



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

Coos Soil and Water Conservation District
Regular March Meeting Minutes
April 27, 2023
(Approved May 25, 2023)

Regular Meeting was called to order at 7:00PM

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

Board members present on Zoom/Telephone: Michael Clary

Absent board members:

Staff present in office: Caley Sowers, Modena Thomas, Andrew Chione, Abigail Richards

Staff present on Zoom:

Guests present in office: Chris Claire (ODFW), Katie Woodruff (NRCS)

Guests present on Zoom:

7:00PM Mark called meeting to order

7:01PM Mark asked for discussion on March 2023 minutes.

7:04PM Ernie motioned to approve the March 23, 2023 meeting minutes. Adela seconded. All in favor.

7:05PM Finance Report – Caley

- ODA fund sources
 - Support grant
 - Capacity grant
- Annual budget will need mid-year revision
- Caley shared annual budget projection
- District currently has over 18 funding sources
- ODFW drought funds expire on June 30th
- Business Oregon does grant extensions
- OWEB does grant extensions
- Need to schedule budget committee meeting

7:23PM Caley concluded

7:23PM Charlie motioned to accept the March 2023 Finance Report. Ernie seconded. All in favor.

7:23PM CTCLUSI contract

- Andrew discussed the following:
 - They addressed board's past concerns
 - DNA sampling will be available in future
 - They have an extensive lab
 - Curry is unable to do samples at this time
 - Local lab (less drive time)
 - Contract goes through December but can extend if needed
- Charlie discussed patent information
 - Section 5 – data is our personal property
 - Public funding makes information public
 - Reported to DEQ
- Andrew explained procedure of handling samples

7:28PM Adela motioned to accept CTCLUSI's contract. Ernie seconded. All in favor.

7:29PM Noble Creek Waterway Phase II

- Discussed what was accomplished during the project committee
- Project committee voted unanimously to accept the budget
- Budget \$132, 823.00
- Apply for additional funding in the Fall
- \$83,000.00 needs to be spent by June
 - Trouble finding flaggers
- "Highest Professional Standard" wording changed

7:35PM Adela motioned to approve Project Committee's recommendation to accept Noble Creek Waterways Phase II Scope & Budget (132,823.00) and approve contract. Michael seconded. All in favor.

7:37PM CoosWA MOU – Mark explained what the project committee discussed.

- \$3400.00 max funding for attending meetings
- Back pay for past meetings attended
- This money is only for time participating in meetings
- More money will be available in future

7:39PM Mark concluded

7:39PM Adela motioned to accept Project Committee's recommendation to approve CoosWA MOU. Ernie seconded. All in favor.

7:40PM Contract with attorney – Caley

- District is growing
- Contract language changes with contractors
- No legal counsel
- \$250 per hour/ \$100 per hour paralegal

- Budgeted for \$2000.00 per year
- Forming a drainage district
- Charlie asked if it can be paid for with a grant
 - Potentially depending on grant state that funds are available for legal
 - Out of admin funds
 - SOW/Dist Op 50/50
- No minimum required (just hourly)
- Currently interpreting contract at our own risk
- Michael asked if board or Caley decides who would have the authority to utilize attorney.
 - Contract committee makes decision
 - Caley would go through Mark first if time sensitive otherwise go through board

7:54PM Caley concluded

7:55PM Charlie motioned to approve contract with Jane Stebbins with Caley clarifying if district will be charged by the hour or in 15 minute increments. Ernie seconded. All in favor.

7:55PM IT Contract – Caley

- James retired
- Received quotes from Bandon IT and Armstrong Technologies
- Armstrong Technologies
 - \$150 per month
 - He will accommodate district needs
 - Will do regular updates
- Issues with Andrew's new computer
 - GIS
 - Internet
 - Excel

8:07PM Charlie motioned to approve contracting with Armstrong Technologies for the monthly fee of \$150.00. Adela seconded. Michael opposed. Motion passed.

8:08PM Organization Growth & Development

- Committee Charters
 - Rough drafts completed
 - Caley too busy with grant deadlines
 - Will make some minor changes
- New board member onboarding process
 - Caley is still working on developing procedure

8:09PM Staff Reports – Caley

- Working on annual budget
- Possibly exceeds limit for financial review and will need an audit

8:12PM Staff Reports – Andrew

- Cunningham TA grant funded
 - Archeologist – Paleowest

8:13PM Michael questioned Organization Growth & Development

- Caley explained what she has been working on
- Discussed people joining sub-committees since they don't have to own land
- Difficult getting people to join board without being able to vote
- Michael offered a list of topics if staff is unable to come up with one
 - Video on how to run the meeting effectively
 - Robert's Rules

8:17PM Concluded

8:17PM Staff Reports – Modena

- Modena showed new website (not live yet)

8:19PM Staff Reports – Abby

- Application for small grant – Promise the Pod
- Lampa Creek – fixed tubes
- Outreach material – door hanger (showed to board)

8:21PM Goat damage discussed – Andrew

8:27PM Safety Meeting

- Nothing new at this time
- Possibly will have something after pre-construction meeting (safety gear)

8:29PM Safety Meeting concluded

8:29PM Katie Woodruff's report (NRCS)

- Progress on Tidegate CIS
- Wrapping up six EQUIP applications
- Gone next week – Leadership training in Hawaii
- Three CIC applications – pasture improvements
- Cranberry CIS

8:34PM Katie concluded

8:34PM Coquille Watershed – Michael

- Executive sessions
- Hired new Executive Director

8:35PM Michael concluded

8:35PM Coquille Watershed – Chris

- Working on fish passage project

8:37PM Chris concluded

8:40PM Chris Claire’s report – ODFW

- Ocean salmon is closed
- Oregon coast commercial season is closed
- 60% comes from California
- Coho season
- No Chinook in Coquille
- Helping Caley with permitting
- Working with Andrew

8:44PM Chris concluded

8:44PM Mark adjourned meeting

Signature of the Chairman

Date

Submitted by:

Caley Sowers

Date