



Coos Soil & Water Conservation District
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Phone 541-396-6879

Coos Soil and Water Conservation District
Regular December Meeting Minutes
December 1, 2022
(Approved January 26, 2023)

Regular Meeting was called to order at 7:18PM

Board members present at office: Adela Villers, Mark Villers, Cindy Gant, Ernie Newton

Board members present on Zoom/Telephone: Michael Clary

Absent board members: Charlie Waterman,

Staff present in office: Modena Thomas, Andrew Chione

Staff present on Zoom: Caley Sowers

Guests present in office: Chris Claire (ODFW), Barbara Grant (Curry SWCD), Eric Nusbaum (ODA), Katie Woodruff (NRCS), Leif Villers

Guests present on Zoom:

7:18PM Mark called meeting to order

7:19PM Mark asked for comments for October 27, 2022 minutes.

7:20PM Adela motioned to approve the October 27, 2022 minutes. Cindy seconded. All in favor.

7:21PM Finance Report – Caley

- NBWL – ODFW & Biz OR funds request
- Noble Creek – ODFW & Biz OR funds request
- Caley & Modena working on streamlining the funds request process with all of the different grants and projects.
- Project canceled and needs to be removed from Finance Report
- Working on invoice for N Fork SIA
- ODFW grants wouldn't pay for installation
- Adding Randolph Island, Gatov, ODA Support Grant
- Need to update annual budget

7:36PM Caley asked for questions

7:38PM Eric stated that most districts motion to “accept” the finance report rather than “approve.”

7:38PM Adela motioned to accept the October 2022 Finance Report. Cindy seconded. All in favor.

7:39PM Eric Nusbaum – pay equity analysis update

- Caley explained the P.E.A.
 - Board development training
- Informed the board the size of the district not to spend \$9,000 on analysis
- Find similar districts to compare
- Job duties
- He will work on this for the district
- Work analysis of employees
- Pay COLA (Cost of Living Adjustment) increase
- Write your grant with higher pay
- Will work with Caley and have something by February meeting
- Take into consideration what district can afford
- Board development
- 5 year plan
- Can do trainings
- Doing regional trainings
- Michael asked about training for board members
- Discussed which trainings to attend
- SDAO trainings
 - Newsletters/emails the board should sign up for
- Micro trainings during board meetings
- Three basic legal
 - Ethics
 - Public Records
 - Public Meetings
- Work styles and conflict styles (communication)
- Michael – staff needs board participation on committees
 - Need full board filled
- Board agreements
- Clearly define committees with their roles
- Committee charters
- Associate directors
- Committees follow public meeting laws
 - Public notice
 - Minutes
 - Committees can call executive session
 - Open to the public
 - If no committee is formed, do not refer to it as a committee (Alternative: Interview Panel)
 - Have a board work session – what needs to be worked on

8:24PM Eric concluded

8:25PM Approve new hire – Abigail Richards

8:26PM Mark motioned to approve hiring Abigail Richards. Adela seconded. All in favor.

8:27PM ODA Support Grant – Andrew

- Pay new hire – monitoring
 - Abigail - \$26,000
 - Modena - \$10,000
 - Admin - \$3600

8:28PM Randolph Island

- Need signature
- Ranked 4th
- ODFW grant \$135,000 / \$6700 admin

8:32PM Hiring Consultant for the Board

- Board development
- Community development

8:38PM Staff Reports – Caley

- Randolph Island
- Committees – projects
- NBWL Phase 2 opened bids
- December 14, 2022 Stakeholder meeting
- NWQI update
- Archeology consultant
- NBWL – December 30, 2022 is deadline for bids

8:42PM Caley concluded

8:42PM Eric recapped policy for Mark bidding on projects

- No legal issue
- Conflict of interest
- Potential and Actual conflict of interest
- Any changes to process/or discussion
 - Mark & Adela cannot speak or answer any questions
- Must declare conflict of interest
 - Declare why
 - Must be recorded in the minutes
 - Cannot vote on project
 - Not allowed to ask questions
 - Need 4 votes
 - They can vote if their vote is absolutely needed
 - We are defined as “Local Contracting Authority”

8:47PM Eric concluded

8:50PM Staff Report – Andrew

- Discussed with professor to come give speech to board

- April 1, 2023 will be in Coos Bay
- March 31, 2023 for us at OSU ext
- \$150 to cover travel
- Donation student organic farm
- Applying for federal grant for Cunningham Creek
- Coos Basin Coho Partnership
 - January 18, 2023
- Site visit with Barbara Grant
 - Potential project in Spring
- Possible money ODF
 - Fuels reduction
 - Invasive weeds
 - Design a bridge

9:01PM Andrew concluded

9:01PM Staff Report – Modena

- Will look into direct deposit

9:04PM Modena concluded

9:04PM Katie Woodruff (NRCS) Report

- Interviews next week
- Local work group meeting
 - District's responsibility
 - Katie will plan it if the district is unable
- Cranberry CIS
- Forestry CIS
- Outreach WQ CIS and gorse CIS
- Caley prefers to help in 2024
- Evening meeting towards end of January
- Combined meeting

9:08PM Katie concluded

9:08PM Barbara Grant's (Curry SWCD) Report

- CREP projects
- 6 CREP with CoosWA
- 1 with CoqWA
- New release from Brett (FSA) – see attached
- Drought payments – hard deadline of January 2023

9:12PM Barbara concluded

9:12PM Beth wants open house SIA

9:12PM Chris Claire's (ODFW) Report

- Agricultural timber
- GIS files
- Model every stream in state
 - July 1, 2023 in effect
- Fall Chinook past average 8000 to 500 average now
 - Will have more numbers in January

9:16PM Chris concluded

9:17PM Mark adjourned meeting

Signature of the Chairman

Date

Submitted by:

Caley Sowers

Date