

Monday, September 9, 2024  
 6:00-7:30 PM Board Meeting  
 To join Zoom Video Conference:



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

Phone: 1-669-900-6833

Meeting ID: 844 6825 0202

Passcode: 640956

### BENTON SWCD BOARD OF DIRECTORS SEPTEMBER MEETING AGENDA

Goal	Item	Lead	Time	ACTION
	Call to Order, Introductions, Public Comments, Announcements, Additions to Agenda	<i>Johnson</i>	6:00	
	<b>BOARD MEETING CONSENT AGENDA</b>	<i>Johnson</i>	6:05	<b>ACTION</b>
5	Approve draft Minutes from August 12 Board Meeting			
5	Approve Financials (7/31/24)			
	<b>REGULAR AGENDA</b>			
	Introduce Michael Rhodes and Jennifer McRae, new owners of Hall's Kings Valley house/property	<i>Johnson</i>	6:06	
2	Update on native bulb and seed sale, September 28 and 29 at Corvallis Fall Festival (5 minutes)	<i>Roberts</i>	6:15	
5	Review and approve Conservation Outreach Assistant and Resource Conservationist job descriptions, hiring update (draft JDs in packet)	<i>Ahr/ Board</i>	6:20	<b>ACTION</b>
5	ODA SWCD Guidebook; Chapter 8 on SWCDs as Employer: review, take public comment on, and adopt policy and procedure on hiring employees (in packet)	<i>Crosson/ Board</i>	6:30	<b>ACTION</b>
5	Employee Handbook update; approve changes to ensure consistency with SWCD guidebook hiring policies and procedures (recommended language in packet)	<i>Crosson/ Board</i>	6:40	<b>ACTION</b>
5	Review, take public comment on, revise if necessary, and approve DRAFT Executive Director job description with hiring standards and criteria. Will have additional review by PFC in consultation with Cascade Employers Association. (in packet)	<i>Crosson/ Board</i>	6:45	<b>ACTION</b>
3	Equity Committee update	<i>Crosson</i>	7:00	
5	Office water leak and remediation update; request \$75 stipend for staff in September	<i>Crosson</i>	7:05	<b>ACTION</b>
1-5	Questions from Board on BSWCD and NRCS activities - 10 minutes	<i>Directors/ Staff/NRCS</i>	7:15	
1-5	Set date for November meeting (11/11 is holiday)	<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>
September 21, 9:30-11:30 am	<a href="#">Salmon Watch new volunteer info session</a> – <a href="#">feel free to join us!</a>	Clemens Park, Alsea
September 28-29, 10am-6pm	Native Bulb and Seed Sale – <a href="#">sign up to volunteer</a> , we still need help on Sunday!	Corvallis Fall Festival at Central Park
October 7, 6:00pm-7:30pm	Regular Board Meeting (NOTE! 1 <sup>st</sup> Monday of the Month!)	Via Zoom
October 8, 2:00pm-4:30pm	Public Meeting Law Training Webinar	<a href="#">Meeting Registration - Zoom</a>
October 16, 1:00pm-3:30pm	Public Meeting Law Training Webinar	<a href="#">Meeting Registration - Zoom</a>
October 25, 10:00am-12:30pm	Public Meeting Law Training Webinar	<a href="#">Meeting Registration - Zoom</a>
October 28, 1:00pm-3:30pm	Public Meeting Law Training Webinar	<a href="#">Meeting Registration - Zoom</a>
November ?	Regular Board Meeting	Via Zoom
Tues. Nov. 19 9:00am- 1:00pm	DEIJ Training	Bald Hill Farmhouse 5700 SW Reservoir Ave. Corvallis, OR 97333

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

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

Monday, August 12, 2024  
6:00-8:00 PM



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<https://us02web.zoom.us/j/84468250202?pwd=Rk5sRERSZXI6WV0UmJIWEFBcDIHUT09>

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## BOARD OF DIRECTORS MEETING MINUTES

### In Attendance

Board Members Present: Nate Johnson, Greg Jones, Eliza Mason, Kerry Hastings, Aubrey Cloud, David Barron

Board Members Absent: Marcella Henkels (with notice),

Associate Directors Absent: Rana Foster (without notice)

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

Others Present: Anna Eby, NRCS Easements, Victoria Moreno, BLM Soil Scientist-Mary's Peak Field Office

### Call to Order - Johnson (6:03pm)

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

**Introductions:** Anna (Ah-nah) Eby introduces herself, Victoria Moreno introduces herself, all present introduce themselves.

**Public Comments:** None

**Announcements:** None

**Additions to agenda** (added by Nate Johnson): Election Paperwork, Hiring Authority of Michael Ahr (both after PFC item)

### CONSENT AGENDA

- **Approve draft Minutes from July 8, 2024, Board Meeting**
- **Approve Financials (6/30/24)**
- **Budget Resolution FY2024-2025-01**
- **Budget Resolution FY2024-2025-02**

Discussion: none

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

Results: Pass 6/0

### REGULAR AGENDA

- **Introduce Anna Eby, NRCS Habitat Conservation Specialist**  
Taken care of in Introductions, we welcome her and appreciate getting to know who we are working with.
- **Adopt Veterans' Preference Policy**  
Discussion: Holly Crosson explains that this is the law, so there really is nothing that *can* be changed, but it's important that we formally adopt the policy, which hasn't been done before.

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

- MOTION: Approve Veteran's Preference Policy as written in the packet: Nate Johnson Second: Kerry Hastings Result: Pass 6/0
- **Reminder about board questionnaire from auditor**-Nate Johnson reminds board members to complete this questionnaire. It is easy and easy to return. It is the board's only oversight task for the auditor.
- **SWCD Land Trust Update**  
Discussion: HC just wanted to let the board know that Yamhill SWCD is moving forward on this. This is information only-No action needed.
- **Executive Director recruitment update; proposed timeline, CEA contract for recruitment**  
Summary: (Nate Johnson) We all know that Holly is going to retire at the end of this year, so that creates questions about this process, and all the aspects of hiring. We're going to do all we can in the next couple of months to help this be a smooth transition.

HC: There are a bunch of pieces to this. It will be a process, there will be things on the agenda for September, and I appreciate all of you attending tonight. We will need a quorum to make motions to move this forward. At this time, we have hired Cascade Employer's Association (CEA) to do a lot of this, but we will need the board to approve the job description, etc. In the board packet, there are items that CEA can help with, but that decision is up to the board. These items have been budgeted for, so the board doesn't have to worry about this part. Generally, SWCD's use the Executive Session to hire a new District Manager/CEO/ED. Even if the district doesn't think that they want to use executive session, it has been recommended to HC that the board have everything in place for executive session because it can't be done quickly or on the fly. She explains the rules about being able to hold executive session, and then at the September meeting, both the job description and recruitment proposal will be approved. These items will need to be presented for public comment in the public notice. In the meantime, board needs to look over the list of services provided by CEA to determine if they would like them to do any/all of these services.

Initial timeline: September 9<sup>th</sup> board meeting job description could be vetted, Vacancy announcement would be Oct 1<sup>st</sup>, so the PFC would need to be able to meet in September.

Nate Johnson proposes that the board approve the full list of CEA services on an as-needed basis.

MOTION: The board would like to proceed with CEA to do this work, on an as needed and requested basis from the list of services in the letter presented in the packet: Greg Jones Second: Nate Johnson Pass: 6/0

- **PFC or Executive Committee authority**  
The second thing to discuss with regard to the ED hiring, is whether the board wants to act as a full board with CEA, or that they want to give authority to the PFC to do this. Other board members can join the PFC for this decision as a committee if they choose.
- MOTION: The board grants the Personnel and Finance Committee and those who want to serve on this committee for this specific purpose authority to hire the new executive director and approve the transition plan for that hire: Nate Johnson Second: Aubrey Cloud Pass: 6/0

- **October board meeting-hold on 10/7 instead of 10/14 which is a holiday**

MOTION: Move October board meeting from 10/14 to 10/7: Nate Johnson Second: Kerry Hastings Pass 6/0

- **Grant Michael Ahr authority to hire the New COA position, as well as the Conservationist**

Holly Crosson explains that in BSWCD standard procedures, only she has the ability to hire staff. She would like the board to grant Michael Ahr the ability to hire for both the new COA position and the Conservationist I position when Donna Schmitz retires, since Holly is going to retire. She is comfortable with this and has passed on training for this process, however, the board needs to grant authority for that. He would be the supervisor for both positions, so it makes sense for him to have hiring authority as well.

MOTION: Grant Michael hiring authority for hiring of these 2 positions: Nate Johnson Second: Aubrey Cloud 6/0

- **Questions from Board on BSWCD and NRCS activities-**

1. Nate Johnson asks about a couple of charges run through the bank. Staff answers.

- Other Board Business-Nate Johnson Reminder to complete and submitted Election Materials to ODA. There is some confusion about where to drop off materials. Kerry Hastings assumes that the request for volunteers will be coming out from Michael and Teresa-yes, it will be in the next couple of weeks.

**Meeting Adjourned - Johnson (7:03pm)**

## **Financial Report**

Period ending July 31, 2024  
Benton SWCD Board Meeting  
September 9, 2024

Our Oregon LGIP account closing balance was \$830,621.51. The dividend paid was \$3,694.06 and the monthly distribution yield was 5.27%. The fiscal year-to-date dividend paid was \$3,694.06

The Benton County Finance Department paid the District \$1,690.62 in tax revenue. The year-to-date amount paid was \$1,690.62

The total balance of both Citizen Bank accounts combined was \$140,137.59. The previous month's combined balance was \$98,769.72. Both accounts were reconciled and all checks were accounted for.

The balance of the credit-card account as of 7/26/24 was \$1,622.07 and charges were reconciled.

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

Respectfully submitted,



Nate Johnson  
Board Chair

**Benton Soil & Water Conservation District**  
**Balance Sheet**  
 As of July 31, 2024

	<b>Jul 31, 24</b>	<b>Jul 31, 23</b>	<b>\$ Change</b>
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
10100 · Citizens Bank - 39	112,556.38	177,538.96	-64,982.58
10150 · Citizens Bank - 84	5,657.38	5,001.13	656.25
10200 · LGIP	830,621.51	764,125.87	66,495.64
10300 · Stripe h5PO	0.00	-2.75	2.75
10800 · Petty Cash	24.00	24.00	0.00
<b>Total Checking/Savings</b>	<b>948,859.27</b>	<b>946,687.21</b>	<b>2,172.06</b>
<b>Accounts Receivable</b>			
11000 · Accounts Receivable	0.00	24,148.50	-24,148.50
11400 · Grants Receivable	37,297.11	38,184.48	-887.37
<b>Total Accounts Receivable</b>	<b>37,297.11</b>	<b>62,332.98</b>	<b>-25,035.87</b>
<b>Other Current Assets</b>			
12010 · 100-1505 Due to/Due frm BR Fund	-113,200.00	-113,200.00	0.00
12015 · 100-1500 Due to/from Proj Fund	-54,679.93	-54,679.93	0.00
12020 · 200-1080 Cash Due to/from Gen Fnd	54,679.93	54,679.93	0.00
12040 · 400-1080 Cash Due to/Due frm GF	113,200.00	113,200.00	0.00
13000 · Prepaid expenses-Audit	3,333.33	2,656.83	676.50
<b>Total Other Current Assets</b>	<b>3,333.33</b>	<b>2,656.83</b>	<b>676.50</b>
<b>Total Current Assets</b>	<b>989,489.71</b>	<b>1,011,677.02</b>	<b>-22,187.31</b>
<b>Other Assets</b>			
18400 · Property Tax Receivable-Audit	10,348.00	10,348.00	0.00
<b>Total Other Assets</b>	<b>10,348.00</b>	<b>10,348.00</b>	<b>0.00</b>
<b>TOTAL ASSETS</b>	<b>999,837.71</b>	<b>1,022,025.02</b>	<b>-22,187.31</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
20000 · General Accounts Payable	509.59	6,545.28	-6,035.69
20100 · Project Accts Payable	9,835.94	18,854.02	-9,018.08
<b>Total Accounts Payable</b>	<b>10,345.53</b>	<b>25,399.30</b>	<b>-15,053.77</b>
<b>Credit Cards</b>			
<b>22000 · CITIZENS BANK MASTER CARD</b>			
22200 · Holly CC - 2995	635.74	219.10	416.64
22300 · Donna CC - 3001	0.00	480.00	-480.00
22400 · Teresa CC - 3019	455.06	-1.08	456.14
22532 · Sara CC - 0962	464.61	497.70	-33.09
22533 · Candace CC - 0020	761.97	905.21	-143.24
<b>Total 22000 · CITIZENS BANK MASTER CARD</b>	<b>2,317.38</b>	<b>2,100.93</b>	<b>216.45</b>
<b>Total Credit Cards</b>	<b>2,317.38</b>	<b>2,100.93</b>	<b>216.45</b>
<b>Other Current Liabilities</b>			

**Benton Soil & Water Conservation District**  
**Balance Sheet**  
 As of July 31, 2024

	<b>Jul 31, 24</b>	<b>Jul 31, 23</b>	<b>\$ Change</b>
<b>24000 - PAYROLL LIABILITIES</b>			
24010 - 941 Account	9,410.64	9,083.48	327.16
24020 - Oregon Withholding	2,308.00	2,238.00	70.00
24030 - OR-WBF SUTA	523.62	456.15	67.47
24040 - Medical Employee	46.00	0.00	46.00
24050 - Medical Employer	4,182.00	0.00	4,182.00
24060 - 457b Contributions	3,883.57	0.00	3,883.57
24065 - HRA VEBA Liabilities	816.00	372.34	443.66
<b>Total 24000 - PAYROLL LIABILITIES</b>	<b>21,169.83</b>	<b>12,149.97</b>	<b>9,019.86</b>
25800 - Deferred Revenue Grants-Audit	16,753.48	60,313.65	-43,560.17
<b>Total Other Current Liabilities</b>	<b>37,923.31</b>	<b>72,463.62</b>	<b>-34,540.31</b>
<b>Total Current Liabilities</b>	<b>50,586.22</b>	<b>99,963.85</b>	<b>-49,377.63</b>
<b>Long Term Liabilities</b>			
27050 - Deferred Revenue Taxes -Audit	9,031.09	9,031.09	0.00
<b>Total Long Term Liabilities</b>	<b>9,031.09</b>	<b>9,031.09</b>	<b>0.00</b>
<b>Total Liabilities</b>	<b>59,617.31</b>	<b>108,994.94</b>	<b>-49,377.63</b>
<b>Equity</b>			
31100 - Building Reserve Fund Balance	118,200.00	113,200.00	5,000.00
31200 - Project Fund Balance	10,207.00	10,207.00	0.00
32000 - General Fund Balance	855,442.23	811,946.58	43,495.65
Net Income	-43,628.83	-22,323.50	-21,305.33
<b>Total Equity</b>	<b>940,220.40</b>	<b>913,030.08</b>	<b>27,190.32</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>999,837.71</b>	<b>1,022,025.02</b>	<b>-22,187.31</b>



10:43 AM

08/26/24

Accrual Basis

**Benton Soil & Water Conservation District**  
**Citizens Bank Check Register**  
 As of July 31, 2024

Type	Date	Num	Name	Memo	Debit	Credit	Balance
<b>10100 · Citizens Bank - 39</b>							76,968.45
Transfer	07/01/2024			Funds Transfer	100,000.00		176,968.45
Liability Check	07/03/2024		QuickBooks Payroll Ser...	Created by Payroll Service ...		171.28	176,797.17
Deposit	07/05/2024			Deposit	5,094.14		181,891.31
Deposit	07/19/2024			OWEB Deposit	12,382.53		194,273.84
Liability Check	07/30/2024		QuickBooks Payroll Ser...	Created by Payroll Service ...		26,644.76	167,629.08
Deposit	07/31/2024			July Interest Deposit	7.10		167,636.18
Deposit	07/31/2024			Deposit	1,690.62		169,326.80
Liability Check	07/10/2024	DBT	United States Treasury	93-1077051		28.60	169,298.20
Bill Pmt -Check	07/09/2024	DBT	1Auto - Xerox Financial ...	autopay due on 10th of nex...		156.17	169,142.03
Check	07/19/2024	DBT	Card Service Center - M...	Online Payment		1,381.08	167,760.95
Liability Check	07/31/2024	DBT	Oregon Dept of Revenue	0292193-0		1,777.93	165,983.02
Bill Pmt -Check	07/23/2024	DBT	1Auto - Verizon	autopay due on 25th of mo...		89.22	165,893.80
Paycheck	07/05/2024	DD	Bocys, Althea	Direct Deposit	0.00		165,893.80
Paycheck	07/31/2024	DD	Ahr, Michael S	Direct Deposit	0.00		165,893.80
Paycheck	07/31/2024	DD	Crosson, Holly A	Direct Deposit	0.00		165,893.80
Paycheck	07/31/2024	DD	Mackey, Candace	Direct Deposit	0.00		165,893.80
Paycheck	07/31/2024	DD	Matteson, Teresa L	Direct Deposit	0.00		165,893.80
Paycheck	07/31/2024	DD	Roberts, Sara	Direct Deposit	0.00		165,893.80
Paycheck	07/31/2024	DD	Schmitz, Donna J	Direct Deposit	0.00		165,893.80
Liability Check	07/03/2024	EFT	United States Treasury	93-1077051		9,093.38	156,800.42
Liability Check	07/03/2024	EFT	Oregon Dept of Revenue	0292193-0		2,267.00	154,533.42
Bill Pmt -Check	07/01/2024	8347	Amy Becker	CIR# 25-003		1,500.00	153,033.42
Bill Pmt -Check	07/01/2024	8348	Corvallis Evening Garde...	CIR# 25-004		2,500.00	150,533.42
Bill Pmt -Check	07/01/2024	8349	Karen Smith	CIR# 25-005		600.00	149,933.42
Bill Pmt -Check	07/01/2024	8350	Tyler Roberts	CIR# 25-006		2,150.00	147,783.42
Bill Pmt -Check	07/03/2024	8361	AvidXchange, Inc.	1852351 CIR# 24-091		395.00	147,388.42
Bill Pmt -Check	07/03/2024	8362	R. Franco Restoration Inc.	CIR# 24-086		3,111.19	144,277.23
Bill Pmt -Check	07/03/2024	8363	SAIF Corporation	A100100685 CIR# 25-001		869.03	143,408.20
Bill Pmt -Check	07/03/2024	8364	Streamline	CIR# 25-009		1,512.00	141,896.20
Bill Pmt -Check	07/03/2024	8365	Althea Bocys - V	CIR# 24-087		60.97	141,835.23
Bill Pmt -Check	07/03/2024	8366	Long Tom Watershed C...	CIR# 24-088		2,250.00	139,585.23
Bill Pmt -Check	07/03/2024	8367	Staff- Teresa Matteson	CIR# 24-089		361.80	139,223.43
Bill Pmt -Check	07/09/2024	8368	Integrated Resource Ma...	CIR# 24-084		2,488.13	136,735.30
Bill Pmt -Check	07/09/2024	8369	Ross Mitchell	CIR# 24-080		2,142.91	134,592.39
Bill Pmt -Check	07/11/2024	8370	Column Software PBC	CIR# 25-008		243.59	134,348.80
Bill Pmt -Check	07/11/2024	8371	River Design Group, Inc.	CIR# 24-094		1,987.50	132,361.30
Bill Pmt -Check	07/18/2024	8372	Edge Analytical	CIR# 24-092		557.00	131,804.30
Bill Pmt -Check	07/18/2024	8373	Luckiamute Watershed ...	CIR# 24-093		8,167.16	123,637.14

10:43 AM

08/26/24

Accrual Basis

**Benton Soil & Water Conservation District**  
**Citizens Bank Check Register**  
As of July 31, 2024

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Bill Pmt -Check	07/22/2024	8374	Luckiamute Watershed ...	CIR# 24-096		255.50	123,381.64
Bill Pmt -Check	07/22/2024	8375	Marys River Watershed ...	CIR# 24-095		4,171.63	119,210.01
Bill Pmt -Check	07/22/2024	10159	CTX-Xerox	Invoice: IN4255692 ()		16.21	119,193.80
Bill Pmt -Check	07/22/2024	10160	Jenny Brausch Business...	Invoice: 2600 ()		1,470.00	117,723.80
Bill Pmt -Check	07/22/2024	10161	OACD	Invoice: 071824- ()		2,436.00	115,287.80
Bill Pmt -Check	07/22/2024	10162	Sevenoaks Native Nurs...	Invoice: 12198 ()		68.84	115,218.96
Bill Pmt -Check	07/22/2024	10163	Mater Investment Comp...	Invoice: 2024-5 ()		2,062.58	113,156.38
Bill Pmt -Check	07/22/2024	10164	AvidXchange, Inc.	Invoice: 41001783 ()		415.00	112,741.38
Bill Pmt -Check	07/29/2024	10165	1Bill - Crystal Lake Stora...	Invoice: 124-12942 ()		185.00	112,556.38
Total 10100 · Citizens Bank - 39					119,174.39	83,586.46	112,556.38
<b>TOTAL</b>					<b>119,174.39</b>	<b>83,586.46</b>	<b>112,556.38</b>

**Benton Soil & Water Conservation District**  
**Holly's P&L Detail**  
 July 2024

Type	Date	Num	Name	Memo	Class	Amount	Balance
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
<b>43300 · Grant/Project Administration</b>							
Invoice	07/31/2024	25-02	3-OWEB:SIA 218-8010-16782	Grant Administration	Project Fund	40.50	40.50
Invoice	07/31/2024	25-01	3-OWEB:220-3033-17504 J2E	Grant Administration	Project Fund	936.51	977.01
General Jour...	07/31/2024	JB 24-25.xx	2-OSWB:2024-37-012 WRA...	2024-37-012 WRAWM X deferr...	Project Fund	1,243.46	2,220.47
General Jour...	07/31/2024	JB 24-25.xx	1-MMT:20100515 WR	MMT:20100515 WR deferred re...	Project Fund	0.00	2,220.47
General Jour...	07/31/2024	JB 24-25.xx	8-ODA:4462-GR	ODA:4462-GR deferred revenu...	Project Fund	0.00	2,220.47
Invoice	07/31/2024	25-02	3-OWEB:SIA 218-8010-16782	Contracted Services	Project Fund	405.00	2,625.47
Total 43300 · Grant/Project Administration						2,625.47	2,625.47
<b>44535 · Taxes Levied</b>							
Deposit	07/31/2024		Benton County {C}	Deposit	General Fund	1,652.75	1,652.75
Total 44535 · Taxes Levied						1,652.75	1,652.75
<b>44545 · ODA Tech, LMA &amp; Scope of Work</b>							
Invoice	07/01/2024	24-177	8-ODA:SOW 224-900-23118	SOW Wages and Benefits -	General Fund	24,117.80	24,117.80
Total 44545 · ODA Tech, LMA & Scope of Work						24,117.80	24,117.80
<b>45000 · Interest Income</b>							
Deposit	07/31/2024		Citizens Bank	July Interest	General Fund	7.10	7.10
Deposit	07/31/2024		Citizens Bank	Deposit	General Fund	0.09	7.19
Deposit	07/31/2024		LGIP	Deposit	General Fund	3,694.06	3,701.25
Deposit	07/31/2024		Benton County {C}	Deposit	General Fund	37.87	3,739.12
Total 45000 · Interest Income						3,739.12	3,739.12
<b>46430 · MISCELLANEOUS</b>							
<b>46432 · Contributions</b>							
Sales Receipt	07/04/2024	1440	Donor	Karen k Finley	General Fund	260.35	260.35
Sales Receipt	07/04/2024	1440	Donor	Cara Walter	General Fund	26.31	286.66
Total 46432 · Contributions						286.66	286.66
Total 46430 · MISCELLANEOUS						286.66	286.66

**Benton Soil & Water Conservation District**  
**Holly's P&L Detail**  
 July 2024

Type	Date	Num	Name	Memo	Class	Amount	Balance
<b>48000 · TRANSFERS IN</b>							
<b>48400 · Transfer Admin from Project Fd</b>							
General Jour...	07/31/2024	JB 24-25.xx		Admin Transfers for June	General Fund	1,099.67	1,099.67
Total 48400 · Transfer Admin from Project Fd						1,099.67	1,099.67
Total 48000 · TRANSFERS IN						1,099.67	1,099.67
Total Income						33,521.47	33,521.47
Gross Profit						33,521.47	33,521.47
<b>Expense</b>							
<b>60000 · MATERIALS &amp; SERVICES</b>							
<b>61300 · CONFERENCES AND TRAINING</b>							
<b>61330 · Registration</b>							
Credit Card C...	07/18/2024		OACD	Annual meeting in Hood River	General Fund	348.65	348.65
Total 61330 · Registration						348.65	348.65
Total 61300 · CONFERENCES AND TRAINING						348.65	348.65
<b>61500 · COMMUNITY CONSERVATION PROGRAMS</b>							
<b>61540 · Native Plant Sale</b>							
General Jour...	07/01/2024	JB 24-25.xx		Realize Prepaid expenses for F...	General Fund	278.75	278.75
Total 61540 · Native Plant Sale						278.75	278.75
Total 61500 · COMMUNITY CONSERVATION PROGRAMS						278.75	278.75
<b>62100 · CONTRACTED AND PROF SERVICES</b>							
<b>62130 · PROFESSIONAL SERVICES</b>							
<b>62150 · Accounting</b>							
Bill	07/01/2024	2600	Jenny Brausch Business Sol...	June 2024 Bookkeeping Services	General Fund	1,470.00	1,470.00
Total 62150 · Accounting						1,470.00	1,470.00
Total 62130 · PROFESSIONAL SERVICES						1,470.00	1,470.00
Total 62100 · CONTRACTED AND PROF SERVICES						1,470.00	1,470.00

**Benton Soil & Water Conservation District**  
**Holly's P&L Detail**  
 July 2024

Type	Date	Num	Name	Memo	Class	Amount	Balance
<b>62300 · Dues/Subscriptions/Fees</b>							
General Jour...	07/01/2024	JB 24-25.xx		Realize Prepaid expenses for F...	General Fund	416.29	416.29
Credit Card C...	07/02/2024		1Auto HC CC - QBTime	July subscription	General Fund	54.40	470.69
Sales Receipt	07/04/2024	1440	Donor	Merchant Fees	General Fund	11.66	482.35
Bill	07/05/2024	41001783	AvidXchange, Inc.	June 2024 Accounts Payable S...	General Fund	415.00	897.35
Credit Card C...	07/06/2024		1Auto SR CC - Mailchimp	xxx 6 - xxx 5th 2024	General Fund	57.75	955.10
Credit Card C...	07/10/2024	E0400SMS...	1Auto HC CC - Microsoft	7/1 - 7/31 Exchange online	General Fund	4.00	959.10
Credit Card C...	07/10/2024	E0400SMS...	1Auto HC CC - Microsoft	7/7 - 8/6 billing	General Fund	87.50	1,046.60
Credit Card C...	07/15/2024		1Auto HC CC - MidValley Ne...	Newspaper	General Fund	33.99	1,080.59
Credit Card C...	07/18/2024	2822035820	1Auto CM CC - Adobe	7/18 - 8/17 Acrobat team licens...	General Fund	143.94	1,224.53
Bill	07/18/2024	071824-	OACD	FY25 OACD Membership Dues	General Fund	2,436.00	3,660.53
Total 62300 · Dues/Subscriptions/Fees						3,660.53	3,660.53
<b>62800 · OFFICE OCCUPANCY</b>							
<b>62820 · Rent &amp; Parking</b>							
General Jour...	07/01/2024	JB 24-25.xx		Realize Prepaid expenses for F...	General Fund	2,247.58	2,247.58
Bill	07/17/2024	2024-5	Mater Investment Company	August 2024 Office Lease Pay...	General Fund	2,062.58	4,310.16
Bill	07/18/2024	124-12942	1Bill - Crystal Lake Storage	August 2024 Storage Rent	General Fund	185.00	4,495.16
Total 62820 · Rent & Parking						4,495.16	4,495.16
<b>62830 · Utilities</b>							
General Jour...	07/01/2024	JB 24-25.xx		Realize Prepaid expenses for F...	General Fund	202.18	202.18
Credit Card C...	07/16/2024	INV108212...	1Auto CM CC - Vonage	7/16 - 8/15 Local number, unlim...	General Fund	137.56	339.74
Bill	07/25/2024		1Auto CM CC- Comcast	Jul 30 - Aug 29 2024	General Fund	119.85	459.59
Total 62830 · Utilities						459.59	459.59
<b>62840 · Other</b>							
Credit Card C...	07/22/2024		Flying Goat Coffee	Coffee as thank you for confere...	General Fund	47.72	47.72
Total 62840 · Other						47.72	47.72
Total 62800 · OFFICE OCCUPANCY						5,002.47	5,002.47
<b>65000 · SUPPLIES AND MATERIALS</b>							
<b>65010 · COPIER AND SUPPLIES</b>							
<b>65012 · Copies</b>							
Bill	07/02/2024	IN4255692	CTX-Xerox	June 2024 Copy Overage	General Fund	16.21	16.21
Total 65012 · Copies						16.21	16.21

**Benton Soil & Water Conservation District  
Holly's P&L Detail  
July 2024**

Type	Date	Num	Name	Memo	Class	Amount	Balance
<b>65014 · Lease</b>							
General Jour...	07/01/2024	JB 24-25.xx		Realize Prepaid expenses for F...	General Fund	41.65	41.65
Bill	07/10/2024		1Auto - Xerox Financial Servi...	Jul 9 - Aug 8	General Fund	156.17	197.82
Total 65014 · Lease						197.82	197.82
Total 65010 · COPIER AND SUPPLIES						214.03	214.03
<b>65030 · Office Supplies</b>							
Credit Card C...	07/26/2024		BOLI	2024 Wage & Hour Laws, 2024 ...	General Fund	135.00	135.00
Total 65030 · Office Supplies						135.00	135.00
<b>65040 · Postage</b>							
Credit Card C...	07/12/2024		US Postmaster	stamps	General Fund	68.00	68.00
Credit Card C...	07/15/2024		US Postmaster	postage	General Fund	18.40	86.40
Total 65040 · Postage						86.40	86.40
Total 65000 · SUPPLIES AND MATERIALS						435.43	435.43
<b>65110 · PRODUCTION COSTS</b>							
<b>65112 · Advertising and Website</b>							
Bill	07/01/2024	FEA99ABC...	Streamline	Annual website management	General Fund	1,512.00	1,512.00
Bill	07/02/2024	E7DC4425-...	Column Software PBC	legal notice of Nov 2024 Board ...	General Fund	243.59	1,755.59
Total 65112 · Advertising and Website						1,755.59	1,755.59
<b>65114 · Merchandise</b>							
Credit Card C...	07/01/2024		REI	logo wear Women's Raincoat	General Fund	139.00	139.00
Total 65114 · Merchandise						139.00	139.00
<b>65118 · Publications</b>							
Credit Card C...	07/24/2024		Canva	postcards for community needs ...	General Fund	220.00	220.00
Total 65118 · Publications						220.00	220.00
Total 65110 · PRODUCTION COSTS						2,114.59	2,114.59
<b>65120 · Insurance &amp; Fidelity Bond</b>							
Bill	07/01/2024		SAIF Corporation	FY25 Workers' Compensation i...	General Fund	869.03	869.03
General Jour...	07/01/2024	JB 24-25.xx		Realize Prepaid expenses for F...	General Fund	1,973.62	2,842.65
Total 65120 · Insurance & Fidelity Bond						2,842.65	2,842.65

**Benton Soil & Water Conservation District**  
**Holly's P&L Detail**  
 July 2024

Type	Date	Num	Name	Memo	Class	Amount	Balance
<b>65320 · Mileage/travel related expenses</b>							
Bill	07/01/2024		Staff- Donna Schmitz	Apr - Jun mileage	General Fund	213.73	213.73
Bill	07/31/2024	BSWCD24...	Staff- Michael Ahr	July 2024 Mileage	General Fund	19.84	233.57
Total 65320 · Mileage/travel related expenses						233.57	233.57
<b>65400 · Meetings &amp; Events</b>							
General Jour...	07/01/2024	JB 24-25.xx		Realize Prepaid expenses for F...	General Fund	1,200.00	1,200.00
Credit Card C...	07/15/2024		New Morning Bakery	transition planning meeting	General Fund	13.85	1,213.85
Credit Card C...	07/15/2024		New Morning Bakery	transition planning meeting	General Fund	7.90	1,221.75
Credit Card C...	07/24/2024		Laughing Planet	Food for Focus Group #2	General Fund	81.61	1,303.36
Credit Card C...	07/31/2024		Shonnard's Nursery	Flowers for volunteer awards	General Fund	20.97	1,324.33
Credit Card C...	07/31/2024		Fred Meyer	Drinks for volunteer event	General Fund	68.29	1,392.62
Credit Card C...	07/31/2024		Michaels	Franses for volunteer awards	General Fund	15.99	1,408.61
Total 65400 · Meetings & Events						1,408.61	1,408.61
Total 60000 · MATERIALS & SERVICES						17,795.25	17,795.25
<b>68000 · PROJECT-MATERIALS &amp; SERVICES</b>							
Bill	07/30/2024	3340	3-OWEB:220-3033-17504 J2E	Weed Control	Project Fund	9,365.13	9,365.13
Total 68000 · PROJECT-MATERIALS & SERVICES						9,365.13	9,365.13
<b>69400 · TRANSFERS OUT</b>							
<b>69440 · Trf PF to General Fund</b>							
General Jour...	07/31/2024	JB 24-25.xx	1-MMT:20100515 WR	MMT:20100515 admin transfer	Project Fund	0.00	0.00
General Jour...	07/31/2024	JB 24-25.xx	1-MMT:20100515 WR	MMT:20100515 admin transfer	Project Fund	0.00	0.00
General Jour...	07/31/2024	JB 24-25.xx	2-OSWB:2024-37-012 WRA...	OSWB:2024-37-012 aquatic we...	Project Fund	113.04	113.04
General Jour...	07/31/2024	JB 24-25.xx	2-OSWB:2024-37-012 WRA...	OSWB:2024-37-012 aquatic we...	Project Fund	0.00	113.04
General Jour...	07/31/2024	JB 24-25.xx	2-OSWB:2024-37-011 Purge...	OSWB:2024-37-011 Purge the ...	Project Fund	9.62	122.66
General Jour...	07/31/2024	JB 24-25.xx	2-OSWB:2023-36-016 Purge...	OSWB:2023-36-016 Purge the ...	Project Fund	0.00	122.66
General Jour...	07/31/2024	JB 24-25.xx	2-OSWB:2023-36-017 WRA...	OSWB:2023-36-017 WRAWM IX	Project Fund	0.00	122.66
General Jour...	07/31/2024	JB 24-25.xx	3-OWEB:222-3016-22326	OWEB:222-3016-22326 admin ...	Project Fund	0.00	122.66
General Jour...	07/31/2024	JB 24-25.xx	3-OWEB:222-3016-22326	OWEB:222-3016-22326 admin ...	Project Fund	0.00	122.66
General Jour...	07/31/2024	JB 24-25.xx	3-OWEB:223-3044-23047 St...	OWEB:223-3044-23047 Stakeh...	Project Fund	0.00	122.66
General Jour...	07/31/2024	JB 24-25.xx	3-OWEB:223-3044-23047 St...	OWEB:223-3044-23047 Stakeh...	Project Fund	0.00	122.66
General Jour...	07/31/2024	JB 24-25.xx	3-OWEB:218-8390-17212 Ph...	OWEB:218-8390-17212 admin ...	Project Fund	0.00	122.66
General Jour...	07/31/2024	JB 24-25.xx	3-OWEB:220-8201-17233 Ph...	OWEB:220-8201-17233 admin ...	Project Fund	0.00	122.66
General Jour...	07/31/2024	JB 24-25.xx	3-OWEB:220-3033-17504 J2E	OWEB:220-3303-17504 J2E	Project Fund	936.51	1,059.17
General Jour...	07/31/2024	JB 24-25.xx	3-OWEB:09-22-005	OWEB:09-22-005	Project Fund	0.00	1,059.17
General Jour...	07/31/2024	JB 24-25.xx	3-OWEB:09-22-001	OWEB:09-22-001	Project Fund	0.00	1,059.17

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Accrual Basis

**Benton Soil & Water Conservation District**  
**Holly's P&L Detail**  
 July 2024

Type	Date	Num	Name	Memo	Class	Amount	Balance
General Jour...	07/31/2024	JB 24-25.xx	3-OWEB:SIA 218-8010-16782	OWEB:SIA 218-8010-16782 ad...	Project Fund	40.50	1,099.67
General Jour...	07/31/2024	JB 24-25.xx	8-ODA:4462-GR	ODA:4462-GR admin transfer	Project Fund	0.00	1,099.67
Total 69440 · Trf PF to General Fund						1,099.67	1,099.67
Total 69400 · TRANSFERS OUT						1,099.67	1,099.67
Total Expense						28,260.05	28,260.05
Net Ordinary Income						5,261.42	5,261.42
<b>Net Income</b>						<b>5,261.42</b>	<b>5,261.42</b>



**Benton Soil & Water Conservation District**  
**Profit & Loss by Class**  
 July 2024

	<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	2,625.47	2,625.47
44535 · Taxes Levied	1,652.75	0.00	1,652.75
44545 · ODA Tech, LMA & Scope of Work	24,117.80	0.00	24,117.80
45000 · Interest Income	3,739.12	0.00	3,739.12
46430 · MISCELLANEOUS	286.66	0.00	286.66
48000 · TRANSFERS IN	1,099.67	0.00	1,099.67
<b>Total Income</b>	<b>30,896.00</b>	<b>2,625.47</b>	<b>33,521.47</b>
<b>Gross Profit</b>	<b>30,896.00</b>	<b>2,625.47</b>	<b>33,521.47</b>
<b>Expense</b>			
60000 · MATERIALS & SERVICES	24,545.25	0.00	24,545.25
66000 · PAYROLL EXPENSES	39,479.06	2,190.38	41,669.44
68000 · PROJECT-MATERIALS & SERVICES	0.00	9,835.94	9,835.94
69400 · TRANSFERS OUT	0.00	1,099.67	1,099.67
<b>Total Expense</b>	<b>64,024.31</b>	<b>13,125.99</b>	<b>77,150.30</b>
<b>Net Ordinary Income</b>	<b>-33,128.31</b>	<b>-10,500.52</b>	<b>-43,628.83</b>
<b>Net Income</b>	<b>-33,128.31</b>	<b>-10,500.52</b>	<b>-43,628.83</b>

**Benton Soil & Water Conservation District**  
**Profit & Loss by Class**  
 July 2024

	<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	2,625.47	2,625.47
44535 · Taxes Levied	1,652.75	0.00	1,652.75
44545 · ODA Tech, LMA & Scope of Work	24,117.80	0.00	24,117.80
45000 · Interest Income	3,739.12	0.00	3,739.12
<b>46430 · MISCELLANEOUS</b>			
46432 · Contributions	286.66	0.00	286.66
<b>Total 46430 · MISCELLANEOUS</b>	<b>286.66</b>	<b>0.00</b>	<b>286.66</b>
<b>48000 · TRANSFERS IN</b>			
48400 · Transfer Admin from Project Fd	1,099.67	0.00	1,099.67
<b>Total 48000 · TRANSFERS IN</b>	<b>1,099.67</b>	<b>0.00</b>	<b>1,099.67</b>
<b>Total Income</b>	<b>30,896.00</b>	<b>2,625.47</b>	<b>33,521.47</b>
<b>Gross Profit</b>	<b>30,896.00</b>	<b>2,625.47</b>	<b>33,521.47</b>
<b>Expense</b>			
<b>60000 · MATERIALS &amp; SERVICES</b>			
<b>61300 · CONFERENCES AND TRAINING</b>			
61330 · Registration	348.65	0.00	348.65
<b>Total 61300 · CONFERENCES AND TRAINING</b>	<b>348.65</b>	<b>0.00</b>	<b>348.65</b>
<b>61500 · COMMUNITY CONSERVATION PROGRAMS</b>			
61540 · Native Plant Sale	278.75	0.00	278.75
61595 · Jerry Paul Native Poll Con Prog	6,750.00	0.00	6,750.00
<b>Total 61500 · COMMUNITY CONSERVATION PROGRAMS</b>	<b>7,028.75</b>	<b>0.00</b>	<b>7,028.75</b>
<b>62100 · CONTRACTED AND PROF SERVICES</b>			
<b>62130 · PROFESSIONAL SERVICES</b>			
62150 · Accounting	1,470.00	0.00	1,470.00
<b>Total 62130 · PROFESSIONAL SERVICES</b>	<b>1,470.00</b>	<b>0.00</b>	<b>1,470.00</b>
<b>Total 62100 · CONTRACTED AND PROF SERVICES</b>	<b>1,470.00</b>	<b>0.00</b>	<b>1,470.00</b>
62300 · Dues/Subscriptions/Fees	3,660.53	0.00	3,660.53
<b>62800 · OFFICE OCCUPANCY</b>			
62820 · Rent & Parking	4,495.16	0.00	4,495.16
62830 · Utilities	459.59	0.00	459.59
62840 · Other	47.72	0.00	47.72
<b>Total 62800 · OFFICE OCCUPANCY</b>	<b>5,002.47</b>	<b>0.00</b>	<b>5,002.47</b>
<b>65000 · SUPPLIES AND MATERIALS</b>			
<b>65010 · COPIER AND SUPPLIES</b>			
65012 · Copies	16.21	0.00	16.21
65014 · Lease	197.82	0.00	197.82
<b>Total 65010 · COPIER AND SUPPLIES</b>	<b>214.03</b>	<b>0.00</b>	<b>214.03</b>
65030 · Office Supplies	135.00	0.00	135.00
65040 · Postage	86.40	0.00	86.40

**Benton Soil & Water Conservation District**  
**Profit & Loss by Class**  
 July 2024

	<b>General Fund</b>	<b>Project Fund</b>	<b>TOTAL</b>
<b>Total 65000 · SUPPLIES AND MATERIALS</b>	435.43	0.00	435.43
<b>65110 · PRODUCTION COSTS</b>			
65112 · Advertising and Website	1,755.59	0.00	1,755.59
65114 · Merchandise	139.00	0.00	139.00
65118 · Publications	220.00	0.00	220.00
<b>Total 65110 · PRODUCTION COSTS</b>	2,114.59	0.00	2,114.59
65120 · Insurance & Fidelity Bond	2,842.65	0.00	2,842.65
65320 · Mileage/travel related expenses	233.57	0.00	233.57
65400 · Meetings & Events	1,408.61	0.00	1,408.61
<b>Total 60000 · MATERIALS &amp; SERVICES</b>	24,545.25	0.00	24,545.25
<b>66000 · PAYROLL EXPENSES</b>			
66200 · Wages	30,842.52	1,723.39	32,565.91
66410 · Health, Dental & Life Insurance	4,168.53	198.99	4,367.52
66420 · Retirement	1,905.75	120.63	2,026.38
66500 · Payroll Taxes			
66510 · FICA Employer	2,356.64	131.61	2,488.25
66520 · SUTA	200.11	15.48	215.59
66530 · OR-WBF	5.51	0.28	5.79
<b>Total 66500 · Payroll Taxes</b>	2,562.26	147.37	2,709.63
<b>Total 66000 · PAYROLL EXPENSES</b>	39,479.06	2,190.38	41,669.44
<b>68000 · PROJECT-MATERIALS &amp; SERVICES</b>			
68010 · Project Contracted Services	0.00	405.00	405.00
68020 · Project Mileage & Travel	0.00	65.81	65.81
68000 · PROJECT-MATERIALS & SERVICES - Other	0.00	9,365.13	9,365.13
<b>Total 68000 · PROJECT-MATERIALS &amp; SERVICES</b>	0.00	9,835.94	9,835.94
<b>69400 · TRANSFERS OUT</b>			
69440 · Trf PF to General Fund	0.00	1,099.67	1,099.67
<b>Total 69400 · TRANSFERS OUT</b>	0.00	1,099.67	1,099.67
<b>Total Expense</b>	64,024.31	13,125.99	77,150.30
<b>Net Ordinary Income</b>	-33,128.31	-10,500.52	-43,628.83
<b>Net Income</b>	<b>-33,128.31</b>	<b>-10,500.52</b>	<b>-43,628.83</b>

**Benton Soil & Water Conservation District**  
**Profit & Loss YTD Comparison**  
 July 2024

	<b>Jul 24</b>	<b>Jul 23</b>	<b>\$ Change</b>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
43300 · Grant/Project Administration	2,625.47	12,886.01	-10,260.54
44535 · Taxes Levied	1,652.75	1,317.02	335.73
44540 · ODA Operations	0.00	24,148.50	-24,148.50
44545 · ODA Tech, LMA & Scope of Work	24,117.80	0.00	24,117.80
45000 · Interest Income	3,739.12	3,005.57	733.55
46430 · MISCELLANEOUS			
46432 · Contributions	286.66	0.00	286.66
<b>Total 46430 · MISCELLANEOUS</b>	<b>286.66</b>	<b>0.00</b>	<b>286.66</b>
48000 · TRANSFERS IN			
48400 · Transfer Admin from Project Fd	1,099.67	1,177.61	-77.94
<b>Total 48000 · TRANSFERS IN</b>	<b>1,099.67</b>	<b>1,177.61</b>	<b>-77.94</b>
<b>Total Income</b>	<b>33,521.47</b>	<b>42,534.71</b>	<b>-9,013.24</b>
<b>Gross Profit</b>	<b>33,521.47</b>	<b>42,534.71</b>	<b>-9,013.24</b>
<b>Expense</b>			
60000 · MATERIALS & SERVICES			
61300 · CONFERENCES AND TRAINING			
61320 · Meals/per diem	0.00	97.92	-97.92
61330 · Registration	348.65	0.00	348.65
61340 · Training and Education Material	0.00	49.99	-49.99
<b>Total 61300 · CONFERENCES AND TRAINING</b>	<b>348.65</b>	<b>147.91</b>	<b>200.74</b>
61500 · COMMUNITY CONSERVATION PROGRAMS			
61540 · Native Plant Sale	278.75	535.00	-256.25
61595 · Jerry Paul Native Poll Con Prog	6,750.00	0.00	6,750.00
<b>Total 61500 · COMMUNITY CONSERVATION PROGRAMS</b>	<b>7,028.75</b>	<b>535.00</b>	<b>6,493.75</b>
62100 · CONTRACTED AND PROF SERVICES			
62120 · Computer Support	0.00	774.00	-774.00
62130 · PROFESSIONAL SERVICES			
62150 · Accounting	1,470.00	2,627.33	-1,157.33
62160 · Facilitation	0.00	1,750.00	-1,750.00
62170 · Web Design, Logo - Marketing	0.00	1,512.00	-1,512.00
<b>Total 62130 · PROFESSIONAL SERVICES</b>	<b>1,470.00</b>	<b>5,889.33</b>	<b>-4,419.33</b>
<b>Total 62100 · CONTRACTED AND PROF SERVICES</b>	<b>1,470.00</b>	<b>6,663.33</b>	<b>-5,193.33</b>
62300 · Dues/Subscriptions/Fees	3,660.53	834.09	2,826.44
62800 · OFFICE OCCUPANCY			
62820 · Rent & Parking	4,495.16	4,495.16	0.00
62830 · Utilities	459.59	454.16	5.43
62840 · Other	47.72	0.00	47.72
<b>Total 62800 · OFFICE OCCUPANCY</b>	<b>5,002.47</b>	<b>4,949.32</b>	<b>53.15</b>
65000 · SUPPLIES AND MATERIALS			
65010 · COPIER AND SUPPLIES			

**Benton Soil & Water Conservation District**  
**Profit & Loss YTD Comparison**  
July 2024

	<b>Jul 24</b>	<b>Jul 23</b>	<b>\$ Change</b>
65012 · Copies	16.21	0.00	16.21
65014 · Lease	197.82	156.17	41.65
<b>Total 65010 · COPIER AND SUPPLIES</b>	<b>214.03</b>	<b>156.17</b>	<b>57.86</b>
65030 · Office Supplies	135.00	232.30	-97.30
65040 · Postage	86.40	0.00	86.40
65050 · Software/Computer Accessories	0.00	32.50	-32.50
<b>Total 65000 · SUPPLIES AND MATERIALS</b>	<b>435.43</b>	<b>420.97</b>	<b>14.46</b>
<b>65110 · PRODUCTION COSTS</b>			
65112 · Advertising and Website	1,755.59	289.00	1,466.59
65114 · Merchandise	139.00	374.24	-235.24
65118 · Publications	220.00	0.00	220.00
<b>Total 65110 · PRODUCTION COSTS</b>	<b>2,114.59</b>	<b>663.24</b>	<b>1,451.35</b>
65120 · Insurance & Fidelity Bond	2,842.65	3,281.87	-439.22
65160 · Miscellaneous	0.00	-10.18	10.18
65320 · Mileage/travel related expenses	233.57	155.70	77.87
65400 · Meetings & Events	1,408.61	452.25	956.36
<b>Total 60000 · MATERIALS &amp; SERVICES</b>	<b>24,545.25</b>	<b>18,093.50</b>	<b>6,451.75</b>
<b>66000 · PAYROLL EXPENSES</b>			
66200 · Wages	32,565.91	28,192.37	4,373.54
66410 · Health, Dental & Life Insurance	4,367.52	3,986.06	381.46
66420 · Retirement	2,026.38	1,593.98	432.40
66500 · Payroll Taxes			
66510 · FICA Employer	2,488.25	2,156.73	331.52
66520 · SUTA	215.59	104.54	111.05
66530 · OR-WBF	5.79	5.75	0.04
<b>Total 66500 · Payroll Taxes</b>	<b>2,709.63</b>	<b>2,267.02</b>	<b>442.61</b>
66800 · Fees	0.00	15.25	-15.25
<b>Total 66000 · PAYROLL EXPENSES</b>	<b>41,669.44</b>	<b>36,054.68</b>	<b>5,614.76</b>
<b>68000 · PROJECT-MATERIALS &amp; SERVICES</b>			
68010 · Project Contracted Services	405.00	9,436.47	-9,031.47
68020 · Project Mileage & Travel	65.81	95.95	-30.14
68000 · PROJECT-MATERIALS & SERVICES - Other	9,365.13	0.00	9,365.13
<b>Total 68000 · PROJECT-MATERIALS &amp; SERVICES</b>	<b>9,835.94</b>	<b>9,532.42</b>	<b>303.52</b>
<b>69400 · TRANSFERS OUT</b>			
69440 · Trf PF to General Fund	1,099.67	1,177.61	-77.94
<b>Total 69400 · TRANSFERS OUT</b>	<b>1,099.67</b>	<b>1,177.61</b>	<b>-77.94</b>
<b>Total Expense</b>	<b>77,150.30</b>	<b>64,858.21</b>	<b>12,292.09</b>
<b>Net Ordinary Income</b>	<b>-43,628.83</b>	<b>-22,323.50</b>	<b>-21,305.33</b>
<b>Net Income</b>	<b>-43,628.83</b>	<b>-22,323.50</b>	<b>-21,305.33</b>

**Benton Soil & Water Conservation District**  
**P&L Budget vs. Actual GENERAL FUND**  
 July 2024

	Jul 24	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
43000 · Beginning Balance	0.00	805,872.00	-805,872.00	0.0%
44530 · Benton County Public Works	0.00	5,000.00	-5,000.00	0.0%
44535 · Taxes Levied	1,652.75	530,000.00	-528,347.25	0.31%
44540 · ODA Operations	0.00	28,978.00	-28,978.00	0.0%
44545 · ODA Tech, LMA & Scope of Work	24,117.80	67,616.00	-43,498.20	35.67%
45000 · Interest Income	3,739.12	20,000.00	-16,260.88	18.7%
46430 · MISCELLANEOUS				
46432 · Contributions	286.66			
46430 · MISCELLANEOUS - Other	0.00	1,500.00	-1,500.00	0.0%
<b>Total 46430 · MISCELLANEOUS</b>	<b>286.66</b>	<b>1,500.00</b>	<b>-1,213.34</b>	<b>19.11%</b>
47400 · Native Plant Sale Income	0.00	19,000.00	-19,000.00	0.0%
48000 · TRANSFERS IN				
48300 · Project Fund	0.00	16,621.00	-16,621.00	0.0%
48400 · Transfer Admin from Project Fd	1,099.67			
<b>Total 48000 · TRANSFERS IN</b>	<b>1,099.67</b>	<b>16,621.00</b>	<b>-15,521.33</b>	<b>6.62%</b>
<b>Total Income</b>	<b>30,896.00</b>	<b>1,494,587.00</b>	<b>-1,463,691.00</b>	<b>2.07%</b>
<b>Gross Profit</b>	<b>30,896.00</b>	<b>1,494,587.00</b>	<b>-1,463,691.00</b>	<b>2.07%</b>
<b>Expense</b>				
60000 · MATERIALS & SERVICES				
61300 · CONFERENCES AND TRAINING				
61330 · Registration	348.65			
61300 · CONFERENCES AND TRAINING	0.00	8,000.00	-8,000.00	0.0%
<b>Total 61300 · CONFERENCES AND TRAINING</b>	<b>348.65</b>	<b>8,000.00</b>	<b>-7,651.35</b>	<b>4.36%</b>
61500 · COMMUNITY CONSERVATION PROGRAMS				
61510 · Conservation Education (You	0.00	9,400.00	-9,400.00	0.0%
61520 · Conservation Incentive Progr	0.00	5,000.00	-5,000.00	0.0%
61530 · Invasives Program	0.00	5,500.00	-5,500.00	0.0%
61540 · Native Plant Sale	278.75	20,000.00	-19,721.25	1.39%
61560 · Scholarships/Internships	0.00	6,000.00	-6,000.00	0.0%
61570 · Soil Quality Program	0.00	5,500.00	-5,500.00	0.0%
61595 · Jerry Paul Native Poll Con Pro	6,750.00	2,000.00	4,750.00	337.5%
<b>Total 61500 · COMMUNITY CONSERVATI</b>	<b>7,028.75</b>	<b>53,400.00</b>	<b>-46,371.25</b>	<b>13.16%</b>
62100 · CONTRACTED AND PROF SERVICES				
62115 · Audit	0.00	6,000.00	-6,000.00	0.0%
62120 · Computer Support	0.00	6,000.00	-6,000.00	0.0%
62130 · PROFESSIONAL SERVICES				
62150 · Accounting	1,470.00			
62160 · Facilitation	0.00	7,000.00	-7,000.00	0.0%
<b>62130 · PROFESSIONAL SERVICE</b>	<b>0.00</b>	<b>34,500.00</b>	<b>-34,500.00</b>	<b>0.0%</b>

**Benton Soil & Water Conservation District**  
**P&L Budget vs. Actual GENERAL FUND**  
 July 2024

	Jul 24	Budget	\$ Over Budget	% of Budget
<b>Total 62130 · PROFESSIONAL SERVICES</b>	1,470.00	41,500.00	-40,030.00	3.54%
62180 · Consultation/Contracts - NPP	0.00	11,500.00	-11,500.00	0.0%
<b>Total 62100 · CONTRACTED AND PROFESSIONAL SERVICES</b>	1,470.00	65,000.00	-63,530.00	2.26%
62300 · Dues/Subscriptions/Fees	3,660.53	20,000.00	-16,339.47	18.3%
<b>62800 · OFFICE OCCUPANCY</b>				
62810 · Alarm & Janitorial Services	0.00	1,500.00	-1,500.00	0.0%
62820 · Rent & Parking	4,495.16	30,000.00	-25,504.84	14.98%
62830 · Utilities	459.59	4,500.00	-4,040.41	10.21%
62840 · Other	47.72			
<b>Total 62800 · OFFICE OCCUPANCY</b>	5,002.47	36,000.00	-30,997.53	13.9%
<b>65000 · SUPPLIES AND MATERIALS</b>				
<b>65010 · COPIER AND SUPPLIES</b>				
65012 · Copies	16.21			
65014 · Lease	197.82			
65010 · COPIER AND SUPPLIES - Other	0.00	3,000.00	-3,000.00	0.0%
<b>Total 65010 · COPIER AND SUPPLIES</b>	214.03	3,000.00	-2,785.97	7.13%
65020 · Equipment	0.00	6,000.00	-6,000.00	0.0%
65030 · Office Supplies	135.00	2,500.00	-2,365.00	5.4%
65040 · Postage	86.40	500.00	-413.60	17.28%
65050 · Software/Computer Accessories	0.00	4,000.00	-4,000.00	0.0%
<b>Total 65000 · SUPPLIES AND MATERIALS</b>	435.43	16,000.00	-15,564.57	2.72%
<b>65110 · PRODUCTION COSTS</b>				
65112 · Advertising and Website	1,755.59	2,000.00	-244.41	87.78%
65114 · Merchandise	139.00	1,000.00	-861.00	13.9%
65116 · Newsletters	0.00	500.00	-500.00	0.0%
65118 · Publications	220.00	1,000.00	-780.00	22.0%
<b>Total 65110 · PRODUCTION COSTS</b>	2,114.59	4,500.00	-2,385.41	46.99%
65120 · Insurance & Fidelity Bond	2,842.65	10,000.00	-7,157.35	28.43%
65160 · Miscellaneous	0.00	200.00	-200.00	0.0%
65320 · Mileage/travel related expenses	233.57	3,000.00	-2,766.43	7.79%
65400 · Meetings & Events	1,408.61	7,500.00	-6,091.39	18.78%
<b>Total 60000 · MATERIALS &amp; SERVICES</b>	24,545.25	223,600.00	-199,054.75	10.98%
<b>66000 · PAYROLL EXPENSES</b>				
66200 · Wages	30,842.52	476,231.00	-445,388.48	6.48%
66410 · Health, Dental & Life Insurance	4,168.53	84,355.00	-80,186.47	4.94%
66420 · Retirement	1,905.75	30,945.00	-29,039.25	6.16%
<b>66500 · Payroll Taxes</b>				
66510 · FICA Employer	2,356.64			
66520 · SUTA	200.11			
66530 · OR-WBF	5.51			
66500 · Payroll Taxes - Other	0.00	42,873.00	-42,873.00	0.0%

**Benton Soil & Water Conservation District**  
**P&L Budget vs. Actual GENERAL FUND**  
 July 2024

	<b>Jul 24</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
<b>Total 66500 · Payroll Taxes</b>	2,562.26	42,873.00	-40,310.74	5.98%
<b>66600 · Bonuses</b>	0.00	1,000.00	-1,000.00	0.0%
<b>66800 · Fees</b>	0.00	350.00	-350.00	0.0%
<b>Total 66000 · PAYROLL EXPENSES</b>	39,479.06	635,754.00	-596,274.94	6.21%
<b>69100 · Capital Outlay</b>	0.00	5,000.00	-5,000.00	0.0%
<b>69200 · Contingency</b>	0.00	60,000.00	-60,000.00	0.0%
<b>69600 · Reserved for Future Expenditure</b>	0.00	227,233.00	-227,233.00	0.0%
<b>69800 · Unappropriated Fund Balance</b>	0.00	343,000.00	-343,000.00	0.0%
<b>Total Expense</b>	64,024.31	1,494,587.00	-1,430,562.69	4.28%
<b>Net Ordinary Income</b>	-33,128.31	0.00	-33,128.31	100.0%
<b>Net Income</b>	<b>-33,128.31</b>	<b>0.00</b>	<b>-33,128.31</b>	<b>100.0%</b>



Benton Soil & Water Conservation District  
**P&L Budget vs. Actual PROJECT FUND**  
 July 2024

	Jul 24	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
Income				
43300 · Grant/Project Administration	2,625.47	168,835.00	-166,209.53	1.56%
<b>Total Income</b>	<b>2,625.47</b>	<b>168,835.00</b>	<b>-166,209.53</b>	<b>1.56%</b>
<b>Gross Profit</b>	<b>2,625.47</b>	<b>168,835.00</b>	<b>-166,209.53</b>	<b>1.56%</b>
Expense				
<b>66000 · PAYROLL EXPENSES</b>				
66200 · Wages	1,723.39	23,599.00	-21,875.61	7.3%
66410 · Health, Dental & Life Insurance	198.99	2,753.00	-2,554.01	7.23%
66420 · Retirement	120.63	1,652.00	-1,531.37	7.3%
66500 · Payroll Taxes				
66510 · FICA Employer	131.61			
66520 · SUTA	15.48			
66530 · OR-WBF	0.28			
66500 · Payroll Taxes - Other	0.00	1,964.00	-1,964.00	0.0%
<b>Total 66500 · Payroll Taxes</b>	<b>147.37</b>	<b>1,964.00</b>	<b>-1,816.63</b>	<b>7.5%</b>
<b>Total 66000 · PAYROLL EXPENSES</b>	<b>2,190.38</b>	<b>29,968.00</b>	<b>-27,777.62</b>	<b>7.31%</b>
<b>68000 · PROJECT-MATERIALS &amp; SERVICES</b>				
68010 · Project Contracted Services	405.00			
68020 · Project Mileage & Travel	65.81			
68000 · PROJECT-MATERIALS & SERVICES	9,365.13	122,246.00	-112,880.87	7.66%
<b>Total 68000 · PROJECT-MATERIALS &amp; SERVICE</b>	<b>9,835.94</b>	<b>122,246.00</b>	<b>-112,410.06</b>	<b>8.05%</b>
<b>69400 · TRANSFERS OUT</b>				
69440 · Trf PF to General Fund	1,099.67	16,621.00	-15,521.33	6.62%
<b>Total 69400 · TRANSFERS OUT</b>	<b>1,099.67</b>	<b>16,621.00</b>	<b>-15,521.33</b>	<b>6.62%</b>
<b>Total Expense</b>	<b>13,125.99</b>	<b>168,835.00</b>	<b>-155,709.01</b>	<b>7.77%</b>
<b>Net Ordinary Income</b>	<b>-10,500.52</b>	<b>0.00</b>	<b>-10,500.52</b>	<b>100.0%</b>
<b>Net Income</b>	<b>-10,500.52</b>	<b>0.00</b>	<b>-10,500.52</b>	<b>100.0%</b>

July 2024 All Grant Projects Financial Report

Project Name	Grant #	Funding Agency	Start Date	End Date	Status	Final Report Due Date	Fund Amount	(INCOME) Received to Date	Earned Income to Date	(EXPENSES) Spent to	Unearned Funds	Remaining balance to	Grant Manager	Grant Report Dates	How grant funds are received	Admin Expected	Admin Earned	Admin Remaining
Ludwigia Management Alternatives	19100538	MMT	12/1/2019	12/31/2024	Open	1/15/2025	27,742	27,742	27,742	27,742	0	0	MA	Interim Report: 1/1/2021 & 1/1/2022. Final Report 1/15/2024	100% of funds at beginning of grant	2,522	2,509	13
Willamette Mainstem Restoration Opportunities and Strategies for Engagement	20100515	MMT	11/1/2020	8/31/2024	Open	10/31/2024	70,164	70,164	68,861	68,861	1,303	0	MA	5/15/21 & 6/15/2024	100% of funds at beginning of grant	6,379	6,260	119
Soil Health Engagement Improves Water Quality	ODA 4462-GR	ODA	7/1/2023	6/30/2025	Open	8/29/2025	42,924	21,462	17,292	17,292	4,170	21,462	TM	8/20/24, 8/29/25			1,572	-1,572
Purge the Spurge III	2023-36-016	ODA-OSWB	3/2/2023	4/30/2024	Open	6/30/2024	9,981	7,487	9,981	9,981	-2,494	2,494	MA	9/30/23, 6/30/24	*50% of funds received at start of grant *25% of funds are received after interim grant report submitted and approved by ODA *final funds are received after final grant report submitted and approved by ODA	908	907	1
Horse Island for Clean Water	09-022-002	OWEB	3/30/2022	3/30/2024	Open	3/30/2024	12,100	12,100	12,100	12,100	0	0	DS	3/30/2024, 3/30/2026	no funds received at start of grant; funds received by reimbursement of invoices/receipts submitted by BSWCD two times total (including final); OWEB holds last 10% of funds until they receive and approve of Final Report at end of grant.	1,100	1,100	0
Watenpugh Farm Riparian and Prairie Restoration	09-22-001	OWEB	3/2/2022	3/2/2024	Open	3/2/3024	11,319	11,319	11,319	11,319	0	0	DS	3/2/2024, 3/2/2026	no funds received at start of grant; funds received by reimbursement of invoices/receipts submitted by BSWCD two times total (including final); OWEB holds 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.	1,029	1,029	0
Jumping Giraffe Farms Water Management	09-22-005	OWEB	5/3/2023	5/3/2025	Open	7/3/2025	14,872	14,872	14,872	14,872	0	0	DS	7/3/2025, 7/3/2027	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.	1,352	1,352	0
Grand Oaks Oak Release	09-24-001	OWEB	2/26/2024	1/11/2026	Open	1/11/2026	14,968	0	0	0	0	14,968	DS	1/11/2026, 1/11/2028			1,361	1,361
OWEB SIA grant	218-8010-16782	OWEB	3/4/2019	12/22/2026	Open	12/22/2026	125,000	85,603	92,737	92,737	-7,134	39,397	DS	6/30/2028 and 6/30/2030	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	11,364	8,408	2,956
I2E RTR Project	220-3033-17504	OWEB	4/22/2020	6/30/2025	Open	6/30/2025	239,915	185,852	205,419	205,419	-19,567	54,063	DS	6/30/2028 and 6/30/2030	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	23,084	18,672	4,412
Mitchell Oak	222-3016-22326	OWEB	10/25/2022	6/30/2026	Open	8/29/2026	96,646	52,693	52,693	52,693	0	43,953	DS	Project completion report: 6/30/2026, PISR, 6/30/2029, 6/30/2031	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	87,860	4,790	83,070
Purge the Spurge Phase 4	2024-37-011	OSWB	2/15/2024	4/30/2025	Open	6/30/2025	13,950	6,975	11,513	11,513	-4,538	6,975	MA	Interim Report: 9/30/2024 & Final Report: 6/30/2025	*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	1,269	1,047	222
WRAWMP X	2024-37-012	OSWB	2/15/2024	4/30/2025	Open	6/30/2025	27,972	13,986	2,770	2,770	11,216	13,986	MA	Interim Report: 9/30/2024 & Final Report: 6/30/2025	*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	2,543	246	2,297
OWEB Stakeholder Oak	223-3044-23047	OWEB	10/25/2023	12/31/2026	Open	2/28/2027	34,130	1,293	2,759	2,759	-1,467	32,838	MA	Project Completion Report: 2/28/2027	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	3,413	251	3,162
<b>Total</b>							<b>741,683</b>	<b>511,547</b>				<b>230,136</b>					<b>48,142</b>	<b>96,042</b>

## Crosson - August 2024 Staff Report for September Board Meeting

As I continue with transition readiness duties one of the most important tasks has been to update the Executive Director position description. I spent time this month reviewing ED job descriptions from other SWCDs and interviewing new EDs/District Managers about what they wish they had known coming into their new roles. The role itself hasn't changed over the years but things like the pandemic, climate change impacts, and the myriad new laws like Paid Leave Oregon, have certainly added to the complexity of running a local government organization.

Providing leadership requires vision, a keen sense of what the future could hold, and the ability to see emerging opportunities. It must include solutions-based approaches to organizational challenges, understanding the expectations and needs of constituents, the ability to constantly leverage resources, and a healthy dose of flexibility, resilience, reflection, humility, and humor.

As I drafted the new job description, I was reminded how each and every day, many of these tasks below are put into play. In the coming months I will develop a list of priorities and a timeline for the incoming ED in 2025, as well as a list of accomplishments over the last 12 budget cycles.

### EXECUTIVE DIRECTOR, BENTON SOIL AND WATER CONSERVATION DISTRICT

#### SECTION 1. POSITION INFORMATION

- **Working Title:** Executive Director
- **Job Status:** Full time, Exempt
- **Compensation:** TBD
- **Work Location:** Benton SWCD District office, Corvallis, OR; hybrid telework option
- **Eligible for Overtime Pay:** No
- **Benefits:** TBD

#### SECTION 2. POSITION DESCRIPTION

The Executive Director is passionate about natural resource conservation, agriculture, urban and rural land use, and our environment, and has the skills to inspire, motivate, and align the staff and board toward common goals in fulfillment of the District's mission and strategic plan initiatives. The Executive Director is responsible for representing the District; conservation program and work plan development; organizational, personnel, and fiscal management; and board development and support. The Executive Director reports to the seven-member elected Board of Directors.

## **SECTION 3. DESCRIPTION OF DUTIES**

### **1. REPRESENTATION OF THE DISTRICT (10%)**

- Represent and promote the work of the District to the public, partner organizations, and funders
- Coordinate with staff and board members to ensure that the District's relationships with rural and urban landowners, conservation partners, federal, state and local government agencies, and diverse community organizations are maintained and that the District is represented in important and relevant collaborations
- Initiate and take the lead on key strategic initiatives with outside organizations on issues such as climate change, wildfire risk management, and protection of rare and declining natural habitats
- As needed and appropriate, serve as the primary contact with members of the press and the public, and maintain sound public relations on behalf of the District
- Serve on local, state, and regional advisory committees

### **2. ORGANIZATIONAL LEADERSHIP AND MANAGEMENT (30%)**

- Work with the board, staff, and external partners, as appropriate, to develop, update, and maintain accountability for implementation of the District's Strategic Plan, Annual Work Plans, SMART (specific, measurable, achievable, realistic, and timely) goals, and measurable performance objectives
- Lead special projects and initiatives consistent with the District's strategic themes, Strategic Plan, and priority conservation strategies; lead development of District's Annual Report
- Work with staff to identify ways to strengthen existing partnerships and create new diverse partnerships to implement conservation practices and fulfill the District's mission
- Work with staff to propose and carry out solutions to address local conservation challenges
- Work with staff to pursue grant funding and provide letters of support for partner initiatives that match identified strategic initiatives
- Ensure the District meets all local, state, and federal personnel and safety laws and all other legal obligations
- Develop, and ensure adherence to policies that address appropriate risk management, transparency, and responsiveness to the public
- Develop, manage, and oversee contracts, leases, MOUs, and other legally binding agreements
- Evaluate opportunities for the District to own and/or manage real property consistent with the District's mission and board policies for accepting gifts and bequests
- Guide the themes for and development of District events (including annual meeting), reports, and newsletters

- Ensure that all funder reporting requirements are met by staff
- Lead the District on diversity, equity, and inclusion current practices and ongoing initiatives
- Identify ways to strengthen organizational capacity and effectiveness
- Work with external legal counsel and other advisors as needed related to District operations and external projects
- Other tasks as required by the Board of Directors

### **3. PERSONNEL MANAGEMENT (30%)**

- Supervise, manage, and motivate staff members, interns, and volunteers
- Set employee work schedules; approve monthly staff timesheets and payroll
- Provide performance feedback to employees informally through regular check-ins, and formally through annual performance evaluations; hold self and staff accountable
- Identify training needs and provide opportunities for employee mentoring, coaching, and professional growth
- Oversee recruitment, selection, hiring procedures, and orientation of new staff, with support from other staff as appropriate
- Make disciplinary and termination decisions
- Recommend staff wages and benefits to the Personnel and Finance Committee; oversee benefits administration, with implementation by or support from operations/administrative staff
- Develop, review, and update staff job descriptions and performance standards; ensure pay equity; analyze compensation to remain competitive with market
- Recommend to the Board of Directors updates to Employee Handbook, personnel policies, and HR procedures
- Oversee monthly staff reporting to the board on relevant topics responsive to the board's information needs
- Promote work-life balance, including paid-time-off, flexible schedules, and work from home + office/field
- Maintain a safe, positive, equitable, and collaborative work environment; foster a culture of mutual respect and support

### **4. FISCAL MANAGEMENT (20%)**

- Serve as Budget Officer; oversee development of annual budget that conforms with Department of Revenue's Oregon Budget Law and other requirements; recruit community Budget Committee members
- Ensure that the budget is consistent with District values and identified strategic priorities; ensure expenditures are within approved spending limits
- Approve expenses incurred by direct reports; ensure appropriate tracking of expenses

- Review monthly board financial reports prepared by bookkeeper; provide special reports on finances to the board; coordinate with Treasurer and bookkeeper on oversight/review of account reconciliations and journal entries
- Oversee annual audit by certified CPA; coordinate draft audit review with appropriate board members and bookkeeper; write and submit audit action plans
- Ensure fiscal controls and segregation of duties are operating properly and that contracting laws, policies and procedures are followed
- Recommend fiscal policies and procedures to the board for approval
- Identify opportunities to leverage and conserve District financial resources
- Work with staff to ensure that the District is fiscally responsible and fully accountable

#### **5. BOARD DEVELOPMENT AND SUPPORT (10%)**

- Provide support, information, and recommendations to the Board of Directors
- Initiate process for annual Executive Director performance review
- Work with staff to provide orientation for new Directors and Associate Directors
- Assist the board in determining which tasks or projects are best done by board members and which are better assigned to staff
- Work with staff to identify board development and training opportunities
- Develop draft board agendas in collaboration with Board Chair and staff
- Ensure board meetings are conducted in compliance with public meeting laws
- Track and implement board decisions
- Co-coordinate board diversification and succession planning with the Board of Directors
- Serve as a liaison between board committees and the Board of Directors
- Review draft board minutes and prepare materials for monthly board meeting packets

### **SECTION 4: QUALIFICATIONS**

#### **Required Qualifications, Skills, and Abilities**

- Bachelor's degree or equivalent transferable skills in public administration, non-profit management, environmental policy and management, business administration, or related discipline. Transferable skills are any skills gained through education, work experience (including the military) or life experiences that are relevant for this position.
- Skills in budget development, preparation, and maintenance
- A strong natural resource conservation ethic

- Three years minimum experience in:
  - SMART goal development, implementation, and achievement, and
  - organizational, financial, and personnel management, including direct supervision of staff.
- Demonstrated ability to:
  - interpret and implement statutes, regulations, policies, and laws relevant to the District (a property tax supported Special District in Oregon subject to public contracting laws, public meeting laws, local budget law, annual municipal audits, regulatory reporting, etc.),
  - work independently, and be proactive and self-directed
  - make decisions with sound judgment, maturity, and integrity,
  - exercise leadership, critical thinking, interpersonal and communication skills,
  - effectively use MS Office Suite (Word, Excel, etc.) and access online all relevant resources,
  - work with diverse groups and individuals to continue to build upon diversity and equity initiatives and practices within the organization,
  - manage staff as individual contributors and as a highly functioning team,
  - use conflict resolution and diplomacy skills to diffuse, address, and remedy any organizational or individual conflict, divergence, or issue that prevents a safe, comfortable, and effective work environment,
  - supervise direct reports with respect and support to create a workplace where staff thrive and love to work, and
  - communicate effectively, including making public presentations (e.g., to the legislature, at conferences and public meetings, etc.).
  - appropriately use discretion in all work activities and ensure confidential information is managed appropriately
- Must be proficient in English (oral and written) for effective communication with board members, staff, partners, and the public
- Must be committed to the District's work on diversity, equity, and inclusion, including utilizing tools such as an equity lens in decision making

**Preferred Qualifications, Skills, and Abilities**

- Familiarity and experience with the mission and work of Soil and Water Conservation Districts and other natural resource agencies and organizations
- Skills in developing strategic partnerships and managing complex projects to address working lands conservation, clean water, healthy soil, diverse habitat, and rural and urban conservation issues
- Knowledge of conservation-related grant opportunities, partnerships, and resource-leveraging methods
- Knowledge of Oregon Revised Statutes (ORS) 568.210 - 568.890, Oregon Department of Agriculture Guidelines for SWCDs, Oregon public meetings law, Oregon public contracting law, and Oregon local budget law

- Ability to inspire others to care about and participate in natural resource conservation
- Experience building organizational capacity and board development
- Knowledge of human resources issues, including state and federal employment-related laws and mandates
- Bilingual in Spanish and English

### **Other requirements**

To perform the duties of this position, the Executive Director must serve as an incidental motor vehicle operator. This may require the operation of a motor vehicle on both public and private roads during daylight hours and after dark, including in inclement weather. A valid Oregon driver's license is required. Mileage will be reimbursed when the Executive Director uses their personal vehicle for District business. The position requires travel throughout Benton County and the Willamette Valley. Occasional travel in Oregon (but beyond Benton County and the Willamette Valley) is required for training and meetings. See also the "Physical Demands and Work Environment" section of this job description.

### **Guidelines**

Performance of assigned duties is completed in accordance with established procedures. Procedures that cover the assigned work include the District's Annual Work Plans, District Policies and Procedures, Oregon Revised Statutes (ORS) 568.210 - 568.890, Oregon Department of Agriculture Guidelines for SWCDs, Oregon public meetings law, Oregon public contracting law, and Oregon local budget law.

### **Complexity**

The Executive Director must work as an integral member of the District staff by coordinating and sharing information and resources with administrative and program staff and with board members as needed to accomplish the goals and objectives that have been identified in the Strategic Planning process.

The Executive Director may be faced with complications, such as: conflicting guidelines and policies among federal, state, and local governing bodies; incompatible objectives among various user groups or even among internal programs and priorities; and demands for services or conservation actions that exceed District capacity and available resources.

The Executive Director must be versatile and skillful in responding to new, changing, and challenging environmental conditions, regulatory requirements, and modifications to previously agreed-upon plans and conclusions.

The Executive Director must be willing and able to work with an elected Board of Directors who have a variety of perspectives.



## **SECTION 5. SUPERVISION**

The Executive Director reports to the seven-member Benton SWCD Board of Directors. The Board Chair is the direct supervisor for the Executive Director position. Regular contact is expected with the Chair and the Treasurer. Directors are elected to a four-year term.

## **SECTION 6. PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The Executive Director will have an assigned desk, telephone, and computer at the District office. The District has a telework policy that allows employees to work from home part-time, as determined on an individual basis. The District office is the primary workstation for this position. The position involves extensive computer and telephone work, and frequent interruptions. It also involves occasional travel to the offices of partner organizations and agencies. Work hours may be unpredictable. Attendance at evening meetings is required. Occasional attendance at weekend events is required. Occasional overnight travel of 3-5 days to attend conferences and training is required. Infrequent fieldwork such as site visits with staff may be required.

**Michael Ahr**

NR Conservation Program Manager - Staff Report for **August 2024**



**STAFFING:**

- In August, I met several times with Donna Schmitz who will retire on 9/5. Teresa joined several of these meetings in an effort to hand off the critical tasks that Donna takes care of on a weekly basis.
- We've made progress on a new job description to re-fill this position and hope to post this offering soon
- Meanwhile, Sara and I have been busy hiring the new Conservation Outreach Assistant. Application review and interviews took place in August with 27 applicants leading to 8 interviews. We don't have a new person officially hired yet, but we're close.

**OAK TOPICS:**

- I recently was invited (and accepted) to join the Willamette Valley Oak-Prairie Cooperative (WVOPC) Steering Committee. This group works together to restore oak in the Willamette Valley and educate the public about the importance of the habitat. Funding partnerships often arise from this group.
- Working with a smaller group to plan a WVOPC one-day conference/meeting in Salem 11/25
- Attended 2 site visits related to oak including a site where Donna has worked for years

**WILLAMETTE MAINSTEM COOPERATIVE:**

- Paddle and Pull event on 8/3. This was the 2<sup>nd</sup> and final event of the season for aquatic noxious weed pulling. These events were very successful this year!! Our original site that we planned to visit twice was so low on weeds that we had to find a different site for the pull on 8/3.



*Left, volunteers pulling Ludwigia at side channel around Tripp Island. Right, the bags of weeds begin to accumulate.*

**INVASIVE SPECIES PROGRAM**

- Working with Benton Cooperative Weed Management Area partners on grant proposal to Oregon Invasive Species Council. Funds could help support the new Conservation Outreach Assistant in education and outreach.

**NATIVE PLANT SALE**

- Ordered all of the plants for Bulb and Seed Sale as well as Native Plant Sale on March 1



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

**SOW task/goals** **September 1st, 1999 to August 31, 2024**

Landowner  
Engagement &  
Technical  
Assistance/1&2

**Technical Assistance provided by webpage, email, phone, and walk-ins:**  
\* Provided conservation technical assistance to 2478 Benton County citizens.

**Site visits:**  
\* Conducted 979 site visits to assess resource concerns.

**Projects:**

Funding	Amount	Projects	Personnel
45 OWEB grants	\$1,624,932.51	45	
6 Fish Passage BLM Title II	\$343,000.00	4	1
DEQ 319 grant (16 projects)	\$171,000.00	16	
42 CREP plans	\$104,072.00	42	
ODA Fertilizer grant	\$51,464.00	1	1
NRCS Contribution Agreement	\$45,000.00	6	
Oregon Trout grant	\$49,000.00	1	
NFWF Oak Creek Outreach	\$41,388.00	4	1
ODA No-Spray grant	\$26,483.00	1	1
BSWCD CIP funds-41 projects	\$87,939.00	41	
<b>Project Totals</b>	<b>\$2,544,278.51</b>	<b>161</b>	<b>4</b>
ODA SOW + District capacity	\$1,459,163.00		1
<b>TOTAL</b>	<b>\$4,003,441.51</b>		<b>1</b>

- \* Implemented a total of 161 conservation projects funded and personnel costs covered through grants totaling \$2,544,278.51.
- \* Developed and managed 45 Oregon Watershed Enhancement Board grants: Technical assistance, restoration, stakeholder engagement and small grants.
- \* Secured BLM Title II funds to fund our Fish Passage Barrier Coordinator for almost 8 years to conduct surveys and develop a GIS database with Benton County Public Works. These funds also replaced 4 culverts which were barriers to fish passage.
- \* Developed a DEQ 319 Water Quality grant with Upper Willamette and Linn SWCDs, and managed the grant to fund projects in the two counties and 16 projects in Benton County.
- \* Worked with 42 landowners to complete conservation plans to implement over 1000 acres of riparian forest buffer through the Conservation Reserve Enhancement Program.
- \* Secured an ODA Fertilizer grant to fund a shared intern with the Environmental Protection Agency to research nitrate leaching in the Southern Willamette Valley Groundwater Management Area.

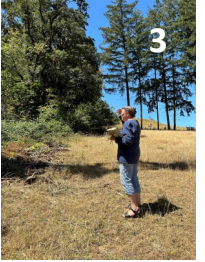
	<ul style="list-style-type: none"> <li>* Secured several NRCS Contribution Agreements to fund conservation planning and engineering designs for 6 projects.</li> <li>* Developed an Oregon Trout grant to fund large woody debris placement and streambank restoration in Crooked Creek, a tributary of the Alsea River.</li> <li>* Secured a National Fish and Wildlife Fund grant for Oak Creek Landowner Outreach efforts for riparian projects which funded a Conservation Technician for two years.</li> <li>* Developed and managed an ODA No-Spray grant to fund a conservation technician to work with Benton County Public Works No-spray Program to provide landowners a plan for pesticide alternatives to control weeds in roadside ditches.</li> <li>* Worked with landowners to implement 41 conservation projects funded through our Conservation Incentive Program.</li> </ul>
Partnerships/ Upland and urban land management & restoration/1&4	<ul style="list-style-type: none"> <li>* <b>Partners:</b></li> <li>* Federal: Natural Resources Conservation Service, Farm Service Agency, US Fish and Wildlife, Forest Service, Environmental Protection Agency, Bureau of Land Management,</li> <li>* State: Oregon Department of Agriculture, Dept. of Fish and Wildlife, Dept. of Environmental Quality, Dept. of Forestry, Oregon State University, Oregon Watershed Enhancement Board, Or. Department of Water Resources, Dept. of State Lands.</li> <li>* Local: Benton County, Greenbelt Land Trust, Institute for Applied Ecology, Or. Small Woodlands Asso., Watershed Councils, Linn SWCD, Upper Willamette SWCD, Or. Trout, Cascade Pacific RC&amp;D, City of Corvallis</li> </ul>
SOW/Capacity grant, training, organizational/5	<ul style="list-style-type: none"> <li>* Developed yearly and biennial Scope of Work tasks to work with Oregon Department of Agriculture to implement the Agricultural Water Quality Rules in Benton County. Developed grant application, budget, project quarterly reports and managed a total of \$1,459,163.00 District Capacity and Scope of Work grant funds from 2000 to 2024.</li> </ul>



**Title: ODA Scope of Work and Soil Health Support Grant #4462-GR**



**Accomplishments:** Thanks to Eliza and Thorin, Lilliputopia Farm, who referred Rann (1) and Doreen Millar to Benton SWCD. During a ODS SOW site visit with the Millars, we discussed water movement across their recently-thinned forest land, weed management, and native plantings to provide soil cover under the remaining trees and in the defensible space that they logged to be firewise (2).



A soil health test works well as an outreach incentive. It piques the interest of landowners, perhaps because it's a relatively novel offering compared to conventional soil tests focused on chemistry. Whatever the draw, offering soil health testing has opened doors to site visits. A soil health report provides baseline metrics related to soil biological processes that indicate how management practices change soil function and the ability to

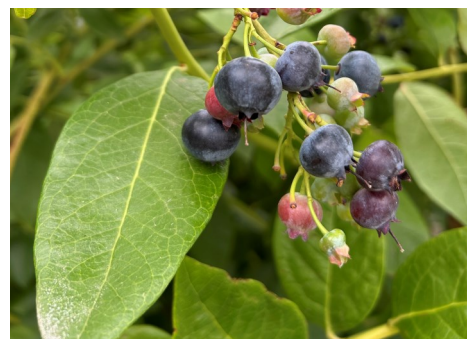


grow forage and crops. This month I visited two sites where Evelyn Lee (3) raises sheep (4) and Jim Herman raises cattle, hogs, sheep, goats, chickens, geese). They both want to improve forage for their animals. I will pull fall soil health samples at both farms when the ground has more moisture. Of course, Jim's livestock go right where the water is, to springs and seeps (5). With water rights, Jim wants to [develop his spring](#) to control erosion and provide better water for livestock and wildlife. Jim attended the spring Living on the Land series that we co-hosted with OSU Small Farms and immediately responded to my follow-up email. **In progress:** I'll continue to contact other participants of the spring 2024 Living on the Land series. **Needs Attention:** I am creating a

simplified template for site visit reports. I will use the template to direct site visit conversations, document concerns, and organize feedback for the landowner.



**Blueberry Meadows**



**Title: Community Conservation Soil Quality (CCP-SQP)**

**Accomplishments:** The CCP-SQP funds offer flexibility for how I support landowners. July is the perfect month to collect blueberry leaves for tissue testing, a nutrient management tool.

**In progress:** Tissue sample results pending.  
**Needs Attention:** Helping landowners interpret tissue results.



**Davis Family Farm blueberries on left and bare soil opportunity on right**





**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.**

On August 2<sup>nd</sup> I hosted a thank-you celebration for all of our volunteers and Board members. It was a fun event with great attendance - over 50 people! We gave recognition awards to a few outstanding volunteers, and it was great mingling and chatting with people who give their time to our various programs. Fostering our volunteer cohort through events like these will help us to more effectively meet our mission, engage our constituents, and continue to harness the power of volunteerism.



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

On August 23<sup>rd</sup>, I attended the Tribal Education Summit hosted by the Confederated Tribes of Grand Ronde at the Spirit Mountain Casino. It was an incredibly impactful event - probably one of the best conferences I've ever attended. The entire event was organized and led by members of the Grand Ronde; every presentation was given by an educator, forester, historian etc. who also happened to be Native. The sessions I attended addressed the topics of traditional land stewardship, Indigenous pedagogies, the accessibility of native plants, decolonization, and Tribal artwork. I'll be bringing a lot of new knowledge, ideas, and ways of thinking from this conference to my work here at the District.

**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.**

**Mechanics of a press release**

1. Try to stick to 1 page
2. Attention grabbing headline
3. Intro paragraph - answer who, what, when, where
4. Body - expand on ideas, a quote or two to add opinion or excitement
5. Boilerplate - short paragraph about your org
6. Contact info for spokesperson and/or PR lead
7. Media kit

On August 13<sup>th</sup> I completed a training offered by Streamline titled *Making Headlines for your organization with Earned Media PR*, led by Eric Steen, founder of Forest Green Marketing. He provided some good tips and strategies for how to connect with journalists, develop story angles, and create media toolkits. This session inspired me to start thinking about ways we can connect with local media more to share out our work, especially newspapers and radio stations.



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

I've been talking with fellow outreach/education staff at other SWCDs about possibly teaming up to host a shared table at next year's state fair. We're working to come up with a theme and some outreach activities. This will be a great opportunity both to network with other districts and to reach new audiences.

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

Michael and I have officially offered the Conservation Outreach Assistant position to an excellent candidate, who was the top pick for both of us. We feel like this person will bring a lot of great skills and energy to our team, and help us to significantly increase our capacity to build new and existing programs.



# Staff Report July 2024 - Operations Coordinator

**Employee Name:** Candace Mackey  
**Reports to:** Executive Director

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

## ESSENTIAL FUNCTIONS-Operations Coordination (50%) Organizational Support (45%)

<b>Goal #5:</b> Implement operations that support highly effective programs and services.	
<b>Strategies</b>	
4. Ensure District operations meet the highest standards of public agency administration.	
<b>5ab.</b> (CM) Identify/evaluate ways to realize up to a 3% reduction in cost each FY in copier, postage, production, supplies and materials by August 31 2024.	<b>Completed-savings of 7.5% realized through "copies, office supplies, and postage "in FY24</b>
<b>New Project-</b> Create meeting guidelines for: 1. Technology Needs 2. Sustainability Goals	<b>In Progress-Reviewing by SR &amp; HC</b>
<b>5ac.</b> (CM) Draft a yearly required staff training calendar and release online plan by September 1, 2024.	<b>In Progress-Awaiting New Hire</b>

*Narrative: In August I did a lot of work gathering relevant policy/history/decision making documents and conversations! (this is to aid transition!) I have completed this document and sent it to HC. We now have have a 10-year living document to outline how the District has evolved policy and procedures, and are currently working on the format best for ease of reading, searching and understanding.*

*Unfortunately, I spent hours with the office water leak, moving things out of harms way, problem solving and working with our neighbors and landlord to try and ease the burden on everyday business for our organization. We are fortunate to have such a helpful staff with great attitudes!*





## Natural Resources Conservation Service

### District Conservationist Monthly Report – Benton & Linn Counties September 2024

#### Staffing Updates:

- We are glad to have had Anna Eby, Habitat Conservation Specialist, a Pheasants Forever Partner Biologist, working with our easement program with us but she is going to be resigning to spend time with family.
- Jenn Eatwell is our current acting Basin Resource Conservationist.
- Our OSU Intern, Emily Southwell will be completing her internship at the beginning of September.
- A new permanent State Conservationist for Oregon has started, Greg Becker

#### Programs:

- We are currently working to finish processing our 2024 Environmental Quality Incentive Program (EQIP) contracts.
- We are starting to contract for our 2024 Conservation Stewardship Program (CSP) contracts.
- We are starting to visit interested landowners' properties for 2025 sign-ups.
- New program sign-ups do not yet have a deadline but the 2025 EQIP deadline will probably be this fall

#### Program Information:

- 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>

USDA – NATURAL RESOURCES CONSERVATION SERVICE  
Stephanie Rice | District Conservationist | 541-801-2677 |  
[stephanie.rice@usda.gov](mailto:stephanie.rice@usda.gov)

Tangent Service Center 31978 North Lake Creek Drive,  
Tangent OR 97389 USDA is an equal opportunity provider,  
employer, and lender.



# Benton Soil and Water CONSERVATION DISTRICT

## CONSERVATION OUTREACH ASSISTANT

Working Title: Conservation Outreach Assistant  
 Reports to: Natural Resource Conservation Program Manager  
 Employment Status: At Will Employee  
 FLSA Status: Non-Exempt  
 FTE: 1.0  
 Work Location: Corvallis, OR (potential for hybrid work schedule with some telework)

### General Position Summary

The Conservation Outreach Assistant supports District staff in a variety of tasks related to the Invasive Species Program, Native Plant Program, Youth Education Programs, and other duties as assigned. This position will communicate frequently with Benton SWCD staff and other partner organizations to host meetings, conduct site visits, provide education, and coordinate 2 native plant sales each year. This position does not have supervisory responsibilities.

### Essential Functions & General Duties

#### Invasive Species Program (45%)

- Coordinate Benton County Cooperative Weed Management Area meetings and activities
- Provide technical assistance to rural and urban residents, local/state/federal agencies, watershed councils, non-profit organizations, and BSWCD Board/staff related to invasive weeds
- Collaborate with conservation partners and agencies to plan and deliver projects and programs
- Identify outreach needs and opportunities; assist staff in planning events related to invasive weed education such as workshops and field tours
- Identify and assist staff in planning volunteer opportunities related to invasive weed removal
- Support staff in managing/collecting information for grant proposals and reports
- Assist outreach staff in developing brochures, handouts and other promotional materials
- Survey and monitor dozens of locations for oblong spurge, a high priority invasive weed in Oregon; communicate with property owners who may have oblong spurge
- Manually remove small populations of weeds by hand pulling and coordinate weed control treatments with contractors at larger sites
- Organize data related to landowner outreach, weed treatments, and monitoring

#### Native Plant Program (25%)

- Work with nurseries to manage orders for annual Winter Plant Sale and Fall Bulb and Seed Sale
- Assist with volunteer recruitment, training, and coordination
- Inventory equipment and supplies
- Assist with customer communications and order management
- Assist with site visits and other requests for assistance from homeowners
- Assist with public communications and marketing in cooperation with Communications and Community Engagement Coordinator

- Help develop outreach opportunities including workshops, webinars, or other events

### **Youth education (20%)**

- Assist with on-site coordination of Salmon Watch programs
- Lead interactive field activities for youth aged 4<sup>th</sup>-8<sup>th</sup> grade
- Assist with volunteer coordination, communication, and training
- Communicate with teachers to facilitate field trip preparation
- Help to develop educational materials including curriculum guides, student sheets, infographics, etc.
- Assist with maintenance of program equipment and materials
- Attend community and partner events to lead educational and/or informational activities
- Support management of Community Conservation Grant Program Program

### **Organizational Support and Professional Development (10%)**

- Attend and participate in weekly staff and monthly Board meetings
- Provide monthly staff reports and timesheets
- Support planning processes, as needed, including Annual Budget, Annual Work Plan, Strategic and/or Long-Range Plans
- Procure tools, equipment, and supplies
- Pursue professional development opportunities on current natural resources issues and maintain proficiency in outreach and youth education techniques
- Demonstrate commitment to Diversity, Equity, Inclusion, and Justice in servicing residents of Benton County, collaborating with partners, and collaborating with Benton SWCD staff and directors

### **Working Conditions & Physical Demands**

- This position works both in the office and in the field. Some telework may be available.
- Must be able to carry equipment and lift up to 25 lbs.
- Must be able to do strenuous field work including weed pulling, hiking, etc. for up to 4 hours at a time.
- Fieldwork involves working out-of-doors in rivers, streams and ponds; areas with dense vegetation or woodlands; and other areas with steep, slippery, muddy, rocky or other hazardous terrain. Must be comfortable working outdoors in all weather including heat, cold, and rain.
- The office work includes working at a desk, using a computer, or standing at a table. Dexterity and hand-eye coordination are required.
- This position requires travel to conferences, workshops, training sessions, and weekend and evening meetings outside the office. Travel for training may be outside the normal workday and may be as long as one week.

### **Specific Job Knowledge and Skills**

- Excellent oral and written communication skills.
- The ability to use a personal computer for information entry and retrieval, correspondence, and development of data spreadsheets and graphs.
- Knowledge of local natural resource concerns.
- Experience in natural resources outreach that includes working one-on-one, in group settings, and public speaking in front of large audiences.
- Confidence in delivering environmental education lessons and leading activities outdoors, both independently and in collaboration with staff and volunteers, for all age groups.
- Excellent social skills including networking, teamwork, and the ability to establish and maintain good working relationships.
- Flexibility and willingness to support the entire BSWCD team as needed.

### **Minimum Qualifications**

- A passion for natural resources and conservation in Benton County.
- The ability to maintain a valid driver's license, vehicle insurance as required by the State of Oregon, and a reliable vehicle for transportation.
- Computer proficiency in Microsoft Excel, Word, Outlook, and PowerPoint.
- Strong customer service skills.
- Ability and willingness to approach and work with diverse community members.
- Public speaking experience including giving presentations, leading workshops and meetings, and drafting lesson plans and agendas.
- Ability to work some evenings and weekends as needed (up to 1-2 times per month)
- Basic understanding of ecology, local ecosystems and plant life, and current natural resource issues in our region.

### **Desired Qualifications**

- A Bachelor's degree with course work in natural sciences, resource management, conservation, environmental education, or a related field.
- Experience with K-12 education including classroom teaching, outdoor school, field trips, camps, or other environmental education programs.
- Some background in plant identification, especially native and invasive plants.
- Experience in collecting field data and maintaining field notes.
- Bilingual in Spanish and English, and comfortable conversing in Spanish and English about natural resources/conservation topics.
- Some experience working with and managing volunteers.
- Experience with graphic design and/or video production, especially using the online design platform Canva.
- Experience with social media communications and management.

**NOTE: Any combination of education and experience that prepares the applicant to perform the duties and responsibilities of the position will be considered. You are encouraged to apply even if you don't meet all of the minimum or desired qualifications.**



# Benton Soil and Water CONSERVATION DISTRICT

## RESOURCE CONSERVATIONIST

Working Title:	Resource Conservationist
Reports to:	Natural Resource Conservation Program Manager
Employment Status:	At Will Employee
FLSA Status:	<i>To Be Determined</i>
Salary Grade	**
FTE:	1.0
Work Location:	Corvallis, OR

### General Position Summary

The Resource Conservationist conducts conservation planning, project development, design, and implementation for voluntary landowner projects in Benton County. These positions provide natural resource technical assistance to Benton County residents and local, state, and federal partners and the BSWCD Board of Directors. In collaboration with partners and team members, Resource Conservationists research local and regional natural resource issues, provide guidance to the District in addressing priority resource concerns, and develop outreach goals. Resource Conservationists build and maintain working relationships with District stakeholders. This position does not have supervisory responsibilities of interns or other staff.

### Essential Functions General Duties – Resource Conservationist

#### Technical Assistance and Outreach (30%)

- Provide conservation technical assistance to rural and urban residents, agencies, watershed councils, organizations, and BSWCD Board/staff on protecting and enhancing natural resources, including: soil, water, air, plants, animals, and humans.
- Collaborate with conservation partners and agencies to plan and deliver projects and programs
- Serve on Technical Advisory Committees to provide natural resource advice and/or participate as a stakeholder in various meetings representing the District.
- Focus technical assistance and outreach on topics that best fit areas of expertise while also researching new, relevant information for cooperators in disciplines outside of normal expertise.
- Identify outreach needs and opportunities. Assist in design, planning, facilitation, and presenting at workshops and events.
- Assist outreach staff in developing brochures, handouts and other promotional materials.

#### Conservation Planning and Project Design (25%)

- Assess and analyze impacts to the natural resources and give best management practice recommendations.
- Develop conservation plans for property owners and operators by incorporating the principles and techniques of USDA Natural Resources Conservation Services (NRCS) Conservation Planning methodology.
- Participate with partners and other stakeholders in larger regional conservation planning, program evaluation and project development.

- Assure that plans and/or projects meet technical, legal and regulatory requirements.
- Coordinate with NRCS and Farm Services Agency partners to actively promote and implement federal farm programs; work with NRCS District Conservationist to identify local resource concerns and promote programs to meet landowner objectives.
- Achieve and maintain certification as a NRCS Certified Conservation Planner
- Certify conservation practices related to NRCS contracts

#### **Project Development, Funding, and Management (30%)**

- Provide leadership at the District in managing large-scale, multi-year grants or program funding. Examples include the Oregon Department of Agriculture (ODA) Scope of Work, ODA Strategic Implementation Areas, Natural Resources Conservation Service Regional Conservation Partnership Program (RCPP), and other complex programs or funding sources.
- Develop grant proposals; identify funding sources and project match; develop budget, timeline and grant scope and submit proposals. Coordinate with partners as appropriate.
- Prepare reports to fulfill agreement, contract and other obligations to various local, state, and federal agencies.
- Serve as project manager on designated projects; develop contracts, successfully implement grants and projects.
- Grant administration: oversee contracts and track timelines, deliverables, expenditures and budgets. Write project reports; perform monitoring.
- Solicit and recommend consultants and contractors. Develop and manage contracts and approve work.

#### **Organizational Support and Professional Development (10%)**

- Attend and participate in staff and Board meetings; provide monthly staff reports and timesheets.
- Support planning processes, as needed, including Annual Budget, Annual Work Plan, Strategic and/or Long-Range Plans.
- Procure tools, equipment, and supplies.
- Recruit, train, mentor, and supervise interns and volunteers.
- Pursue professional development opportunities on current natural resources issues and maintain proficiency in conservation planning techniques.
- Demonstrated commitment to Diversity, Equity, Inclusion, and Justice in servicing residents of Benton County, collaborating with partners, and collaborating with Benton SWCD staff and directors.

#### **Work Relationships (5%)**

- Maintain strong collaborative and supportive work relationships with BSWCD staff members.
- Promote the role of BSWCD in the community; develop positive relationships and partnerships; represent BSWCD, as needed, at meetings and events, on committees, etc.
- Work collaboratively with staff on the Annual Budget, Annual Work Plan, Strategic Plan and other planning processes.
- Develop and maintain cooperative relationships with local, state and federal agencies, non-governmental organizations, non-profits, volunteers, and local landowners to develop projects and opportunities.
- Performs other duties as assigned.

#### **Specialized Duties – Resource Conservationist**

- RC is primary contact with Oregon Department Agriculture (ODA) on agricultural water quality issues. Work with ODA's Regional Water Quality Specialist to improve agricultural water quality by

providing outreach and technical assistance to landowners to comply with rules of the local Agricultural Water Quality Management Area Plan (AWQMAP)

- Program lead for the Upper Muddy Creek Strategic Implementation Area to target implementation of best management practices and outreach to improve agricultural water quality. Conduct water quality monitoring and data collection and management.
- Develop the biennial ODA Scope of Work and budget which identifies District tasks which target the agricultural community to implement practices to improve agricultural water quality. Coordinate work with other staff and gather metrics for SOW reporting. Oversee fiscal administration of grant: compile reports and manage budget.
- Program lead for BSWCD Conservation Incentive Program to provide District funds for local landowner projects.
- Participate in OWEB Small Grants Review Teams. Train and oversee volunteers who review OWEB small grants for the District.
- Develop projects, design project elements, develop budgets and apply for grants to fund projects. Serve as project manager, develop contracts, oversee and inspect contracted work, track budget, request funds and submit status, completion and monitoring reports.
- Coordinate with NRCS and Farm Services Agency partners to actively promote and implement federal farm programs; work with NRCS District Conservationist to identify local resource concerns and promote programs to meet landowner objectives.
- Assist with Native Plant Sale and Native Bulb and Seed Sale including planning through the year, set up, take down, and staffing of the sales.

## **Equity**

The District's goal is to make equity a part of our everyday operations. To that end, this position requires:

- Knowledge, interest, and commitment in working in a diverse and inclusive work environment that places a high value on equity.
- Participation in promoting a positive workplace culture of collaboration, innovation, accountability, and respect.
- Excellent interpersonal skills and ability to establish effective working relationships in a multicultural, gender-diverse, and multiethnic environment.
- Engagement in diversity, equity, inclusion, and justice training and workgroup participation as needed.

## **Working Conditions & Physical Demands**

- This position works both in the field and in the office; must be able to carry equipment and supplies, set up tables and displays at various events.
- Fieldwork involves working out-of-doors in farms and dairies; rivers, streams and ponds; properties with dense vegetation or woodlands; and other areas with steep, slippery, muddy/rocky or other hazardous terrain.

- The office work includes working at a desk, using a computer, or standing at a table. Dexterity and hand-eye coordination are required.
- This position requires travel to conferences, workshops, training sessions, and daytime and evening meetings outside the office. Travel for training may be outside the normal workday and may be as long as one week.
- Must be able to lift 25 pounds.

#### **Specific Job Knowledge and Skills**

- Excellent oral and written communication skills are required.
- The ability to use a personal computer for information entry and retrieval, correspondence, development of data spreadsheets, graphs, and maps, and conservation practice design is required. Knowledge of local resource concerns.
- Understand, interpret and use various maps, ortho photography and soils information. Has a working knowledge of the NRCS Field Office Technical Guide along with related manuals and computer programs. Familiarity with USDA Farm Bill Programs is a plus.
- Experience in natural resources outreach that includes working one-on-one, in group settings and/or public speaking is beneficial.
- Ability to understand English, make presentations, maintain emotional control during difficult exchanges, and negotiate and influence others.
- Grant writing/management experience.
- Excellent social skills including networking, teamwork, and the ability to establish and maintain good working relationships.

#### **Minimum Qualifications**

- A Bachelor's degree with the major course work in natural sciences, natural resource management, agriculture sciences, soils, water quality, or a related discipline is required.
- 4 years of experience working for a natural resource agency or organization.
- On-the-ground experience working with landowners and doing project design and implementation.
- Experience in collecting field data, especially soil and water-related data, and maintaining field notes.
- Computer proficiency in Microsoft Excel, Word, Outlook, and PowerPoint; working knowledge of ArcGIS.
- NRCS Certified Planner training is preferred. Must gain certification within 18 months of employment at BSWCD (or as training schedules allow.)
- Must have a current Oregon Driver's License, vehicle insurance, and access to a personal vehicle to use for work purposes
- Any combination of education and experience that prepares the applicant to perform the duties and responsibilities of the position will be considered.





# Oregon Soil and Water Conservation District Guidebook

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A Guide to Operations  
and Management  
**2016**

## Oregon Department of Agriculture

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Soil and Water Conservation District Program

635 Capitol St. NE

Salem, Oregon 97301-2532

[www.oregon.gov/ODA/programs/NaturalResources/  
SWCD/Pages/SWCD.aspx](http://www.oregon.gov/ODA/programs/NaturalResources/SWCD/Pages/SWCD.aspx)

Published: October 2016



**Oregon**  
Department  
of Agriculture

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- Workplace violence.
- Substance abuse and treatment.

## **Political Activities**

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Political activities of employees, as well as conservation district board members, are restricted while an employee is on the job. Limitations on political activities are covered in detail in Chapter 6.

## **Hiring Employees**

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Hiring an employee is one of the most important decisions a conservation district can make. There are several steps and important considerations to hiring an employee. The following section is a brief description of the basic steps to follow.

### **Determine Need**

Before hiring an employee it is important to determine the purpose and needs of the conservation district. Some of the questions the conservation district should ask itself are:

- What work needs to be done that is not currently being done?
- Is this work that is on-going or for a limited duration?
- Is this work that can be accomplished with a full-time or part-time employee, or can this work be accomplished by existing staff, directors, or a volunteer?
- What sources of funds are available to fund the position?
- What knowledge, skills, and abilities are required to do the job successfully?

### **Develop a Job Description**

A well-written job description is essential to the successful recruitment and retention of potential employees. Job descriptions are important not only in the hiring process, but also for employees and employers to understand job expectations, boundaries, and for performance evaluations. The following should be considered while writing a job description:

- Job title.
- Primary purpose of the job.
- Employee status: full-time, part-time, exempt, non-exempt.
- Anticipated job start date and duration if limited.
- Supervision.
- Wage.

**Legal Requirement**

The City of Portland has a more stringent version of the new Oregon law referred to as “Ban the Box” which disallows questions on job applications related to arrest records or prior convictions. Conservation districts should consult the BOLI website for more information.

- Essential functions and secondary functions.
- Minimum qualifications and requirements.
- Work schedule.
- Work conditions (outdoor, night or weekend meetings).
- Trial service period.

Example job descriptions are available on the SWCD Program web site, see the Resources section.

**Recruitment**

Once a well-written job description is developed there are important steps in the recruitment process. The conservation district will want to outline a recruitment plan, which should include the following:



- Develop or obtain an application form and questions to be included in the application. Be sure not to include any questions on the application that asks about the job applicant’s arrest record or prior convictions.

**Recommended Policy**

A district policy regarding Veterans’ Preference Points should be developed and incorporated into the Conservation District’s hiring policy. Information on Veterans’ Preference Points can be found at the Oregon Department of Veterans’ Affairs website. A link is provided in the Resources section.



- Be sure to include information on how an applicant can qualify for and submit documentation for Veterans’ Preference Points.

- Determine how long the recruitment will remain open.
- Advertise position in as many appropriate places as possible. Be sure to include the Oregon Employment Department, OACD e-mail list, local, and regional newspapers.
- Establish a committee to evaluate applications and interview candidates.

**Interviews**

Be cautious of a potential or actual conflict of interest that might exist between a member of the interview committee and a candidate due to family or business relationships.

**Legal Requirement**

Depending on the circumstances, the meetings of the interview committee may be subject to Public Meetings Law.



- Develop a set of interview questions to be asked of all candidates and score sheets to evaluate applications and score interviewees.

- Review applications for minimum requirements and suitability for the position.
- Select and interview candidates.
- Check references and conduct background checks (highly recommended).
- Interview committee makes a recommendation to the conservation district board of directors for selection of a candidate.

## Hiring

Once a candidate has been selected, there are still several steps to complete before the candidate becomes an employee and begins work.

- A written job offer is developed using the job description. The job offer should include a clarification of wages, benefits, job title, and general duties. The conservation district may need or want to negotiate with the candidate on some of these items, especially if a wage range was described in the job description.
- The candidate and representative of the conservation district sign the job offer. Upon signing of the job offer, the district should notify the other applicants that the position has been filled and thank them for their interest.
- Fill out the appropriate forms on the first day on the job:
  - Federal forms: W-4 (tax withholding), W-5 (earned income credit advance payment, if the person qualifies), and I-9 (employment eligibility verification).
  - State forms: New Hire Reporting Form from the Department of Justice, see the Resources section.
  - Conservation District Forms: Employee Information Sheet, Emergency Contact Information.
- Provide the new employee with an orientation.



Conservation districts should create an orientation checklist to ensure that nothing is overlooked. Orientation should not only include filling out appropriate forms, the introduction of fellow employees, and to tour the conservation district equipment and facilities, but also provide an opportunity to read and ask questions about personnel policies and safety procedures.

### Best Management Practice

It is recommended that all employees sign a form confirming that they have read and understood the conservation district's personnel and safety policies.

## Retaining Employees

### Trial Service

A trial service period is part of the selection process used to confirm the initial employment decision and to release those whose performance is not satisfactory. During the trial service period, the employee and the conservation district have an opportunity to determine whether further employment with the conservation district is appropriate. Trial service periods customarily last from 30-180 days.

During the trial service period, the employee or conservation district can terminate the employment relationship for any reason. Conservation districts should establish policies outlining if and which

## **Employee Handbook recommended update for board meeting on 9/9/24**

From current Employee Handbook section on *Hiring and Introductory Period*:

When a position becomes vacant or a new position is created, the District may prefer to fill the opening from within if one or more current employees meets required qualifications. Internal candidates have five (5) days from the date the internal notice of the vacancy is posted to communicate their interest to the supervisor of that position and the Executive Director, who may interview the applicant and review performance records to determine whether the employee is qualified for the position and make the appointment if appropriate. If two or more qualified internal candidates apply, the supervisor and Executive Director will conduct interviews with, and evaluate personnel records for, all internal applicants to determine whether to select one of the applicants or continue the search with outside candidates. If no internal candidates indicate an interest, or if the supervisor and Executive Director determine that no interested candidate meets necessary qualifications, the position will be posted externally. Under the Executive Director's authority to hire employees, discretion is given to the Executive Director to determine rate of pay and rate of annual leave accrual at the time of hire.

Recommended changes to make Hiring and Introductory Period section of Employee Handbook consistent with ODA SWCD Guidebook on Hiring Procedures in Chapter 8:

Remove above language in current handbook.

Insert the following language:

The District follows the hiring practices and procedures outlined in the Oregon Department of Agriculture's SWCD Guidebook: Chapter 8. The Executive Director has authority to hire District employees. Under this authority, discretion is given to the Executive Director to determine rate of pay and rate of annual leave accrual at the time of hire.



# Benton Soil and Water CONSERVATION DISTRICT

## EXECUTIVE DIRECTOR

### SECTION 1. POSITION INFORMATION

- **Working Title:** Executive Director
- **Job Status:** Full time, Exempt
- **Compensation:** TBD
- **Work Location:** Benton SWCD District office, Corvallis, OR; hybrid telework option
- **Eligible for Overtime Pay:** No
- **Benefits:** TBD

### SECTION 2. POSITION DESCRIPTION

The Executive Director is passionate about natural resource conservation, agriculture, urban and rural land use, and our environment, and has the skills to inspire, motivate, and align the staff and board toward common goals in fulfillment of the District's mission and strategic plan initiatives. The Executive Director is responsible for representing the District; conservation program and work plan development; organizational, personnel, and fiscal management; and board development and support. The Executive Director reports to the seven-member elected Board of Directors.

### SECTION 3. DESCRIPTION OF DUTIES

#### 1. REPRESENTATION OF THE DISTRICT (10%)

- Represent and promote the work of the District to the public, partner organizations, and funders
- Coordinate with staff and board members to ensure that the District's relationships with rural and urban landowners, conservation partners, federal, state and local government agencies, and diverse community organizations are maintained and that the District is represented in important and relevant collaborations
- Initiate and take the lead on key strategic initiatives with outside organizations on issues such as climate change, wildfire risk management, and protection of rare and declining natural habitats
- As needed and appropriate, serve as the primary contact with members of the press and the public, and maintain sound public relations on behalf of the District
- Serve on local, state, and regional advisory committees

#### 2. ORGANIZATIONAL LEADERSHIP AND MANAGEMENT (30%)

- Work with the board, staff, and external partners, as appropriate, to develop, update, and maintain accountability for implementation of the District's Strategic Plan, Annual Work Plans, SMART (specific, measurable, achievable, realistic, and timely) goals, and measurable performance objectives

- Lead special projects and initiatives consistent with the District's strategic themes, Strategic Plan, and priority conservation strategies; lead development of District's Annual Report
- Work with staff to identify ways to strengthen existing partnerships and create new diverse partnerships to implement conservation practices and fulfill the District's mission
- Work with staff to propose and carry out solutions to address local conservation challenges
- Work with staff to pursue grant funding and provide letters of support for partner initiatives that match identified strategic initiatives
- Ensure the District meets all local, state, and federal personnel and safety laws and all other legal obligations
- Develop, and ensure adherence to policies that address appropriate risk management, transparency, and responsiveness to the public
- Develop, manage, and oversee contracts, leases, MOUs, and other legally binding agreements
- Evaluate opportunities for the District to own and/or manage real property consistent with the District's mission and board policies for accepting gifts and bequests
- Guide the themes for and development of District events (including annual meeting), reports, and newsletters
- Ensure that all funder reporting requirements are met by staff
- Lead the District on diversity, equity, and inclusion current practices and ongoing initiatives
- Identify ways to strengthen organizational capacity and effectiveness
- Work with external legal counsel and other advisors as needed related to District operations and external projects
- Other tasks as required by the Board of Directors

### **3. PERSONNEL MANAGEMENT (30%)**

- Supervise, manage, and motivate staff members, interns, and volunteers
- Set employee work schedules; approve monthly staff timesheets and payroll
- Provide performance feedback to employees informally through regular check-ins, and formally through annual performance evaluations; hold self and staff accountable
- Identify training needs and provide opportunities for employee mentoring, coaching, and professional growth
- Oversee recruitment, selection, hiring procedures, and orientation of new staff, with support from other staff as appropriate
- Make disciplinary and termination decisions
- Recommend staff wages and benefits to the Personnel and Finance Committee; oversee benefits administration, with implementation by or support from operations/administrative staff
- Develop, review, and update staff job descriptions and performance standards; ensure pay equity; analyze compensation to remain competitive with market
- Recommend to the Board of Directors updates to Employee Handbook, personnel policies, and HR procedures



- Oversee monthly staff reporting to the board on relevant topics responsive to the board's information needs
- Promote work-life balance, including paid-time-off, flexible schedules, and work from home + office/field
- Maintain a safe, positive, equitable, and collaborative work environment; foster a culture of mutual respect and support

#### **4. FISCAL MANAGEMENT (20%)**

- Serve as Budget Officer; oversee development of annual budget that conforms with Department of Revenue's Oregon Budget Law and other requirements; recruit community Budget Committee members
- Ensure that the budget is consistent with District values and identified strategic priorities; ensure expenditures are within approved spending limits
- Approve expenses incurred by direct reports; ensure appropriate tracking of expenses
- Review monthly board financial reports prepared by bookkeeper; provide special reports on finances to the board; coordinate with Treasurer and bookkeeper on oversight/review of account reconciliations and journal entries
- Oversee annual audit by certified CPA; coordinate draft audit review with appropriate board members and bookkeeper; write and submit audit action plans
- Ensure fiscal controls and segregation of duties are operating properly and that contracting laws, policies and procedures are followed
- Recommend fiscal policies and procedures to the board for approval
- Identify opportunities to leverage and conserve District financial resources
- Work with staff to ensure that the District is fiscally responsible and fully accountable

#### **5. BOARD DEVELOPMENT AND SUPPORT (10%)**

- Provide support, information, and recommendations to the Board of Directors
- Initiate process for annual Executive Director performance review
- Work with staff to provide orientation for new Directors and Associate Directors
- Assist the board in determining which tasks or projects are best done by board members and which are better assigned to staff
- Work with staff to identify board development and training opportunities
- Develop draft board agendas in collaboration with Board Chair and staff
- Ensure board meetings are conducted in compliance with public meeting laws
- Track and implement board decisions
- Co-coordinate board diversification and succession planning with the Board of Directors
- Serve as a liaison between board committees and the Board of Directors
- Review draft board minutes and prepare materials for monthly board meeting packets

## **SECTION 4: QUALIFICATIONS**

### **Required Qualifications, Skills, and Abilities**

- Bachelor's degree or equivalent transferable skills in public administration, non-profit management, environmental policy and management, business administration, or related

discipline. Transferable skills are any skills gained through education, work experience (including the military) or life experiences that are relevant for this position.

- Skills in budget development, preparation, and maintenance
- A strong natural resource conservation ethic
- Three years minimum experience in:
  - SMART goal development, implementation, and achievement, and
  - organizational, financial, and personnel management, including direct supervision of staff.
- Demonstrated ability to:
  - interpret and implement statutes, regulations, policies, and laws relevant to the District (a property tax supported Special District in Oregon subject to public contracting laws, public meeting laws, local budget law, annual municipal audits, regulatory reporting, etc.),
  - work independently, and be proactive and self-directed
  - make decisions with sound judgment, maturity, and integrity,
  - exercise leadership, critical thinking, interpersonal and communication skills,
  - effectively use MS Office Suite (Word, Excel, etc.) and access online all relevant resources,
  - work with diverse groups and individuals to continue to build upon diversity and equity initiatives and practices within the organization,
  - manage staff as individual contributors and as a highly functioning team,
  - use conflict resolution and diplomacy skills to diffuse, address, and remedy any organizational or individual conflict, divergence, or issue that prevents a safe, comfortable, and effective work environment,
  - supervise direct reports with respect and support to create a workplace where staff thrive and love to work, and
  - communicate effectively, including making public presentations (e.g., to the legislature, at conferences and public meetings, etc.).
  - appropriately use discretion in all work activities and ensure confidential information is managed appropriately
- Must be proficient in English (oral and written) for effective communication with board members, staff, partners, and the public
- Must be committed to the District's work on diversity, equity, and inclusion, including utilizing tools such as an equity lens in decision making

### **Preferred Qualifications, Skills, and Abilities**

- Familiarity and experience with the mission and work of Soil and Water Conservation Districts and other natural resource agencies and organizations
- Skills in developing strategic partnerships and managing complex projects to address working lands conservation, clean water, healthy soil, diverse habitat, and rural and urban conservation issues
- Knowledge of conservation-related grant opportunities, partnerships, and resource-leveraging methods
- Knowledge of Oregon Revised Statutes (ORS) 568.210 - 568.890, Oregon Department of Agriculture Guidelines for SWCDs, Oregon public meetings law, Oregon public contracting law, and Oregon local budget law

- Ability to inspire others to care about and participate in natural resource conservation
- Experience building organizational capacity and board development
- Knowledge of human resources issues, including state and federal employment-related laws and mandates
- Bilingual in Spanish and English

### **Other requirements**

To perform the duties of this position, the Executive Director must serve as an incidental motor vehicle operator. This may require the operation of a motor vehicle on both public and private roads during daylight hours and after dark, including in inclement weather. A valid Oregon driver's license is required. Mileage will be reimbursed when the Executive Director uses their personal vehicle for District business. The position requires travel throughout Benton County and the Willamette Valley. Occasional travel in Oregon (but beyond Benton County and the Willamette Valley) is required for training and meetings. See also the "Physical Demands and Work Environment" section of this job description.

### **Guidelines**

Performance of assigned duties is completed in accordance with established procedures. Procedures that cover the assigned work include the District's Annual Work Plans, District Policies and Procedures, Oregon Revised Statutes (ORS) 568.210 - 568.890, Oregon Department of Agriculture Guidelines for SWCDs, Oregon public meetings law, Oregon public contracting law, and Oregon local budget law.

### **Complexity**

The Executive Director must work as an integral member of the District staff by coordinating and sharing information and resources with administrative and program staff and with board members as needed to accomplish the goals and objectives that have been identified in the Strategic Planning process.

The Executive Director may be faced with complications, such as: conflicting guidelines and policies among federal, state, and local governing bodies; incompatible objectives among various user groups or even among internal programs and priorities; and demands for services or conservation actions that exceed District capacity and available resources.

The Executive Director must be versatile and skillful in responding to new, changing, and challenging environmental conditions, regulatory requirements, and modifications to previously agreed-upon plans and conclusions.

The Executive Director must be willing and able to work with an elected Board of Directors who have a variety of perspectives.

## **SECTION 5. SUPERVISION**

The Executive Director reports to the seven-member Benton SWCD Board of Directors. The Board Chair is the direct supervisor for the Executive Director position. Regular contact is expected with the Chair and the Treasurer. Directors are elected to a four-year term.

## **SECTION 6. PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The Executive Director will have an assigned desk, telephone, and computer at the District office. The District has a telework policy that allows employees to work from home part-time, as determined on an individual basis. The District office is the primary workstation for this position. The position involves extensive computer and telephone work, and frequent interruptions. It also involves occasional travel to the offices of partner organizations and agencies. Work hours may be unpredictable. Attendance at evening meetings is required. Occasional attendance at weekend events is required. Occasional overnight travel of 3-5 days to attend conferences and training is required. Infrequent fieldwork such as site visits with staff may be required.