favor – passed.**

**7:26 PM – Charlie moved to approve Treasure’s report with the correction of one error in the Guerin Memorial Trust Fund budget. Ernie seconded. All in favor – passed.**

7:28 PM – Guest Speaker – Kenneth Hershey – requested to be able to fulfill his 160 hours of community service with the SWCD office. Caley wants to use him as a resource to introduce her to ranchers and land owners for site visits. Kenneth has 18 months to complete his community service. His hours are to be sent to his probation officer once a month in order to keep track of his hours. Steve wanted to know how much staff time will be spent on overseeing Kenneth’s community service. Steve also requested the office staff review the policy on volunteers regarding insurance. Eric stated Kenneth would be considered a public official while volunteering and told him he will be accountable for his actions outside of volunteering.

**7:35 PM – Charlie moved to approve Kenneth Hershey to complete his 160 hours of community service with our office. Steve seconded. All in favor – passed.**

**7:36 PM Agency Reports:**

ODA – (7:36 PM ) Eric Nusbaum – Eric gave a presentation explaining the new 2014-15 budget which showed the scope of work budget broken into nine different funds. Eric reviewed the work load analysis that he had completed with Caley. He stated it is the same except for the administrative assistant and one line was added for the DeCaires small grant. He stated work load analysis is at 90% of employees’ time, to leave room for changes. \$20 per hour is allotted for both Caley and Modena’s hourly pay. Modena’s will be using slightly less than \$20 per hour. Modena is budgeted at 15 hours per week and Caley is budgeted at 40 hours per week. Eric suggested possibly adding a line for Kenneth Hershey (possible 20 days of site visits) and submit to ODA for approval. Eric stated work load analysis is only estimated due to lack of past history. Steve asked if the board will have monthly numbers available to them for review. Eric stated some districts track and some don’t so it was up to each district how they chose to handle their tracking. Eric suggested we could track with daily tracking to find the balance. Steve would like to track closely for one year with daily time logs. Caley explained how everything is already tracked now with daily time logs. Steve wants to see numbers every month at board meetings so they can be reviewed and tracked closely for budgeting purposes. Mark suggested to look at it quarterly or every six months. Caley offered to add it to the staff report.

7:50 PM - Eric Nusbaum (ODA) – Eric’s budget presentation started with beginning balances given by John. Eric presented a basic income and expense report. He discussed double counting income with the admin fees from SOW to the ODA District Fund. He also stated he estimated certain lines such as mileage and postage. He explained admin fees are to be used for different things such as the administrative assistant’s position. When Caley is on maternity leave, AA’s payroll will be used by the SOW. Caley will bank her overtime as comp time to be used during her estimated six weeks maternity leave. Comp time is calculated at 1.5 hours. There is \$17.16 left over on the estimated budget. Eric said to submit the budget that he and Caley put together to ODA. Steve requested a hard copy of the budget. Amy asked if the budget set up worked for John and John stated it did. Steve asked Caley if the estimated budget is doable. Caley informed the board that there are unknowns but it is possible. Budget and annual work plan must be postmarked on/by July 28, 2014. Eric concluded his presentation.

**8:05 PM Steve moved to approve work analysis and budget. Dan seconded. All in favor – passed.**

**NRCS – (8:09 PM)** Amy Wilson – Amy updated the board on NRCS contracts. They have three forestry contracts in Coquille forestry, two irrigation contracts in Coos County and four cranberry contracts with three of those being Curry County and the fourth in Coos County. She informed the board on Sudden Oak Death initiative. She stated ODFW will do some field work and restoration will take place after the disease has been identified. They will be containing the perimeter of the infested area. Tan Oak is a concern. Their goal is a more targeted outreach. This is all setting the ground work for next year.

**CREP**- N/A

FSA- N/A

ODF&W (8:23 PM) – Jeff Jackson – Jeff presented a brief presentation of 20 plots surveyed (each a square meter) for vegetation. Survey was conducted by Jeff Jackson, Barbara Grant and Helena Verduyn. Spike Rush had the highest percentage at 25%. They plan on spraying the Thistle found. Jeff stated they are busy with monitoring other things in the area so he is not sure how often they will be able to repeat this particular survey. 8:33 PM – Jeff updated board on Elk Damage Program “Coos and Curry County SW Pilot Project.” The program is going to go statewide on August 1, 2014. Stuart Love at ODFW is the contact person regarding the program for land owners to obtain tags.

8:38 PM – Jeff continued with updates. In water work period starts July 1<sup>st</sup>. There are a lot of projects going on. Yankee Run, Noble Creek above the hatchery, W.F. Millicoma, SF Coquille, most of them involve Coos and Coquille Watershed Associations. Charlie asked about Bandon Marsh and Jeff stated there was an excavator digging channels.

8:43 PM – Jeff concluded

8:46 PM – 9:06 PM Break

Weed Board (9:06 PM)-Steve Scheer – Steve passed out Herbicide Cost Share Applications to the board members and stated he had more if needed. He stated they are looking for a facilitator for the Weed Walk. Steve informed the board about the voluntary quarry workshop meeting on August 15, 2014 from 1:00 PM to 4:00 PM.

9:13 PM Steve concluded

9:13 PM – Staff Report – Caley Sowers – Caley informed the board about the display model being completed and how it is being used at the Coos County Fair. DeCaires manure management project is currently awaiting sign off on appropriate forms for the first funds request. The small grant was approved for \$5903 and is expected to be completed by the end of September.

9:17 PM – Caley reported Dan Pierce is interested in doing a project on his land and discussed possible concerns. One concern is with Dan being a board member and if it was ethical, also being related to Caley possibly being an issue. It was determined by the board that he is eligible to apply for a project grant but is unable to vote on anything pertaining to his own project. Dan project would consist of some off channel watering combined with cross fencing and riparian planting. Steve pointed out that Dawn had mentioned doing a project with Dan prior to Caley working in the office so that should not be a concern either.

9:28 PM – Caley informed the board of two potential K-line projects in the near future. She is networking with multiple people to increase her outreach. She has spoken with Brett Harris, Ken Hershey and Darcy Grahek to be introduced to potential land owners.

9:36 PM –Caley asked for clarification on the final decision regarding her overtime/comp/maternity leave. **Steve moved to allow Caley to accrue overtime as comp time to be deferred for when she goes on maternity leave. Ernie seconded. Dan did not vote. Everyone else in favor – passed.**

9:38 PM – Caley requested to allow us to have a SWCD Facebook page for networking purposes. Steve wants more research done to see what the results are from other agencies' Facebook pages.

9:49 PM - **Charlie moved to put SWCD on Facebook for 30 days and show statistics at the next board meeting. Dan seconded. Steve voted not in favor, Ernie and Mark voted in favor.**

9:50 PM – Staff contacted Coos County Tax Assessors office to obtain mailing addresses for all Coos County land owners of 20 acres or more. The cost of the mailing list is \$40.97. Steve wants the list condensed to 90% of lands near water using searches such as drainage districts, different watersheds and school districts.

9:58 PM – **Charlie moved to pay \$40.97 to get the list. Dan seconded. Steve voted not in favor, Ernie and Mark voted in favor. The motion passed.**

10:04 PM – All agreed to table Chapter 6, as well as, SDIS.

10:06 PM – Steve stated he had 56 miles for mileage

10:08 PM – Caley reminded the board of SDAO training. She has DVD's the board can watch to receive a 2% discount if all of them participate.

Director's Signatures Needed: Approved Minutes

10:14 PM - Meeting Adjourned

Ratified by the Board of Directors:

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

\_\_\_\_\_  
Date

Submitted by:

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

\_\_\_\_\_  
Date