



COLUMBIA SWCD BOARD OF DIRECTORS MEETING AGENDA – JUNE 18, 2025

REGULAR BOARD MEETING CALL TO ORDER – 5:00 PM

APPROVAL OF MEETING MINUTES – From May 21, 2025

TREASURER REPORT- May 31, 2025

PUBLIC COMMENT – Topics from the Floor

AGENDA ITEMS

Reports:

- ◆ NRCS
- ◆ Watershed Councils
- ◆ Staff Reports

Old Business:

- ◆ Welcome Taylor Murray, New District Manager
- ◆

New Business:

- ◆ Paid Leave Oregon Policy Approve
- ◆ Make Malysa LGIP Admin (see doc in packet) Approve
- ◆ PFA Grant Requires Bond Approve
- ◆ Amazon Purchase Update / LOC Approve
- ◆ Contracts Discuss/Approve

Reports:

- ◆ Board

ADJOURNMENT

<u>UPCOMING</u>	
06/19	– Office Closed for Juneteenth
06/21	– St. Helens Kiwanis Parade
06/28	– St. Helens Citizens Day
07/04	– Office Closed for Independence Day
07/16	– NO JULY MEETING
07/16	– Columbia County Fair & Rodeo starts
08/20	– Board Meeting 5 PM
09/01	– Office Closed for Labor Day
09/17	– OGEC Ethics & Public Meetings Law Training 9:30 AM
09/17	– Board Meeting 5 PM



**Columbia
Soil & Water
Conservation District**

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St. Helens, OR 97051
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www.columbiaswcd.com

**Minutes of the
Columbia SWCD Board of Directors
Meeting May 21, 2025**

Directors Present:

Debra Brimacombe, Vice Chair
Michael Calhoun, Chair
Bill Eagle, Treasurer
Paul Gibbons, Secretary
Dave Freytag, Director
Jason Busch, Director * (via Zoom)

CSWCD Staff:

Amber Kester, Interim District Manager
Jennifer Chavez, Operations & Outreach
Coordinator
Crystalyn Bush, Resource Conservationist *
Rebekah Gaxiola, Resource Conservationist
Malysa Legg, Financial Manager (via Zoom)

**Natural Resources Conservation Service
(NRCS):**

Hannah Isaacs, District Conservationist *

Associate Directors:

David Taylor
Alison Charbonneau (via Zoom)
Rachell Meyers, SBWC (via Zoom)

Public:

Claudia Eagle
Rachael Barry

**Attended regular board meeting only*

CALL TO ORDER OF BUDGET HEARING: 4:31 PM

The purpose of the budget hearing is to discuss any questions or concerns regarding the approved budget. There was no public comment. A copy of the Budget will be made available on the CSWCD website at columbiaswcd.com.

CALL TO ORDER OF REGULAR BOARD MEETING: 5:01 PM

Prior Month's Minutes: Deb moved, and Paul seconded a motion to approve the Minutes from the Board meeting on 4-16-25 as presented. **Approved Motion passed.**

Vote Record: Approve April 16, 2025, meeting minutes as presented.

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

- **SBWC (Scappoose Bay Watershed Council)**: Rachell Meyers reported that the council has been busy wrapping up the project season and focusing on weed management. Since her last report, one staff member has left, but a new hire will begin on June 2nd. The council plans to continue collaborating with CSWCD on garlic mustard and spurge laurel treatment and removal efforts. Meyers also noted that the council will host a volunteer appreciation event tomorrow. Additionally, the council has been working to make significant improvements to their nursery and will partner with Scappoose High School and Habitat for Humanity to continue these efforts over the summer. A brief discussion followed.
- **LCRWC (Lower Columbia River Watershed Council)**: Rachael Barry explained that the LCRWC has been actively working on the nuts and bolts of reorganizing and organizational development, noting that there has been a lot of positive energy and engagement from the council's board. She shared that they are in the process of securing CPA services, have adopted a work plan through the end of the calendar year, and have established committees focused on engagement and project evaluation. Barry also mentioned that Amber connected her with a new landowner, and a site visit is scheduled for this Friday. Rachael asked whether OWEB (Oregon Watershed Enhancement Board) had approved the council's funding extension. Barry confirmed that the extension has been approved and noted that she is currently working to submit the necessary materials to finalize it.
- **Staff Reports**: Amber reported that she plans to sign two contracts in her role as Interim District Manager. Crystalyn provided details, explaining that one contract is for wetland delineation services and the other is for videography services, both related to the Conyers Creek project. She noted that the total combined cost for both contracts is under \$20,000.

OLD BUSINESS

- **District Manager Job**: Michael noted that this will be discussed during the Executive Session.
- **Salary Chart**: Amber explained that during last month's board meeting, there was discussion about forming a committee to update the District's salary chart. She noted that she has been attending trainings and learned that Oregon's pay equity law is legally required and that the District is overdue. Amber has collected salary chart examples from other local districts and believes the committee now has a solid starting point. Although the salary chart has not yet been updated, the topic of Malysa's salary remains active, as she continues to receive District Manager wages. Amber shared that she and Malysa have been in discussions today but have not yet agreed on a salary Range/Step. Amber reiterated her previous recommendation for the board to consider Malysa's former placement as Financial Manager and apply the appropriate step increases. Malysa stated that her salary before becoming District Manager was \$63,668. She explained her calculations, which included step and COLA increases, as well as a 5% time-of-service increase, leading to a proposed salary of \$83,630.77 for the remainder of the fiscal year, until COLAs increase July 1st. Amber explained that the proposed salary did not match what the current salary chart shows. Discussion was held. She added that she would like to move forward with a decision tonight, pending future adjustments once internal processes and pay equity assessments are completed. She noted that this topic may be revisited as the salary chart is updated. Malysa added that she thinks that the District has four hours of support available through HR Answers, which could assist with the pay equity assessment. She will send the contact information to Amber. Deb asked when a new salary chart could be expected. Amber acknowledged that the process is extensive but stated that a new chart could be in place by the end of the year if the District remains proactive. She also mentioned that she has built strong connections with various agencies that can help. Brief discussion followed. **Bill moved, and Paul seconded a motion to approve Malysa's Financial and HR Manager salary at \$83,630.77. Approved Motion passed.**

Vote Record: To approve Malyssa's approved salary

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

- **Jason Oath of Office:** Michael administered Jason's oath of office, to which he agreed. Malyssa will email him a copy to sign.
- **Strategic Planning:** Paul reported that he and several committee members toured two venues in Vernonia and noted that both could be suitable, though he would like to evaluate a third option. He is currently waiting to hear back from a venue in Goble. He shared that it has been unexpectedly challenging to identify potential facilitators. Amy Stork remains available and interested in the project, and a copy of her proposal was once again provided to the board. Alison suggested reaching out to others who have previously worked with Stork. Paul added that he reviewed several websites of her past clients and found them compelling. He concluded that it will be helpful to coordinate this work with the incoming District Manager, ideally with that person taking the lead on the project.
- **Policies:** Amber asked Malyssa if the Personnel Policy was ready, as previously discussed. Malyssa responded that it is not yet complete and will need to be reviewed before it can be brought to the board for approval. She added that the Paid Leave Oregon policy has been drafted. Discussion was tabled to allow the policy committee time to review both policies.
- **OGEC Ethics and Public Meetings Law Training:** Amber reminded the board of the upcoming Oregon Government Ethics Commission (OGEC) Ethics and Public Meetings Law trainings scheduled for September 17th at 9:30 a.m. She noted that she will attempt to record the session again for future reference. Michael added that he attended the same OGEC training in Clatskanie a few weeks ago and does not plan to attend this upcoming session.

NEW BUSINESS

Adopt the Budget for 2025/2026 Fiscal Year: Malyssa read resolution 24/25-02 aloud to the Board with the Annual Budget totaling \$2,768,023.29.

Bill moved, and Dave seconded a motion to adopt Resolution 24/25-02 and approve the budget of \$2,768,023.29, and the tax levy of \$0.10 per \$1,000. **Approved Motion passed.**

Vote Record: To approve the budget of \$2,768,023.29, and tax levy of \$0.10 per \$1,000.

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

- **July Board Meeting:** Michael noted that, as in previous years, the county fair coincides with the July board meeting. He proposed canceling the meeting for that month. A brief discussion followed. **Bill moved, and Deb seconded a motion to cancel the July 16th Board Meeting. Approved Motion passed.**

Vote Record: To cancel the July Board Meeting

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

- **OACD Dues:** Malysa informed the board that the Oregon Association of Conservation Districts (OACD) dues are payable starting July 1st. Paul asked what benefits the District receives from OACD. Malysa explained that OACD provides lobbying support and guidance on potential grant opportunities. She added that their conferences are highly beneficial. A brief discussion followed. **Bill moved, and Jason seconded a motion to pay the OACD Dues for \$2,000.00. Approved Motion passed.**

Vote Record: To pay the OACD Dues

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

BOARD REPORTS

Deb reported that she represented the District at this year's Scappoose Earth Day Festival and felt it was a worthwhile event, noting that attendees tended to stay for several hours. She expressed interest in seeing the District commit to participating in future years and encouraged finding more creative ways to engage the public. This year, she hosted a worm bin activity that was well-received and ultimately given away to a high school student.

Rachell added that the Council was asked by the City of Scappoose to lead the planting efforts along the CZ Trail for the event. She also shared that the Council would participate in the upcoming Scappoose Outdoor Festival on May 31st and plans to bring the popular culvert/salmon toss game. A brief discussion followed.

Bill reported that he attended the South County Chamber meeting. Amber expressed interest in the District rejoining the Chamber as a member. A brief discussion followed.

REGULAR MEETING ADJOURNED AT 5:57 PM for EXECUTIVE SESSION:

"to consider the employment of a public officer, employee, staff member, or individual agent," Under ORS 192.660(2)(a).

REGULAR MEETING was called back to order at 7:19 PM

Jason dropped from Zoom

Michael explained that though it was a difficult decision, the board has a motion to approve Taylor Murray as the district manager.

Paul moved, and Bill seconded a motion to approve hiring Taylor Murray as District Manager.
Approved Motion passed.

Vote Record: To hire Taylor Murray as District Manager

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

Paul expressed appreciation to Amber for her work as Interim District Manager on behalf of the Board. Deb added that she believes staff will enjoy working with Taylor, noting his background in outreach, connections with OWEB, and seven years of management experience. Bill reiterated that the decision was not an easy one and emphasized that Amber has done an outstanding job, stating that the District is better because of her leadership.

REGULAR MEETING ADJOURNED AT 7:20 PM

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

DRAFT

Columbia Soil and Water Conservation District Treasurer's Report

SUMMARY OF ALL ACCOUNTS		May 31, 2025	
Local Government Investment Pool			\$960,773.39
US Bank Account			\$102,246.31
TOTAL CASH AVAILABLE			\$1,063,019.70
Local Government Investment Pool			
Balance forward			\$1,049,695.16
<i>bank reconciliation detail attached</i>	Credit	Debit	
total deposit	\$11,078.23		\$11,078.23
total cleared transactions		-\$100,000.00	-\$100,000.00
Ending balance as of May 31, 2025			\$960,773.39
US Bank Account			
Balance forward			\$64,423.25
<i>bank reconciliation detail attached</i>	Credit	Debit	
total deposit	\$125,148.50		\$125,148.50
total cleared Checks (details follow)		-\$28,534.17	-\$28,534.17
total cleared EFT (details follow)		-\$17,721.27	-\$17,721.27
total cleared Payroll		-\$41,070.00	-\$41,070.00
Ending balance as of May 31, 2025			\$102,246.31

COLUMBIA SWCD
EFT Detail
May 2025

Num	Date	Name	Memo	Paid Amount
EFT	05/03/2025	Aflac		
			EMPLOYER PAID	-82.08
			EMPLOYEE PAID	-34.68
			EMPLOYEE PAID	-37.32
			EMPLOYEE PAID	-34.52
				<u> </u>
EFT	05/05/2025	WEX Card		
			PAYMENT FOR CLOSING DATE 04.30.25	-124.94
				<u> </u>
EFT	05/05/2025	Recur360 Technologies		
			MONTHLY QUICKBOOKS HOSTING	-156.00
				<u> </u>
EFT	05/05/2025	Comcast		
			INTERNET SERVICES	-194.89
				<u> </u>
EFT	05/06/2025	US Able Life		
			LIFE, AD&D, LTD, STD INSURANCE	-309.07
				<u> </u>
EFT	05/08/2025	US Bank Visa		
			CHARGES 04/02/25 - 05/01/25	-13,242.94
				<u> </u>
EFT	05/08/2025	NW Natural Gas		
			GAS BILL	-59.69
				<u> </u>
EFT	05/14/2025	US Bank		
			ONLINE ACCOUNT ACCESS	-31.12
				<u> </u>
EFT	05/19/2025	Sierra Springs		
			WATER DELIVERY	-65.45
				<u> </u>

Num	Date	Name	Memo	Paid Amount
EFT	05/22/2025	CIT		
			COPY MACHINE LEASE	<u>-461.98</u>
EFT	05/28/2025	Moda Health		
			HEALTH/VISION/DENTAL INSURANC	<u>-2,886.59</u>
			TOTAL	-17,721.27

COLUMBIA SWCD
Cleared Checks
 May 2025

Num	Date	Name	Memo	Paid Amount
3062	01/15/2025	Amelie Rousseau,		
		Tax Levy	ANNUAL MEETING LUNCH	-1,102.50
3087	05/01/2025	Deer Island Nursery		
		OSWB	SPURGE LAUREL SITE SURVEY	-1,071.00
		OWEB	POLLINATOR AREA CLEANUP	-126.00
		OWEB	HAWTHORN REMOVAL	-2,079.00
3085	05/01/2025	Lower Columbia Estuary Partnership		
		Tax Levy	LABOR SERVICES 01/01/25 - 03/31/25	-5,955.70
			SHIPPING SAMPLES 01/01/25 - 03/31/25	-22.38
			INDIRECT COSTS	-608.59
			MILEAGE 01/01/25 - 03/31/25	-107.80
3086	05/01/2025	Northwest Local Government Legal Advisors		
		Tax Levy	SERVICES 03/25/25 - 04/18/25	-1,659.69
3088	05/21/2025	Pershing LLC		
		Tax Levy	EMPLOYEE PAID	-1,656.87
			SWCD MATCH	-1,103.28
3089	05/21/2025	Deer Island Nursery		
		OWEB	INVASIVE HAWTHORNE REMOVAL	-882.00

Num	Date	Name	Memo	Paid Amount
3090	05/21/2025	Jennifer Heidrich		
		Tax Levy	CLEANING SERVICES 04/04 - 04/25/25	-600.00
3091	05/21/2025	RA Barry Consulting		
		OWEB	LCRWC PROJECT MAY 2025	-5,500.00
			LCRWC POSTAGE	-16.56
			LCRWC MILEAGE	-261.80
3094	05/21/2025	Deer Island Nursery		
		OSWB	Garlic mustard and Spurge laurel	-1,121.00
3095	05/28/2025	Cascade Geosynthetics		
		OWEB	EARTH BAGS	-4,660.00
			TOTAL	-28,534.17

COLUMBIA SWCD
Profit & Loss
 July 2024 through June 2025

Jul '24 - Jun 25

Ordinary Income/Expense	
Income	
Grant Revenue	163,888.57
TAX LEVY	
YEAR 2024	626,233.32
YEAR 2023	9,437.00
YEAR 2022	2,699.50
YEAR 2021	2,208.69
YEAR 2020	1,640.31
YEAR 2019	114.81
YEAR 2018	28.09
YEAR 2017	28.14
YEAR 2016	27.33
YEAR 2015	20.22
YEAR 2014	59.05
OTHER TAXES	3,516.23
YEAR 2013	0.54
UNSEGREGATED INTEREST	1,008.10
Total TAX LEVY	647,021.33
Rent Income	
NRCS Rent Payments	25,597.00
Total Rent Income	25,597.00
Mileage Reimbursement	1,353.40
CSWCD FUNDS	24,844.81
Interest Earned	40,265.93
Total Income	902,971.04
Gross Profit	902,971.04
Expense	
LCRWC	
Dues/Subscriptions	346.00
Contracted Services	14,428.36
Training	289.98
Total LCRWC	15,064.34
PERSONNEL SERVICES	
Compensation	
Operations Coordinator	63,494.40
District Manager	99,007.97
Financial Manager	13,017.48
Resource Conservationist	140,494.60
Outreach Coordinator	1,574.45
Overtime Pay	205.12
Total Compensation	317,794.02
Accrued Vacation Pay	35.40
Employer Payroll Taxes	27,143.02
Workers' Compensation	116.65
Health Insurance Benefits	25,999.00
Supplemental Insurance	4,384.73
Retirement Benefits	8,909.17
PERSONNEL SERVICES - Other	746.07
Total PERSONNEL SERVICES	385,128.06

COLUMBIA SWCD
Profit & Loss
 July 2024 through June 2025

	Jul '24 - Jun 25
MATERIALS AND SERVICES	
Vehicle	
Vehicle Maintenance	7,861.25
Gas	437.03
Total Vehicle	8,298.28
Volunteers	
Volunteer Recognition	453.89
Total Volunteers	453.89
Contracted Services	
Weed Surveying	2,192.00
Monitoring	57,430.40
Weed Spraying/Removal	14,806.50
Project Implementation	3,569.50
Total Contracted Services	77,998.40
Education & Outreach	
Entry Fees	215.00
Rental Fees	200.00
Supplies	412.33
Total Education & Outreach	827.33
Building Operations	
Copy Machine Lease	5,927.30
Supplies (TP, Cleaning, etc.)	454.76
Water Delivery	539.64
Janitorial Services	5,676.00
Lawn Maintenance	4,400.00
Elevator	
Elevator Maintenance	1,982.75
Total Elevator	1,982.75
Total Building Operations	18,980.45
Bank Service Charges	717.07
Dues & Subscriptions	
Web Subscriptions	8,368.98
Newspaper Subscriptions	122.00
Membership Dues	7,808.66
Total Dues & Subscriptions	16,299.64
Insurance	
Property & Crime Ins	6,568.65
Vehicle Ins	729.85
General Liability Ins	10,947.75
Total Insurance	18,246.25
Licenses & Fees	84.00
Marketing	866.68
Materials & Supplies	
Project Supplies	22,141.45
Office Supplies	6,332.06
Expense Reimbursements	2,615.58
IT/Computer	
Hardware	2,509.75
Software	1,931.62
Total IT/Computer	4,441.37
Field Equipment	1,367.23
Total Materials & Supplies	36,897.69

COLUMBIA SWCD
Profit & Loss
July 2024 through June 2025

	Jul '24 - Jun 25
Meetings, Workshops, Events	
Food/Supplies	1,972.14
Meetings, Workshops, Events - Other	230.00
Total Meetings, Workshops, Events	2,202.14
Postage & Mailing	
Postage & Shipping Charges	704.20
Total Postage & Mailing	704.20
Printing & Reproduction	2,355.00
Professional Fees	
Accountant/Bookkeeper	725.00
Audit	16,697.00
Consulting	5,830.00
Legal Fees	6,961.09
Newspaper Publishing	475.73
Payroll Service Fees	1,821.50
Recruitment	355.00
Web/IT Services	26,493.68
Total Professional Fees	59,359.00
Repairs & Maintenance	
Building Maintenance	4,074.96
Total Repairs & Maintenance	4,074.96
Telecommunications	
Internet Costs	2,049.79
Business Phones	4,481.75
Cell Phones	3,033.59
Total Telecommunications	9,565.13
Training & Conferences	
Training Registration Fees	4,678.86
Conference Registration Fees	4,150.76
Total Training & Conferences	8,829.62
Travel Expense	
Mileage Reimbursement	1,491.15
Parking/Public Transportation	15.00
Lodging	3,945.93
Travel Meals	85.00
Total Travel Expense	5,537.08
Utilities	
Garbage & Recycle	628.94
Electric	3,632.69
Gas	584.26
Water/Sewer	1,092.78
Total Utilities	5,938.67
Total MATERIALS AND SERVICES	278,235.48
CAPITAL OUTLAY	
Furnishings & Office Equipment	4,770.96
Total CAPITAL OUTLAY	4,770.96
Total Expense	683,198.84
Net Ordinary Income	219,772.20

COLUMBIA SWCD
Profit & Loss
July 2024 through June 2025

	<u>Jul '24 - Jun 25</u>
Other Income/Expense	
Other Income	
Credit Card Cash Rewards	1,550.00
Total Other Income	<u>1,550.00</u>
Other Expense	
Voided Checks	0.00
Other Expense	0.00
Total Other Expense	<u>0.00</u>
Net Other Income	<u>1,550.00</u>
Net Income	<u><u>221,322.20</u></u>

COLUMBIA SWCD
Balance Sheet
 As of June 10, 2025

	Jun 10, 25
ASSETS	
Current Assets	
Checking/Savings	
US Bank (4349)	65,180.00
Local Gov Investment Pool 6/13	974,453.74
Petty Cash	63.83
Total Checking/Savings	1,039,697.57
Accounts Receivable	
Accounts Receivable	-7,560.00
Total Accounts Receivable	-7,560.00
Other Current Assets	
Simple Plan Overpayment	2,152.92
Property Taxes Receivable	27,610.32
Grant Receivable	-12,490.50
Total Other Current Assets	17,272.74
Total Current Assets	1,049,410.31
Fixed Assets	
Property, Plant & Equipment	
Land	150,000.00
Building Improvements	1,281,477.47
Equipment	15,757.25
Vehicles	27,500.00
Total Property, Plant & Equipment	1,474,734.72
Accumulated Depreciation	-287,942.99
Total Fixed Assets	1,186,791.73
Other Assets	
Prepaid Insurance	12,972.25
Total Other Assets	12,972.25
TOTAL ASSETS	2,249,174.29
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
WEX Card	-455.39
US Bank Visa	2,784.96
Total Credit Cards	2,329.57
Other Current Liabilities	
Prepaid Grants	116,056.76
Deferred Tax Revenue	24,627.82
Accrued Vacation Pay	26,230.05
Payroll Liabilities	
Simple Plan Payable	964.97
Aflac Payable	94.30
Total Payroll Liabilities	1,059.27
Total Other Current Liabilities	167,973.90
Total Current Liabilities	170,303.47
Total Liabilities	170,303.47

2:28 PM

06/10/25

Accrual Basis

COLUMBIA SWCD
Balance Sheet
As of June 10, 2025

	<u>Jun 10, 25</u>
Equity	
Net Investment in Capital Asset	3,407.15
Fund Balance	1,861,593.73
Net Income	213,869.94
	<hr/>
Total Equity	2,078,870.82
	<hr/>
TOTAL LIABILITIES & EQUITY	2,249,174.29
	<hr/> <hr/>

COLUMBIA SWCD
US Bank Visa Charges

05/02/25 - 06/02/25

Date	Num	Name	Memo	Credit
05/02/2025	ML	OSU Continuing Education	Agronomic Soil Testing in Oregon BEKAH	555.00
05/02/2025	ML	Scappoose Bagel	STAFF FOOD	18.50
05/02/2025	ML	Amazon.com	KITCHEN SUPPLIES	3.78
05/02/2025	ML	Google	MONTHLY FEE	28.80
05/05/2025	ML	Fred Meyer	KITCHEN SUPPLIES	33.63
05/05/2025	ML	Hudson Garbage Service	GARBAGE/RECYCLE	57.40
05/05/2025	ML	More Power Technology Group	MS SUITE MONTHLY	252.00
05/05/2025	ML	More Power Technology Group	MONTHLY IT FEE	2,116.14
05/06/2025	ML	Columbia River PUD	ELECTRICAL	393.10
05/06/2025	ML	Amazon.com	KITCHEN SUPPLIES	5.94
05/06/2025	ML	DOOR DASH	STAFF MEETING FOOD	105.05
05/07/2025	ML	City of St. Helens	SEWER PAYMENT	28.86
05/07/2025	ML	Amazon.com	OFFICE SUPPLIES	209.97
05/07/2025	ML	Amazon.com	FIRST AID SUPPLIES	16.30
05/08/2025	ML	Amazon.com	FIELD SUPPLIES	93.98
05/08/2025	ML	Amazon.com	BATTERIES	25.48
05/08/2025	ML	Amazon.com	OFFICE SUPPLIES	25.49
05/09/2025	ML	Amazon.com	OFFICE SUPPLIES	36.98
05/13/2025	ML	Wal-Mart	OFFICE SUPPLIES	7.96
05/13/2025	ML	Amazon.com	OFFICE SUPPLIES	24.90
05/13/2025	ML	Amazon.com	OFFICE SUPPLIES	34.98
05/15/2025	ML	OSU Continuing Education	Agronomic Soil Testing in Oregon HANNAH	555.00
05/16/2025	ML	Ramos' Yard Maintenance	YARD MAINTENANCE	400.00
05/20/2025	ML	Paulson Printing	CUSTOMER STICKERS FOR OUTREACH	430.00
05/20/2025	ML	McNulty Water People's Utility District	WATER BILL	75.00
05/20/2025	ML	VERIZON WIRELESS	CELL PHONE BILL + 2 NEW CELL PHONES	586.41
05/21/2025	ML	SHRM Membership	ANNUAL OR AND PORTLAND MEMBERSHIP FOR ML	323.25
05/21/2025	ML	CenturyLink	ELEVATOR PHONE	71.39
05/21/2025	ML	ADOBE	YEARLY PAYMENT FOR ADOBE ACCOUNTS	630.97

US Bank Visa

Date	Num	Name	Memo	Credit
05/22/2025	ML	ST. HELENS GROCERY	BOARD MEETING FOOD	105.53
05/22/2025	ML	Valley Environmental LLC	ACI BURNING OF ENGLISH HAWTHORN	1,900.00
05/22/2025	ML	Amazon.com	FIELD SUPPLIES	28.00
05/22/2025	ML	Amazon.com	FIELD SUPPLIES	20.50
05/22/2025	ML	Amazon.com	OFFICE AND KITCHEN SUPPLIES	61.75
05/23/2025	ML	Amazon.com	KITCHEN SUPPLIES	63.48
05/27/2025	ML	ADOBE CREATIVE CLOUD	MONTHLY ADOBE CLOUD SERVICE	52.99
05/27/2025	ML	Comcast	PHONE SYSTEM	319.82
05/28/2025	ML	Amazon.com	OFFICE SUPPLIES	8.68
05/29/2025	ML	Real World Training	JC QUICKBOOKS TRAINING	39.95
05/29/2025	ML	Amazon.com	OFFICE SUPPLIES	28.99
05/29/2025	ML	US BANK VISA	REWARDS POINTS CREDIT	-1,550.00
05/30/2025	ML	More Power Technology Group	LAPTOP AND DOCKING STATION FOR NEW DM	2,170.99
05/30/2025	ML	Amazon.com	TONER	83.87
06/02/2025	ML	More Power Technology Group	MONTHLY IT SERVICE	2,116.14
06/02/2025	ML	More Power Technology Group	1 YEAR OF DNS HOSTING AND MONITORING	50.00
06/02/2025	ML	More Power Technology Group	MS SUITE MONTHLY	252.00
06/02/2025	ML	Amazon.com	OFFICE SUPPLIES	39.98
06/02/2025	ML	Amazon.com	KITCHEN SUPPLIES	3.78
06/02/2025	ML	Amazon.com	VOLUNTEER RECOGNITION	413.90
06/02/2025	ML	Google	MONTHLY FEE	28.80
Total US Bank Visa				13,385.41
TOTAL				13,385.41



COLUMBIA SWCD PAID LEAVE OREGON – INSURANCE POLICY

Columbia Soil & Water Conservation District provides a Paid Leave Oregon Insurance plan through the Oregon Employment Department. This insurance is required by Oregon state law and provides paid time off to eligible employees. This is a protected leave. All health-related information gathered by the insurer and organization during this process will be maintained as confidential. Employees will not be discriminated against or retaliated against for using or trying to use this insurance benefit. We encourage employees to use the combination of time off and benefits that meet their personal needs.

Cost

Employees will see an up to 60% of 1% deduction from gross wages for each paycheck. The employer will contribute 0% of the employee's gross wages for each paycheck, due to the fact that we have fewer than 25 employees.

The minimum and maximum, as well as overall costs, of this coverage will be assessed annually by the Oregon Employment Department and may change. We will provide notice to employees in advance of any change.

Eligibility

Most employees who work in Oregon are eligible to submit a claim. The determination of eligibility will be made by the Oregon Employment Department. If an employee disagrees with an eligibility determination, the employee may use the appeal process outlined in the determination notice.

Length of leave

The length of leave is part of the determination process. An employee may qualify for up to twelve (12) weeks of leave annually. The annual benefit year begins the Sunday prior to the first use of leave for any reason. The coverage may be approved in intermittent single day use up to a continual twelve (12) week period.

Reasons for leave

Benefits may apply to a variety of situations, including:

- Family leave
 - Birth of a child
 - Bonding with a child in the first year after birth, adoption or placement in the employee's home through foster care
 - To care for a family member with a serious health condition*.
- Medical leave - The employee's own serious health condition*.
- Safe leave - For survivors of:
 - Sexual assault
 - Domestic violence
 - Harassment
 - Bias crimes
 - Stalking
- Pregnancy Disability Leave (Additional 2 weeks)

* A serious health condition is an illness, injury, impairment, or physical or mental condition that: requires inpatient care, poses an imminent danger of death or possibility of death in the near future, requires constant or continuing care, involves a period of incapacity, involves multiple treatments, or involves a period of disability due to pregnancy.

Insurance benefits while on leave

The amount of benefit the employee will receive will be calculated based upon the employee's earnings for the prior year. This will also be part of the determination of coverage process. The minimum and maximum benefit amounts may be adjusted by the Oregon Employment Department annually, and the employee will receive notification before a change occurs. Visit Employees and Paid Leave Oregon for the current rates.

Use of accrued leaves when on PLO

Employees may choose to use accrued leaves while on PLO. Leaves will be used in the following order: comp time, sick leave, vacation leave. Employees may use up to the amount of hours they are regularly scheduled to work, OR the number of hours represent the difference between their benefit and their regular rate of pay excluding overtime. Employers may not require an employee to use these leave balance(s).

Notification of the need for leave

An employee is required to provide the employer notice of the intention to take leave. For planned events the employee is required to provide thirty (30) days written notice. For unplanned events the employee is required to notify the employer within twenty-four (24) hours of the leave and provide written notice within three (3) days. If an employee is incapacitated due to the unplanned event and are unable to meet these obligations, we ask the employee to notify the employer as soon as possible.

- Please complete the Notice Form found at HR Manager's office to notify the employer of the intention to take leave. The employee may also contact the District Manager for a copy.

Filing a Claim for Coverage

Employees will need to establish an account at Frances Online, <https://frances.oregon.gov/> and file claims electronically. This is the electronic system of record for the Oregon Employment Department. Employees are responsible for submitting the required paperwork and any updates or changes to their claim. The employer will be unable to complete the application process on the employee's behalf.

Job and Benefit Protection while on leave

If an employee has been employed with the employer for at least ninety (90) days prior to the leave, the employee will be restored to the same position upon their return, if the same position exists. If the same position does not exist, employees will be restored to a different position with similar job duties and the same employment benefits and pay. This position may or may not have the same terms and conditions

If, at the time of leave, the employee is receiving health benefits, these will be maintained.

Complaints Procedure

Our goal is to solve all concerns at the lowest possible level. We encourage all employees to bring complaints to the District Manager or HR Manager promptly and in writing.

We understand employees may choose to seek outside assistance to resolve complaints regarding this coverage. Employees may contact the Oregon Bureau of Labor and Industries to file a complaint or may contact an attorney of their choice to determine if a civil action may be appropriate.

DRAFT



**Columbia
Soil & Water**
Conservation District

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

www.columbiaswcd.com

We need to add Taylor to the LGIP account. To do so, per the attached email, I, Malysa Legg, need to be authorized by the SWCD Board to sign the permissions form to add him. Currently, Nathan Herr is the admin. I already had an account, but I didn't realize that Nathan was still the admin, since the original account was set up when Kari was here. A motion will need to be executed for this, and I can then forward it to the LGIP account admins for approval.

Thank you,

Malysa

From: [Malyssa Legg](#)
To: [Fields, DeWayne E](#)
Subject: RE: Client Portal Message from Malyssa Legg - COLUMBIA SOIL AND WATER
Date: Monday, June 2, 2025 11:24:00 AM

OK thanks!

-----Original Message-----

From: Fields, DeWayne E <fieldsd@pfmam.com>
Sent: Monday, June 2, 2025 11:23 AM
To: Malyssa Legg <malyssa.legg@columbiaswcd.com>
Cc: csgmww <csgmww@pfmam.com>
Subject: RE: Client Portal Message from Malyssa Legg - COLUMBIA SOIL AND WATER

Thanks:

You will need to submit executed board minutes with your name on them allowing you to be able to sign the permissions form.

Once you have those, you can submit and we can prefill forms and send over for completion.

DeWayne E Fields

Client Service Representative | Client Services Group ____ PFM Asset Management, a division of U.S. Bancorp Asset Management, Inc. fieldsd@pfmam.com | phone 855.678.5447 | fax 888.535.0120 | web www.oregon.gov/lqip
213 Market Street | Harrisburg, PA 17101-2141

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NOT INSURED : NO BANK GUARANTEE : MAY LOSE VALUE : NOT A DEPOSIT

-----Original Message-----

From: Malyssa Legg <malyssa.legg@columbiaswcd.com>
Sent: Monday, June 2, 2025 2:17 PM
To: Fields, DeWayne E <fieldsd@pfmam.com>
Cc: csgmww <csgmww@pfmam.com>
Subject: [EXTERNAL] RE: Client Portal Message from Malyssa Legg - COLUMBIA SOIL AND WATER

[WARNING] Use caution when opening attachments or links from unknown senders.

He no longer works here. I have no idea what his password was. He's been gone since 2022. What do we do now?

-----Original Message-----

From: Fields, DeWayne E <fieldsd@pfmam.com>
Sent: Monday, June 2, 2025 11:15 AM
To: Malyssa Legg <malyssa.legg@columbiaswcd.com>
Cc: csgmww <csgmww@pfmam.com>
Subject: RE: Client Portal Message from Malyssa Legg - COLUMBIA SOIL AND WATER

No, Nathan would have to give you the rights.

DeWayne E Fields

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NOT INSURED : NO BANK GUARANTEE : MAY LOSE VALUE : NOT A DEPOSIT

-----Original Message-----

From: Malysa Legg <malysa.legg@columbiaswcd.com>

Sent: Monday, June 2, 2025 2:12 PM

To: Fields, DeWayne E <fieldsd@pfmam.com>

Cc: csgmww <csgmww@pfmam.com>

Subject: [EXTERNAL] RE: Client Portal Message from Malysa Legg - COLUMBIA SOIL AND WATER

[WARNING] Use caution when opening attachments or links from unknown senders.

I am unable to do this because I don't have full permissions. They are assigned to Nathan. Is there a way for you to give me full permissions to do this?

Thanks,
Malysa

-----Original Message-----

From: Fields, DeWayne E <fieldsd@pfmam.com>

Sent: Monday, June 2, 2025 11:07 AM

To: Malysa Legg <malysa.legg@columbiaswcd.com>

Cc: csgmww <csgmww@pfmam.com>

Subject: RE: Client Portal Message from Malysa Legg - COLUMBIA SOIL AND WATER

Hello Malysa:

You can make updates online now via CONNECT.

See the instructions.

ADD -

Step 1: Log into your Connect portal- Accounts Dashboard Page Step 2: Click on Organization Settings (left hand side of the screen) Step 3: Click Team Members Step 4: Click Add Contact Step 5: From there you will follow the prompts and fill in the fields Step 6: Before you submit contact, click Edit Permissions and give the necessary permissions needed Step 7: Press Confirm Step 8: Press Submit Contact

UPDATE -

Step 1: Log into your Connect portal- Accounts Dashboard Page Step 2: Click on Organization Settings (left hand side of the screen) Step 3: Click on Team Members Step 4: Click on the three dots to the far right on Team Member you'd like to update Step 6: Click Edit Permissions Step 7: Click the permissions you'd like the individual to have Step 8: Press Submit Contact

REMOVE -

Step 1: Log into your Connect portal- Accounts Dashboard Page Step 2: Click on Organization Settings (left hand side of the screen) Step 3: Click on Team Members Step 4: Click on the three dots to the far right on Team Member

you'd like to remove Step 6: Click Edit Permissions Step 6: Click Remove All Permissions Step 7: Press Submit
Contact

Please let us know if you have any questions.

DeWayne E Fields

Client Service Representative | Client Services Group ____ PFM Asset Management, a division of U.S. Bancorp
Asset Management, Inc. fieldsd@pfmam.com | phone 855.678.5447 | fax 888.535.0120 | web www.oregon.gov/lqip
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NOT INSURED : NO BANK GUARANTEE : MAY LOSE VALUE : NOT A DEPOSIT

-----Original Message-----

From: PFMAMsvceonidentPRD <Connectadministrator@pfmam.com>

Sent: Monday, June 2, 2025 1:43 PM

Subject: Client Portal Message from Malyssa Legg - COLUMBIA SOIL AND WATER

We need to add our new manager to our account and remove Nathan Herr. Nathan left the company in 2022

Program: Oregon LGIP

Subject: Add/Edit Connect User(s)

Client: COLUMBIA SOIL AND WATER

Callback Number: (503) 435-3205 107

Contact: Malyssa Legg

Email Address: malyssa.legg@columbiaswcd.com