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Minutes of the Columbia SWCD Board of Directors Meeting July 17, 2024

Directors Present:

Debra Brimacombe, Vice Chair Jeff VanNatta, Treasurer Michael Calhoun, Chair Jason Busch, Director

CSWCD Staff:

Malyssa Legg, District Manager Jennifer Chavez, Operations Coordinator

Public:

Jasmine Lillich, Clatskanie Farmer Directive

CALL TO ORDER OF BOARD MEETING: 4:00 PM

Prior Month's Minutes: Motion Busch/VanNatta to approve the Minutes from 5-15-24 as presented. **Approved Motion passed by unanimous vote.**

Financial Report: **Motion Busch/Brimacombe** to accept the Financial Reports from 5-31-24 and 6/30/2024. **Approved Motion passed by unanimous vote**.

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

				Expenditure Splits	
Ck#	Payee	Memo	Amount	CSWCD	GRANT
3028	Pershing LLC	Retirement payment	\$1,837.46	\$1,837.46	\$0.00
3029	OACD	2024/2025 Annual Dues	\$5,215.66	\$5,215.66	\$0.00
		SUBTOTALS >>>>>>	\$7,053.12	\$7,053.12	\$0.00

PUBLIC COMMENT

No public comment.

BOARD REPORTS

• Jason explained that it is hay/fair season so he is staying busy. He added that it has been a good year for hay, about twice as much produced than last year.

• Jeff was told that the construction on Apiary should be completed before Hood to Coast. Brief discussion was held.

OLD BUSINESS

• **Elections:** Malyssa asked to be informed of who is planning to run in the upcoming election and to keep an ear out for anyone in the community who may be interested. Jasmine mentioned that she is interested in running for the Zone 1 position. Discussion held.

NEW BUSINESS

• New Job Description: Malyssa explained the new position description that was also emailed to the board a few weeks prior. The new position would run the volunteer program, outreach events, etc. She would like recruiting to begin in September. Brief discussion held.

Motion VanNatta/Busch to approve the new position to be hired. Approved Motion passed by unanimous vote.

- **<u>Updated Job Descriptions</u>**: Malyssa explained that she emailed a copy of the updated job descriptions to the board a few weeks ago. Minor changes were made to accurately reflect what staff are currently doing.
- October board meeting change to 10/23 due to OACD: The Oregon Association of Conservation Districts is hosting a conference during the week of the currently scheduled October Board meeting (10/16/24). Discussion was held. The board would like to reschedule the meeting to 10/23 for now, but would like to revisit this topic as we get closer and possibly skip the October meeting altogether.
- <u>Committees changed to Advisory Groups:</u> Malyssa explained that she spoke with Eric from the Oregon Department of Agriculture (ODA) and would like to change committees to Advisory Groups. The difference is that the groups would bring their advice to the District Manager, rather than the committee bringing the advice to the Board.

Motion VanNatta/Busch to approve changing Committees to Advisory Groups. **Approved Motion passed by unanimous vote.**

• <u>Contracts:</u> Malyssa explained that the Lower Columbia Estuary Partnership (LCEP) was unable to secure the Oregon Watershed Enhancement Board (OWEB) grant funds for water quality monitoring this year. The District still had funds for this in the budget and would like to use this, along with other grant funds, to support the monitoring as it is written into other grants as well. The contract is for \$17,000. Discussion was held. Jeff would like to know if/when samples were taken in the Clatskanie River near Apiary Road, and what the results were.

Motion VanNatta/Brimacombe to approve the contract. Approved Motion passed by unanimous vote.

REGULAR MEETING ADJOURNED AT 4:35 PM for EXECUTIVE MEETING

Respectfully Submitted by: Jennifer Chavez

Jennifer Chavez, Operations Coordinator

Board went into an Executive Session with Malyssa to consider information or records that are exempt from disclosure by law, including written advice from the CSWCD attorney (ORS 192.660(2)(f).) Came back from the Executive Session, no motions were made. Notes from the Executive Session are filed.

Meeting Adjourned at 4:55 PM.