

Monday, January 8, 2024
 6:00-7:30 PM Board 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 JANUARY MEETING AGENDA

Goal	Item	Lead	Time	ACTION
	Call to Order, Introductions, Public Comments, Announcements (see employee anniversary date table below), Additions to Agenda	<i>Johnson</i>	6:00	
	CONSENT AGENDA	<i>Johnson</i>	6:05	ACTION
5	Approve draft Minutes from December 11 Board Meeting			
5	Approve Financials (11/30/23)			
5	FY23 Audit Action Plan (in packet) submitted to Secretary of State (no action needed; courtesy copy; audit already approved by board in Dec)			
	REGULAR AGENDA			
5	Appoint Officers	<i>Board</i>	6:06	ACTION
1-5	Questions about January 16 th Annual Meeting?	<i>Board</i>	6:10	
1, 2, 4	Discuss, and vote on funding for Traditional Ecological Inquiry Program (TEIP) for FY24 or FY25; determine amount to fund. LTWC takes 15% for administration.	<i>Board</i>	6:15	ACTION
1-5	Review updated Measurable Objectives for Strategic Plan (in packet); any questions for staff?	<i>Board</i>	6:40	
4-5	Discuss/approve with changes? draft support letter (in packet) for Legislative Concept 198 for Oregon Invasive Species Council funding.	<i>Ahr</i>	7:00	ACTION
5	Set date for Personnel and Finance Committee (PFC) meeting in March 2024 to review employee compensation/benefits	<i>Johnson, Henkels, Hastings</i>	7:10	ACTION
1-5	Questions from Board on BSWCD and NRCS activities – 15 minutes	<i>Directors/ Staff/NRCS</i>	7:15	
1-5	Other Board business?	<i>Directors</i>	7:25	
	Meeting Adjourned	<i>Johnson</i>	7:30	

Strategic Direction Goals 2023-2027
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
January 9, 12pm-1pm	Gearing Up for Gardening series: The Good Guys and the Bad Guys – Native and Invasive Plants (led by Michael and Sara)	Corvallis Public Library
January 16, 5:30-8pm	BSWCD Annual Meeting	Corvallis Community Center
February 6, 1-2pm	Native Plant Sale new volunteer training #1	CBD conference room (next to BSWCD office)
February 12, 6-7:30pm	BSWCD Regular Board Meeting	Via Zoom
February 13, 5-6pm	Native Plant Sale new volunteer training #2	CBD conference room (next to BSWCD office)
February 24, 9am-3pm	Native Plant Sale pickup day – click to sign up as a volunteer!	Benton County Fairgrounds Solar Building
March 11, 6-7:30pm	BSWCD Regular Board Meeting	Via Zoom
May 6, 6-7:30pm	Budget Committee Meeting	Corvallis Community Center
May 13	Budget Committee backup meeting date	TBD

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

<https://www.bentonswcd.org/calendar-of-upcoming-events>

Monday, December 11, 2023
6:00-7:30 PM Board Meeting
To join Zoom Video Conference:



<https://us02web.zoom.us/j/84468250202?pwd=Rk5sRERSZXI6WVVOUmJIWEFBcDIHUT09>
Phone: 1-669-900-6833
Meeting ID: 844 6825 0202
Passcode: 640956

BOARD OF DIRECTORS MEETING MINUTES

In Attendance

Board Members Present: Nate Johnson, David Barron, Greg Jones, Eliza Mason, Aubrey Cloud, Marcella Henkels

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

Associate Directors Present: Rana Foster, Indira Kulkarni, NAYPW Student Associate Director

Staff Present: Holly Crosson, Michael Ahr, Teresa Matteson, Donna Schmitz, Candace Mackey (minutes) Sara Roberts, Jake Mead, SkillBridge Intern;

Guests: Joe Scott, Curriculum Director, Traditional Ecology Inquiry Program

Call to Order - Johnson (6:01pm)

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

Introductions: Nate Johnson has everyone attending introduce themselves.

Public Comment: None

Announcement: Aubrey Cloud mentions the great event held by Michal and Donna last Friday- Kudos!

Addition to agenda: None

CONSENT AGENDA

- **Approve draft Minutes from November 13th Regular Board Meeting**
- **Approve Financials (10/31/23)**
- **Adopt Budget Resolution 2023-2024-05 Private Donations**
- **Approve FY25 Budget Calendar**

Discussion: None

MOTION: To Approve Consent Agenda: Nate Johnson Second: Eliza Mason

Results: Pass 6/0

- **Conversation with Joe Scott about Traditional Ecology Inquiry Program**

Joe shared a slide presentation with photos of project sites, interns, classrooms, project rubrics, and knowledge keepers from TEIP, with details on the program itself. Questions raised regarding visible results of funding for soil and water in Benton County specifically. Question raised as to specific cost of an intern for one season as presentation showed \$1,000 stipend but BSWCD understood it was \$6,000 per intern. Budget includes not only the stipend for intern compensation, but other aspects of the support: the events, the honorariums for knowledge keepers, materials, lodging and familial support. Question raised on who was to receive the actual payment, what role language plays for interns, who

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

administers the program, and anything else Joe Scott wants BSWCD to know that can be the most help. Long Tom Watershed Council is the fiscal sponsor for TEIP, language development is dependent on what role the intern would like it to play, and the most helpful thing for TEIP is to have a Zoom check in, rather than large reporting requirements. Question regarding how many interns are currently in the program? 12 currently. Is there a waiting list? Looking to expand the program, because there is interest, but it is experiencing a need to plan for that growth.

- **Approve FY23 Audit**

Discussion: None

MOTION: Greg Jones moves to approve the FY23 Audit as presented: Second: Marcella Henkels

Results: Pass 5/0 David Barron abstained (no response)

- **Review Legislative Changes to Public Meeting Law**

Presented, clarification on what constitutes a “public meeting” given by Holly Crosson. Since we have a budget of over \$1M, there is a new requirement for Board Members to attend a training session once a term on Public Meeting law. No such training has been released as of this date.

- **Discuss Recruitment for Budget Committee**

Two members of the public have finished serving their term. New members need to be appointed to have a full committee. Holly Crosson asks Indira Kulkarni, our student associate director if she’s interested in filling the student slot. Marcy Henkels suggested Joyce Loper of the ODA has expressed interest. Holly Crosson will send information to Indira, and Marcella will refer Joyce to the website to fill out the form there.

- **2024 Annual Meeting Overview**

Sara presented the flyer for the annual meeting and will email it out to everyone. The speaker is Andony Melathopoulos, talking about the Oregon Bee Atlas program and will be January 16th 2024 from 5:30 (food and mingle) 6:00-8:00pm will be the formal presentations.

- **Discuss Potential Traditional Ecology Inquiry Program Internship Funding**

Any discussion? There will be a vote at the January 8th, 2024, meeting.

- **Questions from Board on BSWCD and NRCS Activities-None**

- **Other Board Business-None**

- **Next regular board meeting will be, January 8th, 2024**

Meeting Adjourned - Johnson (7:28pm)



Benton Soil and Water CONSERVATION DISTRICT

136 SW Washington Ave., Suite 201
Corvallis, Oregon 97333
P 541.753.7208 bentonswcd.org

December 18, 2023

Office of the Secretary of State
Audits Division
255 Capitol Street NE, Suite 180
Salem, Oregon 97310

Plan of Action for Benton Soil and Water Conservation District

Benton Soil and Water Conservation District respectfully submits the following corrective action plan in response to deficiencies reported in our audit of the fiscal year ended June 30, 2023. The audit was completed by the independent auditing firm, Koontz, Blásquez & Associates, P.C., Albany, Oregon. The audit was adopted by the governing body of the District at their meeting on December 11, 2023, as indicated by the signatures below.

The deficiencies are listed below, including the adopted plan of action and timeframe for each.

1. Significant Deficiency: Segregation of Duties

- a. **Description:** Due to the limited number of staff, many critical accounting duties have been combined. In FY2023, a single individual prepared checks, reconciled bank accounts, and maintained the general ledger, which could lead to possible fraud or errors.

Recommendation: The auditor recommends that the board strive to maintain a high level of monitoring in order to ensure appropriate checks and balances are in place to mitigate assumed risks.

- b. **Plan of action:** Procedures for FY23 were as follows. The Executive Director (ED), Operations Coordinator (OC), or Natural Resource Conservation Program Manager (NRCPM) of the District review CIRs (check issuance requests) submitted by staff before checks are prepared weekly by the bookkeeper. Checks are not issued until the CIRs have been authorized, signed, and dated by the ED, OC, or NRCPM, as appropriate. After the checks are cut by the bookkeeper, the ED reviews the CIRs a second time – this time against the actual completed (but unsigned) checks to make sure all the data on the check is correct and that the checks and CIRs match (who check is written to, the amount the check is for, CIR numbers align, checks do not skip numbers, etc.). All CIRs and their supporting documentation go to the check signer (board member only) for a third review. For each batch of checks the bookkeeper issues, a completed check register with all check numbers, check amounts, who the check is written to, bank deposits, EFTs, etc. accompanies the unsigned checks. The OC files the registers and all other documents related to deposits and expenditures after the checks have been signed.

The board has several designated check signers, including the District's Treasurer, who is the primary signer unless the Treasurer is out of town. The ED and staff do not have check-signing authority, nor can they make any funds withdrawals from the bank. After the Board Treasurer (or other board-designated check signer) reviews the detailed check register, CIRs and checks, the checks are signed. The ED and Treasurer both regularly review bank and LGIP (Local Government Investment Pool) statements. All accounts, including Stripe and staff business credit cards, are reconciled monthly by the bookkeeper, and reconciliations are reviewed by both the ED and Treasurer. The ED meets with the bookkeeper on a weekly basis and regularly connects with the Treasurer to make sure any questions are addressed in a timely fashion. Financials are reviewed and approved by the Board of Directors on a monthly basis.

Procedures are in place for multiple-level review of credit card expenditures for all staff business credit cards. Similar to the CIR procedure for checks, the District has a form that all staff fill out, date, and sign, detailing all credit card expenditures. Receipts and any necessary supporting documentation are attached to the form. Credit card statements are reviewed by each card holder on a monthly basis. Individual expenditures are checked by staff and authorized by the ED before the statement is paid by the bookkeeper. The Treasurer reviews all credit card purchases and statements. Each business card has a credit limit that has been established and approved by the board.

In June of 2019, the District initiated the use of Intuit's TSheets for staff payroll. This electronic system reduces the likelihood of errors compared to filling out timesheets manually and enables the generation of a wide variety of payroll reports.

c. Timeframe for, or date of, implementation: See 2c below for changes that occurred in FY24.

2. Significant Deficiency: Preparation of Financial Statements in Accordance with Generally Accepted Accounting Principles (GAAP)

- a. Description:** Auditing standards require the auditor to assess the internal control system of the District. In addition, the standards require the auditor to extend this assessment of controls over financial statement preparation. Proper controls over financial statement preparation require adequate knowledge and involvement to detect errors and omissions in the financial statements. The District relies on the auditor to assist in drafting the financial statements. In addition, the auditor verifies that the financial statements, including note disclosures, contain all of the elements required to comply with accounting principles generally accepted in the United States of America. The auditor believes that the District has staff with the ability to understand, review, and take responsibility for the financial statements required to comply with independence standards; however, the auditor's assistance in drafting the financial statements described above does produce a significant deficiency in the District's internal control system.



Benton Soil and Water
CONSERVATION DISTRICT

36 SW Washington Ave., Suite 201
Corvallis, Oregon 97333
P 541.753.7208 bentonswcd.org

Recommendation: The auditor does not recommend any change in the preparation of the financial statements, but the board should be aware of this deficiency and stress the importance of thorough review of the financial statements prior to approval of the audit.

b. Plan of action: BSWCD considers the cost of staffing the financial expertise to correct this deficiency to outweigh the benefit, and has determined that it is more beneficial to continue to outsource these matters to external experts.

c. Timeframe for, or date of, implementation: Beginning in FY24 (July 1, 2024) the procedure changed to use an online automated AP system through AvidXchange. The new procedures for FY24 reduced chances of error yet maintained integrity of internal controls by keeping a five-step review process. Review roles are as follows:

Gatekeeper: Operations Coordinator

Department: Natural Resources Program Manager & Communications and Community Engagement Coordinator (if an invoice needs to be checked by another staff member, such as project invoices, mileage, or a communications and outreach invoice)

Bookkeeper: To ensure accurate coding with QuickBooks.


Board: BSWCD Board Treasurer approve; a backup board member is alerted as well for any absences by the Treasurer.

Final Release: Executive Director to ensure accuracy and readily available funds.

The CCR procedures remain the same. Most check signatures were automated starting in FY24, though a small number of checks are still issued in paper when providing documentation for the check would compromise security if sent through the AvidXchange system, for instance, retirement contribution checks that have the last four digits of an employee's social security number.

A more detailed description of the new procedures will be presented in the FY24 action plan.

Signed by:



Nate Johnson, Board Chair

12-19-2023

Date

Holly Crosson Digitally signed by Holly Crosson
Date: 2023.12.19 12:08:38 -08'00'

Holly Crosson, Executive Director

Date

Financial Report

Period ending November 30, 2023

Benton SWCD Board Meeting

January 8, 2024

Our Oregon LGIP account closing balance was \$1,146,761.56. The dividend paid was \$3,575.98 and the monthly distribution yield was 5%. The fiscal year-to-date dividend paid was \$15,355.14.

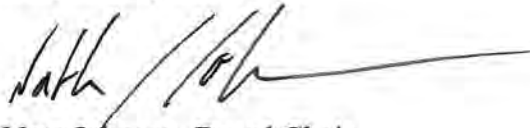
The Benton County Finance Department paid the District \$396,460.14 in tax revenue. The year-to-date amount paid was \$488,855.99.

The total balance of both Citizen Bank accounts combined was \$158,433.90. The previous month's combined balance was \$158,867.87. Both accounts were reconciled and all checks were accounted for.

The balance of the credit-card account as of 9/26/23 was \$825.01 and charges were reconciled.

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

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Nate Johnson', with a long horizontal line extending to the right.

Nate Johnson, Board Chair

Benton Soil & Water Conservation District
Balance Sheet
 As of November 30, 2023

	Nov 30, 23	Nov 30, 22	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
10100 · Citizens Bank	115,722.88	89,830.22	25,892.66
10150 · Citizens Bank #2	9,541.63	16,587.49	-7,045.86
10200 · LGIP	1,164,301.10	1,134,438.36	29,862.74
10300 · Stripe	0.00	253.92	-253.92
10800 · Petty Cash	24.00	24.00	0.00
Total Checking/Savings	1,289,589.61	1,241,133.99	48,455.62
Accounts Receivable			
11000 · Accounts Receivable	0.50	0.00	0.50
11400 · Grants Receivable	27,936.15	68,411.29	-40,475.14
Total Accounts Receivable	27,936.65	68,411.29	-40,474.64
Other Current Assets			
12000 · Undeposited Funds	31.20	0.00	31.20
12010 · 100-1505 Due to/Due frm BR Fund	-113,200.00	-108,200.00	-5,000.00
12015 · 100-1500 Due to/from Proj Fund	-54,679.93	-96,371.93	41,692.00
12020 · 200-1080 Cash Due to/from Gen Fnd	54,679.93	96,371.93	-41,692.00
12040 · 400-1080 Cash Due to/Due frm GF	113,200.00	108,200.00	5,000.00
12800 · Payroll Advance	0.00	-0.09	0.09
13000 · Prepaid expenses-Audit	2,884.29	3,995.51	-1,111.22
Total Other Current Assets	2,915.49	3,995.42	-1,079.93
Total Current Assets	1,320,441.75	1,313,540.70	6,901.05
Other Assets			
18400 · Property Tax Receivable-Audit	10,348.00	9,482.00	866.00
Total Other Assets	10,348.00	9,482.00	866.00
TOTAL ASSETS	1,330,789.75	1,323,022.70	7,767.05
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
20000 · General Accounts Payable	2,151.95	4,148.38	-1,996.43
20100 · Project Accts Payable	10,060.67	36,425.43	-26,364.76
Total Accounts Payable	12,212.62	40,573.81	-28,361.19
Credit Cards			
22000 · CITIZENS BANK MASTER CARD			
22200 · Holly CC - 2995	167.49	1,487.90	-1,320.41
22300 · Donna CC - 3001	30.90	0.00	30.90
22400 · Teresa CC - 3019	0.00	272.49	-272.49
22520 · Linda CC - 5980	0.00	135.94	-135.94
22530 · Michael CC - 3266	138.16	102.21	35.95
22532 · Sara CC - 0962	-35.82	137.46	-173.28
22533 · Candace CC - 0020	493.38	0.00	493.38
Total 22000 · CITIZENS BANK MASTER CARD	794.11	2,136.00	-1,341.89

Benton Soil & Water Conservation District

Balance Sheet

As of November 30, 2023

	Nov 30, 23	Nov 30, 22	\$ Change
Total Credit Cards	794.11	2,136.00	-1,341.89
Other Current Liabilities			
24000 · PAYROLL LIABILITIES			
24010 · 941 Account	9,176.52	7,461.52	1,715.00
24020 · Oregon Withholding	2,257.00	1,660.00	597.00
24030 · OR-WBF SUTA	725.31	239.88	485.43
24040 · Medical Employee	0.00	44.70	-44.70
24050 · Medical Employer	0.00	4,713.55	-4,713.55
24060 · 457b Contributions	0.00	7,851.85	-7,851.85
Total 24000 · PAYROLL LIABILITIES	12,158.83	21,971.50	-9,812.67
25800 · Deferred Revenue Grants-Audit	52,768.84	82,668.50	-29,899.66
Total Other Current Liabilities	64,927.67	104,640.00	-39,712.33
Total Current Liabilities	77,934.40	147,349.81	-69,415.41
Long Term Liabilities			
27050 · Deferred Revenue Taxes -Audit	9,031.09	8,373.09	658.00
Total Long Term Liabilities	9,031.09	8,373.09	658.00
Total Liabilities	86,965.49	155,722.90	-68,757.41
Equity			
31100 · Building Reserve Fund Balance	113,200.00	108,200.00	5,000.00
31200 · Project Fund Balance	10,207.00	10,210.00	-3.00
32000 · General Fund Balance	811,946.58	735,673.75	76,272.83
Net Income	308,470.68	313,216.05	-4,745.37
Total Equity	1,243,824.26	1,167,299.80	76,524.46
TOTAL LIABILITIES & EQUITY	1,330,789.75	1,323,022.70	7,767.05

Benton Soil & Water Conservation District
Citizens Bank Check Register
 As of November 30, 2023

Type	Date	Num	Name	Memo	Debit	Credit	Balance
10100 - Citizens Bank							128,397.57
Transfer	11/02/2023			Funds Transfer	15,000.00		143,397.57
Deposit	11/08/2023			Deposit	200.00		143,597.57
Deposit	11/10/2023			Deposit	37,564.50		181,162.07
Liability Check	11/29/2023		QuickBooks Payroll Service	Created by Payroll Service on 11/27/2023		25,860.63	155,301.44
Deposit	11/17/2023			Deposit	6,103.75		161,405.19
Deposit	11/24/2023			Deposit	24,255.00		185,660.19
Deposit	11/30/2023			Interest	6.21		185,666.40
Liability Check	11/02/2023	AvidX	HRA VEBA Plan	YA20521		372.34	185,294.06
Paycheck	11/30/2023	DD	Ahr, Michael S	Direct Deposit	0.00		185,294.06
Paycheck	11/30/2023	DD	Crosson, Holly A	Direct Deposit	0.00		185,294.06
Paycheck	11/30/2023	DD	Mackey, Candace	Direct Deposit	0.00		185,294.06
Paycheck	11/30/2023	DD	Matteson, Teresa L	Direct Deposit	0.00		185,294.06
Paycheck	11/30/2023	DD	Roberts, Sara	Direct Deposit	0.00		185,294.06
Paycheck	11/30/2023	DD	Schmitz, Donna J	Direct Deposit	0.00		185,294.06
Liability Check	11/03/2023	EFT	United States Treasury	93-1077051		9,021.66	176,272.40
Liability Check	11/03/2023	EFT	Oregon Dept of Revenue	0292193-0		2,226.00	174,046.40
Check	11/19/2023	EFT	Card Service Center - MasterCard	Online Payment		2,047.78	171,998.62
Bill Pmt -Check	11/09/2023	EFT	1Auto - Xerox Financial Services	autopay due on 10th of next month		156.17	171,842.45
Bill Pmt -Check	11/24/2023	EFT	1Auto - Verizon	autopay due on 25th of month		88.75	171,753.70
Liability Check	11/02/2023	8297	VALIC	Group #67994		3,599.69	168,154.01
Liability Check	11/30/2023	8298	HRA VEBA Plan	YA20521		372.34	167,781.67
Liability Check	11/30/2023	8299	SDIS	03-0018433		4,835.33	162,946.34
Liability Check	11/30/2023	8300	VALIC	Group #67994		3,626.41	159,319.93
Bill Pmt -Check	11/02/2023	10037	OSU - AMBC	Invoice: 224111 ()		40.50	159,279.43
Bill Pmt -Check	11/09/2023	10039	Staff- Teresa Matteson	Invoice: BSWCD231103-G TM (Reference: Milea		39.96	159,239.47
Bill Pmt -Check	11/09/2023	10040	Staples	Invoice: 8072020108 ()		117.52	159,121.95
Bill Pmt -Check	11/09/2023	10041	AvidXchange, Inc.	Invoice: 40893974 ()		395.00	158,726.95
Bill Pmt -Check	11/09/2023	10042	Staff- Teresa Matteson	Invoice: BSWCD231103-P TM (Reference: Milea		4.59	158,722.36
Bill Pmt -Check	11/09/2023	10043	Joseph C Monfalcone	Invoice: 09-22-005 #1 (Reference: Client reimburs		12,168.00	146,554.36
Bill Pmt -Check	11/15/2023	10044	Advantage Computing & Elect. Svc's	Invoice: 3921 ()		387.00	146,167.36
Bill Pmt -Check	11/15/2023	10045	CTX-Xerox	Invoice: IN3782957 (Reference: Copies October 2		22.17	146,145.19
Bill Pmt -Check	11/15/2023	10046	SDAO	Invoice: 18433 ()		153.00	145,992.19
Bill Pmt -Check	11/15/2023	10047	Jenny Brausch Business Solutions LLC	Invoice: 2490 (Check Stub Notes: Please be advis		1,802.50	144,189.69
Bill Pmt -Check	11/15/2023	10048	Staff- Donna Schmitz	Invoice: BSWCD231109-G DS (Reference: Milea		48.47	144,141.22

5:13 PM
 12/28/23
 Accrual Basis

Benton Soil & Water Conservation District
Citizens Bank Check Register
 As of November 30, 2023

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Bill Pmt -Check	11/15/2023	10049	AvidXchange, Inc.	Invoice: 40898543 (Reference: Oct 2023 Monthly	395.00		143,746.22
Bill Pmt -Check	11/15/2023	10050	Confluence Farms, LLC	Invoice: 09-22-001 #2 (Reference: Site Preparatio	2,037.26		141,708.96
Bill Pmt -Check	11/15/2023	10051	Integrated Resource Management	Invoice: 6682 (Reference: Herbicide treatment.)	1,650.77		140,058.19
Bill Pmt -Check	11/30/2023	10052	1Bill - Crystal Lake Storage	Invoice: 124-11216 ()	185.00		139,873.19
Bill Pmt -Check	11/30/2023	10053	Mater Investment Company	Invoice: 9 ()	2,062.58		137,810.61
Bill Pmt -Check	11/30/2023	10054	Staff- Michael Ahr	Invoice: BSWCD231125-G MA ()	37.73		137,772.88
Bill Pmt -Check	11/30/2023	10055	Heritage Seedlings Inc.	Invoice: 60265 (Reference: Mitchell Project Seedi	22,050.00		115,722.88
Total 10100 · Citizens Bank					83,129.46	95,804.15	115,722.88
TOTAL					83,129.46	95,804.15	115,722.88

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

	General Fund	Project Fund	TOTAL
Ordinary Income/Expense			
Income			
43300 · Grant/Project Administration	0.00	98,350.20	98,350.20
44535 · Taxes Levied	490,264.70	0.00	490,264.70
44540 · ODA Operations	14,489.00	0.00	14,489.00
44545 · ODA Tech, LMA & Scope of Work	33,840.00	0.00	33,840.00
45000 · Interest Income	14,258.52	0.00	14,258.52
46430 · MISCELLANEOUS	2,269.51	0.00	2,269.51
47400 · Native Plant Sale Income	20,611.40	0.00	20,611.40
48000 · TRANSFERS IN	9,646.88	0.00	9,646.88
Total Income	585,380.01	98,350.20	683,730.21
Gross Profit	585,380.01	98,350.20	683,730.21
Expense			
60000 · MATERIALS & SERVICES	60,943.31	0.00	60,943.31
66000 · PAYROLL EXPENSES	208,021.72	14,139.37	222,161.09
68000 · PROJECTS-SVC-SUPP-MATERIALS	0.00	82,508.25	82,508.25
69400 · TRANSFERS OUT	0.00	9,646.88	9,646.88
Total Expense	268,965.03	106,294.50	375,259.53
Net Ordinary Income	316,414.98	-7,944.30	308,470.68
Net Income	316,414.98	-7,944.30	308,470.68

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

	General Fund	Project Fund	TOTAL
Ordinary Income/Expense			
Income			
43300 · Grant/Project Administration	0.00	98,350.20	98,350.20
44535 · Taxes Levied	490,264.70	0.00	490,264.70
44540 · ODA Operations	14,489.00	0.00	14,489.00
44545 · ODA Tech, LMA & Scope of Work	33,840.00	0.00	33,840.00
45000 · Interest Income	14,258.52	0.00	14,258.52
46430 · MISCELLANEOUS			
46432 · Contributions	2,269.51	0.00	2,269.51
Total 46430 · MISCELLANEOUS	2,269.51	0.00	2,269.51
47400 · Native Plant Sale Income	20,611.40	0.00	20,611.40
48000 · TRANSFERS IN			
48400 · Transfer Admin from Project Fd	9,646.88	0.00	9,646.88
Total 48000 · TRANSFERS IN	9,646.88	0.00	9,646.88
Total Income	585,380.01	98,350.20	683,730.21
Gross Profit	585,380.01	98,350.20	683,730.21
Expense			
60000 · MATERIALS & SERVICES			
61300 · CONFERENCES AND TRAINING			
61310 · Lodging	307.04	0.00	307.04
61320 · Meals/per diem	97.92	0.00	97.92
61330 · Registration	1,180.00	0.00	1,180.00
61340 · Training and Education Material	525.89	0.00	525.89
Total 61300 · CONFERENCES AND TRAINING	2,110.85	0.00	2,110.85
61500 · COMMUNITY CONSERVATION PROGRAMS			
61510 · Conservation Education (Youth)	840.46	0.00	840.46
61520 · Conservation Incentive Program	227.50	0.00	227.50
61530 · Invasives Program	2,500.00	0.00	2,500.00
61540 · Native Plant Sale	3,502.77	0.00	3,502.77
61570 · Soil Quality Program	1,636.64	0.00	1,636.64
Total 61500 · COMMUNITY CONSERVATION PROG	8,707.37	0.00	8,707.37
62100 · CONTRACTED AND PROF SERVICES			
62115 · Audit	5,800.00	0.00	5,800.00
62120 · Computer Support	1,995.00	0.00	1,995.00
62130 · PROFESSIONAL SERVICES			
62140 · Legal	165.00	0.00	165.00
62150 · Accounting	8,262.33	0.00	8,262.33
62160 · Facilitation	1,750.00	0.00	1,750.00
62170 · Web Design, Logo - Marketing	1,624.50	0.00	1,624.50
62130 · PROFESSIONAL SERVICES - Other	395.00	0.00	395.00
Total 62130 · PROFESSIONAL SERVICES	12,196.83	0.00	12,196.83
Total 62100 · CONTRACTED AND PROF SERVICES	19,991.83	0.00	19,991.83
62300 · Dues/Subscriptions/Fees	5,630.67	0.00	5,630.67

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

	General Fund	Project Fund	TOTAL
62800 · OFFICE OCCUPANCY			
62820 · Rent & Parking	13,485.48	0.00	13,485.48
62830 · Utilities	1,823.76	0.00	1,823.76
Total 62800 · OFFICE OCCUPANCY	15,309.24	0.00	15,309.24
65000 · SUPPLIES AND MATERIALS			
65010 · COPIER AND SUPPLIES			
65012 · Copies	154.35	0.00	154.35
65014 · Lease	851.05	0.00	851.05
Total 65010 · COPIER AND SUPPLIES	1,005.40	0.00	1,005.40
65030 · Office Supplies	719.90	0.00	719.90
65050 · Software/Computer Accessories	112.49	0.00	112.49
Total 65000 · SUPPLIES AND MATERIALS	1,837.79	0.00	1,837.79
65110 · PRODUCTION COSTS			
65112 · Advertising and Website	289.00	0.00	289.00
65114 · Merchandise	1,295.24	0.00	1,295.24
Total 65110 · PRODUCTION COSTS	1,584.24	0.00	1,584.24
65120 · Insurance & Fidelity Bond	3,368.57	0.00	3,368.57
65160 · Miscellaneous	-8.10	0.00	-8.10
65320 · Mileage/travel related expenses	628.30	0.00	628.30
65400 · Meetings & Events	1,782.55	0.00	1,782.55
Total 60000 · MATERIALS & SERVICES	60,943.31	0.00	60,943.31
66000 · PAYROLL EXPENSES			
66200 · Wages	162,287.03	10,887.55	173,174.58
66410 · Health, Dental & Life Insurance	23,010.48	1,627.46	24,637.94
66420 · Retirement	9,623.40	750.30	10,373.70
66500 · Payroll Taxes			
66510 · FICA Employer	12,402.22	831.96	13,234.18
66520 · SUTA	585.05	40.93	625.98
66530 · OR-WBF	42.54	1.17	43.71
Total 66500 · Payroll Taxes	13,029.81	874.06	13,903.87
66800 · Fees	71.00	0.00	71.00
Total 66000 · PAYROLL EXPENSES	208,021.72	14,139.37	222,161.09
68000 · PROJECTS-SVC-SUPP-MATERIALS			
68010 · Project Contracted Services	0.00	55,055.97	55,055.97
68020 · Project Mileage & Travel	0.00	285.32	285.32
68040 · Project Supplies & Materials	0.00	23,091.96	23,091.96
68000 · PROJECTS-SVC-SUPP-MATERIALS - Othe	0.00	4,075.00	4,075.00
Total 68000 · PROJECTS-SVC-SUPP-MATERIALS	0.00	82,508.25	82,508.25
69400 · TRANSFERS OUT			
69440 · Trf PF to General Fund	0.00	9,646.88	9,646.88
Total 69400 · TRANSFERS OUT	0.00	9,646.88	9,646.88
Total Expense	268,965.03	106,294.50	375,259.53
Net Ordinary Income	316,414.98	-7,944.30	308,470.68

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

	General Fund	Project Fund	TOTAL
Net Income	316,414.98	-7,944.30	308,470.68

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

	Jul - Nov 23	Jul - Nov 22	\$ Change
Ordinary Income/Expense			
Income			
43300 · Grant/Project Administration	98,350.20	103,247.36	-4,897.16
44535 · Taxes Levied	490,264.70	469,484.34	20,780.36
44540 · ODA Operations	14,489.00	26,372.00	-11,883.00
44545 · ODA Tech, LMA & Scope of Work	33,840.00	30,767.26	3,072.74
45000 · Interest Income	14,258.52	6,157.69	8,100.83
46430 · MISCELLANEOUS			
46432 · Contributions	2,269.51	0.00	2,269.51
Total 46430 · MISCELLANEOUS	2,269.51	0.00	2,269.51
47400 · Native Plant Sale Income	20,611.40	16,050.65	4,560.75
48000 · TRANSFERS IN			
48400 · Transfer Admin from Project Fd	9,646.88	8,687.42	959.46
Total 48000 · TRANSFERS IN	9,646.88	8,687.42	959.46
Total Income	683,730.21	660,766.72	22,963.49
Gross Profit	683,730.21	660,766.72	22,963.49
Expense			
60000 · MATERIALS & SERVICES			
61300 · CONFERENCES AND TRAINING			
61310 · Lodging	307.04	408.11	-101.07
61320 · Meals/per diem	97.92	28.80	69.12
61330 · Registration	1,180.00	944.81	235.19
61340 · Training and Education Material	525.89	0.00	525.89
Total 61300 · CONFERENCES AND TRAINING	2,110.85	1,381.72	729.13
61500 · COMMUNITY CONSERVATION PROGRAMS			
61510 · Conservation Education (Youth)	840.46	84.74	755.72
61520 · Conservation Incentive Program	227.50	80.30	147.20
61530 · Invasives Program	2,500.00	500.00	2,000.00
61540 · Native Plant Sale	3,502.77	4,964.78	-1,462.01
61570 · Soil Quality Program	1,636.64	983.88	652.76
Total 61500 · COMMUNITY CONSERVATION PROGR	8,707.37	6,613.70	2,093.67
62100 · CONTRACTED AND PROF SERVICES			
62115 · Audit	5,800.00	2,800.00	3,000.00
62120 · Computer Support	1,995.00	2,064.50	-69.50
62130 · PROFESSIONAL SERVICES			
62140 · Legal	165.00	0.00	165.00
62150 · Accounting	8,262.33	10,446.09	-2,183.76
62160 · Facilitation	1,750.00	0.00	1,750.00
62170 · Web Design, Logo - Marketing	1,624.50	1,507.75	116.75
62130 · PROFESSIONAL SERVICES - Other	395.00	0.00	395.00
Total 62130 · PROFESSIONAL SERVICES	12,196.83	11,953.84	242.99
62180 · Consultation/Contracts - NPP	0.00	3,018.75	-3,018.75
62190 · Misc Contracted Services	0.00	542.50	-542.50
Total 62100 · CONTRACTED AND PROF SERVICES	19,991.83	20,379.59	-387.76

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

	Jul - Nov 23	Jul - Nov 22	\$ Change
62300 · Dues/Subscriptions/Fees	5,630.67	4,911.23	719.44
62800 · OFFICE OCCUPANCY			
62820 · Rent & Parking	13,485.48	12,955.50	529.98
62830 · Utilities	1,823.76	1,711.47	112.29
Total 62800 · OFFICE OCCUPANCY	15,309.24	14,666.97	642.27
65000 · SUPPLIES AND MATERIALS			
65010 · COPIER AND SUPPLIES			
65012 · Copies	154.35	228.23	-73.88
65014 · Lease	851.05	822.50	28.55
Total 65010 · COPIER AND SUPPLIES	1,005.40	1,050.73	-45.33
65020 · Equipment	0.00	228.13	-228.13
65030 · Office Supplies	719.90	560.37	159.53
65040 · Postage	0.00	4.00	-4.00
65050 · Software/Computer Accessories	112.49	1,135.25	-1,022.76
Total 65000 · SUPPLIES AND MATERIALS	1,837.79	2,978.48	-1,140.69
65110 · PRODUCTION COSTS			
65112 · Advertising and Website	289.00	225.84	63.16
65114 · Merchandise	1,295.24	18.00	1,277.24
Total 65110 · PRODUCTION COSTS	1,584.24	243.84	1,340.40
65120 · Insurance & Fidelity Bond	3,368.57	1,968.30	1,400.27
65160 · Miscellaneous	-8.10	0.00	-8.10
65320 · Mileage/travel related expenses	628.30	1,036.92	-408.62
65400 · Meetings & Events	1,782.55	232.73	1,549.82
Total 60000 · MATERIALS & SERVICES	60,943.31	54,413.48	6,529.83
66000 · PAYROLL EXPENSES			
66200 · Wages	173,174.58	150,899.25	22,275.33
66410 · Health, Dental & Life Insurance	24,637.94	21,724.41	2,913.53
66420 · Retirement	10,373.70	8,508.66	1,865.04
66500 · Payroll Taxes			
66510 · FICA Employer	13,234.18	11,526.73	1,707.45
66520 · SUTA	625.98	675.45	-49.47
66530 · OR-WBF	43.71	40.46	3.25
Total 66500 · Payroll Taxes	13,903.87	12,242.64	1,661.23
66800 · Fees	71.00	51.75	19.25
Total 66000 · PAYROLL EXPENSES	222,161.09	193,426.71	28,734.38
68000 · PROJECTS-SVC-SUPP-MATERIALS			
68010 · Project Contracted Services	55,055.97	65,932.58	-10,876.61
68020 · Project Mileage & Travel	285.32	298.50	-13.18
68040 · Project Supplies & Materials	23,091.96	24,791.98	-1,700.02
68000 · PROJECTS-SVC-SUPP-MATERIALS - Other	4,075.00	0.00	4,075.00
Total 68000 · PROJECTS-SVC-SUPP-MATERIALS	82,508.25	91,023.06	-8,514.81
69400 · TRANSFERS OUT			
69440 · Trf PF to General Fund	9,646.88	8,687.42	959.46
Total 69400 · TRANSFERS OUT	9,646.88	8,687.42	959.46

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

Total Expense
Net Ordinary Income
Net Income

Jul - Nov 23	Jul - Nov 22	\$ Change
375,259.53	347,550.67	27,708.86
308,470.68	313,216.05	-4,745.37
308,470.68	313,216.05	-4,745.37

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

	Jul - Nov 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
43000 · Beginning Balance	0.00	778,569.00	-778,569.00	0.0%
44530 · Benton County Public Works	0.00	5,000.00	-5,000.00	0.0%
44535 · Taxes Levied	490,264.70	525,000.00	-34,735.30	93.38%
44540 · ODA Operations	14,489.00	28,978.00	-14,489.00	50.0%
44545 · ODA Tech, LMA & Scope of Work	33,840.00	67,616.00	-33,776.00	50.05%
45000 · Interest Income	14,258.52	8,000.00	6,258.52	178.23%
46430 · MISCELLANEOUS				
46432 · Contributions	2,269.51			
46430 · MISCELLANEOUS - Other	0.00	1,750.00	-1,750.00	0.0%
Total 46430 · MISCELLANEOUS	2,269.51	1,750.00	519.51	129.69%
47400 · Native Plant Sale Income	20,611.40	17,500.00	3,111.40	117.78%
48000 · TRANSFERS IN				
48400 · Transfer Admin from Project Fd	9,646.88	27,417.00	-17,770.12	35.19%
Total 48000 · TRANSFERS IN	9,646.88	27,417.00	-17,770.12	35.19%
Total Income	585,380.01	1,459,830.00	-874,449.99	40.1%
Gross Profit	585,380.01	1,459,830.00	-874,449.99	40.1%
Expense				
60000 · MATERIALS & SERVICES				
61300 · CONFERENCES AND TRAINING				
61310 · Lodging	307.04			
61320 · Meals/per diem	97.92			
61330 · Registration	1,180.00			
61340 · Training and Education Mate	525.89			
61300 · CONFERENCES AND TRAINI	0.00	8,000.00	-8,000.00	0.0%
Total 61300 · CONFERENCES AND TRAI	2,110.85	8,000.00	-5,889.15	26.39%
61500 · COMMUNITY CONSERVATION PROGRAMS				
61510 · Conservation Education (Yo	840.46	9,600.00	-8,759.54	8.76%
61520 · Conservation Incentive Prog	227.50	5,000.00	-4,772.50	4.55%
61530 · Invasives Program	2,500.00	6,000.00	-3,500.00	41.67%
61540 · Native Plant Sale	3,502.77	20,000.00	-16,497.23	17.51%
61560 · Scholarships/Internships	0.00	6,600.00	-6,600.00	0.0%
61570 · Soil Quality Program	1,636.64	5,550.00	-3,913.36	29.49%
Total 61500 · COMMUNITY CONSERVAT	8,707.37	52,750.00	-44,042.63	16.51%
62100 · CONTRACTED AND PROF SERVICES				
62115 · Audit	5,800.00	6,000.00	-200.00	96.67%
62120 · Computer Support	1,995.00	4,000.00	-2,005.00	49.88%
62130 · PROFESSIONAL SERVICES				
62140 · Legal	165.00			
62150 · Accounting	8,262.33			
62160 · Facilitation	1,750.00	7,000.00	-5,250.00	25.0%
62170 · Web Design, Logo - Mark	1,624.50			

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

	Jul - Nov 23	Budget	\$ Over Budget	% of Budget
62130 · PROFESSIONAL SERVICES	395.00	33,500.00	-33,105.00	1.18%
Total 62130 · PROFESSIONAL SERVICES	12,196.83	40,500.00	-28,303.17	30.12%
62180 · Consultation/Contracts - NPF	0.00	12,000.00	-12,000.00	0.0%
62190 · Misc Contracted Services	0.00	2,606.00	-2,606.00	0.0%
Total 62100 · CONTRACTED AND PROF	19,991.83	65,106.00	-45,114.17	30.71%
62300 · Dues/Subscriptions/Fees	5,630.67	11,500.00	-5,869.33	48.96%
62800 · OFFICE OCCUPANCY				
62810 · Alarm & Janitorial Services	0.00	1,500.00	-1,500.00	0.0%
62820 · Rent & Parking	13,485.48	28,000.00	-14,514.52	48.16%
62830 · Utilities	1,823.76	4,500.00	-2,676.24	40.53%
Total 62800 · OFFICE OCCUPANCY	15,309.24	34,000.00	-18,690.76	45.03%
65000 · SUPPLIES AND MATERIALS				
65010 · COPIER AND SUPPLIES				
65012 · Copies	154.35			
65014 · Lease	851.05			
65010 · COPIER AND SUPPLIES -	0.00	3,000.00	-3,000.00	0.0%
Total 65010 · COPIER AND SUPPLIES	1,005.40	3,000.00	-1,994.60	33.51%
65020 · Equipment	0.00	5,000.00	-5,000.00	0.0%
65030 · Office Supplies	719.90	2,603.00	-1,883.10	27.66%
65040 · Postage	0.00	500.00	-500.00	0.0%
65050 · Software/Computer Access	112.49	4,000.00	-3,887.51	2.81%
Total 65000 · SUPPLIES AND MATERIALS	1,837.79	15,103.00	-13,265.21	12.17%
65110 · PRODUCTION COSTS				
65112 · Advertising and Website	289.00	2,000.00	-1,711.00	14.45%
65114 · Merchandise	1,295.24	2,000.00	-704.76	64.76%
65116 · Newsletters	0.00	500.00	-500.00	0.0%
65118 · Publications	0.00	1,000.00	-1,000.00	0.0%
Total 65110 · PRODUCTION COSTS	1,584.24	5,500.00	-3,915.76	28.8%
65120 · Insurance & Fidelity Bond	3,368.57	8,000.00	-4,631.43	42.11%
65160 · Miscellaneous	-8.10	200.00	-208.10	-4.05%
65320 · Mileage/travel related expenses	628.30	3,500.00	-2,871.70	17.95%
65400 · Meetings & Events	1,782.55	6,500.00	-4,717.45	27.42%
Total 60000 · MATERIALS & SERVICES	60,943.31	210,159.00	-149,215.69	29.0%
66000 · PAYROLL EXPENSES				
66200 · Wages	162,287.03	432,984.83	-270,697.80	37.48%
66410 · Health, Dental & Life Insurance	23,010.48	68,285.61	-45,275.13	33.7%
66420 · Retirement	9,623.40	26,644.56	-17,021.16	36.12%
66500 · Payroll Taxes				
66510 · FICA Employer	12,402.22			
66520 · SUTA	585.05			
66530 · OR-WBF	42.54			
66500 · Payroll Taxes - Other	0.00	38,669.00	-38,669.00	0.0%
Total 66500 · Payroll Taxes	13,029.81	38,669.00	-25,639.19	33.7%

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

	Jul - Nov 23	Budget	\$ Over Budget	% of Budget
66800 · Fees	71.00	300.00	-229.00	23.67%
Total 66000 · PAYROLL EXPENSES	208,021.72	566,884.00	-358,862.28	36.7%
69100 · Capital Outlay	0.00	5,000.00	-5,000.00	0.0%
69200 · Contingency	0.00	80,000.00	-80,000.00	0.0%
69400 · TRANSFERS OUT				
69410 · Trf GF to Building Reserve Fd	0.00	5,000.00	-5,000.00	0.0%
Total 69400 · TRANSFERS OUT	0.00	5,000.00	-5,000.00	0.0%
69600 · Reserved for Future Expenditure	0.00	240,287.00	-240,287.00	0.0%
69800 · Unappropriated Fund Balance	0.00	352,500.00	-352,500.00	0.0%
Total Expense	268,965.03	1,459,830.00	-1,190,864.97	18.42%
Net Ordinary Income	316,414.98	0.00	316,414.98	100.0%
Net Income	316,414.98	0.00	316,414.98	100.0%

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

	Jul - Nov 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
43300 · Grant/Project Administration	98,350.20	299,557.00	-201,206.80	32.83%
Total Income	<u>98,350.20</u>	<u>299,557.00</u>	<u>-201,206.80</u>	<u>32.83%</u>
Gross Profit	98,350.20	299,557.00	-201,206.80	32.83%
Expense				
66000 · PAYROLL EXPENSES				
66200 · Wages	10,887.55	42,963.00	-32,075.45	25.34%
66410 · Health, Dental & Life Insurance	1,627.46	7,268.00	-5,640.54	22.39%
66420 · Retirement	750.30	2,655.00	-1,904.70	28.26%
66500 · Payroll Taxes				
66510 · FICA Employer	831.96			
66520 · SUTA	40.93			
66530 · OR-WBF	1.17			
66500 · Payroll Taxes - Other	0.00	3,459.00	-3,459.00	0.0%
Total 66500 · Payroll Taxes	<u>874.06</u>	<u>3,459.00</u>	<u>-2,584.94</u>	<u>25.27%</u>
Total 66000 · PAYROLL EXPENSES	<u>14,139.37</u>	<u>56,345.00</u>	<u>-42,205.63</u>	<u>25.09%</u>
68000 · PROJECTS-SVC-SUPP-MATERIALS				
68010 · Project Contracted Services	55,055.97	26,010.00	29,045.97	211.67%
68020 · Project Mileage & Travel	285.32	492.00	-206.68	57.99%
68030 · Project Other	0.00	500.00	-500.00	0.0%
68040 · Project Supplies & Materials	23,091.96	530.00	22,561.96	4,356.97%
68000 · PROJECTS-SVC-SUPP-MATERIALS	<u>4,075.00</u>	<u>188,263.00</u>	<u>-184,188.00</u>	<u>2.17%</u>
Total 68000 · PROJECTS-SVC-SUPP-MATERIALS	<u>82,508.25</u>	<u>215,795.00</u>	<u>-133,286.75</u>	<u>38.24%</u>
69400 · TRANSFERS OUT				
69440 · Trf PF to General Fund	9,646.88	27,417.00	-17,770.12	35.19%
Total 69400 · TRANSFERS OUT	<u>9,646.88</u>	<u>27,417.00</u>	<u>-17,770.12</u>	<u>35.19%</u>
Total Expense	<u>106,294.50</u>	<u>299,557.00</u>	<u>-193,262.50</u>	<u>35.48%</u>
Net Ordinary Income	<u>-7,944.30</u>	<u>0.00</u>	<u>-7,944.30</u>	<u>100.0%</u>
Net Income	<u>-7,944.30</u>	<u>0.00</u>	<u>-7,944.30</u>	<u>100.0%</u>

Nov 2023 All Grant Projects Financial Report

Project Name	Grant #	Funding Agency	Start Date	End Date	Status	Final Report Due Date	Fund Amount	(INCOME) Received to Date	Earned Income to Date	(EXPENSES) Spent to	Unearned Funds	Remaining balance to	Grant Manager	Grant Report Dates	How grant funds are received	Admin Expected	Admin Earned	Admin Remaining	
Ludwigia Management Alternatives	19100538	MMT	12/1/2019	12/31/2023	Open	1/15/2024	27,742	27,742	24,535	24,535	3,207	0	MA	Interim Report: 1/1/2021 & 1/1/2022. Final Report 1/15/2024	100% of funds at beginning of grant	2,522	2,230	292	
Willamette Mainstem Restoration Opportunities and Strategies for Engagement	20100515	MMT	11/1/2020	4/30/2024	Open	6/15/2024	70,164	70,164	41,374	41,374	39,976	0	MA	5/15/21 & 6/15/2024	100% of funds at beginning of grant	6,379	3,761	2,618	
Soil Health Engagement Improves Water Quality	ODA 4462-GR	ODA	7/1/2023	6/30/2025	Open	8/29/2025	42,924	21,462	1,382	1,382	20,080	21,462	TM	8/20/24, 8/29/25		4,292	126	4,167	
Purge the Spurge III	2023-36-016	ODA-OSWB	3/2/2023	4/30/2024	Open	6/30/2024	9,981	7,486	9,238	9,238	-1,752	2,495	MA	9/30/23, 6/30/24	*50% of funds received at start of grant *25% of funds are received after interim grant report submitted and approved by ODA *final funds are received after final grant report submitted and approved by ODA	908	840	68	
WRWAMP IX	2023-36-017	ODA-OSWB	3/2/2023	4/30/2024	Open	6/30/2024	24,415	18,311	23,147	23,147	-4,836	6,104	MA	9/30/23, 6/30/24	*50% of funds received at start of grant *25% of funds are received after interim grant report submitted and approved by ODA *final funds are received after final grant report submitted and approved by ODA	2,220	2,104	116	
Horse Island for Clean Water	09-022-002	OWEB	3/30/2022	3/30/2024	Open	3/30/2024	12,100	12,100	12,100	12,100	0	0	DS	3/30/2024, 3/30/2026	no funds received at start of grant; funds received by reimbursement of invoices/receipts submitted by BSWCD two times total (including final); OWEB holds last 10% of funds until they receive and approve of Final Report at end of grant. no funds received at start of grant; funds received by reimbursement of	1,100	1,100	0	
Watenpugh Farm Riparian and Prairie Restoration	09-22-001	OWEB	3/2/2022	3/2/2024	Open	3/2/3024	11,319	6,791	6,791	6,791	0	4,528	DS	3/2/2024, 3/2/2026	invoices/receipts submitted by BSWCD two times total (including final); OWEB holds no funds received at start of grant; funds received by reimbursement of	1,029	679	350	
Jumping Giraffe Farms Water Management	09-22-005	OWEB	5/3/2023	5/3/2025	Open	7/3/2025	14,872	13,384	13,384	13,384	0	1,488	DS	7/3/2025, 7/3/2027	invoices/receipts submitted by BSWCD two times total (including final); OWEB holds		1,216	-1,216	
OWEB SIA grant	218-8010-16782	OWEB	3/4/2019	12/22/2023	Open	12/22/2023	125,000	77,687	79,442	79,442	-1,755	47,313	DS	Multiple dates (6/17/2019, 12/16/2019, 6/14/2020, 12/14/2020, 6/14/2021, 12/13/2021, 6/13/2022, 12/13/2020)		11,364	7,138	4,226	
Building soil-minded relationships for resilient crop and pasture systems	219-9001-19457	OWEB	8/3/2021	9/30/2023	Open	9/30/2023	45,967	40,792	45,967	45,967	-5,175	5,175	TM	6/30/2028 and	Reports are submitted with Request for release of Funds; Final report due within 60 days of 6/15/2023 with final Request for release of Funds.	Fund requests (OWEB website/manage your grant/payments & budget. Request for Release of Funds form). Submit expense tracking spreadsheet for all OWEB expenses and approval of receipts or invoices for amounts \$250 or more (excluding admin). Final 10% payment after completion report approval.	4,179	4,179	0
J2E RTR Project	220-3033-17504	OWEB	4/22/2020	6/30/2025	Open	6/30/2025	239,915	157,761	166,040	166,040	-8,279	82,154	DS	6/30/2030		23,084	15,092	7,992	
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	

Nov 2023 All Grant Projects Financial Report

Project Name	Grant #	Funding Agency	Start Date	End Date	Status	Final Report Due Date	Fund Amount	(INCOME) Received to Date	Earned Income to Date	(EXPENSES) Spent to	Unearned Funds	Remaining balance to	Grant Manager	Grant Report Dates	How grant funds are received	Admin Expected	Admin Earned	Admin Remaining
Mitchell Oak	222-3016-22326	OWEB	10/25/2022	6/30/2026	Open	8/29/2026	96,646	44,917	46,774	46,774	-1,857	51,729	DS	Project completion report: 6/30/2026, PISR, 6/30/2029, 6/30/2031	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	87,860	4,252	83,608
OWEB Stakeholder Oak	223-3044-23047	OWEB	10/25/2023	12/31/2026	Open	2/28/2027	34,130	0	308	308	-308	34,130	MA	Project Completion Report: 2/28/2027	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	3,413	27	3,386
Total							875,163	606,587				268,576					53,045	106,214



Benton Soil and Water CONSERVATION DISTRICT

Date: December 31, 2023
To: Benton SWCD Directors
From: Holly Crosson, Executive Director
Re: December 2023 Monthly Report for January 2024 Board Packet

PROGRAMS/PROJECTS/PARTNERSHIPS

- Updated Measurable Objectives. (5.3)
- Responded to OSU Extension offer about potential position-sharing with BSWCD. Will follow up with a meeting with OSU including Michael and other appropriate staff. (5.12)
- Attended DEIJ Committee meeting and followed up on DEIJ retreat planning tasks. (3.8)
- Followed up on TEIP administration questions with Executive Director of Long Tom Watershed Council (they take 15% for TEIP). (3.8)
- Responded to Willamette Valley District Managers' requests about staff wages and benefits. (4.2)
- Continued to coordinate with landlord about more pipe leaks in our office. (5.17)
- Signed Donna's OWEB small grant application for \$14,968 for Grand Oaks community oak restoration project. (4.8)
- Signed Michael's support letter for Luckiamute Watershed Council's grant application for knotweed control. (3.5)
- Attended Dec 15th Confluence Open House. (4.1)
- Continued oversight on Jake's SkillBridge internship projects. (4.7)
- Discussed with Michael Oregon Invasive Species Council funding draft support letter. (4.2)

FISCAL

- FY23 audit: completed Audit Action Plan; submitted action plan to auditor and OR Secretary of State; coordinated with Jenny and Sara on audited financials graphs for Annual Report. (5.11).
- Coordinated recruitment for new Budget Committee members for FY25; contacted 3 interested parties and sent them pertinent background information and application. (5.10)
- Followed up with Benton County Finance Department on questions about tax levy funding amounts from June and September. (5.9)
- Discussed use of unrestricted funds with auditor and ODA staff. (5.6)
- Reviewed draft 2024 calendar year payroll schedule for Candace. (5.14)

- Assisted on some of Candace's financial tasks while she was on leave. (5.15)
- Reviewed/authorized/completed/submitted: staff timesheets, monthly paystubs, vendor invoices in AvidXchange, CCRs for District credit cards, EFTs (electronic funds transfers) for bill payment, fiscal admin and accounting on grants, journal entry approvals, review of monthly financial reports, check register, credit card and bank statements, account reconciliations, bank deposits, and LGIP balance and transfers to District bank account. (5.6 & 5.7)
- Held weekly meetings with bookkeeper. (5.8)

PERSONNEL/TRAINING

- Held a couple check-in meetings with Michael, Sara, and Candace; reviewed/signed employee leave requests. (5.3)
- Coordinating District's updated HRA VEBA contributions (now for 2 staff members). (5.12)

BOARD/ORGANIZATIONAL

- Suggested final edits for, and distributed 2023 Annual Report. (5.3)
- Prepared documents for/attended December 11 board meeting (5.3).
- Prepared documents for January 2024 board meeting. (5.3)
- Annual Meeting prep with staff. (5.3)

MISCELLANEOUS

- Coordinated card signing for Bob Morris. (5.4)
- Sent 30 personal Season's Greetings cards to District partners and volunteers. (4.1)
- Took a week of leave.

Date: January 2, 2024
To: Benton SWCD Directors
From: Michael Ahr
Re: Staff Report for **December 2023**



Conservation Program Manager

- Two check ins with Holly to discuss upcoming budget, pay equity report, others (5.2, 5.15)
- Two Conservation Program Team meetings with TM and DS to discuss monitoring of the SIA and annual meeting preparation (1.6, 1.9)
- Met with NRCS staff Wallace and Amy as well as Donna and Teresa to discuss program updates at NRCS and Local Work Group Meeting that we'll likely hold in May (1.9)
- Met with Sara about upcoming workshops, events, and general planning for 2024 (2.2)
- Met with Aaron Shaw at Tualatin SWCD to learn more about their experience managing a NRCS Regional Conservation Partnership Program project. Their project relates to fish passage. (4.8)
- Reviewed job descriptions and plan to update with Donna and Teresa in January (5.12, 5.15)

Willamette Mainstem Cooperative

- Held a partner meeting with nearly 20 partners on December 8. We shared mapping data and prioritization for where to focus restoration and relationship building along the Willamette River. Hopefully relationships will lead to great projects that help enhance fish habitat in the future. This project is led by BSWCD and partners USGS, River Design Group and Long Tom Watershed Council. There will be a follow up meeting, likely on March 14. The project team also met separately in December to work on the project further. (1.8)
- Met with Lawrence Schwabe from Confederates Tribes of Grand Ronde to share about the above mentioned Willamette Prioritization project (1.8)
- Submitted a proposal for Aquatic Invasive Weed Treatment funding from the Oregon State Weed Board and also worked on a final report for this years funded project. We'll continue to prioritize yellow floating heart treatment and hold 2 Paddle and Pull volunteer events. The grant request was for \$27,972 (1.8)

Invasive Species Program

- Submitted a grant proposal to help continue oblong spurge control in 2024. This was submitted to the Oregon State Weed Board and \$13,950 was requested. (1.7)

Miscellaneous

- Attended a DEIJ Committee meeting where we discussed hosting a training event for Board and Staff (5.20)
- Attended a Woodland Fish and Wildlife Group Meeting. These publications assist woodland owners who have wildlife management objectives on their property. This group meets twice a year and generates publications of great value. [\(https://woodlandfishandwildlife.com/\(1.3\)\)](https://woodlandfishandwildlife.com/(1.3))
- Met with an OSU student who I met a couple of years ago. He is starting a contracting business with friends and could be a good resource for woodland owners looking to do small-scale restoration. Shared what I think some of the opportunities are for a contractor looking to work with folks locally (1.3, 5.20)



Donna Schmitz
Resource Conservationist

SOW Task	Goals	December 1, 2023 to December 31, 2023
Landowner Engagement & Technical Assistance	1 & 2	<p>TA: Riparian restoration (2), Conservation Reserve Enhancement Program (2), invasives (1), plant sale (2), coordinate pickup times for landowners who ordered from the Collaborative Grow project, landowner drainage, urban wetland development review, landowner equipment needs survey.</p> <p>Projects:</p> <ul style="list-style-type: none"> * <i>J2E River to Ridge Diversity Project:</i> update and review budget. Coordinated new scope of work tasks with project manager to close out grant in 2025. New contract developed for planting seedlings this spring and spot spraying. Meeting with Luckiamute watershed council to update their contract to end of grant. Payment for fall spraying completed. Discussion with landowner regarding work with Institute of Applied Ecology on future butterfly enhancement on the property. * <i>Mitchell Oak and Savanna Restoration Project:</i> Additional roemer's fescue seeded into invasive cut-leaf geranium 12/13/2023. Discussion with landowner regarding spot spraying this spring. * <i>Upper Muddy Creek Strategic Implementation Area:</i> payment for data analysis. Meeting with Michael and Teresa about monitoring issues and ODA discussion. Compiled list of concerns and contractor hours. Completed annual report of activities. Researching possibility of a new SIA for a discussion with ODA. * <i>Jumping Giraffe Farms Water Management:</i> 90% payment request * <i>Watenpaugh Farm Riparian and Prairie Restoration:</i> N/A. * <i>Grand Oaks Oak Release:</i> completed and submitted online grant application. * <i>Benton County Oak Stakeholder OWEB grant:</i> Gathering materials to share at our annual meeting.
Partnerships/ Non-ag Upland and urban land management & restoration	1 & 4	<ul style="list-style-type: none"> * Attended Michael's Willamette River projects meeting via zoom. Discussion of partnerships, GIS and landowner projects. * Attended the Marys River WC annual meeting. * Attended the NRCS bi-monthly meeting.
SOW/Capacity grant, training, organizational	5	<ul style="list-style-type: none"> * Gathering task and budget information for ODA quarterly report. * Attended Staff Meetings, and Board meetings. Check-in conservation team program meeting with Michael and Teresa. * Reviewed annual report. * Coordinating with NRCS regarding my computer and access.

2024 Merry Compost! Happy Manure!!!

Worm tea, anyone? SOIL HEALTH (1.1, 1.2, 2.1, 2.5)

Years ago, Jason Hotchkiss, right, volunteered with BSWCD when the fish passage program was in full swing. Jason and I have kept in touch on various topics through the years. In November, I visited the Benton County Avery facility's courtyard garden with Jason, Administrative Support, and Sheanna Steingass, Environmental Projects Coordinator. They plan to recycle a small bit of office-generated food waste into vermicompost. We checked out their worm bin and I offered suggestions. To boost their worm population and improve food waste management efficiency, I donated a tangle of red wigglers the following day.

Jason transferred his worms into a opaque tote (worms prefer dark) and improved the bin's drainage and aeration by drilling holes in the tote's bottom and sides. We discussed bedding materials generated at the office (paper towels, newsprint, cardboard, leaves) while we shared time tearing and wetting newsprint (think strips for paper mâché without flour). My suggestions were these:

- Initially, fill the bin to the brim with moist but not dripping bedding materials. The bedding materials will eventually be turned into castings of about half the original volume.
- Add food waste in different places each time to keep worms moving throughout bedding.
- Locate the bin out of direct sun by placing it against a north-facing wall.
- To protect the small-volume tote from freezing, cover with blanket or straw in winter.

Another longtime volunteer contacted me this month about making small batches of worm tea. Hmmmm, something in the air besides cold viruses? Perhaps the lag in gardening weather and anticipation of Native Plant Sale order pick-up have folks hankering to nurture their soils. A light dose of worm castings can be incorporated into the soil or steeped to make worm tea for foliar or soil application. PLEASE NOTE: worm tea is not for human consumption. ☺



DATE ACTIVITY

11/ 21 Worms to Benton Co Avery
11/22 Meeting with Wallace Jennings, NRCS
12/1 Meeting with Sara, NPS volunteers
12/2 MRWC Annual Celebration
12/4 Conservation presentation to CSS 101
12/5 Push probes to farmer for soil samples
12/6 UMC WQ data analysis
12/7 UMC WQ data analysis
12/11 UMC WQ monitoring gear to MRWC
12/15 UMC SIA WQ data meeting with DEQ
12/15 Push probes returned
12/19 Natural Resource team meeting - WQ
Holidays!!!

ACRONYMS

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

DECEMBER REPORT FOR JANUARY 2023 BOARD PACKET

Sara Roberts, Communications and Community Engagement Coordinator

OUTREACH (Goals 2.5, 4.5)

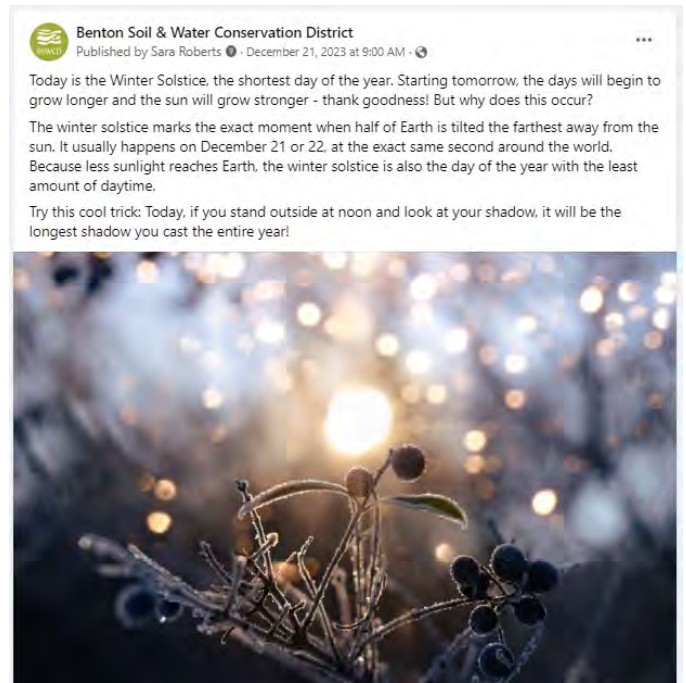
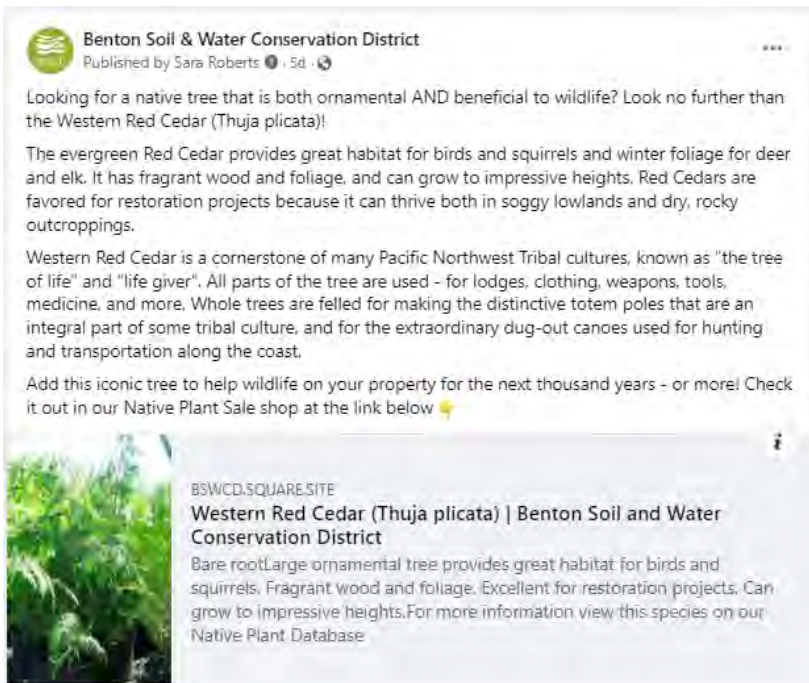
- Working on a Salmon Watch video - coming soon!
- Attended Confluence building open house event on 12/15
- Received 8 applications for our 2024 Conservation Education grants. Currently reviewing applications to select final 5 recipients.

NATIVE PLANT SALES (Goals 2, 3, 4, 5)

- Net sales as of 1/2/2024: \$18,369
- 36 species sold out, 35 species remaining
- [Sign up to help out at NPS here!!](#)

COMMUNICATIONS (Goal 3.4)

- [December Newsletter](#) sent on 12/12. Featured items:
 - Volunteer at our Native Plant Sale pickup day (62 clicks)
 - Now recruiting citizen members for our Budget Committee (18 clicks)
 - Conservation Education grants now available (12 clicks)
- **Social media:**
 - 18 combined Facebook and Instagram posts. Best performing posts:
 - Conservation Education grants announcement (reach=260)
 - Winter Solstice post (reach=218)
 - December Newsletter (reach=128)
 - Happy International Volunteer Day (reach=127)
 - Gained 13 new Instagram followers and 7 new Facebook page followers



DECEMBER REPORT FOR JANUARY 2023 BOARD PACKET

Sara Roberts, Communications and Community Engagement Coordinator

WEBSITE (Goals 3.3, 3.6)

- December pageviews: 41,346
- Posted [a new blog article featuring pictures and a virtual interview with a NPS customer](#), conducted by Teresa - thanks T!!
- Posted a number of upcoming partner/community events, volunteer opportunities, etc.
- Posted application for new Budget Committee members

DEC 20 2023

Native Plantings - Share Your Experience!

A Virtual Interview with Native Plant Sale customer, Tom Hagen


By [Teresa Matteson, Resource Conservationist](#)

DECEMBER 20, 2023


Over the years, [Native Plant Sale](#) (NPS) customers frequently email questions to our staff about their orders and share comments about their gardening projects. Often, we forge ties with people who share their planting experience. Their trial, error, and success stories showcase their love of native plants and the wildlife the plants attract. These stories also help BSWCD staff better understand how to serve NPS customers.

Meet Tom Hagen, one such NPS customer who first bought plants from us in 2021. Tom lives on five acres west of Eugene, near Fern Ridge Reservoir in Lane County. Tom reached out with questions before he picked up his first NPS order, and emailed photos of his native planting each year.

When Tom recently emailed photos from last summer, I was thrilled to see how well his garden had grown. Thinking that his experiences would benefit other customers, I requested permission to post his photos and we exchanged emails to create a "virtual interview". For more information on Tom's native planting adventure, read on!




Tom Hagen's native plant hedgerow



WHY PLANT NATIVE PLANTS?

There are so many good reasons to plant native plants!


[READ MORE >](#)



GARDENING FOR CONSERVATION

Learn how you can use native plants to support wildlife in your own backyard.

[READ MORE >](#)



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

- DEIJ Committee meeting on 12/13.



Staff Report December 2023 - Operations Coordinator

Employee Name: Candace Mackey
Reports to: Executive Director

Position Summary

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

ESSENTIAL FUNCTIONS

Operations Coordination (50%)

- Reviewed, authorized, and submitted invoices to AvidXchange and deposited checks.
- Completed back up battery inventory and ordered and received new hardware.
- Compiled Annual Meeting catering quotes and coordinated logistics with chosen vendor
- Distributed approved and issued vendor payments
- Dealt with ongoing ceiling leak issue and locked front door issue
- Helped employees with end of year HR needs
- Completed PPE Hazard Assessment for Operations Coordinator position
- Researched CTX billing issue and began customer service process for refund
- Updated payroll, board meeting and staff meeting schedules for 2024

Organizational Support (45%)

- Created mileage template and naming conventions for submission to AvidXchange, the new Accounts Payable processing software
- Provided support to our SkillBridge intern
- Gathered archive information for historical project from the county
- Completed "board action" searchable spreadsheet
- Completed Worked on 10 year "historical project" with Skillbridge Intern Jake
- Answered emails regarding "broken links" in December newsletter
- Board Support: Completed December Regular Board meeting draft minutes
- Legal noticing for Board Meeting and Annual Meeting
- Tracked Monthly Tax Turnover Reports
- Updated Employee Data Sheets; reviewed time-sheets; distributed pay stubs
- Forwarded phone calls and emails to appropriate staff
- Participated in weekly staff meetings and ED check in's
- Maintained weekly server back ups
- Purged documents according to state of Oregon Records Retention Schedule and rules
- Assured all audit documentation and payments submitted before Dec. 31

Capacity Building (5%)

- Took a vacation 😊



BENTON SOIL AND WATER
CONSERVATION DISTRICT

2022-2023 Annual Report





making

connections



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Annual Report Theme: *Making Connections*

There are numerous examples of mutualistic relationships, also known as symbiosis, in nature. In fact, it seems everywhere you look, there are organisms feeding on, pollinating, harvesting, or otherwise benefiting from close relationships with each other. Some of these relationships are so complex and so highly evolved that the parties involved literally cannot survive without one another.

It's much the same with soil and water conservation. Relationships are the key to success. Sometimes we must build these from scratch. It can be a slow, delicate process, but the reward is great.

Benton Soil and Water Conservation District has been fortunate to create mutually-beneficial relationships over the decades with people from all walks of life – farmers, ranchers, educators, scientists, gardeners, and many others.

This edition of our Annual Report features articles by our staff highlighting some of the connections we made in the last fiscal year. We've learned a lot from all of these partners, and hope that in return, the resources we provide them will contribute to their success and to conservation in our county.

Sara Roberts
Communications and Community
Engagement Coordinator, BSWCD

Spotlight on 2023–2027 Strategic Theme:

Collaborative Leadership



We will work with our partners to strategically leverage our specific organizational strengths in pursuit of shared goals.



A Message from Our Executive Director



Small Investment, Big Impact: How Your Engagement with Benton SWCD Influences Your Community's Future

By Holly Crosson

In this time of instant gratification and fast-paced change, it can be daunting to know how to make a lasting impact for the causes you believe in. How does one even start? The visionary teacher and entrepreneur, Eckhart Tolle, said "The power for creating a better future is contained in the present moment. You create a good future by creating a good present."

In our 67th year of conservation and stewardship in Benton County, we would like to thank everyone who has been a part of our longstanding efforts to protect, restore, and enhance the resilience of the land and waters we all call home. Your investment of time, no matter how small, is crucial to our success as an organization. For those who are just becoming familiar with who we are and what we do, we invite you to pick your passion and get involved!

In the pages of this FY2023 Annual Report, you'll hear from staff about the ways they engaged with community members last fiscal year and how those actions have collaboratively shaped the future by addressing a need, improving habitat, and yes, even changing lives.

What better time to make a commitment to create positive change than right now?

This is your Call to Action! Here are some easy ways to invest in your community's future:



Work with other enthusiastic volunteers at our Native Plant Sale on Saturday, February 24th at the Benton County Fairgrounds. Help distribute customer orders of native plants that will restore and improve wildlife habitat in Benton County!



Interested in being a steward of the District's financial resources? Submit an application to the Board of Directors to serve on our Budget Committee!



Sign up for our monthly E-News to find out about fun and informative events, workshops, and timely conservation news!



Consider joining our Board as an Associate Director!

Learn about these opportunities and others at: bentonswcd.org/volunteer

Impact By the Numbers

July 2022–June 2023

Natural Resource Conservation

940

acres of conservation activity

58

site visits

108,746

grant dollars secured

Natural resource conservation activities included soil health assessments, riparian restoration, oak savannah restoration, wet prairie restoration, invasive species removal, and native species plantings.

Education and Outreach

152

volunteers

650

students

16

community events and workshops

Education and Outreach activities included K-12 programs, partner and community events, our Annual Meeting, farmer and landowner workshops, invasive weed pulls, and our two Native Plant Sales.

Pulling Together to Protect Our Rivers

By Michael Ahr, Natural Resource Conservation Program Manager

Controlling invasive weeds in Benton County is a community exercise. Land managers, urban residents, and local organizations all contribute time and energy to removing invasive weeds and educating each other on the impacts. In July of 2022, the Benton County community showed their love for the Willamette River at our two “Paddle and Pull” events. A total of 32 volunteers paddled several miles of the Willamette River by kayak and canoe in search of aquatic invasive species. They were joined by staff from Benton Soil and Water Conservation District, Willamette Riverkeeper, and the Oregon Parks and Recreation Department.



On July 15, 2022, 13 people set out from Michael’s Landing to pull *Ludwigia* (Uruguayan water primrose) and Parrots Feather (*Myriophyllum aquaticum*) at both Tripp Island and Lower Kiger Island. The *Ludwigia* patch at Lower Kiger Island has been present for years, but thanks to our annual Paddle and Pull events, the patch size has greatly diminished over the last few years and reduced the need to use herbicides in this area.

On July 30, 19 people set out from Crystal Lake Boat Ramp to pull Parrots Feather and *Ludwigia* in the East Channel, which is a historic channel of the Willamette River that flows through Linn county and reconnects to the Willamette mainstem just south of downtown Corvallis. About a ½ mile of the East Channel is easily accessible by canoe and kayak. Our volunteers pulled 100% of the *Ludwigia* and Parrots Feather they saw on this trip!



For more than a decade, Benton SWCD has focused on controlling aquatic invasive weeds on the Willamette River. Each year, Benton SWCD successfully secures grant funding for this work. The volunteers that work in these sites make a huge impact to lessen the threat of invasive weeds in our reach, and to learn about the ecology of the river. The Willamette River has been a community gathering place for thousands of years, and that spirit continues today!

Building Connections in Kings Valley

By Donna Schmitz, Resource Conservationist

The most successful habitat restoration projects begin with a curious landowner who discovers an intriguing piece of land, researches its potential, and has the commitment to implement a long-term project. The Mitchell Oak Woodland and Savannah Restoration Project is on its way to being one of those success stories.

The 146-acre Mitchell property is located in Kings Valley within the Upper Luckiamute River watershed. Prior to European settlement in the mid 1800s, the Luckiamute (**Lakmiut**) band of **Kalapuya (Calapooia) Indians** lived along the Luckiamute River and its tributaries. To maintain the foods and materials they relied on, the Luckiamute people intensively managed the landscape by burning to remove competing plants and encourage the plants they used.

Our first task was to identify historical vegetation patterns at this site. A GIS habitat data layer was developed using land survey data recorded by surveyors between 1851 and 1910. This data layer was then overlaid with tax lot information. The results showed that the property was historically **upland prairie** with **oak savanna** habitat to the north.

Next, site visits were conducted to assess existing natural resources. The original oaks that occupied the site were very widely-spaced, large-diameter trees surrounded by native grasses and forbs. The current forest cover is a mosaic of white oak, Douglas fir, and grass-dominated openings surrounded by pastures. The mixed woodlands that dominate the site replaced centuries of savanna and prairie conditions fostered by indigenous burning and homesteader grazing.

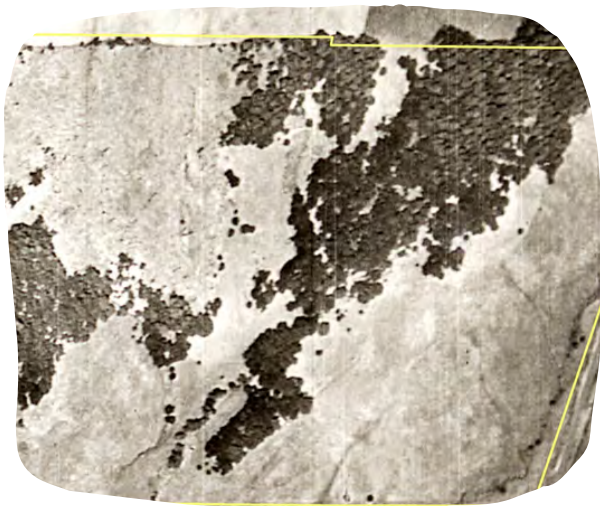
With our help, the Mitchells enrolled in the **Natural Resources Conservation Service (NRCS) Oak Woodland and Prairie Restoration Implementation Strategy**. This program funds oak woodland and savanna restoration in Benton, Linn, and Lane counties. We also worked with the landowner to secure an **Oregon Watershed Enhancement Board (OWEB)** grant and funding from **U.S. Fish and Wildlife Service**. Prescribed grazing principles to mimic historic fire regimes in restored prairie will be used to enhance native habitats for the endangered **Taylor's Checkerspot butterfly** and **Oregon Vesper Sparrow**.



Taylor's Checkerspot
(*Euphydryas editha taylori*)



Vesper Sparrow
(*Pooecetes gramineus affinis*)



1942 aerial photo of the Mitchell property, showing large open prairie spaces



2021 - prior to restoration activities



2023 - expanded open prairie space after removal of Douglas firs and competing oaks

[continued] Past land management practices have resulted in a lack of native plant diversity and competition between the remaining oaks for survival. To address these concerns, management actions we have taken in the last year includes releasing oaks from overtopping Douglas firs, increasing the upland prairie, and site preparation for planting native grasses and forbs. Livestock watering facilities have also been installed, and cattle are now managed in a rotational grazing method to reduce pressure on vegetation.

Kings Valley is also home to other habitat restoration projects on both private and public lands. **Bezell Memorial Forest** is directly across Highway 228, and the **J2E River to Ridge Project** is one mile to the north. Within this area over five miles of riparian buffers have been installed, fish passage has been restored, and numerous stream restoration projects have been implemented. Many of these projects are thanks to the **Conservation Reserve Enhancement Program**.

The Mitchell restoration project has contributed to this growing wildlife corridor in Kings Valley, which in turn is part of a vibrant network of natural spaces in Benton County and beyond. Dedicated land stewards like the Mitchells are making a measurable difference for wildlife and habitat, and we're honored to be a part of their journey.

Tools of Engagement

By Teresa Matteson, Resource Conservationist

Benton SWCD is a conservation network hub. We distribute information, provide services, and help find funding for landowner projects large and small. Our work brings together a wealth of experience and a rich group of partners to support conservation opportunities.

When engaged stakeholders understand the value of the work, and willingly adopt practical changes that will help them and their land, voluntary conservation outshines mandatory regulations. Lives improve when people save time and energy and reduce expenses. Conservation practices help our environment and support healthy lifestyles while providing clean air, fresh water, resilient soils, and abundant wildlife.

Together with our staff and Board, we dream up new services and define processes. To turn our dreams into real, on-the-ground projects, we must engage a diversity of Benton County partners: landowners, farmers, educators, students, gardeners, volunteers, and soil, water, wildlife, and native plant enthusiasts. Stakeholder engagement thrives when each person is allowed to embrace conservation on their own terms. Our challenge as a Conservation District is to find common ground that addresses each stakeholder's needs.

Soil health assessment is my favorite tool of engagement. I work with landowners to pull soil samples, submit them to the **Oregon State University Soil Health Lab**, analyze the results, and discuss options for improvement at follow-up meetings. These activities build the foundation for a soil-minded community strengthened by mutual interest, science-based knowledge, and respect. Healthy relationships are the key to success.



ABOVE: Certified Soil Classifier meets with farmer in cover crop field. BELOW: Andy Gallagher of Red Hill Soils collects a soil core for study.



[continued] Over the past two years, a Technical Assistance grant from the **Oregon Watershed Enhancement Board** has allowed us to provide free soil health tests to twelve farmers in or near the **Southern Willamette Valley Groundwater Management Area (GWMA)**. We conducted testing in 30 fields, comprising around 750 acres. This land represents a spectrum of local cropping systems: short-term perennial tall fescue in a rotation with beans, squash, and wheat; pasture converted to market vegetables; row crops; blueberry and hazelnut orchards; and other seed, grain, and cover crops. The project also funded soil classification consultations by **Red Hill Soils**.

An important part of this project was community outreach. On May 4, 2023, we packed the Long Timber Brewing Company conference room in Monroe with a diverse group of 35 partners and audience members: farmers, researchers, agency staff, BSWCD members, students, and crop advisors. This was our first-ever Benton County Agricultural Soil Health Meeting, and each participant was a vital member of our growing soil-minded community.

We attribute the strong event attendance to the location – near the heart of the project area – and to the presence of well-respected presenters discussing topics of interest to the farming community. Presentation topics included tile drainage and greenhouse gas emissions; forage seed and cereal impacts on carbon stocks; vole damage in grass fields; and more. The Soil Health Trailer from **NRCS** was also present, demonstrating differences in water capture and runoff from five different natural and managed soil systems.

The Willamette Valley has amazingly fertile, productive soils. Benton County farmers control invasive weeds, ward off damaging pests, conserve water and energy, heed market trends, and manage home and business finances, all while looking toward the next generation. Even under the weight of these obligations, these project farmers said yes to yet another request. They listened to my pitch, signed agreements, let us dig holes in their fields, and attended meetings. It is an honor to work with Benton County’s good dirt and our mindful, hardworking, innovative neighbors who farm the land.



Theresa Brehm of Natural Resources Conservation Service uses a rainfall simulator to discuss managing land for soil health.

Benton SWCD was recently awarded an Oregon Department of Agriculture Support Grant to continue our soil health work through June 2025. This new funding allows us to expand the priority area beyond the GWMA, throughout Benton County.

Granting Environmental Awareness

By Sara Roberts, Community Engagement Coordinator

Each year, Benton SWCD offers a Youth Conservation Education grant program to K-12 teachers and informal educators working in Benton County, Oregon (including Corvallis, Philomath, Monroe, Kings Valley, Blodgett, and Alsea). Educators apply for up to \$500 to support efforts that benefit students and the environment of Benton County. Grantees use these funds for a variety of purposes including classroom materials, learning tools, field trips, and more.

In 2022-23, we were able to grant funds to six local educators, which included five classroom teachers and one community partner – the **Institute for Applied Ecology**. Grantee projects represented an exciting array of topics and pursuits including school gardens, Indigenous studies, stream surveys, and more. The stories below shared by some of our grantees demonstrate the enormous impact that even a small amount of funding can provide.


Corvallis Waldorf School planted an orchard of 10 apple trees, and learned about traditional basket-making from Stephanie Craig of **Kalapuya Weaving** including types of indigenous baskets and their purposes, the native plants used, processing cedar bark, and how to make tule cordage. Marta Capriles, the Agriculture teacher at the school, shared this: "The apple orchard became the 8th grade's gift to the school as our graduating class of 2023. Because we planted 10 trees and there were 10 students in our 1st grade class this year (each of whom has an 8th grade "buddy"), each apple tree was dedicated to one of our 1st grade students. *'It feels like a full circle that we planted trees for our buddies, and that they will take care of them in the future,'* wrote one 8th grade student in her final reflection of the year. Indeed, the 1st graders were thrilled by this gift from their 8th grade buddies and took on hand-watering the budding orchard with our previously-harvested rainwater towards the end of the school year." *[continued on next page]*



A student at Corvallis Waldorf School practices traditional tule cording techniques during an Indigenous basket weaving class sponsored by a BSWCD Conservation Education Grant.



Residents of Linn Benton Juvenile Detention Center look for birds in their backyard with Institute for Applied Ecology educators.



[continued]

The Institute for Applied Ecology used their funds to buy binoculars and lead a birding lesson at Linn Benton Juvenile Detention Center, including identifying birds by sight, helpful mnemonic devices, why males are usually brighter than females, and why birds have certain adaptations that allow them to survive in their environment. IAE has conducted similar lessons with students at the Juvenile Detention Center before, but through this grant, they were able to reinforce learning and build deeper understanding. Karen Hall, Ecological Education Program Director at IAE, says, “The students were glad to go outside and see the birds around the environment that they live in. Many students said they may have found a new interest in looking for birds.”

Philomath High School teachers purchased D-nets and led students in stream surveys in Newton Creek. PHS teacher Alice Eldridge shared this feedback: “Students were really engaged. They loved doing the work of collecting the samples and they were surprised to find a variety of macro-invertebrates. The stream surveys inspired discussions about stream quality, why they found what they found, and how their findings might vary if we visited different parts of the stream. One of the students mentioned that they were going to try this in the creek near their home.”

With their grant, Mountain View Elementary brought 72 students to a field trip at **SAGE Garden**, where they learned about food webs, searched for macro-invertebrates in the pond, and identified both native and invasive species. 3rd grade teacher Shannon Schreier says, “Our students had so much fun on this field trip. It was amazing to watch them enjoying nature and interacting with it.” After their field trip, students wrote, designed, and published a narrative photo-book about their experience, which BSWCD staff and Board greatly enjoyed reading!



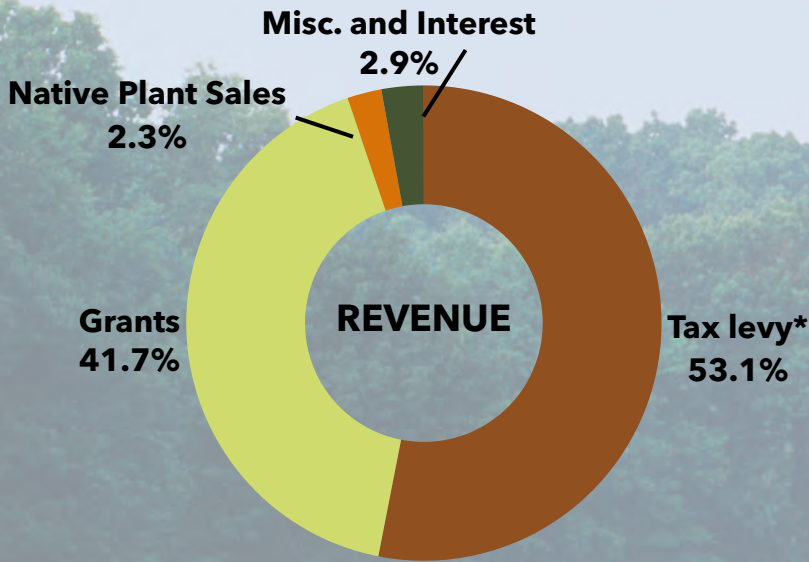
Mountain View students investigate pond life at SAGE gardens.

Do you know an educator who could use funding? Encourage them to apply for this year’s Conservation Education grants at: bentonswcd.org/education-outreach

Financial Report

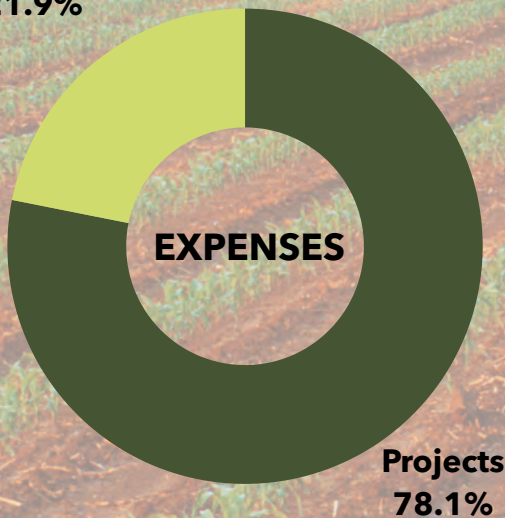
FY 2022-2023

All data is from audited financial information.



Revenue	
Tax levy*	499,674
Grants	392,786
Native Plant Sale	21,897
Misc. & Interest	27,091
TOTAL	941,448

Administration
21.9%



Expenses	
Projects	709,389
Administration	198,671
TOTAL	908,060

Net Change: + \$33,388

*\$.05 per \$1000 assessed property value

Remembering a Beloved Conservation Hero

Jerry Leroy Paul, BSWCD Board Director 2012–2023



Our long-time Zone 3 Board Director, Jerry Paul, passed away on July 20, 2023. Jerry's deep and lasting imprint on the District, and Benton County cannot be overstated. The words *public servant* could not have been more fitting for Jerry. Everything he did was with the residents of Benton County in mind (both human and wild residents, from native plants to local birds and bees). Jerry was prodigious in his talents and incredibly generous with the gifts of his time and knowledge. His passion, civic mindset, and infectious smile will be greatly missed by all of us at BSWCD and many, many others in our community.

In honor of Jerry's passion for native pollinators and their habitats, Benton SWCD has created a new annual community grant award: the *Jerry Paul Native Pollinator Conservation Grant*. These funds will be awarded to projects that create, restore, maintain, or promote native pollinator habitat in Benton County. More details and a call for proposals will be available in January 2024. We are currently accepting donations to contribute to this grant fund – **click here to donate!** For more information, contact Sara at sroberts@bentonswcd.org / 541-753-7208 ext. 205.



Benton Soil and Water
CONSERVATION DISTRICT

2024 Annual Meeting

January 16, 2024

6pm - 8pm

Corvallis Community Center

Doors open at 5:30pm for refreshments
and mingling

Guest Presentation:

Take a Walk on the Wild Side:

The remarkable wild bees of Benton County

Andony Melathopoulos,

Pollinator Health Extension Specialist

LEARN MORE AT: [BENTONSWCD.ORG/ANNUAL-MEETING](https://www.bentonswcd.org/annual-meeting)

Working to engage Benton County residents in the conservation and stewardship of natural resources for current and future generations



Benton Soil and Water
CONSERVATION DISTRICT

136 SW Washington Ave. Suite 201
Corvallis, OR 97333
541-753-7208
www.bentonswcd.org

Board of Directors, FY22-23

Board Chair - Nate Johnson (At Large)

Zone 1 - David Barron

Zone 2 - Marcella Henkels

Zone 3 - Jerry Paul

Zone 4 - Greg Jones

Zone 5/Secretary - Kerry Hastings

Director At Large - Eliza Mason

Associate Directors - Aubrey Cloud,
Rana Foster

Directors Emeritus - Henry Storch,
Bob Morris

Current Board of Directors

Zone 1 - David Barron

Zone 2 - Marcella Henkels

Zone 3/Board Chair - Nate Johnson

Zone 4 - Greg Jones

Zone 5/Secretary - Kerry Hastings

At Large - Aubrey Cloud, Eliza Mason

Associate Director - Rana Foster

Directors Emeritus - Henry Storch,
Bob Morris

Full-Time and Seasonal Staff

Executive Director - Holly Crosson

Natural Resource Conservation
Program Manager - Michael Ahr

Resource Conservationist -
Teresa Matteson

Resource Conservationist -
Donna Schmitz

Communications and Community
Engagement Coordinator -
Sara Roberts

Operations Coordinator -
Candace Mackey

Conservation Technician -
Althea Bocys

SkillBridge Intern - Jacob Mead



BENTON SOIL AND WATER CONSERVATION DISTRICT

Strategic Direction 2023-2027

Specific Goals, Strategies, and Measurable Objectives – updated for 1/8/2024

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	
<ol style="list-style-type: none"> 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 Objectives	Status
1a. (TM) Through December 2027, reach out to one underserved farmer to offer soil health testing and follow-up meetings.	Worked with one new and beginning farmer via TA SH grant 1/27/2023 (100%) Worked with for another new and beginning farmer via soil health program in November 2023 (200%)
1b. (TM) Through December 2027, work with 30 landowners in three priority areas,	7/1/2022 through 6/1/2023 Worked with nine (9) landowners (30%) and pulled 16

<p>(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 (32%) and follow up with landowners to discuss how results indicate impacts on soil function and farm resilience.</p>	<p>soil health samples in the SWV GWMA or just west of Hwy 99 W. Follow up meetings pending. Pulled soil health samples for one pasture landowner in JF watershed.</p> <p>6/1/2023 through 12/31/2023 Worked with two additional landowners (total 11, 37%) and pulled five (5, for total of 42%) more soil health samples in the GWMA/Jackson Frazier area.</p> <p>ODA Support Grant expanded the soil Health program outside of the original priority areas.</p>
<p>1c. (TM) Through June 2026, manage the UMC SIA water quality monitoring team’s monthly field work.</p>	<p>Ongoing. Monthly coordination of UMC SIA WQ monitoring crew.</p>
<p>1d. (TM) Through June 2026, organize water quality monitoring data, determine data quality, and submit data to Oregon Department of Environmental Quality.</p>	<p>Ongoing. Preparing WQ data for DEQ submission.</p>
<p>1e. (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.</p>	<p>Sara and Donna worked with Grand Oaks Neighborhood on a 6/7/23 twilight tour supporting the work that HOA has put into fire risk reduction. The community is working with Donna on a potential grant.</p>
<p>1f. (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.</p>	<p>Michael met with Community Wildfire Protection forester and Unit foresters at Oregon Dept. of Forestry to discuss collaboration.</p>
<p>1g. (MA) Through 2027, annually work with partners on the Willamette River to survey and treat high priority aquatic invasive species.</p>	<p>Ongoing. Treatment occurred in 2022 and 2023.</p>

1h. (MA) In 2023 and 2024, continue fundraising, treatment, monitoring, and education with partners to control the spread of oblong spurge in Benton County.	Ongoing. We received nearly \$10K for oblong spurge work in 2023 and increased our outreach and overall success by hiring a seasonal conservation technician to support the project. Several new sites treated.
1i. (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.	Ongoing. OSWB funds received for oblong spurge and yellow floating heart as part of 2 separate grants in 2023. Two proposals submitted for continued funding in December 2023.
1j. (MA) Work with Benton Cooperative Weed Management Area to update Best Management Practice handout for invasive weed management in our district.	This list was discussed at the Spring CWMA meeting (2023) and suggestions were given. We did a bit of a pivot and featured this concept in a May workshop where we discussed common yard invaders. No formal list is yet created.
1k. (MA) Continue at least 4 volunteer weed removal or planting events per year to engage the community in natural resource conservation.	In 2023, we have delivered a knapweed pull at Lupine Meadows, the Let's Pull Together event at 5 sites in Benton County and 2 paddle and pull events occurred on the Willamette this summer
1l. (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).	With Ahr, submitted Benton County Oak Habitats Stakeholder Engagement grant to OWEB (5/8/2023). Grant was funded and began in November 2023.
1m. (DS) Through FY2026, provide technical assistance to 20 landowners in the Upper Muddy Creek Strategic Implementation Area. Identify funding opportunities when appropriate.	6/1/2023 Worked with three landowners in SIA. Submitted one small grant for mud and manure management, which is still in review. 7/31/2023 Grant approved.
1n. (DS) Each year, refer 2-4 landowners to FSA CREP program, 2-4 landowners in	6/1/2023 Two landowners referred to FSA for CREP signup. Three landowners referred

<p>NRCS programs (EQIP, CSP, etc.) apply for grant funding for 2-4 landowners in ag. Water quality, habitat restoration projects.</p>	<p>to NRCS for EQIP. OWEB Mitchell (oak habitat) project approved 11/1/2022. Three OWEB small grants completed (riparian fencing, compost bin, hard rock paddocks). 8/30/2023 Two landowners referred to FSA for CREP signup. One landowner referred to NRCS for EQIP signup. Working to submit two OWEB small grants in next quarter.</p>
<p>Each FY, provide technical assistance to 100 landowners (phone, email, site visits) in the areas of agricultural water quality and habitat restoration.</p>	<p>4/1/2023 (DS) provided technical assistance to 60 residents. 6/30/2023 (DS) provided technical assistance to 23 residents</p>
<p>Technical outreach materials revised to prioritize climate-resilience practices.</p>	<p>8/30/2023 (DS, TM, MA) met with NRCS regarding funding through a new program Climate-Smart Agriculture and Forestry (CSAF) Mitigation. Potentially outreach materials could be available.</p>
<p>Tiered service system developed, implemented, and evaluated.</p>	

<p>Goal #2: Deliver engaging education and outreach opportunities that inspire residents throughout Benton County to protect and restore soil, water, and habitat.</p>	
<p>Strategies</p>	
<ol style="list-style-type: none"> 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. 	
<p>Measurable Objectives</p>	<p>Status</p>
<p>2a. (SR) By end of 2023, host at least 1 public education event focused on climate-resilient practices with an audience of at least 25.</p>	<p>Roberts - 3 tours of local conservation/restoration areas are planned for this summer (one each in June, July, and August). These tours will include discussion of fire-wise communities, native plants, and other practices that help to mitigate climate change. https://bentonswcd.org/summer-2023-twilight-tours/</p> <p>Matteson - May 4, 2023 Ag Soil Health Meeting. 35 attending. Presentations about aerial vole assessment, How does residue removal impact carbon stocks in WV Seed crops (in baled vs non-baled grass fields), Tile drainage and Greenhouse Gas Emissions: preliminary results in ryegrass field, and Managing for Soil Health.</p>

<p>2b. (SR) By end of December 2023, increase average Facebook post engagement by 50%</p>	<p>December 2023 update: average content engagement is up 76% (across both Facebook and Instagram)</p>
<p>2c. (SR) By end of June 2023, increase Twitter followship to 50 (currently 4 - our Twitter was just started in Sept 2022.)</p>	<p>I have been putting less emphasis on Twitter since this platform is losing a lot of users and advertisers and is predicted to be on its way out. 9/1/ UPDATE: We still own our Twitter page but are no longer utilizing it. Twitter has been dropped by many organizations, and we never got much traction there, so the decision was made to no longer use it.</p>
<p>2d. (SR) By end of June 2023, increase average content interactions on Twitter to 300 (currently 101)</p>	<p>See above</p>
<p>2e. (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.</p>	<p>I determined there was no need to convene our own group, because the Benton County Natural Resources Working Group already exists. I've joined that group and attend the monthly meetings.</p>
<p>2f. (SR) By September 2023, assess and update Salmon Watch curriculum to include a Traditional Ecological Knowledge component and improve program logistics</p>	<p>A new draft of the Salmon Watch curriculum has been completed (July 2023)</p>
<p>2g. (SR) By Spring 2023, develop hands-on educational tools for use at outreach events.</p>	<p>March 2023: developed a river erosion model and a "native plants versus grass roots" model and used them both with much success at recent outreach events. I also created some large posters highlighting native plants and their benefits June 2023: created and ordered a large-scale pull-up banner for events with our logo, images, list of services, and contact info.</p>

<p>2h. (SR) By February 2024, develop and host a native plant gardening workshop in partnership with Master Gardeners and/or other partners.</p>	<p>December 2023 update: currently reaching out to potential partners to plan something for February or March.</p>
<p>2i. (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.</p>	<p>Have SkillBridge intern assist in planning/organizing sale for February 2024</p>
<p>2j. (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.</p>	
<p>2k. (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.</p>	<p>Worked with WVRLC to expand regenerative garden in Central Park (11/23)</p>
<p>2l. (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.)</p> <ul style="list-style-type: none"> ▪ Target UMCSIA, GWMA, Firewise communities, neighborhood groups 	<p>5/17/2023 coordinated with Roberts/OSU Extension to host Well and Septic maintenance webinar, invited UMCSIA community.</p> <p>3/2023 Presented Wildlife Habitat Restoration in Marys River Estates to the HOA.</p>

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	
<ol style="list-style-type: none"> 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 Objectives	Status
3a. (HC) Conduct quarterly reviews of website and work with Sara to ensure content is current, accurate, and addresses strategic plan strategies.	HC completed review by December 2023 and updates made by Sara.
3b. (HC) By the end of June 2023, assess with CCEC the following programs: Salmon Watch, grants to Watershed Councils, and Youth Conservation Education grants.	Completed July 2023 for Salmon Watch. Other objectives in progress.
3c. (HC) Facilitate creation of new District grant program to honor conservation legacy of Jerry Paul.	Met with staff and board to discuss annual Jerry Paul Native Pollinator Conservation grant award; developed grant application with Sara; solicited board suggestions for application; developed timeline; consulted with Judith Paul.
3d. (SR) By end of December 2023, complete and implement a Strategic	December 2023 UPDATE: A new draft of the Internal Communications Plan is

<p>Communications Plan, including staff training and the release of a summary to the public</p>	<p>complete and awaiting staff review and approval. The Strategic (external) communications plan is in progress. After discussion with HC we've decided to wait on finalizing this plan until after public feedback/research has been collected and analyzed.</p>
<p>3e. (SR) Throughout 2023, conduct ongoing assessments and updates of the BSWCD website to ensure that information is correct, timely, and engaging.</p>	<p>December 2023: New website is online and has been a good outreach tool – nearly 42,000 pageviews in December alone.</p>
<p>3f. (SR) By Summer 2023, create and distribute public brochure version of the 2023-2027 Strategic Plan.</p>	<p>Completed in April 2023.</p>
<p>3g. (SR) By Fall 2023, add 4 new videos to YouTube channel.</p>	<p>December 2023 update: working on a feature Salmon Watch video.</p>
<p>3h. (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"</p>	<p>Project-focused stories shared between January and September 2023:</p> <ul style="list-style-type: none"> • "Native Plant Sale leftovers find new homes" March 2023 • "Purge the Spurge" May 2023 • "30 Acres of Forest Treated for Ivy Removal Thanks to ODA Grant" July 2023 • "Paddle and Pull Events an Aquatic Success" August 2023 <p>Project-focused stories shared between October and December 2023:</p> <ul style="list-style-type: none"> • "Building Soil-Minded Community" by Teresa Matteson, November 3, 2023 • "A virtual interview with Native Plant Sale customer, Tom Hagen" interview by Teresa Matteson, December 20, 2023 blog post

Commented [TM1]: I'm not sure where this should be mentioned, so I placed it here. Revise as needed.

Commented [TM2R1]: This is not really our project, but it does promote our Native Plant Sale.

3i. (CM) With SR, update all Board Member web profiles by July 31, 2023	6/1/2023 completed
3j. (CM) Continued evaluation of utility of BSWCD’s Board Portal by collecting feedback from the board by March 31, 2023	9/1/2023 completed
3k. (CM) Create board member experience once a year that will enhance internal coordination and collaboration	
3l. (CM) With HC, create a board recruitment plan by January 31, 2024	

Goal #4: Enhance strategic partnerships and revenue to increase Benton SWCD’s impact.
Strategies
<ol style="list-style-type: none"> 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 Objectives	Status
4a. (HC) Through FY27 meet quarterly with Natural Resource Conservation Program Manager (NRCPM) to identify and evaluate partnership and funding strategies.	Ongoing
4b. (HC) Solicit and manage donations for Jerry Paul conservation grant award. Process other unsolicited donations.	Developed process for tracking; sent thank you letters and tax-exempt receipts; worked with Jenny and auditor on donation procedures; developed budget resolutions as needed to add donations to the FY24 budget.
4c. (HC) Stay connected with The Confluence partners.	Attended Confluence Open House on December 15, 2023.
4d. (HC) Continue to enhance partnerships. By March 31, meet with OSU Extension Director to discuss potential job-sharing positions between BSWCD and OSU Extension.	Attended OACD annual meeting October 16-18. Meet quarterly in FY24 with Willamette Valley SWCD Managers. Attended Willamette Riverkeeper/ODA Aquatic Invasive Species Summit October 24. Attended OR Agricultural Trust's event for the OR Agricultural Heritage Program October 19. Met with Oak Creek Conservancy.
4e. (HC) Coordinate with Marion SWCD to jointly manage Skillbridge internship program.	Ongoing in FY24. Developed and updated task list. Developed and updated MOU with Marion SWCD.
4f. (HC) Between September 2023 and March 2024, host Skillbridge intern.	Working with Jacob Mead, a retired US Marine Corps veteran on various projects. Introduced Jacob to OSU Veteran Farmers Program/ OSU staff. Coordinating projects with staff. Weekly check-ins with Jacob.
4g. (HC) By June 2024, evaluate Skillbridge internship to determine outcomes, and decide whether to recruit additional Skillbridge interns for FY25.	Will complete once internship has ended.

4h. (HC) Identify traditional and emergent opportunities for funding and partnerships.	Met with regional NRCS staff to learn more about Inflation Reduction Act (IRA) funds and Regional Conservation Partnership Program (RCPP) funds. Forwarded information to technical staff. Other funding opportunities identified: ODA's SIA Restoration Pilot, ODF Urban and Community Forestry grants, Private Forest Accord grants, ODF Landscape Resiliency Program grants, and ODFW Conservation and Recreation Fund grants.
4i. (TM) Through June 2023, work with NRCS to write the 2024 Soil Health Conservation Implementation Strategy, and complete OWEB TA grant # 219-9001-19457.	Matteson - CIS component submitted to NRCS. (100%) Matteson - OWEB TA grant #219-9001-19457 final report submitted and final payment received 12/15/2023 (100%)
4j. (DS) Work with NRCS to incorporate water quality practices in future Conservation Implement Strategies by 2024.	Bi-monthly meeting with NRCS. 8/30/2023 Working with NRCS on practices covered under Climate-Smart Agriculture and Forestry (CSAF) Mitigation Program to coordinate with water quality improvement needs
4k. (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).	2/2023 Met with ODA and DEQ about neighborhood project which is now transferred to Lane County. Met with Long Tom Watershed Council about water quality for the city of Monroe and working with ag landowners in the area. Talked with NRCS regarding the National Water Quality Initiative grant that was submitted and coordination for future projects.
4l. (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 \$	Attended several meetings with partners to explore opportunities for RCPP application. Partners decided to not submit RCPP application by the deadline 4/2023. Stakeholder grant that was submitted for

opportunities adjacent to federal forest lands.	oak would help to assess next steps for oak funding. 5/1/2023 (DS,MA) submitted OWEB Stakeholder grant for Oak habitats in Benton County. It was funded in November 2023.
4m. (DS/MA) By 2024 develop strategy to assist forest landowners in accessing ODF funds for road/culvert replacement funds.	In progress. ODF still “rolling out” new programs. BSWCD has proactively communicated with ODF encouraging them to share updates on new programs more widely with SWCDs, Watershed Councils, etc.
4n. (DS) Develop strategy with NRCS to identify funds available to landowners through an outreach plan through the Federal Infrastructure Bill.	Researching forest resiliency funds available through the Federal Infrastructure Bill.
4o. (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.	Planner team submitted ODA Support Grant proposal to continue and expand Soil Health work. Donna submitted biennial Scope of Work to ODA ODA Support Grant awarded and site visits for this project have been taking place.
4p. (CM) Create business sponsorship for catering of annual meeting each FY	Utilizing caterer who will subsidize what’s needed to remain in budget
4q. (CM) Create business sponsorship for catering for volunteers for NPS	
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.	In December 2023, MA met with Grand Ronde to familiarize them with our Willamette River work
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 donations	
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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 Objectives	Status
5a. (HC) Facilitate progress on DEIJ through the District’s Equity Committee. Hold committee meetings every 2 months or as member schedules allow.	Reconvened committee in May. Held meetings on 5/3, 7/14, 9/15 and 12/13. Minutes available.
5b. (HC) By the end of June 2024, with the Equity Committee, plan and hold a facilitated DEIJ retreat for board and staff.	Planning with committee is ongoing.
5c. (HC) By April 2024 complete performance evaluations and professional development/training plans for direct reports.	Ongoing.
5d. (HC) Assist Board with recruitment of Directors, Associate Directors, Student Associate Directors, and Community	HC and SR coordinated on website recruitment messages for Board

Budget Committee members as terms end, and/or vacancies occur.	Directors, Associate Directors, Student Associates, and Budget Committee members.
5e. (HC) Through 2027, use an equity focus and adapt programs for equitable access.	Connected with OSU Veteran Farmers Program. Forwarded to staff OSU DEIJ training opportunity for farmers and ranchers. Coordinating with Board on potential funding for an intern with the Traditional Ecological Inquiry Program (TEIP) hosted by the Long Tom Watershed Council.
5f. (HC) By mid-January 2025, complete another Employee Pay Equity and Compensation Study. Budget for study in FY25 proposed budget.	Currently researching professional HR firms who do this type of study.
5g. (HC) Plan 2024 Annual Meeting and FY2023 Annual Report with staff.	With staff, chose date, venue, theme, keynote speaker, and menu. Wrote Annual Report article on community engagement, coordinated financial report with Jenny, and proofed final copy of Annual Report.
5h. (HC) By December 31, 2023, review final FY23 Audit Report and update sections requested by auditor, 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.	FY23 Audit completed by auditor. Met with chair, treasurer, auditor, and bookkeeper to review. Final audit approved by Board on December 11, 2023. Audit Action Plan completed by HC and sent to the Oregon Secretary of State and auditor on December 20 th .
5i. (HC) By December 31, 2023 final Audit Report shows net position increased during the fiscal year audited.	Net position increased by \$33,388.00

5j. (HC) Facilitate/plan for annual Personnel and Finance Committee (PFC) meeting in March prior to developing proposed fiscal year budget.	Added agenda item for January 8, 2024 board meeting to pick a date in March for PFC to discuss HC recommendations for employee compensation for FY25 benefits (medical, dental, retirement, life, disability, HRA VEBA, COLA, leave, employee recognition, etc.).
5k. (HC) By March 31, 2024, review all insurance policies (Workers Comp, General Liability, Health, Life, Short Term Disability). Meet with SDAO and WHA about FY25 plans and monthly premium costs.	Ongoing.
5l. (HC) Through FY27, hold quarterly reviews and update Strategic Plan Measurable Objectives, present updated document in board meeting packets.	Reviews/updates completed in July and December of 2022, and March, June, and September of 2023. Schedule was modified by board; next update is January 2024.
5m. (HC) By May 31, 2024, work with staff to complete new District Work Plan for FY25 and present to Board for approval.	Ongoing. Board will adopt FY25 Work Plan at the June 10, 2024 meeting.
5n. (SR) Ensure that the new Strategic Communications Plan incorporates a clear equity focus to reach underserved audiences.	9/1/2023 There is a devoted DEIJ section in the new draft.
5o. (HC) Train NRCPM on budget development and tracking.	Ongoing.
5p. (SR/HC/MA) By October of 2024, conduct a joint Community Needs Assessment (with all staff input) to determine gaps and opportunities for BSWCD to increase and improve both conservation services and outreach offerings.	9/1/2023: Currently developing a plan, procedures, and research tools for this project. Begin recruiting focus group participants in late Summer 2024.

5q. (CM) and (HC) with bookkeeper, implement AP automation process with AvidXchange by July 1, 2023.	Have been using AvidXchange since July 2023 and are implementing tweaks in procedures as needed.
5r. (CM) complete Operations Manual first draft by June 30, 2023.	7/7/23 1 st draft completed and sent to ED for review
5s. (CM) with HC input, complete Operations Manual final draft by July 31, 2024	
5t. (CM) Complete OSHA Hazard Identification and Correction Plan by June 30, 2023.	Item #1 draft completed 11/29/23 (in review), Item #2 set for completion 2/1/24, Item #3 corrected Aug 2022/Dec. 31 2023, Item #4 corrected 12/14/22
5u. (CM) Set up and complete OR State public contracting law training for 3 new employees by October 31, 2023.	No change for 2023, awaiting changes for 2024 to set up training.
5v. (CM) With SR and HC, identify one opportunity each QTR to showcase a board member's work or set up opportunity for celebration.	
5w. (CM) With HC, upload audit documents to the online organizer for the FY23 audit by end of July 2023.	Completed July 2023.
5x. (CM) Submit Best Practices Survey annually to enable the district to receive a 10% insurance discount from SDAO/SDIS.	5/31/2023-90% complete - survey due Nov. 3 2023
5y. (CM) Ensure policy renewals for worker's comp and liability are in place by each FY deadline.	5/31/23 Complete for FY23-24
5z. (CM) Update office equipment inventory by June 30 each year.	11/17/23 storage facility inventory complete, in progress of office and basement inventory

<p>5aa. (CM) Identify ways to realize up to a 3% reduction in cost each FY in copier, postage, production, supplies and materials, and dues, fees and subscriptions.</p>	
<p>5ab. (CM) Develop OC SWCD checklist for compliance in calendar or list form with due dates as an operation manual appendix by April 30, 2023.</p>	<p>5/31/23 Completed</p>
<p>5ac. (CM) Draft a yearly required staff training calendar and release online plan by September 1, 2023.</p>	<p>8/22/23 Completed</p>
<p>5ad. (CM) Complete yearly staff celebration calendar items in outlook by July 1 each FY including work anniversaries, birthdays, or other recognition events.</p>	<p>11/30/23 Completed</p>
<p>5ae. (HC) By August 2023 plan, set up, and hold offsite staff team building retreat with facilitator to explore organizational culture and communications best practices in new hybrid workplace (office/telework).</p>	<p>Retreat held July 20, 2023.</p>
<p>Board and staff survey reports increased collaboration.</p>	



Benton Soil and Water
CONSERVATION DISTRICT

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1/8/2024

The Honorable Ken Helm
House Interim Committee on Agriculture, Land Use, Natural Resources, and Water
900 Court Street NE
Salem, OR 97301

Dear Chair Helm and Members of the Committee,

I am writing on behalf of Benton Soil and Water Conservation District where we work with land managers and several partners to control noxious weeds in the mid-Willamette valley. We accomplish this work by coordinating the Benton Cooperative Weed Management Area, outreach to landowners and residents, leading volunteer events to pull weeds, and surveying for A-list (high priority) weeds from the ODA noxious weed list.

Benton SWCD supports the Oregon Invasive Species Council (OISC) proposed funding package (Wildlife Coexistence Package) that will be discussed in the 2024 session. The OISC is the state entity tasked with developing, coordinating, and implementing multi-taxa invasive species planning and response efforts across Oregon and we live in a time where we need robust leadership more than ever. Invasive species such as the Emerald Ash Borer and Mediterranean Oak Borer cannot be controlled appropriately without central leadership in the state and the OISC is where much of the coordinated efforts are planned. Funding the Emergency Control Account appropriately helps Oregon respond immediately to arrival of such pests.

We work with several organizations on the Willamette River to control multiple aquatic invasive species including *Ludwigia*, yellow floating heart, and garden yellow loosestrife. With appropriate funding, the OISC can help us communicate this work to the State Legislature and share our needs with lawmakers. Multiple organizations working across vast landscapes to control weeds supports other efforts in this funding package around habitat connectivity for wildlife. The aquatic invasive weed work in the Willamette helps to reduce ecological threats on more than 100 miles of the river and most of this work is being funded by 3 separate grants from the Oregon State Weed Board. While Weed Board grants are providing valuable support to this work, an improved situation would be to have a well-funded OISC to work with partners on larger funding packages to expedite river restoration on a crucial waterway for native salmonid populations in Oregon.

Sincerely,

Nate Johnson
Chair, Benton Soil and Water Conservation District

The Benton SWCD's mission is engage Benton County residents in the conservation and stewardship of natural resources for current and future generations.