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Minutes of the Columbia SWCD Board of Directors Meeting October 16, 2019

Directors Present:

Jeff Van Natta, Treasurer Jason Busch, Chair Bill Eagle, Secretary Debra Brimacombe, Director Dave Freytag, Director

Directors Absent:

Craig Ellis, Director Randy Bergman, Vice Chair

SWCD Staff:

Nathan Herr, SRC Jennifer Steinke, OC

Public:

Sonia Reagan, OSU Extension Lindsey Goodwick, Scappoose Parks and Recreation committee

CALL TO ORDER OF REGULAR BOARD MEETING: 7:01 PM by Secretary Bill Eagle.

Introductions were made. Lindsey explained that she is currently working with the Scappoose Parks and Recreation Committee and also works in fundraising. She added that she is also interested in the open District Manager position with the CSWCD.

Sonia introduced herself and explained that she works with the OSU Extension Service.

Prior Month's Minutes: Motion VanNatta/Brimacombe to approve the Minutes from 09-18-19. **Approved Motion passed by unanimous vote.**

Financial Report: **Motion Freytag/Brimacombe** to accept financial Report from 09-30-19. **Approved Motion passed by unanimous vote**.

<u>Bills to Pay</u>: Motion Brimacombe/Freytag approve to pay the bills. Approved Motion passed by unanimous vote.

Jason Busch arrived

				Expenditure Splits	
Ck#	Payee	Memo	Amount	CSWCD	GRANT
	Government Ethics				
2500	Commission	Annual Billing	\$548.87	\$548.87	\$0.00
2501	Jason Busch	Quarterly Mileage	\$153.12	\$153.12	\$0.00
2502	Randy Bergman	Quarterly Mileage	\$286.06	\$286.06	\$0.00
2503	US Bank Visa	Charges 09/04/19 - 10/02/19	\$7,152.34	\$7,152.34	\$0.00
2504	Bemis Printing	Signs for Fox Creek Planting	\$150.00	\$0.00	\$150.00
		SUBTOTALS >>>>>>	\$8,290.39	\$8,140.39	\$150.00
TOTAL REQUESTS >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>					\$8,290.39

PUBLIC COMMENT

Jason Busch called for Public Comment. No public comment beyond introductions.

REPORTS

NRCS (Natural Resources Conservation Service)

Nathan explained that Don is still accepting EQIP (Environmental Quality Incentives Program) applications, adding that there has been a lot of applications coming in and most of them are needing technical assistance. Nathan also explained that NRCS is moving to a new program to build software plans. Brief discussion held.

SBWC (Scappoose Bay Watershed Council)

Deb explained that the SBWC has hired a new Council Coordinator, Dana Pricher. She also mentioned that the Native Plant Sale was held last weekend and was their best sale to date.

OLD BUSINESS

- **District Manager Recruitment:** Nathan informed the board that Malyssa has received three completed applications for the open District Manager position, adding that the deadline to receive applications is October 31st. Discussion held.
- RCPP (Regional Conservation Protection Plan): Nathan explained that the District is waiting for the State office to complete the internal review on the EA (Environmental Assessment). The District is hopeful that the plan will move to the National level within the next couple weeks. Brief discussion held.

NEW BUSINESS

• **Public Records Policy:** A copy of the policy was given to the Board. Nathan explained that he and Malyssa worked with SDAO (Special Districts Association of Oregon) to complete the policy. Nathan added that it was created as a resolution so that changes made to the policy would be approved at the Board's level, and not just the committee's. Brief discussion held. Jason read aloud Resolution No. 19/20-004 Public Records Request Policy.

Motion: VanNatta/Eagle to accept Resolution No. 19/20-004 as submitted. Approved motion passed by unanimous vote.

Harassment Policy: A copy of the Columbia SWCD – Prevention of Workplace
Discrimination, Harassment, and Retaliation (Oregn Public Sector) Policy was given to the
Board. Nathan explained that this was put with the Personnel policy as an update. Brief
discussion held.

Motion: VanNatta/Eagle to approve the Prevention of Workplace Discrimination, Harassment, and Retaliation (Oregn Public Sector) Policy. **Approved motion passed by unanimous vote**.

- Personnel Committee: Nathan explained the process that is currently in place for complaints, adding that staff go to either HR or the personnel committee chair, which the District currently doesn't have. Nathan stated that Lona was chair of the personnel committee. Brief discussion held. Deb and Bill volunteered to be on the personnel committee. Nathan suggested that Malyssa also be on the committee. Jason appointed Malyssa to be on the personnel committee.
- **Volunteer Committee:** Deb stated that she had a lot of experience visiting with the public last year, and would like to see volunteers here with the District. Deb explained different volunteer opportunities that the District could host. Brief discussion held. Jason appointed

Deb, Nathan, and Jennifer to the volunteer committee, with Deb as the lead. Bill believes the District should have branded apparel for the volunteers. Discussions held.

REPORTS

BOARD

- -Bill attended the previous Chamber of Commerce meeting and handed out copies of The Dirt and the new Weed ID Booklet, which was a "big hit".
- -Deb informed the Board that she is on the committee to organize the CONNECT conference, adding that if anyone has any ideas or comments to let her know. She also mentioned that she is part of the Dalton Lake Preserve Committee, which was approved today in St. Helens.
- -Jeff stated that Rod Scudder sends his "thanks" to the District for sending him a letter regarding his splash dam. Jeff asked Nathan if the current work being done at Perkin's Creek is a temporary fix for the winter. It is, brief discussion was held.
- -Jason asked what ODFW (Oregon Department of Fish and Wildlife) is doing during their salkmon surveys. Discussion was held.

STAFF

Nathan explained that any Board members planning to attend the OACD (Oregon Association of Conservation Districts) conference will need to let the office know by October 21st. Nathan also informed the Board that Kari's insurance payment is past due. Moda plans to cancel her coverage if payment is not received by the 31st. Nathan also explained that there will be a \$3,000 charge from More Power Technology shown on next month's Treasurer Report. The Firewall needs upgraded, brief discussion held.

Nathan also read a comment out loud that was received by the education committee regarding the new education boxes. Nathan added that there has been a lot more interest in the boxes than what the District was prepared for, concluding that the education committee is off to a great start. Nathan also informed the Board that the education committee will be hosting a Project Learning Tree workshop in partnership with ONREP (Oregon Natural Resources Education Program) on November 1st. The committee believes this will help the program move forward since the attendees will receive their own booklets. Brief discussion held.

Eagle/Freytag moved to adjourn meeting MEETING ADJOURNED 7:58 PM

Respectfully Submitted by:

Jennifer Steinke
Jennifer Steinke Office Assistant