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**COLUMBIA SWCD BOARD OF DIRECTORS MEETING AGENDA - DECEMBER 18, 2024**

**REGULAR BOARD MEETING CALL TO ORDER – 4:00 PM**

**APPROVAL OF MEETING MINUTES – From November 20, 2024**

**TREASURER’S REPORT- November 30, 2024**

**PUBLIC COMMENT – TOPICS FROM THE FLOOR**

**AGENDA ITEMS**

**ODA:**

- ◆ RICK COWLISHAW – NEW REGIONAL WATER QUALITY SPECIALIST N COAST & N WILLAMETTE OREGON

**Reports:**

- ◆ NRCS
- ◆ Watershed Councils
- ◆ Staff Reports

**Old Business:**

- ◆ District Manager Job Discussion
- ◆ Financial/HR Manager Job Description Approve
- ◆ Annual Meeting guests? Discussion

**New Business:**

- ◆ SDAO Conference Who wants to go? Discussion
- ◆ SWCD Certifications Approve
  - Storm Ready from National Weather Service
  - National Wildlife Federation
- ◆ Contracts

**Reports:**

- ◆ Board

**Adjourn**

**DATES TO REMEMBER**

- 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, Columbia City Hall
- 01/20/25 – Office Closed MLK Day
- 02/06 – 02/09 SDAO Conference, Bend
- 02/17 – Office Closed Presidents Day
- 02/19 – SWCD Board Meeting 4PM



**HAPPY HOLIDAYS!**



expressed her appreciation for the work that the CSWCD has done on the creek but is worried about current construction happening on a neighboring property along the creek and wanted the Board to be aware. She also mentioned that the Columbia City Parks Committee plans to hold a meeting to discuss Veteran's Memorial Park, which the creek runs through. She is hopeful that someone from the CSWCD will be able to speak at that meeting. Brief discussion was held.

### **REPORTS**

- **SBWC**: Rachell explained that the council has been staying busy with their projects. They are moving into the planting portion for some of the projects. She also mentioned that they have had some recent turnover and are in the process of hiring a new vegetation manager.
- **Staff**: Malyssa has been working with the auditor and CPA and is hopeful that the audit will be done on time. She has also been taking a "Success for Supervisors" workshop through HR Answers.

Jenn mentioned that the Annual Report is wrapping up and should be mailed out soon. Bill asked if there has been an update on the Lower Columbia River Watershed Council becoming a 501c3, Malyssa has not received an update.

### **OLD BUSINESS**

- **Annual Meeting Resolution**: Malyssa informed the Board that the meeting will be held at the Columbia City Community Hall this year, on January 15<sup>th</sup> at Noon, with a presenter from The Beaver Coalition. A brief discussion was held.

**Motion Busch/Brimacombe** to approve the resolution as presented. **Approved Motion passed by unanimous vote.**

### **NEW BUSINESS**

- **New Associate Director**: David Taylor of Deer Island would like to become an Associate Director.

**Motion Eagle/Busch** to approve David Taylor as an Associate Director. **Approved Motion passed by unanimous vote.**

- **New District Manager Job**: The Board received a packet that included a draft District Manager (DM) job description created by the Personnel Committee, a copy of the Financial/HR Manager job description, as well as similar District Manager job descriptions from neighboring SWCD's as examples. Michael explained that he also asked staff for input on the new job description and forwarded the comments to the Board.

Bill made a motion to accept the District Manager job description draft as presented.

Jason asked why the Financial/HR Manager description isn't also being discussed, and if there were any changes or if it needed to be approved as well. Malyssa explained that it does not need approval, it is the same job/description that she had before becoming the District Manager.

Rachell questioned the qualifications for the DM description and added that this position should require experience, and the qualifications aren't very clear. Discussion was held.

**Motion Eagle/Busch** to approve the new District Manager job description, with edits to Work Conditions/Physical Demands, and make an Environmental Science Degree a top choice for an education background. **Approved Motion passed by unanimous vote.**

Michael read aloud some of the staff input. There was mention of anonymous staff feedback during DM reviews, increased check-ins between the Chair and DM, and field work included in the DM job duties. Michael asked if he should continue reading through the staff feedback.

Jason asked if the new DM description was drafted with staff input. The Personnel Committee created the draft, which includes Malyssa. Michael added that the committee filtered through the input received from staff to create the draft. Brief discussion held.

- **Office Assistant Job**: Malyssa explained that Deb and Bill recommended that the District hire an Office Assistant to help with administrative tasks, such as greeting customers and answering the phones. She mentioned that this would likely be a full-time position. Discussion was held. Rachell recommended looking into hiring interns to assist.

Jenn added that as a previous office assistant, she doesn't believe there is enough office duties for the District to benefit from hiring this position. She added that a Program Coordinator position was in the process of being posted a few months back, adding that this position could fill in the missing pieces currently needed.

Michael asked to table the discussion.

- **Telework Policy:** Malyssa read aloud West Multnomah and Benton SWCD's telework policies.

**Motion Busch/Eagle** to approve to adopt West Multnomah SWCD's policy as our own, separate from the Personnel Policy. **Approved Motion passed by unanimous vote.**

- **Oregon Association of Conservation Districts (OACD) Board Elections:** The OACD election ballot was discussed. There are two open positions, the Northwest Oregon and Southern Oregon regions, with one candidate running for each.

**Motion Eagle/Freytag** to cast a unanimous vote for both candidates. **Approved Motion passed by unanimous vote.**

#### **BOARD REPORTS**

- Deb mentioned that she attended the OACD Conference and was really impressed with it and had a good time.

**REGULAR MEETING ADJOURNED AT 5:28 PM**

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

**Columbia Soil and Water Conservation District Treasurer's Report**

| SUMMARY OF ALL ACCOUNTS                    |               | November 30, 2024     |              |
|--|---------------|-----------------------|--------------|
| Local Government Investment Pool           |               | \$1,110,241.54        |              |
| US Bank Account                            |               | \$72,796.06           |              |
| <b>TOTAL CASH AVAILABLE</b>                |               | <b>\$1,183,037.60</b> |              |
| <b>Local Government Investment Pool</b>    |               |                       |              |
| Balance forward                            |               | \$594,308.79          |              |
| <i>bank reconciliation detail attached</i> | <b>Credit</b> | <b>Debit</b>          |              |
| total deposit                              | \$515,932.80  |                       | \$515,932.80 |
| total cleared transactions                 |               | -\$0.05               | -\$0.05      |
| Ending balance as of November 30, 2024     |               | \$1,110,241.54        |              |
| <b>US Bank Account</b>                     |               |                       |              |
| Balance forward                            |               | \$98,181.21           |              |
| <i>bank reconciliation detail attached</i> | <b>Credit</b> | <b>Debit</b>          |              |
| total deposit                              | \$26,475.50   |                       | \$26,475.50  |
| total cleared Checks (details follow)      |               | -\$5,017.28           | -\$5,017.28  |
| total cleared EFT (details follow)         |               | -\$16,394.52          | -\$16,394.52 |
| total cleared Payroll                      |               | -\$30,448.85          | -\$30,448.85 |
| Ending balance as of November 30, 2024     |               | \$72,796.06           |              |

**COLUMBIA SWCD**  
**EFT Detail**  
November 2024

| Num | Date       | Name                  | Memo                                 | Paid Amount      |
|-----|------------|-----------------------|--------------------------------------|------------------|
| EFT | 11/04/2024 | Aflac                 |                                      |                  |
|     |            |                       | EMPLOYER PAID                        | -123.12          |
|     |            |                       | EMPLOYEE PAID                        | -52.02           |
|     |            |                       | EMPLOYEE PAID                        | -55.98           |
|     |            |                       | EMPLOYEE PAID                        | <u>-51.78</u>    |
| EFT | 11/04/2024 | NW Natural Gas        |                                      |                  |
|     |            |                       | GAS BILL                             | <u>-23.11</u>    |
| EFT | 11/04/2024 | Recur360 Technologies |                                      |                  |
|     |            |                       | MONTHLY QUICKBOOKS HOSTING           | <u>-146.00</u>   |
| EFT | 11/04/2024 | Comcast               |                                      |                  |
|     |            |                       | INTERNET SERVICES                    | <u>-187.89</u>   |
| EFT | 11/04/2024 | 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    | <u>-93.07</u>    |
| EFT | 11/04/2024 | Sierra Springs        |                                      |                  |
|     |            |                       | WATER DELIVERY                       | <u>-22.48</u>    |
| EFT | 11/14/2024 | US Bank               |                                      |                  |
|     |            |                       | ONLINE ACCOUNT ACCESS                | <u>-52.71</u>    |
| EFT | 11/15/2024 | CIT                   |                                      |                  |
|     |            |                       | COPY MACHINE LEASE                   | <u>-55.44</u>    |
| EFT | 11/21/2024 | US Bank Visa          |                                      |                  |
|     |            |                       | CHARGES 10/03/24 - 11/01/24          | <u>-9,724.36</u> |

| <u>Num</u> | <u>Date</u> | <u>Name</u> | <u>Memo</u>                    | <u>Paid Amount</u> |
|------------|-------------|-------------|--------------------------------|--------------------|
| EFT        | 11/22/2024  | CIT         |                                |                    |
|            |             |             | COPY MACHINE LEASE             | <u>-461.98</u>     |
| EFT        | 11/26/2024  | Moda Health |                                |                    |
|            |             |             | HEALTH/VISION/DENTAL INSURANCE | <u>-5,128.58</u>   |
|            |             |             | <b>TOTAL</b>                   | <b>-16,394.52</b>  |

# COLUMBIA SWCD

## Cleared Checks

November 2024

1:57 PM  
12/18/2024

| Num          | Date       | Name                                      | Memo                                      | Paid Amount      |
|--------------|------------|---|---|------------------|
| 3046         | 09/30/2024 | Pershing LLC                              |   |                  |
|              |            | Tax Levy                                  | EMPLOYEE PAID                             | -1,140.26        |
|              |            |   | SWCD MATCH                                | -732.02          |
| 3047         | 10/25/2024 | Comfort Construction                      |   |                  |
|              |            | Tax Levy                                  | BUILDING MAINTENANCE                      | -1,540.00        |
| 3049         | 11/08/2024 | Chris Vanderzanden                        |   |                  |
|              |            | ODA                                       | CONSULTATION SERVICES FOR RURAL LIVING HB | -640.00          |
| 3050         | 11/08/2024 | City of Columbia City                     |   |                  |
|              |            | Tax Levy                                  | ANNUAL MEETING HALL RENTAL                | -230.00          |
| 3051         | 11/08/2024 | Jennifer Heidrich                         |   |                  |
|              |            | Tax Levy                                  | CLEANING SERVICES 10/06/24 - 10/27/24     | -480.00          |
| 3052         | 11/08/2024 | Northwest Local Government Legal Advisors |   |                  |
|              |            | Tax Levy                                  | SERVICES 10/08/24                         | -171.00          |
| 3054         | 11/20/2024 | OREGON DEPARTMENT OF CONSUMER & BUSINESS  |   |                  |
|              |            | Tax Levy                                  | ELEVATOR INSPECTION FEE                   | -84.00           |
| <b>TOTAL</b> |            |   |   | <b>-5,017.28</b> |



**COLUMBIA SWCD**  
**Profit & Loss**  
 July 2024 through June 2025

|                            | Jul '24 - Jun 25 |
|----------------------------|------------------|
| Ordinary Income/Expense    |                  |
| Income                     |                  |
| Grant Revenue              | 141,307.81       |
| TAX LEVY                   |                  |
| YEAR 2024                  | 597,303.87       |
| YEAR 2023                  | 7,679.63         |
| YEAR 2022                  | 1,686.41         |
| YEAR 2021                  | 1,235.17         |
| YEAR 2020                  | 1,570.71         |
| YEAR 2019                  | 73.76            |
| YEAR 2018                  | 10.52            |
| YEAR 2017                  | 10.69            |
| YEAR 2016                  | 3.85             |
| YEAR 2015                  | 5.63             |
| YEAR 2014                  | 21.72            |
| OTHER TAXES                | -615.93          |
| YEAR 2013                  | 0.54             |
| UNSEGREGATED INTEREST      | 765.60           |
| Total TAX LEVY             | 609,752.17       |
| Rent Income                |                  |
| NRCS Rent Payments         | 13,962.00        |
| Total Rent Income          | 13,962.00        |
| Mileage Reimbursement      | 1,353.40         |
| Interest Earned            | 15,183.19        |
| Total Income               | 781,558.57       |
| Gross Profit               | 781,558.57       |
| Expense                    |                  |
| PERSONNEL SERVICES         |                  |
| Compensation               |                  |
| Operations Coordinator     | 30,547.20        |
| District Manager           | 46,369.80        |
| Resource Conservationist   | 76,166.58        |
| Outreach Coordinator       | 1,574.45         |
| Overtime Pay               | 205.12           |
| Total Compensation         | 154,863.15       |
| Accrued Vacation Pay       | 35.40            |
| Employer Payroll Taxes     | 11,471.47        |
| Workers' Compensation      | 74.81            |
| Health Insurance Benefits  | 13,120.90        |
| Supplemental Insurance     | 2,037.83         |
| Retirement Benefits        | 4,448.73         |
| PERSONNEL SERVICES - Other | -0.02            |
| Total PERSONNEL SERVICES   | 186,052.27       |
| 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            |

COLUMBIA SWCD  
Profit & Loss  
July 2024 through June 2025

|  | <u>Jul '24 - Jun 25</u> |
|--|-------------------------|
| <b>Contracted Services</b>               |                         |
| Monitoring                               | 42,962.88               |
| Weed Spraying/Removal                    | 9,168.00                |
| Project Implementation                   | 1,543.50                |
| <b>Total Contracted Services</b>         | <u>53,674.38</u>        |
| <b>Education &amp; Outreach</b>          |                         |
| Rental Fees                              | -600.00                 |
| Supplies                                 | 172.33                  |
| <b>Total Education &amp; Outreach</b>    | <u>-427.67</u>          |
| <b>Building Operations</b>               |                         |
| Copy Machine Lease                       | 2,476.22                |
| Supplies (TP, Cleaning, etc.)            | 348.21                  |
| Water Delivery                           | 220.36                  |
| Janitorial Services                      | 2,520.00                |
| Lawn Maintenance                         | 2,000.00                |
| <b>Total Building Operations</b>         | <u>7,564.79</u>         |
| <b>Bank Service Charges</b>              | 377.09                  |
| <b>Dues &amp; Subscriptions</b>          |                         |
| Web Subscriptions                        | 5,430.70                |
| Membership Dues                          | 6,460.41                |
| <b>Total Dues &amp; Subscriptions</b>    | <u>11,891.11</u>        |
| <b>Insurance</b>                         |                         |
| Property & Crime Ins                     | 2,985.75                |
| Vehicle Ins                              | 331.75                  |
| General Liability Ins                    | 4,976.25                |
| <b>Total Insurance</b>                   | <u>8,293.75</u>         |
| <b>Licenses &amp; Fees</b>               | 84.00                   |
| <b>Marketing</b>                         | 866.68                  |
| <b>Materials &amp; Supplies</b>          |                         |
| Project Supplies                         | 11,043.88               |
| Office Supplies                          | 919.48                  |
| Expense Reimbursements                   | 1,032.12                |
| IT/Computer                              |                         |
| Software                                 | 552.83                  |
| <b>Total IT/Computer</b>                 | <u>552.83</u>           |
| Field Equipment                          | 1,149.88                |
| <b>Total Materials &amp; Supplies</b>    | <u>14,698.19</u>        |
| <b>Meetings, Workshops, Events</b>       |                         |
| Food/Supplies                            | 209.03                  |
| Meetings, Workshops, Events - Other      | 230.00                  |
| <b>Total Meetings, Workshops, Events</b> | <u>439.03</u>           |
| <b>Postage &amp; Mailing</b>             |                         |
| Postage & Shipping Charges               | 31.70                   |
| <b>Total Postage &amp; Mailing</b>       | <u>31.70</u>            |
| <b>Printing &amp; Reproduction</b>       | 30.00                   |

COLUMBIA SWCD  
Profit & Loss  
July 2024 through June 2025

|   | <u>Jul '24 - Jun 25</u>  |
|---|--------------------------|
| <b>Professional Fees</b>                |                          |
| Accountant/Bookkeeper                   | 225.00                   |
| Audit                                   | 2,000.00                 |
| Consulting                              | 5,680.00                 |
| Legal Fees                              | 3,762.00                 |
| Newspaper Publishing                    | 475.73                   |
| Payroll Service Fees                    | 943.50                   |
| Web/IT Services                         | 11,830.70                |
| <b>Total Professional Fees</b>          | <u>24,916.93</u>         |
| <b>Repairs &amp; Maintenance</b>        |                          |
| Building Maintenance                    | 3,141.50                 |
| <b>Total Repairs &amp; Maintenance</b>  | <u>3,141.50</u>          |
| <b>Telecommunications</b>               |                          |
| Internet Costs                          | 894.45                   |
| Business Phones                         | 1,423.88                 |
| Cell Phones                             | 1,202.43                 |
| <b>Total Telecommunications</b>         | <u>3,520.76</u>          |
| <b>Training &amp; Conferences</b>       |                          |
| Training Registration Fees              | 1,415.10                 |
| Conference Registration Fees            | 2,132.59                 |
| <b>Total Training &amp; Conferences</b> | <u>3,547.69</u>          |
| <b>Travel Expense</b>                   |                          |
| Mileage Reimbursement                   | 367.57                   |
| Lodging                                 | 1,107.88                 |
| <b>Total Travel Expense</b>             | <u>1,475.45</u>          |
| <b>Utilities</b>                        |                          |
| Garbage & Recycle                       | 284.54                   |
| Electric                                | 1,179.62                 |
| Gas                                     | 107.64                   |
| Water/Sewer                             | 469.62                   |
| <b>Total Utilities</b>                  | <u>2,041.42</u>          |
| <b>Total MATERIALS AND SERVICES</b>     | <u>142,796.78</u>        |
| <b>Total Expense</b>                    | <u>328,849.05</u>        |
| <b>Net Ordinary Income</b>              | 452,709.52               |
| <b>Other Income/Expense</b>             |                          |
| Other Expense                           |                          |
| Other Expense                           | 0.00                     |
| <b>Total Other Expense</b>              | <u>0.00</u>              |
| <b>Net Other Income</b>                 | <u>0.00</u>              |
| <b>Net Income</b>                       | <u><u>452,709.52</u></u> |

**COLUMBIA SWCD**  
**Balance Sheet**  
 As of November 30, 2024

|  | Nov 30, 24          |
|--|---------------------|
| <b>ASSETS</b>                                |                     |
| <b>Current Assets</b>                        |                     |
| Checking/Savings                             |                     |
| US Bank (4349)                               | 69,981.92           |
| Local Gov Investment Pool 6/13               | 1,110,241.54        |
| Petty Cash                                   | 63.83               |
| <b>Total Checking/Savings</b>                | 1,180,287.29        |
| <b>Accounts Receivable</b>                   |                     |
| Accounts Receivable                          | -31,892.21          |
| <b>Total Accounts Receivable</b>             | -31,892.21          |
| <b>Other Current Assets</b>                  |                     |
| Simple Plan Overpayment                      | 2,152.92            |
| Property Taxes Receivable                    | 27,610.32           |
| Grant Receivable                             | -12,490.50          |
| <b>Total Other Current Assets</b>            | 17,272.74           |
| <b>Total Current Assets</b>                  | 1,165,667.82        |
| <b>Fixed Assets</b>                          |                     |
| Property, Plant & Equipment                  |                     |
| Land   | 150,000.00          |
| Building Improvements                        | 1,274,316.48        |
| Equipment                                    | 15,757.25           |
| Vehicles                                     | 27,500.00           |
| <b>Total Property, Plant &amp; Equipment</b> | 1,467,573.73        |
| <b>Accumulated Depreciation</b>              | -287,942.99         |
| <b>Total Fixed Assets</b>                    | 1,179,630.74        |
| <b>Other Assets</b>                          |                     |
| Prepaid Insurance                            | 1,658.75            |
| <b>Total Other Assets</b>                    | 1,658.75            |
| <b>TOTAL ASSETS</b>                          | <b>2,346,957.31</b> |
| <b>LIABILITIES &amp; EQUITY</b>              |                     |
| <b>Liabilities</b>                           |                     |
| <b>Current Liabilities</b>                   |                     |
| Credit Cards                                 |                     |
| WEX Card                                     | 75.00               |
| US Bank Visa                                 | 3,256.55            |
| <b>Total Credit Cards</b>                    | 3,331.55            |
| <b>Other Current Liabilities</b>             |                     |
| Prepaid Grants                               | 91,908.26           |
| Deferred Tax Revenue                         | 24,627.82           |
| Accrued Vacation Pay                         | 26,230.05           |
| <b>Payroll Liabilities</b>                   |                     |
| Simple Plan Payable                          | 1,920.55            |
| Aflac Payable                                | 188.60              |
| <b>Total Payroll Liabilities</b>             | 2,109.15            |
| <b>Total Other Current Liabilities</b>       | 144,875.28          |
| <b>Total Current Liabilities</b>             | 148,206.83          |
| <b>Total Liabilities</b>                     | 148,206.83          |

COLUMBIA SWCD  
**Balance Sheet**  
As of November 30, 2024

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|                                       | <u>Nov 30, 24</u>                 |
|---------------------------------------|-----------------------------------|
| Equity                                |                                   |
| Net Investment in Capital Asset       | 3,407.15                          |
| Fund Balance                          | 1,837,013.28                      |
| Net Income                            | <u>390,227.26</u>                 |
| Total Equity                          | <u>2,230,647.69</u>               |
| <b>TOTAL LIABILITIES &amp; EQUITY</b> | <b><u><u>2,378,854.52</u></u></b> |

**COLUMBIA SWCD**  
**US Bank Visa Charges**

11/024/24 - 12/02/24

| Date               | Num  | Name                                    | Memo                       | Credit          |
|--------------------|------|---|----------------------------|-----------------|
| 11/02/2024         | 0578 | Google                                  | MONTHLY CHARGE             | 28.80           |
| 11/04/2024         | 0578 | Hudson Garbage Service                  | GARBAGE/RECYCLE            | 57.40           |
| 11/05/2024         | ML   | Columbia River PUD                      | ELECTRIC BILL              | 215.99          |
| 11/05/2024         | ML   | City of St. Helens                      | SEWER BILL                 | 28.86           |
| 11/06/2024         | ML   | Amazon.com                              | KITCHEN SUPPLIES           | 179.99          |
| 11/12/2024         | ML   | River Restoration NW                    | AK ANNUAL MEMBERSHIP       | 60.00           |
| 11/12/2024         | ML   | River Restoration NW                    | AK ANNUAL SYMPOSIUM        | 740.00          |
| 11/12/2024         | ML   | CenturyLink                             | ELEVATOR PHONE             | 63.53           |
| 11/13/2024         | ML   | Amazon.com                              | FIELD SUPPLIES             | 99.98           |
| 11/15/2024         | ML   | Ramos' Yard Maintenance                 | LAW MAINTENANCE            | 400.00          |
| 11/19/2024         | ML   | VERIZON WIRELESS                        | CELL PHONE BILL            | 248.74          |
| 11/20/2024         | ML   | Dena R Singer CPA PC                    | CPA CHARGES                | 225.00          |
| 11/20/2024         | ML   | Fred Meyer                              | BOARD SNACKS               | 48.17           |
| 11/21/2024         | ML   | River Restoration NW                    | AK FIELD TRIP AT SYMPOSIUM | 400.00          |
| 11/21/2024         | ML   | AL'S SPORTING GOODS                     | FIELD SUPPLIES             | 47.98           |
| 11/21/2024         | ML   | McNulty Water People's Utility District | WATER PAYMENT              | 75.00           |
| 11/22/2024         | ML   | CARSON RIDGE CABINS                     | DOWN ON AK RRNW LODGING    | 284.12          |
| 11/23/2024         | ML   | ADOBE CREATIVE CLOUD                    | MONTHLY CHARGE             | 52.99           |
| 12/01/2024         | ML   | Amazon.com                              | CLEANING SUPPLIES          | 3.78            |
| 12/01/2024         | ML   | Google                                  | MONTHLY CHARGE             | 28.80           |
| Total US Bank Visa |      |   |                            | 3,289.13        |
| <b>TOTAL</b>       |      |   |                            | <b>3,289.13</b> |



## 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.

Drafted 11.12.24

### **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 in, environmental science, biology or other related field, or business management.
- 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.
- Fieldwork will include working in and around such locations as farms and ranches; rivers, streams and ponds; properties with dense vegetation or woodlands; areas with steep, slippery, muddy, rocky or other hazardous terrain. Appropriate attire shall be worn for these occasions.
- 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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## 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

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### 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

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**From:** [michael.calhoun](#)  
**Subject:** CSWCD certifications  
**Date:** Thursday, December 5, 2024 4:47:43 PM

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Hi everyone,

I'd like to add these two possible certifications for the District under new business for our December meeting. 1. Storm Ready from the National Weather Service will allow the SWCD the potential to be eligible for grants in the event of storm related damage to the building. 2. National Wildlife Federation certification for our grounds I believe falls under our mission statement. Attached are links for both certifications for review.

-Michael

[StormReady](#)

<https://www.nwf.org/Native-Plant-Habitats/Create-and-Certify>