

Monday, December 9, 2024
 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 DECEMBER MEETING AGENDA

Goal	Item	Lead	Time	ACTION
	Call to Order, Introductions, Public Comments, Announcements, Additions to Agenda	<i>Johnson</i>	6:00	
	BOARD MEETING CONSENT AGENDA	<i>Johnson</i>	6:05	ACTION
5	Approve draft Minutes from November 12 Board Meeting			
5	Approve Financials (10/31/24)			
	REGULAR AGENDA			
1	USGS work on Willamette River and USGS-BSWCD partnership since 2012; Rose Wallick, hydrologist and geomorphologist, USGS Oregon Water Science Center (30 minutes including questions)	<i>Crosson/ Wallick/ Ahr</i>	6:06	
5	Approve FY24 audit. Electronic copy sent separately from packet.	<i>Crosson/ Johnson</i>	6:36	ACTION
5	Discussion of District retirement contribution for employees (summary in packet); vote to keep or revise policy	<i>Crosson/ Board</i>	6:40	ACTION
1-5	Executive Director Recruitment update	<i>Henkels/ Johnson</i>	6:50	
1-5	Resource Conservationist recruitment update	<i>Ahr</i>	6:55	
1, 2	Invasive Weed grants - update	<i>Ahr</i>	7:00	
3, 5	DEIJ workshop - recap and next steps	<i>All</i>	7:05	
2	Salmon Watch recap with videos	<i>Roberts/ Dawson</i>	7:10	
1-5	Questions from Board on BSWCD and NRCS activities	<i>Directors/ Staff/NRCS</i>	7:20	
	Meeting Adjourned	<i>Johnson</i>	7:30	

Strategic Direction Goals 2022-2027

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
Mon. Jan. 13 6:00pm-7:30pm	BSWCD Regular Board Meeting	Via Zoom
Weds Jan. 15 2:00pm-4:30pm	Public Meetings Law Webinar	Meeting Registration - Zoom
Thurs. Jan. 23 1:00pm-3:30pm	Public Meetings Law Webinar	Meeting Registration - Zoom
Friday Jan. 24 4:00-6:00pm(ish)	Holly Crosson BSWCD ED Retirement Celebration	Del Alma Restaurant, Corvallis, OR

Check our website calendar regularly for additional items that are still being finalized:

<https://bentonswcd.org/activities/calendar/>

Tuesday November 12, 2024
6:00-7:30 PM



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<https://us02web.zoom.us/j/84468250202?pwd=Rk5sRERSZXI6WVVOUmJIWEFBcDIHUT09>

Phone: 1-669-900-6833

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BOARD OF DIRECTORS MEETING MINUTES

In Attendance

Board Members Present: Nate Johnson, Marcella Henkels, David Barron, Greg Jones, Aubrey Cloud, Kerry Hastings

Board Members Absent: Eliza Mason

Associate Directors Present: Rana Foster

Staff Present: Holly Crosson, Michael Ahr, (minutes), Cierra Dawson

Staff Absent: Teresa Matteson, Sara Roberts, Candace Mackey

Others Present: Charlene Carroll, Michael Rhodes, Jennifer McCrae

Call to Order - Johnson (6:06pm)

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

Introductions: Each introduced themselves and their roles.

Public Comments: none.

Announcements:

Additions/Changes to the Agenda: None

CONSENT AGENDA

- **Approve draft Minutes from October 7, 2024, Board Meeting**
- **Approve Financials (9/30/24)**

Discussion: None

MOTION: Nate Johnson moves to approve the consent agenda Second: David Barron

Results: Pass 6/0

REGULAR AGENDA

- **Appoint Charli Carroll as Associate Director**

Discussion: Charli introduces herself, had a small farm out in Wren prior to moving to Corvallis. Had Kincaid Lupine & Blue Bottle Butterfly. BSWCD came out to help with conservation plans and she is friends with Cliff and Gay Hall as well. Volunteers with BSWCD Salmon Watch due to past sons' involvement and loves what the organization does.

MOTION: Nate Johnson moves to appoint Charli Carroll as a BSWCD Associate Director

Second: Greg Jones

Results: Pass 5/0 (David Barron absent from vote)

- **Appoint Michael Rhodes as Associate Director**

Discussion: Michael introduces himself, he and Jennifer newly live in Kings Valley, purchasing Cliff and Gay Hall's property enjoying and admiring the conservation efforts they put into the

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

property. He previously worked for 25 years in land stewardship and resource conservationist in CA. Looking forward to contributing to what they can to the organization.

MOTION: Nate Johnson moves to appoint Michael Rhodes as a BSWCD Associate Director.

Second: Marcella Henkels

Results: Pass 5/0 (David Barron absent from vote)

- **Appoint Jennifer McCrae as Budget Committee Member**

Discussion: As previously said, the BSWCD mission and their own property are very near and dear to both she and Michael. In addition, has deep budgeting experience as a retired educator: she has presented budgets to boards and has experience with the public process.

MOTION: Nate Johnson moves to appoint Jennifer McCrae as a BSWCD Budget Committee Member. Second: Kerry Hastings

Results: Pass 5/0 (David Barron absent from vote)

- **Oregon Association of Conservation District (OACD) Annual Meeting Update**

Discussion: Nate Johnson mentions that the presentations in the link sent by Holly Crosson for the OACD Annual Meeting were very informative. HC shared that the Executive Director of OACD had sent a message to all the district managers and ED's to submit something about any staff or board members that had passed away in the past year or so. HC sent a photo and wrote about Jerry Paul and Bob Morris which was included in an OACD document to honor those who had passed.

- **Executive Director Recruitment Update**

Marcella Henkels gives a status report. Trudy Hylemon (Cascade Employers Association) received 8 potential candidates for the Executive Director position and gave them to the PFC with a rubric for scoring the applications. Marcella Henkels is pleased that the candidates are very strong. Trudy Hylemon will score the rubrics from each committee member, and then will set up the first round of interviews with the top candidates with the Personnel and Finance Committee.

- **Oak Partnership Update**

Michael Ahr highlights information about the upcoming Oak presentation this week. Speak to Aubrey Cloud for more information. They also held a partner meeting with the local Benton County agency folks who work with Oak, such as the Watershed councils, Institute for Applied Ecology, Oregon Department of Forestry, Oregon Department of Fish and Wildlife. They spoke about what people are doing in the County with oak. There is a program through Oregon Department of Fish and Wildlife that will set up a wildlife conservation plan. Michael sees a niche in BSWCD getting into this work with landowners. There is a great need for landowners that authentically want to take care of the land but don't quite fit into other conservation programs so they can have more certainty about the future of their land. We have an oak engagement grant where we assess different priorities for oak in the County. Oregon Agricultural Trust (OAT) has also been active because talking about oak conservation can also begin to connect landowners with OAT. BSWCD wrote a letter of support for OAT's engagement grant.

- **Diversity, Equity, Inclusion and Justice (DEIJ) Retreat Nov. 19th**

Any questions? 9am-1pm on November 19th for board and staff members. Look for an email that includes agenda and more information. There will be a little bit of prework including a document for review.

Greg Jones states he will be gone, so unfortunately won't be able to attend. Question? What is driving this? Is it coming down from the ODA?

Holly Crosson responds that this is something BSWCD has been working on for years and was established by the organization to be more inclusive with our programs, policies, and procedures, and ensure District programs are relevant and accessible to the diverse public in Benton County. Our funders (OWEB, ODA) and partners also support this work. Associate Directors are invited to participate.

- **FY24 Audit Update**

This Friday there will be a meeting with the Auditor, Holly, Nate, and Jenny, our bookkeeper. It was a positive audit with an increase in net position, and no significant deficiencies identified. Holly Crosson reminds the board that approval of the draft audit will be on the December Board meeting agenda.

- **Board Director Election Results, and Benton County Taxpayers' FAQ**

ODA doesn't receive verified election results until the first week in December. Holly Crosson will send something around to the 5 directors who were on the ballot. Thanks to the directors who put a statement in the voter pamphlet. We all have these opportunities to connect with our constituents so they can better understand the value of what we do, and what we have to offer to help them.

- **Questions from Board on BSWCD and NRCS activities-**

Nate Johnson asks Michael Ahr if the new Wildlife Enhancement property tax relief is similar/same to the EFU? Yes. Nate Johnson emphasizes this could be a large tax relief for landowners and could be a great "carrot," to help create more land conservation if BSWCD chose to be involved. Our value proposition would go up the more we people we can put in touch with beneficial programs. Aubrey Cloud asks about how Wildlife Deferral Program stacks with NRCS EQIP/CREP program? Generally speaking, the tax assessor will be ok with a landowner who is already involved in an NRCS program; however these have end dates. The Wildlife Deferral Program could help after the NRCS program is completed. There is discussion about what makes a "conservation" plan. Teresa Matteson and Michael Ahr have been in discussions with ODA about this. The plans BSWCD turns out qualify, so the organization is already providing landowners with a valuable tool in qualifying for deferrals and grants.

- **Other Board Business- None**

Meeting Adjourned - Johnson (7:09pm)

Financial Report

Period ending October 31, 2024
Benton SWCD Board Meeting
December 9, 2024

Our Oregon LGIP account closing balance was \$695,598.32. The dividend paid was \$2,994.74 and the monthly distribution yield was 5.11%. The fiscal year-to-date dividend paid was \$13,325.03.

The Benton County Finance Department paid the District \$79,569.63 in tax revenue. The year-to-date amount paid was \$82,629.86

The total balance of both Citizen Bank accounts combined was \$134,654.61. The previous month's combined balance was \$183,852. Both accounts were reconciled and all checks were accounted for.

The balance of the credit-card account as of 9/26/24 was \$1,638.17 and charges were reconciled.

The Stripe account was reconciled. The starting balance was \$0. The ending balance was \$0.

Respectfully submitted,



Nate Johnson
Board Chair

Benton Soil & Water Conservation District
Balance Sheet
 As of October 31, 2024

	Oct 31, 24	Oct 31, 23	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
10100 · Citizens Bank - 39	106,121.08	128,397.57	-22,276.49
10150 · Citizens Bank - 84	17,039.75	21,416.63	-4,376.88
10200 · LGIP	774,329.94	766,822.26	7,507.68
10800 · Petty Cash	24.00	24.00	0.00
Total Checking/Savings	897,514.77	916,660.46	-19,145.69
Accounts Receivable			
11000 · Accounts Receivable	0.00	0.50	-0.50
11400 · Grants Receivable	28,444.47	60,674.67	-32,230.20
Total Accounts Receivable	28,444.47	60,675.17	-32,230.70
Other Current Assets			
12000 · Undeposited Funds	-198.39	78.53	-276.92
12010 · 100-1505 Due to/Due frm BR Fund	-118,200.00	-113,200.00	-5,000.00
12015 · 100-1500 Due to/from Proj Fund	-21,012.93	-54,679.93	33,667.00
12020 · 200-1080 Cash Due to/from Gen Fnd	21,012.93	54,679.93	-33,667.00
12040 · 400-1080 Cash Due to/Due frm GF	118,200.00	113,200.00	5,000.00
13000 · Prepaid expenses-Audit	3,373.33	2,884.29	489.04
Total Other Current Assets	3,174.94	2,962.82	212.12
Total Current Assets	929,134.18	980,298.45	-51,164.27
Other Assets			
18400 · Property Tax Receivable-Audit	10,809.00	10,348.00	461.00
Total Other Assets	10,809.00	10,348.00	461.00
TOTAL ASSETS	939,943.18	990,646.45	-50,703.27
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
20000 · General Accounts Payable	5,219.02	987.01	4,232.01
20100 · Project Accts Payable	19,243.27	36,187.27	-16,944.00
Total Accounts Payable	24,462.29	37,174.28	-12,711.99
Credit Cards			
22000 · CITIZENS BANK MASTER CARD			
22200 · Holly CC - 2995	640.46	919.53	-279.07
22400 · Teresa CC - 3019	280.99	193.46	87.53
22530 · Michael CC - 3266	92.00	233.16	-141.16
22532 · Sara CC - 0962	1,099.36	163.25	936.11
22533 · Candace CC - 0020	722.63	633.38	89.25
Total 22000 · CITIZENS BANK MASTER CARD	2,835.44	2,142.78	692.66
Total Credit Cards	2,835.44	2,142.78	692.66
Other Current Liabilities			

Benton Soil & Water Conservation District
Balance Sheet
 As of October 31, 2024

	Oct 31, 24	Oct 31, 23	\$ Change
24000 - PAYROLL LIABILITIES			
24010 - 941 Account	9,011.78	9,021.66	-9.88
24020 - Oregon Withholding	2,198.00	2,226.00	-28.00
24030 - OR-WBF SUTA	436.56	372.44	64.12
24060 - 457b Contributions	0.00	3,599.69	-3,599.69
24065 - HRA VEBA Liabilities	0.00	372.34	-372.34
Total 24000 - PAYROLL LIABILITIES	11,646.34	15,592.13	-3,945.79
25800 - Deferred Revenue Grants-Audit	11,831.95	57,265.86	-45,433.91
Total Other Current Liabilities	23,478.29	72,857.99	-49,379.70
Total Current Liabilities	50,776.02	112,175.05	-61,399.03
Long Term Liabilities			
27050 - Deferred Revenue Taxes -Audit	9,156.09	9,031.09	125.00
Total Long Term Liabilities	9,156.09	9,031.09	125.00
Total Liabilities	59,932.11	121,206.14	-61,274.03
Equity			
31100 - Building Reserve Fund Balance	118,200.00	113,200.00	5,000.00
31200 - Project Fund Balance	10,207.00	10,207.00	0.00
32000 - General Fund Balance	855,778.23	811,946.58	43,831.65
Net Income	-104,174.16	-65,913.27	-38,260.89
Total Equity	880,011.07	869,440.31	10,570.76
TOTAL LIABILITIES & EQUITY	939,943.18	990,646.45	-50,703.27

Benton Soil & Water Conservation District
Citizens Bank Check Register
As of October 31, 2024

Type	Date	Num	Name	Memo	Debit	Credit	Balance
10100 · Citizens Bank - 39							172,079.06
Deposit	10/08/2024			ODA:4462-GR Deposit	10,731.00		182,810.06
Deposit	10/09/2024			Bulb Sale cash and check Deposit	2,404.00		185,214.06
Deposit	10/25/2024			Deposit	629.45		185,843.51
Liability Check	10/30/2024		QuickBooks Payroll Service	Created by Payroll Service on 10/29/2024		25,606.93	160,236.58
Deposit	10/31/2024			Deposit	6.86		160,243.44
Liability Check	10/04/2024	DBT	United States Treasury	93-1077051		8,740.10	151,503.34
Bill Pmt -Check	10/23/2024	DBT	1Auto - Verizon	autopay due on 25th of month		89.28	151,414.06
Paycheck	10/31/2024	DD	Ahr, Michael S	Direct Deposit	0.00		151,414.06
Paycheck	10/31/2024	DD	Crosson, Holly A	Direct Deposit	0.00		151,414.06
Paycheck	10/31/2024	DD	Mackey, Candace	Direct Deposit	0.00		151,414.06
Paycheck	10/31/2024	DD	Matteson, Teresa L	Direct Deposit	0.00		151,414.06
Paycheck	10/31/2024	DD	Dawson, Cierra A	Direct Deposit	0.00		151,414.06
Paycheck	10/31/2024	DD	Roberts, Sara	Direct Deposit	0.00		151,414.06
Liability Check	10/31/2024	EFT	Oregon Dept of Revenue	0292193-0		1,564.68	149,849.38
Check	10/08/2024	Trsfr	Card Service Center - MasterCard			3,500.00	146,349.38
Liability Check	10/03/2024	8385	HRA VEBA Plan	YA20521 CIR# 25-015		816.00	145,533.38
Liability Check	10/03/2024	8386	SDIS	03-0018433		3,191.00	142,342.38
Liability Check	10/03/2024	8387	VALIC	Group #67994		3,685.66	138,656.72
Bill Pmt -Check	10/24/2024	8388	NACD	CIR# 25-018		100.00	138,556.72
Liability Check	10/31/2024	8389	HRA VEBA Plan	YA20521 CIR# 25-017		816.00	137,740.72
Liability Check	10/31/2024	8390	SDIS	03-0018433 CIR# 25-016		4,228.00	133,512.72
Liability Check	10/31/2024	8391	VALIC	Group #67994		3,278.59	130,234.13
Liability Check	10/04/2024	10191	Oregon Dept of Revenue	0292193-0		2,095.00	128,139.13
Bill Pmt -Check	10/03/2024	10198	Cascade Employers Association, Inc.	Invoice: 18715 ()		340.00	127,799.13
Bill Pmt -Check	10/03/2024	10199	Staff- Teresa Matteson	Invoice: BSWCD240731G-TM () Invoice: BSWCI		121.67	127,677.46
Bill Pmt -Check	10/03/2024	10200	Sevenoaks Native Nursery LLC	Invoice: 12770 (Reference: Inventory for bulb sale		1,055.00	126,622.46
Bill Pmt -Check	10/03/2024	10201	Staff- Teresa Matteson	Invoice: BSWCD240731P-TM () Invoice: BSWCI		52.93	126,569.53
Bill Pmt -Check	10/11/2024	10202	Staff- Cierra Dawson	Invoice: 241001-P CD ()		8.04	126,561.49
Bill Pmt -Check	10/11/2024	10203	AvidXchange, Inc.	Invoice: 41048440 ()		395.00	126,166.49
Bill Pmt -Check	10/11/2024	10204	Staff- Cierra Dawson	Invoice: 241001-G CD ()		28.14	126,138.35
Bill Pmt -Check	10/11/2024	10205	Edge Analytical	Invoice: VEF0003 () Invoice: VEG0012 () Invoice		918.00	125,220.35
Bill Pmt -Check	10/11/2024	10206	Advantage Computing & Elect. Svc's	Invoice: 241575 ()		346.50	124,873.85
Bill Pmt -Check	10/11/2024	10207	OSU Central Analytical Lab	Invoice: 225067 ()		305.50	124,568.35

Benton Soil & Water Conservation District
Citizens Bank Check Register
 As of October 31, 2024

Type	Date	Num	Name	Memo	Debit	Credit	Balance	
Bill Pmt -Check	10/17/2024	10208	CTX-Xerox	Invoice: IN4419208 ()		27.83	124,540.52	
Bill Pmt -Check	10/17/2024	10209	Jenny Brausch Business Solutions LLC	(Invoice: 2640 ())		1,425.00	123,115.52	
Bill Pmt -Check	10/17/2024	10210	Oregon Government Ethics Commission	Invoice: AIE21355 ()		756.55	122,358.97	
Bill Pmt -Check	10/21/2024	10211	Willamette Riverkeeper	Invoice: OSWB_2024_37_012_#1 ()		6,000.00	116,358.97	
Bill Pmt -Check	10/21/2024	10212	Integrated Resource Management	Invoice: 7003 ()		7,427.89	108,931.08	
Bill Pmt -Check	10/25/2024	10213	1Bill - Crystal Lake Storage	Invoice: 124-13671 ()		185.00	108,746.08	
Bill Pmt -Check	10/25/2024	10214	Staples	Invoice: 6014766685 ()		55.77	108,690.31	
Bill Pmt -Check	10/25/2024	10215	bio-Med Testing Services, Inc.	Invoice: 109636 ()		18.00	108,672.31	
Bill Pmt -Check	10/25/2024	10216	Confederated Tribes of Grand Ronde	Invoice: NBSS 2024-01 (Check Stub Notes: Atten		215.00	108,457.31	
Bill Pmt -Check	10/25/2024	10217	Mater Investment Company	Invoice: 2024-8 ()		2,062.58	106,394.73	
Bill Pmt -Check	10/25/2024	10218	Staff- Holly Crosson	Invoice: 241017-G HC ()		264.65	106,130.08	
Bill Pmt -Check	10/25/2024	10219	Edge Analytical	Invoice: VEJ0046 ()		9.00	106,121.08	
Total 10100 · Citizens Bank - 39						13,771.31	79,729.29	106,121.08
TOTAL						13,771.31	79,729.29	106,121.08

Benton Soil & Water Conservation District
Holly's P&L Detail
October 2024

Type	Date	Num	Name	Memo	Class	Amount	Balance
Ordinary Income/Expense							
Income							
43300 · Grant/Project Administration							
Invoice	10/16/2024	24-180	2-OSWB:2024-37-012 W...	Wages for Michael Ahr, Natur...	Project Fund	0.00	0.00
Invoice	10/16/2024	24-180	2-OSWB:2024-37-012 W...	Wages for Althea Bocys, Natu...	Project Fund	0.00	0.00
Invoice	10/24/2024	24-183	3-OWEB:222-3016-22326...	Grant Administration	Project Fund	971.02	971.02
Invoice	10/24/2024	24-183	3-OWEB:222-3016-22326...	Heritage Seedlings	Project Fund	8,240.00	9,211.02
Invoice	10/24/2024	24-183	3-OWEB:222-3016-22326...	Pacific NW Natives, LLC	Project Fund	1,470.24	10,681.26
Invoice	10/31/2024	24-184	3-OWEB:09-24-001 Gran...	Grant Administration	Project Fund	893.23	11,574.49
Invoice	10/31/2024	24-184	3-OWEB:09-24-001 Gran...	Contracted Services	Project Fund	8,932.27	20,506.76
General Journal	10/31/2024	JB 24-25.14	2-OSWB:2024-37-012 W...	2024-37-012 WRAWM X defe...	Project Fund	13,389.36	33,896.12
General Journal	10/31/2024	JB 24-25.14	1-MMT:20100515 WR	MMT:20100515 WR deferred ...	Project Fund	1,302.63	35,198.75
General Journal	10/31/2024	JB 24-25.14	8-ODA:4462-GR	ODA:4462-GR deferred reven...	Project Fund	1,175.41	36,374.16
Total 43300 · Grant/Project Administration						36,374.16	36,374.16
44535 · Taxes Levied							
Deposit	10/31/2024		Benton County {C}	Period amt	General Fund	79,569.63	79,569.63
Deposit	10/31/2024		Benton County {C}	Tax adj amt	General Fund	-900.55	78,669.08
Total 44535 · Taxes Levied						78,669.08	78,669.08
45000 · Interest Income							
Deposit	10/31/2024		LGIP	Deposit	General Fund	2,994.74	2,994.74
Deposit	10/31/2024		Benton County {C}	Bank int am	General Fund	62.54	3,057.28
Deposit	10/31/2024		Citizens Bank	Deposit	General Fund	6.86	3,064.14
Deposit	10/31/2024		Citizens Bank	Deposit	General Fund	0.25	3,064.39
Total 45000 · Interest Income						3,064.39	3,064.39
47400 · Native Plant Sale Income							
Sales Receipt	10/02/2024	1451	Native Plant Program:Pla...	Trees, shrubs, forbs, etc	General Fund	1,928.25	1,928.25
Sales Receipt	10/03/2024	1452	Native Plant Program:Pla...	Trees, shrubs, forbs, etc	General Fund	737.75	2,666.00
Sales Receipt	10/04/2024	1453	Native Plant Program:Pla...	Trees, shrubs, forbs, etc	General Fund	399.50	3,065.50
Sales Receipt	10/07/2024	1454	Native Plant Program:Pla...	Trees, shrubs, forbs, etc	General Fund	52.75	3,118.25
Sales Receipt	10/07/2024	1455	Native Plant Program:Pla...	Trees, shrubs, forbs, etc	General Fund	662.50	3,780.75
Sales Receipt	10/08/2024	1456	Native Plant Program:Pla...	Trees, shrubs, forbs, etc	General Fund	324.00	4,104.75
Sales Receipt	10/09/2024	1457	Native Plant Program:Pla...	Trees, shrubs, forbs, etc	General Fund	441.50	4,546.25
Sales Receipt	10/10/2024	1458	Native Plant Program:Pla...	Trees, shrubs, forbs, etc	General Fund	251.25	4,797.50
Sales Receipt	10/11/2024	1459	Native Plant Program:Pla...	Trees, shrubs, forbs, etc	General Fund	223.00	5,020.50
Sales Receipt	10/15/2024	1467	Native Plant Program:Pla...	Trees, shrubs, forbs, etc	General Fund	793.25	5,813.75
Sales Receipt	10/15/2024	1468	Native Plant Program:Pla...	Trees, shrubs, forbs, etc	General Fund	487.50	6,301.25
Sales Receipt	10/15/2024	1469	Native Plant Program:Pla...	Trees, shrubs, forbs, etc	General Fund	245.50	6,546.75
Sales Receipt	10/16/2024	1470	Native Plant Program:Pla...	Trees, shrubs, forbs, etc	General Fund	124.50	6,671.25
Sales Receipt	10/17/2024	1471	Native Plant Program:Pla...	Trees, shrubs, forbs, etc	General Fund	117.00	6,788.25

Benton Soil & Water Conservation District
Holly's P&L Detail
October 2024

Type	Date	Num	Name	Memo	Class	Amount	Balance
Sales Receipt	10/18/2024	1472	Native Plant Program:Pla...	Trees, shrubs, forbs, etc	General Fund	30.00	6,818.25
Sales Receipt	10/21/2024	1473	Native Plant Program:Pla...	Trees, shrubs, forbs, etc	General Fund	309.75	7,128.00
Sales Receipt	10/22/2024	1474	Native Plant Program:Pla...	Trees, shrubs, forbs, etc	General Fund	147.50	7,275.50
Sales Receipt	10/23/2024	1475	Native Plant Program:Pla...	Trees, shrubs, forbs, etc	General Fund	77.75	7,353.25
Sales Receipt	10/24/2024	1476	Native Plant Program:Pla...	Trees, shrubs, forbs, etc	General Fund	100.75	7,454.00
Sales Receipt	10/25/2024	1477	Native Plant Program:Pla...	Trees, shrubs, forbs, etc	General Fund	54.00	7,508.00
Sales Receipt	10/28/2024	1478	Native Plant Program:Pla...	Trees, shrubs, forbs, etc	General Fund	461.75	7,969.75
Sales Receipt	10/29/2024	1479	Native Plant Program:Pla...	Trees, shrubs, forbs, etc	General Fund	257.25	8,227.00
Sales Receipt	10/30/2024	1480	Native Plant Program:Pla...	Trees, shrubs, forbs, etc	General Fund	62.50	8,289.50
Sales Receipt	10/31/2024	1481	Native Plant Program:Pla...	Trees, shrubs, forbs, etc	General Fund	163.50	8,453.00
Total 47400 · Native Plant Sale Income						8,453.00	8,453.00
48000 · TRANSFERS IN							
48400 · Transfer Admin from Project Fd							
General Journal	10/31/2024	JB 24-25.13		Admin Transfers for June	General Fund	3,481.01	3,481.01
Total 48400 · Transfer Admin from Project Fd						3,481.01	3,481.01
Total 48000 · TRANSFERS IN						3,481.01	3,481.01
Total Income						130,041.64	130,041.64
Gross Profit						130,041.64	130,041.64
Expense							
60000 · MATERIALS & SERVICES							
61300 · CONFERENCES AND TRAINING							
61310 · Lodging							
Credit Card Cha...	10/16/2024		Best Western	2 night stay for OACD confere...	General Fund	413.92	413.92
Total 61310 · Lodging						413.92	413.92
Total 61300 · CONFERENCES AND TRAINING						413.92	413.92
61500 · COMMUNITY CONSERVATION PROGRAMS							
61510 · Conservation Education (Youth)							
Credit Card Cha...	10/09/2024		The Home Depot	storage box for Salmon Watch	General Fund	59.92	59.92
Credit Card Cha...	10/11/2024		Walmart	hand warmers and water	General Fund	19.07	78.99
Credit Card Cha...	10/11/2024	9783407	Amazon.Com	clipboards and ponchos	General Fund	44.94	123.93
Credit Card Credit	10/14/2024		The Home Depot	storage box for Salmon Watch	General Fund	-59.92	64.01
Credit Card Cha...	10/14/2024		The Home Depot	Storage box for boots	General Fund	9.98	73.99
Credit Card Cha...	10/18/2024		Walmart	hand warmers for Salmon Wa...	General Fund	29.92	103.91
Total 61510 · Conservation Education (Youth)						103.91	103.91

**Benton Soil & Water Conservation District
Holly's P&L Detail
October 2024**

Type	Date	Num	Name	Memo	Class	Amount	Balance
61540 · Native Plant Sale							
Sales Receipt	10/02/2024	1451	Native Plant Program:Pla...	Merchant Fees	General Fund	60.14	60.14
Sales Receipt	10/03/2024	1452	Native Plant Program:Pla...	Merchant Fees	General Fund	23.49	83.63
Sales Receipt	10/04/2024	1453	Native Plant Program:Pla...	Merchant Fees	General Fund	12.79	96.42
Sales Receipt	10/07/2024	1454	Native Plant Program:Pla...	Merchant Fees	General Fund	2.13	98.55
Sales Receipt	10/07/2024	1455	Native Plant Program:Pla...	Merchant Fees	General Fund	22.52	121.07
Sales Receipt	10/08/2024	1456	Native Plant Program:Pla...	Merchant Fees	General Fund	10.60	131.67
Sales Receipt	10/09/2024	1457	Native Plant Program:Pla...	Merchant Fees	General Fund	14.60	146.27
Sales Receipt	10/10/2024	1458	Native Plant Program:Pla...	Merchant Fees	General Fund	8.19	154.46
Sales Receipt	10/11/2024	1459	Native Plant Program:Pla...	Merchant Fees	General Fund	7.96	162.42
Sales Receipt	10/15/2024	1467	Native Plant Program:Pla...	Merchant Fees	General Fund	24.50	186.92
Sales Receipt	10/15/2024	1468	Native Plant Program:Pla...	Merchant Fees	General Fund	16.22	203.14
Sales Receipt	10/15/2024	1469	Native Plant Program:Pla...	Merchant Fees	General Fund	8.31	211.45
Sales Receipt	10/16/2024	1470	Native Plant Program:Pla...	Merchant Fees	General Fund	4.21	215.66
Sales Receipt	10/17/2024	1471	Native Plant Program:Pla...	Merchant Fees	General Fund	3.99	219.65
Bill	10/18/2024	NBSS 2024...	Confederated Tribes of Gr...	Bulbs_seed for NPS	General Fund	215.00	434.65
Sales Receipt	10/18/2024	1472	Native Plant Program:Pla...	Merchant Fees	General Fund	1.17	435.82
Sales Receipt	10/21/2024	1473	Native Plant Program:Pla...	Merchant Fees	General Fund	9.89	445.71
Sales Receipt	10/22/2024	1474	Native Plant Program:Pla...	Merchant Fees	General Fund	4.88	450.59
Sales Receipt	10/23/2024	1475	Native Plant Program:Pla...	Merchant Fees	General Fund	3.16	453.75
Sales Receipt	10/24/2024	1476	Native Plant Program:Pla...	Merchant Fees	General Fund	3.22	456.97
Sales Receipt	10/25/2024	1477	Native Plant Program:Pla...	Merchant Fees	General Fund	1.87	458.84
Sales Receipt	10/28/2024	1478	Native Plant Program:Pla...	Merchant Fees	General Fund	14.59	473.43
Sales Receipt	10/29/2024	1479	Native Plant Program:Pla...	Merchant Fees	General Fund	7.76	481.19
Sales Receipt	10/30/2024	1480	Native Plant Program:Pla...	Merchant Fees	General Fund	2.11	483.30
Sales Receipt	10/31/2024	1481	Native Plant Program:Pla...	Merchant Fees	General Fund	5.34	488.64
Total 61540 · Native Plant Sale						488.64	488.64
61570 · Soil Quality Program							
Credit Card Cha...	10/02/2024		The Home Depot	gear ties for UMC SIA	General Fund	14.56	14.56
Bill	10/07/2024	225067	OSU Central Analytical Lab	Plant Tissue Analysis	General Fund	305.50	320.06
Credit Card Cha...	10/11/2024		Bi-Mart	batteries	General Fund	14.49	334.55
Credit Card Cha...	10/31/2024		YSI Inc. , A Xylem Brand	specific conductivity calibratio...	General Fund	245.25	579.80
Total 61570 · Soil Quality Program						579.80	579.80
Total 61500 · COMMUNITY CONSERVATION PROGRAMS						1,172.35	1,172.35

Benton Soil & Water Conservation District
Profit & Loss by Class
 July through October 2024

	General Fund	Project Fund	TOTAL
Ordinary Income/Expense			
Income			
43300 · Grant/Project Administration	0.00	55,772.34	55,772.34
44535 · Taxes Levied	83,953.08	0.00	83,953.08
44545 · ODA Tech, LMA & Scope of Work	24,117.80	0.00	24,117.80
45000 · Interest Income	13,477.29	0.00	13,477.29
46430 · MISCELLANEOUS	786.66	0.00	786.66
47400 · Native Plant Sale Income	13,452.50	0.00	13,452.50
48000 · TRANSFERS IN	5,376.63	0.00	5,376.63
Total Income	141,163.96	55,772.34	196,936.30
Gross Profit	141,163.96	55,772.34	196,936.30
Expense			
60000 · MATERIALS & SERVICES	62,366.90	0.00	62,366.90
66000 · PAYROLL EXPENSES	176,691.71	12,330.17	189,021.88
68000 · PROJECT-MATERIALS & SERVICES	0.00	44,345.05	44,345.05
69400 · TRANSFERS OUT	0.00	5,376.63	5,376.63
Total Expense	239,058.61	62,051.85	301,110.46
Net Ordinary Income	-97,894.65	-6,279.51	-104,174.16
Net Income	-97,894.65	-6,279.51	-104,174.16

Benton Soil & Water Conservation District
Profit & Loss by Class
 July through October 2024

	General Fund	Project Fund	TOTAL
Ordinary Income/Expense			
Income			
43300 · Grant/Project Administration	0.00	55,772.34	55,772.34
44535 · Taxes Levied	83,953.08	0.00	83,953.08
44545 · ODA Tech, LMA & Scope of Work	24,117.80	0.00	24,117.80
45000 · Interest Income	13,477.29	0.00	13,477.29
46430 · MISCELLANEOUS			
46432 · Contributions	786.66	0.00	786.66
Total 46430 · MISCELLANEOUS	786.66	0.00	786.66
47400 · Native Plant Sale Income	13,452.50	0.00	13,452.50
48000 · TRANSFERS IN			
48400 · Transfer Admin from Project Fd	5,376.63	0.00	5,376.63
Total 48000 · TRANSFERS IN	5,376.63	0.00	5,376.63
Total Income	141,163.96	55,772.34	196,936.30
Gross Profit	141,163.96	55,772.34	196,936.30
Expense			
60000 · MATERIALS & SERVICES			
61300 · CONFERENCES AND TRAINING			
61310 · Lodging	728.56	0.00	728.56
61330 · Registration	528.65	0.00	528.65
61340 · Training and Education Material	880.00	0.00	880.00
61300 · CONFERENCES AND TRAINING - Other	126.00	0.00	126.00
Total 61300 · CONFERENCES AND TRAINING	2,263.21	0.00	2,263.21
61500 · COMMUNITY CONSERVATION PROGRAMS			
61510 · Conservation Education (Youth)	291.61	0.00	291.61
61530 · Invasives Program	601.01	0.00	601.01
61540 · Native Plant Sale	3,828.93	0.00	3,828.93
61570 · Soil Quality Program	693.99	0.00	693.99
61595 · Jerry Paul Native Poll Con Prog	6,750.00	0.00	6,750.00
Total 61500 · COMMUNITY CONSERVATION PROGRAM	12,165.54	0.00	12,165.54
62100 · CONTRACTED AND PROF SERVICES			
62115 · Audit	4,000.00	0.00	4,000.00
62120 · Computer Support	1,832.70	0.00	1,832.70
62130 · PROFESSIONAL SERVICES			
62140 · Legal	342.00	0.00	342.00
62150 · Accounting	7,076.25	0.00	7,076.25
Total 62130 · PROFESSIONAL SERVICES	7,418.25	0.00	7,418.25
62180 · Consultation/Contracts	2,397.20	0.00	2,397.20
62190 · Misc Contracted Services	18.00	0.00	18.00
Total 62100 · CONTRACTED AND PROF SERVICES	15,666.15	0.00	15,666.15
62300 · Dues/Subscriptions/Fees	7,638.68	0.00	7,638.68
62800 · OFFICE OCCUPANCY			

Benton Soil & Water Conservation District
Profit & Loss by Class
 July through October 2024

	General Fund	Project Fund	TOTAL
62820 · Rent & Parking	9,175.32	0.00	9,175.32
62830 · Utilities	1,951.51	0.00	1,951.51
62840 · Other	47.72	0.00	47.72
Total 62800 · OFFICE OCCUPANCY	11,174.55	0.00	11,174.55
65000 · SUPPLIES AND MATERIALS			
65010 · COPIER AND SUPPLIES			
65012 · Copies	73.48	0.00	73.48
65014 · Lease	666.33	0.00	666.33
Total 65010 · COPIER AND SUPPLIES	739.81	0.00	739.81
65030 · Office Supplies	1,009.20	0.00	1,009.20
65040 · Postage	92.94	0.00	92.94
65050 · Software/Computer Accessories	65.99	0.00	65.99
Total 65000 · SUPPLIES AND MATERIALS	1,907.94	0.00	1,907.94
65110 · PRODUCTION COSTS			
65112 · Advertising and Website	3,242.38	0.00	3,242.38
65114 · Merchandise	1,531.71	0.00	1,531.71
65118 · Publications	220.00	0.00	220.00
Total 65110 · PRODUCTION COSTS	4,994.09	0.00	4,994.09
65120 · Insurance & Fidelity Bond	2,842.65	0.00	2,842.65
65160 · Miscellaneous	76.59	0.00	76.59
65320 · Mileage/travel related expenses	1,055.63	0.00	1,055.63
65400 · Meetings & Events	2,581.87	0.00	2,581.87
Total 60000 · MATERIALS & SERVICES	62,366.90	0.00	62,366.90
66000 · PAYROLL EXPENSES			
66200 · Wages	138,424.47	9,874.75	148,299.22
66410 · Health, Dental & Life Insurance	17,328.86	995.66	18,324.52
66420 · Retirement	8,451.19	647.62	9,098.81
66500 · Payroll Taxes			
66510 · FICA Employer	10,688.55	753.65	11,442.20
66520 · SUTA	767.81	56.10	823.91
66530 · OR-WBF	30.83	2.39	33.22
Total 66500 · Payroll Taxes	11,487.19	812.14	12,299.33
66600 · Bonuses	1,000.00	0.00	1,000.00
Total 66000 · PAYROLL EXPENSES	176,691.71	12,330.17	189,021.88
68000 · PROJECT-MATERIALS & SERVICES			
68010 · Project Contracted Services	0.00	15,355.29	15,355.29
68020 · Project Mileage & Travel	0.00	273.12	273.12
68040 · Project Supplies & Materials	0.00	19,351.51	19,351.51
68000 · PROJECT-MATERIALS & SERVICES - Other	0.00	9,365.13	9,365.13
Total 68000 · PROJECT-MATERIALS & SERVICES	0.00	44,345.05	44,345.05
69400 · TRANSFERS OUT			
69440 · Trf PF to General Fund	0.00	5,376.63	5,376.63

Benton Soil & Water Conservation District
Profit & Loss by Class
July through October 2024

	General Fund	Project Fund	TOTAL
Total 69400 - TRANSFERS OUT	0.00	5,376.63	5,376.63
Total Expense	239,058.61	62,051.85	301,110.46
Net Ordinary Income	-97,894.65	-6,279.51	-104,174.16
Net Income	-97,894.65	-6,279.51	-104,174.16

Benton Soil & Water Conservation District
Profit & Loss YTD Comparison
 July through October 2024

	Jul - Oct 24	Jul - Oct 23	\$ Change
Ordinary Income/Expense			
Income			
43300 · Grant/Project Administration	55,772.34	58,699.65	-2,927.31
44535 · Taxes Levied	83,953.08	92,395.85	-8,442.77
44540 · ODA Operations	0.00	14,489.00	-14,489.00
44545 · ODA Tech, LMA & Scope of Work	24,117.80	33,840.00	-9,722.20
45000 · Interest Income	13,477.29	11,893.13	1,584.16
46430 · MISCELLANEOUS			
46432 · Contributions	786.66	1,496.80	-710.14
Total 46430 · MISCELLANEOUS	786.66	1,496.80	-710.14
47400 · Native Plant Sale Income	13,452.50	17,960.25	-4,507.75
48000 · TRANSFERS IN			
48400 · Transfer Admin from Project Fd	5,376.63	5,261.71	114.92
Total 48000 · TRANSFERS IN	5,376.63	5,261.71	114.92
Total Income	196,936.30	236,036.39	-39,100.09
Gross Profit	196,936.30	236,036.39	-39,100.09
Expense			
60000 · MATERIALS & SERVICES			
61300 · CONFERENCES AND TRAINING			
61310 · Lodging	728.56	307.04	421.52
61320 · Meals/per diem	0.00	97.92	-97.92
61330 · Registration	528.65	1,180.00	-651.35
61340 · Training and Education Material	880.00	494.99	385.01
61300 · CONFERENCES AND TRAINING - Other	126.00	0.00	126.00
Total 61300 · CONFERENCES AND TRAINING	2,263.21	2,079.95	183.26
61500 · COMMUNITY CONSERVATION PROGRAMS			
61510 · Conservation Education (Youth)	291.61	777.62	-486.01
61520 · Conservation Incentive Program	0.00	227.50	-227.50
61530 · Invasives Program	601.01	2,500.00	-1,898.99
61540 · Native Plant Sale	3,828.93	3,410.35	418.58
61570 · Soil Quality Program	693.99	1,636.64	-942.65
61595 · Jerry Paul Native Poll Con Prog	6,750.00	0.00	6,750.00
Total 61500 · COMMUNITY CONSERVATION PROG	12,165.54	8,552.11	3,613.43
62100 · CONTRACTED AND PROF SERVICES			
62115 · Audit	4,000.00	4,300.00	-300.00
62120 · Computer Support	1,832.70	1,608.00	224.70
62130 · PROFESSIONAL SERVICES			
62140 · Legal	342.00	165.00	177.00
62150 · Accounting	7,076.25	6,459.83	616.42
62160 · Facilitation	0.00	1,750.00	-1,750.00

Benton Soil & Water Conservation District
Profit & Loss YTD Comparison
 July through October 2024

	Jul - Oct 24	Jul - Oct 23	\$ Change
62170 · Web Design, Logo - Marketing	0.00	1,624.50	-1,624.50
62130 · PROFESSIONAL SERVICES - Other	0.00	395.00	-395.00
Total 62130 · PROFESSIONAL SERVICES	7,418.25	10,394.33	-2,976.08
62180 · Consultation/Contracts	2,397.20	0.00	2,397.20
62190 · Misc Contracted Services	18.00	0.00	18.00
Total 62100 · CONTRACTED AND PROF SERVICES	15,666.15	16,302.33	-636.18
62300 · Dues/Subscriptions/Fees	7,638.68	4,661.98	2,976.70
62800 · OFFICE OCCUPANCY			
62820 · Rent & Parking	9,175.32	11,237.90	-2,062.58
62830 · Utilities	1,951.51	1,480.57	470.94
62840 · Other	47.72	0.00	47.72
Total 62800 · OFFICE OCCUPANCY	11,174.55	12,718.47	-1,543.92
65000 · SUPPLIES AND MATERIALS			
65010 · COPIER AND SUPPLIES			
65012 · Copies	73.48	132.18	-58.70
65014 · Lease	666.33	624.68	41.65
Total 65010 · COPIER AND SUPPLIES	739.81	756.86	-17.05
65030 · Office Supplies	1,009.20	719.90	289.30
65040 · Postage	92.94	0.00	92.94
65050 · Software/Computer Accessories	65.99	112.49	-46.50
Total 65000 · SUPPLIES AND MATERIALS	1,907.94	1,589.25	318.69
65110 · PRODUCTION COSTS			
65112 · Advertising and Website	3,242.38	289.00	2,953.38
65114 · Merchandise	1,531.71	1,295.24	236.47
65118 · Publications	220.00	0.00	220.00
Total 65110 · PRODUCTION COSTS	4,994.09	1,584.24	3,409.85
65120 · Insurance & Fidelity Bond	2,842.65	3,368.57	-525.92
65160 · Miscellaneous	76.59	-8.10	84.69
65320 · Mileage/travel related expenses	1,055.63	441.88	613.75
65400 · Meetings & Events	2,581.87	1,782.55	799.32
Total 60000 · MATERIALS & SERVICES	62,366.90	53,073.23	9,293.67
66000 · PAYROLL EXPENSES			
66200 · Wages	148,299.22	136,982.70	11,316.52
66410 · Health, Dental & Life Insurance	18,324.52	19,474.97	-1,150.45
66420 · Retirement	9,098.81	8,118.25	980.56
66500 · Payroll Taxes			
66510 · FICA Employer	11,442.20	10,468.92	973.28
66520 · SUTA	823.91	543.13	280.78
66530 · OR-WBF	33.22	34.52	-1.30
Total 66500 · Payroll Taxes	12,299.33	11,046.57	1,252.76

Benton Soil & Water Conservation District
Profit & Loss YTD Comparison
 July through October 2024

	Jul - Oct 24	Jul - Oct 23	\$ Change
66600 · Bonuses	1,000.00	0.00	1,000.00
66800 · Fees	0.00	57.50	-57.50
Total 66000 · PAYROLL EXPENSES	189,021.88	175,679.99	13,341.89
68000 · PROJECT-MATERIALS & SERVICES			
68010 · Project Contracted Services	15,355.29	43,248.16	-27,892.87
68020 · Project Mileage & Travel	273.12	268.61	4.51
68040 · Project Supplies & Materials	19,351.51	23,091.96	-3,740.45
68000 · PROJECT-MATERIALS & SERVICES - Other	9,365.13	4,075.00	5,290.13
Total 68000 · PROJECT-MATERIALS & SERVICES	44,345.05	70,683.73	-26,338.68
69400 · TRANSFERS OUT			
69440 · Trf PF to General Fund	5,376.63	5,261.71	114.92
Total 69400 · TRANSFERS OUT	5,376.63	5,261.71	114.92
Total Expense	301,110.46	304,698.66	-3,588.20
Net Ordinary Income	-104,174.16	-68,662.27	-35,511.89
Other Income/Expense			
Other Expense			
89999 · Ask BSWCD	0.00	-2,749.00	2,749.00
Total Other Expense	0.00	-2,749.00	2,749.00
Net Other Income	0.00	2,749.00	-2,749.00
Net Income	-104,174.16	-65,913.27	-38,260.89

Benton Soil & Water Conservation District
P&L Budget vs. Actual GENERAL FUND
 July through October 2024

	Jul - Oct 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
43000 - Beginning Balance	0.00	805,872.00	-805,872.00	0.0%
44530 - Benton County Public Works	0.00	5,000.00	-5,000.00	0.0%
44535 - Taxes Levied	83,953.08	530,000.00	-446,046.92	15.84%
44540 - ODA Operations	0.00	28,978.00	-28,978.00	0.0%
44545 - ODA Tech, LMA & Scope of Work	24,117.80	67,616.00	-43,498.20	35.67%
45000 - Interest Income	13,477.29	20,000.00	-6,522.71	67.39%
46430 - MISCELLANEOUS				
46432 - Contributions	786.66			
46430 - MISCELLANEOUS - Other	0.00	1,500.00	-1,500.00	0.0%
Total 46430 - MISCELLANEOUS	786.66	1,500.00	-713.34	52.44%
47400 - Native Plant Sale Income	13,452.50	19,000.00	-5,547.50	70.8%
48000 - TRANSFERS IN				
48300 - Project Fund	0.00	16,740.00	-16,740.00	0.0%
48400 - Transfer Admin from Project Fd	5,376.63			
Total 48000 - TRANSFERS IN	5,376.63	16,740.00	-11,363.37	32.12%
Total Income	141,163.96	1,494,706.00	-1,353,542.04	9.44%
Gross Profit	141,163.96	1,494,706.00	-1,353,542.04	9.44%
Expense				
60000 - MATERIALS & SERVICES				
61300 - CONFERENCES AND TRAINING				
61310 - Lodging	728.56			
61330 - Registration	528.65			
61340 - Training and Education Mate	880.00			
61300 - CONFERENCES AND TRAINI	126.00	8,000.00	-7,874.00	1.58%
Total 61300 - CONFERENCES AND TRAI	2,263.21	8,000.00	-5,736.79	28.29%
61500 - COMMUNITY CONSERVATION PROGRAMS				
61510 - Conservation Education (Yot	291.61	9,400.00	-9,108.39	3.1%
61520 - Conservation Incentive Progi	0.00	5,119.00	-5,119.00	0.0%
61530 - Invasives Program	601.01	5,500.00	-4,898.99	10.93%
61540 - Native Plant Sale	3,828.93	20,000.00	-16,171.07	19.15%
61560 - Scholarships/Internships	0.00	6,000.00	-6,000.00	0.0%
61570 - Soil Quality Program	693.99	5,500.00	-4,806.01	12.62%
61595 - Jerry Paul Native Poll Con Pr	6,750.00	2,000.00	4,750.00	337.5%
Total 61500 - COMMUNITY CONSERVAT	12,165.54	53,519.00	-41,353.46	22.73%
62100 - CONTRACTED AND PROF SERVICES				
62115 - Audit	4,000.00	6,000.00	-2,000.00	66.67%
62120 - Computer Support	1,832.70	6,000.00	-4,167.30	30.55%
62130 - PROFESSIONAL SERVICES				
62140 - Legal	342.00			

Benton Soil & Water Conservation District
P&L Budget vs. Actual GENERAL FUND
 July through October 2024

	Jul - Oct 24	Budget	\$ Over Budget	% of Budget
62150 · Accounting	7,076.25			
62160 · Facilitation	0.00	7,000.00	-7,000.00	0.0%
62130 · PROFESSIONAL SERVICE	0.00	34,500.00	-34,500.00	0.0%
Total 62130 · PROFESSIONAL SERVICE	7,418.25	41,500.00	-34,081.75	17.88%
62180 · Consultation/Contracts	2,397.20	11,500.00	-9,102.80	20.85%
62190 · Misc Contracted Services	18.00			
Total 62100 · CONTRACTED AND PROF	15,666.15	65,000.00	-49,333.85	24.1%
62300 · Dues/Subscriptions/Fees	7,638.68	20,000.00	-12,361.32	38.19%
62800 · OFFICE OCCUPANCY				
62810 · Alarm & Janitorial Services	0.00	1,500.00	-1,500.00	0.0%
62820 · Rent & Parking	9,175.32	30,000.00	-20,824.68	30.58%
62830 · Utilities	1,951.51	4,500.00	-2,548.49	43.37%
62840 · Other	47.72			
Total 62800 · OFFICE OCCUPANCY	11,174.55	36,000.00	-24,825.45	31.04%
65000 · SUPPLIES AND MATERIALS				
65010 · COPIER AND SUPPLIES				
65012 · Copies	73.48			
65014 · Lease	666.33			
65010 · COPIER AND SUPPLIES -	0.00	3,000.00	-3,000.00	0.0%
Total 65010 · COPIER AND SUPPLIES	739.81	3,000.00	-2,260.19	24.66%
65020 · Equipment	0.00	6,000.00	-6,000.00	0.0%
65030 · Office Supplies	1,009.20	2,500.00	-1,490.80	40.37%
65040 · Postage	92.94	500.00	-407.06	18.59%
65050 · Software/Computer Accessori	65.99	4,000.00	-3,934.01	1.65%
Total 65000 · SUPPLIES AND MATERIAL	1,907.94	16,000.00	-14,092.06	11.93%
65110 · PRODUCTION COSTS				
65112 · Advertising and Website	3,242.38	2,000.00	1,242.38	162.12%
65114 · Merchandise	1,531.71	1,000.00	531.71	153.17%
65116 · Newsletters	0.00	500.00	-500.00	0.0%
65118 · Publications	220.00	1,000.00	-780.00	22.0%
Total 65110 · PRODUCTION COSTS	4,994.09	4,500.00	494.09	110.98%
65120 · Insurance & Fidelity Bond	2,842.65	10,000.00	-7,157.35	28.43%
65160 · Miscellaneous	76.59	200.00	-123.41	38.3%
65320 · Mileage/travel related expenses	1,055.63	3,000.00	-1,944.37	35.19%
65400 · Meetings & Events	2,581.87	7,500.00	-4,918.13	34.43%
Total 60000 · MATERIALS & SERVICES	62,366.90	223,719.00	-161,352.10	27.88%
66000 · PAYROLL EXPENSES				
66200 · Wages	138,424.47	476,231.00	-337,806.53	29.07%
66410 · Health, Dental & Life Insurance	17,328.86	84,355.00	-67,026.14	20.54%
66420 · Retirement	8,451.19	30,945.00	-22,493.81	27.31%
66500 · Payroll Taxes				

Benton Soil & Water Conservation District
P&L Budget vs. Actual GENERAL FUND
 July through October 2024

	Jul - Oct 24	Budget	\$ Over Budget	% of Budget
66510 - FICA Employer	10,688.55			
66520 - SUTA	767.81			
66530 - OR-WBF	30.83			
66500 - Payroll Taxes - Other	0.00	42,873.00	-42,873.00	0.0%
Total 66500 - Payroll Taxes	11,487.19	42,873.00	-31,385.81	26.79%
66600 - Bonuses	1,000.00	1,000.00	0.00	100.0%
66800 - Fees	0.00	350.00	-350.00	0.0%
Total 66000 - PAYROLL EXPENSES	176,691.71	635,754.00	-459,062.29	27.79%
69100 - Capital Outlay	0.00	5,000.00	-5,000.00	0.0%
69200 - Contingency	0.00	60,000.00	-60,000.00	0.0%
69600 - Reserved for Future Expenditure	0.00	227,233.00	-227,233.00	0.0%
69800 - Unappropriated Fund Balance	0.00	343,000.00	-343,000.00	0.0%
Total Expense	239,058.61	1,494,706.00	-1,255,647.39	15.99%
Net Ordinary Income	-97,894.65	0.00	-97,894.65	100.0%
Net Income	-97,894.65	0.00	-97,894.65	100.0%

Benton Soil & Water Conservation District
P&L Budget vs. Actual PROJECT FUND
 July through October 2024

	Jul - Oct 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
43300 · Grant/Project Administration	55,772.34	170,138.00	-114,365.66	32.78%
Total Income	<u>55,772.34</u>	<u>170,138.00</u>	<u>-114,365.66</u>	<u>32.78%</u>
Gross Profit	55,772.34	170,138.00	-114,365.66	32.78%
Expense				
66000 · PAYROLL EXPENSES				
66200 · Wages	9,874.75	23,599.00	-13,724.25	41.84%
66410 · Health, Dental & Life Insurance	995.66	2,753.00	-1,757.34	36.17%
66420 · Retirement	647.62	1,652.00	-1,004.38	39.2%
66500 · Payroll Taxes				
66510 · FICA Employer	753.65			
66520 · SUTA	56.10			
66530 · OR-WBF	2.39			
66500 · Payroll Taxes - Other	0.00	1,964.00	-1,964.00	0.0%
Total 66500 · Payroll Taxes	<u>812.14</u>	<u>1,964.00</u>	<u>-1,151.86</u>	<u>41.35%</u>
Total 66000 · PAYROLL EXPENSES	<u>12,330.17</u>	<u>29,968.00</u>	<u>-17,637.83</u>	<u>41.14%</u>
68000 · PROJECT-MATERIALS & SERVICES				
68010 · Project Contracted Services	15,355.29			
68020 · Project Mileage & Travel	273.12			
68040 · Project Supplies & Materials	19,351.51			
68000 · PROJECT-MATERIALS & SERVICES	<u>9,365.13</u>	<u>123,430.00</u>	<u>-114,064.87</u>	<u>7.59%</u>
Total 68000 · PROJECT-MATERIALS & SERVICES	<u>44,345.05</u>	<u>123,430.00</u>	<u>-79,084.95</u>	<u>35.93%</u>
69400 · TRANSFERS OUT				
69440 · Trf PF to General Fund	5,376.63	16,740.00	-11,363.37	32.12%
Total 69400 · TRANSFERS OUT	<u>5,376.63</u>	<u>16,740.00</u>	<u>-11,363.37</u>	<u>32.12%</u>
Total Expense	<u>62,051.85</u>	<u>170,138.00</u>	<u>-108,086.15</u>	<u>36.47%</u>
Net Ordinary Income	<u>-6,279.51</u>	<u>0.00</u>	<u>-6,279.51</u>	<u>100.0%</u>
Net Income	<u><u>-6,279.51</u></u>	<u><u>0.00</u></u>	<u><u>-6,279.51</u></u>	<u><u>100.0%</u></u>

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
Ludwigia Management Alternatives	19100538	MMT	12/1/2019	12/31/2024	Open	1/15/2025	27,742	27,742	27,742	27,742	0	0	MA	Interim Report: 1/1/2021 & 1/1/2022. Final Report 1/15/2024	100% of funds at beginning of grant	2,522	2,509	13
Willamette Mainstem Restoration Opportunities and Strategies for Engagement	20100515	MMT	11/1/2020	8/31/2024	Open	10/31/2024	70,164	70,164	68,861	68,861	1,303	0	MA	5/15/21 & 6/15/2024	100% of funds at beginning of grant	6,379	6,260	119
Soil Health Engagement Improves Water Quality	ODA 4462-GR	ODA	7/1/2023	6/30/2025	Open	8/29/2025	42,924	32,193	20,361	20,361	11,832	10,731	TM	8/20/24, 8/29/25		4,292	1,744	2,548
Grand Oaks Oak Release	09-24-001	OWEB	2/26/2024	1/11/2026	Open	1/11/2026	14,968	0	8,932	8,932	-8,932	14,968	DS	1/11/2026, 1/11/2028	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.	1,361	893	468
Rainshine Orchard Riparian Res	11-24-004	OWEB	8/15/2024	7/9/2026	Open	9/7/2026	11,820	0	0	0	0	11,820	MA	9/7/2026, 9/7/2028	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.	1,075	0	1,075
OWEB SIA grant	218-8010-16782	OWEB	3/4/2019	12/22/2026	Open	12/22/2026	125,000	92,569	94,260	94,260	-1,691	32,431	DS	(6/17/2019, 12/16/2019, 6/14/2020, 12/14/2020, 6/14/2021, 12/13/2021, 6/13/2022, 12/13/2022, 12/22/2023,	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	11,364	8,463	2,901
JZE RTR Project	220-3033-17504	OWEB	4/22/2020	6/30/2025	Open	6/30/2025	239,915	205,419	205,419	205,419	0	34,496	DS	6/30/2028 and 6/30/2030	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	23,084	18,672	4,412
Mitchell Oak	222-3016-22326	OWEB	10/25/2022	6/30/2026	Open	8/29/2026	96,646	63,374	63,374	63,374	0	33,272	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	5,761	82,099
Purge the Spurge Phase 4	2024-37-011	OSWB	2/15/2024	4/30/2025	Open	6/30/2025	13,950	6,975	12,703	12,703	-5,728	6,975	MA	Interim Report: 9/30/2024 & Final Report: 6/30/2025	*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	1,269	1,132	137
WRWMP X	2024-37-012	OSWB	2/15/2024	7/31/2025	Open	8/30/2025	27,972	20,979	23,454	23,454	-2,475	6,993	MA	Interim Report: 9/30/2024 & Final Report: 8/30/2025	*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	2,543	2,078	465
OWEB Stakeholder Oak	223-3044-23047	OWEB	10/25/2023	12/31/2026	Open	2/28/2027	34,130	3,390	4,205	4,205	-816	30,740	MA	Project Completion Report: 2/28/2027	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	3,413	382	3,031
Total							705,231	522,805				182,426					47,895	97,268



Benton Soil and Water CONSERVATION DISTRICT

A bird's-eye view of 12 years

Phew what a journey! I read an analogy once that likened the role of executive director to that of being conductor of an orchestra. You get a group of highly talented individuals to play the same song, while at the same time allowing each an opportunity to shine. It's a big responsibility to set the stage for creating the best "sound" possible, for the best "audience experience" possible. The accomplishments of anyone in a leadership position are of course dependent on the work of the *whole team*, and I'm grateful to have collaborated with an amazing staff and board Orchestra that has played largely in tune over so many years.

My charge as ED focused on these key duties:

- Shape short- and long-term strategic direction
- Make decisions with mission/vision/goals (MVG), & guiding principles in mind
- Cultivate a great reputation for the District and lead with integrity
- Ensure daily operations are effective, efficient, and align with MVG
- Meet financial targets and maintain fiduciary transparency and accountability
- Uphold commitment to ethical standards and legal responsibilities
- Develop and maintain successful partnerships with stakeholders and funders
- Create a workplace culture of respect, learning, engagement, and fairness
- Develop policies/procedures for a safe/organized/compliant workplace

The following summary focuses on high-level outcomes that I've orchestrated, with assistance of staff/board, that have moved the District forward in a positive and consequential way since I was hired in 2012.

Organizational

- Rebranded the District with a new logo and style guide for more visible and consistent internal and external communication
- Completed the District's first Strategic Plan that included establishment of Vision, Mission, Goals, Strategic Actions, and Guiding Principles (2015)
- Updated the Strategic Plan and established Values, Strategic Themes, Goals, Strategies, and Measurable Objectives (2022)
- Provided oversight on three major website overhauls and established need for our first ADA compliant website
- Provided oversight for development of Annual Workplans from 2013-2025
- Facilitated the Board of Directors' role by developing 150 board meeting agendas, making recommendations for board actions, and maintaining excellent relationships with Board Chairs, Directors, and Associate Directors

- Made a commitment to creating a more equitable and inclusive work environment that strives to dismantle systemic barriers and make District programs, procedures, and policies equitable and accessible to all
- Facilitated major office move in 2021 from 5th and Monroe to SW Washington Avenue which saved over \$20,000 annually and reduced wasted office space
- Created the shared-space, co-working office concept with Executive Directors Pope (GLT), Kaye (IAE), and Augerot (MRWC) which eventually became The Confluence; served on the Confluence Steering Committee for over 6 years
- Incorporated student representation for the first time on the Board and Budget Committee
- Developed and carried out a transition plan for executive director succession

Financial

- Served as District's Budget Officer and prepared budget for 13 budget cycles
- Completed 12 years of successful audits. Prior to my hire the District had two consecutive years of deficit spending where the net change in position decreased; negative \$27,795 (FY11) and negative \$13,704 (FY12). Since I took on responsibility for the District's finances we have had a positive increase in net position every single year between 2013 and 2024. The positive net change in position ranged from an increase of \$28,561 in FY13, to a positive net change in FY20 of \$117,663.
- Responsibly and transparently stewarded our major financial accounts: Local Government Investment Pool (LGIP), and two Citizens Bank accounts
- Transformed accounting systems and grant fiscal management to be more efficient and reduce potential errors
- Substantially built-up reserves in our Building Reserve Fund (to \$118,200), Reserved for Future Expenditures (to \$227,233), and Program Reserves (to \$68,000) to ensure the District can weather economic downturns and other potential fiscal challenges in the future
- Developed deep and lasting relationships with funders and partners working on the mainstem Willamette River (WR) and adjacent lands that brought in over \$1 million for nine projects between 2012 and 2020, seven of which I served as BSWCD project manager for (these projects were separate from and do not include our MMT-WMC grants, OWEB SIP or OWEB TA/restoration grants, OWEB small grants, or ODA Capacity and OSWB invasive species grants which I have ultimate responsibility for even though staff manage(d) them

Human Resources

- Improved employee benefits and advocated for strong support of staff through annual increases in wage and non-wage compensation
- Despite ever-increasing health plan costs over 12 years, recommended continuation of 100% coverage from the District for health insurance for employees (medical, dental, vision); continued to explore/advocate for possibility of adding some family coverage

- Increased accrual of annual leave; added two paid holidays (Indigenous Peoples Day and Juneteenth)
- Added short-term disability insurance covered by District at 100%
- Continued life insurance policy coverage at 100%
- Continued District retirement contribution of 7% at start of third year of employment; recommended removal of employee match to enable more staff to take advantage of full District contribution
- Recommended flat rate COLA in FY25 which significantly improved % wage increase for staff (excluding ED position)
- Developed the District's first Compensation Philosophy
- Initiated and completed three Employee Pay Equity and Compensation Studies (2016, 2019, 2022) and budgeted for a fourth study in FY25 to ensure compliance with Oregon's Pay Equity Law and provide market-competitive compensation to employees
- Recommended a Health Reimbursement Arrangement (HRA-VEBA) program
- Developed an Employee Recognition Award policy
- Developed a Paid Leave Oregon policy with flexible leave use requirements
- Completely revamped Employee Handbook from 15 pages to 78 pages to ensure inclusion of important laws, policies, and procedures
- Increased personnel compensation in budgets from \$384,572 in FY14 (for 6 employees) to \$662,789 in FY25 (for 7 employees)

Programmatic/Advisory/Partnerships

- Provided oversight for creating and implementing all District programs
- Guided major overhaul of District's longstanding Native Plant Sale with facilitated program review and evaluation that included input from customers, volunteers, staff/board, nurseries, and NPS contractor, resulting in location change, sale coordination improvement, and modernized Point of Sale system (2015); added second annual sale for native bulbs and seeds at Fall Festival
- Served as BSWCD project manager and fiscal agent for seven restoration grants (mainstem WR geomorphic mapping and cold-water fish refuges with USGS, Kincaid's lupine/oak savanna legacy restoration on US Department of Defense lands with Oregon Military Department's Environmental Branch at Adair, Halfmoon Bend floodplain forest restoration with Oregon State Parks, Oregon State University, and local landowners).
- Shepherded the Meyer Memorial Trust grant that started the Willamette Mainstem Cooperative, served as grantee of the 10-year Willamette River Initiative (only SWCD in Oregon to be involved and receive funds), was a member of the Advisory Group for the Willamette River Network (WRN) to guide future restoration on and outreach about the WR; served on OWEB's Focused Investment Partnership (FIP) Steering Committee for restoration of Anchor Habitats on the WR
- Initiated Skillbridge Program for retiring Military Veterans
- Coordinated District support for the Traditional Ecological Inquiry Program

- Initiated the Jerry Paul Native Pollinator Conservation grant program after long-time Director Jerry Paul's death in 2023
- Guided development of District's working Communications Plan (internal and external) and developed Oregon Association of Conservation District's (OACD) Communications Plan with Clackamas and Jackson SWCDs
- Served on the Upper Willamette CREP Partnership Steering Committee to review all proposals and apply for OWEB CREP TA grants to support partners' CREP projects in Benton and Linn Counties
- Developed and maintained close working partnerships with dozens of other organizations and agencies

Policies (not related to safety)

- New policies I developed and recommended to the board include:
 - Administrative Leave
 - Authorized Signature Matrix
 - Board Expectations and Decision Making
 - Contracting Rules and Procedures
 - Credit Card (in progress)
 - Discrimination and Harassment (required by law)
 - Employee Recognition
 - Hiring and Recruitment
 - HRA-VEBA
 - Information Security
 - Paid Leave Oregon (through OR Employment Dept - required by law)
 - Pay Equity (required by law)
 - Public Comment
 - Public Records Requests (required by law)
 - Social Media
 - Telework
 - Travel
 - Veterans' Preference (required by law)
 - Whistle Blower (required by law)

Safety

- Guided the District through the global COVID-19 Pandemic that included OSHA requirements of developing a COVID Notification Plan, COVID Exposure Risk Assessment Plan, and a COVID Infection Control Plan
- Developed a Heat Illness Prevention Policy and a Wildfire Smoke Policy
- Developed a Hazard Assessment and Hazard Communication Plan
- Conducted and catalogued monthly Safety Meetings/ annual fire inspections
- Added Cybersecurity insurance coverage and require annual staff training
- Conducted annual Risk Management meetings with SDAO staff
- Reviewed IT security policies, procedures, and needs throughout the year
- District had no Workers Comp claims in last 12 years

Michael Ahr

NR Conservation Program Manager - Staff Report for **November 2024**



Willamette River

November involved a lot of attention on the Willamette! There was a 2 day conference that Holly and I attended at OSU. It was so great to be back around many partners that work on restoring the 187 mile Willamette River. Partners from Portland to Eugene were in attendance. We also wrote a new version of our Aquatic Invasive Species Grant to prep for next year. This month, I worked with partners to prepare the grant proposal and also held discussions about getting a steering committee back to a functional state for the Willamette Mainstem Cooperative. The committee kind of “disbanded” during COVID and haven’t revived it.

November was also Oak Month (unofficially)

We had more than 180 people sign up to attend the Oak and Prairie summit that I helped plan with others from the Willamette Valley Oak-Prairie Cooperative Steering Committee. We wondered how many “no shows” we might have for a free event a few days before Thanksgiving. We actually ended up with 180 people there and fully engaged. This was a really great, young, diverse, and energetic group.

I also attended a field tour arranged by the Marys Peak Stewardship Group where me and Cierra met several great oak partners.

Also talked to a GIS analyst about potential help on oak mapping and attended some meetings about more collaboration on oak plans for the Wildlife Habitat Conservation Management Program (which was discussed at the last Board Meeting).

Other

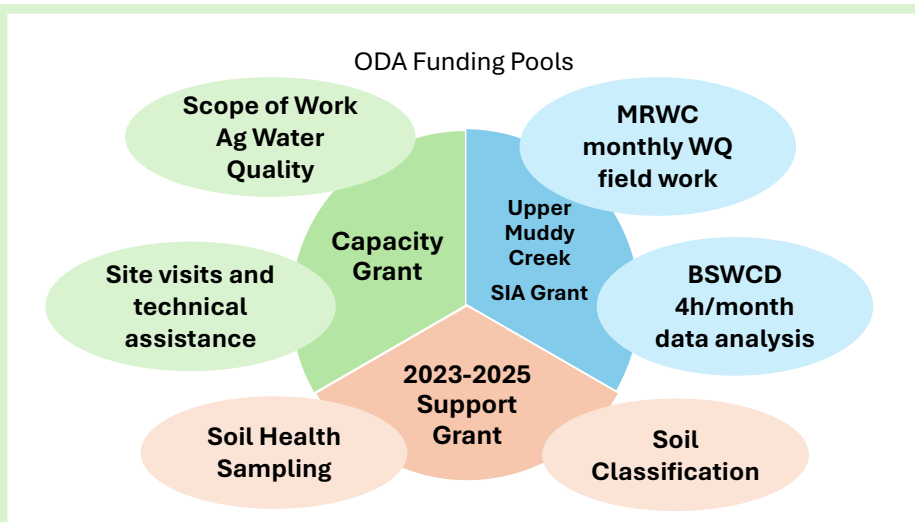
- Held Cooperative Weed Management Area General Meeting
- Reviewed 15 applications for Resource Conservationist Position and offered interviews to 6 candidates
- Rotary Club – Gave a general presentation about BSWCD and our programs
- Bureau of Labor and Industries Training – 2 day training...this agenda would look a little boring to most 😊 but super helpful!!



Networking break at busy Oak & Prairie Summit in Salem

FUNDING POOLS SUPPORT STAFF FOR BENTON COUNTY-WIDE AG WATER QUALITY AND STRATEGIC IMPLEMENTATION AREA LANDOWNER ENGAGEMENT

On November 19th, Michael and I gave a presentation to the Local Advisory Team for the Middle Willamette Agricultural Water Quality Management Area. To read more about the MWAQMA, click [here](#). Preparing that presentation inspired the graphic, right, that shows how ODA funds from the UMC SIA and the ODA Support Grant are pieces of the financial pie that fuels BSWCD efforts to address Ag Water Quality issues.



Reliable funding and an effective team are vital to fulfilling BSWCD's role in ag water quality work. Here at BSWCD, we benefit greatly from two stable funding sources. The Oregon Department of Agriculture provides Capacity Grants to every conservation district in the state. In addition, the BSWCD tax base is a generous contribution from our community. Over the past 20 years, these two funding pools have allowed the staff to grow from two-and-a-quarter positions to six, build relationships with additional funders, and submit grant proposals for special projects, such as the ODA Support Grant. *Read more about Support Grant on page 2.*

The UMC SIA Grant supports water quality monitoring in one southern Benton County watershed, the Upper Muddy Creek. A quarter of the SIA funds were used for BSWCD staff time to write the monitoring proposal and Sampling and Analysis Plan. The largest share of the SIA funding goes to contracts with the Marys River Watershed Council for monthly water quality monitoring field work and Edge Analytical for lab analyses. The remainder of the SIA Grant pays BSWCD wages for four hours per month to coordinate the water quality team and analyze data.

The ODA Capacity Grant and Support Grant pay BSWCD wages to fulfill outreach and technical assistance obligations in the UMC SIA. Thanks to the tax base, BSWCD Community Conservation funds are used to purchase materials and supplies, including hand-held meters, calibration standards, sonde installation supplies, and batteries. Photos, right, show the change in stream depth from October to November, and after the first fall flush on 10/27/2024. In waist-deep or deeper water, it is not safe to pull the sondes for data download. Hopefully batteries will last until spring.



Above on 10/11/2024 and below 11/15/2024, Mark Dameron of Marys River Watershed Council's monitoring team, collects water quality data in Hammer Creek.



ODA Support Grant 4462-GR This grant is the bottom section of the funding pie on page one. The funding allows us to offer soil health testing and soil classification consultation at no cost to landowners. I determine the interest in these services during a phone call or site visit. These are outreach tools that open the door to discussions on natural resource concerns and conservation practices such as planting riparian vegetation, runoff and erosion prevention, rotational grazing, heavy-use areas, upland vegetation to improve soil health, and nutrient management.

Accomplishments: Since November 2023, we have accomplished roughly 50 to 80% of proposed objectives: land managers (10/15), soil health samples (22/30), and soil classifications (12/15). We hosted the first of two soil health events in May 2024.



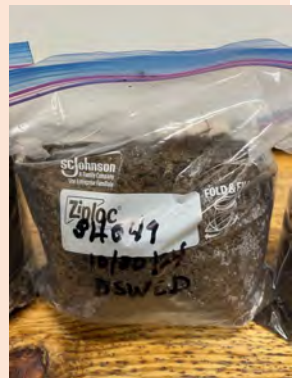
Left, from top: Andy's son, Guthrie, augers a core for Alysia Greco, Jim Herman digs in October's hard, dry soil, Jim's American Guinea hog.

You may ask, "What benefit does a land manager get from soil classification?" Think of this service as a guided look beneath the soil surface led by a knowledgeable soil classifier, Andy Gallagher, who loves to share soil facts and stories. Andy gives land managers a realistic expectation of what their soil can do or become depending on how it is managed. For example, a shallow soil on a sloped hillside in south Benton County will never, in our lifetime, become a thick, dark, nutrient-rich mollisol, like the soils of the mid-west USA corn and soybean farms. Soils evolve from their parent material, whether that is Missoula flood deposits, wind-blown silt, a river terrace, glacial till, or colluvium on a hill slope transported downward by gravity over time. Each unique soil develops as the parent material is influenced by soil formation factors: climate, organisms (including humans), relief, and time.

OSU's Dry Farm Collaborative was spawned when former OSU Small Farm Extension agent, Amy Garrett, consulted with Willamette Valley residents who, with the intention to farm, had bought land and learned they had little or no water rights. During a soil classification, Andy can answer these and other time and money saving questions. Where on my land is best to dry farm? How high is the water table? What is the water storage capacity of my soil? Why is water flowing overland from the base of a hill? Most importantly, the client gains new eyes and appreciation for their soil resources. Ultimately, we are building a soil-minded community.

In progress: Processing classification reports and soil health results into a helpful package for land managers.

Needs Attention: Organize a conservation group with landowners in the Monroe area.

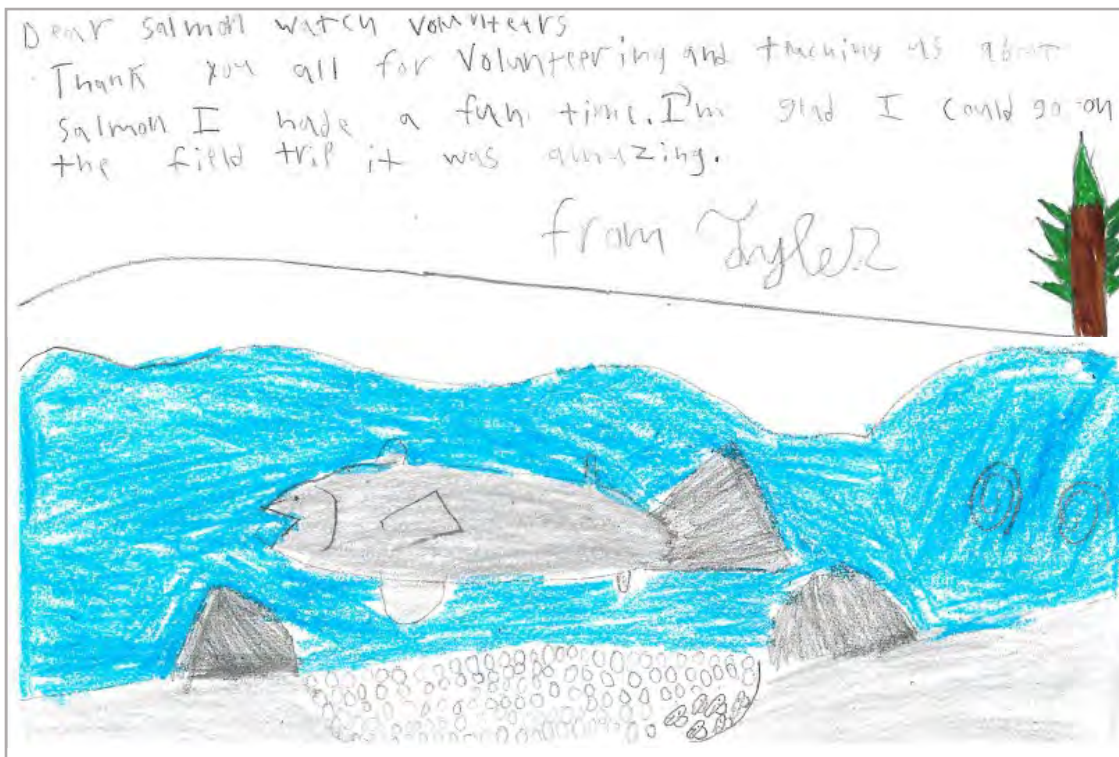
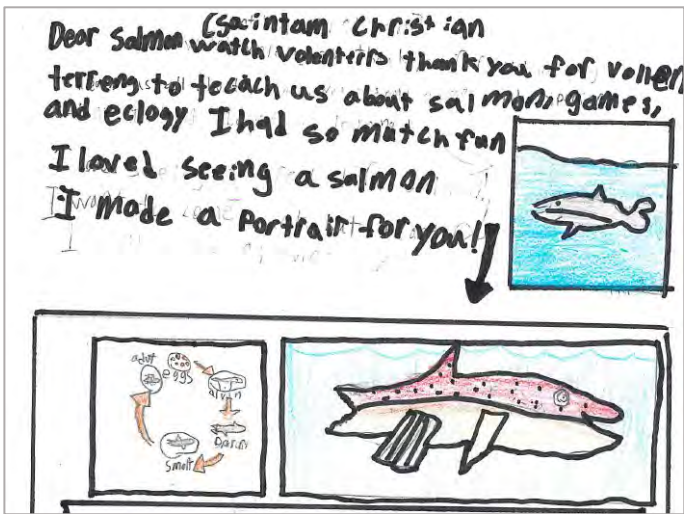


Right, from top: Andy Gallagher with deep Halloween orange horizon, tools of the soil health trade, the answer is in the soil sample bag, Evelyn Lee (left) with intern Shelly Toombs, collecting soil sample under cloud blanket.



Salmon Watch (was pretty much my entire November)

- Done for the season!
- Final counts:
 - 15 program days
 - 19 classes
 - 575 students
 - 36 adult volunteers
 - 16 high school student volunteers
 - 6 new volunteers
 - 1,752 volunteer hours
- Stay tuned for an OPB feature...
- [Click here for some heartwarming thank-you notes from students at Santiam Christian School](#)



A few highlights this month have been:

I have successfully completed my first Salmon Watch season! 🎉

It was great to learn from not only the amazing volunteers that makes this program happen, but also the kids each day. They were so excited to learn and many came with pre-existing knowledge about salmon that was awesome to see. I'm looking forward to doing it again next year!



Purge the Spurge Phase 5 grant has been submitted! ✓

I worked with Michael to review, revise, and submit the noxious weed grant for our oblong spurge project for 2025.

Things I'm looking forward to working on soon:

Attending the Interagency Noxious Weed Symposium from December 10th-12th.



Staff Report November 2024 - Operations Coordinator

Employee Name: Candace Mackey
Reports to: Executive Director

Position Summary-This position provides operational and administrative support for the Benton Soil and Water Conservation District ("District"). Operations Coordinator duties are central to the day-to-day smooth functioning and safe operation of the District.

ESSENTIAL FUNCTIONS-Operations Coordination (50%) Organizational Support (45%)

Goal #5: Implement operations that support highly effective programs and services.

Strategies

4. Create a transition and operations plan reflective of changing workplace trends, anticipated staff retirements or other turnover, and professional development needs.

This hasn't been a "measurable" objective, but I've been aiding the PFC and our recruitment and hiring professional with the search for a new ED. I helped "on-board" our new hire, Cierra, and have set up our yearly online training that is kept up to date with needs, especially in relation to cyber security. I also attended the 40th Bureau of Labor and Industry (BOLI) Employment law conference, which highlights workplace trends, new laws and current litigation facing organizations to educate HR professionals and keep everyone up to date.

5. Ensure District operations meet the highest standards of public agency administration.

5ae. (CM) Investigate and implement if deemed acceptable; new options for processing Credit Card charges to streamline accounting process by December 31 2024.

DRAFT 1 COMPLETE of CC use policy

Project-Create meeting guidelines for:

1. Technology Needs
2. Sustainability Goals

DRAFT 1 COMPLETE

Professional Development to meet the highest standards of public agency administration

Attended 40th Annual BOLI Employment Law Conference

Narrative: In November, a lot of my time is spent preparing for the new year, ensuring administrative calendars are set up, correct and accessible to staff, including any new information for board and staff. Updating this information with all our partner organizations is extremely important, as well as internally.



Natural Resources Conservation Service

District Conservationist Monthly Report – Benton & Linn Counties December 2024

Staffing Updates:

- "Cal" Calvin Penkauskas is transferring from the Enterprise Office to the Tangent Office as a Soil Conservationist beginning December 2nd

Programs:

- We are currently certifying all CSP annual payments for 2024.
- The 2025 application deadline for EQIP was November 29th.
- The eligibility deadline for EQIP is December 20th so we working with applicants and the Farm Service Agency (FSA) to collect that information.
- We are also working with landowners to finalize their applications in preparation for ranking.

Program Information:

- What's available in **Benton** County?
<https://www.nrcs.usda.gov/conservation-basics/conservation-by-state/oregon/benton-county>
- What's available in **Linn** County?
<https://www.nrcs.usda.gov/conservation-basics/conservation-by-state/oregon/linn-county>

USDA – NATURAL RESOURCES CONSERVATION SERVICE
Stephanie Rice | District Conservationist | 541-801-2677 |
stephanie.rice@usda.gov

Tangent Service Center 31978 North Lake Creek Drive,
Tangent OR 97389 USDA is an equal opportunity provider,
employer, and lender.

Current Retirement Benefit - FY25

The District encourages employees to save for retirement. The District will contribute a % of the employee’s gross salary to the District’s 457 Plan based on length of employment and contributions from the employee. Retirement benefits are subject to the requirements of law and the policies of the plan chosen by the District. Employees who have any questions about this benefit should contact the Executive Director, the employee’s supervisor, or the Operations Coordinator. The employee’s retirement benefit is subject to the District’s budgetary process and may be changed or eliminated by the PFC or Board due to budgetary considerations.

Year 1: When an employee ends their introductory period and becomes a regular employee, based on their anniversary date (*see Anniversary Dates section of the Employee Handbook*), the District will contribute 2% of a regular employee’s gross salary through their first anniversary, with no match requirement from the employee.

Year 2: At the beginning of the second year of employment, the District will contribute 4% of the employee’s gross salary through their second anniversary, with no match requirement from the employee.

Year 3 and beyond: At the beginning of the third year of employment, the District will continue to contribute 4% without any additional match from the employee. For each 1% the employee begins to contribute, the District will increase their contribution by 1% (at a 1/1 match ratio), up to 6%. The maximum District contribution is 7%. **To receive the maximum District contribution, the employee must contribute a minimum of 4%.**

Contribution Ratio		Total Contribution
Employee	District	Total
0%	4%	4%
1%	1%	6%
+1%	1%	8%
+2%	1%	11%
	= 7% maximum District contribution	

Recommended change to employee retirement contribution beginning January 1, 2025:

Starting in the 3rd year of employment, the District may contribute a maximum of 7% but in order to receive that maximum, the employee must contribute 1% of their gross wage for each additional 1% received from the District, with the final 1% from the District requiring a 2% match from the employee. So, in order for an employee to receive the maximum 7% contribution from the District, they must contribute a minimum of 4%. The intention of the

board for instituting this policy was to encourage employees to save for retirement. However, the ability for individual employees to make this contribution varies. If an employee can't afford to make the 4% contribution in their 3rd year, they miss out on the maximum contribution opportunity from the District.

My recommendation to the board is that starting January 1, 2025, the employee retirement contribution requirement be removed altogether. Employees can of course make a contribution if they wish. This change would level the playing field and enable all employees to take advantage of the District's full contribution amount regardless of the employee's ability to contribute. I checked with our Retirement Program Administrator, VALIC, and they have no minimum employee contribution requirement.