

**CLATSOP SOIL AND WATER CONSERVATION DISTRICT
REGULAR BOARD MEETING
MINUTES – NOVEMBER 9, 2016
OSU EXTENSION CONFERENCE RM 231
ASTORIA, OREGON**

Those in attendance:

Mike Seppa – Director at large 1, Chair
Katherine Kahl – Director Zone 2, Sec/Treasurer
Ted Warila – Director Zone 3, Vice Chair
Wayne Carmichael – Director Zone 5
Misty Metcalf Ogier – District Manager
Angie Reseland – NRCS, District Conservationist
Melyssa Graeper – Necanicum Watershed Council
Chris Farrar – Guest, Elect At large 2 beginning in 2017

CALL TO ORDER

Chair, Mike Seppa called the meeting to order at 10:13 am.

INTRODUCTIONS

Introductions were conducted for the behalf of guests.

ANNOUNCEMENTS

The next regular meeting will be December 14, 2016 at 10:00 am.

GUIDEBOOK REVIEW

The Board reviewed the Other Legal Requirements section of the guidebook.

MINUTES

November 1, 2016, Special Meeting – *Ted Warila moved to approve the November 1, 2016 special meeting minutes, Katherine Kahl seconded, motion approved unanimously.*

FINANCIAL

The District Manager presented a General Fund budget vs. actual report for September and October, new project monitoring balance, report of transactions from the Checking and petty cash for the month of October. (See report.) The Manager gave a report on her attendance of the Cooperative Weed Management Area (CWMA) Meeting. The Manager presented to the Board regarding the North Coast Small Grant Team financial situation and the Weinert Small Grant Application and Project Agreement for Director's review. Melyssa asked if the construction for the original off channel complex excavation happened. The Manager had no knowledge of this and has not had any contact with landowner or contractor. The Manager shared the technician notes on this project and that this small grant is not scheduled to begin until the next funding biennium, planting in winter of 2017-18. We could always re-apply later so that other projects in need of funding this biennium could take place. The Manager wanted the Board to be aware that it appears the District is earmarking funds. Melyssa Graeper from Necanicum Watershed Council read the minutes from the Necanicum WSC meeting in which this project was discussed to explain the project background. Melyssa explained the small grant team funding situation. Melyssa discussed past problems with Technicians writing

the council in for match without asking. The project was not brought before the CSWCD Board for approval which is why Director Whitney no longer felt comfortable to continue as director. Treasurer, Katherine Kahl stated that the fact the project was not brought before the Board for approval should invalidate the project agreement. Katherine urged the District to begin strictly enforcing our District Technician to follow proper procedures or a reprimand will result followed by immediate termination, if unchanged. This has been an ongoing pattern that must stop. Katherine requested that a letter be sent to the landowner that proper procedure was not followed which nullifies this application agreement. ***Katherine entertained a motion to nullify the Weinert Floodplain Restoration Agreement Contract and notify OWEB of our intent and notify the landowner with a carbon copy to the contractor, also explain that funding can be reapplied for closer to the timeframe of the project, Ted Warila second, motion approved unanimously.*** Wayne Carmichael requested that the Manager inquire how we are to proceed if we want to follow up with the project. The Board requested that the Manager bring other projects to the Board for review.

Melyssa discussed a large OWEB grant that the Necanicum Watershed Council has secured and CSWCD staff has been written in for a large amount of match for identifying Policemen's Helmet. The Necanicum Watershed Council and District will need to enter into a Memorandum of Understanding and create procedure for reporting policeman's helmet and documenting match.

The Manager discussed another project in which the landowner needed to be notified of grant results, Ted Warila will try to talk with this landowner in his zone.

The Manager discussed problems that lead to procedures not being followed and the need for establishing new procedures to follow in order to not repeat past problems.

The Manager discussed the reports presented.

The Chair entertained a motion to approve the Manager's financial report, Ted Warila moved, Wayne Carmichael second, motion approved unanimously.

ACTION ITEMS

District Manager Hours – The Manager asked if her hours could be raised from 30 hours per week to 40 hours per week. ***Katherine Kahl moved to increase the District Manager's hours to 40 hours per week beginning now until June 30, 2016, Ted Warila seconded, motion approved unanimously.***

FY 2016-17 Budget Revision – The Manager requested to revise the budget given the Education & Outreach budget line item is overspent by \$576, ***Wayne Carmichael moved that we reduce the Native Plant Sale line item by \$576 and move it to Outreach & Education, Katherine Kahl second, motion approved unanimously.***

Weed Application Proposals for 2017 season – The Manager presented the information she has for two weed proposals for 2017.

2017 Weed Grant Proposals

Riparian Aquatic Weed Control – Knotweed, Yellow Flag Iris, Purple Loosestrife, Phragmites \$16,000.00

High Priority Weed Control – Matt Grass, Gorse, Yellow Archangel \$8,000.00.

The Manager answered questions from the Board. Melyssa Graeper said she would get the manager a copy of the grant Necanicum Watershed Council has, in which we have volunteered a large amount of match. ***Wayne Carmichael moved to approve the proposals, Ted Warila second, motion approved unanimously.***

Oregon Coastal Zone Management Association Bylaw Amendment – The Manager received an email and phone call from Commissioner Thompson in which she received earlier that morning from Clatsop County Commission Chair, Scott Lee; in which he received email from Mark Nystrom of Oregon Counties urging for support because they need a vote from 30 of the 44 possible members. The Board reviewed the bylaw amendment. *Katherine Kahl moved to accept the Bylaws Amendment, Ted Warila second, Wayne Carmichael abstained, motion approved.*
Aye= 3; Seppa, Warila, Kahl Nays=0 Abstain= 1; Carmichael

OLD BUSINESS

Election update – The Manger reported that the newly elected, through a write-in campaign for Director At large position 2 is Chris Farrar. The Board welcomed Chris. The Manager explained the write-in process.

Strategic Implementation Area (SIA) – The Manager reported to the Board that she will be traveling to Tillamook on December 15th to meet with ODA regarding the new SIA from 9-4pm. The Manager has provided possible places to ODA to hold the town hall meeting later. ODA is looking into using the White Clover Grange on Highway 53.

Technician Positon – The Directors reviewed a list of individuals willing to help for a limited duration until we can get a new Technician hired. Personnel Committee discussed times to meet.

Office Space – Angie from NRCS reported that the office site at Camp Rilea is not going to work and that they were not able to find another federal site to rent from. Angie is still not clear if NRCS is going to fill our vacant District Conservationist position. Angie inquired if there was a deadline that the district would like to have NRCS's stuff out of the office; directors said they will revisit the issue in December. The Manager inquired about other options for NRCS to be in the office. Angie seemed unsure if those options would work.

NEW BUSINESS

Native Plant Sale – The Manager suggested that the District partner with Necanicum Watershed Council for location of the sale especially since the district lost their sale location. The Board agreed that would be a good idea.

REPORTS

District Technician – No report.

NRCS – Angie Reseland. Angie reported that she was asked to look for files on a 50 year tide gate but doubted there would be any, the manager and directors assured her there was.

BOARD MEMBERS

Director Zone 1 – Vacant.

Director Zone 2 – Katherine Kahl. No report.

Director Zone 3 – Ted Warila. No report.

Director Zone 4 – Cary Johnson. Absent.

Director Zone 5 – Wayne Carmichael. No report.

Director at large position 1 – Mike Seppa. Reported that the North Coast Watershed Council office is moving to the building CREST is in on 818 Commercial Street.

Director at large position 2 – Von Whitney – Absent.

ADJOURN

The meeting was unanimously adjourned at 12:18 PM.

MINUTES APPROVED: _____, **CHAIR**

DATE: _____