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COLUMBIA SWCD BOARD OF DIRECTORS MEETING AGENDA – JULY 17, 2024

REGULAR BOARD MEETING CALL TO ORDER – 4:00 PM

APPROVAL OF MEETING MINUTES – From May 15, 2024

TREASURER’S REPORT- May 31, 2024

TREASURER’S REPORT- June 30, 2024

PUBLIC COMMENT – TOPICS FROM THE FLOOR

AGENDA ITEMS

Reports:

- ◆ NRCS
- ◆ Watershed Councils
- ◆ Staff Reports
- ◆ Board

Old Business:

- ◆ Elections

New Business:

- | | |
|---|---------|
| ◆ New job Description | Approve |
| ◆ Updated Job Descriptions | Approve |
| ◆ October board meeting change to 10/23 due to OACD | Approve |
| ◆ Committees changed to Advisory Groups | Approve |
| ◆ Contracts | Approve |

Reminder

Approve

Approve

Approve

Approve

Approve

DATES TO REMEMBER

- 07/17 – 07/21 – Columbia County Fair
- 08/21 – Board Meeting 4:00 PM
- 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

Executive Session:

The board will hold an executive session To consider information or records that are exempt from disclosure by law, including written advice from your attorney. ORS 192.660(2)(f)

Adjourn

REPORTS

- **Natural Resources Conservation Service (NRCS)**: Hannah presented at the recent Small Woodland's Association meeting to discuss partnership opportunities. She mentioned that NRCS is also working closely with the SWCD on the Oregon Department of Agriculture (ODA)'s Strategic Implementation Area (SIA) site visits. Brief discussion was held.
- **Scappoose Bay Watershed Council (SBWC)**: Rachell explained that the council is working on a few large projects and recently hired a part-time intern. Discussion was held.
- **Upper Nehalem Watershed Council (UNWC)**: Michael's term has ended with the council. He mentioned that they had their annual meeting earlier this month.

NEW BUSINESS

- **Adopt Budget for 2024/2025 Fiscal Year**: Malyssa read Resolution No. 23/24-05 aloud to the Board with the Annual Budget totaling \$4,439,952.

Motion Eagle/Brimacombe to approve Resolution No. 23/24-05 as presented. **Approved Motion passed by unanimous vote.**

- **Staffing Update**: The Senior Resource Conservationist (Selene) was terminated in April with a 3-month severance. The office staff are working to create a new job position that will better fill what is needed. Malyssa explained that she will provide the job description/plan once created.
- **June Board Meeting**: The upcoming Board Meeting is scheduled during a holiday. Discussion was held.

Motion Eagle/VanNatta to approve moving the June meeting to June 26th, at 4:00 PM.

Approved Motion passed by unanimous vote.

- **Elections**: A copy of the Board Positions that will be up for re-election in November was given to the board. Every position will be up except for At-Large 2. Deb added that she would really like to see the current Board Members bring ideas of who she could contact and invite to run. Brief discussion held.
- **Contract**: Noxious Weed treatment contract for \$8,800 05/15/24 – 04/30/25.

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

BOARD REPORTS

- Jeff explained that he will be providing an opportunity to rural firefighters for structural and wildland fires near Erickson Lake this coming weekend. Discussion was held.

STAFF REPORTS

- Amber explained that the SWCD is working closely with ODA to assist with their SIA. The SIA is mainly along the North and South Scappoose Creeks. ODA recently hosted an open house which had over 100 attendees, where historically there are around 30. Amber explained that site visits have begun. Bill asked if the SIA will be bringing more money into the county. Amber explained that projects from this SIA will have higher priority for certain grant funding. Amber also explained that ODA plans to go digital for reporting. Discussion was held. Jeff mentioned that there is a new tool coming to market – a remote control lawn mower that he believes would be great to combat noxious weeds.

Motion Eagle/Brimacombe to adjourn the meeting. **Approved Motion passed by unanimous vote.**

MEETING ADJOURNED AT 4:37 PM

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

Columbia Soil and Water Conservation District Treasurer's Report

SUMMARY OF ALL ACCOUNTS		May 31, 2024	
Local Government Investment Pool			\$759,454.94
US Bank Account			\$108,520.75
TOTAL CASH AVAILABLE			\$867,975.69
Local Government Investment Pool			
Balance forward			\$854,080.75
<i>bank reconciliation detail attached</i>	Credit	Debit	
total deposit	\$5,374.19		\$5,374.19
total cleared transactions		-\$100,000.00	-\$100,000.00
Ending balance as of May 31, 2024			\$759,454.94
US Bank Account			
Balance forward			\$33,273.72
<i>bank reconciliation detail attached</i>	Credit	Debit	
total deposit	\$134,595.50		\$134,595.50
total cleared Checks (details follow)		-\$14,551.67	-\$14,551.67
total cleared EFT (details follow)		-\$17,089.61	-\$17,089.61
total cleared Payroll		-\$27,707.19	-\$27,707.19
Ending balance as of May 31, 2024			\$108,520.75

1:51 PM
07/17/24

COLUMBIA SWCD
EFT Detail
May 2024

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>
EFT	05/02/2024	Recur360 Technologies		
			MONTHLY QUICKBOOKS HOSTING	-73.00
EFT	05/03/2024	Aflac		
			EMPLOYEEER PAID	-166.32
			EMPLOYEE PAID	-52.02
			EMPLOYEE PAID	-55.98
			EMPLOYEE PAID	-51.78
EFT	05/06/2024	NW Natural Gas		
			GAS BILL	-28.65
EFT	05/06/2024	Comcast		
			INTERNET SERVICES	-172.89
EFT	05/06/2024	USAble Life		
			LIFE, AD&D, LTD, STD INSURANCE	-406.06
EFT	05/07/2024	WEX Card		
			PAYMENT FOR CLOSING DATE 04/30/24	-80.60
EFT	05/14/2024	US Bank		
			ONLINE ACCOUNT ACCESS	-110.30
EFT	05/14/2024	US Bank Visa		
			CHARGES 04/02/24 - 05/02/24	-9,229.77
EFT	05/20/2024	Sierra Springs		
			WATER DELIVERY	-62.46
EFT	05/21/2024	CIT		
			COPY MACHINE LEASE	-489.70

COLUMBIA SWCD
EFT Detail
May 2024

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>
EFT	05/29/2024	Moda Health		
			DENTAL/HEALTH/VISION INSURANCE	-6,110.08
			TOTAL	-17,089.61

COLUMBIA SWCD Cleared Checks

May 2024

Num	Date	Name	Memo	Paid Amount
2970	12/14/2023	Pershing LLC		
		Tax Levy	RETIREMENT	-2,152.92
3012	04/25/2024	Scappoose Bay Watershed Council		
		Tax Levy	SBWC ASSISTANCE WITH CONNECT	-500.00
3013	04/25/2024	Waterways Consulting, Inc		
		OWEB	CONYERS CREEK HABITAT PROJECT 02/23/24 - 03/22/24	-3,298.75
3015	05/15/2024	Jennifer Heidrich		
		Tax Levy	CLEANING SERVICES 04/07/24 - 04/26/24	-480.00
5940	05/17/2024	KAYLA JONES		
		Tax Levy	FRAUD CHECK, REIMBURSED BY US BANK	-1,780.00
5944	05/17/2024	SIMONE MITCHELL		
		Tax Levy	FRAUD CHECK, REIMBURSED BY US BANK	-1,780.00
5945	05/17/2024	JULIUE D HENRY		
		Tax Levy	FRAUD CHECK, REIMBURSED BY US BANK	-2,780.00
5946	05/20/2024	SONJA ARMSTRONG		
		Tax Levy	FRAUD CHECK, REIMBURSED BY US BANK	-1,780.00
			TOTAL	-14,551.67

3:47 PM

06/26/24

Cash Basis

COLUMBIA SWCD
Balance Sheet
As of June 26, 2024

	<u>Jun 26, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
US Bank (4349)	85,280.35
Local Gov Investment Pool 6/13	759,454.94
Petty Cash	63.83
Total Checking/Savings	<u>844,799.12</u>
Accounts Receivable	
Accounts Receivable	-35,836.33
Total Accounts Receivable	<u>-35,836.33</u>
Other Current Assets	
Property Taxes Receivable	23,693.05
Total Other Current Assets	<u>23,693.05</u>
Total Current Assets	<u>832,655.84</u>
Fixed Assets	
Property, Plant & Equipment	
Land	150,000.00
Building Improvements	1,273,408.00
Equipment	15,757.25
Vehicles	27,500.00
Total Property, Plant & Equipment	<u>1,466,665.25</u>
Accumulated Depreciation	-287,942.99
Total Fixed Assets	<u>1,178,722.26</u>
Other Assets	
Prepaid Insurance	26,746.70
Total Other Assets	<u>26,746.70</u>
TOTAL ASSETS	<u><u>2,038,124.80</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	6,646.64
Total Accounts Payable	<u>6,646.64</u>
Credit Cards	
WEX Card	-162.79
US Bank Visa	603.14
Total Credit Cards	<u>440.35</u>
Other Current Liabilities	
Prepaid Rent	4,654.00
Customer Prepayments	180,491.55
Deferred Tax Revenue	11,043.95
Accrued Vacation Pay	-6,040.49

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06/26/24

Cash Basis

COLUMBIA SWCD
Balance Sheet
As of June 26, 2024

	<u>Jun 26, 24</u>
Payroll Liabilities	
State Unemployment	3,166.19
Simple Plan Payable	-315.46
Aflac Payable	154.08
Total Payroll Liabilities	<u>3,004.81</u>
Total Other Current Liabilities	<u>193,153.82</u>
Total Current Liabilities	<u>200,240.81</u>
Total Liabilities	200,240.81
Equity	
Fund Balance	1,766,793.39
Net Income	102,987.81
Total Equity	<u>1,869,781.20</u>
TOTAL LIABILITIES & EQUITY	<u><u>2,070,022.01</u></u>

3:47 PM

06/26/24

Cash Basis

COLUMBIA SWCD
Profit & Loss
July 2023 through June 2024

	<u>Jul '23 - Jun 24</u>
Ordinary Income/Expense	
Income	
Grant Revenue	284,423.52
TAX LEVY	
YEAR 2023	595,155.17
YEAR 2022	14,669.10
YEAR 2021	2,132.86
YEAR 2020	1,627.59
YEAR 2019	1,278.92
YEAR 2018	53.35
YEAR 2017	23.95
YEAR 2015	0.89
OTHER TAXES	2,252.99
YEAR 2013	1.44
YEAR 2012	2.46
UNSEGREGATED INTEREST	818.27
TAX LEVY - Other	9,611.37
Total TAX LEVY	<u>627,628.36</u>
Rent Income	
NRCS Rent Payments	25,597.00
Total Rent Income	<u>25,597.00</u>
Reimbursed Expenses	3,359.06
Interest Earned	33,331.22
Total Income	<u>974,339.16</u>
Gross Profit	974,339.16
Expense	
LCRWC	
Training	527.34
Materials and Supplies	713.03
Total LCRWC	<u>1,240.37</u>
PERSONNEL SERVICES	
Compensation	
Operations Coordinator	51,613.01
LCRWC Coordinator	4,000.00
District Manager	94,232.91
Resource Conservationist	237,609.84
Outreach Coordinator	1,243.86
Overtime Pay	1,288.43
Total Compensation	<u>389,988.05</u>
Accrued Wages & Payroll Taxes	-93.89
Employer Payroll Taxes	36,767.13
Workers' Compensation	135.53
Health Insurance Benefits	44,753.62
Supplemental Insurance	5,807.36
Retirement Benefits	11,279.94
PERSONNEL SERVICES - Other	0.02
Total PERSONNEL SERVICES	<u>488,637.76</u>
MATERIALS AND SERVICES	
Vehicle	
Gas	665.97
Total Vehicle	<u>665.97</u>

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06/26/24

Cash Basis

COLUMBIA SWCD
Profit & Loss
July 2023 through June 2024

	<u>Jul '23 - Jun 24</u>
Board of Directors	
Travel Expenses	
Mileage	183.76
Total Travel Expenses	183.76
Meeting/Training Registration	487.00
Meeting Attendance	150.00
Total Board of Directors	820.76
Contracted Services	
Project Maintenance	3,919.50
Monitoring	12,182.12
Greenhouse	1,000.00
Weed Spraying/Removal	22,326.05
Project Implementation	118,550.91
Engineering	60,879.64
Total Contracted Services	218,858.22
Education & Outreach	
Materials & Equipment	5.59
Rental Fees	1,155.00
Supplies	2,602.32
Total Education & Outreach	3,762.91
Building Operations	
Improvements	24.87
Copy Machine Lease	6,017.21
Supplies (TP, Cleaning, etc.)	625.64
Water Delivery	722.50
Janitorial Services	6,240.00
Lawn Maintenance	6,250.00
Elevator	
Elevator Permit	197.12
Elevator Maintenance	1,806.64
Total Elevator	2,003.76
Total Building Operations	21,883.98
Bank Service Charges	1,189.66
Charitable Contributions	61.23
Dues & Subscriptions	
Web Subscriptions	7,202.35
Newspaper Subscriptions	72.00
Membership Dues	593.15
Total Dues & Subscriptions	7,867.50
Insurance	
Property & Crime Ins	442.08
Vehicle Ins	53.00
General Liability Ins	941.34
Total Insurance	1,436.42
Materials & Supplies	
Green House Supplies	699.98
Project Supplies	14,497.77
Weed Supplies	239.62
Office Supplies	2,918.66

COLUMBIA SWCD
Profit & Loss
 July 2023 through June 2024

	Jul '23 - Jun 24
IT/Computer	
Hardware	8,651.68
Software	1,027.77
IT/Computer - Other	141.34
Total IT/Computer	9,820.79
Field Equipment	137.37
Materials & Supplies - Other	1,376.02
Total Materials & Supplies	29,690.21
Meetings, Workshops, Events	
Food/Supplies	3,166.91
Total Meetings, Workshops, Events	3,166.91
Postage & Mailing	
Postage & Shipping Charges	214.53
Total Postage & Mailing	214.53
Printing & Reproduction	2,898.65
Professional Fees	
Audit	29,555.00
Legal Fees	3,116.81
Newspaper Publishing	285.60
Payroll Service Fees	2,220.25
Web/IT Services	21,123.64
Total Professional Fees	56,301.30
Repairs & Maintenance	
Building Maintenance	10,936.95
Total Repairs & Maintenance	10,936.95
Telecommunications	
Internet Costs	1,835.79
Business Phones	3,692.36
Cell Phones	2,327.82
Total Telecommunications	7,855.97
Training & Conferences	
Training Registration Fees	75.00
Conference Registration Fees	3,108.00
Total Training & Conferences	3,183.00
Travel Expense	
Mileage Reimbursement	4,024.45
Parking/Public Transportation	10.00
Lodging	5,039.33
Travel Meals	184.00
Total Travel Expense	9,257.78
Utilities	
Garbage & Recycle	656.93
Electric	3,338.48
Gas	445.90
Water/Sewer	729.96
Total Utilities	5,171.27

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06/26/24

Cash Basis

COLUMBIA SWCD
Profit & Loss
July 2023 through June 2024

	<u>Jul '23 - Jun 24</u>
CSWCD Expense	0.00
Total MATERIALS AND SERVICES	385,223.22
Total Expense	875,101.35
Net Ordinary Income	99,237.81
Other Income/Expense	
Other Income	
Credit Card Cash Rewards	3,750.00
Total Other Income	3,750.00
Other Expense	
Other Expense	0.00
Total Other Expense	0.00
Net Other Income	3,750.00
Net Income	<u>102,987.81</u>

**COLUMBIA SWCD
US Bank Visa Charges**

Date	Num	Name	Memo	Credit
05/03/2024	3994	Hudson Garbage Service	GARBAGE/RECYCLE	54.94
05/03/2024	3994	Amazon.com	OFFICE SUPPLIES	3.47
05/03/2024	3994	Amazon.com	OFFICE SUPPLIES	49.82
05/03/2024	3994	Amazon.com	OFFICE SUPPLIES	30.81
05/03/2024	3994	Amazon.com	OFFICE SUPPLIES	28.29
05/04/2024	3994	Amazon.com	OFFICE SUPPLIES	39.99
05/06/2024	3994	More Power Technology Group	NEW LAPTOP FOR JENN	1,499.00
05/06/2024	3994	Columbia River PUD	ELECTRIC	282.12
05/07/2024	3994	City of St. Helens	SEWER	28.86
05/07/2024	3994	More Power Technology Group	MS OFFICE MONTHLY	211.20
05/09/2024	3994	Amazon.com	OFFICE SUPPLIES	20.93
05/09/2024	3994	Amazon.com	OFFICE SUPPLIES	8.87
05/10/2024	3994	Amazon.com	IT SUPPLIES	24.98
05/13/2024	3994	SHRM Membership	ANNUAL DUES FOR HR	264.00
05/13/2024	3994	Amazon.com	OFFICE SUPPLIES	15.98
05/13/2024	3994	Amazon.com	SUSCREEN	15.98
05/14/2024	3994	CenturyLink	ELEVATOR PHONE	60.20
05/14/2024	3994	Amazon.com	KITCHEN SUPPLIES	43.49
05/15/2024	3994	Ramos' Yard Maintenance	YARD MAINTENANCE	400.00
05/15/2024	3994	Fred Meyer	BOARD MEETING SNACKS	52.28
05/16/2024	3994	Amazon.com	FIELD SUPPLIES	311.77
05/17/2024	3994	Amazon.com	OFFICE SUPPLIES	27.70
05/17/2024	3994	Amazon.com	OFFICE SUPPLIES	45.43
05/20/2024	3994	VERIZON WIRELESS	CELL PHONE BILL	210.24
05/21/2024	3994	Amazon.com	OUTREACH SUPPLIES	27.99
05/22/2024	3994	Cytracom, LLC	PHONE SYSTEM	276.92
05/23/2024	3994	More Power Technology Group	MONTHLY IT CHARGES	2,393.53
05/24/2024	3994	ADOBE CREATIVE CLOUD	MONTHLY CHARGE	52.99
05/29/2024	3994	McNulty Water People's Utility District	WATER PAYMENT	37.50
05/30/2024	3994	Amazon.com	CHAIR FOR CRYIS	249.50

US Bank Visa

COLUMBIA SWCD US Bank Visa Charges

Date	Num	Name	Memo	Credit
05/30/2024	3994	Amazon.com	OFFICE SUPPLIES	3.78
06/03/2024	3994	Google	MONTHLY CHARGE	28.80
				<u>6,801.36</u>
				6,801.36

Total US Bank Visa

TOTAL

Columbia Soil and Water Conservation District Treasurer's Report

SUMMARY OF ALL ACCOUNTS		June 30, 2024	
Local Government Investment Pool		\$773,486.33	
US Bank Account		\$70,234.09	
TOTAL CASH AVAILABLE		\$843,720.42	
Local Government Investment Pool			
Balance forward		\$759,454.94	
<i>bank reconciliation detail attached</i>	Credit	Debit	
total deposit	\$14,031.44		\$14,031.44
total cleared transactions		-\$0.05	-\$0.05
Ending balance as of June 30, 2024		\$773,486.33	
US Bank Account			
Balance forward		\$108,520.75	
<i>bank reconciliation detail attached</i>	Credit	Debit	
total deposit	\$29,808.00		\$29,808.00
total cleared Checks (details follow)		-\$23,932.65	-\$23,932.65
total cleared EFT (details follow)		-\$20,697.58	-\$20,697.58
total cleared Payroll		-\$23,464.43	-\$23,464.43
Ending balance as of June 30, 2024		\$70,234.09	

COLUMBIA SWCD
EFT Detail
June 2024

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>
EFT	06/01/2024	Recur360 Technologies	MONTHLY QUICKBOOKS HOSTING	<u>-73.00</u>
EFT	06/02/2024	Comcast	INTERNET SERVICES	<u>-172.89</u>
EFT	06/03/2024	Aflac	Adjustment	-137.50
			EMPLOYER PAID	-82.08
			EMPLOYEE PAID	-34.68
			EMPLOYEE PAID	-37.32
			EMPLOYEE PAID	<u>-34.52</u>
EFT	06/04/2024	NW Natural Gas	GAS BILL	<u>-33.54</u>
EFT	06/05/2024	USAble Life	LIFE, AD&D, LTD, STD INSURANCE	<u>-426.38</u>
EFT	06/14/2024	US Bank	ONLINE ACCOUNT ACCESS	<u>-69.50</u>
EFT	06/17/2024	Sierra Springs	WATER DELIVERY	<u>-42.47</u>
EFT	06/20/2024	US Bank Visa	CHARGES 05/03/24 - 06/03/24	<u>-13,770.12</u>
EFT	06/24/2024	WEX Card	PAYMENT FOR CLOSING DATE 05/31/24	<u>-193.02</u>
EFT	06/24/2024	CIT	COPY MACHINE LEASE	<u>-461.98</u>

COLUMBIA SWCD
EFT Detail

June 2024

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>
EFT	06/26/2024	Moda Health		
			DENTAL/HEALTH/VISION INSURANCE	<u>-5,128.58</u>
			TOTAL	-20,697.58

**COLUMBIA SWCD
Cleared Checks**

June 2024

Num	Date	Name	Memo	Paid Amount
3014	05/15/2024	Pershing LLC		
		Tax Levy	EMPLOYEE PAID	-2,162.43
			SWCD MATCH	-1,887.18
3016	06/03/2024	Jennifer Heidrich		
		Tax Levy	CLEANING SERVICES 05/03 - 05/31	-600.00
3017	06/03/2024	Northwest Local Government Legal Advisors		
		Tax Levy	SERVICES 05/03/24 - 05/30/24	-517.81
3018	06/05/2024	Deer Island Nursery		
		OWEB	WEED REMOVAL AT RIVERHAWK LOCATION	-115.00
		Tax Levy	REMOVAL OF GARLIC MUSTARD AT PERKINS CREEK SITE	-1,303.50
3019	06/05/2024	Pacific Office Automation		
		Tax Levy	EXCESS PRINTING 02/2027 - 05/19/24	-17.42
3020	06/05/2024	SAIF Corporation		
		Tax Levy	INSTALLMENT FOR ADDING VOLUNTEERS WORKMANS COMP	-25.76
3021	06/05/2024	Sound Native Plants		
		OSWB	GARLIC MUSTARD CONTROL 05/02 - 05/20/24	-9,163.55

COLUMBIA JWWUD
Cleared Checks

June 2024

Num	Date	Name	Memo	Paid Amount
2925	06/12/2024	Nakita Sylla		
		Tax Levy	FRAUD CHECK, REIMBERSED BY US BANK 06/13/24	-1,000.00
3023	06/13/2024	McNulty Water People's Utility District		
		Tax Levy	NEW WATER METER TO SHOP	-6,120.00
3025	06/18/2024	Deer Island Nursery		
		OWEB	WEED REMOVAL AT MCNULTY PROJECT	-756.00
		Tax Levy	WEED REMOVAL PERKINS CREEK	-264.00
			TOTAL	-23,932.65

4:36 PM
07/16/24
Cash Basis

COLUMBIA SWCD
Balance Sheet
As of June 30, 2024

	<u>Jun 30, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
US Bank (4349)	69,105.56
Local Gov Investment Pool 6/13	773,486.33
Petty Cash	63.83
Total Checking/Savings	<u>842,655.72</u>
Accounts Receivable	
Accounts Receivable	-35,836.33
Total Accounts Receivable	<u>-35,836.33</u>
Other Current Assets	
Property Taxes Receivable	23,693.05
Total Other Current Assets	<u>23,693.05</u>
Total Current Assets	<u>830,512.44</u>
Fixed Assets	
Property, Plant & Equipment	
Land	150,000.00
Building Improvements	1,273,408.00
Equipment	15,757.25
Vehicles	27,500.00
Total Property, Plant & Equipment	<u>1,466,665.25</u>
Accumulated Depreciation	-287,942.99
Total Fixed Assets	<u>1,178,722.26</u>
Other Assets	
Prepaid Insurance	26,746.70
Total Other Assets	<u>26,746.70</u>
TOTAL ASSETS	<u><u>2,035,981.40</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-154.72
Total Accounts Payable	<u>-154.72</u>
Credit Cards	
WEX Card	70.40
US Bank Visa	1,882.07
Total Credit Cards	<u>1,952.47</u>
Other Current Liabilities	
Prepaid Rent	6,981.00
Customer Prepayments	180,491.55
Deferred Tax Revenue	11,043.95
Accrued Vacation Pay	-6,040.49

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07/16/24
Cash Basis

COLUMBIA SWCD
Balance Sheet
As of June 30, 2024

	<u>Jun 30, 24</u>
Payroll Liabilities	
State Unemployment	3,166.19
Simple Plan Payable	1,483.34
Aflac Payable	154.08
	<hr/>
Total Payroll Liabilities	4,803.61
	<hr/>
Total Other Current Liabilities	197,279.62
	<hr/>
Total Current Liabilities	199,077.37
	<hr/>
Total Liabilities	199,077.37
	<hr/>
Equity	
Fund Balance	1,766,793.39
Net Income	102,007.85
	<hr/>
Total Equity	1,868,801.24
	<hr/>
TOTAL LIABILITIES & EQUITY	2,067,878.61
	<hr/> <hr/>

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 07/17/24
 Cash Basis

COLUMBIA SWCD
Profit & Loss
 July 2023 through June 2024

	Jul '23 - Jun 24
Ordinary Income/Expense	
Income	
Grant Revenue	284,423.52
TAX LEVY	
YEAR 2023	610,602.82
YEAR 2022	15,821.82
YEAR 2021	2,650.84
YEAR 2020	2,808.64
YEAR 2019	1,340.75
YEAR 2018	55.88
YEAR 2017	26.39
YEAR 2016	0.45
YEAR 2015	0.89
OTHER TAXES	2,689.14
YEAR 2013	2.00
YEAR 2012	2.46
UNSEGREGATED INTEREST	934.97
TAX LEVY - Other	1,466.70
	638,403.75
Total TAX LEVY	
Rent Income	
NRCS Rent Payments	25,597.00
	25,597.00
Total Rent Income	
Reimbursed Expenses	3,359.06
Interest Earned	36,587.27
	988,370.60
Total Income	
Gross Profit	988,370.60
Expense	
LCRWC	
Training	527.34
Materials and Supplies	713.03
	1,240.37
Total LCRWC	
PERSONNEL SERVICES	
Compensation	
Operations Coordinator	51,613.01
LCRWC Coordinator	4,000.00
District Manager	94,232.91
Resource Conservationist	237,609.84
Outreach Coordinator	1,243.86
Overtime Pay	1,288.43
	389,988.05
Total Compensation	
Accrued Wages & Payroll Taxes	-93.89
Employer Payroll Taxes	36,767.13
Workers' Compensation	1,138.18
Health Insurance Benefits	49,882.20
Supplemental Insurance	6,233.74
Retirement Benefits	11,279.94
PERSONNEL SERVICES - Other	0.02
	495,195.37
Total PERSONNEL SERVICES	

4:04 PM

07/17/24

Cash Basis

COLUMBIA SWCD
Profit & Loss
July 2023 through June 2024

	<u>Jul '23 - Jun 24</u>
MATERIALS AND SERVICES	
Vehicle	
Vehicle Maintenance	61.17
Vehicle Supplies	46.58
Gas	1,092.18
Total Vehicle	<u>1,199.93</u>
Board of Directors	
Travel Expenses	
Mileage	183.76
Total Travel Expenses	183.76
Meeting/Training Registration	487.00
Meeting Attendance	150.00
Total Board of Directors	<u>820.76</u>
Contracted Services	
Project Maintenance	3,919.50
Monitoring	12,182.12
Greenhouse	1,000.00
Weed Spraying/Removal	22,326.05
Project Implementation	118,550.91
Engineering	60,879.64
Total Contracted Services	<u>218,858.22</u>
Education & Outreach	
Materials & Equipment	135.58
Rental Fees	1,155.00
Supplies	2,966.21
Total Education & Outreach	<u>4,256.79</u>
Building Operations	
Improvements	24.87
Copy Machine Lease	6,479.19
Supplies (TP, Cleaning, etc.)	727.21
Water Delivery	764.97
Janitorial Services	6,240.00
Lawn Maintenance	6,650.00
Elevator	
Elevator Permit	197.12
Elevator Maintenance	1,806.64
Total Elevator	<u>2,003.76</u>
Total Building Operations	<u>22,890.00</u>
Bank Service Charges	1,243.26
Charitable Contributions	61.23
Dues & Subscriptions	
Web Subscriptions	7,701.55
Newspaper Subscriptions	72.00
Membership Dues	593.15
Total Dues & Subscriptions	<u>8,366.70</u>

4:04 PM

07/17/24

Cash Basis

COLUMBIA SWCD
Profit & Loss
July 2023 through June 2024

	<u>Jul '23 - Jun 24</u>
Insurance	
Property & Crime Ins	442.08
Vehicle Ins	53.00
General Liability Ins	941.34
Total Insurance	<u>1,436.42</u>
Materials & Supplies	
Green House Supplies	699.98
Project Supplies	14,543.61
Weed Supplies	239.62
Office Supplies	3,056.79
IT/Computer	
Hardware	8,651.68
Software	1,080.76
IT/Computer - Other	141.34
Total IT/Computer	<u>9,873.78</u>
Field Equipment	137.37
Materials & Supplies - Other	1,376.02
Total Materials & Supplies	<u>29,927.17</u>
Meetings, Workshops, Events	
Food/Supplies	3,230.04
Total Meetings, Workshops, Events	<u>3,230.04</u>
Postage & Mailing	
Postage & Shipping Charges	214.53
Total Postage & Mailing	<u>214.53</u>
Printing & Reproduction	2,898.65
Professional Fees	
Audit	29,805.00
Legal Fees	3,116.81
Newspaper Publishing	285.60
Payroll Service Fees	2,220.25
Web/IT Services	25,009.78
Total Professional Fees	<u>60,437.44</u>
Repairs & Maintenance	
Building Maintenance	10,936.95
Total Repairs & Maintenance	<u>10,936.95</u>
Telecommunications	
Internet Costs	2,008.68
Business Phones	4,029.52
Cell Phones	2,859.55
Total Telecommunications	<u>8,897.75</u>
Training & Conferences	
Training Registration Fees	75.00
Conference Registration Fees	3,108.00
Total Training & Conferences	<u>3,183.00</u>

4:04 PM
07/17/24
Cash Basis

COLUMBIA SWCD
Profit & Loss
July 2023 through June 2024

	<u>Jul '23 - Jun 24</u>
Travel Expense	
Mileage Reimbursement	4,024.45
Parking/Public Transportation	10.00
Lodging	5,039.33
Travel Meals	184.00
	<hr/>
Total Travel Expense	9,257.78
Utilities	
Garbage & Recycle	656.93
Electric	3,627.70
Gas	479.44
Water/Sewer	796.32
	<hr/>
Total Utilities	5,560.39
CSWCD Expense	0.00
	<hr/>
Total MATERIALS AND SERVICES	393,677.01
	<hr/>
Total Expense	890,112.75
	<hr/>
Net Ordinary Income	98,257.85
Other Income/Expense	
Other Income	
Credit Card Cash Rewards	3,750.00
	<hr/>
Total Other Income	3,750.00
Other Expense	
Other Expense	0.00
	<hr/>
Total Other Expense	0.00
	<hr/>
Net Other Income	3,750.00
	<hr/>
Net Income	<u><u>102,007.85</u></u>

COLUMBIA SWCD
US Bank Visa Charges

06/04/24 - 07/02/24

Date	Num	Name	Memo	Credit
06/04/2024	3994	Deluxe Checks	CHECKS	281.51
06/04/2024	3994	Dollar Tree	PARADE SUPPLIES	43.75
06/04/2024	3994	Wal-Mart	PARADE SUPPLIES	10.98
06/04/2024	3994	BEST WESTERN	ML HOTEL FOR SDAO CLASS	224.90
06/04/2024	3994	HUDSON GARBAGE	GARBAGE/RECYCLE	54.94
06/04/2024	3994	Amazon.com	FIELD SUPPLIES	68.48
06/05/2024	3994	RUBBER STAMP CHAMP	DATE STAMP	42.00
06/05/2024	3994	Columbia River PUD	ELECTRIC	289.22
06/10/2024	3994	City of St. Helens	SEWER	28.86
06/10/2024	3994	Amazon.com	PROJECT SUPPLIES	45.84
06/10/2024	3994	Amazon.com	PARADE CANDY	61.89
06/12/2024	3994	CenturyLink	ELEAVTOR PHONE LINE	60.20
06/12/2024	3994	Amazon.com	OFFICE SUPPLIES	19.96
06/13/2024	3994	Dr Auto LLC	OIL CHANGE FOR TRUCK	47.17
06/13/2024	3994	SAIF Corporation	WORKMANS COMP PREMIUM	1,002.65
06/14/2024	3994	Scappoose Car Wash	CAR WASH FOR TRUCK	14.00
06/15/2024	3994	Ramos' Yard Maintenance	YARD MAINTENANCE	400.00
06/16/2024	3994	VERIZON WIRELESS	CELL HONE BILL + NEW PHONES	531.73
06/17/2024	3994	McNulty Water People's Utility District	WATER BILL	37.50
06/17/2024	3994	Amazon.com	CLEANING/BATHROOM SUPPLIES	101.57
06/18/2024	3994	More Power Technology Group	MONTHLY IT FEE	2,066.14
06/18/2024	3994	More Power Technology Group	MS OFFICE MONTHLY	247.20
06/18/2024	3994	More Power Technology Group	AMBER NEW LAPTOP	1,820.00
06/19/2024	3994	Secretary of State-Audits Division	AUDIT FILING FEE	250.00
06/19/2024	3994	Amazon.com	OFFICE SUPPLIES	21.99
06/20/2024	3994	4imprint	OUTREACH ITEMS	302.00
06/20/2024	3994	US BANK	PAYMENT	-6,968.76
06/21/2024	3994	Amazon.com	TABLE & CHAIR HOLDER FOR OUTREACH EVENTS	129.99
06/21/2024	3994	Amazon.com	OFFICE SUPPLIES	6.99
06/22/2024	3394	Amazon.com	ANNUAL BUSINESS PRIME MEMBERSHIP	179.00
06/22/2024	3994	Cytracom, LLC	PHONE SYTEM	276.96
06/23/2024	3994	ADOBE CREATIVE CLOUD	MONTHLY FEE	52.99

US Bank Visa

COLUMBIA SWCD
US Bank Visa Charges
 06/04/24 - 07/02/24

Date	Num	Name	Memo	Credit
06/26/2024	3994	Fred Meyer	BOARD MEETING SNACKS	63.13
06/28/2024	3994	Amazon.com	OFFICE SUPPLIES	13.43
06/28/2024	3994	Amazon.com	OFFICE SUPPLIES	24.97
06/29/2024	3994	Amazon.com	OFFICE SUPPLIES	28.89
07/01/2024	3994	Streamline	ANNUAL FEE FOR WEBSITE	2,988.00
07/01/2024	3994	Google	MONTHLY FEE	28.80
07/01/2024	3994	Amazon.com	CLEANING SUPPLIES	3.78
Total US Bank Visa				4,902.65
TOTAL				4,902.65



Position Description Community Engagement & Education Coordinator

General Summary

The Columbia SWCD's Community Engagement & Education Coordinator will increase awareness of the District and natural resource topics by developing, implementing, and managing the District's educational and volunteer programs, and by representing the District at community outreach events. This position will identify and pursue funding opportunities to expand District education, volunteer, and restoration programs. Possibilities include backyard habitats and conservation, pollinator programs, urban agriculture, educational farms and community gardens, guided tours of District projects, community seed libraries, and much more. The Community Engagement & Education Coordinator works closely with other staff to implement outreach strategies. This is a 40-hour per week non-exempt position. Workdays and work hours are normally 8:30am to 4:30pm Monday through Friday, but hours may vary. Some work on weekends and after hours is required.

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 Community Engagement and Education Coordinator. Most work is accomplished independently with guidance from the other staff, if needed. The position acts on behalf of the District Manager and is governed by the policies of the District's Personnel Policy Manual. The District Manager conducts the performance evaluation for this position.

Supervision Exercised

This person will supervise volunteers performing a variety of tasks.

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

- Collaborate with other staff to develop outreach strategies about natural resource topics and District programs. Outreach planning includes identifying audiences, developing key messages, implementing outreach activities, and evaluating outcomes.
- Work with District staff to conduct education and communications deliverables of grants and agreements.
- Coordinate and lead workshops, presentations, and other District events to improve understanding of natural resource conservation and available programs and services throughout the community.
- Programs may take place at schools, the District, various locations around the community, or virtually.
- Collaborate with local schools, and/or partner organizations to develop materials and deliver presentations on conservation topics, tailored to different age groups and learning levels.
- Work closely with numerous partners throughout the community to expand environmental education within Columbia County.
- Represent the District at community events.
- Organize, expand, and manage volunteer program.
- Recruit and provide support for volunteers, ensuring they have the necessary resources and training to assist with outreach events, educational programs, and other initiatives effectively and safely.
- Manage and maintain greenhouse operations.
- Assist with administrative tasks such as maintaining outreach program records, tracking program metrics, and preparing and submitting records and reports for grants.
- Participate/lead internal committees as assigned by the District Manager.
- Participate in office meetings.
- Interface respectfully with members of the community in-person and via telephone and email.
- All other duties as assigned.

Qualifications

- High School Diploma or G.E.D. A bachelor's degree in a field of study related to communications, education, , environmental science, or related field. A minimum of 3 years of relevant work experience can be substituted for a college degree.
- Previous experience with developing and maintaining published materials relating to outreach coordination.
- Previous experience with volunteer recruitment and management.
- Good communication, writing, 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 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.
- Ability to use a personal computer for information entry, retrieval, and correspondence is required. Must have basic proficiency with Microsoft Excel, Word, , PowerPoint, Outlook, and Adobe products.

Job Conditions

- Must be able to satisfactorily pass a background check.
- This position works at the office and at other locations as necessary.
- 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's license is required.
- This position requires field and outdoor work related to the job duties outlined above., Must be willing to work outdoors in all seasons through various kinds of weather.
- The Community Engagement and Education Coordinator 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 insurance, short- and long-term disability, life insurance, Aflac accident plan, 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.