

Monday, January 9, 2022  
 6:00-6:30 PM Board Meeting  
 To join Zoom Video Conference:



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

Phone: 1-669-900-6833

Meeting ID: 844 6825 0202

Passcode: 640956

### BOARD OF DIRECTORS MEETING AGENDA

Goal	Item	Lead	Time	ACTION
	Call to Order, Introductions, Public Comments, Announcements, Additions to Agenda	<i>Paul</i>	6:00	
<b>1-5</b>	Oath of Office for newly elected Directors (Nate Johnson, Kerry Hastings, Marcella Henkels, David Barron)	<i>Paul/Mackey</i>		
	<b>CONSENT AGENDA</b>	<i>Johnson</i>	6:15	<b>ACTION</b>
<b>5</b>	Approve draft Minutes from December 12th Board Meeting			
<b>5</b>	Approve Financials (11/30/22)			
<b>2, 3, 4, 5</b>	Adopt Resolution FY2022-2023-05; Add \$500.00 donation from C. Doreene Carpenter to the Budget for CCP - Conservation Education (in packet)			
	<b>REGULAR AGENDA</b>		6:17	
<b>1-5</b>	Appoint Officers (Chair, Vice-Chair, Treasurer, Secretary)	<i>Board</i>		<b>ACTION</b>
<b>1-5</b>	Questions from Board about BSWCD staff activities and NRCS staff report (10 minutes)	<i>Directors/ BSWCD &amp; NRCS Staff</i>		
<b>1-5</b>	Other Board business?	<i>Directors</i>		
	Meeting Adjourned	<i>Johnson</i>	6:30	

### Strategic Direction Goals 2022-2027

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

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

**Goal #3:** Develop clear, consistent communications so people throughout Benton County can easily participate in Benton SWCD services and take action to steward our resources.

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

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

<b>BSWCD Board and Outreach Events (subject to change)</b>		
<b>Date/Time</b>	<b>Event</b>	<b>Location</b>
January 15, 11am	Fruit Tree Spraying workshop	Shonnard's Nursery, Corvallis - register at <a href="https://www.eventbrite.com/e/fruit-tree-spraying-registration-484062131867?aff=efbeventtix&amp;fbclid=IwAR1ZQGW9oaMym3GxpMLF8o5cCbTNCJCEXJHKiVWRPZugA1GvfRktVKnjOdk">https://www.eventbrite.com/e/fruit-tree-spraying-registration-484062131867?aff=efbeventtix&amp;fbclid=IwAR1ZQGW9oaMym3GxpMLF8o5cCbTNCJCEXJHKiVWRPZugA1GvfRktVKnjOdk</a>
January 21, 2pm	Lifeways of the Kalapuya People workshop	Heritage Museum, Independence - more information and tickets at <a href="http://www.orheritage.org/events-1/lifeways-of-the-kalapuya-people">www.orheritage.org/events-1/lifeways-of-the-kalapuya-people</a>
January 23, 6-8pm (doors open at 5:30)	Annual Meeting	Corvallis Museum / Zoom (link TBD)
January 24, 6-8pm	Bilingual STEAM night (BSWCD will be hosting a table with activities)	Lincoln Elementary, Corvallis
January 25, 10:30-12pm	Conservation Ed & Outreach Collaboration Group meeting	Zoom (location TBD)
February 1	BSWCD Native Plant Sale ENDS	Online shop
February 9	Rapid Soil Health Assessment workshop for farmers (Teresa)	Location and more details TBA
February 21, 10am-12pm	SWCD Regional Training Meeting	Eugene-Upper Willamette SWCD Meeting Room 3291 W. 1 <sup>st</sup> Ave

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

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

## OATH OF OFFICE

I, David Barron, do solemnly swear (or affirm), that I will support the Constitution of the United States and the Constitution of the State of Oregon, and that I will faithfully discharge the duties of the office of Director of the Benton Soil and Water Conservation District upon which I am now about to enter.

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Director's Signature

Subscribed and sworn to before me this 9th day of January 2023.

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Signature of Authorized District Official

## OATH OF OFFICE

I, Kerry Hastings, do solemnly swear (or affirm), that I will support the Constitution of the United States and the Constitution of the State of Oregon, and that I will faithfully discharge the duties of the office of Director of the Benton Soil and Water Conservation District upon which I am now about to enter.

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Director's Signature

Subscribed and sworn to before me this 9th day of January 2023.

---

Signature of Authorized District Official

## OATH OF OFFICE

I, Marcella Henkels, do solemnly swear (or affirm), that I will support the Constitution of the United States and the Constitution of the State of Oregon, and that I will faithfully discharge the duties of the office of Director of the Benton Soil and Water Conservation District upon which I am now about to enter.

\_\_\_\_\_  
Director's Signature

Subscribed and sworn to before me this 9th day of January 2023.

\_\_\_\_\_  
Signature of Authorized District Official

## OATH OF OFFICE

I, Nate Johnson, do solemnly swear (or affirm), that I will support the Constitution of the United States and the Constitution of the State of Oregon, and that I will faithfully discharge the duties of the office of Director of the Benton Soil and Water Conservation District upon which I am now about to enter.

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Director's Signature

Subscribed and sworn to before me this 9th day of January 2023.

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Signature of Authorized District Official

Monday, December 12, 2022; 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, Bob Morris, Jerry Paul, Eliza Mason, Kerry Hastings, Faye Yoshihara (Emeritus), Henry Storch

Board Members Absent: Grahm Trask

Associate Directors Present: David Barron, Marcella Henkels, Aubrey Cloud, Rana Foster (by phone), Henry Pitts (Student Associate Director)

Staff Present: Holly Crosson, Michael Ahr, Donna Schmitz, Sara Roberts, Candace Mackey

Staff Absent: Teresa Matteson

Others Present: Olivia Jasper (ODA) (by phone), Nellie McAdams (OAT), Andrea Krahmer (OAT), Ivor Kincaide (OAT)

### Call to Order

[Johnson] 6:01 pm

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

Additions to agenda:

- Those present and guest introductions
- Holly Crosson-move Annual Meeting resolution from Consent agenda to regular agenda to Update on Annual Meeting and Keynote speaker item

### CONSENT AGENDA

- **Approve draft minutes from November 11, 2022 Board Meeting:** Discussion: none
- **Approve Financials for 10/31/22:** Discussion: none

MOTION: Approve Consent Agenda: Bob/Eliza-(Vote 6/6); All approved.

### REGULAR AGENDA

Guest Presentation by Oregon Agricultural Trust (OAT) staff

- "Protecting Working Lands & Associated Habitat from Development" Nellie McAdams, OAT Executive Director presented on why they exist and their programs. In particular, succession planning for agricultural lands, and Conservation Easements to protect conservation values.
- Ivor Kincaide, OAT Farmland Program Director, presented on specific investment zones for Benton County landowners targeted for outreach
- Andrea Krahmer, OAT Education Program Director, presented on efforts to educate farmers and ranchers, attorney and appraisers, the public, and decision makers about farmland loss, easements and succession.

Approve FY2021-2022 Audit

- Holly Crosson explained the process of the annual audit, and draft audit review procedures for the FY22 audit. Final Audit is done and has been submitted to the Oregon Secretary of State, electronic copy was in packet. Positive change in net position increased over last year.

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

Jerry applauds Holly Crosson on years of positive net position increases. He asks that the board read the letter that accompanied the audit, as well as fill out the audit board questionnaire in the future. He asks staff to please be clear and detailed when making check requests.

MOTION: Approve FY2021-2022 Audit: Kerry / Eliza (vote 6/6); All Approved.

#### Approve Zone 4 Director Public Service Announcements

- Refer to packet for PSA; Nate asks if any input to contact Sara. Jerry suggests getting this out to Mary's River Watershed Council, Alsea Grange, Midcoast Watershed Council, Henry Storch for contacts in Alsea. Sara will give out her mailing list so that efforts are not doubled up.  
Kerry Hastings: Question about other distribution placements, (not just radio), maybe the library, school, general store

MOTION: Approve Zone 4 Director PSA: Kerry /Henry (vote 6/6); All Approved.

#### Benton SWCD Equity Committee-Board representation:

- Holly explained history of committee, would like to start it up again and have participation of the board. Currently consists of Holly Crosson, Michael Ahr and Sara Roberts  
Question: Nate Johnson  
Time commitment? Meeting every 2 months, around 2 hours long. Creating draft action plan, and after implementing the action plan is approximated at 4 hours per month. Henry Storch and David Barron interested.

#### Update on Annual Meeting and Keynote Speaker:

- Sara Roberts shared the draft agenda, introduced guest speaker. Holly Crosson asked for feedback on the agenda timing, since there was to be a business meeting at the end of the annual meeting for 30 minutes. Jerry Paul suggests moving the business board meeting to January 9<sup>th</sup> to swear in new directors, approve minutes and financials so as not to make the 23<sup>rd</sup> meeting too long. Nate Johnson asked who can attend. Quorum is established for business meeting for Jan. 9<sup>th</sup>, 2023.

MOTION: Approve Board Meeting Jan. 9 2023: Jerry/Kerry-(Vote 6/6); All approved.

- Adopt Resolution FY2022-2023-04; BSWCD Annual Meeting to be held on January 23, 2023  
Kerry Hastings: Discussion of wording of the resolution, in particular the use of the word "landowner" which is not inclusive and does not represent very well all attendees of the Annual Meeting. Holly Crosson will contact ODA to see what alternative language can be used if any for Annual Meeting resolutions.

MOTION: Approve Resolution for FY2022-2023-04 with more inclusive language: Bob/Kerry-(Vote 6/6); All approved.

#### Upcoming Training Opportunities for Directors:

- Upcoming Regional SWCD Board training by Eric Nusbaum at ODA, date TBA, or Eric can do an evening training in January at our office to make it more convenient for the SWCD Board.

#### Quarterly Review of Strategic Plan/Measurable Objective:

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



- Holly Crosson reviewed current stage of strategic plan (5-year plan) and the updated Measurable Outcomes that were included in the board packet. Asked if this was a helpful way for the board to see what was being planned and the timeline for outcomes, or if there's a better way to have it presented. Discussion: perhaps not classify by fiscal year quarters, as a time frame. Instead, use the calendar month/year by which the action will be completed.

**Staff Reports**

No questions voiced. Nate will contact those he has questions for over email.

**Meeting Adjourned**

**[Johnson]** 7:51 pm

DRAFT

## **Benton SWCD Board Meeting**

January 9, 2022

### Financial Report

Period ending November 30, 2022

The closing balance in our Oregon LGIP account was \$1,125,008.87 dividend paid was \$1,978.90. The Fiscal YTD dividend paid was \$6,094.01. Our average monthly balance has been \$891,545.11 with a monthly distribution yield of 2.68 %. The previous months balance was \$665,548.85. We received a payment of \$459,460.02 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 \$127,321.80. The previous months balance was \$161,102.13.

Charges to the Credit Card account were \$1,098.46. These were verified and reconciled. The previous months charges were \$1,012.68.

The Stripe account was reconciled. The starting balance was \$696.29. Account activity before fees was \$3086.55, less fees of \$-101.50. Total payouts were \$-3,427.42, leaving and ending balance of \$253.92.

Respectfully submitted,



Jerry Paul, Treasurer

**Benton Soil & Water Conservation District**  
**Balance Sheet**  
 As of November 30, 2022

	<b>Nov 30, 22</b>	<b>Nov 30, 21</b>	<b>\$ Change</b>
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
10100 · Citizens Bank	89,830.22	139,506.53	-49,676.31
10150 · Citizens Bank #2	16,587.49	5,035.13	11,552.36
10200 · LGIP	1,134,438.36	1,063,981.38	70,456.98
10300 · Stripe	253.92	1,234.03	-980.11
10800 · Petty Cash	24.00	24.00	0.00
<b>Total Checking/Savings</b>	<b>1,241,133.99</b>	<b>1,209,781.07</b>	<b>31,352.92</b>
<b>Accounts Receivable</b>			
11400 · Grants Receivable	68,411.29	23,630.94	44,780.35
<b>Total Accounts Receivable</b>	<b>68,411.29</b>	<b>23,630.94</b>	<b>44,780.35</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	3,995.51	3,564.02	431.49
<b>Total Other Current Assets</b>	<b>3,995.51</b>	<b>3,564.02</b>	<b>431.49</b>
<b>Total Current Assets</b>	<b>1,313,540.79</b>	<b>1,236,976.03</b>	<b>76,564.76</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>1,323,022.79</b>	<b>1,247,086.03</b>	<b>75,936.76</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
20000 · General Accounts Payable	4,127.62	1,906.27	2,221.35
20100 · Project Accts Payable	36,425.43	1,633.34	34,792.09
<b>Total Accounts Payable</b>	<b>40,553.05</b>	<b>3,539.61</b>	<b>37,013.44</b>
<b>Credit Cards</b>			
<b>22000 · CITIZENS BANK MASTER CARD</b>			
22200 · Holly's CC - 2995	1,487.90	183.48	1,304.42
22400 · Teresa's CC - 3019	272.49	100.00	172.49
22500 · Heath's CC - 3027	0.00	30.99	-30.99
22520 · Linda's CC - 5980	135.94	327.31	-191.37
22530 · Michael's CC - 3266	102.21	0.00	102.21
22532 · Sara's CC - xxxx	137.46	0.00	137.46
<b>Total 22000 · CITIZENS BANK MASTER CARD</b>	<b>2,136.00</b>	<b>641.78</b>	<b>1,494.22</b>
<b>Total Credit Cards</b>	<b>2,136.00</b>	<b>641.78</b>	<b>1,494.22</b>
<b>Other Current Liabilities</b>			
<b>24000 · PAYROLL LIABILITIES</b>			
24010 · 941 Account	7,461.52	7,084.32	377.20

**Benton Soil & Water Conservation District**  
**Balance Sheet**  
 As of November 30, 2022

	<b>Nov 30, 22</b>	<b>Nov 30, 21</b>	<b>\$ Change</b>
24020 · Oregon Withholding	1,660.00	1,857.00	-197.00
24030 · OR-WBF SUTA	240.06	449.45	-209.39
24040 · Medical Employee	44.70	0.00	44.70
24050 · Medical Employer	4,713.55	0.00	4,713.55
24060 · 457b Contributions	7,851.85	0.00	7,851.85
<b>Total 24000 · PAYROLL LIABILITIES</b>	<b>21,971.68</b>	<b>9,390.77</b>	<b>12,580.91</b>
25800 · Deferred Revenue Grants-Audit	82,668.50	129,984.73	-47,316.23
25810 · Deferred Revenue Donations	0.00	246.72	-246.72
25850 · Deferred Revenue - NPS Presales	0.00	28,621.10	-28,621.10
<b>Total Other Current Liabilities</b>	<b>104,640.18</b>	<b>168,243.32</b>	<b>-63,603.14</b>
<b>Total Current Liabilities</b>	<b>147,329.23</b>	<b>172,424.71</b>	<b>-25,095.48</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>155,702.32</b>	<b>180,685.80</b>	<b>-24,983.48</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	10,210.11	-0.11
32000 · General Fund Balance	735,673.75	666,461.80	69,211.95
Net Income	313,236.72	286,528.32	26,708.40
<b>Total Equity</b>	<b>1,167,320.47</b>	<b>1,066,400.23</b>	<b>100,920.24</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,323,022.79</b>	<b>1,247,086.03</b>	<b>75,936.76</b>

9:16 AM

12/28/22

Accrual Basis

**Benton Soil & Water Conservation District**  
**Citizens Bank Check Register**  
 As of November 30, 2022

Type	Date	Num	Name	Memo	Debit	Credit	Balance
<b>10100 - Citizens Bank</b>							138,071.15
Deposit	11/04/2022			Deposit	349.27		138,420.42
Deposit	11/04/2022			Deposit	1,514.97		139,935.39
Deposit	11/15/2022			Deposit	6,195.50		146,130.89
Deposit	11/18/2022			Deposit	132.02		146,262.91
Deposit	11/18/2022			Deposit	80.00		146,342.91
Deposit	11/30/2022			Interest	5.31		146,348.22
Liability C...	11/04/2022	EFT	United States Treasury	93-1077051		7,512.44	138,835.78
Liability C...	11/04/2022	EFT	Oregon Dept of Reve...	0292193-0		1,850.00	136,985.78
Bill Pmt -...	11/09/2022	EFT	2 - Xerox Financial S...	autopay due on 10th of...		156.17	136,829.61
Check	11/18/2022	EFT	Card Service Center ...	Online Payment		745.83	136,083.78
Bill Pmt -...	11/18/2022	EFT	1Auto - Comcast	8778 10 601 2891048		109.85	135,973.93
Bill Pmt -...	11/25/2022	EFT	1Auto - Verizon	autopay due on 25th of...		95.72	135,878.21
Bill Pmt -...	11/03/2022	8018	In-Situ Inc.	CIR# 7211		247.00	135,631.21
Bill Pmt -...	11/03/2022	8019	Integrated Resource ...	CIR# 7208		8,433.38	127,197.83
Bill Pmt -...	11/03/2022	8020	Staff- Michael Ahr - V	CIR# 7207		148.06	127,049.77
Bill Pmt -...	11/03/2022	8021	Advantage Computin...	CIR# 7204 and 7205		398.25	126,651.52
Bill Pmt -...	11/03/2022	8022	Banner Non-Profits, L...	VOID: CIR# 7209 Wro...	0.00		126,651.52
Bill Pmt -...	11/03/2022	8023	Heritage Seedlings Inc.	CIR# 7206		596.00	126,055.52
Bill Pmt -...	11/03/2022	8024	In-Situ Inc.	CIR# 7211		228.13	125,827.39
Bill Pmt -...	11/03/2022	8025	Jenny Brausch Busin...	CIR# 7210		1,347.50	124,479.89
Bill Pmt -...	11/03/2022	8026	Staff- Holly Crosson {...	CIR# 7212		86.26	124,393.63
Bill Pmt -...	11/03/2022	8027	Banner Non-Profits, L...	CIR# 7209		638.75	123,754.88
Bill Pmt -...	11/10/2022	8028	Adam Thomas	CIR# 7213		300.00	123,454.88
Bill Pmt -...	11/10/2022	8029	Edge Analytical	CIR# 7194		318.27	123,136.61
Bill Pmt -...	11/10/2022	8030	Luckiamute Watersh...	CIR# 7200		1,377.25	121,759.36
Bill Pmt -...	11/10/2022	8031	Integrated Resource ...	CIR# 7217		3,464.97	118,294.39
Bill Pmt -...	11/17/2022	8032	Terri Fackrell	CIR# 7218		5,632.27	112,662.12
Bill Pmt -...	11/17/2022	8033	Pacific NW Natives	CIR# 7214		981.75	111,680.37
Bill Pmt -...	11/17/2022	8034	Oregon Government ...	CIR# 7219		439.06	111,241.31
Bill Pmt -...	11/21/2022	8035	Crystal Lake Storage	CIR# 7221		157.00	111,084.31
Bill Pmt -...	11/21/2022	8036	Mater Investment Co...	CIR# 7220:		2,002.25	109,082.06
Paycheck	11/28/2022	8037	Ahr, Michael S	CIR# 7224		4,776.35	104,305.71
Paycheck	11/28/2022	8038	Crosson, Holly A	CIR# 7225		6,166.20	98,139.51
Paycheck	11/28/2022	8039	Mackey, Candace	CIR# 7226		1,345.50	96,794.01
Paycheck	11/28/2022	8040	Matteson, Teresa L	CIR# 7227		3,446.87	93,347.14
Paycheck	11/28/2022	8041	Roberts, Sara	CIR# 7228		3,421.55	89,925.59

9:16 AM

12/28/22

Accrual Basis

Benton Soil & Water Conservation District

Citizens Bank Check Register

As of November 30, 2022

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Type	Date	Num	Name	Memo	Debit	Credit	Balance
Check	11/28/2022	8042	Ahr, Michael S	VOID: Printed incorrectly	0.00		89,925.59
Paycheck	11/28/2022	8043	Schmitz, Donna J	CIR# 7229		95.37	89,830.22
Total 10100 · Citizens Bank					8,277.07	56,518.00	89,830.22
<b>TOTAL</b>					<b>8,277.07</b>	<b>56,518.00</b>	<b>89,830.22</b>

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

	<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	103,247.36	103,247.36
44535 · Taxes Levied	469,484.34	0.00	469,484.34
44540 · ODA Operations	26,372.00	0.00	26,372.00
44545 · ODA Tech, LMA & Scope of Work	30,767.26	0.00	30,767.26
45000 · Interest Income	6,157.69	0.00	6,157.69
47400 · Native Plant Sale Income	16,050.65	0.00	16,050.65
48000 · TRANSFERS IN	8,687.42	0.00	8,687.42
<b>Total Income</b>	<u>557,519.36</u>	<u>103,247.36</u>	<u>660,766.72</u>
<b>Gross Profit</b>	557,519.36	103,247.36	660,766.72
<b>Expense</b>			
60000 · MATERIALS & SERVICES	54,392.72	0.00	54,392.72
66000 · PAYROLL EXPENSES	178,848.20	14,578.60	193,426.80
68000 · PROJECTS-SVC-SUPP-MATERIALS	0.00	91,023.06	91,023.06
69400 · TRANSFERS OUT	0.00	8,687.42	8,687.42
<b>Total Expense</b>	<u>233,240.92</u>	<u>114,289.08</u>	<u>347,530.00</u>
<b>Net Ordinary Income</b>	<u>324,278.44</u>	<u>-11,041.72</u>	<u>313,236.72</u>
<b>Net Income</b>	<u><u>324,278.44</u></u>	<u><u>-11,041.72</u></u>	<u><u>313,236.72</u></u>

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

	<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	103,247.36	103,247.36
44535 · Taxes Levied	469,484.34	0.00	469,484.34
44540 · ODA Operations	26,372.00	0.00	26,372.00
44545 · ODA Tech, LMA & Scope of Work	30,767.26	0.00	30,767.26
45000 · Interest Income	6,157.69	0.00	6,157.69
47400 · Native Plant Sale Income	16,050.65	0.00	16,050.65
48000 · TRANSFERS IN			
48400 · Transfer Admin from Project Fd	8,687.42	0.00	8,687.42
<b>Total 48000 · TRANSFERS IN</b>	<b>8,687.42</b>	<b>0.00</b>	<b>8,687.42</b>
<b>Total Income</b>	<b>557,519.36</b>	<b>103,247.36</b>	<b>660,766.72</b>
<b>Gross Profit</b>	<b>557,519.36</b>	<b>103,247.36</b>	<b>660,766.72</b>
<b>Expense</b>			
60000 · MATERIALS & SERVICES			
61300 · CONFERENCES AND TRAINING			
61310 · Lodging	408.11	0.00	408.11
61320 · Meals/per diem	28.80	0.00	28.80
61330 · Registration	944.81	0.00	944.81
<b>Total 61300 · CONFERENCES AND TRAINING</b>	<b>1,381.72</b>	<b>0.00</b>	<b>1,381.72</b>
61500 · COMMUNITY CONSERVATION PROGRAMS			
61510 · Conservation Education (Youth)	84.74	0.00	84.74
61520 · Conservation Incentive Program	80.30	0.00	80.30
61530 · Invasives Program	500.00	0.00	500.00
61540 · Native Plant Sale	4,964.36	0.00	4,964.36
61570 · Soil Quality Program	983.88	0.00	983.88
<b>Total 61500 · COMMUNITY CONSERVATION PROGR</b>	<b>6,613.28</b>	<b>0.00</b>	<b>6,613.28</b>
62100 · CONTRACTED AND PROF SERVICES			
62115 · Audit	2,800.00	0.00	2,800.00
62120 · Computer Support	2,064.50	0.00	2,064.50
62130 · PROFESSIONAL SERVICES			
62150 · Accounting	10,446.09	0.00	10,446.09
62170 · Web Design, Logo - Marketing	1,507.75	0.00	1,507.75
<b>Total 62130 · PROFESSIONAL SERVICES</b>	<b>11,953.84</b>	<b>0.00</b>	<b>11,953.84</b>
62180 · Consultation/Contracts - NPP	3,018.75	0.00	3,018.75
62190 · Misc Contracted Services	542.50	0.00	542.50
<b>Total 62100 · CONTRACTED AND PROF SERVICES</b>	<b>20,379.59</b>	<b>0.00</b>	<b>20,379.59</b>
62300 · Dues/Subscriptions/Fees	4,911.65	0.00	4,911.65
62800 · OFFICE OCCUPANCY			
62820 · Rent & Parking	12,955.50	0.00	12,955.50
62830 · Utilities	1,711.47	0.00	1,711.47
<b>Total 62800 · OFFICE OCCUPANCY</b>	<b>14,666.97</b>	<b>0.00</b>	<b>14,666.97</b>
65000 · SUPPLIES AND MATERIALS			



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

	<b>General Fund</b>	<b>Project Fund</b>	<b>TOTAL</b>
<b>65010 · COPIER AND SUPPLIES</b>			
65012 · Copies	207.47	0.00	207.47
65014 · Lease	822.50	0.00	822.50
<b>Total 65010 · COPIER AND SUPPLIES</b>	<b>1,029.97</b>	<b>0.00</b>	<b>1,029.97</b>
<b>65020 · Equipment</b>	228.13	0.00	228.13
<b>65030 · Office Supplies</b>	560.37	0.00	560.37
<b>65040 · Postage</b>	4.00	0.00	4.00
<b>65050 · Software/Computer Accessories</b>	1,135.25	0.00	1,135.25
<b>Total 65000 · SUPPLIES AND MATERIALS</b>	<b>2,957.72</b>	<b>0.00</b>	<b>2,957.72</b>
<b>65110 · PRODUCTION COSTS</b>			
65112 · Advertising and Website	225.84	0.00	225.84
65114 · Merchandise	18.00	0.00	18.00
<b>Total 65110 · PRODUCTION COSTS</b>	<b>243.84</b>	<b>0.00</b>	<b>243.84</b>
<b>65120 · Insurance &amp; Fidelity Bond</b>	1,968.30	0.00	1,968.30
<b>65320 · Mileage/travel related expenses</b>	1,036.92	0.00	1,036.92
<b>65400 · Meetings &amp; Events</b>	232.73	0.00	232.73
<b>Total 60000 · MATERIALS &amp; SERVICES</b>	<b>54,392.72</b>	<b>0.00</b>	<b>54,392.72</b>
<b>66000 · PAYROLL EXPENSES</b>			
66200 · Wages	139,593.70	11,305.55	150,899.25
66410 · Health, Dental & Life Insurance	19,892.30	1,832.11	21,724.41
66420 · Retirement	7,988.05	520.61	8,508.66
66500 · Payroll Taxes			
66510 · FICA Employer	10,663.58	863.15	11,526.73
66520 · SUTA	621.43	54.02	675.45
66530 · OR-WBF	37.39	3.16	40.55
<b>Total 66500 · Payroll Taxes</b>	<b>11,322.40</b>	<b>920.33</b>	<b>12,242.73</b>
66800 · Fees	51.75	0.00	51.75
<b>Total 66000 · PAYROLL EXPENSES</b>	<b>178,848.20</b>	<b>14,578.60</b>	<b>193,426.80</b>
<b>68000 · PROJECTS-SVC-SUPP-MATERIALS</b>			
68010 · Project Contracted Services	0.00	65,932.58	65,932.58
68020 · Project Mileage & Travel	0.00	298.50	298.50
68040 · Project Supplies & Materials	0.00	24,791.98	24,791.98
<b>Total 68000 · PROJECTS-SVC-SUPP-MATERIALS</b>	<b>0.00</b>	<b>91,023.06</b>	<b>91,023.06</b>
<b>69400 · TRANSFERS OUT</b>			
69440 · Trf PF to General Fund	0.00	8,687.42	8,687.42
<b>Total 69400 · TRANSFERS OUT</b>	<b>0.00</b>	<b>8,687.42</b>	<b>8,687.42</b>
<b>Total Expense</b>	<b>233,240.92</b>	<b>114,289.08</b>	<b>347,530.00</b>
<b>Net Ordinary Income</b>	<b>324,278.44</b>	<b>-11,041.72</b>	<b>313,236.72</b>
<b>Net Income</b>	<b>324,278.44</b>	<b>-11,041.72</b>	<b>313,236.72</b>

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

	<b>Jul - Nov 22</b>	<b>Jul - Nov 21</b>	<b>\$ Change</b>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
43300 · Grant/Project Administration	103,247.36	100,291.68	2,955.68
44535 · Taxes Levied	469,484.34	443,343.87	26,140.47
44540 · ODA Operations	26,372.00	26,372.00	0.00
44545 · ODA Tech, LMA & Scope of Work	30,767.26	30,767.37	-0.11
45000 · Interest Income	6,157.69	1,736.65	4,421.04
46430 · MISCELLANEOUS			
46432 · Contributions	0.00	674.00	-674.00
46490 · Adjustment Account - Audit	0.00	1,977.11	-1,977.11
<b>Total 46430 · MISCELLANEOUS</b>	<b>0.00</b>	<b>2,651.11</b>	<b>-2,651.11</b>
47200 · CREP, SQP-Fee for Services	0.00	4,576.00	-4,576.00
47400 · Native Plant Sale Income	16,050.65	3,611.50	12,439.15
48000 · TRANSFERS IN			
48400 · Transfer Admin from Project Fd	8,687.42	8,514.30	173.12
<b>Total 48000 · TRANSFERS IN</b>	<b>8,687.42</b>	<b>8,514.30</b>	<b>173.12</b>
<b>Total Income</b>	<b>660,766.72</b>	<b>621,864.48</b>	<b>38,902.24</b>
<b>Gross Profit</b>	<b>660,766.72</b>	<b>621,864.48</b>	<b>38,902.24</b>
<b>Expense</b>			
60000 · MATERIALS & SERVICES			
61300 · CONFERENCES AND TRAINING			
61310 · Lodging	408.11	0.00	408.11
61320 · Meals/per diem	28.80	0.00	28.80
61330 · Registration	944.81	1,568.00	-623.19
<b>Total 61300 · CONFERENCES AND TRAINING</b>	<b>1,381.72</b>	<b>1,568.00</b>	<b>-186.28</b>
61500 · COMMUNITY CONSERVATION PROGRAMS			
61510 · Conservation Education (Youth)	84.74	359.97	-275.23
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	4,964.36	2,733.97	2,230.39
61570 · Soil Quality Program	983.88	1,340.66	-356.78
61585 · Conservation Leadership - EDI	0.00	600.00	-600.00
<b>Total 61500 · COMMUNITY CONSERVATION PROGR</b>	<b>6,613.28</b>	<b>7,034.60</b>	<b>-421.32</b>
62100 · CONTRACTED AND PROF SERVICES			
62115 · Audit	2,800.00	3,750.00	-950.00
62120 · Computer Support	2,064.50	400.70	1,663.80
62130 · PROFESSIONAL SERVICES			
62140 · Legal	0.00	200.00	-200.00
62150 · Accounting	10,446.09	9,323.38	1,122.71
62170 · Web Design, Logo - Marketing	1,507.75	1,219.00	288.75
<b>Total 62130 · PROFESSIONAL SERVICES</b>	<b>11,953.84</b>	<b>10,742.38</b>	<b>1,211.46</b>
62180 · Consultation/Contracts - NPP	3,018.75	0.00	3,018.75
62190 · Misc Contracted Services	542.50	2,784.00	-2,241.50
<b>Total 62100 · CONTRACTED AND PROF SERVICES</b>	<b>20,379.59</b>	<b>17,677.08</b>	<b>2,702.51</b>

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

	<b>Jul - Nov 22</b>	<b>Jul - Nov 21</b>	<b>\$ Change</b>
<b>62300 · Dues/Subscriptions/Fees</b>	4,911.65	4,269.91	641.74
<b>62800 · OFFICE OCCUPANCY</b>			
<b>62820 · Rent &amp; Parking</b>	12,955.50	10,925.25	2,030.25
<b>62830 · Utilities</b>	1,711.47	2,136.52	-425.05
<b>Total 62800 · OFFICE OCCUPANCY</b>	14,666.97	13,061.77	1,605.20
<b>65000 · SUPPLIES AND MATERIALS</b>			
<b>65010 · COPIER AND SUPPLIES</b>			
<b>65012 · Copies</b>	207.47	0.00	207.47
<b>65014 · Lease</b>	822.50	772.50	50.00
<b>Total 65010 · COPIER AND SUPPLIES</b>	1,029.97	772.50	257.47
<b>65020 · Equipment</b>	228.13	0.00	228.13
<b>65030 · Office Supplies</b>	560.37	1,358.31	-797.94
<b>65040 · Postage</b>	4.00	0.00	4.00
<b>65050 · Software/Computer Accessories</b>	1,135.25	909.00	226.25
<b>Total 65000 · SUPPLIES AND MATERIALS</b>	2,957.72	3,039.81	-82.09
<b>65110 · PRODUCTION COSTS</b>			
<b>65112 · Advertising and Website</b>	225.84	0.00	225.84
<b>65114 · Merchandise</b>	18.00	0.00	18.00
<b>Total 65110 · PRODUCTION COSTS</b>	243.84	0.00	243.84
<b>65120 · Insurance &amp; Fidelity Bond</b>	1,968.30	2,468.97	-500.67
<b>65320 · Mileage/travel related expenses</b>	1,036.92	724.76	312.16
<b>65400 · Meetings &amp; Events</b>	232.73	173.90	58.83
<b>Total 60000 · MATERIALS &amp; SERVICES</b>	54,392.72	50,018.80	4,373.92
<b>66000 · PAYROLL EXPENSES</b>			
<b>66200 · Wages</b>	150,899.25	150,125.75	773.50
<b>66410 · Health, Dental &amp; Life Insurance</b>	21,724.41	26,141.15	-4,416.74
<b>66420 · Retirement</b>	8,508.66	7,407.79	1,100.87
<b>66500 · Payroll Taxes</b>			
<b>66510 · FICA Employer</b>	11,526.73	11,117.34	409.39
<b>66520 · SUTA</b>	675.45	1,115.00	-439.55
<b>66530 · OR-WBF</b>	40.55	48.44	-7.89
<b>Total 66500 · Payroll Taxes</b>	12,242.73	12,280.78	-38.05
<b>66800 · Fees</b>	51.75	67.50	-15.75
<b>Total 66000 · PAYROLL EXPENSES</b>	193,426.80	196,022.97	-2,596.17
<b>68000 · PROJECTS-SVC-SUPP-MATERIALS</b>			
<b>68010 · Project Contracted Services</b>	65,932.58	58,206.09	7,726.49
<b>68020 · Project Mileage &amp; Travel</b>	298.50	132.72	165.78
<b>68040 · Project Supplies &amp; Materials</b>	24,791.98	22,441.28	2,350.70
<b>Total 68000 · PROJECTS-SVC-SUPP-MATERIALS</b>	91,023.06	80,780.09	10,242.97
<b>69400 · TRANSFERS OUT</b>			
<b>69440 · Trf PF to General Fund</b>	8,687.42	8,514.30	173.12
<b>Total 69400 · TRANSFERS OUT</b>	8,687.42	8,514.30	173.12
<b>Total Expense</b>	<b>347,530.00</b>	<b>335,336.16</b>	<b>12,193.84</b>
<b>Net Ordinary Income</b>	<b>313,236.72</b>	<b>286,528.32</b>	<b>26,708.40</b>

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

Net Income

<u>Jul - Nov 22</u>	<u>Jul - Nov 21</u>	<u>\$ Change</u>
<u>313,236.72</u>	<u>286,528.32</u>	<u>26,708.40</u>

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

	<b>Jul - Nov 22</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
<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	469,484.34	490,000.00	-20,515.66	95.81%
44540 · ODA Operations	26,372.00	47,927.00	-21,555.00	55.03%
44545 · ODA Tech, LMA & Scope of Work	30,767.26	61,535.00	-30,767.74	50.0%
45000 · Interest Income	6,157.69	3,000.00	3,157.69	205.26%
46430 · MISCELLANEOUS	0.00	2,000.00	-2,000.00	0.0%
47400 · Native Plant Sale Income	16,050.65	10,000.00	6,050.65	160.51%
48000 · TRANSFERS IN				
48400 · Transfer Admin from Project Fd	8,687.42	40,210.00	-31,522.58	21.61%
<b>Total 48000 · TRANSFERS IN</b>	<b>8,687.42</b>	<b>40,210.00</b>	<b>-31,522.58</b>	<b>21.61%</b>
<b>Total Income</b>	<b>557,519.36</b>	<b>1,357,018.00</b>	<b>-799,498.64</b>	<b>41.08%</b>
<b>Gross Profit</b>	<b>557,519.36</b>	<b>1,357,018.00</b>	<b>-799,498.64</b>	<b>41.08%</b>
<b>Expense</b>				
60000 · MATERIALS & SERVICES				
61300 · CONFERENCES AND TRAINING				
61310 · Lodging	408.11			
61320 · Meals/per diem	28.80			
61330 · Registration	944.81			
61300 · CONFERENCES AND TRAIN	0.00	8,000.00	-8,000.00	0.0%
<b>Total 61300 · CONFERENCES AND TRA</b>	<b>1,381.72</b>	<b>8,000.00</b>	<b>-6,618.28</b>	<b>17.27%</b>
61500 · COMMUNITY CONSERVATION PROGRAMS				
61510 · Conservation Education (Yo	84.74	7,700.00	-7,615.26	1.1%
61520 · Conservation Incentive Prog	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	4,964.36	20,000.00	-15,035.64	24.82%
61570 · Soil Quality Program	983.88	3,334.00	-2,350.12	29.51%
<b>Total 61500 · COMMUNITY CONSERVA</b>	<b>6,613.28</b>	<b>37,700.00</b>	<b>-31,086.72</b>	<b>17.54%</b>
62100 · CONTRACTED AND PROF SERVICES				
62115 · Audit	2,800.00	6,000.00	-3,200.00	46.67%
62120 · Computer Support	2,064.50	4,000.00	-1,935.50	51.61%
62130 · PROFESSIONAL SERVICES				
62150 · Accounting	10,446.09			
62160 · Facilitation	0.00	7,000.00	-7,000.00	0.0%
62170 · Web Design, Logo - Mark	1,507.75			
62130 · PROFESSIONAL SERVIC	0.00	33,000.00	-33,000.00	0.0%
<b>Total 62130 · PROFESSIONAL SERV</b>	<b>11,953.84</b>	<b>40,000.00</b>	<b>-28,046.16</b>	<b>29.89%</b>
62180 · Consultation/Contracts - NP	3,018.75	10,000.00	-6,981.25	30.19%
62190 · Misc Contracted Services	542.50	6,000.00	-5,457.50	9.04%
<b>Total 62100 · CONTRACTED AND PROF</b>	<b>20,379.59</b>	<b>66,000.00</b>	<b>-45,620.41</b>	<b>30.88%</b>
62300 · Dues/Subscriptions/Fees	4,911.65	13,000.00	-8,088.35	37.78%

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

	Jul - Nov 22	Budget	\$ Over Budget	% of Budget
<b>62800 · OFFICE OCCUPANCY</b>				
62810 · Alarm & Janitorial Services	0.00	500.00	-500.00	0.0%
62820 · Rent & Parking	12,955.50	28,000.00	-15,044.50	46.27%
62830 · Utilities	1,711.47	4,000.00	-2,288.53	42.79%
62840 · Other	0.00	500.00	-500.00	0.0%
<b>Total 62800 · OFFICE OCCUPANCY</b>	<b>14,666.97</b>	<b>33,000.00</b>	<b>-18,333.03</b>	<b>44.45%</b>
<b>65000 · SUPPLIES AND MATERIALS</b>				
<b>65010 · COPIER AND SUPPLIES</b>				
65012 · Copies	207.47			
65014 · Lease	822.50	3,000.00	-2,177.50	27.42%
<b>Total 65010 · COPIER AND SUPPLIE</b>	<b>1,029.97</b>	<b>3,000.00</b>	<b>-1,970.03</b>	<b>34.33%</b>
65020 · Equipment	228.13	5,000.00	-4,771.87	4.56%
65030 · Office Supplies	560.37	2,500.00	-1,939.63	22.42%
65040 · Postage	4.00	500.00	-496.00	0.8%
65050 · Software/Computer Accessc	1,135.25	19,200.00	-18,064.75	5.91%
<b>65000 · SUPPLIES AND MATERIALS</b>	<b>0.00</b>	<b>2,641.00</b>	<b>-2,641.00</b>	<b>0.0%</b>
<b>Total 65000 · SUPPLIES AND MATERIALI</b>	<b>2,957.72</b>	<b>32,841.00</b>	<b>-29,883.28</b>	<b>9.01%</b>
<b>65110 · PRODUCTION COSTS</b>				
65112 · Advertising and Website	225.84	1,500.00	-1,274.16	15.06%
65114 · Merchandise	18.00	500.00	-482.00	3.6%
65116 · Newsletters	0.00	2,000.00	-2,000.00	0.0%
65118 · Publications	0.00	1,000.00	-1,000.00	0.0%
<b>Total 65110 · PRODUCTION COSTS</b>	<b>243.84</b>	<b>5,000.00</b>	<b>-4,756.16</b>	<b>4.88%</b>
65120 · Insurance & Fidelity Bond	1,968.30	7,000.00	-5,031.70	28.12%
65160 · Miscellaneous	0.00	200.00	-200.00	0.0%
65320 · Mileage/travel related expenses	1,036.92	4,000.00	-2,963.08	25.92%
65400 · Meetings & Events	232.73	2,100.00	-1,867.27	11.08%
<b>Total 60000 · MATERIALS &amp; SERVICES</b>	<b>54,392.72</b>	<b>208,841.00</b>	<b>-154,448.28</b>	<b>26.05%</b>
<b>66000 · PAYROLL EXPENSES</b>				
66200 · Wages	139,593.70	373,671.00	-234,077.30	37.36%
66410 · Health, Dental & Life Insurance	19,892.30	59,155.00	-39,262.70	33.63%
66420 · Retirement	7,988.05	24,280.00	-16,291.95	32.9%
<b>66500 · Payroll Taxes</b>				
66510 · FICA Employer	10,663.58			
66520 · SUTA	621.43			
66530 · OR-WBF	37.39			
66500 · Payroll Taxes - Other	0.00	32,308.00	-32,308.00	0.0%
<b>Total 66500 · Payroll Taxes</b>	<b>11,322.40</b>	<b>32,308.00</b>	<b>-20,985.60</b>	<b>35.05%</b>
66800 · Fees	51.75	300.00	-248.25	17.25%
<b>Total 66000 · PAYROLL EXPENSES</b>	<b>178,848.20</b>	<b>489,714.00</b>	<b>-310,865.80</b>	<b>36.52%</b>
69100 · Capital Outlay	0.00	5,000.00	-5,000.00	0.0%
69200 · Contingency	0.00	84,973.00	-84,973.00	0.0%
69400 · TRANSFERS OUT				

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

	<b>Jul - Nov 22</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
<b>69410 · Trf GF to Building Reserve Fd</b>	0.00	5,000.00	-5,000.00	0.0%
<b>Total 69400 · TRANSFERS OUT</b>	0.00	5,000.00	-5,000.00	0.0%
<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>	233,240.92	1,357,018.00	-1,123,777.08	17.19%
<b>Net Ordinary Income</b>	324,278.44	0.00	324,278.44	100.0%
<b>Net Income</b>	<b>324,278.44</b>	<b>0.00</b>	<b>324,278.44</b>	<b>100.0%</b>

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

	<b>Jul - Nov 22</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>	103,247.36	426,838.00	-323,590.64	24.19%
<b>Total Income</b>	<u>103,247.36</u>	<u>426,838.00</u>	<u>-323,590.64</u>	<u>24.19%</u>
<b>Gross Profit</b>	103,247.36	426,838.00	-323,590.64	24.19%
<b>Expense</b>				
<b>66000 · PAYROLL EXPENSES</b>				
<b>66200 · Wages</b>	11,305.55	31,220.00	-19,914.45	36.21%
<b>66410 · Health, Dental &amp; Life Insurance</b>	1,832.11	8,723.00	-6,890.89	21.0%
<b>66420 · Retirement</b>	520.61	1,837.00	-1,316.39	28.34%
<b>66500 · Payroll Taxes</b>				
<b>66510 · FICA Employer</b>	863.15	0.00	863.15	100.0%
<b>66520 · SUTA</b>	54.02	0.00	54.02	100.0%
<b>66530 · OR-WBF</b>	3.16	0.00	3.16	100.0%
<b>66500 · Payroll Taxes - Other</b>	0.00	4,132.00	-4,132.00	0.0%
<b>Total 66500 · Payroll Taxes</b>	<u>920.33</u>	<u>4,132.00</u>	<u>-3,211.67</u>	<u>22.27%</u>
<b>Total 66000 · PAYROLL EXPENSES</b>	<u>14,578.60</u>	<u>45,912.00</u>	<u>-31,333.40</u>	<u>31.75%</u>
<b>68000 · PROJECTS-SVC-SUPP-MATERIALS</b>				
<b>68010 · Project Contracted Services</b>	65,932.58	43,200.00	22,732.58	152.62%
<b>68020 · Project Mileage &amp; Travel</b>	298.50	0.00	298.50	100.0%
<b>68040 · Project Supplies &amp; Materials</b>	24,791.98	44,660.00	-19,868.02	55.51%
<b>68000 · PROJECTS-SVC-SUPP-MATERIALS</b>	0.00	252,856.00	-252,856.00	0.0%
<b>Total 68000 · PROJECTS-SVC-SUPP-MATERIA</b>	<u>91,023.06</u>	<u>340,716.00</u>	<u>-249,692.94</u>	<u>26.72%</u>
<b>69400 · TRANSFERS OUT</b>				
<b>69440 · Trf PF to General Fund</b>	8,687.42	40,210.00	-31,522.58	21.61%
<b>Total 69400 · TRANSFERS OUT</b>	<u>8,687.42</u>	<u>40,210.00</u>	<u>-31,522.58</u>	<u>21.61%</u>
<b>Total Expense</b>	<u>114,289.08</u>	<u>426,838.00</u>	<u>-312,548.92</u>	<u>26.78%</u>
<b>Net Ordinary Income</b>	<u>-11,041.72</u>	<u>0.00</u>	<u>-11,041.72</u>	<u>100.0%</u>
<b>Net Income</b>	<u><u>-11,041.72</u></u>	<u><u>0.00</u></u>	<u><u>-11,041.72</u></u>	<u><u>100.0%</u></u>



November 2022 Qtrly All Grant Projects Financial Report.xlsx

Project Name	Grant #	Funding Agency	Start Date	End Date	Status	Final Report Due Date	Fund Amount	(INCOME) Received to	Earned Income to	(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	8,319	8,319	19,423	0	MA	Interim Report: 1/1/2021 & 1/1/2022. Final Report 9/15/2023	100% of funds at beginning of grant	2,522	756	1,766
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	20100515	MMT	11/1/2020	4/30/2023	Open	6/30/2023	70,164	70,164	16,129	16,129	54,035	0	MA	5/15/21 & 6/30/23	100% of funds at beginning of grant	6,379	1,466	4,913
Willamette Weed Control and Landowner Engagement	ODA 4364-GR	ODA	4/27/2022	6/30/2023	Open	6/30/2023	15,000	7,500	1,875	1,875	5,625	7,500	MA	1/30/23, 6/30/23	*50% of funds received at start of grant *25% of funds are received after interim grant report submitted and approved by ODA *final funds are received after final grant report submitted and approved by ODA	1,364	170	1,194
Purge the Spurge Outreach	2022-35-014	ODA-OSWB	2/24/2022	4/30/2023	Open	6/30/2023	9,971	7,478	6,407	6,407	1,072	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	582	325
WRAWM 8	2022-35-015	ODA-OSWB	2/24/2022	4/30/2023	Open	6/30/2023	28,430	21,323	21,323	24,753	-3,430	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	2,250	335
Horse Island for Clean Water	09-022-002	OWEB	3/30/2022	3/30/2024	Open	3/30/2024	12,100	10,890	10,890	10,890	0	1,210	DS	3/30/2024, 3/30/2026	no funds received at start of grant; funds received by reimbursement of invoices/receipts submitted by BSWCD two times total (including final); OWEB holds last 10% of funds until they receive and approve of Final Report at end of grant.			0
Fackrell Soil & Water Imp	09-20-002	OWEB	12/5/2020	10/16/2022	Open	12/16/2022	10,123	8,566	8,566	8,566	0	1,558	DS	12/16/2022, 10/16/2024	no funds received at start of grant; funds received by reimbursement of invoices/receipts submitted by BWCD two times total; OWEB holds last 10% of funds until they receive and approve of Final Report.	1,012	778	234
Carson Riparian Buffer Access Control	09-20-003	OWEB	3/18/2021	1/26/2023	Open	3/26/2023	14,889	13,400	13,400	13,400	0	1,489	DS	3/26/2023, 3/26/2025	no funds received at start of grant; funds received by reimbursement of invoices/receipts submitted by BSWCD two times total (including final); OWEB holds last 10% of funds until they receive and approve of Final Report at end of grant.	1,353	1,218	135
100 Acre Wood Habitat Project - Plant Establishment	217-3002-14131	OWEB	10/25/2016	6/30/2022	Open	8/30/2022	25,278	25,112	25,112	25,112	0	166	DS	Project completion only	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	2,298	2,283	15
OWEB SIA grant	218-8010-16782	OWEB	3/4/2019	12/22/2023	Open	12/22/2023	125,000	64,896	72,995	72,995	-8,098	60,104	DS	Multiple dates (6/17/2019, 12/16/2019, 6/14/2020, 12/14/2020, 6/14/2021, 12/13/2021, 6/13/2022, 12/13/2020)		11,364	6,628	4,736
2019 Supplemental Data Collection for WFIP Effectiveness Monitoring (Phase 3)	218-8390-17212	OWEB	2/4/2020	12/31/2022	Open	12/31/2022	100,000	84,735	84,735	84,826	-91	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

November 2022 Qtrly All Grant Projects Financial Report.xlsx

Project Name	Grant #	Funding Agency	Start Date	End Date	Status	Final Report Due Date	Fund Amount	(INCOME) Received to	Earned Income to	(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	19,215	25,112	25,112	-5,896	26,752	TM	Reports are submitted with Request for release of Funds; Final report due within 60 days of 6/15/2023 with final Request for release of Funds.	Fund requests (OWEB website/manage your grant/payments & budget. Request for Release of Funds form). Submit expense tracking spreadsheet for all OWEB expenses and approval of receipts or invoices for amounts \$250 or more (excluding admin). Final 10% payment after completion report approval.	4,179	2,152	2,027
J2E RTR Project	220-3033-17504	OWEB	4/22/2020	6/30/2025	Open	6/30/2025	239,915	104,361	104,365	104,365	-4	135,554	DS	6/30/2028 and 6/30/2030		23,084	9,485	13,599
Willamette FIP Effectiveness Monitoring Program Phase 4: Data Collection 2020-2021 and Reporting	220-8201-17233	OWEB	1/1/2020	12/31/2022	Open	2/28/2023	119,988	113,300	118,937	118,982	-5,682	6,688	MA	Interim Report: 6/30/2021 & Final Report: 2/28/2023	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>666,682</b>				<b>265,885</b>					<b>55,933</b>	<b>33,113</b>

**FY23 Budget Resolution**  
Resolution No. FY2022-2023-05

BE IT RESOLVED that the Board of Directors of the Benton Soil and Water Conservation District (SWCD) hereby approves the addition of a \$500.00 private donation to the Benton SWCD FY23 Budget as follows:

**General Fund**

Add \$500.00 in Resources to the General Fund: Miscellaneous.

Add \$500.00 in Requirements to the General Fund as follows:

**Materials and Services**

Community Conservation Programs-Conservation Education	\$500.00
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\$500.00

SIGNED THIS 9<sup>th</sup> day of January 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

**Date:** December 30, 2022

**To:** Benton SWCD Directors

**From:** Holly Crosson, Executive Director

**Re:** December 2022 Monthly Report for January 2023 Board Packet

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

- Attended Institute for Applied Ecology Open House at their new office. (4.1)
- Developed list of promotional and branding tasks for Sara. (3.6)
- Met with Faye for tour of Soap Creek; followed up with Michael and Donna. (1.2)
- Addressed contract procedure questions from staff. (5.5)
- Discussed with Michael options for FY24 District funding for knotweed control projects conducted by the Luckiamute Watershed Council (LWC). (1.9)
- Worked with Michael on LWC support letter for their OWEB grant proposal. (4.1)
- Responded to questions from customers about the 2023 Native Plant Sale. (2.1)
- Continued to develop Measurable Objectives for Strategic Plan. (5.3)
- Continued exploring ways to spend additional ODA capacity funds. (4.11)
- Attended Confluence tour with Chris Bentley, staff, and Directors. (4.2)
- Updated BSWCD internship agreement and intern application forms. (5.5)
- Updated BSWCD Photo Release Form. (5.5)

### **FISCAL**

- Received/distributed final FY22 audit; wrote Audit Action Plan. (5.11)
- Thanked C. Doreene Carpenter for her \$500 donation to our Community Conservation/Conservation Education Program. (4.3)
- Met with Michael about budget changes for FY24 to address Capital Assets. (5.1)
- Reviewed/authorized/completed/submitted: staff timesheets, payroll, invoices, CIRs (check issuance requests), EFTs (electronic funds transfers) for bill payment, fiscal admin and accounting on grants, journal entry approvals, monthly financial reports, checks, credit card and bank statements, account reconciliations, bank deposits, and LGIP balance. (5.6 & 5.7)
- Held weekly meetings with bookkeeper; continued to try to resolve Intuit/QB direct deposit issues. (5.8)

## **PERSONNEL/TRAINING**

- Worked on Paid Leave Oregon including additional information to staff; coordinating OED's Frances registration with Jenny; discussion with Nate about voluntary employer contributions. (5.12)
- Reviewed Candace's draft payroll schedule for calendar year 2023. (5.14)
- Continued to train Sara and Candace. (5.12)
- Sent BSWCD Seasons Greetings cards. (5.12)
- Had weekly check-in meetings with Michael, Sara, and Candace. (5.12)
- Arranged for staff end-of-year bonuses. (5.12)

## **BOARD**

- Attended December 12 board meeting. (5.3)
- Prepared/reviewed documents for January 2023 board meeting: agenda, December minutes, November financials, etc. (5.3)
- Completed Annual Report article on Board service/recognitions, and FY22 Financial Report; coordinated Annual Meeting slide needs with Sara; signed Annual Meeting venue contract. (5.3)

## **SAFETY/IT/MISC**

- Developed list of tasks for Safety Officer. (5.16)
- Safety Topic facilitator - staff telework station safety checklist. (5.16)
- Requested permission from landlord to hang BSWCD sign on outside of Renaissance building. (3.6)
- Working on Operations Manual updates with Candace. (5.17)
- Responded to a request from Upper Willamette SWCD for policy examples and information on how to sponsor internships; sent our policies, application form and Agreement template. (4.1)

**Date:** January 1, 2023  
**To:** Benton SWCD Directors  
**From:** Michael Ahr  
**Re:** Staff Report for December 2022



### **Conservation Program Manager**

- Two meetings related to Strategic Implementation Area (SIA) work. The water quality monitoring work related to this effort has been more intense than expected and very time consuming. One SIA meeting was with Donna and Teresa to discuss logistics and alternative options. We also discussed safety concerns. Our 2<sup>nd</sup> meeting included Holly Purpura from Marys River Watershed Council. We plan to subcontract some of the monitoring work to MRWC in the next calendar year. Donna has also asked Marganne Allen (ODA) for some time in January where we can communicate on ODA expectations for this work (1.7).
- Partner conversation on oak restoration with Abby Colehour of Long Tom WC. I had not yet met Abby and it was great to compare notes on priorities and partnership interests. (4.1).
- One “check-in” meeting with Holly to maintain good communication (5.2)

### **Willamette Mainstem Cooperative**

- Hosted the Winter Meeting of the Willamette Mainstem Cooperative. More than 20 in attendance. We had a great discussion on impacts of *Ludwigia* and methods to engage more partners in the work as well as a robust discussion on emerald ash borer. We also had the chance to thank Brad Withrow-Robinson for his services in helping to start the WMC. He is retiring on 12/31/2022 (4.10).
- Met with Long Tom WC to discuss timeline and possible extension of grant funded project that we’re working on to identify strategic areas for restoration focus on the river (1.9). Also discussed getting LTWC more involved in aquatic weed work on the Willamette and invited them to help us with surveys in the summer of 2023 (4.1).
- Site visit to Collins Bay with Jared Jebousek (USFWS) and Kelly Warren (Ducks Unlimited). We were looking at the opportunities for waterfowl habitat and discussed how *Ludwigia* might impact this habitat. Jared and Kelly helped highlight some opportunities to enhance the site for wildlife. (1.4, 1.9).

### **Invasive Species Program**

- Submitted 2 grant proposals to the Oregon State Weed Board. Grants would fund work on 1) Aquatic Invasive weeds with a focus on yellow floating heart and 2) oblong spurge (1.8, 1.9, 4.8)
- Presented about oblong spurge outreach work at the Oregon Interagency Noxious Weed Symposium with more than 100 in attendance. Attended the conference over 3 days. (3.2, 5.21)
- Presented about garlic mustard to the Benton County Public Works road crew. We don’t have any active sites for garlic mustard, but it would be very high priority if found. (4.5)
- Loaned weed wrenches and loppers to IAE for a work crew pulling scotch broom. (3.2, 3.5)

### **Native Plant Program**

- Some discussion addressing policy on large order and educational discounts (2.1)

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

### Watershed Councils make WQ monitoring possible!!!

I extend a heartfelt bon voyage to Jazmin Garcia-Lawson (upper right), Marys River Watershed Council (MRWC). For the past six months, Jazmin has served as a stalwart, tech-savvy WQ monitoring partner with a positive, can-do attitude. Jazmin and her husband, Craig, have moved to Raleigh, NC for the next stepping stone in Craig's career path. It was a tremendous pleasure to work with Jazmin.

Welcome to the WQ monitoring team, Amanda Brackett, Luckiamute Watershed Council Monitoring Coordinator. Shown right center, see Amanda as ATV carryall. Amanda is knowledgeable and jumped right in to help.

During dry months, we performed weekly water level checks and pulled sondes at sites with low water levels before sensors were exposed to air. In December, we had the opposite issue. The water levels at stations 2 & 3 had risen near or above waist height making it difficult to reach the sonde to download data. One crew member topped her waders while re-installing the sonde on the base. With water temperature around 45° F and ambient temperatures around 40° F, the potential for hypothermia in this dangerous situation got me to rethink high water procedures. Via a phone conversation with DEQ, we reaffirmed that safety is the ultimate goal during WQ monitoring. DEQ advised us to leave sondes in-stream when water levels are too high to retrieve the instruments for Bluetooth downloads. We will continue monthly visits to each of the four stations, download data when possible, collect grab samples, and perform field audits for DEQ quality control records.

**Station 1** - Due to continued low water levels at this site, we performed a 30-minute log reading on Dec 12. The January water level will determine if we can redeploy the sonde or do another log reading.

**Station 2** - The VuLink (telemetry) device was redeployed on Dec 12. In-Situ tech support could tell the sonde-VuLink system was active but telemetry was not available for desktop viewing. Freezing temperatures, heavy rain, and wind intermixed with holidays prevented me from visiting Station 2 to check the installation. The new conduit design installed on Dec 12 included foam insulation at each end of a 20-ft. PVC pipe. Unfortunately, the foam at the creek end floats (bottom right, far bank end).



## Upper Muddy Creek Water Quality *continued from page 1*

When water levels drop, we will reconfigure the PVC to guide the cable low along the creek bed and reduce potential for floating foam to entrap debris that could put tension on the system.

**Station 3** - On December 12, the sonde did not turn on for data downloading. I brought the unit home, replaced the batteries, and cleaned the sensors. The data revealed that it had stopped continuous recording on Nov 17 at battery capacity near 50%. According to In-Situ tech-support, battery function may be temperature-dependent. If that is the case, leaving sondes in deep, cold water for several months while we wait for lower water levels to download the data, may result in no data. Time will tell. The station 3 sonde may be re-deployed in January as water levels allow. Each month of monitoring offers a lesson or two.



*Me, Amanda, and Jazmin hiking back from Muddy Creek through the wetland. (TM 2022)*

**Instrument and supply storage and maintenance** - MRWC wanted the monitoring supplies removed from their office. For temporary storage and access convenience, I have stored the WQ supplies at my house. MRWC will need to coordinate with me to pick up the equipment on the morning of each monthly monitoring event. I will perform maintenance and pre- and post-monitoring accuracy checks prior to MRWC use of equipment. Heavy sediment build-up and desiccator expiration will require sonde maintenance every 3 months. Ultimately, the WQ supplies will need to be stored someplace other than my house. To comply with BSWCD strategic plan Goal 5 Strategy 4, I recommend that other BSWCD staff members learn to perform maintenance and accuracy check tasks and understand WQ data management.

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

### Prep for winter soil health sampling

I continue to recruit farmers with fields near DEQ/EPA GWMA wells. Three student interns will help pull samples!!

Mark your calendars for **Thursday, February 9th for a Soil Health Workshop** for Farmers. Location TBD.

Learn about:

- Field tiling and EQIP eligibility.
- A NRCS Soil Health Trailer demo to show how practices like tillage and cover crops increase or reduce erosion.
- In-field soil health assessments.
- Building soil-minded relationships!!

## DATE ACTIVITY

11/21	Theresa Brehm, NRCS Marion County phone intro
11/22	BSWCD planner meeting
11/28	Interviewed by OSU CROP student
11/31	Loan soil probes to Gathering Together Farm
12/1	Intern Adam Thomas met Don Wirth
12/2	OSU CROP student meeting - potential SH intern
12/5	SH farmer recruitment x 3
12/6	SH permission signature
12/9	DEQ meeting, GWMA Neighborhood strategy
12/9	SH meeting Andy Gallagher
12/9	WQ instruments discussion with Klamath SWCD
12/12	UMC SIA WQ monitoring
12/15	BSWCD planners meeting
12/15	NRCS SH update and workshop planning
12/16	UMC SIA budget and contractor meeting
12/16	Jericho Winter, NRCS State Soil Scientist
12/20	facilitated BSWCD staff meeting





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

SOW Task	Goals	November 1, 2022 to November 30, 2022
Landowner Engagement & Technical Assistance	1 & 2	<p>TA: native plants discount(2), invasives, future site visit review, riparian weeds and native plants, NPS planting instructions, ODA compliance in Soap Creek.</p> <ul style="list-style-type: none"> <li>* <i>J2E River to Ridge Diversity Project</i>: Three request for funds for seeds mix purchase, herbicide spot spray, planting. Drafted new contract with LWC for contractor work. LWC will pay for winter native trees/shrubs through BEF grant.</li> <li>* <i>Mitchell Oak and Savanna Restoration Project</i>: Grant Agreement signed. Completed landowner agreement. Site visit with NRCS, Trout Mountain, and ODF for EQIP conservation practice certification.</li> <li>* <i>Upper Muddy Creek Strategic Implementation Area</i>: meeting with Michael and Teresa on monitoring issues. Meeting with MRWC about budget and monitoring contract. Completed MRWC contract modification. Developing revised budget for next three years. Requested funds three times for WQ analysis and MRWC contracting. Submitted annual report. Site visit with landowner on mud and manure -Hawley Creek. Working on possible OWEB small grant development.</li> <li>* <i>Carson Riparian Buffer Access Control Small Grant</i>: Closeout of grant in January, checking on progress.</li> <li>* <i>GWMA</i>: Meeting with DEQ to discuss BSWCD involvement in ODA's neighborhood monitoring project. Another meeting is proposed in January.</li> </ul>
Partnerships/ Non-ag Upland and urban land management & restoration	1 & 4	<ul style="list-style-type: none"> <li>* Oregon Department of Agriculture: Connection with ODA regarding compliance issues.</li> <li>* NRCS Regional Conservation Partners Program (RCPP) funds for oak restoration in Benton County. Research oak parcel size in Benton Co. for upcoming meeting.</li> <li>* Attended the planning meetings with NRCS. Attended the NRCS Local Working Group meeting. Discussion about possible twilight tours.</li> <li>* Marys River Estates: preparing January presentation to homeowners groups about wildlife habitat restoration opportunities in their area.</li> </ul>
SOW/Capacity grant, training, organizational	5	<ul style="list-style-type: none"> <li>* Discussed ODA capacity funding with Michael. Reviewing budget.</li> <li>* NRCS computer security training.</li> <li>* Developed article for annual report.</li> <li>* Attended Staff Meetings</li> <li>* Attended planner meetings.</li> <li>* Attended Board meeting-</li> </ul>



**Hawley Creek: Additional hard rock and a French drain is needed to reduce mud and manure during the winter.**



**New gutters with French drains will direct clean water from the roof away from the area.**



# Benton Soil and Water CONSERVATION DISTRICT

## DECEMBER REPORT FOR JANUARY 2023 BOARD PACKET

Sara Roberts, Communications and Community Engagement Coordinator

### WEBSITE

- Continuing to update and correct information as I come across it. Planning a more extensive review of the entire website in Jan-Feb.
- Connected with WVRLC about adding some additional content to their pages.

### SALMON WATCH

- Hosted a Volunteer Appreciation gathering on December 7th at Block 15 Taproom, with about 15 volunteers in attendance.
- Received and distributed new t-shirts to this year's volunteers. (Let me know if you'd like one!)
- Received surveys back from 12 volunteers, and 11 teachers. I got a lot of great feedback about program logistics, ways to improve the stations, and how well participants felt the program contributed to student knowledge and understanding. See below for selected responses.

### WINTER PLANT SALE

- Current total sales: \$12,854.34. Current orders: 265. Products sold: 4,638
- Top products sold: Red Columbine, Goldenrod, Narrowleaf Mule's Ears, Dark Throat Shooting Star, Mountain Strawberry
- Added a number of additional inventory after some species sold out, including Twinberry, Blueblossom, Douglas Spiraea, Coyote Bush, Mock Orange, Salmonberry, and more

### PARTNERSHIPS

- Working with staff at Marys River Watershed Council to plan a meeting of local environmental education providers in January
- Met with Henry Pitts, NAYPW and our Student Associate, to discuss potential collaboration and outreach opportunities
- Met with Lincoln STEAM Night steering committee to plan the event
- Attended Willamette Mainstem Cooperative meeting

### PUBLICATIONS

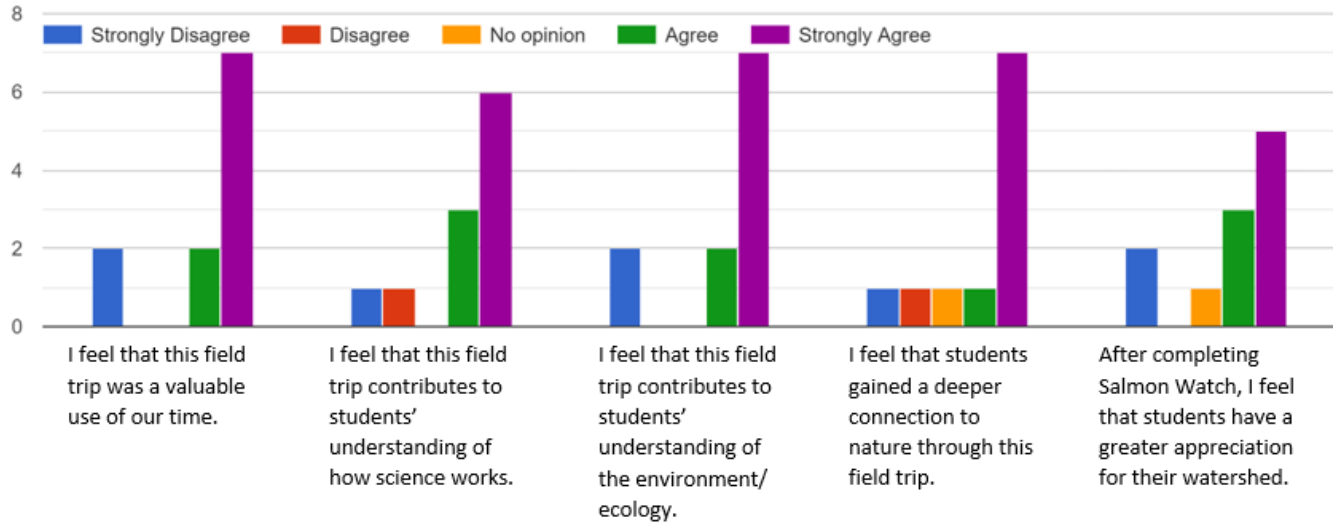
- Working on Annual Report – nearly finished and ready to send to publishers.
- Working on a summary brochure and cleaned-up PDF versions of our 2022-2027 Strategic Direction document, to be distributed in January.
- Created a flyer to post in Alsea and other locations to advertise vacant Zone 4 Board Director position.
- Working on a flyer to publicize our Annual Meeting.

### SOCIAL MEDIA

- Created 12 posts on Facebook and Instagram in the month of December.
- Facebook Post Reach is up 98% this month, and our Facebook page New Likes is up 50% this month. Instagram profile visits are up 167% this month.
- Compared to last year, our social pages are at about the same level of Reach and Engagement (not bad considering that my position was vacant until August of this year).
- Compared to last year, our Facebook page visits are up 101%.

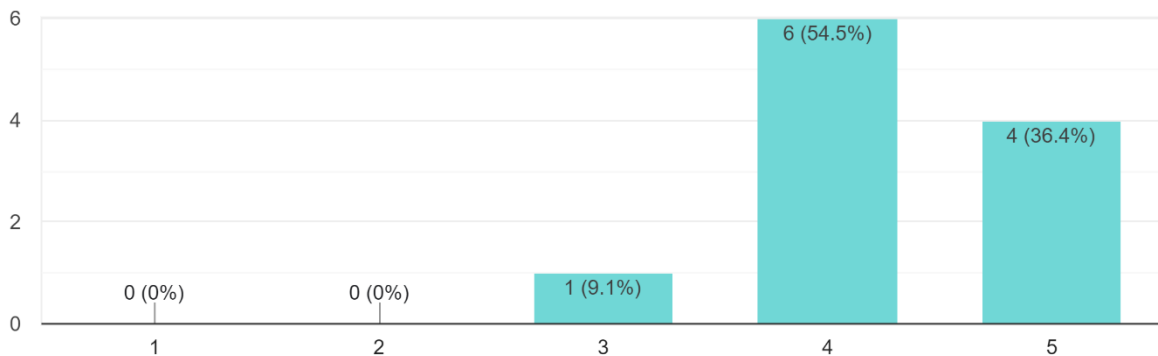
## Salmon Watch Teacher Survey – Responses

Please rate the following statements based on how much you agree or disagree with them:



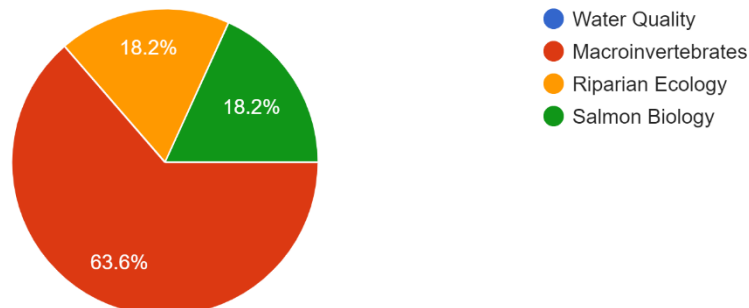
How would you rate the overall QUALITY of instruction at the field stations?

11 responses



What was your FAVORITE field station?

11 responses



## Selected Teacher Responses

"The people were amazing and supportive. It was truly a blessing to have been loaned additional clothing for a few underdressed students."

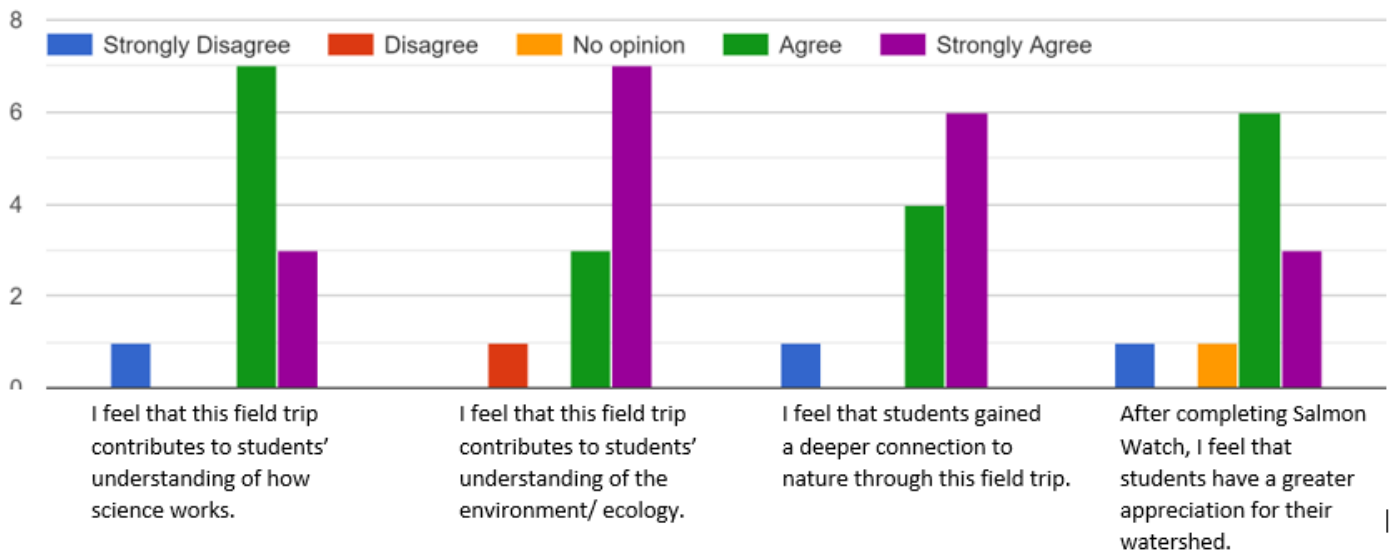
"Thank you so much! It's my favorite hands on field trip. I appreciate all your energy and efforts to make this fun and engaging. Students love talking with experts about what they're learning & know."

"I loved that College Hill students helped with the stations. It was so great to see them as experts on their station content. It's also a bonus to know them as past elementary students."

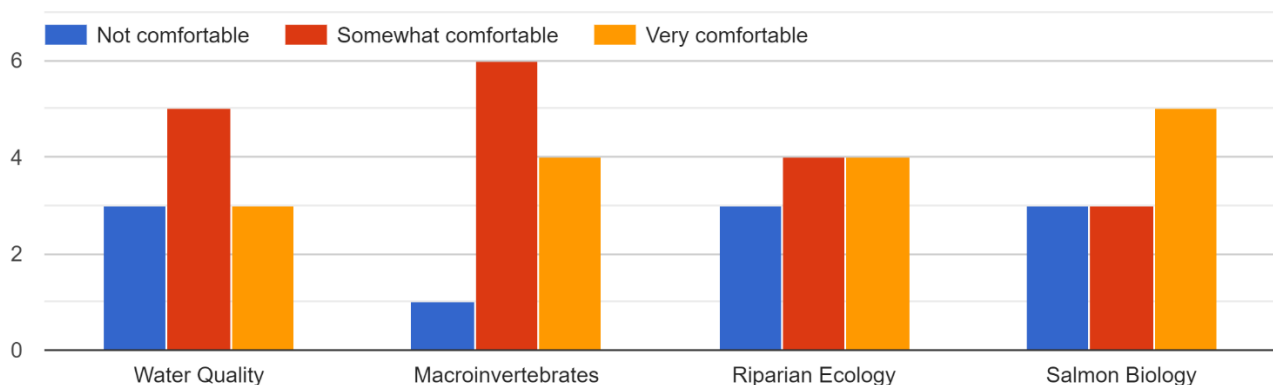
"We engage in a 4 week study of Trout in the Classroom combined with GLAD strategies/activities. We do a pre-field trip activity where kids write one fact they know about salmon, one question they could ask an expert, and one thing they're hoping to see (a look for) on the trip. Afterward, students finish writing a statement 'I know the Alsea River is/is not healthy for salmon because...' and complete this with something they learned on the field trip."

## Salmon Watch Volunteer Survey – Responses

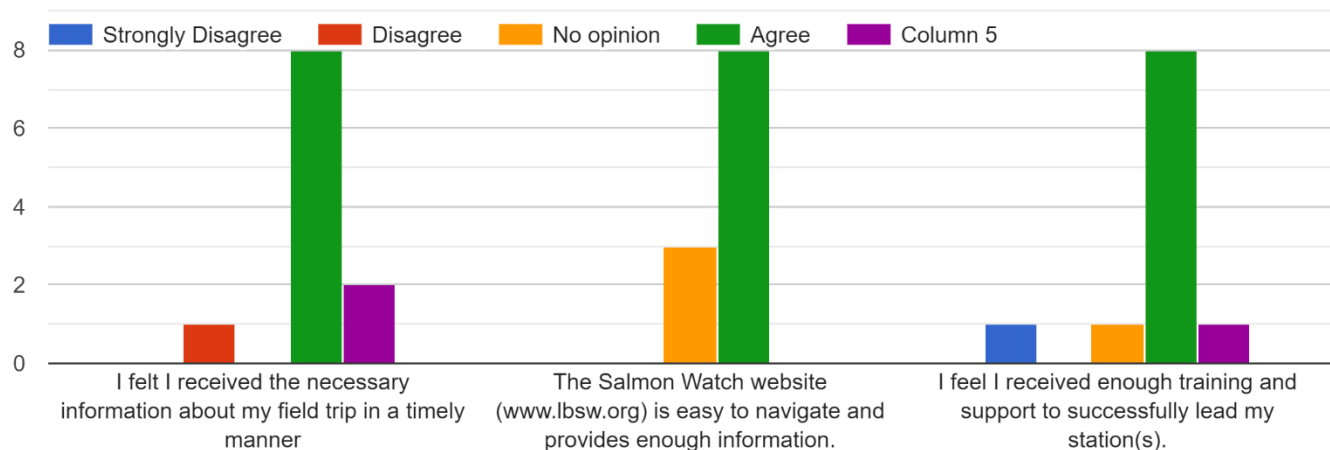
Please rate the following statements based on how much you agree or disagree with them:



Please rate each field station based on how comfortable you feel teaching that station:



Please rate the following statements based on how much you agree or disagree with them:



### *Selected Volunteer Responses*

“It is good to have knowledgeable and flexible volunteers especially when other volunteers have to cancel. I think it's a great program for engaging students in stream ecology, a topic many may not have much exposure to otherwise.”

“Given the unpredictable weather, a covered area like a picnic gazebo or a yurt would be incredibly useful since kids can't learn when they are uncomfortable. I would also like to see salmon watch include information about indigenous peoples and their relationship with salmon/rivers. It could also be great to allow time at the end for the students to reflect and state things they can do in their own life to help ensure rivers are healthy.”

“Thank you for helping little kids experience nature and hopefully appreciate healthy streams.”

“I wondered if this could actually be a two part field trip with a spring component where they look at the river and investigate the active micro invertebrates and then come back in the fall to compare and dig into the spawning aspect.”

Date: December 30, 2022  
To: Benton SWCD Directors  
From: Candace Mackey, Operations Coordinator  
Re: December Report for January 20223 Board Packet



### **Operations Management**

- Corrective action for labeling of electrical panel per hazard identification and correction form from OR OSHA complete
- Reviewed FY23 individual work plan, and BSWCD work plan, set up date for draft of measurable objectives
- Continued learning AP and AR systems, streamlined process with ED, PM and contracted bookkeeper
- Reviewed, authorized, and submitted Check Issuance Request and Credit Card Receipt forms; deposited checks.
- Requested rent invoice and updated lease with help of ED
- Completed account transition from previous OC, sent out new info doc to ED and PM
- Reviewed OR Soil and Water Conservation Guidebook
- Completed and turned in application for BSWCD CC through Citizen's Bank

### **Organizational Support**

- Worked through orientation document with ED and PM, mapping out organizational and community relationships
- Health & Safety/Risk Management:
  - Met with Michael re: Hazard Identification and Correction plan
- Trained on and completed requested staff changes to benefits
- Board Support: Attended December board meeting, assembling packet and sending to required parties, took minutes and sent out approved Nov. minutes to required parties
- Board Support: Contracted Annual Meeting Site, collected 3 catering package quotes, completed required legal notification for both Jan. 9th regular board meeting and Jan. 23rd Annual Meeting
- Board Support: Compiled and sent out board training opportunities to board
- Filed final payment and paperwork for FY2021-2022 audit
- Completed Payroll schedule for 2023
- Coordinated Intuit Direct Deposit corrective documentation
- Updated Employee Data Sheets; reviewed time-sheets; distributed pay stubs
- Filed paperwork and organized files during visits to office
- Forwarded phone calls and emails to appropriate staff
- Participated in and facilitated weekly staff meetings
- Maintained weekly server back ups

### **Capacity Building**

- Compiled preliminary list of safety class opportunities through OSHA
- Signed up for records management training through OR Secretary of State