

Monday, July 10, 2023  
 Willamette Community Grange Hall  
 27555 Greenberry Road, Corvallis  
 5:30 PM Gather and visit; 6:00 PM Summer Picnic Dinner  
 7:00 PM Business Meeting



To join Zoom Video Conference:

<https://us02web.zoom.us/j/84468250202?pwd=Rk5sRERSZXl6WVV0UmJIWEFBcDIHUT09>

Phone: 1-669-900-6833

Meeting ID: 844 6825 0202

Passcode: 640956

### BENTON SWCD BOARD OF DIRECTORS JULY MEETING AGENDA

Goal	Item	Lead	Time	ACTION
	Call to Order, Introductions, Public Comments, Announcements, Additions to Agenda	<i>Johnson</i>	6:30	
	<b>CONSENT AGENDA</b>	<i>Johnson</i>	6:32	<b>ACTION</b>
5	Approve draft Minutes from June 12 Budget Hearing and Regular Board Meeting			
5	Approve Financials (5/31/23)			
5	Adopt HRA VEBA Plan Policy (in packet)			
	<b>REGULAR AGENDA</b>			
1-5	Other Board business?	<i>Directors</i>		
	Meeting Adjourned	<i>Johnson</i>	6:45	

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

BSWCD Board and Outreach Events (subject to change)		
Date/Time	Event	Location
July 11, 5:30pm	Twilight Tour	Oak Creek (Nick Cavagnaro's place)

July 14, 10am	DEIJ Committee Meeting	Zoom
July 14, 9am-4:30pm	<a href="#">Paddle and Pull – Willamette Riverkeeper</a>	Michael's Landing to Hyak Park
July 15, 10am-2pm	Benton Historical Society Annual Family Day (outreach table)	Benton County Museum
July 20, 9am	Staff Retreat	Bald Hill Farmhouse
July 29, 9am-4:30pm	<a href="#">Paddle and Pull – Willamette Riverkeeper</a>	Michael's Landing to Hyak Park
August 14, 6pm-7:30pm	BSWCD Regular Board Meeting	Zoom

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

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

Monday, June 12, 2023; 6:00-8:19 PM  
Phone: 1-669-900-6833  
Meeting ID: 844 6825 0202  
Passcode: 640956



## BOARD OF DIRECTORS MEETING MINUTES

### In Attendance

Board Members Present: David Barron, Nate Johnson, Greg Jones, Jerry Paul, Eliza Mason, Marcella Henkels,

Board Members Absent: Kerry Hastings, Bob Morris (Emeritus), Henry Storch (Emeritus)

Associate Directors Present: Aubrey Cloud

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

Others Present: Heather Medina Saucedo (NRCS)

Others Absent: Henry Pitts, Rana Foster

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

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

Introduction of Althea Bocys and Heather Medina Saucedo

Additions to agenda (added by Jerry Paul): Check in with Board about any questions about the budget for review before adoption

### Convene Budget Hearing to Adopt FY24 Budget 6:05pm

The Budget Committee approved the FY24 budget on May 8<sup>th</sup>. Nate Johnson opens up discussion for any directors who were not in attendance at the Budget Committee Meeting to ask any questions. No questions raised.

Nate Johnson reads Resolution No. FY2022-2023-08 aloud. This outlines budget appropriations, the imposed tax, and categorization of the tax for FY24.

MOTION: Adopt FY2023-2024 Budget by adopting Resolution No. FY2022-2023-08: Nate Johnson

Second: Greg Jones

Results: Pass 6/0

### Budget Hearing Adjourned-Johnson (6:11pm)

### CONSENT AGENDA

- **Approve draft Minutes from April 10<sup>th</sup> 2023 Board Meeting**
- **Approve Financials (3/31/23 & 4/30/23)**

Discussion: none

MOTION: Approve Consent Agenda: Greg Jones      Second: Jerry Paul

Results: Pass 6/0

### REGULAR AGENDA

- Approve FY24 Work Plan (in packet)

Discussion: None

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

MOTION: Approve FY24 Work Plan: Greg Jones Second: Marcella Henkels  
Results: Pass 6/0

- Quarterly review of Strategic Plan Measurable Objectives
  - Discussion-Holly Crosson asked if it would be helpful for completed objectives to drop off the document at some point. Greg Jones suggested keeping completed objectives on for a year to be able to see progress, then delete. Eliza Mason agrees.
- Adopt Resolution FY022-2023-09 for HRA-VEBA Program

Discussion: David Barron fully supports this program; he is a participant in his employment. Question: Is this an annual employee benefit? Answer: The Personnel and Finance Committee (PFC) will review the HRA VEBA benefit Policy each fiscal year. The PFC may recommend keeping the benefit the same as the previous year, change the District contribution amount for the coming new fiscal year, or end the HRA VEBA Program altogether.

MOTION: Move to adopt Resolution FY022-2023-09: David Barron Second: Marcella Henkels  
Result: Pass 6/0

- Adopt RY2022-2023 for GASB 87  
Discussion: None  
MOTION: Greg Jones Second: Marcella Henkels  
Results: Pass 6/0

- Staff Presentation-BSWCD Communications Plan-Sara Roberts  
"Created to help to guide and inform both Communications staff and our entire staff as we develop projects and programs related to education, outreach, and public service."  
Table of Contents sent in Roberts' Staff Report presented as a high-level overview to the BSWCD Communications Plan for external communications.

Discussion: SR presents the beginnings of target audiences and asks for input. Nate Johnson mentions differences in depending on external data rather than successful past events and needs currently expressed by the community. HC mentions focus groups for Community Needs Assessments that are scheduled for FY24.

- Jackson Frazier Wetland Advisory Committee  
AFRANA is working with Benton County Natural Areas and Parks on the next stage of restoration of the Jackson Frazier Wetland (JFW) in Corvallis. They sent an invitation letter to Holly Crosson to enlist her help with the project. She has made it clear she will not be fundraising for boardwalk replacement; however, she believes at certain phases in the project, connecting BSWCD staff with the committee will be valuable, as well as being connected to BSWCD's mission. Michael Ahr could assist with invasive weed management. Sara Roberts could assist with communications, and education and outreach, especially with students at adjacent Cheldelin School. BSWCD has been involved with JFW restoration and E&O in the past. Crosson wants the board to be aware of the invitation and support participation on the committee, and collaboration as appropriate in the project.  
Discussion: Board decides this effort is consistent with our mission and supports participation. Suggestion to include information on the project on our website. Promotion and partnership encouraged by the board.

- Further discussion on use of Zoom chat feature during board meeting. Issues brought up: Distraction of attendees 2. Fractionalization of those attending having personal conversations through chat. Sarah Roberts will draft an internal communications chat etiquette document for guidance. No motion needed; no policy established.
- Further discussion about BSWCD support of Traditional Ecological Inquiry Program (TEIP). Greg Jones posits that this may not be a part of our mission or Benton County geographic area, and that this may be open-ended support; is there a length of the internship term? There is a relationship to conservation through use of cultural fire, Camas plantings, and general land/natural resource management taught and practiced by the Tribes. Suggested to relate TEIP actions to the mission of BSWCD. Does the board want to move forward with another meeting establishing something more concrete? Yes: Holly and Michael will meet with Long Tom Watershed Council staff and Joe Scott to further explore TEIP support options and specific outcomes.
- Summer potluck and Summer recess-July & August  
July 10<sup>th</sup> Potluck, location TBD with minimal business (Willamette Grange suggested), August 14 there will be a Regular Board Meeting.
- Questions from Board on BSWCD and NRCS activities-Heather Medina Saucedo gives updates on the status of a new NRCS District Conservationist. She has asked if the board has any interview questions for the potential NRCS DC to send them to her.

There is a backlog of wetland determinations. Contact Heather Tritt (Farm Service Agency) to help with these efforts. Landowners interested in the EQUIP programs can contact Heather Medina, Heather Tritt or Amy Kaiser. Good news-Inflation Reduction Act funding has been received for the Basin and NRCS is anticipating higher level of funding for forestry projects in future years.

- Other Board Business-None raised.
- Agenda items for next month-none given, as next regular board meeting will be, July 10<sup>th</sup> for potluck and minimal business.

**Meeting Adjourned - Johnson** (8:19pm)

## **Benton SWCD Board Meeting**

July 10, 2023

### Financial Report

Period ending May 31, 2023

The closing balance in our Oregon LGIP account was \$846,119.85, dividend paid was \$2,774.83. The Fiscal YTD dividend paid was \$23,612.23. Our average monthly balance has been \$843,032.74 with a monthly distribution yield of 3.88%. The previous months balance was \$940,231.18. We received a payment of \$3,113.84 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 \$170,913.32. The previous months balance was \$134,882.59.

Charges to the Credit Card account were \$2,916.88. These were verified and reconciled. The previous months charges were \$1,108.38.

The Stripe account was reconciled. The starting balance was \$-1.32. Account activity before fees was \$0.00, less fees of \$-1.03. Total payouts were \$0.00, leaving and ending balance of \$-2.35.

Respectfully submitted,



Jerry Paul, Treasurer

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

	May 31, 23	May 31, 22	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
10100 · Citizens Bank	149,621.83	108,787.49	40,834.34
10150 · Citizens Bank #2	5,000.96	4,952.98	47.98
10200 · LGIP	854,319.32	853,719.50	599.82
10300 · Stripe	-2.35	-4.00	1.65
10800 · Petty Cash	24.00	24.00	0.00
<b>Total Checking/Savings</b>	<b>1,008,963.76</b>	<b>967,479.97</b>	<b>41,483.79</b>
<b>Accounts Receivable</b>			
11000 · Accounts Receivable	5,000.00	16,503.63	-11,503.63
11400 · Grants Receivable	45,488.68	14,273.63	31,215.05
<b>Total Accounts Receivable</b>	<b>50,488.68</b>	<b>30,777.26</b>	<b>19,711.42</b>
<b>Other Current Assets</b>			
100-1050 CashDue to/frm 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/frm 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	5,872.02	7,887.95	-2,015.93
<b>Total Other Current Assets</b>	<b>5,872.02</b>	<b>7,887.95</b>	<b>-2,015.93</b>
<b>Total Current Assets</b>	<b>1,065,324.46</b>	<b>1,006,145.18</b>	<b>59,179.28</b>
<b>Other Assets</b>			
18400 · Property Tax Receivable-Audit	9,482.00	10,110.00	-628.00
<b>Total Other Assets</b>	<b>9,482.00</b>	<b>10,110.00</b>	<b>-628.00</b>
<b>TOTAL ASSETS</b>	<b>1,074,806.46</b>	<b>1,016,255.18</b>	<b>58,551.28</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
20000 · General Accounts Payable	4,909.31	-72.73	4,982.04
20100 · Project Accts Payable	22,227.75	14,810.69	7,417.06
<b>Total Accounts Payable</b>	<b>27,137.06</b>	<b>14,737.96</b>	<b>12,399.10</b>
<b>Credit Cards</b>			
<b>22000 · CITIZENS BANK MASTER CARD</b>			
22200 · Holly CC - 2995	174.06	125.19	48.87
22300 · Donna CC - 3001	0.00	20.00	-20.00
22400 · Teresa CC - 3019	200.60	97.00	103.60
22500 · Heath CC - 3027	0.00	149.90	-149.90
22520 · Linda CC - 5980	0.00	275.88	-275.88
22530 · Michael CC - 3266	899.31	290.65	608.66
22532 · Sara CC - 0962	1,040.68	0.00	1,040.68
22533 · Candace CC - 0020	913.19	0.00	913.19
<b>Total 22000 · CITIZENS BANK MASTER CARD</b>	<b>3,227.84</b>	<b>958.62</b>	<b>2,269.22</b>
<b>Total Credit Cards</b>	<b>3,227.84</b>	<b>958.62</b>	<b>2,269.22</b>

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

	<b>May 31, 23</b>	<b>May 31, 22</b>	<b>\$ Change</b>
<b>Other Current Liabilities</b>			
<b>24000 · PAYROLL LIABILITIES</b>			
24010 · 941 Account	8,417.20	6,422.30	1,994.90
24020 · Oregon Withholding	2,158.00	1,584.00	574.00
24030 · OR-WBF SUTA	1,011.04	565.03	446.01
24060 · 457b Contributions	0.00	2,653.84	-2,653.84
<b>Total 24000 · PAYROLL LIABILITIES</b>	<b>11,586.24</b>	<b>11,225.17</b>	<b>361.07</b>
25800 · Deferred Revenue Grants-Audit	63,119.14	111,281.86	-48,162.72
25810 · Deferred Revenue Donations	0.00	246.72	-246.72
<b>Total Other Current Liabilities</b>	<b>74,705.38</b>	<b>122,753.75</b>	<b>-48,048.37</b>
<b>Total Current Liabilities</b>	<b>105,070.28</b>	<b>138,450.33</b>	<b>-33,380.05</b>
<b>Long Term Liabilities</b>			
27050 · Deferred Revenue Taxes -Audit	8,373.09	8,261.09	112.00
<b>Total Long Term Liabilities</b>	<b>8,373.09</b>	<b>8,261.09</b>	<b>112.00</b>
<b>Total Liabilities</b>	<b>113,443.37</b>	<b>146,711.42</b>	<b>-33,268.05</b>
<b>Equity</b>			
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	107,279.34	89,671.96	17,607.38
<b>Total Equity</b>	<b>961,363.09</b>	<b>869,543.76</b>	<b>91,819.33</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,074,806.46</b>	<b>1,016,255.18</b>	<b>58,551.28</b>



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

Type	Date	Num	Name	Memo	Debit	Credit	Balance
<b>10100 · Citizens Bank</b>							<b>113,134.76</b>
Deposit	05/01/2023			Deposit	100,000.00		213,134.76
Deposit	05/15/2023			Deposit	1,297.24		214,432.00
Deposit	05/22/2023			Deposit	2,455.45		216,887.45
Liability Check	05/26/2023		QuickBooks Payroll Service	Created by Payroll Service on 05/25/2023		1,139.38	215,748.07
Liability Check	05/30/2023		QuickBooks Payroll Service	Created by Payroll Service on 05/25/2023		24,207.50	191,540.57
Deposit	05/31/2023			Interest	8.45		191,549.02
Paycheck	05/31/2023	DD	Ahr, Michael S	Direct Deposit	0.00		191,549.02
Paycheck	05/31/2023	DD	Crosson, Holly A	Direct Deposit	0.00		191,549.02
Paycheck	05/31/2023	DD	Matteson, Teresa L	Direct Deposit	0.00		191,549.02
Paycheck	05/31/2023	DD	Roberts, Sara	Direct Deposit	0.00		191,549.02
Paycheck	05/31/2023	DD	Schmitz, Donna J	Direct Deposit	0.00		191,549.02
Paycheck	05/31/2023	DD	Mackey, Candace	Direct Deposit	0.00		191,549.02
Paycheck	05/30/2023	DD	Bocys, Althea	Direct Deposit	0.00		191,549.02
Liability Check	05/01/2023	EFT	Oregon Dept of Revenue	0292193-0		1,457.90	190,091.12
Liability Check	05/03/2023	EFT	United States Treasury	93-1077051		8,587.24	181,503.88
Liability Check	05/03/2023	EFT	Oregon Dept of Revenue	0292193-0		2,163.00	179,340.88
Check	05/19/2023	EFT	Card Service Center - MasterCard	Online Payment		1,108.38	178,232.50
Bill Pmt -Check	05/23/2023	EFT	1Auto - Verizon	autopay due on 25th of month		85.52	178,146.98
Bill Pmt -Check	05/04/2023	8188	Advantage Computing & Elect. Svc's	CIR# 7374		712.00	177,434.98
Bill Pmt -Check	05/04/2023	8189	Haylee Davis	CIR# 7367		300.00	177,134.98
Bill Pmt -Check	05/04/2023	8190	Jenny Brausch Business Solutions LLC	CIR# 7370		1,654.80	175,480.18
Bill Pmt -Check	05/04/2023	8191	Long Timber Brewing Company	CIR# 7371		1,203.60	174,276.58
Bill Pmt -Check	05/04/2023	8192	MidValley Newspapers	CIR# 7369		231.20	174,045.38
Bill Pmt -Check	05/04/2023	8193	Staff- Teresa Matteson {V}	CIR# 7362, 7363, 7364		493.64	173,551.74
Bill Pmt -Check	05/04/2023	8194	Althea Bocys - V	CIR# 7372		6.42	173,545.32
Bill Pmt -Check	05/04/2023	8195	Lucy Goracke	CIR# 7368		300.00	173,245.32
Bill Pmt -Check	05/04/2023	8196	Staff- Michael Ahr - V	CIR# 7373		19.52	173,225.80
Bill Pmt -Check	05/04/2023	8197	Staff- Michael Ahr - V	CIR# 7373		47.69	173,178.11
Bill Pmt -Check	05/18/2023	8198	Rainbow Carpet Cleaning	CIR# 7375		420.00	172,758.11
Bill Pmt -Check	05/18/2023	8199	Red Hill Soils	CIR# 7326		4,000.00	168,758.11
Bill Pmt -Check	05/18/2023	8200	River Design Group, Inc.	CIR# 7376		2,688.75	166,069.36
Bill Pmt -Check	05/18/2023	8201	1Bill - Crystal Lake Storage	CIR# 7377		157.00	165,912.36
Liability Check	05/25/2023	8202	SDIS	03-0018433 CIR# 7378		4,787.82	161,124.54
Bill Pmt -Check	05/25/2023	8203	Advantage Computing & Elect. Svc's	VOID: CIR# 7381 incomplete payment	0.00		161,124.54
Bill Pmt -Check	05/25/2023	8204	Mater Investment Company	CIR# 7382:		2,062.58	159,061.96

11:47 PM  
06/22/23  
Accrual Basis

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

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Bill Pmt -Check	05/25/2023	8205	Staples	CIR# 7379		98.99	158,962.97
Bill Pmt -Check	05/25/2023	8206	Advantage Computing & Elect. Svc's	CIR# 7381		4,643.68	154,319.29
Liability Check	05/25/2023	8207	VALIC	Group #67994		3,210.46	151,108.83
Bill Pmt -Check	05/25/2023	8208	OSU - AMBC	CIR# 7384		298.50	150,810.33
Bill Pmt -Check	05/25/2023	8209	OSU - AMBC	CIR# 7384 and 7385		1,188.50	149,621.83
Total 10100 · Citizens Bank					103,761.14	67,274.07	149,621.83
<b>TOTAL</b>					<b>103,761.14</b>	<b>67,274.07</b>	<b>149,621.83</b>

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

	<b>Building Reserve</b>	<b>General Fund</b>	<b>Project Fund</b>	<b>TOTAL</b>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>43300 · Grant/Project Administration</b>	0.00	0.00	205,522.85	205,522.85
<b>44530 · Benton County Public Works</b>	0.00	5,000.00	0.00	5,000.00
<b>44535 · Taxes Levied</b>	0.00	496,813.23	0.00	496,813.23
<b>44540 · ODA Operations</b>	0.00	47,927.00	0.00	47,927.00
<b>44545 · ODA Tech, LMA &amp; Scope of Work</b>	0.00	61,534.37	0.00	61,534.37
<b>45000 · Interest Income</b>	0.00	23,747.50	0.00	23,747.50
<b>46430 · MISCELLANEOUS</b>	0.00	500.00	0.00	500.00
<b>47400 · Native Plant Sale Income</b>	0.00	21,897.16	0.00	21,897.16
<b>48000 · TRANSFERS IN</b>	5,000.00	21,006.55	0.00	26,006.55
<b>Total Income</b>	<u>5,000.00</u>	<u>678,425.81</u>	<u>205,522.85</u>	<u>888,948.66</u>
<b>Gross Profit</b>	5,000.00	678,425.81	205,522.85	888,948.66
<b>Expense</b>				
<b>60000 · MATERIALS &amp; SERVICES</b>	0.00	142,294.77	0.00	142,294.77
<b>66000 · PAYROLL EXPENSES</b>	0.00	408,560.12	42,747.17	451,307.29
<b>68000 · PROJECTS-SVC-SUPP-MATERIALS</b>	0.00	0.00	162,060.71	162,060.71
<b>69400 · TRANSFERS OUT</b>	0.00	5,000.00	21,006.55	26,006.55
<b>Total Expense</b>	<u>0.00</u>	<u>555,854.89</u>	<u>225,814.43</u>	<u>781,669.32</u>
<b>Net Ordinary Income</b>	<u>5,000.00</u>	<u>122,570.92</u>	<u>-20,291.58</u>	<u>107,279.34</u>
<b>Net Income</b>	<u><u>5,000.00</u></u>	<u><u>122,570.92</u></u>	<u><u>-20,291.58</u></u>	<u><u>107,279.34</u></u>

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

	<b>Building Reserve</b>	<b>General Fund</b>	<b>Project Fund</b>	<b>TOTAL</b>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>43300 · Grant/Project Administration</b>	0.00	0.00	205,522.85	205,522.85
<b>44530 · Benton County Public Works</b>	0.00	5,000.00	0.00	5,000.00
<b>44535 · Taxes Levied</b>	0.00	496,813.23	0.00	496,813.23
<b>44540 · ODA Operations</b>	0.00	47,927.00	0.00	47,927.00
<b>44545 · ODA Tech, LMA &amp; Scope of Work</b>	0.00	61,534.37	0.00	61,534.37
<b>45000 · Interest Income</b>	0.00	23,747.50	0.00	23,747.50
<b>46430 · MISCELLANEOUS</b>				
<b>46432 · Contributions</b>	0.00	500.00	0.00	500.00
<b>Total 46430 · MISCELLANEOUS</b>	0.00	500.00	0.00	500.00
<b>47400 · Native Plant Sale Income</b>	0.00	21,897.16	0.00	21,897.16
<b>48000 · TRANSFERS IN</b>				
<b>48100 · Building Reserve Fund</b>	5,000.00	0.00	0.00	5,000.00
<b>48400 · Transfer Admin from Project Fd</b>	0.00	21,006.55	0.00	21,006.55
<b>Total 48000 · TRANSFERS IN</b>	5,000.00	21,006.55	0.00	26,006.55
<b>Total Income</b>	5,000.00	678,425.81	205,522.85	888,948.66
<b>Gross Profit</b>	5,000.00	678,425.81	205,522.85	888,948.66
<b>Expense</b>				
<b>60000 · MATERIALS &amp; SERVICES</b>				
<b>61300 · CONFERENCES AND TRAINING</b>				
<b>61310 · Lodging</b>	0.00	408.11	0.00	408.11
<b>61320 · Meals/per diem</b>	0.00	111.05	0.00	111.05
<b>61330 · Registration</b>	0.00	1,487.81	0.00	1,487.81
<b>61340 · Training and Education Material</b>	0.00	206.13	0.00	206.13
<b>Total 61300 · CONFERENCES AND TRAINING</b>	0.00	2,213.10	0.00	2,213.10
<b>61500 · COMMUNITY CONSERVATION PROGRAMS</b>				
<b>61510 · Conservation Education (Youth)</b>	0.00	8,156.24	0.00	8,156.24
<b>61520 · Conservation Incentive Program</b>	0.00	2,007.27	0.00	2,007.27
<b>61530 · Invasives Program</b>	0.00	1,601.32	0.00	1,601.32
<b>61540 · Native Plant Sale</b>	0.00	13,951.87	0.00	13,951.87
<b>61570 · Soil Quality Program</b>	0.00	3,188.94	0.00	3,188.94
<b>Total 61500 · COMMUNITY CONSERVATION PROGRAMS</b>	0.00	28,905.64	0.00	28,905.64
<b>62100 · CONTRACTED AND PROF SERVICES</b>				
<b>62115 · Audit</b>	0.00	5,800.00	0.00	5,800.00
<b>62120 · Computer Support</b>	0.00	4,370.75	0.00	4,370.75
<b>62130 · PROFESSIONAL SERVICES</b>				
<b>62140 · Legal</b>	0.00	110.00	0.00	110.00
<b>62150 · Accounting</b>	0.00	19,094.52	0.00	19,094.52
<b>62170 · Web Design, Logo - Marketing</b>	0.00	1,557.75	0.00	1,557.75
<b>Total 62130 · PROFESSIONAL SERVICES</b>	0.00	20,762.27	0.00	20,762.27
<b>62180 · Consultation/Contracts - NPP</b>	0.00	10,010.00	0.00	10,010.00
<b>62190 · Misc Contracted Services</b>	0.00	5,733.86	0.00	5,733.86

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

	<b>Building Reserve</b>	<b>General Fund</b>	<b>Project Fund</b>	<b>TOTAL</b>
<b>Total 62100 · CONTRACTED AND PROF SERV</b>	0.00	46,676.88	0.00	46,676.88
<b>62300 · Dues/Subscriptions/Fees</b>	0.00	7,022.52	0.00	7,022.52
<b>62800 · OFFICE OCCUPANCY</b>				
<b>62810 · Alarm &amp; Janitorial Services</b>	0.00	485.00	0.00	485.00
<b>62820 · Rent &amp; Parking</b>	0.00	26,091.99	0.00	26,091.99
<b>62830 · Utilities</b>	0.00	3,738.46	0.00	3,738.46
<b>62840 · Other</b>	0.00	53.98	0.00	53.98
<b>Total 62800 · OFFICE OCCUPANCY</b>	0.00	30,369.43	0.00	30,369.43
<b>65000 · SUPPLIES AND MATERIALS</b>				
<b>65010 · COPIER AND SUPPLIES</b>				
<b>65012 · Copies</b>	0.00	464.71	0.00	464.71
<b>65014 · Lease</b>	0.00	1,759.52	0.00	1,759.52
<b>Total 65010 · COPIER AND SUPPLIES</b>	0.00	2,224.23	0.00	2,224.23
<b>65020 · Equipment</b>	0.00	9,207.31	0.00	9,207.31
<b>65030 · Office Supplies</b>	0.00	1,725.71	0.00	1,725.71
<b>65040 · Postage</b>	0.00	127.00	0.00	127.00
<b>65050 · Software/Computer Accessories</b>	0.00	3,031.43	0.00	3,031.43
<b>Total 65000 · SUPPLIES AND MATERIALS</b>	0.00	16,315.68	0.00	16,315.68
<b>65110 · PRODUCTION COSTS</b>				
<b>65112 · Advertising and Website</b>	0.00	1,517.28	0.00	1,517.28
<b>65114 · Merchandise</b>	0.00	18.00	0.00	18.00
<b>65116 · Newsletters</b>	0.00	327.95	0.00	327.95
<b>65118 · Publications</b>	0.00	49.98	0.00	49.98
<b>Total 65110 · PRODUCTION COSTS</b>	0.00	1,913.21	0.00	1,913.21
<b>65120 · Insurance &amp; Fidelity Bond</b>	0.00	4,646.42	0.00	4,646.42
<b>65160 · Miscellaneous</b>	0.00	102.20	0.00	102.20
<b>65320 · Mileage/travel related expenses</b>	0.00	2,123.04	0.00	2,123.04
<b>65400 · Meetings &amp; Events</b>	0.00	2,006.65	0.00	2,006.65
<b>Total 60000 · MATERIALS &amp; SERVICES</b>	0.00	142,294.77	0.00	142,294.77
<b>66000 · PAYROLL EXPENSES</b>				
<b>66200 · Wages</b>	0.00	320,741.21	33,212.71	353,953.92
<b>66410 · Health, Dental &amp; Life Insurance</b>	0.00	44,208.61	5,163.33	49,371.94
<b>66420 · Retirement</b>	0.00	17,158.53	1,643.43	18,801.96
<b>66500 · Payroll Taxes</b>				
<b>66510 · FICA Employer</b>	0.00	24,505.29	2,534.62	27,039.91
<b>66520 · SUTA</b>	0.00	1,748.17	182.97	1,931.14
<b>66530 · OR-WBF</b>	0.00	89.06	10.11	99.17
<b>Total 66500 · Payroll Taxes</b>	0.00	26,342.52	2,727.70	29,070.22
<b>66800 · Fees</b>	0.00	109.25	0.00	109.25
<b>Total 66000 · PAYROLL EXPENSES</b>	0.00	408,560.12	42,747.17	451,307.29
<b>68000 · PROJECTS-SVC-SUPP-MATERIALS</b>				
<b>68010 · Project Contracted Services</b>	0.00	0.00	135,774.35	135,774.35
<b>68020 · Project Mileage &amp; Travel</b>	0.00	0.00	540.55	540.55

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

	<b>Building Reserve</b>	<b>General Fund</b>	<b>Project Fund</b>	<b>TOTAL</b>
<b>68040 · Project Supplies &amp; Materials</b>	0.00	0.00	25,745.81	25,745.81
<b>Total 68000 · PROJECTS-SVC-SUPP-MATERIALS</b>	0.00	0.00	162,060.71	162,060.71
<b>69400 · TRANSFERS OUT</b>				
<b>69410 · Trf GF to Building Reserve Fd</b>	0.00	5,000.00	0.00	5,000.00
<b>69440 · Trf PF to General Fund</b>	0.00	0.00	21,006.55	21,006.55
<b>Total 69400 · TRANSFERS OUT</b>	0.00	5,000.00	21,006.55	26,006.55
<b>Total Expense</b>	0.00	555,854.89	225,814.43	781,669.32
<b>Net Ordinary Income</b>	5,000.00	122,570.92	-20,291.58	107,279.34
<b>Net Income</b>	<b>5,000.00</b>	<b>122,570.92</b>	<b>-20,291.58</b>	<b>107,279.34</b>

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

	<b>Jul '22 - May 23</b>	<b>Jul '21 - May 22</b>	<b>\$ Change</b>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
43300 · Grant/Project Administration	205,522.85	209,500.50	-3,977.65
44530 · Benton County Public Works	5,000.00	0.00	5,000.00
44535 · Taxes Levied	496,813.23	480,408.32	16,404.91
44540 · ODA Operations	47,927.00	26,372.00	21,555.00
44545 · ODA Tech, LMA & Scope of Work	61,534.37	61,534.63	-0.26
45000 · Interest Income	23,747.50	4,446.07	19,301.43
<b>46430 · MISCELLANEOUS</b>			
46432 · Contributions	500.00	674.00	-174.00
46490 · Adjustment Account - Audit	0.00	1,977.11	-1,977.11
<b>Total 46430 · MISCELLANEOUS</b>	<b>500.00</b>	<b>2,651.11</b>	<b>-2,151.11</b>
47200 · CREP, SQP-Fee for Services	0.00	8,296.00	-8,296.00
47400 · Native Plant Sale Income	21,897.16	34,036.06	-12,138.90
<b>48000 · TRANSFERS IN</b>			
48100 · Building Reserve Fund	5,000.00	5,000.00	0.00
48400 · Transfer Admin from Project Fd	21,006.55	19,320.38	1,686.17
<b>Total 48000 · TRANSFERS IN</b>	<b>26,006.55</b>	<b>24,320.38</b>	<b>1,686.17</b>
<b>Total Income</b>	<b>888,948.66</b>	<b>851,565.07</b>	<b>37,383.59</b>
<b>Gross Profit</b>	<b>888,948.66</b>	<b>851,565.07</b>	<b>37,383.59</b>
<b>Expense</b>			
<b>60000 · MATERIALS &amp; SERVICES</b>			
<b>61300 · CONFERENCES AND TRAINING</b>			
61310 · Lodging	408.11	0.00	408.11
61320 · Meals/per diem	111.05	0.00	111.05
61330 · Registration	1,487.81	1,588.00	-100.19
61340 · Training and Education Material	206.13	0.00	206.13
<b>Total 61300 · CONFERENCES AND TRAINING</b>	<b>2,213.10</b>	<b>1,588.00</b>	<b>625.10</b>
<b>61500 · COMMUNITY CONSERVATION PROGRAMS</b>			
61510 · Conservation Education (Youth)	8,156.24	8,162.97	-6.73
61520 · Conservation Incentive Program	2,007.27	3,000.00	-992.73
61530 · Invasives Program	1,601.32	1,330.12	271.20
61540 · Native Plant Sale	13,951.87	18,939.89	-4,988.02
61570 · Soil Quality Program	3,188.94	2,929.89	259.05
61585 · Conservation Leadership - EDI	0.00	1,600.00	-1,600.00
<b>Total 61500 · COMMUNITY CONSERVATION PRO</b>	<b>28,905.64</b>	<b>35,962.87</b>	<b>-7,057.23</b>
<b>62100 · CONTRACTED AND PROF SERVICES</b>			
62115 · Audit	5,800.00	4,900.00	900.00
62120 · Computer Support	4,370.75	2,270.10	2,100.65
<b>62130 · PROFESSIONAL SERVICES</b>			
62140 · Legal	110.00	3,390.00	-3,280.00
62150 · Accounting	19,094.52	18,129.60	964.92
62160 · Facilitation	0.00	9,425.00	-9,425.00

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

	<b>Jul '22 - May 23</b>	<b>Jul '21 - May 22</b>	<b>\$ Change</b>
62170 · Web Design, Logo - Marketing	1,557.75	1,219.00	338.75
<b>Total 62130 · PROFESSIONAL SERVICES</b>	<b>20,762.27</b>	<b>32,163.60</b>	<b>-11,401.33</b>
62180 · Consultation/Contracts - NPP	10,010.00	0.00	10,010.00
62190 · Misc Contracted Services	5,733.86	5,050.00	683.86
<b>Total 62100 · CONTRACTED AND PROF SERVICE</b>	<b>46,676.88</b>	<b>44,383.70</b>	<b>2,293.18</b>
62300 · Dues/Subscriptions/Fees	7,022.52	6,800.92	221.60
<b>62800 · OFFICE OCCUPANCY</b>			
62810 · Alarm & Janitorial Services	485.00	0.00	485.00
62820 · Rent & Parking	26,091.99	23,880.75	2,211.24
62830 · Utilities	3,738.46	4,283.75	-545.29
62840 · Other	53.98	0.00	53.98
62800 · OFFICE OCCUPANCY - Other	0.00	34.48	-34.48
<b>Total 62800 · OFFICE OCCUPANCY</b>	<b>30,369.43</b>	<b>28,198.98</b>	<b>2,170.45</b>
<b>65000 · SUPPLIES AND MATERIALS</b>			
<b>65010 · COPIER AND SUPPLIES</b>			
65012 · Copies	464.71	10.84	453.87
65014 · Lease	1,759.52	1,709.52	50.00
<b>Total 65010 · COPIER AND SUPPLIES</b>	<b>2,224.23</b>	<b>1,720.36</b>	<b>503.87</b>
65020 · Equipment	9,207.31	0.00	9,207.31
65030 · Office Supplies	1,725.71	1,660.77	64.94
65040 · Postage	127.00	129.04	-2.04
65050 · Software/Computer Accessories	3,031.43	1,940.19	1,091.24
<b>Total 65000 · SUPPLIES AND MATERIALS</b>	<b>16,315.68</b>	<b>5,450.36</b>	<b>10,865.32</b>
<b>65110 · PRODUCTION COSTS</b>			
65112 · Advertising and Website	1,517.28	1,239.94	277.34
65114 · Merchandise	18.00	0.00	18.00
65116 · Newsletters	327.95	2,024.66	-1,696.71
65118 · Publications	49.98	0.00	49.98
<b>Total 65110 · PRODUCTION COSTS</b>	<b>1,913.21</b>	<b>3,264.60</b>	<b>-1,351.39</b>
65120 · Insurance & Fidelity Bond	4,646.42	4,489.97	156.45
65160 · Miscellaneous	102.20	0.00	102.20
65320 · Mileage/travel related expenses	2,123.04	1,598.16	524.88
65400 · Meetings & Events	2,006.65	173.90	1,832.75
<b>Total 60000 · MATERIALS &amp; SERVICES</b>	<b>142,294.77</b>	<b>131,911.46</b>	<b>10,383.31</b>
<b>66000 · PAYROLL EXPENSES</b>			
66200 · Wages	353,953.92	325,452.59	28,501.33
66410 · Health, Dental & Life Insurance	49,371.94	54,025.03	-4,653.09
66420 · Retirement	18,801.96	16,756.75	2,045.21
<b>66500 · Payroll Taxes</b>			
66510 · FICA Employer	27,039.91	24,441.14	2,598.77
66520 · SUTA	1,931.14	2,505.18	-574.04
66530 · OR-WBF	99.17	97.56	1.61
<b>Total 66500 · Payroll Taxes</b>	<b>29,070.22</b>	<b>27,043.88</b>	<b>2,026.34</b>



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

	<b>Jul '22 - May 23</b>	<b>Jul '21 - May 22</b>	<b>\$ Change</b>
66800 · Fees	109.25	139.75	-30.50
<b>Total 66000 · PAYROLL EXPENSES</b>	<b>451,307.29</b>	<b>423,418.00</b>	<b>27,889.29</b>
<b>68000 · PROJECTS-SVC-SUPP-MATERIALS</b>			
68010 · Project Contracted Services	135,774.35	158,511.18	-22,736.83
68020 · Project Mileage & Travel	540.55	132.72	407.83
68040 · Project Supplies & Materials	25,745.81	23,599.37	2,146.44
<b>Total 68000 · PROJECTS-SVC-SUPP-MATERIALS</b>	<b>162,060.71</b>	<b>182,243.27</b>	<b>-20,182.56</b>
<b>69400 · TRANSFERS OUT</b>			
69410 · Trf GF to Building Reserve Fd	5,000.00	5,000.00	0.00
69440 · Trf PF to General Fund	21,006.55	19,320.38	1,686.17
<b>Total 69400 · TRANSFERS OUT</b>	<b>26,006.55</b>	<b>24,320.38</b>	<b>1,686.17</b>
<b>Total Expense</b>	<b>781,669.32</b>	<b>761,893.11</b>	<b>19,776.21</b>
<b>Net Ordinary Income</b>	<b>107,279.34</b>	<b>89,671.96</b>	<b>17,607.38</b>
<b>Net Income</b>	<b>107,279.34</b>	<b>89,671.96</b>	<b>17,607.38</b>

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

	Jul '22 - May 23	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
43000 · Beginning Balance	0.00	697,346.00	-697,346.00	0.0%
44530 · Benton County Public Works	5,000.00	5,000.00	0.00	100.0%
44535 · Taxes Levied	496,813.23	490,000.00	6,813.23	101.39%
44540 · ODA Operations	47,927.00	47,927.00	0.00	100.0%
44545 · ODA Tech, LMA & Scope of Work	61,534.37	61,535.00	-0.63	100.0%
45000 · Interest Income	23,747.50	3,000.00	20,747.50	791.58%
<b>46430 · MISCELLANEOUS</b>				
46432 · Contributions	500.00	0.00	500.00	100.0%
46430 · MISCELLANEOUS - Other	0.00	2,500.00	-2,500.00	0.0%
<b>Total 46430 · MISCELLANEOUS</b>	<b>500.00</b>	<b>2,500.00</b>	<b>-2,000.00</b>	<b>20.0%</b>
47400 · Native Plant Sale Income	21,897.16	10,000.00	11,897.16	218.97%
<b>48000 · TRANSFERS IN</b>				
48400 · Transfer Admin from Project Fd	21,006.55	43,338.00	-22,331.45	48.47%
<b>Total 48000 · TRANSFERS IN</b>	<b>21,006.55</b>	<b>43,338.00</b>	<b>-22,331.45</b>	<b>48.47%</b>
<b>Total Income</b>	<b>678,425.81</b>	<b>1,360,646.00</b>	<b>-682,220.19</b>	<b>49.86%</b>
<b>Gross Profit</b>	<b>678,425.81</b>	<b>1,360,646.00</b>	<b>-682,220.19</b>	<b>49.86%</b>
<b>Expense</b>				
<b>60000 · MATERIALS &amp; SERVICES</b>				
<b>61300 · CONFERENCES AND TRAINING</b>				
61310 · Lodging	408.11			
61320 · Meals/per diem	111.05			
61330 · Registration	1,487.81			
61340 · Training and Education Materia	206.13			
61300 · CONFERENCES AND TRAINING	0.00	8,000.00	-8,000.00	0.0%
<b>Total 61300 · CONFERENCES AND TRAINING</b>	<b>2,213.10</b>	<b>8,000.00</b>	<b>-5,786.90</b>	<b>27.66%</b>
<b>61500 · COMMUNITY CONSERVATION PROGRAMS</b>				
61510 · Conservation Education (Youth	8,156.24	8,200.00	-43.76	99.47%
61520 · Conservation Incentive Program	2,007.27	3,333.00	-1,325.73	60.22%
61530 · Invasives Program	1,601.32	3,333.00	-1,731.68	48.04%
61540 · Native Plant Sale	13,951.87	20,000.00	-6,048.13	69.76%
61570 · Soil Quality Program	3,188.94	3,334.00	-145.06	95.65%
<b>Total 61500 · COMMUNITY CONSERVATION PROGRAMS</b>	<b>28,905.64</b>	<b>38,200.00</b>	<b>-9,294.36</b>	<b>75.67%</b>
<b>62100 · CONTRACTED AND PROF SERVICES</b>				
62115 · Audit	5,800.00	6,000.00	-200.00	96.67%
62120 · Computer Support	4,370.75	4,000.00	370.75	109.27%
<b>62130 · PROFESSIONAL SERVICES</b>				
62140 · Legal	110.00			
62150 · Accounting	19,094.52			
62160 · Facilitation	0.00	7,000.00	-7,000.00	0.0%
62170 · Web Design, Logo - Marketi	1,557.75			
62130 · PROFESSIONAL SERVICES	0.00	33,000.00	-33,000.00	0.0%

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

	<b>Jul '22 - May 23</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
<b>Total 62130 · PROFESSIONAL SERVICE</b>	20,762.27	40,000.00	-19,237.73	51.91%
62180 · Consultation/Contracts - NPP	10,010.00	10,000.00	10.00	100.1%
62190 · Misc Contracted Services	5,733.86	6,000.00	-266.14	95.56%
<b>Total 62100 · CONTRACTED AND PROF ST</b>	46,676.88	66,000.00	-19,323.12	70.72%
62300 · Dues/Subscriptions/Fees	7,022.52	13,000.00	-5,977.48	54.02%
<b>62800 · OFFICE OCCUPANCY</b>				
62810 · Alarm & Janitorial Services	485.00	500.00	-15.00	97.0%
62820 · Rent & Parking	26,091.99	28,000.00	-1,908.01	93.19%
62830 · Utilities	3,738.46	4,000.00	-261.54	93.46%
62840 · Other	53.98	500.00	-446.02	10.8%
<b>Total 62800 · OFFICE OCCUPANCY</b>	30,369.43	33,000.00	-2,630.57	92.03%
<b>65000 · SUPPLIES AND MATERIALS</b>				
<b>65010 · COPIER AND SUPPLIES</b>				
65012 · Copies	464.71			
65014 · Lease	1,759.52	3,000.00	-1,240.48	58.65%
<b>Total 65010 · COPIER AND SUPPLIES</b>	2,224.23	3,000.00	-775.77	74.14%
65020 · Equipment	9,207.31	5,000.00	4,207.31	184.15%
65030 · Office Supplies	1,725.71	2,500.00	-774.29	69.03%
65040 · Postage	127.00	500.00	-373.00	25.4%
65050 · Software/Computer Accessorie	3,031.43	19,200.00	-16,168.57	15.79%
<b>65000 · SUPPLIES AND MATERIALS - C</b>	0.00	2,641.00	-2,641.00	0.0%
<b>Total 65000 · SUPPLIES AND MATERIALS</b>	16,315.68	32,841.00	-16,525.32	49.68%
<b>65110 · PRODUCTION COSTS</b>				
65112 · Advertising and Website	1,517.28	1,500.00	17.28	101.15%
65114 · Merchandise	18.00	500.00	-482.00	3.6%
65116 · Newsletters	327.95	2,000.00	-1,672.05	16.4%
65118 · Publications	49.98	1,000.00	-950.02	5.0%
<b>Total 65110 · PRODUCTION COSTS</b>	1,913.21	5,000.00	-3,086.79	38.26%
65120 · Insurance & Fidelity Bond	4,646.42	7,000.00	-2,353.58	66.38%
65160 · Miscellaneous	102.20	200.00	-97.80	51.1%
65320 · Mileage/travel related expenses	2,123.04	4,000.00	-1,876.96	53.08%
65400 · Meetings & Events	2,006.65	2,100.00	-93.35	95.56%
<b>Total 60000 · MATERIALS &amp; SERVICES</b>	142,294.77	209,341.00	-67,046.23	67.97%
<b>66000 · PAYROLL EXPENSES</b>				
66200 · Wages	320,741.21	376,020.00	-55,278.79	85.3%
66410 · Health, Dental & Life Insurance	44,208.61	59,565.00	-15,356.39	74.22%
66420 · Retirement	17,158.53	24,418.00	-7,259.47	70.27%
<b>66500 · Payroll Taxes</b>				
66510 · FICA Employer	24,505.29			
66520 · SUTA	1,748.17			
66530 · OR-WBF	89.06			
66500 · Payroll Taxes - Other	0.00	32,539.00	-32,539.00	0.0%
<b>Total 66500 · Payroll Taxes</b>	26,342.52	32,539.00	-6,196.48	80.96%

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

	<b>Jul '22 - May 23</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
<b>66800 · Fees</b>	109.25	300.00	-190.75	36.42%
<b>Total 66000 · PAYROLL EXPENSES</b>	408,560.12	492,842.00	-84,281.88	82.9%
<b>69100 · Capital Outlay</b>	0.00	5,000.00	-5,000.00	0.0%
<b>69200 · Contingency</b>	0.00	84,973.00	-84,973.00	0.0%
<b>69400 · TRANSFERS OUT</b>				
<b>69410 · Trf GF to Building Reserve Fd</b>	5,000.00	5,000.00	0.00	100.0%
<b>Total 69400 · TRANSFERS OUT</b>	5,000.00	5,000.00	0.00	100.0%
<b>69600 · Reserved for Future Expenditure</b>	0.00	233,959.00	-233,959.00	0.0%
<b>69800 · Unappropriated Fund Balance</b>	0.00	329,531.00	-329,531.00	0.0%
<b>Total Expense</b>	555,854.89	1,360,646.00	-804,791.11	40.85%
<b>Net Ordinary Income</b>	122,570.92	0.00	122,570.92	100.0%
<b>Net Income</b>	<b>122,570.92</b>	<b>0.00</b>	<b>122,570.92</b>	<b>100.0%</b>

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

	<b>Jul '22 - May 23</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
43300 · Grant/Project Administration	205,522.85	461,234.00	-255,711.15	44.56%
<b>Total Income</b>	<u>205,522.85</u>	<u>461,234.00</u>	<u>-255,711.15</u>	<u>44.56%</u>
<b>Gross Profit</b>	205,522.85	461,234.00	-255,711.15	44.56%
<b>Expense</b>				
66000 · PAYROLL EXPENSES				
66200 · Wages	33,212.71	41,996.00	-8,783.29	79.09%
66410 · Health, Dental & Life Insurance	5,163.33	10,606.00	-5,442.67	48.68%
66420 · Retirement	1,643.43	2,475.00	-831.57	66.4%
66500 · Payroll Taxes				
66510 · FICA Employer	2,534.62	0.00	2,534.62	100.0%
66520 · SUTA	182.97	0.00	182.97	100.0%
66530 · OR-WBF	10.11	0.00	10.11	100.0%
66500 · Payroll Taxes - Other	0.00	4,995.00	-4,995.00	0.0%
<b>Total 66500 · Payroll Taxes</b>	<u>2,727.70</u>	<u>4,995.00</u>	<u>-2,267.30</u>	<u>54.61%</u>
<b>Total 66000 · PAYROLL EXPENSES</b>	<u>42,747.17</u>	<u>60,072.00</u>	<u>-17,324.83</u>	<u>71.16%</u>
68000 · PROJECTS-SVC-SUPP-MATERIALS				
68010 · Project Contracted Services	135,774.35	0.00	135,774.35	100.0%
68020 · Project Mileage & Travel	540.55	0.00	540.55	100.0%
68040 · Project Supplies & Materials	25,745.81	0.00	25,745.81	100.0%
68000 · PROJECTS-SVC-SUPP-MATERIALS -	0.00	357,824.00	-357,824.00	0.0%
<b>Total 68000 · PROJECTS-SVC-SUPP-MATERIALS</b>	<u>162,060.71</u>	<u>357,824.00</u>	<u>-195,763.29</u>	<u>45.29%</u>
69400 · TRANSFERS OUT				
69440 · Trf PF to General Fund	21,006.55	43,338.00	-22,331.45	48.47%
<b>Total 69400 · TRANSFERS OUT</b>	<u>21,006.55</u>	<u>43,338.00</u>	<u>-22,331.45</u>	<u>48.47%</u>
<b>Total Expense</b>	<u>225,814.43</u>	<u>461,234.00</u>	<u>-235,419.57</u>	<u>48.96%</u>
<b>Net Ordinary Income</b>	<u>-20,291.58</u>	<u>0.00</u>	<u>-20,291.58</u>	<u>100.0%</u>
<b>Net Income</b>	<u><b>-20,291.58</b></u>	<u><b>0.00</b></u>	<u><b>-20,291.58</b></u>	<u><b>100.0%</b></u>

May 2023 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	8,000	8,000	0	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	14,918	14,918	12,824	0	MA	Interim Report: 1/1/2021 & 1/1/2022. Final Report 9/15/2023	100% of funds at beginning of grant	2,522	1,356	1,166
State of the River Synthesis Willamette Mainstem Restoration Opportunities and Strategies for Engagement	20010715	MMT	2/1/2020	6/30/2023	Open	8/15/2023	80,000	80,000	79,883	79,883	117	0	MA	Interim 2/1/2021 & Final 8/15/2023	100% of funds at beginning of grant	12,000	11,985	15
Willamette Weed Control and Landowner Engagement	20100515	MMT	11/1/2020	12/31/2023	Open	1/31/2024	70,164	70,164	24,376	24,376	45,788	0	MA	5/15/21 & 1/31/2024	100% of funds at beginning of grant	6,379	2,216	4,163
Willamette Weed Control and Landowner Engagement	ODA 4364-GR	ODA	4/27/2022	6/30/2023	Open	6/30/2023	15,000	7,500	2,759	2,759	4,741	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	251	1,113
Purge the Spurge Outreach	2022-35-014	ODA-OSWB	2/24/2022	4/30/2023	Open	6/29/2023	9,971	7,478	8,461	8,461	-983	2,493	MA	9/30/22, 6/30/23	*50% of funds received at start of grant *25% of funds are received after interim grant report submitted and approved by ODA *final funds are received after final grant report submitted and approved by ODA	907	769	138
WRAWM 8	2022-35-015	ODA-OSWB	2/24/2022	4/30/2023	Open	6/29/2023	28,430	21,324	28,430	28,430	-7,107	7,107	MA	9/30/22, 6/30/23	*50% of funds received at start of grant *25% of funds are received after interim grant report submitted and approved by ODA *final funds are received after final grant report submitted and approved by ODA	2,585	2,582	3
Purge the Spurge III	2023-36-016	ODA-OWEB	3/2/2023	4/30/2024	Open	6/30/2024	9,981	0	5,480	5,480	-5,480	9,981	MA	9/30/23, 6/30/24	*50% of funds received at start of grant *25% of funds are received after interim grant report submitted and approved by ODA *final funds are received after final grant report submitted and approved by ODA	908	426	482
WRAWMP IX	2023-36-017	ODA-OWEB	3/2/2023	4/30/2024	Open	6/30/2024	24,415	0	242	242	-242	24,415	MA	9/30/23, 6/30/24	*50% of funds received at start of grant *25% of funds are received after interim grant report submitted and approved by ODA *final funds are received after final grant report submitted and approved by ODA	2,220	22	2,198
Horse Island for Clean Water	09-022-002	OWEB	3/30/2022	3/30/2024	Open	3/30/2024	12,100	10,890	12,100	12,100	-1,210	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.	1,100	1,100	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	14,889	14,889	14,889	0	0	DS	3/26/2023, 3/26/2025	no funds received at start of grant; funds received by reimbursement of invoices/receipts submitted by BSWCD two times total (including final); OWEB holds last 10% of funds until they receive and approve of Final Report at end of grant.	1,353	1,353	0
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

May 2023 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	73,432	76,018	76,018	-2,586	51,568	DS	Multiple dates (6/17/2019, 12/16/2019, 6/14/2020, 12/14/2020, 6/14/2021, 12/13/2021, 6/13/2022, 12/13/2020)		11,364	6,786	4,578
2019 Supplemental Data Collection for WFIP Effectiveness Monitoring (Phase 3)	218-8390-17212	OWEB	2/4/2020	12/31/2022	Closed	12/31/2022	100,000	84,735	99,999	99,999	-15,264	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	9,091	0
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	40,792	45,166	45,166	-4,374	5,175	TM	Reports are submitted with Request for release of Funds; Final report due within 60 days of 6/15/2023 with final Request for release of Funds.	Fund requests (OWEB website/manage your grant/payments & budget. Request for Release of Funds form). Submit expense tracking spreadsheet for all OWEB expenses and approval of receipts or invoices for amounts \$250 or more (excluding admin). Final 10% payment after completion report approval.	4,179	3,708	471
J2E RTR Project	220-3033-17504	OWEB	4/22/2020	6/30/2025	Open	6/30/2025	239,915	126,569	126,569	126,569	0	113,346	DS	6/30/2028 and 6/30/2030		23,084	11,504	11,580
Willamette FIP Effectiveness Monitoring Program Phase 4: Data Collection 2020-2021 and Reporting	220-8201-17233	OWEB	1/1/2020	6/30/2023	Open	8/29/2023	119,988	107,989	119,005	119,005	-11,016	11,999	MA	Interim Report: 6/30/2021 & Final Report: 8/29/2023	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted. Up to 10% of grant will be held until final report is complete.	10,908	10,300	608
	222-3016-22326	OWEB	10/25/2022	6/30/2026	open	8/29/2026	96,646	0	19,147	19,165	-19,165	96,646	MA	Project completion report: 6/30/2026, PISR, 6/30/2029, 6/30/2031	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	87,860	1,742	86,118
<b>Total</b>							<b>1,063,609</b>	<b>715,181</b>				<b>348,428</b>					<b>68,252</b>	<b>112,882</b>



## HRA VEBA Plan Policy

Benton Soil & Water Conservation District (“Employer”) has adopted the Health Reimbursement Arrangement (HRA) plans offered and administered by the Voluntary Employees’ Beneficiary Association (VEBA) Trust for Public Employees in the Northwest (“Plan”). The Plan is designed with a variety of coverage options to allow for the maximum benefit permitted by applicable law. Employer agrees to contribute to the Plan on behalf of all employees defined as eligible to participate in the Plan, in accordance with the Plan, this Policy, and regulatory limitations. The Plan must receive an enrollment file for each eligible employee to become a participant and become eligible for benefits under the Plan. To become eligible for the Plan, an employee must sign and date an Attestation Form certifying that the employee is opting out of the Employer’s health benefit, and that the employee’s other medical coverage meets the guidelines of a qualified group health plan.

**Contributions on behalf of each eligible employee (or eligible former employee) shall be based on the following selected funding sources/formulas:**

**Employer Contribution in Lieu of BSWCD Health Insurance:** Eligibility is limited to employees waiving Employer’s health insurance coverage. Employer contributions shall equal 40% of cost of waived benefit, which shall be contributed monthly.

The term of this Employer Policy shall be from 7/1/2023 through 6/30/2024. This Policy shall be reviewed on an annual basis by the District’s Personnel and Finance Committee. Employer reserves the right to amend, modify, or terminate the Employer HRA VEBA Plan and Plan contribution at any time.

---

Kerry Hastings, Board Secretary  
Benton Soil & Water Conservation District

---

Date





## Benton Soil and Water CONSERVATION DISTRICT

**Date:** June 30, 2023  
**To:** Benton SWCD Directors  
**From:** Holly Crosson, Executive Director  
**Re:** June 2023 Monthly Report for July 2023 Board Packet

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

- Met with Si Simonson who invited staff to tour his Oak Creek Conservancy property. With staff, developed a list of ideas for Si to engage the community. Had follow up conversations with Si and staff about how BSWCD can get involved. (4.1)
- Met with Jerry to discuss Andony Melathopoulos's request to present to the Board in September about the Oregon Bee Project and potential BSWCD collaboration. <https://www.oregonbeeproject.org/wine> (4.1)
- Continued conversation with staff about TEIP after 6/12 board meeting. (1.4)
- Met with Sara about Communications Plan and timeline for development. (3.4)
- Continued conversations and document sharing with District Managers and Executive Directors of Willamette Valley SWCDs. (4.2)
- Submitted final FY24 District Workplan for Board approval. (5.3)
- Continued to work on Measurable Objectives for FY24 with staff. (5.3)
- Followed up with Jackson Frazier Wetland Advisory Committee after Board approval of invitation to participate in project. (1.4)
- Attended Juneteenth celebration at the Corvallis Museum with Letitia Carson Legacy Project exhibit. (3.8)

### **FISCAL**

- Signed FY24 Contract with Jenny Brausch for bookkeeping and related services. (5.8)
- Signed and mailed Engagement Letter with Koontz, Blasquez, and Associates for FY23 audit. (5.1)
- Attended June 12th Budget Hearing (developed agenda, presented Appropriation Resolution to adopt budget, reviewed all final LB forms). (5.10)
- New AP software: had separate meetings with Jerry, Jenny, Candace, and Michael to discuss; made decision to go with AvidXchange; had follow up meeting with AvidXchange and Candace about next steps; signed Contract to begin new AP procedures as close to July 1 as possible. (5.7)
- 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**

- HRA VEBA: Resolution adopted at June board meeting; developed draft Policy for review and adoption at July meeting; signed Adoption Agreement with HRA VEBA representative. (5.13)
- Developed and signed Contract with staff teambuilding retreat facilitator and communicated with staff about strengths reports to share with facilitator. (5.1)
- Had weekly check-in meetings with Michael, Sara, and Candace; reviewed/signed leave requests. (5.3)
- Reviewed updated Policy Pack from HR Answers about Paid Leave Oregon and began updating Employee Handbook with this important information. Will submit proposed Employee Handbook language additions to Board for approval in August. (5.12)

## **BOARD/ORGANIZATIONAL**

- Worked with Nate, Candace, and Sara to prepare for July 12<sup>th</sup> meeting. (5.3)
- Provided Candace with edits to update the SDAO membership database. (5.17)
- Prepared for and attended June 12<sup>th</sup> board meeting. (5.3)

## **SAFETY/IT/RISK MANAGEMENT/MISC.**

- Took a week of leave. (5.14)
- Worked with Michael to get four new computers installed and running properly. (5.8)
- Reviewed draft FY24 contract with Advantage Computing and followed up on questions about complicated invoicing/ ticketing procedures. (5.8)

**Date:** June 30, 2023  
**To:** Benton SWCD Directors  
**From:** Michael Ahr  
**Re:** Staff Report for June 2023



For this last staff report for the fiscal year, I want to lead with some major highlights. The last week of June, I met with Donna and Teresa for performance reviews and wrapped up the bulk of the oblong spurge work with Althea, our seasonal technician. I enjoy these reviews as a time to slow down and reflect. Teresa and Donna both had a great year and I'm proud of how we're working together. I think we all took turns picking each other up at times this year and showed support outside of our "typical" program areas. The addition of Althea helped to grow the oblong spurge program!

June 30, 2023 finds Benton SWCD with:

- A robust Soil Health Program that is bringing farmer's together at events to learn more about soil health and soil science
- Growth in our oak restoration and outreach. Fingers crossed that we get some funding to further explore opportunities for oak habitat and barriers that landowners may face in restoring this habitat.
- Several ongoing projects related to oak restoration, fish habitat, and livestock and pasture management that maintains or enhances water quality
- A Native Plant Sale that is back at the Fall Festival (Fall) and the fairgrounds (Spring)
- Workshops that bring people together around soil, septic systems, neighborhood conservation, and invasive weeds
- Added (temporary) capacity in the invasive weeds program to take our oblong spurge outreach and follow through to a new level!....and the help enabled me to launch an additional project this year where we controlled ivy growing in riverside forests along the Willamette just north of Corvallis.

*Ok, back to what happened in June...*

#### **Conservation Program Manager**

- One "check-in" meetings with Holly mainly focused on end of year business (5.2)
- Met individually with Donna and Teresa for performance reviews (5.2)
- Led a Conservation Program Team Meeting with Donna & Teresa. Focused on end of year wrap up, performance reviews, next year Conservation Program Budgets (1.9, 5.10)
- In May, we submitted 2 grant requests. We heard back on one of them and we're being recommended for funding (ODA Support Grant related to soil health/Ag Water Quality - \$42,924). For the other grant on oak outreach and restoration, Donna and I had a meeting with reviewers to discuss our plan for the project. The meeting went well, but we don't know if we'll be funded yet. (1.1, 1.4, 4.8)
- Participated in demos for new bill paying software. 2 companies presented, and staff had a follow-up meeting where I gave feedback and made suggestions for efficient workflow. (5.7)
- Met with ODF (Leo Williamson, Protection Unit Forester and Jake Ruhl, Community Wildfire Forester) to discuss District priorities and ways to communicate about fire risk. Great to hear more from them on how they fund work with communities in Benton County. (4.1)

- Met with Si Simonson (with Holly and Sara) to think through opportunities to help and utilize space at Oak Creek Conservancy. (4.1)
- Worked with Advantage Computing to get 4 new computers installed at the office. (5.17)

### **Willamette Mainstem Cooperative**

- Worked on final report for State of the Willamette Synthesis project. This project generated a website on Willamette River flows, fish data, and other items. The link will be ready to share with the public later in the summer - I'll send to Board at that time (1.8)
- Met with Willamette Riverkeeper to better plan the summer (paddle and pull volunteer events) (1.8)

### **Invasive Species Program**

- Worked many hours with Althea Bocys (Seasonal Conservation Technician) on site visits to oblong spurge locations including a tour with ODA staff. Outreach through mailing and emails, and in office trainings on BSWCD procedures. See brief report from Althea at end of my report (5.1, 4.7, 1.8)
- See report on Willamette Valley ivy (and other invasive weeds) at end of this report. (1.8)
- Presented about oblong spurge to Benton County Roads Crew (4.5)
- Spoke with Ellen Tappon about work being done at Jackson-Frazier Wetland. I offered to stay engaged in my capacity as CWMA coordinator and encouraged her to present about the project in that venue. (4.4)

### **Miscellaneous**

- Althea is done working on oblong spurge, but will be back in July for at least 3 "work shifts" to help with paddle and pull events and a survey day on Horseshoe Lake (1.7, 1.8)
- Began safety Emails about smoke, heat, and fire restrictions. These are sent weekly. (5.16)

**Oblong spurge Project Update:** Most of the oblong spurge work is crammed into the Months of April, May and June. It's great to learn of new sites even now, but the treatment season has finished since it has gone to seed. Althea Bocys did a great job serving as our seasonal technician on this project and sent this report earlier this week. It summarizes the overall project with updates from the past 3 months.

### **Sites 2023**

- 11 sites were found this year through neighborhood survey efforts (literally walking around Corvallis and Philomath looking for it). Some of these sites were treated this year, but several landowners left no response after follow up efforts. They go on the list for next year.
- Almost 24 acres were surveyed at confirmed landowner sites for oblong spurge. About 10 acres of this surveyed area received treatment for oblong spurge. The largest site is about 2.5 acres worth of treatment.
- 15 new sites were found and treated this season. One of them was discovered because of iNaturalist, but the rest were all sites where the landowner responded to outreach efforts (such as responses to postcards, letters, or neighborhood listservs).
- 30 sites were treated this year. 2 of these were treated with herbicide only, 3 of them were both hand pull and herbicide, and 25 of these were hand pulled only.
- Did not find oblong spurge growing on some known sites from last year (at least 3 sites)

- Many new sites in the Lewisburg area (particularly on Belhaven Dr and Burgundy Dr/Sisters Pl). Some of these Lewisburg sites are, sadly, great examples of what it looks like when oblong spurge completely takes over an area. We also have our first site in North Albany (near the Gibson Hill Park neighborhood)
- One confirmed report for a decently sized site in the Timberhill area by a neighborhood walker. Found it too late into the season to treat, but it is good to know there is community involvement with reporting.

#### Outreach Efforts

- Sent a combined total of 650 postcards to residents in the Corvallis and Lewisburg areas! Many responses led to confirmed reports of oblong spurge and helped spread awareness through word of mouth.
- 20 Corvallis neighborhood associations were contacted for help spreading outreach efforts. 11 of these associations followed up and shared information through email listservs or flyers during community meetings. One association followed up but did not wish to share information.
- 23 letters were written to landowners with high suspicions or confirmed sightings of oblong spurge on their property. These letters were used as a follow up to postcards, give more context about oblong spurge, or to ask permission for conducting a site visit/survey of their property. 7 of these letters received a response and led to site surveys and/or treatment.

#### Before and After photos!



## Huge patch on Vineyard Mountain



### Ivy work

We sent out 61 postcards which resulted in ivy work on 14 properties with 13 landowners. Neighbors definitely helped encourage each other to participate. I'm really excited to have nearly 25% participation from the mailing. I knew there was ivy on most of those 61 properties, so I was definitely hitting more of a defined target than some mailings.

The project is funded through an ODA Priority noxious weed grant, and was intended to focus on invasive weeds along the Willamette, and side channels/sloughs associated with it. ~30 acres of forest were treated. 80% of the work was cutting ivy from trees. 15% holly cutting. 4% blackberry treatment 1% spurge laurel. R Franco Restoration Inc. did the work over the course of 3 days. 152 total "man hours" Work days were June 21, 22, & 29



Clockwise from top left: Ivy growing on trees next to Stewart Slough; a huge piece of ivy that was intertwined and cut off of a tree; The tree where the intertwined ivy was severed.



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

SOW Task	Goals	June 1, 2023 to June 30, 2023
Landowner Engagement & Technical Assistance	1 & 2	<p><b>TA:</b> Riparian restoration (1), invasives (2), well water and septic systems, ditch erosion, federal farm project funding</p> <p><b>Site Visits:</b></p> <p><i>-Alder Creek Road:</i> riparian restoration, stream bank erosion, invasives. Issues with well water and septic system.</p> <p><i>Oak Creek Conservancy:</i> Discussion of partnership for outreach and education surrounding oak restoration..</p> <p><i>North Albany:</i> Oak restoration, native plants, invasives</p> <p><b>Projects:</b></p> <ul style="list-style-type: none"> <li>* <i>J2E River to Ridge Diversity Project:</i> Fiscal year closeout request for funds for contracted work. Attended tour of wet prairie restoration with Luckiamute Watershed Council.</li> <li>* <i>Mitchell Oak and Savanna Restoration Project:</i> Fiscal year closeout. Finalizing landowner receipts for work done. Request for funds.</li> <li>* <i>Crestmont Land Trust Restoration and Enhancement Project:</i> Compiled and submitted 3 year report with updates and photo points.</li> <li>* <i>Horse Island for Clean Water:</i> Submitted final report and request for funds. Project completed.</li> <li>* <i>Upper Muddy Creek Strategic Implementation Area:</i> Coordinated with Edge Analytical to set up account to view invoices. Request for funds. Fiscal year closeout request for funds.               <ul style="list-style-type: none"> <li>o Jumping Giraffe Farms Water Management OWEB small grant approved for \$ 14,872.00. This project will install hard rock in paddock area and French drain for horse barn along Hammer Creek.</li> </ul> </li> </ul>
Partnerships/ Non-ag Upland and urban land management & restoration	1 & 4	<ul style="list-style-type: none"> <li>* Oak Restoration. Compiled BSWCD history of working with oak restoration. Coordinated with Michael to present Benton County Oak Habitat Stakeholder grant to OWEB review team.</li> <li>* Reviewed Benton County Riparian brochure and made suggestions for updated version.</li> <li>* Attended Grand Oaks twilight tour. Discussed possible funding opportunities with Homeowners Association.</li> <li>* Ordered 400 booklets: "Native plants for Willamette Valley yards: A regional guide to native plants." Popular with landowners.</li> <li>* Attended the Oregon Fire Resilience Network webinar. Reviewed work plan of the partnership.</li> <li>* Compiling quarterly ODA SOW report and financials.</li> </ul>
SOW/Capacity grant, training, organizational	5	<ul style="list-style-type: none"> <li>* Revised budget for the 2023-25 BSWCD capacity funds grant application.</li> <li>* Attended Staff Meetings, planner and Board meetings.</li> <li>* Participated in annual Performance Review with Michael.</li> </ul>





**Grand Oaks Twilight tour**



**J2E River to Ridge Diversity Project tour of wet prairie**



**Oak Creek Conservancy**

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



### **Henkels' Pasture Soil Health**

I prepared a conservation plan for Marcella Henkels when she joined the Board. As a follow-up to our plan conversations, we collected two soil samples to compare sections of the same pasture with different aspects, soil moisture levels, and productivity. The soil of the southwest facing, higher elevation section (photo left) was dry and difficult to dig. Down slope, closer to the seasonal creek (right field, the soil was more moist and easier to sample. It will be interesting to compare soil health results for the two areas.

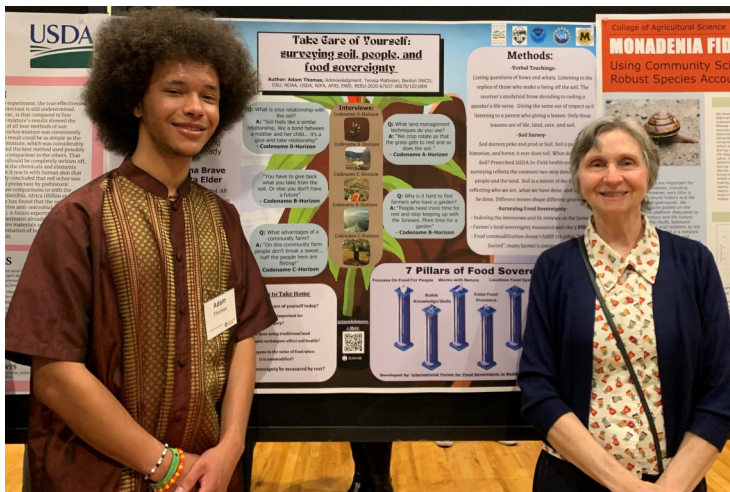
### **Raindrop Farm - fresh market flowers and bouquets**

Nicole Bagdadlian works on the field crew at Raindrop Farm, west of Philomath. She contacted me about help with soil sampling. On June 5th, I joined Nicole at Raindrop to collect two soil samples from fields that have low productivity. Thanks to BSWCD CCP-SQP funding, I was able to ship the samples to A&L Western Lab in Portland and pay for routine chemistry assessments. Raindrop was interested in quick turn-around versus a soil health report that takes a couple of months. Shown below, in photo right, Raindrop plants buckwheat in plots, a warm season cover. Helping with sample collection gives me the opportunity to discuss soil health concepts with the farmer. When the lab report is ready, I will also share information about compaction, amendment quality (carbon: nitrogen ratio, weed seeds), reduced soil disturbance, and limiting traffic areas to reduce compaction. It was great to work with Nicole, whose smile I captured as she jumped on the sharpshooter shovel (left). Now, Nicole is Raindrop Farm's experienced soil sample collector!



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

Good things take a while!!



Not unlike a native planting, hosting interns takes considerable thought, planning, and supervision. And, like native plantings, the rewards outweigh the effort. Adam Thomas, fall and winter 2022 intern, brought a unique perspective to field work. During the OSU Celebrating Undergraduate Excellence showcase, Adam presented his poster that showed how soil care is related to farmer's self care and food sovereignty (photo above).

The OWEB Soil Health Grant funded four internships spanning from winter 2022 through spring 2023: Teiya Inokuma, Adam Thomas, Lucy Goracke, and Haylee Davis. Judith Ferguson volunteered to help with spring field work.



## DATE ACTIVITY

5/22 Benton Co WA monitoring meeting  
 5/23 Check-in meeting with Michael  
 5/23 Henkels' pasture soil health samples x 2  
 6/5 Collected 2 soil samples Raindrop Farm  
 6/9 Soil Health data ranking OSU Markus Kleber  
 6/12 UMC SIA gear to and from MRWC  
 6/12 BSWCD Board meeting  
*All month I worked on soil health reports, experimenting with informative formats that will be useful to farmers.*



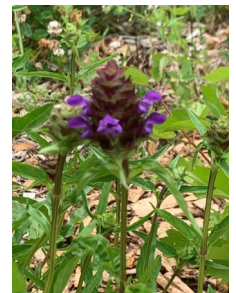
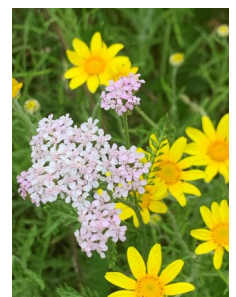
## Name that blossom!

The patience, time, and tender care that it takes to grow a native garden, hedgerow or backyard prairie provide pleasant payback with delightful spring blooms in shades of pink, yellow and white.

A June challenge for you native plant enthusiasts - name these spring flowers from my yard. My answers below. Flip to see if we agree.

- Oregon iris (*Iris tenax*)
- gracilis*)
- Slender cinquefoil (*Potentilla americana*)
- Spanish clover (*Acemison*)
- Self-heal (*Prunella vulgaris*)
- lanatum*)
- Oregon sunshine (*Eriophyllum*)
- Yarrow (*Achillea millefolium*)
- oreganum*)
- Oregon geranium (*Geranium*)
- Mule ears (*Wyethia mollis*)
- douglasii*)
- Douglas spiraea (*Spiraea*)

From upper left:

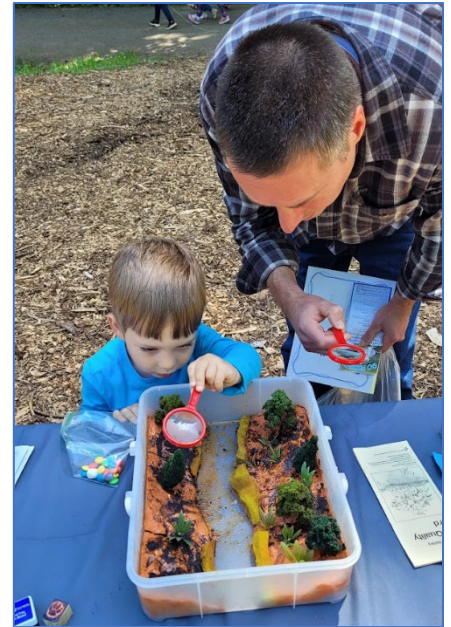


JUNE REPORT FOR JULY 2023 BOARD PACKET

Sara Roberts, Communications and Community Engagement Coordinator

**OUTREACH (Goals 2.5, 4.5)**

- Get Outdoors Day at Peavy Arboretum: approximately 50 families/200 people visited my educational table and participated in hands-on activities to learn about soil and water.
- Twilight Tour at Grand Oaks: 16 people attended an informational walk through the neighborhood led by members of the Grand Oaks Landscape Committee, to learn about their restoration efforts.



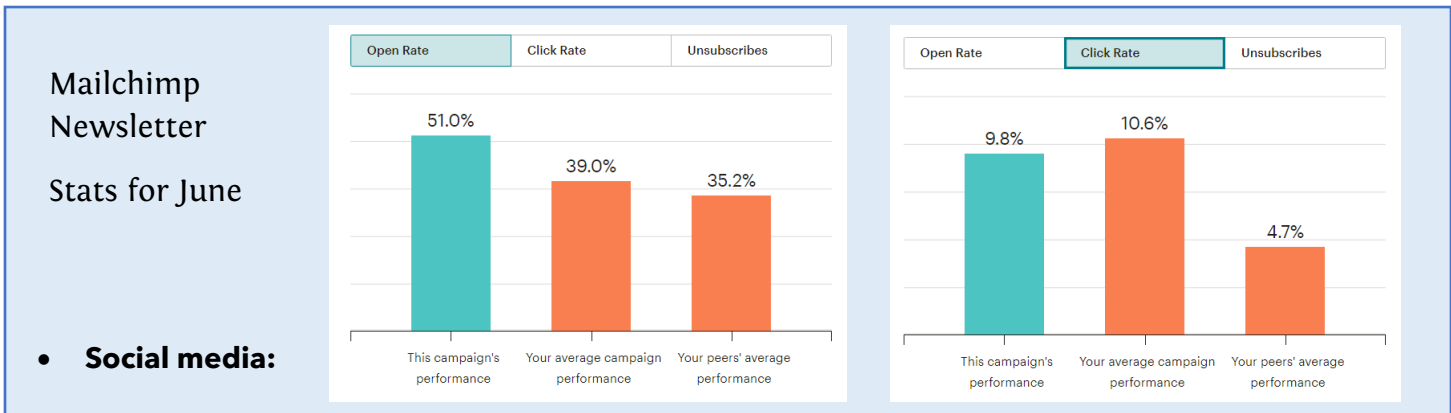
Get Outdoors Day (above) and Grand Oaks Twilight Tour (left)

**DEVELOPMENT**

- Ongoing research and readings to learn more about DEIJ and equitable community engagement. Currently reviewing this [Inclusive Outreach and Public Engagement Guide](#) and these [community engagement case studies](#). **(Goal 5.1)**

**COMMUNICATIONS (Goal 3.4)**

- **June Newsletter** sent on June 13. Featured items:
  - "Purge the Spurge" blog article by Althea (84 clicks)
  - Summer Twilight Tours (63 clicks)
  - National Pollinator Month - link to our "Support Pollinators" page (60 clicks)

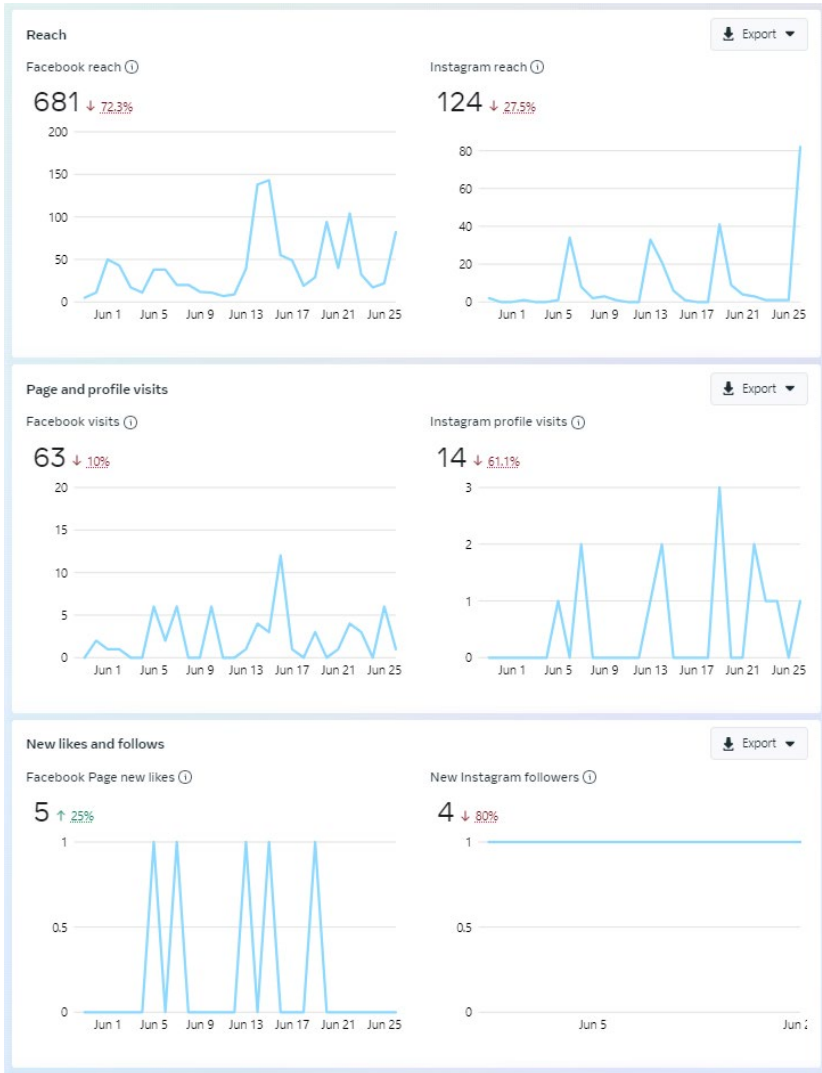




**JUNE REPORT FOR JULY 2023 BOARD PACKET**

Sara Roberts, Communications and Community Engagement Coordinator

- 8 Facebook posts, 5 Instagram posts. Best performing posts:
  - Luckiamute Watershed Council’s “Pollinators and Plants” event (reach=346)
  - “The Bee’s Knees” presentation by OSU Extension (reach=124)
  - Check out our latest newsletter (reach=103)
- Social Media performance for June compared to May:



**WEBSITE (Goals 3.3, 3.6)**

- Multiple Zoom meetings with Streamline to work on designing and organizing our new website.

**NETWORKING (Goals 1.3, 4.3)**

- Met with Ellen Tappan of AFRONA (Alliance for Recreation and Natural Areas) to discuss outreach partnership opportunities at Jackson Frazier Wetlands.
- Myself, Holly, Donna, and Michael met with Si Simonson at his new home in Oak Creek to discuss potential conservation and outreach opportunities.

Date: June 30, 2023  
To: Benton SWCD Directors  
From: Candace Mackey, Operations Coordinator  
Re: June Report for July 2023 Board Packet



### Operations Management

- Reviewed, authorized, and submitted Check Issuance Request and Credit Card Receipt forms; deposited checks.
- Completed application process and initiated implementation for new AP Automation system
- Completed initial setup, application and completion of HRA VEBA Account
- Completion of SAIF application and policy launch
- Processed 2023-2025 Lease Property Tax Exemption
- Distributed approved and issued vendor payments
- Completed first draft of Operations Coordinator Manual
- Updated Resolution physical notebook according to document retention requirements
- Updated all contact information with Health Insurance agent and SDAO
- Updated file structure to support new Fiscal Year on Udrive

### Organizational Support

- Completed HRA Veba Resolution, documentation and requirements
- Board Support: Completed June Board Hearing and Regular Board meeting draft minutes
- Board Support: Attended and took minutes for June Board Hearing/Meeting
- Board Support: Completed Budget Document Update for adopted budget
- Board Support: Collected Director bio for website
- Submitted Adopted Budget to Benton County Assessor and ODA
- Board Support: Drafted BCM Minutes for 23-24 approval
- HR: Distribution of 2023-2024 Benefits Resource Guide to employees
- Legal noticing for Board Meeting
- Track and file past meeting Resolutions
- Tracked Monthly Tax Turnover Report
- Updated Employee Data Sheets; reviewed time-sheets; distributed pay stubs
- Filed paperwork and organized files during visits to office
- Forwarded phone calls and emails to appropriate staff
- Participated in weekly staff meetings
- Maintained weekly server back ups

### Capacity Building

- Attended Document Retention Training from OR SOS