

35285 Millard Road St. Helens, OR 97051

Ph: 503.433.3205

www.*columbiaswcd*.com

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

REGULAR BOARD MEETING CALL TO ORDER $-4:00~\mathrm{PM}$

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



35285 Millard Road St. Helens, OR 97051 Ph: 503.433.3205

www.columbiaswcd.com

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.

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

BILLS	TO PAY (US Bank) Jul	y 11, 2024		Expenditu	ıre 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
0020	0,302				
			\$7,053.12	\$7,053.12	\$0.00
		SUBTOTALS >>>>>	\$7,000.12	ψ1,000.12	MENNEY AND
		TOTAL REQUESTS >>>>>>>>>>	>>>>>>		\$7,053.12

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 close 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

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 CAS	SH AVAILABLE	\$809,164.20
Local Government Investment Pool			
Balance forward			\$773,486.33
bank reconciliation detail attached	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
bank reconciliation detail attached	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

Num	Date	Name	Memo Memo	Paid Amount
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		
			IENNIEED CHAVEZ LIFE ADOD LTD STD	-45.36
			JENNIFER CHAVEZ LIFE, AD&D, LTD, STD 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

2:52 PM 08/13/24

COLUMBIA SWCD EFT Detail

July 2024

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

TOTAL -9,990.46

COLUMBIA SWCD	Cleared Checks
100	Cle

3:00 PM 08/13/24

MuM	Date	Name	July 2024 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		
		Тах Levy	EMPLOYEE PAID SWCD MATCH	-1,121.62
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

COLUMBIA SWCD Balance Sheet

As of August 13, 2024

	Aug 13, 24
ASSETS Current Assets Checking/Savings US Bank (4349) Local Gov Investment Pool 6/13 Petty Cash	87,693.57 681,068.00 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 Building Improvements Equipment Vehicles	150,000.00 1,274,316.48 15,757.25 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 US Bank Visa	81.64 48.05
Total Credit Cards	129.69
Other Current Liabilities Prepaid Rent Customer Prepayments Deferred Tax Revenue Accrued Vacation Pay	6,981.00 180,491.55 11,043.95 -32,270.54

COLUMBIA SWCD Balance Sheet

As of August 13, 2024

	Aug 13, 24	
Payroll Liabilities State Unemployment Simple Plan Payable Aflac Payable	3,166.19 -1,214.59 59.78	
Total Payroll Liabilities	2,011	1.38
Total Other Current Liabilities	168,257	7.34
Total Current Liabilities	161,263	3.55
Total Liabilities	161,263	3.55
Equity Fund Balance Net Income	1,863,672 -29,979	
Total Equity	1,833,693	3.22
TOTAL LIABILITIES & EQUITY	1,994,956	6.77

COLUMBIA SWCD Profit & Loss

July 2024 through June 2025

Income		Jul '24 - Jun 25
TAX LEVY YEAR 2023 YEAR 2022 YEAR 2021 YEAR 2020 YEAR 2019 YEAR 2018 OTHER TAXES YEAR 2013 UNSEGREGATED INTEREST Total TAX LEVY Rent Income NRCS Rent Payments Total Income Interest Earned Total Income PERSONNEL SERVICES Compensation Operations Coordinator District Manager Resource Conservationist Overtime Pay Total Compensation Accrued Vacation Pay Employer Payroll Taxes Workers' Compensation Health Insurance Benefits Supplemental Insurance Retirement Benefits Supplemental Insurance Retireme	-	
YEAR 2023 3,332.26 YEAR 2021 429.30 YEAR 2020 587.79 YEAR 2019 8.84 YEAR 2018 0.43 OTHER TAXES -644.96 YEAR 2013 0.14 UNSEGREGATED INTEREST 56.69 Total TAX LEVY 4,141.51 Rent Income 2,327.00 Interest Earned 3,440.16 Total Rent Income 9,908.67 Gross Profit 9,908.67 Expense PERSONNEL SERVICES Compensation 7,636.80 Operations Coordinator 76.36.80 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 -3,130.50		
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District Manager		7.636.90
Resource Conservationist		·
Total Compensation 37,237.22		·
Total Compensation 37,237.22		•
Accrued Vacation Pay	Overtime Pay	109.66
Employer Payroll Taxes	Total Compensation	37,237.22
Employer Payroll Taxes	Accrued Vacation Pay	-26,230.05
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		
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Vehicle Vehicle Maintenance Gas6,314.60 82.95Total Vehicle6,397.55Contracted Services Weed Spraying/Removal1,890.00Total Contracted Services1,890.00Education & Outreach Rental Fees-600.00	Total PERSONNEL SERVICES	12,290.64
Vehicle Maintenance Gas Total Vehicle Contracted Services Weed Spraying/Removal Total Contracted Services 1,890.00 Education & Outreach Rental Fees 6,314.60 82.95 1,890.00 1,890.00		
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Contracted Services Weed Spraying/Removal Total Contracted Services Education & Outreach Rental Fees 1,890.00 -600.00	Gas	82.95
Weed Spraying/Removal 1,890.00 Total Contracted Services 1,890.00 Education & Outreach Rental Fees -600.00	Total Vehicle	6,397.55
Education & Outreach Rental Fees -600.00		1,890.00
Rental Fees -600.00	Total Contracted Services	1,890.00
Total Education & Outreach -600.00		-600.00
	Total Education & Outreach	-600.00

COLUMBIA SWCD Profit & Loss

July 2024 through June 2025

	Jul '24 - Jun 2	:5
Building Operations Copy Machine Lease Supplies (TP, Cleaning, etc.) Water Delivery Janitorial Services Lawn Maintenance	461.98 3.78 62.46 960.00 400.00	
Total Building Operations	1,8	388.22
Bank Service Charges Dues & Subscriptions Web Subscriptions Membership Dues	3,388.00 5,215.66	99.44
Total Dues & Subscriptions	8,0	603.66
Materials & Supplies Office Supplies IT/Computer Software	264.21 52.99	
Total IT/Computer	52.99	
Materials & Supplies - Other	100.15	
Total Materials & Supplies	4	117.35
Meetings, Workshops, Events Food/Supplies	47.30	
Total Meetings, Workshops, Events		47.30
Postage & Mailing Postage & Shipping Charges	31.70	
Total Postage & Mailing		31.70
Professional Fees Audit Legal Fees Newspaper Publishing Payroll Service Fees Web/IT Services	2,000.00 1,881.00 475.73 291.00 2,066.14	
Total Professional Fees	6,	713.87
Telecommunications Internet Costs Business Phones Cell Phones	172.89 337.51 226.46	
Total Telecommunications		736.86
Training & Conferences Training Registration Fees Conference Registration Fees	215.10 348.65	
Total Training & Conferences	:	563.75
Travel Expense Mileage Reimbursement Lodging	85.29 317.74	403 D3
Total Travel Expense	•	403.03

2:48 PM 08/13/24 Cash Basis

COLUMBIA SWCD Profit & Loss

July 2024 through June 2025

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

US Bank Visa Charges 07/03/24 - 08/01/24 COLUMBIA SWCD

3:17 PM Accrual Basis

US Bank Visa					
	07/03/2024	MIL	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
OTAL					11,734.40

TOTAL