

35285 Millard Road St. Helens, OR 97051 Ph: 503.433.3205

# Minutes of the Columbia SWCD Board of Directors Meeting May 17, 2023

**Directors Present:** 

Debra Brimacombe, Vice Chair Scappoose Bay Watershed Council

Bill Eagle, Secretary (SBWC):

Dave Freytag, Director Alex Monroy, Resource Manager (via Zoom)

Michael Calhoun, Chair

Oregon Department of Agriculture (ODA):

Lilli Shriver, Engineering Tech (via Zoom)

**Associate Directors Present:** Karin Stutzman, SWCD Program Lead (via

Alison Charbonneau Zoom)

SWCD Staff: Lower Columbia Engineering (LCE):

**Public:** 

Malyssa Legg, District Manager Jennifer Chavez, Operations

Coordinator

Selene Keeney, Senior Resource Claudia Eagle

Conservationist

# CALL TO ORDER OF BUDGET HEARING: 4:00 PM

- -Malyssa explained that the purpose of the budget hearing is to discuss any questions or concerns regarding the approved budget.
- -There was no public comment.

#### CALL TO ORDER OF REGULAR BOARD MEETING: 4:30 PM

**Prior Month's Minutes: Motion Eagle/Brimacombe** to approve the Minutes from 4-19-23. **Approved Motion passed by unanimous vote.** 

**Financial Report: Motion Eagle/Brimacombe** to accept financial Report from 4-30-23. **Approved Motion passed by unanimous vote**.

<u>Bills to Pay</u>: Motion Eagle/Brimacombe approve to pay the bills. Approved Motion passed by unanimous vote.

BILLS TO PAY (US Bank) May 17, 2023					
				Expenditure Splits	
Ck#	Payee	Memo	Amount	CSWCD	GRANT
2921	NW Local Gov Legal Advisors	Attorney fees for contracting updates	\$1,980.00	\$1,980.00	\$0.00
2922	Pershing LLC	Retirement Payment	\$2,208.78	\$2,208.78	\$0.00
2923	Ash Creek	Garlic mustard treatment	\$15,317.38	\$0.00	\$15,317.38
2924	Native Plantscapes	Spurge laurel treatment	\$2,294.02	\$0.00	\$2,294.02
2925	LCEP	Water Monitoring Program	\$8,421.86	\$8,421.86	\$0.00
		SUBTOTALS >>>>>>	\$30,222.04	\$12,610.64	\$17,611.40
TOTAL REQUESTS >>>>>>>>>>>>>					\$30,222.04

### PUBLIC COMMENT

No public comment.

## **REPORTS**

- Natural Resources Conservation Service (NRCS): Malyssa explained that the Soil Conservationist offer was declined. The hiring process is back to step one.
- **Upper Nehalem Watershed Council (UNWC):** Michael mentioned that the council's Annual Meeting is tomorrow at the Vernonia Grange. Brief discussion was held.
- <u>Staff</u>: Jenn informed the Board that the District has a new website. She also mentioned that the CSWCD will have a booth at the upcoming Fair and Rodeo in July. If interested in volunteering, please let her know.

### **OLD BUSINESS**

- <u>Carr Slough Phase 2</u>: Selene explained the proposed project to the board, adding that the two landowners are interested in a conservation easement with the CSWCD. The District's lawyer has drafted an easement for the Board to review, Malyssa will email it to them along with an aerial view of the project site. Discussion was held.
- **Contracting Policies**: A copy of the contracting policy was emailed to the Board. Selene explained that the policies were updated to keep up with Oregon State law. Malyssa added that Eileen (the district's lawyer) recommended that a contract committee be formed. Michael read Resolution No. 22/23-003 aloud.

**Motion Freytag/Eagle** to approve the resolution to adopt the new contracting laws. **Approved Motion passed by unanimous vote.** 

### **NEW BUSINESS**

 Adopt Budget for 2023/24 Fiscal Year: Malyssa read aloud Resolution No. 22/23-02 to adopt the CSWCD budget.

**Motion Brimacombe/Eagle** to adopt the budget for the 2023/24 fiscal year. **Approved Motion passed by unanimous vote.** 

• **Staff Reviews/COLA:** Malyssa explained that she will be performing staff reviews on June 5th. Once done, she would like to give step increases and the 8% COLA as written into the budget. Brief discussion was held.

**Motion Eagle/Brimacombe** to approve COLA and step increase to all CSWCD employees. **Approved Motion passed by unanimous vote.** 

• **July Board Meeting**: The July Board Meeting falls on the first night of the county fair. Malyssa proposed cancelling the meeting.

**Motion Eagle/Brimacombe** to approve cancelling the July Board Meeting. **Approved Motion passed by unanimous vote.** 

- **Associate Director**: Malyssa explained that Rochelle Meyers (SBWC Coordinator), who lives in Clatskanie, planned to attend tonight's meeting to discuss becoming an associate director but was unable to make it. She plans to attend next month's meeting.
- **Contracts**: Michael was provided a copy of the contract for the Conyers Creek Habitat project for \$60,790.00. Brief discussion held.

Motion Brimacombe/Freytag to approve the contract. Approved Motion passed by unanimous vote.

# **BOARD REPORTS**

• Deb explained that she has placed the Emerald Ash Borer signs under ash trees in various parks around the county. Public outreach over this will follow once all signs have been placed. Brief discussion was held.

Motion Eagle/Freytag to approve to adjourn the meeting. Approved Motion passed by unanimous vote.

**MEETING ADJOURNED AT 5:10 PM** 

Respectfully Submitted by: **Jennifer Chavez Jennifer Chavez**, **Operations Coordinator**