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COLUMBIA SWCD BOARD OF DIRECTORS MEETING AGENDA - NOVEMBER 20, 2024

REGULAR BOARD MEETING CALL TO ORDER – 4:00 PM

APPROVAL OF MEETING MINUTES – From September 18, 2024

APPROVAL OF MEETING MINUTES – Emergency meeting October 7, 2024

TREASURER’S REPORT- September 30, 2024

TREASURER’S REPORT- October 31, 2024

PUBLIC COMMENT – TOPICS FROM THE FLOOR

AGENDA ITEMS

Reports:

- ◆ NRCS
- ◆ Watershed Councils
- ◆ Staff Reports

Old Business:

- ◆ Annual Meeting Resolution

Approve

New Business:

- ◆ New Associate Director
- ◆ New District Manager job
- ◆ Office Assistant job
- ◆ Telework Policy
- ◆ OACD Board Elections
- ◆ Contracts

Approve

Discussion

Discussion

Discussion

Approve

Approve

Reports:

- ◆ Board

DATES TO REMEMBER

- 11/28-29 – Office Closed – Thanksgiving Holiday
- 12/18 – Board Meeting 4:00 PM
- 12/24-25 – Office Closed – Christmas Holiday
- 01/01/25 – Office Closed – NYD Holiday
- 01/15/25 – Annual Meeting/lunch and Board Meeting 12:00 PM

Adjourn

PUBLIC COMMENT

Margaret explained that she volunteers with the LCRWC (was previously the coordinator for about 20 years) and would like to discuss the partnership between the council and the SWCD. The council is trying to become a 501(c)(3) and has funding questions, as well as they would like clarity with recent frictions that have arisen with Selene volunteering with them. Bill explained that there are current legal obligations that make the partnership difficult. Margaret asked if there is an active lawsuit, Malysa explained that there has not been communication to say otherwise. Malysa explained that when Selene left, a lot of files/information was removed from her District cell phone and laptop. Most of the projects that Selene was working on when employed with the district were within the Lower Columbia River Watershed. Discussion was held.

Mike recommended that for now, communications be limited to between board members of the district and council. Brief discussion was held regarding files and information that the council is looking for to help apply for the 501(c)(3).

Chip left at 4:20 pm.

REPORTS

- **NRCS:** Hannah explained that it has been a bit of a hectic year. She is still gathering information to report for her annual feedback. She added that there is a new focus area around the Nehalem River watershed and provided a handout with further information. Discussion was held.
- **Staff:** Amber and Crystalyn gave a PowerPoint presentation to provide updates on what staff have been up to, including projects, events, volunteer work parties, workshops, and more. Brief discussion was held.

Margaret and Mike left at 5 pm.

Malysa added that the office is getting a new phone system through Comcast.

OLD BUSINESS

- **October Meeting:** In July, the board decided to move the October meeting due to a conference and to wait to decide whether or not the meeting should be canceled instead.

Motion Brimacombe/Eagle to approve cancelling the October board meeting. **Approved Motion passed by unanimous vote.**

- **DEI (diversity equity, and inclusion) Statement:** About a year ago Michael brought up that he would like to see the District adopt a DEI statement. He and Malysa recently created one based off of other local SWCD's statements. Malysa read the statement aloud.

Motion Eagle/Brimacombe to adopt the DEI Statement into the Columbia SWCD's program. **Approved Motion passed by unanimous vote.**

NEW BUSINESS

- **Annual Meeting:** Malysa explained that the date for the annual meeting will be approved at November's meeting. Michael mentioned that the Upper Nehalem Watershed Council had a speaker at their annual meeting and believes the SWCD should try to have a speaker as well. Malysa suggested that the meeting time be earlier in the day, perhaps around the lunch hour so that more partners might attend. Discussion was held.

BOARD REPORTS

- Bill mentioned that Dave's birthday is on September 21st.

REGULAR MEETING ADJOURNED AT 5:12 PM for EXECUTIVE MEETING

Respectfully Submitted by: *Jennifer Chavez*
Jennifer Chavez, Operations & Outreach Coordinator



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**Minutes of the
Columbia SWCD Board of Directors
Emergency Meeting 10-07-24**

Directors Present:

Debra Brimacombe, Vice Chair
Dave Freytag, Director
Michael Calhoun, Chair
Bill Eagle, Secretary

CSWCD Staff:

Malyssa Legg, District Manager

CALL TO ORDER OF BOARD MEETING: 3:57 PM

CALL TO ORDER OF EXECUTIVE SESSION 3:59 PM

The executive session is being held pursuant to ORS 192.660(2)(b), to consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent.

EXECUTIVE SESSION ADJOURNED 4:50

REGULAR BOARD MEETING CALLED TO ORDER 4:51

Motion Eagle/Freytag to approve Malyssa's request to transfer back to Financial/HR Manager and act as District Manager till new District Manager can be hired. **Approved Motion passed by unanimous vote.**

A letter will be sent to the staff to inform them of this update.

REGULAR MEETING ADJOURNED AT 4:54

Respectfully Submitted by: *Malyssa Legg*
Malyssa Legg, District Manager

Columbia Soil and Water Conservation District Treasurer's Report

SUMMARY OF ALL ACCOUNTS		September 30, 2024	
Local Government Investment Pool			\$690,717.74
US Bank Account			\$39,822.74
TOTAL CASH AVAILABLE			\$730,540.48
Local Government Investment Pool			
Balance forward			\$685,877.17
<i>bank reconciliation detail attached</i>	Credit	Debit	
total deposit	\$4,840.57		\$4,840.57
total cleared transactions		\$0.00	\$0.00
Ending balance as of September 30, 2024			\$690,717.74
US Bank Account			
Balance forward			\$124,429.49
<i>bank reconciliation detail attached</i>	Credit	Debit	
total deposit	\$2,327.00		\$2,327.00
total cleared Checks (details follow)		-\$37,603.35	-\$37,603.35
total cleared EFT (details follow)		-\$25,887.96	-\$25,887.96
total cleared Payroll		-\$23,442.44	-\$23,442.44
Ending balance as of September 30, 2024			\$39,822.74

COLUMBIA SWCD
Cleared Checks
September 2024

Num	Date	Name	Memo	Paid Amount
3037	08/29/2024	Chris Vanderzanden		
		ODA	CONSULTATION SERVICES FOR RURAL LIVING	-1,040.00
3038	09/04/2024	Jennifer Heidrich		
		Tax Levy	CLEANING SERVICES 08/02/24 - 08/31/24	-600.00
3039	09/04/2024	Northwest Local Government Legal Advisors		
		Tax Levy	SERVICES 08/22/24 - 08/28/24	-513.00
3040	09/18/2024	Pershing LLC		
		Tax Levy	EMPLOYEE PAID	-1,140.26
			SWCD MATCH	-734.21
3041	09/18/2024	Deer Island Nursery		
		OSWB	POLICEMANS HELMET REMOVAL	-2,331.00
3042	09/18/2024	Lower Columbia Estuary Partnership		
		Tax Levy	LABOR SERVICES 01/01/24 - 06/30/24	-13,045.03
			JONAH VENTURES TESTING	-10,530.00
			INDIRECT COSTS	-1,526.67
			MILEAGE 01/01/24 - 06/30/24	-358.45
			HOBO LOGGERS	-3,489.48
			SHIPPING SAMPLES	-63.25
			CITY OF ST. HELENS WO SAMPLES	-720.00

Cleared Checks

September 2024

Num	Date	Name	Memo	Paid Amount
3043	09/25/2024	Deer Island Nursery		
		OSWB	POLICEMANS HELMET REMOVAL	-1,512.00
			TOTAL	-37,603.35

3:08 PM
Accrual Basis

COLUMBIA SWCD
US Bank Visa Charges
09/04/24 - 10/02/24

	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>
US Bank Visa				
	09/04/2024	0578	More Power Technology Group	MONTHLY IT SERVICES
	09/04/2024	0578	Hudson Garbage Service	GARBAGE/RECYCLE
	09/05/2024	0578	Linton Feed & Seed	SEED FOR PROJECT
	09/09/2024	0587	More Power Technology Group	MS OFFICE MONTHLY CHARGE
	09/10/2024	0587	Amazon.com	OFFICE SUPPLIES
	09/10/2024	0587	Amazon.com	OFFICE SUPPLIES
	09/10/2024	0587	Amazon.com	OFFICE SUPPLIES
	09/11/2024	0578	Dutch Brothers Coffee	VOLUNTEER GIFT
	09/11/2024	0587	Amazon.com	OFFICE SUPPLIES
	09/15/2024	0587	Amazon.com	OFFICE SUPPLIES
	09/16/2024	0587	Ramos' Yard Maintenance	YARD MAINTENANCE
	09/16/2024	0587	CenturyLink	ELEVATOR PHONE
	09/17/2024	0587	McNulty Water People's Utility District	WATER BILL
	09/18/2024	0578	Paulson Printing	BUSINESS CARDS
	09/18/2024	0587	Fred Meyer	SNACKS FOR BOARD MEEETING
	09/19/2024	0587	4 ALL PROMO	SWAG FOR EVENTS
	09/19/2024	0587	VERIZON WIRELESS	CELL PHONE
	09/22/2024	0587	Cytracom, LLC	PHONE SYSTEM
	09/23/2024	0587	ADOBE CREATIVE CLOUD	MONTHLY FEE
	09/23/2024	0587	Columbia River PUD	ELECTRICITY
	09/23/2024	0587	Amazon.com	OFFICE/KITCHEN SUPPLIES
	09/25/2024	05287	City of St. Helens	SEWER
	09/27/2024	0587	Amazon.com	OFFICE SUPPLIES
	09/28/2024	0587	Amazon.com	OFFICE SUPPLIES
	09/28/2024	0587	Amazon.com	KITCHEN SUPLIES
	09/28/2024	0587	Amazon.com	OFFICE SUPPLIES
	09/29/2024	0587	Amazon.com	CLEANNG SUPPLIES
	10/01/2024	0578	Google	MONTHLY FEE
	10/02/2024	0578	ADOBE	YEARLY SUBSCRIPTION

Total US Bank Visa

TOTAL

COLUMBIA SWCD
US Bank Visa Charges
09/04/24 - 10/02/24

	<u>Credit</u>
US Bank Visa	2,066.14
	57.40
	71.80
	247.20
	34.98
	72.29
	22.48
	20.00
	25.58
	9.30
	400.00
	63.40
	75.00
	30.00
	74.79
	866.68
	252.03
	277.52
	52.99
	469.84
	70.45
	82.72
	34.99
	17.09
	6.99
	20.95
	3.67
	28.80
	287.88
Total US Bank Visa	<u>5,742.96</u>
TOTAL	<u><u>5,742.96</u></u>

COLUMBIA SWCD US Bank Visa Charges

09/04/24 - 10/02/24

US Bank Visa

Date	Num	Name	Memo	Credit
09/04/2024	0578	More Power Technology Group	MONTHLY IT SERVICES	2,066.14
09/04/2024	0578	Hudson Garbage Service	GARBAGE/RECYCLE	57.40
09/05/2024	0578	Linton Feed & Seed	SEED FOR PROJECT	71.80
09/09/2024	0587	More Power Technology Group	MS OFFICE MONTHLY CHARGE	247.20
09/10/2024	0587	Amazon.com	OFFICE SUPPLIES	34.98
09/10/2024	0587	Amazon.com	OFFICE SUPPLIES	72.29
09/10/2024	0587	Amazon.com	OFFICE SUPPLIES	22.48
09/11/2024	0578	Dutch Brothers Coffee	VOLUNTEER GIFT	20.00
09/11/2024	0587	Amazon.com	OFFICE SUPPLIES	25.58
09/15/2024	0587	Amazon.com	OFFICE SUPPLIES	9.30
09/16/2024	0587	Ramos' Yard Maintenance	YARD MAINTENANCE	400.00
09/16/2024	0587	CenturyLink	ELEVATOR PHONE	63.40
09/17/2024	0587	McNulty Water People's Utility District	WATER BILL	75.00
09/18/2024	0578	Paulson Printing	BUSINESS CARDS	30.00
09/18/2024	0587	Fred Meyer	SNACKS FOR BOARD MEEETING	74.79
09/19/2024	0587	4 ALL PROMO	SWAG FOR EVENTS	866.68
09/19/2024	0587	VERIZON WIRELESS	CELL PHONE	252.03
09/22/2024	0587	Cytracom, LLC	PHONE SYSTEM	277.52
09/23/2024	0587	ADOBE CREATIVE CLOUD	MONTHLY FEE	52.99
09/23/2024	0587	Columbia River PUD	ELECTRICITY	469.84
09/23/2024	0587	Amazon.com	OFFICE/KITCHEN SUPPLIES	70.45
09/25/2024	05287	City of St. Helens	SEWER	82.72
09/27/2024	0587	Amazon.com	OFFICE SUPPLIES	34.99
09/28/2024	0587	Amazon.com	OFFICE SUPPLIES	17.09
09/28/2024	0587	Amazon.com	KITCHEN SUPPLIES	6.99
09/28/2024	0587	Amazon.com	OFFICE SUPPLIES	20.95
09/29/2024	0587	Amazon.com	CLEANING SUPPLIES	3.67
10/01/2024	0578	Google	MONTHLY FEE	28.80
10/02/2024	0578	ADOBE	YEARLY SUBSCRIPTION	287.88

Total US Bank Visa

TOTAL

5,742.96
5,742.96

Columbia Soil and Water Conservation District Treasurer's Report

SUMMARY OF ALL ACCOUNTS		October 31, 2024	
Local Government Investment Pool			\$594,308.79
US Bank Account			\$98,181.21
TOTAL CASH AVAILABLE			\$692,490.00
Local Government Investment Pool			
Balance forward			\$690,717.74
<i>bank reconciliation detail attached</i>	Credit	Debit	
total deposit	\$3,591.05		\$3,591.05
total cleared transactions		-\$100,000.00	-\$100,000.00
Ending balance as of October 31, 2024			\$594,308.79
US Bank Account			
Balance forward			\$39,822.74
<i>bank reconciliation detail attached</i>	Credit	Debit	
total deposit	\$114,817.50		\$114,817.50
total cleared Checks (details follow)		-\$8,571.00	-\$8,571.00
total cleared EFT (details follow)		-\$12,342.97	-\$12,342.97
total cleared Payroll		-\$35,545.06	-\$35,545.06
Ending balance as of October 31, 2024			\$98,181.21

2:20 PM
11/20/24

COLUMBIA SWCD
EFT Detail
October 2024

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>
EFT	10/01/2024	Recur360 Technologies		
			MONTHLY QUICKBOOKS HOSTING	-146.00
EFT	10/02/2024	Aflac		
			EMPLOYER PAID	-82.08
			EMPLOYEE PAID	-34.68
			EMPLOYEE PAID	-37.32
			EMPLOYEE PAID	-34.52
EFT	10/03/2024	NW Natural Gas		
			GAS BILL	-19.21
EFT	10/04/2024	Comcast		
			INTERNET SERVICES	-187.89
EFT	10/07/2024	Sierra Springs		
			WATER DELIVERY	-29.48
EFT	10/07/2024	USAble Life		
			JENNIFER CHAVEZ LIFE, AD&D, LTD, STD	-46.73
			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	10/09/2024	CIT		
			COPY MACHINE LEASE	-27.72
EFT	10/14/2024	US Bank		
			ONLINE ACCOUNT ACCESS	-61.27
EFT	10/15/2024	US Bank Visa		
			CHARGES 09/04/24 - 10/02/24	-5,742.96

COLUMBIA SWCD
EFT Detail
October 2024

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>
EFT	10/21/2024	WEX Card		
			PAYMENT FOR CLOSING DATE 09/30/24	<u>-40.21</u>
EFT	10/22/2024	CIT		
			COPY MACHINE LEASE	<u>-461.98</u>
EFT	10/26/2024	Moda Health		
			HEALTH/VISION/DENTAL	<u>-5,128.58</u>
			TOTAL	-12,342.97

COLUMBIA SWCD Cleared Checks October 2024

Num	Date	Name	Memo	Paid Amount
3044	10/01/2024	Jennifer Heidrich Tax Levy	CLEANING SERVICES 09/07/24 - 09/28/24	-480.00 -480.00
3045	10/01/2024	Northwest Local Government Legal Advisors Tax Levy	SERVICES 09/04/24 - 09/24/24	-1,197.00
3048	10/25/2024	Deer Island Nursery OSWB Tax Levy OWEB	BLACKBERRY AND GARLIC MUSTARD REMOVAL REMOVAL OF INVASIVE HAWTHORN TREES AT PERKINS PLANTS FOR RIVERHAWK PROJECT	-1,134.00 -1,260.00 -4,500.00
TOTAL				-9,051.00

1:50 PM
11/20/24
Cash Basis

COLUMBIA SWCD
Balance Sheet
As of November 20, 2024

	<u>Nov 20, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
US Bank (4349)	74,114.75
Local Gov Investment Pool 6/13	594,308.79
Petty Cash	63.83
Total Checking/Savings	<u>668,487.37</u>
Accounts Receivable	
Accounts Receivable	-31,892.21
Total Accounts Receivable	<u>-31,892.21</u>
Other Current Assets	
Property Taxes Receivable	23,693.05
Grant Receivable	-12,490.50
Total Other Current Assets	<u>11,202.55</u>
Total Current Assets	<u>647,797.71</u>
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	<u>1,467,573.73</u>
Accumulated Depreciation	-287,942.99
Total Fixed Assets	<u>1,179,630.74</u>
Other Assets	
Prepaid Insurance	26,746.70
Total Other Assets	<u>26,746.70</u>
TOTAL ASSETS	<u><u>1,854,175.15</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-6,968.76
Total Accounts Payable	<u>-6,968.76</u>
Credit Cards	
WEX Card	75.00
US Bank Visa	9,796.68
Total Credit Cards	<u>9,871.68</u>
Other Current Liabilities	
Prepaid Rent	6,981.00
Customer Prepayments	165,782.92
Deferred Tax Revenue	11,043.95
Accrued Vacation Pay	-32,270.54

1:50 PM
11/20/24
Cash Basis

COLUMBIA SWCD
Balance Sheet
As of November 20, 2024

	<u>Nov 20, 24</u>
Payroll Liabilities	
State Unemployment	3,166.19
Simple Plan Payable	1,597.36
Aflac Payable	59.78
Total Payroll Liabilities	<u>4,823.33</u>
Total Other Current Liabilities	<u>156,360.66</u>
Total Current Liabilities	<u>159,263.58</u>
Total Liabilities	159,263.58
Equity	
Fund Balance	1,868,646.52
Net Income	-141,837.74
Total Equity	<u>1,726,808.78</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,886,072.36</u></u>

1:51 PM
 11/20/24
 Cash Basis

COLUMBIA SWCD
Profit & Loss
 July 2024 through June 2025

	Jul '24 - Jun 25
Ordinary Income/Expense	
Income	
Grant Revenue	65,935.30
TAX LEVY	
YEAR 2023	5,804.83
YEAR 2022	997.11
YEAR 2021	858.99
YEAR 2020	1,494.00
YEAR 2019	34.93
YEAR 2018	2.79
YEAR 2015	0.44
OTHER TAXES	-615.93
YEAR 2013	0.54
UNSEGREGATED INTEREST	182.86
Total TAX LEVY	8,760.56
Rent Income	
NRCS Rent Payments	9,308.00
Total Rent Income	9,308.00
Reimbursed Expenses	1,353.40
Interest Earned	12,061.95
Total Income	97,419.21
Gross Profit	97,419.21
Expense	
PERSONNEL SERVICES	
Compensation	
Operations Coordinator	25,456.00
District Manager	37,300.80
Resource Conservationist	60,831.14
Overtime Pay	205.12
Total Compensation	123,793.06
Accrued Vacation Pay	-26,230.05
Employer Payroll Taxes	9,212.26
Workers' Compensation	69.14
Health Insurance Benefits	10,079.32
Supplemental Insurance	1,646.68
Retirement Benefits	3,668.44
PERSONNEL SERVICES - Other	-0.02
Total PERSONNEL SERVICES	122,238.83
MATERIALS AND SERVICES	
Vehicle	
Vehicle Maintenance	6,314.60
Gas	275.39
Total Vehicle	6,589.99
Volunteers	
Volunteer Recognition	39.99
Total Volunteers	39.99
Contracted Services	
Monitoring	42,962.88
Weed Spraying/Removal	9,031.00
Total Contracted Services	51,993.88

1:51 PM
11/20/24
Cash Basis

COLUMBIA SWCD
Profit & Loss
July 2024 through June 2025

	<u>Jul '24 - Jun 25</u>
Education & Outreach	
Rental Fees	-600.00
Supplies	172.33
Total Education & Outreach	-427.67
Building Operations	
Copy Machine Lease	1,958.80
Supplies (TP, Cleaning, etc.)	164.44
Water Delivery	197.88
Janitorial Services	2,520.00
Lawn Maintenance	1,600.00
Total Building Operations	6,441.12
Bank Service Charges	340.28
Dues & Subscriptions	
Web Subscriptions	5,227.10
Membership Dues	5,273.41
Total Dues & Subscriptions	10,500.51
Marketing	866.68
Materials & Supplies	
Project Supplies	5,268.88
Office Supplies	919.48
IT/Computer	
Software	499.84
Total IT/Computer	499.84
Field Equipment	1,001.92
Materials & Supplies - Other	651.01
Total Materials & Supplies	8,341.13
Meetings, Workshops, Events	
Food/Supplies	160.86
Meetings, Workshops, Events - Other	230.00
Total Meetings, Workshops, Events	390.86
Postage & Mailing	
Postage & Shipping Charges	31.70
Total Postage & Mailing	31.70
Printing & Reproduction	30.00
Professional Fees	
Audit	2,000.00
Consulting	1,680.00
Legal Fees	3,762.00
Newspaper Publishing	475.73
Payroll Service Fees	772.50
Web/IT Services	11,830.70
Total Professional Fees	20,520.93
Repairs & Maintenance	
Building Maintenance	3,141.50
Total Repairs & Maintenance	3,141.50
Telecommunications	
Internet Costs	706.56
Business Phones	1,360.35
Cell Phones	953.69
Total Telecommunications	3,020.60

1:51 PM
11/20/24
Cash Basis

COLUMBIA SWCD
Profit & Loss
July 2024 through June 2025

	<u>Jul '24 - Jun 25</u>
Training & Conferences	
Training Registration Fees	1,415.10
Conference Registration Fees	992.59
Total Training & Conferences	<u>2,407.69</u>
Travel Expense	
Mileage Reimbursement	251.79
Lodging	823.76
Total Travel Expense	<u>1,075.55</u>
Utilities	
Garbage & Recycle	227.14
Electric	963.63
Gas	84.53
Water/Sewer	438.08
Total Utilities	<u>1,713.38</u>
Total MATERIALS AND SERVICES	<u>117,018.12</u>
Total Expense	<u>239,256.95</u>
Net Ordinary Income	-141,837.74
Other Income/Expense	
Other Expense	0.00
Other Expense	0.00
Total Other Expense	<u>0.00</u>
Net Other Income	<u>0.00</u>
Net Income	<u><u>-141,837.74</u></u>

COLUMBIA SWCD US Bank Visa Charges

10/03/24 - 11/01/24

Date	Num	Name	Memo	Credit
10/03/2024	ML	More Power Technology Group	MONTHLY IT	2,066.14
10/06/2024	ML	City of St. Helens	SEWER	28.86
10/08/2024	ML	SOCIETY FOR HUMAN RESOURCES	HR SUBSCRIPTION	57.75
10/09/2024	ML	EVENTBRITE	AK - NOXIOUS WEED SYMPOSIUM	295.29
10/15/2024	ML	Hudson Garbage Service	GARBAGE/RECYCLE	57.40
10/15/2024	ML	CenturyLink	ELEVATOR PHONE	63.40
10/15/2024	ML	McNulty Water People's Utility District	WATER MAIN BUILDING	37.82
10/15/2024	ML	McNulty Water People's Utility District	WATER SHOP[37.50
10/15/2024	ML	Amazon.com	OFFICE SUPPLIES	48.98
10/16/2024	ML	More Power Technology Group	MS OFFICE SUITE MONTHLY CHARGE	247.20
10/16/2024	ML	More Power Technology Group	PHONE PROJECT	1,500.00
10/16/2024	ML	Ramos' Yard Maintenance	YARD MAINTENANCE	400.00
10/16/2024	ML	BEST WESTERN	ML OACD CONFERENCE ROOM	506.02
10/16/2024	ML	Amazon.com	CLEANING SUPPLIES	3.67
10/16/2024	ML	Amazon.com	OFFICE SUPPLIES	35.84
10/17/2024	ML	PORTLAND COMMUNITY COLLEGE	AK - TEAM BUILDING CLASS	135.00
10/19/2024	ML	VERIZON WIRELESS	CELL PHONE BILL	248.72
10/21/2024	ML	Amazon.com	KITCHEN SUPPLIES	34.96
10/21/2024	ML	Amazon.com	CANDY FOR KIWANIS KIDS DAY	67.99
10/22/2024	ML	Cytracom, LLC	PHONE SYSTEM	277.58
10/23/2024	ML	ADOBE CREATIVE CLOUD	MONTHLY FEE	52.99
10/25/2024	ML	EVENTBRITE	CB - WETLAND & LAW POLICY CLASS	225.00
10/31/2024	ML	Pro Time Lawn Seed	SEED FOR RIVERHAWK	768.88
10/31/2024	ML	More Power Technology Group	MS OFFICE SUITE MONTHLY CHARGE	247.20
10/31/2024	ML	More Power Technology Group	MONTHLY IT	2,066.14
11/01/2024	ML	Amazon.com	FIELD GEAR	160.00
11/01/2024	ML	Amazon.com	OFFICE SUPPLIES	54.03
TOTAL				9,724.36

Total US Bank Visa



**Columbia
Soil & Water**
Conservation District

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

www.columbiaswcd.com

RESOLUTION NO. 24/25 - 01

**A RESOLUTION ESTABLISHING DATE OF THE COLUMBIA SWCD's ANNUAL MEETING FOR
2023/2024**

By the action of the Board of Directors of the Columbia SWCD taken on November 20, 2024, the following resolution was duly adopted.

WHEREAS, the Board of Directors of this organization has decided that the Annual Meeting will be held on January 15, 2025 at 12:00 PM.

THEREFORE, IT IS RESOLVED, that the Board of Directors of this organization hereby designates the above and do hereby authorize the District Manager and staff to plan and execute all necessary tasks to plan and present the Annual Meeting.

IN WITNESS WHEREOF, I have executed this Resolution this date of November 20, 2024.

(Authorized Signature)

(Printed Name)

(Printed Title)

This is from West Multnomah SWCD and is a part of their personnel policy.

Hybrid In-Person/Remote Work

The District encourages and affirms a hybrid work schedule that includes in-person and work-from-home/remote days each week, to facilitate collaboration and flexible work schedules most desired in modern workplaces.

Hybrid In-Person/Remote Work Policy: To facilitate a collaborative work environment, all employees are expected to have a regular work schedule that includes in-person work at least two days per week. This may be modified in consultation with your supervisor. In-person work includes working in the District's office, field work, in-person meetings with external partners, conferences, and other in person work. Employees may work from a remote/home office for the remaining workdays each week but are always welcome to work from the District office if they prefer. Employees may arrange their remote work schedule with their supervisor.

Determination of remote work approval is at the discretion of the direct supervisor consistent with this policy.

When working remotely, employees are expected to be reachable by phone and electronically during their designated work hours and must secure and maintain internet services for their remote work area adequate to support video conferencing applications. Work done at remote locations is considered the District's business, meaning that all time must be properly reported, and all required meal and rest breaks taken



Benton Soil and Water CONSERVATION DISTRICT

Benton Soil and Water Conservation District Telework Policy

The purpose of this policy is to establish guidelines and procedures for telework by District employees, including use of District equipment, software, and platforms/applications.

Telework is a privilege. Benton SWCD reserves the right to modify the Telework Policy at any time, or revoke telework privileges at any time. The Executive Director is responsible for establishing staff work schedules and by that authority may require a minimum number of days per week employees will work from the office (i.e., establish a maximum number of days per week employees may telework).

While on telework status, all employees are responsible for compliance with the District's Employee Handbook, established procedures and policies, performance standards, expectations for work products and productivity, and time accountability.

Any employee who is on telework status must be available during established work hours and provide timely response to emails, phone calls, picking up mail delivered to the office, etc. Absences, including unavailability during work hours, must be pre-approved by the employee's supervisor. Failure to comply with the District's Telework Policy may result in disciplinary action, up to and including termination of employment.

Employees must account for all time worked and take their required daily lunch breaks and rest periods while on telework status.

Employee wages, non-wage benefits, and insurance coverage do not change as a result of telework.

Employees are expected to have sufficient and secure internet and telephone access while on telework status.

All employees are responsible for utilization of the Benton SWCD Network and VPN to work from home in a safe and secure manner as directed by the District through its established policies and procedures.

Benton SWCD employees are the only authorized users of the District's Network/VPN and teleworking equipment (laptop, monitor, keyboard, etc.). No unauthorized use of the equipment, or the BSWCD Network and VPN, is allowed.



Benton Soil and Water CONSERVATION DISTRICT

Login information and passwords should always be protected. District teleworking equipment must always remain in a secure location.

Account information for use of Benton SWCD software such as Zoom, GoToMeeting, WebEx, etc. should not be shared with any other person or organization outside Benton SWCD. The highest security settings should be used, and software kept updated to maintain the highest security possible.

District employees will not hold business visits or in-person meetings with stakeholders or co-workers at the home worksite during telework status.

All employees will provide and maintain a clean and safe home workspace. Any injury that occurs during work hours must be reported immediately to the employee's supervisor, the Executive Director, and the Operations Manager.

The District is not responsible for loss, damage, repair, replacement, or wear of personal property or equipment used while an employee is on telework status.

During a mandatory office closure such as during a health pandemic, natural disaster, or an emergency declaration by Benton County or the State of Oregon, the Benton SWCD Board of Directors may vote to provide a monthly stipend to employees for use of their home utilities while on telework status. Employee stipends will not be paid when the office is not under official closure and telework is voluntary.

Adopted by the Benton SWCD Board of Directors on April 6, 2020.
Revised May 10, 2021



District Manager (Exempt)

General Summary

The District Manager is full-time, at will, exempt position for the Columbia Soil and Water Conservation District (CSWCD).

The District Manager's responsibilities include, but are not limited to:

- Supervisory
- Board Relations
- Representation of the District
- Planning and Programs
- Partnerships

The Columbia Soil and Water Conservation District is a non-profit, governmental agency that operates as a special district of Oregon. The District is run by a board of locally-elected directors, and receives funding primarily through a permanent tax rate, state and federal grants. The District staff provides information, technical assistance and education to property owners regarding soil and water issues on their land and helps to promote the proper and responsible use of natural resources in Columbia County. Columbia SWCD has no regulatory authority but is simply a source of advice and consultation for the public.

Supervision Received

The SWCD Board serves as the District Manager's direct supervisor. The District Manager remains in close contact with the Personnel Director and Board Chair between meetings. The District Manager reports to the full Board monthly at Board meetings, through monthly reports, and at scheduled committee meetings.

Civil Rights

This position will perform in accordance with all applicable state and federal laws for equal employment and other requirements of civil rights statutes.

Essential Functions of the Job

Representation of the District

- Represent and promote the work of the District to the public and partner organizations
- Coordinate with staff and board members to ensure that the District's relationships with partners and community organizations are maintained and that the District is represented in important and relevant collaborations
- Initiate and take the lead on key or strategic initiatives with outside organizations on issues such as climate change, wildfire risk management, and protection of rare and declining habitats
- As needed and appropriate, serve as the primary contact with members of the press and the public

Board Relations

- Reports to the Board of Directors; works directly with the Board Chair and other board members to establish and implement board/committee meetings and related actions.
- Serves as the primary liaison between Board of Directors and staff.
- Establishes policies and procedures.
- Provides orientation for new directors and associate directors.
- Identify board development and training opportunities.
- Track and implement board decisions
- Serve as liaison between advisory committees and the Board of Directors.

Financial Oversight

- Keeps the board informed of financial forecast.
- Ensures compliance with relevant laws and rules pertaining to district expenditures.
- To seek out and apply for available grants for the District
- Works with auditor and Financial Manager to complete the annual audit.
- Oversees development of annual budgets for District operations in collaboration with staff.
- Approves expenses.
- Work with Financial Manager to ensure the District is fiscally responsible and fully accountable.

Contracting

- Maintain policies and rules. Chair contracting committee.
- Includes scheduling and leading meetings
- Review and approve bids with contracting committee.

Supervisory Responsibilities

- Supervise, manage, and motivate staff members
- Keep staff informed, give timely and specific feedback regarding job performance (including annual performance reviews), ensure training needs are met, and hold self and staff accountable
- Oversee recruitment, selection, and orientation of new staff, with implementation by or support from other staff
- Make discipline and termination decisions; terminations require approval by the Personnel Committee (an ad hoc Board of Directors committee).
- Oversee benefits administration, with implementation by or support from administrative staff
- Maintain job descriptions and personnel files for direct reports, with support from other staff
- Recommend/approve updates to personnel policies and procedures
- Oversee completion of the District's annual report and annual work plan
- Oversee monthly staff reporting to the board on relevant topics responsive to the board's information needs
- Promote work-life balance, including paid-time-off, flexible schedules, and work from home + office/field
- Maintain a safe, positive, and collaborative work environment; foster a culture of mutual respect and support

Planning and Programs

- Responsible for establishing strategic plans and implementing actions to achieve goals
- Develops and implements specific courses of action
- Responsible for all aspects of the CSWCD's programs, focusing on providing leadership for program supervisors

Qualifications

- Higher education at least a 4-year degree business management, environmental science, biology or other related field, or
- 5-7 years of directly related work experience or combination of education and experience sufficient to be productive with no or little orientation
- Ability to understand and follow oral and written instructions and policies from SWCD Board.
- Must be able to work independently, prioritize and organize to work on multiple tasks, and meet deadlines.
- Ability to communicate effectively with employees and the public using tact, courtesy, and good judgment.
- Skilled in public speaking and engaging with constituents and community partners.
- Intermediate knowledge of computers, including Microsoft Office and GIS applications

The Columbia Soil and Water Conservation District is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, political beliefs, national origin, citizenship, age, disability, or any other status protected by law.

- Knowledge of laws and regulations related to conservation, land use, and restoration

Preferred Qualifications

- Familiarity and experience with the mission and work of soil and water conservation districts and other natural resource agencies and organizations.
- Skills in developing strategic partnerships and managing complex projects to address working lands conservation, clean water, healthy soil, diverse habitat, and rural and urban conservation issues.
- Knowledge of conservation-related grant opportunities, partnerships, and policy incentives.
- Knowledge of Oregon Revised Statutes (ORS) 568.210 – 568.890, Oregon Department of Agriculture Guidelines for SWCDs, Oregon public meetings law, Oregon public contracting law, and Oregon local budget law.
- Ability to inspire others to care about and participate in natural resource conservation.
- Experience building organizational capacity and board development.
- Knowledge of human resources issues, including state and federal employment-related mandates.

Job Conditions

- Must be able to satisfactorily pass a background check.
- This position works primarily in the office, the District does have a teleworking policy to be used on a case by case basis.
- The office work may include working at a desk, using a computer, or standing at a table.
- This position requires travel to conferences, workshops, training sessions, plus daytime and evening meetings outside the office. Travel for training may be outside the normal workday and may be as long as one week. A valid driver license is required.
- The District Manager shall perform all duties in a prudent and sensible manner, following established protocols that ensure safety.
- Ability to respond outside of normal business hours in an emergency.

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Crystalyn Bush comments

“The District Manager should have strong management and interpersonal/communication skills as well as a firm understanding of conservation practices, regulatory involvement, and relevant law. The Board will likely modify the DM position description based on the roles of current staff. However, I think it is a mistake to remove the responsibility for properly supervising all District activities and to lower the standard for competence and experience in the field.

At the end of the day, the most important change I think we can make is to ensure that there is accountability and proper supervision/oversight of the District Manager so as to discourage any future abuse of that role or shirking of job duties. I would also recommend reinstating annual anonymous DM performance reviews by staff so that the Board can be made aware of any potential issues or areas of improvement that may not be otherwise evident.”



CLACKAMAS SOIL AND WATER
CONSERVATION DISTRICT
www.conservationdistrict.org

Good dirt. Clean water.

Position Description

General Manager

(Full-time, Salaried)

Annual salary: Negotiable depending on qualifications and experience (starting salary is \$84,000)

Location: 22055 S. Beavercreek Rd., Beavercreek, Oregon Beavercreek is located in the Portland metro area, six miles southeast of Oregon City.

Introduction

The Clackamas Soil and Water Conservation District is a special district in the State of Oregon, organized under Oregon Revised Statute chapter 568. We are a local government with no regulatory authority. We work with local landowners and residents who choose to work with us to help conserve natural resources in Clackamas County, Oregon.

The General Manager position is a full-time, at-will position. Because of the managerial duties required, this position is exempt from the overtime provisions of the Fair Labor Standards Act. Position Summary

Title: General Manager

The General Manager functions as the chief executive officer of the Clackamas Soil and Water Conservation District (District) and has the responsibility of providing overall leadership for personnel, technical and program planning, finances, public outreach, project management, and implementation. The General Manager position is highly complex, requiring familiarity with a wide range of state and federal laws that govern District operations. The General Manager acts on behalf of the Board of Directors and represents the District to public and private partner organizations.

The General Manager ensures that adequate technical, financial, and educational resources are available to meet the conservation needs of constituents. This job entails continually monitoring and improving the District's ability to assist constituents by providing technical assistance in planning and implementing conservation practices using voluntary, incentive-based programs. The expected end result is to effectively address natural resource needs in Clackamas County.

Supervision of the General Manager

Unless otherwise designated, the Chair of the Board of Directors serves as the day-to-day supervisor of the General Manager. Annual performance evaluations of the General Manager are developed and

administered by the Chair of the Board of Directors and the Chair of the Personnel Committee. The District Manager remains in close contact with both chairpersons concerning questions of authority, District involvement and commitment, and other significant intended actions.

The General Manager reports to the Board of Directors regularly at Board meetings, through regular reports, and through meetings of various committees.

The General Manager acts on behalf of the Board of Directors, within the authorities described in this position description, in the District's Employee Handbook, and as otherwise authorized by the Board of Directors.

Supervision by the General Manager

The General Manager has supervisory authority over all other employees of the District but may delegate supervision of program staff to the District Management Team. Responsibilities include assigning duties, day-to-day supervision, informal and formal performance evaluations, and ensuring that staff and volunteers receive proper training and are informed of District policies.

Working with the Personnel Committee, the General Manager makes recommendations to the Board of Directors regarding promotions, demotions, and wage changes.

Job Duties and Responsibilities

The General Manager must be a highly motivated self-starter with demonstrated ability to successfully lead a productive and talented team. The General Manager leads the staff in developing the District's annual work plan and budget.

This position works both in the District office and in the field. Major duties and responsibilities include:

Lead personnel to accomplish the District's mission, goals, and objectives

- Establish, review, and update job descriptions and performance standards for each employee.
- Provide performance feedback to employees on an informal basis and through formal annual evaluations, consistent with annual work plan goals and objectives.
- Identify training needs and provide opportunities to employees for professional growth.
- Address and resolve staff conflicts, concerns, and issues as needed to ensure a productive workplace.
- Facilitate a non-discriminatory, positive, productive, and safe working environment.
- Apply and enforce District personnel policies.

Manage District fiscal operations

The General Manager is required to be bonded as recommended by the Special Districts Association of Oregon and Special Districts Insurance Services.

- Unless otherwise designated by the Board of Directors, serve as the Budget Officer for the preparation of the annual budget.
- Work with staff to prepare the annual budget in conformity with Oregon Local Budget Law.
- Provide oversight to day-to-day administrative and operations functions.
- Meet regularly with financial staff to review expenditures and departmental budgets, ensuring that expenditures are consistent with the adopted budget and within approved spending limits.
- Every month, review the District's financial reports in preparation for monthly, quarterly, and annual reporting to the Board.
- Ensure that the District is current with all contracted services.
- Regularly evaluate the District's insurance coverages to ensure that they are compliant with legal requirements and adequate to cover the District's risks of liability.
- Coordinate with legal counsel as needed regarding District operations and communicate potential legal risks and issues to the Board.

Program planning and reporting

- Prepare, review, and update the District's strategic and annual work plans.
- Solicit and receive input from agencies, the public, staff, and others to formulate conservation strategies that will address priority concerns.
- Ensure that the District is properly represented with other agencies.
- Serve as the primary liaison to the media and the general public pertaining to District programs and activities.
- Oversee and provide support to staff as needed to implement District programs and projects.
- Regularly reports the progress of programs, projects, and activities to the Board.

Manage District property, contracts, and grants

- Manage District-owned real property, as directed, which may include purchase, sale, improvements, and uses.
- Manage leases by or with the District.
- With staff and project funders, develop scopes of work, agreements, contracts, project budgets, and reporting formats.
- Oversee tracking of project progress, financial status, due dates, and deliverables.
- Oversee grants and contracts to ensure that projects are completed on time and within budget with all deliverables met.
- Serve as the District contracting officer, ensuring that all aspects of contracting are done in accordance with statutory requirements and the District's adopted public contracting rules.

Provide support to the Board of Directors

- Provide support, information, and recommendations to the Board of Directors.
- Coordinate orientation and training of new Directors and Associate Directors.
- Assist the Board of Directors in determining which tasks should be done by Board members and which tasks should be done by staff.

- Identify Board development opportunities.
- Develop meeting agendas in coordination with the Chair of the Board of Directors.
- Assist committees in accomplishing goals and tasks as assigned by the Chair of the Board of Directors.
- Review Board minutes and materials sent to Directors, Associate Directors, and Directors Emeritus.

Represent the District

- The General Manager is responsible for how the District is represented to the public and to partner organizations.
- Assume the lead in representing the District as needed.
- Coordinate with staff and Board members to ensure that the District's relationships with partners, community organizations, and agencies are maintained and that the District is appropriately represented at relevant meetings.
- Maintain a continuous, sound program of public relations on behalf of the District. Meet periodically with County Commissioners, legislators, and other public officials to discuss how the District is accomplishing goals and objectives.

Secondary functions and duties

- Maintain a working knowledge of USDA Natural Resources Conservation Service technical standards, the field office technical guide, conservation planning standards and procedures, and the types of conservation practices commonly employed within the District. Ensure that operating agreements are current and that the District's commitments are achieved.
- Ensure that the District meets its statutory obligations under Oregon Revised Statutes chapter 568 to prepare long-range and annual work plans, and to hold an annual meeting at which its annual report and audit are presented.
- Oversee meetings of the Safety Committee as required by law and District policy.
- Conduct the following reviews annually and report results and recommendations to the Board Directors:
 - Risk management
 - District policies
 - Agreements and contracts
- Serve as the principal point of contact for the District with local, state, federal, and tribal agencies.
- Follow state and federal laws and regulations and interagency agreements in addition to the policies that the Board of Directors has established for operational issues. The General Manager may receive policy guidance from the Board of Directors and is expected to exercise sound judgment in making operational decisions in the absence of such guidance.
- Exercise initiative in carrying out the District's responsibilities, implementing the approved work plan within the approved budget and dealing with situations as they arise, keeping the Board of Directors informed as appropriate.

- Oversee maintenance of project records, capital equipment depreciation schedules, and a current list of non-capital equipment. The General Manager may delegate authority for maintenance of various records to other District employees or representatives.
- Attend to other duties as assigned by the Board of Directors.

Qualifications: required

The following minimum qualifications are required for the General Manager:

1. A bachelor's degree (master's degree preferred) in biology, ecology, environmental science, natural resource management, business, business management, business administration, operations management, management science, public administration, or a related discipline, **and** five years of comparable experience managing a natural resource organization, agency, or business; **or** ten years of comparable experience managing a natural resource organization, agency, or business; **and**
2. Demonstrated proficiency managing multiple tasks and priorities to solve problems effectively and in a timely manner; **and**
3. Experience working with the on-the-ground implementation of conservation practices and natural resources management; **and**
4. Demonstrated proficiency in project and personnel management; **and**
5. Excellent oral and written communication skills.; **and**
6. A demonstrated proficiency using computers and office machines for correspondence, data entry, data analysis and management; **and**
7. Sufficient mobility and ability, with or without reasonable accommodations, to perform the physical functions of the job, both in the office and in the field (see *Working Conditions* below); **and**
8. Professional demeanor both in the workplace and while representing the District in the field and at job-related functions; **and**
9. Ability to work nights and weekends if necessary, including overnight travel; **and**
10. Ability to safely operate a motor vehicle during daylight hours, after dark, and during inclement weather. A valid driver's license issued in the applicant's state of residence is required.

Working Conditions

- Work hours may be unpredictable and may include some evening and weekend hours.
- Field and office work are required in this position.
 - Fieldwork may include working in and around such locations as farms and dairies; rivers, streams, and ponds; properties with dense vegetation or woodlands; and other areas with steep, slippery, muddy, rocky, or other hazardous conditions. Appropriate attire shall be worn in the field.
 - Office work may include working at a desk, using a computer, or standing at a table.
 - Must be able to work with frequent interruptions; to sit or stand for periods of up to two hours; and to lift 50 pounds. Business casual attire is expected in the office.

- Frequent travel is required for conferences, workshops, training sessions, and daytime or evening meetings outside the office. Travel may occur outside the normal workday and may be as long as one week in duration. Appropriate attire is required.
- Operation of a motor vehicle will be required to perform the duties of this position, during daylight hours and after dark. Driving records will be obtained and evaluated annually.
- Safety protocols must be followed and all duties shall be performed in a prudent and sensible manner.

Compensation

Salary

The minimum salary for the General Manager position is \$84,000 and is based on education, experience, and demonstrated capabilities.

Merit-based wage increases may be awarded after a six-month introductory period.

To account for inflation, wage schedules for all District positions may be adjusted in July of each year using a consumer price index for the Western US.

Benefits

Eight hours of wellness leave and eight hours of vacation leave are accrued each month from the first full month of employment. Time off for paid vacation becomes available to the employee after six months of employment.

The District provides 90% of the cost of medical, dental, vision, and life insurance premiums for the employee and family.

The District contributes 7.5% of the employee's pay to a 457(b) tax-deferred savings plan and the employee may choose to contribute additional funds, subject to contribution limits placed on such plans by the Internal Revenue Service.

Nondiscrimination

The Clackamas Soil and Water Conservation District prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the District. The District is an Equal Opportunity Employer.

District Manager

Position Description

A. SUMMARY

This position is full-time, at will, exempt, non-union position which serves as head of the management team of the Yamhill Soil and Water Conservation District (SWCD). The position provides leadership for financial, personnel, program planning, education and outreach, and conservation project management and implementation. The position acts on behalf of the district board and is supervised by the Board Chair. The position is located in a multi-agency office at 2200 SW Second Street in McMinnville and must work closely with other agencies and groups. The District Manager must be a highly motivated, productive, self-starter with demonstrated ability to be successful as leader of a productive and talented team.

B. SUPERVISION RECEIVED

The Board Chair serves as the District Manager's direct supervisor. The District Manager remains in close contact with the Board Chair through, as a minimum, two-monthly one-on-one meetings and discussions concerning questions of authority, district involvement and commitment, or intended actions. The District Manager reports to the full Board monthly at Board meetings, through monthly reports, and at scheduled committee meetings. The position will be evaluated twice annually to determine progress toward district goals (fall) and for a performance evaluation (spring). The fall evaluation will be performed by the ERC committee chair and others that they desire to attend and the spring performance evaluation will be by the complete ERC Committee.

C. SUPERVISION EXERCISED

The District Manager has direct supervisory authority over other full and part-time employees of the district and is also responsible to ensure that district volunteers are properly supervised and informed of district policies.

D. WORK CONDITIONS AND PHYSICAL DEMANDS

To perform the duties of this position, this employee must serve as incidental motor vehicle operator during daylight and after dark. Applicants must have a valid Oregon driver's license and a good driving record.

This position requires a combination of office and fieldwork. Office work involves regular use of computers and prolonged sitting or standing at meetings. Field work requires walking over rough or uneven terrain, sometimes in inclement weather, and carrying objects such as measuring tools and supplies.

This position involves periodic travel to early morning, daytime and evening meetings, field tours, conferences, workshops, training sessions, and landowner properties throughout the county.

E. RESPONSIBILITIES

E1. Financial Management

- Oversees financial affairs for the district.
- Prepares the SWCD annual budget and acts as Budget Officer.
- Keeps the Board informed regarding financial affairs.
- Ensures compliance with relevant laws and rules pertaining to district expenditures.
- Develops and administers grants and contracts.

E2. Personnel Management

- Supervises and evaluates district staff
- Recommends changes in staffing and position descriptions to the Board of Directors to meet district goals
- Deals with staff conflicts, concerns, and issues.
- Facilitates a productive working environment and works to provide training needs.
- Oversee and coordinate work to be completed by volunteers.

E3. Program Planning

- Prepares, reviews, and updates the district's Strategic and annual work plans.
- The primary liaison for the district between other agencies, the media, and the general public pertaining to SWCD program direction.
- Solicits and receives input from agencies, the public, staff, and others to formulate conservation strategies that will address priority concerns.

E4. Education and Outreach

- Organize and conduct needed outreach and information activities to raise public awareness about natural resource concerns.
- Prepare and deliver effective presentations to agencies and the public,
- Edit and oversee content of the districts newsletter and web site.
- ~~Fully develop Miller Woods as a natural resources education venue for the county.~~

E5. Conservation Project Management and Implementation

- Serve as project manager on conservation projects.
- Prepare grant proposals necessary to obtain needed funding.
- ~~Organize and coordinate the annual District Native Plant Sale.~~
- Provide technical assistance to landowners as time permits or as technical expertise warrants.

MIS Section might not apply since we have project managers, but familiarity with conservation work + grants is important

Program Planning

1. Writes, reviews, and updates the districts strategic plan every five years with input from the board, staff, and partners.
2. Write, review, and update the annual work plan with input from staff and partners.
3. Networks with agency partners, community leaders, landowners, and others to bring new ideas and direction to the districts program.
4. Serve as the primary liaison between the district and other agencies and landowners.
5. Ensures there is public opportunity to provide input to the districts program.

Conservation Project Management and Implementation

1. Serve as lead project manager on conservation projects. Plans and prepares quality project proposals that result in needed funding.
2. Plans and coordinates the annual district native plant sale.
3. Provides technical assistance to landowners as time permits and technical expertise allow.

Education and Outreach

1. Organize and conduct demonstrations, tours, meetings, workshops, and other programs to raise conservation awareness in the community.
2. Prepares and delivers effective presentations at public meetings and events.
3. Networks with other organizations to ensure that the community and individuals are aware of the districts program.
4. Edit and oversee content of the districts newsletter and web site.
5. ~~Fully develop Miller Woods as an educational venue for Yamhill county.~~

Reviewed By Board of Directors and Adopted as part of annual work plan for FY 2007 – 2008.

SWCD Board Chair

Date

District Manager

Date

Yamhill Soil & Water Conservation District prohibits discrimination in all its programs and activities on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, and marital or family status. Yamhill Soil & Water Conservation District is an equal opportunity provider and employer.

F. QUALIFICATIONS

1. Bachelor's degree with major course work in agriculture, natural resource management, business, or related fields.
2. Three years professional experience supervising and managing staff.
3. Demonstrated success in managing conservation programs or projects.
4. Demonstrated ability to be an effective member of a team.
5. Experience managing a budget for a large project or organization.
6. Successfully pass a federal background check and an additional background check which involves credit evaluation, driving record, and arrest history
7. Highly productive, self-starter, with a desire to make a long term impact.
8. Well developed writing skills for preparing grants, contracts, articles, etc..
9. Knowledge of SWCD's, watershed councils, or state and federal organizations pertaining to management of Oregon's natural resources.
10. Experience working with a volunteer board of directors.
11. Experience in developing and implementing a work plan that achieves results.
12. Successful experience working with private landowners to complete projects.
13. Skills in marketing, customer service, public speaking, and media relations.
14. Experience in facilitation or dealing with conflicts.
15. Skills with Microsoft Word, Excel, Powerpoint, and Quickbooks.

G. DUTIES

Financial Management

1. Prepares the SWCD annual budget according to Oregon Budget Law and acts as the budget and contract officer.
2. Approves all appropriations, expenditures, and transfers of district funds.
3. Oversees compliance with the district's fiscal policy.
4. Prepares financial reports to keep the board informed about finances and for annual audit.
5. Prepares, reviews, and negotiates contracts, leases, insurance policies and grant agreements associated with district and watershed council projects.
6. Administers grants obtained by the district to ensure compliance with grant agreements.

Personnel Management

1. Provides direct supervision of SWCD staff and volunteers or delegates supervisory roles to others as needed to complete work.
2. Makes recommendations to the board related to staffing and position descriptions.
3. Works with the ERC committee and ERC Chair to evaluate staff performance and training needs.
4. Responsible for maintaining staff moral, conflict resolution, and facilitating a productive working environment for staff.
5. Develops and updates position descriptions annually to ensure progress toward strategic plan and annual plan objectives.

District Manager Position Description

A. SUMMARY

This position is full-time, at will, exempt, non-union position which serves as head of the management team of the Yamhill Soil and Water Conservation District (SWCD). The position provides leadership for financial, personnel, program planning, education and outreach, and conservation project management and implementation. The position acts on behalf of the district board and is supervised by the Board Chair. The position is located in a multi-agency office at 2200 SW Second Street in McMinnville and must work closely with other agencies and groups. The District Manager must be a highly motivated, productive, self-starter with demonstrated ability to be successful as leader of a productive and talented team.

B. SUPERVISION RECEIVED

The Board Chair serves as the District Manager's direct supervisor. The District Manager remains in close contact with the Board Chair through, as a minimum, two-monthly one-on-one meetings and discussions concerning questions of authority, district involvement and commitment, or intended actions. The District Manager reports to the full Board monthly at Board meetings, through monthly reports, and at scheduled committee meetings. The position will be evaluated twice annually to determine progress toward district goals (fall) and for a performance evaluation (spring). The fall evaluation will be performed by the ERC committee chair and others that they desire to attend and the spring performance evaluation will be by the complete ERC Committee.

C. SUPERVISION EXERCISED

The District Manager has direct supervisory authority over other full and part-time employees of the district and is also responsible to ensure that district volunteers are properly supervised and informed of district policies.

D. WORK CONDITIONS AND PHYSICAL DEMANDS

To perform the duties of this position, this employee must serve as incidental motor vehicle operator during daylight and after dark. Applicants must have a valid Oregon driver's license and a good driving record.

This position requires a combination of office and fieldwork. Office work involves regular use of computers and prolonged sitting or standing at meetings. Field work requires walking over rough or uneven terrain, sometimes in inclement weather, and carrying objects such as measuring tools and supplies.

This position involves periodic travel to early morning, daytime and evening meetings, field tours, conferences, workshops, training sessions, and landowner properties throughout the county.

E. RESPONSIBILITIES

E1. Financial Management

- Oversees financial affairs for the district.
- Prepares the SWCD annual budget and acts as Budget Officer.
- Keeps the Board informed regarding financial affairs.
- Ensures compliance with relevant laws and rules pertaining to district expenditures.
- Develops and administers grants and contracts.

E2. Personnel Management

- Supervises and evaluates district staff
- Recommends changes in staffing and position descriptions to the Board of Directors to meet district goals
- Deals with staff conflicts, concerns, and issues.
- Facilitates a productive working environment and works to provide training needs.
- Oversee and coordinate work to be completed by volunteers.

E3. Program Planning

- Prepares, reviews, and updates the district's Strategic and annual work plans.
- The primary liaison for the district between other agencies, the media, and the general public pertaining to SWCD program direction.
- Solicits and receives input from agencies, the public, staff, and others to formulate conservation strategies that will address priority concerns.

E4. Education and Outreach

- Organize and conduct needed outreach and information activities to raise public awareness about natural resource concerns.
- Prepare and deliver effective presentations to agencies and the public,
- Edit and oversee content of the districts newsletter and web site.
- Fully develop Miller Woods as a natural resources education venue for the county.

E5. Conservation Project Management and Implementation

- Serve as project manager on conservation projects.
- Prepare grant proposals necessary to obtain needed funding.
- Organize and coordinate the annual District Native Plant Sale.
- Provide technical assistance to landowners as time permits or as technical expertise warrants.

F. QUALIFICATIONS

1. Bachelor's degree with major course work in agriculture, natural resource management, business, or related fields.
2. Three years professional experience supervising and managing staff.
3. Demonstrated success in managing conservation programs or projects.
4. Demonstrated ability to be an effective member of a team.
5. Experience managing a budget for a large project or organization.
6. Successfully pass a federal background check and an additional background check which involves credit evaluation, driving record, and arrest history
7. Highly productive, self-starter, with a desire to make a long term impact.
8. Well developed writing skills for preparing grants, contracts, articles, etc..
9. Knowledge of SWCD's, watershed councils, or state and federal organizations pertaining to management of Oregon's natural resources.
10. Experience working with a volunteer board of directors.
11. Experience in developing and implementing a work plan that achieves results.
12. Successful experience working with private landowners to complete projects.
13. Skills in marketing, customer service, public speaking, and media relations.
14. Experience in facilitation or dealing with conflicts.
15. Skills with Microsoft Word, Excel, Powerpoint, and Quickbooks.

G. DUTIES

Financial Management

1. Prepares the SWCD annual budget according to Oregon Budget Law and acts as the budget and contract officer.
2. Approves all appropriations, expenditures, and transfers of district funds.
3. Oversees compliance with the district's fiscal policy.
4. Prepares financial reports to keep the board informed about finances and for annual audit.
5. Prepares, reviews, and negotiates contracts, leases, insurance policies and grant agreements associated with district and watershed council projects.
6. Administers grants obtained by the district to ensure compliance with grant agreements.

Personnel Management

1. Provides direct supervision of SWCD staff and volunteers or delegates supervisory roles to others as needed to complete work.
2. Makes recommendations to the board related to staffing and position descriptions.
3. Works with the ERC committee and ERC Chair to evaluate staff performance and training needs.
4. Responsible for maintaining staff moral, conflict resolution, and facilitating a productive working environment for staff.
5. Develops and updates position descriptions annually to ensure progress toward strategic plan and annual plan objectives.

Program Planning

- 1. Writes, reviews, and updates the districts strategic plan every five years with input from the board, staff, and partners.
- 2. Write, review, and update the annual work plan with input from staff and partners.
- 3. Networks with agency partners, community leaders, landowners, and others to bring new ideas and direction to the districts program.
- 4. Serve as the primary liaison between the district and other agencies and landowners.
- 5. Ensures there is public opportunity to provide input to the districts program.

Conservation Project Management and Implementation

- 1. Serve as lead project manager on conservation projects. Plans and prepares quality project proposals that result in needed funding.
- 2. Plans and coordinates the annual district native plant sale.
- 3. Provides technical assistance to landowners as time permits and technical expertise allow.

Education and Outreach

- 1. Organize and conduct demonstrations, tours, meetings, workshops, and other programs to raise conservation awareness in the community.
- 2. Prepares and delivers effective presentations at public meetings and events.
- 3. Networks with other organizations to ensure that the community and individuals are aware of the districts program. (This should include attending some local outreach events)
- 4. Edit and oversee content of the districts newsletter and web site.
- 5. Fully develop Miller Woods as an educational venue for Yamhill county.

Reviewed By Board of Directors and Adopted as part of annual work plan for FY 2007 – 2008.

SWCD Board Chair

Date

District Manager

Date

Yamhill Soil & Water Conservation District prohibits discrimination in all its programs and activities on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, and marital or family status. Yamhill Soil & Water Conservation District is an equal opportunity provider and employer.

This job description is thorough but could benefit from additional clarity and completeness in certain areas. Here are some elements that appear to be missing or could be expanded:

Key Areas Missing or Needing Expansion:

1. **Performance Metrics or Goals:**
While evaluations are mentioned, specific metrics or key performance indicators (KPIs) for assessing the District Manager's success are absent.
2. **Emergency or Risk Management:**
No mention of responsibilities related to disaster preparedness, risk management, or handling emergencies that may impact conservation projects or public relations.
3. **Conflict of Interest or Ethics Requirements:**
A statement about avoiding conflicts of interest or adhering to ethical standards, especially in financial management and partnerships, would strengthen the responsibilities.
4. **Community Engagement and Partnerships:**
While liaison responsibilities are mentioned, the role could include explicit goals for strengthening community partnerships and fostering collaboration with local stakeholders.
5. **Technology and Tools:**
The mention of Microsoft Office and QuickBooks is helpful, but there could be a broader acknowledgment of using modern tools for project management, GIS (geographic information systems), or other conservation-related technologies.
6. **Continuing Education and Professional Development:**
There's no mention of encouraging or requiring the District Manager to pursue ongoing training or professional certifications relevant to conservation, leadership, or nonprofit management.
7. **Succession Planning:**
Explicit mention of developing plans to ensure continuity of operations and leadership in case of extended absences or transition.
8. **Interpersonal Skills and Leadership Attributes:**
While qualifications include teamwork and public speaking, there's limited emphasis on emotional intelligence, decision-making under pressure, or adaptability.
9. **Legislative or Regulatory Advocacy:**
The job description does not specify whether the District Manager should engage in advocacy or policy work related to natural resource conservation.

Language Refinements:

- **Clarity on Relationships with Other Agencies:**
Expand on how the District Manager interacts with other agency representatives (e.g., roles in collaborative efforts, specific deliverables for partnerships).
- **Supervisor Delegation:**
Clarify the boundaries and expectations for delegating supervision to ensure responsibilities are effectively distributed.



Financial/HR Manager (Exempt)

General Summary

This is a 40-hour per week exempt position. Hours may vary depending on the requirement to attend night and early morning meetings.

The Financial Manager's responsibilities include, but are not limited to:

- Public funds accounting, budget administration, and financial reporting.
- Monthly Payroll.
- HR

The Columbia Soil and Water Conservation District is a non-profit, governmental agency that operates as a special district of Oregon. The District is run by a board of locally-elected directors, and receives funding primarily through a permanent tax rate, state and federal grants. The District staff provides information, technical assistance and education to property owners regarding soil and water issues on their land and helps to promote the proper and responsible use of natural resources in Columbia County. Columbia SWCD has no regulatory authority but is simply a source of advice and consultation for the public.

Supervision Received

The District Manager will supervise the Financial Manager. Most work is accomplished independently. The District Manager conducts the performance evaluation for this position.

Civil Rights

This position will perform in accordance with all applicable state and federal laws for equal employment and other requirements of civil rights statutes.

Essential Functions of the Job

Human Resources

- Prepare payroll disbursement for District employees. Submit all reports and payments required, to appropriate agencies. Maintain payroll records.
- Oversee human resources support including: benefits administration; personnel file maintenance and privacy; personnel policy manual updates; researching a variety of human resources and personnel issues.
- Keep staff up to date on current laws and benefit changes pertaining to HR.
- Ensure that hiring practices, workplace rules, and employee treatment comply with relevant laws and company policies.

Finance and Budget

- Budget Development and monitoring
 - Budget Officer - Develop the Budget Message and annual budget, Calendar, etc.
 - Work with the Budget Committee to develop the final organizational budget.
 - Attend Budget Committee Meeting.
 - Monitor and manage the organizational budget throughout the fiscal year.
 - Ensure all legal notices are published to the local newspaper of record accordingly.
- Annual Audit
 - Coordinate with independent firm to conduct the annual Columbia SWCD audit.
 - Provide all schedules and documentation required by Auditor.
 - Respond to all inquiries and recommendations from Auditor.
 - Recommend improvements to reporting systems, and internal financial controls to District Manager.

- Work with Auditor to review year-end audited financial statements.
- Bookkeeping and financial oversight
 - Develop fiscal policies that ensure strong fiscal controls and compliance with appropriate accounting standards.
 - Monitor revenue and spending patterns.
 - Develop Financial reports for Board and Staff as needed.
 - Maintain all online (ACH & EFT) payments.
 - Accounts Receivable/Payable duties: Enter all invoices received, prepare bills for payment, work with District Manager to pay bills. Receive and process payments from funders to correct accounts.
 - Work with certified CPA to do annual reviews of QuickBooks.

Grants

- Monitor all grant activities and ensure all grant reports are done on time.
- Fiscal management of all grants: ensure all funds are requested and received in a timely manner.

Qualifications

- Course work in HR and Accounting and/or at least 7 years of related experience is preferred.
- Good communication skills, writing skills, and interpersonal skills. Must have knowledge of English composition, grammar, spelling, punctuation, and editing.
- Ability to understand and follow oral and written instructions and policies. Must be able to work independently, prioritize and organize to work on multiple tasks, and meet deadlines.
- Ability to perform routine office practices and to follow procedures.
- Ability to communicate effectively with other employees and the public using tact, courtesy, and good judgment.
- The ability to use a personal computer for information entry, retrieval and correspondence is required. Must be proficient with Microsoft Excel, Word, Publisher, PowerPoint, and Outlook; Extensive knowledge of QuickBooks is necessary.

Job Conditions

- Must be able to satisfactorily pass a background check.
- This position works primarily from home.
- The office work may include working at a desk, using a computer, or standing at a table.
- This position requires travel to conferences, workshops, training sessions, plus daytime and evening meetings outside the office. Travel for training may be outside the normal workday and may be as long as one week. A valid driver license is required.
- The Financial Manager shall perform all duties in a prudent and sensible manner, following established protocols that ensure safety.

Benefits

In addition to paid legal holidays, workers compensation, and unemployment insurance, the Columbia SWCD will provide vacation time, sick leave, one personal day of leave, health insurance, dental insurance, vision, short and long Term disability, and a retirement plan

The Columbia Soil and Water Conservation District is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, political beliefs, national origin, citizenship, age, disability, or any other status protected by law.