



**Columbia
Soil & Water**
Conservation District

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COLUMBIA SWCD BOARD OF DIRECTORS MEETING AGENDA – AUGUST 21, 2024

REGULAR BOARD MEETING CALL TO ORDER – 4:00 PM

APPROVAL OF MEETING MINUTES – From July 17, 2024

TREASURER’S REPORT- July 31, 2024

PUBLIC COMMENT – TOPICS FROM THE FLOOR

AGENDA ITEMS

Reports:

- ◆ NRCS
- ◆ Watershed Councils
- ◆ Staff Reports

Old Business:

- ◆ Elections

New Business:

- ◆ Contracts

Reports:

- ◆ Board

Adjourn

DATES TO REMEMBER

- 09/02 – Office Closed/Labor Day
- 09/18 – Board Meeting 4:00 PM
- 10/05 – Salmon Festival
- 10/23 – Board Meeting 4:00 PM
- 10/26 – Children’s Fair

Reminder

Approve

- 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.**

- **Updated Job Descriptions:** 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.
- **Committees changed to Advisory Groups:** 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.**

- **Contracts:** 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.

Columbia Soil and Water Conservation District Treasurer's Report

SUMMARY OF ALL ACCOUNTS		July 31, 2024	
Local Government Investment Pool		\$681,068.00	
US Bank Account		\$128,096.20	
TOTAL CASH AVAILABLE		\$809,164.20	
Local Government Investment Pool			
Balance forward		\$773,486.33	
<i>bank reconciliation detail attached</i>	Credit	Debit	
total deposit	\$7,581.67		\$7,581.67
total cleared transactions		-\$100,000.00	-\$100,000.00
Ending balance as of July 31, 2024		\$681,068.00	
US Bank Account			
Balance forward		\$70,234.09	
<i>bank reconciliation detail attached</i>	Credit	Debit	
total deposit	\$102,927.00		\$102,927.00
total cleared Checks (details follow)		-\$9,990.46	-\$9,990.46
total cleared EFT (details follow)		-\$11,493.37	-\$11,493.37
total cleared Payroll		-\$23,581.06	-\$23,581.06
Ending balance as of July 31, 2024		\$128,096.20	

COLUMBIA SWCD
EFT Detail
July 2024

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>
EFT	07/01/2024	Recur360 Technologies		
			MONTHLY QUICKBOOKS HOSTING	-73.00
EFT	07/02/2024	Aflac		
			EMPLOYER PAID	-82.08
			EMPLOYEE PAID	-34.68
			EMPLOYEE PAID	-37.32
			EMPLOYEE PAID	-34.52
EFT	07/02/2024	Comcast		
			INTERNET SERVICES	-172.89
EFT	07/05/2024	NW Natural Gas		
			GAS BILL	-24.36
EFT	07/08/2024	USAble Life		
			JENNIFER CHAVEZ LIFE, AD&D, LTD, STD	-45.36
			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	07/15/2024	Sierra Springs		
			WATER DELIVERY	-62.46
EFT	07/15/2024	US Bank		
			ONLINE ACCOUNT ACCESS	-99.44
EFT	07/17/2024	US Bank Visa		
			CHARGES 06/04/24 - 07/02/24	-4,902.65
EFT	07/22/2024	WEX Card		
			PAYMENT FOR CLOSING DATE 06/30/24	-71.71

COLUMBIA SWCD
EFT Detail

July 2024

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>
EFT	07/22/2024	CIT		
			COPY MACHINE LEASE	<u>-461.98</u>
EFT	07/26/2024	Moda Health		
			HEALTH/VISION/DENTAL INSURANCE	<u>-5,128.58</u>
			TOTAL	<u>-11,493.37</u>

COLUMBIA SWCD Cleared Checks July 2024

Num	Date	Name	Memo	Paid Amount
3022	06/13/2024	Columbia County Fair & Rodeo		
		Tax Levy	BOOTH AT FAIR 2024	-195.00
3024	06/13/2024	UPPER NEHALEM WATERSHED COUNCIL		
		Tax Levy	RENT CLAUDIA CHINOOK FOR SUMMER EVENTS	-900.00
3026	07/02/2024	Pershing LLC		
		Tax Levy	EMPLOYEE PAID	-1,121.62
			SWCD MATCH	-677.18
3027	07/02/2024	Northwest Local Government Legal Advisors		
		Tax Levy	SERVICES 06/01/24 - 06/30/24	-1,881.00
3029	07/17/2024	O.A.C.D.		
		ODA	ANNUAL DUES 07/01/24 - 06/30/25	-5,215.66
TOTAL				-9,990.46

COLUMBIA SWCD
Balance Sheet
 As of August 13, 2024

	Aug 13, 24
ASSETS	
Current Assets	
Checking/Savings	
US Bank (4349)	87,693.57
Local Gov Investment Pool 6/13	681,068.00
Petty Cash	63.83
Total Checking/Savings	768,825.40
Accounts Receivable	
Accounts Receivable	-35,836.33
Total Accounts Receivable	-35,836.33
Other Current Assets	
Property Taxes Receivable	23,693.05
Total Other Current Assets	23,693.05
Total Current Assets	756,682.12
Fixed Assets	
Property, Plant & Equipment	
Land	150,000.00
Building Improvements	1,274,316.48
Equipment	15,757.25
Vehicles	27,500.00
Total Property, Plant & Equipment	1,467,573.73
Accumulated Depreciation	-287,942.99
Total Fixed Assets	1,179,630.74
Other Assets	
Prepaid Insurance	26,746.70
Total Other Assets	26,746.70
TOTAL ASSETS	1,963,059.56
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-7,123.48
Total Accounts Payable	-7,123.48
Credit Cards	
WEX Card	81.64
US Bank Visa	48.05
Total Credit Cards	129.69
Other Current Liabilities	
Prepaid Rent	6,981.00
Customer Prepayments	180,491.55
Deferred Tax Revenue	11,043.95
Accrued Vacation Pay	-32,270.54

COLUMBIA SWCD
Balance Sheet
As of August 13, 2024

	<u>Aug 13, 24</u>
Payroll Liabilities	
State Unemployment	3,166.19
Simple Plan Payable	-1,214.59
Aflac Payable	59.78
Total Payroll Liabilities	<u>2,011.38</u>
Total Other Current Liabilities	<u>168,257.34</u>
Total Current Liabilities	<u>161,263.55</u>
Total Liabilities	161,263.55
Equity	
Fund Balance	1,863,672.66
Net Income	-29,979.44
Total Equity	<u>1,833,693.22</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,994,956.77</u></u>

COLUMBIA SWCD
Profit & Loss
 July 2024 through June 2025

	Jul '24 - Jun 25
Ordinary Income/Expense	
Income	
TAX LEVY	
YEAR 2023	3,332.26
YEAR 2022	429.30
YEAR 2021	370.97
YEAR 2020	587.79
YEAR 2019	8.84
YEAR 2018	0.48
OTHER TAXES	-644.96
YEAR 2013	0.14
UNSEGREGATED INTEREST	56.69
Total TAX LEVY	4,141.51
Rent Income	
NRCS Rent Payments	2,327.00
Total Rent Income	2,327.00
Interest Earned	3,440.16
Total Income	9,908.67
Gross Profit	9,908.67
Expense	
PERSONNEL SERVICES	
Compensation	
Operations Coordinator	7,636.80
District Manager	11,190.24
Resource Conservationist	18,300.52
Overtime Pay	109.66
Total Compensation	37,237.22
Accrued Vacation Pay	-26,230.05
Employer Payroll Taxes	2,865.45
Workers' Compensation	14.22
Health Insurance Benefits	-3,130.50
Supplemental Insurance	430.82
Retirement Benefits	1,103.51
PERSONNEL SERVICES - Other	-0.03
Total PERSONNEL SERVICES	12,290.64
MATERIALS AND SERVICES	
Vehicle	
Vehicle Maintenance	6,314.60
Gas	82.95
Total Vehicle	6,397.55
Contracted Services	
Weed Spraying/Removal	1,890.00
Total Contracted Services	1,890.00
Education & Outreach	
Rental Fees	-600.00
Total Education & Outreach	-600.00

COLUMBIA SWCD
Profit & Loss
 July 2024 through June 2025

	Jul '24 - Jun 25
Building Operations	
Copy Machine Lease	461.98
Supplies (TP, Cleaning, etc.)	3.78
Water Delivery	62.46
Janitorial Services	960.00
Lawn Maintenance	400.00
	1,888.22
Total Building Operations	1,888.22
Bank Service Charges	99.44
Dues & Subscriptions	
Web Subscriptions	3,388.00
Membership Dues	5,215.66
	8,603.66
Total Dues & Subscriptions	8,603.66
Materials & Supplies	
Office Supplies	264.21
IT/Computer	
Software	52.99
	52.99
Total IT/Computer	52.99
Materials & Supplies - Other	100.15
	417.35
Total Materials & Supplies	417.35
Meetings, Workshops, Events	
Food/Supplies	47.30
	47.30
Total Meetings, Workshops, Events	47.30
Postage & Mailing	
Postage & Shipping Charges	31.70
	31.70
Total Postage & Mailing	31.70
Professional Fees	
Audit	2,000.00
Legal Fees	1,881.00
Newspaper Publishing	475.73
Payroll Service Fees	291.00
Web/IT Services	2,066.14
	6,713.87
Total Professional Fees	6,713.87
Telecommunications	
Internet Costs	172.89
Business Phones	337.51
Cell Phones	226.46
	736.86
Total Telecommunications	736.86
Training & Conferences	
Training Registration Fees	215.10
Conference Registration Fees	348.65
	563.75
Total Training & Conferences	563.75
Travel Expense	
Mileage Reimbursement	85.29
Lodging	317.74
	403.03
Total Travel Expense	403.03

COLUMBIA SWCD
Profit & Loss
July 2024 through June 2025

	<u>Jul '24 - Jun 25</u>
Utilities	
Garbage & Recycle	54.94
Electric	259.08
Gas	24.36
Water/Sewer	66.36
Total Utilities	<u>404.74</u>
Total MATERIALS AND SERVICES	<u>27,597.47</u>
Total Expense	<u>39,888.11</u>
Net Ordinary Income	<u>-29,979.44</u>
Net Income	<u><u>-29,979.44</u></u>

**COLUMBIA SWCD
US Bank Visa Charges**

07/03/24 - 08/01/24

US Bank Visa

Date	Num	Name	Memo	Credit
07/03/2024	ML	SAIF Corporation	WORKERS COMP VOL ADD ON	5.74
07/03/2024	ML	More Power Technology Group	MONTHLY IT SERVICES	2,066.14
07/03/2024	ML	More Power Technology Group	MS 365 MONTHLY FEE	247.20
07/03/2024	ML	Intuit QuickBooks	MONTHLY FEE	51.00
07/03/2024	ML	Amazon.com	OFFICE SUPPLIES	13.77
07/05/2024	ML	Hudson Garbage Service	GARBAGE/RECYCLE	54.94
07/09/2024	ML	Columbia River PUD	ELECTRIC	259.08
07/09/2024	ML	Amazon.com	OFFICE SUPPLIES	58.43
07/10/2024	ML	City of St. Helens	SEWER	28.86
07/11/2024	ML	USPS	MAIL LEGAL DOCS	31.70
07/15/2024	ML	McNulty Water People's Utility District	WATER	37.50
07/15/2024	ML	CenturyLink	ELEVATOR PHONE	60.20
07/15/2024	ML	Country Media, Inc	LEGAL NOTICES BUDGET	427.68
07/16/2024	ML	Ramos' Yard Maintenance	LAWN SERVICES	400.00
07/16/2024	ML	EVENTBRITE	ML OACD CONFERENCE REGISTRATION	348.65
07/17/2024	ML	Fred Meyer	SNACKS FOR BOARD MEETING	47.30
07/17/2024	ML	Amazon.com	OFFICE SUPPLIES	98.94
07/17/2024	ML	Amazon.com	OFFICE SUPPLIES	93.07
07/18/2024	ML	HR Answers	HR WEBINAR 09/11/24	215.10
07/18/2024	ML	HAMPTON INN	HOTEL FOR SDAO CLASS IN ASTORIA	317.74
07/19/2024	ML	VERIZON WIRELESS	CELL PHONES	226.46
07/22/2024	ML	Cytracom, LLC	PHONE SYSTEM	277.31
07/23/2024	ML	ADOBE CREATIVE CLOUD	MONTHLY SERVICE	52.99
07/26/2024	ML	Dr Auto LLC	NEW TRANSMISSION FOR TRUCK	6,314.60
Total US Bank Visa				11,734.40
TOTAL				11,734.40