

Monday, April 10, 2023  
 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

### BOARD OF DIRECTORS MEETING AGENDA

Goal	Item	Lead	Time	ACTION
	Call to Order, Introductions, Public Comments, Announcements, Additions to Agenda	<i>Johnson</i>	6:00	
<b>5</b>	Greg Jones Oath of Office for Zone 4 Director (in packet)	<i>Board</i>	6:04	<b>ACTION</b>
	<b>CONSENT AGENDA</b>	<i>Johnson</i>	6:05	<b>ACTION</b>
<b>5</b>	Approve draft Minutes from March 13 Board Meeting			
<b>5</b>	Approve Financials (2/28/23)			
<b>5</b>	Rescind Resolution FY2022-2023-01 and approve a \$30,000 volunteer medical insurance policy (voted yay at March meeting but need to revote)			
<b>1</b>	Re-approve Resolution No. FY2022-2023-06 (already signed at March meeting but need to revote)			
<b>1</b>	Approve Resolution No. FY2022-2023-07 for \$24,415; grant #2023-36-017 from OSWB for Willamette River Aquatic Weed Management (in packet)			
	<b>REGULAR AGENDA</b>			
<b>4</b>	S. Corvallis Urban Renewal District presentation by Corvallis Community Development Director – 33 minutes including questions	<i>Paul Bilotta</i>	6:07	
<b>3</b>	Clarify Zoom chat feature use; approve revised draft Public Meeting Comment Policy (in packet)	<i>Board</i>	6:40	
<b>1-5</b>	Update on meeting outcome with Tribal member and Long Tom Watershed Council about BSWCD support of Traditional Ecological Inquiry Program internship	<i>Crosson</i>	6:45	
<b>5</b>	Discuss adding FY24 Budget Committee student member	<i>Board</i>	7:05	
<b>1-5</b>	Questions from Board about BSWCD staff and NRCS staff activities	<i>Directors/ BSWCD &amp; NRCS Staff</i>	7:15	
<b>1-5</b>	Other Board business?	<i>Directors</i>	7:25	
	Meeting Adjourned	<i>Johnson</i>	7:30	

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

<b>BSWCD Board and Outreach Events (subject to change)</b>		
<b>Date/Time</b>	<b>Event</b>	<b>Location</b>
4/12/2023, 5 pm	Ed Easterling Tour with Forest Stewards Guild Students (not a public event but open to board members)	Contact Michael Ahr
4/28/2023, 9 am - noon	Lupine Meadows Knapweed pull/dig event with Benton County Public Works	Near Lupine Meadows, Contact Michael Ahr
5/2/2023 6 – 7:30 PM	Neighborhood invasive weed workshop	Willow Room, Corvallis Community Center
5/20/2023 for times contact Michael Ahr	Let's Pull Together	<b>5 Locations:</b> 1. Marys River Park - ivy and blackberry, BSWCD host 2. Witham Hill Natural Area - invasive tree cutting, Corvallis Parks & Rec and Marys River WC host 3. OSU College Forest/Peavy Arboretum - OSU college forest is our host 4. Takena Landing - Albany Parks and Recreation host 5. Marys Peak meadow – Institute for Applied Ecology
5/6/2023-5/14/2023	Natural Areas Celebration Week	Across Corvallis – details TBA
5/8/2023 6-7:30pm	BSWCD Budget Committee Meeting	Maple Room, Corvallis Community Center
5/10/2023	Septic and Well Maintenance Talk	Details TBD
5/11/2023	Natural Resource Day for Corvallis Leadership class	Multiple locations
5/15/2023	BSWCD Budget Committee Meeting	If needed-Corvallis Chamber of Commerce Conference Room

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

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

Monday, March 13, 2023; 6:00-7:30 PM  
Phone: 1-669-900-6833  
Meeting ID: 844 6825 0202  
Passcode: 640956



## BOARD OF DIRECTORS MEETING MINUTES

### In Attendance

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

Board Members Absent: No Director for Zone 4, Bob Morris (Emeritus)

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

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

Others Present: Greg Jones (applicant for Zone 4 Director position), Ash Woods

Others Absent: Amy Kaiser (NRCS)

### Call to Order - Johnson (6:04pm)

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

Additions to agenda (added by Holly Crosson):

- Addition of approval of Resolution FY2022-2023-06 for OSWB grant, discuss and approve removal of Bob Morris addition of Marcella Henkels as signers on the Citizen's Bank accounts

### CONSENT AGENDA

- **Approve draft Minutes from February 13<sup>th</sup> 2023 Board Meeting:** Discussion: none

MOTION: Approve Consent Agenda: Kerry Hastings Second: Eliza Mason

Results: Unanimously passes.

### REGULAR AGENDA

- Approve Financials (1/31/23)-Michael Ahr addressed correction in Project Fund Budget to Actual from 12/31/22 Report

Discussion:

If you look at the P&L Budget vs. Actual PROJECT FUND page in this current meeting packet, the line items in the 68000 series are where the questions came in last month. The reason this looks incorrect, is that when we budgeted, we lumped Travel, Supplies & Materials, and Contracted Services funds into one value. When we spend those funds, our bookkeeper is putting those into Quickbooks with more detail. She's reporting them separately as travel, supplies/materials, or Contracted Services. This is why the charges land on a line with no budgeted money, and the budgeted money is showing that nothing is spent yet. The important place to look to get a sense of what we've spent is the last line in that section that shows that we've spent \$105,922.75 of the \$340,716 we have budgeted. There are a couple ways to clarify expenditures, and the current plan is for us to split the budgeted numbers next year into the 3 categories (travel, supplies/materials, and contracted services).

Nate asks what level of detail we need to set up the budget in, thus creating the financial reports that seem too detailed.

Nate wants to discuss in the future if there are options for the way this information is displayed so that it is more digestible. Discuss with bookkeeper.

- Motion: Marcella moves to approve 1/31/23 Financials Second: Eliza
- Results: Unanimously passes.
  
- Appoint Greg Jones as BSWCD Director for Zone 4
  - Discussion: None
  - Motion: Kerry Hastings moves to appoint Greg Jones as BSWCD Director for Zone 4 Second: Nate Johnson
  - Results: Unanimously appointed-Welcome Greg!
  
- 2023 Native Plant Sale Overview
  - Discussion: Michael Ahr presented a slide show with numbers on the sale. Sale didn't net money, however, this year, staff time was preserved, with no overtime or compensation time generated. Was a successful event with a lot of public exposure and many great community interactions. Deb Merchant, independent contractor as NPS coordinator has put together a 9-page report on her reflections on the sale for BSWCD. She stressed that this year's organization allowed for wonderful collaboration with other community organizations, as well as cut down on staff time spent taking care of left over plants. Suggested maybe excess plants could be sold on site that day, board would love to hear if this is feasible.
  
- Approve draft Public Meeting Comment Policy for public wishing to speak at board meetings (in packet)
  - Discussion: Jerry Paul suggests disabling chat function during Zoom board meetings, and that this be added to the first paragraph of the policy. Nate suggests that in keeping with the transparency of our public organization and inclusiveness of a democratic society that we allow for public attending be able to comment spontaneously, but with time limit. Aubrey Cloud recommends perhaps using the role of the contact person, not staff name. (Operations Coordinator vs. Candace Mackey) Straw poll shows board members believe a policy should be in place. Draft will be revised. Suggested that there is a place on the website where public interested in attending, they can click if they are interested in making public comment.
  - Motion: No Motion, bring updated draft Public Meeting comment Policy to April Meeting
  
- Suggestions for 2 new FY24 Budget Committee members
  - Discussion: David Barron suggested to his neighbor Dave Crimp previously of Clearwater Engineering to join. He was given the link to the position, David will pass on. Kerry Hastings suggests perhaps a student getting a degree in business may want real world experience. This may be tough because of 3 year-term requirements, but perhaps there could be a bridge between undergraduate and graduate programs where this could work. Suggestion that this could also be included in the DEIJ committee. Holly will follow up on the question about adding a student budget committee member with Department of Revenue staff.
  
- Questions on Strategic Plan Measurable Objectives (in packet)
  - Discussion: Jerry commented that staff did a wonderful job putting these together, and wanted to know how these items would be indicated as completed. Sara Roberts will outline items so they can be reviewed for progress in a simpler layout.
  
- Update on insurance coverage (health, liability, Workers Comp); Rescind Resolution #FY2022-2023-1 and approve separate volunteer medical coverage policy.

- Discussion: Holly Crosson presented that risk assessment for current coverage is complete and coverage is satisfactory with one change. In September of 2022 a resolution was passed to cover volunteers under Worker's Compensation. HC recommends this resolution be rescinded with guidance from our insurance agent due to liability. Workers Comp is designed for employees, not volunteers. For \$296 annually we can cover 120 volunteers for \$30,000 in coverage under a separate policy. Nate Johnson asks if board is comfortable with these limits. \$30,000 was suggested as adequate coverage by the insurance company.
- Motion\*: Greg Jones moves to rescind FY2022-2023-01 and approve medical volunteer policy proposed. Second: Eliza \*Invalid Motion Due to ineligible Director (Greg Jones) making motion, see April 2023 Meeting Minutes
- Results: Unanimously passes\* Greg Jones vote stricken; not eligible to vote due to no Oath of Office taken
  
- Personnel and Finance Committee meeting in March  
Meeting is set for March 22<sup>nd</sup> 6pm in person at CBI Conference room at 136 SW Washington Ave. with hybrid Zoom option.
  
- Questions from Board about BSWCD staff and NRCS staff activities-Nate Johnson would like to have an update about online employee retirement contributions from Candace Mackey
  
- Other Board Business? Adoption of FY23 Resolution 6 and Addition/Removal of Bank Signers
  - Motion: Jerry Paul moves to remove Bob Morris as signer from the Citizen Bank bank accounts and add Marcella Henkels on the Citizen Bank bank accounts as signer. Kerry Hastings Second
  - Results: Unanimously approved\* Greg Jones vote stricken, not eligible to vote due to no Oath of Office Taken
  - Motion: Eliza Mason moves to approve FY23 Budget Resolution No. FY2022-2023-06 the Resolution to approve the Oblong Spurge Grant Second: Greg Jones \* Greg Jones vote stricken, not eligible to vote due to no Oath of Office Taken
  - Results: Unanimously approved. \* Greg Jones vote stricken, not eligible to vote due to no Oath of Office Taken
  
- Agenda items for next month-none given

**Meeting Adjourned - Johnson (7:45pm)**

## **Benton SWCD Board Meeting**

April 10, 2023

### Financial Report

Period ending February 28, 2023

The closing balance in our Oregon LGIP account was \$1,020,176.96 dividend paid was \$2,938.40. The Fiscal YTD dividend paid was \$14,791.45. Our average monthly balance has been \$1,021,547.75 with a monthly distribution yield of 3.75 %. The previous months balance was \$1,020,176.96. We received a payment of \$1,865.53 in tax revenue from the Benton County Finance Department.

Both Citizen Bank accounts were reconciled and all checks were accounted for. The total balance of the two accounts was \$129,515.82. The previous months balance was \$171,730.74.

Charges to the Credit Card account were \$1,548.70. These were verified and reconciled. The previous months charges were \$980.46.

The Stripe account was reconciled. The starting balance was \$56.14. Account activity before fees was \$1,422.50, less fees of \$-62.64. Total payouts were \$-1,416.00, leaving and ending balance of \$0.00.

Respectfully submitted,



Jerry Paul, Treasurer

**Benton Soil & Water Conservation District**  
**Balance Sheet**  
As of February 28, 2023

	<b>Feb 28, 23</b>	<b>Feb 28, 22</b>	<b>\$ Change</b>
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
10100 · Citizens Bank	105,911.89	111,728.88	-5,816.99
10150 · Citizens Bank #2	13,377.74	4,952.86	8,424.88
10200 · LGIP	1,032,629.48	991,655.93	40,973.55
10800 · Petty Cash	24.00	24.00	0.00
<b>Total Checking/Savings</b>	<b>1,151,943.11</b>	<b>1,108,361.67</b>	<b>43,581.44</b>
<b>Accounts Receivable</b>			
11000 · Accounts Receivable	0.00	2,600.00	-2,600.00
11400 · Grants Receivable	11,509.67	6,242.78	5,266.89
<b>Total Accounts Receivable</b>	<b>11,509.67</b>	<b>8,842.78</b>	<b>2,666.89</b>
<b>Other Current Assets</b>			
100-1050 CashDue to/from Bld Fnd	-108,200.00	-103,200.00	-5,000.00
100-1500 Due to/from Proj Fund	-96,371.93	-102,910.93	6,539.00
200-1080 CashDue to/from Gen Fnd	96,371.93	102,910.93	-6,539.00
400-1505 Due to/from BR Fund	108,200.00	103,200.00	5,000.00
13000 · Prepaid expenses-Audit	5,908.80	5,585.02	323.78
<b>Total Other Current Assets</b>	<b>5,908.80</b>	<b>5,585.02</b>	<b>323.78</b>
<b>Total Current Assets</b>	<b>1,169,361.58</b>	<b>1,122,789.47</b>	<b>46,572.11</b>
<b>Other Assets</b>			
18400 · Property Tax Receivable-Audit	9,482.00	10,110.00	-628.00
<b>Total Other Assets</b>	<b>9,482.00</b>	<b>10,110.00</b>	<b>-628.00</b>
<b>TOTAL ASSETS</b>	<b>1,178,843.58</b>	<b>1,132,899.47</b>	<b>45,944.11</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
20000 · General Accounts Payable	7,880.77	20,598.92	-12,718.15
20100 · Project Accts Payable	6,751.36	1,476.50	5,274.86
<b>Total Accounts Payable</b>	<b>14,632.13</b>	<b>22,075.42</b>	<b>-7,443.29</b>
<b>Credit Cards</b>			
<b>22000 · CITIZENS BANK MASTER CARD</b>			
22200 · Holly CC - 2995	240.99	126.59	114.40
22400 · Teresa CC - 3019	0.00	109.21	-109.21
22520 · Linda CC - 5980	0.00	261.69	-261.69
22530 · Michael CC - 3266	181.40	0.00	181.40
22532 · Sara CC - 0962	538.38	0.00	538.38
22533 · Candace CC - 0020	555.30	0.00	555.30
<b>Total 22000 · CITIZENS BANK MASTER CARD</b>	<b>1,516.07</b>	<b>497.49</b>	<b>1,018.58</b>
<b>Total Credit Cards</b>	<b>1,516.07</b>	<b>497.49</b>	<b>1,018.58</b>
<b>Other Current Liabilities</b>			
<b>24000 · PAYROLL LIABILITIES</b>			
24010 · 941 Account	8,505.38	8,615.82	-110.44

**Benton Soil & Water Conservation District**  
**Balance Sheet**  
 As of February 28, 2023

	<b>Feb 28, 23</b>	<b>Feb 28, 22</b>	<b>\$ Change</b>
24020 · Oregon Withholding	2,148.00	2,209.00	-61.00
24030 · OR-WBF SUTA	581.61	162.14	419.47
24060 · 457b Contributions	2,977.18	0.00	2,977.18
24000 · PAYROLL LIABILITIES - Other	410.06	0.00	410.06
<b>Total 24000 · PAYROLL LIABILITIES</b>	<b>14,622.23</b>	<b>10,986.96</b>	<b>3,635.27</b>
25800 · Deferred Revenue Grants-Audit	80,215.15	120,086.28	-39,871.13
25810 · Deferred Revenue Donations	0.00	246.72	-246.72
<b>Total Other Current Liabilities</b>	<b>94,837.38</b>	<b>131,319.96</b>	<b>-36,482.58</b>
<b>Total Current Liabilities</b>	<b>110,985.58</b>	<b>153,892.87</b>	<b>-42,907.29</b>
<b>Long Term Liabilities</b>			
27050 · Deferred Revenue Taxes -Audit	8,373.09	8,261.09	112.00
<b>Total Long Term Liabilities</b>	<b>8,373.09</b>	<b>8,261.09</b>	<b>112.00</b>
<b>Total Liabilities</b>	<b>119,358.67</b>	<b>162,153.96</b>	<b>-42,795.29</b>
<b>Equity</b>			
31100 · Building Reserve Fund Balance	108,200.00	103,200.00	5,000.00
31200 · Project Fund Balance	10,210.00	10,210.00	0.00
32000 · General Fund Balance	735,673.75	666,461.80	69,211.95
Net Income	205,401.16	190,873.71	14,527.45
<b>Total Equity</b>	<b>1,059,484.91</b>	<b>970,745.51</b>	<b>88,739.40</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,178,843.58</b>	<b>1,132,899.47</b>	<b>45,944.11</b>



**Benton Soil & Water Conservation District**  
**Citizens Bank Check Register**  
As of February 28, 2023

Type	Date	Num	Name	Memo	Debit	Credit	Balance
<b>10100 - Citizens Bank</b>							<b>128,323.43</b>
Deposit	02/13/2023			Deposit	29,319.81		157,643.24
Deposit	02/21/2023			Deposit	7,590.67		165,233.91
Liability Check	02/27/2023		QuickBooks Payroll Service	Created by Payroll Service on 02/23/2023		24,784.70	140,449.21
Deposit	02/28/2023			Interest	5.22		140,454.43
Paycheck	02/28/2023	DD	Ahr, Michael S	Direct Deposit	0.00		140,454.43
Paycheck	02/28/2023	DD	Crosson, Holly A	Direct Deposit	0.00		140,454.43
Paycheck	02/28/2023	DD	Mackey, Candace	Direct Deposit	0.00		140,454.43
Paycheck	02/28/2023	DD	Matteson, Teresa L	Direct Deposit	0.00		140,454.43
Paycheck	02/28/2023	DD	Roberts, Sara	Direct Deposit	0.00		140,454.43
Paycheck	02/28/2023	DD	Schmitz, Donna J	Direct Deposit	0.00		140,454.43
Liability Check	02/03/2023	EFT	United States Treasury	93-1077051		8,386.56	132,067.87
Liability Check	02/03/2023	EFT	Oregon Dept of Revenue	0292193-0		2,188.00	129,879.87
Bill Pmt -Check	02/09/2023	EFT	1Auto - Xerox Financial Services	autopay due on 10th of next month		156.17	129,723.70
Check	02/20/2023	EFT	Card Service Center - MasterCard			980.46	128,743.24
Bill Pmt -Check	02/23/2023	EFT	1Auto - Verizon	autopay due on 25th of month		85.61	128,657.63
Bill Pmt -Check	02/02/2023	8104	Alice Eldridge	CIR# 7298		500.00	128,157.63
Bill Pmt -Check	02/02/2023	8105	Benton County Fairgrounds	VOID: CIR# 7289 wrong amount	0.00		128,157.63
Bill Pmt -Check	02/02/2023	8106	Cherie Taylor	CIR# 7299		500.00	127,657.63
Bill Pmt -Check	02/02/2023	8107	Corvallis Waldorf School	VOID: CIR# 7295 Wrong amount	0.00		127,657.63
Bill Pmt -Check	02/02/2023	8108	Dawnia Kohn	VOID: CIR# 7297 wrong amount	0.00		127,657.63
Bill Pmt -Check	02/02/2023	8109	Long Tom Watershed Council	CIR# 7302		1,200.00	126,457.63
Bill Pmt -Check	02/02/2023	8110	Luckiamute Watershed Council	CIR# 7301		1,200.00	125,257.63
Bill Pmt -Check	02/02/2023	8111	Marys River Watershed Council 1	CIR# 7300		1,200.00	124,057.63
Bill Pmt -Check	02/02/2023	8112	Merchant Nonprofit Consulting, LLC	CIR# 7293		1,137.50	122,920.13
Bill Pmt -Check	02/02/2023	8113	MidValley Newspapers	CIR# 7292		129.36	122,790.77
Bill Pmt -Check	02/02/2023	8114	Nancy Zook	VOID: CIR# 7296 Wrong amount	0.00		122,790.77
Bill Pmt -Check	02/02/2023	8115	Northwest Local Government Legal Ad	VOID: CIR# 7291 Wrong amount	0.00		122,790.77
Bill Pmt -Check	02/02/2023	8116	Shirt Circuit	CIR# 7290		154.20	122,636.57
Bill Pmt -Check	02/02/2023	8117	Institute for Applied Eco. - DN Corp	CIR# 7294		500.00	122,136.57
Bill Pmt -Check	02/02/2023	8118	Benton County Fairgrounds	CIR# 7289		320.00	121,816.57
Bill Pmt -Check	02/02/2023	8119	Dawnia Kohn	CIR# 7297		500.00	121,316.57
Bill Pmt -Check	02/02/2023	8120	Nancy Zook	CIR# 7296		500.00	120,816.57

7:57 PM  
 03/27/23  
 Accrual Basis

**Benton Soil & Water Conservation District**  
**Citizens Bank Check Register**  
 As of February 28, 2023

Type	Date	Num	Name	Memo	Debit	Credit	Balance	
Bill Pmt -Check	02/02/2023	8121	Northwest Local Government Legal Ad	CIR# 7291		110.00	120,706.57	
Bill Pmt -Check	02/02/2023	8122	Corvallis Waldorf School	CIR# 7295		500.00	120,206.57	
Bill Pmt -Check	02/09/2023	8123	Advantage Computing & Elect. Svc's	LVOID: CIR# 7305	0.00		120,206.57	
Bill Pmt -Check	02/09/2023	8124	Staff- Donna Schmitz {V}	CIR# 7303		79.12	120,127.45	
Bill Pmt -Check	02/09/2023	8125	Jenny Brausch Business Solutions LLC	VOID: CIR# 7306	0.00		120,127.45	
Bill Pmt -Check	02/09/2023	8126	Advantage Computing & Elect. Svc's	L CIR# 7305		342.00	119,785.45	
Bill Pmt -Check	02/09/2023	8127	Jenny Brausch Business Solutions LLC	CIR# 7306		2,321.49	117,463.96	
Bill Pmt -Check	02/16/2023	8128	SDIS	03-0018433		4,605.00	112,858.96	
Bill Pmt -Check	02/23/2023	8129	Crystal Lake Storage	CIR# 7310		157.00	112,701.96	
Bill Pmt -Check	02/23/2023	8130	Mater Investment Company	CIR# 7309:		2,002.25	110,699.71	
Liability Check	02/23/2023	8131	SDIS	03-0018433 CIR# 7311		4,787.82	105,911.89	
Total 10100 - Citizens Bank						36,915.70	59,327.24	105,911.89
<b>TOTAL</b>						<b>36,915.70</b>	<b>59,327.24</b>	<b>105,911.89</b>

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

	<b>Building Reserve</b>	<b>General Fund</b>	<b>Project Fund</b>	<b>TOTAL</b>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
43300 · Grant/Project Administration	0.00	0.00	131,103.92	131,103.92
44535 · Taxes Levied	0.00	483,877.22	0.00	483,877.22
44540 · ODA Operations	0.00	37,149.50	0.00	37,149.50
44545 · ODA Tech, LMA & Scope of Work	0.00	46,150.89	0.00	46,150.89
45000 · Interest Income	0.00	14,974.04	0.00	14,974.04
46430 · MISCELLANEOUS	0.00	500.00	0.00	500.00
47400 · Native Plant Sale Income	0.00	22,860.31	0.00	22,860.31
48000 · TRANSFERS IN	5,000.00	12,604.30	0.00	17,604.30
<b>Total Income</b>	<b>5,000.00</b>	<b>618,116.26</b>	<b>131,103.92</b>	<b>754,220.18</b>
<b>Gross Profit</b>	<b>5,000.00</b>	<b>618,116.26</b>	<b>131,103.92</b>	<b>754,220.18</b>
<b>Expense</b>				
60000 · MATERIALS & SERVICES	0.00	96,889.89	0.00	96,889.89
66000 · PAYROLL EXPENSES	0.00	296,717.56	25,629.24	322,346.80
68000 · PROJECTS-SVC-SUPP-MATERIALS	0.00	0.00	111,978.03	111,978.03
69400 · TRANSFERS OUT	0.00	5,000.00	12,604.30	17,604.30
<b>Total Expense</b>	<b>0.00</b>	<b>398,607.45</b>	<b>150,211.57</b>	<b>548,819.02</b>
<b>Net Ordinary Income</b>	<b>5,000.00</b>	<b>219,508.81</b>	<b>-19,107.65</b>	<b>205,401.16</b>
<b>Net Income</b>	<b>5,000.00</b>	<b>219,508.81</b>	<b>-19,107.65</b>	<b>205,401.16</b>

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

	<b>Building Reserve</b>	<b>General Fund</b>	<b>Project Fund</b>	<b>TOTAL</b>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
43300 · Grant/Project Administration	0.00	0.00	131,103.92	131,103.92
44535 · Taxes Levied	0.00	483,877.22	0.00	483,877.22
44540 · ODA Operations	0.00	37,149.50	0.00	37,149.50
44545 · ODA Tech, LMA & Scope of Work	0.00	46,150.89	0.00	46,150.89
45000 · Interest Income	0.00	14,974.04	0.00	14,974.04
46430 · MISCELLANEOUS				
46432 · Contributions	0.00	500.00	0.00	500.00
<b>Total 46430 · MISCELLANEOUS</b>	<b>0.00</b>	<b>500.00</b>	<b>0.00</b>	<b>500.00</b>
47400 · Native Plant Sale Income	0.00	22,860.31	0.00	22,860.31
48000 · TRANSFERS IN				
48100 · Building Reserve Fund	5,000.00	0.00	0.00	5,000.00
48400 · Transfer Admin from Project Fd	0.00	12,604.30	0.00	12,604.30
<b>Total 48000 · TRANSFERS IN</b>	<b>5,000.00</b>	<b>12,604.30</b>	<b>0.00</b>	<b>17,604.30</b>
<b>Total Income</b>	<b>5,000.00</b>	<b>618,116.26</b>	<b>131,103.92</b>	<b>754,220.18</b>
<b>Gross Profit</b>	<b>5,000.00</b>	<b>618,116.26</b>	<b>131,103.92</b>	<b>754,220.18</b>
<b>Expense</b>				
60000 · MATERIALS & SERVICES				
61300 · CONFERENCES AND TRAINING				
61310 · Lodging	0.00	408.11	0.00	408.11
61320 · Meals/per diem	0.00	28.80	0.00	28.80
61330 · Registration	0.00	1,039.81	0.00	1,039.81
<b>Total 61300 · CONFERENCES AND TRAINING</b>	<b>0.00</b>	<b>1,476.72</b>	<b>0.00</b>	<b>1,476.72</b>
61500 · COMMUNITY CONSERVATION PROGRAMS				
61510 · Conservation Education (Youth)	0.00	6,861.65	0.00	6,861.65
61520 · Conservation Incentive Program	0.00	80.30	0.00	80.30
61530 · Invasives Program	0.00	500.00	0.00	500.00
61540 · Native Plant Sale	0.00	10,715.14	0.00	10,715.14
61570 · Soil Quality Program	0.00	1,086.24	0.00	1,086.24
<b>Total 61500 · COMMUNITY CONSERVATION</b>	<b>0.00</b>	<b>19,243.33</b>	<b>0.00</b>	<b>19,243.33</b>
62100 · CONTRACTED AND PROF SERVICES				
62115 · Audit	0.00	5,800.00	0.00	5,800.00
62120 · Computer Support	0.00	2,714.75	0.00	2,714.75
62130 · PROFESSIONAL SERVICES				
62140 · Legal	0.00	110.00	0.00	110.00
62150 · Accounting	0.00	13,631.10	0.00	13,631.10
62170 · Web Design, Logo - Marketing	0.00	1,507.75	0.00	1,507.75
<b>Total 62130 · PROFESSIONAL SERVICES</b>	<b>0.00</b>	<b>15,248.85</b>	<b>0.00</b>	<b>15,248.85</b>
62180 · Consultation/Contracts - NPP	0.00	5,652.50	0.00	5,652.50
62190 · Misc Contracted Services	0.00	970.50	0.00	970.50
<b>Total 62100 · CONTRACTED AND PROF SER'</b>	<b>0.00</b>	<b>30,386.60</b>	<b>0.00</b>	<b>30,386.60</b>
62300 · Dues/Subscriptions/Fees	0.00	5,780.93	0.00	5,780.93

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

	Building Reserve	General Fund	Project Fund	TOTAL
<b>62800 · OFFICE OCCUPANCY</b>				
62810 · Alarm & Janitorial Services	0.00	65.00	0.00	65.00
62820 · Rent & Parking	0.00	19,433.25	0.00	19,433.25
62830 · Utilities	0.00	2,718.25	0.00	2,718.25
<b>Total 62800 · OFFICE OCCUPANCY</b>	0.00	22,216.50	0.00	22,216.50
<b>65000 · SUPPLIES AND MATERIALS</b>				
<b>65010 · COPIER AND SUPPLIES</b>				
65012 · Copies	0.00	370.85	0.00	370.85
65014 · Lease	0.00	1,291.01	0.00	1,291.01
<b>Total 65010 · COPIER AND SUPPLIES</b>	0.00	1,661.86	0.00	1,661.86
65020 · Equipment	0.00	4,469.88	0.00	4,469.88
65030 · Office Supplies	0.00	1,358.37	0.00	1,358.37
65040 · Postage	0.00	64.00	0.00	64.00
65050 · Software/Computer Accessories	0.00	2,070.99	0.00	2,070.99
<b>Total 65000 · SUPPLIES AND MATERIALS</b>	0.00	9,625.10	0.00	9,625.10
<b>65110 · PRODUCTION COSTS</b>				
65112 · Advertising and Website	0.00	504.56	0.00	504.56
65114 · Merchandise	0.00	18.00	0.00	18.00
65116 · Newsletters	0.00	327.95	0.00	327.95
<b>Total 65110 · PRODUCTION COSTS</b>	0.00	850.51	0.00	850.51
65120 · Insurance & Fidelity Bond	0.00	4,270.80	0.00	4,270.80
65160 · Miscellaneous	0.00	59.56	0.00	59.56
65320 · Mileage/travel related expenses	0.00	1,245.91	0.00	1,245.91
65400 · Meetings & Events	0.00	1,733.93	0.00	1,733.93
<b>Total 60000 · MATERIALS &amp; SERVICES</b>	0.00	96,889.89	0.00	96,889.89
<b>66000 · PAYROLL EXPENSES</b>				
66200 · Wages	0.00	232,520.83	19,790.10	252,310.93
66410 · Health, Dental & Life Insurance	0.00	32,692.81	3,260.96	35,953.77
66420 · Retirement	0.00	12,478.81	973.78	13,452.59
<b>66500 · Payroll Taxes</b>				
66510 · FICA Employer	0.00	17,764.90	1,509.58	19,274.48
66520 · SUTA	0.00	1,131.39	89.19	1,220.58
66530 · OR-WBF	0.00	63.57	5.63	69.20
<b>Total 66500 · Payroll Taxes</b>	0.00	18,959.86	1,604.40	20,564.26
66800 · Fees	0.00	65.25	0.00	65.25
<b>Total 66000 · PAYROLL EXPENSES</b>	0.00	296,717.56	25,629.24	322,346.80
<b>68000 · PROJECTS-SVC-SUPP-MATERIALS</b>				
68010 · Project Contracted Services	0.00	0.00	86,814.83	86,814.83
68020 · Project Mileage & Travel	0.00	0.00	323.47	323.47
68040 · Project Supplies & Materials	0.00	0.00	24,839.73	24,839.73
<b>Total 68000 · PROJECTS-SVC-SUPP-MATERIALS</b>	0.00	0.00	111,978.03	111,978.03
<b>69400 · TRANSFERS OUT</b>				
69410 · Trf GF to Building Reserve Fd	0.00	5,000.00	0.00	5,000.00

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

	<b>Building Reserve</b>	<b>General Fund</b>	<b>Project Fund</b>	<b>TOTAL</b>
<b>69440 - Trf PF to General Fund</b>	0.00	0.00	12,604.30	12,604.30
<b>Total 69400 - TRANSFERS OUT</b>	0.00	5,000.00	12,604.30	17,604.30
<b>Total Expense</b>	0.00	398,607.45	150,211.57	548,819.02
<b>Net Ordinary Income</b>	5,000.00	219,508.81	-19,107.65	205,401.16
<b>Net Income</b>	<b>5,000.00</b>	<b>219,508.81</b>	<b>-19,107.65</b>	<b>205,401.16</b>

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

	Jul '22 - Feb 23	Jul '21 - Feb 22	\$ Change
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
43300 · Grant/Project Administration	131,103.92	142,280.33	-11,176.41
44535 · Taxes Levied	483,877.22	469,833.03	14,044.19
44540 · ODA Operations	37,149.50	26,372.00	10,777.50
44545 · ODA Tech, LMA & Scope of Work	46,150.89	46,151.00	-0.11
45000 · Interest Income	14,974.04	2,940.30	12,033.74
<b>46430 · MISCELLANEOUS</b>			
46432 · Contributions	500.00	674.00	-174.00
46490 · Adjustment Account - Audit	0.00	1,977.11	-1,977.11
<b>Total 46430 · MISCELLANEOUS</b>	500.00	2,651.11	-2,151.11
47200 · CREP, SQP-Fee for Services	0.00	7,176.00	-7,176.00
47400 · Native Plant Sale Income	22,860.31	32,041.31	-9,181.00
<b>48000 · TRANSFERS IN</b>			
48100 · Building Reserve Fund	5,000.00	5,000.00	0.00
48400 · Transfer Admin from Project Fd	12,604.30	12,466.44	137.86
<b>Total 48000 · TRANSFERS IN</b>	17,604.30	17,466.44	137.86
<b>Total Income</b>	754,220.18	746,911.52	7,308.66
<b>Gross Profit</b>	754,220.18	746,911.52	7,308.66
<b>Expense</b>			
<b>60000 · MATERIALS &amp; SERVICES</b>			
<b>61300 · CONFERENCES AND TRAINING</b>			
61310 · Lodging	408.11	0.00	408.11
61320 · Meals/per diem	28.80	0.00	28.80
61330 · Registration	1,039.81	1,568.00	-528.19
<b>Total 61300 · CONFERENCES AND TRAINING</b>	1,476.72	1,568.00	-91.28
<b>61500 · COMMUNITY CONSERVATION PROGRAMS</b>			
61510 · Conservation Education (Youth)	6,861.65	8,162.97	-1,301.32
61520 · Conservation Incentive Program	80.30	2,000.00	-1,919.70
61530 · Invasives Program	500.00	0.00	500.00
61540 · Native Plant Sale	10,715.14	18,894.89	-8,179.75
61570 · Soil Quality Program	1,086.24	2,009.33	-923.09
61585 · Conservation Leadership - EDI	0.00	1,600.00	-1,600.00
<b>Total 61500 · COMMUNITY CONSERVATION PROGRAMS</b>	19,243.33	32,667.19	-13,423.86
<b>62100 · CONTRACTED AND PROF SERVICES</b>			
62115 · Audit	5,800.00	4,900.00	900.00
62120 · Computer Support	2,714.75	1,228.30	1,486.45
<b>62130 · PROFESSIONAL SERVICES</b>			
62140 · Legal	110.00	1,450.00	-1,340.00
62150 · Accounting	13,631.10	12,940.41	690.69
62160 · Facilitation	0.00	2,000.00	-2,000.00
62170 · Web Design, Logo - Marketing	1,507.75	1,219.00	288.75
<b>Total 62130 · PROFESSIONAL SERVICES</b>	15,248.85	17,609.41	-2,360.56

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

	Jul '22 - Feb 23	Jul '21 - Feb 22	\$ Change
62180 · Consultation/Contracts - NPP	5,652.50	0.00	5,652.50
62190 · Misc Contracted Services	970.50	5,050.00	-4,079.50
<b>Total 62100 · CONTRACTED AND PROF SERVICES</b>	<b>30,386.60</b>	<b>28,787.71</b>	<b>1,598.89</b>
62300 · Dues/Subscriptions/Fees	5,780.93	5,784.65	-3.72
<b>62800 · OFFICE OCCUPANCY</b>			
62810 · Alarm & Janitorial Services	65.00	0.00	65.00
62820 · Rent & Parking	19,433.25	19,405.25	28.00
62830 · Utilities	2,718.25	3,247.60	-529.35
62800 · OFFICE OCCUPANCY - Other	0.00	34.48	-34.48
<b>Total 62800 · OFFICE OCCUPANCY</b>	<b>22,216.50</b>	<b>22,687.33</b>	<b>-470.83</b>
<b>65000 · SUPPLIES AND MATERIALS</b>			
<b>65010 · COPIER AND SUPPLIES</b>			
65012 · Copies	370.85	0.00	370.85
65014 · Lease	1,291.01	1,241.01	50.00
<b>Total 65010 · COPIER AND SUPPLIES</b>	<b>1,661.86</b>	<b>1,241.01</b>	<b>420.85</b>
65020 · Equipment	4,469.88	0.00	4,469.88
65030 · Office Supplies	1,358.37	1,639.10	-280.73
65040 · Postage	64.00	58.38	5.62
65050 · Software/Computer Accessories	2,070.99	1,927.59	143.40
<b>Total 65000 · SUPPLIES AND MATERIALS</b>	<b>9,625.10</b>	<b>4,866.08</b>	<b>4,759.02</b>
<b>65110 · PRODUCTION COSTS</b>			
65112 · Advertising and Website	504.56	313.44	191.12
65114 · Merchandise	18.00	0.00	18.00
65116 · Newsletters	327.95	2,024.66	-1,696.71
<b>Total 65110 · PRODUCTION COSTS</b>	<b>850.51</b>	<b>2,338.10</b>	<b>-1,487.59</b>
65120 · Insurance & Fidelity Bond	4,270.80	4,489.97	-219.17
65160 · Miscellaneous	59.56	0.00	59.56
65320 · Mileage/travel related expenses	1,245.91	1,177.95	67.96
65400 · Meetings & Events	1,733.93	173.90	1,560.03
<b>Total 60000 · MATERIALS &amp; SERVICES</b>	<b>96,889.89</b>	<b>104,540.88</b>	<b>-7,650.99</b>
<b>66000 · PAYROLL EXPENSES</b>			
66200 · Wages	252,310.93	244,850.67	7,460.26
66410 · Health, Dental & Life Insurance	35,953.77	40,532.83	-4,579.06
66420 · Retirement	13,452.59	12,387.31	1,065.28
<b>66500 · Payroll Taxes</b>			
66510 · FICA Employer	19,274.48	18,284.90	989.58
66520 · SUTA	1,220.58	1,780.91	-560.33
66530 · OR-WBF	69.20	73.00	-3.80
<b>Total 66500 · Payroll Taxes</b>	<b>20,564.26</b>	<b>20,138.81</b>	<b>425.45</b>
66800 · Fees	65.25	104.50	-39.25
<b>Total 66000 · PAYROLL EXPENSES</b>	<b>322,346.80</b>	<b>318,014.12</b>	<b>4,332.68</b>
<b>68000 · PROJECTS-SVC-SUPP-MATERIALS</b>			
68010 · Project Contracted Services	86,814.83	93,039.05	-6,224.22



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

	<b>Jul '22 - Feb 23</b>	<b>Jul '21 - Feb 22</b>	<b>\$ Change</b>
68020 · Project Mileage & Travel	323.47	132.72	190.75
68040 · Project Supplies & Materials	24,839.73	22,844.60	1,995.13
<b>Total 68000 · PROJECTS-SVC-SUPP-MATERIALS</b>	<b>111,978.03</b>	<b>116,016.37</b>	<b>-4,038.34</b>
69400 · TRANSFERS OUT			
69410 · Trf GF to Building Reserve Fd	5,000.00	5,000.00	0.00
69440 · Trf PF to General Fund	12,604.30	12,466.44	137.86
<b>Total 69400 · TRANSFERS OUT</b>	<b>17,604.30</b>	<b>17,466.44</b>	<b>137.86</b>
<b>Total Expense</b>	<b>548,819.02</b>	<b>556,037.81</b>	<b>-7,218.79</b>
<b>Net Ordinary Income</b>	<b>205,401.16</b>	<b>190,873.71</b>	<b>14,527.45</b>
<b>Net Income</b>	<b>205,401.16</b>	<b>190,873.71</b>	<b>14,527.45</b>

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

	Jul '22 - Feb 23	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
43000 · Beginning Balance	0.00	697,346.00	-697,346.00	0.0%
44530 · Benton County Public Works	0.00	5,000.00	-5,000.00	0.0%
44535 · Taxes Levied	483,877.22	490,000.00	-6,122.78	98.75%
44540 · ODA Operations	37,149.50	47,927.00	-10,777.50	77.51%
44545 · ODA Tech, LMA & Scope of Work	46,150.89	61,535.00	-15,384.11	75.0%
45000 · Interest Income	14,974.04	3,000.00	11,974.04	499.14%
46430 · MISCELLANEOUS				
46432 · Contributions	500.00	0.00	500.00	100.0%
46430 · MISCELLANEOUS - Other	0.00	2,500.00	-2,500.00	0.0%
<b>Total 46430 · MISCELLANEOUS</b>	<b>500.00</b>	<b>2,500.00</b>	<b>-2,000.00</b>	<b>20.0%</b>
47400 · Native Plant Sale Income	22,860.31	10,000.00	12,860.31	228.6%
48000 · TRANSFERS IN				
48400 · Transfer Admin from Project Fd	12,604.30	41,118.00	-28,513.70	30.65%
<b>Total 48000 · TRANSFERS IN</b>	<b>12,604.30</b>	<b>41,118.00</b>	<b>-28,513.70</b>	<b>30.65%</b>
<b>Total Income</b>	<b>618,116.26</b>	<b>1,358,426.00</b>	<b>-740,309.74</b>	<b>45.5%</b>
<b>Gross Profit</b>	<b>618,116.26</b>	<b>1,358,426.00</b>	<b>-740,309.74</b>	<b>45.5%</b>
<b>Expense</b>				
60000 · MATERIALS & SERVICES				
61300 · CONFERENCES AND TRAINING				
61310 · Lodging	408.11			
61320 · Meals/per diem	28.80			
61330 · Registration	1,039.81			
61300 · CONFERENCES AND TRAINING	0.00	8,000.00	-8,000.00	0.0%
<b>Total 61300 · CONFERENCES AND TRAINING</b>	<b>1,476.72</b>	<b>8,000.00</b>	<b>-6,523.28</b>	<b>18.46%</b>
61500 · COMMUNITY CONSERVATION PROGRAMS				
61510 · Conservation Education (Youth)	6,861.65	8,200.00	-1,338.35	83.68%
61520 · Conservation Incentive Program	80.30	3,333.00	-3,252.70	2.41%
61530 · Invasives Program	500.00	3,333.00	-2,833.00	15.0%
61540 · Native Plant Sale	10,715.14	20,000.00	-9,284.86	53.58%
61570 · Soil Quality Program	1,086.24	3,334.00	-2,247.76	32.58%
<b>Total 61500 · COMMUNITY CONSERVATION PROGRAMS</b>	<b>19,243.33</b>	<b>38,200.00</b>	<b>-18,956.67</b>	<b>50.38%</b>
62100 · CONTRACTED AND PROF SERVICES				
62115 · Audit	5,800.00	6,000.00	-200.00	96.67%
62120 · Computer Support	2,714.75	4,000.00	-1,285.25	67.87%
62130 · PROFESSIONAL SERVICES				
62140 · Legal	110.00			
62150 · Accounting	13,631.10			
62160 · Facilitation	0.00	7,000.00	-7,000.00	0.0%
62170 · Web Design, Logo - Marketing	1,507.75			
62130 · PROFESSIONAL SERVICES	0.00	33,000.00	-33,000.00	0.0%
<b>Total 62130 · PROFESSIONAL SERVICES</b>	<b>15,248.85</b>	<b>40,000.00</b>	<b>-24,751.15</b>	<b>38.12%</b>

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

	Jul '22 - Feb 23	Budget	\$ Over Budget	% of Budget
62180 · Consultation/Contracts - NPP	5,652.50	10,000.00	-4,347.50	56.53%
62190 · Misc Contracted Services	970.50	6,000.00	-5,029.50	16.18%
<b>Total 62100 · CONTRACTED AND PROF SI</b>	<b>30,386.60</b>	<b>66,000.00</b>	<b>-35,613.40</b>	<b>46.04%</b>
62300 · Dues/Subscriptions/Fees	5,780.93	13,000.00	-7,219.07	44.47%
<b>62800 · OFFICE OCCUPANCY</b>				
62810 · Alarm & Janitorial Services	65.00	500.00	-435.00	13.0%
62820 · Rent & Parking	19,433.25	28,000.00	-8,566.75	69.4%
62830 · Utilities	2,718.25	4,000.00	-1,281.75	67.96%
62840 · Other	0.00	500.00	-500.00	0.0%
<b>Total 62800 · OFFICE OCCUPANCY</b>	<b>22,216.50</b>	<b>33,000.00</b>	<b>-10,783.50</b>	<b>67.32%</b>
<b>65000 · SUPPLIES AND MATERIALS</b>				
<b>65010 · COPIER AND SUPPLIES</b>				
65012 · Copies	370.85			
65014 · Lease	1,291.01	3,000.00	-1,708.99	43.03%
<b>Total 65010 · COPIER AND SUPPLIES</b>	<b>1,661.86</b>	<b>3,000.00</b>	<b>-1,338.14</b>	<b>55.4%</b>
65020 · Equipment	4,469.88	5,000.00	-530.12	89.4%
65030 · Office Supplies	1,358.37	2,500.00	-1,141.63	54.34%
65040 · Postage	64.00	500.00	-436.00	12.8%
65050 · Software/Computer Accessorie	2,070.99	19,200.00	-17,129.01	10.79%
65000 · SUPPLIES AND MATERIALS - C	0.00	2,641.00	-2,641.00	0.0%
<b>Total 65000 · SUPPLIES AND MATERIALS</b>	<b>9,625.10</b>	<b>32,841.00</b>	<b>-23,215.90</b>	<b>29.31%</b>
<b>65110 · PRODUCTION COSTS</b>				
65112 · Advertising and Website	504.56	1,500.00	-995.44	33.64%
65114 · Merchandise	18.00	500.00	-482.00	3.6%
65116 · Newsletters	327.95	2,000.00	-1,672.05	16.4%
65118 · Publications	0.00	1,000.00	-1,000.00	0.0%
<b>Total 65110 · PRODUCTION COSTS</b>	<b>850.51</b>	<b>5,000.00</b>	<b>-4,149.49</b>	<b>17.01%</b>
65120 · Insurance & Fidelity Bond	4,270.80	7,000.00	-2,729.20	61.01%
65160 · Miscellaneous	59.56	200.00	-140.44	29.78%
65320 · Mileage/travel related expenses	1,245.91	4,000.00	-2,754.09	31.15%
65400 · Meetings & Events	1,733.93	2,100.00	-366.07	82.57%
<b>Total 60000 · MATERIALS &amp; SERVICES</b>	<b>96,889.89</b>	<b>209,341.00</b>	<b>-112,451.11</b>	<b>46.28%</b>
<b>66000 · PAYROLL EXPENSES</b>				
66200 · Wages	232,520.83	374,353.00	-141,832.17	62.11%
66410 · Health, Dental & Life Insurance	32,692.81	59,274.00	-26,581.19	55.16%
66420 · Retirement	12,478.81	24,320.00	-11,841.19	51.31%
<b>66500 · Payroll Taxes</b>				
66510 · FICA Employer	17,764.90			
66520 · SUTA	1,131.39			
66530 · OR-WBF	63.57			
66500 · Payroll Taxes - Other	0.00	32,375.00	-32,375.00	0.0%
<b>Total 66500 · Payroll Taxes</b>	<b>18,959.86</b>	<b>32,375.00</b>	<b>-13,415.14</b>	<b>58.56%</b>
66800 · Fees	65.25	300.00	-234.75	21.75%

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

	<b>Jul '22 - Feb 23</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
<b>Total 66000 · PAYROLL EXPENSES</b>	296,717.56	490,622.00	-193,904.44	60.48%
<b>69100 · Capital Outlay</b>	0.00	5,000.00	-5,000.00	0.0%
<b>69200 · Contingency</b>	0.00	84,973.00	-84,973.00	0.0%
<b>69400 · TRANSFERS OUT</b>				
<b>69410 · Trf GF to Building Reserve Fd</b>	5,000.00	5,000.00	0.00	100.0%
<b>Total 69400 · TRANSFERS OUT</b>	5,000.00	5,000.00	0.00	100.0%
<b>69600 · Reserved for Future Expenditure</b>	0.00	233,959.00	-233,959.00	0.0%
<b>69800 · Unappropriated Fund Balance</b>	0.00	329,531.00	-329,531.00	0.0%
<b>Total Expense</b>	398,607.45	1,358,426.00	-959,818.55	29.34%
<b>Net Ordinary Income</b>	219,508.81	0.00	219,508.81	100.0%
<b>Net Income</b>	<b>219,508.81</b>	<b>0.00</b>	<b>219,508.81</b>	<b>100.0%</b>

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

	<b>Jul '22 - Feb 23</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>43300 · Grant/Project Administration</b>	131,103.92	436,819.00	-305,715.08	30.01%
<b>Total Income</b>	<u>131,103.92</u>	<u>436,819.00</u>	<u>-305,715.08</u>	<u>30.01%</u>
<b>Gross Profit</b>	131,103.92	436,819.00	-305,715.08	30.01%
<b>Expense</b>				
<b>66000 · PAYROLL EXPENSES</b>				
<b>66200 · Wages</b>	19,790.10	36,014.00	-16,223.90	54.95%
<b>66410 · Health, Dental &amp; Life Insurance</b>	3,260.96	9,561.00	-6,300.04	34.11%
<b>66420 · Retirement</b>	973.78	2,121.00	-1,147.22	45.91%
<b>66500 · Payroll Taxes</b>				
<b>66510 · FICA Employer</b>	1,509.58	0.00	1,509.58	100.0%
<b>66520 · SUTA</b>	89.19	0.00	89.19	100.0%
<b>66530 · OR-WBF</b>	5.63	0.00	5.63	100.0%
<b>66500 · Payroll Taxes - Other</b>	0.00	4,516.00	-4,516.00	0.0%
<b>Total 66500 · Payroll Taxes</b>	<u>1,604.40</u>	<u>4,516.00</u>	<u>-2,911.60</u>	<u>35.53%</u>
<b>Total 66000 · PAYROLL EXPENSES</b>	<u>25,629.24</u>	<u>52,212.00</u>	<u>-26,582.76</u>	<u>49.09%</u>
<b>68000 · PROJECTS-SVC-SUPP-MATERIALS</b>				
<b>68010 · Project Contracted Services</b>	86,814.83	0.00	86,814.83	100.0%
<b>68020 · Project Mileage &amp; Travel</b>	323.47	0.00	323.47	100.0%
<b>68040 · Project Supplies &amp; Materials</b>	24,839.73	0.00	24,839.73	100.0%
<b>68000 · PROJECTS-SVC-SUPP-MATERIALS -</b>	0.00	343,489.00	-343,489.00	0.0%
<b>Total 68000 · PROJECTS-SVC-SUPP-MATERIALS</b>	<u>111,978.03</u>	<u>343,489.00</u>	<u>-231,510.97</u>	<u>32.6%</u>
<b>69400 · TRANSFERS OUT</b>				
<b>69440 · Trf PF to General Fund</b>	12,604.30	41,118.00	-28,513.70	30.65%
<b>Total 69400 · TRANSFERS OUT</b>	<u>12,604.30</u>	<u>41,118.00</u>	<u>-28,513.70</u>	<u>30.65%</u>
<b>Total Expense</b>	<u>150,211.57</u>	<u>436,819.00</u>	<u>-286,607.43</u>	<u>34.39%</u>
<b>Net Ordinary Income</b>	<u>-19,107.65</u>	<u>0.00</u>	<u>-19,107.65</u>	<u>100.0%</u>
<b>Net Income</b>	<u><u>-19,107.65</u></u>	<u><u>0.00</u></u>	<u><u>-19,107.65</u></u>	<u><u>100.0%</u></u>

February 2023 Qtrly All Grant Projects Financial Report.xlsx

Project Name	Grant #	Funding Agency	Start Date	End Date	Status	Final Report Due Date	Fund Amount	(INCOME) Received to	Earned Income to Date	(EXPENSES) Spent to	Unearned Funds	Remaining balance to	Grant Manager	Grant Report Dates	How grant funds are received	Admin Expected	Admin Earned	Admin Remaining
UMC SIA Station 2 Match		Donation			Open		8,000	8,000	7,753	7,753	247	0	TM		Donation from George Ice	0	0	0
Ludwigia Management Alternatives	19100538	MMT	12/1/2019	7/31/2023	Open	9/15/2023	27,742	27,742	8,777	8,777	18,965	0	MA	Interim Report: 1/1/2021 & 1/1/2022. Final Report 9/15/2023	100% of funds at beginning of grant	2,522	798	1,724
State of the River Synthesis Willamette Mainstem Restoration Opportunities and Strategies for Engagement	20010715	MMT	2/1/2020	6/30/2023	Open	8/15/2023	80,000	80,000	77,487	77,487	2,513	0	MA	Interim 2/1/2021 & Final 8/15/2023	100% of funds at beginning of grant	12,000	10,159	1,841
Willamette Weed Control and Landowner Engagement	ODA 4364-GR	ODA	4/27/2022	6/30/2023	Open	6/30/2023	15,000	7,500	1,925	1,925	5,575	7,500	MA	5/15/21 & 1/31/2024	100% of funds at beginning of grant	6,379	1,546	4,833
Purge the Spurge Outreach	20100515	MMT	11/1/2020	12/31/2023	Open	1/31/2024	70,164	70,164	17,002	17,002	53,162	0	MA	1/30/23, 6/30/23	*50% of funds received at start of grant *25% of funds are received after interim grant report submitted and approved by ODA *final funds are received after final grant report submitted and approved by ODA	1,364	175	1,189
WRWAM 8	2022-35-014	ODA-OSWB	2/24/2022	4/30/2023	Open	6/29/2023	9,971	7,478	7,682	7,682	-203	2,493	MA	9/30/22, 6/30/23	*50% of funds received at start of grant *25% of funds are received after interim grant report submitted and approved by ODA *final funds are received after final grant report submitted and approved by ODA	907	694	213
Horse Island for Clean Water	2022-35-015	ODA-OSWB	2/24/2022	4/30/2023	Open	6/29/2023	28,430	21,323	27,925	27,925	-6,603	7,108	MA	9/30/22, 6/30/23	*50% of funds received at start of grant *25% of funds are received after interim grant report submitted and approved by ODA *final funds are received after final grant report submitted and approved by ODA	2,585	2,539	46
Fackrell Soil & Water Imp	09-022-002	OWEB	3/30/2022	3/30/2024	Open	3/30/2024	12,100	10,890	10,890	10,890	0	1,210	DS	3/30/2024, 3/30/2026	no funds received at start of grant; funds received by reimbursement of invoices/receipts submitted by BSWCD two times total (including final); OWEB holds last 10% of funds until they receive and approve of Final Report at end of grant.			0
Carson Riparian Buffer Access Control	09-20-002	OWEB	12/5/2020	10/16/2022	Open	12/16/2022	10,123	8,566	8,566	8,566	0	1,558	DS	12/16/2022, 10/16/2024	no funds received at start of grant; funds received by reimbursement of invoices/receipts submitted by BWCD two times total; OWEB holds last 10% of funds until they receive and approve of Final Report.	1,012	778	234
100 Acre Wood Habitat Project - Plant Establishment	09-20-003	OWEB	3/18/2021	1/26/2023	Open	3/26/2023	14,889	13,400	13,400	13,400	0	1,489	DS	3/26/2023, 3/26/2025	no funds received at start of grant; funds received by reimbursement of invoices/receipts submitted by BSWCD two times total (including final); OWEB holds last 10% of funds until they receive and approve of Final Report at end of grant.	1,353	1,218	135
OWEB SIA grant	217-3002-14131	OWEB	10/25/2016	6/30/2022	Open	8/30/2022	25,278	25,112	25,112	25,112	0	166	DS	Project completion only	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	2,298	2,283	15
2019 Supplemental Data Collection for WFIP Effectiveness Monitoring (Phase 3)	218-8010-16782	OWEB	3/4/2019	12/22/2023	Open	12/22/2023	125,000	73,034	73,875	73,875	-840	51,966	DS	Multiple dates (6/17/2019, 12/16/2019, 6/14/2020, 12/14/2020, 6/14/2021, 12/13/2021, 6/13/2022, 12/13/2020)		11,364	6,668	4,696
2019 Supplemental Data Collection for WFIP Effectiveness Monitoring (Phase 3)	218-8390-17212	OWEB	2/4/2020	12/31/2022	Open	12/31/2022	100,000	84,735	85,546	85,546	-811	15,265	MA	Interim Report: 12/31/2020 & Final Report: 2/28/2022	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	9,091	7,703	1,388

February 2023 Qtrly All Grant Projects Financial Report.xlsx

Project Name	Grant #	Funding Agency	Start Date	End Date	Status	Final Report Due Date	Fund Amount	(INCOME) Received to	Earned Income to Date	(EXPENSES) Spent to	Unearned Funds	Remaining balance to	Grant Manager	Grant Report Dates	How grant funds are received	Admin Expected	Admin Earned	Admin Remaining
Building soil-minded relationships for resilient crop and pasture systems	219-9001-19457	OWEB	8/3/2021	6/15/2023	Open	6/15/2023	45,967	26,834	31,799	31,799	-4,964	19,133	TM	Reports are submitted with Request for release of Funds; Final report due within 60 days of 6/15/2023 with final Request for release of Funds.	Fund requests (OWEB website/manage your grant/payments & budget. Request for Release of Funds form). Submit expense tracking spreadsheet for all OWEB expenses and approval of receipts or invoices for amounts \$250 or more (excluding admin). Final 10% payment after completion report approval.	4,179	3,485	694
J2E RTR Project	220-3033-17504	OWEB	4/22/2020	6/30/2025	Open	6/30/2025	239,915	119,970	126,569	126,569	-6,600	119,945	DS	6/30/2028 and 6/30/2030		23,084	11,504	11,580
Willamette FIP Effectiveness Monitoring Program Phase 4: Data Collection 2020-2021 and Reporting	220-8201-17233	OWEB	1/1/2020	6/30/2023	Open	8/29/2023	119,988	113,300	118,982	118,982	-5,682	6,688	MA	Interim Report: 6/30/2021 & Final Report: 8/29/2023	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted. Up to 10% of grant will be held until final report is complete.	10,908	10,300	608
<b>Total</b>							<b>932,567</b>	<b>698,047</b>				<b>234,520</b>					<b>59,850</b>	<b>29,196</b>



## Benton Soil and Water CONSERVATION DISTRICT

**Date:** March 24, 2023  
**To:** Benton SWCD Directors  
**From:** Holly Crosson, Executive Director  
**Re:** March 2023 Monthly Report for April 2023 Board Packet

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

- Received ODA Capacity Grant information for the 2023-2025 biennium. Award is estimated to be the same as for 2021-2023 (\$175,813.00). Final amount will be approved at July OWEB Board meeting. (1.2)
- Met with Doug Decker of Portland State and Michael to discuss participating in the Executive Seminar Program on Restoring the Willamette River: From Mitigation to Stewardship. (4.1)
- Attended the Corvallis Sustainability Coalition's annual Town Hall. (4.2)
- Assisted Michael with the administrative end of planning for the hire of a seasonal temporary conservation technician. (5.12)
- Participating in a District Manager's Group with seven other SWCDs with tax bases in the Willamette Valley to share documents and expertise. (4.2)
- Completed some updates to the Annual Workplan and discussed the process of making revisions for the FY24 with staff. (5.3)
- Assisting Sara with moving forward on website accessibility compliance and evaluating website changes needed in FY24. (3.9)
- Read Deb Merchant's 2023 NPS report. (2.1)
- Coordinating set up of DEIJ meeting with new committee (HC, MA, SR on staff and David and Henry (Emeritus) on Board. (3.8)
- Continuing to coordinate with Marion SWCD staff on SkillBridge interns for FY24. (5.12)
- Began review of program support needed for FY24 budget. (5.10)
- Rescheduled South Corvallis Urban Renewal District presentation by Corvallis Economic Development staff for April board meeting. (4.1)

### **FISCAL**

- Working on FY24 Budget preparation. (5.10)
- Responded to the annual verification request for updates from the Oregon State Treasury Public Depositor Program. (5.6)
- Contacted Department of Revenue to inquire about board's desire to potentially add a student budget committee position. Will update board at April meeting. (5.10)



- Reviewed/authorized/completed/submitted: staff timesheets, payroll, invoices, CIRs (check issuance requests), EFTs (electronic funds transfers) for bill payment, fiscal admin and accounting on grants, journal entry approvals, monthly financial reports, checks, credit card and bank statements, account reconciliations, bank deposits, and LGIP balance. (5.6 & 5.7)
- Held weekly meetings with bookkeeper. (5.8)

## **PERSONNEL/TRAINING**

- Attended HR Answers webinar on Succession Planning. (5.12)
- Attended SDAO annual meeting on SDIS Benefits Coverage. (5.16)
- Reviewed benefits cost information for FY24 from WHA insurance (medical, dental, vision, life, short term disability). (5.16)
- Developed PFC agenda with recommendations for all employee insurance benefits as well as retirement, wages, COLA, and longevity incentives. (5.13)
- Investigated HRA-VEBA and presented information to PFC. (5.13)
- Attended PFC meeting on 3/22; followed up on outcomes with staff. (5.4)
- Had weekly check-in meetings with Michael, Sara, and Candace. (5.3)

## **BOARD/ORGANIZATIONAL**

- Attended ODA's Director training with Eric Nusbaum and several Directors. (5.4)
- Added new volunteer medical insurance policy through WHA. (5.16)
- Signed office lease through March of 2025. (5.17)
- Revised draft policy for public comment during public meetings based on comments from Directors. (5.5)
- Attended March board meeting; prepared/reviewed documents for April board meeting: agenda, March minutes, budget resolution, February financials, etc. (5.3)

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

- Followed up with OSHA on Covid policies. (5.16)

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



### **Conservation Program Manager**

- Three “check-in” meetings with Holly to maintain good communication. These 3 check-ins covered multiple topics, but a focus on the budget for next year and work planning (5.2)
- Met with Conservation Biology Institute and Donna about regional oak restoration work/funding. Our eye is on getting help and suggestions for mapping oak habitat in Benton County. Also looking to apply for an OWEB grant to further this work (4.1, 4.8)
- Teresa, Sara and I met about ways to engage people with native plants throughout the year to better support our Native Plant Sale. Much of our conservation touched on urban conservation needs. Sara left the meeting with several ideas that she’s already working on (1.4, 2.1, 2.2, 2.3)
- Met once with Donna and Teresa for one of our Conservation Program Team Meetings. Discussed budgets and workplans for FY24 as well as Soil Health updates (1.10)
- Worked with Teresa on updating sam.gov which is an account that allows us to hold federal grants (4.8)
- I’ve been working to prepare the BSWCD Annual budget. This involves a lot of learning, which has been interesting. I am filling in draft LB forms and making predictions for end of year spending. On April 12, I plan to share an early draft with Holly for feedback and further work. (5.10)
- We’re advertising for a [seasonal position for Invasive Species help](#). This will be almost exclusively to help with survey and communication related to oblong spurge and the job is well suited for a student who wants to work part time, though it’s not a requirement that the person be a student. (5.1, 4.7, 1.8)

### **Willamette Mainstem Cooperative**

- Completed a site visit to Collins Bay with Jed Kaul from Long Tom WC. The visit served 2 purposes. I was interested in his insight on restoration opportunities at the site. Also, it served as a nice way to take a drive and converse about 2 grant projects we’re currently partnering on (1.9, 4.1)
- Met with project team from USGS and OWEB to discuss overall Willamette Focused Investment Partnership (WFIP) program progress as well as discuss submission of Phase 3 final report (1.9)
- Submitted final report for OWEB Willamette FIP monitoring grant focused on Ludwigia (1.9)
- Met with Doug Decker from Leadership Program at PSU. They’re planning to have a week with the program participants in Corvallis looking at Willamette River issues. Holly and I gave Doug advice on what to include and I will present to them on Monday May, 15 (4.2)
- Arranged a trip where a contractor from California will come to Corvallis to inform project partners on mechanical Ludwigia removal. This technique is seldom used in our region, but has been somewhat common in California and other areas. This work will inform a feasibility report that I’m writing for one of our Meyer Memorial Trust grants (1.9)
- Attended data collection webinar from Tualatin SWCD (4.8)

## Invasive Species Program

- Attended Oregon State Weed Board Meeting where we learned that 2 grant proposals will be funded. We'll receive \$9,981 for work on oblong spurge and \$24,415 for Willamette River Aquatic Weeds. (4.8, 1.8, 1.9)
- Attended training on how best to report and manage OSWB grants (1.9)
- Purchased some of the remaining Native Plant Sale plants with grant funds and planted them at 2 sites where oblong spurge had dominated the landscape. One site was the Unitarian Fellowship on Circle Blvd where the community helped pick the plants and install them (1.8)
- Met with Sara to discuss upcoming needs for outreach and workshops. Upcoming efforts will include: (3.1, 3.3)
  - Knapweed control volunteer event near Lupine Meadows (Philomath area) 4/28
  - Let's Pull Together Event, several sites with the Benton CWMA 5/20
  - Tour at Crestmont Land Trust with student chapter of Forest Stewards Guild 4/12
  - Possible Crestmont LT follow up tour to a different site with students and local woodland managers (May or June)
  - May 2 – Garden invasive weed talk at Corvallis Community Center, 6 pm
  - Possible other twilight tours related to private land conservation funded by NRCS
- Hosted virtual Benton CWMA meeting (4.4)
- Driving survey of Lower Kiger Island looking for tree ivy as potential weed to treat with grant funds we have dedicated to the Willamette River. Tree ivy that I could see was minimal (1.9)



***Both photos from March 9. Left, oblong spurge still “hanging in there” on Vineyard Mountain even after multiple treatments. Right, a bucket of native shrubs about to be planted where oblong spurge cover has been greatly reduced.***

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



**Soil health work has many moving parts.**

Consider these steps in the sample collection process, counterclockwise from upper left...

- Farmer signs agreement and meets with us for field identification. We discuss how soil health information will benefit the farmer.
- Coordinate schedules of farmer and field team.
- Organize and transport gear: compaction tester, bucket, sharp shooter shovel, mixing tray and trowel, forms, GPS device, batteries, SHRAT kit, water, rags, sample bags.
- In field, collect 5 sets of GPS coordinates.
- At each GPS point, record 2 compaction readings and dig 2 sample holes.
- 10 subsamples make a composite sample. Mix and quarter the composite to prepare a 1 gallon bag of soil for submission to the OSU Soil Health Lab.
- Coordinate with soil classification contractor, Andy Gallagher.



**Photo captions:**

1. *Jeremy Mueller, CommonPlace Farm, points out a plot for soil sample collection.*
2. *Adam Thomas, intern, stages sample collection and compaction tools.*
3. *Haylee Davis, intern, records 5 GPS coordinates and 10 compaction readings.*
4. *Lucy Goracke, intern, digs a sample collection hole.*
5. *10 subsamples are mixed in a tray to make a composite soil sample.*
6. *Adam Fund, OSU Soil Health Lab manager.*
7. *Andy Gallagher, collects soil profile for classification.*



**Right** - me with a cool hat compliments of Gary Weaver  
[Weaver Seed of Oregon](http://weaverseed.com/)  
<http://weaverseed.com/>

**DATE ACTIVITY**

- 2/28-3/16 Grand Oaks tools loaned
- 3/2 OSU Soil Health Lab tour
- 3/7 SH023 soil classification
- 3/7 SH024 and SH025 sample & SHRAT
- 3/9 SH026 sample & SHRAT
- 3/10 Farmer recruitment
- 3/10 Two REEU interviews with intern Adam
- 3/13 Sam dot gov meeting
- 3/14 Planner and staff meetings
- 3/14 Judy Fleming, potential intern
- 3/17 SH027-028 sample & SHRAT
- 3/20 SH029-SH030 sample

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

### NRCS Soil Health Rapid Assessment Tool - SHRAT

This tool is a worksheet used to record in-field observations that help define resource concerns to be addressed through NRCS funding such as EQIP.

We use the Cropland In-Field Soil Health Assessment to fulfill the OWEB TA Soil Health Grant. SHRAT results are used in decision trees that identify the following cropland resource concerns: compaction, soil organism habitat loss or degradation, soil organic matter depletion, and aggregate instability.

Follow the numbered photos and paragraphs to learn how we perform in-field soil health assessments.



**1 - Compaction** is indicated by platy surface soil structure. Healthy surface soil is granular, a structure that does not restrict seed germination, and it enhances water infiltration, root growth, and the exchange of air between soil and atmosphere. Soil #1 is plowed each year and has lots of foot traffic during several months, resulting in platy structure.



2 - The shape of plants roots and how well they grow vertically into the soil are signs of compaction or not.



3 - To check for **Soil Organism Habitat Loss or Degradation**, we estimate what percent of the soil is covered by vegetation, residue, or mulch.

4 - Biopores are holes on the soil surface that indicate earthworm activity. Finding three or more soil organisms indicates good biological diversity.

5 - During infiltration test, we watch for tiny soil creatures that float on the top of the water (arrow).

6 - Who doesn't love a huge worm? The presence of earthworms has long been regarded as a good indicator of soil health.



7 - We compare field and fence-row soil colors to see if management **depletes soil organic matter**. Darker soil has more organic matter than a lighter color of the same soil type.

8 - **Aggregate Instability** How well a soil aggregate or dirt clod holds its shape in water may indicate the presence or lack of gooey excretions from soil organisms.





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

SOW Task	Goals	March 1, 2023 to March 31, 2023
Landowner Engagement & Technical Assistance	1 & 2	<p><b>TA:</b> native plants recommendations (2), Oak woodlands restoration, pollinator/riparian plants, wildfire escape route, Coffin Butte landfill, urban landscape design (2), ArcGIS watershed data, weed workshop .</p> <p><b>Site Visits:</b></p> <ul style="list-style-type: none"> <li>-Starr Creek: blow downs and riparian plants</li> <li>-Crescent Valley: wetland and riparian restoration, possible CREP/OWEB grant</li> <li>-Llwellyn Road: Oak woodlands, working with NRCS</li> <li>* <i>J2E River to Ridge Diversity Project:</i> 12900 trees planted in riparian and wetland/pine flats were paid for by <a href="https://www.promisethepod.org/">https://www.promisethepod.org/</a> (restoring habitat to save our Orcas).</li> <li>* <i>Mitchell Oak and Savanna Restoration Project:</i> Met with Contractor to discuss materials and location of the watering facilities and pipeline. Working with landowner to order seeds/bulbs for next fall planting.</li> <li>* <i>Carson Riparian Access Control OWEB small grant:</i> Site visit to take final pictures. Submitted final report and request for funds.</li> <li>* <i>Watenpaugh Farm Riparian and Prairie Restoration small grant:</i> coordinating with landowner for FY24 closeout of receipts.</li> <li>* <i>Horse Island for Clean Water small grant:</i> working with landowner to finish project completion by end of fiscal year.</li> <li>* <i>Upper Muddy Creek Strategic Implementation Area:</i> Met with OSU Extension and Sarah to coordinate a septic and well water webinar tentatively scheduled for May. Working with landowner on small grant for paddock and French drain for horse barn. Compiling quotes for work for budget development. Researching ODA Water Quality grant for future work.</li> <li>* GWMA: GIS layers for Soil Health CIS to NRCS.</li> </ul>
Partnerships/ Non-ag Upland and urban land management & restoration	1 & 4	<ul style="list-style-type: none"> <li>* Oak Restoration. Met with Conservation Biology Institute to discuss their oak database. Created Databasin account for accessing GIS data.</li> <li>* Attended Fire Preparedness workshop sponsored by Bonneville Environmental Foundation.</li> <li>* Connecting with other landowners for possible forest weeds tour with Michael this spring.</li> </ul>
SOW/Capacity grant, training, organizational	5	<ul style="list-style-type: none"> <li>* Working on Scope of Work and Annual Work plan.</li> <li>* Completed Project Worksheet for closeout and FY24 projection of costs.</li> <li>* Secured Benton County Fairgrounds for FY24 Native plant sale. Submitted contract and deposit.</li> <li>* Attended Staff Meetings</li> <li>* Attended planner meetings.</li> </ul>

		<ul style="list-style-type: none"><li>* Attended board meeting. Attended PFC meeting.</li><li>* Attended Kalapuya History webinar by David Lewis</li><li>* Attended Regenerated Landscapes, Restoring Relations: Introduction to Cultural Sensitivity and Land Stewardship webinar</li></ul>

Date: March 31, 2023  
To: Benton SWCD Directors  
From: Candace Mackey, Operations Coordinator Re:  
March Report for April 2023 Board Packet



### **Operations Management**

- Completed property tax exemption application & fee for new office lease
- Reviewed, authorized, and submitted Check Issuance Request and Credit Card Receipt forms; deposited checks.
- Packaged January & February financial reports for Treasurer
- Proofed February Journal Entries
- Updated Covid Office policy after input from staff
- Cull payroll customer list for ease for employees entering time
- Distributed approved and issued vendor payments, and educational grant payments
- Began storage unit inventory for property/liability insurance
- Completed paperwork to edit signers for bank account
- Continued updating Operations Manual
- Completed Dues, Subscriptions, Fees spreadsheet for FY23-24 Budget
- Ordered office supplies

### **Organizational Support**

- Health & Safety/Risk Management: Completed draft plan for employee yearly required training and optional trainings
- Met with WHA and reviewed renewal updates for FY24 budget and employee benefits
- Board Support: Completed March draft minutes, sent out approved February 2023 minutes to required parties, assembled monthly meeting packet.
- Board Support: Completed Board Mini Training on Executive Session and Board Powers
- Board Support: Set up and took minutes for PFC Meeting
- Noticing of all meetings for PFC, Budget Committee Meeting and Board meeting
- Understanding process of "appointed" Board Member vs. elected
- Updated Employee Data Sheets; reviewed time-sheets; distributed pay stubs
- Filed paperwork and organized files during visits to office
- Forwarded phone calls and emails to appropriate staff
- Participated in weekly staff meetings
- Maintained weekly server back ups

### **Capacity Building**

- Completed Safety Management: Emergency Action Plans course
- Viewed SDIS Benefit Coverage Annual Virtual Meeting Video from 3/24/23
- Trained with NRCPM Michael Ahr and bookkeeper regarding project budgeting process





## Natural Resources Conservation Service

District Conservationist Monthly Report – Benton & Linn Counties  
April 2023

- It's my pleasure to announce that Wallace Jennings will be returning to the Tangent field office as the new Basin Small Farms Conservationist beginning April 9<sup>th</sup>. Congrats Wallace!!
- There will be a vacancy announcement coming soon for the District Conservationist position here in Tangent. I am stepping down from my supervisory duties to Soil Conservationist as of April 9<sup>th</sup>. I will remain in the same office and still be available to assist as a partner and conservation planner. The acting DC has not been announced, but I will share the information as it is provided.
- NRCS accepts applications year-round for all programs:
  - Environmental Quality Incentive Program (EQIP)
    - Apply by April 7<sup>th</sup>, 2023
    - <https://www.nrcs.usda.gov/programs-initiatives/eqip-environmental-quality-incentives/oregon/environmental-quality-incentives>
    - Conservation Incentive Contracts
    - <https://www.nrcs.usda.gov/conservation-basics/conservation-by-state/oregon/eqip-cic-central-coastupper-willamettesouthwest>
  - Conservation Stewardship Program (CSP)
    - Apply by March 31<sup>st</sup>, 2023
    - <https://www.nrcs.usda.gov/programs-initiatives/csp-conservation-stewardship-program/oregon/conservation-stewardship-program>
  - Conservation Onnovation Grants (CIG)
    - Apply by May 8<sup>th</sup>, 2023
    - <https://www.nrcs.usda.gov/programs-initiatives/cig-conservation-innovation-grants/oregon/conservation-innovation-grants>
- What's available in **Benton County**?  
<https://www.nrcs.usda.gov/conservation-basics/conservation-by-state/oregon/benton-county>
- What's available in **Linn County**?  
<https://www.nrcs.usda.gov/conservation-basics/conservation-by-state/oregon/linn-county>
- Sign up for <https://www.farmers.gov/account>: Farmers.gov account allows you to access self-service features and information that are available through a secure login. With an account, you can use features such as the ability to apply for select programs online, process transactions, and manage your USDA records.
- Would you like to be added to Benton/Linn list serv for USDA announcements using **GovDelivery**? If so, sign up [here](#).

**FY23 Budget Resolution**  
**Resolution No. FY2022-2023-06**

BE IT RESOLVED that the Board of Directors of the Benton Soil and Water Conservation District (BSWCD) hereby approves the addition of \$9,981 to the Benton SWCD FY23 Budget as follows:

**Project Fund**

Add \$9,981 in Resources to the Project Fund for the Oregon State Weed Board/Oregon Watershed Enhancement Board Purge the Spurge Phase 3 grant (Grant No. OSWB 2023-36-016).

Add \$9,981 in Requirements to the Project Fund as follows:

<b>Personnel Services</b>	\$6,300
Payroll Expenses including wages, taxes, and benefits	
 <b>Materials and Services</b>	
Contracted/Professional Services	\$2,205
Materials and Supplies	\$380
Travel	\$188
 Transfer to General Fund (Fiscal Admin)	\$908

**General Fund**

Add \$908 in Resources

**Transfer from Project Fund (Grant Administration)** \$908

Add \$908 in Requirements to the General Fund as follows:

**Personnel Services** \$908  
Payroll expenses including wages, taxes, and benefits

SIGNED THIS 10 day of April, 2023

Benton Soil and Water Conservation District  
*Entity Name*

Benton SWCD Board of Directors  
*Governing Body*

\_\_\_\_\_  
*Signature: Kerry Hastings, BSWCD Board Secretary*

**FY23 Budget Resolution**  
**RESOLUTION NO. FY2022-2023-07**

BE IT RESOLVED that the Board of Directors of the Benton Soil and Water Conservation District (BSWCD) hereby approves the addition of \$24,415 to the Benton SWCD FY23 Budget as follows:

**Project Fund**

Add \$24,415 in Resources to the Project Fund for the Oregon State Weed Board/Oregon Watershed Enhancement WILLAMETTE RIVER AQUATIC WEED MANAGEMENT, PHASE 9 grant (Grant No. OSWB 2023-36-017).

Add \$24,415 in Requirements to the Project Fund as follows:

<b>Personnel Services</b>	\$7,860
Payroll Expenses including wages, taxes, and benefits	
 <b>Materials and Services</b>	
Contracted/Professional Services	\$13,988
Materials and Supplies	\$150
Travel	\$197
 Transfer to General Fund (Fiscal Admin)	\$2,220

**General Fund**

Add \$2,220 in Resources

**Transfer from Project Fund (Grant Administration)** \$2,220

Add \$2,220 in Requirements to the General Fund as follows:

**Personnel Services** \$2,220  
Payroll expenses including wages, taxes, and benefits

**SIGNED THIS 10<sup>th</sup> day of April 2023**

Benton Soil and Water Conservation District  
*Entity Name*

Benton SWCD Board of Directors  
*Governing Body*

\_\_\_\_\_  
*Signature: Kerry Hastings, BSWCD Board Secretary*



# Benton Soil and Water CONSERVATION DISTRICT

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

Benton SWCD welcomes public comment from members of our community. Board of Directors meetings are held the second Monday of the month. In-person board meetings are held quarterly. All meetings have a virtual option through Zoom. Public comment will not be taken through the Chat feature on Zoom. \* If the Board votes to disable the Zoom chat feature for all board meeting this last sentence can be removed.

If a member of the public wishes to address the Benton SWCD Board during a board meeting, they are encouraged to contact the District's Operations Coordinator (visit our website at [www.bentonswcd.org](http://www.bentonswcd.org)) no later than 3pm on the day of the board meeting to request the Zoom link to enable meeting attendance. The public is also encouraged to check our website for the meeting schedule, as occasionally meeting dates change, and the location of in-person meetings varies.

Members of the public are welcome to speak for a maximum of three minutes, at a time on the agenda designated by the Board Chair. Before addressing the Board, the speaker must state their full name as well as whether they live in Benton County, for the record. Public comments may appear in meeting minutes.