

Monday, February 13, 2023
 6:00-7:30 PM Board Meeting
 To join Zoom Video Conference:



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

Phone: 1-669-900-6833


Meeting ID: 844 6825 0202

Passcode: 640956

BOARD OF DIRECTORS MEETING AGENDA

Goal	Item	Lead	Time	ACTION
	Call to Order, Introductions, Public Comments, Announcements, Additions to Agenda	<i>Johnson</i>	6:00	
	CONSENT AGENDA	<i>Johnson</i>	6:05	ACTION
5	Approve draft Minutes from January 9 Board Meeting			
5	Approve Financials (12/31/22)			
1-5	Approve FY2023-2024 Budget Calendar (in packet)			
	REGULAR AGENDA		6:06	
5	Appoint Bob Morris Director Emeritus	<i>Board</i>	6:07	ACTION
5	Appoint Board Vice-Chair (duties in packet)	<i>Board</i>	6:08	ACTION
5	Appoint Personnel and Finance Committee (PFC) members and set date for March mtg	<i>Board</i>	6:13	ACTION
5	Discuss recruitment of 2 new FY24 Budget Committee members	<i>Board</i>	6:20	
5	Update on Zone 4 Director recruitment	<i>Roberts/ Board</i>	6:25	
5	Will FY24 Budget Committee meeting in May 2023 be in person (as well as virtual); will abbreviated May regular board meeting follow BC meeting; if not set date of May board meeting.	<i>Board</i>	6:30	ACTION
1-5	FY23 Mid-year Budget Review (graphs in packet)	<i>Crosson/ Ahr</i>	6:35	
1-3	Review FY23 Watershed Council and Conservation Education Grants awarded by BSWCD (summary in packet)	<i>Roberts</i>	6:45	
1-4	Discuss sponsoring TEIP Internship (Traditional Ecological Knowledge Inquiry Program) that Joe Scott mentioned at Annual Meeting (info in packet)	<i>Board</i>	6:55	ACTION
5	Review, affirm/accept, and sign NRCS Civil Rights Responsibilities for Partners Checklist (in packet)	<i>Kaiser/ Board</i>	7:10	ACTION
1-5	Questions from Board about BSWCD staff and NRCS staff activities	<i>Directors/ BSWCD & NRCS Staff</i>	7:15	
1-5	Other Board business?	<i>Directors</i>	7:25	
	Meeting Adjourned	<i>Johnson</i>	7:30	

Strategic Direction Goals 2022-2027
Goal #1: Ensure that the soil, water, and ecosystems of Benton County, including diverse habitats on wild, working, and urban lands, are protected, restored, and resilient.
Goal #2: Deliver engaging education and outreach opportunities that inspire residents throughout Benton County to protect and restore soil, water, and habitat.
Goal #3: Develop clear, consistent communications so people throughout Benton County can easily participate in Benton SWCD services and take action to steward our resources.
Goal #4: Enhance our strategic partnerships and revenue to increase Benton SWCD's impact.
Goal #5: Implement operations that support highly effective programs and services.

BSWCD Board and Outreach Events (subject to change)		
Date/Time	Event	Location
February 8	Online ordering for Native Plant Sale ENDS	www.bentonswcd.org/shop
February 21, 10am-12pm	SWCD Regional Training Meeting	Eugene-Upper Willamette SWCD Meeting Room 3291 W. 1 st Ave
February 25, 8:30am-4:30pm	Native Plant Sale Pickup Day	Benton County Fairgrounds Click here to sign up to volunteer
March 4, 2023, 9am-3:30pm	 <p>9th Annual BEEvent Pollinator Conference March 4, 2023 Linn Expo Center, Albany, Oregon "Adapting Your Garden to the Coming Changes"</p>	Linn Expo Center, Albany Sara will be hosting a table with hands-on activities and info about BSWCD.

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

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

Monday, January 9, 2023; 6:00-6:45 PM
Phone: 1-669-900-6833
Meeting ID: 844 6825 0202
Passcode: 640956



BOARD OF DIRECTORS MEETING MINUTES

In Attendance

Board Members Present: Nate Johnson, Jerry Paul, Kerry Hastings, Marcella Henkels, David Barron

Board Members Absent: Eliza Mason, No Director for Zone 4

Associate Directors Present: Aubrey Cloud

Staff Present: Holly Crosson, Teresa Matteson, Sara Roberts (minutes)

Staff Absent: Michael Ahr, Candace Mackey, Donna Schmitz

Others Present: Amy Kaiser (NRCS)

Call to Order - Jerry Paul (6:01 pm)

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

Additions to agenda (added by Holly):

- Henry Storch would like to be appointed Director Emeritus
 - Jerry Paul states Bob Morris would also like to be Director Emeritus
- In-person or Zoom meeting for February Board meeting?

OATHS OF OFFICE

- For Nate Johnson, Kerry Hastings, Marcella Henkels, David Barron
- Jerry Paul administered Oaths of Office
- All sworn in successfully. Welcome new Directors!

CONSENT AGENDA

- **Approve draft Minutes from December 12th Board Meeting:** Discussion: none
- **Approve Financials (11/30/22)** Discussion: none
- **Adopt Resolution FY2022-2023-05; Add \$500.00 donation from C. Doreene Carpenter to the Budget for CCP - Conservation Education (in packet)** Discussion: none

MOTION: Approve Consent Agenda: Kerry Second: Jerry

Results: Unanimously passes

REGULAR AGENDA

- Appoint Officers (Chair, Vice-Chair, Treasurer, Secretary)
 - Discussion: Current officers stated they were happy to continue in their current roles and invited new Directors to consider taking a Vice Chair position. Marcella expressed interest in Vice Chair position but would like to see the position description first. Holly will update the position description and Sara will post it to the Board pages on the website. A vote on appointment of Vice Chair will take place at the February meeting.
 - Motion: Jerry Second: David
 - Results: Unanimously passes. All will remain in their current roles. (Nate – Chair, Kerry – Secretary, Jerry – Treasurer)
- Appoint Henry Storch as Director Emeritus
 - Motion: Nate Second: Kerry
 - Results: Unanimously passes

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

- Sidebar: Henry Storch provided some great info about American Foul Brood and bee treatment!
- Questions from Board about BSWCD staff activities and NRCS staff report
 - Jerry asks: How did landlord respond to getting sign on the building? Holly responded that the landlord has not yet responded about this. Holly has sent her a follow-up reminder.
 - Nate asks: he noticed a recipient on a check named Mater Investment Company – who is that? Holly responds Mater Investments is the landlord and check was for monthly office rent.
 - Nate asks: What are the options being considered for the ODA investment money? Holly responds: Teresa and Donna using some of the funds for SIA equipment and travel; considered purchasing upgraded financial software but after discussion with other SWCDs it doesn't make sense to switch; purchased the Owl virtual meeting system; providing an Honorarium for the annual meeting Keynote; will pay for annual meeting space and catering; promotional items i.e. business cards, name tags, logo wear, etc.
 - Kerry asks: are there any outstanding needs for the upcoming native plant sale? Holly responds: see Sara's report for current numbers; Deb as contractor is coordinating; working on details, may need more volunteers. Michael will provide more info ASAP.
 - Nate: noted Teresa's report about water quality monitoring and asked how that was going. Teresa and Aubrey shared that they were moving forward on a positive trajectory. Equipment is holding up well and new sensors are a big improvement. Kudos to Teresa for troubleshooting!
 - Holly asks: Did everyone get their annual report? Reminder to register for the annual meeting.
 - Nate: Reminder to Board members to respond to Candace's email about proposed ODA training dates/times.
 - Marcella asks: Where are the Board Director job descriptions? Sara responds: Not sure if they are on website, but she will send those out and ensure they're on website ASAP. Sara and Holly will also ensure that Board updated materials are up on the website as well.
 - Amy reports that they are mainly working on landowner field visits and oak restoration.
- February Board meeting – Zoom or in person?
 - Discussion: New regulations require that all public meetings must be offered virtually, so if we return to in-person, we must also provide the Zoom option. In the past everyone was able to attend in person regularly, a quorum was easy to achieve, and it provided some important social time to get to know each other. Nate suggested that we wait until after the respiratory illness season was over. Kerry suggested that we aim to meet in person once per quarter and the rest via Zoom. The Annual Meeting will serve as the in person meeting this quarter. Nate suggests having the next in person meeting in the Spring somewhere nice and outdoors.
 - Nate moves that we have the February meeting via Zoom. Kerry seconds. Passes unanimously.
- Agenda items for next month
 - Bob Morris appointment as Emeritus
 - Appoint Vice Chair
 - Discuss details for Spring in person Board meeting

Meeting Adjourned - Nate (6:45)

Benton SWCD Board Meeting

February 13, 2022

Financial Report

Period ending December 31, 2022

The closing balance in our Oregon LGIP account was \$1,087,235.60 dividend paid was \$2,797.24. The Fiscal YTD dividend paid was \$8,891.25. *Effective Friday, January 27, 2023, the Oregon Short Term Fund (OSTF) rate change from 3.35% to 3.75% and will be reflected in next month's report.* Our average monthly balance has been \$1,082,185.41 with a monthly distribution yield of 3.04 %. The previous months balance was \$1,125,008.87. We received a payment of \$9,429.49 in tax revenue from the Benton County Finance Department.

Both Citizen Bank accounts were reconciled and all checks were accounted for. The total balance of the two accounts was \$158,729.66. The previous months balance was \$127,321.80.

Charges to the Credit Card account were \$2,188.36. These were verified and reconciled. The previous months charges were \$1,098.46.

The Stripe account was reconciled. The starting balance was \$253.29. Account activity before fees was \$2,342.16, less fees of \$-98.60. Total payouts were \$-2,314.56, leaving and ending balance of \$182.92.

Respectfully submitted,



Jerry Paul, Treasurer

Benton Soil & Water Conservation District
Balance Sheet
As of December 31, 2022

	Dec 31, 22	Dec 31, 21	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
10100 - Citizens Bank	95,017.07	92,397.31	2,619.76
10150 - Citizens Bank #2	8,902.28	5,035.21	3,867.07
10200 - LGIP	1,092,215.21	1,079,292.72	12,922.49
10300 - Stripe	182.92	1,656.96	-1,474.04
10800 - Petty Cash	24.00	24.00	0.00
10990 - Clearing Account	2,000.00	0.00	2,000.00
Total Checking/Savings	1,198,341.48	1,178,406.20	19,935.28
Accounts Receivable			
11400 - Grants Receivable	32,840.66	16,251.52	16,589.14
Total Accounts Receivable	32,840.66	16,251.52	16,589.14
Other Current Assets			
100-1050 CashDue to/from Bld Fnd	-108,200.00	-103,200.00	-5,000.00
100-1500 Due to/from Proj Fund	-96,371.93	-102,910.93	6,539.00
200-1080 CashDue to/from Gen Fnd	96,371.93	102,910.93	-6,539.00
400-1505 Due to/from BR Fund	108,200.00	103,200.00	5,000.00
12800 - Payroll Advance	-0.09	0.00	-0.09
13000 - Prepaid expenses-Audit	3,995.51	3,564.02	431.49
Total Other Current Assets	3,995.42	3,564.02	431.40
Total Current Assets	1,235,177.56	1,198,221.74	36,955.82
Other Assets			
18400 - Property Tax Receivable-Audit	9,482.00	10,110.00	-628.00
Total Other Assets	9,482.00	10,110.00	-628.00
TOTAL ASSETS	1,244,659.56	1,208,331.74	36,327.82
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
20000 - General Accounts Payable	3,192.13	1,117.99	2,074.14
20100 - Project Accts Payable	9,784.51	750.00	9,034.51
Total Accounts Payable	12,976.64	1,867.99	11,108.65
Credit Cards			
22000 - CITIZENS BANK MASTER CARD			
22200 - Holly's CC - 2995	1,667.07	720.60	946.47
22400 - Teresa's CC - 3019	38.54	30.22	8.32
22500 - Heath's CC - 3027	0.00	30.99	-30.99
22520 - Linda's CC - 5980	0.00	587.70	-587.70
22530 - Michael's CC - 3266	72.00	0.00	72.00
22532 - Sara's CC - xxxx	410.75	0.00	410.75
Total 22000 - CITIZENS BANK MASTER CARD	2,188.36	1,369.51	818.85
Total Credit Cards	2,188.36	1,369.51	818.85
Other Current Liabilities			

Benton Soil & Water Conservation District
Balance Sheet
 As of December 31, 2022

	Dec 31, 22	Dec 31, 21	\$ Change
24000 · PAYROLL LIABILITIES			
24010 · 941 Account	6,506.56	6,804.68	-298.12
24020 · Oregon Withholding	1,151.00	1,785.00	-634.00
24030 · OR-WBF SUTA	345.70	589.34	-243.64
Total 24000 · PAYROLL LIABILITIES	8,003.26	9,179.02	-1,175.76
25800 · Deferred Revenue Grants-Audit	81,093.79	129,142.13	-48,048.34
25810 · Deferred Revenue Donations	0.00	246.72	-246.72
25850 · Deferred Revenue - NPS Presales	0.00	29,044.10	-29,044.10
Total Other Current Liabilities	89,097.05	167,611.97	-78,514.92
Total Current Liabilities	104,262.05	170,849.47	-66,587.42
Long Term Liabilities			
27050 · Deferred Revenue Taxes -Audit	8,373.09	8,261.09	112.00
Total Long Term Liabilities	8,373.09	8,261.09	112.00
Total Liabilities	112,635.14	179,110.56	-66,475.42
Equity			
31100 · Building Reserve Fund Balance	108,200.00	103,200.00	5,000.00
31200 · Project Fund Balance	10,210.00	10,210.00	0.00
32000 · General Fund Balance	735,673.75	666,461.80	69,211.95
Net Income	277,940.67	249,349.38	28,591.29
Total Equity	1,132,024.42	1,029,221.18	102,803.24
TOTAL LIABILITIES & EQUITY	1,244,659.56	1,208,331.74	36,327.82

Benton Soil & Water Conservation District
Citizens Bank Check Register
As of December 31, 2022

Type	Date	Num	Name	Memo	Debit	Credit	Balance
10100 - Citizens Bank							89,830.22
Transfer	12/01/2022			Funds Transfer	50,000.00		139,830.22
Deposit	12/09/2022			Deposit	2,020.67		141,850.89
Deposit	12/19/2022			Deposit	2,752.66		144,603.55
Deposit	12/19/2022			Deposit	16,620.80		161,224.35
Deposit	12/19/2022			Deposit	4,167.46		165,391.81
Deposit	12/19/2022			Deposit	15,383.63		180,775.44
Deposit	12/16/2022			Deposit	500.00		181,275.44
Transfer	12/22/2022			Funds Transfer	10,000.00		191,275.44
Deposit	12/23/2022			Deposit	629.94		191,905.38
Deposit	12/30/2022			Deposit	9,600.25		201,505.63
Deposit	12/31/2022			Interest	5.69		201,511.32
Liability Check	12/02/2022	EFT	United States Treasury	93-1077051		7,461.52	194,049.80
Liability Check	12/02/2022	EFT	Oregon Dept of Revenue	0292193-0		1,660.00	192,389.80
Bill Pmt -Check	12/09/2022	EFT	2 - Xerox Financial Services	autopay due on 10th of next month		156.17	192,233.63
Bill Pmt -Check	12/15/2022	EFT	1Auto - Comcast	8778 10 601 2891048		109.85	192,123.78
Check	12/22/2022	EFT	Card Service Center - MasterCard	Online Payment		1,098.46	191,025.32
Bill Pmt -Check	12/22/2022	EFT	1Auto - Verizon	autopay due on 25th of month		85.53	190,939.79
Check	12/01/2022	EFT	Crosson, Holly A			2,000.00	188,939.79
Liability Check	12/01/2022	8044	SDIS	03-0018433 CIR#		4,758.25	184,181.54
Liability Check	12/01/2022	8045	VALIC Corvallis Multicultural Literacy	Group #67994		7,851.85	176,329.69
Bill Pmt -Check	12/01/2022	8046	Center	CIR# 7231		57.35	176,272.34
Bill Pmt -Check	12/01/2022	8047	Adam Thomas	CIR# 7232		300.00	175,972.34
Bill Pmt -Check	12/01/2022	8048	Red Hill Soils	CIR# 7223		3,200.00	172,772.34
Bill Pmt -Check	12/01/2022	8049	Scholls Valley Native Nursery, LLC	CIR# 7230		4,068.50	168,703.84
Bill Pmt -Check	12/08/2022	8050	Advantage Computing & Elect. Svc's LLC	CIR# 7242		358.25	168,345.59
Bill Pmt -Check	12/08/2022	8051	Benton County Historical Society	CIR# 7239		50.00	168,295.59
Bill Pmt -Check	12/08/2022	8052	In-Situ Inc.	CIR# 7235		400.25	167,895.34

Benton Soil & Water Conservation District
Citizens Bank Check Register
As of December 31, 2022

Type	Date	Num	Name	Memo	Debit	Credit	Balance	
			Jenny Brausch Business Solutions					
Bill Pmt -Check	12/08/2022	8053	LLC	CIR# 7243		2,012.50	165,882.84	
Bill Pmt -Check	12/08/2022	8054	Oregon Secretary of State	CIR# 7238		200.00	165,682.84	
Bill Pmt -Check	12/08/2022	8055	Staff- Donna Schmitz {V}	CIR# 7236		182.46	165,500.38	
Bill Pmt -Check	12/08/2022	8056	Staples	CIR# 7241		165.16	165,335.22	
Bill Pmt -Check	12/08/2022	8057	Pacific NW Natives	CIR# 7215		855.23	164,479.99	
Bill Pmt -Check	12/15/2022	8058	Banner Non-Profits, LLC	CIR# 7233		446.25	164,033.74	
Bill Pmt -Check	12/15/2022	8059	Staff- Michael Ahr - V	CIR# 7244		17.44	164,016.30	
Bill Pmt -Check	12/15/2022	8060	Staff- Michael Ahr - V	CIR# 7244		97.56	163,918.74	
Bill Pmt -Check	12/22/2022	8061	Edge Analytical	CIR# 7253		286.34	163,632.40	
Bill Pmt -Check	12/22/2022	8062	Gathering Together Farm	CIR# 7245		94.96	163,537.44	
Bill Pmt -Check	12/22/2022	8063	Heritage Seedlings Inc.	CIR# 7246		15,106.50	148,430.94	
Bill Pmt -Check	12/22/2022	8064	Integrated Resource Management	CIR# 7216		3,785.58	144,645.36	
Bill Pmt -Check	12/22/2022	8065	Marys River Watershed Council 1	CIR# 7248		5,939.56	138,705.80	
Bill Pmt -Check	12/22/2022	8066	Wild Habitat Contracting LLC	CIR# 7222 & 7252		7,190.42	131,515.38	
Bill Pmt -Check	12/22/2022	8067	Crystal Lake Storage	CIR# 7247		157.00	131,358.38	
Bill Pmt -Check	12/22/2022	8068	Staff- Teresa Matteson {V}	CIR# 7249, 7250, 7251		685.63	130,672.75	
Liability Check	12/29/2022	8069	SDIS	03-0018433 CIR# 7240		4,787.82	125,884.93	
Liability Check	12/29/2022	8070	VALIC	Group #67994		15,335.62	110,549.31	
Bill Pmt -Check	12/29/2022	8071	YSI Inc. , A Xylem Brand	CIR# 7254		2,008.65	108,540.66	
Paycheck	12/30/2022	8072	Ahr, Michael S	CIR# 7256		4,859.85	103,680.81	
Paycheck	12/30/2022	8073	Crosson, Holly A	CIR# 7257		21.81	103,659.00	
Paycheck	12/30/2022	8074	Mackey, Candace	CIR# 7258		2,655.61	101,003.39	
Paycheck	12/30/2022	8075	Matteson, Teresa L	CIR# 7259		3,034.69	97,968.70	
Paycheck	12/30/2022	8076	Roberts, Sara	CIR# 7260		2,914.95	95,053.75	
Paycheck	12/30/2022	8077	Schmitz, Donna J	CIR# 7261		36.68	95,017.07	
Total 10100 - Citizens Bank						111,681.10	106,494.25	95,017.07
TOTAL						111,681.10	106,494.25	95,017.07

Benton Soil & Water Conservation District
Profit & Loss by Class
 July through December 2022

	General Fund	Project Fund	TOTAL
Ordinary Income/Expense			
Income			
43300 · Grant/Project Administration	0.00	120,426.85	120,426.85
44535 · Taxes Levied	474,445.49	0.00	474,445.49
44540 · ODA Operations	26,372.00	0.00	26,372.00
44545 · ODA Tech, LMA & Scope of Work	30,767.26	0.00	30,767.26
45000 · Interest Income	8,979.31	0.00	8,979.31
46430 · MISCELLANEOUS	500.00	0.00	500.00
47400 · Native Plant Sale Income	18,392.81	0.00	18,392.81
48000 · TRANSFERS IN	10,643.46	0.00	10,643.46
Total Income	<u>570,100.33</u>	<u>120,426.85</u>	<u>690,527.18</u>
Gross Profit	570,100.33	120,426.85	690,527.18
Expense			
60000 · MATERIALS & SERVICES	61,379.26	0.00	61,379.26
66000 · PAYROLL EXPENSES	216,339.83	18,997.29	235,337.12
68000 · PROJECTS-SVC-SUPP-MATERIALS	0.00	105,226.67	105,226.67
69400 · TRANSFERS OUT	0.00	10,643.46	10,643.46
Total Expense	<u>277,719.09</u>	<u>134,867.42</u>	<u>412,586.51</u>
Net Ordinary Income	<u>292,381.24</u>	<u>-14,440.57</u>	<u>277,940.67</u>
Net Income	<u><u>292,381.24</u></u>	<u><u>-14,440.57</u></u>	<u><u>277,940.67</u></u>

Benton Soil & Water Conservation District
Profit & Loss by Class
July through December 2022

	General Fund	Project Fund	TOTAL
Ordinary Income/Expense			
Income			
43300 - Grant/Project Administration	0.00	120,426.85	120,426.85
44535 - Taxes Levied	474,445.49	0.00	474,445.49
44540 - ODA Operations	26,372.00	0.00	26,372.00
44545 - ODA Tech, LMA & Scope of Work	30,767.26	0.00	30,767.26
45000 - Interest Income	8,979.31	0.00	8,979.31
46430 - MISCELLANEOUS			
46432 - Contributions	500.00	0.00	500.00
Total 46430 - MISCELLANEOUS	500.00	0.00	500.00
47400 - Native Plant Sale Income	18,392.81	0.00	18,392.81
48000 - TRANSFERS IN			
48400 - Transfer Admin from Project Fd	10,643.46	0.00	10,643.46
Total 48000 - TRANSFERS IN	10,643.46	0.00	10,643.46
Total Income	570,100.33	120,426.85	690,527.18
Gross Profit	570,100.33	120,426.85	690,527.18
Expense			
60000 - MATERIALS & SERVICES			
61300 - CONFERENCES AND TRAINING			
61310 - Lodging	408.11	0.00	408.11
61320 - Meals/per diem	28.80	0.00	28.80
61330 - Registration	944.81	0.00	944.81
Total 61300 - CONFERENCES AND TRAINING	1,381.72	0.00	1,381.72
61500 - COMMUNITY CONSERVATION PROGRAMS			
61510 - Conservation Education (Youth)	222.09	0.00	222.09
61520 - Conservation Incentive Program	80.30	0.00	80.30
61530 - Invasives Program	500.00	0.00	500.00
61540 - Native Plant Sale	3,826.86	0.00	3,826.86
61570 - Soil Quality Program	983.88	0.00	983.88
Total 61500 - COMMUNITY CONSERVATION PROGR	5,613.13	0.00	5,613.13
62100 - CONTRACTED AND PROF SERVICES			
62115 - Audit	5,800.00	0.00	5,800.00
62120 - Computer Support	2,064.50	0.00	2,064.50
62130 - PROFESSIONAL SERVICES			
62150 - Accounting	10,063.19	0.00	10,063.19
62170 - Web Design, Logo - Marketing	1,507.75	0.00	1,507.75
Total 62130 - PROFESSIONAL SERVICES	11,570.94	0.00	11,570.94
62180 - Consultation/Contracts - NPP	4,515.00	0.00	4,515.00
62190 - Misc Contracted Services	952.50	0.00	952.50
Total 62100 - CONTRACTED AND PROF SERVICES	24,902.94	0.00	24,902.94
62300 - Dues/Subscriptions/Fees	5,314.26	0.00	5,314.26
62800 - OFFICE OCCUPANCY			
62820 - Rent & Parking	13,112.50	0.00	13,112.50

Benton Soil & Water Conservation District
Profit & Loss by Class
 July through December 2022

	General Fund	Project Fund	TOTAL
62830 · Utilities	2,044.31	0.00	2,044.31
Total 62800 · OFFICE OCCUPANCY	15,156.81	0.00	15,156.81
65000 · SUPPLIES AND MATERIALS			
65010 · COPIER AND SUPPLIES			
65012 · Copies	244.62	0.00	244.62
65014 · Lease	978.67	0.00	978.67
Total 65010 · COPIER AND SUPPLIES	1,223.29	0.00	1,223.29
65020 · Equipment	2,236.78	0.00	2,236.78
65030 · Office Supplies	560.37	0.00	560.37
65040 · Postage	64.00	0.00	64.00
65050 · Software/Computer Accessories	1,135.25	0.00	1,135.25
Total 65000 · SUPPLIES AND MATERIALS	5,219.69	0.00	5,219.69
65110 · PRODUCTION COSTS			
65112 · Advertising and Website	375.20	0.00	375.20
65114 · Merchandise	18.00	0.00	18.00
Total 65110 · PRODUCTION COSTS	393.20	0.00	393.20
65120 · Insurance & Fidelity Bond	1,968.30	0.00	1,968.30
65320 · Mileage/travel related expenses	1,146.48	0.00	1,146.48
65400 · Meetings & Events	282.73	0.00	282.73
Total 60000 · MATERIALS & SERVICES	61,379.26	0.00	61,379.26
66000 · PAYROLL EXPENSES			
66200 · Wages	169,133.38	14,742.22	183,875.60
66410 · Health, Dental & Life Insurance	24,081.19	2,386.34	26,467.53
66420 · Retirement	9,418.47	685.18	10,103.65
66500 · Payroll Taxes			
66510 · FICA Employer	12,920.62	1,125.39	14,046.01
66520 · SUTA	688.14	54.02	742.16
66530 · OR-WBF	46.28	4.14	50.42
Total 66500 · Payroll Taxes	13,655.04	1,183.55	14,838.59
66800 · Fees	51.75	0.00	51.75
Total 66000 · PAYROLL EXPENSES	216,339.83	18,997.29	235,337.12
68000 · PROJECTS-SVC-SUPP-MATERIALS			
68010 · Project Contracted Services	0.00	80,118.75	80,118.75
68020 · Project Mileage & Travel	0.00	315.94	315.94
68040 · Project Supplies & Materials	0.00	24,791.98	24,791.98
Total 68000 · PROJECTS-SVC-SUPP-MATERIALS	0.00	105,226.67	105,226.67
69400 · TRANSFERS OUT			
69440 · Trf PF to General Fund	0.00	10,643.46	10,643.46
Total 69400 · TRANSFERS OUT	0.00	10,643.46	10,643.46
Total Expense	277,719.09	134,867.42	412,586.51
Net Ordinary Income	292,381.24	-14,440.57	277,940.67
Net Income	292,381.24	-14,440.57	277,940.67

Benton Soil & Water Conservation District
Profit & Loss YTD Comparison
July through December 2022

	Jul - Dec 22	Jul - Dec 21	\$ Change
Ordinary Income/Expense			
Income			
43300 · Grant/Project Administration	120,426.85	102,629.39	17,797.46
44535 · Taxes Levied	474,445.49	458,201.27	16,244.22
44540 · ODA Operations	26,372.00	26,372.00	0.00
44545 · ODA Tech, LMA & Scope of Work	30,767.26	30,767.37	-0.11
45000 · Interest Income	8,979.31	2,196.61	6,782.70
46430 · MISCELLANEOUS			
46432 · Contributions	500.00	674.00	-174.00
46490 · Adjustment Account - Audit	0.00	1,977.11	-1,977.11
Total 46430 · MISCELLANEOUS	500.00	2,651.11	-2,151.11
47200 · CREP, SQP-Fee for Services	0.00	4,576.00	-4,576.00
47400 · Native Plant Sale Income	18,392.81	3,611.50	14,781.31
48000 · TRANSFERS IN			
48100 · Building Reserve Fund	0.00	5,000.00	-5,000.00
48400 · Transfer Admin from Project Fd	10,643.46	8,858.07	1,785.39
Total 48000 · TRANSFERS IN	10,643.46	13,858.07	-3,214.61
Total Income	690,527.18	644,863.32	45,663.86
Gross Profit	690,527.18	644,863.32	45,663.86
Expense			
60000 · MATERIALS & SERVICES			
61300 · CONFERENCES AND TRAINING			
61310 · Lodging	408.11	0.00	408.11
61320 · Meals/per diem	28.80	0.00	28.80
61330 · Registration	944.81	1,568.00	-623.19
Total 61300 · CONFERENCES AND TRAINING	1,381.72	1,568.00	-186.28
61500 · COMMUNITY CONSERVATION PROGRAMS			
61510 · Conservation Education (Youth)	222.09	5,762.97	-5,540.88
61520 · Conservation Incentive Program	80.30	2,000.00	-1,919.70
61530 · Invasives Program	500.00	0.00	500.00
61540 · Native Plant Sale	3,826.86	2,734.04	1,092.82
61570 · Soil Quality Program	983.88	1,981.27	-997.39
61585 · Conservation Leadership - EDI	0.00	1,600.00	-1,600.00
Total 61500 · COMMUNITY CONSERVATION PRO	5,613.13	14,078.28	-8,465.15
62100 · CONTRACTED AND PROF SERVICES			
62115 · Audit	5,800.00	3,750.00	2,050.00
62120 · Computer Support	2,064.50	449.70	1,614.80
62130 · PROFESSIONAL SERVICES			
62140 · Legal	0.00	200.00	-200.00
62150 · Accounting	10,063.19	9,323.38	739.81
62160 · Facilitation	0.00	2,000.00	-2,000.00
62170 · Web Design, Logo - Marketing	1,507.75	1,219.00	288.75
Total 62130 · PROFESSIONAL SERVICES	11,570.94	12,742.38	-1,171.44
62180 · Consultation/Contracts - NPP	4,515.00	0.00	4,515.00

Benton Soil & Water Conservation District
Profit & Loss YTD Comparison
July through December 2022

	Jul - Dec 22	Jul - Dec 21	\$ Change
62190 · Misc Contracted Services	952.50	3,450.00	-2,497.50
Total 62100 · CONTRACTED AND PROF SERVICE	24,902.94	20,392.08	4,510.86
62300 · Dues/Subscriptions/Fees	5,314.26	5,212.55	101.71
62800 · OFFICE OCCUPANCY			
62820 · Rent & Parking	13,112.50	13,084.50	28.00
62830 · Utilities	2,044.31	2,520.76	-476.45
Total 62800 · OFFICE OCCUPANCY	15,156.81	15,605.26	-448.45
65000 · SUPPLIES AND MATERIALS			
65010 · COPIER AND SUPPLIES			
65012 · Copies	244.62	0.00	244.62
65014 · Lease	978.67	928.67	50.00
Total 65010 · COPIER AND SUPPLIES	1,223.29	928.67	294.62
65020 · Equipment	2,236.78	0.00	2,236.78
65030 · Office Supplies	560.37	1,358.31	-797.94
65040 · Postage	64.00	0.00	64.00
65050 · Software/Computer Accessories	1,135.25	909.00	226.25
Total 65000 · SUPPLIES AND MATERIALS	5,219.69	3,195.98	2,023.71
65110 · PRODUCTION COSTS			
65112 · Advertising and Website	375.20	156.72	218.48
65114 · Merchandise	18.00	0.00	18.00
Total 65110 · PRODUCTION COSTS	393.20	156.72	236.48
65120 · Insurance & Fidelity Bond	1,968.30	2,468.97	-500.67
65320 · Mileage/travel related expenses	1,146.48	724.76	421.72
65400 · Meetings & Events	282.73	173.90	108.83
Total 60000 · MATERIALS & SERVICES	61,379.26	63,576.50	-2,197.24
66000 · PAYROLL EXPENSES			
66200 · Wages	183,875.60	181,206.85	2,668.75
66410 · Health, Dental & Life Insurance	26,467.53	31,538.03	-5,070.50
66420 · Retirement	10,103.65	9,035.33	1,068.32
66500 · Payroll Taxes			
66510 · FICA Employer	14,046.01	13,422.68	623.33
66520 · SUTA	742.16	1,208.90	-466.74
66530 · OR-WBF	50.42	56.49	-6.07
Total 66500 · Payroll Taxes	14,838.59	14,688.07	150.52
66800 · Fees	51.75	81.00	-29.25
Total 66000 · PAYROLL EXPENSES	235,337.12	236,549.28	-1,212.16
68000 · PROJECTS-SVC-SUPP-MATERIALS			
68010 · Project Contracted Services	80,118.75	58,956.09	21,162.66
68020 · Project Mileage & Travel	315.94	132.72	183.22
68040 · Project Supplies & Materials	24,791.98	22,441.28	2,350.70
Total 68000 · PROJECTS-SVC-SUPP-MATERIALS	105,226.67	81,530.09	23,696.58
69400 · TRANSFERS OUT			
69410 · Trf GF to Building Reserve Fd	0.00	5,000.00	-5,000.00
69440 · Trf PF to General Fund	10,643.46	8,858.07	1,785.39

Benton Soil & Water Conservation District
Profit & Loss YTD Comparison
July through December 2022

	Jul - Dec 22	Jul - Dec 21	\$ Change
Total 69400 · TRANSFERS OUT	10,643.46	13,858.07	-3,214.61
Total Expense	412,586.51	395,513.94	17,072.57
Net Ordinary Income	277,940.67	249,349.38	28,591.29
Net Income	277,940.67	249,349.38	28,591.29

Benton Soil & Water Conservation District
P&L Budget vs. Actual GENERAL FUND
July through December 2022

	Jul - Dec 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
43000 · Beginning Balance	0.00	697,346.00	-697,346.00	0.0%
44530 · Benton County Public Works	0.00	5,000.00	-5,000.00	0.0%
44535 · Taxes Levied	474,445.49	490,000.00	-15,554.51	96.83%
44540 · ODA Operations	26,372.00	47,927.00	-21,555.00	55.03%
44545 · ODA Tech, LMA & Scope of Work	30,767.26	61,535.00	-30,767.74	50.0%
45000 · Interest Income	8,979.31	3,000.00	5,979.31	299.31%
46430 · MISCELLANEOUS				
46432 · Contributions	500.00	0.00	500.00	100.0%
46430 · MISCELLANEOUS - Other	0.00	2,500.00	-2,500.00	0.0%
Total 46430 · MISCELLANEOUS	500.00	2,500.00	-2,000.00	20.0%
47400 · Native Plant Sale Income	18,392.81	10,000.00	8,392.81	183.93%
48000 · TRANSFERS IN				
48400 · Transfer Admin from Project	10,643.46	40,210.00	-29,566.54	26.47%
Total 48000 · TRANSFERS IN	10,643.46	40,210.00	-29,566.54	26.47%
Total Income	570,100.33	1,357,518.00	-787,417.67	42.0%
Gross Profit	570,100.33	1,357,518.00	-787,417.67	42.0%
Expense				
60000 · MATERIALS & SERVICES				
61300 · CONFERENCES AND TRAINING				
61310 · Lodging	408.11			
61320 · Meals/per diem	28.80			
61330 · Registration	944.81			
61300 · CONFERENCES AND TRAINING	0.00	8,000.00	-8,000.00	0.0%
Total 61300 · CONFERENCES AND TRAINING	1,381.72	8,000.00	-6,618.28	17.27%
61500 · COMMUNITY CONSERVATION PROGRAMS				
61510 · Conservation Education (222.09	8,200.00	-7,977.91	2.71%
61520 · Conservation Incentive P	80.30	3,333.00	-3,252.70	2.41%
61530 · Invasives Program	500.00	3,333.00	-2,833.00	15.0%
61540 · Native Plant Sale	3,826.86	20,000.00	-16,173.14	19.13%
61570 · Soil Quality Program	983.88	3,334.00	-2,350.12	29.51%
Total 61500 · COMMUNITY CONSERVATION PROGRAMS	5,613.13	38,200.00	-32,586.87	14.69%
62100 · CONTRACTED AND PROFESSIONAL SERVICES				
62115 · Audit	5,800.00	6,000.00	-200.00	96.67%
62120 · Computer Support	2,064.50	4,000.00	-1,935.50	51.61%
62130 · PROFESSIONAL SERVICES				
62150 · Accounting	10,063.19			
62160 · Facilitation	0.00	7,000.00	-7,000.00	0.0%
62170 · Web Design, Logo - M	1,507.75			
62130 · PROFESSIONAL SERVICES	0.00	33,000.00	-33,000.00	0.0%
Total 62130 · PROFESSIONAL SERVICES	11,570.94	40,000.00	-28,429.06	28.93%
62180 · Consultation/Contracts -	4,515.00	10,000.00	-5,485.00	45.15%

Benton Soil & Water Conservation District
P&L Budget vs. Actual GENERAL FUND
July through December 2022

	Jul - Dec 22	Budget	\$ Over Budget	% of Budget
62190 · Misc Contracted Services	952.50	6,000.00	-5,047.50	15.88%
Total 62100 · CONTRACTED AND PR	24,902.94	66,000.00	-41,097.06	37.73%
62300 · Dues/Subscriptions/Fees	5,314.26	13,000.00	-7,685.74	40.88%
62800 · OFFICE OCCUPANCY				
62810 · Alarm & Janitorial Service	0.00	500.00	-500.00	0.0%
62820 · Rent & Parking	13,112.50	28,000.00	-14,887.50	46.83%
62830 · Utilities	2,044.31	4,000.00	-1,955.69	51.11%
62840 · Other	0.00	500.00	-500.00	0.0%
Total 62800 · OFFICE OCCUPANCY	15,156.81	33,000.00	-17,843.19	45.93%
65000 · SUPPLIES AND MATERIALS				
65010 · COPIER AND SUPPLIES				
65012 · Copies	244.62			
65014 · Lease	978.67	3,000.00	-2,021.33	32.62%
Total 65010 · COPIER AND SUPP	1,223.29	3,000.00	-1,776.71	40.78%
65020 · Equipment	2,236.78	5,000.00	-2,763.22	44.74%
65030 · Office Supplies	560.37	2,500.00	-1,939.63	22.42%
65040 · Postage	64.00	500.00	-436.00	12.8%
65050 · Software/Computer Acce:	1,135.25	19,200.00	-18,064.75	5.91%
65000 · SUPPLIES AND MATERIA	0.00	2,641.00	-2,641.00	0.0%
Total 65000 · SUPPLIES AND MATER	5,219.69	32,841.00	-27,621.31	15.89%
65110 · PRODUCTION COSTS				
65112 · Advertising and Website	375.20	1,500.00	-1,124.80	25.01%
65114 · Merchandise	18.00	500.00	-482.00	3.6%
65116 · Newsletters	0.00	2,000.00	-2,000.00	0.0%
65118 · Publications	0.00	1,000.00	-1,000.00	0.0%
Total 65110 · PRODUCTION COSTS	393.20	5,000.00	-4,606.80	7.86%
65120 · Insurance & Fidelity Bond	1,968.30	7,000.00	-5,031.70	28.12%
65160 · Miscellaneous	0.00	200.00	-200.00	0.0%
65320 · Mileage/travel related expens	1,146.48	4,000.00	-2,853.52	28.66%
65400 · Meetings & Events	282.73	2,100.00	-1,817.27	13.46%
Total 60000 · MATERIALS & SERVICES	61,379.26	209,341.00	-147,961.74	29.32%
66000 · PAYROLL EXPENSES				
66200 · Wages	169,133.38	373,671.00	-204,537.62	45.26%
66410 · Health, Dental & Life Insuran	24,081.19	59,155.00	-35,073.81	40.71%
66420 · Retirement	9,418.47	24,280.00	-14,861.53	38.79%
66500 · Payroll Taxes				
66510 · FICA Employer	12,920.62			
66520 · SUTA	688.14			
66530 · OR-WBF	46.28			
66500 · Payroll Taxes - Other	0.00	32,308.00	-32,308.00	0.0%
Total 66500 · Payroll Taxes	13,655.04	32,308.00	-18,652.96	42.27%
66800 · Fees	51.75	300.00	-248.25	17.25%
Total 66000 · PAYROLL EXPENSES	216,339.83	489,714.00	-273,374.17	44.18%

Benton Soil & Water Conservation District
P&L Budget vs. Actual GENERAL FUND
 July through December 2022

	Jul - Dec 22	Budget	\$ Over Budget	% of Budget
69100 - Capital Outlay	0.00	5,000.00	-5,000.00	0.0%
69200 - Contingency	0.00	84,973.00	-84,973.00	0.0%
69400 - TRANSFERS OUT				
69410 - Trf GF to Building Reserve F	0.00	5,000.00	-5,000.00	0.0%
Total 69400 - TRANSFERS OUT	0.00	5,000.00	-5,000.00	0.0%
69600 - Reserved for Future Expenditure	0.00	233,959.00	-233,959.00	0.0%
69800 - Unappropriated Fund Balance	0.00	329,531.00	-329,531.00	0.0%
Total Expense	277,719.09	1,357,518.00	-1,079,798.91	20.46%
Net Ordinary Income	292,381.24	0.00	292,381.24	100.0%
Net Income	292,381.24	0.00	292,381.24	100.0%

Benton Soil & Water Conservation District
P&L Budget vs. Actual PROJECT FUND
July through December 2022

	Jul - Dec 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
43300 · Grant/Project Administration	120,426.85	426,838.00	-306,411.15	28.21%
Total Income	120,426.85	426,838.00	-306,411.15	28.21%
Gross Profit	120,426.85	426,838.00	-306,411.15	28.21%
Expense				
66000 · PAYROLL EXPENSES				
66200 · Wages	14,742.22	31,220.00	-16,477.78	47.22%
66410 · Health, Dental & Life Insurance	2,386.34	8,723.00	-6,336.66	27.36%
66420 · Retirement	685.18	1,837.00	-1,151.82	37.3%
66500 · Payroll Taxes				
66510 · FICA Employer	1,125.39	0.00	1,125.39	100.0%
66520 · SUTA	54.02	0.00	54.02	100.0%
66530 · OR-WBF	4.14	0.00	4.14	100.0%
66500 · Payroll Taxes - Other	0.00	4,132.00	-4,132.00	0.0%
Total 66500 · Payroll Taxes	1,183.55	4,132.00	-2,948.45	28.64%
Total 66000 · PAYROLL EXPENSES	18,997.29	45,912.00	-26,914.71	41.38%
68000 · PROJECTS-SVC-SUPP-MATERIALS				
68010 · Project Contracted Services	80,118.75	43,200.00	36,918.75	185.46%
68020 · Project Mileage & Travel	315.94	0.00	315.94	100.0%
68040 · Project Supplies & Materials	24,791.98	44,660.00	-19,868.02	55.51%
68000 · PROJECTS-SVC-SUPP-MATERIA	0.00	252,856.00	-252,856.00	0.0%
Total 68000 · PROJECTS-SVC-SUPP-MATER	105,226.67	340,716.00	-235,489.33	30.88%
69400 · TRANSFERS OUT				
69440 · Trf PF to General Fund	10,643.46	40,210.00	-29,566.54	26.47%
Total 69400 · TRANSFERS OUT	10,643.46	40,210.00	-29,566.54	26.47%
Total Expense	134,867.42	426,838.00	-291,970.58	31.6%
Net Ordinary Income	-14,440.57	0.00	-14,440.57	100.0%
Net Income	-14,440.57	0.00	-14,440.57	100.0%

December 2022 Qtrly All Grant Projects Financial Report.xlsx

Project Name	Grant #	Funding Agency	Start Date	End Date	Status	Final Report Due Date	Fund Amount	(INCOME) Received to	Earned Income to Date	(EXPENSES) Spent to	Unearned Funds	Remaining balance to	Grant Manager	Grant Report Dates	How grant funds are received	Admin Expected	Admin Earned	Admin Remaining
UMC SIA Station 2 Match		Donation			Open		8,000	8,000	7,753	7,753	247	0	TM		Donation from George Ice	0	0	0
Ludwigia Management Alternatives	19100538	MMT	12/1/2019	7/31/2023	Open	9/15/2023	27,742	27,742	8,627	8,627	19,115	0	MA	Interim Report: 1/1/2021 & 1/1/2022. Final Report 9/15/2023	100% of funds at beginning of grant	2,522	784	1,738
State of the River Synthesis	20010715	MMT	2/1/2020	6/30/2023	Open	8/15/2023	80,000	80,000	77,487	77,487	2,513	0	MA	Interim 2/1/2021 & Final 8/15/2023	100% of funds at beginning of grant	12,000	10,159	1,841
Willamette Mainstem Restoration Opportunities and Strategies for Engagement	20100515	MMT	11/1/2020	4/30/2023	Open	6/30/2023	70,164	70,164	16,376	16,376	53,788	0	MA	5/15/21 & 6/30/23	100% of funds at beginning of grant	6,379	1,489	4,890
Willamette Weed Control and Landowner Engagement	ODA 4364-GR	ODA	4/27/2022	6/30/2023	Open	6/30/2023	15,000	7,500	1,875	1,875	5,625	7,500	MA	1/30/23, 6/30/23	*50% of funds received at start of grant *25% of funds are received after interim grant report submitted and approved by ODA *final funds are received after final grant report submitted and approved by ODA	1,364	170	1,194
Purge the Spurge Outreach	2022-35-014	ODA-OSWB	2/24/2022	4/30/2023	Open	6/29/2023	9,971	7,478	7,426	7,426	52	2,493	MA	9/30/22, 6/30/23	*50% of funds received at start of grant *25% of funds are received after interim grant report submitted and approved by ODA *final funds are received after final grant report submitted and approved by ODA	907	676	231
WRAWM 8	2022-35-015	ODA-OSWB	2/24/2022	4/30/2023	Open	6/29/2023	28,430	21,323	25,922	25,922	-4,600	7,108	MA	9/30/22, 6/30/23	*50% of funds received at start of grant *25% of funds are received after interim grant report submitted and approved by ODA *final funds are received after final grant report submitted and approved by ODA	2,585	2,357	228
Horse Island for Clean Water	09-022-002	OWEB	3/30/2022	3/30/2024	Open	3/30/2024	12,100	10,890	10,890	10,890	0	1,210	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.			0
Fackrell Soil & Water Imp	09-20-002	OWEB	12/5/2020	10/16/2022	Open	12/16/2022	10,123	8,566	8,566	8,566	0	1,558	DS	12/16/2022, 10/16/2024	no funds received at start of grant; funds received by reimbursement of invoices/receipts submitted by BWCD two times total; OWEB holds last 10% of funds until they receive and approve of Final Report.	1,012	778	234
Carson Riparian Buffer Access Control	09-20-003	OWEB	3/18/2021	1/26/2023	Open	3/26/2023	14,889	13,400	13,400	13,400	0	1,489	DS	3/26/2023, 3/26/2025	no funds received at start of grant; funds received by reimbursement of invoices/receipts submitted by BSWCD two times total (including final); OWEB holds last 10% of funds until they receive and approve of Final Report at end of grant.	1,353	1,218	135
100 Acre Wood Habitat Project - Plant Establishment	217-3002-14131	OWEB	10/25/2016	6/30/2022	Open	8/30/2022	25,278	25,112	25,112	25,112	0	166	DS	Project completion only	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	2,298	2,283	15

December 2022 Qtrly All Grant Projects Financial Report.xlsx

Project Name	Grant #	Funding Agency	Start Date	End Date	Status	Final Report Due Date	Fund Amount	(INCOME) Received to	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
OWEB SIA grant	218-8010-16782	OWEB	3/4/2019	12/22/2023	Open	12/22/2023	125,000	72,995	73,180	73,180	-185	52,005	DS	Multiple dates (6/17/2019, 12/16/2019, 6/14/2020, 12/14/2020, 6/14/2021, 12/13/2021, 6/13/2022, 12/13/2020)		11,364	6,628	4,736
2019 Supplemental Data Collection for WFIP Effectiveness Monitoring (Phase 3)	218-8390-17212	OWEB	2/4/2020	12/31/2022	Open	12/31/2022	100,000	84,735	84,735	85,546	-811	15,265	MA	Interim Report: 12/31/2020 & Final Report: 2/28/2022	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	9,091	7,703	1,388
Building soil-minded relationships for resilient crop and pasture systems	219-9001-19457	OWEB	8/3/2021	6/15/2023	Open	6/15/2023	45,967	19,215	26,834	26,834	-7,619	26,752	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	2,439	1,740
J2E RTR Project	220-3033-17504	OWEB	4/22/2020	6/30/2025	Open	6/30/2025	239,915	104,361	119,969	119,969	-15,608	135,554	DS	6/30/2028 and 6/30/2030		23,084	10,904	12,180
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	113,300	118,937	118,982	-5,682	6,688	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
Total							932,567	674,780				257,787					57,889	31,157



FY2023-2024 BUDGET CALENDAR

Budget Year: July 1, 2023 - June 30, 2024

Proposed Budget Prepared.....April 27, 2023

Publish first notice of Budget Committee Meeting.....April 24, 2023
(Submit by April 17 to Gazette Times – notice must appear 5 to 30 days before the meeting)

Publish second notice of Budget Committee Meeting.....April 27, 2023
(post prominently on website for at least the 10 days before the meeting)

Budget Committee Meeting.....May 8, 2023
6:00-7:30 pm in-person and Virtual Meeting (Zoom Video Conference or Call-In)
Approve Budget and Set Tax Rate or reconvene as agreed to by committee

Publish notice of 2nd Budget Committee Meeting (if needed).....per public meeting law

Second Budget Committee Meeting (if needed)May 15, 2023

Publish Budget Hearing Notice..... May 31, 2023
(Submit by May 23 – notice must appear not less than 5 days before or more than 30 days before the hearing)

Hold Budget Hearing.....June 12, 2023

Enact Resolutions.....June 12, 2023
*Includes: Adopt budget, make appropriations,
Declare the tax levy by fund, and categorize the levy*

Certify Tax to Assessor.....by July 15, 2023

Budget (LB forms) to Benton County Clerk.....by September 30, 2023

NOTE: This budget calendar is based on Oregon Local Budget Requirements. Oregon law requires two notices for the budget committee meeting: only one in the newspaper if the notice is also posted on the website (ORS 294 421). The paper of record for Benton Soil and Water Conservation District is The Corvallis Gazette-Times.



Benton Soil and Water CONSERVATION DISTRICT

Date: January 31, 2023

To: Benton SWCD Directors

From: Holly Crosson, Executive Director

Re: January 2023 Monthly Report for February 2023 Board Packet

PROGRAMS/PROJECTS/PARTNERSHIPS

- Attended Climate and Health Focus Group meeting for Benton County. (1.4)
- Assisted Michael with response to questions about Cape Pondweed, *Aponogeton distachyos*. (1.3)
- Reviewed submittals for BSWCD grants to watershed councils and youth conservation education program. (2.7)
- Prepared for and presented 66th Annual Meeting; followed up with attendees.
- Reviewed South Corvallis Urban Renewal District Annual Report and forwarded to Directors. (4.1)
- Met with Jason Marshall of Marion SWCD to plan for SkillBridge interns and potential job-sharing intern positions with MSWCD. (4.7)
- Coordinated with Candace on public records requests. (5.19)
- Working with staff on updating SAM.gov account. (4.8)
- Working with Michael and Donna on distribution of extra ODA Capacity Grant funds. (4.11)
- Continued to work with Sara and staff on District promotional items. (3.6)
- Responded to questions from customers about the 2023 Native Plant Sale; sent NPS volunteer sign up request to Directors; updated food list for NPS volunteers (2.1)
- Assisted Candace with developing measurable objectives. (5.3)
- Connected with The Confluence partners about DEIJ meetings. (4.1)

FISCAL

- Continued working with Jenny Brausch to update the District's Intuit payroll direct deposit account. (5.6)
- Began FY24 budget prep training with Michael. (5.1)
- Reviewed/authorized/completed/submitted: staff timesheets, payroll, invoices, CIRs (check issuance requests), EFTs (electronic funds transfers) for bill payment, fiscal admin and accounting on grants, journal entry approvals, monthly financial reports, checks, credit card and bank statements, account reconciliations, bank deposits, and LGIP balance. (5.6 & 5.7)
- Held weekly meetings with bookkeeper. (5.8)

PERSONNEL/TRAINING

- Met with three representatives of WHA insurance in Eugene who will replace Hub International (formerly Barker Uerlings) as our insurance broker (a broker is required by SDAO/SDIS). (5.16)
- Signed "Request for Change in Broker of Record" for SDIS. (5.16)
- Received guidance on Paid Leave Oregon language to include in the Employee Handbook. (5.12)
- Approved change in work schedule request for Candace. (5.12)
- Continued to train Sara and Candace. (5.12)
- Had weekly check-in meetings with Michael, Sara, and Candace. (5.12)

BOARD

- Attended January 9 board meeting. (5.3)
- Updated job descriptions for Board Directors and District's Officers. (5.4)
- Updated Board Orientation document list. (5.4)
- Prepared/reviewed documents for February 2023 board meeting: agenda, January minutes, December financials, mid-year financial graphs etc. (5.3)

SAFETY/IT/MISC

- Requested quote from Advantage Computing for FY24 IT needs; reviewed computer audit. (5.17)
- Created Roles and Responsibilities list for Safety Officer. (5.16)

Date: February 1, 2023
To: Benton SWCD Directors
From: Michael Ahr
Re: Staff Report for January 2023



Conservation Program Manager

- Donna and I have met and coordinated on the SIA and oak restoration opportunities. We've also worked on budgeting an extra ~\$21K from ODA for capacity funds (1.7, 1.4).
- Met with several partners to further discuss Oak restoration funding opportunities in Benton County. Several members would like to pursue NRCS funding for restoration, but logistics are complicated in part because of a need for LOTS of matching funds (4.1).
- Met with Chair of Student Chapter, Forest Stewards Guild. Working with them to organize a field tour at Crestmont Land Trust/Ed Easterling. They want to see cool sites. (4.1, 2.6)
- Three "check-in" meetings with Holly to maintain good communication (5.2)
- Met twice with Donna and Teresa for recurring Conservation Program Team Meetings. Discussions included general announcements, SIA discussion, upcoming workshops, handling water quality concerns, etc. (1.10)
- Talked about SWCD work with an interested grad student (3.6)

Willamette Mainstem Cooperative

- Met with Rose Wallick (USGS) to discuss Willamette Focused Investment Partnership grant progress. Worked with PSU to get a final invoice (1.9)
- Met with partners at Willamette Riverkeeper and scientists at OSU, Forest Service, and Washington Dept. of Fish and Wildlife about costs of controlling *Ludwigia* as well as data collection that might be useful (1.9, 4.1)
- Met with PhD student at OSU who is studying mercury in the Willamette. They have a community engagement component as part of a grant and I might include them on the paddle and pull events to do some education on mercury and dragonfly collection (2.6, 3.3)

Invasive Species Program

- Submitted a report on our work as part of the Benton County Public Works Inter-governmental Agreement. I'll also present on this work at the County Commissioners Meeting on April 25 (4.5)
- Met with new Western Invasives Network (WIN) coordinator, Courtney Gattuso, to help her get acquainted with the Benton CWMA. Discussed ways to work together (4.4)
- C. Gattuso encouraged me to work on re-assembling the CWMA steering committee. Reached out to past members and have at least 4 confirmed members now including me (4.4)
- Preparing for Let's Pull Together volunteer weed pulling event. Will happen May 20th (3.2, 4.4)
- Attended 4-County CWMA half-day conference to learn about work in metro region (5.21, 4.4)

Native Plant Program

- Planning for the Plant Sale is getting busier. I met 3 times with Deb Merchant and other staff during January. We have mostly hashed out logistics at the fairgrounds in preparation. (2.1)



Donna Schmitz
Resource Conservationist

SOW Task	Goals	January 1, 2023 to January 31, 2023
Landowner Engagement & Technical Assistance	1 & 2	<p>TA: native plants (3), invasives, beaver riparian habitat, native plant instructions, soils map .</p> <p>Site visit: Decker Road; riparian habitat, forestry erosion.</p> <ul style="list-style-type: none"> * <i>J2E River to Ridge Diversity Project</i>: Meeting with landowner and LWC to go over budget and upcoming tasks, wetland/riparian plant coordination, contract development for planting and moisture conservation. . * <i>Mitchell Oak and Savanna Restoration Project</i>: Contract development for watering facility installation. Submitted land use form to Benton County. * <i>Upper Muddy Creek Strategic Implementation Area</i>: Request for funds. Meeting with Michael and Teresa on monitoring issues. Working with OWEB to straighten out overpayment, site visit for possible g Water quality issue -Hawley Creek. Researched staff time for current and future SIA work. * <i>Carson Riparian Buffer Access Control Small Grant</i>: Site visit to check progress. Landowner will finish by Mid-March. Preparing report and maps. * GWMA: Meeting with DEQ to discuss BSWCD involvement in ODA’s neighborhood monitoring project.
Partnerships/ Non-ag Upland and urban land management & restoration	1 & 4	<ul style="list-style-type: none"> * Oregon Department of Agriculture: Submitted quarterly Scope of Work report and capacity grant expenditures. * NRCS Regional Conservation Partners Program (RCPP) funds for oak restoration in Benton County. Attended meeting between partners. * Marys River Estates: Presentation to homeowners groups about wildlife habitat restoration opportunities in their area. * The Nature Conservancy: compiling possible riparian restoration sites for TNC to conduct monitoring of vegetation survival.
SOW/Capacity grant, training, organizational	5	<ul style="list-style-type: none"> * Discussed ODA capacity funding with Michael. Determining changes to grant budget amendment and purchases. * Organizing files. * Native plant sale meeting. toured Solar building-it now is enclosed. * Attended Staff Meetings * Attended planner meetings. * Attended Annual meeting-

Upper Muddy Creek Water Quality Monitoring (1.2, 2.5, 4.3, 5.4)



All is right in the world when you spend your day with two rainbow emitters!! Look closely at photo to left. Note that both Amanda and Aubrey have rainbows starting at their backs and arching high into the chilly winter sky. Monitoring challenges aside, we visited four sites on January 9th, deployed one sonde, and delivered grab samples to the lab with minutes to spare.

Thanks to Donna and Michael for creative budgeting to secure funds for the purchase of a new YSI meter for Conductivity and Dissolved Oxygen. Reliable instruments provide confidence in the data we collect and help us meet quality control levels. Both outcomes reduce monitoring stress and save time. Below is a link to the YSI magazine *Mission Water*. If you want to include water articles in your recreational reading, there are 8 issues online.

<https://www.ysi.com/mission-water>

Photo left, Aubrey prior to his plunge into Hammer Creek at Station 2. We will add two cinder blocks to the floating foam during February field work.

Below - winter's long shadows and spectacular cloud cover staged a dramatic snapshot of January monitoring at Raindance Ranch wetland - Station 3.

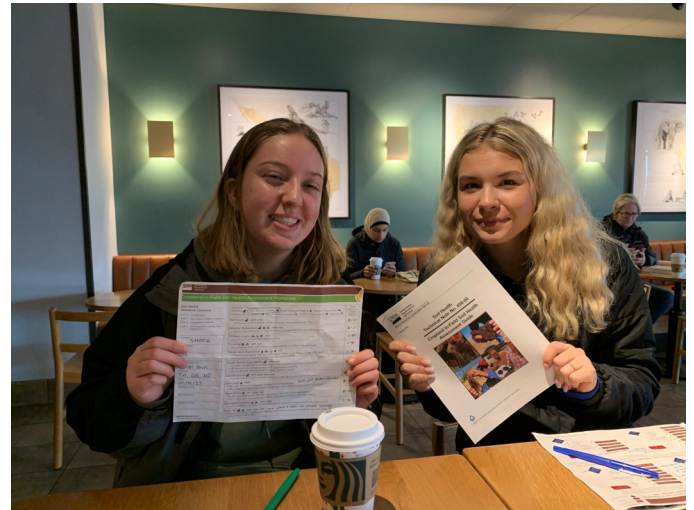


DATE ACTIVITY

- 1/3 In-Situ support call
- 1/5 MRWC meeting—January WQ monitoring
- 1/6 TA grant 219-9001-19457 payment #6
- 1/9 UMC SIA WQ monitoring with AC & AB
- 1/12 SH Intern meeting
- 1/13 Davis Family Farm visit to set up field work
- 1/19 interns LG and HD Davis Family Farm SHRAT
- 1/19 site visit Cody Knight - potential SH farmer
- 1/20 ODA DEQ GWMA meeting
- 1/20 Miller Farm samples, SHRAT, and classification



SOIL HEALTH (1.1, 1.2, 2.1, 4.2)



Soil Health Interns get in-field experience!

It is an honor to provide real-world experiences so interns can build on their course work and add to their life's tool box. Above left, interns Haylee Davis and Lucy Goracke started their winter term internships on a 33°F morning. We performed the NRCS Soil Health Rapid Assessment Tool (SHRAT) in one field then went to the coffee shop (above right) to warm up, discuss the results, and determine if the field's soil health would deem NRCS assistance. I provide the students with field work when weather permits and farmers are willing.



"This is like a quiz from my soils class this morning!" a quote from Adam Thomas, who is interning for a second term. Adam spent a few hours in the field with contractor, Andy Gallagher, who provides soil classifications for soil health farmers. We worked in two farm fields with similar soil and both planted to cover crops. The cover grew much better in the south field due to slug pressure in the north field. We could see that hard rains had tamped down the soil surface where no cover had grown. Some cover crop seed had germinated. With the right weather, it may fill in as spring warms up.

The soil was full of earthworms and biopores (earthworm channels) were apparent on the surface. Smaller organisms floated to the water surface when we checked infiltration which was slower in the field with poor growth.

We check compaction with a Dickey-John penetrometer at 0-6 inches for a surface reading and 6-18 inches for subsurface. No significant compaction was measured at the surface that would prevent cover crop seed germination.

In addition to collecting soil samples, SHRAT evaluations, and observing soil classification, other intern activities will include a zoom tutorial on the NRCS Web Soil Survey, the Native Plant Sale volunteer opportunity, 2/9/23 SHOP TALK presentations, a tour of the OSU Soil Health Lab, and a tour of Institute for Applied Ecology's new headquarters.



JANUARY 2023 REPORT FOR FEBRUARY 2023 BOARD PACKET

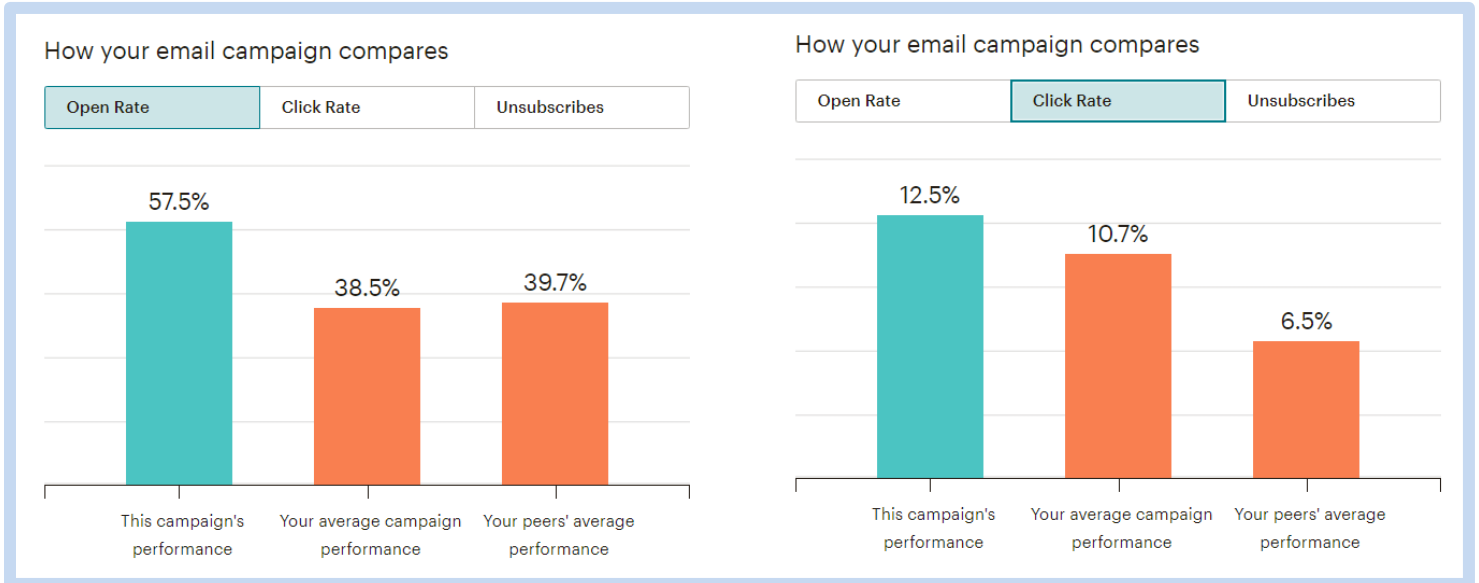
Sara Roberts, Communications and Community Engagement Coordinator

WEBSITE

- Updated [Board Profiles page](#) with 2023 new Board members and roles - *pending new member bios*
- Added new documents and resources to the [Board Documents area](#) (*password protected: let us know if you need the password*)
- Removed the “Bee Buddies” program page from visible pathways, and replaced the Bee Buddies highlight on the front page to our [Help Native Pollinators page](#).
- Added a plugin to Wordpress to allow me to automatically generate newsletters from our Blog posts - this should save me time and make our communications more cohesive. Done at the recommendation of other SWCDs who have tried this. Still experimenting with this!

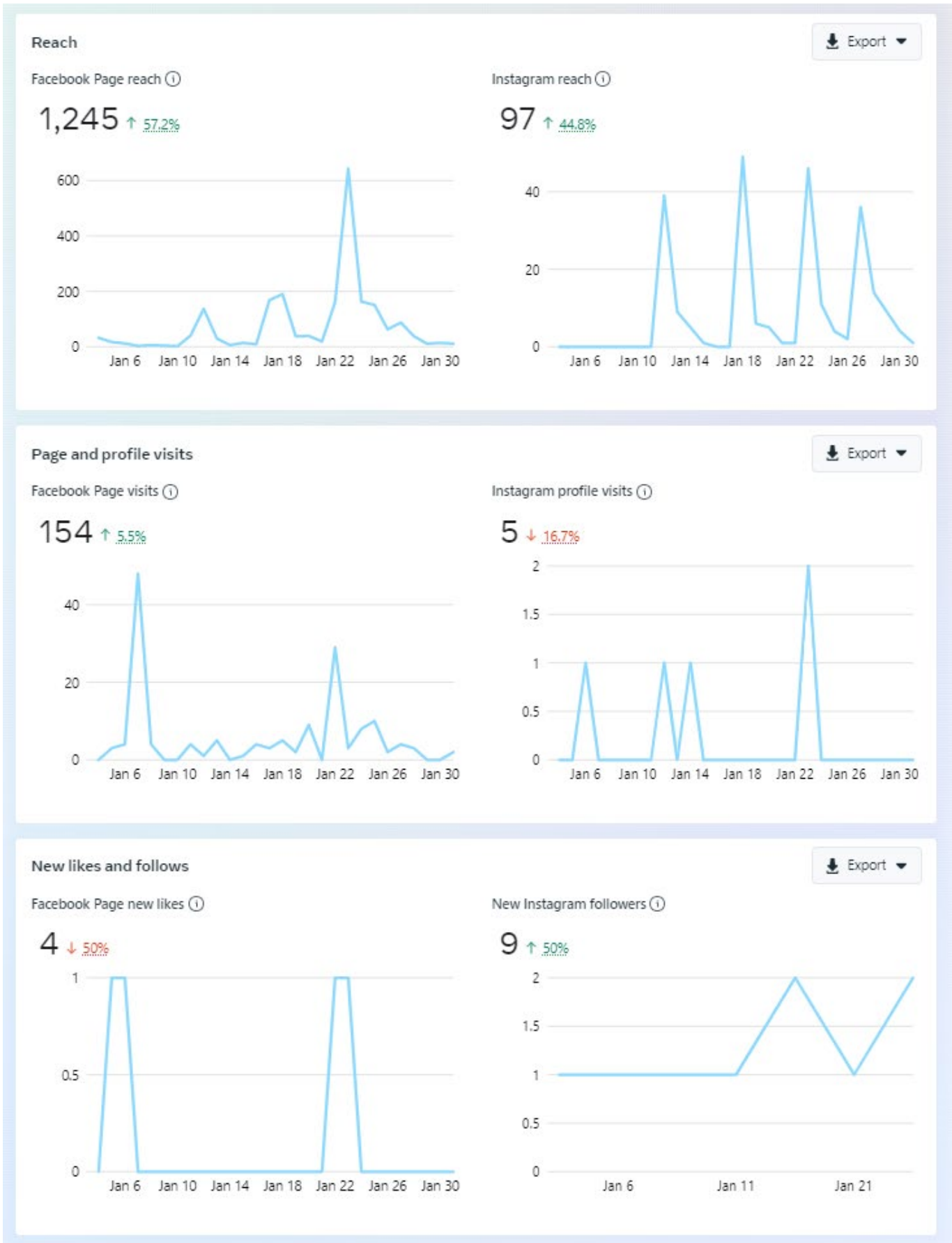
COMMUNICATIONS

- [January Newsletter](#) sent on January 10th. Featured articles:
 - Plant Sale plug (announcing extension to February 8)
 - Prompt to sign up to volunteer for NPS pickup date on February 25
 - Annual Meeting ad with link to registration
 - Link to PDF of Annual Report



- January Social Media: [9 Facebook posts](#), [4 Instagram posts](#), 1 new video on [YouTube channel](#). Best-performing posts:
 - Shared post from McKenzie River Trust about “newts on the move” (Reach: 316)
 - Shared link to Marion SWCD’s First Friday presentation about incorporating native plants into your yard (Reach: 233)
 - Day-of reminder about Annual Meeting with link to registration (Reach: 220)
 - Link to January newsletter (Reach: 178)

Social Media performance for January 4-January 31, compared to December 7-January 3:



WINTER PLANT SALE

- Extended online ordering period to February 8th.
- We are currently at 317 orders, 5,961 products sold, and \$17,691.81 net sales.
- Updated store settings so that sold out items are removed from the visible customer catalogue.

ANNUAL MEETING

- Other than a few technical glitches, the event seemed to go well!
- Approximately 50 people in attendance in person, and 17 on Zoom.
- Zoom recording has been added to our YouTube channel and will be shared in the February newsletter.



BSWCD 66th Annual Meeting

January 23, 2023



ANNUAL REPORT

- Published FY2022 Annual Report – 50 physical copies distributed at Annual Meeting (available now in the office)
- Posted on our website at <https://bentonswcd.org/about/reports-and-publications/annual-report/> and in the Board Documents portal.
- Also shared on social media and in January newsletter.

OUTREACH

- Hosted a table at Lincoln Elementary's annual Family STEAM Night (led plant dissections and soil studies, and distributed our brochure). It was a really fun event with about 300 people in attendance.



NETWORKING/COMMUNITY COLLABORATION

- Met with outreach representatives from Marys River Watershed Council, Institute for Applied Ecology, and Greenbelt Land Trust to discuss a joint Spring field trip program. We decided to focus on the 2 local dual immersion schools and offer a Bilingual watersheds field trip at Bald Hill Farm in May – pending cooperation with Lincoln and Garfield 5th grade teachers.
- Met with the Conservation Education and Outreach Collaboration group (of Oregon SWCDs) – I got to meet some great colleagues and share ideas and upcoming events.
- Met with the new Salmon Watch Regional Coordinators group – included representatives from the World Salmon Council (Portland), Tillamook Estuaries Partnership, South Santiam Watershed Council, Marion SWCD, ODFW, and Middle Fork Willamette Watershed Council.

ZONE 4 BOARD DIRECTOR VACANCY

- PSAs distributed to the following media outlets: KBVR, Cumulus Media, Bicoastal Media, KKNX Classic Rock, KEED Classic Country, KRVM (*confirmed*), KLCC, KXOR- Hispanic, KORE Fox Sports Radio (*confirmed*), KEPW, Asea Valley Voice quarterly newsletter.
- Flyers posted in strategic spots in Asea.
- Position will be advertised in February newsletter.

COMMUNITY GRANT PROGRAMS

- Closed applications and sent grant award letters to recipients.
- 6 Conservation Education grantees, 3 Watershed Council Support grantees (still awaiting application from Calapooia Watershed Council)
- See the following pages for information about all grantees.

2023 WATERSHED COUNCIL SUPPORT GRANTS

(\$1200 each to be used before June 30, 2023)



Benton Soil and Water
CONSERVATION DISTRICT

APPLICANT NAME: Holly Purpura	APPLICANT ORGANIZATION: Marys River Watershed Council
AUDIENCE: General (community)	ITEMS FUNDED: Outreach events (staff time, supplies, travel)
PROGRAM/PROJECT DESCRIPTION: These funds, if awarded, will support the work of Marys River Watershed Council to provide conservation education in Benton County. We will use these funds to support our outreach and educational efforts, which may include helping to support our staff's involvement in events like the Finley Winter Wildlife Field Day, Salmon Watch, and other events and outreach efforts that may arise in the year to come.	
PLANNED PUBLICITY: We will honor Benton SWCD's support through print material created for the events and on digital outreach promoting BSWCD's support of our involvement.	

APPLICANT NAME: Rob Hoshaw	APPLICANT ORGANIZATION: Long Tom Watershed Council
AUDIENCE: General (community)	ITEMS FUNDED: Carp Fest event (staff time, speaker honorarium, translation services)
<p>PROGRAM/PROJECT DESCRIPTION: We are planning to host a first-of-its-kind (to our area) carp fishing festival. The festival will include a tournament filled with fun prizes, instructional webinars by local experts on angling for carp, conservation and ecology lessons, and most importantly, we'll celebrate the stewardship of our watershed and promote the underutilized carp fishery. These fish are a troublesome invasive species in the Long Tom and Willamette watersheds, and thrive in many areas of the watershed, including in Benton County in the Monroe area.</p> <p>Promoting a local carp fishery will help keep carp populations in check, to the benefit of rare and endangered species like juvenile Chinook salmon, which are currently only found in the Benton County portion of our watershed (though we hope one day soon they're able to expand their range south!) The Carp Fest most likely be held in the Eugene area for logistical ease, though outreach will be made to people throughout the watershed, including to people in the Monroe area.</p> <p>We're also making a concerted effort to outreach to populations traditionally underserved by conservation and recreation organizations in Oregon, including Latinx and Asian communities. We plan to do so by working with a consultant such as Downtown Languages to translate outreach materials into Spanish, Mandarin, and Korean, and to help us promote the educational aspects of the festival, as well as the logistics. Our goal is to host this event in the spring of 2023.</p>	
PLANNED PUBLICITY: Benton SWCD will be acknowledged as a supporter and event sponsor on our outreach for the event, as well as in any outreach materials / social media posts following the event. Outreach will include our newsletter, website, social media, as well as through local media community calendar announcements and through community partners.	

2023 WATERSHED COUNCIL SUPPORT GRANTS

(\$1200 each to be used before June 30, 2023)



Benton Soil and Water
CONSERVATION DISTRICT

APPLICANT NAME: Suzanne Teller	APPLICANT ORGANIZATION: Luckiamute Watershed Council
AUDIENCE: General (community)	ITEMS FUNDED: Love Your Watershed outreach series (staff time)
<p>PROGRAM/PROJECT DESCRIPTION: The funds would support planning and delivery of several community outreach and education events in the first half of 2023 as part of the Luckiamute Watershed Council's "Love Your Watershed" (LYW) series. The LYW Program is a key piece of the community engagement portion of the LWC's Strategic Plan. LYW events and activities are designed to help more people understand and feel connected to their watershed, and to inspire people to take an active role in improving and stewarding it. To that end, the LWC organizes events that get people outside to experience the watershed, learning about specific places and the wildlife connected to those places, the ways in which human society impacts the watershed, and how individuals can help make a positive difference.</p> <p>In 2023 and 2024, the LYW theme is "Beavers in the Basin," and many of our events will focus on bringing awareness to the ecological benefits that beavers bring to the landscape, and techniques for successful coexistence among beavers and human communities. All outreach events and activities organized by the LWC happen within the LWC service area, which spans both Benton and Polk Counties. Based on past event registration surveys, about half of those who attend our in-person events reside in Benton County.</p> <p>The funds requested will support staff time to plan and deliver a variety of events in 2023, including spring bird walks at J2E Tree Farm and on private property in Soap Creek Valley, and a Butterfly and Moth ID walk at J2E Tree Farm in the summer – all sites located in Benton County. Additionally, the LWC is organizing a series of Sips 'n' Science pub talks which will happen in local bars and restaurants within the LWC service area. The LWC also plans to record all of our 2023 Sips 'n' Science pub talks and post the recordings on our website and YouTube channel, which will allow easy virtual access to these presentations for anyone with an internet connection who cannot attend the in-person event. No matter where they are physically located, LWC events always include Benton County residents and can impact the watershed in Benton County.</p>	
<p>PLANNED PUBLICITY: The LWC advertises events and program support through its website, quarterly newsletter (email list with 861 subscribers), monthly Behind the Scenes bulletins distributed to donors and volunteers ("Friends of the LWC"), online calendars, and event advertising (e.g. emails and social media). The LWC will announce funders and sponsors at each event to inform participants of the support that makes the event possible and express gratitude. For virtual events, this also includes posting logos of funders during the event introductions.</p>	

2023 WATERSHED COUNCIL SUPPORT GRANTS

(\$1200 each to be used before June 30, 2023)



Benton Soil and Water
CONSERVATION DISTRICT

APPLICANT NAME: Kristen Daly	APPLICANT ORGANIZATION: Calapooia Watershed Council
AUDIENCE: General (community)	ITEMS FUNDED: TBA
PROGRAM/PROJECT DESCRIPTION: TBA	
PLANNED PUBLICITY: TBA	

2023 CONSERVATION EDUCATION GRANTS

(\$500 each to be used before June 30, 2023)



Benton Soil and Water
CONSERVATION DISTRICT

APPLICANT NAME: Jessica Mattson	APPLICANT ORGANIZATION: Philomath High School
AUDIENCE: High School Learners	ITEMS FUNDED: Garden beds, composter
<p>PROGRAM/PROJECT DESCRIPTION: Our high school has a botany program where we have a dozen garden beds, green house, and small orchard. The wood for the garden beds are rotting, falling apart. The covered garden bed is falling apart, and there is no place for composting.</p> <p>This program has been here for 20+ years, and so it's natural things need to be replaced, and I would like to revitalize the program, not see it torn down.</p> <p>This grant would go towards fixing the garden beds by replacing the wood. This will make it easier to weed, till the soil, and plant new crops. We would also like to get a composter so we can maintain the health of the soil in an organic way.</p> <p>This is my first year taking over botany, I want to really turn it into something great that the kids can all be proud of and excited to work in the gardens and harvest organic crops. Any help is really appreciated. Thank you!</p>	
PLANNED PUBLICITY: Our school has a weekly newsletter where we can highlight the support received from Benton SWCD. This goes out to all parents in the school and to the community.	

APPLICANT NAME: Alice Eldridge	APPLICANT ORGANIZATION: Philomath High School
AUDIENCE: High School Learners	ITEMS FUNDED: Kick nets
<p>PROGRAM/PROJECT DESCRIPTION: Philomath High School serves approximately 500 Benton County students. All students take General Biology as sophomores. More than 100 students take Environmental Science, Botany, and other Life Science electives. All of these courses emphasize local ecosystems, natural resources, and conservation.</p> <p>We believe that field experience is integral to natural resource conservation education. These funds will support conservation education in the field by allowing us to sample local creeks for invertebrates. Gathering data on invertebrates is highly engaging for students and provides important data on the health of aquatic systems.</p> <p>Having fun in the field and collecting data that matters make students and teachers happy!</p>	
PLANNED PUBLICITY: I will have an announcement in the parent newsletter. I will also mark the kick nets as funded by Benton SWCD.	

2023 CONSERVATION EDUCATION GRANTS

(\$500 each to be used before June 30, 2023)



Benton Soil and Water
CONSERVATION DISTRICT

APPLICANT NAME: Marta Capriles	APPLICANT ORGANIZATION: Corvallis Waldorf School
AUDIENCE: Elementary and Middle School Learners	ITEMS FUNDED: Apple trees, presentation fee for workshop on Western Red Cedar Traditional Weaving and Nettle Cordage by Stephanie Craig of Kalapuya Weaving
<p>PROGRAM/PROJECT DESCRIPTION: The Corvallis Waldorf School Agriculture Program serves 128 students in grades 1 through 8. Hands-on projects are the core of the children’s work in the Agriculture Program, and the concepts the children internalize come directly through this experiential learning. The program is designed to incorporate themes that connect through the grades and meet each class at the developmental tasks of that age.</p> <p>Over the years, our work has expanded beyond basic organic gardening to include composting, soil biology, botany, rainwater harvesting, food preservation, herbalism, natural dyeing, broommaking, basketry, forestry, wood carving, propagation and grafting, wildlife study, native plant study, and learning about agricultural allies--a diverse set of role models of environmental stewardship and social justice as related to agriculture and forestry, both locally and around the world, in current times and historically. This collective work connects the children to the land and empowers them to understand the living world around them and to be thoughtful stewards in their communities.</p> <p>This grant request would fund two projects: our new Orchard Project and the continuation of our Traditional Ecological Knowledge Project. This winter, the 8th grade class plans to plant an apple orchard on our school land that will serve as a learning site for our whole school community in future years, from sustainable orchard care to harvesting and apple pressing to pollinator care. We have 7 apple trees grafted by students in past years ready to plant and need to purchase 2 additional apple trees and root cages to protect the young tree roots from gophers.</p> <p>This spring, Stephanie Craig (member of the Confederated Tribes of Grand Ronde and owner of Kalapuya Weaving) will return to our school to teach our 5th grade class about traditional plant knowledge and uses through a cedar bark weaving and nettle cordage workshop. Stephanie began a relationship with our school last year in bringing her cultural knowledge and expertise about conservation and traditional plant foods and fibers to our 3rd, 4th, and 5th grade classes. Both her presentation fees and our orchard project needs are beyond the program budget for this school year.</p>	
PLANNED PUBLICITY: Support from Benton SWCD for our work with the Orchard Project and the Traditional Ecological Knowledge Project will be shared with our school community through our weekly school newsletter, our seasonal publication to all supporters of our school, our social media accounts (Facebook and Instagram), and a press release to local news sources.	

2023 CONSERVATION EDUCATION GRANTS

(\$500 each to be used before June 30, 2023)



Benton Soil and Water
CONSERVATION DISTRICT

APPLICANT NAME: Karen Hall	APPLICANT ORGANIZATION: Institute for Applied Ecology
AUDIENCE: Elementary, Middle School, and High School Learners	ITEMS FUNDED: Binoculars
<p>PROGRAM/PROJECT DESCRIPTION: The Institute for Applied Ecology’s Ecological Education Program is applying for this fund for the purchase of binoculars for our work with Benton County students. This includes partnering with Mary’s River Watershed Coalition and local dual immersion schools (Lincoln, Garfield and Corvallis HS) to provide training for HS mentors to deliver lessons to middle school students.</p> <p>HS mentors will assist in teaching conservation-based lessons on birds to middle school students from Lincoln and Garfield. Additionally, we will use binoculars in lessons with youth in the Linn-Benton juvenile detention facility. Currently, our curriculum provides education on birds focused on natural history, conservation, and threats to biodiversity, the backbone of which is built on identification. With this grant, students gain skills in the use of a key tool (binoculars) for understanding and appreciation of our natural environments. By learning local birds, students will start to notice their surroundings and will pay attention to the species that are in their neighborhood or backyard. In this way, we hope to encourage positive conservation behaviors that can benefit local birds.</p> <p>The Institute for Applied Ecology, Mary’s River Watershed Coalition, and the Twinning Partnership have a multi-year relationship working with each other on conservation-based educational projects, particularly focused on dual immersion schools. Most recently, the Twinning Partnership is focusing its efforts on schools near Portland. As such, teaching tools such as these binoculars are no longer available for our use.</p>	
<p>PLANNED PUBLICITY: The public will be informed about Benton SWCD support through press releases on our teaching events related to the project and through IAE monthly newsletters.</p>	

APPLICANT NAME: Shannon Schreier	APPLICANT ORGANIZATION: Mountain View Elementary
AUDIENCE: Elementary Learners	ITEMS FUNDED: Field trip to SAGE Gardens
<p>PROGRAM/PROJECT DESCRIPTION: Our goal for our students is to enjoy the outdoors and appreciate nature in our own city. SAGE Gardens field trip programs offer hands-on, guided educational experiences for students of all ages!</p> <p>The highly trained and experienced educators will utilize the great outdoors around Corvallis as a living laboratory, linking classroom learning to the real world. When we return to the classroom, students will be motivated to help conserve and protect nature.</p>	
<p>PLANNED PUBLICITY: We share pictures and information with all families on Parent Square and will share how the field trip was made possible. Our classes would make a thank you card for Benton SWCD that you can share with the public.</p>	

2023 CONSERVATION EDUCATION GRANTS

(\$500 each to be used before June 30, 2023)



Benton Soil and Water
CONSERVATION DISTRICT

APPLICANT NAME: Cherie Taylor	APPLICANT ORGANIZATION: Urban Farm program at College Hill High School
AUDIENCE: Elementary, Middle School, and High School Learners	ITEMS FUNDED: Bee tubes, bee nucs, water quality test kits
PROGRAM/PROJECT DESCRIPTION: The Urban Farm program's efforts are focused on sustainability and raising awareness of diminishing native species in the Willamette Valley. We reach out to elementary schools, College Hill students and staff and our neighborhood through direct contact and our social media. We raise chickens, salmon eggs, mason bees, honey bees, and plant/grow/propagate native plants to aid in providing food and shelter for pollinators and monarch butterflies. We need supplies for our various endeavors. We lost both of our hives this year (extracting lots of honey though!!) and need to order two new nucs. We are raising Mason Bee cocoons and we need more paper bee tubes. Since we raise salmon and volunteer for Salmon Watch we plan to do a broader range of testing for the water at Irish Bend and at Clemens Park. We are going to start testing for nitrates, nitrites, ammonia and various agricultural runoff. Once we become skilled at these tests we will go to other schools in the district and take water samples to test as well.	
PLANNED PUBLICITY: Facebook Posts, Staff Meeting Announcements, Expressed Gratitude when working with elementary students.	

Date: January 31, 2022
To: Benton SWCD Directors
From: Candace Mackey, Operations Coordinator Re:
January Report for February 2023 Board Packet



Operations Management

- Scheduled fire extinguisher maintenance and training for staff
- Reviewed draft of measurable objectives with HC set date for draft2 review
- Continued learning AP and AR systems, streamlined process with ED, PM and contracted bookkeeper
- Reviewed, authorized, and submitted Check Issuance Request and Credit Card Receipt forms; deposited checks.
- Completed relative lease documents for 136 SW Washington
- Completed account transition from previous OC, sent out new info doc to ED and PM
- Reviewed all annual budget documentation and procedure, set up new folders for FY23-24 budget in Udrive
- Ordered supplies for NPS Sale
- Began compiling total equipment inventory list for office
- Began updating Operations Manual

Organizational Support

- Worked through orientation document with ED and PM, mapping out organizational and community relationships
- Health & Safety/Risk Management:
 - Gave safety talk at staff meeting re: accidents at work
- Completed requested staff changes to benefits
- Met with and supported move to WHA as insurance broker for BSWCD
- Board Support: Completed January draft minutes, sent out approved December 2022 minutes to required parties, assembled monthly meeting packet.
- Board Support: Provided operational support for January 23, 2023 Annual Meeting
- Board Support: Scheduled board training with ODA for board
- Board Support: With SR, updated website Board Portal
- Updated Employee Data Sheets; reviewed time-sheets; distributed pay stubs
- Filed paperwork and organized files during visits to office
- Forwarded phone calls and emails to appropriate staff
- Participated in and facilitated weekly staff meetings
- Maintained weekly server back ups

Capacity Building

- Gained account access to Safe Personnel site, took training on how to set up training schedules. Compiled a list of necessary and desired trainings with HC
- Took training on hybrid meeting hardware from Zoom
- Compiled and sent list of possible capacity building activity to HC



Natural Resources Conservation Service

District Conservationist Monthly Report – Benton & Linn Counties
February 2023

- Linn's Local Workgroup Meeting will be held on **February 15th** 9a-11a at OSU Extension in Tangent.
- Come check us out! NRCS is hosting a booth at these events:
 - Woods Fair on February 4th 8a-12p at the Linn Fairgrounds
 - Small Farms Conference at OSU on February 18th
- Civil Rights Responsibilities for Partners (**board member signatures required**):
NRCS is annually required to deliver USDA Civil Rights and Equal Opportunity requirements and information with institutions that participate in or administer USDA federally conducted and/or federally assisted programs. In an effort to fully comply with Federal, Departmental, and Agency governing Civil Rights laws and regulations, the attached checklist serves as an internal guide to assist with the Civil Rights responsibilities and expected discussions between NRCS and Partners.
- NRCS accepts applications year-round for all programs:
 - Environmental Quality Incentive Program (EQIP)
 - <https://www.nrcs.usda.gov/programs-initiatives/eqip-environmental-quality-incentives/oregon/environmental-quality-incentives>
 - Conservation Stewardship Program (CSP)
 - <https://www.nrcs.usda.gov/programs-initiatives/csp-conservation-stewardship-program/oregon/conservation-stewardship-program>
 - Agricultural Conservation Easement Program (ACEP)
 - <https://www.nrcs.usda.gov/programs-initiatives/acep-agricultural-conservation-easement-program/oregon/agricultural>
 - 2023 Application Deadline is February 2nd.
 - Regional Conservation Partnership Program (RCPP)
 - <https://www.nrcs.usda.gov/programs-initiatives/rcpp-regional-conservation-partnership-program/oregon/regional-conservation>
- EQIP 2023 applications will be ranked by mid-February and funded by March.
 - Total Benton applications: 25
 - Total Linn applications: 29
- What's available in **Benton** County?
 - <https://www.nrcs.usda.gov/conservation-basics/conservation-by-state/oregon/benton-county>
- What's available in **Linn** County?
 - <https://www.nrcs.usda.gov/conservation-basics/conservation-by-state/oregon/linn-county>
- Signup for <https://www.farmers.gov/account>: Farmers.gov account allows you to access self-service features and information that are available through a secure login. With an account, you can use features such as the ability to apply for select programs online, process transactions, and manage your USDA records.
- Would you like to be added to Benton/Linn list serv for USDA announcements using **GovDelivery**? If so, sign up [here](#).

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

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

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

Major responsibilities:

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

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

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

Meetings and time commitment:

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

Expectations of board members:

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

Board Code of Conduct – Refer to Oregon SWCD Guidebook:

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

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

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

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

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

Job Duties and Expectations

Chair:

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

Vice Chair:

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

Secretary:

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

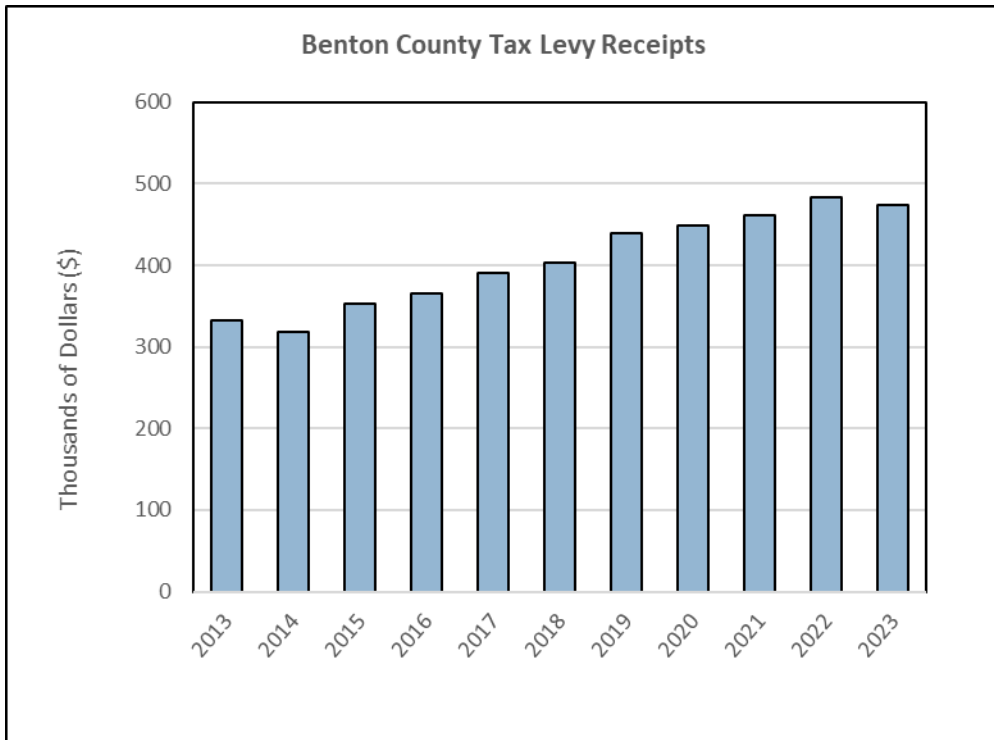
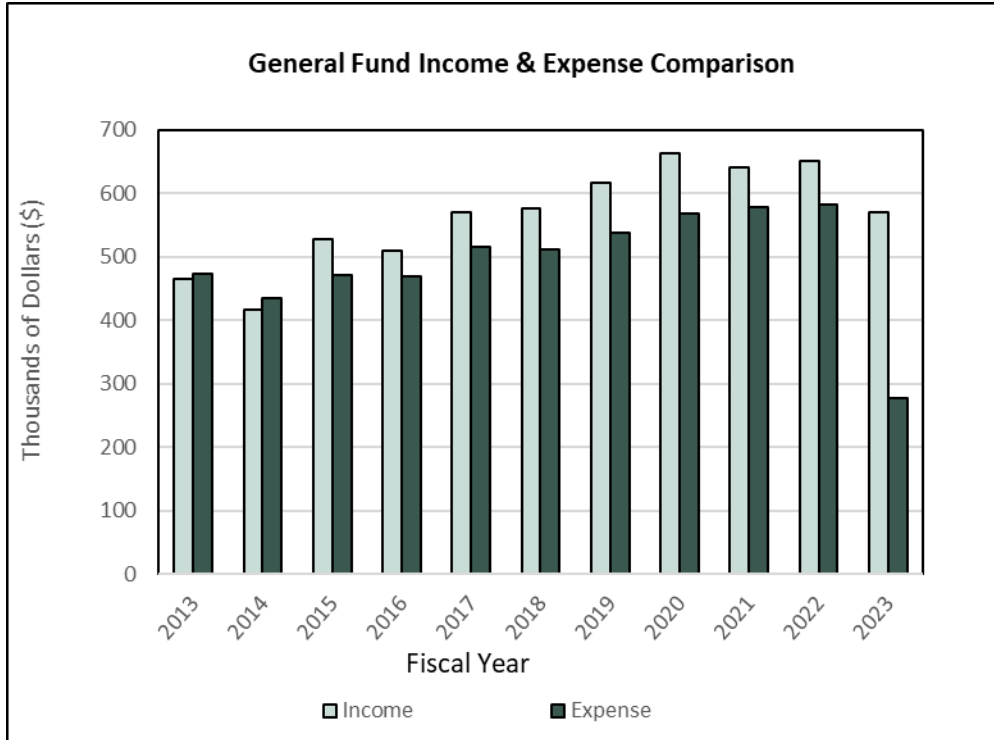
- Oversees, and acts as the “custodian” or keeper of the official records of District contracts, minutes, budgets, memoranda of understanding, oaths of office, audits, etc., and assures that records are maintained as required by law.
- Ensures that the Board properly adopts resolutions.
- Ensures that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

Treasurer:

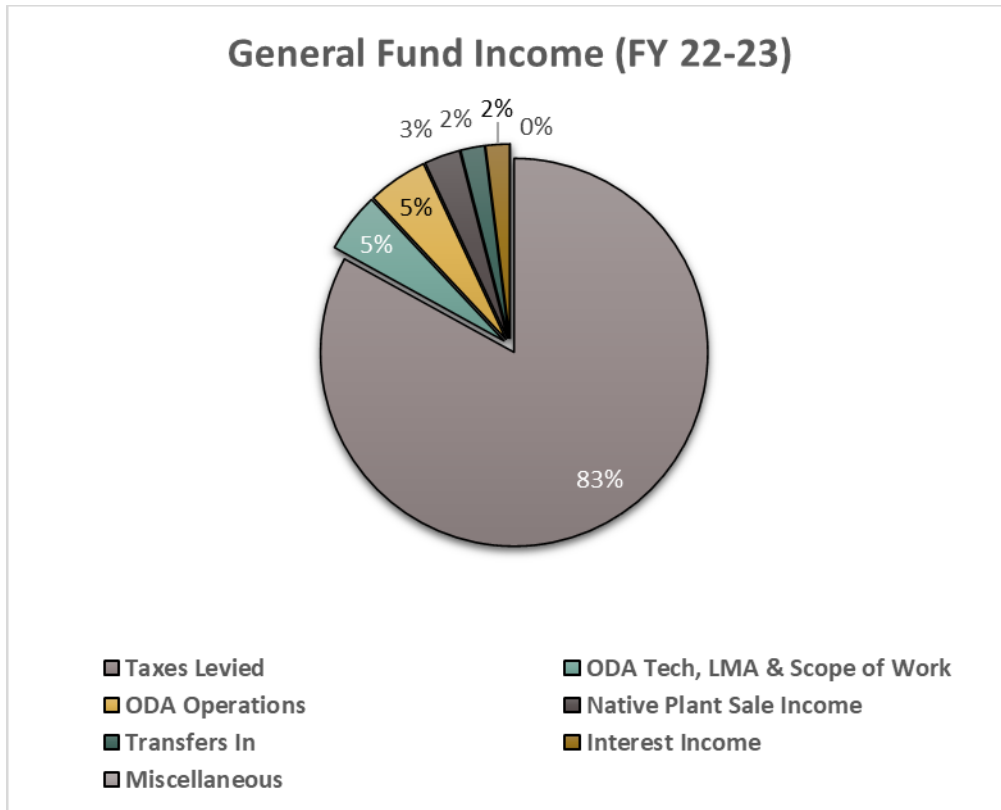
- Oversees the District’s finances and ensures that accurate accounting and financial records are maintained by the District.
- Annually reviews the District's financial audit with the Executive Director and Board Chair prior to submitting the audit to the Board. The Treasurer shall send copies of the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

BSWCD GRAPHS
2nd Quarter (FY 22- 23)

General Fund



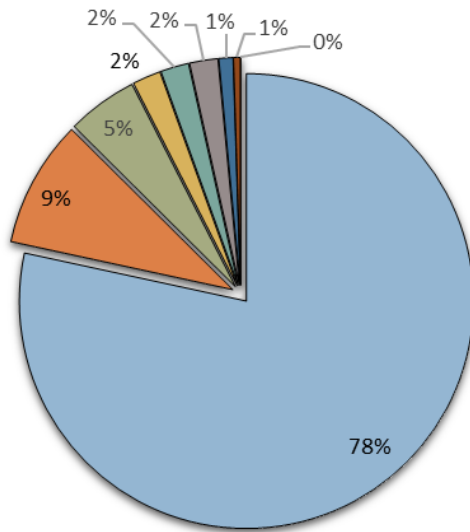
BSWCD GRAPHS
2nd Quarter (FY 22- 23)



General Fund Income		
Income Type	Amount (\$)	% of Total
Taxes Levied	474,445	83%
ODA Tech, LMA &	30,767	5%
ODA Operations	26,372	5%
Native Plant Sale	18,393	3%
Transfers In	10,643	2%
Interest Income	8,979	2%
Miscellaneous	500	0%
Total	\$ 570,100	100%

BSWCD GRAPHS
2nd Quarter (FY 22- 23)

General Fund Expenses (FY 22-23)

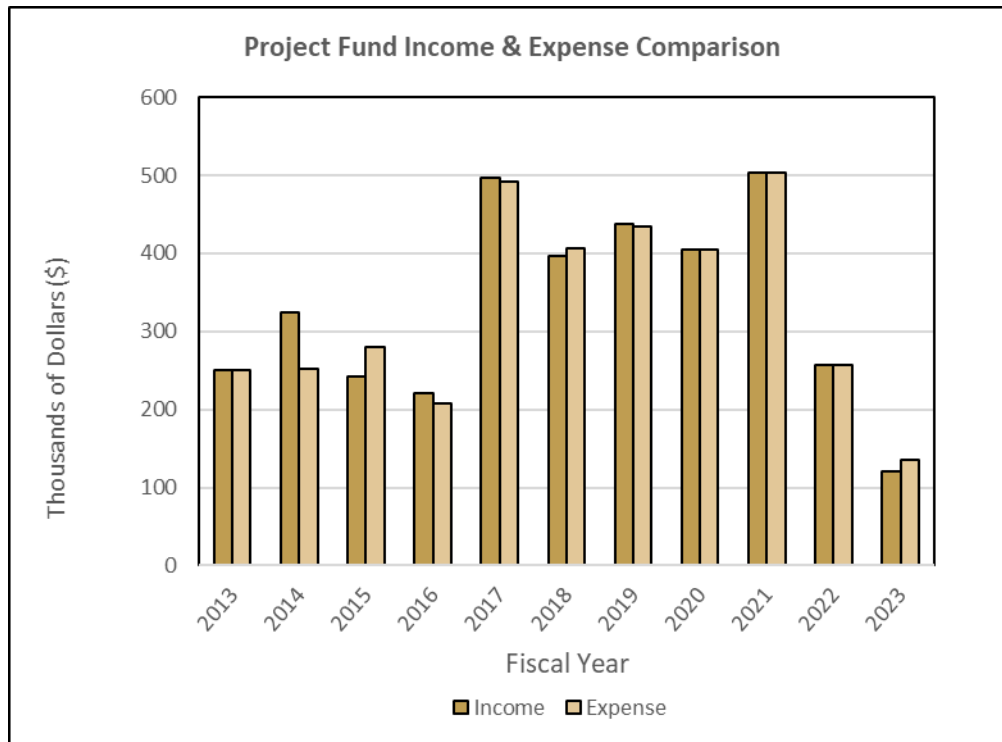


- Payroll Expenses
- Contracted & Prof. Services
- Office Occupancy
- Community Conservation Programs
- Dues/Subscriptions/Fees
- Supplies & Materials
- Meetings, travel, production, ins, Misc
- Conferences & Training
- Transfers Out

General Fund Expense		
Expense Type	Amount (\$)	% of Total
Payroll Expenses	216,340	78%
Contracted & Prof. Services	24,903	9%
Office Occupancy	15,157	5%
Community Conservation Programs	5,613	2%
Dues/Subscription s/Fees	5,314	2%
Supplies & Materials	5,220	2%
Meetings, travel, production, ins, Misc	3,791	1%
Conferences & Training	1,382	1%
Transfers Out		0%
Total	\$ 277,719	100%

BSWCD GRAPHS 2nd Quarter (FY 22- 23)

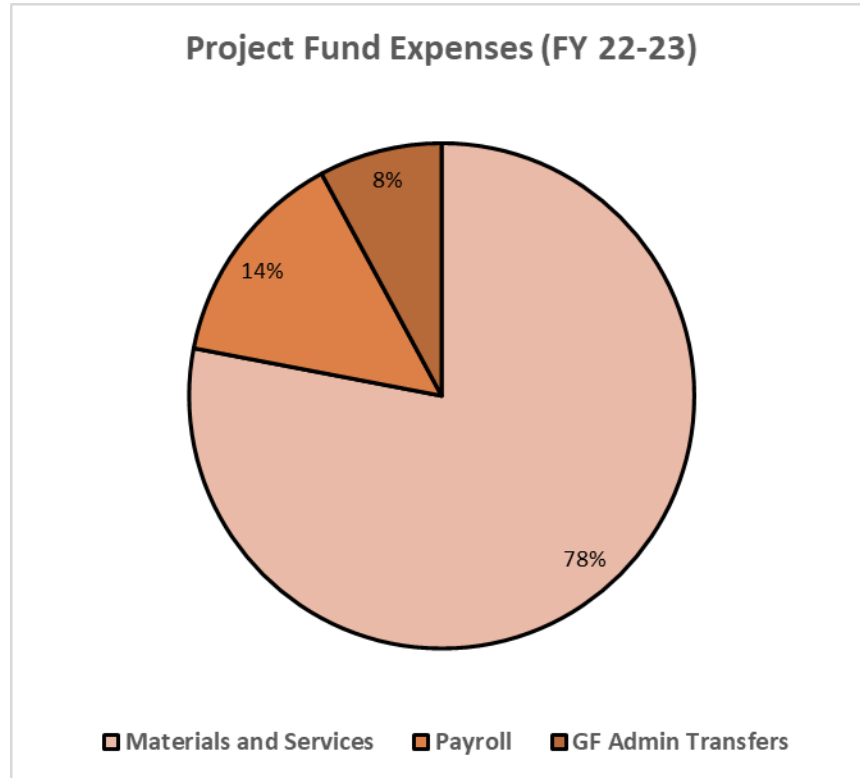
PROJECT FUND



Project Fund 22-23 Grant Funds Received

	Sum of Amount
OWEB:220-3033-17504 J2E	55,464
OSWB:2022-35-015-20050 WRAWM 8	20,534
OWEB:09-022-002	10,890
OWEB:SIA 218-8010-16782	8,718
OWEB:09-20-002 Fackrell	6,196
OWEB:219-9001-19457 NRCS TA	4,460
OWEB:217-3002-14131 100 AWHP-PE	4,167
OSWB:2022-35-014 Purge the Spurge	3,962
MMT:20100515 WR	2,089
ODA:4364-GR	1,875
MMT:19100538 Ludwigia	1,451
OWEB:SIA 218-8010-16782:Implementation	349
Projects:UMC SIA Station 2 Match	247
MMT:20010715 State of River Synthesis	26
Grand Total	120,427

BSWCD GRAPHS
2nd Quarter (FY 22- 23)



Grant Expense Details		
Expense Account	Amount (\$)	% of Total
Materials and Services	105,227	78%
Payroll	18,997	14%
GF Admin Transfers	10,643	8%
Total	134,867	100%

TRADITIONAL ECOLOGICAL INQUIRY PROGRAM



“We gathered and talked and seeded lasting relationships. We shared space, and we shared ways of knowing. We shared vision and gifts and passions and truths.”

“We envisioned a place where the teaching and learning of Tribal People lives and grows. A place where traditional ways of knowing and contemporary insight converge, and where exploring the connections

among Self, Place, and Spirit could give strength to Tribal people, their families, communities, and nations.”

OUR STORY



This is the
Traditional Ecological Inquiry Pr

The Traditional Ecological Inquiry Program recognizes and honors the unique ecological knowledge and traditions of its Tribally diverse interns, families, and friends. In doing so, we recognize and honor the **Cultural Protocols** - customs and norms associated with traditional **Food Ways** and **Material Culture** - brought to the Program by participants.



Indigenous people have rights of **Sovereignty** to life-long and **Intergenerational** ties to the places they tend. Many of these ties have been compromised under **Colonization** - the imposition of colonial values and life ways on Indigenous people. The Traditional Ecological Inquiry Program provides resources for the restoration and ongoing support of these relationships in the process of **Decolonization** and **Re-Indigenizing** teaching and learning. TEIP teaching and learning celebrates **Self, Place, and Spirit**. Supporting intergenerational ties to **Tended Landscapes** - the places that we cherish and nurture - puts land and its **Stewardship** back in the hands of Native Americans.



Words connect Indigenous people to places in ways non-indigenous languages cannot. In what is now the Western United States, hundreds of language families and thousands of dialects were spoken. Tribal languages are an inseparable component of traditional knowledge. Rooted in the traditional places and practices of the people who speak them, Tribal words tell stories about landscapes and offer insight into their proper tending. Tribal places, Tribal words, and Tribal identity are inseparable. The Traditional Ecological Inquiry Program recognizes this to be a foundational element in teaching and learning about traditional ecological practice.



As the numbers of language bearers grows, and as sleeping languages are revived, Tribal language programs are making it possible for Native American people to reclaim their words. The increasing number of speakers, teachers, and learners allows TEIP to connect interested interns with language learning opportunities."



Cultural Fire



The Traditional Ecological Inquiry Program recognizes that cultural fire as a traditional practice is foundational to the health and well-being of Native American People. The Program provides support to those Interns who seek to know fire as a partner in their Inquiry through the **Indigenous Fire Practitioners Training** by providing the training and experience needed to become an **Indigenous Fire Practitioner**.



Since time immemorial, Native American people have been tending the land with fire. **Tribal Seasonal Rounds** - the ongoing cycle of tending and gathering - rely on the use of prescribed fire.



A legacy of settler-society-caused fire suppression has called on us all to recognize the insight of **Indigenous Ways of Knowing**. These ways of knowing and understanding a place have come to us from generations of careful exploration, experimentation, and observation. The importance of centering Indigenous approaches to land management cannot be overstated. Native American ecological practice - **Traditional Ecological Knowledge (TEK)** will emerge to serve Tribal communities as well as to address challenges faced by the larger world. In this context of TEK, fire becomes **Traditional Fire Knowledge**.

“We can really do this, you know? Provide a measurable good - say, a pound of acorn flour per Tribal household. To start. We’re introducing our traditional foods where they have been missing, and making it a real thing that goes on and on and on...”

-Brook Colley
Wasco Warm Springs, Eastern Cherokee Citizen
TEIP Internship family and Partner



The Future of TEIP

The Traditional Ecological Inquiry Program has come into being, grown, and become what it is through the thoughtful generosity of its supporters. Individuals, funders, and donors have worked with us through the years and seen our vision come to life.



To continue serving our Tribal community, we see a rich and enduring program with the capacity to reach out to more Tribal youth and families. We



envision deep communication, enduring relationships, inter-tribal collaboration, and innovative teaching and learning opportunities.

Contact information

Joe Scott: traditionalecologicalinquiry@gmail.com

RELATED ARTICLES



This is the



Traditional Ecological Inquiry Page Now Online!

Connect with this program and get updates at the new program page. Read more at www.longtom.org/TEIP
Read more

Seeking Crew Members for Tribally-Focused Burn Program!

Employer: Ecostudies Institute Positions Offered: Technicians, Specialists, and Interns/Trainees Position Start Date: Mid - late July 2022 Location: Eugene, OR,
Read more

Yes! I would like to donate to TEIP today!

TEIP Gift Amount: *

I wish to give anonymously *



LONG TOM

WATERSHED COUNCIL

Non-Profit Organization
11 East 27th Ave, Eugene, OR 97405
Phone: (541) 654-8965
Email: info@longtom.org



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TeamTEK

“The Return of Traditional Ecological Knowledge (TEK) to our Traditional Homelands on the Long Tom River Watershed”

Native American college and high school students with an interest in learning and using Traditional Ecological Knowledge (TEK) in the Southern Willamette Valley’s Long Tom Watershed are encouraged to consider this unique opportunity. Students will have the opportunity to earn modern High School and College credit while exploring Native traditions, values, and culture.

Traditional: The Understanding and Promotion of our Cultural Values
Ecological: Restoring and promoting our place in the natural world
Knowledge: Using Collective Experience to promote Learning and Wisdom

This experience will explore the opportunity to restore the traditional human element to compromised wetland environments revered by Willamette Valley ancestors since time immemorial. The lessons will use the TEK approach. Studies will focus on the natural seasonal cycle of living things, and the relationship of Tribal people to these things, traditionally holding roles in Food, Clothing, Shelter, Law, Tools and Technology, Environment, and other culturally universal components.

At the same time, students can expect to develop learning materials for other interested people, and participating in the creation of a continuing tradition of the use of TEK in the field.

- Stipends and funding for transportation are available to support interns.
- Up to six internships are available for the 2017-18 school year. We anticipate internships starting in early 2018.
- Internships can be tailored to fit a student’s schedule with time and length commitments flexible based on the student’s interest.
- Peer mentor opportunities and public presentation opportunities could be incorporated for students as well.



The most current information on TTEK can be found on our Facebook page: [FACEBOOK.COM/LTWCTeamTEK](https://www.facebook.com/LTWCTeamTEK)
Interested students should contact Joe Scott by phone (leave a message): (541) 270 - 6747 or email: isitism@yahoo.com, by February 28th. Student selection will be finalized and gatherings will begin by the week of March 19th
Meetings are tentatively scheduled to be held both in the field, and at an indoor location to be determined.



NRCS is required to deliver USDA Civil Rights and Equal Opportunity requirements and information with institutions that participate in or administer USDA federally conducted and/or federally assisted programs. In an effort to fully comply with Federal, Departmental, and Agency governing Civil Rights laws and regulations, this check-list serves as an internal guide to assist with the Civil Rights responsibilities and expectation discussion between NRCS and Partners.

Board Membership Responsibilities

- Annual review of the Memorandum of Understanding (MOU) between NRCS and Board.
- SWCD Board Demographic Information - NRCS Plan of Action for Representation on Boards, Councils, and Committees, requires States to annually review current Board membership data with state conservation agencies and discuss the opportunities and benefits of having minority and female representatives on local boards/councils who are impacted by the board's/council's decisions regarding conservation programs.
- Prohibition disclosure of certain information by the USDA and its Cooperators - Applicants, participants, location, and any and all privacy information is not to be disclosed without a FOIA request. Upon Board membership ending, former Board members have the responsibility to protect any information.
- New and existing partners are invited and should attend NRCS sponsored Civil Rights Training.

Federally Assisted and Federally Conducted Program Delivery Responsibilities

- 1964 Civil Rights Act - Title VI is a federal law that prohibits discrimination on the basis of race, color or national origin in programs and activities that receive federal financial assistance. Unlawful/prohibited discrimination is unfair or unequal treatment based on a prohibited bases.
- NRCS employees and partners who work with USDA programs are required to guarantee fairness and equal treatment to all customers eligible to receive USDA/NRCS programs and services regardless of any of the cited prohibited bases enforced by USDA:
 - race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, familial/parental status, income derived from a public assistance program, political beliefs, reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.)

Program Outreach

- NRCS State and Field offices are required to establish and maintain outreach programs at the local level to ensure that all persons know about the availability of USDA/NRCS program services effectively and are encouraged to participate:
 - Board membership includes willingness to reach out to others, to reach out farther than others, to exceed normal communication expectation, or to go beyond existing limits to communicate with the under-served or under-resourced (women, minorities, persons with disabilities, historically underserved, limited resource, etc.)

Public Notification Responsibilities

- Governing documents relative to required equal opportunity public notification requirements that conservation partners must review:

• Secretary of Agriculture Civil Rights Policy Statement	• USDA Equal Employment Opportunity is the Law poster
• USDA Alternative Dispute Resolution Policy Statement	• NRCS Chief's Civil Rights Policy Statement
• USDA Anti-Harassment Policy Statement	• NRCS EEO Counseling poster
• USDA Nondiscrimination Statement	• NRCS LEP Policy Statement
• *"And Justice for All" poster	• NRCS LEP Services poster
• USDA "Sexual Harassment is Illegal" poster	• [RESERVED]

- The public notification requirements must be prominently and visibly displayed in all offices where there is a USDA presence and where viewing is accessible for employees and customers.
- Compliance with Section 504¹ and Section 508² of the Rehabilitation Act of 1973.
- Access public notification required documents at the following link:
http://www.nrcs.usda.gov/wps/portal/nrcs/detailfull/national/about/civilrights/?cid=nrcs143_022466
- Public notification documents attached: (Review description for partners)

1. Secretary of Agriculture Civil Rights Policy Statement – affirms USDA’s commitment to equality and civil rights for program delivery and employment with emphasize on USDA’s zero tolerance for any form of discrimination or reprisal.
2. USDA Alternative Dispute Resolution (ADR) Policy Statement – affirms USDA’s commitment to conflict prevention to increase customer satisfaction and employee morale.
3. USDA Anti-Harassment Policy Statement – affirms USDA’s commitment to maintaining an environment free from unlawful harassment (sexual and non-sexual).
4. USDA Nondiscrimination Statement – must be posted in all USDA offices and included on all materials produced by USDA for public information, public education, or public distribution. In addition to Section 504 and Section 508 requirements, the statement shall be made available in other languages appropriate to the local population served or directly affected by USDA program or activity.
5. “And Justice for All” poster – primary method utilized to inform customers or their civil rights. Institutions participating or administering USDA programs are required to display the appropriate poster in respective facilities where poster can be viewed by customers. (NRCS applicable versions: Form AD-475-A, relevant to assisted programs; and Form AD-475-C, relevant to conducted programs.)
6. USDA “Sexual Harassment is Illegal” poster – general preventive tips and guidance on filing sexual harassment claims.
7. USDA “EEO Is The Law” poster – employee information and guidance on filing an EEO complaint.
8. NRCS Chief’s Civil Rights Policy Statement – reaffirms Secretary of Agriculture’s Civil Rights policy and emphasizes that reprisal of any kind against customers or employees will not be tolerated.
9. NRCS “EEO Counseling” poster – contact information for employees filing an EEO complaint. (does not apply to customers)

¹ Federal facilities and locations must be accessible for the public to guarantee access to persons with a disability.

² Public and employee notices regarding events and activities sponsored, co-sponsored, hosted, and or co-hosted by USDA, NRCS contain NRCS POC information including name, telephone number, email address, and a respond by date for persons to request accommodations (for example – an interpreter, translator, seating arrangements, etc.) materials in an alternative format (for example – braille, large prints, audiotape – captioning, etc.)

10. NRCS Limited English Proficiency (LEP) Policy Statement – reaffirms USDA’s commitment and provides support to the provisions of federally conducted and federally assisted prohibited discrimination based on national origin. LEP applies to individuals who do not speak English as their primary language, and who have a limited ability to read, speak, write, or understand English.

11. NRCS LEP Services poster – provides notice to customers that LEP oral interpreting and written translation services are available at no cost to customer relative to NRCS federally assisted and federally conducted programs.

Affirmation of Review:

Field Office/State _____

SWCD Board _____

Board Member(s)- Printed Name:

Signature and Date:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

NRCS Rep - Printed Name and Title:

Signature and Date:

1. _____
