



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

Coos Soil and Water Conservation District
Regular Meeting Minutes-
November 21st, 2013
(Approved January 23, 2014)

Regular monthly meeting was called to order at 6:58 p.m. by Vice Chairman, Charlie Waterman.
Board members present: Charlie Waterman, Dan Pierce, Steve Scheer, Beau Allen, (Ernie Newton arrived at 7:03)

Absent board members: Empty zone 5, Chairman Mark Villers.

Staff: Caley Sowers

Guests present: No Guests

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.

6:58-7:00 Regular Minutes:

Charlie asked if anyone had any corrections or changes to make to the October draft minutes, **Beau moved to approve the October monthly meeting minutes. Dan Pierce seconded the motion. All approved, motioned passed.**

7:00-7:07 Treasury Report: - John Fandel was not present at this meeting to give the finance report. Charlie asked if anyone had any questions or comments on the finance report that was sent out in the board packets. Caley brought out a letter that had come the day before from Coquille Valley Accounting. The letter was from the State Treasurer's Department but had been forwarded to the District Office by the Accountant. It contained a notice of an inactive account that the SWCD has in the State Treasury, and wanted to know the board would like to keep that account as it was or close it and remove the funds to a different account. Currently the account earns about \$14 a month in interest and costs about \$10 in maintenance fees, resulting in a \$4 profit. Charlie put the question to the board. Steve said that he would personally like to see the money being kept in a local bank, where it could be put into a savings or money market account and potentially be of use within the community. Beau agreed with this opinion. **Ernie moved to move the funds in the State Treasury Account to Umpqua Bank. Beau Allen seconded the motion; all in favor, the motion passed.** Staff will notify the accountant of the change. **Ernie then moved to approve the Treasury Report, Beau seconded the motion, all were in favor, the motion passed.**

Agency Reports:

7:07-7:45pm

NRCS - N/A

CREP- N/A

FSA- N/A

ODF&W- N/A

OSU-Extension - N/A

Weed Board - Steve Scheer- Steve had nothing new to report.

CWA - Ernie Newton- (Ernie's Report was actually read by Caley, as she mistakenly thought he had asked her to read it when he entered the meeting at 7:03 during the Treasury Report and handed her his printed report). See Attached CWA Report. Ernie also mentioned that the board had still not officially named a representative for the South Fork TAC meetings, and suggested that Caley be made the representative. Caley had attended one meeting already. **Steve moved that Caley be named the representative for the Coos SWCD. Beau seconded the motion, all were in favor, the motion passed.**

ODA -N/A

Staff Reports:

WTS - Caley Sowers- Caley provided a report handout and gave a general overview of her work over the past month (see staff report). Caley suggested that a portion of the project manager's fees that had come in with the Baker and King Projects might be used to compensate Dawn Weekly for all of the help she's provided on her own time. Dawn had helped extensively on the final reports for both of those grants, providing information that Caley could not have known (having not been present during either of the projects) and staff thought it would be a nice gesture if Dawn were to get paid for some of those hours. The board discussed the legality of this and the amount of compensation that Dawn should be given. Since Dawn is no longer an employee, she technically cannot be paid by the district, though she could accept a gift. Steve suggested a \$100 gift card, but Beau suggested this might seem like too small of an amount. Caley said she thought that Dawn had provided at least 16 hours of help since the end of September, and Beau reasoned that \$200 would be more appropriate. Caley recalled that the smaller of the two project manager's fees was somewhere around \$230-\$250. **Charlie moved that the board authorize the hiring of a temporary, part-time employee (Dawn Weekly), from the time of her signature of agreement, until the end of the year; for water quality technical assistance to Caley, in the amount of \$250.00 Ernie seconded the motion, all were in favor, the motion passed.**

Steve mentioned that he would like to have a copy of the ODA Compliance Policy for future reference. Caley said she would bring him a copy at the next board meeting.

Old Business:

7:45 p.m.-8:07 p.m.

a) **Employee Handbook Chapter 1 Review**- Charlie opened discussion on chapter 1 of the employee handbook draft. Several edits had already been made to the draft that morning at Charlie's suggestion, and staff handed out an updated draft with the most recent changes highlighted. Charlie had a sheet with a few more changes to add, which he gave to staff. Steve also had a couple edits to make as well. The board decided to omit some sentences and rearrange some of the sections. Staff made notes of all of these changes and it was decided that a new draft would be created with all of the above edits and brought to the next meeting for approval. Chapter 2 of the Employee Handbook Draft would be sent out in the January Board Packet.

New Business:

8:07 p.m.-8:58 p.m.

- a) **Public Comment**-No public comment
- b) **Safety Report**- no items to note
- c) **New Hire Update**- Most of this information was covered already. Staff suggested that this item be left off of future agendas unless Mark Villers is present or wants to report, as all of this information is basically covered in the staff report. The board had no objections.
- d) **New SWCD Guidebook from OACD Conference**- (5 min) The board briefly reviewed the hard copy of the new district guidebook that staff had brought to the meeting. ODA had only issued two hard copies plus a thumb drive with a digital version. Four board members said that they would like to have their own hard copy. Staff recalled that at the OACD conference, Eric Nusbaum had said that more copies would be available upon request.
- e) **Training Opportunity from Holistic Management International** (5 min) Staff presented a training opportunity that had been brought to her attention by Dan, who is on the emailing list for HMI. The class is online, involves a minimum of one hour a week time commitment during work hours (for weekly webinars) and is funded by a western SARE grant and will be offered free to a selection of 35 applicants. Staff had already completed the short application form on her own time and brought it to the meeting to be signed on approval. Mark had already given his approval. The board discussed the program and Dan moved that the board allow Caley to apply for the HMI Whole Farm Plan Training for Ag. Educators. Beau seconded the motion, all in favor, the motion passed.
- f) **Small Grant Opportunity from Jeff Jackson** (10 min) Staff presented a partially completed small grant application for a riparian fencing and planting project in the green acres area. This application had been brought to her by Jeff Jackson of ODFW, who would be the project manager for the grant but wanted the Coos SWCD to be the fiscal agent. Staff had never conducted a site visit and so did not know much about

the landowner other than what Jeff had told her during their meeting the week before. The landowner had been trying to get his neighbors involved on the project but they had backed out when things did not move forward. The board reviewed the application and discussed the project based on the information that was available, suggestions were made that maybe the neighbors could be brought back on board, opening up the possibility to pursue a larger grant, and decided to withhold approval based on the need for more information. Staff said she would relay this decision to Jeff Jackson, and ask him to present on the project himself at the next meeting, and in the meantime try to learn more about the landowner and the proposed project herself.

- g) **Approval of Annual Report Draft-** (5min) The board reviewed the annual report draft and approved, with a few small additions below the names of the directors to show their involvement in the community and in other organizations. Staff made a note to fit this in before going to print. It was agreed that 50 copies would be enough for present needs, and more copies could always be printed later. Staff also reported that Heritage Place would no longer be providing the baked potato bar and so the meal would be potluck. **Beau moved that the board authorize Caley to spend \$100-\$150 for food and supplies for the annual meeting. Ernie seconded the motion, all in favor, the motion passed.**
- h) **Approval of Annual Report Draft Presentations-** (10 min) the board declined to view the presentations.
- i) **Commitments to bring food/drink to Annual Meeting-** (5 min) Members who were bringing food or drink to the annual meeting wrote down what they were going to bring on the sheets provided, and turned these over to staff.
- j) **Take Photograph of Board Members for Annual Report-** Staff took several photos of the board members to use in the annual report.
- k) **Next Meeting: Coos SWCD Annual Meeting will take place instead of regular monthly meeting: December 6th, 2013: at the Bandon Heritage Place dining room, at 7 p.m.**
- l) Additional business to address. Can open to public if time allows.
- m) Adjourn

Ratified by the Board of Directors:

Signature of the Chairman

Date

Submitted by:

Caley Sowers

Date