



**Minutes of the  
Columbia SWCD Board of Directors  
Meeting January 15, 2020**

**Directors Present:**

Bill Eagle, Secretary  
Dave Freytag, Director  
Jeff Van Natta, Treasurer  
Debra Brimacombe, Director  
Jason Busch, Chair

**Directors Absent:**

Craig Ellis, Chair  
Randy Bergman, Vice Chair

**NRCS:**

Don Mehlhoff, DC

**SWCD Staff:**

Nathan Herr, DM  
Malyssa Legg, FM  
Jennifer Chavez, OC  
Crystalyn Bush, RS  
Selene Keeney, RC

**Public:**

Jason Legg  
Kevin Chavez  
Danielle Herr  
Claudia Eagle  
Julia Busch

***CALL TO ORDER OF ANNUAL MEETING: 6:30 PM***

• **Staff Presentations**

**Selene Keeney, Resource Conservationist:** Selene gave a power point presentation over the 2019 project implementations. She gave a brief explanation of the W-146 Project located on an unnamed tributary in St. Helens, explaining that the District partnered with John Hancock Forest Management to replace a small culvert with a bridge.

Selene also mentioned that the District is planning to begin a restoration project on private land in Vernonia later this summer with cut bank and vegetation issues. Discussion was held. Selene added that the District applied for funding for a project on Perkins Creek in Clatskanie for a culvert replacement, as well as a project on Apiary Road. Discussion held.

**Crystalyn Bush, Riparian Specialist:** Crystalyn gave a power point presentation over the Weeds Program for 2018-2019. She explained that Garlic Mustard was treated along North and South Scappoose Creeks and she has reapplied for funding for 2020. She also mentioned that the District treated Garlic Mustard and Yellow Arch Angel at Fishhawk Lake, and plan to add boot brushes and outreach material near the lake. Policeman's Helmet was also treated in 2018 in Goble near Little Jack Falls. Crystalyn added that this treatment was very successful.

Spurge Laurel was treated in 2019 in St. Helens, Crystalyn is seeking funding for further treatment. Crystalyn also mentioned that Giant Hogweed was reported along Milton Creek. Treatment done last summer, but she has applied for funding for further treatment.

Crystalyn is also part of the CIWCP (Columbia Invasive Weed Control Partnership), which was awarded a grant in 2018 that they used to create a Columbia County Noxious Weeds Field Guide, host workshops for the county, survey CZ Trail in Scappoose as well as place boot brushes and signs for the trail. Brief discussion held.

- **Annual Report and Audit:** The Board received a copy of the 2018-2019 Annual Report, and a copy of the Audit for Fiscal Year ending June 2019.

**Motion: Eagle/VanNatta** to accept the audit. **Approved motion passed by unanimous vote.**



**NEW BUSINESS**

- **Election of Officers: Motion** Eagle/Freytag to cast a unanimous vote to maintain the current slate of elected officers as they stand **Approved Motion passed by unanimous vote.**
  - Jason Busch – Chairman
  - Randy Bergman– Vice-Chair
  - Jeff VanNatta – Treasurer
  - Bill Eagle – Secretary
- **COLA:** Nathan explained that the District has historically offered a 2% COLA increase, and is requesting 2% for 2020. He added that the increase would improve the current total hourly wage by \$2.62. Brief discussion held.

**Motion: Eagle/VaNatta** approved to award all employees a 2% COLA increase. **Approved Motion passed by unanimous vote.**

- **Financial Policy:** Nathan explained that there have been two small changes made to the financial policy that need approval, adding that no changes can be made to the policy without an amendment to the resolution. Brief discussion held. Jason read Resolution No. 19/20-005 – Resolution Amending Resolution No. 18/19-005 Adopting Oregon’s “A Guide for Public Officials” and “Financial Monitoring Policies” aloud to the Board.

**Motion: VanNatta/Eagle** to adopt Resolution No. 19/20-005. **Approved Motion passed by unanimous vote.**

**Motion: VanNatta/Brimacombe** to approve District Manager to have authority to sign check. **Approved Motion passed by unanimous vote.**

**REPORTS (Cont.)****BOARD**

-Bill attended the Coffee and Commerce meeting last Friday, where he shared copies of the Annual Report and 2020 Calendar. He explained people really enjoyed the material.

-Jeff mentioned that there has been a lot of rain and snow recently, but isn’t concerned there will be issues with flooding this year. Brief discussion held.

**STAFF**

Nathan explained that he has had quite a few meetings with the Roads Dept. over the last month, adding that they would like the District’s assistance in being environmentally compliant, such as help writing joint permits. Brief discussion held.

Nathan also informed the Board that the current ESRI/ArcMap program the District uses is up for renewal. It is renewed every year but the current program has been discontinued, and the District will need to upgrade to ArcPro. Discussion held.

Nathan explained that next month he would like to begin the process for hiring new staff and plans to have a hiring packet prepared for the Board to review at February’s meeting. He explained that he would like to move Crystalyne to a Resource Conservationist and Jennifer to a full-time outreach position, with plans to hire a new Riparian Specialist and part-time receptionist. Jason mentioned that he would like to see at least two employees in the office at a time, discussion held.

***Eagle/Freytag moved to adjourn meeting***  
**MEETING ADJOURNED 8:28 PM**

Respectfully Submitted by:

***Jennifer Chavez***

Jennifer Chavez, Office & Outreach Coordinator