



**Minutes of the  
Columbia SWCD Board of Directors  
Meeting November 07, 2018**

**Directors Present:**

Kay C. VanNatta, Treasurer  
Jason Busch, Director  
Bill Eagle, Vice Chair  
Lona Pierce, Chair  
Dave Freytag, Director

**SWCD Staff:**

Kari Hollander, DM  
Jennifer Steinke, OC

**Guests:**

Claudia Eagle

**Directors Absent:**

Craig Ellis, Director  
Randy Bergman, Secretary

***CALL TO ORDER OF REGULAR BOARD MEETING: 7:00 PM***

**Prior Month's Minutes: Motion** VanNatta/Eagle to approve the Minutes from 10-17-18. Lona added that she would like to make a correction to the Bills to Pay discussion on page 2, first sentence of the second paragraph. She remembers asking if the District has a written agreement with the attorney's office. **Motion** Busch/Eagle to approve the Minutes as amended. **Approved Motion passed by unanimous vote.**

**Financial Report:** A copy of the Balance sheet and Profit & Loss sheet was given to the Board. The bank statements had not yet been received. The full Treasurer's Report will be presented at next month's meeting.

**PUBLIC COMMENT**

No public comment

**REPORTS**

**SBWC (Scappoose Bay Watershed Council)**

SBWC and the CSWCD are partnering on an outreach workshop for the Milton Creek landowners on November 29. The workshop will be held in the District's meeting room. Lona added that she will be volunteering with the Council tomorrow for volunteer day, which is held on the first Thursday of each month.

**LCRWC (Lower Columbia River Watershed Council)**

Kari informed the Board that the LCRWC was recently contacted by a landowner regarding a possible project on Tide Creek using the DEQ SEP (supplement environmental project) program. Brief discussion was held.

### OLD BUSINESS

- **OACD Meeting in November:** Kari reminded the Board of the upcoming meeting and wanted to check in to ensure that anyone who would like to attend is registered. Bill added that he received the agenda in the mail. Brief discussion held.
- **Grants/Projects:** Kari explained that the Water Quality Monitoring Grant and Clatskanie headwater fish passage culvert grants were submitted to OWEB (Oregon Watershed Enhancement Board). She added that the NFWF (National Fish and Wildlife Federation) grant for the Rock Creek Project was approved with full funding. The LCRWC also submitted for two grants, one in Page Creek and another for a rapid bio-assessment. Brief discussion held.
- **Watershed Plan (RCP):** Kari provided a draft copy of the plan to Kay C and added that the document is too large to email so she printed out extra copies if anyone would like to review it. Lona was given a copy of the plan. Brief discussion was held. Kari explained that there are a few economic pieces that the state office will be completing and then this draft will be going to the National Watershed Team at NRCS.

### NEW BUSINESS

- **Financial Irregularities:** Lona explained to the Board that about a month ago, before the last board meeting, Kay C brought some financial statements to Lona that didn't make sense to him. They were concerned enough about the statements to call SDAO (Special Districts Association of Oregon) to inquire how to proceed and handle the situation properly. They spoke with legal services and were advised to examine the financial reports/statements and have a discussion with the entire Board at tonight's meeting so everyone is aware and on the same page. Lona added that there may be an executive session held at December's Board Meeting but if the Board wants to act or have a further discussion, she was advised to call SDAO back first. Lona also mentioned that a personnel discussion may be needed but that it will not be held tonight.  
 Kay C explained that he has noticed draws taken off and on from salary for quite some time now but was never notified of these draws and there was no way from the financial statements for him to know when and if these draws were paid back. He also stated that he was never told by the Board member who was signing the checks. Kay C explained that he contacted Malysa regarding the evidence of draws from the treasurer reports and wanted to know what happened and when or if the draws were paid back. He received a list from Malysa and saw that there was \$1,950.00 that was taken out over the last year that still needed to be paid back. Kay C explained his frustration of not knowing these checks were being signed or that they existed. He added that the Treasurer should be informed about all of the financials and not have to dig to find things out.  
 Lona added that she looked into past Treasurer's Reports after learning about the draws. She saw the draws went back to 2016 and is unsure if they went back any further. She explained that from what she could understand, the total amount taken from advances through 2017-2018 was \$4,250.00, adding that as of August 2018, \$2,250.00 was still outstanding. She explained that it was difficult to tell from the balance sheet what is being taken as an advance vs. what was a payment. Lona added that on the Balance sheet, it appeared that the balance owed was going higher and higher with minimal payments back. Lona stated that she would like to know what was going on, who has been signing the checks, if anyone has been keeping track, or if there is a tally sheet of when things are/aren't being paid asked Kari if she can explain the balance sheet.  
 Without a full Treasurer's Report available at this meeting to reference, Kari explained that she assumes the balance sheet is showing the balance of the owed funds. She added that the draws being paid back come off of payroll itself, all that would show on paystubs themselves. She explained that is where the balance is clearly tracked and added that she knows the current remaining balance owed is significantly less than \$2,250.00. Kari

provided a copy of the Salary Advance Request and Payroll Deduction form to the Board. She added that there are three check signers for the District and that there are a lot of checks that Kay C doesn't sign. She explained that for checks up to \$1,000.00 there is one signer, and for checks over \$1,000.00 there are two signers. Some bills are signed at the Board meetings, but some are signed throughout the month to keep operations of the District moving.

**Motion:** KC/Eagle to amend the personnel policy to read that all draws shall be re-paid from the next month's paycheck. Lona reminded the Board that SDAO advised that they don't do anything tonight, adding that she isn't really sure why they are against the board doing anything tonight. Kari explained that if this was something requiring discipline, the Board would want to be protected, so bringing the facts back to SDAO is the right thing to do.

Lona said that she still doesn't completely understand the balance sheets. She explained that sometimes it looks like one number is owed, but in another spot, it looks like it is a different number owed. She explained that this is why she asked if there is a tally sheet being kept, adding that she understands the paystubs can be looked at, but doesn't believe the whole board needs to see them. Kari stated that she can work with Malysa to get a list to show when the advances were taken out and how/when they were paid.

Lona would like Kari to work with Kay C so that all of the details are clear so that Kay C can come back to the Board to explain to them.

Kay C stated that the draws need to get paid back and there needs to be a record kept to show there is a plan for it getting paid back. He added that he had noticed draws every once in a while, but didn't think too much about it because he assumed, they were getting paid back. He also added that he has more of an issue with this because it is taxpayer's money. Kari stated that when the policy committee met a year ago to focus on board and personnel policy manuals, she had a stack of policies that she wanted to go over with the committee of the recommendations for financial policies from Special Districts. Kari explained there are still policies out of date and she would like to see financial policies put in place with more details and easier for everybody to know what and how the District is doing things. Brief discussion held.

Kay C would like to withdraw his motion until next month's meeting. Lona plans to call SDAO back. Kay C believes SDAO only wanted to be called back if the Board wants to move forward with any disciplinary acts. Brief discussion held. Lona asked Kari if she was signing the checks, she said she does not sign these checks. Bill explained he was signing the checks for advances.

Lona wanted to clarify that the money is being tracked on Kari's paystubs and asked if this is something Kari could get from Malysa. Lona also asked Kari if she felt like everything is caught up and there isn't anything from the past. Kari explained there is nothing from previous years still owed. Brief discussion held.

Bill added that when the motion is brought up during the next discussion, he would like Kay C to state that the treasurer be notified when an advance is made. Lona would like Randy and Craig present at the next meeting for this discussion.

Kari told Lona she has handled this all very well. Lona asked the Board if they would like to table this discussion until the next meeting, when Kay C will have all of the details, adding that the motion can be made then. Bill added that even on the small draws, Kari never signed the checks herself. Every one of them had a form filled out that he signed. Kay C stated that the Treasurer still should have been notified. Lona added that it seems like sloppy bookkeeping but also shows why the Board needs to pay more attention, as this could have been resolved half a year ago. Kay C will be asking Malysa for full accounting, with everything in it, and said that if any of the Board members would like to see it they are welcome to.

- **Weed Spray Trailer – CWMA (Cooperative Weed Management Association) Sharing:** Kari informed the Board that the District’s weed trailer, though winterized 5 years ago, has been sitting covered outside for 5 years. Kari went on to explain that Crystalyn is president of the North coast cooperative weed management area. They were brainstorming how they could share resources and Crystalyn brought up the District’s weed trailer. Tillamook and Clatsop SWCD were both interested in sharing the trailer. Tillamook SWCD is willing to come pick it up, maintain it, put new tires on it, and store it for the CWMA group. This would give Tillamook the first rights of use, but anyone within the North Coast Basin could borrow it at any other time. Brief discussion held. Lona asked if there would be some sort of contract for this, Kari said there will be a contract drafted. Dave asked if the District will be retaining ownership. Kari explained that the District could, or they could gift the trailer to Tillamook. Brief discussion held. Kari added that being that the trailer is more than a \$100.00 item, the District can draft up a contract for sharing the trailer, or they can gift it to Tillamook and let them create the Shared Agreement for the Basin, adding that the District will not be spraying in-house anytime soon.

**Motion:** Eagle/VanNatta approve to gift the weed trailer to Tillamook SWCD on the condition that it be shared with the other Districts in the North coast Basin. **Approved Motion passed by unanimous vote.**

- **Job Descriptions Updated:** Kari gave a brief summary and reminder of Jennifer and Crystalyn’s job title changes, explaining that the changes made to the job descriptions are to better reflect the work that they are doing. Discussion held. Lona asked if both staff have reviewed the changes, they have.

**Motion:** Eagle/VanNatta to approve the changes to both Jennifer and Crystalyn’s job descriptions. **Approved Motion passed by unanimous vote.**

Jason asked if there is a pay increase for new job descriptions, Kari stated there is not. Jason asked what the purpose is of increasing job duties if pay does not increase. Brief discussion held.

- **Contracting Rules and Permit & Right of Way:** Kari explained that she emailed the draft contracting rules to the Board today. She asked that the Board review the draft before December’s meeting.

Kay C explained that he reviewed the Permit and Right of Way Contract draft and stated that he would not sign the contract with the way it is written. Discussion was held. Kay C added that the contract does not state when (day/time) the District Employees will be on site. Kari explained that it states when the permit starts and ends, but not the specifics. Kay C also mentioned that he has an issue with the notification section, which Kari explained she had an issue with also and plans to bring it up with the attorney at next month’s meeting. She added that the Board can send any questions or comments to her to be discussed at next month’s meeting. Lona asked if the landowner will understand that the contract covers them too, Kari explained that it covers both the landowner and the District. Discussion was held.

Jason asked if the District reaches out to landowners or if the landowners come to the District for help. Kari explained it comes in many forms, but mostly comes from word of mouth from past landowners the District has worked with. Brief discussion held. Jason added that landowners might assume things are snuck in to the new agreement due to the length. Lona asked how long the current contract is, it is 1 ½ - 2 pages and the new contract will be 3-4 pages. Jason explained that a smaller contract would have more interest. Brief discussion held.

**REPORTS (Cont.)**

**BOARD**

- Lona explained that she does not have anything to report but would like to request that the minutes be sent to the Board as soon as they are written. She explained it is difficult to review the minutes one week before the next Board meeting since it is hard to remember what was said. Kari added that corrections can be emailed to be fixed before the Board meeting also.
- Bill will be attending the Coffee & Commerce meeting on Friday and asked if the District has any news that he can take with him to discuss. Kari mentioned that she will email Bill information about the Milton Creek Meeting.
- Dave asked if the District has done anything with the Ag Building recently. Kari said that next Monday, November 12, she will be meeting with grange members at the Fairgrounds. Nothing has been done recently to the Ag building but they will be meeting to discuss what more they can do and who will do it. Lona asked if the District will be putting more money into the Ag building, Kari explained it will not be the District's money, but they will be using Grant funds to put in a small rain garden.

**STAFF**

Kari informed the Board that Brenda Sanchez (Oregon Department of Agriculture) will be attending next month's meeting. She also explained that last February or March, SDAO appraised the District's building, which is reflected on the insurance but the District now has an official appraisal on file. Kari was asked to speak at Rainier's Annual Meeting to discuss what the District has done there and the future project on Fox Creek. The meeting will be held on 11/27.

Kari also reminded the Board that she and Don will be reconvening the Small Market Garden group over the next couple months. They are still working on finding a date to hold the meeting.

The Safety Committee submitted their grant application to SDIS earlier this week for the safety supplies as discussed at last month's meeting.

New Health Insurance Premium rates came in today, they have gone up 23% but were very low to start with. The District will be obtaining quotes from other insurance companies and will inform the Board when they have other options to discuss. The District currently has a great plan through Providence but Kari explained that she would like the District to be wise with their funds so she is interested in seeing other options.

Brief discussion held.

***Eagle/VanNatta moved to adjourn meeting  
MEETING ADJOURNED 8:06 PM***

Respectfully Submitted by:

***Jennifer Steinke***

Jennifer Steinke, Office and Outreach Coordinator

Approved 12.19.18