



*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 25, 2013

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

Board members present: Charlie Waterman, Ernie Newton, Steve Scheer, Beau Allen, and Mark Villers

Absent board members: Empty zone 5, Dan Pierce.

Staff: Dawn Weekly

Guests present: John Fandel (CVA), Chris Claire (ODF&W), and Sharron Waterman (Guerin Memorial & FSA)

Introductions: No introductions needed

7:02-7:30 Regular Minutes:

Charlie noted a few grammatical errors to be fixed. Steve noted that sentencng structure needed fixed on the first page under Regular Minutes. Steve restructured the sentences and will give to Dawn to update. Steve requested a correction under the Weed Board report to show the Weed Board approved landowners with larger acreages to make larger purchase, not BLM. It was also noted that under new business, employee evaluation section to remove statement that singled out one board members comment. **Charlie motioned to accept the June minutes with corrections to grammatical errors and sentence restructure as reviewed. Steve seconded the motion. All approved, motioned passed.**

7:30-7:40 Treasury Report: - John reviewed the estimated amount that will be sent back to ODA. This amount is preliminary and will be reviewed by ODA and the accountant. The board will be presented with a final figure and will need to issue a check to ODA at a later time.

Charlie motioned to approve the financials as presented, Steve seconded the motion. All approved, motion passed.

Charlie motioned that either the original or a copy of the bill or invoice accompany the check when presented to the Board for signatures. Steve seconded the motion. Dawn clarified that Fandel's office does provide a copy when she pick up the checks. **All approved, motioned passed.**

Steve motioned that an officer of the Board should be the first signature on the payroll checks. Charlie seconded the motion. Discussion on if it should be the chairman's signature first. Mark stated that he is not always readily available. Ernie said he has no problem being the first signature for the checks. **All approved, motion passed.** Steve also asked about the overtime Dawn was granted and if there was going to be a report. Dawn stated that she believed there was a total of 42 hours of overtime allocated from the ODA fund from February through June. Charlie asked Dawn to make sure that was in the minutes as record.

7:30-8:17 pm Agency Reports

NRCS -Amy was unable to attend but did provide a hand: Submission of a \$65,000 request for restoration on a WRP easement in Coos County, Submission of a Wetland Restoration Plan of Operation for an existing WRP easement, Submission to NRCS Oregon for review/approval of Conservation Implementation Strategy in the Myrtle Creek/ Lower Rock Creek areas, Submission of irrigation automation and water quality strategy, Ongoing manure storage facility almost completed, multiple irrigation projects underway, and further staff training in conservation and soil health,

FSA- Sharron Waterman Stated that there has been many staff changes recently. Lynn Voigt retired from his position as State Executive Director. Coos County's FSA District Director Pam Davis took the Farm Program Chief position at the state office. Rick Block took over Pam's counties in addition to his own as District

Director which reduces the District Directors from 4 to 3 in the state of Oregon. Bret Harris is the County Executive Director for Coos, Curry and now job sharing in Douglas counties as well.

ODF&W- Chris Claire has been working with NRCS on their plans for the WRP easements. Just finished some gravel spawning habitat up Winter Arm with Mark Villers. Has been working with a landowner for a home rebuild site in regards to buffer regulations in the Ten Mile Watershed. Elk damage tags will start being issued next week. Reports are that the Salmon are coming in but slowly. ODF&W will also have a table at the fair inside the Natural Resource tent.

OSU-Extension – N/A

Weed Board- Steve said that the fall herbicide cost share program is now open and handed out some forms. They will also be available at the weed board table in the Natural Resource tent. Looking to work with some property owners and the Native Species group in Powers. The Weed Board would like to do more with continuing education.

CWA- Ernie said that this month meeting was canceled, nothing new to report.

ODA- N/A

Staff Reports:

WTS- Dawn Weekly- Dawn provided a report handout and gave a general overview. OWEB large grant deadline is October, Will be working with the accountant to get the end of year report processed. Guerin Memorial Essay Contest- Dawn will be working with the committee and doing outreach with schools. Planning for the Annual meeting will need to start soon, meeting is normally in December. Dawn also noted that she went out on an ODA complaint site visit to provide the land owner with technical assistance. Beth forwarded Dawn information that Douglas, Josephine and Jackson counties are working on weed free certification for gravel pits. She will be at the fair doing outreach. She has 1 kline irrigation project underway, the second kline project is scheduled for August as well as the culvert project. The hand out also noted Meetings, projects, potential projects, site visits, funding, potential workshop, permits, and other misc. (copy attached to minutes in office) Dawn gave a copy of an email from Woody Lane, to announce the next FANG meeting on August 21st at 6 pm, but does not have a topic or agenda. **Charlie motioned to have attending Board members pass along information to staff and the rest of the Board. Steve seconded the motion.** Dawn asked for clarification, if she was to attend if a topic seemed fitting to her job. At this time the board will attend on their own time and deliver information. **All approved, motion passed.**

Old Business:

8:17-8:50 p.m.

- a) Bond info- **Charlie motioned to table the decision on the bond coverage until there is further clarification on ORS 297.405-297.555.** John Fandel offered to look at the ORS and talk with CD Mason on the matter if the board would like. **Steve seconded the motion. All approved, motion passed.**

Charlie motioned to continue to compile the “Audit/Review Binder” as done in the past in case we exceed threshold and need to have an audit done in the future. Also to allow Coquille Valley Accounting to process the Secretary of State accounting report as previously discussed at a minimal additional expense. Steve seconded the motion. All approved, motioned passed.

- b) Mark’s Evaluation- Mark had positive things to say and understands that Dawn has much to learn in her position along with having a new board. Chris Claire asked if he could make a comment, Board allowed. Chris gave positive feedback about her willingness to learn different agency process and ability to gain landowner trust. Steve brought up the Evaluation process. Mark thought that he now will meet with Dawn and review all reviews. The subject of pay increase was brought up verses the possibility of hiring an additional staff. Discussion of a temporary/ part-time staff would help Dawn out. This will be looked at again at a later date maybe a special meeting.

New Business:

8:50 p.m. – 9:45 p.m.

- a) **Public Comment**-No public comment
- b) **Safety Report**- Dawn noted that the truck has a small leak that may be part of the 4-wheel drive area. Mark said that he will look at it and see that it gets fixed.
Ernie announced that he had to leave
- c) **Guerin Memorial Essay Contest**- Sharon reported that the group met and have proposed changes. A handout was given to Board members and a detailed packet was given to Dawn. Highlights of changes are; 3 topics to choose from, Due date will be November 1st, 2013 @ 4:30. Send out publicity twice, Presentations in schools. Change length to a minimum of 500 words. Detailed changes to letter and news releases were given to Dawn. **Steve motioned to approve the changes as presented. Beau seconded the motion. All approved, motion passed.** (Ernie was not present for vote).
- d) **Projects**- After some discussion on projects it was determined that a decision could not be made on the Allen project because Ernie had left and with Beau abstaining there would not be a quorum. Steve motioned to table the projects and have a projects committee meeting. Charlie seconded the motion. All approved motion passed. (Ernie was not present for the vote)
- e) **Employee Handbook**- Dawn has completed the draft version of the Employee handbook. Charlie had supplied notes that the Board had been working on back in 2007. The Board each received a copy and can review it. A line item will be added to the August meeting for discussion or review. It was noted that a separate meeting may be needed to fully review.
- f) **Set special meeting**- Discussion on dates and times for special meeting. August 6, 2013 @ 5:00 pm at the District office small meeting room to review Projects, District funding from ODA, and list of Policies to develop or update.
- g) **Next meeting**- Next regular board meeting will be August 22, 2013 at the Coos County Annex Large conference room.
- h) **Additional business or public comment**- none
- i) **Mark motioned to adjourn the meeting. Steve seconded the motion. All approved, Meeting adjourned at 9:45**

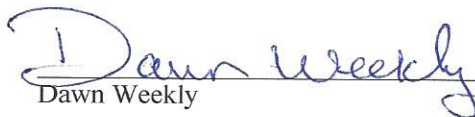
Ratified by the Board of Directors:



 Signature of the Chairman

8-26-13
 Date

Submitted by:



 Dawn Weekly

8/23/13
 Date