

35285 Millard Road St. Helens, OR 97051

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Minutes of the Columbia SWCD Board of Directors Meeting April20, 2022

Directors Present: Jason Busch, Chair Debra Brimacombe, Vice Chair Bill Eagle, Secretary Sonia Reagan, Director (via Zoom)

Directors Absent: Dave Freytag Jeff VanNatta, Treasurer

Associate Director: Michael Calhoun (via Zoom)

SWCD Staff:

Nathan Herr, District Manager Malyssa Legg, Financial Manager Selene Keeney, Sr. Resource Conservationist Crystalyn Bush, Resource Conservationist Amber Kester, Riparian Specialist Jennifer Chavez, Outreach Coordinator

Public:

Claudia Eagle Lilli Shriver, LCE

CALL TO ORDER OF REGULAR BOARD MEETING: 4:02 PM

Prior Month's Minutes: Motion Eagle/Brimacombe to approve the Minutes from 03-16-22. Approved Motion passed by unanimous vote.

Public Comment

Jason called for public comment. No comments were made.

Financial Report: Motion Eagle/Brimacombe to accept financial Report from 03-31-22. **Approved Motion passed by unanimous vote**.

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

	BILLS TO PAY (US Bank) April 20, 2022				
		Expenditure Splits			
Payee	Memo	Amount	CSWCD	GRANT	
Pershing LLC	Retirement Payment	\$2,420.26	\$2,420.26	\$0.00	
Real Estate Services Group	Retainer for Carr Slough appraisal	\$2,000.00	\$2,000.00	\$0.00	
Deer Island Nursery	McBride Creek Project plants	\$4,796.00	\$0.00	\$4,796.00	
Jennifer Heidrich	Cleaning services	\$480.00	\$480.00	\$0.00	
Stillwater Services	Lamprey Project	\$2,956.00	\$0.00	\$2,956.00	
US Bank Visa	Charges 03/03/22 - 04/01/22	\$4,593.36	\$4,593.36	\$0.00	
Waterways	Perkins Creek, Conyers Creed, and Carr Slough Phase 1 Projects	\$27.367.95	\$0.00	\$27.367.95	
				\$44.613.57	
	Pershing LLC Real Estate Services Group Deer Island Nursery Jennifer Heidrich Stillwater Services US Bank Visa	Pershing LLCRetirement PaymentReal Estate Services GroupRetainer for Carr Slough appraisalDeer Island NurseryMcBride Creek Project plantsJennifer HeidrichCleaning servicesStillwater ServicesLamprey ProjectUS Bank VisaCharges 03/03/22 - 04/01/22WaterwaysPerkins Creek, Conyers Creed, and Carr Slough Phase 1 Projects	Pershing LLCRetirement Payment\$2,420.26Real Estate Services GroupRetainer for Carr Slough appraisal\$2,000.00Deer Island NurseryMcBride Creek Project plants\$4,796.00Jennifer HeidrichCleaning services\$480.00Stillwater ServicesLamprey Project\$2,956.00US Bank VisaCharges 03/03/22 - 04/01/22\$4,593.36WaterwaysPerkins Creek, Conyers Creed, and Carr Slough Phase 1 Projects\$27.367.95	PayeeMemoAmountCSWCDPershing LLCRetirement Payment\$2,420.26\$2,420.26Real Estate Services GroupRetainer for Carr Slough appraisal\$2,000.00\$2,000.00Deer Island NurseryMcBride Creek Project plants\$4,796.00\$0.00Jennifer HeidrichCleaning services\$480.00\$480.00Stillwater ServicesLamprey Project\$2,956.00\$0.00US Bank VisaCharges 03/03/22 - 04/01/22\$4,593.36\$4,593.36Perkins Creek, Conyers Creed, and Carr SloughPerkins Creek, Conyers Creed, and Carr SloughStilluater Slough	

<u>REPORTS</u>

• UNWC (Upper Nehalem Watershed Council)

Michael announced that the Council's Annual Meeting is scheduled for next Thursday, April 28th. He also briefly discussed a few updates the council is working on, such as their website.

• <u>SBWC (Scappoose Bay Watershed Council)</u>

Deb mentioned that she was at the Council's Native Plant Sale on April 9th, representing both the District and the Master Gardeners. The council had a great turn out, and Deb had a lot of table visitors interested in volunteering with the District. Brief discussion was held.

- <u>STAFF</u>
 - Amber provided an update on the District's Small Grant Program and Garlic Mustard Surveying. Discussion was held.
 - Crystalyn provided an update on the Perkin's Creek project, adding that implementation should begin early August. She also mentioned that the District received full funding from OWEB (Oregon Weed Enhancement Board) on the submitted weed grant applications, about \$75k. Crys also added that she continues to work with the local watershed councils on their projects, and that the local county work group plans to reconvene this Spring regarding invasive species around the county. Brief discussion held.
 - Selene provided a brief update on the Carr Slough project which should begin this summer, adding that she can present the finished designs if requested. She is also continuing to work with LCEP (Lower Columbia Estuary Partnership) on the Water Quality Monitoring Program. Brief discussion held.
 - Malyssa is working on completing the Budget for next month's hearing.

OLD BUSINESS

• **Credit Card:** Nathan provided an update on the District's pursuit of a new credit card. Brief discussion held.

Motion: Eagle/Brimacombe to approve staff to continue to investigate where to get the best deal for a new credit card to present at the next Board Meeting. **Approved Motion passed by unanimous vote**.

• **Budget Hearing:** Nathan reminded the board that the Budget Hearing will be held at the beginning of next month's Board Meeting at 4 pm.

NEW BUSINESS

- **Board Mileage:** Nathan explained that the Board is offered mileage reimbursement, brief discussion held. Directors can contact Malyssa with any questions or to opt in.
- **District Manager Recruitment:** Nathan provided an update on his personal timeline, mentioning that he would like to discuss how the Board would like to proceed. Discussion was held.

Motion: Eagle/Brimacombe to appoint Malyssa Legg as interim District Manager, up to the end of the year. **Approved Motion passed by unanimous vote**. Malyssa had no objection.

Bill added that he would like there to be an exit interview. Deb would like the Personnel committee to reconvene to discuss what Malyssa's duties will be. Discussion held.

- **Contracts/Cooperators:** Board received copies for three contracts and one cooperator:
 - Professional Service Contract for Habitat Restoration Construction Services with Aquatic Contracting for the Carr Slough Project. Amount not to exceed \$439,280.00
 - Professional Service Contract for Noxious Weed Treatment with Ash Creek Forest Management for the Scappoose Creek Garlic Mustard Control. Amount not to exceed \$25,000.00

 Construction Contract with Kynsi Construction for the Perkins Creek Fish Passage and Habitat Enhancement Project. Amount contracted: \$248,333.00

Motion: Busch/Eagle to approve the three contracts as presented. Approved Motion passed by unanimous vote.

• Leofric and Monica Hylton, 5.85 acres

Motion: Eagle/Brimacombe Approve new Cooperator. Approved Motion passed by unanimous vote.

<u>REPORTS (cont.)</u>

- <u>BOARD</u>
 - Deb mentioned that while at the SBWC native plant sale, there was a lot of interest in the turtle surveying, as well as volunteering with the District and even in joining the Board. Brief discussion held.
 - Jason mentioned that it has been very wet and cold on the Nehalem and that he is hopeful the weather will turn soon. He also mentioned volunteering at the Vernonia marathon last weekend and asked if there are any local composting sites for events that use compostable tableware or cutlery. Discussion held.
 - Bill reported on an article in the Chronicle regarding the kindergarten book program.

Eagle/ Brimacombe moved to adjourn meeting MEETING ADJOURNED 5:05 PM

Respectfully Submitted by: Jennifer Chavez Jennifer Chavez, Outreach Coordinator