



**Columbia
Soil & Water
Conservation District**

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

www.columbiaswcd.com

COLUMBIA SWCD BOARD OF DIRECTORS MEETING AGENDA – MARCH 19, 2025

REGULAR BOARD MEETING CALL TO ORDER – 6:00 PM

APPROVAL OF MEETING MINUTES – From February 19 & February 26, 2025

TREASURER REPORT- February 28, 2025

PUBLIC COMMENT – TOPICS FROM THE FLOOR

AGENDA ITEMS

Reports:

- ◆ NRCS
- ◆ Watershed Councils
- ◆ Staff Reports

Old Business:

- | | |
|-------------------------------------|---------|
| ◆ District Manager job description | Approve |
| ◆ Financial Manager job description | Approve |
| ◆ Review current salary chart | Discuss |
| ◆ Board Meeting Time change | Discuss |
| ◆ Candid Certification for website | Update |

New Business:

- | | |
|------------------------------------|-----------------|
| ◆ Ethics Training by our lawyer | Discuss/Approve |
| ◆ COLA | Approve |
| ◆ Budget Calendar | Approve |
| ◆ Budget Committee | Approve |
| ◆ Budget Officer | Approve |
| ◆ Outside Lights Bulb Color Change | Discuss |
| ◆ Appoint Associate Directors | Approve |
| ◆ Interim District Manager | Approve |

Reports:

- ◆ Board

Adjourn

DATES TO REMEMBER

- 04//08 – 04/10 – CONNECT, Florence
- 04/16 – SWCD Board Meeting 6 PM
- 05/01 - Budget Meeting SWCD Office 5 PM
- 05/21 – SWCD Board Meeting 6 PM



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**Minutes of the
 Columbia SWCD Board of Directors
 Meeting February 19, 2025**

Directors Present:

Debra Brimacombe, Vice Chair
 Dave Freytag, Director
 Michael Calhoun, Chair
 Bill Eagle, Secretary
 Paul Gibbons, Director

Natural Resources Conservations Service (NRCS):

Hannah Isaacs, District Conservationist

Associate Directors:

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

CSWCD Staff:

Malyssa Legg, District Manager (via Zoom)
 Jennifer Chavez, Operations & Outreach Coordinator
 Crystalyn Bush, Resource Conservationist
 Amber Kester, Resource Conservationist (via Zoom)

Public:

Jason Busch
 Claudia Eagle
 Margaret Magruder, Columbia County Commissioner

CALL TO ORDER OF REGULAR BOARD MEETING: 4:00 PM

Prior Month's Minutes: Bill moved, and Deb seconded a motion to approve the Minutes from the Annual and Regular Board meeting on 1-15-25 as presented. **Approved Motion passed by unanimous vote.**

Vote Record: Approve January 2025 meeting minutes as presented.

Director	Yes/Aye	No/Nay	Abstain	Motion	Seconded
Paul Gibbons	<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"/>				

Jennifer informed the board that while attending the Special District Association of Oregon (SDAO) conference she learned that the minutes need to list out each board member by name with their vote so the format of the minutes will be slightly different moving forward. Bill exclaimed that is wrong, though Paul confirmed that he has learned this during his new director training as well.

Financial Report: Malyssa read the Treasurer's report aloud. **Deb moved, and Bill seconded a motion** to approve the Treasurer's Report from 1-31-25. **Approved Motion passed by unanimous vote.**

Vote Record: Accept the Financial Report of January.

Director	Yes/Aye	No/Nay	Abstain	Motion	Seconded
Paul Gibbons	<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"/>				

Paul asked if the Treasurer's Report is supposed to be emailed out, and if he might have missed that email. Malysa said that she emailed it out about a half hour ago, but that it is usually sent out the same day as the meeting.

Bill added that he would also like to receive the draft minutes soon after the meeting, when it is still fresh in their minds to review.

Paul requested that the reports, and any meeting materials, be sent out at least 48 hours in advance so that everyone has time to review them ahead of the meeting.

Public Comment: Jason Busch explained that he is here and still willing to represent the patrons of Zone 2. He added that if the Board is still choosing to not have a voice for the zone, he would like to ensure they at least have an ear.

No further public comment.

REPORTS

- NRCS:** Hannah stated that she is not, and will not be, voicing her opinion on the current orders and changes occurring within NRCS but is simply providing the board with an update. She clarified that several recent executive orders are driving changes within the agency and provided a copy of Executive Order (EO) 14210, which she received last week.

Hannah noted that NRCS has terminated probationary employees as part of these changes. Rebekah's one-year probation ended just before the order was issued, allowing her to remain employed. So far, no NRCS employees have been terminated in the St. Helens office, but the agency has been advised to prepare for further layoffs.

She further explained that other executive orders are impacting funding, including a freeze on the Inflation Reduction Act (part of a redacted EO), which had been a significant source of their budget. This funding was intended to support upcoming applications and active contracts, resulting in some projects being placed on hold. Affected landowners have been notified, and Hannah is actively reaching out to other applicants and contract holders to keep them informed. She also reminded the board that NRCS will not have a summer intern this year due to the hiring freeze.

The North Coast Basin has lost six employees due to the new executive order, including Leo Preston, the Basin Team Leader (and Hannah's supervisor), who plans to retire in early March.

Paul asked whether the funding freeze would affect rental payments to the SWCD. Hannah clarified that it should not.

Additionally, Hannah was asked this morning to provide information regarding the office space NRCS leases within the SWCD building, including the number of occupied and intended-to-be-occupied spaces. She does not anticipate any impact on the office, as there are currently no vacancies.

Lastly, NRCS held its Local Work Group Meeting last week. A key issue discussed, both at this meeting and in the past, was erosion concerns. The group also explored the idea of forming a task force in collaboration with other local agencies to address these challenges.
- UNWC (Upper Nehalem Watershed Council):** Michael attended the Nehalem Basin Partnership quarterly meeting earlier today with a presentation from Dr. Leslie King on vulnerability and injustice. He thought that it was really interesting.
- LCRWC (Lower Columbia River Watershed Council):** Paul has been in communication with Margaret Magruder to stay informed about the council's activities. This morning, he noticed that the council has a proposal for grant writing assistance and asked Malysa for more details. Malysa spoke with Rachael Barry last Friday, who will assist the council in applying for their

capacity grant. Malysa mentioned that she read over some of the proposal, adding that this would help the council move forward.

Rachell asked if the council plans to submit the capacity grant this cycle, adding that the deadline is only two weeks away. Malysa stated that Rachael is aware.

Paul thanked Rachell for the deadline reminder, adding that he will look over the proposal tonight so that Rachael can begin working on it if she is expected to meet the deadline.

- **SBWC (Scappoose Bay Watershed Council):** Rachell informed the board that the SBWC is working on getting over 10,000 plants into the ground at two of their project sites. She added that they plan to hire a contractor to assist in the planting. The council is also preparing for summer planning and the next round of grant cycle planning.
- **Staff:** Crystalyn mentioned that she does not have any updates at this time but would be very interested in a local erosion task force and looks forward to speaking with Hannah on this further.

OLD BUSINESS

- **Elect Board Officers:** Michael explained that the Treasurer position is still open. Paul expressed uncertainty about whether he felt ready to take on the role. Bill joked that the staff would do all the work for him.

Paul acknowledged the importance of the position and emphasized that it should be filled. He noted that as a new director, his training covers board liability, and he is not yet confident in acting on behalf of the board. Additionally, he stressed that he does not take this role lightly and believes the Treasurer position requires long-term stability. He is unsure if he can commit to it at this time in a way that would be meaningful.

Margaret Magruder arrived 4:28 pm.

Paul asked David if he would be interested in serving as Treasurer, but Michael mentioned that David did not meet the qualifications to serve as the Zone 3 director.

While Paul prefers not to leave the position vacant, he decided to decline the Treasurer role for now.

Bill stated that he would be willing to take on the position. Malysa then suggested that Paul could assume Bill's current role as Secretary, noting that he wouldn't have to do much since someone else takes the minutes. Brief discussion was held.

Deb moved, and Dave seconded a motion for Bill to become the Treasurer and Paul to become the Secretary of the Columbia SWCD Board of Directors. **Approved Motion passed by unanimous vote.**

Vote Record: Bill Eagle to become Treasurer and Paul Gibbons become Secretary.

Director	Yes/Aye	No/Nay	Abstain	Motion	Seconded
Paul Gibbons	<input checked="" type="checkbox"/>				
Dave Freytag	<input checked="" type="checkbox"/>				<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"/>				

- **Annual Meeting Review:** Michael requested feedback from the Board and Staff on last month's Annual Meeting. Malysa mentioned that the food was good, and Paul added that he appreciated the story behind the food. Bill added that he didn't like the venue, it was very hard to hear. Dave would like to see local guest speakers, though Michael mentioned that he appreciates presentations on relevant topics. Paul added that the projector screen was difficult to see. Discussion was held.
Michael added that cell phones were pretty distracting at the annual meeting and that the Policy Committee will be meeting tomorrow where this will be discussed.
Rachell added that the Board should consider having their annual meeting separate from their regular board meeting.

Jason asked if it has ever been considered to host the Annual Meeting in other areas of the county. Brief discussion was held.

Michael also asked if the Board would like to change the time of the annual meeting. Paul inquired about the time of previous meetings. Malysa explained that in the past, the meetings were held later in the evening, as the Board meetings were scheduled for 7 p.m. However, this year, the Annual Meeting was scheduled earlier to see if it would impact attendance. Malysa noted that attendance appeared to be about the same as in previous years.

Paul proposed a carpooling signup or a shuttle for the Annual Meeting. Brief discussion was held.

NEW BUSINESS

Meeting Time Change: Paul explained that he runs a small business and manages two employees. Having a meeting in the middle of the week in the afternoon can be a challenge, so he would like to propose the idea of the board meetings being held later. Discussion was held.

Jason explained that the meeting times were primarily adjusted to encourage more staff participation, but he feels it hasn't had much impact. Crystalyn agreed, adding that while staff have expressed willingness to attend, there hasn't been a regular rotational schedule or a formal request for staff to attend or present at the meetings. Further discussion was had.

Deb moved, and Paul seconded a motion to change the Board Meeting time to 6:00 p.m.

Approved Motion passed.

Vote Record: To change the regular Board Meeting time from 4:00 pm to 6:00 pm

Director	Yes/Aye	No/Nay	Abstain	Motion	Seconded
Paul Gibbons	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
David Taylor	<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"/>				

- **Website Credentials:** Michael explained that he has come across a few different nonprofits in Oregon with a credential from "Candid," adding that it is a way to put information out. He mentioned that obtaining the credential could potentially provide greater access to grants and did not see any associated cost.

Paul asked what type of tax form the District files, Bill replied it is a 990, to which Paul explained that is usually what the organizations on Candid file. Michael would like to see the District apply for the Platinum level. Paul added that this level would require more staff time to fill out the application.

Deb moved, and Bill seconded a motion to apply for the Candid Platinum credential for the website. **Approved Motion passed.**

Vote Record: To apply for the Platinum-level credential with Candid

Director	Yes/Aye	No/Nay	Abstain	Motion	Seconded
Paul Gibbons	<input checked="" type="checkbox"/>				
David Taylor	<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"/>				

- **Budget Committee:** Malysa asked if anyone has anyone in mind to be on the budget committee to let her know.

BOARD REPORTS

- Deb explained that she has spoken with Duane Meisner regarding erosion on South Scappoose Creek near Dutch Canyon, adding that it could be a great site for the task force.
- Paul shared that over the past month, he has been familiarizing himself with the District by reviewing past minutes and gaining a better understanding of its work. He noted that he has attended LCRWC meetings intermittently over the years and, since becoming a director and engaging with citizens, has identified several areas worth discussing.

He began on a positive note, expressing admiration for the District's accomplishments despite having a small staff. However, he voiced concerns about the District's reputation, particularly in North County. He highlighted frequent staff and Board turnover in recent years, often ending on bad terms, citing the dismissal of Selene as an example. He emphasized that these patterns indicate areas needing improvement and suggested utilizing guidance from the Soil and Water Conservation Commission.

Paul also pointed out that the District's mission and vision are difficult to find. He advocated for aligning the District's values and plans in a way that excites both the board/staff and the community. To support this, he recommended revising the District's Long Range Plan and suggested a Board retreat that includes input from partners. He believes these steps would help foster a healthier organizational culture, noting his concerns that the current environment may be toxic.

Jason expressed concern that the Board lacks representation from farm/ag producers or timber industry representatives, noting that the SWCD was originally established to support agriculture. Paul added that over the past month, he has learned that the SWCD was created by landowners who petitioned the state and that 75% of the land in the area is forestry. He emphasized the importance of involving these stakeholders in a strategic planning meeting and suggested inviting someone who was part of the original petitioning process. Brief discussion was held regarding the details of hosting a board retreat.

Allison added that it is good to know where your funding is coming from and the focus of the grantors. Additionally, she recommended obtaining baseline data for the county to help determine priority areas and issues.

MEETING ADJOURNED AT 5:13 PM

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



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**Minutes of the
Columbia SWCD Board of Directors
Special Meeting February 26, 2025**

Directors Present:

Debra Brimacombe, Vice Chair
Michael Calhoun, Chair
Bill Eagle, Treasurer
Dave Freytag, Director
Paul Gibbons, Secretary

CSWD Attorney:

Eileen Eakins

CSWCD Staff:

Malyssa Legg, District Manager

CALL TO ORDER OF EXECUTIVE SESSION 4:01 PM

The executive session is being held pursuant to ORS 192.660(2)(b), to consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent.

5:13 PM

Eagle left the room to invite Malyssa Legg to join the meeting

5:15 PM

Legg joined the meeting.

5:29 PM

Legg left the meeting.

EXECUTIVE SESSION ADJOURNED 5:44 PM

REGULAR BOARD MEETING CALLED TO ORDER 5:45 PM

Motion Gibbons/Eagle: to remove Malyssa as District Manager.

Voting: In favor: Brimacombe, Calhoun, Eagle, Freytag, Gibbons. **Against:** none.

Motion approved.

Vote Record: Approve 02/26/25 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"/>				
Bill Eagle	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
Michael Calhoun	<input checked="" type="checkbox"/>				

Motion Gibbons/Brimacombe: to appoint Malysa as Financial Manager.

Voting: In favor: Brimacombe, Calhoun, Eagle, Freytag, Gibbons. **Against:** none.

Motion approved.

Vote Record: Approve 02/26/25 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"/>				

Motion Gibbons/Brimacombe: to initiate the process to recruit a new District Manager and Michael will get in touch with SDAO to assist in that process.

Voting: In favor: Brimacombe, Calhoun, Eagle, Freytag, Gibbons. **Against:** none.

Motion approved.

Vote Record: Approve 02/26/25 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"/>				

Motion Gibbons/Brimacombe: that the Personnel Committee will initiate the process of identifying a temporary Interim District Manager with modified duties, beginning by inviting current staff to submit their curriculum vitae and a letter of interest.

Voting: In favor: Brimacombe, Calhoun, Eagle, Freytag, Gibbons. **Against:** none.

Motion approved.

Vote Record: Approve 02/26/25 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"/>				

An announcement letter will be sent as soon as possible from Michael to all of the current staff to inform them of that Malysa will remain DM until February 28th, and will then become Financial Manager. The letter will also state that the Personnel Committee will be reaching out to staff to solicit interest in serving as Interim District Manager until a replacement has been found.

Personnel Committee will send a letter to the staff inviting them to apply to serve as temporary Interim District Manager with a deadline for submission of their application package as end of day March 10th, 2025.

Personnel Committee consisting of Brimacombe and Eagle will review the applications from staff on March 11th and if a suitable candidate is identified, the appointment will be made at the next scheduled Board Meeting in March, 2025.

REGULAR MEETING ADJOURNED AT 6:01 PM

Respectfully Submitted by: Paul Gibbons, Secretary

Columbia Soil and Water Conservation District Treasurer's Report

SUMMARY OF ALL ACCOUNTS		February 28, 2025	
Local Government Investment Pool		\$1,029,371.30	
US Bank Account		\$217,237.13	
TOTAL CASH AVAILABLE		\$1,246,608.43	
Local Government Investment Pool			
Balance forward		\$1,122,176.70	
<i>bank reconciliation detail attached</i>	Credit	Debit	
total deposit	\$7,194.60		\$7,194.60
total cleared transactions		-\$100,000.00	-\$100,000.00
Ending balance as of February 28, 2025		\$1,029,371.30	
US Bank Account			
Balance forward		\$126,360.55	
<i>bank reconciliation detail attached</i>	Credit	Debit	
total deposit	\$137,814.50		\$137,814.50
total cleared Checks (details follow)		-\$3,013.50	-\$3,013.50
total cleared EFT (details follow)		-\$17,954.67	-\$17,954.67
total cleared Payroll		-\$25,969.75	-\$25,969.75
Ending balance as of February 28, 2025		\$217,237.13	

COLUMBIA SWCD
EFT Detail
February 2025

Num	Date	Name	Memo	Paid Amount
EFT	02/03/2025	Recur360 Technologies		
			MONTHLY QUICKBOOKS HOSTING	-146.00
EFT	02/04/2025	Aflac		
			EMPLOYER PAID	-82.08
			EMPLOYEE PAID	-34.68
			EMPLOYEE PAID	-37.32
			EMPLOYEE PAID	-34.52
EFT	02/04/2025	Comcast		
			INTERNET SERVICES	-194.89
EFT	02/05/2025	US Bank Visa		
	01/30/2025		CHARGES 01/03/25 - 02/03/25	-15,841.63
EFT	02/06/2025	NW Natural Gas		
			GAS BILL	-107.90
EFT	02/06/2025	USAble Life		
			JENNIFER CHAVEZ LIFE, AD&D, LTD, STD	-46.73
			CRYSTALYN BUSH LIFE, AD&D, LTD, STD	-74.39
			MALYSSA LEGG LIFE, AD&D, LTD, STD	-94.88
			AMBER KESTER LIFE, AD&D, LTD, STD	-93.07
EFT	02/14/2025	US Bank		
			ONLINE ACCOUNT ACCESS	-27.33
EFT	02/24/2025	Sierra Springs		
			WATER DELIVERY	-39.47
EFT	02/24/2025	CIT		
			COPY MACHINE LEASE	-461.98

Num	Date	Name	Memo	Paid Amount
EFT	02/26/2025	Moda Health		
			HEALTH/VISION/DENTAL	<u>-637.80</u>
				TOTAL -17,954.67

COLUMBIA SWCD
Cleared Checks
February 2025

Num	Date	Name	Memo	Paid Amount
3065	01/30/2025	KJ Security Solutions & Locksmith, LLC		
		Tax Levy	RE-KEY MEETING ROOM ENTRANCE LOCK	-120.00
3064	02/03/2025	Heritage Seedlings		
		Tax Levy	SEED	-696.00
3067	02/24/2025	Deer Island Nursery		
		OWEB	HAWTHORN REMOVAL	-1,417.50
		OWEB	HAWTHORN REMOVAL	-630.00
3074	02/24/2025	Lindsey Smith		
		Tax Levy	CPR TRAINING	-150.00
			TOTAL	-3,013.50

COLUMBIA SWCD
US Bank Visa Charges
02/04/25 - 03/03/25

Date	Num	Name	Memo	Amount
02/05/2025	MLP	Hudson Garbage Service	GARBAGE/RECYCLE	57.40
02/05/2025	MLP	PAMPLIN MEDIA GROUP	SUBSCRIPTION	72.00
02/05/2025	MLP	Columbia River PUD	ELECTRICITY	499.93
02/06/2025	MLP	Secretary of State Audits Division	CREDIT	-250.00
02/10/2025	MLP	City of St. Helens	SEWER	28.86
02/10/2025	MLP	CARSON RIDGE CABINS	HOTEL FOR AK RRNW SYMPOSIUM	1,136.48
02/12/2025	MLP	CenturyLink	ELEVATOR PHONE LINE	60.65
02/13/2025	MLP	Heritage Seedlings	SEED	716.88
02/13/2025	MLP	Amazon.com	SUPPLIES	38.68
02/14/2025	MLP	More Power Technology Group	MONTHLY IT CHARGE	2,066.14
02/14/2025	MLP	More Power Technology Group	MS 365 MONTHLY CHARGE	247.20
02/15/2025	MLP	Ramos' Yard Maintenance	YARD SERVICE	400.00
02/18/2025	MLP	McNulty Water People's Utility District	WATER BILL	75.00
02/19/2025	MLP	VERIZON WIRELESS	CELL PHONE SERVICE	248.97
02/19/2025	MLP	Fred Meyer	BOARD MEETING SNACKS	43.59
02/23/2025	MLP	Teyema's Touch, LLC	WINDOW CLEANING	414.96
02/23/2025	MLP	SquareSpace	LCRWC DOMAIN NAME	20.00
02/23/2025	MLP	Comcast	COMCAST PHONE SYSTEM	324.50
02/23/2025	MLP	ADOBE CREATIVE CLOUD	MONTHLY CHARGE	52.99
02/24/2025	MLP	JONAH VENTURES LLC	WATER MONITORING	2,970.00
02/24/2025	MLP	HR Answers	ML HR WEBINAR TRAINING	215.10
02/25/2025	MLP	Amazon.com	SUPPLIES	26.99
02/25/2025	MLP	Amazon.com	SUPPLIES	80.42
02/26/2025	MLP	QuickBooks	JC ONLINE CLASSES	599.95
02/26/2025	MLP	Amazon.com	SUPPLIES	34.97
02/26/2025	MLP	Dollar Tree	EARTH DAY SUPPLIES	30.00
02/26/2025	MLP	Amazon.com	SUPPLIES	55.47
02/27/2025	MLP	ACE Hardware	LOPPERS	687.94
02/27/2025	MLP	Amazon.com	SUPPLIES	25.64

Date	Num	Name	Memo	Amount
03/03/2025	MLP	More Power Technology Group	MONTHLY IT CHARGE	2,066.14
03/03/2025	MLP	More Power Technology Group	MS 365 MONTHLY CHARGE	252.00
03/03/2025	MLP	Google	MONTHLY CHARGE	28.80
Total US Bank Visa				13,327.65
TOTAL				13,327.65

COLUMBIA SWCD

Balance Sheet

As of March 17, 2025

	<u>Mar 17, 25</u>
ASSETS	
Current Assets	
Checking/Savings	
US Bank (4349)	151,305.92
Local Gov Investment Pool 6/13	1,029,371.30
Petty Cash	63.83
Total Checking/Savings	<u>1,180,741.05</u>
Accounts Receivable	
Accounts Receivable	7,438.60
Total Accounts Receivable	<u>7,438.60</u>
Other Current Assets	
Simple Plan Overpayment	2,152.92
Property Taxes Receivable	27,610.32
Grant Receivable	-12,490.50
Undeposited Funds	1,000.00
Total Other Current Assets	<u>18,272.74</u>
Total Current Assets	1,206,452.39
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	<u>1,474,734.72</u>
Accumulated Depreciation	<u>-287,942.99</u>
Total Fixed Assets	1,186,791.73
Other Assets	
Prepaid Insurance	17,948.50
Total Other Assets	<u>17,948.50</u>
TOTAL ASSETS	<u><u>2,411,192.62</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
WEX Card	-178.18
US Bank Visa	13,726.51
Total Credit Cards	<u>13,548.33</u>
Other Current Liabilities	
Prepaid Grants	91,908.26
Deferred Tax Revenue	24,627.82
Accrued Vacation Pay	26,230.05
Payroll Liabilities	
FICA Social Security	0.02
Medicare	-0.04
Simple Plan Payable	2,808.42
Aflac Payable	282.90
Total Payroll Liabilities	<u>3,091.30</u>
Total Other Current Liabilities	<u>145,857.43</u>
Total Current Liabilities	<u>159,405.76</u>
Total Liabilities	159,405.76

COLUMBIA SWCD

Balance Sheet

As of March 17, 2025

	<u>Mar 17, 25</u>
Equity	
Net Investment in Capital Asset	3,407.15
Fund Balance	1,861,593.73
Net Income	386,785.98
	<hr/>
Total Equity	2,251,786.86
	<hr/>
TOTAL LIABILITIES & EQUITY	2,411,192.62
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COLUMBIA SWCD
Profit & Loss
 July 2024 through June 2025

	Jul '24 - Jun 25
Ordinary Income/Expense	
Income	
Grant Revenue	163,888.17
TAX LEVY	
YEAR 2024	614,304.86
YEAR 2023	8,047.82
YEAR 2022	1,839.57
YEAR 2021	1,372.52
YEAR 2020	1,600.92
YEAR 2019	79.44
YEAR 2018	17.06
YEAR 2017	16.99
YEAR 2016	10.28
YEAR 2015	10.69
YEAR 2014	29.64
OTHER TAXES	-581.61
YEAR 2013	0.54
UNSEGREGATED INTEREST	895.31
Total TAX LEVY	627,644.03
Rent Income	
NRCS Rent Payments	20,943.00
Total Rent Income	20,943.00
Mileage Reimbursement	1,353.40
CSWCD FUNDS	24,844.50
Interest Earned	28,241.09
Total Income	866,914.19
Gross Profit	866,914.19
Expense	
LCRWC	
Contracted Services	1,575.00
Total LCRWC	1,575.00
PERSONNEL SERVICES	
Compensation	
Operations Coordinator	48,766.40
District Manager	72,480.36
Resource Conservationist	119,362.41
Outreach Coordinator	1,574.45
Overtime Pay	205.12
Total Compensation	242,388.74
Accrued Vacation Pay	35.40
Employer Payroll Taxes	19,627.02
Workers' Compensation	97.18
Health Insurance Benefits	19,313.08
Supplemental Insurance	3,252.32
Retirement Benefits	7,026.09
PERSONNEL SERVICES - Other	-0.03
Total PERSONNEL SERVICES	291,739.80
MATERIALS AND SERVICES	
Vehicle	
Vehicle Maintenance	6,505.10
Gas	352.27
Total Vehicle	6,857.37

COLUMBIA SWCD
Profit & Loss
 July 2024 through June 2025

	Jul '24 - Jun 25
Volunteers	
Volunteer Recognition	39.99
Total Volunteers	39.99
Contracted Services	
Monitoring	50,735.93
Weed Spraying/Removal	11,215.50
Project Implementation	1,543.50
Total Contracted Services	63,494.93
Education & Outreach	
Rental Fees	-600.00
Supplies	172.33
Total Education & Outreach	-427.67
Building Operations	
Copy Machine Lease	4,541.36
Supplies (TP, Cleaning, etc.)	351.99
Water Delivery	382.26
Janitorial Services	4,080.00
Lawn Maintenance	3,600.00
Elevator	
Elevator Maintenance	1,982.75
Total Elevator	1,982.75
Total Building Operations	14,938.36
Bank Service Charges	559.10
Dues & Subscriptions	
Web Subscriptions	6,968.70
Newspaper Subscriptions	72.00
Membership Dues	7,485.41
Total Dues & Subscriptions	14,526.11
Insurance	
Property & Crime Ins	4,777.20
Vehicle Ins	530.80
General Liability Ins	7,962.00
Total Insurance	13,270.00
Licenses & Fees	84.00
Marketing	866.68
Materials & Supplies	
Project Supplies	14,481.45
Office Supplies	2,323.37
Expense Reimbursements	2,233.11
IT/Computer	
Hardware	209.00
Software	1,141.68
Total IT/Computer	1,350.68
Field Equipment	1,224.75
Total Materials & Supplies	21,613.36
Meetings, Workshops, Events	
Food/Supplies	1,564.82
Meetings, Workshops, Events - Other	230.00
Total Meetings, Workshops, Events	1,794.82

COLUMBIA SWCD
Profit & Loss
 July 2024 through June 2025

	Jul '24 - Jun 25
Postage & Mailing	
Postage & Shipping Charges	704.20
Total Postage & Mailing	704.20
Printing & Reproduction	1,925.00
Professional Fees	
Accountant/Bookkeeper	725.00
Audit	16,697.00
Consulting	5,830.00
Legal Fees	5,130.40
Newspaper Publishing	475.73
Payroll Service Fees	1,483.75
Web/IT Services	20,095.26
Total Professional Fees	50,437.14
Repairs & Maintenance	
Building Maintenance	3,676.46
Total Repairs & Maintenance	3,676.46
Telecommunications	
Internet Costs	1,465.12
Business Phones	3,387.51
Cell Phones	1,948.88
Total Telecommunications	6,801.51
Training & Conferences	
Training Registration Fees	3,233.91
Conference Registration Fees	4,359.57
Total Training & Conferences	7,593.48
Travel Expense	
Mileage Reimbursement	798.85
Parking/Public Transportation	15.00
Lodging	2,648.91
Total Travel Expense	3,462.76
Utilities	
Garbage & Recycle	456.74
Electric	2,364.56
Gas	345.20
Water/Sewer	810.06
Total Utilities	3,976.56
Total MATERIALS AND SERVICES	216,194.16
Total Expense	509,508.96
Net Ordinary Income	357,405.23
Other Income/Expense	
Other Income	
Misc Income	14,999.00
Total Other Income	14,999.00
Other Expense	
Other Expense	0.00
Total Other Expense	0.00
Net Other Income	14,999.00
Net Income	372,404.23



District Manager (Exempt)

General Summary

The District Manager is full-time, at will, exempt position for the Columbia Soil and Water Conservation District (CSWCD).

The District Manager's responsibilities include, but are not limited to:

- Supervisory
- Board Relations
- Representation of the District
- Planning and Programs
- Partnerships

The Columbia Soil and Water Conservation District is a non-profit, governmental agency that operates as a special district of Oregon. The District is run by a board of locally-elected directors, and receives funding primarily through a permanent tax rate, state and federal grants. The District staff provides information, technical assistance and education to property owners regarding soil and water issues on their land and helps to promote the proper and responsible use of natural resources in Columbia County. Columbia SWCD has no regulatory authority but is simply a source of advice and consultation for the public.

Supervision Received

The SWCD Board serves as the District Manager's direct supervisor. The District Manager remains in close contact with the Personnel Director and Board Chair between meetings. The District Manager reports to the full Board monthly at Board meetings, through monthly reports, and at scheduled committee meetings.

Civil Rights

This position will perform in accordance with all applicable state and federal laws for equal employment and other requirements of civil rights statutes.

Essential Functions of the Job

Representation of the District

- Represent and promote the work of the District to the public and partner organizations
- Coordinate with staff and board members to ensure that the District's relationships with partners and community organizations are maintained and that the District is represented in important and relevant collaborations
- Initiate and take the lead on key or strategic initiatives with outside organizations on issues such as climate change, wildfire risk management, and protection of rare and declining habitats
- As needed and appropriate, serve as the primary contact with members of the press and the public

Board Relations

- Reports to the Board of Directors; works directly with the Board Chair and other board members to establish and implement board/committee meetings and related actions.
- Serves as the primary liaison between Board of Directors and staff.
- Establishes policies and procedures.
- Provides orientation for new directors and associate directors.
- Identify board development and training opportunities.
- Track and implement board decisions
- Serve as liaison between advisory committees and the Board of Directors.

Financial Oversight

- Keeps the board informed of financial forecast.
- Ensures compliance with relevant laws and rules pertaining to district expenditures.
- To seek out and apply for available grants for the District
- Works with auditor and Financial Manager to complete the annual audit.
- Oversees development of annual budgets for District operations in collaboration with staff.
- Approves expenses.
- Work with Financial Manager to ensure the District is fiscally responsible and fully accountable.

Contracting

- Maintain policies and rules. Chair contracting committee.
- Includes scheduling and leading meetings
- Review and approve bids with contracting committee.

Supervisory Responsibilities

- Supervise, manage, and motivate staff members
- Keep staff informed, give timely and specific feedback regarding job performance (including annual performance reviews), ensure training needs are met, and hold self and staff accountable
- Oversee recruitment, selection, and orientation of new staff, with implementation by or support from other staff
- Make discipline and termination decisions; terminations require approval by the Personnel Committee (an ad hoc Board of Directors committee).
- Oversee benefits administration, with implementation by or support from administrative staff
- Maintain job descriptions and personnel files for direct reports, with support from other staff
- Recommend/approve updates to personnel policies and procedures
- Oversee completion of the District's annual report and annual work plan
- Oversee monthly staff reporting to the board on relevant topics responsive to the board's information needs
- Promote work-life balance, including paid-time-off, flexible schedules, and work from home + office/field
- Maintain a safe, positive, and collaborative work environment; foster a culture of mutual respect and support

Planning and Programs

- Responsible for establishing strategic plans and implementing actions to achieve goals
- Develops and implements specific courses of action
- Responsible for all aspects of the CSWCD's programs, focusing on providing leadership for program supervisors

Qualifications

- Higher education at least a 4-year degree in, environmental science, biology or other related field, or business management.
- 5-7 years of directly related work experience or combination of education and experience sufficient to be productive with no or little orientation
- Ability to understand and follow oral and written instructions and policies from SWCD Board.
- Must be able to work independently, prioritize and organize to work on multiple tasks, and meet deadlines.
- Ability to communicate effectively with employees and the public using tact, courtesy, and good judgment.
- Skilled in public speaking and engaging with constituents and community partners.
- Intermediate knowledge of computers, including Microsoft Office and GIS applications

The Columbia Soil and Water Conservation District is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, political beliefs, national origin, citizenship, age, disability, or any other status protected by law.

- Knowledge of laws and regulations related to conservation, land use, and restoration

Preferred Qualifications

- Familiarity and experience with the mission and work of soil and water conservation districts and other natural resource agencies and organizations.
- Skills in developing strategic partnerships and managing complex projects to address working lands conservation, clean water, healthy soil, diverse habitat, and rural and urban conservation issues.
- Knowledge of conservation-related grant opportunities, partnerships, and policy incentives.
- Knowledge of Oregon Revised Statutes (ORS) 568.210 – 568.890, Oregon Department of Agriculture Guidelines for SWCDs, Oregon public meetings law, Oregon public contracting law, and Oregon local budget law.
- Ability to inspire others to care about and participate in natural resource conservation.
- Experience building organizational capacity and board development.
- Knowledge of human resources issues, including state and federal employment-related mandates.

Job Conditions

- Must be able to satisfactorily pass a background check.
- This position works primarily in the office, the District does have a teleworking policy to be used on a case by case basis.
- The office work may include working at a desk, using a computer, or standing at a table.
- **Fieldwork will include working in and around such locations as farms and ranches; rivers, streams and ponds; properties with dense vegetation or woodlands; areas with steep, slippery, muddy, rocky or other hazardous terrain. Appropriate attire shall be worn for these occasions.**
- This position requires travel to conferences, workshops, training sessions, plus daytime and evening meetings outside the office. Travel for training may be outside the normal workday and may be as long as one week. A valid driver license is required.
- The District Manager shall perform all duties in a prudent and sensible manner, following established protocols that ensure safety.
- Ability to respond outside of normal business hours in an emergency.

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Financial/HR Manager (Exempt)

General Summary

This is a 40-hour per week exempt position. Hours may vary depending on the requirement to attend night and early morning meetings.

The Financial Manager's responsibilities include, but are not limited to:

- Public funds accounting, budget administration, and financial reporting.
- Monthly Payroll.
- HR

The Columbia Soil and Water Conservation District is a non-profit, governmental agency that operates as a special district of Oregon. The District is run by a board of locally-elected directors, and receives funding primarily through a permanent tax rate, state and federal grants. The District staff provides information, technical assistance and education to property owners regarding soil and water issues on their land and helps to promote the proper and responsible use of natural resources in Columbia County. Columbia SWCD has no regulatory authority but is simply a source of advice and consultation for the public.

Supervision Received

The District Manager will supervise the Financial Manager. Most work is accomplished independently. The District Manager conducts the performance evaluation for this position.

Civil Rights

This position will perform in accordance with all applicable state and federal laws for equal employment and other requirements of civil rights statutes.

Essential Functions of the Job

Human Resources

- Prepare payroll disbursement for District employees. Submit all reports and payments required, to appropriate agencies. Maintain payroll records.
- Oversee human resources support including: benefits administration; personnel file maintenance and privacy; personnel policy manual updates; researching a variety of human resources and personnel issues.
- Keep staff up to date on current laws and benefit changes pertaining to HR.
- Ensure that hiring practices, workplace rules, and employee treatment comply with relevant laws and company policies.

Finance and Budget

- Budget Development and monitoring
 - Budget Officer - Develop the Budget Message and annual budget, Calendar, etc.
 - Work with the Budget Committee to develop the final organizational budget.
 - Attend Budget Committee Meeting.
 - Monitor and manage the organizational budget throughout the fiscal year.
 - Ensure all legal notices are published to the local newspaper of record accordingly.
- Annual Audit
 - Coordinate with independent firm to conduct the annual Columbia SWCD audit.
 - Provide all schedules and documentation required by Auditor.
 - Respond to all inquiries and recommendations from Auditor.
 - Recommend improvements to reporting systems, and internal financial controls to District Manager.

- Work with Auditor to review year-end audited financial statements.
- Bookkeeping and financial oversight
 - Develop fiscal policies that ensure strong fiscal controls and compliance with appropriate accounting standards.
 - Monitor revenue and spending patterns.
 - Develop Financial reports for Board and Staff as needed.
 - Maintain all online (ACH & EFT) payments.
 - Accounts Receivable/Payable duties: Enter all invoices received, prepare bills for payment, work with District Manager to pay bills. Receive and process payments from funders to correct accounts.
 - Work with certified CPA to do annual reviews of QuickBooks.

Grants

- Monitor all grant activities and ensure all grant reports are done on time.
- Fiscal management of all grants: ensure all funds are requested and received in a timely manner.

Other

- Schedule trainings and make travel arrangements for staff and board.
- Projects or duties as assigned by District Manager.

Qualifications

- Course work in HR and Accounting and/or at least 7 years of related experience is preferred.
- Good communication skills, writing skills, and interpersonal skills. Must have knowledge of English composition, grammar, spelling, punctuation, and editing.
- Ability to understand and follow oral and written instructions and policies. Must be able to work independently, prioritize and organize to work on multiple tasks, and meet deadlines.
- Ability to perform routine office practices and to follow procedures.
- Ability to communicate effectively with other employees and the public using tact, courtesy, and good judgment.
- The ability to use a personal computer for information entry, retrieval and correspondence is required. Must be proficient with Microsoft Excel, Word, Publisher, PowerPoint, and Outlook; Extensive knowledge of QuickBooks is necessary.

Job Conditions

- Must be able to satisfactorily pass a background check.
- The office work may include working at a desk, using a computer, or standing at a table.
- This position requires travel to conferences, workshops, training sessions, plus daytime and evening meetings outside the office. Travel for training may be outside the normal workday and may be as long as one week. A valid driver license is required.
- The Financial Manager shall perform all duties in a prudent and sensible manner, following established protocols that ensure safety.

Benefits

In addition to paid legal holidays, workers compensation, and unemployment insurance, the Columbia SWCD will provide vacation time, sick leave, one personal day of leave, health insurance, dental insurance, vision, short and long Term disability, and a retirement plan

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

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

***2025-2026 Budget Calendar**

ACTION	ADDITIONAL ACTIONS	RESPONSIBILITY OF	DATE
Appoint Budget Officer		District Board of Directors	March 19, 2025
Approve 2025 -2026 Budget Calendar at Columbia SWCD Board Meeting		District Board of Directors	March 19, 2025
Approve Citizen Budget Committee Members Start Preparing proposed budget		Budget Officer/Board of Directors	March 19, 2025
Publish notices of first budget committee meeting	submit to paper	Budget Officer	1st Notice: April 14, 2025 2nd Notice: April 21, 2025
Publish notices of second budget committee meeting	submit to paper	Budget Officer	1st Notice: May 01, 2025 2nd Notice: May 08, 2025
Budget Committee Meeting to review and approve proposed budget and tax rate		Budget Committee	May 1, 2025
Subsequent Budget Committee Meeting if needed		Budget Committee	May 20, 2025
Publish notice of Budget Hearing	submit to paper	Budget Officer	May 2, 2025
Hold Budget Hearing		District Board of Directors	May 21, 2025
Enact Resolutions at Columbia SWCD Board Meeting -Adopt budget, make appropriations, declare the tax levy by fund, and categorize the levy		District Board of Directors	May 21, 2025
Submit Resolutions & LB 50 to Columbia County Assessor on or before		Budget Officer	June 30, 2025
Submit Budget and resolution copies to Columbia County Clerk		Budget Officer	June 30, 2025

* This budget Calendar is based on Oregon Local Budget Requirements. The law requires two notices for the budget committee meeting (ORS 294.401) and one published notice for the Budget Hearing (ORS 294.421). The paper of record for the Columbia Soil and Water Conservation District will be The Spotlight

Columbia SWCD Budget Committee Fiscal Year 2025/2026

Board Members	Address
Michael Calhoun	Vernonia
Paul Gibbons	Clatskanie
Bill Eagle	St. Helens
Dave Freytag	St. Helens
Debra Brimacombe	Scappoose

Appointed Members	Address
David Taylor	Deer Island
Nancy Ward	Scappoose
Al Petersen	St. Helens
Alison Charbonneau	St. Helens
Rachell Meyers	Clatskanie
Natasha Parvey	St. Helens



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10000K

Warm

Neutral

Cool

Cold