



COLUMBIA SWCD BOARD OF DIRECTORS MEETING AGENDA – JUNE 17, 2026

BUDGET HEARING – 5:00 PM

REGULAR BOARD MEETING CALL TO ORDER

APPROVAL OF MEETING MINUTES – From May 20, 2026

TREASURER REPORT- May 31, 2026

PUBLIC COMMENT – Topics from the Floor

AGENDA ITEMS

Reports:

- ◆ NRCS
- ◆ Watershed Councils
- ◆ Staff Updates

Old Business:

- ◆ Strategic Plan Board Development Discuss

New Business:

- ◆ Adopt the Budget for 2026/2027 Fiscal Year Approve
- ◆ 2026 Columbia SWCD Salary Chart Discuss/Approve
- ◆ Strategic Plan Retreat Discuss /Approve
- ◆ Field Technician Discuss
- ◆ LEED Certification Discuss
- ◆ Outdoor Wildlife Friendly Bulbs Approve

Reports:

- ◆ Board

ADJOURNMENT

DATES TO NOTE

06/19 – Office Closed

07/03 – Office Closed

07/6-10 – Science in the Park

07/15-19 – Columbia County Fair & Rodeo

07/15 – Board Meeting

07/16 – First day to file Declaration of Candidacy and Petition for Nomination Signature Sheet forms with ODA

08/18 - Last day for elected incumbent candidates seeking re-election to file the Declaration of Candidacy and Petition for Nomination Signature Sheet forms.

08/19 – Board Meeting

VOLUNTEER OPPORTUNITIES

07/06-10 – Science in the Park

07/15-19 – Columbia County Fair & Rodeo



RESOLUTION No. 25/26-03

ADOPTING THE BUDGET

BE IT RESOLVED that the Board of Directors of the Columbia Soil and Water Conservation District hereby adopts the budget for fiscal year 2026/2027 in the sum of \$2,618,479.00. now on file at the District Office, 35285 Millard Road, Saint Helens, Oregon.

MAKING APPROPRIATIONS

BE IT RESOLVED that for the fiscal year beginning July 1, 2026, the amounts for the purposes shown below are hereby appropriated.

General Fund

Soil and Water Operations	
Personnel Services	\$780,219.00
Materials & Services	\$1,233,260.00
Capital Outlay	\$180,000.00
Vehicle Fund	\$50,000.00
Contingency	\$200,000.00
Total Appropriations:	\$2,443,479.00
Total Unappropriated Funds	<u>\$175,000.00</u>
TOTAL Adopted Budget	\$2,618,479.00

IMPOSING THE TAX AND CATEGORIZING THE TAX

BE IT RESOLVED that the Board of Directors of the Columbia Soil and Water Conservation District hereby imposes the taxes provided for in the adopted budget at the rate of \$0.10 per \$1,000 of assessed value for a permanent rate tax; and that these taxes are hereby imposed and categorized for tax year 2026/2027 upon the assessed value of all taxable property in the district.

	<u>Subject to the General Government Limitation</u>
Permanent Rate	\$0.10/\$1,000

APPROVED AND DECLARED ADOPTED on June 17, 2026

Board Chair

Board Treasurer



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St. Helens, OR 97051
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www.columbiaswcd.com

**Minutes of the
Columbia SWCD Board of Directors
Meeting May 20, 2026**

Directors Present:

Bill Eagle, Treasurer
Dave Freytag, Director
Debra Brimacombe, Director
Michael Calhoun, Chair

Associate Directors Present:

David Taylor
Alison Charbonneau

**Lower Columbia River Watershed Council
(LCRWC):**

Rachael Barry, Interim Coordinator

Columbia SWCD Staff:

Taylor Murray, Executive Director
Rebekah Gaxiola, Working Lands Conservationist
Jennifer Chavez, Operations & Communications
Manager

Oregon Department of Agriculture (ODA):

Eric Nusbaum, SWCD Operations Specialist

Public:

Claudia Eagle
Bill Etter
Michael (last name unknown), via Zoom

CALL TO ORDER OF THE ANNUAL BOARD MEETING OF LANDOWNERS AT 5:04 PM

Annual Report:

Taylor presented the annual report, adding that copies are still available if anyone would like any.

Audit:

Taylor provided an overview of the District's experience with Pauly Rogers & Co. during the audit process and explained the reasons the audit was presented five months late. Taylor reviewed the Significant Deficiencies section of the audit and the District's response letter submitted to the Secretary of State. Etter commented that the identified deficiencies may have been avoided with more timely communication and performance by the auditing firm. Discussion followed. Taylor noted that the District intends to engage a different auditing firm for the next audit cycle.

The Annual Meeting adjourned at 5:20 PM

REGULAR BOARD MEETING TO ORDER AT 5:20 PM

Michael explained that he would like to move Eric Nusbaum's Conflict of Interest training up the agenda.

Conflict of Interest Training: Eric introduced himself to the Board and invited Board members to introduce themselves. He then presented the Ethics for Public Officials training and noted that a copy of the presentation slides would be made available. During the presentation, Eric reviewed conflict-of-interest requirements for public officials, explaining the distinction between potential and actual conflicts of interest. He noted that officials with a potential conflict may participate in discussion and vote on the matter, while those with an actual conflict may not participate in discussion or vote.

Prior Month's Minutes: Deb asked whether the 4/15/26 draft minutes accurately reflected Bill Etter's intention to send a letter to the U.S. Army Corps of Engineers regarding Port Westward. Etter explained that he

Bills to Pay: Bill moved, and Deb seconded a motion to approve paying the bills. Approved Motion passed.

Vote Record: Approve to pay the bills as presented

Director	Yes/Aye	No/Nay	Abstain	Motion	Seconded
Debra Brimacombe	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
Jason Busch					
Michael Calhoun	<input checked="" type="checkbox"/>				
Alex Devin					
Bill Eagle	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	
Dave Freytag	<input checked="" type="checkbox"/>				
Paul Gibbons					

REPORTS

- LCRWC:** Rachael reported that the LCRWC has been focused on administrative activities, including adopting its first financial resolution and completing bank authorization paperwork. She noted that the Council's next board meeting, scheduled for June 13, will focus primarily on business matters. Rachael shared that the Council is looking forward to its August 13 celebration and invited attendees to participate, noting that flyers will be distributed soon. She also reported that the Council's application for an Oregon Watershed Enhancement Board (OWEB) Engagement Grant ranked first in the region and is looking for folks to participate. Rachael stated that she is working with Columbia County on a potential application to the Oregon Water Resources Department for place-based water planning. She explained that the program is structured in multiple phases, with the initial phase focused on community engagement and convening stakeholders. She also noted that the Council has several projects in development. Finally, Rachael reminded the Board that Rachell's leave would begin later that week.
- Staff:** At Taylor's request, Alison provided an overview of the upcoming Science in the Park program. She explained that she previously coordinated the week-long program and, now that she is retired, hopes to help reestablish it. Alison noted that the District is partnering with the St. Helens Parks Department to offer the program at McCormick Park during the first full week of July. She explained that each day of the program will focus on a different theme, including water, soil, plants, insects, and wildlife, and provided a brief overview of the planned activities. Alison reported that the program has been well-received and has attracted enthusiastic volunteer participation. She expressed hope that the District will be able to continue offering the program annually.

Taylor reported that he and Amber attended a Fair Board work session and meeting to discuss the hours of operation for the District's vendor booth at the upcoming county fair. He explained that the request was made due to limited visitor traffic at the booth after 7:00 p.m. The Fair Board denied the request; however, Taylor stated that he intends to revisit the issue and highlight the District's contributions to the Ag Building. Discussion followed. Taylor noted that, regardless of the outcome, the District plans to host a booth at this year's fair. He invited Directors and partners to participate and share space at the booth.

Taylor reported that the Field Technician position has received approximately 35 applications to date, with slightly more than half of the applicants appearing to meet the eligibility requirements. The application period closes on Friday. Interviews are expected to begin during the first week of June, with field interviews to follow. The District anticipates hiring a candidate by July 1.

Taylor also reported that the Budget Committee met on May 7 to review the proposed budget. The committee approved the budget, and the public budget hearing is scheduled for the District's June 17 meeting.

Taylor also noted that the District recently purchased a new truck.

Bekah displayed insect traps used for monitoring invasive species and explained that one trap targets the Mediterranean Oak Borer (MOB) and the other targets the Emerald Ash Borer (EAB). She reported that MOB traps have already been deployed throughout the county and that EAB traps would be placed later that week.

OLD BUSINESS

- **Strategic Plan Board Development:** Deb reported that she and Paul met with Amy Stork to discuss organizational needs, the scope of Amy's assistance, and the anticipated timeline for completing the work. They agreed to update job descriptions in July and review committee structures in August, with both processes to be revisited annually. Taylor noted that he had been asked to participate in some of the meetings. The next meeting is scheduled for June 8.

NEW BUSINESS

Strategic Planning Work Group: Taylor explained that Alex would like to be added to the Strategic Planning work group. **Bill moved, and Deb seconded a motion** to approve adding Alex Devin to the Strategic Planning work group. **Approved Motion passed.**

Vote Record: Approve adding Alex Devin to the Strategic Planning Work Group

Director	Yes/Aye	No/Nay	Abstain	Motion	Seconded
Debra Brimacombe	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
Jason Busch					
Michael Calhoun	<input checked="" type="checkbox"/>				
Alex Devin					
Bill Eagle	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	
Dave Freytag	<input checked="" type="checkbox"/>				
Paul Gibbons					

- **Strategic Plan Retreat:** Deb reported that Amy Stork recommended holding an in-person, one-day retreat for the full Board to review and discuss the recommendations developed by the Work Group. Potential dates discussed included September 16, which would replace the regular Board meeting, September 11, or September 12. The possibility of scheduling the retreat in October was also discussed if necessary. Taylor noted that the retreat would result in an additional cost of approximately \$2,300 to the District. Discussion followed. Taylor stated that he would provide the Board with a breakdown of the anticipated costs and circulate the potential dates by email to determine a preferred date for the retreat.
- **Change Committee Name – Budget to Finance:** Taylor reported that Malysa requested renaming the committee that meets more frequently to review and discuss the District's finances as the Finance Committee. He explained that the Budget Committee is the committee that meets annually to review and approve the proposed District budget, and that the name change would help distinguish the two groups and reduce confusion. **Bill moved, and Deb seconded a motion** to approve renaming the internal budget committee to the Finance Committee. **Approved Motion passed.**

Vote Record: Approve renaming to Finance Committee

Director	Yes/Aye	No/Nay	Abstain	Motion	Seconded
Debra Brimacombe	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
Jason Busch					
Michael Calhoun	<input checked="" type="checkbox"/>				
Alex Devin					
Bill Eagle	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	
Dave Freytag	<input checked="" type="checkbox"/>				
Paul Gibbons					

Taylor also reported that Malysa requested an increase in the District's credit card limit from \$20,000 to \$30,000. He explained that recent purchases, including accessories for the District's new truck, have resulted

in higher credit card expenditures. Increasing the credit limit would help the District avoid incurring interest charges due to the bank's payment processing schedule. **Deb moved, and Dave seconded a motion to approve increasing the District's credit card limit from \$20,000 to \$30,000. Approved Motion passed.**

Vote Record: Approve increasing credit card limit from \$20k to \$30k

Director	Yes/Aye	No/Nay	Abstain	Motion	Seconded
Debra Brimacombe	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	
Jason Busch					
Michael Calhoun	<input checked="" type="checkbox"/>				
Alex Devin					
Bill Eagle	<input checked="" type="checkbox"/>				
Dave Freytag	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
Paul Gibbons					

BOARD REPORTS

- Bill reported that he had received a call from Nancy Ward regarding whether the District Board had discussed reopening the meeting room for community use. He explained that, during the Budget Committee meeting, he noted that one of the primary reasons for constructing the kitchen was to provide a community resource and that the meeting room was intended to be available for public, or at least nonprofit, use. He added that providing access to the facility was a way of giving back to the community that supports the District through its tax base. Discussion followed regarding potential parameters for reopening the meeting room. Jennifer asked whether allowing partner organizations to use the facility, but not the general public, would create an ethics concern. Eric explained that such an arrangement would be permissible provided there is a clearly written policy that is applied consistently. Jennifer noted that the kitchen is not a licensed commercial kitchen and therefore cannot be used or advertised as one. Taylor expressed support for allowing partner organizations to use the meeting room, while noting concerns about use during regular business hours. Alison suggested requiring users of the kitchen to possess a valid food handler's permit. The discussion was tabled until the next Board meeting.

MEETING ADJOURNED AT 6:39 PM

Respectfully Submitted by: *Jennifer Chavez*, Operations & Communications Manager

Columbia Soil and Water Conservation District Treasurer's Report

SUMMARY OF ALL ACCOUNTS		May 31, 2026	
Local Government Investment Pool		\$751,823.69	
US Bank Account		\$61,002.76	
TOTAL CASH AVAILABLE		\$812,826.45	
Local Government Investment Pool			
Balance forward		\$845,641.11	
<i>bank reconciliation detail attached</i>	Credit	Debit	
total deposit	\$6,182.68		\$6,182.68
total cleared transactions		-\$100,000.10	-\$100,000.10
Ending balance as of May 31, 2026		\$751,823.69	
US Bank Account			
Balance forward		\$36,669.60	
<i>bank reconciliation detail attached</i>	Credit	Debit	
total deposit	\$128,617.50		\$128,617.50
total cleared Checks (details follow)		-\$38,386.04	-\$38,386.04
total cleared EFT (details follow)		-\$24,281.88	-\$24,281.88
total cleared Payroll		-\$41,616.42	-\$41,616.42
Ending balance as of May 31, 2026		\$61,002.76	

Columbia Soil and Water Conservation District
EFT Detail Report
May 2026

Transaction date	Name	Description	Amount
05/01/2026	More Power Technology Group	MS 365 MONTHLY SUBSCRIPTION 05/01/26 - 05/31/26	-352.80
05/01/2026	More Power Technology Group	SERVICE FOR 05/01/26 - 05/31/26	-2,355.20
05/04/2026	Comcast	PHONE SERVICES	-323.24
05/04/2026	Comcast	INTERNET SERVICES	-192.80
05/04/2026	Aflac	Aflac Acc ER - EMPLOYER PAID	-208.50
05/04/2026	Aflac	Aflac Cancer - PreTax - EMPLOYEE PAID	-52.02
05/04/2026	Aflac	Aflac Hospital Pre-Tax - EMPLOYEE PAID	-55.98
05/04/2026	Aflac	Aflac Life - Post Tax - EMPLOYEE PAID	-25.74
05/05/2026	Hudson Garbage Service	GARBAGE/RECYCLE	-57.40
05/05/2026	Columbia River PUD	ELECTRIC BILLS	-369.38
05/06/2026	USable Life	LIFE, AD&D, LTD, STD	-530.73
05/07/2026	City of St. Helens	SEWER	-27.33
05/07/2026	Sierra Springs	WATER DELIVERY	-54.96
05/07/2026	NW Natural Gas	GAS BILL	-69.06
05/11/2026	WEX Card	PAYMENT FOR CLOSING DATE 04/31/26	-226.82
05/11/2026	Amazon.com	MONTHLY EXPENSES FROM AMAZON	-1,892.52
05/14/2026	Cable Huston LLP	LEGAL SERVICES 04/16/26 - 04/29/26	-2,450.00
05/14/2026	US Bank	ONLINE ACCOUNT ACCESS	-61.69
05/20/2026	US Bank Visa	PAYMENT FOR CHARGES 04/02/26 -05/01/26	-10,724.43
05/21/2026	McNulty Water People's Utility District	WATER BILL	-76.00
05/21/2026	CIT	COPY MACHINE LEASE	-461.98
05/22/2026	CIT	COPY MACHINE LEASE	-683.30
05/26/2026	Intuit QuickBooks	QUICKBOOK FEES	-322.00
05/29/2026	More Power Technology Group	MS 365 MONTHLY SUBSCRIPTION 06/01/26 - 06/30/26	-352.80
05/29/2026	More Power Technology Group	SERVICE FOR 06/01/26 - 06/30/26	-2,355.20
		TOTAL	-24,281.88

Thursday, June 11, 2026 07:35 PM GMTZ

Columbia Soil and Water Conservation District
Check Detail Report
05/01/26 - 05/31/26

Transaction date	Num	Name	Description	Amount
04/30/2026	3232	Deer Island Nursery	WEED GRANT LOGISTICS AND TREATMENT	-1,698.00
05/11/2026	3233	PAULY, ROGERS & CO., P.C.	2024/2025 AUDIT	-17,900.00
05/11/2026	3239	Pershing LLC	RETIREMENT	-2,964.70
05/12/2026	3234	SPECIAL DISTRICTS INSURANCE SERVICES	HEALTH/DENTAL/VISION & AUTO INSURANCE FOR RAM	-7,410.00
05/14/2026	3235	Jennifer Wassmuth	CLEANING SERVICES	-600.00
05/14/2026	3236	Pacific Office Automation	COPY MACHINE PRINTER OVERAGE	-27.34
05/20/2026	3240	Waterways Consulting, Inc	CONYERS CREEK PROJECT	-2,682.50
05/20/2026	3241	RA Barry Consulting	LCRWC SERVICES	-5,103.50
			TOTAL	-38,386.04

Thursday, June 11, 2026 07:23 PM GMTZ

Columbia Soil and Water Conservation District

Balance Sheet

As of Jun 11, 2026

	TOTAL
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Assets	
Current Assets	
Bank Accounts	
Local Gov Investment Pool 6/13	751,823.69
Petty Cash	63.83
US Bank (4349)	88,734.03
Total for Bank Accounts	\$840,621.55
Accounts Receivable	
Accounts Receivable	18,676.11
Total for Accounts Receivable	\$18,676.11
Other Current Assets	
Due From Other Funds	0.00
Grant Funds Received in Advance	0.00
Grant Receivable	0.00
LTD Tax Refund Due	0.00
Payroll Corrections	0.00
Payroll Refunds	-0.06
Prepaid Expenses	0.00
Prepaid Payroll Liabilities	0.00
Prepaid Payroll & Payroll Taxes	0.00
Property Taxes Receivable	29,675.87
Simple Plan Overpayment	2,152.92
Undeposited Funds	0.00
Total for Other Current Assets	\$31,828.73
Total for Current Assets	\$891,126.39
Fixed Assets	
Accumulated Depreciation	-287,942.99
Property, Plant & Equipment	
Building Improvements	1,280,568.99
Equipment	15,757.25
Land	150,000.00
Vehicles	110,374.55
Total for Property, Plant & Equipment	\$1,556,700.79
Total for Fixed Assets	\$1,268,757.80
Other Assets	
Earnest Money	0.00
Prepaid Insurance	30,776.56
Total for Other Assets	\$30,776.56
Total for Assets	\$2,190,660.75

Columbia Soil and Water Conservation District

Balance Sheet

As of Jun 11, 2026

	TOTAL
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Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	1,314.89
Total for Accounts Payable	\$1,314.89
Credit Cards	
US Bank Visa	2,566.74
WEX Card	-21.22
Total for Credit Cards	\$2,545.52
Other Current Liabilities	
Accrued Vacation Pay	27,582.44
Contracts Payable	0.00
Deferred Tax Revenue	38,211.69
Direct Deposit Liabilities	-4,267.07
Direct Deposit Payable	0.00
Payroll Liabilities	-\$1,372.27
Accrued Wages & PR Taxes	0.00
Aflac Can Pre Tax EE	-34.68
Aflac Hospital Pre-Tax	-37.32
Aflac Life - Post Tax	172.10
Aflac Payable	13.98
Federal Taxes (941/943/944)	0.00
Federal Withholding	0.00
FICA Social Security	0.00
Medicare	0.00
MODA Dependent	0.00
OR Employment Taxes	-0.01
OR Income Tax	-281.38
OR Paid Family and Medical Leave	0.00
OR Paid Family Leave	0.00
OR Statewide Transit Taxes	-38.11
Providence Dep.	0.00
Simple Plan Payable	-7,148.17
State Unemployment	0.00
Statewide Transit Tax	0.00
State Withholding	-11.22
WBF Assessment	0.00
Total for Payroll Liabilities	-\$8,737.08
Prepaid Grants	49,250.00
Prepaid Rent	2,327.00
Total for Other Current Liabilities	\$104,366.98
Total for Current Liabilities	\$108,227.39

Columbia Soil and Water Conservation District

Balance Sheet

As of Jun 11, 2026

	TOTAL
Long-term Liabilities	
Building Loan Payable	0.00
Total for Long-term Liabilities	\$0.00
Total for Liabilities	\$108,227.39
Equity	
Journal Entries	0.00
Net Investment in Capital Asset	10,221.45
Opening Bal Equity	0.00
Fund Balance	2,153,205.62
Net Income	-80,993.71
Total for Equity	\$2,082,433.36
Total for Liabilities and Equity	\$2,190,660.75

Columbia Soil and Water Conservation District

Profit and Loss

July 1, 2025-June 11, 2026

	TOTAL
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Income	
CSWCD FUNDS	11,027.00
Grant Revenue	269,788.28
Interest Earned	35,481.03
Mileage Reimbursement	2,441.35
Other Funds	7,650.00
Rent Income	
NRCS Rent Payments	25,625.21
Total for Rent Income	\$25,625.21
TAX LEVY	
OTHER TAXES	-1,842.03
UNSEGREGATED INTEREST	857.45
YEAR 2015	11.23
YEAR 2016	13.70
YEAR 2017	13.84
YEAR 2018	38.77
YEAR 2019	54.01
YEAR 2020	93.46
YEAR 2021	2,319.72
YEAR 2022	2,509.80
YEAR 2023	2,867.36
YEAR 2024	9,699.78
YEAR 2025	643,874.16
Total for TAX LEVY	\$660,511.25
Total for Income	\$1,012,524.12
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Gross Profit	\$1,012,524.12
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Expenses	
LCRWC	
Admin/Fiscal	250.00
Contracted Services	61,373.14
Dues/Subscriptions	1,346.00
Materials and Supplies	592.59
Training	590.00
Travel Expenses	623.95
Total for LCRWC	\$64,775.68

Columbia Soil and Water Conservation District

Profit and Loss

July 1, 2025-June 11, 2026

	TOTAL
MATERIALS AND SERVICES	\$5,473.06
Bank Service Charges	683.57
Building Operations	
Copy Machine Lease	8,436.18
Elevator	
Elevator Monitoring	2,169.86
Elevator Permit	197.12
Total for Elevator	\$2,366.98
Janitorial Services	6,525.00
Lawn Maintenance	4,880.00
Supplies (TP, Cleaning, etc.)	2,542.67
Water Delivery	583.07
Total for Building Operations	\$25,333.90
Charitable Contributions	63.98
Contracted Services	
Engineering	39,220.88
Monitoring	8,118.02
Project Development	4,320.00
Project Implementation	37,574.88
Weed Spraying/Removal	27,122.00
Total for Contracted Services	\$116,355.78
CSWCD Expense	19,550.00
Dues & Subscriptions	\$90.33
Membership Dues	7,196.61
Newspaper Subscriptions	74.45
Web Subscriptions	19,877.21
Total for Dues & Subscriptions	\$27,238.60
Education & Outreach	
Entry Fees	245.60
Materials & Equipment	1,571.42
Rental Fees	-300.00
Supplies	2,774.62
Total for Education & Outreach	\$4,291.64
Employee Gifts	421.74
Insurance	\$1,000.00
General Liability Ins	3,727.98
Property & Crime Ins	2,074.75
Vehicle Ins	189.75
Total for Insurance	\$6,992.48
Licenses & Fees	575.00
Marketing	2,908.27

Columbia Soil and Water Conservation District

Profit and Loss

July 1, 2025-June 11, 2026

	TOTAL
Materials & Supplies	\$13,172.96
Expense Reimbursements	410.52
Field Equipment	6,103.07
IT/Computer	
Hardware	1,068.99
Software	503.02
Total for IT/Computer	\$1,572.01
Office Supplies	765.69
Project Supplies	13,845.24
Weed Supplies	54.97
Total for Materials & Supplies	\$35,924.46
Meeting Expense	
Registration/Facility Fees	550.00
Total for Meeting Expense	\$550.00
Meetings, Workshops, Events	
Food/Supplies	2,970.78
Total for Meetings, Workshops, Events	\$2,970.78
Postage & Mailing	
Postage & Shipping Charges	274.25
Total for Postage & Mailing	\$274.25
Printing & Reproduction	1,102.91
Professional Fees	
Accountant/Bookkeeper	550.00
Audit	18,200.00
Consulting	17,600.00
Legal Fees	4,977.50
Newspaper Publishing	110.00
Payroll Service Fees	944.41
Web/IT Services	39,079.45
Total for Professional Fees	\$81,461.36
Repairs & Maintenance	
Building Maintenance	19,610.44
Total for Repairs & Maintenance	\$19,610.44
Telecommunications	
Business Phones	2,898.23
Cell Phones	5,088.73
Internet Costs	3,031.23
Total for Telecommunications	\$11,018.19
Training & Conferences	
Conference Registration Fees	9,531.26
Training Registration Fees	4,787.67
Total for Training & Conferences	\$14,318.93

Columbia Soil and Water Conservation District

Profit and Loss

July 1, 2025-June 11, 2026

	TOTAL
Travel Expense	
Lodging	10,423.52
Mileage Reimbursement	1,291.01
Parking/Public Transportation	12.00
Travel Meals	1,614.96
Total for Travel Expense	\$13,341.49
Utilities	
Electric	3,923.59
Garbage & Recycle	631.40
Gas	511.22
Water/Sewer	1,196.01
Total for Utilities	\$6,262.22
Vehicle	
Gas	1,546.73
Vehicle Maintenance	3,904.22
Vehicle Supplies	244.44
Total for Vehicle	\$5,695.39
Total for MATERIALS AND SERVICES	\$402,418.44
Payroll Expenses	
Taxes	30,271.27
Total for Payroll Expenses	\$30,271.27
PERSONNEL SERVICES	\$1,017.70
Compensation	
District Manager	105,527.79
Financial Manager	79,818.70
Operations Coordinator	76,685.28
Overtime Pay	0.00
Resource Conservationist	239,708.11
Salary Adjustments	646.40
Total for Compensation	\$502,386.28
Employer Payroll Taxes	14,511.26
Health Insurance Benefits	70,400.66
Retirement Benefits	4,410.57
Supplemental Insurance	2,769.03
Workers' Compensation	556.94
Total for PERSONNEL SERVICES	\$596,052.44
Total for Expenses	\$1,093,517.83
Net Operating Income	-\$80,993.71
Other Expenses	
Voided Checks	0.00
Total for Other Expenses	\$0.00
Net Other Income	\$0.00
Net Income	-\$80,993.71

Columbia Soil and Water Conservation District Visa Charges

05/02/2026 - 06/01/2026

Date	Num	Vendor	Memo/Description	Amount
05/04/2026	ML	Out of the Box Technology	MONTHLY PAYMENT	100.68
05/04/2026	AK	Columbia County Transfer Station	DUMP RUN	29.48
05/04/2026	ML	Google	MONTHLY CHARGE	33.6
05/04/2026	JC	Fred Meyer	HATS FOR MARKETING	200.62
05/04/2026	JC	Real World Training	JC MONTHLY CHARGE FOR TRAINING	39.95
05/07/2026	ML	Secretary of State Audits Division	STATE FILING FEE FOR AUDIT	300.00
05/07/2026	ML	SHRM Membership	HR MEMBERSHIP NATIONAL AND OREGON CHAPTERS	398.00
05/07/2026	AK	Safeway Store	BUDGET MEETING SNACKS	66.97
05/08/2026	ML	Portland Security	SERVICE CALL TO CHECK DVR SINCE NO LONGER RECORDING	370.00
05/08/2026	ML	EVENTBRITE	REGISTRATION FOR Aquatic Macroinvertebrates in Habitat Assessment	300.00
05/09/2026	JC	REMARKABLE	MONTHLY CHARGE	12.20
05/11/2026	ML	OREGON DCBS	PAYROLL TAXES	10.96
05/11/2026	AK	Wal-Mart	SHOP STUFF	13.86
05/12/2026	ML	ACRES	WHEN WEEDS TALK BOOK	46.48
05/12/2026	ML	CenturyLink	ELEVATOR PHONE LINE	62.12
5/15/2026	ML	US Bank Visa	REWARDS CREDIT BACK TO CARD	-1,350.00
05/16/2026	ML	Comcast	CELL PHONES	156.38
05/17/2026	JC	CHATGPT	MONTHLY FEE	50.00
05/19/2026	ML	Ramos' Yard Maintenance	MONTHLY LAWN SERVICE	420.00
05/19/2026	ML	Portland Security	REPLACE DVR FOR CAMERA SYSTEM	820.00
05/19/2026	JC	Apple	MONTHLY FEE ICLOUD	9.99
05/20/2026	ML	HR Answers	ML HR WEBINAR	215.10
05/20/2026	JC	Fred Meyer	BOARD MEETING SNACKS	45.00
05/20/2026	ML	TRUCKVAULT	CANOPY AND INSTALLATION FOR RAM TRUCK	8,166.19
05/21/2026	JC	Dollar Tree	KITCHEN SUPPLIES/SCIENCE IN THE PARK	7.05
05/22/2026	JC	USPS	MAILINGS	18.24
05/27/2026	JC	Home Depot	NEW DISHWASHER	1,710.96

05/27/2026 JC

Wal-Mart

FIELD EQUIPMENT

324.07

TOTAL 12,577.90

Thursday, Jun 11, 2026 12:48:19 PM GMT-7 - Accrual Basis

COLUMBIA SWCD TEN STEP ANNUAL RANGE AND STEP SALARY CHART (40 HOUR WEEK)

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
Range 1	31,200.00	33,200.00	35,200.00	37,200.00	39,200.00	41,200.00	43,200.00	45,200.00	47,200.00	49,200.00
Range 2	40,196.00	42,196.00	44,196.00	46,196.00	48,196.00	50,196.00	52,196.00	54,196.00	56,196.00	58,196.00
Range 3	45,508.32	47,508.32	49,508.32	51,508.32	53,508.32	55,508.32	57,508.32	59,508.32	61,508.32	63,508.32
Range 4	56,194.32	58,194.32	60,194.32	62,194.32	64,194.32	66,194.32	68,194.32	70,194.32	72,194.32	74,194.32
Range 5	70,022.32	72,022.32	74,022.32	76,022.32	78,022.32	80,022.32	82,022.32	84,022.32	86,022.32	88,022.32
Range 6	81,850.30	83,850.30	85,850.30	87,850.30	89,850.30	91,850.30	93,850.30	95,850.30	97,850.30	99,850.30
Range 7	92,982.60	94,982.60	96,982.60	98,982.60	100,982.60	102,982.60	104,982.60	106,982.60	108,982.60	110,982.60