35285 Millard Road St. Helens, OR 97051

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Minutes of the Columbia SWCD Board of Directors Meeting September 15, 2021

Directors Present:

Jason Busch, Chair Dave Freytag, Director Debra Brimacombe, Vice Chair Bill Eagle, Secretary Sonia Reagan, Director (via Zoom)

Directors Absent:

Jeff VanNatta, Treasurer

Associate Director:

Michael Calhoun (via Zoom)

SWCD Staff:

Nathan Herr, District Manager Jennifer Chavez, Outreach Coordinator Crystalyn Bush, Resource Conservationist Selene Keeney, Senior Resource Conservationist

Lower Columbia River Watershed Council

(LCRWC):

Allan Whiting, Council Coordinator

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

Prior Month's Minutes: Motion Eagle/Brimacombe to approve the Minutes from 07-21-21. **Approved Motion passed by unanimous vote.**

Public Comment

There was no public comment.

REPORTS

LCRWC

Allan introduced himself to the Board. He explained that the council is working on projects through funding from the Oregon Watershed Enhancement Board (OWEB). He provided a brief update, explaining each project and that some have construction contracts that will be provided to the board later in the meeting. Brief discussion was held. Michael asked when the council meets, they meet every second Tuesday of the month.

• <u>UNWC</u>

Michael explained that the council's next meeting is scheduled for September 30th. He also mentioned that Vernonia was recently at a level 4 water curtailment, but have moved back to a level 3. Brief discussion held.

OLD BUSINESS

• Reviews/COLA (Cost of Living Adjustment): Nathan mentioned that Deb sat in on the staff reviews this year. He added that he is recommending a step increase for all employees. The COLA request presented to the board is for 3% as listed in the SWCD's budget. Brief discussion held.

Motion Eagle/ Brimacombe to approve a 3% COLA increase and Nathan's recommendations for step increases for employees. **Approved Motion passed by unanimous vote.**

Jason reviewed the Treasurer's report with the Board.

Financial Report: Motion Eagle/Brimacombe to accept financial Report from 08-31-21. **Approved Motion passed by unanimous vote**.

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

	· / ·			Expendit	ure Splits
Ck#	Payee	Memo	Amount	CSWCD	GRANT
2734	Waterways	Clatskanie PUD RCPP Engineering	\$19,039.11	\$0.00	\$19,039.11
	Lower Columbia Estuary				
2735	Partnership	Water monitoring project	\$4,717.36	\$4,717.36	\$0.00
2736	Pacific Office Automation	Copy machine overage use cost	\$7.11	\$7.11	\$0.00
2737	US Bank Visa	Charges 08/03/21 – 09/01/21	\$3,192.01	\$3,192.01	\$0.00
2738	Pershing	Retirement Payment	\$2,177.88	\$2,177.88	\$0.00
		SUBTOTALS >>>>>>	\$29,133.47	\$10,094.36	\$19,039.11
TOTAL REQUESTS >>>>>>>>>>>>>					\$29,133.47

RCPP (Regional Conservation Partnership Program) Updates: Selene explained that the
current active RCPP project is on the Clatskanie River and Conyers Creek. She provided
photos to explain the work being completed on the Clatskanie River side of the project,
mentioning that the construction and replanting should be completed next week. She added
that similar work will take place on Conyers Creek next, which she expects to be completed
in about a month. Bill mentioned that the SWCD should have a sign or banner at
construction sites. Discussion was held.

NEW BUSINESS

- Annual Meeting Resolution: Jason read Resolution No. 21/22-01 to establish the date of the Columbia SWCD's Annual Meeting aloud to the Board. Brief discussion was held.

 Motion Freytag/Brimacombe approve Resolution No. 21/22-01 that the Annual Meeting will be held on January 19, 2022 at 4:00 pm. Approved Motion passed by unanimous vote.
 - **eDNA Program:** Crystalyn explained that the CSWCD engaged in eDNA (environmental deoxyribonucleic acid) sampling over the Summer through the US Forest Service. She gave a presentation explaining what eDNA is and how to collect samples, adding that about 50 samples were collected in total from all three watersheds within the county to test for Pacific Lamprey. Results should be available early next year.

 The District plans to use eDNA sampling in the future to test local areas for chum, coho, and chinook, and have been approached with a request to test the Nehalem for small mouth bass. Discussion was held. Crystalyn mentioned that this program would be a great education tool to add to the district's education program as it gets going again.
 - Columbia SWCD's Information Security Policy/IT Support: Nathan explained that the office has been having internet issues for about three months, which has also resulted in issues with the hired IT support company. Brief discussion was held. Nathan also explained the Information Security Policy that was presented to the Board, mentioning that the district should receive a discount on insurance with the policy in place.

Motion Eagle/Brimacombe approve the Information Security Policy. **Approved Motion passed by unanimous vote.**

- **Contracts:** The Board received copies of five contracts.
 - -Portland General Electric (PGE) License Agreement
 - -License and Indemnity Agreement with Columbia County
 - -Intergovernmental Agreement Exhibit B Letter of Agreement with Clatskanie PUD
 - -Professional Services Contract with Aquatic Contracting for the Carcus Creek Project (managed by LCRWC). Contract amount: Not to exceed \$15,000
 - -Professional Services Contract with Waterways Consulting Inc. for the Conyers Creek Project (managed by LCRWC). Contract amount: \$36,890.40 Discussion was held.

Motion Eagle/Brimacombe approve the contracts as presented. Approved Motion passed by unanimous vote.

REPORTS (cont.)

STAFF

Nathan informed the Board that the district has found a new auditor, as discussed at the last Board meeting. Brief discussion held. Nathan also mentioned that the County Commissioners have invited the district to sit in on the community water needs forum regarding groundwater study in South County. Brief discussion held.

BOARD

- -Deb informed the Board that Dalton Lake is now working on 60% designs. Brief discussion held.
- -Jason saw a cougar for the first time near his property. Discussion held.
- -No other Board reports.

Eagle/Brimacombe moved to adjourn meeting MEETING ADJOURNED 5:21 PM

Respectfully Submitted by: **Jennifer Chavez Jennifer Chavez Jennifer Chavez**