

Monday, September 11, 2023
 6:00-7:30 PM Board Meeting
 To join Zoom Video Conference:



<https://us02web.zoom.us/j/84468250202?pwd=Rk5sRERSZXI6WVV0UmJIWEFBcDIHUT09>

Phone: 1-669-900-6833

Meeting ID: 844 6825 0202

Passcode: 640956

BENTON SWCD BOARD OF DIRECTORS SEPTEMBER MEETING AGENDA

Goal	Item	Lead	Time	ACTION
	Call to Order, Introductions, Public Comments, Announcements, Additions to Agenda	<i>Johnson</i>	6:00	
	CONSENT AGENDA	<i>Johnson</i>	6:05	ACTION
5	Approve draft Minutes from August 14 Board Meeting			
5	Approve Financials (7/31/23)			
	REGULAR AGENDA			
1-5	Oregon Bee Project presentation, and discussion of potential BSWCD collaboration with OSU. Andony Melathopoulos, Associate Professor Pollinator Health, OSU Extension – 30 minutes including questions and discussion	<i>Andony/staff /Board</i>	6:06	
1-5	Discuss date/time/location for 2024 Annual Meeting – 9 minutes (prepare resolution for October meeting)	<i>Crosson/ Board</i>	6:36	
	Update on 9/19 gathering to celebrate BSWCD conservation legacy of Director Jerry Paul – 10 minutes	<i>Crosson</i>	6:45	
1-5	Discussion about/decision to appoint Zone 3 Director	<i>Board</i>	6:55	ACTION?
5	Discussion about/decision to appoint new Treasurer	<i>Board</i>		ACTION?
1-5	Discussion about/decision to appoint OWEB Small Grant Team reviewer	<i>Board</i>		ACTION?
1-5	Review of quarterly Measurable Objectives (from Strategic Plan) – 5 minutes	<i>Board</i>	7:15	
1-5	Questions from Board on BSWCD and NRCS activities – 5 minutes	<i>Directors/ Staff/NRCS</i>	7:20	
1-5	Other Board business?	<i>Directors</i>	7:25	
	Meeting Adjourned	<i>Johnson</i>	7:30	

Strategic Direction Goals 2023-2027
Goal #1: Ensure that the soil, water, and ecosystems of Benton County, including diverse habitats on wild, working, and urban lands, are protected, restored, and resilient.
Goal #2: Deliver engaging education and outreach opportunities that inspire residents throughout Benton County to protect and restore soil, water, and habitat.
Goal #3: Develop clear, consistent communications so people throughout Benton County can easily participate in Benton SWCD services and take action to steward our resources.
Goal #4: Enhance our strategic partnerships and revenue to increase Benton SWCD's impact.
Goal #5: Implement operations that support highly effective programs and services.

BSWCD Board and Outreach Events (subject to change)		
Date/Time	Event	Location
September 9, 10am-12:30pm	<u>Salmon Watch Training: Returning Volunteers</u>	Clemens Park, Alsea
September 13, 2023 9:00am-2:00pm	Board Member Relations, Expectations, and Ethics	Boardman-Port of Morrow
September 16, 2023 10:00am-12:30pm	<u>Salmon Watch Training: New Volunteers</u>	Clemens Park, Alsea
September 18, 2023 9:00am-2:00pm	Board Member Relations, Expectations, and Ethics	Gold Beach Event Center on the Beach
September 19, 2023 6-7:30pm	Celebrate the Life and Legacy of Jerry Paul	Oak Room, Corvallis Community Center
September 23 rd 10:00am-6:00pm	Native Bulb and Seed Sale	Central Park, Corvallis
September 24 th 10:00am-5:00pm	Native Bulb and Seed Sale	Central Park, Corvallis
September 27, 2023 9:00am-2:00pm	Board Member Relations, Expectations, and Ethics	Salem, Chemeketa Eola
TUESDAY, October 10, 2023 6:00-7:30pm	BSWCD Regular Board Meeting	Online

Check our website calendar regularly for additional items that are still being finalized:
<https://bentonswcd.org/activities/calendar/>

Monday, August 14, 2023
6:00-7:30pm Regular Board Meeting
To join Zoom Video Conference:



<https://us02web.zoom.us/j/84468250202?pwd=Rk5sRERSZXl6VVV0UmJIWEFBcDIHUT09>

Phone: 1-669-900-6833

Meeting ID: 844 6825 0202

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BOARD OF DIRECTORS MEETING MINUTES

In Attendance

Board Members Present: Nate Johnson, Greg Jones, Eliza Mason, Marcella Henkels, Kerry Hastings,

Board Members Absent: Jerry Paul, Henry Storch (Emeritus), David Barron, Bob Morris (Emeritus)

Associate Directors Present: Aubrey Cloud

Associate Directors Absent: Henry Pitts, Rana Foster

Staff Present: Holly Crosson, Michael Ahr, Teresa Matteson, Donna Schmitz, Candace Mackey

(minutes) Staff Absent: Sara Roberts

Guests: Jason Marshall, Marion SWCD SkillBridge Intern Coordinator

Call to Order - Johnson (6:02pm)

Introductions, Public Comments, Announcements, Additions/Changes to Agenda

Holly Crosson: Oct. 9th is the October scheduled board meeting which is Indigenous People's Day (holiday). HC would like to discuss another date. Nate Johnson will add to "other board business."

CONSENT AGENDA

- **Approve draft Minutes from July Regular Board Meeting**
- **Approve Financials (6/30/23)**

Discussion:

MOTION: To Approve Consent Agenda: Greg Jones

Second: Kerry Hastings

Results: Pass 5/0

- **Guest Presentation: Skill Bridge Internships-J. Marshall, Marion SWCD SkillBridge Intern Coordinator**

Jason explains that he is here to present an introduction to the program Marion SWCD and Benton SWCD will collaborate on: the US Department of Defense (DoD) SkillBridge program. He talks about his past service in the military, retirement, and his internship with Marion SWCD, and how the partnership between the DoD and the SWCD, and hosting interns. Two interns will be arriving in October that will share time between Marion SWCD and Benton SWCD until the end February of 2024.

- **FY23 Close Out Budget Summary**

Holly and Michael go over the summary for FY23 with graphs and taking questions from the Board.

All documents referenced in these minutes are a part of the official record and can be distributed upon request.

- **Presentation: NRCS technical Assistance Grant for Soil Health**

Teresa Matteson shares the work done with the NRCS Technical Assistance Grant, including the budget, accomplishments, farmer follow-up meetings, soil health reports, TM's Soil Health Assessment Report & Graphs (based off of OSU's Soil Health Report), feedback from farmers, and photos from the work. This project will contribute to the OSU's database on Willamette Valley Soil Health. Many more samples need to be added to gain an understanding that would allow a more reliable ranking system, but this is a great start. Feedback has been positive.

- **Adopt Resolution FY2023-2024-01 Add \$42,924 to FY24 Budget for ODA Water Quality Support Grant**

Discussion: The grant number hasn't been given yet by OWEB. Question as to whether the resolution signed will have a grant number on it. It will not. The resolution will be passed without the grant number, which is acceptable, as the number will appear in the budget and on other documents once it is assigned.

MOTION: To Adopt Resolution FY2023-2024-01: Marcella Henkels Second: Eliza Mason
Results: Pass 5/0

- **Adopt Paid Leave Oregon Policy**

Discussion: No discussion

MOTION: To Approve Paid Leave Oregon Policy: Nate Johnson: Second: Greg Jones
Results: Pass 5/0

- **Jerry Paul-How to Celebrate Legacy and Designate Contribution**

- We will be celebrating Jerry's contributions to the BSWCD over the last 10+ years as well as create a place and time to share stories about his time with the District. We need to reserve a room; Judith Paul has said she can attend on September 19th or 21st. Board consensus is Tuesday September 19th from 6-7:30.
- Naming one of our conservation education grant awards after Jerry? Holly Crosson feels that anything related to Jerry's passion for pollinators and pollinator habitat could be a place to start. 1. We could fund up to a set amount each year from the General Fund, or 2. We could also solicit donations and match with BSWCD funds. Discussion?

Discussion: All think it's a good idea. If the conservation education grant was funded/partially funded by BSWCD we need to talk more about the details, but for today, HC asks for a motion to begin drafting a proposal with criteria for an annual grant award.

MOTION: To approve establishment of a conservation education grant focusing on pollinator and pollinator habitat in memory of Jerry Paul beginning with a \$1000 contribution by the District: Nate Johnson Second: Kerry Hastings
Results: Pass 5/0

- **Discussion of Open Treasurer position and Open Zone 3 position**

Treasurer Job description was provided in the packet, Nate Johnson briefly talks about creating the monthly Treasurer's Report and the fiduciary responsibilities that were covered

in the past. BSWCD Board should also be thinking about the Zone 3 director position which was held by Jerry Paul. Please send ideas for interested and qualified candidates to Holly. Recruitment could also take place on the District's website. Holly already connected with Sandi Hiatt at ODA to request that the Zone 3 position be declared vacant.

MOTION: No motion made Second: N/A
Results: N/A

- **Adopt Draft Etiquette for Zoom Chat at Board Meetings**

Discussion: No discussion.

MOTION: To Adopt Draft Etiquette for Zoom Chat: Nate Johnson Second: Marcella Henkels
Results: Pass 5/0

- **Update on 2023 Native Bulb and Seed Sale**

September 23rd (Sat) 10am-6pm and 24th (Sun)10am-5pm at the Fall Festival. Have added more bulbs and other varieties based on community feedback. There are volunteer opportunities to help with the table for selling and BSWCD activities. Email was sent out with sign up information. Please spread the word and consider signing up to volunteer. Questions? None.

- **Questions from Board on BSWCD and NRCS activities**-Nate Johnson asks Holly Crosson for an update on TEIP and LTWC in the next meeting. September 12th is tentatively scheduled for another meeting so an update will be forthcoming in October's regular meeting.

- **Other Board Business**-Setting date for October Board Meeting. (Usual meeting day is a holiday). MOTION: BSWCD Regular Board Meeting be scheduled for Tuesday, October 10th 6pm-7:30pm: Nate Johnson Second: Eliza Mason

- **Next regular board meeting will be, September 11, 2023**

Meeting Adjourned - Johnson (7:50pm)

Financial Report

Period ending July 31, 2023
Benton SWCD Board Meeting
September 11, 2023

Our Oregon LGIP account closing balance was \$762,795.14. The dividend paid was \$2,986.32 and the monthly distribution yield was 4.11%. The fiscal year-to-date dividend paid was \$2,986.32 as this was the first month of the new fiscal year.

The Benton County Finance Department paid the District \$1,317.02 in tax revenue. The year-to-date amount paid was \$1,317.02

The total balance of both Citizen Bank accounts combined was \$215,043.90. The previous month's combined balance was \$111,308.77. Both accounts were reconciled and all checks were accounted for.

The balance of the credit-card account as of 7/26/23 was \$1,709.44 and charges were reconciled.

The Stripe account was reconciled. The starting balance was -\$2.75. The ending balance was \$44.88.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Nate Johnson', with a long horizontal flourish extending to the right.

Nate Johnson, Board Chair

Benton Soil & Water Conservation District
Balance Sheet
As of July 31, 2023

	Jul 31, 23	Jul 31, 22	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
10100 · Citizens Bank	177,538.96	148,440.60	29,098.36
10150 · Citizens Bank #2	5,001.13	4,953.07	48.06
10200 · LGIP	764,125.87	759,630.08	4,495.79
10300 · Stripe	-2.75	0.00	-2.75
10800 · Petty Cash	24.00	24.00	0.00
Total Checking/Savings	946,687.21	913,047.75	33,639.46
Accounts Receivable			
11000 · Accounts Receivable	24,148.00	0.00	24,148.00
11400 · Grants Receivable	38,184.48	59,768.51	-21,584.03
Total Accounts Receivable	62,332.48	59,768.51	2,563.97
Other Current Assets			
100-1050 CashDue to/from Bld Fnd	-108,200.00	-108,200.00	0.00
100-1500 Due to/from Proj Fund	-96,371.93	-96,371.93	0.00
200-1080 CashDue to/from Gen Fnd	96,371.93	101,371.93	-5,000.00
400-1505 Due to/from BR Fund	108,200.00	103,200.00	5,000.00
13000 · Prepaid expenses-Audit	2,656.83	3,722.54	-1,065.71
Total Other Current Assets	2,656.83	3,722.54	-1,065.71
Total Current Assets	1,011,676.52	976,538.80	35,137.72
Other Assets			
18400 · Property Tax Receivable-Audit	9,482.00	9,482.00	0.00
Total Other Assets	9,482.00	9,482.00	0.00
TOTAL ASSETS	1,021,158.52	986,020.80	35,137.72
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
20000 · General Accounts Payable	6,545.28	1,909.12	4,636.16
20100 · Project Accts Payable	18,854.02	10,318.80	8,535.22
Total Accounts Payable	25,399.30	12,227.92	13,171.38
Credit Cards			
22000 · CITIZENS BANK MASTER CARD			
22200 · Holly CC - 2995	219.10	142.98	76.12
22300 · Donna CC - 3001	480.00	0.00	480.00
22400 · Teresa CC - 3019	-1.08	221.40	-222.48
22500 · Heath CC - 3027	0.00	103.20	-103.20
22520 · Linda CC - 5980	0.00	275.11	-275.11
22532 · Sara CC - 0962	497.70	0.00	497.70
22533 · Candace CC - 0020	905.21	0.00	905.21
Total 22000 · CITIZENS BANK MASTER CARD	2,100.93	742.69	1,358.24
Total Credit Cards	2,100.93	742.69	1,358.24
Other Current Liabilities			

Benton Soil & Water Conservation District
Balance Sheet
 As of July 31, 2023

	Jul 31, 23	Jul 31, 22	\$ Change
24000 · PAYROLL LIABILITIES			
24010 · 941 Account	9,083.48	6,786.82	2,296.66
24020 · Oregon Withholding	2,238.00	1,713.00	525.00
24030 · OR-WBF SUTA	456.15	286.11	170.04
24040 · Medical Employee	0.00	44.70	-44.70
24050 · Medical Employer	0.00	4,713.55	-4,713.55
24060 · 457b Contributions	0.00	3,165.98	-3,165.98
24065 · HRA VEBA Liabilities	372.34	0.00	372.34
Total 24000 · PAYROLL LIABILITIES	12,149.97	16,710.16	-4,560.19
25800 · Deferred Revenue Grants-Audit	60,313.65	92,073.78	-31,760.13
25810 · Deferred Revenue Donations	0.00	246.72	-246.72
Total Other Current Liabilities	72,463.62	109,030.66	-36,567.04
Total Current Liabilities	99,963.85	122,001.27	-22,037.42
Long Term Liabilities			
27050 · Deferred Revenue Taxes -Audit	8,373.09	8,373.09	0.00
Total Long Term Liabilities	8,373.09	8,373.09	0.00
Total Liabilities	108,336.94	130,374.36	-22,037.42
Equity			
31100 · Building Reserve Fund Balance	108,200.00	108,200.00	0.00
31200 · Project Fund Balance	10,210.00	10,210.00	0.00
32000 · General Fund Balance	816,735.58	735,673.75	81,061.83
Net Income	-22,324.00	1,562.69	-23,886.69
Total Equity	912,821.58	855,646.44	57,175.14
TOTAL LIABILITIES & EQUITY	1,021,158.52	986,020.80	35,137.72

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08/31/23

Accrual Basis

Benton Soil & Water Conservation District
Citizens Bank Check Register
As of July 31, 2023

Type	Date	Num	Name	Memo	Debit	Credit	Balance
10100 - Citizens Bank							129,331.05
Deposit	07/05/2023			Deposit	632.50		129,963.55
Deposit	07/17/2023			Deposit	7,107.50		137,071.05
Deposit	07/24/2023			Deposit	22,817.93		159,888.98
Liability Check	07/28/2023		QuickBooks Payroll Service	Created by Payroll S...		25,906.86	133,982.12
Transfer	07/31/2023			Funds Transfer	100,000.00		233,982.12
Deposit	07/28/2023			Deposit	6,791.40		240,773.52
Deposit	07/31/2023			Interest	5.45		240,778.97
Paycheck	07/31/2023	DD	Crosson, Holly A	Direct Deposit	0.00		240,778.97
Paycheck	07/31/2023	DD	Ahr, Michael S	Direct Deposit	0.00		240,778.97
Paycheck	07/31/2023	DD	Mackey, Candace	Direct Deposit	0.00		240,778.97
Paycheck	07/31/2023	DD	Matteson, Teresa L	Direct Deposit	0.00		240,778.97
Paycheck	07/31/2023	DD	Roberts, Sara	Direct Deposit	0.00		240,778.97
Paycheck	07/31/2023	DD	Schmitz, Donna J	Direct Deposit	0.00		240,778.97
Paycheck	07/31/2023	DD	Bocys, Althea	Direct Deposit	0.00		240,778.97
Liability Check	07/05/2023	EFT	United States Treasury	93-1077051		8,314.82	232,464.15
Liability Check	07/05/2023	EFT	Oregon Dept of Revenue	0292193-0		2,151.00	230,313.15
Bill Pmt -Check	07/11/2023	EFT	1Auto - Xerox Financial Servi...	autopay due on 10th ...		156.17	230,156.98
Check	07/21/2023	EFT	Card Service Center - Master...	Online Payment		1,046.74	229,110.24
Liability Check	07/31/2023	EFT	Oregon Dept of Revenue	0292193-0		1,482.53	227,627.71
Bill Pmt -Check	07/25/2023	EFT	1Auto - Verizon	autopay due on 25th ...		85.54	227,542.17
Bill Pmt -Check	07/10/2023	8238	Advantage Computing & Elec...	CIR# 7423, 7424, 24...		1,800.29	225,741.88
Bill Pmt -Check	07/10/2023	8239	Amy Stork Consulting LLC	CIR# 24-001		1,750.00	223,991.88
Bill Pmt -Check	07/10/2023	8240	Minuteman Press Corvallis	CIR# 7425		697.50	223,294.38
Bill Pmt -Check	07/10/2023	8241	Staff- Michael Ahr - V	CIR# 7417		17.42	223,276.96
Bill Pmt -Check	07/10/2023	8242	Staff- Teresa Matteson {V}	CIR# 7419		43.22	223,233.74
Bill Pmt -Check	07/10/2023	8243	Streamline	FEA99ABC-0002 CI...		1,512.00	221,721.74
Bill Pmt -Check	07/10/2023	8244	Althea Bocys - V	CIR# 7416		82.53	221,639.21
Bill Pmt -Check	07/10/2023	8245	Long Tom Watershed Council	CIR# 7413, 7414		9,001.81	212,637.40
Bill Pmt -Check	07/10/2023	8246	River Design Group, Inc.	CIR# 7412		240.00	212,397.40
Bill Pmt -Check	07/10/2023	8247	Staff- Michael Ahr - V	CIR# 7417		71.48	212,325.92
Bill Pmt -Check	07/10/2023	8248	Ross Mitchell	CIR# 7405		575.00	211,750.92
Bill Pmt -Check	07/13/2023	8249	CTX-Xerox	BC46-224378		121.97	211,628.95
Bill Pmt -Check	07/20/2023	8250	1Bill - Crystal Lake Storage	CIR# 24-007		185.00	211,443.95
Bill Pmt -Check	07/20/2023	8251	Jenny Brausch Business Solu...	CIR# 7426		1,967.00	209,476.95
Bill Pmt -Check	07/20/2023	8252	SAIF Corporation	A100100685		979.37	208,497.58
Bill Pmt -Check	07/20/2023	8253	Willamette Community and G...	CIR# 24-006		50.00	208,447.58
Liability Check	07/27/2023	8254	SDIS	03-0018433		4,835.33	203,612.25
Liability Check	07/27/2023	8255	VALIC	Group #67994		3,529.09	200,083.16

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08/31/23

Accrual Basis

Benton Soil & Water Conservation District
Citizens Bank Check Register
As of July 31, 2023

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>	
Bill Pmt -Check	07/27/2023	8256	D. Franco Contracting, Inc.	CIR# 7411		8,009.53	192,073.63	
Bill Pmt -Check	07/27/2023	8257	Edge Analytical	CIR# 7406 & 7415		1,324.00	190,749.63	
Bill Pmt -Check	07/27/2023	8258	Integrated Resource Manage...	CIR# 7418		162.99	190,586.64	
Bill Pmt -Check	07/27/2023	8259	Luckiamute Watershed Council	CIR# 7420		5,643.00	184,943.64	
Bill Pmt -Check	07/27/2023	8260	Wild Habitat Contracting LLC	CIR# 7421		5,267.10	179,676.54	
Bill Pmt -Check	07/27/2023	8261	Corvallis Sustainability Coalition	CIR# 24-009		75.00	179,601.54	
Bill Pmt -Check	07/27/2023	8262	Mater Investment Company	CIR# 24-008:		2,062.58	177,538.96	
Total 10100 · Citizens Bank						137,354.78	89,146.87	177,538.96
TOTAL						137,354.78	89,146.87	177,538.96

Benton Soil & Water Conservation District
Profit & Loss by Class
 July 2023

	General Fund	Project Fund	TOTAL
Ordinary Income/Expense			
Income			
43300 · Grant/Project Administration	0.00	12,886.01	12,886.01
44535 · Taxes Levied	1,317.02	0.00	1,317.02
44540 · ODA Operations	24,148.00	0.00	24,148.00
45000 · Interest Income	3,005.57	0.00	3,005.57
48000 · TRANSFERS IN	1,177.61	0.00	1,177.61
Total Income	<u>29,648.20</u>	<u>12,886.01</u>	<u>42,534.21</u>
Gross Profit	29,648.20	12,886.01	42,534.21
Expense			
60000 · MATERIALS & SERVICES	18,093.50	0.00	18,093.50
66000 · PAYROLL EXPENSES	33,635.63	2,419.05	36,054.68
68000 · PROJECTS-SVC-SUPP-MATERIALS	0.00	9,532.42	9,532.42
69400 · TRANSFERS OUT	0.00	1,177.61	1,177.61
Total Expense	<u>51,729.13</u>	<u>13,129.08</u>	<u>64,858.21</u>
Net Ordinary Income	<u>-22,080.93</u>	<u>-243.07</u>	<u>-22,324.00</u>
Net Income	<u>-22,080.93</u>	<u>-243.07</u>	<u>-22,324.00</u>

Benton Soil & Water Conservation District
Profit & Loss by Class
 July 2023

	General Fund	Project Fund	TOTAL
Ordinary Income/Expense			
Income			
43300 · Grant/Project Administration	0.00	12,886.01	12,886.01
44535 · Taxes Levied	1,317.02	0.00	1,317.02
44540 · ODA Operations	24,148.00	0.00	24,148.00
45000 · Interest Income	3,005.57	0.00	3,005.57
48000 · TRANSFERS IN			
48400 · Transfer Admin from Project Fd	1,177.61	0.00	1,177.61
Total 48000 · TRANSFERS IN	1,177.61	0.00	1,177.61
Total Income	29,648.20	12,886.01	42,534.21
Gross Profit	29,648.20	12,886.01	42,534.21
Expense			
60000 · MATERIALS & SERVICES			
61300 · CONFERENCES AND TRAINING			
61320 · Meals/per diem	97.92	0.00	97.92
61340 · Training and Education Material	49.99	0.00	49.99
Total 61300 · CONFERENCES AND TRAINING	147.91	0.00	147.91
61500 · COMMUNITY CONSERVATION PROGRAMS			
61540 · Native Plant Sale	535.00	0.00	535.00
Total 61500 · COMMUNITY CONSERVATION PROGRAMS	535.00	0.00	535.00
62100 · CONTRACTED AND PROF SERVICES			
62120 · Computer Support	774.00	0.00	774.00
62130 · PROFESSIONAL SERVICES			
62150 · Accounting	2,627.33	0.00	2,627.33
62160 · Facilitation	1,750.00	0.00	1,750.00
62170 · Web Design, Logo - Marketing	1,512.00	0.00	1,512.00
Total 62130 · PROFESSIONAL SERVICES	5,889.33	0.00	5,889.33
Total 62100 · CONTRACTED AND PROF SERVICES	6,663.33	0.00	6,663.33
62300 · Dues/Subscriptions/Fees	834.09	0.00	834.09
62800 · OFFICE OCCUPANCY			
62820 · Rent & Parking	4,495.16	0.00	4,495.16
62830 · Utilities	454.16	0.00	454.16
Total 62800 · OFFICE OCCUPANCY	4,949.32	0.00	4,949.32
65000 · SUPPLIES AND MATERIALS			
65010 · COPIER AND SUPPLIES			
65014 · Lease	156.17	0.00	156.17
Total 65010 · COPIER AND SUPPLIES	156.17	0.00	156.17
65030 · Office Supplies	232.30	0.00	232.30
65050 · Software/Computer Accessories	32.50	0.00	32.50
Total 65000 · SUPPLIES AND MATERIALS	420.97	0.00	420.97
65110 · PRODUCTION COSTS			
65112 · Advertising and Website	289.00	0.00	289.00
65114 · Merchandise	374.24	0.00	374.24

Benton Soil & Water Conservation District
Profit & Loss by Class
 July 2023

	General Fund	Project Fund	TOTAL
Total 65110 · PRODUCTION COSTS	663.24	0.00	663.24
65120 · Insurance & Fidelity Bond	3,281.87	0.00	3,281.87
65160 · Miscellaneous	-10.18	0.00	-10.18
65320 · Mileage/travel related expenses	155.70	0.00	155.70
65400 · Meetings & Events	452.25	0.00	452.25
Total 60000 · MATERIALS & SERVICES	18,093.50	0.00	18,093.50
66000 · PAYROLL EXPENSES			
66200 · Wages	26,329.00	1,863.37	28,192.37
66410 · Health, Dental & Life Insurance	3,713.31	272.75	3,986.06
66420 · Retirement	1,467.06	126.92	1,593.98
66500 · Payroll Taxes			
66510 · FICA Employer	2,014.25	142.48	2,156.73
66520 · SUTA	89.98	14.56	104.54
66530 · OR-WBF	6.78	-1.03	5.75
Total 66500 · Payroll Taxes	2,111.01	156.01	2,267.02
66800 · Fees	15.25	0.00	15.25
Total 66000 · PAYROLL EXPENSES	33,635.63	2,419.05	36,054.68
68000 · PROJECTS-SVC-SUPP-MATERIALS			
68010 · Project Contracted Services	0.00	9,436.47	9,436.47
68020 · Project Mileage & Travel	0.00	95.95	95.95
Total 68000 · PROJECTS-SVC-SUPP-MATERIALS	0.00	9,532.42	9,532.42
69400 · TRANSFERS OUT			
69440 · Trf PF to General Fund	0.00	1,177.61	1,177.61
Total 69400 · TRANSFERS OUT	0.00	1,177.61	1,177.61
Total Expense	51,729.13	13,129.08	64,858.21
Net Ordinary Income	-22,080.93	-243.07	-22,324.00
Net Income	-22,080.93	-243.07	-22,324.00

Benton Soil & Water Conservation District
Profit & Loss YTD Comparison
 July 2023

	Jul 23	Jul 22	\$ Change
Ordinary Income/Expense			
Income			
43300 · Grant/Project Administration	12,886.01	7,037.81	5,848.20
44535 · Taxes Levied	1,317.02	0.00	1,317.02
44540 · ODA Operations	24,148.00	26,372.00	-2,224.00
44545 · ODA Tech, LMA & Scope of Work	0.00	15,383.63	-15,383.63
45000 · Interest Income	3,005.57	810.15	2,195.42
48000 · TRANSFERS IN			
48400 · Transfer Admin from Project Fd	1,177.61	788.71	388.90
Total 48000 · TRANSFERS IN	1,177.61	788.71	388.90
Total Income	42,534.21	50,392.30	-7,858.09
Gross Profit	42,534.21	50,392.30	-7,858.09
Expense			
60000 · MATERIALS & SERVICES			
61300 · CONFERENCES AND TRAINING			
61320 · Meals/per diem	97.92	0.00	97.92
61340 · Training and Education Material	49.99	0.00	49.99
Total 61300 · CONFERENCES AND TRAINING	147.91	0.00	147.91
61500 · COMMUNITY CONSERVATION PROGRAMS			
61540 · Native Plant Sale	535.00	103.20	431.80
61570 · Soil Quality Program	0.00	126.92	-126.92
Total 61500 · COMMUNITY CONSERVATION PROGRAM	535.00	230.12	304.88
62100 · CONTRACTED AND PROF SERVICES			
62120 · Computer Support	774.00	0.00	774.00
62130 · PROFESSIONAL SERVICES			
62150 · Accounting	2,627.33	1,417.26	1,210.07
62160 · Facilitation	1,750.00	0.00	1,750.00
62170 · Web Design, Logo - Marketing	1,512.00	0.00	1,512.00
Total 62130 · PROFESSIONAL SERVICES	5,889.33	1,417.26	4,472.07
Total 62100 · CONTRACTED AND PROF SERVICES	6,663.33	1,417.26	5,246.07
62300 · Dues/Subscriptions/Fees	834.09	2,504.38	-1,670.29
62800 · OFFICE OCCUPANCY			
62820 · Rent & Parking	4,495.16	4,318.50	176.66
62830 · Utilities	454.16	396.11	58.05
Total 62800 · OFFICE OCCUPANCY	4,949.32	4,714.61	234.71
65000 · SUPPLIES AND MATERIALS			
65010 · COPIER AND SUPPLIES			
65014 · Lease	156.17	197.82	-41.65
Total 65010 · COPIER AND SUPPLIES	156.17	197.82	-41.65
65030 · Office Supplies	232.30	94.48	137.82
65050 · Software/Computer Accessories	32.50	0.00	32.50
Total 65000 · SUPPLIES AND MATERIALS	420.97	292.30	128.67
65110 · PRODUCTION COSTS			
65112 · Advertising and Website	289.00	225.84	63.16

Benton Soil & Water Conservation District
Profit & Loss YTD Comparison
July 2023

	Jul 23	Jul 22	\$ Change
65114 · Merchandise	374.24	0.00	374.24
Total 65110 · PRODUCTION COSTS	663.24	225.84	437.40
65120 · Insurance & Fidelity Bond	3,281.87	2,100.32	1,181.55
65160 · Miscellaneous	-10.18	0.00	-10.18
65320 · Mileage/travel related expenses	155.70	0.00	155.70
65400 · Meetings & Events	452.25	17.79	434.46
Total 60000 · MATERIALS & SERVICES	18,093.50	11,502.62	6,590.88
66000 · PAYROLL EXPENSES			
66200 · Wages	28,192.37	23,121.68	5,070.69
66410 · Health, Dental & Life Insurance	3,986.06	3,812.92	173.14
66420 · Retirement	1,593.98	1,467.25	126.73
66500 · Payroll Taxes			
66510 · FICA Employer	2,156.73	1,765.44	391.29
66520 · SUTA	104.54	141.28	-36.74
66530 · OR-WBF	5.75	5.91	-0.16
Total 66500 · Payroll Taxes	2,267.02	1,912.63	354.39
66800 · Fees	15.25	11.75	3.50
Total 66000 · PAYROLL EXPENSES	36,054.68	30,326.23	5,728.45
68000 · PROJECTS-SVC-SUPP-MATERIALS			
68010 · Project Contracted Services	9,436.47	4,712.05	4,724.42
68020 · Project Mileage & Travel	95.95	0.00	95.95
68040 · Project Supplies & Materials	0.00	1,500.00	-1,500.00
Total 68000 · PROJECTS-SVC-SUPP-MATERIALS	9,532.42	6,212.05	3,320.37
69400 · TRANSFERS OUT			
69440 · Trf PF to General Fund	1,177.61	788.71	388.90
Total 69400 · TRANSFERS OUT	1,177.61	788.71	388.90
Total Expense	64,858.21	48,829.61	16,028.60
Net Ordinary Income	-22,324.00	1,562.69	-23,886.69
Net Income	-22,324.00	1,562.69	-23,886.69

Benton Soil & Water Conservation District
P&L Budget vs. Actual GENERAL FUND
 July 2023

	Jul 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
43000 · Beginning Balance	0.00	778,569.00	-778,569.00	0.0%
44530 · Benton County Public Works	0.00	5,000.00	-5,000.00	0.0%
44535 · Taxes Levied	1,317.02	525,000.00	-523,682.98	0.25%
44540 · ODA Operations	24,148.00	26,372.00	-2,224.00	91.57%
44545 · ODA Tech, LMA & Scope of Work	0.00	61,535.00	-61,535.00	0.0%
45000 · Interest Income	3,005.57	8,000.00	-4,994.43	37.57%
46430 · MISCELLANEOUS	0.00	1,000.00	-1,000.00	0.0%
47400 · Native Plant Sale Income	0.00	17,500.00	-17,500.00	0.0%
48000 · TRANSFERS IN				
48300 · Project Fund	0.00	24,314.00	-24,314.00	0.0%
48400 · Transfer Admin from Project Fd	1,177.61			
Total 48000 · TRANSFERS IN	1,177.61	24,314.00	-23,136.39	4.84%
Total Income	29,648.20	1,447,290.00	-1,417,641.80	2.05%
Gross Profit	29,648.20	1,447,290.00	-1,417,641.80	2.05%
Expense				
60000 · MATERIALS & SERVICES				
61300 · CONFERENCES AND TRAINING				
61320 · Meals/per diem	97.92			
61340 · Training and Education Material	49.99			
61300 · CONFERENCES AND TRAINING	0.00	8,000.00	-8,000.00	0.0%
Total 61300 · CONFERENCES AND TRAINING	147.91	8,000.00	-7,852.09	1.85%
61500 · COMMUNITY CONSERVATION PROGRAMS				
61510 · Conservation Education (Youth)	0.00	9,400.00	-9,400.00	0.0%
61520 · Conservation Incentive Program	0.00	5,000.00	-5,000.00	0.0%
61530 · Invasives Program	0.00	6,000.00	-6,000.00	0.0%
61540 · Native Plant Sale	535.00	20,000.00	-19,465.00	2.68%
61560 · Scholarships/Internships	0.00	6,600.00	-6,600.00	0.0%
61570 · Soil Quality Program	0.00	5,000.00	-5,000.00	0.0%
Total 61500 · COMMUNITY CONSERVATION PROGRAMS	535.00	52,000.00	-51,465.00	1.03%
62100 · CONTRACTED AND PROF SERVICES				
62115 · Audit	0.00	6,000.00	-6,000.00	0.0%
62120 · Computer Support	774.00	4,000.00	-3,226.00	19.35%
62130 · PROFESSIONAL SERVICES				
62150 · Accounting	2,627.33			
62160 · Facilitation	1,750.00	7,000.00	-5,250.00	25.0%
62170 · Web Design, Logo - Marketir	1,512.00			
62130 · PROFESSIONAL SERVICES	0.00	33,500.00	-33,500.00	0.0%
Total 62130 · PROFESSIONAL SERVICE	5,889.33	40,500.00	-34,610.67	14.54%
62180 · Consultation/Contracts - NPP	0.00	12,000.00	-12,000.00	0.0%
Total 62100 · CONTRACTED AND PROF SE	6,663.33	62,500.00	-55,836.67	10.66%
62300 · Dues/Subscriptions/Fees	834.09	11,000.00	-10,165.91	7.58%

Benton Soil & Water Conservation District
P&L Budget vs. Actual GENERAL FUND
 July 2023

	Jul 23	Budget	\$ Over Budget	% of Budget
62800 · OFFICE OCCUPANCY				
62810 · Alarm & Janitorial Services	0.00	1,500.00	-1,500.00	0.0%
62820 · Rent & Parking	4,495.16	28,000.00	-23,504.84	16.05%
62830 · Utilities	454.16	4,500.00	-4,045.84	10.09%
Total 62800 · OFFICE OCCUPANCY	4,949.32	34,000.00	-29,050.68	14.56%
65000 · SUPPLIES AND MATERIALS				
65010 · COPIER AND SUPPLIES				
65014 · Lease	156.17			
65010 · COPIER AND SUPPLIES - Ot	0.00	3,000.00	-3,000.00	0.0%
Total 65010 · COPIER AND SUPPLIES	156.17	3,000.00	-2,843.83	5.21%
65020 · Equipment	0.00	5,000.00	-5,000.00	0.0%
65030 · Office Supplies	232.30	2,500.00	-2,267.70	9.29%
65040 · Postage	0.00	500.00	-500.00	0.0%
65050 · Software/Computer Accessories	32.50	4,000.00	-3,967.50	0.81%
Total 65000 · SUPPLIES AND MATERIALS	420.97	15,000.00	-14,579.03	2.81%
65110 · PRODUCTION COSTS				
65112 · Advertising and Website	289.00	2,000.00	-1,711.00	14.45%
65114 · Merchandise	374.24	1,500.00	-1,125.76	24.95%
65116 · Newsletters	0.00	500.00	-500.00	0.0%
65118 · Publications	0.00	1,000.00	-1,000.00	0.0%
Total 65110 · PRODUCTION COSTS	663.24	5,000.00	-4,336.76	13.27%
65120 · Insurance & Fidelity Bond	3,281.87	7,000.00	-3,718.13	46.88%
65160 · Miscellaneous	-10.18	200.00	-210.18	-5.09%
65320 · Mileage/travel related expenses	155.70	3,500.00	-3,344.30	4.45%
65400 · Meetings & Events	452.25	5,500.00	-5,047.75	8.22%
Total 60000 · MATERIALS & SERVICES	18,093.50	203,700.00	-185,606.50	8.88%
66000 · PAYROLL EXPENSES				
66200 · Wages	26,329.00	428,418.00	-402,089.00	6.15%
66410 · Health, Dental & Life Insurance	3,713.31	67,489.00	-63,775.69	5.5%
66420 · Retirement	1,467.06	26,377.00	-24,909.94	5.56%
66500 · Payroll Taxes				
66510 · FICA Employer	2,014.25			
66520 · SUTA	89.98			
66530 · OR-WBF	6.78			
66500 · Payroll Taxes - Other	0.00	38,219.00	-38,219.00	0.0%
Total 66500 · Payroll Taxes	2,111.01	38,219.00	-36,107.99	5.52%
66800 · Fees	15.25	300.00	-284.75	5.08%
Total 66000 · PAYROLL EXPENSES	33,635.63	560,803.00	-527,167.37	6.0%
69100 · Capital Outlay	0.00	5,000.00	-5,000.00	0.0%
69200 · Contingency	0.00	80,000.00	-80,000.00	0.0%
69400 · TRANSFERS OUT				
69410 · Trf GF to Building Reserve Fd	0.00	5,000.00	-5,000.00	0.0%
Total 69400 · TRANSFERS OUT	0.00	5,000.00	-5,000.00	0.0%

Benton Soil & Water Conservation District
P&L Budget vs. Actual GENERAL FUND
 July 2023

	Jul 23	Budget	\$ Over Budget	% of Budget
69600 - Reserved for Future Expenditure	0.00	240,287.00	-240,287.00	0.0%
69800 - Unappropriated Fund Balance	0.00	352,500.00	-352,500.00	0.0%
Total Expense	51,729.13	1,447,290.00	-1,395,560.87	3.57%
Net Ordinary Income	-22,080.93	0.00	-22,080.93	100.0%
Net Income	-22,080.93	0.00	-22,080.93	100.0%

Benton Soil & Water Conservation District
P&L Budget vs. Actual PROJECT FUND
 July 2023

	Jul 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
43300 · Grant/Project Administration	12,886.01	265,427.00	-252,540.99	4.86%
Total Income	<u>12,886.01</u>	<u>265,427.00</u>	<u>-252,540.99</u>	<u>4.86%</u>
Gross Profit	12,886.01	265,427.00	-252,540.99	4.86%
Expense				
66000 · PAYROLL EXPENSES				
66200 · Wages	1,863.37	24,318.00	-22,454.63	7.66%
66410 · Health, Dental & Life Insurance	272.75	4,010.00	-3,737.25	6.8%
66420 · Retirement	126.92	1,553.00	-1,426.08	8.17%
66500 · Payroll Taxes				
66510 · FICA Employer	142.48			
66520 · SUTA	14.56			
66530 · OR-WBF	-1.03			
66500 · Payroll Taxes - Other	0.00	1,964.00	-1,964.00	0.0%
Total 66500 · Payroll Taxes	<u>156.01</u>	<u>1,964.00</u>	<u>-1,807.99</u>	<u>7.94%</u>
Total 66000 · PAYROLL EXPENSES	<u>2,419.05</u>	<u>31,845.00</u>	<u>-29,425.95</u>	<u>7.6%</u>
68000 · PROJECTS-SVC-SUPP-MATERIALS				
68010 · Project Contracted Services	9,436.47	20,010.00	-10,573.53	47.16%
68020 · Project Mileage & Travel	95.95	295.00	-199.05	32.53%
68030 · Project Other	0.00	500.00	-500.00	0.0%
68040 · Project Supplies & Materials	0.00	200.00	-200.00	0.0%
68000 · PROJECTS-SVC-SUPP-MATERIALS	<u>0.00</u>	<u>188,263.00</u>	<u>-188,263.00</u>	<u>0.0%</u>
Total 68000 · PROJECTS-SVC-SUPP-MATERIALS	<u>9,532.42</u>	<u>209,268.00</u>	<u>-199,735.58</u>	<u>4.56%</u>
69400 · TRANSFERS OUT				
69440 · Trf PF to General Fund	1,177.61	24,314.00	-23,136.39	4.84%
Total 69400 · TRANSFERS OUT	<u>1,177.61</u>	<u>24,314.00</u>	<u>-23,136.39</u>	<u>4.84%</u>
Total Expense	<u>13,129.08</u>	<u>265,427.00</u>	<u>-252,297.92</u>	<u>4.95%</u>
Net Ordinary Income	<u>-243.07</u>	<u>0.00</u>	<u>-243.07</u>	<u>100.0%</u>
Net Income	<u><u>-243.07</u></u>	<u><u>0.00</u></u>	<u><u>-243.07</u></u>	<u><u>100.0%</u></u>

July 2023 All Grant Projects Financial Report

Project Name	Grant #	Funding Agency	Start Date	End Date	Status	Final Report Due Date	Fund Amount	(INCOME) Received to Date	Earned Income to Date	(EXPENSES) Spent to	Unearned Funds	Remaining balance to	Grant Manager	Grant Report Dates	How grant funds are received	Admin Expected	Admin Earned	Admin Remaining
UMC SIA Station 2 Match		Donation			Closed		8,000	8,000	8,000	8,000	0	0	TM		Donation from George Ice	0	0	0
Ludwigia Management Alternatives	19100538	MMT	12/1/2019	10/31/2023	Open	12/15/2023	27,742	27,742	19,451	19,451	8,291	0	MA	Interim Report: 1/1/2021 & 1/1/2022. Final Report 9/15/2023	100% of funds at beginning of grant	2,522	1,768	754
State of the River Synthesis Willamette Mainstem Restoration Opportunities and Strategies for Engagement	20010715	MMT	2/1/2020	6/30/2023	Closed	8/15/2023	80,000	80,000	80,000	80,000	0	0	MA	Interim 2/1/2021 & Final 8/15/2023	100% of funds at beginning of grant	12,000	11,986	14
Willamette Weed Control and Landowner Engagement	ODA 4364-GR	ODA	4/27/2022	6/30/2023	Closed	6/30/2023	15,000	7,500	15,000	15,000	-7,500	7,500	MA	1/30/23, 6/30/23	*50% of funds received at start of grant *25% of funds are received after interim grant report submitted and approved by ODA *final funds are received after final grant report submitted and approved by ODA	1,364	1,325	39
Soil Health Engagement Improves Water Quality	ODA 4462-GR	ODA	7/1/2026	6/30/2025	Open	8/29/2025	42,924	0	0	0	0	42,924	MA	8/20/24, 8/29/25		4,292	0	4,292
Purge the Spurge Outreach	2022-35-014	ODA-OSWB	2/24/2022	4/30/2023	Closed	6/29/2023	9,971	7,478	8,461	8,461	-983	2,493	MA	9/30/22, 6/30/23	*50% of funds received at start of grant *25% of funds are received after interim grant report submitted and approved by ODA *final funds are received after final grant report submitted and approved by ODA	907	769	138
WRAWM 8	2022-35-015	ODA-OSWB	2/24/2022	4/30/2023	Closed	6/29/2023	28,430	28,430	28,430	28,430	0	0	MA	9/30/22, 6/30/23	*50% of funds received at start of grant *25% of funds are received after interim grant report submitted and approved by ODA *final funds are received after final grant report submitted and approved by ODA	2,585	2,582	3
Purge the Spurge III	2023-36-016	ODA-OWEB	3/2/2023	4/30/2024	Open	6/30/2024	9,981	4,991	8,189	8,189	-3,198	4,991	MA	9/30/23, 6/30/24	*50% of funds received at start of grant *25% of funds are received after interim grant report submitted and approved by ODA *final funds are received after final grant report submitted and approved by ODA	908	744	164
WRAWMP IX	2023-36-017	ODA-OWEB	3/2/2023	4/30/2024	Open	6/30/2024	24,415	11,202	2,446	2,446	8,756	13,213	MA	9/30/23, 6/30/24	*50% of funds received at start of grant *25% of funds are received after interim grant report submitted and approved by ODA *final funds are received after final grant report submitted and approved by ODA	2,220	222	1,998
Horse Island for Clean Water	09-022-002	OWEB	3/30/2022	3/30/2024	Closed	3/30/2024	12,100	12,100	12,100	12,100	0	0	DS	3/30/2024, 3/30/2026	no funds received at start of grant; funds received by reimbursement of invoices/receipts submitted by BSWCD two times total (including final); OWEB holds last 10% of funds until they receive and approve of Final Report at end of grant.	1,100	1,100	0

July 2023 All Grant Projects Financial Report

Project Name	Grant #	Funding Agency	Start Date	End Date	Status	Final Report Due Date	Fund Amount	(INCOME) Received to Date	Earned Income to Date	(EXPENSES) Spent to	Unearned Funds	Remaining balance to	Grant Manager	Grant Report Dates	How grant funds are received	Admin Expected	Admin Earned	Admin Remaining
Fackrell Soil & Water Imp	09-20-002	OWEB	12/5/2020	10/16/2022	Closed	12/16/2022	10,123	8,566	8,566	8,566	0	1,558	DS	12/16/2022, 10/16/2024	no funds received at start of grant; funds received by reimbursement of invoices/receipts submitted by BWCD two times total; OWEB holds last 10% of funds until they receive and approve of Final Report.	1,012	778	234
Carson Riparian Buffer Access Control	09-20-003	OWEB	3/18/2021	1/26/2023	Closed	3/26/2023	14,889	14,889	14,889	14,889	0	0	DS	3/26/2023, 3/26/2025	no funds received at start of grant; funds received by reimbursement of invoices/receipts submitted by BSWCD two times total (including final); OWEB holds last 10% of funds until they receive and approve of Final Report at end of grant.	1,353	1,353	0
Watenpugh Farm Riparian and Prairie Restoration	09-22-001	OWEB	3/2/2022	3/2/2024	open	3/2/3024	11,319	6,791	0	0	6,791	4,528	DS	3/2/2024, 3/2/2026	no funds received at start of grant; funds received by reimbursement of invoices/receipts submitted by BSWCD two times total (including final); OWEB holds	1,029	0	1,029
100 Acre Wood Habitat Project - Plant Establishment	217-3002-14131	OWEB	10/25/2016	6/30/2022	Open	8/30/2022	25,278	25,112	25,112	25,112	0	166	DS	Project completion only	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	2,298	2,283	15
OWEB SIA grant	218-8010-16782	OWEB	3/4/2019	12/22/2023	Open	12/22/2023	125,000	73,432	76,911	76,911	-3,479	51,568	DS	Multiple dates (6/17/2019, 12/16/2019, 6/14/2020, 12/14/2020, 6/14/2021, 12/13/2021, 6/13/2022, 12/13/2020)		11,364	6,968	4,396
2019 Supplemental Data Collection for WFIP Effectiveness Monitoring (Phase 3)	218-8390-17212	OWEB	2/4/2020	12/31/2022	Closed	12/31/2022	100,000	99,999	99,999	99,999	0	1	MA	Interim Report: 12/31/2020 & Final Report: 2/28/2022	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	9,091	9,091	0
Building soil-minded relationships for resilient crop and pasture systems	219-9001-19457	OWEB	8/3/2021	9/30/2023	Open	9/30/2023	45,967	40,792	45,967	45,967	-5,175	5,175	TM	Reports are submitted with Request for release of Funds; Final report due within 60 days of 6/15/2023 with final Request for release of Funds.	Fund requests (OWEB website/manage your grant/payments & budget. Request for Release of Funds form). Submit expense tracking spreadsheet for all OWEB expenses and approval of receipts or invoices for amounts \$250 or more (excluding admin). Final 10% payment after completion report approval.	4,179	4,179	0
J2E RTR Project	220-3033-17504	OWEB	4/22/2020	6/30/2025	Open	6/30/2025	239,915	126,569	157,761	157,761	-31,192	113,346	DS	6/30/2028 and 6/30/2030		23,084	14,340	8,744
Willamette FIP Effectiveness Monitoring Program Phase 4: Data Collection 2020-2021 and Reporting	220-8201-17233	OWEB	1/1/2020	6/30/2023	Open	8/29/2023	119,988	107,989	119,005	119,005	-11,016	11,999	MA	Interim Report: 6/30/2021 & Final Report: 8/29/2023	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted. Up to 10% of grant will be held until final report is complete.	10,908	10,300	608
	222-3016-22326	OWEB	10/25/2022	6/30/2026	open	8/29/2026	96,646	19,797	19,797	19,797	0	76,849	DS	Project completion report: 6/30/2026, PISR, 6/30/2029, 6/30/2031	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	87,860	1,800	86,061
Total							1,117,852	781,543				336,309					74,743	111,713



Benton Soil and Water CONSERVATION DISTRICT

Date: August 31, 2023

To: Benton SWCD Directors

From: Holly Crosson, Executive Director

Re: August 2023 Monthly Report for September 2023 Board Packet

PROGRAMS/PROJECTS/PARTNERSHIPS

- Attended the Luckiamute Meadows Twilight Tour in Kings Valley (3.3).
- Attended presentation by Nellie McAdams (OAT) and Kelly Beamer (COLT) on how SWCDs across Oregon can work with Oregon Agricultural Trust and Coalition of Oregon Land Trusts on ag easements and farm protections (4.1).
- Consulted with legal counsel about whether updates were needed for our Public Contracting Rules and Procedures. None needed at this time (5.5).
- Assisted with agenda prep, and attended an August District Managers round table with 8 other Willamette Valley SWCDs (5.1).
- Planning for a November District Manager's meeting with presentation by NRCS staff on Inflation Reduction Act funding and opportunity for WV SWCD Board Chairs to meet (5.1).
- Reviewed the annual SWCC Legislative Summary and sent to staff/Board (4.2).
- Connected with staff and other SWCDs about the upcoming OACD annual meeting in central Oregon in mid Oct. (4.2)
- Updated Measurable Objectives for Board's quarterly review (5.3).

FISCAL

- Investigating use of Square with Jenny and Sara so we can enable customers to use credit cards instead of only checks and cash at the bulb and seed sale (5.6).
- Responded to questions from the Fiscal Network formed to communicate with/assist Willamette Valley SWCDs about fiscal matters so no one has to reinvent the wheel (5.1).
- Completed FY23 audit field work which included a payroll audit this year; had a couple meetings with the auditor to answer questions (5.11).
- Presented FY23 closeout financials to Board (5.6).
- Met with Jenny, Sara, and Candace about donation procedures. Received \$50 donation from Ann Brodie in Jerry's honor (5.7).
- New AP software with AvidXchange: attended 4 meetings; created username and PW/opened account; completed training modules. (5.7)
- Reviewed/authorized/completed/submitted: staff timesheets, payroll, vendor invoices, CIRs (check issuance requests), CCRs for 6 District credit cards, EFTs (electronic funds transfers) for bill payment, fiscal admin and accounting on

grants, journal entry approvals, review of monthly financial reports, check register, credit card and bank statements, account reconciliations, bank deposits, and LGIP balance and transfers. (5.6 & 5.7)

- Held weekly meetings with bookkeeper. (5.8)

PERSONNEL

- Drafted a new policy for Employee Recognition Awards for PFC review and approval (5.13).
- Investigated employee rewards programs like Perks At Work (5.13).
- Completed employment verifications requested by several employees (5.12).
- Sent new I-9 form and associated federal requirements to Candace and Michael to be used for all new employees (5.18).
- Reviewed draft employee training schedules with Candace and suggested additional topics based on employee roles (5.12).
- Developed "Stay Interview" questionnaire (5.12).
- Assisted Candace with employee datasheet updates (5.14).
- Had weekly check-in meetings with Michael, Sara, and Candace; reviewed/signed leave requests. (5.3)
- Continued addressing Paid Leave Oregon (PLO) (5.12)
- Covered mail distribution and other tasks for Candace while she was on vacation (5.17).

BOARD/ORGANIZATIONAL

- Had a phone call with Nate about board appointments, process for Director recruitment, eligibility requirements. (5.6)
- Worked on planning for Jerry Paul event 9/19; invitations with Sara, collected photos for slideshow, wrote tribute for Jerry for blog post, sent obituary, coordinated with Judith Paul, responded to questions (5.4).
- Prepared documents and agenda for/attended August board meeting (5.3).
- Prepared for September board meeting (5.3)
- Monthly IT items: invoice and ticket review, connected IT contractor with AvidXchange staff for integration with server for new AP process, repurpose my old desktop computer for Zoom room, address maintenance issues (5.8).

Date: August 31, 2023
To: Benton SWCD Directors
From: Michael Ahr
Re: Staff Report for **August 2023**



Conservation Program Manager

- One “check-in” meeting with Holly. Discussed statewide conversations on ODA Strategic Implementation Areas and ODFW Wildlife Habitat Conservation Management Program (5.2)
- Met with Candace briefly to talk about contracts and grant folder management (5.19)
- Attended Strategic Implementation Area (ODA) quarterly update meeting. (1.6)
- Attended NRCS partner meeting with local staff. Discussed upcoming funding opportunities (1.4, 4.1)
- Checked in with both Teresa and Donna separately about grant progress and tracking of our new ODA Support Grant (5.1)
- Participated in 2 meetings with Avid Exchange related to paying invoices and made suggestions for efficient workflow. Took trainings on how to use software for invoice tracking/payment (5.7)
- Completed Wildfire Smoke safety training for employees. Continue to monitor heat, smoke, and wildfire risk on a weekly basis and send an Email to staff about safety. (5.16)

Willamette Mainstem Cooperative

- Attended meeting with River Design Group and Long Tom Watershed Council to review prioritization maps for Willamette River restoration opportunities. Also met with the full group for the Landowner outreach strategies and prioritization grant and refined timeline to completing the project with eventual partner meetings and site visits. (1.8)
- Surveyed the Willamette River from Peoria Park to Crystal Lake. On this survey, we found 2 new sites. One was near the middle of the route, and the other was close to Crystal Lake. Overall, I’m very happy with our survey and treatment of yellow floating heart. It exists upstream near Eugene, so we’ll frequently find new patches, but we often treat them for 1-2 years and they are gone after that. We’re not letting this weed dominate the ecosystem between Peoria and North Albany! (1.8)

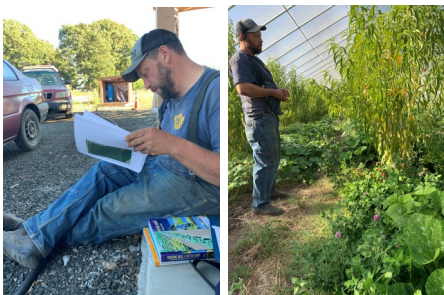
Invasive Species Program

- A small amount of wrap up on oblong spurge with Althea (1.8), but all other related work is captured above under Willamette Mainstem Cooperative.

Miscellaneous

- Met with Teresa, Donna, and Sara to prepare for both the Native bulb/seed sale and the Native Plant Sale (February). We have all of the inventory determined and ordered for Bulb/Seed and 85% of what we need for February is ordered and confirmed. Volunteer recruitment is underway for bulb and seed sale. (2.1)
- In August, I took 60 hours of annual leave for some family travel and long weekends camping!

SOIL HEALTH (1.1, 1.2, 2.1, 2.5, 4.2, 4.5)



During soil health work, I learn about innovative and inspirational farming strategies, especially at the follow-up meetings when there is time for the farmers to share the goals and the objectives on their agricultural do-list. Henry Storch (left) has an altruistic vision to grow food in collaboration with immigrants. After we discussed his soil health results, Henry gave me a tour of his high tunnels where he triple cropped stone fruit trees with early vegetables and ground-covers like squash (right).



Kathleen Sedehi (left) is managing her fertile soil for truffle production. Techniques to stress her oak (right) and hazelnut trees might be needed to stimulate truffle growth.

Jeremy Mueller of CommonPlace Farm is trialing various in-field quick tests to measure nitrate for mid-season nutrient management. The quick tests may help farmers reduce the application of expensive fertilizer, saving them dollars and lowering the risk of mid-season nitrate applications leaching to groundwater. Jeremy's employee and OSU student, Jared Berry, is helping with this field trial. The BSWCD CCP-SQP funds will pay for supplies, and also fund some OSU Soil Health lab nitrate assessments to check quick test accuracy, an important step to bolster farmer nutrient decision confidence. I'm cross referencing with Christy Tanner, OSU Extension, who is using nitrate reagent kit in-field to double check soil levels in the Southern Willamette Valley Groundwater Management Area. As long as we are all trying quick tests, it is prudent to compare notes.

DATE ACTIVITY

7/21 Soil Health Follow-up - SH014
7/25 Soil Health Follow-up - SH010, 11
7/26 Soil Health Follow-up - SH008, 9, 17
7/26 Homegrown National Park meeting
8/1 Staff Safety topic - cold water immersion
8/2 Robb Hibbs, WQ data review
8/7 BSWCD Board Soil Health presentation
8/7 NPP meeting
8/11 Soil Health Follow-up - SH001, 2, 3, 12, 13
8/14 BSWCD Board Soil Health presentation
8/15 Oregon SIA state-wide check-in meeting
8/16 Soil Health Follow-up - SH015,16
8/18 M Ahr meeting - SOW and other funding
8/18 Gwendolyn Ellen farmscaping & Willamette Grange hedgerow volunteers for Oct 24

Upper Muddy Creek Water Quality Monitoring (1.2, 2.5, 4.3)

Hammer and Muddy Creek water levels dropped below the sonde installations starting in July again this year. The monitoring team pulled three of the continuous data collecting sondes due to low water levels. Last year, the water level in the upper stretch of Muddy Creek remained above the sonde all season. This year, we decided to pull that fourth sonde anyway and ship all four to In-Situ for annual maintenance during the month of August.



Donna Schmitz
Resource Conservationist

SOW Task	Goals	August 1, 2023 to August 30, 2023
Landowner Engagement & Technical Assistance	1 & 2	<p>TA: Riparian restoration (2), invasives (3), wetland restoration, manure spreading complaint, urban landscaping,</p> <p>CREP: assisting landowner to secure plants, applied for a grant through Bonneville Environmental</p> <p>Site Visits:</p> <ul style="list-style-type: none"> -<i>Crescent Valley:</i> forestry replanting, invasive control, ODFW Wildlife Habitat Management Plan, restoration contractors -<i>Philomath:</i> riparian/wetland restoration, invasives control, developing an OWEB small grant for the project. -<i>Soap Creek:</i> riparian/wetland restoration, invasives control, drainage issues. Developed riparian buffer map and encouraged landowner to sign up for CREP <p>Projects:</p> <ul style="list-style-type: none"> * <i>J2E River to Ridge Diversity Project:</i> Spot spraying newly planted riparian/wetland area. Funds requested. * <i>Mitchell Oak and Savanna Restoration Project:</i> Coordinating bulb/seed pickup. * <i>Upper Muddy Creek Strategic Implementation Area:</i> * <i>Jumping Giraffe Farms Water Management OWEB small grant:</i> project to start Sept. 15th. Submitted land use for to Benton Co. * <i>Watenpaugh Farm Riparian and Prairie Restoration:</i> update with landowner. * <i>Grand Oaks HOA:</i> developed draft of OWEB small grant for oak restoration and met with two HOA members to go over the draft. <p>Outreach: Twilight Tour: Luckiamute Meadows tour participation</p>
Partnerships/ Non-ag Upland and urban land management & restoration	1 & 4	<ul style="list-style-type: none"> * Attended OWEB Mid-Willamette, Small Grant Team 11 meeting to discuss by-laws and project priority types. Michael signed the document. Discussion with Michael about who would serve on this team for reviewing small grants. * Reviewed and signed by-laws and project priority types for the Upper Willamette West Small Grant Team 09. We will discuss who will serve this team. I have done it since the beginning and will continue until someone volunteers. * Attended meeting with NRCS.
SOW/Capacity grant, training, organizational	5	<ul style="list-style-type: none"> * Review of SOW hours in reporting to ODA. Grant agreement reviewed and signed by the District. Request for first advance of funds for Capacity grant.

	<ul style="list-style-type: none">* Discussion with staff about reporting technical assistance to Benton County residents. I report this to ODA through our SOW. Shared spreadsheet to document assistance.* Attended Staff Meetings, and Board meetings. Check-in meeting with Michael.* Wrote remembrance of Jerry.* Wrote article for annual report.
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AUGUST REPORT FOR SEPTEMBER 2023 BOARD PACKET

Sara Roberts, Communications and Community Engagement Coordinator

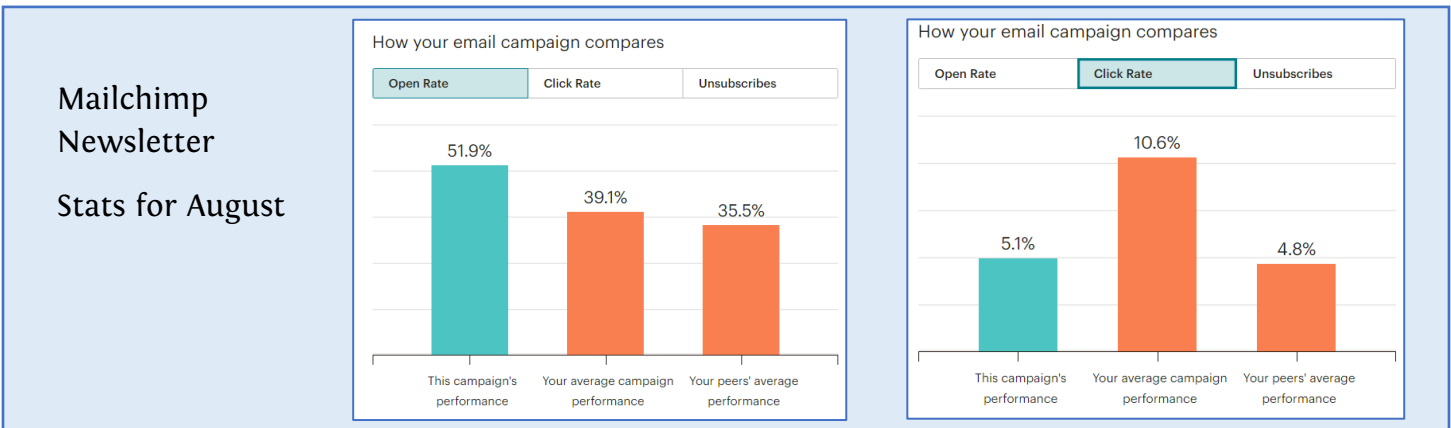
OUTREACH (Goals 2.5, 4.5)

- Twilight Tour: Luckiamute Meadows (August 8) – our biggest Twilight Tour of the summer! About 30 attendees, including Cliff Hall and representatives from Marys River Watershed Council and Kings Valley Community Trust. Great conversations and a beautiful walk.



COMMUNICATIONS (Goal 3.4)

- **August Newsletter** sent on August 10. Featured items:
 - Volunteers needed for our Fall Native Bulb and Seed Sale (77 clicks)
 - Paddle and Pull blog article (33 clicks)
 - Learn more about Salmon Watch (12 clicks)

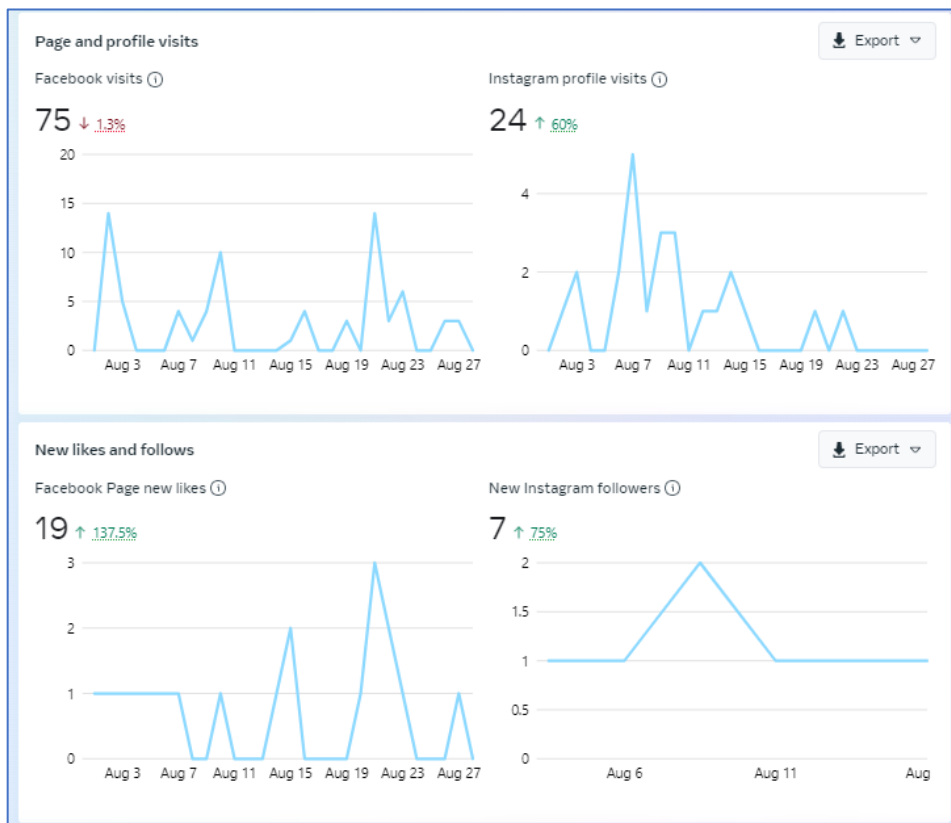
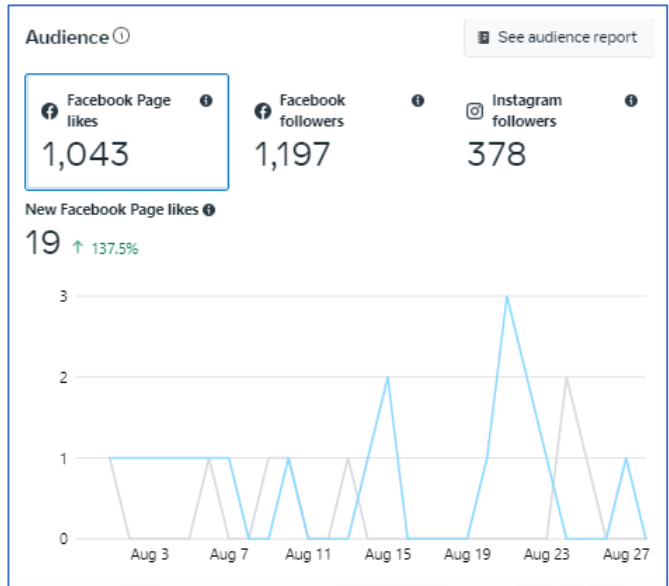
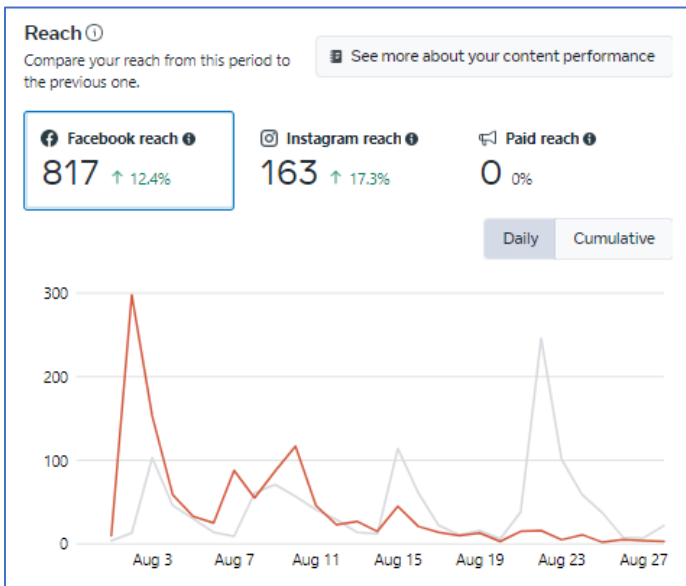


AUGUST REPORT FOR SEPTEMBER 2023 BOARD PACKET

Sara Roberts, Communications and Community Engagement Coordinator

- **Social media:**

- 6 Facebook posts, 6 Instagram posts. Best performing posts:
 - Save the Date for the Fall Bulb and Seed Sale (Reach = 706! More than twice our usual reach)
 - Internship Opportunity: Environmental Educator for Salmon Watch (Reach = 127)
 - Check out our August Newsletter (Reach=122)
- Social Media performance for August compared to July:



AUGUST REPORT FOR SEPTEMBER 2023 BOARD PACKET

Sara Roberts, Communications and Community Engagement Coordinator

WEBSITE (Goals 3.3, 3.6)

- Planning to launch our new platform either the week of 8/28 or 9/4. Keep an eye out for the announcement! In the meantime, here is a sneak peek – please let me know if you have any feedback: <https://bentonswcd.specialdistrict.org/>

EDUCATION (Goal 2)

- Working on recruiting a seasonal environmental education intern to help with Salmon Watch. Please let me know if you know of any likely college/grad students!
- Salmon Watch Trainings scheduled for:
 - September 9 - returning volunteers
 - September 26 - High School volunteers
 - **[September 16 - new volunteers - please click here to sign up](#) if you'd like to help out with this incredibly rewarding program! I would love to have Board members participate as Station Guides.**



SALMON WATCH FAQs:

When does the program take place? Tuesdays-Thursdays each week, October 16-November 21. Volunteers arrive at 9:30am and depart by 1:30pm.

Are there any minimum volunteering requirements? Nope! You can participate in just one field trip or however many you'd like.

Do I need to have any prior background knowledge or experience teaching kids? Nope! You'll learn everything you need at the volunteer training, and you'll be able to shadow as many programs as you'd like before leading a station by yourself. Support and mentorship from Sara is available at all times.

Why should I volunteer for Salmon Watch? You'll get to spend time in a beautiful natural setting, view spawning salmon, and help kids to develop an appreciation and sense of wonder for nature. What's not to love?!

How do I learn more? Check out the new [Volunteer Manual](#) for lots more detail about the program.

Date: August 31, 2023
To: Benton SWCD Directors
From: Candace Mackey, Operations Coordinator
Re: August Report for Sept. 2023 Board Packet



Operations Management

- Reviewed, authorized, and submitted Check Issuance Request and Credit Card Receipt forms; deposited checks.
- New AP Automation system implementation coordination and meetings
- Logistics for September 19th J. Paul Legacy Event
- Distributed approved and issued vendor payments
- Updated "Employee and Office Information" physical notebook according to document retention requirements and current information
- Reorganized personnel files to be in compliance with last HR training guidance
- Updated Donation Form
- Drafted Emergency Preparedness Plan for SDAO Best Practices Program
- Reorganized Break Room to set up as "Zoom Room" for office

Organizational Support

- Assisted CPA with FY23 Audit
- Board Support: Completed August Regular Board meeting draft minutes
- Board Support: Attended and took minutes for August Board Meeting
- Board Support: Finalized Resolution No. FY2023-2024-01
- Updated SDAO Best Practices Survey
- HR: Presented Paid Leave Oregon information for filing for employees
- HR: Completed Annual Training Plan for all Employees, ranging from OSHA required trainings to Organizationally required trainings to staff requested trainings
- Legal noticing for Board Meeting
- Tracked Monthly Tax Turnover Report
- Updated Employee Data Sheets; reviewed time-sheets; distributed pay stubs
- Filed paperwork and organized files during visits to office
- Forwarded phone calls and emails to appropriate staff
- Participated in weekly staff meetings
- Maintained weekly server back ups

Capacity Building

- Attended SDAO Training on SafePersonnel Site
- Learned from MA about Grant Awards, and current document keeping and systems of tracking
- Discussed naming conventions for Contracts for ease of tracking



Benton Soil and Water
CONSERVATION DISTRICT

Join us to

CELEBRATE THE LIFE AND LEGACY OF JERRY PAUL

*Long-time Benton SWCD
Board Director, Friend, and Partner in Conservation*

Tuesday, September 19

6pm - 7:30pm

Corvallis Community Center:

Oak Room and Garden Terrace

2601 NW Tyler Ave, Corvallis, OR 97330

Light refreshments will be provided.

RSVP TO CANDACE BY SEPT. 12 AT:
OFFICE@BENTONSWCD.ORG / 541-753-7208 X200



**OREGON
DEPARTMENT OF
AGRICULTURE**

**Oregon Soil and Water
Conservation District
Guidebook**

A Guide to Operations and Management

Chapter 3
Conservation District Directors

Updated 12/2022

INTRODUCTION

The Oregon Department of Agriculture (ODA), Natural Resource Program Area (NRPA) has various responsibilities in the management of natural resource programs within the state of Oregon. Among these are the responsibilities to provide administrative oversight of the soil and water conservation districts as outlined in Oregon Revised Statutes (ORS) 561.400. The Soil and Water Conservation District (SWCD) Program, in the NRPA at ODA, is tasked with providing this oversight and other assistance to the conservation districts (See Chapter 9 for more on this relationship).

The Oregon Soil and Water Conservation District Guidebook – A Guide to Operations and Management (Guidebook), provides information and directions to assist conservation district directors, associate directors, directors emeritus, and employees to carry out the conservation district's statutory responsibilities. Every conservation district director and employee should have a working knowledge of the Guidebook's contents. A suggested strategy for conservation districts is to review portions of the Guidebook at each monthly board meeting. This will establish a routine under which conservation districts can review and discuss information relating to conservation district operations and management.

The Guidebook is divided into chapters, each of which focuses on a different aspect of conservation district operations. Resources, documents, and examples will also be made available for each chapter. Where "ODA" and "the Department" is used hereinafter means the Oregon Department of Agriculture.

Except where noted as a legal requirement, no part of this Guidebook should be taken as required by ODA. Contents of this Guidebook are only recommendations for the best management of your district.

Each chapter of the Guidebook will be available as a separate download on the ODA website and will be updated on a continual basis. Please check the ODA/SWCD website on a regular basis for the most recent update of each chapter.

<https://www.oregon.gov/oda/programs/NaturalResources/SWCD/Pages/Guidebook.aspx>

Please send updates and suggested changes or additions to eric.nusbaum@oda.oregon.gov

Conservation District Directors

Directors

“Director” is the title given to a person who is elected or appointed to serve on a conservation district board. In some states, directors are called supervisors or district officials. In Oregon, conservation district directors are elected in the November General Election held in even-numbered years. Directors serve four-year terms. Director terms are staggered so that all positions are not typically elected simultaneously. Staggered terms help provide continuity on the board and maintain operational consistency. A conservation district board may appoint a person to fill a vacant director position between elections.

Roles and Responsibilities of Directors and Boards

ORS 568.550 outlines the general statutory powers granted to conservation district boards (see Chapter 2). Individual directors do not have individual powers and authorities under statute, unless granted by the conservation district board. Individual directors may be given authority or power to act on behalf of the board for specific limited tasks. This authority or power is granted through board action (resolution, motion, policy) and must be recorded in the conservation district board meeting minutes. Conservation district boards may choose to limit or grant authorities to individual directors relating to different actions, such as:

- Fiscal oversight and obligation of conservation district funds.
- Manager and/or staff supervision.
- Annual and long-range planning.
- Obligating or committing conservation district staff time or other conservation district resources through the budgeting process.
- Developing, reviewing, and updating district policies.
- Signing documents.
- Serving as a conservation district spokesperson for public presentations and media.

Effective boards work cooperatively as a unit to plan and oversee the implementation of their conservation district’s programs. As a representative of the conservation district board, opinions expressed publicly by individual directors should be consistent with established board policy, regardless of the individual's personal agenda or opinions.

Director Position Descriptions and Policy

Although conservation district directors do not have individual powers and authorities under statute, unless granted by the conservation district board, it is in the best interest of the conservation district to identify the duties and responsibilities expected of individual directors. This can be accomplished by establishing conservation district director position descriptions or conservation district policy. Some customary duties and responsibilities of individual directors include:

- Attend and actively participate in all board meetings.
- Come to meetings prepared.
- Carry out committee responsibilities.
- Stay abreast of local conservation issues.
- Attend area and state meetings of the various state associations and other conservation partners.
- Participate in training opportunities.
- Promote the conservation district's work to local landowners.
- Promote the conservation district's work to its constituency.
- Promote the conservation district's work to agencies and organizations.
- Promote the conservation district's work to legislators and other decision makers regarding the conservation district's funding.

Conservation District Board Responsibilities

In order to effectively exercise the powers and authorities as stated in ORS 568, conservation district boards should:

- Identify local conservation needs, programs, and services.
- Keep its conservation district's mission ("reason for being") in focus.
- Work effectively with conservation district staff, cooperating agencies, and partners.
- Implement conservation district programs effectively.
- Be knowledgeable about laws that govern board operations, such as budget, audit, public meetings, and contracting.

- Develop and implement a long-range plan and an annual work plan.
- Report to the public on conservation district programs and accomplishments.
- Inform legislators and local government officials of conservation district accomplishments.
- Recruit, train, and utilize volunteers and associate directors.
- Participate with the Oregon Department of Agriculture (ODA) in a periodic review of conservation district operations.
- Recruit new conservation district directors and associate directors.
- Seek new partners in conservation efforts.

Director Positions and Eligibility

ORS 568.560(2) and (3) describes the eligibility requirements for a person to become a conservation district director. ORS 568.560(1) requires that conservation district boards shall have either five or seven directors, who are elected at the November General Election in even-numbered years. Each conservation district is certified by ODA as having a five-director board or a seven-director board. A board must follow the processes described in ORS 568.565 to change its number of positions. See the section below on Changing the Number of Directors for more information.

District Zoning

To ensure proper representation in a conservation district, each conservation district is divided into legally defined zones. A five-member board must have three zone director positions and two at-large director positions. By statute, a seven-member board must have five zone director positions and two at-large director positions. The term of office of each position is four years.

Zone Director Eligibility

To become a zone director, two options are available. All requirements listed under each option must be met to be eligible.

Option #1:

An individual may qualify for a zone position if the land ownership or land management requirements are met. For Option #1, a zone director must:

- Own or manage 10 or more acres of land in the district. Zone directors may either:
 - Reside within the zone that is represented, and own or manage 10 or more acres in the conservation district boundaries.
 - or–
 - Reside within the conservation district boundaries, and own or manage 10 or more acres within the zone that is being represented.
- Be involved in the active management of the property.
- Be a registered voter.

Option #2:

An individual may qualify for a zone position in lieu of the land ownership or management requirements in Option #1. For Option #2, a zone director must:

- Reside within the zone that is represented.
- Have served at least one year as a director or associate director of a conservation district.
- Have a conservation plan approved by the conservation district.
- Be a registered voter.

At-Large Director Eligibility

There are no land ownership or management requirements for at-large positions. At-Large Directors must:

- Reside within the boundaries of the conservation district.
- Be a registered voter.

Vacating Director Positions

When a director position becomes vacant before the term expires upon ODA receiving notice of or declaring a position vacant. As per ORS 568.560(7), a position becomes vacant under the following circumstances:

- A conservation district director is not attending publicly advertised meetings of the district board and has missed at least three consecutive meetings; a majority of the board provides a written recommendation that the position be declared vacant by ODA. The position becomes vacant when ODA issues a declaration. See the section below that describes the steps to vacate a position that is no longer active.
- No individual qualifies for election to have their name placed on the ballot, or to have the write-in votes cast in their name counted. The position becomes vacant on January 1 following the General Election.
- ODA determines a candidate that received the most votes does not qualify to hold the position. The position becomes vacant on January 1 following the General Election unless another individual that is qualified has been appointed to the position.
- A director serving in a position no longer qualifies to hold the position. The position becomes vacant upon ODA declaring that the individual no longer qualifies for the position.
- A director resigns from a position. The position becomes vacant upon ODA receiving notice of the resignation.
- A director, elected or appointed, refuses to take the oath of office as a director. ODA may declare the position vacant if the oath of office signed by the director is not provided.

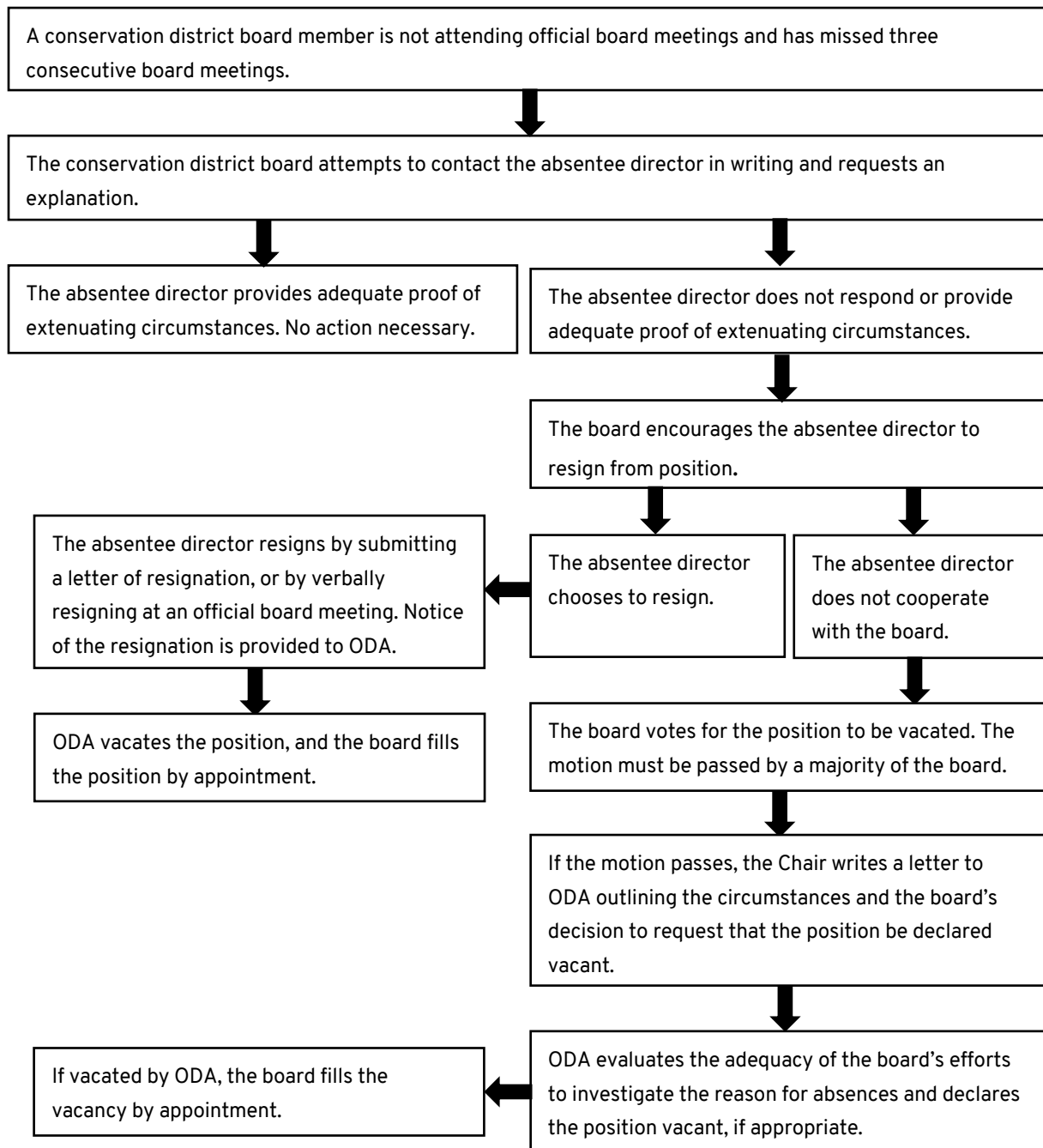
Vacating an Inactive Board Position

ORS 568.560(7)(a) states, “The department, upon the written recommendation of a majority of the members of the local governing body of a district, may declare vacant the position of a director who is absent from three consecutive meetings of the local governing body of the district. A position becomes vacant under this subsection upon the issuance of the declaration by the department.”

If a conservation district director is not attending publicly advertised meetings

of the conservation district board and has missed at least three consecutive meetings, the board may request the position be declared vacant by ODA. Conservation district boards should use the following process to vacate an inactive board position.

Vacating an Inactive Board Position



Filling a Vacant Position by Appointment

According to ORS 568.560(8), a board may fill a vacancy that occurs between General Elections by a majority vote of remaining board members. If the remaining board directors cannot agree on an appointee, ODA may make an appointment to fill the vacant position.

An appointed director must meet the director eligibility requirements as described above. For example, a conservation district board cannot fill a vacated zone director position with an associate director unless the associate director meets either Option #1 or Option #2 of the zone eligibility requirements.

An appointed director will serve until the next General Election, regardless of term. The appointment will end on January 1 following the next General Election. For example, if an individual is appointed to a position with a term that expires after the next General Election, that position must be listed on the next General Election ballot to fill the remainder of the term. The individual appointed may apply to have their name placed on the ballot to be elected to the position to serve until the term expires.

Changing the Number of Directors

Demographic changes within a conservation district's boundaries may make it necessary to reduce or increase the number of director positions. To change the number of director positions the conservation district must follow the procedures as outlined in ORS 568.565.

Upon the written recommendation and majority vote of the conservation district's board, the number of directors of the governing body may be either 1) increased from five to seven, or 2) reduced from seven to five. The zones and terms shall be determined by ODA as provided in ORS 568.560(5), ORS 568.565, and OAR 603-071-0025.

Director Elections

Conservation district director elections occur during the General Election in November on even numbered years. ORS 568 and ORS 255 outline the basic process for director elections. Where ORS 568 is incomplete, election law under ORS 255 is followed. There are also several other election laws that apply to director elections such as ORS 260 for Campaign Finance Regulation and Election Offenses, and ORS 251 for the Voters' Pamphlet.

ODA is the filing officer for conservation district elections. Conservation districts and candidates must follow specific guidelines to have candidate names placed on the ballot. ODA notifies each conservation district which positions are up for re-election, procedures for candidates and conservation districts, applicable laws and rules, and timelines. Conservation districts and candidates are responsible to submit the required forms and information to ODA and county clerks before the deadlines. Candidates are responsible for publishing their information in the local Voters' Pamphlet.

Best Management Practice

The November General Election is a prime opportunity to market the conservation district's programs and services.

Directors need to be aware that there are campaign restrictions on conservation district staff. These restrictions are outlined in Chapter 6.

Director Election Procedures

Election laws are enacted and modified by the Oregon Legislature. The Secretary of State, Elections Division publishes several resources prior to each General Election that reflect any changes in election law. Prior to the beginning of the election process, ODA provides each conservation district a packet with candidate instructions and filing forms, positions on the ballot, and information about law changes and procedures for conservation district director elections.

Director positions that will be on the General Election ballot are:

- Positions with the term ending that election year.
- Appointed positions since the last General Election.
- Positions that are vacant.

It is the responsibility of the conservation district and candidates to make sure election deadlines are met. Most counties publish a Voters' Pamphlet. Contact the local county clerk to get the instructions and deadlines to be listed in the Voters' Pamphlet.

Best Management Practice

Conservation district boards should encourage qualified person to be candidates for director positions. It is in the best interest of the conservation district to have at least one candidate for each position listed on the ballot.

Election Issues

During each General Election, issues may arise that cause difficulties for a conservation district board. Some examples follow:

No candidate files to have their name on the ballot (write-ins)

If no candidate files to have their name placed on the ballot, the position becomes open for write-in votes on the ballot. In order for the write-in votes to be counted for an individual, a "Declaration of Intent and Request for Write-In Votes to be Tallied" form must be filed with the Department per ORS 568.530. In the event the minimum number of required write-in votes is met, the county will need to count all write-in votes per their regular election law procedure and ORS 254.500.

Best Management Practice

Counting write-in votes adds to the county's election costs and can result in an unfavorable public perception of the conservation district. This again illustrates the importance of having qualified candidates for all positions on the ballot.

No candidate filed to be listed on the ballot or to have write-in votes counted

If no individual files to have their name placed on the ballot and no person files to have the write-in votes counted, then the county clerk may not count any votes cast for the position. The position becomes vacant on January 1 following the General Election. The conservation district board director previously holding the position does not continue serving in the position after January 1 following the General Election.

Tie votes

If a board position in the General Election ends in a tie vote, an automatic recount results. ODA will call the county clerk and request a recount. If, after the recount is done, there is still a tie vote, the winner is identified by drawing lots (e.g., flip of a coin, drawing of a straw). The law does not state how the lot is to be drawn. The County Election Officer or ODA may draw the lot. If ODA draws the lot, the candidates who are tied are invited to be present for the drawing per ORS 254.575.

Holding more than one position

An individual cannot hold more than one position on the same conservation district board.

Holding two lucrative positions

The Oregon Constitution Article II, Section 10 does not allow a person to hold two lucrative elected positions at the same time. However, since conservation district directors are not paid, director positions are not considered lucrative.

Employee serving as director on another conservation district board

An employee of one conservation district may serve on the board of another conservation district, as long as the director eligibility requirements are met. An employee of an agency (ODA, DEQ, NRCS) may also serve on a conservation district board, as long as the director eligibility requirements are met.

Winner not qualified

If an individual gets the majority of the votes, by write-in or otherwise, for a conservation district director position at the General Election but does not meet the eligibility requirements for that director position, the individual getting the next highest number of votes does not assume the position. The position becomes vacant January 1 following the General Election.

General Election Costs for Director Elections

ORS 568.542 states, "The expenses incurred for the election of directors of a soil and water conservation district under ORS 568.210 to 568.808 and 568.900 to 568.933 shall be paid out of county funds by the county or counties within which the territory of the district lies." Some county clerks may not be aware of this provision. If a conservation district receives a bill from its county clerk for conservation director elections, the clerk should be provided a copy of ORS 568.542.

ORS 568.542 does not apply to conservation district tax measures. Conservation districts are responsible for the cost of a tax measure placed on the ballot.

Oath of Office

Article XV, Section 3 of the Oregon Constitution provides that “[E]very person elected or appointed to any office under this Constitution shall, before entering on the duties thereof, take an oath or affirmation to support the Constitution of the United States, and of this State, and also an oath of office.”

All directors (elected and appointed) need to take the oath of office at the first conservation district board meeting they attend following January 1, as required by the Oregon Constitution. An individual cannot assume the official duties of conservation district director until the oath of office is taken.

Instructions for administering the oath of office:

1. The Oath of Office is to be signed by:
 - a. The elected or appointed director
 - b. The conservation district board chair, a notary public, or other authorized official, such as a county commissioner, who is present at the swearing in of the director.
2. The Oath of Office is retained for your records.
3. An electronic copy of the Oath of Office is to be emailed to the current ODA SWCD Program Grants Administrative Officer.

The Oath of Office can be found at the end of this chapter. A download link can also be found in the resource section at the end of this chapter.

Recommended Policy

For consistency, each conservation district should designate and authorize a person(s) to be the authorized signatory for the Oath of Office. There is no requirement that the signatory be a notary public. The conservation district board chair, or other official can be designated to sign the Oath of Office.

Recall Election Costs

Conservation district directors are subject to recall by the local citizenry (ORS 198.425). The statutes that govern the process of conducting a recall are described in ORS 249.865 through 249.877. If a conservation district director is subjected to a recall election, the cost of the election must be paid by the conservation district. The cost of the recall election is not the

responsibility of those initiating the recall petition drive, nor the county, nor the Oregon Department of Agriculture.

Associated Directors and Director Emeritus

Conservation districts can expand conservation district capabilities by appointing associate directors and director emeritus. Associate directors and director emeritus do not vote on board decisions. However, they can augment the board's knowledge and experience level and assist with conservation district programs and activities.

Associate Directors

An associate director serves at the discretion of the board of directors. District boards should have a policy outlining the method of selection and terms of office of the associate directors. The conservation district should record in its minutes when a person is appointed to be an associate director. An associate director does not vote when the board makes an official decision. To become a director an associate director may be appointed to a vacant position or elected to a position. The associate director must meet the statutory requirements for director eligibility as outlined earlier in this chapter. Documentation of the associate director appointment is required if an associate director wishes to qualify as a zone director.

Best Management Practice

Conservation district boards are encouraged to do a self-assessment of the strengths and weaknesses of their boards. If there appears to be an area of expertise that is needed but is missing among the board of directors, the conservation district board could recruit an associate with that expertise.

Director Emeritus

Director emeritus is an appointed position with a conservation district. The position is reserved for a person who previously served as a conservation district director in the United States or its territories where conservation districts exist. A director emeritus does not vote when the board makes an official decision.

A director emeritus serves at the discretion of the board of directors. District boards should have a policy outlining the method of selection and terms of office of the associate directors.

Administrative Structure

ORS 568.560(4) requires all conservation district boards to designate, at a minimum, a chair and secretary from among the directors. A conservation district may also appoint other officers and committees as needed. It is the responsibility of each conservation district board to identify its needs and adopt policies, duties, and procedures for each of its officials.

Best Management Practice

Conservation districts should select and adopt board meeting operating procedures and provide this information to all board members and others attending conservation district board meetings. Some conservation districts post their board meeting rules on the wall or provide a written copy of these rules to people attending the meetings to help them understand the procedures under which the board conducts meetings.

Best Management Practice

It is recommended that job descriptions be written and approved by the board for each officer and general board position.

The following is a list of customary officer positions and responsibilities:

Chair

The chair is selected by the conservation district board to carry out certain leadership functions and responsibilities. The chair is typically given responsibility to:

- Set meeting agendas.
- Preside at meetings.
- Appoint committees.
- Assign responsibilities.
- Request reports.
- Orient new directors.
- Any other functions and responsibilities as determined by the board.

One of the main roles of a chair is to preside at conservation district board meetings. The chair usually conducts the meeting according to some common parliamentary procedures or according to other established conservation district policy. Generally, the chair entertains

motions from other members of the governing body, calls on people to speak, appoints committees if necessary, limits discussion, and facilitates the process to conduct business.

Serving as the chair does not preclude a director from voting. In fact, one of the most important functions of an elected official is to participate in the official decision-making process. All directors, including the chair, should vote on all motions and decisions unless there are any compelling circumstances, such as an actual conflict of interest. No statute prohibits any director or the chair from making or seconding a motion.

Vice Chair

Many conservation districts choose to elect a vice chair as one of its officers. If a conservation district decides to have a vice chair, the district should identify the roles and responsibilities for the position. Some of the responsibilities may include:

- Act in place of the chair when needed.
- Advise the chair on program and policy.
- Arrange special programs for regular meetings.
- Serve as chair of standing committees.
- Other responsibilities defined by the conservation district board.

Secretary

As mentioned earlier in this section, ORS 568.560(4) states that every conservation district must select a director to serve as the board secretary. However, the conservation district director selected as secretary is not required to perform all secretarial or clerical functions within the conservation district. A conservation district board may delegate secretarial duties to an employee, associate director, contractor, or volunteer if desired. It is common for conservation district staff to record conservation district board minutes and prepare information, agendas, correspondence, reports, and public meeting notices.

Best Management Practice

It is recommended conservation district boards adopt policy that clarifies the responsibilities of the secretary. For example, the conservation district may choose to require a signature of the secretary on conservation district board meeting minutes, resolutions, budget documents, and other selected documents. There may also be specific responsibilities for the secretary to record meeting minutes during an executive session when other staff or associate directors may not be available.

Treasurer

Many conservation districts choose to elect a treasurer as one of its officers. Typical functions of a treasurer include:

- Oversee the conservation district's finances.
- Serve as chair of the finance committee.
- Obtain/provide fidelity or surety bonds for persons handling funds (to protect from theft and misuse of conservation district funds).
- Lead budget development.
- Receive, deposit, disburse funds.
- Keep complete financial records.
- Present financial statements at conservation district board meetings.
- Other responsibilities defined by the conservation district board.

Other Officers and Roles

Conservation district boards may designate additional officers or identify other roles for directors based on local need. Examples might be, a meeting facilitator, time keeper, volunteer coordinator, public relations, media contact, or spokesperson.

Registered Agent and Registered Office

Special Districts are required to designate a registered agent and a registered office per ORS 297.465, Municipal Audit Law and OAR 162-010-0020(10). ORS 297.465(4) references ORS 198.340, Dissolution of inactive conservation districts requires conservation districts to designate a registered agent and a registered office:

ORS 198.340 Designation of Registered Office and Agent:

- 1) A special district shall designate a registered office and a registered agent. The registered agent shall be an agent of the district upon whom any process, notice or demand required or permitted by law to be served upon the district may be served. A registered agent shall be an individual resident of this state whose address is identical with the registered office of the district. The registered office may be, but need not be, the same as the place of business of the special district.

- 2) The district may change its registered office or change its registered agent, or both, upon filing in the office of the Secretary of State and county clerk of each county in which located a statement setting forth:
 - a) The name of the district.
 - b) If the address of its registered office is changed, the address to which the registered office is to be changed.
 - c) If its registered agent is changed, the name of its successor registered agent.
 - d) That the address of its registered office and the address of the business office of its registered agent, as changed, will be identical.
 - e) That such change was authorized by resolution duly adopted by the district board.
- 3) The statement shall be subscribed and sworn to by the secretary, financial officer or chairperson of the district board.

The original of the registered office and agent form must be filed with the Secretary of State, and a copy filed with the county clerk and with ODA's Natural Resource Program Area.

The registered office and agent form for special districts can be found at the Secretary of State's website. A link to download this form is also included in the Resources section at the end of the chapter.

Committees

Committees can be an effective way for conservation districts to plan and implement their work. There are two primary types of committees:

1. A standing committee is a permanent committee charged with working on a basic aspect of conservation district work. Standing committees may have a focus of education, finance, personnel, resource concerns, community relations, land use planning, water quality, or other important issue.
2. A short term or "ad hoc" committee is a temporary committee charged with a specific task, or for a specific time. Ad hoc committees may focus on an election, annual meeting, grant writing, or other specific task. Ad hoc committees are disbanded when the assigned task or timeframe is completed.

When forming committees, conservation districts should clearly identify:

- Purpose of the committee.
- Expected outcomes.

- Desired role and participation of each entity on the committee (e.g., voting roles, consultation, advisory only).
- Time frame for reporting back to the conservation district board or completing tasks.

Committee members may include conservation district directors, associate directors, directors' emeritus, conservation district advisors, representatives of cooperating agencies and associations, or interested citizens. However, if there is a quorum of conservation district directors on the committee, the committee meetings are automatically subject to public meeting law. In general, if the committee has been given authority to make decisions on behalf of the board, make recommendations to the board, or provide information leading to a decision of the board, then the committee is subject to public meeting law regardless of the number of board members on the committee.

Legal Requirement

Public record and public meeting laws apply to any committee established by the conservation district board. If the committee has been given authority by the board to make recommendations to the board, make decisions on behalf of the board, or provide information to the board leading to a decision of the board, its meetings are considered public meetings and must be duly noticed and comply with all other aspects of public meeting law (see Chapter 7).

Director Compensation

Every conservation district board has the statutory authority to compensate and/or reimburse its directors for costs incurred while doing conservation district business under ORS 198.190:

Compensation: A conservation district director may receive an amount not to exceed \$50 for each day, or portion thereof, as compensation for services performed as a member of the board. Director compensation shall not be deemed lucrative and is subject to payroll withholding as required by federal and state law including the Social Security Act.

Reimbursement: The conservation district board may reimburse a director for actual and reasonable traveling and other expenses necessarily incurred by the director while performing official duties.

Recommended Policy

Each conservation district should adopt policies and procedures on the compensation of directors. Policies should include conditions, processes, rates, and funding sources for reimbursement and compensation. Conservation districts that choose to compensate and/or reimburse its directors must also verify that is allowable expense for the designated funding source (e.g. general fund).

Director Training

Conservation District employees and directors should use the numerous training opportunities available to receive training from the SWCD Program staff and SDAO to increase their knowledge and understanding of legal requirements and best management practices.

Resources

Statutes, Laws, and Rules

ORS 198—Special Districts Generally

https://www.oregonlegislature.gov/bills_laws/ors/ors198.html

ORS 251—Voters’ Pamphlet

https://www.oregonlegislature.gov/bills_laws/ors/ors251.html

ORS 254—Conduct of Elections

https://www.oregonlegislature.gov/bills_laws/ors/ors254.html

ORS 255—Special District Elections

https://www.oregonlegislature.gov/bills_laws/ors/ors255.html

ORS 260—Campaign Finance Regulation; Election Offenses

https://www.oregonlegislature.gov/bills_laws/ors/ors260.html

ORS 568—Soil and Water Conservation; Water Quality Management

https://www.oregonlegislature.gov/bills_laws/ors/ors568.html

OAR 603—ODA: Referendum and Election Procedures

<https://secure.sos.state.or.us/oard/displayChapterRules.action?selectedChapter=37>

Oregon Constitution, Article XV, Section 3—Oath of Office

https://www.oregonlegislature.gov/bills_laws/Pages/OrConst.aspx

Other Information

Oath of Office form

<https://www.oregon.gov/oda/shared/Documents/Publications/NaturalResources/SWCDDirectorsOathofOfficeform.pdf>

Director Powers and Responsibilities—ODA Fact Sheet

www.oregon.gov/ODA/shared/Documents/Publications/NaturalResources/SWCDDirectorPowersfactsheet.pdf

Registered Office and Agent form

www.oregon.gov/ODA/shared/Documents/Publications/NaturalResources/SWCDDRegisteredAgentOfficeform.pdf

Registered Agents and Service of Process FAQ

<http://sos.oregon.gov/business/Pages/registered-agents-service-of-process.aspx>

To Update Registration

<http://sos.oregon.gov/business/Pages/update-registration.aspx>

Director elections

www.oregon.gov/ODA/shared/Documents/Publications/NaturalResources/CandidatePacketforSWCDDirectorElections.pdf

Benton Soil and Water Conservation District
Member of the Board of Directors
Job Description and Expectations

Purpose: To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of the Benton SWCD so as to support the District's mission and needs.

Mission Statement: Engage Benton County residents in the conservation and stewardship of natural resources for current and future generations.

Major responsibilities:

- Keep the District's vision and mission in focus.
- Formulate and oversee District policies and procedures.
- Provide fiduciary oversight of District finances.
- Develop/adopt/oversee long-range strategic plan; review/approve staff annual work plans.
- Recruit, train, evaluate, and if necessary, discipline District's Executive Director.
- Promote Benton SWCD in the community.
- Serve in the best interest of the community.

Refer to the "BSWCD Board Roles & Responsibilities" for a complete list, along with authority delegated by the Board to the District's Executive Director.

Length of term: Directors are elected for four-year terms.

Meetings and time commitment:

- The Board of Directors meets the 2nd Monday of each month at 6pm, at the District office and/or virtually through Zoom. Meetings typically last 60 – 90 minutes.
- The Personnel and Finance Committee (PFC) of the Board meets an average of 2 times per year, pending its work agenda.
- Board members are asked to participate in at least one District outreach event per year.

Expectations of board members:

- Attend and participate in meetings on a regular basis, and special events as able.
- Participate on standing and ad-hoc committees of the Board as necessary.
- Be alert to agricultural community, the general community, and conservation concerns that can be addressed by the Benton SWCD mission, objectives, and programs.
- Promote the Benton SWCD mission and programs to the community.
- Provide fiduciary oversight of Benton SWCD finances, budgets, and expenditures.
- Understand and periodically review the policies and procedures of the District.
- Understand and follow Oregon Public Meeting, Public Records, and Ethics laws.
- Actively recruit new Directors and Associate Directors to serve on the Board.

Board Code of Conduct – Refer to Oregon SWCD Guidebook:

<https://www.oregon.gov/oda/programs/NaturalResources/SWCD/Pages/Guidebook.aspx>

**Benton Soil and Water Conservation District
Officers of the Board of Directors
Job Descriptions and Expectations**

In addition to the general job description for Board members, the following outlines the duties and responsibilities of the officers of the Benton SWCD Board of Directors.

Terms of Office: The term of office for officers of the Benton SWCD is 1 year. Officers are elected at the January meeting by a quorum and majority vote of the board.

Officer Vacancies: If an office of the Board of Directors becomes vacant due to resignation, death, or other means, the Board will elect a new officer at the next public meeting of the Board by a quorum and majority vote.

Job Duties and Expectations

Chair:

- Consults with the Executive Director, as well as other Directors as required, for the preparation of Board meeting agendas.
- Presides and conducts meetings according to policies established by the Board.
- Shares the same right as other members of the Board to discuss and to vote on questions before the Board.
- Calls Special Meetings of the Board as described by Oregon Public Meetings Law.
- Signs official District documents on behalf of the Board.
- Administers and signs Oaths of Office.
- Appoints committees, assigns responsibilities, and appoints the Chairs of committees.
- Requests staff and program reports.
- Delegates to other officers, if needed and advisable, any of the duties of the Chair for a specific time period and defined purposes.
- Speaks for the District, along with the Executive Director, unless the Board by majority vote, delegates such tasks to one or more of the other Directors.

Vice Chair:

- In the Chair's absence, or during any disability of the Chair, the Vice-Chair shall have the powers and duties of the Chair of the Board as prescribed by District policy.
- Serves as Chair of the Personnel and Finance Committee (PFC), as determined by the Board and Board Chair.

Secretary:

- The Secretary is not required to perform any secretarial or clerical function within the District. The Board may delegate some or all of the functions of the Board Secretary to a District employee, Associate Director, or volunteer. However, the Secretary retains oversight of any and all delegated duties.
- Shall ensure accurate minutes of each Board meeting are taken, transcribed, and distributed to each Board member in a timely manner for review prior to approval.
- Records minutes during an executive session or may assign such a duty. Records of executive sessions, whether typed or on tape, will be maintained by the Executive Director in a secure, fireproof, locked location in the District office.

- Oversees, and acts as the “custodian” or keeper of the official records of District contracts, minutes, budgets, memoranda of understanding, oaths of office, audits, etc., and assures that records are maintained as required by law.
- Ensures that the Board properly adopts resolutions.
- Ensures that records are maintained as required by law.
- Ensures that the District complies with public meetings and public records laws.
- Is knowledgeable regarding District policy and monitors compliance with such policies.
- Assures that the authority (ORS statute) for calling an executive session is cited in minutes.

Treasurer:

- Oversees the District’s finances and ensures that accurate accounting and financial records are maintained by the District.
- Annually reviews the District's financial audit with the Executive Director and Board Chair prior to submitting the audit to the Board. The Treasurer shall send copies of the audit to state or local agencies requiring its submission or may delegate such duty to staff members.
- Assists in budget development.
- Presents financial statements and reports at Board meetings and the Annual Meeting.
- Ensures that all accounting computer records are kept secure and backed up on a regular basis.
- Monitors fiscal policy compliance on a regular basis.
- Accepts responsibility for other duties assigned by the Board.
- Delegates any of the preceding duties to staff or members of the Personnel and Finance Committee but retains oversight of all such duties.

BENTON SOIL AND WATER CONSERVATION DISTRICT

Strategic Direction 2023-2027

Specific Goals, Strategies, and Measurable Objectives

Goal #1: Ensure that the soil, water, and ecosystems of Benton County, including diverse habitats on wild, working, and urban lands, are protected, restored, and resilient.

Strategies

1. Orient the District’s materials and technical assistance for landowners and land managers to prioritize practices that reduce climate impacts and/or help our natural systems and communities become more resilient.
2. Define a suite of services that help all interested landowners and land managers implement key soil, water, and habitat conservation practices while proactively focusing on landowners and land managers in areas with a high potential conservation benefit, including benefits to soil health, groundwater, agricultural water quality, Oregon White Oak habitat, and other areas of focus.
3. Respond to high-impact urban conservation opportunities at the intersection of urban and rural lands, and those where we can amplify the efforts of local government partners.
4. Increase engagement of landowners and land managers representing the full diversity of Benton County including Tribal communities and farmers of color.
5. Disseminate information to help landowners and land managers develop wildfire resilience, and work with partners to define Benton SWCD’s role in providing specific technical assistance in forest health and wildfire resilience.
6. Coordinate partners to strategize and implement invasive species control and habitat enhancement projects through the Benton Cooperative Weed Management Area and Willamette Mainstem Cooperative.

Measurable Objectives	Status
1a. (TM) Through December 2027, reach out to one underserved farmer to offer soil health testing and follow-up meetings.	Worked with one new and beginning farmer via TA SH grant 1/27/2023 (100%)
1b. (TM) Through December 2027, work with 30 landowners in three priority areas, (the Southern WV Groundwater Management Area, the Upper Muddy	7/1/2022 through 6/1/2023 Worked with nine (9) landowners (30%) and pulled 16 soil health samples in the SWV GWMA or just west of Hwy 99 W. Follow up meetings

<p>Creek Strategic Implementation Area, and Jackson-Frazier watershed), to submit 50 soil samples for lab assessment (32%) and follow up with landowners to discuss how results indicate impacts on soil function and farm resilience.</p>	<p>pending. Pulled soil health samples for one pasture landowner in JF watershed.</p>
<p>1c. (TM) Through June 2026, manage the UMC SIA water quality monitoring team’s monthly field work.</p>	<p>Ongoing. Monthly coordination of UMC SIA WQ monitoring crew.</p>
<p>1d. (TM) Through June 2026, organize water quality monitoring data, determine data quality, and submit data to Oregon Department of Environmental Quality.</p>	<p>Ongoing. Preparing WQ data for DEQ submission.</p>
<p>1e. (MA) By 2026, Further identify opportunities to assist HOAs and other communities at the wildland urban interface by gathering input on their needs and priorities.</p>	<p>Sara and Donna worked with Grand Oaks Neighborhood on a 6/7/23 twilight tour supporting the work that HOA has put into fire risk reduction. The community is working with Donna on a potential grant.</p>
<p>1f. (MA) By 2024, meet with Firewise communities as well as other communities in Benton County interested in addressing wildfire risk. By 2024, develop a strategy and define a role for BSWCD in assisting with wildfire risk reduction around target communities.</p>	<p>Michael met with Community Wildfire Protection forester and Unit foresters at Oregon Dept. of Forestry to discuss collaboration.</p>
<p>1g. (MA) Through 2027, annually work with partners on the Willamette River to survey and treat high priority aquatic invasive species.</p>	<p>Ongoing. This occurred in 2022 and 2023. Treatment is wrapping up at sites in early September 2023</p>
<p>1h. (MA) In 2023 and 2024, continue fundraising, treatment, monitoring, and education with partners to control the spread of oblong spurge in Benton County.</p>	<p>Ongoing. We received nearly \$10K for oblong spurge work in 2023 and increased our outreach and overall success by hiring a seasonal conservation technician to support the project. Several new sites treated.</p>

<p>1i. (MA) Through 2027, fundraise annually for control, monitoring, and education related to all Oregon Department of Agriculture A List noxious weeds found in Benton County.</p>	<p>Ongoing. OSWB funds received for oblong spurge and yellow floating heart as part of 2 separate grants in 2023. Plans to apply again December 2023.</p>
<p>1j. (MA) Work with Benton Cooperative Weed Management Area to update Best Management Practice handout for invasive weed management in our district.</p>	<p>This list was discussed at the Spring CWMA meeting (2023) and suggestions were given. We did a bit of a pivot and featured this concept in a May workshop where we discussed common yard invaders. No formal list is yet created.</p>
<p>1k. (MA) Continue at least 4 volunteer weed removal or planting events per year to engage the community in natural resource conservation.</p>	<p>In 2023, we have delivered a knapweed pull at Lupine Meadows, the Let’s Pull Together event at 5 sites in Benton County and 2 paddle and pull events occurred on the Willamette this summer</p>
<p>1l. (DS) By end of FY2023, develop oak woodlands/savanna outreach/technical assistance strategy to work with oak landowners in varying acreage sizes in Benton County (develop/analyze GIS maps to identify priority areas to target-Kings Valley, UMCSIA, Wren, Oak Cr, Crescent Valley, etc).</p>	<p>With Ahr, submitted Benton County Oak Habitats Stakeholder Engagement grant to OWEB (5/8/2023). If approved, work will begin around 11/1/2023.</p>
<p>1m. (DS) Through FY2026, provide technical assistance to 20 landowners in the Upper Muddy Creek Strategic Implementation Area. Identify funding opportunities when appropriate.</p>	<p>6/1/2023 Worked with three landowners in SIA. Submitted one small grant for mud and manure management, which is still in review. 7/31/2023 Grant approved.</p>
<p>1n. (DS) Each year, enroll 2-4 landowners in FSA CREP program, 2-4 landowners in NRCS programs (EQIP, CSP, etc.) apply for grant funding for 2-4 landowners in ag. Water quality, habitat restoration projects.</p>	<p>6/1/2023 Two landowners referred to FSA for CREP signup. Three landowners referred to NRCS for EQIP. OWEB Mitchell (oak habitat) project approved 11/1/2022. Three OWEB small grants completed (riparian fencing, compost bin, hard rock paddocks). 8/30/2023 Two landowners referred to FSA for CREP signup. One landowner referred</p>

	to NRCS for EQIP signup. Working to submit two OWEB small grants in next quarter.
Each FY, provide technical assistance to 100 landowners (phone, email, site visits) in the areas of agricultural water quality and habitat restoration.	4/1/2023 (DS) provided technical assistance to 60 residents. 6/30/2023 (DS) provided technical assistance to 23 residents
Technical outreach materials revised to prioritize climate-resilience practices.	8/30/2023 (DS, TM, MA) met with NRCS regarding funding through a new program Climate-Smart Agriculture and Forestry (CSAF) Mitigation. Potentially outreach materials could be available.
Tiered service system developed, implemented, and evaluated.	

Goal #2: Deliver engaging education and outreach opportunities that inspire residents throughout Benton County to protect and restore soil, water, and habitat.	
Strategies	
<ol style="list-style-type: none"> 1. Orient the District’s educational materials and programs to prioritize practices that reduce climate impacts and/or help our human and natural systems become resilient to climate change. 2. Increase the use of compelling and accessible digital outreach including web, social media, and video to help urban residents and rural landowners value and promote the health of water, soil, and habitat for native plants/wildlife and human communities. 3. Work with partners to evaluate and align youth education offerings to identified community needs and strategic goals. 4. Leverage the annual Native Plant Sale to reach more diverse residents and promote conservation learning among customers. 5. Collaborate with a broad spectrum of businesses, community-based organizations, and volunteers to promote practices that support healthy and resilient soil, water, and habitat. 	
Measurable Objectives	Status

<p>2a. (SR) By end of 2023, host at least 1 public education event focused on climate-resilient practices with an audience of at least 25.</p>	<p>Roberts - 3 tours of local conservation/restoration areas are planned for this summer (one each in June, July, and August). These tours will include discussion of fire-wise communities, native plants, and other practices that help to mitigate climate change. https://bentonswcd.org/summer-2023-twilight-tours/</p> <p>Matteson - May 4, 2023 Ag Soil Health Meeting. 35 attending. Presentations about aerial vole assessment, How does residue removal impact carbon stocks in WV Seed crops (in baled vs non-baled grass fields), Tile drainage and Greenhouse Gas Emissions: preliminary results in ryegrass field, and Managing for Soil Health.</p>
<p>2b. (SR) By end of December 2023, increase average Facebook post engagement by 50%</p>	<p>September 2023 update: total engagement is up 19.6%</p>
<p>2c. (SR) By end of June 2023, increase Twitter followship to 50 (currently 4 - our Twitter was just started in Sept 2022.)</p>	<p>I have been putting less emphasis on Twitter since this platform is losing a lot of users and advertisers and is predicted to be on its way out.</p> <p>9/1/ UPDATE: We still own our Twitter page but are no longer utilizing it. Twitter has been dropped by many organizations, and we never got much traction there, so the decision was made to no longer use it.</p>
<p>2d. (SR) By end of June 2023, increase average content interactions on Twitter to 300 (currently 101)</p>	<p>See above</p>
<p>2e. (SR) By end of 2023, establish a collaborative working group amongst Corvallis-area organizations that conduct environmental outreach, to share updates, ideas, and resources and identify partnership opportunities. Recruit representatives from at least 4</p>	<p>I determined there was no need to convene our own group, because the Benton County Natural Resources Working Group already exists. I've joined that group and attend the monthly meetings.</p>

organizations to serve alongside BSWCD as leaders of this effort.	
2f. (SR) By September 2023, assess and update Salmon Watch curriculum to include a Traditional Ecological Knowledge component and improve program logistics	A new draft of the Salmon Watch curriculum has been completed (July 2023)
2g. (SR) By Spring 2023, develop hands-on educational tools for use at outreach events.	March 2023: developed a river erosion model and a “native plants versus grass roots” model, and used them both with much success at recent outreach events. I also created some large posters highlighting native plants and their benefits June 2023: created and ordered a large-scale pull-up banner for events with our logo, images, list of services, and contact info.
2h. (SR) By February 2024, develop and host a native plant gardening workshop in partnership with Master Gardeners and/or other partners.	9/1/2023 Currently making connections with Master Gardeners, Mellitologists, and Naturalists to explore joint workshop ideas
2i. (MA) Through 2024, Continue building efficiency into a contracted model for management of NPSs. Beyond 2024, have additional groups participating in the design and implementation of the sale and reach new audiences.	Have SkillBridge interns assist in planning/organizing sale for February 2024
2j. (MA) By 2026, build a partnership with local business (such as a grocery store, brewery, restaurant, etc.) that highlights soil, water, or other related conservation on working lands or properties managed for habitat.	
2k. (TM) Through December 2027, work with the Willamette Valley Regenerative Landscape Coalition to update the WVRLC webpage on the BSWCD website. Work with the WVRLC to add one blog post per year about regenerative landscape topics	

<p>such as soil health, water conservation, and dense plant designs.</p>	
<p>2l. (DS) Each year, provide/assist in two workshops/tours to highlight natural resource management on the ground (riparian restoration, oak habitats, pasture management, mud and manure, pollinator habitats, climate resiliency, irrigation water management, well and septic systems, etc.)</p> <ul style="list-style-type: none"> ▪ Target UMCSIA, GWMA, Firewise communities, neighborhood groups 	<p>5/17/2023 coordinated with Roberts/OSU Extension to host Well and Septic maintenance webinar, invited UMCSIA community.</p> <p>3/2023 Presented Wildlife Habitat Restoration in Marys River Estates to the HOA.</p>

<p>Goal #3: Develop clear, consistent communications so people throughout Benton County can easily participate in Benton SWCD services and take action to steward our resources.</p>	
<p>Strategies</p>	
<ol style="list-style-type: none"> 1. Develop and implement a strategic communications plan to increase the visibility and understanding of Benton SWCD and expand its reach to new audiences. 2. Ensure the Benton SWCD team includes professional communications and marketing skills, knowledge, and abilities. 3. Clarify program descriptions and other information to make Benton SWCD’s services more accessible and understandable. 4. Collect and disseminate stories, statistics, and visual resources to communicate Benton SWCD’s goals, services, and impact. 5. Enhance internal coordination and collaboration to support communications strategies for Benton SWCD and all programs. 6. Regularly evaluate communications and outreach efforts to ensure desired impact including accessibility to diverse audiences. 	
<p>Measurable Objectives</p>	<p>Status</p>
<p>3a. (HC) By March 2023, train new CCEC and make introductions to at least a dozen partners.</p>	<p>Completed March 2023. Still making introductions.</p>

<p>3b. (HC) By the end of June 2023, assess with CCEC the following programs: Salmon Watch, grants to Watershed Councils, and Youth Conservation Education grants. Work with CCEC to establish criteria for a new conservation education grant award in honor of Jerry Paul by the end of October 2023.</p>	<p>Completed July 2023 for Salmon Watch. Other objectives in progress.</p>
<p>3c. (HC) Through FY27, work closely with CCEC to ensure Goal 3 Strategies are met.</p>	<p>HC investigated use of Streamline for web maintenance, hosting, and converting our website so it is ADA compliant. Met with Sara to initiate the process and connect her with Streamline staff. Met with Sara about design of strategic direction brochure for the public and funders. Connected Sara with AFRANA staff for E&O at Cheldelin School and Jackson Frasier Wetland outreach.</p>
<p>3d. (SR) By end of December 2023, complete and implement a Strategic Communications Plan, including staff training and the release of a summary to the public</p>	<p>9/1 UPDATE: A new draft of the Internal Communications Plan is complete and awaiting staff review and approval. The Strategic (external) communications plan is in progress.</p>
<p>3e. (SR) Throughout 2023, conduct ongoing assessments and updates of the BSWCD website to ensure that information is correct, timely, and engaging.</p>	<p>9/1 UPDATE: After meetings and review of services with both Streamline and Holly, the decision was made to migrate our website to their platform. We began service with Streamline in July. I conducted a full review of our current website navigation and content, and created a new content map/layout for Streamline. The new website is nearly complete, we are just awaiting Streamline finishing up the migration to our domain.</p>
<p>3f. (SR) By Summer 2023, create and distribute public brochure version of the 2023-2027 Strategic Plan.</p>	<p>Completed in April 2023.</p>
<p>3g. (SR) By Fall 2023, add 4 new videos to YouTube channel.</p>	<p>9/1 UPDATE: 4 new videos have been added to our channel since Fall 2022. Of these, only 2 are “features” highlighting our</p>

	<p>work, the other two are recordings from events (our Annual Meeting and a Rural Living webinar). I will be working on creating a feature film about Salmon Watch this Fall and aim to have it posted by January.</p>
<p>3h. (SR) During 2023 and beyond, share one “staff story” via newsletter, blog, and social media each quarter, highlighting a current project we’re engaged in</p>	<p>Project-focused stories shared between January and September 2023:</p> <ul style="list-style-type: none"> • “Native Plant Sale leftovers find new homes” March 2023 • “Purge the Spurge” May 2023 • “30 Acres of Forest Treated for Ivy Removal Thanks to ODA Grant” July 2023 • “Paddle and Pull Events an Aquatic Success” August 2023
<p>3i. (CM) With SR, update all Board Member web profiles by July 31, 2023</p>	<p>6/1/2023 completed</p>
<p>3j. (CM) Continued evaluation of utility of BSWCD’s Board Portal by collecting feedback from the board by March 31, 2023</p>	<p>9/1/2023 completed</p>
<p>3k. (CM) Create board member experience once a year that will enhance internal coordination and collaboration</p>	
<p>3l. (CM) With HC, create a board recruitment plan by January 31, 2024</p>	

<p>Goal #4: Enhance strategic partnerships and revenue to increase Benton SWCD’s impact.</p>
<p>Strategies</p>
<p>1. Identify traditional and emergent opportunities for funding and partnership with state and federal agencies and private funders and use a strategic filter to help Benton</p>

- SWCD staff evaluate and pursue the most impactful opportunities to support local needs.
2. Strengthen the Benton SWCD’s partnership with the USDA Natural Resources Conservation Service to maximize benefit to landowners and communities in Benton County.
 3. Meet regularly and coordinate efforts with local conservation partners including the four watershed councils operating in Benton County and the Confluence group of local conservation nonprofits.
 4. Seek stronger partnerships with the natural resources departments of the Confederated Tribes of Siletz Indians and Confederated Tribes of Grand Ronde.
 5. Enhance partnerships and potential fee-for-service relationships with local institutions including Benton County, local cities and towns, and Oregon State University to achieve shared goals.
 6. Evaluate the potential to develop sponsorships and donations from local businesses, individual donors, and other non-traditional partners.

Measurable Objectives	Status
4a. (HC) Through FY27 meet quarterly with Natural Resource Conservation Program Manager (NRCPM) to identify and evaluate partnership and funding strategies.	Ongoing
4b. (HC) By December 2022, investigate new software for donation management. (HC) By end of June 2023 investigate new AP software options for streamlining bill paying procedures.	Completed donation management software review in December 2022. Decided not to purchase software. Too expensive and too many bells and whistles for what we need. With bookkeeper, Treasurer, and staff, reviewed AP options with Bill.com and AvidXchange. Choose AvidXchange for new program. Implementing and testing process/procedures.
4c. (HC) By the end June 2023, set up private tour of the Confluence building for BSWCD staff and board; meet at least once with Confluence Steering Committee members to get update on non-profit	Completed December 2022. Will set up another tour and update in FY24.

<p>status, new floor plans, tenant occupancy expectations, etc.</p>	
<p>4d. (HC) By January 2023 meet with Oregon Agricultural Trust (OAT) staff about potential collaborations and invite OAT to present to BSWCD Board.</p>	<p>Completed December 2022.</p>
<p>4e. (HC) By September 2023 coordinate with Marion SWCD to explore/set up new internship opportunity through Skillbridge.</p>	<p>Planning ongoing in FY23/FY24. Developed task list. Developed and signed MOU with Marion SWCD in August 2023. Coordinated Jason Marshall presentation about Skillbridge for August 2023 board meeting.</p>
<p>4f. (HC) Between September 2023 and March 2024, host Skillbridge interns.</p>	
<p>4g. (HC) By June 2024, evaluate Skillbridge internship to determine outcomes, and decide whether to recruit additional Skillbridge interns.</p>	
<p>4h. (HC) By end of March 2024 work with NRCPM to determine measures of revenue increase (# of grants, money brought into Project Fund, # and amount of donations, fee-for-service opportunities, increase NPS revenues, etc.).</p>	
<p>4i. (TM) Through June 2023, work with NRCS to write the 2024 Soil Health Conservation Implementation Strategy, and complete OWEB TA grant # 219-9001-19457.</p>	<p>Matteson - CIS component submitted to NRCS. (100%) Matteson - OWEB TA grant #219-9001-19457 completion pending.</p>
<p>4j. (DS) Work with NRCS to incorporate water quality practices in future Conservation Implement Strategies by 2024.</p>	<p>Bi-monthly meeting with NRCS. 8/30/2023 Working with NRCS on practices covered under Climate-Smart Agriculture and Forestry (CSAF) Mitigation Program to coordinate with water quality improvement needs</p>

<p>4k. (DS) Work with GWMA partners (DEQ, EPA, ODA, NRCS, UWSWCD, LSWCD, Long Tom WC, city of Monroe) on funding strategy for landowners to implement water quality practices (AWQI, 319 grant, etc).</p>	<p>2/2023 Met with ODA and DEQ about neighborhood project which is now transferred to Lane County.</p> <p>Met with Long Tom Watershed Council about water quality for the city of Monroe and working with ag landowners in the area. Talked with NRCS regarding the National Water Quality Initiative grant that was submitted and coordination for future projects.</p>
<p>4l. (DS/MA) By May 2023, work with partners to develop Regional Conservation Partnership Program proposal for oak restoration in Benton County or in the region. Identify US Forest Service Stewardship funds for oak restoration \$ opportunities adjacent to federal forest lands.</p>	<p>Attended several meetings with partners to explore opportunities for RCPP application. Partners decided to not submit RCPP application by the deadline 4/2023. Stakeholder grant that was submitted for oak would help to assess next steps for oak funding.</p> <p>5/1/2023 (DS,MA) submitted OWEB Stakeholder grant for Oak habitats in Benton County.</p>
<p>4m. (DS/MA) By 2024 develop strategy to assist forest landowners in accessing ODF funds for road/culvert replacement funds.</p>	<p>In progress. ODF still “rolling out” new programs. BSWCD has proactively communicated with ODF encouraging them to share updates on new programs more widely with SWCDs, Watershed Councils, etc.</p>
<p>4n. (DS) Develop strategy with NRCS to identify funds available to landowners through an outreach plan through the Federal Infrastructure Bill.</p>	<p>Researching forest resiliency funds available through the Federal Infrastructure Bill.</p>
<p>4o. (DS/TM/MA) By May 2023, develop new ODA biennial Scope of Work which identifies climate action initiatives and incorporates soil health action items into the ODA agricultural water quality work plan. Develop measurable goals for the SOW.</p>	<p>Planner team submitted ODA Support Grant proposal to continue and expand Soil Health work. Donna submitted biennial Scope of Work to ODA</p>
<p>4p. (CM) Create business sponsorship for catering of annual meeting each FY</p>	

4q. (CM) Create business sponsorship for catering for volunteers for NPS	
Specific joint efforts developed with each watershed council and the Confluence partnership	
Regular interactions with Confederated Tribes of Siletz Indians and Confederated Tribes of Grand Ronde.	
At least one new public or private partnership and funding relationship established each year.	
Strategy filter developed	
Increase the number of NRCS-funded projects by X%	
Report evaluating the potential for sponsorships and individual donations	

Goal #5: Implement operations that support highly effective programs and services.	
Strategies	
<ol style="list-style-type: none"> 1. Adopt and use an equity focus to evaluate Benton SWCD’s programs and adapt them to ensure equitable access by all community members. 2. Evaluate and adapt district programs by holding annual strategic plan reviews, creating adaptive workplans, and conducting a comprehensive community-based assessment to better understand conservation / information needs and community perspectives on how the District’s services and outreach can improve. 3. Increase board/staff collaboration by actively learning about each other and each other’s work, holding more joint meetings and celebrations, and creating space for informal and unstructured interaction and community-building. 4. Create a transition and operations plan reflective of changing workplace trends, anticipated staff retirements or other turnover, and professional development needs. 5. Ensure District operations meet the highest standards of public agency administration. 	
Measurable Objectives	Status

<p>5a. (HC) By March 31, 2023, re-establish the BSWCD Equity Committee, recruit staff and board member representatives, and write a job description for committee members.</p>	<p>Completed establishment of new committee November 2022. Completed draft job description November 2022.</p>
<p>5b. (HC) By the end of June 2023, develop Equity Committee meeting agenda, identify anticipated meeting goals, hold one committee meeting, and communicate meeting outcomes to staff and board.</p>	<p>Developed agenda, meeting goals, list of accomplishments to date, and held 1st Equity Committee meeting May 2023.</p>
<p>5c. (HC) By June 30, 2025, present a draft BSWCD Equity, Diversity, Inclusion and Justice Action Plan to the Board for review.</p>	
<p>5d. (HC) By October 2022, write a new Operations Coordinator (OC) job description, develop position announcement, and recruit for position.</p>	<p>Completed October 2022.</p>
<p>5e. (HC) By December 31, 2022, hire new employee for OC position and conduct initial orientation.</p>	<p>Completed November 2022.</p>
<p>5f. (HC) By April 30, 2023, train new OC and assist OC with work planning and development of measurable objectives for strategic plan.</p>	<p>Ongoing.</p>
<p>5g. (HC) By January 31, 2023 (with staff), plan, hold, and evaluate in-person/hybrid Annual Meeting for the first time since 2020. Plan 2024 Annual Meeting with staff.</p>	<p>Completed Annual Meeting January 23, 2023. 2024 Annual Meeting planning on agenda for 9/5/23 staff meeting. Board resolution setting date will be ready for vote at October 2023 board meeting.</p>
<p>5h. (HC) By December 31, 2023, complete final FY23 Audit Report, ensure audit shows nothing material of concern, there are no omissions or misstatements of accounting information, all funds and activities are properly classified, all revenues and expenses are properly allocated, internal controls are established and maintained,</p>	

<p>and there is compliance with all laws and regulations.</p>	
<p>5i. (HC) By December 31, 2023 final Audit Report shows net position increased during the fiscal year audited.</p>	
<p>5j. (HC) Review work of Introductory employees and provide letters of status change as appropriate; update benefits eligibility.</p>	<p>CCEC and OC positions now have Regular employee status as of February 2023 and May 2023 respectively.</p>
<p>5k. (HC) By the March 31, 2023, review all insurance policies (Workers Comp, General Liability, Health, Life, Short Term Disability), research alternative brokers for insurance programs, and switch from HUB International to new company.</p>	<p>Completed March 2023.</p>
<p>5l. (HC) Through FY27, hold quarterly reviews and update Strategic Plan progress and Measurable Objectives, present document in board meeting packets.</p>	<p>Reviews/updates completed in July and December of 2022, and March and June of 2023. Next review is September 2023.</p>
<p>5m. (HC) By May 31, 2024, work with staff to complete new District Work Plan for FY25 and present to Board for approval.</p>	
<p>5n. (SR) Ensure that the new Strategic Communications Plan incorporates a clear equity focus to reach underserved audiences.</p>	<p>9/1/2023 There is a devoted DEIJ section in the new draft.</p>
<p>5o. (HC) By May 2023, train NRCPM on budget development and tracking.</p>	<p>Completed May 2023.</p>
<p>5p. (SR/HC/MA) By June of 2024, conduct a joint Community Needs Assessment (with all staff input) to determine gaps and opportunities for BSWCD to increase and improve both conservation services and outreach offerings.</p>	<p>9/1/2023: Currently developing a plan, procedures, and research tools for this project. Planning to begin recruiting focus group participants in early Spring 2024.</p>

<p>5q. (CM) With HC and bookkeeper, implement AP automation process by as close to July 1, 2023 as possible.</p>	<p>In progress. Contract signed. Training sessions ongoing. Weekly check-ins set up with AvidXchange.</p>
<p>5r. (CM) complete Operations Manual first draft by December 30 2023.</p>	
<p>5s. (CM) with HC input complete Operations Manual final draft by January 1, 2024</p>	
<p>5t. (CM) Complete OSHA Hazard Identification and Correction Plan by June 30, 2023.</p>	
<p>5u. (CM) Set up and complete OR State public contracting law training for 3 new employees by October 31, 2023.</p>	
<p>5v. (CM) With SR and HC, identify one opportunity each QTR to showcase a board member’s work or set up opportunity for celebration.</p>	
<p>5w. (CM) With HC, upload audit documents to the online organizer for the FY23 audit by end of July 2023.</p>	<p>Completed July 2023.</p>
<p>5x. (CM) Submit Best Practices Survey annually to enable the district to receive a 10% insurance discount from SDAO/SDIS.</p>	<p>5/31/2023-90% complete - survey due Nov. 3 2023</p>
<p>5y. (CM) Ensure policy renewals for worker’s comp and liability are in place by each FY deadline.</p>	<p>5/31/23 Complete for FY23-24</p>
<p>5z. (CM) Update office equipment inventory by June 30 each year.</p>	
<p>5aa. (CM) Identify ways to realize up to a 3% reduction in cost each FY in copier, postage, production, supplies and materials, and dues, fees and subscriptions.</p>	

<p>5ab. (CM) Develop OC SWCD checklist for compliance in calendar or list form with due dates as an operation manual appendix by April 30, 2023.</p>	<p>5/31/23 Completed</p>
<p>5ac. (CM) Draft a yearly required staff training calendar and release online plan by September 1, 2023.</p>	
<p>5ad. (CM) Complete yearly staff celebration calendar by July 1 each FY including work anniversaries, birthdays, or other recognition events.</p>	
<p>5ae. (HC) By August 2023 plan, set up, and hold offsite staff team building retreat with facilitator to explore organizational culture and communications best practices in new hybrid workplace (office/telework).</p>	<p>Contract in place to hold staff team building retreat at Bald Hill Farm. Staff completed Clifton Strengths Survey beforehand. Developed retreat agenda with facilitator. Retreat held July 20, 2023.</p>
<p>Board and staff survey reports increased collaboration.</p>	