

Monday, March 11, 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 MARCH MEETING AGENDA

Goal	Item	Lead	Time	ACTION
	Call to Order, Introductions, Public Comments, Announcements, Additions to Agenda	<i>Johnson</i>	6:00	
	<b>CONSENT AGENDA</b>	<i>Johnson</i>	6:04	<b>ACTION</b>
<b>5</b>	Approve draft Minutes from February 12 Board Meeting			
<b>5</b>	Approve Financials (1/31/24)			
	<b>REGULAR AGENDA</b>			
<b>1-5</b>	Overview and discussion of Community Needs Assessment (draft summary in packet) 20 minutes	<i>Roberts/ Board</i>	6:05	
<b>1-4</b>	Backyard Habitats Program – 25 minutes	<i>Cloud/staff/ Board</i>	6:25	
<b>5</b>	Appoint Budget Committee member (application in packet)	<i>Board</i>	6:50	<b>ACTION</b>
<b>1-5</b>	Questions from Board on BSWCD and NRCS activities 20 minutes	<i>Directors/ Staff/NRCS</i>	7:00	
<b>1-5</b>	Other Board business?	<i>Directors</i>	7:20	
	Meeting Adjourned	<i>Johnson</i>	7:30	

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

<b>BSWCD Board and Outreach Events (subject to change)</b>		
<b>Date/Time</b>	<b>Event</b>	<b>Location</b>
March 12, 9am-11:30am	Basic Local Budget Law: Proposing the Budget	Via Zoom <a href="#">LINK</a>
March 14, 9am-11:15am	Basic Local Budget Law: Approving and Adopting the Budget	Via Zoom <a href="#">LINK</a>
March 18, 6-8pm	BSWCD Personnel & Finance Committee Meeting	Via Zoom <a href="#">LINK</a>
April 8 <sup>th</sup> , 6-7:30pm	BSWCD Regular Board Meeting	Via Zoom
April 16 <sup>th</sup> , 6-8pm	“Living on the Land” Pasture & Grazing Systems: Mud & Manure Mgmt	Monroe Library <a href="https://beav.es/cSh">https://beav.es/cSh</a>
April 23 <sup>rd</sup> , 6-8pm	“Living on the Land” Woodlands & Watersheds: Oak woodlands & riparian ecosystems, common weeds	Monroe Library <a href="https://beav.es/cSh">https://beav.es/cSh</a>
April 30 <sup>th</sup> , 6-8pm	“Living on the Land” Rural Water Management	Monroe Library <a href="https://beav.es/cSh">https://beav.es/cSh</a>
May 6, 6-7:30pm	Budget Committee Meeting	Corvallis Community Center
May 7 <sup>th</sup> , 6-8pm	“Living on the Land” Plan for your Land: Planning, Soil Testing Results	Monroe Library <a href="https://beav.es/cSh">https://beav.es/cSh</a>
May 13	Budget Committee backup meeting date	TBD

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

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## BOARD OF DIRECTORS MEETING MINUTES

### In Attendance

Board Members Present: Nate Johnson, Marcella Henkels, Kerry Hastings, Greg Jones, Eliza Mason, Aubrey Cloud, Henry Storch (Emeritus)

Board Members Absent: David Barron

Associate Directors Present: Rana Foster, Indira Kulkarni

Staff Present: Holly Crosson, Michael Ahr, Teresa Matteson, Donna Schmitz, Candace Mackey (minutes) Sara Roberts

Guests: Heather Medina, NRCS Basin Team Leader; Olivia Jasper-Regional Water Quality Specialist ODA Ag Water Quality Department; Tere O'Rourke, potential Budget Committee Member; Rob Hibbs-State Monitoring Specialist ODA Ag Water Quality Department

### Call to Order - Johnson (6:01pm)

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

Public Comment: None

Announcement: Please note that in the agenda, Tere's name was spelled wrong due to autocorrect. Jake Mead our Skillsbridge Intern will finish his term at the end of the month and has been an excellent addition to our group. He has completed the Hazard Communication Plan, among many other tasks. THANK YOU to Jake for all his great work since October 2023.

Addition to agenda: Holly Crosson requests time on the agenda to update board on water pipes in the Renaissance building. Chair allows additional agenda item after 6-month financial review agenda item.

### CONSENT AGENDA

- **Approve draft Minutes from January 8, 2024, Regular Board Meeting**
- **Approve Financials (12/31/23)**

Discussion: None

MOTION: Move to Approve Consent Agenda: Nate Johnson                      Second: Greg Jones

Results: Pass 6/0

- **ODA Presentation on Water Quality management Program and Mercury in the Willamette River-Rob Hibbs and Olivia Jasper-ODA Ag Water Quality Department**  
Rob Hibbs introduces the area covered in the Program, how it is measured (bioaccumulation in pikeminnow) and total suspended solids (TSS) in the Willamette Basin, mercury management strategies, current situation and strategies for outreach and public messaging with SWCD's as well as measurable objectives for the future and that timeline. Olivia Jasper

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

mentions that this is an introduction to the program to see how the SWCD may implement, measure, or help if they decide with the updated SIA.

- **FY24 6-month Financial Review**

Discussion: Holly Crosson discusses the general fund graphs and Budget to Actuals in the board packet. Highlights-We have received 94% of estimated tax levy revenue which is great. All financials tracking well for the year.

Any questions about general fund side of 6-month financials? None

Michael Ahr discusses the project fund graphs and the various projects that are being funded for the year. Grant income and expenses are on track for the year.

Questions about project fund side 6-month financials? None

- **Office Water Leak**

Holly Crosson describes the water leak at the office and addresses the potential for disruption of work with the board. Checking in to see if the board is open to the idea of giving staff a stipend if the office is closed due to repair of leaking pipe. She believes this is fair to offset the cost of utilities for staff if they are required to work from home. Questions regarding who would pay this stipend raised. Raised by the board, that the cost should be paid for by the HOA or the landlord. Potentially there could be a need to ask for legal help, Holly will be in touch if she feels the need to consult with an attorney. Board straw poll shows a majority of the board in favor of this. Holly will request that rent for the month of March be waived to offset inconvenience and staff time taken up to deal with the leaks.

- **Adopt Budget Resolution FY2023-2024-06 OWEB Small Grant #09-24-001**

Discussion: Resolution moves \$14,968 for Grand Oaks Restoration Project. Donna Schmitz presents photos of the restoration area, maps of the Grand Oaks Summit Landscape. The OWEB grant area is approximately 1 acre in that development.

MOTION: Move to adopt Budget Resolution FY2023-2024-06: Greg Jones

Second: Kerry Hastings

Results: Pass 6/0

- **Appoint Indira Kulkarni and Tere O'Rourke to Budget Committee**

Discussion: Student Associate Indira Kulkarni can't serve on both the budget committee and the board, so Indira Kulkarni is asked how she feels about where she would like to serve. She is interested in staying on the board next year in year two of her studies, but also wants to serve where she is needed most. Indira Kulkarni has asked for the board to accept her resignation as Student Associate Director. The BSWCD Board of Directors accepts her resignation. Indira will send an email with her resignation to Holly Crosson.

MOTION: Move to appoint Tere O'Rourke and Indira Kulkarni to the Budget Committee

Second: Marcella Henkels

Results: Pass 6/0

- **Discuss AUP (Agreed Upon Procedures) letter from auditor and decide on regular audit or AUP for FY24**

Discussion: Holly Crosson explains the impetus for the new rule is that there is a shortage of auditors in the state of Oregon. The state is trying to make it easier to have organizations meet their financial obligations and reduce demands on auditors. After consulting our CPA, she

explains the difference between the proposed AUP and the audit we currently conduct. Holly recommends the full audit over the AUP. The CPA also recommends the audit. It has already been budgeted for this fiscal year as it is a part of a three-year contract. Nate Johnson would feel more comfortable having the regular audits continue, which creates more financial oversight. Marcella Henkels agrees, but also asks about the mention of additional policies and procedures that would need to be put in place with an AUP. She is concerned this would take a lot of time. Holly Crosson points out that if there are any deficiencies in our policies, the auditor would point it out. Kerry Hastings agrees that there is welcome additional fiduciary oversight with the audit process.

MOTION: No motion made. Nate Johnson notes there is no dissent to continue with regular audits versus switching to an AUP. We will continue annual audits conducted by a CPA that is certified by the Secretary of State's office to conduct municipal audits.

- **Approve Employee Handbook Updates (new language about Paid Leave Oregon and Paid Administrative Leave in packet)**

Discussion: PLO policy was already approved by the board in August. Language is pulled directly from that policy to add to the Employee Handbook. For addition about Paid Administrative Leave language, Holly is requesting authority to make the decision to offer paid administrative leave to staff should an emergency situation arise where the server went down and/or the office had to be officially closed and employees were not able to work due to the emergency.

MOTION: To approve employee handbook updates as presented in the board packet: Nate Johnson  
Second: Aubrey Cloud  
Results: Pass 6/0

- **Annual Meeting Resolution FY2023-2024-07 for March 5<sup>th</sup> 2024 Reschedule**

Discussion: January 16<sup>th</sup> Annual Meeting was canceled due to the ice storm.

MOTION: To reschedule the cancelled annual meeting for March 5, 2024 and approve the new annual meeting resolution FY2023-2024-07: Nate Johnson  
Second: Kerry Hastings  
Results 6/0

- **New Date for DEIJ Board/Staff Retreat**

Discussion: After the first weekend in November is good for the majority of members.

- **Native Plant Sale Update (February 24<sup>th</sup> Pickup)**

Looks as if everything is running smoothly. Request on that Tuesday morning (9-11M) there be extra help to set up tables and stage the stations for pick up. If board members are interested, please contact Michael and Sara.

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

Heather Medina Saucedo is back as Basin Team Leader and presents her update for our region. Candace Mackey will distribute to board and staff tomorrow via email.

- **Other Board Business**-Shared condolences for Board Member Director Emeritus Bob Morris who has passed away.
- **Next regular board meeting will be, March 11, 2024**

**Meeting Adjourned - Johnson** (8:05pm)

## **Financial Report**

Period ending January 31, 2024

Benton SWCD Board Meeting

March 11, 2024

Our Oregon LGIP account closing balance was \$1,079,539.66. The dividend paid was \$4,549.76 and the monthly distribution yield was 5.00%. The fiscal year-to-date dividend paid was \$24,773.33.

The Benton County Finance Department paid the District \$2,543.67 in tax revenue. The year-to-date amount paid was \$495,206.92.

The total balance of both Citizen Bank accounts combined was \$135,695.91. The previous month's combined balance was \$193,421.47. Both accounts were reconciled and all checks were accounted for.

The balance of the credit-card account as of 1/26/24 was \$2,855.54 and charges were reconciled.

The Stripe account was reconciled. The starting balance was \$1,000. The ending balance was \$0.

Respectfully submitted,



Nate Johnson, Board Chair

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

	Jan 31, 24	Jan 31, 23	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
10100 · Citizens Bank	116,885.13	128,323.43	-11,438.30
10150 · Citizens Bank #2	13,236.69	11,961.55	1,275.14
10200 · LGIP	1,082,573.90	1,022,042.49	60,531.41
10300 · Stripe	0.00	56.14	-56.14
10800 · Petty Cash	24.00	24.00	0.00
<b>Total Checking/Savings</b>	<b>1,212,719.72</b>	<b>1,162,407.61</b>	<b>50,312.11</b>
<b>Accounts Receivable</b>			
11000 · Accounts Receivable	24,149.00	0.00	24,149.00
11400 · Grants Receivable	17,659.16	42,217.73	-24,558.57
<b>Total Accounts Receivable</b>	<b>41,808.16</b>	<b>42,217.73</b>	<b>-409.57</b>
<b>Other Current Assets</b>			
12010 · 100-1505 Due to/Due frm BR Fund	-113,200.00	-108,200.00	-5,000.00
12015 · 100-1500 Due to/from Proj Fund	-54,679.93	-96,371.93	41,692.00
12020 · 200-1080 Cash Due to/frm Gen Fnd	54,679.93	96,371.93	-41,692.00
12040 · 400-1080 Cash Due to/Due frm GF	113,200.00	108,200.00	5,000.00
13000 · Prepaid expenses-Audit	5,026.91	3,606.30	1,420.61
<b>Total Other Current Assets</b>	<b>5,026.91</b>	<b>3,606.30</b>	<b>1,420.61</b>
<b>Total Current Assets</b>	<b>1,259,554.79</b>	<b>1,208,231.64</b>	<b>51,323.15</b>
<b>Other Assets</b>			
18400 · Property Tax Receivable-Audit	10,348.00	9,482.00	866.00
<b>Total Other Assets</b>	<b>10,348.00</b>	<b>9,482.00</b>	<b>866.00</b>
<b>TOTAL ASSETS</b>	<b>1,269,902.79</b>	<b>1,217,713.64</b>	<b>52,189.15</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
20000 · General Accounts Payable	4,040.32	3,407.19	633.13
20100 · Project Accts Payable	0.00	696.08	-696.08
<b>Total Accounts Payable</b>	<b>4,040.32</b>	<b>4,103.27</b>	<b>-62.95</b>
<b>Credit Cards</b>			
<b>22000 · CITIZENS BANK MASTER CARD</b>			
22200 · Holly CC - 2995	167.49	136.72	30.77
22400 · Teresa CC - 3019	716.17	56.66	659.51
22530 · Michael CC - 3266	143.16	44.12	99.04
22532 · Sara CC - 0962	694.32	747.96	-53.64
22533 · Candace CC - 0020	949.90	95.00	854.90
<b>Total 22000 · CITIZENS BANK MASTER CARD</b>	<b>2,671.04</b>	<b>1,080.46</b>	<b>1,590.58</b>
<b>Total Credit Cards</b>	<b>2,671.04</b>	<b>1,080.46</b>	<b>1,590.58</b>
<b>Other Current Liabilities</b>			



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

	<b>Jan 31, 24</b>	<b>Jan 31, 23</b>	<b>\$ Change</b>
<b>24000 · PAYROLL LIABILITIES</b>			
24010 · 941 Account	9,333.78	8,386.56	947.22
24020 · Oregon Withholding	2,302.00	2,188.00	114.00
24030 · OR-WBF SUTA	677.87	491.99	185.88
24040 · Medical Employee	44.70	0.00	44.70
24050 · Medical Employer	3,859.78	0.00	3,859.78
24060 · 457b Contributions	3,742.01	0.00	3,742.01
24065 · HRA VEBA Liabilities	744.68	0.00	744.68
<b>Total 24000 · PAYROLL LIABILITIES</b>	<b>20,704.82</b>	<b>11,066.55</b>	<b>9,638.27</b>
<b>25800 · Deferred Revenue Grants-Audit</b>	<b>45,418.04</b>	<b>80,690.92</b>	<b>-35,272.88</b>
<b>Total Other Current Liabilities</b>	<b>66,122.86</b>	<b>91,757.47</b>	<b>-25,634.61</b>
<b>Total Current Liabilities</b>	<b>72,834.22</b>	<b>96,941.20</b>	<b>-24,106.98</b>
<b>Long Term Liabilities</b>			
<b>27050 · Deferred Revenue Taxes -Audit</b>	<b>9,031.09</b>	<b>8,373.09</b>	<b>658.00</b>
<b>Total Long Term Liabilities</b>	<b>9,031.09</b>	<b>8,373.09</b>	<b>658.00</b>
<b>Total Liabilities</b>	<b>81,865.31</b>	<b>105,314.29</b>	<b>-23,448.98</b>
<b>Equity</b>			
<b>31100 · Building Reserve Fund Balance</b>	<b>113,200.00</b>	<b>108,200.00</b>	<b>5,000.00</b>
<b>31200 · Project Fund Balance</b>	<b>10,207.00</b>	<b>10,210.00</b>	<b>-3.00</b>
<b>32000 · General Fund Balance</b>	<b>811,946.58</b>	<b>735,673.75</b>	<b>76,272.83</b>
<b>Net Income</b>	<b>252,683.90</b>	<b>258,315.60</b>	<b>-5,631.70</b>
<b>Total Equity</b>	<b>1,188,037.48</b>	<b>1,112,399.35</b>	<b>75,638.13</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,269,902.79</b>	<b>1,217,713.64</b>	<b>52,189.15</b>

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

Type	Date	Num	Name	Memo	Debit	Credit	Balance
<b>10100 · Citizens Bank</b>							<b>172,004.01</b>
Paycheck	01/11/2024		Mackey, Candace		0.00		172,004.01
Paycheck	01/11/2024		Ahr, Michael S		0.00		172,004.01
Paycheck	01/11/2024		Crosson, Holly A		0.00		172,004.01
Paycheck	01/11/2024		Matteson, Teresa L		0.00		172,004.01
Paycheck	01/11/2024		Roberts, Sara		0.00		172,004.01
Paycheck	01/11/2024		Schmitz, Donna J		0.00		172,004.01
Liability Check	01/30/2024		QuickBooks Payroll Service	Created by Payroll Service on 01/28/2024		26,672.22	145,331.79
Deposit	01/26/2024			Deposit	180.00		145,511.79
Deposit	01/31/2024			Interest	6.65		145,518.44
Paycheck	01/31/2024	DD	Ahr, Michael S	Direct Deposit	0.00		145,518.44
Paycheck	01/31/2024	DD	Crosson, Holly A	Direct Deposit	0.00		145,518.44
Paycheck	01/31/2024	DD	Mackey, Candace	Direct Deposit	0.00		145,518.44
Paycheck	01/31/2024	DD	Matteson, Teresa L	Direct Deposit	0.00		145,518.44
Paycheck	01/31/2024	DD	Roberts, Sara	Direct Deposit	0.00		145,518.44
Paycheck	01/31/2024	DD	Schmitz, Donna J	Direct Deposit	0.00		145,518.44
Liability Check	01/03/2024	EFT	United States Treasury	93-1077051		8,552.08	136,966.36
Liability Check	01/03/2024	EFT	Oregon Dept of Revenue	0292193-0		2,024.00	134,942.36
Check	01/17/2024	EFT	Card Service Center - MasterCard	Online Payment		2,165.51	132,776.85
Liability Check	01/17/2024	EFT	United States Treasury	93-1077051		115.56	132,661.29
Bill Pmt -Check	01/09/2024	EFT	1Auto - Xerox Financial Services	autopay due on 10th of next month		156.17	132,505.12
Liability Check	01/31/2024	EFT	Oregon Dept of Revenue	0292193-0		1,026.07	131,479.05
Bill Pmt -Check	01/23/2024	EFT	1Auto - Verizon	autopay due on 25th of month		89.21	131,389.84
Liability Check	01/17/2024	GF	Oregon Dept of Revenue	0292193-0		63.00	131,326.84
Liability Check	01/11/2024	8304	VALIC	Group #67994		75.09	131,251.75
Bill Pmt -Check	01/25/2024	8305	Amanda McBride	CIR# 24-046		500.00	130,751.75
Bill Pmt -Check	01/25/2024	8306	Corvallis Waldorf School	CIR# 24-045		500.00	130,251.75
Bill Pmt -Check	01/25/2024	8307	CSD 509J	CIR# 24-044		500.00	129,751.75
Bill Pmt -Check	01/25/2024	8308	Greenbelt Land Trust 1	CIR# 24-047		500.00	129,251.75
Bill Pmt -Check	01/25/2024	8309	Letitia Carson Elementary School	CIR# 24-048		500.00	128,751.75
Bill Pmt -Check	01/03/2024	10070	Staples	Invoice: 8072474551 ()		91.07	128,660.68

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

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Bill Pmt -Check	01/03/2024	10071	Luckiamute Watershed Council	Invoice: 2344 (Reference: Contracted services	2,317.25		126,343.43
Bill Pmt -Check	01/03/2024	10072	Pacific NW Natives	Invoice: 23218 (Reference: Planting at Mitchell	750.00		125,593.43
Bill Pmt -Check	01/08/2024	10073	1Bill - Crystal Lake Storage	Invoice: 124-11416 (Reference: January 2024	185.00		125,408.43
Bill Pmt -Check	01/08/2024	10074	Staff- Michael Ahr	Invoice: BSWCD231220-P MA (Reference: Mil	55.55		125,352.88
Bill Pmt -Check	01/12/2024	10075	Staff- Donna Schmitz	Invoice: DJS-Nov-Dec- 2023 ()	18.34		125,334.54
Bill Pmt -Check	01/12/2024	10076	River Design Group, Inc.	Invoice: 12244 (Reference: Professional servic	2,055.00		123,279.54
Bill Pmt -Check	01/16/2024	10077	Jenny Brausch Business Solutions LLC	Invoice: 2524 ()	1,029.00		122,250.54
Bill Pmt -Check	01/16/2024	10078	AvidXchange, Inc.	Invoice: 40923669 ()	395.00		121,855.54
Bill Pmt -Check	01/16/2024	10079	OSU - AMBC	Invoice: 224164 (Reference: analysis on 2 soil	298.50		121,557.04
Bill Pmt -Check	01/22/2024	10080	Oregon Government Ethics Commissio	Invoice: AIE19437 ()	756.55		120,800.49
Bill Pmt -Check	01/22/2024	10081	Oregon State University - AG	Invoice: 113023BSWCD ()	31.83		120,768.66
Bill Pmt -Check	01/29/2024	10082	1Bill - Crystal Lake Storage	Invoice: 124-11628 ()	185.00		120,583.66
Bill Pmt -Check	01/29/2024	10083	Staff- Holly Crosson	Invoice: 24118-G HC ()	339.95		120,243.71
Bill Pmt -Check	01/29/2024	10084	WHA Insurance Agency	Invoice: 904326 ()	296.00		119,947.71
Bill Pmt -Check	01/31/2024	10085	Mater Investment Company	Invoice: 11 ()	2,062.58		117,885.13
Bill Pmt -Check	01/31/2024	10086	Red Hill Soils	Invoice: 2402 ()	1,000.00		116,885.13
Total 10100 · Citizens Bank					186.65	55,305.53	116,885.13
<b>TOTAL</b>					<b>186.65</b>	<b>55,305.53</b>	<b>116,885.13</b>

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

Type	Date	Num	Name	Memo	Class	Amount	Balance
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
<b>43300 · Grant/Project Administration</b>							
General...	01/31/2024	JB 23-24.24	1-MMT:19100538 Ludwigia	MMT:19100538 Ludwigia def...	Project Fund	25.30	25.30
General...	01/31/2024	JB 23-24.24	1-MMT:20100515 WR	MMT:20100515 WR deferred...	Project Fund	783.97	809.27
General...	01/31/2024	JB 23-24.24	8-ODA:4462-GR	ODA:4462-GR deferred reve...	Project Fund	2,260.09	3,069.36
General...	01/31/2024	JB 23-24.24	2-OSWB:2023-36-017 W...	OSWB:2023-36-017 deferred...	Project Fund	0.00	3,069.36
General...	01/31/2024	JB 23-24.24	3-OWEB:09-22-001	OWEB:09-22-001 deferred re...	Project Fund	0.00	3,069.36
Invoice	01/31/2024	012-00-143	2-OSWB:2023-36-017 W...	Michael Ahr: October 2023 Pr...	Project Fund	1,221.56	4,290.92
Invoice	01/31/2024	012-00-143	2-OSWB:2023-36-017 W...	Michael Ahr: November 2023...	Project Fund	708.53	4,999.45
Invoice	01/31/2024	012-00-143	2-OSWB:2023-36-017 W...	Michael Ahr: December 2023...	Project Fund	844.37	5,843.82
Invoice	01/31/2024	012-00-143	2-OSWB:2023-36-017 W...	Michael Ahr: January 2024 Pr...	Project Fund	308.85	6,152.67
Invoice	01/31/2024	012-00-143	2-OSWB:2023-36-017 W...	Grant Administration (Octobe...	Project Fund	1,077.40	7,230.07
Total 43300 · Grant/Project Administration						7,230.07	7,230.07
<b>44535 · Taxes Levied</b>							
Deposit	01/31/2024		Benton County {C}	Deposit	General Fund:GF	2,959.55	2,959.55
Total 44535 · Taxes Levied						2,959.55	2,959.55
<b>44540 · ODA Operations</b>							
Invoice	01/16/2024	012-00-142	8-ODA:SOW 224-900-23...	Operations Funds; Funds to s...	General Fund:GF	7,244.50	7,244.50
Total 44540 · ODA Operations						7,244.50	7,244.50
<b>44545 · ODA Tech, LMA &amp; Scope of Work</b>							
Invoice	01/16/2024	012-00-142	8-ODA:SOW 224-900-23...	220-900-17091: ODA Scope ...	General Fund:GF	16,904.00	16,904.00
Total 44545 · ODA Tech, LMA & Scope of Work						16,904.00	16,904.00
<b>45000 · Interest Income</b>							
Deposit	01/31/2024			Interest	General Fund:GF	6.65	6.65
Deposit	01/31/2024		LGIP	Deposit	General Fund:GF	4,549.76	4,556.41
Deposit	01/31/2024		Benton County {C}	Deposit	General Fund:GF	74.69	4,631.10
Total 45000 · Interest Income						4,631.10	4,631.10

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

Type	Date	Num	Name	Memo	Class	Amount	Balance
<b>47400 · Native Plant Sale Income</b>							
Invoice	01/01/2024	012-00-144	Native Plant Program:Pla...	Trees, shrubs, forbs, etc	General Fund:GF	145.50	145.50
Sales R...	01/02/2024	1409	Native Plant Program:Pla...	Trees, shrubs, forbs, etc	General Fund:GF	54.75	200.25
Sales R...	01/05/2024	1411	Native Plant Program:Pla...	Trees, shrubs, forbs, etc	General Fund:GF	162.25	362.50
Sales R...	01/08/2024	1412	Native Plant Program:Pla...	Trees, shrubs, forbs, etc	General Fund:GF	16.25	378.75
Invoice	01/10/2024	012-00-145	Native Plant Program:Pla...	Trees, shrubs, forbs, etc	General Fund:GF	275.50	654.25
Invoice	01/10/2024	012-00-145	Native Plant Program:Pla...	Plant refunds	General Fund:GF	-33.00	621.25
Sales R...	01/11/2024	1413	Native Plant Program:Pla...	Trees, shrubs, forbs, etc	General Fund:GF	24.00	645.25
Sales R...	01/13/2024	1414	Native Plant Program:Pla...	Trees, shrubs, forbs, etc	General Fund:GF	38.00	683.25
Sales R...	01/14/2024	1415	Native Plant Program:Pla...	Trees, shrubs, forbs, etc	General Fund:GF	46.00	729.25
Sales R...	01/15/2024	1416	Native Plant Program:Pla...	Trees, shrubs, forbs, etc	General Fund:GF	42.00	771.25
Sales R...	01/17/2024	1417	Native Plant Program:Pla...	Trees, shrubs, forbs, etc	General Fund:GF	5.25	776.50
Sales R...	01/21/2024	1418	Native Plant Program:Pla...	Trees, shrubs, forbs, etc	General Fund:GF	93.50	870.00
Sales R...	01/22/2024	1419	Native Plant Program:Pla...	Trees, shrubs, forbs, etc	General Fund:GF	86.00	956.00
Invoice	01/24/2024	012-00-146	Native Plant Program:Pla...	Trees, shrubs, forbs, etc	General Fund:GF	292.00	1,248.00
Sales R...	01/26/2024	1420	Native Plant Program:Pla...	Trees, shrubs, forbs, etc	General Fund:GF	90.25	1,338.25
Sales R...	01/28/2024	1421	Native Plant Program:Pla...	Trees, shrubs, forbs, etc	General Fund:GF	116.25	1,454.50
Sales R...	01/29/2024	1422	Native Plant Program:Pla...	Trees, shrubs, forbs, etc	General Fund:GF	20.75	1,475.25
Sales R...	01/30/2024	1423	Native Plant Program:Pla...	Trees, shrubs, forbs, etc	General Fund:GF	17.75	1,493.00
Sales R...	01/31/2024	1424	Native Plant Program:Pla...	Trees, shrubs, forbs, etc	General Fund:GF	66.00	1,559.00
Total 47400 · Native Plant Sale Income						1,559.00	1,559.00
<b>48000 · TRANSFERS IN</b>							
<b>48100 · Building Reserve Fund</b>							
General...	01/01/2024	JB 23-24.23		JE: Transfer from general fun...	Building Reserve	5,000.00	5,000.00
Total 48100 · Building Reserve Fund						5,000.00	5,000.00
<b>48400 · Transfer Admin from Project Fd</b>							
General...	01/31/2024	JB 23-24.25		Admin Transfers for Aug	General Fund:GF	412.77	412.77
Total 48400 · Transfer Admin from Project Fd						412.77	412.77
Total 48000 · TRANSFERS IN						5,412.77	5,412.77
Total Income						45,940.99	45,940.99
Gross Profit						45,940.99	45,940.99

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

Type	Date	Num	Name	Memo	Class	Amount	Balance
<b>Expense</b>							
<b>60000 · MATERIALS &amp; SERVICES</b>							
<b>61300 · CONFERENCES AND TRAINING</b>							
<b>61310 · Lodging</b>							
Credit C...	01/02/2024		Sunriver Resort	one night for CONNECT conf...	General Fund:GF	161.70	161.70
Credit C...	01/19/2024		OCEAN	Lodging for OCEAN Confere...	General Fund:GF	139.02	300.72
Total 61310 · Lodging						300.72	300.72
<b>61330 · Registration</b>							
Credit C...	01/19/2024		OCEAN	OCEAN CONNECT conferen...	General Fund:GF	295.29	295.29
Credit C...	01/23/2024		OCEAN	CONNECT 2024 registration	General Fund:GF	295.29	590.58
Credit C...	01/31/2024		OSU Extension Small Far...	OSU Small Farm Conference...	General Fund:GF	85.00	675.58
Total 61330 · Registration						675.58	675.58
Total 61300 · CONFERENCES AND TRAINING						976.30	976.30
<b>61500 · COMMUNITY CONSERVATION PROGRAMS</b>							
<b>61510 · Conservation Education (Youth)</b>							
Bill	01/25/2024		Corvallis Waldorf School	CEG award - Corvallis Waldo...	General Fund:GF	500.00	500.00
Bill	01/25/2024		CSD 509J	CEG Award - Crescent Valle...	General Fund:GF	500.00	1,000.00
Bill	01/25/2024		Letitia Carson Elementar...	CEG Award - Letitia Carson ...	General Fund:GF	500.00	1,500.00
Bill	01/25/2024		Greenbelt Land Trust 1	CEG Award - Greenbelt Land...	General Fund:GF	500.00	2,000.00
Bill	01/25/2024		Amanda McBride	CEG Award - CSD climate ch...	General Fund:GF	500.00	2,500.00
Total 61510 · Conservation Education (Youth)						2,500.00	2,500.00
<b>61540 · Native Plant Sale</b>							
Invoice	01/01/2024	012-00-144	Native Plant Program:Pla...	Merchant Fees	General Fund:GF	4.82	4.82
Sales R...	01/02/2024	1409	Native Plant Program:Pla...	Merchant Fees	General Fund:GF	1.89	6.71
Sales R...	01/05/2024	1411	Native Plant Program:Pla...	Merchant Fees	General Fund:GF	5.61	12.32
Sales R...	01/08/2024	1412	Native Plant Program:Pla...	Merchant Fees	General Fund:GF	0.77	13.09
Invoice	01/10/2024	012-00-145	Native Plant Program:Pla...	Merchant Fees	General Fund:GF	10.09	23.18
Sales R...	01/11/2024	1413	Native Plant Program:Pla...	Merchant Fees	General Fund:GF	1.00	24.18
Sales R...	01/13/2024	1414	Native Plant Program:Pla...	Merchant Fees	General Fund:GF	1.70	25.88
Sales R...	01/14/2024	1415	Native Plant Program:Pla...	Merchant Fees	General Fund:GF	1.63	27.51
Sales R...	01/15/2024	1416	Native Plant Program:Pla...	Merchant Fees	General Fund:GF	1.52	29.03
Sales R...	01/17/2024	1417	Native Plant Program:Pla...	Merchant Fees	General Fund:GF	0.45	29.48
Sales R...	01/21/2024	1418	Native Plant Program:Pla...	Merchant Fees	General Fund:GF	3.01	32.49
Sales R...	01/22/2024	1419	Native Plant Program:Pla...	Merchant Fees	General Fund:GF	2.79	35.28
Invoice	01/24/2024	012-00-146	Native Plant Program:Pla...	Merchant Fees	General Fund:GF	11.16	46.44
Sales R...	01/26/2024	1420	Native Plant Program:Pla...	Merchant Fees	General Fund:GF	3.21	49.65
Sales R...	01/28/2024	1421	Native Plant Program:Pla...	Merchant Fees	General Fund:GF	3.97	53.62
Bill	01/29/2024	012924-	Native Plant Program:Pla...	Rental for Native Plant Sale	General Fund:GF	1,029.98	1,083.60

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

Type	Date	Num	Name	Memo	Class	Amount	Balance
Credit C...	01/29/2024		Oregon Department of Ag...	ODA nursery license for Feb ...	General Fund:GF	5.00	1,088.60
Sales R...	01/29/2024	1422	Native Plant Program:Pla...	Merchant Fees	General Fund:GF	0.90	1,089.50
Sales R...	01/30/2024	1423	Native Plant Program:Pla...	Merchant Fees	General Fund:GF	0.81	1,090.31
Sales R...	01/31/2024	1424	Native Plant Program:Pla...	Merchant Fees	General Fund:GF	2.21	1,092.52
Total 61540 · Native Plant Sale						1,092.52	1,092.52
<b>61570 · Soil Quality Program</b>							
Bill	01/03/2024	113023BS...	Oregon State University -...	Chemical Purchase for Soil S...	General Fund:GF	31.83	31.83
Total 61570 · Soil Quality Program						31.83	31.83
Total 61500 · COMMUNITY CONSERVATION PROGRAMS						3,624.35	3,624.35
<b>62100 · CONTRACTED AND PROF SERVICES</b>							
<b>62130 · PROFESSIONAL SERVICES</b>							
<b>62150 · Accounting</b>							
Bill	01/01/2024	2524	Jenny Brausch Business ...	December 2023 Bookkeeping	General Fund:GF	1,029.00	1,029.00
Total 62150 · Accounting						1,029.00	1,029.00
Total 62130 · PROFESSIONAL SERVICES						1,029.00	1,029.00
Total 62100 · CONTRACTED AND PROF SERVICES						1,029.00	1,029.00
<b>62300 · Dues/Subscriptions/Fees</b>							
Check	01/01/2024		LGIP	redemption fee	General Fund:GF	0.05	0.05
Credit C...	01/02/2024		1Auto HC CC - QBTime	January subscription	General Fund:GF	48.00	48.05
Credit C...	01/06/2024		1Auto SR CC - Mailchimp	Jan 6 - Feb 5th 2024	General Fund:GF	57.75	105.80
Bill	01/07/2024	40923669	AvidXchange, Inc.	AP Software-Avidxchange #4...	General Fund:GF	395.00	500.80
Credit C...	01/10/2024	E0400QCH...	1Auto HC CC - Microsoft	1/1 - 1/30Exchange online	General Fund:GF	4.00	504.80
Credit C...	01/10/2024	E0400QCH...	1Auto HC CC - Microsoft	1/7 - 2/6 billing	General Fund:GF	87.50	592.30
Credit C...	01/15/2024		1Auto HC CC - MidValley...	Newspaper	General Fund:GF	27.99	620.29
Credit C...	01/19/2024		1Auto CM CC - Adobe	1/18 - 2/17 Acrobat team lice...	General Fund:GF	143.94	764.23
Credit C...	01/23/2024		OCEAN	OCEAN membership	General Fund:GF	23.18	787.41
Credit C...	01/30/2024		Corvallis Sustainability C...	Quarterly Gathering sponsor	General Fund:GF	75.00	862.41
Total 62300 · Dues/Subscriptions/Fees						862.41	862.41
<b>62800 · OFFICE OCCUPANCY</b>							
<b>62820 · Rent &amp; Parking</b>							
Bill	01/18/2024	124-11628	1Bill - Crystal Lake Storage	Storage Space Rent Feb 2024	General Fund:GF	185.00	185.00
Bill	01/25/2024	11	Mater Investment Company	February 2024 Office Lease ...	General Fund:GF	2,062.58	2,247.58
Total 62820 · Rent & Parking						2,247.58	2,247.58

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

Type	Date	Num	Name	Memo	Class	Amount	Balance
<b>62830 · Utilities</b>							
Bill	01/06/2024		1Auto - Verizon	Dec 7 - Jan 6 2024 service	General Fund:GF	89.21	89.21
Credit C...	01/16/2024		1Auto CM CC - Vonage	1/16 - 2/15 Local number, unl...	General Fund:GF	137.63	226.84
Bill	01/25/2024		1Auto CM CC- Comcast	Jan 30 - Feb 29 2024	General Fund:GF	119.85	346.69
Total 62830 · Utilities						346.69	346.69
Total 62800 · OFFICE OCCUPANCY						2,594.27	2,594.27
<b>65000 · SUPPLIES AND MATERIALS</b>							
<b>65010 · COPIER AND SUPPLIES</b>							
<b>65012 · Copies</b>							
Bill	01/30/2024	IN3951864	CTX-Xerox	Copy overage for Dec 2023	General Fund:GF	14.45	14.45
Total 65012 · Copies						14.45	14.45
<b>65014 · Lease</b>							
Bill	01/10/2024		1Auto - Xerox Financial S...	Jan 8 - Feb 9	General Fund:GF	156.17	156.17
Total 65014 · Lease						156.17	156.17
Total 65010 · COPIER AND SUPPLIES						170.62	170.62
<b>65030 · Office Supplies</b>							
Credit C...	01/24/2024		Amazon.Com	Business signs for safety	General Fund:GF	29.17	29.17
Bill	01/27/2024	8073050125	Staples	Computer Accessories for St...	General Fund:GF	153.86	183.03
Total 65030 · Office Supplies						183.03	183.03
Total 65000 · SUPPLIES AND MATERIALS						353.65	353.65
<b>65110 · PRODUCTION COSTS</b>							
<b>65114 · Merchandise</b>							
Credit C...	01/11/2024		MakeStickers.com	bumper stickers to sell at NPS	General Fund:GF	245.93	245.93
Total 65114 · Merchandise						245.93	245.93
<b>65116 · Newsletters</b>							
Credit C...	01/01/2024		Office Max	2022-23 annual report	General Fund:GF	506.81	506.81
Total 65116 · Newsletters						506.81	506.81



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

Type	Date	Num	Name	Memo	Class	Amount	Balance
<b>65118 · Publications</b>							
Credit C...	01/12/2024		Office Max	oak poster printing (for annua...	General Fund:GF	21.99	21.99
Total 65118 · Publications						21.99	21.99
Total 65110 · PRODUCTION COSTS						774.73	774.73
<b>65120 · Insurance &amp; Fidelity Bond</b>							
Bill	01/01/2024		SDIS	Jan - Mar 2024 Liability insur...	General Fund:GF	1,265.00	1,265.00
General...	01/01/2024	JB 23-24.22		Realize volunteer insurance r...	General Fund:GF	-676.50	588.50
Bill	01/19/2024	904326	WHA Insurance Agency	Volunteer Insurance Policy R...	General Fund:GF	94.88	683.38
Total 65120 · Insurance & Fidelity Bond						683.38	683.38
<b>65320 · Mileage/travel related expenses</b>							
Bill	01/01/2024	BSWCD23...	Staff- Teresa Matteson	TM December Mileage Reim...	General Fund:GF	22.27	22.27
Bill	01/04/2024	DJS-Nov-D...	Staff- Donna Schmitz	November & December 2023...	General Fund:GF	18.34	40.61
Bill	01/18/2024	24118-G HC	Staff- Holly Crosson	HC Mileage Sept-Nov 2023	General Fund:GF	339.95	380.56
Bill	01/29/2024	BSWCD24...	Staff- Teresa Matteson	January 2024 Mileage-Mattes...	General Fund:GF	13.74	394.30
Total 65320 · Mileage/travel related expenses						394.30	394.30
Total 60000 · MATERIALS & SERVICES						11,292.39	11,292.39
<b>69400 · TRANSFERS OUT</b>							
<b>69410 · Trf GF to Building Reserve Fd</b>							
General...	01/01/2024	JB 23-24.23		JE: Transfer from general fun...	General Fund:GF	5,000.00	5,000.00
Total 69410 · Trf GF to Building Reserve Fd						5,000.00	5,000.00
<b>69440 · Trf PF to General Fund</b>							
General...	01/31/2024	JB 23-24.25	1-MMT:20100515 WR	MMT:20100515 admin transfer	Project Fund	71.27	71.27
General...	01/31/2024	JB 23-24.25	1-MMT:19100538 Ludwiglia	MMT:19100538 admin transfer	Project Fund	2.30	73.57
General...	01/31/2024	JB 23-24.25	2-OSWB:2023-36-017 W...	OSWB:2023-36-017 WRAW...	Project Fund	30.36	103.93
General...	01/31/2024	JB 23-24.25	3-OWEB:SIA 218-8010-1...	OWEB:SIA 218-8010-16782 ...	Project Fund	103.38	207.31
General...	01/31/2024	JB 23-24.25	8-ODA:4462-GR	ODA:4462-GR admin transfer	Project Fund	205.46	412.77
Total 69440 · Trf PF to General Fund						412.77	412.77
Total 69400 · TRANSFERS OUT						5,412.77	5,412.77
Total Expense						16,705.16	16,705.16
Net Ordinary Income						29,235.83	29,235.83
<b>Net Income</b>						<b>29,235.83</b>	<b>29,235.83</b>

**Benton Soil & Water Conservation District**  
**Profit & Loss by Class**  
 July 2023 through January 2024

	<b>Building Reserve</b>	<b>General Fund</b>	<b>Project Fund</b>	<b>TOTAL</b>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
43300 · Grant/Project Administration	0.00	0.00	115,206.39	115,206.39
44535 · Taxes Levied	0.00	498,411.96	0.00	498,411.96
44540 · ODA Operations	0.00	21,733.50	0.00	21,733.50
44545 · ODA Tech, LMA & Scope of Work	0.00	50,744.00	0.00	50,744.00
45000 · Interest Income	0.00	24,396.29	0.00	24,396.29
46430 · MISCELLANEOUS	0.00	3,359.98	0.00	3,359.98
47400 · Native Plant Sale Income	0.00	23,410.15	0.00	23,410.15
48000 · TRANSFERS IN	5,000.00	10,997.86	0.00	15,997.86
<b>Total Income</b>	<b>5,000.00</b>	<b>633,053.74</b>	<b>115,206.39</b>	<b>753,260.13</b>
<b>Gross Profit</b>	<b>5,000.00</b>	<b>633,053.74</b>	<b>115,206.39</b>	<b>753,260.13</b>
<b>Expense</b>				
60000 · MATERIALS & SERVICES	0.00	80,251.82	0.00	80,251.82
66000 · PAYROLL EXPENSES	0.00	295,545.28	19,615.22	315,160.50
68000 · PROJECTS-SVC-SUPP-MATERIALS	0.00	0.00	89,166.05	89,166.05
69400 · TRANSFERS OUT	0.00	5,000.00	10,997.86	15,997.86
<b>Total Expense</b>	<b>0.00</b>	<b>380,797.10</b>	<b>119,779.13</b>	<b>500,576.23</b>
<b>Net Ordinary Income</b>	<b>5,000.00</b>	<b>252,256.64</b>	<b>-4,572.74</b>	<b>252,683.90</b>
<b>Net Income</b>	<b>5,000.00</b>	<b>252,256.64</b>	<b>-4,572.74</b>	<b>252,683.90</b>

**Benton Soil & Water Conservation District**  
**Profit & Loss by Class**  
July 2023 through January 2024

	<b>Building Reserve</b>	<b>General Fund</b>	<b>Project Fund</b>	<b>TOTAL</b>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
43300 · Grant/Project Administration	0.00	0.00	115,206.39	115,206.39
44535 · Taxes Levied	0.00	498,411.96	0.00	498,411.96
44540 · ODA Operations	0.00	21,733.50	0.00	21,733.50
44545 · ODA Tech, LMA & Scope of Work	0.00	50,744.00	0.00	50,744.00
45000 · Interest Income	0.00	24,396.29	0.00	24,396.29
<b>46430 · MISCELLANEOUS</b>				
46432 · Contributions	0.00	3,359.98	0.00	3,359.98
<b>Total 46430 · MISCELLANEOUS</b>	<b>0.00</b>	<b>3,359.98</b>	<b>0.00</b>	<b>3,359.98</b>
47400 · Native Plant Sale Income	0.00	23,410.15	0.00	23,410.15
<b>48000 · TRANSFERS IN</b>				
48100 · Building Reserve Fund	5,000.00	0.00	0.00	5,000.00
48400 · Transfer Admin from Project Fd	0.00	10,997.86	0.00	10,997.86
<b>Total 48000 · TRANSFERS IN</b>	<b>5,000.00</b>	<b>10,997.86</b>	<b>0.00</b>	<b>15,997.86</b>
<b>Total Income</b>	<b>5,000.00</b>	<b>633,053.74</b>	<b>115,206.39</b>	<b>753,260.13</b>
<b>Gross Profit</b>	<b>5,000.00</b>	<b>633,053.74</b>	<b>115,206.39</b>	<b>753,260.13</b>
<b>Expense</b>				
<b>60000 · MATERIALS &amp; SERVICES</b>				
<b>61300 · CONFERENCES AND TRAINING</b>				
61310 · Lodging	0.00	746.78	0.00	746.78
61320 · Meals/per diem	0.00	97.92	0.00	97.92
61330 · Registration	0.00	2,174.05	0.00	2,174.05
61340 · Training and Education Material	0.00	556.79	0.00	556.79
<b>Total 61300 · CONFERENCES AND TRAININ</b>	<b>0.00</b>	<b>3,575.54</b>	<b>0.00</b>	<b>3,575.54</b>
<b>61500 · COMMUNITY CONSERVATION PROGRAMS</b>				
61510 · Conservation Education (Youth)	0.00	3,340.46	0.00	3,340.46
61520 · Conservation Incentive Program	0.00	227.50	0.00	227.50
61530 · Invasives Program	0.00	2,500.00	0.00	2,500.00
61540 · Native Plant Sale	0.00	4,641.61	0.00	4,641.61
61570 · Soil Quality Program	0.00	2,153.38	0.00	2,153.38
<b>Total 61500 · COMMUNITY CONSERVATION</b>	<b>0.00</b>	<b>12,862.95</b>	<b>0.00</b>	<b>12,862.95</b>
<b>62100 · CONTRACTED AND PROF SERVICES</b>				
62115 · Audit	0.00	5,800.00	0.00	5,800.00
62120 · Computer Support	0.00	2,382.00	0.00	2,382.00
<b>62130 · PROFESSIONAL SERVICES</b>				
62140 · Legal	0.00	165.00	0.00	165.00
62150 · Accounting	0.00	10,971.33	0.00	10,971.33
62160 · Facilitation	0.00	1,750.00	0.00	1,750.00
62170 · Web Design, Logo - Marketin	0.00	1,624.50	0.00	1,624.50

**Benton Soil & Water Conservation District**  
**Profit & Loss by Class**  
July 2023 through January 2024

	Building Reserve	General Fund	Project Fund	TOTAL
<b>Total 62130 · PROFESSIONAL SERVICES</b>	0.00	14,510.83	0.00	14,510.83
<b>Total 62100 · CONTRACTED AND PROF SEF</b>	0.00	22,692.83	0.00	22,692.83
<b>62300 · Dues/Subscriptions/Fees</b>	0.00	8,449.28	0.00	8,449.28
<b>62800 · OFFICE OCCUPANCY</b>				
<b>62810 · Alarm &amp; Janitorial Services</b>	0.00	85.00	0.00	85.00
<b>62820 · Rent &amp; Parking</b>	0.00	17,980.64	0.00	17,980.64
<b>62830 · Utilities</b>	0.00	2,516.64	0.00	2,516.64
<b>Total 62800 · OFFICE OCCUPANCY</b>	0.00	20,582.28	0.00	20,582.28
<b>65000 · SUPPLIES AND MATERIALS</b>				
<b>65010 · COPIER AND SUPPLIES</b>				
<b>65012 · Copies</b>	0.00	178.65	0.00	178.65
<b>65014 · Lease</b>	0.00	1,163.39	0.00	1,163.39
<b>Total 65010 · COPIER AND SUPPLIES</b>	0.00	1,342.04	0.00	1,342.04
<b>65030 · Office Supplies</b>	0.00	973.02	0.00	973.02
<b>65050 · Software/Computer Accessories</b>	0.00	133.47	0.00	133.47
<b>Total 65000 · SUPPLIES AND MATERIALS</b>	0.00	2,448.53	0.00	2,448.53
<b>65110 · PRODUCTION COSTS</b>				
<b>65112 · Advertising and Website</b>	0.00	289.00	0.00	289.00
<b>65114 · Merchandise</b>	0.00	1,541.17	0.00	1,541.17
<b>65116 · Newsletters</b>	0.00	506.81	0.00	506.81
<b>65118 · Publications</b>	0.00	62.99	0.00	62.99
<b>Total 65110 · PRODUCTION COSTS</b>	0.00	2,399.97	0.00	2,399.97
<b>65120 · Insurance &amp; Fidelity Bond</b>	0.00	4,051.95	0.00	4,051.95
<b>65160 · Miscellaneous</b>	0.00	-3.11	0.00	-3.11
<b>65320 · Mileage/travel related expenses</b>	0.00	1,409.05	0.00	1,409.05
<b>65400 · Meetings &amp; Events</b>	0.00	1,782.55	0.00	1,782.55
<b>Total 60000 · MATERIALS &amp; SERVICES</b>	0.00	80,251.82	0.00	80,251.82
<b>66000 · PAYROLL EXPENSES</b>				
<b>66200 · Wages</b>	0.00	230,998.21	15,320.71	246,318.92
<b>66410 · Health, Dental &amp; Life Insurance</b>	0.00	31,842.97	2,003.89	33,846.86
<b>66420 · Retirement</b>	0.00	13,877.21	1,060.64	14,937.85
<b>66500 · Payroll Taxes</b>				
<b>66510 · FICA Employer</b>	0.00	17,652.37	1,170.52	18,822.89
<b>66520 · SUTA</b>	0.00	1,007.73	57.24	1,064.97
<b>66530 · OR-WBF</b>	0.00	58.29	2.22	60.51
<b>Total 66500 · Payroll Taxes</b>	0.00	18,718.39	1,229.98	19,948.37
<b>66800 · Fees</b>	0.00	108.50	0.00	108.50
<b>Total 66000 · PAYROLL EXPENSES</b>	0.00	295,545.28	19,615.22	315,160.50
<b>68000 · PROJECTS-SVC-SUPP-MATERIALS</b>				
<b>68010 · Project Contracted Services</b>	0.00	0.00	60,878.72	60,878.72

**Benton Soil & Water Conservation District**  
**Profit & Loss by Class**  
 July 2023 through January 2024

	<b>Building Reserve</b>	<b>General Fund</b>	<b>Project Fund</b>	<b>TOTAL</b>
<b>68020 · Project Mileage &amp; Travel</b>	0.00	0.00	340.87	340.87
<b>68040 · Project Supplies &amp; Materials</b>	0.00	0.00	23,871.46	23,871.46
<b>68000 · PROJECTS-SVC-SUPP-MATERIALS</b>	0.00	0.00	4,075.00	4,075.00
<b>Total 68000 · PROJECTS-SVC-SUPP-MATERIAL</b>	0.00	0.00	89,166.05	89,166.05
<b>69400 · TRANSFERS OUT</b>				
<b>69410 · Trf GF to Building Reserve Fd</b>	0.00	5,000.00	0.00	5,000.00
<b>69440 · Trf PF to General Fund</b>	0.00	0.00	10,997.86	10,997.86
<b>Total 69400 · TRANSFERS OUT</b>	0.00	5,000.00	10,997.86	15,997.86
<b>Total Expense</b>	0.00	380,797.10	119,779.13	500,576.23
<b>Net Ordinary Income</b>	5,000.00	252,256.64	-4,572.74	252,683.90
<b>Net Income</b>	<b>5,000.00</b>	<b>252,256.64</b>	<b>-4,572.74</b>	<b>252,683.90</b>

**Benton Soil & Water Conservation District**  
**Profit & Loss YTD Comparison**  
July 2023 through January 2024

	<b>Jul '23 - Jan 24</b>	<b>Jul '22 - Jan 23</b>	<b>\$ Change</b>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
43300 · Grant/Project Administration	115,206.39	124,425.73	-9,219.34
44535 · Taxes Levied	498,411.96	476,271.44	22,140.52
44540 · ODA Operations	21,733.50	37,149.50	-15,416.00
44545 · ODA Tech, LMA & Scope of Work	50,744.00	46,150.89	4,593.11
45000 · Interest Income	24,396.29	11,987.37	12,408.92
46430 · MISCELLANEOUS			
46432 · Contributions	3,359.98	500.00	2,859.98
<b>Total 46430 · MISCELLANEOUS</b>	<b>3,359.98</b>	<b>500.00</b>	<b>2,859.98</b>
47400 · Native Plant Sale Income	23,410.15	21,437.81	1,972.34
48000 · TRANSFERS IN			
48100 · Building Reserve Fund	5,000.00	5,000.00	0.00
48400 · Transfer Admin from Project Fd	10,997.86	10,824.33	173.53
<b>Total 48000 · TRANSFERS IN</b>	<b>15,997.86</b>	<b>15,824.33</b>	<b>173.53</b>
<b>Total Income</b>	<b>753,260.13</b>	<b>733,747.07</b>	<b>19,513.06</b>
<b>Gross Profit</b>	<b>753,260.13</b>	<b>733,747.07</b>	<b>19,513.06</b>
<b>Expense</b>			
60000 · MATERIALS & SERVICES			
61300 · CONFERENCES AND TRAINING			
61310 · Lodging	746.78	408.11	338.67
61320 · Meals/per diem	97.92	28.80	69.12
61330 · Registration	2,174.05	1,039.81	1,134.24
61340 · Training and Education Material	556.79	0.00	556.79
<b>Total 61300 · CONFERENCES AND TRAINING</b>	<b>3,575.54</b>	<b>1,476.72</b>	<b>2,098.82</b>
61500 · COMMUNITY CONSERVATION PROGRAMS			
61510 · Conservation Education (Youth)	3,340.46	261.65	3,078.81
61520 · Conservation Incentive Program	227.50	80.30	147.20
61530 · Invasives Program	2,500.00	500.00	2,000.00
61540 · Native Plant Sale	4,641.61	5,248.36	-606.75
61570 · Soil Quality Program	2,153.38	1,080.54	1,072.84
<b>Total 61500 · COMMUNITY CONSERVATION PROGRA</b>	<b>12,862.95</b>	<b>7,170.85</b>	<b>5,692.10</b>
62100 · CONTRACTED AND PROF SERVICES			
62115 · Audit	5,800.00	5,800.00	0.00
62120 · Computer Support	2,382.00	2,714.75	-332.75
62130 · PROFESSIONAL SERVICES			
62140 · Legal	165.00	110.00	55.00
62150 · Accounting	10,971.33	12,384.68	-1,413.35
62160 · Facilitation	1,750.00	0.00	1,750.00
62170 · Web Design, Logo - Marketing	1,624.50	1,507.75	116.75
<b>Total 62130 · PROFESSIONAL SERVICES</b>	<b>14,510.83</b>	<b>14,002.43</b>	<b>508.40</b>

**Benton Soil & Water Conservation District**  
**Profit & Loss YTD Comparison**  
July 2023 through January 2024

	<b>Jul '23 - Jan 24</b>	<b>Jul '22 - Jan 23</b>	<b>\$ Change</b>
62180 · Consultation/Contracts - NPP	0.00	4,515.00	-4,515.00
62190 · Misc Contracted Services	0.00	952.50	-952.50
<b>Total 62100 · CONTRACTED AND PROF SERVICES</b>	<b>22,692.83</b>	<b>27,984.68</b>	<b>-5,291.85</b>
62300 · Dues/Subscriptions/Fees	8,449.28	5,493.45	2,955.83
<b>62800 · OFFICE OCCUPANCY</b>			
62810 · Alarm & Janitorial Services	85.00	0.00	85.00
62820 · Rent & Parking	17,980.64	17,274.00	706.64
62830 · Utilities	2,516.64	2,383.78	132.86
<b>Total 62800 · OFFICE OCCUPANCY</b>	<b>20,582.28</b>	<b>19,657.78</b>	<b>924.50</b>
<b>65000 · SUPPLIES AND MATERIALS</b>			
65010 · COPIER AND SUPPLIES			
65012 · Copies	178.65	259.19	-80.54
65014 · Lease	1,163.39	1,134.84	28.55
<b>Total 65010 · COPIER AND SUPPLIES</b>	<b>1,342.04</b>	<b>1,394.03</b>	<b>-51.99</b>
65020 · Equipment	0.00	4,469.88	-4,469.88
65030 · Office Supplies	973.02	560.37	412.65
65040 · Postage	0.00	64.00	-64.00
65050 · Software/Computer Accessories	133.47	1,135.25	-1,001.78
<b>Total 65000 · SUPPLIES AND MATERIALS</b>	<b>2,448.53</b>	<b>7,623.53</b>	<b>-5,175.00</b>
<b>65110 · PRODUCTION COSTS</b>			
65112 · Advertising and Website	289.00	504.56	-215.56
65114 · Merchandise	1,541.17	18.00	1,523.17
65116 · Newsletters	506.81	327.95	178.86
65118 · Publications	62.99	0.00	62.99
<b>Total 65110 · PRODUCTION COSTS</b>	<b>2,399.97</b>	<b>850.51</b>	<b>1,549.46</b>
65120 · Insurance & Fidelity Bond	4,051.95	1,968.30	2,083.65
65160 · Miscellaneous	-3.11	0.00	-3.11
65320 · Mileage/travel related expenses	1,409.05	1,225.60	183.45
65400 · Meetings & Events	1,782.55	1,588.93	193.62
<b>Total 60000 · MATERIALS &amp; SERVICES</b>	<b>80,251.82</b>	<b>75,040.35</b>	<b>5,211.47</b>
<b>66000 · PAYROLL EXPENSES</b>			
66200 · Wages	246,318.92	217,950.06	28,368.86
66410 · Health, Dental & Life Insurance	33,846.86	31,210.65	2,636.21
66420 · Retirement	14,937.85	11,742.98	3,194.87
<b>66500 · Payroll Taxes</b>			
66510 · FICA Employer	18,822.89	16,649.29	2,173.60
66520 · SUTA	1,064.97	980.37	84.60
66530 · OR-WBF	60.51	58.94	1.57
<b>Total 66500 · Payroll Taxes</b>	<b>19,948.37</b>	<b>17,688.60</b>	<b>2,259.77</b>
66800 · Fees	108.50	51.75	56.75
<b>Total 66000 · PAYROLL EXPENSES</b>	<b>315,160.50</b>	<b>278,644.04</b>	<b>36,516.46</b>

**Benton Soil & Water Conservation District**  
**Profit & Loss YTD Comparison**  
 July 2023 through January 2024

	<b>Jul '23 - Jan 24</b>	<b>Jul '22 - Jan 23</b>	<b>\$ Change</b>
<b>68000 · PROJECTS-SVC-SUPP-MATERIALS</b>			
<b>68010 · Project Contracted Services</b>	60,878.72	80,814.83	-19,936.11
<b>68020 · Project Mileage &amp; Travel</b>	340.87	315.94	24.93
<b>68040 · Project Supplies &amp; Materials</b>	23,871.46	24,791.98	-920.52
<b>68000 · PROJECTS-SVC-SUPP-MATERIALS - Other</b>	4,075.00	0.00	4,075.00
<b>Total 68000 · PROJECTS-SVC-SUPP-MATERIALS</b>	<b>89,166.05</b>	<b>105,922.75</b>	<b>-16,756.70</b>
<b>69400 · TRANSFERS OUT</b>			
<b>69410 · Trf GF to Building Reserve Fd</b>	5,000.00	5,000.00	0.00
<b>69440 · Trf PF to General Fund</b>	10,997.86	10,824.33	173.53
<b>Total 69400 · TRANSFERS OUT</b>	<b>15,997.86</b>	<b>15,824.33</b>	<b>173.53</b>
<b>Total Expense</b>	<b>500,576.23</b>	<b>475,431.47</b>	<b>25,144.76</b>
<b>Net Ordinary Income</b>	<b>252,683.90</b>	<b>258,315.60</b>	<b>-5,631.70</b>
<b>Net Income</b>	<b>252,683.90</b>	<b>258,315.60</b>	<b>-5,631.70</b>



**Benton Soil & Water Conservation District**  
**P&L Budget vs. Actual GENERAL FUND**  
July 2023 through January 2024

	Jul '23 - Jan 24	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
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	498,411.96	525,000.00	-26,588.04	94.94%
44540 · ODA Operations	21,733.50	28,978.00	-7,244.50	75.0%
44545 · ODA Tech, LMA & Scope of Work	50,744.00	67,616.00	-16,872.00	75.05%
45000 · Interest Income	24,396.29	8,000.00	16,396.29	304.95%
<b>46430 · MISCELLANEOUS</b>				
46432 · Contributions	3,359.98			
46430 · MISCELLANEOUS - Other	0.00	1,750.00	-1,750.00	0.0%
<b>Total 46430 · MISCELLANEOUS</b>	<b>3,359.98</b>	<b>1,750.00</b>	<b>1,609.98</b>	<b>192.0%</b>
47400 · Native Plant Sale Income	23,410.15	17,500.00	5,910.15	133.77%
<b>48000 · TRANSFERS IN</b>				
48400 · Transfer Admin from Project Fd	10,997.86	27,417.00	-16,419.14	40.11%
<b>Total 48000 · TRANSFERS IN</b>	<b>10,997.86</b>	<b>27,417.00</b>	<b>-16,419.14</b>	<b>40.11%</b>
<b>Total Income</b>	<b>633,053.74</b>	<b>1,459,830.00</b>	<b>-826,776.26</b>	<b>43.37%</b>
<b>Gross Profit</b>	<b>633,053.74</b>	<b>1,459,830.00</b>	<b>-826,776.26</b>	<b>43.37%</b>
<b>Expense</b>				
<b>60000 · MATERIALS &amp; SERVICES</b>				
<b>61300 · CONFERENCES AND TRAINING</b>				
61310 · Lodging	746.78			
61320 · Meals/per diem	97.92			
61330 · Registration	2,174.05			
61340 · Training and Education Materi	556.79			
61300 · CONFERENCES AND TRAININ	0.00	8,000.00	-8,000.00	0.0%
<b>Total 61300 · CONFERENCES AND TRAIN</b>	<b>3,575.54</b>	<b>8,000.00</b>	<b>-4,424.46</b>	<b>44.69%</b>
<b>61500 · COMMUNITY CONSERVATION PROGRAMS</b>				
61510 · Conservation Education (Yout	3,340.46	9,600.00	-6,259.54	34.8%
61520 · Conservation Incentive Progra	227.50	5,000.00	-4,772.50	4.55%
61530 · Invasives Program	2,500.00	6,000.00	-3,500.00	41.67%
61540 · Native Plant Sale	4,641.61	20,000.00	-15,358.39	23.21%
61560 · Scholarships/Internships	0.00	6,600.00	-6,600.00	0.0%
61570 · Soil Quality Program	2,153.38	5,550.00	-3,396.62	38.8%
<b>Total 61500 · COMMUNITY CONSERVATIK</b>	<b>12,862.95</b>	<b>52,750.00</b>	<b>-39,887.05</b>	<b>24.39%</b>
<b>62100 · CONTRACTED AND PROF SERVICES</b>				
62115 · Audit	5,800.00	6,000.00	-200.00	96.67%
62120 · Computer Support	2,382.00	4,000.00	-1,618.00	59.55%
<b>62130 · PROFESSIONAL SERVICES</b>				
62140 · Legal	165.00			
62150 · Accounting	10,971.33			

**Benton Soil & Water Conservation District**  
**P&L Budget vs. Actual GENERAL FUND**  
July 2023 through January 2024

	Jul '23 - Jan 24	Budget	\$ Over Budget	% of Budget
62160 · Facilitation	1,750.00	7,000.00	-5,250.00	25.0%
62170 · Web Design, Logo - Market	1,624.50			
62130 · PROFESSIONAL SERVICES	0.00	33,500.00	-33,500.00	0.0%
<b>Total 62130 · PROFESSIONAL SERVICES</b>	<b>14,510.83</b>	<b>40,500.00</b>	<b>-25,989.17</b>	<b>35.83%</b>
62180 · Consultation/Contracts - NPP	0.00	12,000.00	-12,000.00	0.0%
62190 · Misc Contracted Services	0.00	2,606.00	-2,606.00	0.0%
<b>Total 62100 · CONTRACTED AND PROF S</b>	<b>22,692.83</b>	<b>65,106.00</b>	<b>-42,413.17</b>	<b>34.86%</b>
62300 · Dues/Subscriptions/Fees	8,449.28	11,500.00	-3,050.72	73.47%
<b>62800 · OFFICE OCCUPANCY</b>				
62810 · Alarm & Janitorial Services	85.00	1,500.00	-1,415.00	5.67%
62820 · Rent & Parking	17,980.64	28,000.00	-10,019.36	64.22%
62830 · Utilities	2,516.64	4,500.00	-1,983.36	55.93%
<b>Total 62800 · OFFICE OCCUPANCY</b>	<b>20,582.28</b>	<b>34,000.00</b>	<b>-13,417.72</b>	<b>60.54%</b>
<b>65000 · SUPPLIES AND MATERIALS</b>				
<b>65010 · COPIER AND SUPPLIES</b>				
65012 · Copies	178.65			
65014 · Lease	1,163.39			
65010 · COPIER AND SUPPLIES - C	0.00	3,000.00	-3,000.00	0.0%
<b>Total 65010 · COPIER AND SUPPLIES</b>	<b>1,342.04</b>	<b>3,000.00</b>	<b>-1,657.96</b>	<b>44.74%</b>
65020 · Equipment	0.00	5,000.00	-5,000.00	0.0%
65030 · Office Supplies	973.02	2,603.00	-1,629.98	37.38%
65040 · Postage	0.00	500.00	-500.00	0.0%
65050 · Software/Computer Accessori	133.47	4,000.00	-3,866.53	3.34%
<b>Total 65000 · SUPPLIES AND MATERIALS</b>	<b>2,448.53</b>	<b>15,103.00</b>	<b>-12,654.47</b>	<b>16.21%</b>
<b>65110 · PRODUCTION COSTS</b>				
65112 · Advertising and Website	289.00	2,000.00	-1,711.00	14.45%
65114 · Merchandise	1,541.17	2,000.00	-458.83	77.06%
65116 · Newsletters	506.81	500.00	6.81	101.36%
65118 · Publications	62.99	1,000.00	-937.01	6.3%
<b>Total 65110 · PRODUCTION COSTS</b>	<b>2,399.97</b>	<b>5,500.00</b>	<b>-3,100.03</b>	<b>43.64%</b>
65120 · Insurance & Fidelity Bond	4,051.95	8,000.00	-3,948.05	50.65%
65160 · Miscellaneous	-3.11	200.00	-203.11	-1.56%
65320 · Mileage/travel related expenses	1,409.05	3,500.00	-2,090.95	40.26%
65400 · Meetings & Events	1,782.55	6,500.00	-4,717.45	27.42%
<b>Total 60000 · MATERIALS &amp; SERVICES</b>	<b>80,251.82</b>	<b>210,159.00</b>	<b>-129,907.18</b>	<b>38.19%</b>
<b>66000 · PAYROLL EXPENSES</b>				
66200 · Wages	230,998.21	432,984.83	-201,986.62	53.35%
66410 · Health, Dental & Life Insurance	31,842.97	68,285.61	-36,442.64	46.63%
66420 · Retirement	13,877.21	26,644.56	-12,767.35	52.08%
66500 · Payroll Taxes				

**Benton Soil & Water Conservation District**  
**P&L Budget vs. Actual GENERAL FUND**  
 July 2023 through January 2024

	<b>Jul '23 - Jan 24</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
66510 · FICA Employer	17,652.37			
66520 · SUTA	1,007.73			
66530 · OR-WBF	58.29			
66500 · Payroll Taxes - Other	0.00	38,669.00	-38,669.00	0.0%
<b>Total 66500 · Payroll Taxes</b>	<b>18,718.39</b>	<b>38,669.00</b>	<b>-19,950.61</b>	<b>48.41%</b>
66800 · Fees	108.50	300.00	-191.50	36.17%
<b>Total 66000 · PAYROLL EXPENSES</b>	<b>295,545.28</b>	<b>566,884.00</b>	<b>-271,338.72</b>	<b>52.14%</b>
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	5,000.00	5,000.00	0.00	100.0%
<b>Total 69400 · TRANSFERS OUT</b>	<b>5,000.00</b>	<b>5,000.00</b>	<b>0.00</b>	<b>100.0%</b>
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%
<b>Total Expense</b>	<b>380,797.10</b>	<b>1,459,830.00</b>	<b>-1,079,032.90</b>	<b>26.09%</b>
<b>Net Ordinary Income</b>	<b>252,256.64</b>	<b>0.00</b>	<b>252,256.64</b>	<b>100.0%</b>
<b>Net Income</b>	<b>252,256.64</b>	<b>0.00</b>	<b>252,256.64</b>	<b>100.0%</b>

**Benton Soil & Water Conservation District**  
**P&L Budget vs. Actual PROJECT FUND**  
July 2023 through January 2024

	Jul '23 - Jan 24	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
43300 · Grant/Project Administration	115,206.39	299,557.00	-184,350.61	38.46%
<b>Total Income</b>	115,206.39	299,557.00	-184,350.61	38.46%
<b>Gross Profit</b>	115,206.39	299,557.00	-184,350.61	38.46%
<b>Expense</b>				
<b>66000 · PAYROLL EXPENSES</b>				
66200 · Wages	15,320.71	42,963.00	-27,642.29	35.66%
66410 · Health, Dental & Life Insurance	2,003.89	7,268.00	-5,264.11	27.57%
66420 · Retirement	1,060.64	2,655.00	-1,594.36	39.95%
<b>66500 · Payroll Taxes</b>				
66510 · FICA Employer	1,170.52			
66520 · SUTA	57.24			
66530 · OR-WBF	2.22			
66500 · Payroll Taxes - Other	0.00	3,459.00	-3,459.00	0.0%
<b>Total 66500 · Payroll Taxes</b>	1,229.98	3,459.00	-2,229.02	35.56%
<b>Total 66000 · PAYROLL EXPENSES</b>	19,615.22	56,345.00	-36,729.78	34.81%
<b>68000 · PROJECTS-SVC-SUPP-MATERIALS</b>				
68010 · Project Contracted Services	60,878.72	26,010.00	34,868.72	234.06%
68020 · Project Mileage & Travel	340.87	492.00	-151.13	69.28%
68030 · Project Other	0.00	500.00	-500.00	0.0%
68040 · Project Supplies & Materials	23,871.46	530.00	23,341.46	4,504.05%
<b>68000 · PROJECTS-SVC-SUPP-MATERIALS</b>	4,075.00	188,263.00	-184,188.00	2.17%
<b>Total 68000 · PROJECTS-SVC-SUPP-MATERIA</b>	89,166.05	215,795.00	-126,628.95	41.32%
<b>69400 · TRANSFERS OUT</b>				
69440 · Trf PF to General Fund	10,997.86	27,417.00	-16,419.14	40.11%
<b>Total 69400 · TRANSFERS OUT</b>	10,997.86	27,417.00	-16,419.14	40.11%
<b>Total Expense</b>	119,779.13	299,557.00	-179,777.87	39.99%
<b>Net Ordinary Income</b>	-4,572.74	0.00	-4,572.74	100.0%
<b>Net Income</b>	<b>-4,572.74</b>	<b>0.00</b>	<b>-4,572.74</b>	<b>100.0%</b>

Jan 2024 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
Ludwigia Management Alternatives	19100538	MMT	12/1/2019	12/31/2023	Open	1/15/2024	27,742	27,742	24,560	24,560	3,182	0	MA	Interim Report: 1/1/2021 & 1/1/2022. Final Report 1/15/2024	100% of funds at beginning of grant	2,522	2,233	289
Willamette Mainstem Restoration Opportunities and Strategies for Engagement	20100515	MMT	11/1/2020	4/30/2024	Open	6/15/2024	70,164	70,164	46,184	46,184	23,980	0	MA	5/15/21 & 6/15/2024	100% of funds at beginning of grant	6,379	4,199	2,180
Soil Health Engagement Improves Water Quality	ODA 4462-GR	ODA	7/1/2023	6/30/2025	Open	8/29/2025	42,924	21,462	3,885	3,885	17,578	21,462	TM	8/20/24, 8/29/25		4,292	353	3,939
Purge the Spurge III	2023-36-016	ODA-OSWB	3/2/2023	4/30/2024	Open	6/30/2024	9,981	7,486	9,238	9,238	-1,752	2,495	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	840	68
WRAMP IX	2023-36-017	ODA-OSWB	3/2/2023	4/30/2024	Open	6/30/2024	24,415	18,311	24,415	24,415	-6,104	6,104	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	2,219	1
Horse Island for Clean Water	09-022-002	OWEB	3/30/2022	3/30/2024	Open	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. no funds received at start of grant; funds received by reimbursement of	1,100	1,100	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	6,791	6,791	0	4,528	DS	3/2/2024, 3/2/2026	invoices/receipts submitted by BSWCD two times total (including final); OWEB holds no funds received at start of grant; funds received by reimbursement of	1,029	679	350
Jumping Giraffe Farms Water Management	09-22-005	OWEB	5/3/2023	5/3/2025	Open	7/3/2025	14,872	13,384	13,384	13,384	0	1,488	DS	7/3/2025, 7/3/2027	invoices/receipts submitted by BSWCD two times total (including final); OWEB holds		1,216	-1,216
OWEB SIA grant	218-8010-16782	OWEB	3/4/2019	12/22/2023	Open	12/22/2023	125,000	77,687	80,038	80,038	-2,351	47,313	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	7,345	4,019
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	157,761	168,589	168,589	-10,828	82,154	DS	6/30/2028 and 6/30/2030		23,084	15,324	7,760
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	119,235	119,235	-11,246	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

**Jan 2024 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
Mitchell Oak	222-3016-22326	OWEB	10/25/2022	6/30/2026	Open	8/29/2026	96,646	44,917	47,599	47,599	-2,682	51,729	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	4,327	83,533
OWEB Stakeholder Oak	223-3044-23047	OWEB	10/25/2023	12/31/2026	Open	2/28/2027	34,130	0	920	920	-920	34,130	MA	Project Completion Report: 2/28/2027	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	3,413	83	3,331
<b>Total</b>							<b>875,163</b>	<b>606,587</b>				<b>268,576</b>					<b>54,396</b>	<b>104,863</b>



## Benton Soil and Water CONSERVATION DISTRICT

**Date:** February 29, 2024

**To:** Benton SWCD Directors

**From:** Holly Crosson, Executive Director

**Re:** February 2024 Monthly Report for March 2024 Board Packet

### **PROGRAMS/PROJECTS/PARTNERSHIPS**

- Attended NACD's Urban Conservation Grant Program webinar. (4.8)
- Sent Judith Paul final version of the Jerry Paul Native Pollinator Conservation grant application/weblink, set to go live on 3/1. (4.3)
- Requested staff feedback about being a tenant in the Confluence building in preparation for March meeting with GLT staff. (5.1)
- Met with Aubrey at his request to discuss Backyard Habitat Program; sent info to staff and discussed at staff meeting; topic is on agenda for 3/11 board meeting. (1.4)
- Connected with Joe Scott, TEIP Tribal members, and LTWC staff to set up March meeting with me, Michael, and Sara. (3.8)
- Attended Willamette Valley District Managers meeting at Polk SWCD office in Dallas; special presentation on Agriculture in the Classroom; welcomed Kelley Beamer who is new ED for East Multnomah SWCD (she was ED of the Coalition of Oregon Land Trusts for last 10 years). (4.2)
- Native Plant Sale on 2/24; recruited volunteers; attended sale which was the smoothest yet thanks to lots of hard work by staff and volunteers; set up pre-paid Verizon phone account to use Square for plant purchases; greeted customers; assisted at stations; purchased and picked up pizza for volunteers; participated in clean-up; sent thank you messages to volunteers. (2.1)
- SkillBridge Internship: Reviewed 10-year financial document draft created by intern Jake Mead; organized and attended thank you/goodbye lunch with staff for Jake; conducted a program evaluation and exit interview about the 5-month program. (4.7)
- Sent Michael suggestion from Grande Ronde staff to include Tribal members in NRCS Local Workgroup meetings. (3.8)

### **FISCAL**

- Recommended continuing regular annual audits instead of switching to Agreed Upon Procedures; discussed pros and cons with auditor. (5.11).
- Continued recruitment for one more Budget Committee (BC) member for FY25; updated BC roster and summary to include Indira Kulkarni and Tere O'Rourke who were appointed at the February meeting. (5.10)

- Continued working on FY25 proposed budget; coordinated with Jenny and Michael on various aspects of LB forms. (5.10)
- Reviewed/approved/completed/submitted: staff timesheets, monthly paystubs and payroll, vendor invoices in AvidXchange, CCRs for 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, Stripe and other account reconciliations, bank deposits, and LGIP balance and transfers to District bank account. (5.6 & 5.7)
- Held weekly meetings with bookkeeper; reviewed 6-month financial graphs for board meeting status report. (5.6)
- New membership in National Association of Conservation Districts (NACD) for \$100. (4.1)

## **PERSONNEL/TRAINING**

- Sent staff the Oregon Health Authority's updated Covid Guidelines. (5.16)
- Responded to Michael's questions for temporary seasonal position. (5.12)
- Held check-in meetings with Michael, Sara, and Candace; reviewed/signed employee leave requests. (5.2)
- Developing documentation for 3/18 PFC meeting with recommendations on FY25 compensation and personnel policies. (5.12)
- Requested quotes for FY25 health care and other benefit premium costs. (5.13)
- Responded to SDAO survey questionnaire about employee COLAs for coming fiscal year. (5.13)
- Navigated Paid Leave Oregon (PLO) application process. (5.13)
- Assisted Candace who had questions about responding to a Public Records Request. (5.19)

## **BOARD/ORGANIZATIONAL**

- Coordinated updates to slides and agenda for rescheduled Annual Meeting; sent out new invitations. (5.3)
- Prepared documents for and attended February 12th board meeting (5.3).
- Prepared March 11<sup>th</sup> board meeting agenda; reviewed February minutes (5.3).
- Notified staff and Directors of Bob Morris's passing; sent card to Jackie; shared obituary. (5.4)

## **MISCELLANEOUS**

- Fixed BSWCD's parking lot sign. (5.17)
- Dealt with landlord and HOA about another water leak. (5.17)
- Requested permission from landlord to improve earthquake safety. (5.16)
- Approved \$5,000 expense for 2 desktop/1 laptop computers & 5 monitors. (5.17)



**Date:** February 29, 2024  
**To:** Benton SWCD Directors  
**From:** Michael Ahr  
**Re:** Staff Report for **February 2024**



### **Conservation Program Manager**

- While the Native Plant Sale is an “all hands on deck” event, I was part of the trio that led the way in February. I worked with Sara and Teresa on logistics leading up to the event, and took on the plant delivery and communications with nurseries. I also led one volunteer shift during set up and coordinated work schedules with some of the staff. Overall, the leadership was great and the help from all staff and several board members was essential to making the sale happen. This year I have a better understanding of the commitment that volunteers show in the face of a very busy, sometimes hectic event. We’re so thankful for all of them (2.1)
- Sara, Donna, and I met with the Xerces Society for a follow up meeting about partnering on their pollinator planting kits. We’re going to help promote this offering in the fall and work to get at least 5 of these kits disbursed to Benton County residents. (1.4, 4.1)
- Joined a meeting with ODA staff Rob Hibbs and Olivia Jasper about our experiences monitoring the Upper Muddy Creek SIA. Rob gave a lot of great feedback on the data Teresa and team have gathered. It feels good to have him help us tell a story with what we’re finding (1.6)
- Updated Project Fund Worksheet (draft) for FY2025 and began filling in the overall budget worksheet (5.10)
- Sara, Teresa, Donna and I continue to communicate with OSU Extension about a Living on the Land Workshop coming in late April. Donna is the lead contact on this now (3.1)
- Held 1 meeting with Sara about adding staff capacity for additional assistance with native and invasive plant programs (5.12)
- Met with Candace about a short presentation we’ll make at the PFC meeting related to health benefits for staff (5.17)
- Two check ins with Holly to discuss budget, upcoming leave, and other coordination (5.2, 5.15)
- One Conservation Program Team meeting with Sara joining us to discuss outreach events for the Spring and summer (2.6, 1.9)

### **Willamette Mainstem Cooperative**

- Met with partners for Landowner prioritization and outreach grant (Long Tom Watershed Council, USGS, River Design Group). We’re preparing for a meeting on March 14 in Monroe where several partners will attend and learn more about using the tool (1.8)
- Submitted annual report to Department of Environmental Quality for NPDES permit which allows us to treat priority invasive weeds with herbicide in the Willamette River (1.8, 5.18)
- At the February 15 Oregon State Weed Board (OSWB) Meeting, the board recommended full funding for our Willamette River Aquatic Invasive Species Grant where we control yellow floating heart and *Ludwigia* at 10 locations along 22 miles of the river. The proposal requested \$27,972 (1.8)

### **Invasive Species Program**

- Early in February, I spent some time on Benton Cooperative Weed Management Area (CWMA) business. After having 2 great workshops in January related to invasive weeds, I feel enthusiastic about more outreach, workshops, and field tours related to weeds. In February:
  - I pulled together the Benton CWMA steering committee (Emily Day, Corvallis Parks; Courtney Gattuso, Western Invasives Network; Jay Sharpe, Albany Parks and Recreation; Aubrey Cloud, Marys River and Luckiamute Watershed Councils; and (absent from the meeting) Peter Kenagy, farmer). We talked about formalizing this committee and having at least 2 meetings per year. Everyone confirmed their commitment to the committee and we shared ideas about general meetings, events, and perhaps increasing capacity. I have been spending time looking at funding opportunities to possibly hire more help for invasive species outreach. This idea has overlap with my discussion with Sara and Holly about increasing capacity. *(4.4, 4.1)*
  - I did talk to OWEB about funding and found that one potential grant won't be a good fit, but there's another that MIGHT be a fit. *(4.1, 4.8)*
- Made a site visit with Chris Baillie from the County Roads department to offer advice to a homeowner near Decker Road related to knapweed control *(4.5, 4.4)*
- At the February 15 OSWB Meeting, the board recommended full funding for our Purge the Spurge Grant where we outreach and control oblong spurge in Benton County. The proposal requested \$13,950 *(1.7)*

### **Miscellaneous**

- Spent a week in Ohio helping my Dad after a shoulder replacement surgery

**February may be the busiest month of the year!  
Conferences, trainings, site visits, and, of course, the Native Plant Sale!!**



**Landowner site visits (1.1, 1.2)**

Each time I tag along with NRCS on a site visit, I gain new eyes as I see the world through Farm Bill opportunities. We walk the land, learn the landowners' concerns, discuss opportunities, identify weeds, and, perhaps, discuss a schedule for soil health sample collection. Before collecting soils, we will let the soil moisture drop a bit, but not too much.

**What is soil classification?** Benton SWCD soil health work includes soil classifications performed by Andy Gallagher, Red Hill Soils. Andy pulls a five-foot deep soil core and provides a report detailing soil properties specific to the immediate site. Andy includes his expert observations that can help the landowner understand how their soil's physical, biological, chemical, and hydrologic properties align with their management objectives.

**Photo left, Alan Mead** holds up his soil profile which Andy classified as the [Santiam](#) series. Santiam is really two soils. The upper most soil developed from the silty [Missoula flood](#) (glaciolacustrine) deposits. It lies over a paleosol (older soil) that formed in alluvial (running water) deposits. Notice the color change from the darker (more organic matter) current soil surface to the clay-rich, deeper river terrace soil buried some 15,000 years ago during multiple cataclysmic Ice Age flood events. Ancient time and all time since is captured in Andy's soil tray. We rubbed the sand, silt, and clay of 15 plus millennia between our fingers. ↪

**DATE ACTIVITY**

- 1/23 NRCS meeting, Wallace Jennings
- 1/24 OrCAN [Conservation Stewardship Program](#)
- 1/29 River Island Farm—pH testing
- 1/29 DEQ WQ monitoring data meeting
- 1/30 Sara and Jake at storage—NPS supplies
- 1/30 Taylor Ptacek—new volunteer interview
- 2/2 NPS planning meeting with Sara
- 2/2 Ed Easterling compost manual
- 2/2 NRCS site visit—Jake Mead's family's farm
- 2/6 NACD Urban Conservation webinar
- 2/6 NPS volunteer training #1- 1-2 PM
- 2/7 Dry Farm Collaborative annual meeting
- 2/12 MRWC WQ monitoring gear transfer
- 2/12 SWV GWMA Teams meeting
- 2/13 BSWCD staff safety—AEDs
- 2/13 NPS volunteer training #2 - 5-6 PM
- 2/14 ODA BSWCD WQ data meeting
- 2/16 Mead property - RHS soil classification
- 2/17 OSU Small Farms Conference
- 2/20 Begin Native Plant Sale set up!

**ACRONYMS**

- AED—Automated External Defibrillators
- CSS - Crop and Soil Science Dept., OSU
- DEQ - Department of Environmental Quality
- GWMA—Groundwater Management Area
- MRWC WQ—Marys River Watershed Council
- NPS—Native Plant Sale
- NR—Natural Resources
- NRCS—Natural Resources Conservation Service
- ODA—Oregon Department of Agriculture
- OrCAN—Oregon Climate & Agriculture Network
- OSU—Oregon State University
- RHS—Red Hill Soils
- SIA—Strategic Implementation Area
- SWV—Southern Willamette Valley
- UMC—Upper Muddy Creek
- WQ—water quality
- WVRLC—Willamette Valley Regenerative Landscape Coalition

## Native Plant Sale preparation (2.1, 2.4, 2.5, 5.4)

The 2024 Native Plant Sale prep window was a successful team effort! I shared my 22 years of NPS experience with staff as I fulfilled the following tasks:

- Offered two NPS new volunteer trainings (18 participants)
- Collected hundreds of boxes; moved them to the fairgrounds during the week prior to the sale.
- Inventoried supplies and prepare for use, including plant signs for each station.
- Transported NPS supplies to the fairgrounds. Set up the plant stations.
- Made plant inventory sheets for each station and for the nursery delivery day.
- Borrowed garden carts from Davis Family Farm (DFF) see right.



**Special thanks to Jake Mead** who procured new wheels and replaced broken cart wheels. BSWCD purchased new wheels as a token of gratitude to DFF for their many years of loaning us carts. During the NPS week, the carts were used to move nursery inventory to stations and to help customers get their orders to the parking lot.

### NPS connections

Two NPS customers with almost identical names placed almost identical orders. I connected them via email.

*May the universe align!*

**Unusual Outreach** - Several mornings of 4 AM box collecting at WinCo captured the interest of one WinCo employee who visited the NPS with his wife and two children. The dad confessed that he wanted to see what I was up to. His young son asked inquisitive native plant questions.



### 23rd OSU Small Farms Conference - February 17, 2024

If you have not attended an OSU Small Farms Conference, you should treat yourself to this event in the future. This year there were over 700 attendees. The delicious food is made with ingredients from local farms. The concurrent sessions dive into a wide range of agricultural topics, From crops and production systems to farming philosophies and regulation, I have never been disappointed. The titles of three sessions I attended were:

- **Assess and Adapt: Pasture Planning Workshop**
- **Futuring the Small Farm:** a model for ecologically sound, socially responsible, and economically viable agricultural system. This presentation by the biodynamic [Goodfoot Farm's](#) leader, Beth Hoinacki, introduced [Holacracy](#) principles that promote decentralizing management, and exploring how we "view and value labor on the production farm".
- **Oats, Peas, Beans, and Barley Grow: Adding grain and pulse crops to your farming system** - an OSU researcher, a

farmer, and a wholesaler discussed grain and legume crops.

The ultimate Small Farms Conference benefit is interacting with attendees. I chatted with Garth Kahl, left, a farmer who I helped with NRCS practice certification in 2019. Garth is interested in soil health testing, which we now offer throughout Benton County thanks to ODA Support Grant 4462-GR. I'll schedule a visit to Garth's farm to collect soil samples this spring.



**Donna Schmitz**  
**Resource Conservationist**

SOW Task	Goals	February 1, 2024 to February 29, 2024
Landowner Engagement & Technical Assistance	1 & 2	<p><b>TA:</b> Riparian restoration (1), invasives (2), plant sale (3), funding for large compost facility, oak restoration/fire mitigation, burning for blueberry production, SIA/monitoring, S. Corvallis Food Hub, Building ponds, forest thinning, urban agriculture, agroforestry, follow-up on compost facility, Backyard Wildlife Habitat Certification history in Benton County.</p> <p>-Assisting two landowners with tree/shrub selection and pickup from Collaborative Grow project.</p> <p><b>Projects:</b></p> <ul style="list-style-type: none"> <li>* <i>J2E River to Ridge Diversity Project:</i> Coordination with project manager for contractor to plant approximately 8,000 trees/shrubs. Organizing files/budget and photos.</li> <li>* <i>Mitchell Oak and Savanna Restoration Project:</i> N/A</li> <li>* <i>Upper Muddy Creek Strategic Implementation Area:</i> Meeting with Teresa and Michael and ODA about monitoring. Submit request for funds from OWEB. Submit request for funds.</li> <li>* <i>Jumping Giraffe Farms Water Management:</i> n/a</li> <li>* <i>Watenpaugh Farm Riparian and Prairie Restoration:</i> final closeout of grant expenses. Working on project completion report.</li> <li>* <i>Grand Oaks Oak Release:</i> Coordination with project manager on funds disbursement and timeline. Revised Grant Agreement.</li> <li>* <i>Benton County Oak Stakeholder OWEB grant:</i> compared various GIS habitat layers to aerial photos of personal oak habitat knowledge. The Nature Conservancy Synthesis layer could provide habitat designation with tax lot information to target landowners who have oak habitat on their properties.</li> <li>*</li> </ul>
Partnerships/ Non-ag Upland and urban land management & restoration	1 & 4	<ul style="list-style-type: none"> <li>* Coordination with OSU Extension Small Farms to plan a spring Living on the Land series in Monroe. Flyer attached.</li> <li>* Attended the Local Advisory Committee meeting for the Mid-Coast Water Quality Plan (Alsea)</li> <li>* Coordination with ODA on Board presentation February 12<sup>th</sup>.</li> <li>* Attended Southern Willamette Valley Groundwater Management Area meeting for revising the Ag. Water quality Action plan.</li> <li>* Attended statewide SIA meeting.</li> <li>* Attended Science Pub-Indigenous Stewardship of the Forest.</li> <li>* Assisted in Native Plant Sale preparations. Follow up with landowner contacts.</li> <li>* Meeting with Xerces Society to coordinate upcoming Pollinator Workshop and partnership on paying for pollinator hedgerow kits</li> </ul>

SOW/Capacity grant, training, organizational	5	<ul style="list-style-type: none"><li>* Submitted ODA Scope of Work quarterly report. Submitted District operations and SOW personnel expenses to ODA</li><li>* Attended Staff Meetings, and Board meetings. Check-in conservation team program meeting with Michael and Teresa.</li></ul>
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# LIVING ON THE LAND

A workshop series for landowners in Benton county that are new to managing small-acreage farms and property

April 16th -  
Pasture & Grazing  
Systems: Mud &  
Manure  
Management.

April 30th - Rural Water  
Management: Water/  
Wells and Septic  
System/ Water Quality.  
Water rights

April 23rd - Woodlands  
& Watersheds: Oak  
woodlands & riparian  
ecosystems, common  
weeds.

May 7th - Plan for Your  
Land: Planning, Soil test  
results.

**TUESDAYS**  
**APRIL 16 - MAY 7,**  
**2024**  
**6PM TO 8PM**

Cost for the whole series: \$20,  
additional farm partner \$10  
*Scholarships available*

**REGISTER:**

<https://beav.es/cSh>



For accommodation requests or questions, please  
contact Crystal Kelso at (541) 730-3539 or  
[crystal.kelso@oregonstate.edu](mailto:crystal.kelso@oregonstate.edu)

**MONROE  
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97456**



FEBRUARY REPORT FOR MARCH 2024 BOARD PACKET

Sara Roberts, Communications and Community Engagement Coordinator

**OUTREACH (Goals 2.5, 4.5)**

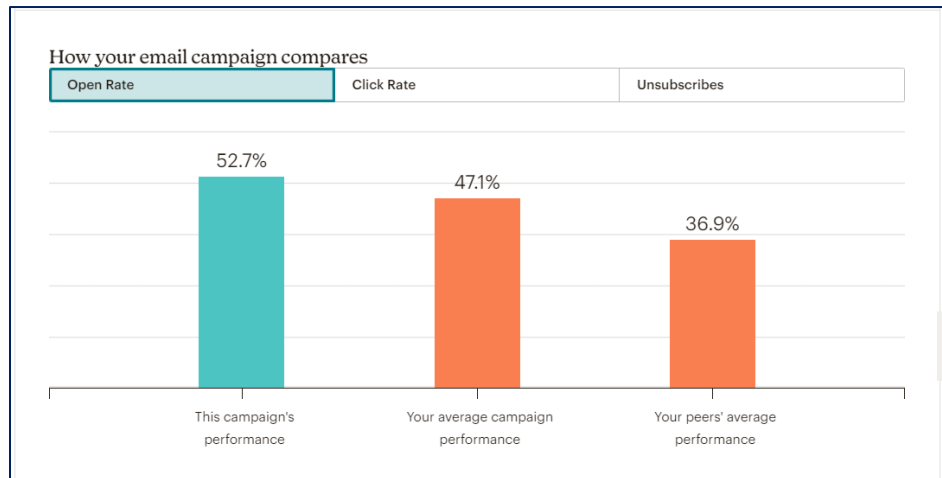
- Included some hands-on demonstrations and displays at NPS pickup day. It was a great outreach opportunity, especially with all the walk-ins we had from the Farmers Market.
- UPCOMING: [BEEvent Pollinator Conference](#) on March 2. I'll be there with an info table and some of our leftover NPS plants.
- UPCOMING: [Winter Wildlife Field Days!](#) BSWCD will be hosting activities for this event on March 8, March 12, and March 20.

**COMMUNICATIONS (Goal 3.4)**

- **February Newsletter** sent on 2/16. Featured items:
  - Sign up for your NPS pickup time (61 clicks)
  - Winter Wildlife Field Days coming up next month (53 clicks)
  - Annual Meeting rescheduled for March 5 (33 clicks)
- **Social media:** 14 combined Facebook and Instagram posts. Best performing posts:
  - Just under 2 weeks to shop our native plant sale! (\*\*\*)Reach=over 1,00! With 67 engagements. This far surpasses our usual performance. It was shared by a lot of people and a couple community groups and SWCDs, so it greatly expanded our reach.)
  - Our native plant shop closes tonight (Reach=150)
  - Thank you to all those who joined us on NPS pickup day (reach=129)

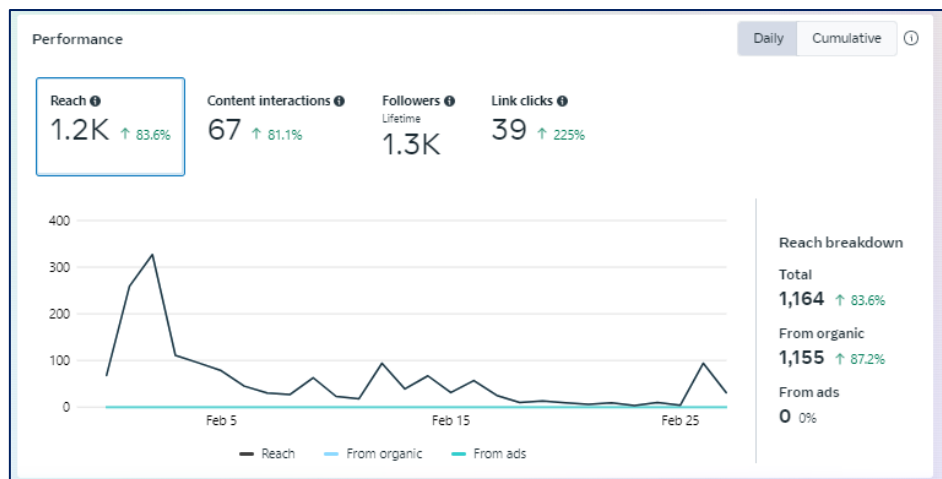
**E-Newsletter Performance**

(up 5.6%)



**Social Media Performance**

(Reach up 83.6%)





FEBRUARY REPORT FOR MARCH 2024 BOARD PACKET

Sara Roberts, Communications and Community Engagement Coordinator

**NATIVE PLANT SALE (Goals 2, 3, 4, 5) - now complete**

- Final net sales: \$19,274
- 317 orders
- 5,473 items sold
- 55 volunteers participated in Pickup Day and the prep days the week before



Winter Native Plant Sale 2024

**WEBSITE (Goals 3.3, 3.6)**

- February pageviews: 47,346
- Partner events added to our [calendar](#)
- Added [postings for upcoming events in March to the Blog](#)
- Working on a new "Climate and Carbon" section with resources for farmers and urban residents (please let me know if you know of any great resources for this!)

**PARTNERSHIPS/NETWORKING (Goal 2)**

- Working with Carolyn from OSU Extension to develop Natural Resources Day for Leadership Corvallis.
- Met again with the NR team and representatives from Xerces Society about partnering on their Habitat Kits program

**DIVERSITY, EQUITY, INCLUSION, AND JUSTICE (Goal 5)**

- OrCP DEIJ Affinity Group meeting on 2/14.
- Currently reading a lovely book by Indigenous author [Leigh Joseph - Held By the Land](#). Highly recommended for info about native and traditional uses of and perspectives on native plants



# Staff Report February 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%)

- Reviewed, authorized, and submitted invoices to AvidXchange and deposited checks.
- Distributed monthly financial reports and weekly check registers to Interim Treasurers for review.
- Inventory of current computer and monitors to compare to vendor needs assessment of tech update. Made recommendations, gained approval, and ordered new units.
- Continued Annual Meeting logistics for reschedule.
- Distributed approved and issued vendor payments and weekly check registers.
- Dealt with ongoing ceiling leak issue.
- Reviewed current Personnel file organization and updated for compliance.

### Organizational Support (45%)

- Updated OC Manual for new online AP system, including new invoice/reimbursement procedures.
- Purchased food for Native Plant Sale Volunteers
- Set up and work Native Plant Sale
- Evaluate and determine i-9 compliance with new requirements.
- Put together budget forecast numbers for FY25.
- Brainstormed and drafted PFC benefit cost sharing presentation with Michale Ahr and Holly Crosson
- Provided support to our SkillsBridge intern.
- Answered NPS customer service calls and emails.
- Board Support: Completed February Regular Board meeting draft minutes. Sent out approved minutes to stakeholders.
- Completed legal notices for Board Meeting, Annual Meeting, PFC Meeting and Budget Committee Meeting.
- Tracked Monthly Tax Turnover Reports.
- Updated Employee Data Sheets; reviewed timesheets; distributed pay stubs
- Forwarded phone calls and emails to appropriate staff.
- Participated in weekly staff meetings and ED check in's.
- Maintained weekly server backups.
- Purged documents according to state of Oregon Records Retention Schedule and rules.

### Capacity Building (5%)

- Attended "How to Administer Your HRA VEBA Plan Webinar"



February 12, 2024

### **NRCS report Benton co**

- Engineering: Inventory and evaluation for the multiple FY24 EQIP applications.
- 62 EQIP applications for Benton and Linn counties in the local CISs and new IRA funding pools. We have begun to collection applications for the CSP classic sign up since the deadline is the end of March and have at least 8 interested participants who have contacted us so far
  
- For Benton, we have 34 eligible applications. Ranking deadline is February 23<sup>rd</sup>.
  - 3- IRA Pasture
  - 4- ACTNOW
  - 5- IRA Forest
  - 7- IRA Cropland
  - 15- IRA Local Foods
  
- There are 3 pending applications for CSP in Benton county. CSP application deadline is March 29<sup>th</sup>.
  
- There are 27 active contracts in Benton including 2 CSP and 25 EQIP. Tom, Ty, Wallace, Stephanie, and Amy are currently working on the technical assistance and certifications with these participants.
  
- Staff attending the Benton Small Woodlands – information night on March 6<sup>th</sup> to outreach forestry programs for small woodland owners.
  
- Benton County Easements
  - 3 new interagency agreements are currently being developed with USFWS to continue to provide management and maintenance of the easements.
  - The total amount for these three IAAs is \$220,000
  - We have a total of 9 wetland easements in Benton County that we continue to management and maintain through Interagency Agreements (IAAs) and Compatible Use Authorizations (CUAs)
  - We have two 30 year easements in Benton County that are due to expire in 2028. These are the first ones ever for the WRP in the Upper Willamette

- Local work group meeting – waiting for new DC
- Tangent NRCS staff having bimonthly meetings with Michael, Teresa, and Donna.
  
- District conservationist position closed last week for Tangent DC (Linn and Benton Counties)
  
- Wallace - 2x CNMP applications through Act Now  
11x applications through Local Foods CIS  
1 Existing Contract that needs job sheets and planning  
South Corvallis Food Hub. And here is link to our website: [www.southcorvallisfoodhub.com](http://www.southcorvallisfoodhub.com)  
Oregon Small Farms Conference this Saturday
  
- Last Thursday, USDA Deputy Secretary, USDA Deputy Secretary Xochitl Torres Small, at Oregon State. Met with USDA, OSU President, College of Forestry and Agriculture staff, met with students.
  
- OWEB / NRCS agreement – Inflation Reduction Act (IRA) technical agreements

Staff –

Amy Kaiser, Soil Conservationist  
Stephanie Rice, Soil Conservationist  
Cory Oltjen, Soil Conservationist  
Suzy Liebenberg, Easement specialist  
Wallace Jennings, Small Farms Specialist  
Nathan Adelman, Basin Resource Conservationist  
Tom Snyder, Acting DC Tangent  
Heather Medina Saucedo, Basin Team Leader  
Kelly Albers, Basin Engineer  
Natalie Edwards, Resource Soil Scientist  
Adam Phelps ODFW Biologist  
Ty Siepert, Basin Forester

# COMMUNITY NEEDS ASSESSMENT - PROPOSED PLAN

S Roberts - February 2023

## Goals

- Build and strengthen relationships with existing and new audiences
- Identify key new audiences and potential partners
- Engage local stakeholders in shaping our trajectory
- Determine gaps and opportunities for messaging and projects
- Explore ways we can fulfill our DEIJ goals and commitments

## Questions to answer

- How can we be more diverse, equitable, inclusive, and just in all of our policies, procedures, and programs?
- How can we make our goals, services, and impacts more accessible and understandable?
- How can we expand our reach beyond our traditional projects and audiences?
- How can we more effectively promote conservation in Benton County?

## Focus Group Participant Targets

A 10-12 member cohort that will meet at least twice, consisting of:

- 2-3 farmers (at least 1 we have worked with before, 1 we have not)
- 2-3 urban gardeners/conservationists
- 2-3 people representing diverse races/ethnicities (Local NAACP chapter? OSU student groups?)
- 2-3 residents with an interest in our work, but no prior participation with our programs
- Representatives from all geographic areas of Benton County (NW, NE, SW, SE)

## Research Questions

- *Do you feel that you have access to services that help you practice backyard conservation?*
- *What are some challenges you face in implementing conservation practices?*
- *What are some things that would make backyard conservation more accessible and attainable for you?*
- *What are some tools that would help you better understand how to protect your soil and water resources?*
- *How can we help you practice soil and water conservation?*
- *What do you feel our role is in the community?*
- *How do you get your information about BSWCD?*

## Benefits/Incentives to offer Focus Group members

- Gas cards
- Refreshments at all meetings
- Swag (hats, bumper stickers, etc)

Date	Name (First and Last)	Email	Phone number	Are you a registered voter in Benton County?	Why do you wish to join the BSWCD Budget Committee?	Please select below which date(s) you can plan to be available for Budget Committee meetings.
2024-03-04 18:54:22 UTC	Linda Lovett	linda.lovett@comcast.net	541-231-7353	Yes	I learned about the District as a BSWCD employee and want to continue to support its work. I am familiar with budgets and municipal budget law through my work at BSWCD and Marion SWCD.	May 6, 2024, 6-7:30pm (in-person or virtual), May 13, 2024 (additional option if needed)