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**Minutes of the
Columbia SWCD Board of Directors
Budget Hearing and Board Meeting
June 17, 2026**

Directors Present:

Debra Brimacombe, Director
Michael Calhoun, Chair
Paul Gibbons, Director
Jason Busch, Director (via Zoom at 5:18pm)
Alex Devin, Vice President

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

Natural Resources Conservation Service (NRCS):

Hannah Isaacs, District Conservationist

**Oregon Association of Conservation Districts
(OACD):**

Dean Moberg, OACD Board Member

Public:

Julia Rutherford

BOARD MEETING & PUBLIC BUDGET HEARING CALL TO ORDER AT 5:04 PM

Prior Month's Minutes: Paul and Alex noted that they were not present for the May meeting. Deb **moved, and Paul seconded a motion** to approve the Minutes from the Board meeting held on 05/20/26, as presented.
Approved Motion passed.

Vote Record: Approve the May 20, 2026, meeting minutes as presented.

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

Financial Report: Taylor presented the Treasurer's Report. Paul asked about More Power Technology Group, and Taylor explained that the company is the District's current IT provider. He noted that the District is in the process of transitioning IT services to Pacific Office Automation. A brief discussion followed. **Paul moved, and Deb seconded a motion** to approve the Treasurer's Report from 5-31-26.
Approved Motion passed.

remain busy despite limited staffing and are continuing to manage their time and workload as effectively as possible.

- **LCRWC:** Rachael reported that the Lower Columbia River Watershed Council, Upper Nehalem Watershed Council, Columbia SWCD, and Columbia County are collaborating on an application for place-based water planning funds through the Oregon Water Resources Department. The proposed 18-month “preparation phase” would focus on building trust, engaging the community, and preparing for a four-year planning phase. During the planning phase, the partners would develop a state-recognized water plan for the designated geographic area.

Alison asked whether the Scappoose Bay Watershed Council would be included. Rachael explained that SBWC is located within a different administrative basin but expressed hope that resources developed through the process could be shared.

Julia asked whether the plan would focus specifically on groundwater. Rachael explained that the planning process would seek to balance instream and out-of-stream water uses related to environmental needs, communities, industry, and economic development. The plan would also address drought, wildfire, and climate-related impacts.

Jason arrived at 5:18 p.m.

Alison asked whether creeks within the Scappoose Bay area fall within the planning boundary. Rachael explained that the proposed planning area extends to the Merrill Creek and Tide Creek areas, which mark the geographic boundary and do not include the Scappoose Bay Watershed Council service area. She noted that creeks within SBWC’s service area are considered part of the Willamette Basin. Alison asked whether Rachael, SBWC Executive Director, had connections with Multnomah County, and it was noted that she works closely with West Multnomah SWCD. Rachael added that funding awards are expected to be announced in the fall and expressed hope that neighboring organizations are pursuing similar planning efforts.

Rachael also reported that LCRWC is partnering with Columbia County Public Works to pursue funding for restoration work associated with the Little Clatskanie and Apiary fish passage upgrades. The partners plan to seek federal funding to replace the failed culverts with a bridge. LCRWC hopes to serve as the partner responsible for incorporating restoration treatments into the project.

Rachael also announced that LCRWC will host a celebration on August 13 and will provide flyers with additional information.

- **Staff:** Taylor reported that he participated in a recent Strategic Planning Work Group meeting. He noted that although the July Board meeting is typically canceled, a meeting will likely be necessary this year. Due to District and community events, July 8 and July 22 were identified as possible meeting dates, both at 5:00 p.m. Taylor expressed concern that general business materials may not be ready for Board review by July 8. Following a brief discussion, Alex recommended scheduling the meeting for July 22 at 5:00 p.m. Taylor will contact Bill and Dave to confirm their availability and ensure a quorum.

Taylor also reminded the Board of the upcoming election and reviewed important dates for individuals seeking placement on the ballot. He noted that election-related questions should be directed to Sandi Hiatt with the Oregon Department of Agriculture, but offered to assist with obtaining answers as needed.

Following up on discussion from the previous meeting, Taylor distributed the District’s current Meeting Room Rental Policy and noted that no revisions have been made at this time. He outlined several parameters he plans to incorporate into the policy and stated that a revised version will be presented for discussion at the July 22 Board meeting. The Board will also review approximately five or six standalone policies that still require approval. Taylor stated that the meeting materials will be distributed at least 10 days in advance for review.

Taylor added that the Personnel Handbook is expected to be approved and returned by HR Answers by July 1. He noted that the handbook references the standalone policies throughout.

Jason asked whether he would need to run in the upcoming election because he was appointed to his current position. Taylor confirmed that he would, and stated that he would email Jason the election packet.

OLD BUSINESS

- **Strategic Plan Board Development:** The strategic planning team met two weeks earlier and reviewed and discussed a proposed Board Director job description outlining the role, responsibilities, and expectations of Board members. The team hopes to present the job description for discussion and possible approval at the July 22 Board meeting.

The team would also like the Board to consider scheduling another half-day planning retreat at the Columbia SWCD office. Taylor noted that he has appreciated hearing ideas from the Directors and would like to see another retreat take place, with everyone meeting face-to-face if possible.

Alison expressed interest in developing an interactive map with supporting metadata that could be used collaboratively with the local watershed councils. Rebekah explained that partners have discussed the concept and that developing a system has proven challenging, but efforts are ongoing. A brief discussion followed.

NEW BUSINESS

Adopt the Budget for 2026/2027 Fiscal Year: Taylor read Resolution No. 25/26-03, which maintained the permanent tax rate of \$0.10 per \$1,000 of assessed value and adopted an annual budget totaling \$2,618,479.

Paul asked why the budget continued to include \$50,000 for vehicle expenses following the purchase of a new truck. Taylor explained that, as discussed at previous meetings, the District's transportation needs are increasing as the organization grows. He noted that the District is considering the purchase of a small SUV to provide an additional reliable and fuel-efficient option for conference travel and local site visits.

Taylor also provided additional information regarding the capital outlay expenses. He explained that the shop requires repairs and improvements, including the addition of a bathroom and replacement of the flooring to address safety concerns. A discussion followed.

Alex asked where the unappropriated funds are held, how they are being used, and whether they are earning income for the District. He also asked whether the District has a policy requiring a specific percentage of funds to remain unappropriated.

Taylor contacted Malyssa, who advised that the purpose of the funds is explained in the Budget Message: "The unappropriated ending balance is budgeted at \$175,000 and will ensure the continued operation of the District through the first four months of the next fiscal year, or until the District begins receiving property tax funds in November or December. Property tax funds received in November are distributed weekly to the District's LGIP account, with monthly transfers beginning in December."

Michael asked whether there were any additional issues or concerns regarding the proposed budget. No additional comments or concerns were raised, and no public testimony regarding the proposed budget was received.

Alex moved, and Deb seconded a motion to approve adopting the budget for the 2026/2027 Fiscal year, totaling \$2,618,479.00, with a permanent tax rate of \$0.10/\$1,000. **Motion passed.**

Vote Record: Adopt the 2026/2027 Budget

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

- **2026 Columbia SWCD Salary Chart:** Taylor explained that the provided salary chart remains largely unchanged from the version approved the previous year, with adjustments reflecting the 3% cost-of-living increase from last year and the 2.5% increase for the current year. He noted that the schedule generally aligns with employees' current salaries within the District.

Taylor added that the budget includes funding for potential salary increases of up to 3% for each employee, based on performance evaluations. He also reported that he has been working with OACD on pay equity by comparing compensation levels among other SWCDs to help ensure District salaries remain fair and competitive.

Jason signed off Zoom at 5:48 pm

Paul noted that the salary schedule does not fully address previous questions regarding the use of \$2,000 increments between steps rather than percentage-based increases, which may result in proportionally smaller increases for employees at the higher end of the schedule. A discussion followed.

Taylor expressed interest in developing a clearer and more consistent process for awarding salary increases. He plans to continue consulting with other SWCD managers and OACD.

- **Strategic Plan Retreat:** Taylor explained that the Strategic Planning Work Group has advised a half-day, Director-specific retreat at the SWCD office in hopes that all Board members could attend. Taylor explained that this retreat was not in the initial quote and will cost additional funds. He read the scope of work for the retreat that Amy Stork provided, outlining what the Work group hopes for the retreat to entail. Taylor noted that the retreat would cost \$2,300, but believes it is worth it. Paul added that he believes it is necessary. A date for the retreat will be scheduled at the July board meeting. **Paul moved, and Alex seconded a motion** to approve the Director's Strategic Planning Retreat and associated fee of \$2,300. **Approved Motion passed.**

Vote Record: Approve Director's Strategic Planning Retreat

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

- **Field Technician:** Taylor reported that the District has hired a new employee. Of the 72 applicants, seven were selected for interviews, and two candidates participated in field interviews. Taylor expressed enthusiasm and confidence in the selected candidate, Laurel, who will officially begin work on July 1. He provided a brief overview of her background and noted that she will begin by assisting with Science in the Park the following week.

David also expressed confidence in Laurel based on his experience meeting her during the field interview conducted at his property.

- **LEED Certification:** Michael expressed interest in having the District office recognized for its sustainability practices and suggested pursuing a green building certification, such as LEED or a similar program.

Paul asked whether an assessment had been completed to determine how the building currently aligns with certification criteria. Taylor explained that Jennifer's husband has experience with LEED and other green building certifications and had recommended consulting Al and Kannikar Peterson, the architects involved in the office remodel. They may be able to provide information about the sustainable features incorporated into the building and why certification was not pursued at that time.

A brief discussion followed. Alison suggested adding signage to educate visitors about the building's sustainable features. Alex noted that Energy Trust of Oregon may also offer a free consultation.

- **Outdoor Wildlife Friendly Bulbs:** Taylor reported that the District has conducted considerable research on the existing and proposed light bulbs. He estimated the total cost at approximately \$1,200 and noted that it has not yet been determined whether all bulbs throughout the facility will be replaced.

Taylor also explained that the yellow-hued bulbs reduce the clarity of the security camera footage. The District is exploring wildlife-friendly lighting options that would maintain camera visibility while still meeting wildlife considerations.

Alex asked whether the District is certified as a Pollinator Habitat and suggested pursuing that certification in addition to the existing wildlife habitat certification.

Hannah reiterated concerns raised during previous discussions regarding staff safety during the cooler months, when the grounds are dark as employees arrive and leave. Michael explained that wildlife-friendly bulbs can provide similar lumen output and intensity while using a different color temperature. A discussion followed.

Paul moved, and Alex seconded a motion to approve working towards wildlife-friendly lighting that doesn't sacrifice security and safety. **Approved Motion passed.**

Vote Record: Approve wildlife-friendly lighting without compromising safety.

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

BOARD REPORTS

- Deb announced that next week is Pollinator Week. The BugNutz will be at this Saturday's Farmer's Market in Scappoose to kick off the celebration. She encouraged everyone to submit pollinator photos to the Pollinator Partnership on iNaturalist.
- Taylor reminded everyone that the office will be closed on Friday, June 19, as well as Friday, July 3rd, with Science in the Park the following week, July 6-10. He encouraged volunteer participation, or at least stopping by to check it out. Alison noted that the event filled up within two hours. Taylor continued with upcoming events, noting that the District will have a booth at the upcoming Fair July 15-18, and is still in need of volunteers to assist manning the booth.

The public budget hearing and regular Board meeting were adjourned at 6:29 p.m.

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

Columbia Soil and Water Conservation District Treasurer's Report

SUMMARY OF ALL ACCOUNTS			June 30, 2026
Local Government Investment Pool			\$709,197.62
US Bank Account			\$85,376.13
TOTAL CASH AVAILABLE			\$794,573.75
Local Government Investment Pool			
Balance forward			\$751,823.69
bank reconciliation detail attached	Credit	Debit	
total deposit	\$17,373.98		\$17,373.98
total cleared transactions		-\$60,000.05	-\$60,000.05
Ending balance as of June 30, 2026			\$709,197.62
US Bank Account			
Balance forward			\$61,002.76
bank reconciliation detail attached	Credit	Debit	
total deposit	\$108,750.00		\$108,750.00
total cleared Checks (details follow)		-\$12,649.38	-\$12,649.38
total cleared EFT (details follow)		-\$30,045.59	-\$30,045.59
total cleared Payroll		-\$41,681.66	-\$41,681.66
Ending balance as of June 30, 2026			\$85,376.13

Columbia Soil and Water Conservation District

EFT Detail Report

June 2026

Transaction date	Num	Name	Description	Amount
06/02/2026	EFT	Comcast	PHONE SERVICES	-323.21
06/03/2026	EFT	Hudson Garbage Service	GARBAGE/RECYCLE	-57.40
06/03/2026	EFT	Comcast	INTERNET SERVICES	-192.80
06/03/2026	EFT	Aflac	SUPPLEMENTAL INSURANCE	-228.16
06/05/2026	EFT	Columbia River PUD	ELECTRIC BILLS	-295.23
06/05/2026	EFT	NW Natural Gas	GAS BILL	-48.62
06/06/2026	EFT	Amazon.com	MONTHLY EXPENSES FROM AMAZON	-1,475.97
06/08/2026	EFT	US Bank Visa	CHARGES 05/02/26 - 06/01/26	-12,577.90
06/08/2026	EFT	Primo Brands	WATER DELIVERY	-147.90
06/08/2026	EFT	USABLE Life	LIFE, STD, LTD INSURANCE	-530.73
06/09/2026	EFT	City of St. Helens	SEWER	-27.33
06/12/2026	EFT	US Bank	ONLINE ACCOUNT ACCESS	-34.42
06/12/2026	EFT	More Power Technology Group	SERVICE FOR 07/01/26 - 08/31/26	-6,863.20
6/15/2026	EFT	WEX Card	PAYMENT FOR CLOSING DATE 05/31/26	-431.30
06/17/2026	EFT	McNulty Water People's Utility District	WATER BILL	-76.00
06/23/2026	EFT	Intuit QuickBooks	QUICKBOOK FEES	-322.00
06/23/2026	EFT	CIT	IT SERVICES/COJY MACHINE LEASE	-3,697.72
06/26/2026	EFT	More Power Technology Group	IT SERVICES (REFUNDED)	-2,362.80
06/30/2026	EFT	More Power Technology Group	MS 365 MONTHLY SUBSCRIPTION July 2026 (REFUNDED)	-352.80
			TOTAL	-30,045.49

Columbia Soil and Water Conservation District
Check Detail Report
June 2026

Transaction date	Num	Name	Description	Amount
06/02/2026	2395	FRAUD CHECK	FRAUD CHECK, REIMBURSED BY US BANK	-400.00
06/08/2026	3242	SPECIAL DISTRICTS INSURANCE SERVICES	INSURANCE	-6,840.38
5/14/2026	3237	B&S PEST MANAGEMENT	EXTERMINATOR FOR ANTS	-135.00
06/11/2026	3247	RA Barry Consulting	LCRWC MONTHLY EXPENSES	-5,079.00
06/11/2026	3238	COLUMBIA COUNTY FAIR & RODEO	BOOTH AT FAIR	-195.00
			TOTAL	-12,649.38

Columbia Soil and Water Conservation District

Profit and Loss
July, 2026-June, 2027

	Total
Income	
CSWCD FUNDS	1,480.00
Grant Revenue	23,700.00
Interest Earned	2,214.95
Rent Income	
NRCS Rent Payments	2,327.00
Total for Rent Income	\$2,327.00
TAX LEVY	
UNSEGREGATED INTEREST	63.16
YEAR 2017	24.69
YEAR 2018	24.19
YEAR 2019	15.88
YEAR 2020	1.52
YEAR 2021	2.66
YEAR 2022	1,259.47
YEAR 2023	674.82
YEAR 2024	698.51
YEAR 2025	7,025.51
Total for TAX LEVY	\$9,790.41
Total for Income	\$39,512.36
Gross Profit	\$39,512.36
Expenses	
LCRWC	
Contracted Services	1,053.00
Dues/Subscriptions	2,924.00
Materials and Supplies	620.21
Total for LCRWC	\$4,597.21
MATERIALS AND SERVICES	\$217.18
Bank Service Charges	36.20
Building Operations	
Copy Machine Lease	1,366.60
Janitorial Services	1,200.00
Lawn Maintenance	840.00
Supplies (TP, Cleaning, etc.)	29.50
Water Delivery	193.85
Total for Building Operations	\$3,629.95
Contracted Services	
Engineering	2,301.25
Total for Contracted Services	\$2,301.25
CSWCD Expense	1,480.00

Columbia Soil and Water Conservation District

Profit and Loss
July, 2026-June, 2027

	Total
Dues & Subscriptions	
Web Subscriptions	7,638.16
Total for Dues & Subscriptions	\$7,638.16
Education & Outreach	
Materials & Equipment	92.54
Supplies	644.43
Total for Education & Outreach	\$736.97
Materials & Supplies	\$3,966.32
Field Equipment	24.81
IT/Computer	
Software	-352.80
Total for IT/Computer	-\$352.80
Total for Materials & Supplies	\$3,638.33
Meetings, Workshops, Events	
Food/Supplies	853.83
Total for Meetings, Workshops, Events	\$853.83
Professional Fees	
Legal Fees	210.00
Payroll Service Fees	353.00
Recruitment	102.44
Web/IT Services	3,717.40
Total for Professional Fees	\$4,382.84
Repairs & Maintenance	
Building Maintenance	259.00
Equipment Maintenance	150.00
Total for Repairs & Maintenance	\$409.00
Telecommunications	
Business Phones	447.73
Cell Phones	248.03
Internet Costs	385.60
Total for Telecommunications	\$1,081.36
Training & Conferences	\$348.65
Conference Registration Fees	1,095.95
Training Registration Fees	119.90
Total for Training & Conferences	\$1,564.50
Travel Expense	
Lodging	199.97
Parking/Public Transportation	26.78
Travel Meals	69.54
Total for Travel Expense	\$296.29

Columbia Soil and Water Conservation District

Profit and Loss
July, 2026-June, 2027

	Total
Utilities	
Electric	606.77
Garbage & Recycle	57.40
Gas	36.58
Water/Sewer	103.33
Total for Utilities	\$804.08
Vehicle	
Gas	316.32
Vehicle Maintenance	168.15
Total for Vehicle	\$484.47
Total for MATERIALS AND SERVICES	\$29,554.41
Payroll Expenses	
Taxes	6,094.66
Total for Payroll Expenses	\$6,094.66
PERSONNEL SERVICES	
Compensation	
District Manager	11,814.09
Field Technician	4,246.72
Financial Manager	10,863.06
Operations Coordinator	10,281.60
Resource Conservationist	31,880.97
Total for Compensation	\$69,086.44
Health Insurance Benefits	12,563.35
Supplemental Insurance	-37.95
Workers' Compensation	1,225.26
Total for PERSONNEL SERVICES	\$82,837.10
Total for Expenses	\$123,083.38
Net Operating Income	-\$83,571.02
Net Income	-\$83,571.02

Columbia Soil and Water Conservation District

Balance Sheet
As of Jun 30, 2027

	Total
Assets	
Current Assets	
Bank Accounts	
Local Gov Investment Pool 6/13	621,202.93
Petty Cash	63.83
US Bank (4349)	113,315.70
Total for Bank Accounts	\$734,582.46
Accounts Receivable	
Accounts Receivable	532.82
Total for Accounts Receivable	\$532.82
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 & Payroll Taxes	0.00
Prepaid Payroll Liabilities	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	\$766,944.01
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	\$2,066,478.37

Columbia Soil and Water Conservation District

Balance Sheet
As of Jun 30, 2027

	Total
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	2,301.25
Total for Accounts Payable	\$2,301.25
Credit Cards	
US Bank Visa	800.16
WEX Card	-83.95
Total for Credit Cards	\$716.21
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	206.42
Aflac Payable	-20.34
Federal Taxes (941/943/944)	84.76
Federal Withholding	0.00
FICA Social Security	0.00
Medicare	0.00
MODA Dependent	0.00
OR Employment Taxes	8.29
OR Income Tax	-244.88
OR Paid Family and Medical Leave	3.32
OR Paid Family Leave	0.00
OR Statewide Transit Taxes	-37.56
Providence Dep.	0.00
Simple Plan Payable	-9,598.53
State Unemployment	0.00
State Withholding	-11.22
Statewide Transit Tax	0.00
WBF Assessment	0.00
Total for Payroll Liabilities	-\$11,054.01
Prepaid Grants	49,250.00
Prepaid Rent	4,654.00
Total for Other Current Liabilities	\$104,377.05

Columbia Soil and Water Conservation District

Balance Sheet
As of Jun 30, 2027

	Total
Total for Current Liabilities	\$107,394.51
Long-term Liabilities	
Building Loan Payable	0.00
Total for Long-term Liabilities	\$0.00
Total for Liabilities	\$107,394.51
Equity	
Journal Entries	0.00
Net Investment in Capital Asset	10,221.45
Opening Bal Equity	0.00
Fund Balance	2,032,433.43
Net Income	-83,571.02
Total for Equity	\$1,959,083.86
Total for Liabilities and Equity	\$2,066,478.37

Columbia Soil and Water Conservation District

Visa Report

06/02/26 - 07/02/26

Transaction date	Transaction type	Num	Name	Description	Amount
06/02/2026	Expense	ML	Out of the Box Technology	QUICKBOOKS SERVICE FEE	100.68
06/02/2026	Expense	JC	Forestry Suppliers	SCIENCE IN THE PARK SUPPLIES	168.39
06/02/2026	Expense	ML	Google	MONTHLY FEE	33.60
06/03/2026	Expense	AK	Wal-Mart	WORK ANNIVERSARY GIFT	45.00
06/04/2026	Expense	JC	CLAW, ANTLER & HIDE CO.	SCIENCE IN THE PARK SUPPLIES	258.45
06/04/2026	Expense	JC	PROMOTIONS NOW	SWAG FOR FAIR	1,879.62
06/08/2026	Expense	ML	NESPRESSO	COFFEE SUPPLIES	81.00
06/09/2026	Expense	JC	Real World Training	JC MONTHLY CHARGE FOR TRAINING	39.95
06/09/2026	Expense	JC	REMARKABLE	MONTHLY FEE	12.20
06/09/2026	Expense	JC	Dollar Tree	SCIENCE IN THE PARK SUPPLIES	29.50
06/12/2026	Expense	ML	CenturyLink Lumen	ELEVATOR PHONE LINE	62.12
06/15/2026	Expense	ML	Ramos' Yard Maintenance	LAWN MAINTENANCE	420.00
06/16/2026	Expense	ML	Comcast	CELL PHONE SERVICE	156.38
06/16/2026	Expense	AK	Wal-Mart	SCIENCE IN THE PARK SUPPLIES	168.12
06/17/2026	Expense	JC	CHATGPT	MONTHLY FEE	50.00
06/17/2026	Expense	JC	Safeway Store	BOARD MEETING SNACKS	48.07
06/17/2026	Expense	JC	CAROLINA.COM	SCIENCE IN THE PARK SUPPLIES	72.75
06/18/2026	Expense	JC	NATURE WATCH	SCIENCE IN THE PARK SUPPLIES	104.20
06/18/2026	Expense	JC	Sunmark Seeds	SCIENCE IN THE PARK SUPPLIES	112.38
06/18/2026	Expense	AK	Wal-Mart	GREENHOUSE SUPPLIES	95.44
06/18/2026	Expense	JC	ACE Hardware	SCIENCE IN THE PARK SUPPLIES	14.97
06/19/2026	Expense	AK	Wal-Mart	GREENHOUSE SUPPLIES & SCIENCE IN THE PARK SUPPLIES	32.76
06/19/2026	Expense	AK	Wal-Mart	SCIENCE IN THE PARK SUPPLIES	11.91
06/22/2026	Expense	JC	CMG Oregon	LEGAL NOTICES	398.00
06/22/2026	Expense	JC	Apple	CLOUD STORAGE	9.99
06/23/2026	Expense	ML	Matrix Sciences	SOIL TESTING	273.24
06/23/2026	Expense	ML	Columbia NW Heating & Air Conditioning	AC SERVICE CALL	259.00

06/24/2026	Expense	JC	Dollar Tree	SCIENCE IN THE PARK SUPPLIES	16.00
06/25/2026	Expense	ML	Comcast	NEW CELL PHONES	1,099.99
06/25/2026	Expense	ML	EVENTBRITE	REGISTRATION FOR Aquatic Macroinvertebrates in Habitat Assessment	300.00
06/25/2026	Expense	AK	ACE Hardware	TOOLS	149.00
06/26/2026	Expense	ML	Columbia NW Heating & Air Conditioning	REPAIR AC	2,465.80
06/26/2026	Expense	JC	Northwest Apparel	HATS AND SAFETY VESTS WITH LOGO	240.00
06/26/2026	Expense	AK	Dollar Tree	SCIENCE IN THE PARK SUPPLIES	68.25
06/26/2026	Expense	AK	Wal-Mart	SCIENCE IN THE PARK SUPPLIES	79.37
06/26/2026	Expense	AK	Safeway Store	SCIENCE IN THE PARK SUPPLIES	20.82
06/29/2026	Expense	ML	La Bella Vita Photography	LCRWC LOGO DESIGN	500.00
06/29/2026	Expense	JC	ACE Hardware	FIELD EQUIPMENT	391.90
06/29/2026	Expense	JC	Dollar Tree	SCIENCE IN THE PARK SUPPLIES	25.50
06/29/2026	Expense	AK	Wal-Mart	SCIENCE IN THE PARK SUPPLIES	20.02
06/30/2026	Expense	ML	HISCOX	LCRWC INSURANCE SERVICES	596.00
06/30/2026	Expense	JC	SCAPPOOSE OUTFITTERS	SCIENCE IN THE PARK SUPPLIES	855.00
06/30/2026	Expense	AK	Scappoose Express Lube	RAM TRUCK WASH	14.00
07/01/2026	Expense	ML	Out of the Box Technology	QUICKBOOKS SERVICE FEE	100.68
07/01/2026	Expense	ML	Google	MONTHLY FEE	33.60

TOTAL **\$11,913.65**

Columbia Soil and Water Conservation District Treasurer's Report

SUMMARY OF ALL ACCOUNTS			July 31, 2026
Local Government Investment Pool			\$616,676.66
US Bank Account			\$108,555.41
TOTAL CASH AVAILABLE			\$725,232.07
Local Government Investment Pool			
Balance forward			\$709,197.62
<i>bank reconciliation detail attached</i>	Credit	Debit	
total deposit	\$7,479.09		\$7,479.09
total cleared transactions		-\$100,000.05	-\$100,000.05
Ending balance as of July 31, 2026			\$616,676.66
US Bank Account			
Balance forward			\$85,376.13
<i>bank reconciliation detail attached</i>	Credit	Debit	
total deposit	\$140,542.03		\$140,542.03
total cleared Checks (details follow)		-\$37,134.78	-\$37,134.78
total cleared EFT (details follow)		-\$32,764.21	-\$32,764.21
total cleared Payroll		-\$47,463.76	-\$47,463.76
Ending balance as of July 31, 2026			\$108,555.41

Columbia Soil and Water Conservation District

EFT Detail Report

July 2026

Transaction date	Num	Name	Description	Amount
07/07/2026	EFT	CivicPlus LLC	STREAMLINE - COMPLIANCE ESSENTIALS 07/01/26 - 06/30/27	-4,485.60
07/07/2026	EFT	Hudson	GARBAGE/RECYCLE	-57.40
07/07/2026	EFT	AFLAC	SUPPLEMENTAL INSURANCE	-228.16
07/07/2026	EFT	COMCAST	PHONE SERVICES	-323.34
07/07/2026	EFT	Primo Brands	WATER DELIVERY	-102.92
07/07/2026	EFT	COMCAST	INTERNET SERVICES	-192.80
07/07/2026	EFT	CivicPlus LLC	STREAMLINE - DOCACCESS SUBSCRIPTION	-3,000.00
07/07/2026	EFT	COLUMBIA RIVER PUD	ELECTRICITY	-288.17
07/07/2026	EFT	City of St. Helens	SEWER	-27.33
07/07/2026	EFT	Cable Huston LLP	LEGAL SERVICES 06/05/26	-210.00
07/07/2026	EFT	NW Natural Gas	GAS BILL	-36.58
07/07/2026	EFT	USable Life	WILL BE REFUNDED DUE TO CANCELATION	-544.53
07/07/2026	EFT	WEX INC	PAYMENT FOR CLOSING DATE 06/30/26	-284.01
07/09/2026	EFT	Parkside Insurance	LCRWC INSURANCE 07/01/26 - 07/01/27	-2,924.00
07/13/2026	EFT	US Bank Visa	CHARGES 06/02/26 - 07/02/26	-11,913.65
07/14/2026	EFT	US Bank	ONLINE ACCOUNT ACCESS	-36.15
07/20/2026	EFT	McNulty Water People's Utility District	WATER BILL	-76.00
07/22/2026	EFT	Amazon.com	MONTHLY EXPENSES FROM AMAZON	-2,885.36
07/22/2026	EFT	CIT	COPY MACHINE LEASE/IT SERVICES	-3,622.72
07/23/2026	EFT	SAIF Corporation	WORKMENS COMP 07/01/26 - 06/30/27	-1,172.49
07/23/2026	EFT	Intuit QuickBooks	QUICKBOOK FEES	-353.00
			TOTAL	-32,764.21

Columbia Soil and Water Conservation District

Check Detail Report

07/01/26 - 07/31/26

Transaction date	Num	Name	Description	Amount
4/23/2026	3230	Columbia County Department of Community Justice	WEED REMOVAL AND CHIPPING AT SCAPPOOSE OAK PROJECT	-2,250.00
06/11/26	3243	Columbia County Department of Community Justice	WEED REMOVAL AND CHIPPING AT SCAPPOOSE OAK PROJECT	-375.00
6/11/2026	3244	Pershing LLC	RETIREMENT	-2,964.70
6/11/2026	3245	Jennifer Wassmuth	CLEANING SERVICES	-750.00
6/11/2026	3246	HISTORICAL RESEARCH ASSOCIATES	CONYERS CREEK PROJECT	-105.75
6/30/2026	3249	Deer Island Nursery	OAK PROJECT AND SWCD GROUNDS MAINTENANCE	-5,734.00
07/08/2026	3250	Jennifer Wassmuth	CLEANING SERVICES	-600.00
07/08/2026	3251	Lower Columbia River Watershed Council	LCRWC MONTHLY EXPENSES	-6,774.00
07/08/2026	3252	Waterways Consulting, Inc	CONYERS CREEK PROJECT	-6,296.25
07/08/2026	3253	Pershing LLC	RETIREMENT	-2,964.70
07/09/2026	3254	SPECIAL DISTRICTS INSURANCE SERVICES	HEALTH, VISION, DENTAL, LIFE, STD, LTD INSURANCE	-6,840.38
07/14/2026	3914	FRAUD CHECK	FRAUD CHECK, REIMBURSED BY US BANK	-1,000.00
07/20/2026	9936	FRAUD CHECK	FRAUD CHECK, REIMBURSED BY US BANK	-480.00
			TOTAL	-37,134.78

Columbia Soil and Water Conservation District

Profit and Loss
July, 2025-June, 2026

	Total
Income	
CSWCD FUNDS	11,027.00
Grant Revenue	280,937.11
Interest Earned	37,970.25
Mileage Reimbursement	4,345.93
Other Funds	7,650.00
Rent Income	
NRCS Rent Payments	25,625.21
Total for Rent Income	\$25,625.21
TAX LEVY	
OTHER TAXES	-1,829.27
UNSEGREGATED INTEREST	891.86
YEAR 2015	11.23
YEAR 2016	13.70
YEAR 2017	13.84
YEAR 2018	38.77
YEAR 2019	53.21
YEAR 2020	93.96
YEAR 2021	2,320.02
YEAR 2022	2,858.18
YEAR 2023	3,139.56
YEAR 2024	9,954.39
YEAR 2025	657,836.56
Total for TAX LEVY	\$675,396.01
Total for Income	\$1,042,951.51
Gross Profit	\$1,042,951.51
Expenses	
LCRWC	
Admin/Fiscal	250.00
Contracted Services	73,147.14
Dues/Subscriptions	1,942.00
Materials and Supplies	1,171.59
Training	590.00
Travel Expenses	623.95
Total for LCRWC	\$77,724.68

Columbia Soil and Water Conservation District

Profit and Loss
July, 2025-June, 2026

	Total
MATERIALS AND SERVICES	\$5,503.41
Bank Service Charges	718.04
Building Operations	
Copy Machine Lease	8,660.34
Elevator	
Elevator Monitoring	2,169.86
Elevator Permit	197.12
Total for Elevator	\$2,366.98
Janitorial Services	6,525.00
Lawn Maintenance	5,300.00
Supplies (TP, Cleaning, etc.)	2,542.67
Water Delivery	730.97
Total for Building Operations	\$26,125.96
Charitable Contributions	63.98
Contracted Services	
Engineering	45,517.13
Monitoring	8,118.02
Project Development	4,320.00
Project Implementation	37,574.88
Weed Spraying/Removal	30,446.00
Total for Contracted Services	\$125,976.03
CSWCD Expense	19,550.00
Dues & Subscriptions	\$90.33
Membership Dues	7,196.61
Newspaper Subscriptions	74.45
Web Subscriptions	22,455.00
Total for Dues & Subscriptions	\$29,816.39
Education & Outreach	
Entry Fees	245.60
Materials & Equipment	2,862.92
Rental Fees	-300.00
Supplies	3,180.35
Total for Education & Outreach	\$5,988.87
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

Columbia Soil and Water Conservation District

Profit and Loss
July, 2025-June, 2026

	Total
Marketing	3,148.27
Materials & Supplies	\$13,172.96
Expense Reimbursements	410.52
Field Equipment	6,564.05
Green House Supplies	109.68
IT/Computer	
Hardware	1,068.99
Software	503.02
Total for IT/Computer	\$1,572.01
Office Supplies	1,865.68
Project Supplies	15,308.24
Weed Supplies	54.97
Total for Materials & Supplies	\$39,058.11
Meeting Expense	
Registration/Facility Fees	550.00
Total for Meeting Expense	\$550.00
Meetings, Workshops, Events	
Food/Supplies	3,018.85
Total for Meetings, Workshops, Events	\$3,018.85
Postage & Mailing	
Postage & Shipping Charges	274.25
Total for Postage & Mailing	\$274.25
Printing & Reproduction	1,134.86
Professional Fees	
Accountant/Bookkeeper	550.00
Audit	18,200.00
Consulting	17,600.00
Legal Fees	4,977.50
Newspaper Publishing	781.24
Payroll Service Fees	1,266.41
Web/IT Services	49,167.07
Total for Professional Fees	\$92,542.22
Repairs & Maintenance	\$2,785.00
Building Maintenance	22,335.24
Total for Repairs & Maintenance	\$25,120.24
Telecommunications	
Business Phones	3,283.66
Cell Phones	5,245.11
Internet Costs	3,224.03
Total for Telecommunications	\$11,752.80

Columbia Soil and Water Conservation District

Profit and Loss
July, 2025-June, 2026

	Total
Training & Conferences	
Conference Registration Fees	9,531.26
Training Registration Fees	5,127.62
Total for Training & Conferences	\$14,658.88
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	688.80
Gas	559.84
Water/Sewer	1,299.34
Total for Utilities	\$6,471.57
Vehicle	
Gas	1,768.01
Vehicle Maintenance	3,918.22
Vehicle Supplies	244.44
Total for Vehicle	\$5,930.67
Total for MATERIALS AND SERVICES	\$438,734.11
Payroll Expenses	
Taxes	32,089.43
Total for Payroll Expenses	\$32,089.43
PERSONNEL SERVICES	\$1,017.70
Compensation	
District Manager	109,369.77
Financial Manager	83,351.40
Operations Coordinator	79,718.88
Overtime Pay	0.00
Resource Conservationist	249,627.26
Salary Adjustments	646.40
Total for Compensation	\$522,713.71
Employer Payroll Taxes	14,511.26
Health Insurance Benefits	70,251.11
Retirement Benefits	4,410.57
Supplemental Insurance	3,064.19

Columbia Soil and Water Conservation District

Profit and Loss
July, 2025-June, 2026

	Total
Workers' Compensation	556.94
Total for PERSONNEL SERVICES	\$616,525.48
Total for Expenses	\$1,165,073.70
Net Operating Income	-\$122,122.19
Other Income	
Credit Card Cash Rewards	1,350.00
Total for Other Income	\$1,350.00
Other Expenses	
Voided Checks	0.00
Total for Other Expenses	\$0.00
Net Other Income	\$1,350.00
Net Income	-\$120,772.19

Columbia Soil and Water Conservation District

Balance Sheet
As of Jun 30, 2026

	Total
Assets	
Current Assets	
Bank Accounts	
Local Gov Investment Pool 6/13	709,197.62
Petty Cash	63.83
US Bank (4349)	96,493.45
Total for Bank Accounts	\$805,754.90
Accounts Receivable	
Accounts Receivable	38,313.82
Total for Accounts Receivable	\$38,313.82
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 & Payroll Taxes	0.00
Prepaid Payroll Liabilities	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	\$875,897.45
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	\$2,175,431.81

Columbia Soil and Water Conservation District

Balance Sheet
As of Jun 30, 2026

	Total
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	13,102.20
Total for Accounts Payable	\$13,102.20
Credit Cards	
US Bank Visa	11,779.37
WEX Card	200.06
Total for Credit Cards	\$11,979.43
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	180.68
Aflac Payable	119.48
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	-0.02
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	-6,260.92
State Unemployment	0.00
State Withholding	-11.22
Statewide Transit Tax	0.00
WBF Assessment	0.00
Total for Payroll Liabilities	-\$7,735.76
Prepaid Grants	49,250.00
Prepaid Rent	4,654.00
Total for Other Current Liabilities	\$107,695.30

Columbia Soil and Water Conservation District

Balance Sheet
As of Jun 30, 2026

	Total
Total for Current Liabilities	\$132,776.93
Long-term Liabilities	
Building Loan Payable	0.00
Total for Long-term Liabilities	\$0.00
Total for Liabilities	\$132,776.93
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	-120,772.19
Total for Equity	\$2,042,654.88
Total for Liabilities and Equity	\$2,175,431.81

Columbia Soil and Water Conservation District

Visa Report

07/03/26 - 08/03/26

Transaction date	Num	Name	Description	Amount
07/03/2026	AK	Wal-Mart	SCIENCE IN THE PARK SUPPLIES & TOOLS	51.34
07/03/2026	JC	Real World Training	JC MONTHLY CHARGE FOR TRAINING	39.95
07/03/2026	JC	Columbia County Transfer Station	DUMP RUN	29.50
07/03/2026	JC	ST. HELENS GROCERY	SCIENCE IN THE PARK SUPPLIES	20.97
07/06/2026	ML	HR Answers	LAUREL BACKGROUND CHECK	102.44
07/06/2026	ML	Columbia NW Heating & Air Conditioning	ADDITIONAL REPAIR FOR AC	259.00
07/06/2026	ML	Comcast	UPDATE CELL PHONES FOR AK, JC, & CB	91.65
07/07/2026	JC	Starbucks	COFFEE FOR STAFF AND VOLUNTEERS SCIENCE IN THE PARK	60.05
07/07/2026	ML	EVENTBRITE	TM, ML, JC OACD CONFERENCE REGISTRATION	1,045.95
07/09/2026	JC	REMARKABLE	MONTHLY FEE	12.20
07/10/2026	AK	MOD PIZZA	VOLUNTEER LUNCH SCIENCE IN THE PARK	63.34
07/10/2026	AK	Safeway Store	SCIENCE IN THE PARK VOLUNTEER LUNCH	33.57
07/11/2026	JC	MOD PIZZA	VOLUNTEER LUNCH SCIENCE IN THE PARK	452.96
07/12/2026	AK	Iron Mountain	AK FOOD ON TRIP TO SEDRO WOOLLEY	69.54
07/12/2026	ML	CenturyLink Lumen	ELEVATOR PHONE LINE	62.12
07/12/2026	AK	Washman Auto Wash	TRUCK WASH	20.00
07/13/2026	AK	KULSHAN HOTEL	AMBER HOTEL TO TAKE TRUCK FOR ACCESSORIES	199.97
07/13/2026	AK	Washington State Ferries	FERRY FEE FROM SEDRO WOOLLEY	26.78
07/14/2026	AK	Safeway Store	SNACKS FOR VOLUNTEERS AT FAIR	232.83
07/14/2026	JC	ST. HELENS GROCERY	SNACKS FOR VOLUNTEERS AT FAIR	242.31
07/14/2026	JC	Dollar Tree	FAIR SUPPLIES	76.00
07/14/2026	AK	Dahlgrens	FAIR SUPPLIES	25.77
07/15/2026	ML	Ramos' Yard Maintenance	MONTHLY LAWN SERVICE	420.00
07/15/2026	JC	Wal-Mart	FAIR SUPPLIES	25.27
07/15/2026	AK	Fred Meyer	FAIR FOOD FOR VOLUNTEERS	11.37
07/15/2026	JC	The Original Oriental Food	FOOD AT FAIR FOR STAFF	37.40

07/15/2026	JC	The Original Oriental Food	FOOD AT FAIR FOR STAFF	26.40
07/16/2026	ML	Comcast	CELL PHONE SERVICE	156.38
07/16/2026	JC	Dollar Tree	FAIR SUPPLIES	38.75
07/16/2026	JC	CHATGPT	MONTHLY FEE	50.00
07/16/2026	JC	Victorios	FOOD AT FAIR FOR STAFF	26.50
07/16/2026	AK	The Farm On the Roof	FOOD AT FAIR FOR STAFF	21.01
07/17/2026	JC	The Watering Hole	FOOD AT FAIR FOR STAFF	41.40
07/17/2026	JC	JORDAN'S ML EXPRESS	FOOD AT FAIR FOR STAFF	29.50
07/17/2026	ML	EVENTBRITE	AK OACD CONFERENCE REGISTRATION	348.65
07/17/2026	JC	Starbucks	FOOD AT FAIR FOR STAFF	28.10
07/17/2026	AK	Moses Tsang	FOOD AT FAIR FOR STAFF	43.80
07/19/2026	AJC	Apple	MONTHLY FEE	9.99
07/23/2026	TM	Go Daddy.com	WEB SITE TRANSFER	13.17
08/01/2026	ML	Google	MONTHLY FEE	33.60
08/01/2026	ML	Out of the Box Technology	MONTHLY QUICKBOOKS FEE	100.68
08/02/2026	JC	Real World Training	JC MONTHLY CHARGE FOR TRAINING	39.95
				TOTAL \$4,720.16

Columbia Soil and Water Conservation District

Roles, Responsibilities, and Expectations of the Board and Individual Directors

MISSION and VISION OF THE SWCD

- **Mission:** To support and guide the people of Columbia County in voluntarily stewarding our soil, water, habitat, and other natural resources.
- **Vision:** We envision a Columbia County where people have the knowledge and tools to care for our shared natural resources; a Columbia County where water is clean and abundant, soils are healthy and productive, locally-grown food is abundant, and ecosystems thrive; and where we all recognize the interconnection of people and our natural world.

PURPOSE OF THE BOARD OF DIRECTORS AND OF ASSOCIATE DIRECTORS

The purpose of the Board of Directors is to govern, oversee policy and direction, advise, and assist with the leadership and general promotion of the Columbia SWCD.

The position of Associate Director exists to help the Board of Directors:

- Prepare interested individuals for the role of Director, giving them a chance to understand the work of the District and the role of Director before deciding whether to run for a Director position
- Engage expertise or representation from people who are not eligible or are otherwise unable to run for a Director position, but whose wise counsel is of benefit to Directors in their governance role

QUALIFICATIONS OF ASSOCIATE DIRECTORS

To be appointed as an Associate Director, an individual must be a local stakeholder in the work of the District, for example:

- A resident of the District
- A landowner within the District even if not a resident
- An employee or board member of a landowner in the county
- An employee or board member of a key business or organization connected to the work of the District

RESPONSIBILITIES OF ASSOCIATE DIRECTORS

Minimum participation:

- Attend all or most District board meetings
- Actively participate in discussions at board meetings

Encouraged participation:

Associate Directors are encouraged to also participate in learning about and contributing to the District in at least one of the following ways:

- Serve on committee(s) / participate in helping the District be more effective
- Provide expertise in areas that are helpful to the District, for example:
 - Serve as a liaison from key interest areas such as advisory groups, community organizations within the county

- Provide technical expertise or advice to the Board and/or executive director
- Participate in District outreach opportunities such as attending/tabling at events, etc.

APPOINTMENT AND TERMS

- Appointed by the Board of Directors at the first board meeting in January or as needed throughout the year
- Serve for a one year term renewing at the first board meeting in January
- Associate Directors appointed other than at the first board meeting in January shall serve a partial term with renewal proposed at the first board meeting in January of the following year.

COMMITMENT OF THE ASSOCIATE DIRECTOR UPON APPOINTMENT BY THE BOARD

I have read, understand, and agree to the responsibilities and expectations outlined here.

Signature

Name

Date

Columbia Soil and Water Conservation District

Roles, Responsibilities, and Expectations of the Board and Individual Directors

MISSION and VISION OF THE SWCD

- **Mission:** To support and guide the people of Columbia County in voluntarily stewarding our soil, water, habitat, and other natural resources.
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PURPOSE OF THE BOARD OF DIRECTORS

To govern, oversee policy and direction, advise, and assist with the leadership and general promotion of the Columbia SWCD.

MAJOR RESPONSIBILITIES OF THE BOARD OF DIRECTORS

ORS 568.550 outlines the statutory powers and authorities granted to conservation district boards in the State of Oregon. The Board of the Columbia Soil and Water Conservation District governs through policy and oversight. Individual directors shall not direct staff, supervise employees other than the Executive Director, or become involved in day-to-day operations unless specifically authorized by board action. As a body, the Board of Directors is responsible to:

- **Keep the district's vision and mission in focus in all decisions.**
- **Develop, review, and update policies:** Supported by the Executive Director and committees, the Board develops and approves policies that govern the District's actions.
- **Approve the annual budget:** The Board of Directors works with the Budget Committee to develop the annual budget and approves the annual budget.
- **Provide fiduciary oversight:** The Board of Directors provides oversight, stewardship, and accountability of the District's financial activities in accordance with law and District policies and procedures. See Treasurer Job Description and Finance Committee Charter for more information.
- **Supervise the Executive Director:** The Board of Directors recruits, hires, supervises, and evaluates the District's Executive Director. See the Personnel Committee Charter for more information.
- **Develop and approve a long-range strategic plan:** With the staff, the Board should identify local conservation needs and take a strategic leadership role in developing the District's ODA-required long-range or strategic plan for addressing those needs through programs and strategies. The Board approves the long-range strategic plan. See the Strategic Planning Committee Charter for more information.
- **Approve and oversee District programs and annual workplan:** The staff, led by the Executive Director, creates an annual workplan that reflects anticipated progress on the goals, strategies, and programs outlined in the long-range plan. The Board approves the workplan and provides oversight of workplan and program progress through regular review of staff and programmatic reports and other progress evaluation tools as needed.

- Report to the public on conservation district programs and accomplishments, for example through an annual report and annual meeting.
- Recruit new directors and associate directors: The board should conduct outreach to ensure ongoing governance of the District. See the *(List the appropriate Committee)* Charter for more information.

EXPECTATIONS OF INDIVIDUAL DIRECTORS

Individual directors do not have individual powers and authorities under statute, unless granted by the Board. Individual directors may be given authority or power to act on behalf of the Board for specific limited tasks, as granted through board action (resolution, motion, policy) and must be recorded in the Board's meeting minutes. As individuals, directors should at a minimum:

- Attend and actively participate in all board meetings: Per ORS 568.560(7), if a conservation district director has missed at least three consecutive publicly advertised meetings of the conservation district board, the Board may request the position be declared vacant by the Oregon Department of Agriculture.
- Serve on committees as assigned: Committees are where detailed policy development occurs. Directors are expected to serve on and actively participate in at least one standing committee of the Board, and ad-hoc committees as needed.
- Come to meetings prepared: Directors are expected to review Board and Committee meeting materials in advance.
- Understand and follow all applicable laws. Director training is required on topics such as Oregon's Public Meeting, Public Records, and Ethics laws. Directors must disclose any conflicts of interest in compliance with Oregon law. Directors should also be knowledgeable about laws that govern board operations such as budget, audit, and contracting.
- Work cooperatively to plan and oversee the implementation of their conservation district's programs. Directors should strive to work effectively with each other as well as District staff, cooperating agencies, and partners.

Directors can best serve the District if they also:

- Represent the District in the community: Directors should promote the Columbia SWCD in the community and gather feedback to inform their decision-making and the District's long-range plan and programs. Directors have a particular focus on communicating with and responding to constituents from the geographic zones they represent, as well as those from all zones who represent key stakeholder interests. As a representative of the conservation district board, opinions expressed publicly by individual directors should be consistent with established board policy, regardless of the individual's personal agenda or opinions. Individual directors do not speak on behalf of the Board unless authorized by the Board to do so.
- Take steps to stay abreast of local conservation issues. Directors should attend area and state meetings of various state associations and other local, state, and regional conservation partners, and otherwise participate in the community.

- Promote the conservation district's work to legislators and other decision makers to help secure the District's funding and program priorities.

EXPECTED TIME COMMITMENTS

LENGTH OF TERM

- Directors are elected to four-year terms. There are seven board positions. The terms are staggered to expire at specific intervals by position, not by election of the specific individual; Directors elected or appointed to a position mid-way through a term will need to be re-elected to their position at the expiration of the position's term.

MEETING ATTENDANCE AND EXPECTED TIME COMMITMENT

- Monthly meeting: The Board of Directors meets monthly at a regular time determined by the Directors. Meetings typically last 90-120 minutes. Directors are expected to review Board meeting materials in advance, which may take from 30 minutes to several hours a month. Directors will notify the Board Chair or Executive Director in advance when unable to attend meetings.
- Orientation and initial training: New directors will complete the Board Orientation Process and all required governance trainings within 30 days of beginning board service.
- Committee service: Standing committees meet an average of four times per year for 90-120 minutes each meeting, pending their respective work agendas. Ad-hoc meeting times and frequency are determined as needed with the committee is formed. Directors are expected to review committee meeting materials in advance, which may take 30-120 minutes.
- Work sessions and retreats: The Board may decide to hold work sessions and retreats (longer meetings) throughout the year or annually at key times. Directors are expected to attend these meetings. Directors are expected to prepare for these meetings as requested, which may take from 30 minutes to several hours per meeting.
- Special events: Directors are asked to attend at least one special event or meeting per year, as they are determined to be of value by the board (i.e. Annual Meetings, County Fair, etc.).

REVIEW AND RENEWAL OF COMMITMENT

- Directors will review this document annually at the January board meeting and update as needed
- Individual directors will sign a copy of this document annually

Commitment of the Director:

I have read, understand, and agree to the job description and expectations outlined here.

Signature

Name

Board position

Date

Columbia Soil and Water Conservation District

Officers of the Board of Directors

Roles, Responsibilities, and Expectations

In addition to the general job description for board members, the following outlines the duties and responsibilities of the officers of the Columbia SWCD board of directors.

TERMS OF OFFICE

- The term of office for officers of the Columbia SWCD is 1 year. Officers are elected at the first meeting of the year by a quorum and majority vote of the board.
- Officer Vacancies: If an office of the board of directors becomes vacant due to resignation, death, or other means, the board will elect a new officer at the next public meeting of the board by a quorum and majority vote.

DUTIES AND EXPECTATIONS OF THE CHAIR

The Chair is the governance leader of the Board of Directors. The person in this position works closely with the Executive Director to ensure a high-functioning District, and participates in supervision of the Executive Director. The Chair does not supervise District staff other than through oversight of the Executive Director. Specifically, the Chair's duties include:

BOARD MEETINGS

- Collaborates with the Executive Director, as well as other directors as required, for the preparation of each board meeting agenda. The Board retains authority over the final agenda as provided in District policy.
- Presides and conducts meetings according to policies established by the Board.
- Shares the same right as other members of the Board to discuss and to vote on questions before the Board.
- Calls Special Meetings of the Board as described by the Oregon Public Meetings Law.

CONTRACTS AND DOCUMENTS

- Signs contracts and official District documents on behalf of the Board as authorized by the board and/or described in the District's policies.

MANAGEMENT OF THE BOARD OF DIRECTORS

- Administers Oaths of Office and signs all Oaths of Office.
- Appoints directors and associate directors to committees and assigns other responsibilities to directors as needed and in accordance with District policy.
- Ensures that the Board of Directors and individual Directors perform the expectations as outlined in the Board of Directors Job Description

PERSONNEL COMMITTEE AND SUPERVISION OF THE EXECUTIVE DIRECTOR

- Serves as Chair of the Personnel Committee
- In conjunction with the Personnel committee, provides leadership to the Board of Directors to facilitate the Board in its duty to recruit, hire, supervise, and evaluate the Executive Director.

OTHER

- Delegates to other officers, if needed and advisable, any of the duties of the chair for a specific time period and defined purposes.

DUTIES AND EXPECTATIONS OF THE VICE CHAIR

The Vice Chair is back-up to the Chair and as such is often positioned to assume the Chair position. The Vice Chair should pay close attention to the work of the Chair as they can be asked to step in at any time. Specifically, the Vice Chair's duties include:

- In the Chair's absence, or during any disability of the Chair, the Vice-Chair shall have the powers and duties of the Chair of the Board as prescribed by district policy.
- Other duties as assigned by the Chair

DUTIES AND EXPECTATIONS OF THE TREASURER

The Treasurer plays a strategic financial leadership role for the District. While day-to-day accounting functions and financial management are performed by staff, the Treasurer works closely with the Executive Director, any additional fiscal staff members, the auditor, and any other relevant financial contractors or consultants. Specifically, the Treasurer's duties include:

FINANCIAL LEADERSHIP

- Serves as chair of the finance committee.
- Supports the Executive Director in developing the annual budget.
- Presents financial statements and reports at board meetings and the annual meeting.
- Oversees the receipt, deposit, and disbursement funds in accordance with District policies.

OVERSIGHT AND AUDIT

- Provides fiduciary oversight of the District's financial conduction and internal controls.
- Annually reviews the district's financial audit with the Executive Director prior to submitting the audit to the district board. The Treasurer shall send copies of the audit to state or local agencies requiring its submission, or may delegate such duty to staff members.

RECORDS

- Ensures the adequacy of financial reporting and controls.
- Ensures the adequacy of methods of keeping electronic accounting records secure and backed up.

POLICY COMPLIANCE

- Monitors fiscal policy compliance on a regular and ongoing basis.

OTHER

- Accepts responsibility for any other duties specifically assigned by the board at meetings or policy.

- Delegates any of the preceding duties to staff or members of the finance committee but retains oversight of all such duties.

DUTIES AND EXPECTATIONS OF THE SECRETARY

The Secretary is not required to perform any secretarial or clerical function within the District. The Board may delegate some or all of the functions of the Secretary listed below to an employee, associate director, or volunteer. However, the secretary retains oversight of any and all delegated duties.

MINUTES OF BOARD MEETINGS

- Ensures accurate minutes of each board meeting are taken, transcribed, and distributed to each Director in a timely manner for review prior to approval. The properly authenticated, official minutes shall be maintained in chronological order.
- Records minutes during an executive session or may assign such a duty. Records of executive sessions, whether typed or recorded, will be maintained by the Executive Director in a secure locked location in the district office.
- Assures that the authority (ORS statute) for calling an executive session is cited in minutes.

RECORDS OF THE DISTRICT

- Oversees as the “custodian” or keeper of the official records of the district contracts, minutes, budgets, memoranda of understanding, oaths of office, audits, etc., and assures that records are maintained as required by law.
- Ensures that the board properly adopts resolutions.
- Ensures that records are maintained as required by law.
- Ensures that the district complies with public meetings and public records laws.

POLICY COMPLIANCE

- Is knowledgeable regarding district policy and monitors compliance with such policies.
- Delegates any of the preceding duties to staff but retains oversight of all such duties.

REVIEW AND UPDATING OFFICER POSITION DESCRIPTIONS

- The officer position descriptions shall be reviewed by the board of directors at least every three years, or as needed.

Columbia Soil and Water Conservation District

Staff Support for the Board of Directors

DUTIES OF THE BOARD AND STAFF SUPPORT FOR THOSE DUTIES

This document describes how District staff support the Board in fulfilling its governance responsibilities while maintaining the distinction between governance and management. Support referenced in this document is provided under direction from the Executive Director.

Guiding principle: Staff support the Board by providing professional expertise, information, analysis, and administrative assistance. The Board retains responsibility for governance, policy, strategic direction, and oversight, while the Executive Director is responsible for the day-to-day management of District operations.

Board duty	Staff support (By Executive Director unless delegated) See E.D. Job Description/Workplan for more detail
Keep the district's vision and mission in focus in all decisions.	■ Ensure vision and mission are visible in District board meeting room and on agendas of the board.
Develop, review, and update policies	■ Maintain a list of district policies and a schedule for their review and update. ■ Ensure continuity and consistency among policies in format, content, etc. ■ Provide research and options to support board/committees to develop new or revised policies. ■ Coordinate policy review with attorneys, ODA, other subject matter experts as needed.
Review and approve the annual budget	■ Draft the annual budget and revisions as recommendations to the Board. Support the budget committee in its duties.
Provide fiduciary oversight	■ Work closely with the Treasurer and Finance committee to develop a format for financial reports and updates to the board that support clear understanding of the District's revenues and expenditures as well as its multi-year strategic financial position. Prepare these reports on a regular schedule as dedicated by District policy and Finance Committee practice.
Develop and approve a long-range strategic plan at least every 5 years as required by statute.	■ Coordinate a strategic planning committee to lead the plan update process. ■ All staff engage with the long-range planning process including review and comment on multiple rounds of draft documents. ■ Create final versions of long-range plans and submit to ODA
Approve and oversee District programs and annual workplan	■ Executive Director manages the annual workplan process, presents the workplan to the board for discussion before a board vote. ■ Ensure regular staff reporting on progress on the annual workplan and programs with:

	◆ Regular written reports included in board packets ◆ Periodic in-depth presentations by staff at board meetings ◆ Development of maps and other graphic depictions of District programs, projects, and services ■ Occasional program evaluations by staff or external consultants ■ Establish measurable performance indicators or key performance metrics where appropriate to assist Board oversight.
Report to the public on conservation district programs and accomplishments	■ Ensure the board receives easy-to-digest reports and talking points explaining District activity ■ Prepare an Annual Report for board consideration ■ Prepare public presentations of District information
Recruit new directors and associate directors	■ Support the Board development committee to develop a recruitment process for Directors and Associate Directors ■ Support the Board Development Committee to make sure the board composition matrix is kept up to date ■ Ensure District outreach announcing the opportunity to run for the Board of Directors (not recruiting specific candidates) ■ Participate in direct recruitment of Associate Directors in alignment with the board skills matrix
Supervise the Executive Director	■

EXPECTATIONS OF INDIVIDUAL DIRECTORS

Director duty	Staff support
Attend and actively participate in all board meetings	■ Ensure directors are aware of all meetings ■ Publicly notice meetings as required ■ Ensure in person and online meeting options ■ Consider adding that staff distribute meeting materials and technology support but attendance remains the responsibility of each director.
Serve on committees as assigned	■ Assign staff members to support committees ■ Staff provide administrative and technical support to committees but do not direct committee recommendations.
Come to meetings prepared	■ Provide meeting materials one week in advance whenever possible
Understand and follow all applicable laws.	■ Organize required director trainings

Work cooperatively to plan and oversee the implementation of their conservation district's programs.	■ Model cooperative conduct ■ Work with the Chair to develop methods to encourage cooperation and/or address difficulties ■ Foster open communication and mutual respect between Board and staff.
Represent the District in the community	■ Provide directors with timely information on District goals, strategies, and programs ■ Provide materials, talking points, etc. to support Directors in conducting outreach
Take steps to stay abreast of local conservation issues.	■ Support the Chair or Vice Chair to arrange presentations at board meeting on key local conservation issues
Promote the conservation district's work to legislators and other decision makers.	■ Coordinate legislative briefings ■ Prepare informational materials ■ Schedule meetings and presentations with elected officials as requested by the Board ■ Monitor legislative issues affecting the District.