

Monday, March 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 February 13 Board Meeting			
	REGULAR AGENDA		6:06	
5	Approve Financials (1/31/23) - Ahr address correction in Project Fund Budget to Actuals from December report	<i>Board</i>		ACTION
5	Appoint Greg Jones as BSWCD Director for Zone 4 (Jones application in packet)	<i>Board</i>	6:08	ACTION
2	2023 Native Plant Sale Overview (BSWCD has a \$10,000 Contract with Deb Merchant to coordinate the 2023 NPS) – 20 minutes	<i>Ahr, Deb Merchant</i>	6:10	
1-5	Approve draft Public Meeting Comment Policy for public wishing to speak at board meetings (in packet)		6:30	ACTION
5	Suggestions for 2 new FY24 Budget Committee members?	<i>Board</i>	6:40	
1-5	Questions on Strategic Plan Measurable Objectives (in packet)	<i>Board</i>	6:45	
5	Update on insurance coverage (health, liability, Workers Comp); Rescind Resolution #FY2022-2023-1 and approve separate volunteer medical coverage policy)	<i>Crosson</i>	6:55	ACTION
5	Chose date/time for Personnel and Finance Committee (PFC) meeting in March	<i>Henkels/PFC</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
March 18, 2-5pm	Winter Wildlife Field Days – BSWCD field station	Martin Luther King Jr. Park, Corvallis
March 21, 5:30-7:30pm	ODA Mini-Board Training	BSWCD Office
March 23, 2-5pm	Winter Wildlife Field Days – BSWCD field station	Chintimini Park, Corvallis

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

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

Monday, February 13, 2023; 6:00-7:30 PM
Phone: 1-669-900-6833
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BOARD OF DIRECTORS MEETING MINUTES

In Attendance

Board Members Present: Nate Johnson, Jerry Paul, Kerry Hastings, David Barron, Eliza Mason, Bob Morris (Emeritus), Henry Storch (Emeritus)

Board Members Absent: Marcella Henkels, No Director for Zone 4

Associate Directors Present: Aubrey Cloud, Rana Foster, Henry Pitts

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

Others Present: Amy Kaiser (NRCS), Greg Jones (applicant for Zone 4 Director position)

Call to Order - Johnson (6:03pm)

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

Nate Johnson introduces Greg Jones. He is Interested In Zone 4 Director Position

Additions to agenda (added by Holly Crosson):

- Addition of approval to sign and send letter of support for HB 2998. NJ directs that it be added to the end of the agenda under "Other Board Business."

CONSENT AGENDA

- **Approve draft Minutes from January 9th 2023 Board Meeting:** Discussion: none
- **Approve Financials (12/31/22)** Discussion: Jerry wants to move this item to top of regular agenda.
- **Approve FY2023-2024 budget Calendar (in packet)** Discussion: None

MOTION: Approve Consent Agenda without Financials: Kerry Second: Eliza

Results: Unanimously passes

REGULAR AGENDA

- 12/31/22 Financials Discrepancy-
Discussion: Jerry Paul – General Fund Budget to actuals should be running 45% and we are running about 42%, which is good, however, question about profit and loss/budget vs. actual Project Fund (grants) pg. 18 of packet which shows the Contracted Services account running at 185% of budget. Why? Crosson believes it was mistakenly entered wrong in QuickBooks as we are not running over in that category. She will review with bookkeeper. Line item below:

68010 · Project Contracted Services \$80,118.75 \$43,200.00 \$36,918.75 185.46%

Discussion of whether to approve or not. If approved, would need to be corrected.

- Motion: Jerry Paul moves to approve with item on next board meeting agenda for explanation and correction Second: Eliza Mason
- Results: Unanimously passes.
- Appoint Bob Morris as Emeritus Director (duties in packet)
 - Discussion: None
 - Motion: David Barron moves to appoint Bob Morris as an Emeritus Director Second: Eliza Mason

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

- Results: Unanimously appointed
- Appoint Board Vice Chair (duties in packet)
 - Discussion: Nate Johnson relays that Marcella Henkels who is absent from the meeting has told him she will take the position of Board Vice Chair if nominated.
 - Motion: Nate Johnson moves to appoint Marcella Henkels Board Vice Chair Second: Kerry Hastings
 - Results: Unanimously appointed
- Appoint Personnel and Finance Committee (PFC) members (duties in packet)
 - Discussion: How many PFC members do we need to appoint and what is commitment? Historically 3-4 members. 2 meetings per year.
 - Motion: Eliza Move to appoint Kerry Hastings, Jerry Paul, Nate Johnson and Marcella Henkels to PFC (Eliza-Second: David Barron
 - Results: Unanimously appointed
- Discuss recruitment of 2 new FY24 Budget Committee members (duties in packet)
 - Discussion: David Pate and Neil Christiansen will not be serving another term, so there are two open positions. BSWCD will put up recruitment on website and create PSA's. Crosson asks for suggestions, and Directors may send information to her. No requirement to fill by the Department of Revenue but would be nice to have full citizen input.
- Update on Zone 4 Director Recruitment
 - Discussion: Sara Roberts reports on where PSA's have been sent and set up. Physical flyers are posted in Alsea. Greg Jones intends to pursue the District Zone 4 position. Nate Johnson suggests no more push needed for publicizing this position. District will submit Greg Jones' application to the ODA to confirm eligibility.
- Discuss meeting details for FY24 Budget Committee Meeting May 8th.
 - Discussion: In person as well as virtual? Small group for this. Nate Johnson doesn't have issue with it being in person but asks that if someone feels strongly about it being virtual only to speak up. No response. Will have in person, with virtual access also.
 - Discussion: Abbreviated May regular board meeting to follow? Cancel May Board Meeting unless absolutely needed; all business moved to June 12.
- FY23 Mid-year Budget Review (graphs in packet) Crosson and Ahr present budget to actuals for General Fund and Project Fund
- Review FY23 Watershed Council and Conservation Education Grants awarded by BSWCD (summary in packet). Sara Roberts reviews Conservation Education Grants to date: 3 watershed grants, one more in the works. Nate Johnson asks for a summary and summation of reception and response. Received 6 applications for the education mini-grants, and BSWCD was able to fund all 6. Sara Roberts wishes to cast the net further next year, Eliza Mason agrees.
- Discuss sponsoring TEIP Internship
Main points: Johnson introduces the program which was presented first at BSWCD's Annual Meeting. Asks if BSWCD could sponsor an intern for the TEIP program. Our county overlaps with the Long Tom Watershed Council that oversees the program. He asks for input from all present. Concern from Paul about spending BSWCD funds in other counties. He sees some areas in the TEIP materials that indicate Monroe could be a potential site. Crosson emphasizes that Long Tom Watershed Council should be brought in at the front end to have a conversation with them and Joe Scott about the program and whether they would welcome our support. Johnson indicates the positive continuing financial position of the BSWCD could allow for this support, and location of site or person helped could be brought to be in Benton County. In addition, it bears to note that our conventions of place and boundaries may need to be challenged to further efforts that benefit Benton County. Crosson mentions that the Program Reserves could be used to fund this sponsorship. Communication approach is discussed. Consensus is

reached for Crosson to move forward with contact with LT Watershed Council and Joe Scott about the way forward.

- Review, affirm/accept and sign NRCS Civil Rights Responsibilities for Partners checklist (in packet)
 - Discussion: None. Candace will send document for electronic signature.
- Questions from Board about BSWCD staff activities and NRCS staff report- skipped due to time constraints.
- Other Board Business? Board support letter for HB 2998 The Oregon Healthy Soils Initiative. Johnson has reviewed and feels confident in signing. Crosson mentions that the support letter will be registered as testimony from our District on the Oregon State Legislature webpage.
- Motion: Johnson makes motion to sign and send the support letter for HB 2998.
 - Results: Approved Unanimously
- Agenda items for next month-update on December financial corrections and communications with LT Watershed Council and Joe Scott about TEIP program.

Meeting Adjourned - Johnson (7:53pm)

DRAFT

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	28.2%
Total Income	120,426.85	426,838.00	-306,411.15	28.2%
Gross Profit	120,426.85	426,838.00	-306,411.15	28.2%
Expense				
66000 · PAYROLL EXPENSES				
66200 · Wages	14,742.22	31,220.00	-16,477.78	47.2%
66410 · Health, Dental & Life Insurance	2,386.34	8,723.00	-6,336.66	27.4%
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	28.6%
Total 66000 · PAYROLL EXPENSES	18,997.29	45,912.00	-26,914.71	41.4%
68000 · PROJECTS-SVC-SUPP-MATERIALS				
68010 · Project Contracted Services	80,118.75	0.00	80,118.75	100.0%
68020 · Project Mileage & Travel	315.94	0.00	315.94	100.0%
68040 · Project Supplies & Materials	24,791.98	0.00	24,791.98	100.0%
68000 · PROJECTS-SVC-SUPP-MATERIALS - Other	0.00	340,716.00	-340,716.00	0.0%
Total 68000 · PROJECTS-SVC-SUPP-MATERIALS	105,226.67	340,716.00	-235,489.33	30.9%
69400 · TRANSFERS OUT				
69440 · Trf PF to General Fund	10,643.46	40,210.00	-29,566.54	26.5%
Total 69400 · TRANSFERS OUT	10,643.46	40,210.00	-29,566.54	26.5%
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%

Benton SWCD Board Meeting

March 13, 2023

Financial Report

Period ending January 31, 2023

The closing balance in our Oregon LGIP account was \$1,020,176.96 dividend paid was \$2,961.80. The Fiscal YTD dividend paid was \$2,961.80. Our average monthly balance has been \$1,082,185.41 with a monthly distribution yield of 3.75 %. The previous months balance was \$1,087,235.60. We received a payment of \$0.00 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 \$171,730.74. The previous months balance was \$158,729.66.

Charges to the Credit Card account were \$980.46. These were verified and reconciled. The previous months charges were \$2,188.36.

The Stripe account was reconciled. The starting balance was \$182.92. Account activity before fees was \$3,045.00, less fees of \$-112.66. Total payouts were \$-2,932.34, leaving and ending balance of \$56.14.

Respectfully submitted,



Jerry Paul, Treasurer

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

	Jan 31, 23	Jan 31, 22	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
10100 · Citizens Bank	128,323.43	140,405.86	-12,082.43
10150 · Citizens Bank #2	11,961.55	6,035.30	5,926.25
10200 · LGIP	1,022,042.49	983,545.35	38,497.14
10300 · Stripe	56.14	808.08	-751.94
10800 · Petty Cash	24.00	24.00	0.00
Total Checking/Savings	1,162,407.61	1,130,818.59	31,589.02
Accounts Receivable			
11000 · Accounts Receivable	0.00	15,383.63	-15,383.63
11400 · Grants Receivable	41,820.15	44,767.11	-2,946.96
Total Accounts Receivable	41,820.15	60,150.74	-18,330.59
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
13000 · Prepaid expenses-Audit	3,606.30	3,564.02	42.28
Total Other Current Assets	3,606.30	3,564.02	42.28
Total Current Assets	1,207,834.06	1,194,533.35	13,300.71
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	1,217,316.06	1,204,643.35	12,672.71
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
20000 · General Accounts Payable	3,407.19	10,713.87	-7,306.68
20100 · Project Accts Payable	696.08	26,562.25	-25,866.17
Total Accounts Payable	4,103.27	37,276.12	-33,172.85
Credit Cards			
22000 · CITIZENS BANK MASTER CARD			
22200 · Holly CC - 2995	136.72	126.59	10.13
22400 · Teresa CC - 3019	56.66	493.26	-436.60
22500 · Heath CC - 3027	0.00	30.99	-30.99
22520 · Linda CC - 5980	0.00	762.66	-762.66
22530 · Michael CC - 3266	44.12	0.00	44.12
22532 · Sara CC - 0962	747.96	0.00	747.96
22533 · Candace CC - 0020	95.00	0.00	95.00
Total 22000 · CITIZENS BANK MASTER CARD	1,080.46	1,413.50	-333.04
Total Credit Cards	1,080.46	1,413.50	-333.04
Other Current Liabilities			

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

	Jan 31, 23	Jan 31, 22	\$ Change
24000 · PAYROLL LIABILITIES			
24010 · 941 Account	8,386.56	5,967.90	2,418.66
24020 · Oregon Withholding	2,188.00	1,519.00	669.00
24030 · OR-WBF SUTA	287.82	310.77	-22.95
24040 · Medical Employee	0.00	42.77	-42.77
24050 · Medical Employer	0.00	4,497.40	-4,497.40
24060 · 457b Contributions	0.00	2,765.90	-2,765.90
24000 · PAYROLL LIABILITIES - Other	204.17	0.00	204.17
Total 24000 · PAYROLL LIABILITIES	11,066.55	15,103.74	-4,037.19
25800 · Deferred Revenue Grants-Audit	80,690.92	120,646.02	-39,955.10
25810 · Deferred Revenue Donations	0.00	246.72	-246.72
25850 · Deferred Revenue - NPS Presales	0.00	29,200.35	-29,200.35
Total Other Current Liabilities	91,757.47	165,196.83	-73,439.36
Total Current Liabilities	96,941.20	203,886.45	-106,945.25
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	105,314.29	212,147.54	-106,833.25
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	257,918.02	212,624.01	45,294.01
Total Equity	1,112,001.77	992,495.81	119,505.96
TOTAL LIABILITIES & EQUITY	1,217,316.06	1,204,643.35	12,672.71

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

Type	Date	Num	Name	Memo	Debit	Credit
10100 - Citizens Bank						
Transfer	01/06/2023			Funds Transfer	75,000.00	
Deposit	01/17/2023			Bank error on Holly's November paych	2,000.00	
Deposit	01/23/2023			OWEB Deposit	15,919.75	
Deposit	01/27/2023			Deposit	4,460.32	
Deposit	01/31/2023			Interest	6.53	
Liability Check	01/31/2023	eft	Oregon Dept of Revenue	0292193-0		272.17
Liability Check	01/04/2023	EFT	United States Treasury	93-1077051		6,506.56
Liability Check	01/04/2023	EFT	Oregon Dept of Revenue	0292193-0		1,151.00
Bill Pmt -Check	01/10/2023	EFT	1Auto - Xerox Financial Services	autopay due on 10th of next month		156.17
Check	01/18/2023	EFT	Card Service Center - MasterCard	Online Payment		2,188.36
Liability Check	01/31/2023	EFT	Oregon Dept of Revenue	0292193-0		73.71
Bill Pmt -Check	01/18/2023	EFT	1Auto CM CC- Comcast	8778 10 601 2891048		109.85
Bill Pmt -Check	01/25/2023	EFT	1Auto - Verizon	autopay due on 25th of month		85.61
Bill Pmt -Check	01/12/2023	8078	Jenny Brausch Business Solutions LLC	CIR# 7273		2,417.10
Bill Pmt -Check	01/12/2023	8079	Koontz, Blasquez & Associates, P.C.	CIR# 7270		200.00
Bill Pmt -Check	01/05/2023	8080	Banner Non-Profits, LLC	CIR# 7263		122.50
Bill Pmt -Check	01/05/2023	8081	CTX-Xerox	BC46-224378 CIR# 7266 & 7267		37.15
Bill Pmt -Check	01/05/2023	8082	Mater Investment Company	CIR# 7265:		2,002.25
Bill Pmt -Check	01/05/2023	8083	MidValley Newspapers	CIR# 7264		149.36
Bill Pmt -Check	01/05/2023	8084	Oregon Department of Agriculture	CIR# 7262		5.00
Bill Pmt -Check	01/12/2023	8085	Advantage Computing & Elect. Svc's L	CIR# 7269		308.25
Bill Pmt -Check	01/12/2023	8086	Benton County Fairgrounds	CIR# 7268		617.29
Bill Pmt -Check	01/19/2023	8087	CTX-Xerox	BC46-224378		14.57
Bill Pmt -Check	01/19/2023	8088	In-Situ Inc.	CIR# 7277		40.00
Bill Pmt -Check	01/23/2023	8089	Joe Scott	CIR# 7275		200.00
Paycheck	01/31/2023	8090	Ahr, Michael S	CIR# 7281		4,778.70
Paycheck	01/31/2023	8091	Crosson, Holly A	CIR# 7282		6,153.79
Paycheck	01/31/2023	8092	Mackey, Candace	CIR# 7283		2,934.75
Paycheck	01/31/2023	8093	Matteson, Teresa L	CIR# 7284		3,435.93
Paycheck	01/31/2023	8094	Roberts, Sara	CIR# 7285		3,103.29
Paycheck	01/31/2023	8095	Schmitz, Donna J	CIR# 7286		4,123.35
Bill Pmt -Check	01/26/2023	8096	Edge Analytical	CIR# 7203		286.34

11:04 PM
 03/02/23
 Accrual Basis

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

Type	Date	Num	Name	Memo	Debit	Credit
Liability Check	01/26/2023	8097	SDIS	03-0018433 CIR# 7271		4,787.82
Liability Check	01/26/2023	8098	VALIC	Group #67994		2,922.65
Bill Pmt -Check	01/26/2023	8099	Luckiamute Watershed Council	CIR# 7255		9,498.17
Bill Pmt -Check	01/26/2023	8100	Advantage Computing & Elect. Svc's	L CIR# 7279		2,233.10
Bill Pmt -Check	01/26/2023	8101	Crystal Lake Storage	CIR# 7278		157.00
Bill Pmt -Check	01/26/2023	8102	Mater Investment Company	CIR# 7280: Feb rent		2,002.25
Bill Pmt -Check	01/26/2023	8103	New Morning Bakery	CIR# 7287		1,006.20
Total 10100 · Citizens Bank					97,386.60	64,080.24
TOTAL					97,386.60	64,080.24

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

	<u>Balance</u>
10100 · Citi	95,017.07
	170,017.07
	172,017.07
	187,936.82
	192,397.14
	192,403.67
	192,131.50
	185,624.94
	184,473.94
	184,317.77
	182,129.41
	182,055.70
	181,945.85
	181,860.24
	179,443.14
	179,243.14
	179,120.64
	179,083.49
	177,081.24
	176,931.88
	176,926.88
	176,618.63
	176,001.34
	175,986.77
	175,946.77
	175,746.77
	170,968.07
	164,814.28
	161,879.53
	158,443.60
	155,340.31
	151,216.96
	150,930.62

11:04 PM
03/02/23
Accrual Basis

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

	<u>Balance</u>
	146,142.80
	143,220.15
	133,721.98
	131,488.88
	131,331.88
	129,329.63
	128,323.43
Total 10100	<u>128,323.43</u>
TOTAL	<u><u>128,323.43</u></u>

Benton Soil & Water Conservation District
Profit & Loss by Class
 July 2022 through January 2023

	Building Reserve	General Fund	Project Fund	TOTAL
Ordinary Income/Expense				
Income				
43300 · Grant/Project Administration	0.00	0.00	124,028.15	124,028.15
44535 · Taxes Levied	0.00	476,271.44	0.00	476,271.44
44540 · ODA Operations	0.00	37,149.50	0.00	37,149.50
44545 · ODA Tech, LMA & Scope of Work	0.00	46,150.89	0.00	46,150.89
45000 · Interest Income	0.00	11,987.37	0.00	11,987.37
46430 · MISCELLANEOUS	0.00	500.00	0.00	500.00
47400 · Native Plant Sale Income	0.00	21,437.81	0.00	21,437.81
48000 · TRANSFERS IN	5,000.00	10,824.33	0.00	15,824.33
Total Income	5,000.00	604,321.34	124,028.15	733,349.49
Gross Profit	5,000.00	604,321.34	124,028.15	733,349.49
Expense				
60000 · MATERIALS & SERVICES	0.00	75,040.35	0.00	75,040.35
66000 · PAYROLL EXPENSES	0.00	256,372.66	22,271.38	278,644.04
68000 · PROJECTS-SVC-SUPP-MATERIALS	0.00	0.00	105,922.75	105,922.75
69400 · TRANSFERS OUT	0.00	5,000.00	10,824.33	15,824.33
Total Expense	0.00	336,413.01	139,018.46	475,431.47
Net Ordinary Income	5,000.00	267,908.33	-14,990.31	257,918.02
Net Income	5,000.00	267,908.33	-14,990.31	257,918.02

Benton Soil & Water Conservation District
Profit & Loss by Class
July 2022 through January 2023

	Building Reserve	General Fund	Project Fund	TOTAL
Ordinary Income/Expense				
Income				
43300 · Grant/Project Administration	0.00	0.00	124,028.15	124,028.15
44535 · Taxes Levied	0.00	476,271.44	0.00	476,271.44
44540 · ODA Operations	0.00	37,149.50	0.00	37,149.50
44545 · ODA Tech, LMA & Scope of Work	0.00	46,150.89	0.00	46,150.89
45000 · Interest Income	0.00	11,987.37	0.00	11,987.37
46430 · MISCELLANEOUS				
46432 · Contributions	0.00	500.00	0.00	500.00
Total 46430 · MISCELLANEOUS	0.00	500.00	0.00	500.00
47400 · Native Plant Sale Income	0.00	21,437.81	0.00	21,437.81
48000 · TRANSFERS IN				
48100 · Building Reserve Fund	5,000.00	0.00	0.00	5,000.00
48400 · Transfer Admin from Project Fd	0.00	10,824.33	0.00	10,824.33
Total 48000 · TRANSFERS IN	5,000.00	10,824.33	0.00	15,824.33
Total Income	5,000.00	604,321.34	124,028.15	733,349.49
Gross Profit	5,000.00	604,321.34	124,028.15	733,349.49
Expense				
60000 · MATERIALS & SERVICES				
61300 · CONFERENCES AND TRAINING				
61310 · Lodging	0.00	408.11	0.00	408.11
61320 · Meals/per diem	0.00	28.80	0.00	28.80
61330 · Registration	0.00	1,039.81	0.00	1,039.81
Total 61300 · CONFERENCES AND TRAINING	0.00	1,476.72	0.00	1,476.72
61500 · COMMUNITY CONSERVATION PROGRAMS				
61510 · Conservation Education (Youth)	0.00	261.65	0.00	261.65
61520 · Conservation Incentive Program	0.00	80.30	0.00	80.30
61530 · Invasives Program	0.00	500.00	0.00	500.00
61540 · Native Plant Sale	0.00	5,248.36	0.00	5,248.36
61570 · Soil Quality Program	0.00	1,080.54	0.00	1,080.54
Total 61500 · COMMUNITY CONSERVATION	0.00	7,170.85	0.00	7,170.85
62100 · CONTRACTED AND PROF SERVICES				
62115 · Audit	0.00	5,800.00	0.00	5,800.00
62120 · Computer Support	0.00	2,714.75	0.00	2,714.75
62130 · PROFESSIONAL SERVICES				
62140 · Legal	0.00	110.00	0.00	110.00
62150 · Accounting	0.00	12,384.68	0.00	12,384.68
62170 · Web Design, Logo - Marketing	0.00	1,507.75	0.00	1,507.75
Total 62130 · PROFESSIONAL SERVICES	0.00	14,002.43	0.00	14,002.43
62180 · Consultation/Contracts - NPP	0.00	4,515.00	0.00	4,515.00
62190 · Misc Contracted Services	0.00	952.50	0.00	952.50
Total 62100 · CONTRACTED AND PROF SER	0.00	27,984.68	0.00	27,984.68
62300 · Dues/Subscriptions/Fees	0.00	5,493.45	0.00	5,493.45
62800 · OFFICE OCCUPANCY				

Benton Soil & Water Conservation District
Profit & Loss by Class
July 2022 through January 2023

	Building Reserve	General Fund	Project Fund	TOTAL
62820 · Rent & Parking	0.00	17,274.00	0.00	17,274.00
62830 · Utilities	0.00	2,383.78	0.00	2,383.78
Total 62800 · OFFICE OCCUPANCY	0.00	19,657.78	0.00	19,657.78
65000 · SUPPLIES AND MATERIALS				
65010 · COPIER AND SUPPLIES				
65012 · Copies	0.00	259.19	0.00	259.19
65014 · Lease	0.00	1,134.84	0.00	1,134.84
Total 65010 · COPIER AND SUPPLIES	0.00	1,394.03	0.00	1,394.03
65020 · Equipment	0.00	4,469.88	0.00	4,469.88
65030 · Office Supplies	0.00	560.37	0.00	560.37
65040 · Postage	0.00	64.00	0.00	64.00
65050 · Software/Computer Accessories	0.00	1,135.25	0.00	1,135.25
Total 65000 · SUPPLIES AND MATERIALS	0.00	7,623.53	0.00	7,623.53
65110 · PRODUCTION COSTS				
65112 · Advertising and Website	0.00	504.56	0.00	504.56
65114 · Merchandise	0.00	18.00	0.00	18.00
65116 · Newsletters	0.00	327.95	0.00	327.95
Total 65110 · PRODUCTION COSTS	0.00	850.51	0.00	850.51
65120 · Insurance & Fidelity Bond	0.00	1,968.30	0.00	1,968.30
65320 · Mileage/travel related expenses	0.00	1,225.60	0.00	1,225.60
65400 · Meetings & Events	0.00	1,588.93	0.00	1,588.93
Total 60000 · MATERIALS & SERVICES	0.00	75,040.35	0.00	75,040.35
66000 · PAYROLL EXPENSES				
66200 · Wages	0.00	200,711.93	17,238.13	217,950.06
66410 · Health, Dental & Life Insurance	0.00	28,395.69	2,814.96	31,210.65
66420 · Retirement	0.00	10,916.26	826.72	11,742.98
66500 · Payroll Taxes				
66510 · FICA Employer	0.00	15,333.89	1,315.40	16,649.29
66520 · SUTA	0.00	908.96	71.41	980.37
66530 · OR-WBF	0.00	54.18	4.76	58.94
Total 66500 · Payroll Taxes	0.00	16,297.03	1,391.57	17,688.60
66800 · Fees	0.00	51.75	0.00	51.75
Total 66000 · PAYROLL EXPENSES	0.00	256,372.66	22,271.38	278,644.04
68000 · PROJECTS-SVC-SUPP-MATERIALS				
68010 · Project Contracted Services	0.00	0.00	80,814.83	80,814.83
68020 · Project Mileage & Travel	0.00	0.00	315.94	315.94
68040 · Project Supplies & Materials	0.00	0.00	24,791.98	24,791.98
Total 68000 · PROJECTS-SVC-SUPP-MATERIALS	0.00	0.00	105,922.75	105,922.75
69400 · TRANSFERS OUT				
69410 · Trf GF to Building Reserve Fd	0.00	5,000.00	0.00	5,000.00
69440 · Trf PF to General Fund	0.00	0.00	10,824.33	10,824.33
Total 69400 · TRANSFERS OUT	0.00	5,000.00	10,824.33	15,824.33
Total Expense	0.00	336,413.01	139,018.46	475,431.47
Net Ordinary Income	5,000.00	267,908.33	-14,990.31	257,918.02

Benton Soil & Water Conservation District
Profit & Loss by Class
July 2022 through January 2023

	Building Reserve	General Fund	Project Fund	TOTAL
Net Income	5,000.00	267,908.33	-14,990.31	257,918.02

Benton Soil & Water Conservation District
Profit & Loss YTD Comparison
July 2022 through January 2023

	Jul '22 - Jan 23	Jul '21 - Jan 22	\$ Change
Ordinary Income/Expense			
Income			
43300 · Grant/Project Administration	124,028.15	141,136.09	-17,107.94
44535 · Taxes Levied	476,271.44	462,063.74	14,207.70
44540 · ODA Operations	37,149.50	26,372.00	10,777.50
44545 · ODA Tech, LMA & Scope of Work	46,150.89	46,151.00	-0.11
45000 · Interest Income	11,987.37	2,592.78	9,394.59
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	21,437.81	3,611.50	17,826.31
48000 · TRANSFERS IN			
48100 · Building Reserve Fund	5,000.00	5,000.00	0.00
48400 · Transfer Admin from Project Fd	10,824.33	12,362.56	-1,538.23
Total 48000 · TRANSFERS IN	15,824.33	17,362.56	-1,538.23
Total Income	733,349.49	706,516.78	26,832.71
Gross Profit	733,349.49	706,516.78	26,832.71
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	1,039.81	1,568.00	-528.19
Total 61300 · CONFERENCES AND TRAINING	1,476.72	1,568.00	-91.28
61500 · COMMUNITY CONSERVATION PROGRAMS			
61510 · Conservation Education (Youth)	261.65	8,162.97	-7,901.32
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	5,248.36	14,497.50	-9,249.14
61570 · Soil Quality Program	1,080.54	2,009.33	-928.79
61585 · Conservation Leadership - EDI	0.00	1,600.00	-1,600.00
Total 61500 · COMMUNITY CONSERVATION PROGRAM	7,170.85	28,269.80	-21,098.95
62100 · CONTRACTED AND PROF SERVICES			
62115 · Audit	5,800.00	4,900.00	900.00
62120 · Computer Support	2,714.75	449.70	2,265.05
62130 · PROFESSIONAL SERVICES			
62140 · Legal	110.00	300.00	-190.00
62150 · Accounting	12,384.68	11,160.71	1,223.97
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	14,002.43	14,679.71	-677.28

Benton Soil & Water Conservation District
Profit & Loss YTD Comparison
July 2022 through January 2023

	Jul '22 - Jan 23	Jul '21 - Jan 22	\$ Change
62180 · Consultation/Contracts - NPP	4,515.00	0.00	4,515.00
62190 · Misc Contracted Services	952.50	3,450.00	-2,497.50
Total 62100 · CONTRACTED AND PROF SERVICES	27,984.68	23,479.41	4,505.27
62300 · Dues/Subscriptions/Fees	5,493.45	5,472.07	21.38
62800 · OFFICE OCCUPANCY			
62820 · Rent & Parking	17,274.00	15,243.75	2,030.25
62830 · Utilities	2,383.78	2,884.18	-500.40
62800 · OFFICE OCCUPANCY - Other	0.00	34.48	-34.48
Total 62800 · OFFICE OCCUPANCY	19,657.78	18,162.41	1,495.37
65000 · SUPPLIES AND MATERIALS			
65010 · COPIER AND SUPPLIES			
65012 · Copies	259.19	0.00	259.19
65014 · Lease	1,134.84	1,084.84	50.00
Total 65010 · COPIER AND SUPPLIES	1,394.03	1,084.84	309.19
65020 · Equipment	4,469.88	0.00	4,469.88
65030 · Office Supplies	560.37	1,474.89	-914.52
65040 · Postage	64.00	58.38	5.62
65050 · Software/Computer Accessories	1,135.25	909.00	226.25
Total 65000 · SUPPLIES AND MATERIALS	7,623.53	3,527.11	4,096.42
65110 · PRODUCTION COSTS			
65112 · Advertising and Website	504.56	313.44	191.12
65114 · Merchandise	18.00	0.00	18.00
65116 · Newsletters	327.95	2,024.66	-1,696.71
Total 65110 · PRODUCTION COSTS	850.51	2,338.10	-1,487.59
65120 · Insurance & Fidelity Bond	1,968.30	2,468.97	-500.67
65320 · Mileage/travel related expenses	1,225.60	808.76	416.84
65400 · Meetings & Events	1,588.93	173.90	1,415.03
Total 60000 · MATERIALS & SERVICES	75,040.35	86,268.53	-11,228.18
66000 · PAYROLL EXPENSES			
66200 · Wages	217,950.06	210,842.09	7,107.97
66410 · Health, Dental & Life Insurance	31,210.65	36,035.43	-4,824.78
66420 · Retirement	11,742.98	10,580.12	1,162.86
66500 · Payroll Taxes			
66510 · FICA Employer	16,649.29	15,686.49	962.80
66520 · SUTA	980.37	1,475.23	-494.86
66530 · OR-WBF	58.94	64.70	-5.76
Total 66500 · Payroll Taxes	17,688.60	17,226.42	462.18
66800 · Fees	51.75	92.75	-41.00
Total 66000 · PAYROLL EXPENSES	278,644.04	274,776.81	3,867.23
68000 · PROJECTS-SVC-SUPP-MATERIALS			
68010 · Project Contracted Services	80,814.83	92,507.55	-11,692.72
68020 · Project Mileage & Travel	315.94	132.72	183.22
68040 · Project Supplies & Materials	24,791.98	22,844.60	1,947.38

Benton Soil & Water Conservation District
Profit & Loss YTD Comparison
 July 2022 through January 2023

	Jul '22 - Jan 23	Jul '21 - Jan 22	\$ Change
Total 68000 · PROJECTS-SVC-SUPP-MATERIALS	105,922.75	115,484.87	-9,562.12
69400 · TRANSFERS OUT			
69410 · Trf GF to Building Reserve Fd	5,000.00	5,000.00	0.00
69440 · Trf PF to General Fund	10,824.33	12,362.56	-1,538.23
Total 69400 · TRANSFERS OUT	15,824.33	17,362.56	-1,538.23
Total Expense	475,431.47	493,892.77	-18,461.30
Net Ordinary Income	257,918.02	212,624.01	45,294.01
Net Income	257,918.02	212,624.01	45,294.01

Benton Soil & Water Conservation District
P&L Budget vs. Actual GENERAL FUND
 July 2022 through January 2023

	Jul '22 - Jan 23	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	476,271.44	490,000.00	-13,728.56	97.2%
44540 · ODA Operations	37,149.50	47,927.00	-10,777.50	77.51%
44545 · ODA Tech, LMA & Scope of Work	46,150.89	61,535.00	-15,384.11	75.0%
45000 · Interest Income	11,987.37	3,000.00	8,987.37	399.58%
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	21,437.81	10,000.00	11,437.81	214.38%
48000 · TRANSFERS IN				
48400 · Transfer Admin from Project Fd	10,824.33	40,210.00	-29,385.67	26.92%
Total 48000 · TRANSFERS IN	10,824.33	40,210.00	-29,385.67	26.92%
Total Income	604,321.34	1,357,518.00	-753,196.66	44.52%
Gross Profit	604,321.34	1,357,518.00	-753,196.66	44.52%
Expense				
60000 · MATERIALS & SERVICES				
61300 · CONFERENCES AND TRAINING				
61310 · Lodging	408.11			
61320 · Meals/per diem	28.80			
61330 · Registration	1,039.81			
61300 · CONFERENCES AND TRAININ	0.00	8,000.00	-8,000.00	0.0%
Total 61300 · CONFERENCES AND TRAIN	1,476.72	8,000.00	-6,523.28	18.46%
61500 · COMMUNITY CONSERVATION PROGRAMS				
61510 · Conservation Education (Yout	261.65	8,200.00	-7,938.35	3.19%
61520 · Conservation Incentive Progra	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	5,248.36	20,000.00	-14,751.64	26.24%
61570 · Soil Quality Program	1,080.54	3,334.00	-2,253.46	32.41%
Total 61500 · COMMUNITY CONSERVATI	7,170.85	38,200.00	-31,029.15	18.77%
62100 · CONTRACTED AND PROF SERVICES				
62115 · Audit	5,800.00	6,000.00	-200.00	96.67%
62120 · Computer Support	2,714.75	4,000.00	-1,285.25	67.87%
62130 · PROFESSIONAL SERVICES				
62140 · Legal	110.00			
62150 · Accounting	12,384.68			
62160 · Facilitation	0.00	7,000.00	-7,000.00	0.0%
62170 · Web Design, Logo - Market	1,507.75			
62130 · PROFESSIONAL SERVICES	0.00	33,000.00	-33,000.00	0.0%
Total 62130 · PROFESSIONAL SERVIC	14,002.43	40,000.00	-25,997.57	35.01%

Benton Soil & Water Conservation District
P&L Budget vs. Actual GENERAL FUND
July 2022 through January 2023

	Jul '22 - Jan 23	Budget	\$ Over Budget	% of Budget
62180 · Consultation/Contracts - NPP	4,515.00	10,000.00	-5,485.00	45.15%
62190 · Misc Contracted Services	952.50	6,000.00	-5,047.50	15.88%
Total 62100 · CONTRACTED AND PROF S	27,984.68	66,000.00	-38,015.32	42.4%
62300 · Dues/Subscriptions/Fees	5,493.45	13,000.00	-7,506.55	42.26%
62800 · OFFICE OCCUPANCY				
62810 · Alarm & Janitorial Services	0.00	500.00	-500.00	0.0%
62820 · Rent & Parking	17,274.00	28,000.00	-10,726.00	61.69%
62830 · Utilities	2,383.78	4,000.00	-1,616.22	59.6%
62840 · Other	0.00	500.00	-500.00	0.0%
Total 62800 · OFFICE OCCUPANCY	19,657.78	33,000.00	-13,342.22	59.57%
65000 · SUPPLIES AND MATERIALS				
65010 · COPIER AND SUPPLIES				
65012 · Copies	259.19			
65014 · Lease	1,134.84	3,000.00	-1,865.16	37.83%
Total 65010 · COPIER AND SUPPLIES	1,394.03	3,000.00	-1,605.97	46.47%
65020 · Equipment	4,469.88	5,000.00	-530.12	89.4%
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 Accessori	1,135.25	19,200.00	-18,064.75	5.91%
65000 · SUPPLIES AND MATERIALS -	0.00	2,641.00	-2,641.00	0.0%
Total 65000 · SUPPLIES AND MATERIALS	7,623.53	32,841.00	-25,217.47	23.21%
65110 · PRODUCTION COSTS				
65112 · Advertising and Website	504.56	1,500.00	-995.44	33.64%
65114 · Merchandise	18.00	500.00	-482.00	3.6%
65116 · Newsletters	327.95	2,000.00	-1,672.05	16.4%
65118 · Publications	0.00	1,000.00	-1,000.00	0.0%
Total 65110 · PRODUCTION COSTS	850.51	5,000.00	-4,149.49	17.01%
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 expenses	1,225.60	4,000.00	-2,774.40	30.64%
65400 · Meetings & Events	1,588.93	2,100.00	-511.07	75.66%
Total 60000 · MATERIALS & SERVICES	75,040.35	209,341.00	-134,300.65	35.85%
66000 · PAYROLL EXPENSES				
66200 · Wages	200,711.93	373,671.00	-172,959.07	53.71%
66410 · Health, Dental & Life Insurance	28,395.69	59,155.00	-30,759.31	48.0%
66420 · Retirement	10,916.26	24,280.00	-13,363.74	44.96%
66500 · Payroll Taxes				
66510 · FICA Employer	15,333.89			
66520 · SUTA	908.96			
66530 · OR-WBF	54.18			
66500 · Payroll Taxes - Other	0.00	32,308.00	-32,308.00	0.0%
Total 66500 · Payroll Taxes	16,297.03	32,308.00	-16,010.97	50.44%
66800 · Fees	51.75	300.00	-248.25	17.25%

Benton Soil & Water Conservation District
P&L Budget vs. Actual GENERAL FUND
 July 2022 through January 2023

	Jul '22 - Jan 23	Budget	\$ Over Budget	% of Budget
Total 66000 · PAYROLL EXPENSES	256,372.66	489,714.00	-233,341.34	52.35%
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 Fd	5,000.00	5,000.00	0.00	100.0%
Total 69400 · TRANSFERS OUT	5,000.00	5,000.00	0.00	100.0%
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	336,413.01	1,357,518.00	-1,021,104.99	24.78%
Net Ordinary Income	267,908.33	0.00	267,908.33	100.0%
Net Income	267,908.33	0.00	267,908.33	100.0%

Benton Soil & Water Conservation District
P&L Budget vs. Actual PROJECT FUND
July 2022 through January 2023

	Jul '22 - Jan 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
43300 · Grant/Project Administration	124,028.15	426,838.00	-302,809.85	29.06%
Total Income	<u>124,028.15</u>	<u>426,838.00</u>	<u>-302,809.85</u>	<u>29.06%</u>
Gross Profit	124,028.15	426,838.00	-302,809.85	29.06%
Expense				
66000 · PAYROLL EXPENSES				
66200 · Wages	17,238.13	31,220.00	-13,981.87	55.22%
66410 · Health, Dental & Life Insurance	2,814.96	8,723.00	-5,908.04	32.27%
66420 · Retirement	826.72	1,837.00	-1,010.28	45.0%
66500 · Payroll Taxes				
66510 · FICA Employer	1,315.40	0.00	1,315.40	100.0%
66520 · SUTA	71.41	0.00	71.41	100.0%
66530 · OR-WBF	4.76	0.00	4.76	100.0%
66500 · Payroll Taxes - Other	0.00	4,132.00	-4,132.00	0.0%
Total 66500 · Payroll Taxes	<u>1,391.57</u>	<u>4,132.00</u>	<u>-2,740.43</u>	<u>33.68%</u>
Total 66000 · PAYROLL EXPENSES	<u>22,271.38</u>	<u>45,912.00</u>	<u>-23,640.62</u>	<u>48.51%</u>
68000 · PROJECTS-SVC-SUPP-MATERIALS				
68010 · Project Contracted Services	80,814.83	0.00	80,814.83	100.0%
68020 · Project Mileage & Travel	315.94	0.00	315.94	100.0%
68040 · Project Supplies & Materials	24,791.98	0.00	24,791.98	100.0%
68000 · PROJECTS-SVC-SUPP-MATERIALS - I	0.00	340,716.00	-340,716.00	0.0%
Total 68000 · PROJECTS-SVC-SUPP-MATERIALS	<u>105,922.75</u>	<u>340,716.00</u>	<u>-234,793.25</u>	<u>31.09%</u>
69400 · TRANSFERS OUT				
69440 · Trf PF to General Fund	10,824.33	40,210.00	-29,385.67	26.92%
Total 69400 · TRANSFERS OUT	<u>10,824.33</u>	<u>40,210.00</u>	<u>-29,385.67</u>	<u>26.92%</u>
Total Expense	<u>139,018.46</u>	<u>426,838.00</u>	<u>-287,819.54</u>	<u>32.57%</u>
Net Ordinary Income	<u>-14,990.31</u>	<u>0.00</u>	<u>-14,990.31</u>	<u>100.0%</u>
Net Income	<u>-14,990.31</u>	<u>0.00</u>	<u>-14,990.31</u>	<u>100.0%</u>

January 2023 Qtrly All Grant Projects Financial Report

Project Name	Grant #	Funding Agency	Start Date	End Date	Status	Final Report Due Date	Fund Amount	(INCOME) Received to	Earned Income to	(EXPENSES) Spent to	Unearned Funds	Remaining balance to	Grant Manager	Grant Report Dates	How grant funds are received	Admin Expected	Admin Earned	Admin Remaining
UMCSIA 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	8,679	8,679	19,063	0	MA	Interim Report: 1/1/2021 & 1/1/2022. Final Report 9/15/2023	100% of funds at beginning of grant	2,522	789	1,733
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	16,627	16,627	53,537	0	MA	5/15/21 & 6/30/23	100% of funds at beginning of grant	6,379	1,512	4,867
Willamette Weed Control and Landowner Engagement	ODA 4364-GR	ODA	4/27/2022	6/30/2023	Open	6/30/2023	15,000	7,500	1,925	1,925	5,575	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	175	1,189
Purge the Spurge Outreach	2022-35-014	ODA-OSWB	2/24/2022	4/30/2023	Open	6/29/2023	9,971	7,478	7,576	7,478	0	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	690	217
WRAWM 8	2022-35-015	ODA-OSWB	2/24/2022	4/30/2023	Open	6/29/2023	28,430	21,323	26,974	26,974	-5,651	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	2,452	133
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
OWEB SIA grant	218-8010-16782	OWEB	3/4/2019	12/22/2023	Open	12/22/2023	125,000	73,034	73,635	73,635	-601	51,966	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	6,668	4,696
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

January 2023 Qtrly All Grant Projects Financial Report

Project Name	Grant #	Funding Agency	Start Date	End Date	Status	Final Report Due Date	Fund Amount	(INCOME) Received to	Earned Income to	(EXPENSES) Spent to	Unearned Funds	Remaining balance to	Grant Manager	Grant Report Dates	How grant funds are received	Admin Expected	Admin Earned	Admin Remaining
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	26,834	28,977	28,977	-2,143	19,133	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	118,982	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	682,439				250,128					58,070	30,976



Benton Soil and Water CONSERVATION DISTRICT

Date: February 28, 2023

To: Benton SWCD Directors

From: Holly Crosson, Executive Director

Re: February 2023 Monthly Report for March 2023 Board Packet

PROGRAMS/PROJECTS/PARTNERSHIPS

- Began review of program support needed for FY24 budget. (5.10)
- Requested South Corvallis Urban Renewal District presentation by Corvallis Economic Development staff for March board meeting. (4.1)
- Met with Citizens Bank staff to get administrative paperwork notarized for update of SAM.gov account. (4.8)
- Continued to work with Sara on District promotional items. (3.6)
- Updated Strategic Plan Measurable Objectives. (5.3)
- Wrote a thank you letter to Joe Scott for his presentation at the Annual Meeting, and asked if he would be interested in meeting with me and LTWC to discuss potential BSWCD TEIP support. (4.1)

FISCAL

- Attended Department of Revenue Budget Law training in Albany, filled out post-training DOR survey, and continued FY24 budget training for Michael and Candace. (5.10)
- Emailed Budget Committee FY24 Budget Calendar and updated/emailed Budgeting Process Summary. (5.10)
- Created FY24 comprehensive Budget Task List outlining responsibilities, and shared with Michael and Candace. (5.10)
- 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

- Attended HR Alliance Roundtable for Oregon Special Districts. (5.12)
- Attended 2 days of Annual Meeting presentations with SDAO including the following topics: Public Meetings, Executive Sessions, ADA Compliance for

Websites, Public Employees and the First Amendment, Financial Reports, State Wildfire Resiliency Efforts. (5.21)

- Notified Sara of her new employment status as a Regular Employee on her 6-month anniversary (2/15/23) and met to discuss accomplishments and what's ahead. (5.2)
- Distributed new WHA insurance booklet to staff detailing benefits coverages. (5.16)
- Responded to Marys River Watershed Council request for our benefits coverages. (4.2)
- Had weekly check-in meetings with Michael, Sara, and Candace. (5.12)

BOARD/ORGANIZATIONAL

- Reviewed and recommended edits on the draft lease for a new 2-year office rental period from April 1, 2023, through March 30, 2025. Current rent of \$2,002.50 will increase by 3% on April 1 to \$2,062.58 per month. (5.17)
- Helped Candace with Property Tax Exemption application process. (5.9)
- Created draft policy for public comment during public meetings. (5.5)
- Spoke with Greg Jones as potential Director for Zone 4; forwarded application to Board Chair. (5.4)
- Attended 2-day Soil and Water Conservation Commission meeting and updated staff on pertinent agenda items. (5.1)
- Assisted with process of legislative testimony for HB 2998 - Soil Health Initiative. (5.5)
- Updated Signature Authorization Matrix and requested that Sara post on board web portal. (5.5)
- Coordinated Board web portal document list with Candace and Sara. (3.9)
- Attended February 13 board meeting. (5.3)
- Prepared/reviewed documents for March 2023 board meeting: agenda, February minutes, January financials, etc. (5.3)

SAFETY/IT/RISK MANAGEMENT/MISC.

- Met with WHA again to review comprehensive liability/property insurance policy renewal; clarified need to remove volunteers from Workers Comp policy, and instead add separate medical coverage for volunteers. (5.16)
- Worked with Advantage Computing (AC) to replace my old desktop and laptop, and requested information from AC on using docking stations for Natural Resource Program staff. (5.17)
- Took a week of leave for family eldercare.

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



Conservation Program Manager

- Attended Basic Local Budget Law Training from Department of Revenue (5.1, 5.21)
- One “check-in” meetings with Holly to maintain good communication (5.2)
- Met with Willamette Partnership and Donna about regional oak restoration work/funding. Donna and I have also looked into OWEB funds for stakeholder engagement related to oak including a meeting with Liz Redon from OWEB (4.1, 4.8)
- Held BSWCD/NRCS meeting which we do with the Benton County NRCS staff every other month. At this meeting, we discussed the Local Work Group meeting and began talking about November dates for 2023. We also talked about hosting some Spring twilight tours at properties where we can highlight NRCS conservation practices and garner interest for more sign ups. Also gave an update on oak restoration conversations (1.10)
- Met once with Donna and Teresa for the monitoring challenges that we face on Muddy Creek. Part of this discussion also related to having additional SIAs in the future (1.7)
- Worked with Teresa on updating sam.gov which is an account that allows us to hold federal grants (4.8)
- Worked with Donna on budgeting an extra ~\$21K from ODA for capacity funds (1.4).

Willamette Mainstem Cooperative

- Completed NPDES permit for Department of Environmental Quality. This is a water quality permit that allows for herbicide treatment of aquatic invasive weeds (4.10)
- Received an Extension on Grant MMT 20100515 (Willamette River Prioritization and Landowner Engagement) (1.9)
- Met with Oregon Agricultural Trust. They are trying to raise more funds for their work, so they’ve been present at recent oak restoration meetings. I called this meeting to make sure they were also aware of our work and strategies on the Willamette River because it might be another place to partner with them. They were glad to learn more about this work. (4.1)
- Attended Habitat Technical Team (HTT) meeting (4.1, 5.21)
- Assembled data to share with ODA Weedmapper that tracks weed management in Oregon (4.8)

Invasive Species Program

- Presented about knapweed, and invasive weed, to the Benton County Roads Crew (4.5)
- Gave feedback to intern from DOGAMI about invasive weed management around mines. Mines in our area are mostly gravel pits (4.2)
- Communicating with partners for planning Let’s Pull Together invasive weed pull event. This is a Benton CWMA program. (3.2, 4.4)
- Met with new Western Invasives Network (WIN) coordinator, Courtney Gattuso, to discuss upcoming CWMA meeting, updated her that we have officially re-assembled the Steering Committee, and talked about partner MOUs related to CWMA participation (4.4)

Native Plant Program *(all bullets below relate to 2.1)*

Early in the month, the whole NPS team met for a final planning session, and all of us did a lot of day to day work to get prepared. Between Feb. 21-25, I spent about 30 hours at the Fairgrounds helping to prepare and helping to administer the HIGHLY SUCCESSFUL sale. **Thanks to all the staff and it was great getting help from so many board members at the sale also! Much appreciation to Deb Merchant for serving as our contractor and dealing with all the bumps along the way. We'll give more of an update at the March Board Meeting.**





Donna Schmitz
Resource Conservationist

SOW Task	Goals	February 1, 2023 to February 28, 2023
Landowner Engagement & Technical Assistance	1 & 2	<p>TA: native plants recommendations, (5), invasives, CREP map, water quality Tum Tum river, planting tools, native plant garden design.</p> <ul style="list-style-type: none"> * <i>J2E River to Ridge Diversity Project</i>: Contract development and signed. LWC contractor worked with contractor to plant 12900 trees in riparian and wetland/pine flats. Request funds for contractor. Plants are paid for by <i>One Tree Planted</i> grant. Working on contract with other contractor for additional work. * <i>Oak and Savanna Restoration Project</i>: Coordinating timeline and materials for watering facility installation by contractor in March. * <i>Upper Muddy Creek Strategic Implementation Area</i>: Request for funds. Meeting with Michael Teresa and ODA personnel on monitoring issues and possible future SIA. Follow-up on possible g Water quality issue - Hawley Creek. Attended meetings for statewide SIA with ODA and other Districts. Working with OSU Extension on septic and well water webinar. Working with landowner on small grant for paddock and French drain for horse barn. * GWMA: GIS layers for Soil Health CIS to NRCS.
Partnerships/ Non-ag Upland and urban land management & restoration	1 & 4	<ul style="list-style-type: none"> * NRCS Regional Conservation Partners Program (RCPP) funds for oak restoration in Benton County. Attended meeting with Nicole Manness Willamette Oak Partnership. Discussions with Michael about OWEB Technical Assistance and Stakeholder grants. Met with Liz Redon of OWEB to discuss the two grants. Oak GIS research and data available. Contacted Conservation Biology Institute about a meeting to discuss their programs with oak. * Met with NRCS and BSWCD staff to discuss upcoming tours. Contacted J2E and Luckiamute Watershed about possible tour, maybe next year. * Connecting with landowners for possible forest weeds tour with Michael this spring.
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. Submitted budget amendment. * Native plant sale meetings and prep. Assisted in plant sale. * Attended Staff Meetings * Attended planner meetings. * Attended board meeting.

SOIL HEALTH (1.1, 1.2, 2.1, 4.2)

Soil Health intern activities

OWEB TA grant #219-9001-19457 provides funding for interns. Taking on interns requires time to plan and facilitate meaningful experiences while being available to address their individual needs related to life, course work and various applications. Read the list below to learn about some of the intern activities that I arranged this term.

- Hands-on experience pulling a soil core with Andy Gallagher, Red Hill Soils
- Perform in-field Soil Health Rapid Assessment Tool (SHRAT) - see attachment
- Learn the art of soil sample collection, compaction testing, and GPS data collection
- Sample preparation (mix & quarter), and delivery to the OSU Soil Health Laboratory
- Submit paperwork for internship credits
- Tri-Delta scholarship application - reference letter
- Share field work photos
- Carpool two days each week
- Two soil health interns volunteered to help with the Native Plant Sale
- OSU Soil Health Lab tour
- Meet farmers and talk about their plans and practices
- Listen to phone conversations with farmers
- Research Extension Experience for Undergrad (REEU) - project brainstorm, Gantt chart to organize and schedule project tasks, formulate research questions, create a farmer contact list, write a project proposal, discuss interview questions
- Recruit farmers for REEU research project



Clockwise from upper right, Andy Gallagher shares the art of soil classification with Lucy Goracke (intern), Cody Knight (farmer), and Haylee Davis (intern).

Click [here](#) for more information about **Research Extension Experiences for Undergrads**.

2023 Native Plant Sale Volunteers are an amazing resource!!!

My main role for the 2023 NPS is volunteer recruitment, training, and management.

- 64 volunteers and BSWCD directors volunteered during the NPS week
- They filled nearly 100 tasks/positions
- 9 volunteers signed up to work two shifts.
- 4 volunteers committed to work three shifts

Fun NPS volunteer facts: Since 2004

- 11 have volunteered 10 years or more.
- Kelly Albers has volunteered 17 years.
- Kristin Anderson 14 years
- Andersons who travel from Everett WA Trygve 13 years, Lyla 11 years
- Sally Shaw 13 years
- Lindy Seip 12 years.

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



Lower left, Aubrey in creek, Corey downloading data, and Camille waiting for samples.

DATE ACTIVITY

- 1/23 BSWCD Annual Meeting set up and clean up
- 1/24 NRCS Soil Health Trailer training
- 1/26 Soil Health interns x 2, in-field assessments x 2, IAE tour
- 1/26 Shipped three WQ monitoring meters to ODEQ for annual eval
- 1/27 SH021 and SH022 soil samples and SHRAT
- 1/30 NPS meeting
- 1/31 BSWCD Conservationists and Staff meetings
- 2/2 Web Soil Survey with soil health intern
- 2/2 Greenberry Emergency Preparedness planning meeting
- 2/3 Visited two farms for soil health recruitment
- 2/3 Michael SAM.gov meeting
- 2/3 Soil Health intern REEU project planning
- 2/6 Native plant supplies from storage
- 2/6 Intern scholarship reference letter
- 2/7 Wader safety - staff meeting
- 2/7 NPS Volunteer Training - 14 folks
- 2/9 Soil classification - SH020 and 021
- 2/10 SHRAT SH008 and 009 with intern
- 2/13 UMC SIA WQ monitoring with Aubrey Cloud, Camille and Corey
- 2/16 SH022 and 023 soil samples and SHRAT interns x 2
- 2/16 NPS Volunteer Training - 6 folks
- 2/17 & 2/18 Storage and office for NPS supplies and documents

February 13, 2023

was a cold, wet day in the Upper Muddy Creek watershed. BSWCD associate director, watershed council contractor, and super hero, Aubrey Cloud, spent a good portion of the day either hiking in cold rain or standing in 7.2°C (45°F) creek water. Someone on the monitoring team, usually Aubrey, climbs into the creek, searches around with freezing hands for the sonde which is attached to a concrete base, lifts the entire setup out of the water, and holds or balances the heavy object while Bluetooth data downloads. Downloads on 2/13 took anywhere from 10 to 45 long, cold, grueling minutes.

Shown in photo above, Aubrey is in Hammer Creek collecting grab samples for E. coli and Total Suspended Solids. Two MRWC interns joined the February monitoring adventure. Camille Shokrian and Corey De La Cruz were incredibly helpful with data downloads, documentation, and sample handling. Corey exercised his big picture vision and suggested attaching concrete blocks to the floating foam at station two, instead of a complete reconfiguration. Brilliant!

FEBRUARY REPORT FOR MARCH 2023 BOARD PACKET

Sara Roberts, Communications and Community Engagement Coordinator

MARKETING/PR

- Purchased new name badges for staff and Board (come by the office to pick yours up!)
- Purchased 2 custom tablecloths for events
- Purchased new business cards for staff



NATIVE PLANT SALE

- Thank you to all who helped out!
- I was at the information table most of the day - it was wonderful to meet so many people interested in native plants. There was a lot of interest in our various gardening handouts.
- We had a lot of additional farmer's market traffic which was a great opportunity for outreach.
- Distributed a survey to all NPS customers - so far we have 117 responses! I will conduct an analysis of the results and create a report for the April Board Packet.
- Extra plants were donated to Corvallis Sustainability Coalition and planted in Bald Hill Natural Area this week.



FEBRUARY REPORT FOR MARCH 2023 BOARD PACKET

Sara Roberts, Communications and Community Engagement Coordinator

OUTREACH

- Working on activities and interactive elements for our table at community events.
- Lots of upcoming tabling events...
 - BEEvent: March 4th
 - Corvallis Sustainability Coalition Town Hall: March 9th
 - Family Science Night at Bessie Coleman Elementary: March 10
 - Winter Wildlife Field Days: leading field stations on March 18th at MLK Jr. Park and on March 23rd at Chintimini Park.

COMMUNITY CONSERVATION GRANTS

- Visiting with grantee teacher at Corvallis Waldorf School to participate in a workshop by Kalapuya Weaving with students.

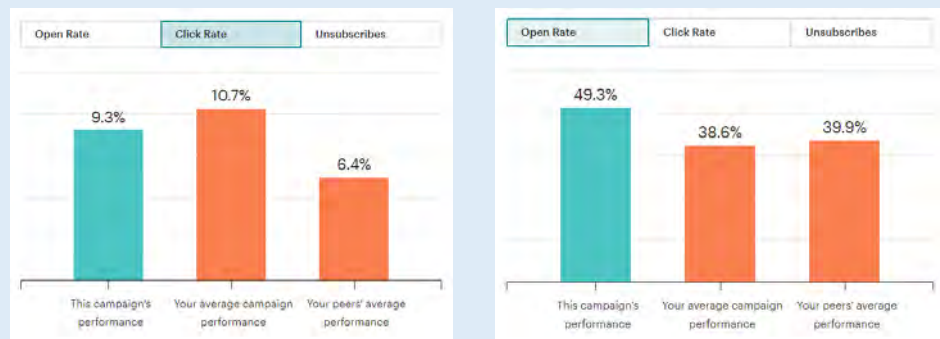
NETWORKING/COMMUNITY COLLABORATION

- Benton County environmental educator working group meeting: February 7
- Joint Spring field trip planning meeting with MRWC/IAE/Greenbelt: February 13
- Natural Resources Day planning meeting with Parks and Recreation: February 15

COMMUNICATIONS

- [February Newsletter](#) sent on February 6th. Featured items:
 - NPS plug with plants still available (145 clicks)
 - Invitation to volunteer at NPS (20 clicks)
 - Zoom recording of our Annual Meeting (14 clicks)
 - Info about Benton County's certification as a Community Wildlife Habitat (29 clicks)
 - Invitation to join our Board/Zone 4 vacancy (7 clicks)

Mailchimp Newsletter Stats for February

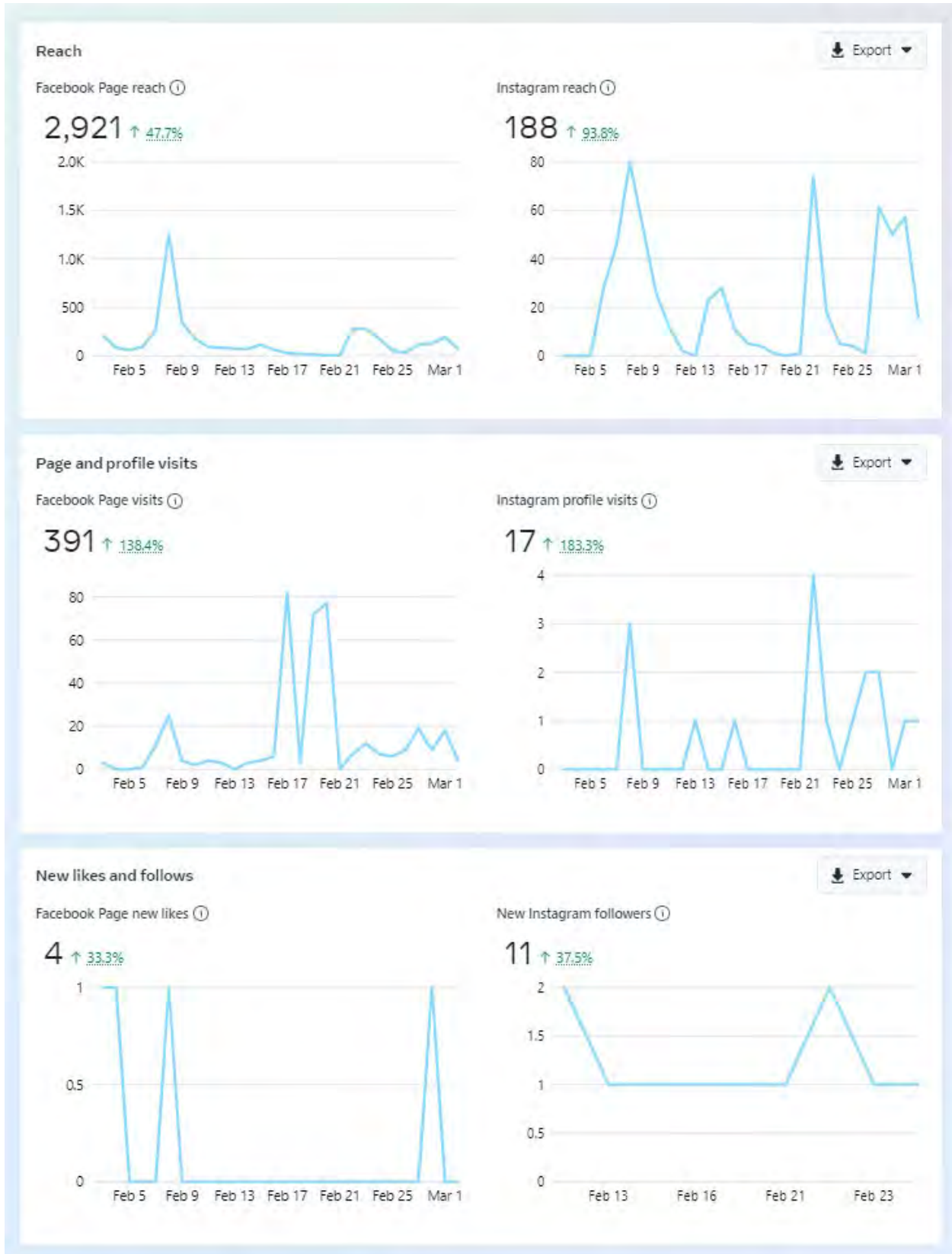


- February social media: [11 Facebook posts](#), [9 Instagram posts](#). Best-performing posts:
 - Last day to order for NPS, with featured profiles of 4 plants still available (Reach: 1,535)
 - Sneak peek photo of the barn being set up for NPS, with info about pickup day (Reach: 425)
 - "What to expect" for bare root plants with planting tip sheets (Reach: 391)
 - See next page for performance comparison with last month.

FEBRUARY REPORT FOR MARCH 2023 BOARD PACKET

Sara Roberts, Communications and Community Engagement Coordinator

Social Media performance for February 3-March 2, compared to January 6-February 2:



Date: February 28, 2023
To: Benton SWCD Directors
From: Candace Mackey, Operations Coordinator Re:
January Report for March 2023 Board Packet



Operations Management

- Fire extinguisher maintenance complete
- Reviewed draft of measurable objectives with HC set date for draft2 review
- Studied contracting rules and regulations for BSWCD
- Reviewed, authorized, and submitted Check Issuance Request and Credit Card Receipt forms; deposited checks.
- Distributed all manual payroll materials due to difficulty with direct deposit system
- Distributed approved and issued vendor payments, and educational grant payments
- Followed up on building access after hours difficulty
- Completed migration of organizational email subscriptions from previous OC
- Reserved space for budget committee meetings
- Purchased food and materials for Native Plant Sale
- Continued compiling total equipment inventory list for office
- Continued updating Operations Manual
- Began draft of updated Dues, Subscriptions, Fees spreadsheet for FY23-24 Budget

Organizational Support

- Health & Safety/Risk Management: Compiled SDAO 2023 Best practices program
- Met with WHA as insurance broker for BSWCD to complete migration and move forward on property insurance and worker's compensation edits
- Board Support: Completed February draft minutes, sent out approved January 2023 minutes to required parties, assembled monthly meeting packet.
- Board Support: Scheduled board training with ODA for board for March 21st
- Board Support: With Sara Roberts and Jerry Paul, outlined new structure for website board portal
- NPS Support: Prior to event, directed customer service issues to correct personnel, worked event, providing food and help to volunteers and staff
- 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
- Researched online account for employee/er retirement contributions & made recommendations

Capacity Building

- Attended Annual SDAO Conference Virtually-attended sessions on: Executive Sessions, Understanding Financial Reporting, and How to Create Grass Roots Legislative Support for your District
- Rearranged break area to be more welcoming
- Searched for better way to display in-office literature



Natural Resources Conservation Service

District Conservationist Monthly Report – Benton & Linn Counties
February 2023

- New application deadlines announced for 2023!! Please contact me for an application.
- NRCS accepts applications year-round for all programs:
 - Environmental Quality Incentive Program (EQIP)
 - Apply by April 7th, 2023
 - <https://www.nrcs.usda.gov/programs-initiatives/eqip-environmental-quality-incentives/oregon/environmental-quality-incentives>
 - Conservation Incentive Contracts
 - <https://www.nrcs.usda.gov/conservation-basics/conservation-by-state/oregon/eqip-cic-central-coastupper-willamettesouthwest>
 - Conservation Stewardship Program (CSP)
 - Apply by March 31st, 2023
 - <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>
 - Regional Conservation Partnership Program (RCPP)
 - <https://www.nrcs.usda.gov/programs-initiatives/rcpp-regional-conservation-partnership-program/oregon/regional-conservation>
- 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](#).



Board Member Application

Benton SWCD board members play a leadership role in executing our mission: to engage Benton County residents in the conservation and stewardship of natural resources for current and future generations. Benton SWCD provides services that encourage people to value and enhance resilient habitats from the floodplains of the Willamette River to the mountains and valleys of the Coast Range. To learn more about how we achieve our mission, read our [Strategic Plan](#).

Name: _____ Date: _____

Address: _____ Zip Code: _____

Phone Number: _____ Email Address: _____

Are you a resident of Benton County? _____ Are you a registered voter? _____

What position are you applying for? (Click on one.)

Zone Director* At-Large Director Associate Director

*If you selected Zone Director, which Zone? _____ ([Click here for zone map](#))

Eligibility Requirements are different for the three positions listed above. For Zone Director and At-large Director Eligibility Requirements [click here](#). For Associate Director Requirements, [click here](#).

Why do you want to serve on the Benton SWCD Board?

Describe past experiences or positions held that would assist you as a board member.

Continued →



Outline strengths, abilities, and talents that you would bring to the board.

In your opinion, what is the most important role of a board member?

If appointed, would you be able to serve the entire term? _____

For information about the election process, [click here](#).

Please submit your application to:

Benton SWCD Operations Coordinator
136 SW Washington Ave., Suite 201
Corvallis, OR 97333

Or email completed application form to:
office@bentonswcd.org



Benton Soil and Water CONSERVATION DISTRICT

Benton Soil and Water Conservation District Policy for Taking Public Comments at District Public Meetings

Benton SWCD welcomes public comment from members of our community. If a member of the public wishes to address the Benton SWCD Board during an in-person board meeting, they are encouraged to contact Operations Coordinator Candace Mackey, cmackey@bentonswcd.org no later than 3pm on the day of the board meeting with the information listed in 1-4, below.

If a member of the public wishes to virtually provide public comment at the meeting through Zoom, prior notice by contacting cmackey@bentonswcd.org is **required** no later than 1pm on the day of the meeting in order to ensure access to the meeting. The notice should include the following information: (1) Full name; (2) Address/City/Zip Code; (3) Email address or phone number to be used to access the Zoom meeting, and (4) The topic of the public comment and/or specific agenda item the speaker wishes to provide comment on.

Members of the public are welcome to speak for a maximum of three minutes during a time designated on the agenda as noted by the Board Chair. The speaker must state their full name and address for the record. Public comment taken at the *beginning* of the agenda will be reserved for comments on agenda items.

BENTON SOIL AND WATER CONSERVATION DISTRICT

Strategic Direction 2022-2027

Specific Goals, Strategies, and Measurable Outcomes

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

Strategies

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

Measurable Outcomes

- (MA) Incorporate climate change into our project planning and technical advice we give to cooperators. Integrate plant species that can tolerate a warmer, drier climate. Plan for changes to stream and wetland hydrology that will be affected by climate.
- (TM) Through December 2027, reach out to one underserved farmer to offer soil health testing and follow-up meetings.

- (TM) Through December 2027, work with 30 landowners in three priority areas, (the Southern WV Groundwater Management Area, the Upper Muddy Creek Strategic Implementation Area, and Jackson-Frazier watershed), to submit 50 soil samples for lab assessment and follow up with landowners to discuss how results indicate impacts on soil function and farm resilience.
- (TM) Through June 2026, manage the UMC SIA water quality monitoring team’s monthly field work.
- (TM) Through June 2026, organize water quality monitoring data, determine data quality, and submit data to Oregon Department of Environmental Quality.
- (MA) By 2026, Further identify opportunities to assist HOAs and other communities at the wildland urban interface by gathering input on their needs and priorities
- (MA) By 2024, meet with Firewise communities as well as other communities in Benton County interested in addressing wildfire risk. By 2024, develop a strategy and define a role for BSWCD in assisting with wildfire risk reduction around target communities.
- (MA) Through 2027, annually work with partners on the Willamette River to survey and treat high priority aquatic invasive species.
- (MA) In 2023 and 2024, continue fundraising, treatment, monitoring, and education with partners to control the spread of oblong spurge in Benton County.
- (MA) Through 2027, fundraise annually for control, monitoring, and education related to all Oregon Department of Agriculture *A List* noxious weeds found in Benton County.
- (MA) Work with Benton Cooperative Weed Management Area to update Best Management Practice handout for invasive weed management in our district
- (MA) Continue at least 4 volunteer weed removal or planting events per year to engage the community in natural resource conservation.
- (DS) By end of FY2023, develop oak woodlands/savanna outreach/technical assistance strategy to work with oak landowners in varying acreage sizes in Benton County (develop/analyze GIS maps to identify priority areas to target-Kings Valley, UMCSIA, Wren, Oak Cr, Crescent Valley, etc).
- (DS) Through FY2026, provide technical assistance to 20 landowners in the Upper Muddy Creek Strategic Implementation Area. Identify funding opportunities when appropriate.

- (DS) Each year, enroll 2-4 landowners in FSA CREP program, 2-4 landowners in NRCS programs (EQIP, CSP, etc.) apply for grant funding for 2-4 landowners in ag. Water quality, habitat restoration projects.
- Each FY, provide technical assistance to 100 landowners (phone, email, site visits) in the areas of agricultural water quality and habitat restoration.
- Technical outreach materials revised to prioritize climate-resilience practices.
- Tiered service system developed, implemented, and evaluated.

Goal #2: Deliver engaging education and outreach opportunities that inspire residents throughout Benton County to protect and restore soil, water, and habitat.

Strategies

1. Orient the District’s educational materials and programs to prioritize practices that reduce climate impacts and/or help our human and natural systems become resilient to climate change.
2. Increase the use of compelling and accessible digital outreach including web, social media, and video to help urban residents and rural landowners value and promote the health of water, soil, and habitat for native plants/wildlife and human communities.
3. Work with partners to evaluate and align youth education offerings to identified community needs and strategic goals.
4. Leverage the annual Native Plant Sale to reach more diverse residents and promote conservation learning among customers.
5. Collaborate with a broad spectrum of businesses, community-based organizations, and volunteers to promote practices that support healthy and resilient soil, water, and habitat.

Measurable Outcomes

- (SR) By end of September 2024, host at least 1 public education event focused on climate-resilient practices with an audience of at least 25.
- (SR) By end of December 2023, increase average Facebook post engagement to 500 (currently 331).

- (SR) By end of June 2023, increase Twitter followship to 50 (currently 4 - our Twitter was just started in Sept 2022.)
- (SR) By end of June 2023, increase average content interactions on Twitter to 300 (currently 101)
- (SR) By end of 2023, establish a collaborative working group amongst Corvallis-area organizations that conduct environmental outreach, to share updates, ideas, and resources and identify partnership opportunities. Recruit representatives from at least 4 organizations to serve alongside BSWCD as leaders of this effort.
- (MA) Through 2024, Continue building efficiency into a contracted model for management of NPSs. Beyond 2024, have additional groups participating in the design and implementation of the sale and reach new audiences
- (MA) By 2026, build a partnership with local business (such as a grocery store, brewery, restaurant, etc.) that highlights soil, water, or other related conservation on working lands or properties managed for habitat.
- (TM) Through December 2027, work with the Willamette Valley Regenerative Landscape Coalition to update the WVRLC webpage on the BSWCD website. Work with the WVRLC to add one blog post per year about regenerative landscape topics such as soil health, water conservation, and dense plant designs.
- (DS) Each year, provide/assist in two workshops/tours to highlight natural resource management on the ground (riparian restoration, oak habitats, pasture management, mud and manure, pollinator habitats, climate resiliency, irrigation water management, well and septic systems, etc.)
 - Target UMCSIA, GWMA, Firewise communities, neighborhood groups

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.

Strategies

1. Develop and implement a strategic communications plan to increase the visibility and understanding of Benton SWCD and expand its reach to new audiences.
2. Ensure the Benton SWCD team includes professional communications and marketing skills, knowledge, and abilities.

3. Clarify program descriptions and other information to make Benton SWCD's services more accessible and understandable.
4. Collect and disseminate stories, statistics, and visual resources to communicate Benton SWCD's goals, services, and impact.
5. Enhance internal coordination and collaboration to support communications strategies for Benton SWCD and all programs.
6. Regularly evaluate communications and outreach efforts to ensure desired impact including accessibility to diverse audiences.

Measurable Outcomes

- (HC) By September 2023, write new Communications and Community Engagement Coordinator (CCEC) job description, develop position announcement, and recruit for position.
- (HC) By September 2023, hire new employee for CCEC position and conduct initial orientation.
- (HC) By March 2023, train new CCEC and make introductions to at least a dozen partners.
- (HC) By the end of June 2023, assess with CCEC the following programs: Salmon Watch, grants to Watershed Councils, and Youth Conservation Education grants.
- (HC) Through FY27, work closely with CCEC to ensure Goal 3 Strategies are met.
- (SR) By end of March 2023, complete and implement a Strategic Communications Plan, including staff training and the release of a summary to the public
- (SR) Throughout 2023, conduct ongoing assessments and updates of the BSWCD website to ensure that information is correct, timely, and engaging
- (SR) By end of June 2024, add 4 new videos to YouTube channel.
- (SR) During 2023 and beyond, share one "staff story" via newsletter, blog, and social media each quarter, highlighting a current project we're engaged in
- # of communications projects per year with cross-program collaboration
- Highlight staff work and projects managed in newsletter, web features, and social media

Goal #4: Enhance strategic partnerships and revenue to increase Benton SWCD’s impact.

Strategies

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

Measurable Outcomes

- (HC) Through FY27 meet quarterly with Natural Resource Conservation Program Manager (NRCPM) to identify and evaluate partnership and funding strategies.
- (HC) By December 2022, investigate new software for donation management.
- (HC) By the end June 2023, set up private tour of the Confluence building for BSWCD staff and board; meet at least once with Confluence Steering Committee members to get update on non-profit status, new floor plans, tenant occupancy expectations, etc.
- (HC) By January 2023 meet with Oregon Agricultural Trust (OAT) staff about potential collaborations and invite OAT to present to BSWCD Board.

- (HC) By September 2023 coordinate with Marion SWCD to explore/set up new internship opportunity through Skillbridge.
- (HC) Between September 2023 and March 2024, host Skillbridge intern.
- (HC) By June 2024, evaluate Skillbridge internship to determine outcomes, and decide whether to recruit additional Skillbridge interns.
- (HC) By end of March 2024 work with NRCPM to determine measures of revenue increase (# of grants, money brought into Project Fund, # and amount of donations, fee-for-service opportunities, increase NPS revenues, etc.).
- (TM) Through June 2023, work with NRCS to write the 2024 Soil Health Conservation Implementation Strategy, and complete OWEB TA grant # 219-9001-19457.
- (DS) Work with NRCS to incorporate water quality practices in future Conservation Implement Strategies by 2024.
- (DS) Work with GWMA partners (DEQ, EPA, ODA, NRCS, UWSWCD, LSWCD, Long Tom WC, city of Monroe) on funding strategy for landowners to implement water quality practices (AWQI, 319 grant, etc).
- (DS/MA) By May 2023, work with partners to develop Regional Conservation Partnership Program proposal for oak restoration in Benton County or in the region. Identify US Forest Service Stewardship funds for oak restoration \$ opportunities adjacent to federal forest lands.
- (DS/MA) By 2024 develop strategy to assist forest landowners in accessing ODF funds for road/culvert replacement funds.
- (DS) Develop strategy with NRCS to identify funds available to landowners through an outreach plan through the Federal Infrastructure Bill.
- (DS/TM/MA) By May 2023, develop new ODA biennial Scope of Work which identifies climate action initiatives and incorporates soil health action items into the ODA agricultural water quality work plan. Develop measurable goals for the SOW.
- Each year, work closely with watershed councils to identify project priority areas.
- Specific joint efforts developed with each watershed council and the Confluence partnership
- Regular interactions with Confederated Tribes of Siletz Indians and Confederated Tribes of Grand Ronde.

- At least one new public or private partnership and funding relationship established each year.
- Strategy filter developed
- Increase the number of NRCS-funded projects by X%
- Report evaluating the potential for sponsorships and individual giving

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

Strategies

1. Adopt and use an equity focus to evaluate Benton SWCD’s programs and adapt them to ensure equitable access by all community members.
2. Evaluate and adapt district programs by holding annual strategic plan reviews, creating adaptive workplans, and conducting a comprehensive community-based assessment to better understand conservation / information needs and community perspectives on how the District’s services and outreach can improve.
3. Increase board/staff collaboration by actively learning about each other and each other’s work, holding more joint meetings and celebrations, and creating space for informal and unstructured interaction and community-building.
4. Create a transition and operations plan reflective of changing workplace trends, anticipated staff retirements or other turnover, and professional development needs.
5. Ensure District operations meet the highest standards of public agency administration.

Measurable Outcomes

- (HC) By March 31, 2023, re-establish the BSWCD Equity Committee, recruit staff and board member representatives, and write a job description for committee members.
- (HC) By the end of June 2023, develop Equity Committee meeting agenda, identify anticipated meeting goals, hold one committee meeting, and communicate meeting outcomes to staff and board.
- (HC) By June 30, 2024, present a draft BSWCD Equity, Diversity, Inclusion and Justice Action Plan to the Board for review.

- (HC) By October 2022, write a new Operations Coordinator (OC) job description, develop position announcement, and recruit for position.
- (HC) By December 31, 2022, hire new employee for OC position and conduct initial orientation.
- (HC) By April 30, 2023, train new OC and assist OC with work planning and development of measurable objectives for strategic plan.
- (HC) By January 31, 2023 (with staff), plan, hold, and evaluate in-person/hybrid Annual Meeting for the first time since 2020.
- (HC) By December 31, 2023, complete final Audit Report, ensure audit shows nothing material of concern, there are no omissions or misstatements of accounting information, all funds and activities are properly classified, all revenues and expenses are properly allocated, internal controls are established and maintained, and there is compliance with all laws and regulations.
- (HC) By December 31, 2023 final Audit Report shows net position increased during the fiscal year audited.
- (HC) By June 30, 2023, work with OC to ensure BSWCD Operations Manual is up to date.
- (HC) By the March 31, 2023, review all insurance policies (Workers Comp, General Liability, Health, Life, Short Term Disability), research alternative brokers for insurance programs, and switch from HUB International to new company.
- (HC) Through FY27, hold quarterly updates on Strategic Plan progress at board meetings.
- (HC) By May 31, 2023, work with staff to complete new District Work Plan for FY24 and present to Board for approval.
- (HC) By May 2023, train NRCPM on budget development and tracking.
- (SR) Ensure that the new Strategic Communications Plan incorporates a clear equity focus to reach underserved audiences.

- (SR/MA) By end of 2023, conduct a joint Community Needs Assessment to determine gaps and opportunities for BSWCD to increase and improve both conservation services and outreach offerings.
- Equity focus developed and used.
- Program evaluation cycle established and followed.
- Community-based assessment complete.
- Board and staff survey reports increased collaboration.

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