Columbia Soil & Water Conservation District

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

www.columbiaswcd.com

COLUMBIA SWCD BOARD OF DIRECTORS MEETING AGENDA – NOVEMBER 18, 2026

REGULAR BOARD MEETING CALL TO ORDER

APPROVAL OF MEETING MINUTES – From October 21, 2026

TREASURER'S REPORT- October 31, 2026

PUBLIC COMMENT – Topics from the Floor

AGENDA ITEMS

Reports:

- **NRCS**
- **Watershed Councils**
- **Staff Updates**

Old Business:

♦ **Board Charters**	**Discuss/Approve**
♦ **Policy Update**	**Discuss**

New Business:

♦ **2026 Audit**	**Discuss**
♦ **Set Board Committee Meeting Dates**	**Discuss/Approve**
♦ **Executive Director Performance Review**	**Discuss/Approve**

Reports:

- **Board**

ADJOURNMENT

DATES TO NOTE

11/26-27 – Office Closed; Thanksgiving

12/16 – Board Meeting

12/21 – First Day of Winter

12/24-25 – Office Closed; Christmas

01/01/27 – Office Closed; New Years Day

01/18/27 – Office Closed; MLK Day

01/20/27 – Annual Board Meeting

VOLUNTEER OPPORTUNITIES

11/21 – Volunteer Work Party; St. Helens

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Minutes of the
Columbia SWCD Board of Directors
Board Meeting
October 21, 2026

Directors Present:
Debra Brimacombe, Director
Michael Calhoun, Chair
Paul Gibbons, Secretary
Bill Eagle, Treasurer
Alex Devin, Vice Chair
Jason Busch, Director

Directors Absent:
Dave Freytag, Director

Associate Directors Present:
David Taylor
Alison Charbonneau
Rachell Meyers, Scappoose Bay Watershed Council

Columbia SWCD Staff:
Taylor Murray, Executive Director (Zoom)
Jennifer Chavez, Operations and Communications Manager
Rebekah Gaxiola, Working Lands Conservationist

Natural Resources Conservation Service (NRCS):
Hannah Isaacs, District Conservationist

Public:
Claudia Eagle
Chris Gibbons
Bill Etter
Brenda Vassau

BOARD MEETING CALL TO ORDER AT 5:04 PM

Prior Month's Minutes: The Board reviewed the September 16, 2026 meeting minutes and discussed clarifications regarding the individuals who made and seconded motions during the September meeting. Board members provided their recollections to assist with correcting the record.
Bill moved, and Paul seconded a motion to approve the September 16 meeting minutes with the discussed corrections. Motion passed unanimously.

Vote Record: Approve the September 16, 2026 meeting minutes with corrections.

Director	Yes/Aye	No/Nay	Abstain	Motion	Seconded
Debra Brimacombe	☒				
Bill Eagle	☒			☒	
Michael Calhoun	☒				
Alex Devin	☒				
Jason Busch	☒				
Paul Gibbons	☒				☒

Financial Report: Bill presented the Treasurer's Report for September 30, 2026. The Board briefly discussed a $100,000 transaction between accounts, which was believed to be an internal transfer.
Bill moved, and Jason seconded a motion to approve the Treasurer's Report as presented. Motion passed unanimously.

Vote Record: Accept the Financial Report for September.

Director	Yes/Aye	No/Nay	Abstain	Motion	Seconded
Debra Brimacombe	☒				
Bill Eagle	☒			☒	
Michael Calhoun	☒				
Alex Devin	☒				
Jason Busch	☒				☒
Paul Gibbons	☒				

Bills to Pay: No bills were presented for review.

Public Comment*:*

There was no public comment at this time.

REPORTS

NRCS: Hannah provided several updates regarding agency agreements, local work group responsibilities, outreach, and staffing.

A recent letter from the NRCS State Office clarified that SWCDs are responsible for facilitating annual Local Work Group meetings under the existing agreements between NRCS, SWCDs, and the Oregon Department of Agriculture (ODA). Historically, NRCS has facilitated these meetings on behalf of Columbia SWCD.

The Board discussed the possibility of Columbia SWCD taking a more active role in organizing and advertising future meetings, with NRCS continuing to provide program information and complete required reporting. Staff noted that hosting these meetings could also support the District's strategic planning goals related to agricultural and forestry outreach. March was suggested as a possible meeting timeframe, with the applicable spring reporting deadlines to be confirmed. Further coordination will occur between NRCS and District staff.

Hannah also discussed current outreach restrictions, noting that recent changes may allow for increased participation in collaborative workshops and future contributions to the District's annual report. Existing agreements between NRCS and Columbia SWCD were reviewed, particularly regarding shared facilities, agency responsibilities, and compliance with respective policies and requirements.

Additionally, NRCS has resumed hiring activities, although details surrounding its ongoing reorganization have not yet been released. Hannah confirmed that no local office closures or staff relocations are anticipated and reported that the current NRCS State Conservationist is expected to leave at the end of the year.

LCRWC: Rachell shared updates on behalf of the Lower Columbia River Watershed Council (LCRWC), including a recent OWEB Review Team site visit for an aquatic organism passage and habitat restoration project in partnership with Columbia County. Appreciation was expressed for Crystalyn's involvement and continued project coordination.

LCRWC continues to coordinate with local municipalities on shared priorities and partnership opportunities and has begun its OWEB organizational assessment in preparation for an upcoming capacity grant application.

The *Our Shared Waters* grant application has been recommended for funding, with public comments accepted through November 4, 2026. Funding decisions are anticipated in November, with work potentially beginning in January 2027. LCRWC also expressed interest in providing a brief presentation on the project at a future Columbia SWCD Board meeting.

Additionally, planning is underway for a stewardship event at Fox Creek in March 2027, in partnership with the City of Rainier, Friends of Fox Creek, and the Lower Columbia Estuary Partnership.

SBWC: Rachell reported a successful fall native plant sale and shared plans to raise funds for renovations to the Council's aging greenhouse. Approximately one-third of the $30,000 fundraising goal has already been secured through a donation from Jane Hartline.

SBWC is also coordinating with local municipalities on temperature Total Maximum Daily Load (TMDL) requirements established by the Oregon Department of Environmental Quality (DEQ). Efforts include stream shade assessments and exploring opportunities to reestablish water temperature monitoring to help identify potential cold-water habitat restoration priorities. A potential Watershed Friendly Stewardship Program is also being explored to provide landowners with resources and support for conservation practices. During the discussion, Paul suggested considering permanent, remotely accessible monitoring stations for long-term water temperature monitoring. Rachell discussed considerations related to monitoring objectives, equipment costs, maintenance, and site accessibility. No formal action was taken.

Staff: Taylor expressed appreciation to staff for coordinating the meeting during his illness and provided updates on ongoing District activities.
He acknowledged the recent Vernonia Salmon Festival and highlighted continued collaboration among District staff, conservation partners, and neighboring agencies. Staff is exploring additional funding opportunities and continuing to evaluate progress toward the District's strategic planning goals.
Copies of staff meeting notes from throughout the month were provided in the Board packet. Taylor discussed plans to provide more concise staff activity summaries at future meetings, highlighting ongoing projects, staff accomplishments, and how their work aligns with the District's strategic plan.

Rebekah presented an update on the District's exploration of a potential farm equipment lending and rental program.
An equipment interest survey had received approximately 24 responses, with roughly 75% of respondents expressing interest in renting a no-till drill. Other equipment needs were identified, including haying and forestry equipment.
A significant consideration is equipment compatibility with the range of tractors used by local landowners, particularly horsepower and attachment requirements.
Rebekah reported that West Multnomah SWCD expressed interest in exploring a collaborative rental program. The District has potential equipment storage capacity, while West Multnomah SWCD has funding available for rental equipment. Discussions are planned to explore possible arrangements.
Additional coordination is occurring with Clackamas SWCD, other districts operating similar programs, and the Columbia County Farm Bureau. Program considerations include equipment maintenance, rental fees, insurance, liability, storage, and staff capacity.
Staff will continue gathering survey responses and evaluating the feasibility of establishing a program.

Rebekah also reported that the District's emerald ash borer (EAB) monitoring traps had been collected, with no detections reported.
Staff are continuing to explore local options for managing ash wood, including potential wood utilization and disposal partnerships. Discussion included the possible future need for wood chipping services and the importance of following applicable requirements if an EAB quarantine is established.

OLD BUSINESS

Strategic Plan Retreat: Board members provided an overview of the recent strategic planning retreat facilitated by Amy Stork. The retreat focused on identifying ways to improve Board operations, clarify responsibilities, and establish priorities moving forward.
The Board discussed several areas that still need attention, including developing committee work plans, improving how information and decisions are shared and tracked, and creating a central location where Board members can easily access current documents. Other priorities included clarifying communication between the Board and staff and developing onboarding materials for new Directors and Associate Directors.
Members also discussed whether to continue working with Amy beyond the current agreement. Some expressed interest in continuing to use her guidance, while others suggested taking a few months to work

with the tools and resources already provided before deciding what additional assistance may be needed. No decision was made at this time.
The Board also discussed a few possible changes to how meetings are conducted, including using nameplates to better identify Directors and Associate Directors, setting time limits for certain discussions, and allowing more structured discussion when Board action is needed. These changes may be tried at upcoming meetings to see what works best.

Meeting Room Policy: Taylor provided an update on the District's meeting room use policy following legal consultation and discussions regarding agreements with NRCS.
He explained that allowing outside organizations to use the meeting space presents legal and administrative considerations, particularly when determining which groups may be granted access.
One possible approach discussed was establishing the meeting room as a limited public forum restricted to conservation-related activities. This could allow continued use by qualifying conservation partners while establishing clearer limits on other outside uses.
External meeting room use has been paused while the District evaluates an appropriate policy. Taylor indicated that he would continue exploring options that support direct conservation partnerships while remaining consistent with applicable requirements and shared facility agreements.
No formal action was taken.

Personnel Policy: Taylor reported that the District received its personnel policy review from HR Answers shortly after the September Board meeting.
Staff is incorporating the recommended revisions to ensure the policy meets applicable legal requirements.
The revised personnel policy is expected to be presented to the Board for final review and approval at the November meeting. Board members requested that the updated document be distributed in advance.

2026 Audit: Taylor reported that the 2026 audit was nearing completion, with a draft report available and a few remaining items to address.
The Board discussed having the Finance Committee review the completed audit and provide feedback.
The Board also expressed interest in reviewing quarterly financial information, including first-quarter revenues and expenditures, to support ongoing financial oversight.

NEW BUSINESS
Committee Assignments: The Board reviewed current committee memberships and discussed Director and Associate Director interest in serving on various committees.
Discussion included the distinction between Board committees and staff committees, as well as clarification that the statutory Budget Committee serves a different purpose from the Finance Committee, which provides ongoing financial oversight.
Board members also discussed the importance of maintaining appropriate committee membership to avoid creating a quorum of the Board.
The need for consistent storage and accessibility of committee meeting notes and related documents was raised.
A motion was made by Jason and seconded by Alex to approve committee assignments as presented. Motion carried unanimously.

Vote Record: Approve the Committee Assignments.

Director	Yes/Aye	No/Nay	Abstain	Motion	Seconded
Debra Brimacombe	☒				
Bill Eagle	☒				
Michael Calhoun	☒				
Alex Devin	☒				☒
Jason Busch	☒			☒	
Paul Gibbons	☒				

Public Meeting Policy: Taylor presented the proposed Public Meeting Policy, which was developed using guidance from Special Districts Insurance Services (SDIS) and reviewed for consistency with applicable public meeting requirements.
Approval of the policy would qualify the District for an additional 2% discount on its applicable liability insurance premium, bringing its total best practices discount to 10%.
The Board discussed meeting attendance documentation and the potential benefit of implementing a sign-in sheet to help identify Directors, staff, and members of the public. The sign-in sheet would also assist with preparing accurate meeting minutes.
The policy may be incorporated into the District's broader Board policy materials and updated as needed.
Bill moved, and Paul seconded a motion to approve having a sign-in sheet at all public meetings. Motion carried unanimously.

Vote Record: Approve a sign-in sheet at public meetings.

Director	Yes/Aye	No/Nay	Abstain	Motion	Seconded
Debra Brimacombe	☒				
Bill Eagle	☒			☒	
Michael Calhoun	☒				
Alex Devin	☒				
Jason Busch	☒				
Paul Gibbons	☒				☒

Jason moved to approve the Public Meeting Policy. Bill seconded the motion. Motion carried unanimously.

Vote Record: Approve the Public Meeting Policy as presented.

Director	Yes/Aye	No/Nay	Abstain	Motion	Seconded
Debra Brimacombe	☒				
Bill Eagle	☒				☒
Michael Calhoun	☒				
Alex Devin	☒				
Jason Busch	☒			☒	
Paul Gibbons	☒				

Port Westward Rezoning Comment Letter: The Board reviewed a proposed comment letter regarding the requested rezoning of approximately 837 acres of agricultural land in the Port Westward area for industrial use.
Jason questioned why the draft letter stated that Columbia SWCD opposed the rezoning when the Board had not yet discussed or taken a position on this specific request. It was clarified that the Board's previous letter, approved in August, addressed the Draft Environmental Impact Statement, while the current letter addressed the proposed rezoning. Rebekah explained that the draft was prepared based on the Board's previous comments and the limited timeframe available for submitting a response, with the understanding that the Board would review and discuss it before approval.
Jason also asked for clarification on the property's current agricultural use, explaining that he was unfamiliar with the site and wanted to better understand the circumstances before making a decision. Board members and guests familiar with the area provided additional background on the property's agricultural activities, unique soils, and importance to the surrounding Beaver Drainage District. Discussion also included concerns about potential impacts to water management, neighboring farmland, and agricultural operations in Columbia County.
The Board also discussed including an additional signature or acknowledgment of Board authorization on the letter.
Jason moved to approve the comment letter with the addition of the Chair's signature on the letter. Alex seconded the motion. Motion carried unanimously.

Vote Record: Approve the Port Westward Comment Letter as written, with the addition of the Chair's Signature.

Director	Yes/Aye	No/Nay	Abstain	Motion	Seconded
Debra Brimacombe	☒				
Bill Eagle	☒				
Michael Calhoun	☒				
Alex Devin	☒				☒
Jason Busch	☒			☒	
Paul Gibbons	☒				

BOARD REPORTS

Michael noted that he attended the Vernonia Salmon Festival and expressed appreciation for staff participation, adding that there was a good community turnout this year.

Paul provided an update regarding vegetation management work on his property involving the placement of black geotextile material to help control reed canary grass. Appreciation was expressed to Alex and Alison for assisting with the effort. The effectiveness of the treatment will be monitored over the coming year.

The Board meeting was adjourned at 7:05 p.m.

Respectfully Submitted by: Jennifer Chavez, Operations & Communications Manager

Columbia Soil and Water Conservation District Treasurer's Report

SUMMARY OF ALL ACCOUNTS		October 31, 2026	
Local Government Investment Pool			$430,337.97
US Bank Account			$62,285.42
		TOTAL CASH AVAILABLE	$492,623.39
Local Government Investment Pool			
Balance forward			$527,546.70
bank reconciliation detail attached	Credit	Debit	
total deposit	$2,791.32		$2,791.32
total cleared transactions		-$100,000.05	-$100,000.05
Ending balance as of October 31, 2026			$430,337.97
US Bank Account			
Balance forward			$70,479.31
bank reconciliation detail attached	Credit	Debit	
total deposit	$121,512.54		$121,512.54
total cleared Checks (details follow)		-$30,882.94	-$30,882.94
total cleared EFT (details follow)		-$11,636.67	-$11,636.67
total cleared Payroll		-$87,186.82	-$87,186.82
Ending balance as of October 31, 2026			$62,285.42

Columbia Soil and Water Conservation District

EFT Detail Report

October 2026

Transaction date	Transaction type	Num	Name	Description	Amount
10/02/2026	Check	EFT	Primo Brands	WATER DELIVERY	104.92
10/05/2026	Check	EFT	Columbia River PUD	MAIN BULIDING ELECTRIC	220.05
10/05/2026	Check	EFT	Columbia River PUD	SHOP ELECTRIC	63.89
10/05/2026	Check	EFT	Aflac	AFLAC INSURANCE	256.62
10/06/2026	Check	EFT	NW Natural Gas	GAS BILL	33.57
10/07/2026	Check	EFT	Amazon.com	MONTHLY EXPENSES FROM AMAZON	1,129.81
10/07/2026	Check	EFT	Amazon.com	OFFICE SUPPLIES	557.98
10/10/2026	Check	EFT	City of St. Helens	SEWER	27.33
10/15/2026	Check	EFT	Hudson Garbage Service	GARBAGE/RECYCLE	57.40
10/15/2026	Check	EFT	US Bank	ONLINE ACCOUNT ACCESS	40.53
10/21/2026	Check	EFT	McNulty Water People's Utility District	WATER BILL	111.00
10/21/2026	Check	EFT	CIT	COPY MACHINE LEASE	683.30
10/21/2026	Check	EFT	CIT	IT SERVICES	2,939.42
10/22/2026	Check	EFT	WEX Card	PAYMENT FOR CLOSING DATE 09/30/26	112.85
10/23/2026	Check	EFT	Intuit QuickBooks	QUICKBOOK FEES	378.00
10/23/2026	Check	EFT	NACD membership	ANNUAL DUES	1,000.00
10/23/2026	Check	EFT	Cable Huston LLP	LEGAL SERVICES	3,920.00
					$11,636.67
				TOTAL	**$11,636.67**

Columbia Soil and Water Conservation District

Profit and Loss

July-October, 2026

	Total
Income	
CSWCD FUNDS	4,034.60
Grant Revenue	63,630.42
Interest Earned	7,792.72
Mileage Reimbursement	459.49
Rent Income	$2,327.00
NRCS Rent Payments	6,981.00
Total for Rent Income	**$9,308.00**
TAX LEVY	
UNSEGREGATED INTEREST	117.12
YEAR 2015	0.68
YEAR 2017	24.69
YEAR 2018	24.19
YEAR 2019	23.44
YEAR 2020	43.67
YEAR 2021	73.57
YEAR 2022	1,888.63
YEAR 2023	1,154.89
YEAR 2024	1,418.83
YEAR 2025	8,578.07
Total for TAX LEVY	**$13,347.78**
Unapplied Cash Payment Income	18,325.59
Total Income	**$116,898.60**
Gross Profit	**$116,898.60**
Expenses	
LCRWC	
Contracted Services	8,880.00
Dues/Subscriptions	3,024.00
Materials and Supplies	1,914.61
Registration Fees	75.00
Total for LCRWC	**$13,893.61**
MATERIALS AND SERVICES	$2,077.27
Bank Service Charges	150.83
Board of Directors	
Travel Expenses	
Mileage	1,962.88
Total for Travel Expenses	**$1,962.88**
Total for Board of Directors	**$1,962.88**

Columbia Soil and Water Conservation District

Profit and Loss

July-October, 2026

	Total
Building Operations	
Copy Machine Lease	2,733.20
Janitorial Services	2,400.00
Lawn Maintenance	1,680.00
Supplies (TP, Cleaning, etc.)	97.00
Water Delivery	497.69
Total for Building Operations	**$7,407.89**
Contracted Services	
Engineering	13,471.25
Project Development	1,366.07
Project Implementation	8,147.20
Total for Contracted Services	**$22,984.52**
CSWCD Expense	4,034.60
Dues & Subscriptions	
Membership Dues	4,241.71
Web Subscriptions	11,518.84
Total for Dues & Subscriptions	**$15,760.55**
Education & Outreach	
Materials & Equipment	77.57
Supplies	2,330.20
Total for Education & Outreach	**$2,407.77**
Marketing	32.50
Materials & Supplies	$5,084.15
Field Equipment	369.56
IT/Computer	
Hardware	4,770.00
Software	-352.80
Total for IT/Computer	**$4,417.20**
Office Supplies	846.10
Project Supplies	2,967.43
Total for Materials & Supplies	**$13,684.44**
Meetings, Workshops, Events	
Food/Supplies	1,423.30
Total for Meetings, Workshops, Events	**$1,423.30**
Postage & Mailing	$25.80
Postage & Shipping Charges	84.85
Total for Postage & Mailing	**$110.65**
Printing & Reproduction	31.95

Columbia Soil and Water Conservation District

Profit and Loss

July-October, 2026

	Total
Professional Fees	
Accountant/Bookkeeper	976.00
Audit	13,340.00
Legal Fees	4,130.00
Newspaper Publishing	929.58
Payroll Service Fees	1,487.00
Recruitment	102.44
Training Fees	-1,300.00
Web/IT Services	9,995.93
Total for Professional Fees	**$29,660.95**
Repairs & Maintenance	
Building Maintenance	259.00
Equipment Maintenance	150.00
Total for Repairs & Maintenance	**$409.00**
Telecommunications	
Business Phones	1,221.63
Cell Phones	1,126.56
Internet Costs	600.34
Total for Telecommunications	**$2,948.53**
Training & Conferences	-$566.35
Conference Registration Fees	2,915.25
Training Registration Fees	969.80
Total for Training & Conferences	**$3,318.70**
Travel Expense	
Lodging	1,917.82
Parking/Public Transportation	26.78
Travel Meals	188.08
Total for Travel Expense	**$2,132.68**
Utilities	
Electric	1,190.09
Garbage & Recycle	229.60
Gas	137.29
Water/Sewer	448.32
Total for Utilities	**$2,005.30**
Vehicle	
Gas	821.97
Vehicle Maintenance	182.15
Total for Vehicle	**$1,004.12**
Total for MATERIALS AND SERVICES	**$113,548.43**

Columbia Soil and Water Conservation District

Profit and Loss

July-October, 2026

	Total
Payroll Expenses	
Taxes	9,906.69
Wages	0.00
Total for Payroll Expenses	**$9,906.69**
PERSONNEL SERVICES	
Compensation	
District Manager	35,442.27
FieldTechnician	15,325.12
Financial Manager	32,589.18
Operations Coordinator	29,865.60
Resource Conservationist	94,607.07
Total for Compensation	**$207,829.24**
Employer Payroll Taxes	7,151.04
Health Insurance Benefits	20,512.26
Supplemental Insurance	-615.42
Workers' Compensation	1,143.26
Total for PERSONNEL SERVICES	**$236,020.38**
Total Expenses	**$373,369.11**
Net Operating Income	**-$256,470.51**
Net Income	**-$256,470.51**

Columbia Soil and Water Conservation District

Balance Sheet

As of Oct 31, 2026

	Total
Assets	
Current Assets	
Bank Accounts	
Local Gov Investment Pool 6/13	430,337.97
Petty Cash	63.83
US Bank (4349)	56,957.49
Total Bank Accounts	**$487,359.29**
Accounts Receivable	
Accounts Receivable	2,327.00
Total Accounts Receivable	**$2,327.00**
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	38.11
Prepaid Expenses	0.00
Prepaid Payroll & Payroll Taxes	0.00
Prepaid Payroll Liabilities	0.00
Property Taxes Receivable	34,727.39
Simple Plan Overpayment	0.00
Undeposited Funds	0.00
Total Other Current Assets	**$34,765.50**
Total Current Assets	**$524,451.79**
Fixed Assets	
.Property, Plant & Equipment	
Building Improvements	1,280,568.99
Equipment	15,757.25
Land	150,000.00
Vehicles	109,308.44
Total for .Property, Plant & Equipment	**$1,555,634.68**
Accumulated Depreciation	-457,239.00
Total Fixed Assets	**$1,098,395.68**
Other Assets	
Earnest Money	0.00
Prepaid Insurance	30,776.56
Prepaid Service Contract	3,500.00
Total Other Assets	**$34,276.56**
Total Assets	**$1,657,124.03**

Columbia Soil and Water Conservation District

Balance Sheet

As of Oct 31, 2026

	Total
Liabilities and Equity	
Liabilities	
Current Liabilities	
Credit Cards	
US Bank Visa	16,779.16
WEX Card	11.51
Total Credit Cards	**$16,790.67**
Other Current Liabilities	
Accrued Vacation Pay	26,195.44
Contracts Payable	0.00
Deferred Tax Revenue	39,497.69
Direct Deposit Liabilities	0.00
Direct Deposit Payable	0.00
Payroll Liabilities	-$950.32
Accrued Wages & PR Taxes	0.00
Aflac Can Pre Tax EE	0.00
Aflac Hospital Pre-Tax	0.00
Aflac Life - Post Tax	77.22
Aflac Payable	79.55
Federal Taxes (941/943/944)	-27,717.43
Federal Unemployment (940)	0.00
Federal Withholding	0.00
FICA Social Security	0.00
Medicare	0.00
MODA Dependent	0.00
OR Employment Taxes	1,830.69
OR Income Tax	-5,532.07
OR Paid Family and Medical Leave	0.00
OR Paid Family Leave	714.12
OR Statewide Transit Taxes	113.70
Providence Dep.	0.00
Simple Plan Payable	-2,641.82
State Unemployment	0.00
State Withholding	0.00
Statewide Transit Tax	0.00
WBF Assessment	0.00
Total for Payroll Liabilities	**-$34,026.36**
Prepaid Grants	2,327.00
Prepaid Rent	0.00
Vehicle Loan Payable	0.00
Total Other Current Liabilities	**$33,993.77**
Total Current Liabilities	**$50,784.44**

Columbia Soil and Water Conservation District

Balance Sheet

As of Oct 31, 2026

	Total
Long-term Liabilities	
Building Loan Payable	0.00
Total Long-term Liabilities	**$0.00**
Total Liabilities	**$50,784.44**
Equity	
Net Investment in Capital Asset	10,221.45
Opening Bal Equity	0.00
Fund Balance	1,852,588.65
Net Income	-256,470.51
Total Equity	**$1,606,339.59**
Total Liabilities and Equity	**$1,657,124.03**

Columbia Soil and Water Conservation District
US Bank Visa Report
October 2 - November 2, 2026

Date	Num	Vendor	Memo/Description	Amount
10/02/2026	6889	Google	MONTHLY FEES	33.60
10/2/2026	6889	ADOBE	ANNUAL SUBSCRIPTION	3,437.01
10/02/2026	3379	Dollar Tree	SALMON FEST SUPPLIES	75.00
10/02/2026	7343	Wal-Mart	SALMON FEST SUPPLIES	46.89
10/02/2026	7343	TAP Plastics	FOR TRUCK	768.90
10/02/2026	3379	Real World Training	JC MONTHLY CHARGE FOR TRAINING	39.95
10/02/2026	6889	Out of the Box Technology	MONTHLY PAYMENT	122.57
10/02/2026	3379	Wal-Mart	SALMON FEST SUPPLIES	21.76
10/03/2026	3379	LA Cabana Restaurant	STAFF LUNCH SALMON FEST	117.50
10/03/2026	3379	Starbucks	COFFEE FOR STAFF AT FAIR	38.30
10/05/2026	6889	Comcast	CELL PHONES	300.87
10/06/2026	3379	Wal-Mart	STORAGE FOR TRUCK AND OUTREACH	44.67
1006/2026	6889	EVENTBRITE	REFUND OACD CONF TM & ML	-975.00
10/07/2026	6889	SingerLewak LLP	PROGRESS BILLING FOR AUDIT 2025/2026	6,670.00
10/07/2026	3379	USPS	STAMPS	84.85
10/08/2026	7343	MICHAELS ESPRESSO	AK MEAL AT TRAINING	8.00
10/08/2026	7343	LA FONDA LOPEZ	AK MEAL AT TRAINING	66.89
10/09/2026	3379	REMARKABLE	MONTHLY CHARGE	12.20
10/09/2026	7343	CARLOS MEXICAN FOOD	AK MEAL AT TRAINING	43.65
10/09/2026	6889	TWISP RIVER SUITES	AK HOTEL FOR TRAINING	616.09
10/13/2026	7097	Department of State Lands	PERMIT	700.00
10/13/2026	6889	CenturyLink Lumen	ELEVATOR PHONE LINE	62.27
10/14/2026	3779	Habitat Store	SUPPLIES	7.00
10/14/2026	6889	Hallmark Resort	ML HOTEL SDAO TRAINING	365.44
10/15/2026	3379	Dollar Tree	SUPPLIES	31.50
10/16/2026	6889	Ramos' Yard Maintenance	MONTHLY LAWN SERVICE	420.00

10/17/2026	3379	CHATGPT	MONTHLY FEE	50.00
10/20/2026	3379	Apple	MONTHLY FEE ICLOUD	9.99
10/20/2026	6889	NAISMA	AK MEMBERSHIP DUES	41.71
10/21/2026	3379	Safeway Store	BOARD MEETING	79.84
10/22/2026	6889	River Restoration NW	RRNW TRAINING	60.00
10/22/2026	6889	EVENTBRITE	AD OACD CONFERENCE REGISTRATION	402.00
10/28/2026	6889	Salishan Resort	HOTEL FOR OACD	197.33
10/29/2026	7097	Oregon DEQ	PERMIT	1,335.36
10/29/2026	7097	Oregon DEQ	PERMIT FEE	30.71
10/29/2026	7343	Wal-Mart	SUPPLIES	382.83
10/29/2026	6889	CREEKSIDE HOTEL	HOTEL FOR HR TRAINING	389.80
10/30/2026	7097	USPS	MAILING	25.80
10/31/2026	7343	Heritage Seedlings	PROJECT SEEDS	613.88
11/01/2026	6889	Out of the Box Technology	MONTHLY PAYMENT	122.57
11/01/2026	6889	Google	MONTHLY FEES	33.60
				$ 16,935.33
			TOTAL	**$ 16,935.33**

Staff Report to the Board of Directors | November 2026

Columbia SWCD staff continue to make progress toward the District's five strategic goals through ongoing conservation projects, landowner assistance, community outreach, partnerships, and organizational improvements. The following highlights recent staff activities and how they support the Strategic Plan.

Goal 1: Working Lands Conservation

Supporting landowners and managers in making informed conservation decisions.

Staff continue providing technical assistance to landowners on agricultural, forestry, and natural resource concerns. Recent activities include:

- Responding to an increase in forestry-related inquiries and conducting landowner site visits.
- Continuing soil testing assistance and exploring opportunities to improve the efficiency of the program.
- Coordinating with Columbia Feed and Seed on a potential soil health workshop and partnership.
- Reviewing the District's tool inventory system and identifying remaining steps toward implementation.

Strategic Plan Alignment: Strategies 1.1, 1.2, and 1.4.

Goal 2: Community Conservation

Connecting community members with conservation information, resources, and opportunities.

Staff are continuing efforts to expand educational opportunities and encourage community participation in conservation. Recent activities include:

- Preparing for a volunteer work party focused on habitat improvements (This Saturday, 11/21)
- Beginning preparations for the 2027 Science in the Park program, including exploring sponsorships and funding opportunities.
- Planning upcoming outreach activities, including a free white alder giveaway in February and participation in the St. Helens Career Fair in March.
- Updating the District's system for tracking public inquiries, walk-ins, and site visits to better understand community needs.
- **Board Input Requested:** Staff are beginning to develop the 2027 outreach calendar and welcome ideas for conservation-related events, educational topics, or seasonal outreach opportunities. Are there new events or natural resource concerns you'd like to see highlighted? (i.e. specific native plants, invasive weeds, etc.) **Please include your name** with any suggestions so staff can follow up regarding possible involvement.

Strategic Plan Alignment: Strategies 2.1, 2.2, 2.3, and 2.4.

Goal 3: Habitat Restoration

Protect, restore, and improve habitat throughout Columbia County.

Staff continues advancing habitat restoration efforts through project implementation, grant development, and partnerships. Recent activities include:

- Completing the Wolf Creek restoration project, with final payment approved.
- Advancing the Conyers Creek Habitat Diversification & Enhancement Project. Public bidding closed 11/17/26.
- Developing a fish passage grant application for Cook Creek.
- McBride Creek restoration project is preparing for planting with Ash Creek Forest Management.
- Participating in Small Grant Team reviews, including our highly rated proposal for invasive species removal and habitat restoration.
- Developing wildfire-related educational resources, including a fire-resistant plant list for Columbia County.

Strategic Plan Alignment: Strategies 3.2, 3.3, and 3.5.

Goal 4: Conservation Leadership

Strengthening partnerships and working collaboratively to address conservation priorities.

Staff continues building relationships with agencies, organizations, and community partners to support conservation efforts across the county. Recent activities include:

- Coordinating with the Port on beaver coexistence and wildlife management concerns.
- Working with local organizations and potential sponsors to develop future educational programs.
- Preparing the District's Annual Report to communicate accomplishments, projects, and conservation efforts.
- Participating in professional development opportunities, including the Oak Summit and Weed Symposium.

Strategic Plan Alignment: Strategies 4.1, 4.3, 4.4, and 4.6.

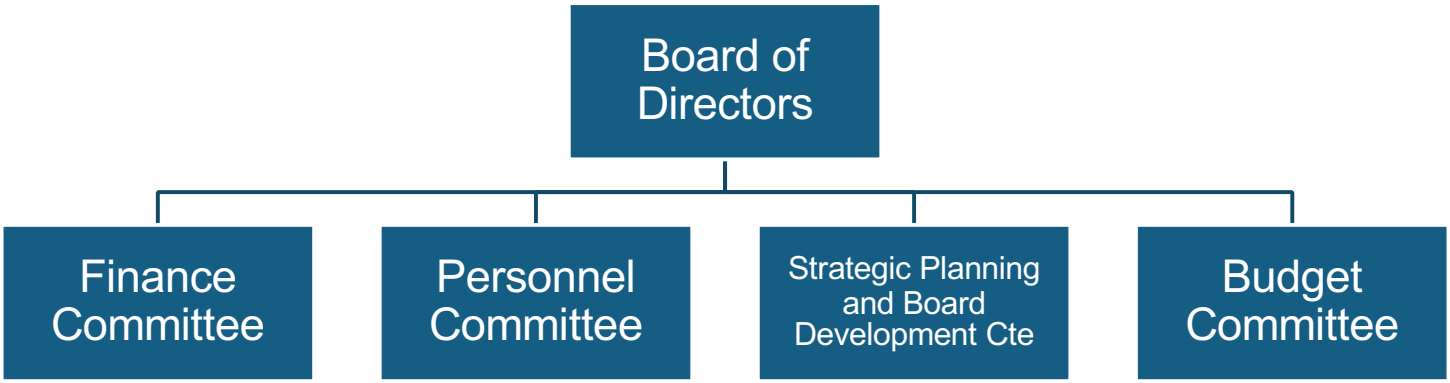
Goal 5: Organizational Health

Supporting effective operations, accountability, and staff coordination.

Staff are working to improve internal systems and ensure District resources are being used effectively. Recent activities include:

- Scheduling individual staff reviews/check-ins to review work plans, priorities, and progress.
- Incorporating regular Strategic Plan discussions into monthly staff meetings.
- Reviewing software licenses, equipment needs, and other operational resources.
- Identifying opportunities to improve internal procedures and coordinate responsibilities across programs.

Strategic Plan Alignment: Strategies 5.2 and 5.3.



Standing committee

Finance and investment policies, strategy, support

Chaired by Treasurer

Supported by E.D. and HR/Finance Mgr

Standing committee

Personnel policies, strategy, Support; E.D. hiring, review, etc

Chaired by Board Chair

Supported by E.D.

Standing committee

Strategic planning, monitor progress, ensure community feedback, Board Development

Chaired by a Director

Supported by E.D.

Annual committee required for the budget process

Follow state budget process requirements

Includes the Board of Directors and appointed community members

Supported by E.D. and HR/Finance Mgr

Columbia Soil and Water Conservation District
Finance Committee Charter

AUTHORITY

Unless otherwise authorized by the Board, the Finance Committee shall have no power to act on behalf of the Board but shall present recommendations, proposals, and options to the Board for action as well as recommendations and support to the Executive Director.

Columbia SWCD is a special district of the State of Oregon and a local unit of government. The District is both a governing body and a public body according to ORS 192.610 and is therefore subject to Oregon's public meetings law per ORS 192.620-192.710. Public meeting law requires that meetings be open to the public, have advance notice given, have minutes taken, and that votes be made publicly and recorded.

DURATION

- Standing committee, expected to continue until further notice

PURPOSE AND RESPONSIBILITIES

The Finance Committee is chartered to work with and support the Treasurer to:

- Monitor and provide guidance to the Executive Director on the **development of the budget**;
- Ensure **accurate tracking/monitoring/accountability** for funds;
- Ensure **adequate financial controls** through following the financial controls policy approved by the Board;
- **Support the Executive Director in developing short-and long-term financial strategy** including revenue and expense strategies;
- Ensure that **financial reports are developed to effectively convey financial information** to the Board of Directors and support sound financial decision-making by the Board;
- **Oversee the audit process;** and
- Provide **oversight for all investments**.

COMMITTEE MEMBERSHIP AND TERMS

COMPOSITION: The Finance Committee will include, at minimum, the Treasurer and one or two additional directors. Up to two associate directors may also serve on the committee. The committee chairperson will be the Treasurer. The committee will be supported by the Executive Director and the HR/Finance Manager.

TERMS: Appointments will be made by the Chair. Committee members will remain until they resign from the Committee or the Board, or until the Chair makes new appointments.

QUALIFICATIONS

- Ability and commitment to attend and participate in Finance Committee meetings
- Commitment to understanding the District's finance policies.
- Interest in contributing to the District's long-term financial strategy, including revenue and expense strategies

OPERATIONS

- The Finance Committee will meet at least quarterly. The committee may meet more frequently when needed to advance important initiatives or respond to emerging needs and opportunities.
- The Committee Chair and Executive Director shall work together to set meeting times and agendas.
- Oregon Revised Statute 192.610 to 192.690 lays out the requirements of public meeting laws. The Finance Committee will abide by these regulations to ensure that meetings of public bodies are open to the public, so the public will know of the activities and actions of its public officials.
- The Committee may hold executive sessions in accordance with applicable laws and regulations.

WORKPLAN AND DELIVERABLES FOR [YEAR]

Activity	Who	When	Deliverable

Columbia Soil and Water Conservation District

Personnel Committee Charter

AUTHORITY

Unless otherwise authorized by the Board, the Personnel Committee shall have no power to act on behalf of the Board but shall present recommendations, proposals, and options to the Board for action as well as recommendations and support to the Executive Director.

Columbia SWCD is a special district of the State of Oregon and a local unit of government. The District is both a governing body and a public body according to ORS 192.610 and is therefore subject to Oregon's public meetings law per ORS 192.620-192.710. Public meeting law requires that meetings be open to the public, have advance notice given, have minutes taken, and that votes be made publicly and recorded.

DURATION

- Standing committee, expected to continue until further notice

PURPOSE AND RESPONSIBILITIES

- **Provide oversight, guidance, and support to management regarding human resources matters.**
- **Ensure that the District has and follows a comprehensive and up-to-date set of personnel policies** that comply with applicable laws and regulations and minimize organizational risk and exposure. See Personnel Policy Manual for details.
    - Maintain a schedule of policy updates and ensure the schedule is followed
- **Supervise and support the Executive Director and facilitate a healthy partnership between the Board and the Executive Director**
    - Serve as a sounding board and resource for the Executive Director on personnel matters, including but not restricted to training, staff retention or termination, and future staffing needs.
    - Ensure there is an accurate and fair evaluation of the Executive Director's work performance.
    - Ensure continued operations in the absence of an Executive Director (e.g. appoint an interim E.D.)
    - Coordinate Executive Director position recruitment when vacant, and support and onboard the new Executive Director

COMMITTEE MEMBERSHIP AND TERMS

COMPOSITION: The Personnel Committee will include at minimum the Board Chair and one or two additional directors. Up to two associate directors may also serve on the committee. The committee chairperson will be the Board Chair. The committee will be supported by The Executive Director.

TERMS: Appointments will be made by the Chair. Committee members will remain until they resign from the Committee or the Board, or until the Chair makes new appointments.

QUALIFICATIONS

- Ability and commitment to attend and participate in Personnel Committee meetings
- Commitment to understanding the District's personnel policies and to develop a working familiarity with Oregon employment law and other relevant laws
- Interest in contributing to high-functioning human resources to fulfill the District's mission.
- Interest in supporting the Executive Director
- Interest or experience in staff management, facilitation and/or mediation.

OPERATIONS

- The Personnel Committee will meet at least quarterly. The committee may meet more frequently when needed to advance important initiatives or respond to emerging needs and opportunities.

- The Committee Chair and Executive Director shall work together to set meeting times and agendas.

- Oregon Revised Statute 192.610 to 192.690 lays out the requirements of public meeting laws. The Personnel Committee will abide by these regulations to ensure that meetings of public bodies are open to the public, so the public will know of the activities and actions of its public officials.

- The Committee may hold executive sessions in accordance with applicable laws and regulations.

WORKPLAN AND DELIVERABLES FOR [YEAR]

Activity	Who	When	Deliverable

Columbia Soil and Water Conservation District

Strategic Planning and Board Development Committee Charter

AUTHORITY

Unless otherwise authorized by the Board, the Strategic Planning and Board Development Committee shall have no power to act on behalf of the Board but shall present recommendations, proposals, and options to the Board for action as well as recommendations and support to the Executive Director.

Columbia SWCD is a special district of the State of Oregon and a local unit of government. The District is both a governing body and a public body according to ORS 192.610 and is therefore subject to Oregon's public meetings law per ORS 192.620-192.710. Public meeting law requires that meetings be open to the public, have advance notice given, have minutes taken, and that votes be made publicly and recorded.

DURATION

- Standing committee, expected to continue until further notice

PURPOSE AND RESPONSIBILITIES

- **Manage the development of the Long Range Business Plan/Strategic Plan, and monitor the District's progress on the Plan**
    - Seek community input into the strategic direction of the District
    - Create a scorecard/dashboard to show staff and board progress
    - Highlight areas where more attention or direction is needed
    - Review and comment on the annual workplan before presentation to the full Board of Directors
- **Ensure there are regular mechanisms for the Board of Directors to hear from the staff, community and partners on strategic needs and concerns, and communicate with the community about the District's work**
- **Support the health and functioning of the Board of Directors**
    - Annually review board and committee job descriptions, structure, and workplans and suggest changes as necessary
    - Manage efforts to recruit Associate Directors and potential candidates for Board election
- **Plan an annual Board of Directors retreat to discuss key issues of strategic direction and board functioning**

COMMITTEE MEMBERSHIP AND TERMS

COMPOSITION: The Committee will include at minimum two and up to three Directors. Up to two associate directors may also serve on the committee. The committee chairperson will be a Director. The committee will be supported by The Executive Director. Additional staff members will be invited to join the committee for strategic and annual planning efforts.

TERMS: Appointments will be made by the Chair. Committee members will remain until they resign from the Committee or the Board, or until the Chair makes new appointments.

QUALIFICATIONS

- Ability and commitment to attend and participate in Strategic Planning Committee meetings
- Commitment to understanding the mission and vision of the District
- Interest in ensuring that the District's strategic direction is clear and the District's impact is measured
- Interest in ensuring clarity, efficiency, and continuity of District function and leadership
- Experience in and understanding of organizational leadership and/or implementation of conservation or natural resource work
- Commitment to listening to District stakeholders including Directors, staff, partners, and community members

OPERATIONS

- The Strategic Planning and Board Development Committee will meet at least quarterly. The committee may meet more frequently when needed to advance important initiatives or respond to emerging needs and opportunities, for example when creating the Long Range Business Plan/Strategic Plan.

- The Committee Chair and Executive Director shall work together to set meeting times and agendas.

- Oregon Revised Statute 192.610 to 192.690 lays out the requirements of public meeting laws. The Personnel Committee will abide by these regulations to ensure that meetings of public bodies are open to the public, so the public will know of the activities and actions of its public officials.

- The Committee may hold executive sessions in accordance with applicable laws and regulations.

WORKPLAN AND DELIVERABLES FOR [YEAR]

Activity	Who	When	Deliverable
