

Monday, October 10, 2023  
 6:00-7:30 PM Board Meeting  
 To join Zoom Video Conference:



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

Phone: 1-669-900-6833

Meeting ID: 844 6825 0202

Passcode: 640956

### 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>CONSENT AGENDA</b>	<i>Johnson</i>	6:05	<b>ACTION</b>
<b>5</b>	Approve draft Minutes from September 11 Board Meeting			
<b>5</b>	Approve Financials (8/31/23)			
1-5	Adopt Annual Meeting resolution FY2023-2024-02			
	<b>REGULAR AGENDA</b>			
<b>1-2</b>	Fall Festival Native Bulb and Seed sale summary (10 minutes)	<i>Ahr</i>	6:06	
<b>5</b>	Adopt Emergency Preparation Guide – in packet (4 minutes)	<i>Board</i>	6:16	<b>ACTION</b>
<b>1-5</b>	Discuss open At-Large Director position/appoint? (10 minutes)	<i>Board</i>	6:20	<b>ACTION?</b>
<b>1-5</b>	Discuss open Treasurer position/appoint? (10 minutes)	<i>Board</i>	6:30	<b>ACTION?</b>
<b>1-5</b>	Update on Jerry Paul conservation grant award; review/approve language for application? (10 minutes)	<i>Crosson</i>	6:40	<b>ACTION?</b>
<b>1-5</b>	TEIP update – Summary and Goals in packet (5 minutes)	<i>Crosson</i>	6:50	
<b>1-5</b>	DEIJ board and staff training/retreat – discuss why, what, when, where (15 minutes)	<i>Crosson/ Directors</i>	6:55	
<b>1-5</b>	Questions from Board on BSWCD and NRCS activities – 15 minutes	<i>Directors/ Staff/NRCS</i>	7:10	
<b>1-5</b>	Other Board business?	<i>Directors</i>	7:25	
	Meeting Adjourned	<i>Johnson</i>	7:30	

#### Strategic Direction Goals 2023-2027

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

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

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

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

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

BSWCD Board and Outreach Events (subject to change)		
Date/Time	Event	Location

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

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

Monday, September 11, 2023  
6:00-7:30pm Regular Board Meeting  
To join Zoom Video Conference:



<https://us02web.zoom.us/j/84468250202?pwd=Rk5sRERSZXl6VVV0UmJIWEFBcDIHUT09>

Phone: 1-669-900-6833

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## BOARD OF DIRECTORS MEETING MINUTES

### In Attendance

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

Board Members Absent: Bob Morris (Emeritus)

Associate Directors Present: Aubrey Cloud

Associate Directors Absent: Rana Foster

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

Guests: Andony Melathopoulos, Associate Professor Pollinator Health, OSU Extension

### Call to Order - Johnson (6:02pm)

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

Public Comment: David Barron and others were able to visit the Soap Creek OSU extension project, strengthening Oak Creek Horticulture ties.

Announcement: New Benton SWCD website is live! Check it out and please give feedback to Sara Roberts.

Change to agenda: Nate Johnson would like to move discussion to appoint Zone 3 and Treasurer agenda items after Measurable Objective agenda item. None opposed.

### CONSENT AGENDA

- **Approve draft Minutes from August Regular Board Meeting**
- **Approve Financials (7/31/23)**

Discussion: None

MOTION: To Approve Consent Agenda: Nate Johnson      Second: Kerry Hastings

Results: Pass 6/0

- **Guest Presentation: Oregon Bee Project Presentation- Andony Melathopoulos, Associate Professor Pollinator Health, OSU Extension**

Andony Melathopoulos presents two initiatives that could use more collaboration from the District. 1. Partner on Benton County Wineries a. BSWCD Wine Tour b. Restoration project c. Integrating into NPS d. Collaborating on Western SARE grant 2. Bee Stewards a. Integrating Conservation Project Planning b. Tours/Video Demonstrations/CREP Plug

He then presents what the Melitologists do in OSU extension, and their collection of data for the Bee Atlas. He invites comments on their programs from staff and board members.

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

- **Date/Time/Location for 2024 Annual Meeting**

Holly suggested the dates of 1/8/24 or 1/16/24 and Candace Mackey explains each room size. Board discussion shows that all could attend both dates minus Director Mason, who would prefer the 16<sup>th</sup>. Candace will check to see if the ballroom is available on the 16<sup>th</sup> as we might need more space than the smaller 40+room.

- **Update: 9/19/23 Celebration of Conservation Legacy of Jerry Paul**

Celebration set for 9/19/23 at the Corvallis Community Center's Oak Room and Garden Terrace. Holly Crosson explains the look and feel of the event.

- **Designate OWB Small Grant Team Reviewer Discussion**

Discussion: Donna Schmitz has been coordinating the District's participation in the OWEB small grants program and every biennium OWEB will allocate \$100K in funding for landowners in certain regions. She goes over the region maps-Mid-Willamette Review Team region shown on the map. This is the area that needs a volunteer. Applicants of these small grants can be Districts, Tribes, or Watershed Councils. The district manages the grants. The workload is meeting quarterly about 100K/6-7 grants per 2 years, so 3-4 grants per year. Estimate of time would be 4 hours per year. Donna will train the volunteer and help in the beginning. Please contact Donna if interested.

- **Review of Quarterly Measurable Objectives of Strategic Plan**

Questions? None. Ok to move next update to Jan. 2024? Yes.

- **Questions from Board on BSWCD staff and NRCS Activities**

Discussion: None.

- **Zone 3 Director Vacancy Discussion**

Discussion: Nate Johnson spoke with ODA and Holly Crosson regarding how to handle appointment for the open Zone 3 seat on the board. Nate Johnson is eligible to take Zone 3 position, so he could be appointed to that position, with the understanding that he would need to run in the next election for that seat. The reasoning for this would be it is easier to fill an "At Large" position than a specific zone.

Plan A up for discussion is Nate Johnson would resign at this meeting, Vice Chair Marcella Henkels would run the rest of the meeting as the Chair, then "At Large" position would be vacated, and Nate Johnson could be appointed to Zone 3 by the Board. At that point as well, a new chair would need to be established and voted in. The vacated "At Large" position would need to be sent to ODA and advertised on the website, then could be voted on at the October Board Meeting. Plan B-It is also possible that Aubrey Cloud could also verify eligibility for Zone 3 and can be appointed at the next meeting. Consensus is to go with plan A.

Nate Johnson resigns his position as At Large Director and Chair of the BSWCD Board Marcella Henkels takes over chairing duties as Vice Chair of the BSWCD Board.

MOTION: To appoint Nate Johnson as Director of Zone 3: Marcella Henkels    Second: Kerry Hastings  
Results: Pass 5/0  
Nate Johnson reads the Oath of Office.

MOTION: To appoint Nate Johnson as Chair of the BSWCD Board of Directors: Marcella Henkels  
Second: Eliza Mason  
Results: Pass 5/0

Nate Johnson will report his resignation to Sandi Hiatt at ODA, and Sara Roberts will remove the Zone 3 Director advertisement from the website and will add the At Large Director position as open and taking interested parties' applications.

- **New Treasurer Discussion**

Discussion: Will be discussed next meeting

MOTION: None        :    :    Second:

Results: Pass /0

- **Other Board Business**-please remember that when attending the legacy to Jerry Paul, there will be a quorum, so please don't discuss any District Business or make any decisions. All remaining board meetings for 2023 will be over Zoom.

- **Next regular board meeting will be, October 10, 2023**

**Meeting Adjourned - Johnson** (7:39pm)

**Benton Soil and Water Conservation District**  
**RESOLUTION NO. FY2023-2024-02**  
**Resolution Establishing the Date of the Annual Meeting**

WHEREAS Oregon Revised Statute 568.580 states that by resolution of the Board, by giving due notice, the Board of Directors shall call an Annual Meeting in the District and present an annual report and audit; therefore,

BE IT RESOLVED that the Annual Meeting reporting on FY 2022-2023 of the Benton Soil and Water Conservation District will be held on Tuesday, January 16, 2024, at 6:00 P.M. in person at the Corvallis Community Center's Chandler Ballroom and remotely via Zoom videoconferencing.

BE IT FURTHER RESOLVED that the Board of Directors of the Benton Soil and Water Conservation District authorizes the Executive Director and Staff to plan and execute all necessary tasks to plan and present the Annual Meeting.

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

Benton Soil and Water Conservation District  
*Entity Name*

Benton SWCD Board of Directors  
*Governing Body*

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

## **Financial Report**

Period ending August 31, 2023

Benton SWCD Board Meeting

October 10, 2023

Our Oregon LGIP account closing balance was \$766,990.25. The dividend paid was \$2,864.43 and the monthly distribution yield was 4.42%. The fiscal year-to-date dividend paid was \$5,850.75.

The Benton County Finance Department paid the District \$1,245.56 in tax revenue. The year-to-date amount paid was \$2,562.58

The total balance of both Citizen Bank accounts combined was \$156,955.97. The previous month's combined balance was \$215,043.90. Both accounts were reconciled and all checks were accounted for.

The balance of the credit-card account as of 8/27/23 was \$3,025.88 and charges were reconciled.

The Stripe account was reconciled. The starting balance was -\$2.75. The ending balance was \$0.

Respectfully submitted,

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

Nate Johnson, Board Chair

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

	Aug 31, 23	Aug 31, 22	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
10100 · Citizens Bank	114,335.08	93,227.35	21,107.73
10150 · Citizens Bank #2	5,046.09	4,956.69	89.40
10200 · LGIP	768,244.24	762,549.62	5,694.62
10300 · Stripe	0.00	-4.00	4.00
10800 · Petty Cash	24.00	24.00	0.00
<b>Total Checking/Savings</b>	<b>887,649.41</b>	<b>860,753.66</b>	<b>26,895.75</b>
<b>Accounts Receivable</b>			
11000 · Accounts Receivable	24,148.00	0.00	24,148.00
11400 · Grants Receivable	20,304.37	71,139.58	-50,835.21
<b>Total Accounts Receivable</b>	<b>44,452.37</b>	<b>71,139.58</b>	<b>-26,687.21</b>
<b>Other Current Assets</b>			
100-1050 CashDue to/from Bld Fnd	-108,200.00	-108,200.00	0.00
100-1500 Due to/from Proj Fund	-96,371.93	-96,371.93	0.00
200-1080 CashDue to/from Gen Fnd	96,371.93	101,371.93	-5,000.00
400-1505 Due to/from BR Fund	108,200.00	103,200.00	5,000.00
12800 · Payroll Advance	21.98	0.00	21.98
13000 · Prepaid expenses-Audit	2,656.83	3,722.54	-1,065.71
<b>Total Other Current Assets</b>	<b>2,678.81</b>	<b>3,722.54</b>	<b>-1,043.73</b>
<b>Total Current Assets</b>	<b>934,780.59</b>	<b>935,615.78</b>	<b>-835.19</b>
<b>Other Assets</b>			
18400 · Property Tax Receivable-Audit	9,482.00	9,482.00	0.00
<b>Total Other Assets</b>	<b>9,482.00</b>	<b>9,482.00</b>	<b>0.00</b>
<b>TOTAL ASSETS</b>	<b>944,262.59</b>	<b>945,097.78</b>	<b>-835.19</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
20000 · General Accounts Payable	3,489.13	6,980.45	-3,491.32
20100 · Project Accts Payable	4,500.00	16,059.55	-11,559.55
<b>Total Accounts Payable</b>	<b>7,989.13</b>	<b>23,040.00</b>	<b>-15,050.87</b>
<b>Credit Cards</b>			
22000 · CITIZENS BANK MASTER CARD			
22200 · Holly CC - 2995	191.14	744.81	-553.67
22300 · Donna CC - 3001	0.00	28.77	-28.77
22400 · Teresa CC - 3019	322.28	32.15	290.13
22520 · Linda CC - 5980	0.00	445.67	-445.67
22530 · Michael CC - 3266	50.25	732.63	-682.38
22532 · Sara CC - 0962	413.74	0.00	413.74
22533 · Candace CC - 0020	568.92	0.00	568.92
<b>Total 22000 · CITIZENS BANK MASTER CARD</b>	<b>1,546.33</b>	<b>1,984.03</b>	<b>-437.70</b>
<b>Total Credit Cards</b>	<b>1,546.33</b>	<b>1,984.03</b>	<b>-437.70</b>



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

	<b>Aug 31, 23</b>	<b>Aug 31, 22</b>	<b>\$ Change</b>
<b>Other Current Liabilities</b>			
<b>24000 · PAYROLL LIABILITIES</b>			
24010 · 941 Account	9,475.14	8,820.76	654.38
24020 · Oregon Withholding	2,314.00	2,161.00	153.00
24030 · OR-WBF SUTA	926.14	504.23	421.91
<b>Total 24000 · PAYROLL LIABILITIES</b>	<b>12,715.28</b>	<b>11,485.99</b>	<b>1,229.29</b>
25800 · Deferred Revenue Grants-Audit	51,959.06	93,829.82	-41,870.76
25810 · Deferred Revenue Donations	0.00	246.72	-246.72
<b>Total Other Current Liabilities</b>	<b>64,674.34</b>	<b>105,562.53</b>	<b>-40,888.19</b>
<b>Total Current Liabilities</b>	<b>74,209.80</b>	<b>130,586.56</b>	<b>-56,376.76</b>
<b>Long Term Liabilities</b>			
27050 · Deferred Revenue Taxes -Audit	8,373.09	8,373.09	0.00
<b>Total Long Term Liabilities</b>	<b>8,373.09</b>	<b>8,373.09</b>	<b>0.00</b>
<b>Total Liabilities</b>	<b>82,582.89</b>	<b>138,959.65</b>	<b>-56,376.76</b>
<b>Equity</b>			
31100 · Building Reserve Fund Balance	113,200.00	108,200.00	5,000.00
31200 · Project Fund Balance	10,210.00	10,210.00	0.00
32000 · General Fund Balance	811,735.58	735,673.75	76,061.83
Net Income	-73,465.88	-47,945.62	-25,520.26
<b>Total Equity</b>	<b>861,679.70</b>	<b>806,138.13</b>	<b>55,541.57</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>944,262.59</b>	<b>945,097.78</b>	<b>-835.19</b>

9:50 PM

09/25/23

Accrual Basis

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

Type	Date	Num	Name	Memo	Debit	Credit	Balance
<b>10100 - Citizens Bank</b>							177,538.96
Deposit	08/03/2023			Deposit	3,750.00		181,288.96
Deposit	08/17/2023			Deposit	3,750.00		185,038.96
Deposit	08/25/2023			Deposit	10,380.11		195,419.07
Liability Check	08/30/2023		QuickBooks Payroll ...	Created by Payroll S...		26,513.63	168,905.44
Deposit	08/31/2023			Interest	7.48		168,912.92
Paycheck	08/31/2023	DD	Ahr, Michael S	Direct Deposit	0.00		168,912.92
Paycheck	08/31/2023	DD	Crosson, Holly A	Direct Deposit	0.00		168,912.92
Paycheck	08/31/2023	DD	Mackey, Candace	Direct Deposit	0.00		168,912.92
Paycheck	08/31/2023	DD	Matteson, Teresa L	Direct Deposit	0.00		168,912.92
Paycheck	08/31/2023	DD	Roberts, Sara	Direct Deposit	0.00		168,912.92
Paycheck	08/31/2023	DD	Schmitz, Donna J	Direct Deposit	0.00		168,912.92
Paycheck	08/31/2023	DD	Bocys, Althea	Direct Deposit	0.00		168,912.92
Liability Check	08/04/2023	EFT	United States Treas...	93-1077051		9,083.48	159,829.44
Liability Check	08/04/2023	EFT	Oregon Dept of Rev...	0292193-0		2,238.00	157,591.44
Bill Pmt -Check	08/09/2023	EFT	1Auto - Xerox Finan...	autopay due on 10th...		156.17	157,435.27
Check	08/17/2023	EFT	Card Service Center...	Online Payment		1,709.44	155,725.83
Bill Pmt -Check	08/23/2023	EFT	1Auto - Verizon	autopay due on 25th...		85.54	155,640.29
Bill Pmt -Check	08/03/2023	8263	Jenny Brausch Busi...	CIR# 24-014		2,627.33	153,012.96
Bill Pmt -Check	08/03/2023	8264	Staff- Michael Ahr	CIR# 24-011		16.18	152,996.78
Bill Pmt -Check	08/03/2023	8265	Staples	CIR# 24-010		60.35	152,936.43
Bill Pmt -Check	08/03/2023	8266	Althea Bocys - V	CIR# 24-013		9.56	152,926.87
Bill Pmt -Check	08/03/2023	8267	R. Franco Restorati...	CIR# 7422		9,321.60	143,605.27
Bill Pmt -Check	08/03/2023	8268	Staff- Michael Ahr	CIR# 24-012		86.39	143,518.88
Liability Check	08/03/2023	8269	HRA VEBA Plan	YA20521		372.34	143,146.54
Bill Pmt -Check	08/10/2023	8270	Advantage Computi...	CIR# 24-016		387.00	142,759.54
Bill Pmt -Check	08/10/2023	8271	CTX-Xerox	BC46-224378 CIR# ...		26.74	142,732.80
Bill Pmt -Check	08/10/2023	8272	Oregon Department...	CIR# 24-017		5.00	142,727.80
Bill Pmt -Check	08/10/2023	8273	Staff- Holly Crosson	CIR# 24-020		55.68	142,672.12
Bill Pmt -Check	08/10/2023	8274	Staff- Teresa Matte...	CIR# 24-015		83.84	142,588.28
Bill Pmt -Check	08/17/2023	8275	Luckiamute Waters...	CIR# 24-021		2,500.00	140,088.28
Bill Pmt -Check	08/24/2023	8276	1Bill - Crystal Lake ...	CIR# 24-024		185.00	139,903.28
Bill Pmt -Check	08/24/2023	8277	Advantage Computi...	CIR# 24-027		32.50	139,870.78
Bill Pmt -Check	08/24/2023	8278	Domain Networks	CIR# 24-026		289.00	139,581.78
Bill Pmt -Check	08/24/2023	8279	Mater Investment C...	CIR# 24-025:		2,062.58	137,519.20
Bill Pmt -Check	08/24/2023	8280	D. Franco Contracti...	CIR# 24-022		9,436.47	128,082.73
Liability Check	08/31/2023	8281	VALIC	Group #67994		3,739.98	124,342.75
Liability Check	08/31/2023	8282	HRA VEBA Plan	YA20521 CIR# 24-0...		372.34	123,970.41
Liability Check	08/31/2023	8283	SDIS	03-0018433 CIR# 2...		4,835.33	119,135.08

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

	<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	21,240.60	21,240.60
44535 · Taxes Levied	2,562.58	0.00	2,562.58
44540 · ODA Operations	24,148.00	0.00	24,148.00
45000 · Interest Income	5,885.99	0.00	5,885.99
46430 · MISCELLANEOUS	50.00	0.00	50.00
48000 · TRANSFERS IN	1,969.05	0.00	1,969.05
<b>Total Income</b>	<b>34,615.62</b>	<b>21,240.60</b>	<b>55,856.22</b>
<b>Gross Profit</b>	<b>34,615.62</b>	<b>21,240.60</b>	<b>55,856.22</b>
<b>Expense</b>			
60000 · MATERIALS & SERVICES	29,567.52	0.00	29,567.52
66000 · PAYROLL EXPENSES	77,765.02	5,988.09	83,753.11
68000 · PROJECTS-SVC-SUPP-MATERIALS	0.00	14,032.42	14,032.42
69400 · TRANSFERS OUT	0.00	1,969.05	1,969.05
<b>Total Expense</b>	<b>107,332.54</b>	<b>21,989.56</b>	<b>129,322.10</b>
<b>Net Ordinary Income</b>	<b>-72,716.92</b>	<b>-748.96</b>	<b>-73,465.88</b>
<b>Net Income</b>	<b>-72,716.92</b>	<b>-748.96</b>	<b>-73,465.88</b>

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

	<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	21,240.60	21,240.60
44535 · Taxes Levied	2,562.58	0.00	2,562.58
44540 · ODA Operations	24,148.00	0.00	24,148.00
45000 · Interest Income	5,885.99	0.00	5,885.99
46430 · MISCELLANEOUS			
46432 · Contributions	50.00	0.00	50.00
<b>Total 46430 · MISCELLANEOUS</b>	<b>50.00</b>	<b>0.00</b>	<b>50.00</b>
48000 · TRANSFERS IN			
48400 · Transfer Admin from Project Fd	1,969.05	0.00	1,969.05
<b>Total 48000 · TRANSFERS IN</b>	<b>1,969.05</b>	<b>0.00</b>	<b>1,969.05</b>
<b>Total Income</b>	<b>34,615.62</b>	<b>21,240.60</b>	<b>55,856.22</b>
<b>Gross Profit</b>	<b>34,615.62</b>	<b>21,240.60</b>	<b>55,856.22</b>
<b>Expense</b>			
60000 · MATERIALS & SERVICES			
61300 · CONFERENCES AND TRAINING			
61320 · Meals/per diem	97.92	0.00	97.92
61340 · Training and Education Material	49.99	0.00	49.99
<b>Total 61300 · CONFERENCES AND TRAINING</b>	<b>147.91</b>	<b>0.00</b>	<b>147.91</b>
61500 · COMMUNITY CONSERVATION PROGRAMS			
61530 · Invasives Program	2,500.00	0.00	2,500.00
61540 · Native Plant Sale	821.87	0.00	821.87
61570 · Soil Quality Program	321.28	0.00	321.28
<b>Total 61500 · COMMUNITY CONSERVATION PROGRAMS</b>	<b>3,643.15</b>	<b>0.00</b>	<b>3,643.15</b>
62100 · CONTRACTED AND PROF SERVICES			
62115 · Audit	2,800.00	0.00	2,800.00
62120 · Computer Support	774.00	0.00	774.00
62130 · PROFESSIONAL SERVICES			
62150 · Accounting	2,627.33	0.00	2,627.33
62160 · Facilitation	1,750.00	0.00	1,750.00
62170 · Web Design, Logo - Marketing	1,612.00	0.00	1,612.00
<b>Total 62130 · PROFESSIONAL SERVICES</b>	<b>5,989.33</b>	<b>0.00</b>	<b>5,989.33</b>
<b>Total 62100 · CONTRACTED AND PROF SERVICES</b>	<b>9,563.33</b>	<b>0.00</b>	<b>9,563.33</b>
62300 · Dues/Subscriptions/Fees	3,193.22	0.00	3,193.22
62800 · OFFICE OCCUPANCY			
62820 · Rent & Parking	6,742.74	0.00	6,742.74
62830 · Utilities	794.13	0.00	794.13
<b>Total 62800 · OFFICE OCCUPANCY</b>	<b>7,536.87</b>	<b>0.00</b>	<b>7,536.87</b>
65000 · SUPPLIES AND MATERIALS			
65010 · COPIER AND SUPPLIES			
65012 · Copies	26.74	0.00	26.74
65014 · Lease	312.34	0.00	312.34

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

	General Fund	Project Fund	TOTAL
<b>Total 65010 · COPIER AND SUPPLIES</b>	339.08	0.00	339.08
65030 · Office Supplies	390.22	0.00	390.22
65050 · Software/Computer Accessories	62.49	0.00	62.49
<b>Total 65000 · SUPPLIES AND MATERIALS</b>	791.79	0.00	791.79
<b>65110 · PRODUCTION COSTS</b>			
65112 · Advertising and Website	289.00	0.00	289.00
65114 · Merchandise	374.24	0.00	374.24
<b>Total 65110 · PRODUCTION COSTS</b>	663.24	0.00	663.24
65120 · Insurance & Fidelity Bond	3,281.87	0.00	3,281.87
65160 · Miscellaneous	-8.10	0.00	-8.10
65320 · Mileage/travel related expenses	186.49	0.00	186.49
65400 · Meetings & Events	567.75	0.00	567.75
<b>Total 60000 · MATERIALS &amp; SERVICES</b>	29,567.52	0.00	29,567.52
<b>66000 · PAYROLL EXPENSES</b>			
66200 · Wages	60,833.34	4,607.52	65,440.86
66410 · Health, Dental & Life Insurance	8,473.20	675.83	9,149.03
66420 · Retirement	3,498.68	319.01	3,817.69
<b>66500 · Payroll Taxes</b>			
66510 · FICA Employer	4,650.46	352.34	5,002.80
66520 · SUTA	263.55	33.77	297.32
66530 · OR-WBF	15.29	-0.38	14.91
<b>Total 66500 · Payroll Taxes</b>	4,929.30	385.73	5,315.03
66800 · Fees	30.50	0.00	30.50
<b>Total 66000 · PAYROLL EXPENSES</b>	77,765.02	5,988.09	83,753.11
<b>68000 · PROJECTS-SVC-SUPP-MATERIALS</b>			
68010 · Project Contracted Services	0.00	13,936.47	13,936.47
68020 · Project Mileage & Travel	0.00	95.95	95.95
<b>Total 68000 · PROJECTS-SVC-SUPP-MATERIALS</b>	0.00	14,032.42	14,032.42
<b>69400 · TRANSFERS OUT</b>			
69440 · Trf PF to General Fund	0.00	1,969.05	1,969.05
<b>Total 69400 · TRANSFERS OUT</b>	0.00	1,969.05	1,969.05
<b>Total Expense</b>	107,332.54	21,989.56	129,322.10
<b>Net Ordinary Income</b>	-72,716.92	-748.96	-73,465.88
<b>Net Income</b>	<b>-72,716.92</b>	<b>-748.96</b>	<b>-73,465.88</b>

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

	<b>Jul - Aug 23</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
43000 · Beginning Balance	0.00	778,569.00	-778,569.00	0.0%
44530 · Benton County Public Works	0.00	5,000.00	-5,000.00	0.0%
44535 · Taxes Levied	2,562.58	525,000.00	-522,437.42	0.49%
44540 · ODA Operations	24,148.00	26,372.00	-2,224.00	91.57%
44545 · ODA Tech, LMA & Scope of Work	0.00	61,535.00	-61,535.00	0.0%
45000 · Interest Income	5,885.99	8,000.00	-2,114.01	73.58%
<b>46430 · MISCELLANEOUS</b>				
46432 · Contributions	50.00			
46430 · MISCELLANEOUS - Other	0.00	1,000.00	-1,000.00	0.0%
<b>Total 46430 · MISCELLANEOUS</b>	<b>50.00</b>	<b>1,000.00</b>	<b>-950.00</b>	<b>5.0%</b>
47400 · Native Plant Sale Income	0.00	17,500.00	-17,500.00	0.0%
<b>48000 · TRANSFERS IN</b>				
48400 · Transfer Admin from Project Fd	1,969.05	24,314.00	-22,344.95	8.1%
<b>Total 48000 · TRANSFERS IN</b>	<b>1,969.05</b>	<b>24,314.00</b>	<b>-22,344.95</b>	<b>8.1%</b>
<b>Total Income</b>	<b>34,615.62</b>	<b>1,447,290.00</b>	<b>-1,412,674.38</b>	<b>2.39%</b>
<b>Gross Profit</b>	<b>34,615.62</b>	<b>1,447,290.00</b>	<b>-1,412,674.38</b>	<b>2.39%</b>
<b>Expense</b>				
<b>60000 · MATERIALS &amp; SERVICES</b>				
<b>61300 · CONFERENCES AND TRAINING</b>				
61320 · Meals/per diem	97.92			
61340 · Training and Education Mater	49.99			
61300 · CONFERENCES AND TRAINII	0.00	8,000.00	-8,000.00	0.0%
<b>Total 61300 · CONFERENCES AND TRAI</b>	<b>147.91</b>	<b>8,000.00</b>	<b>-7,852.09</b>	<b>1.85%</b>
<b>61500 · COMMUNITY CONSERVATION PROGRAMS</b>				
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	2,500.00	6,000.00	-3,500.00	41.67%
61540 · Native Plant Sale	821.87	20,000.00	-19,178.13	4.11%
61560 · Scholarships/Internships	0.00	6,600.00	-6,600.00	0.0%
61570 · Soil Quality Program	321.28	5,000.00	-4,678.72	6.43%
<b>Total 61500 · COMMUNITY CONSERVAT</b>	<b>3,643.15</b>	<b>52,000.00</b>	<b>-48,356.85</b>	<b>7.01%</b>
<b>62100 · CONTRACTED AND PROF SERVICES</b>				
62115 · Audit	2,800.00	6,000.00	-3,200.00	46.67%
62120 · Computer Support	774.00	4,000.00	-3,226.00	19.35%
<b>62130 · PROFESSIONAL SERVICES</b>				
62150 · Accounting	2,627.33			
62160 · Facilitation	1,750.00	7,000.00	-5,250.00	25.0%
62170 · Web Design, Logo - Marke	1,612.00			
62130 · PROFESSIONAL SERVICE	0.00	33,500.00	-33,500.00	0.0%
<b>Total 62130 · PROFESSIONAL SERVI</b>	<b>5,989.33</b>	<b>40,500.00</b>	<b>-34,510.67</b>	<b>14.79%</b>
62180 · Consultation/Contracts - NPP	0.00	12,000.00	-12,000.00	0.0%

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

	Jul - Aug 23	Budget	\$ Over Budget	% of Budget
<b>Total 62100 · CONTRACTED AND PROF</b>	9,563.33	62,500.00	-52,936.67	15.3%
<b>62300 · Dues/Subscriptions/Fees</b>	3,193.22	11,000.00	-7,806.78	29.03%
<b>62800 · OFFICE OCCUPANCY</b>				
62810 · Alarm & Janitorial Services	0.00	1,500.00	-1,500.00	0.0%
62820 · Rent & Parking	6,742.74	28,000.00	-21,257.26	24.08%
62830 · Utilities	794.13	4,500.00	-3,705.87	17.65%
<b>Total 62800 · OFFICE OCCUPANCY</b>	7,536.87	34,000.00	-26,463.13	22.17%
<b>65000 · SUPPLIES AND MATERIALS</b>				
<b>65010 · COPIER AND SUPPLIES</b>				
65012 · Copies	26.74			
65014 · Lease	312.34			
65010 · COPIER AND SUPPLIES -	0.00	3,000.00	-3,000.00	0.0%
<b>Total 65010 · COPIER AND SUPPLIES</b>	339.08	3,000.00	-2,660.92	11.3%
65020 · Equipment	0.00	5,000.00	-5,000.00	0.0%
65030 · Office Supplies	390.22	2,500.00	-2,109.78	15.61%
65040 · Postage	0.00	500.00	-500.00	0.0%
65050 · Software/Computer Accessor	62.49	4,000.00	-3,937.51	1.56%
<b>Total 65000 · SUPPLIES AND MATERIALS</b>	791.79	15,000.00	-14,208.21	5.28%
<b>65110 · PRODUCTION COSTS</b>				
65112 · Advertising and Website	289.00	2,000.00	-1,711.00	14.45%
65114 · Merchandise	374.24	1,500.00	-1,125.76	24.95%
65116 · Newsletters	0.00	500.00	-500.00	0.0%
65118 · Publications	0.00	1,000.00	-1,000.00	0.0%
<b>Total 65110 · PRODUCTION COSTS</b>	663.24	5,000.00	-4,336.76	13.27%
65120 · Insurance & Fidelity Bond	3,281.87	7,000.00	-3,718.13	46.88%
65160 · Miscellaneous	-8.10	200.00	-208.10	-4.05%
65320 · Mileage/travel related expenses	186.49	3,500.00	-3,313.51	5.33%
65400 · Meetings & Events	567.75	5,500.00	-4,932.25	10.32%
<b>Total 60000 · MATERIALS &amp; SERVICES</b>	29,567.52	203,700.00	-174,132.48	14.52%
<b>66000 · PAYROLL EXPENSES</b>				
66200 · Wages	60,833.34	428,418.00	-367,584.66	14.2%
66410 · Health, Dental & Life Insurance	8,473.20	67,489.00	-59,015.80	12.56%
66420 · Retirement	3,498.68	26,377.00	-22,878.32	13.26%
<b>66500 · Payroll Taxes</b>				
66510 · FICA Employer	4,650.46			
66520 · SUTA	263.55			
66530 · OR-WBF	15.29			
66500 · Payroll Taxes - Other	0.00	38,219.00	-38,219.00	0.0%
<b>Total 66500 · Payroll Taxes</b>	4,929.30	38,219.00	-33,289.70	12.9%
66800 · Fees	30.50	300.00	-269.50	10.17%
<b>Total 66000 · PAYROLL EXPENSES</b>	77,765.02	560,803.00	-483,037.98	13.87%
69100 · Capital Outlay	0.00	5,000.00	-5,000.00	0.0%
69200 · Contingency	0.00	80,000.00	-80,000.00	0.0%

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

	<b>Jul - Aug 23</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
<b>69400 · TRANSFERS OUT</b>				
<b>69410 · Trf GF to Building Reserve Fd</b>	0.00	5,000.00	-5,000.00	0.0%
<b>Total 69400 · TRANSFERS OUT</b>	0.00	5,000.00	-5,000.00	0.0%
<b>69600 · Reserved for Future Expenditure</b>	0.00	240,287.00	-240,287.00	0.0%
<b>69800 · Unappropriated Fund Balance</b>	0.00	352,500.00	-352,500.00	0.0%
<b>Total Expense</b>	107,332.54	1,447,290.00	-1,339,957.46	7.42%
<b>Net Ordinary Income</b>	-72,716.92	0.00	-72,716.92	100.0%
<b>Net Income</b>	<b>-72,716.92</b>	<b>0.00</b>	<b>-72,716.92</b>	<b>100.0%</b>



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

	<b>Jul - Aug 23</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>43300 · Grant/Project Administration</b>	21,240.60	265,427.00	-244,186.40	8.0%
<b>Total Income</b>	<u>21,240.60</u>	<u>265,427.00</u>	<u>-244,186.40</u>	<u>8.0%</u>
<b>Gross Profit</b>	21,240.60	265,427.00	-244,186.40	8.0%
<b>Expense</b>				
<b>66000 · PAYROLL EXPENSES</b>				
<b>66200 · Wages</b>	4,607.52	24,318.00	-19,710.48	18.95%
<b>66410 · Health, Dental &amp; Life Insurance</b>	675.83	4,010.00	-3,334.17	16.85%
<b>66420 · Retirement</b>	319.01	1,553.00	-1,233.99	20.54%
<b>66500 · Payroll Taxes</b>				
<b>66510 · FICA Employer</b>	352.34			
<b>66520 · SUTA</b>	33.77			
<b>66530 · OR-WBF</b>	-0.38			
<b>66500 · Payroll Taxes - Other</b>	0.00	1,964.00	-1,964.00	0.0%
<b>Total 66500 · Payroll Taxes</b>	<u>385.73</u>	<u>1,964.00</u>	<u>-1,578.27</u>	<u>19.64%</u>
<b>Total 66000 · PAYROLL EXPENSES</b>	<u>5,988.09</u>	<u>31,845.00</u>	<u>-25,856.91</u>	<u>18.8%</u>
<b>68000 · PROJECTS-SVC-SUPP-MATERIALS</b>				
<b>68010 · Project Contracted Services</b>	13,936.47	20,010.00	-6,073.53	69.65%
<b>68020 · Project Mileage &amp; Travel</b>	95.95	295.00	-199.05	32.53%
<b>68030 · Project Other</b>	0.00	500.00	-500.00	0.0%
<b>68040 · Project Supplies &amp; Materials</b>	0.00	200.00	-200.00	0.0%
<b>68000 · PROJECTS-SVC-SUPP-MATERIALS</b>	0.00	188,263.00	-188,263.00	0.0%
<b>Total 68000 · PROJECTS-SVC-SUPP-MATERIALS</b>	<u>14,032.42</u>	<u>209,268.00</u>	<u>-195,235.58</u>	<u>6.71%</u>
<b>69400 · TRANSFERS OUT</b>				
<b>69440 · Trf PF to General Fund</b>	1,969.05	24,314.00	-22,344.95	8.1%
<b>Total 69400 · TRANSFERS OUT</b>	<u>1,969.05</u>	<u>24,314.00</u>	<u>-22,344.95</u>	<u>8.1%</u>
<b>Total Expense</b>	<u>21,989.56</u>	<u>265,427.00</u>	<u>-243,437.44</u>	<u>8.29%</u>
<b>Net Ordinary Income</b>	<u>-748.96</u>	<u>0.00</u>	<u>-748.96</u>	<u>100.0%</u>
<b>Net Income</b>	<u><u>-748.96</u></u>	<u><u>0.00</u></u>	<u><u>-748.96</u></u>	<u><u>100.0%</u></u>

Aug 2023 All Grant Projects Financial Report

Project Name	Grant #	Funding Agency	Start Date	End Date	Status	Final Report Due Date	Fund Amount	(INCOME) Received to Date	Earned Income to Date	(EXPENSES) Spent to	Unearned Funds	Remaining balance to	Grant Manager	Grant Report Dates	How grant funds are received	Admin Expected	Admin Earned	Admin Remaining	
Ludwigia Management Alternatives	19100538	MMT	12/1/2019	10/31/2023	Open	12/15/2023	27,742	27,742	24,401	24,401	3,341	0	MA	Interim Report: 1/1/2021 & 1/1/2022. Final Report 9/15/2023	100% of funds at beginning of grant	2,522	2,218	304	
Willamette Mainstem Restoration Opportunities and Strategies for Engagement	20100515	MMT	11/1/2020	4/30/2024	Open	6/15/2024	70,164	70,164	35,127	35,127	35,037	0	MA	5/15/21 & 6/15/2024	100% of funds at beginning of grant	6,379	3,193	3,186	
Soil Health Engagement Improves Water Quality	ODA 4462-GR	ODA	7/1/2026	6/30/2025	Open	8/29/2025	42,924	0	0	135	-135	42,924	MA	8/20/24, 8/29/25		4,292	12	4,280	
Purge the Spurge Outreach	2022-35-014	ODA-OSWB	2/24/2022	4/30/2023	Open	6/29/2023	9,971	7,478	8,461	8,461	-983	2,493	MA	9/30/22, 6/30/23	*50% of funds received at start of grant *25% of funds are received after interim grant report submitted and approved by ODA *final funds are received after final grant report submitted and approved by ODA	907	769	138	
Purge the Spurge III	2023-36-016	ODA-OWEB	3/2/2023	4/30/2024	Open	6/30/2024	9,981	7,486	8,405	8,405	-919	2,495	MA	9/30/23, 6/30/24	*50% of funds received at start of grant *25% of funds are received after interim grant report submitted and approved by ODA *final funds are received after final grant report submitted and approved by ODA	908	764	144	
WRAWMP IX	2023-36-017	ODA-OWEB	3/2/2023	4/30/2024	Open	6/30/2024	24,415	11,202	5,418	5,418	5,784	13,213	MA	9/30/23, 6/30/24	*50% of funds received at start of grant *25% of funds are received after interim grant report submitted and approved by ODA *final funds are received after final grant report submitted and approved by ODA	2,220	493	1,727	
Watenpaugh Farm Riparian and Prairie Restoration	09-22-001	OWEB	3/2/2022	3/2/2024	open	3/2/3024	11,319	6,791	0	0	6,791	4,528	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	1,029	0	1,029	
100 Acre Wood Habitat Project - Plant Establishment	217-3002-14131	OWEB	10/25/2016	6/30/2022	Open	8/30/2022	25,278	25,112	25,112	25,112	0	166	DS	Project completion only	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	2,298	2,283	15	
OWEB SIA grant	218-8010-16782	OWEB	3/4/2019	12/22/2023	Open	12/22/2023	125,000	76,736	77,065	77,065	-330	48,264	DS	Multiple dates (6/17/2019, 12/16/2019, 6/14/2020, 12/14/2020, 6/14/2021, 12/13/2021, 6/13/2022, 12/13/2020)		11,364	6,968	4,396	
2019 Supplemental Data Collection for WFIP Effectiveness Monitoring (Phase 3)	218-8390-17212	OWEB	2/4/2020	12/31/2022	Closed	12/31/2022	100,000	99,999	99,999	99,999	0	1	MA	Interim Report: 12/31/2020 & Final Report: 2/28/2022	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	9,091	9,091	0	
Building soil-minded relationships for resilient crop and pasture systems	219-9001-19457	OWEB	8/3/2021	9/30/2023	Open	9/30/2023	45,967	40,792	45,967	45,967	-5,175	5,175	TM	6/30/2028 and 6/30/2030	Reports are submitted with Request for release of Funds; Final report due within 60 days of 6/15/2023 with final Request for release of Funds.	Fund requests (OWEB website/manage your grant/payments & budget. Request for Release of Funds form). Submit expense tracking spreadsheet for all OWEB expenses and approval of receipts or invoices for amounts \$250 or more (excluding admin). Final 10% payment after completion report approval.	4,179	4,179	0
J2E RTR Project	220-3033-17504	OWEB	4/22/2020	6/30/2025	Open	6/30/2025	239,915	157,761	157,761	157,761	0	82,154	DS	6/30/2028 and 6/30/2030		23,084	14,340	8,744	
Willamette FIP Effectiveness Monitoring Program Phase 4: Data Collection 2020-2021 and Reporting	220-8201-17233	OWEB	1/1/2020	6/30/2023	Open	8/29/2023	119,988	107,989	119,005	119,005	-11,016	11,999	MA	Interim Report: 6/30/2021 & Final Report: 8/29/2023	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted. Up to 10% of grant will be held until final report is complete.	10,908	10,300	608	
	222-3016-22326	OWEB	10/25/2022	6/30/2026	open	8/29/2026	96,646	19,797	19,797	19,797	0	76,849	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	1,800	86,061	
<b>Total</b>							<b>949,310</b>	<b>659,049</b>				<b>290,261</b>					<b>56,410</b>	<b>110,631</b>	

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



**Conservation Program Manager**

- One Conservation Program Team Meeting with a focus on new invoice payment system and SIA water quality monitoring (1.9)
- Worked with Candace on invoice management and processes (5.7)
- Attended DEIJ meeting. Focus on trainings for staff and board (3.8)
- Attended meeting for Traditional Ecological Inquiry Program (TEIP) (3.8)
- Solar leasing webinar related to producers being offered opportunities to turn farmland into solar arrays (5.20)
- Discussion with Oregon Agricultural Trust about a RCPP request that they submitted to NRCS (4.1, 4.8)

**Willamette Mainstem Cooperative**

- Attended meeting with project partners for Landowner Strategies grant. Hoping to have a larger partner meeting about Willamette Conservation in December (1.8)
- Attended meeting with partners at Long Tom Watershed Council and River Design Group at Hileman Landing on the Willamette River (4.1, 1.8)

**Invasive Species Program**

- RISSC workshop – a workshop on scientific research related to invasive species management (5.20)
- Presented to Oregon State Weed Board about work being done with our Willamette River Aquatic Invasive weeds grant. Presented in partnership with Willamette Riverkeeper and Yamhill SWCD who help work on the project also (4.1, 4.8, 1.8)

**Miscellaneous**

- Held Native Bulb and Seed Sale at Fall Festival. Thanks to all who helped (staff and board members). I will give more of an update at the Board Meeting. (2.1)

**Fall Festival**



**Hileman Landing, Willamette River**





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

SOW Task	Goals	August 1, 2023 to August 30, 2023
Landowner Engagement & Technical Assistance	1 & 2	<p><b>TA:</b> Riparian restoration (3), invasives (3), urban landscaping, well water monitoring, hedgerow (2), pollinators, CREP program, riparian contractors, pasture management, riparian cultural resource surveys.</p> <p><b>Projects:</b></p> <ul style="list-style-type: none"> <li>* <i>J2E River to Ridge Diversity Project:</i> Discussion of fall activities with contractor and landowner. Contract development for October spot spray. Contract development. Discussion with Aubrey about trees/shrubs costs covered by the Arbor Day Foundation.</li> <li>* <i>Mitchell Oak and Savanna Restoration Project:</i> grass seed pickup Coordinating with USFW bulb pickup. Discussion of fall/winter activities.</li> <li>* <i>Upper Muddy Creek Strategic Implementation Area:</i> Outlined future budget costs and discussion with Michael about grant extension. Discussion with Teresa and Michael about monitoring protocol and future tasks. Equipment checkups and water quality analyses costs submitted.</li> <li>* <i>Jumping Giraffe Farms Water Management OWEB small grant:</i> landowner agreement/match document developed. Landowner has completed the drainage part of the grant. (see photo below)</li> <li>* <i>Watenpaugh Farm Riparian and Prairie Restoration:</i> update with landowner confirming advance funds request due by Oct. 31..</li> <li>* <i>Grand Oaks HOA:</i> developed draft of OWEB small grant for oak restoration, confirmation of contractor costs-develop budget.</li> <li>* <i>Wren riparian: developed grant for Conservation Implementation Program funds. Developed riparian planting plan. Ordered plants through the Collaborative Grow through Bonneville Environmental Foundation (submitted project costs for possible funding through the Arbor Day Foundation) and BSWCD plant sale.</i></li> <li>* <i>Assisted with the Fall Bulb and Seed sale.</i></li> <li>* <i>Suggested items to include in our Frequently Asked Questions for our webpage.</i></li> </ul>
Partnerships/ Non-ag Upland and urban land management & restoration	1 & 4	<ul style="list-style-type: none"> <li>* Aubrey has volunteered to participate in the OWEB Mid-Willamette, Small Grant Team 11 review team. I connected with the other two review teams that I will be reviewing the grants. If anyone else is interested, let me know.</li> <li>* Discussion with Michael, and the Oregon Agricultural Trust on the Regional Conservation Partnership Program for oak restoration and easements.</li> </ul>

		<ul style="list-style-type: none"> <li>* Coordinating a future Living on the Land workshop with OSU Extension Small Farms. Possible time April/May 2024.</li> <li>* Attended Agricultural Solar Leasing webinar presented by American Farmland Trust.</li> <li>* Attended Oregon Fire Resilience Network webinar organized by Bonneville Environmental Foundation.</li> </ul>
SOW/Capacity grant, training, organizational	5	<ul style="list-style-type: none"> <li>* Compilation of district operations and Scope of work quarterly costs and tasks for ODA capacity quarterly report.</li> <li>* Submitted invoices through our new system.</li> <li>* Attended Staff Meetings, and Board meetings. Check-in conservation team program meeting with Michael and Teresa.</li> <li>* Attended Jerry Paul's conservation celebration event.</li> <li>* Training: Wildfire Smoke</li> <li>* Wrote article for annual report.</li> </ul>



**French drain installation-Jumping Giraffe Water Management project.**



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

Farmer	Site T / R / S	Recruitment Path
15	T15S R5W S3	Benton Co Farm Bureau Board
16	T15S R5W S3	Benton Co Farm Bureau Board
22	T11S R4W S20	Benton Co Farm Bureau Board
23	T11S R4W S19	Benton Co Farm Bureau Board
24	T11S R4W S19	Benton Co Farm Bureau Board
26	T12S R5W S13	BSWCD referral
25	T11S R4W S18	cold call
0	T13S R5W S14	DECLINED cold call, personal issue
0	T13S R5W S36	DECLINED cyber risk concern
8	T13S R5W S36	GWMA well location
9	T13S R5W S36	GWMA well location
17	T14S R5W S9	GWMA well location
27	T14S R5W S10	GWMA well location
28	T14S R5W S10	GWMA well location
4	T11S R4W S19	Native Plant Sale contact
5	T11S R4W S19	Native Plant Sale contact
6	T11S R4W S19	Native Plant Sale contact
7	T11S R4W S19	Native Plant Sale contact
20	T12S R5W S11	NRCS referral
21	T12S R5W S11	NRCS referral
10	T12S R5W S24	NRCS referral
11	T12S R5W S24	NRCS referral
1	T13S R5W S1	past SWCD Director
2	T13S R5W S12	past SWCD Director
3	T13S R5W S1	past SWCD Director
12	T12S R5W S26	past SWCD Director
13	T12S R5W S26	past SWCD Director
14	T12S R5W S26	past SWCD Director
18	T13S R5W S23	referred by neighbor
19	T13S R5W S23	referred by neighbor
29	T13S R5W S24	referred by neighbor
30	T13S R5W S24	referred by neighbor

DATE	ACTIVITY
8/21	CommonPlace Farm - nitrate strip testing
8/22	Sarah Miller, Edge Analytical Lab meeting
9/12	UMC SIA WQ* monitoring gear to MRWC
9/15	Invited to present at 10/24 GWMA** meeting
9/15	Jenny Brausch meeting - payroll Q&A
9/19	BSWCD Planners meeting
9/19	Jerry Paul Celebration of Life

**Technical Assistance Soil Health Grant - ALMOST COMPLETE!!**

Writing a grant final report is rewarding time steeped in reflection and pride. The challenge is to craft creative, concise tidbits that inform funders, in this case the Oregon Watershed Enhancement Board and USDA Natural Resources Conservation Service, how we accomplished proposed tasks. A collection of metrics is submitted with the final payment request.

The report for this grant, which is public information, requires a list of landowners contacted and a discussion of the reason why they agreed or declined participation, with the township, range, and section for each site’s location. The challenge is to deliver requirements while assuring participant confidentiality per our agreement with each farmer.

Please see the table, left, for a summary of the project’s recruitment information. The reasons for participation are not in the words of the farmer but described as “recruitment path” or how they formed a relationship with BSWCD. The table is sorted by recruitment path with shades of the same recruitment indicating different farmers. The farmer’s name is replaced by field number.

\*UMC SIA WQ - Upper Muddy Creek Strategic Implementation Area Water Quality  
 \*\*GWMA - Southern Willamette Valley Ground-water Management Area

# VOLUNTEERS NEEDED!

Willamette Grange Hedgerow Planting  
Tuesday, October 24, 2023  
9 AM – 2 PM

Soup and Salad lunch provided – please bring your own plate, bowl, and utensils.



Work on a planting team!

Some tools will be provided. If possible please bring your own shovels, picks, gloves, buckets, wheelbarrows, clippers, watering cans, etc.

Dress for weather!



This planting is a tribute to our dear friend and conservation leader, Jerry Paul

To sign up as a volunteer, click [HERE](#)

For more information email Gwendolyn [Gwellen@efn.org](mailto:Gwellen@efn.org)

Partners: Willamette Grange, Xerces Society, Benton SWCD





United States Department of Agriculture

Natural Resources Conservation Service

Tangent Service Center  
31978 N. Lake Creek Drive  
Tangent, OR 97389-9708

E-mail: [nathan.adelman@or.usda.gov](mailto:nathan.adelman@or.usda.gov)  
Phone: (541)801-2674  
Fax: (541) 928-9345

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**Subject:** Benton SWCD-September  
Board Meeting

**Date:** October 10, 2023

### Upcoming Fiscal Year 2024 Programs

- NRCS will be delivering Inflation Reductions Act in two main programs: EQIP and CSP. There will be a significant increase in funding for Fiscal Years 2024 – 2026 implementing Climate Smart Agricultural and Forestry Practices. Funding will focus on each land use: Forest, Pasture, Cropland, and land uses with and Animal Feeding Operations Energy as a concern. Application deadline is November 17, 2023, through the normal NRCS process.  
<https://www.nrcs.usda.gov/conservation-basics/conservation-by-state/oregon/inflation-reduction-act-ira-in-oregon>
- Strategies in place in 2023 will continue in Fiscal Year 2024: Hazelnut Water Conservation, Oak Habitat Restoration, Local Foods, and Forest Resilience and Resistance. Funding will be at similar levels of previous years. Application deadline is November 17, 2023, through the normal NRCS process.
  - Upcoming workshop on the Local Foods:  
<https://extension.oregonstate.edu/smallfarms/events/farmers-ranchers-local-foods-initiative-funding-information-session-nrcs>
- CSP will have a signup on March 29, 2024, to focus on operations who have participated in EQIP and are looking forward to more conservation goals.

### Staffing

- Katie Woodruff (DC in Coquille covering Coos and Curry) is the Acting DC in Tangent.
- Stephanie Rice, Soil Conservationist is starting October 2<sup>nd</sup> in Tangent covering Linn and Benton Counties.
- Heather Medina Saucedo is on detail with the Farm Service Agency until January. Nathan Adelman will be the Acting Basin Team Leader until she returns.
- Tangent District Conservationist advertisement didn't yield any viable applicants and will be re-posted soon.
- A Soil Conservationist Tech and Soil Conservationist position have been advertised and awaiting selections to cover the Tangent Service area.
- A shared biologist position with ODFW will be advertised this fall and will be housed in the Tangent Service Center.



SEPTEMBER REPORT FOR OCTOBER 2023 BOARD PACKET

Sara Roberts, Communications and Community Engagement Coordinator

**OUTREACH (Goals 2.5, 4.5)**

- Hosted multiple Salmon Watch events this month:
  - Returning Volunteer gathering on Sept. 9 (6 attending)
  - New Volunteer training on Sept. 16 (13 attending)
  - High School volunteer training on Sept. 26 (47 attending - students and teachers from Philomath High School and College Hill High School)
- Several of the new volunteers have already signed up to take the next steps with Salmon Watch (shadowing)!

High School volunteers training as Salmon Watch Station Leaders (below); new adult volunteers observing the river at Salmon Watch training (right)



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

- SQUARE - worked with Holly and Jenny to secure approval to try the Square online system and reader hardware.
- Square worked perfectly during the Bulb and Seed Sale - we did \$2,795 in sales on Square alone over the 2 days of the sale
- We're also using Square for our [online Winter plant sale store](#) - it took me many hours to upload the inventory, but now that we have it, this process will be very quick and easy in future years!
- Over \$700 in purchases during the first 2 days of the NPS.

**COMMUNICATIONS (Goal 3.4)**

- **September Newsletter** sent on September 14. Featured items:
  - Upcoming Bulb and Seed Sale (42 clicks)
  - Volunteer at the sale (14 clicks)
  - Announcing our new and improved website (27 clicks)
  - Remembering Jerry Paul (18 clicks)

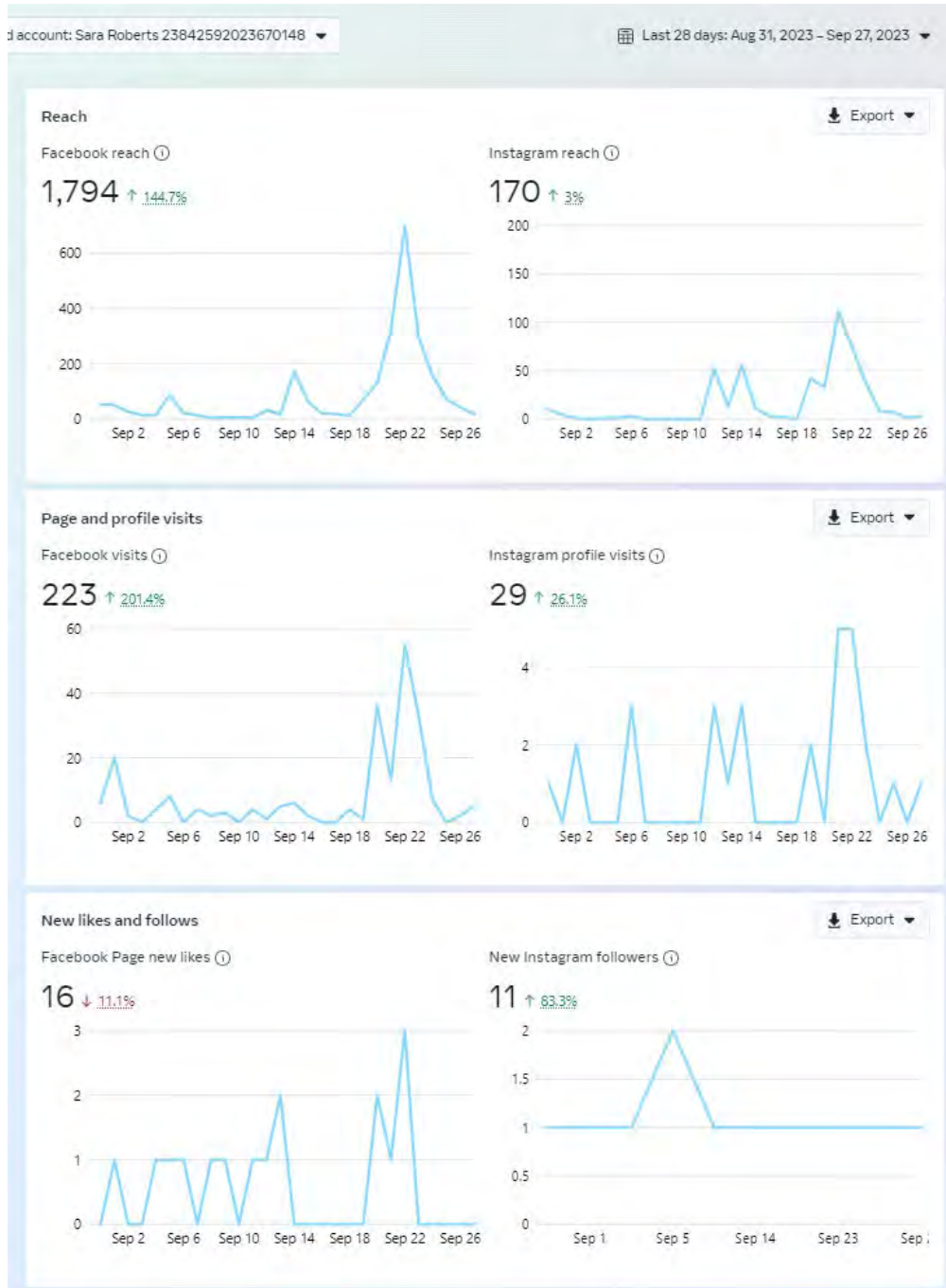
**Social media:**



SEPTEMBER REPORT FOR OCTOBER 2023 BOARD PACKET

Sara Roberts, Communications and Community Engagement Coordinator

- o 16 combined Facebook and Instagram posts. Best performing posts:
  - "Don't forget - we'll be selling native bulbs and seeds at the Corvallis Fall Festival this weekend!" (Reach=a whopping 1.1k!)
  - Bulb and Seed Sale product feature: Tiger Lily (Reach=297)
  - Graphic of all species for sale (Reach=187)
- o Social Media performance for September:



SEPTEMBER REPORT FOR OCTOBER 2023 BOARD PACKET

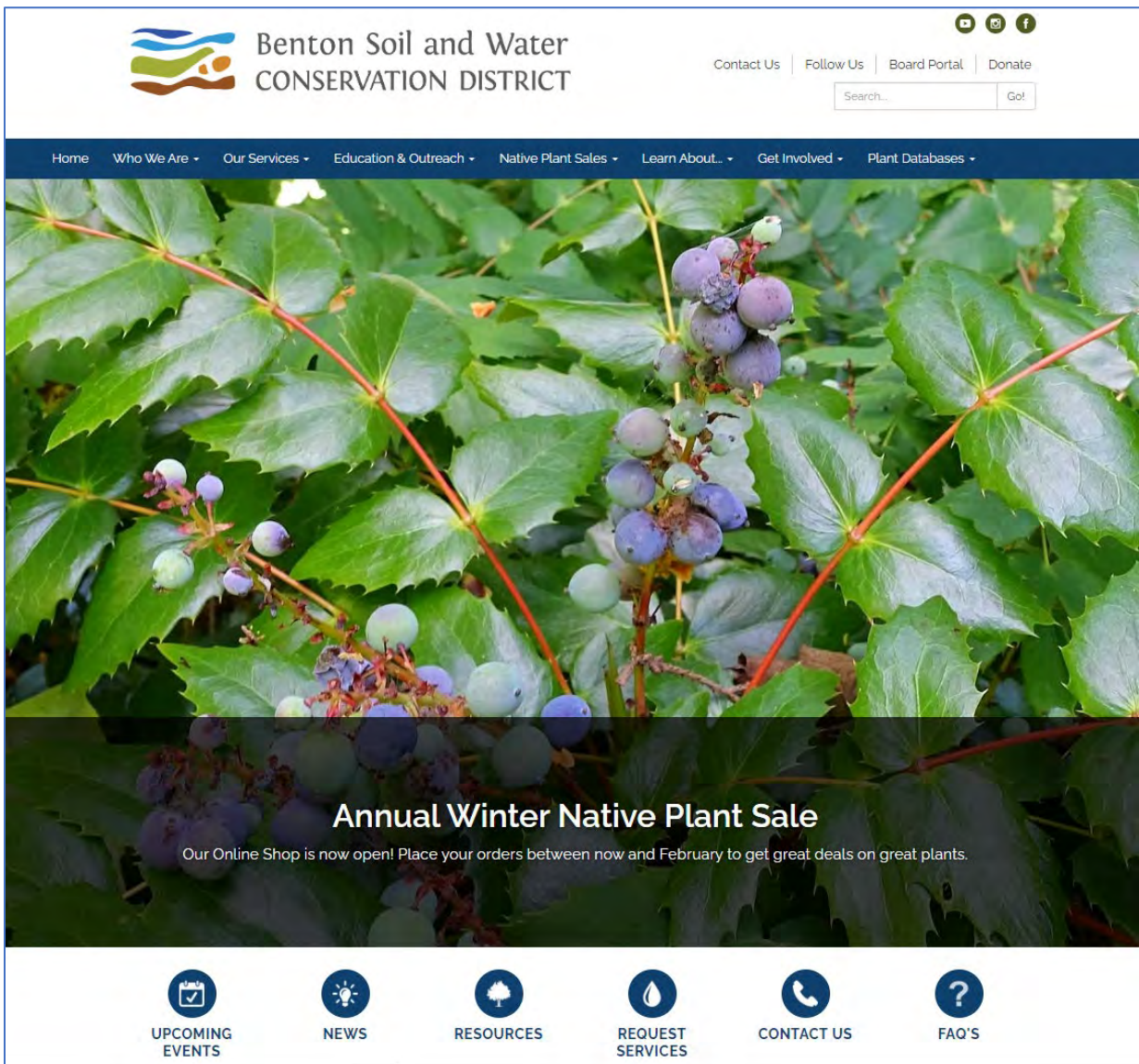
Sara Roberts, Communications and Community Engagement Coordinator

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

- Attended the first meeting of the Oregon Conservation Partnership Affinity Group: Diversity, Equity, Inclusion, and Justice
- Will continue to attend this group as the Benton SWCD representative

**WEBSITE (Goals 3.3, 3.6)**

- The new platform officially launched and is working great so far!
- 4 people have already utilized the "contact us for a site visit" form
- 11 people have already signed up for the newsletter via the website
- September page views: 44,343



Benton Soil and Water  
CONSERVATION DISTRICT

Contact Us | Follow Us | Board Portal | Donate

Search... Go!

Home | Who We Are | Our Services | Education & Outreach | Native Plant Sales | Learn About... | Get Involved | Plant Databases

**Annual Winter Native Plant Sale**

Our Online Shop is now open! Place your orders between now and February to get great deals on great plants.

UPCOMING EVENTS | NEWS | RESOURCES | REQUEST SERVICES | CONTACT US | FAQ'S

Our new homepage ([bentonswcd.org](https://bentonswcd.org))



# Staff Report September 2023 - Operations Coordinator

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

## Position Summary

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

## ESSENTIAL FUNCTIONS

### Operations Coordination (50%)

- Reviewed, authorized, and submitted Check Issuance Request and Credit Card Receipt forms; deposited checks.
- New AP Automation system implementation coordination and meetings
- Logistics for Annual Meeting
- Distributed approved and issued vendor payments
- Surveyed staff for hazard assessment information, began compiling Safety Data sheets for OSHA project
- Processed donations for Memorial Fund
- Edited and finalized Emergency Preparedness Plan for SDAO Best Practices Program

### Organizational Support (45%)

- Ordered office supplies to support NSBS
- Reviewed BSWCD Internal Communications Doc
- Reviewed webpages for Sara Roberts
- Board Support: Completed September Regular Board meeting draft minutes
- Board Support: Finalized Resolution No. FY2023-2024-02
- Completed SDAO Best Practices Survey
- HR: Attended Paid Leave Oregon Frances training for employers
- HR: Completed Workplace Harassment and PPE trainings
- Legal noticing for Board Meeting
- Tracked Monthly Tax Turnover Report
- Updated Employee Data Sheets; reviewed time-sheets; distributed pay stubs
- Filed paperwork and organized files during visits to office
- Forwarded phone calls and emails to appropriate staff
- Participated in weekly staff meetings
- Maintained weekly server back ups

### Capacity Building (5%)

- Began recruitment plan for new Board Directors and Associate Directors
- Worked on accounts payable flow and working document section for Ops Manual



# **EMERGENCY PREPARATION GUIDE**

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## **Benton Soil & Water Conservation District**

136 SW Washington Ave. STE: 201  
Corvallis, OR 97333  
541-753-7208



# EMERGENCY PREPARATION GUIDE

## Benton Soil & Water Conservation District

136 SW Washington Ave. Suite 201  
Corvallis, OR 97333

### Contents

Emergency Action Checklist.....	2
Advanced Warning.....	3
Emergency Contacts .....	3
Utility Contact and Shut Off** .....	4
Primary Contacts.....	5
Insurance Company Information .....	6
Other Contacts.....	7
Property Overview .....	8
Building Access.....	9
Evacuation Maps.....	11

### Emergency Action Checklist

Below is an action list of what to do in the event of a fire, water damage event, or emergency that will help keep employees safe and help reduce business interruption.

- Advanced Warning: Be alert and stay informed
- Always think safety first
- Stop the source of damage
- Notify emergency contacts
- Call your restoration contractor
- Notify key contacts
- Secure the property
- Take photos of damaged property
- Write summary of event/documentation

# EMERGENCY PREPARATION GUIDE

## Advanced Warning

Listen to local weather, Red Cross and county emergency management for severe weather alerts.

- Turn off all the main utilities or valves\*
- Disconnect electrical equipment and appliances
- Move vehicles from low lying areas
- Review evacuation floor plans
- Board up windows prior to forecasted high winds\*

\*It should be noted that we don't own the building our office is in, and do not have the authority to do this.

## Emergency Contacts

### Main HR Contact

Name: *Holly Crosson* Phone: 541-7853-7208 X201

Emergency Phone: 541-231-2522

Email: *hcrosson@bentonswcd.org*

## Emergency Contacts

	<u>Emergency</u>	<u>Non-Emergency</u>	<u>Local Direct Line</u>
Local Police Department	911	541-766-6911	541-766-6911
Local Fire and Rescue	911	541-766-6961	541-766-6961

	<u>Emergency</u>	<u>Non-Emergency</u>	<u>Local Direct Line</u>
Local Hospital	911	541-768-5111	541-768-5111
On Call Security Services		N/A	N/A
Business Continuity Contacts		Rich Carone (HOA): 541-740-8492	
Generator Service Company		N/A	N/A

# EMERGENCY PREPARATION GUIDE

## Utility Contact and Shut Off\*\*

**\*\*It should be noted that we do not own the building we have an office in, renting our space includes our utilities, except phone and internet.**

<b>Electric Company Name</b>	<b>Phone Number</b>	<b>Account Number</b>
Contact HOA-Electric is included in Rent (Landlord): 541-760-5526	Rich Carone (HOA): 541-740-8492	or Catherine Mater

<b>Gas Company Name</b>	<b>Phone Number</b>	<b>Account Number</b>
Contact HOA-Electric is included in Rent (Landlord): 541-760-5526	Rich Carone (HOA): 541-740-8492	or Catherine Mater

<b>Water Company Name</b>	<b>Phone Number</b>	<b>Account Number</b>
WE HAVE NO WATER IN OUR UNIT-FOR BATHROOM/WATERFOUNTAIN ISSUES, CONTACT HOA		

<b>Alarm Company Name</b>	<b>Phone Number</b>	<b>Account Number</b>
WE HAVE NO ALARM SYSTEM AS WE ARE LOCATED IN A SECURE BUILDING		

<b>Sprinkler Company Name</b>	<b>Phone Number</b>	<b>Account Number</b>
CONTACT HOA		

### Main IT Contact

Name: Jim Davidson Advantage Computing LLC Phone: 541-752-0808 Emergency Phone:  
PLEASE NOTE OUR IT IS A THIRD-PARTY CONTRACTOR AND 24/7 EMERGENCY SUPPORT IS NOT A PART OF OUR CONTRACT  
Email: [jimd@oraces.com](mailto:jimd@oraces.com)

Shut off location -Server is located on West Wall of office, turn off power at power surge protector.

Description of location – behind bookcases directly to the left of entrance if entering office, next to Donna Schmidt's workstation.

Is a key needed for access? No.



# EMERGENCY PREPARATION GUIDE

## Primary Contacts

<i>Name</i>		<i>Title</i>	<i>Phone</i>	<i>Emerg. Phone</i>
<b>Building Owner</b> <i>Catherine Mater</i>	<b>Name of District</b> <i>Mater Industries</i>	<i>Office Unit Owner</i>	541-760-5526	541-760-5526
Email Address: <i>mater@mater.com</i>				
<b>Building Contact</b> <i>Shari Clough</i>	<b>Company/Dist. Name</b> <i>2023-2024 RRCA Board of Directors</i>	<i>Secretary</i>	541-738-8056	541-738-8056
Email Address: <i>Sharyn.clough@oregonstate.edu</i>				
<b>Work Authorization</b> <i>Catherine Mater</i>	<b>Company/Dist. Name</b> <i>Mater Industries</i>	<i>Owner of unit</i>	541-760-5526	541-760-5526
Email Address:				
<b>Maintenance</b> <i>Rich Carone</i>	<b>Company/Dist. Name</b> <i>2023-2024 RRCA Board of Directors</i>	<i>Treasurer (contact for building-related emergencies/maintenance)</i>	541-740-8492	541-740-8492
Email Address: <i>richc@korvis.com</i>				
<b>Risk Manager</b> <i>Candace Mackey</i>	<b>Company/Dist. Name</b> <i>Benton SWCD</i>	<i>Operations Coordinator Safety Officer</i>	541-753-7208 x200	707-591-3366
Email Address: <i>cmackey@bentonswcd.org</i>				

# EMERGENCY PREPARATION GUIDE

## Insurance Company Information

**Broker Name & Company**

*WHA Insurance*

**Phone Number**

541-284-5853

**Policy Number**

*Liability: 38P18433*

**Insurance Carrier**

*SDIS (Special Districts Insurance Services) 1-800-305-1736 or 503-670-7066*



# Other Contacts

**Internet Provider**

*Comcast*

**Phone Number**

*(Enter phone #)*

**Account Number**

*(Enter acct. #)*

**HVAC**

*Hiroshi*

**Phone Number**

*541-231-1474*

**Account Number**

*Through HOA*

**Flooring**

*NA*

**Phone Number**

*NA*

**Account Number**

*NA*

**Plumber**

*NA*

**Phone Number**

**Account Number**

**Elevator Company**

*NA*

**Phone Number**

**Account Number**

**Phone Company**

*Vonage*

**Phone Number**

*1 (844) 365-9460*

**Account Number**

*343949*

**Electrician**

*NA*

**Phone Number**

**Account Number**

**Mechanic**

*NA*

**Phone Number**

**Account Number**

DRAFT

# EMERGENCY PREPARATION GUIDE

## Property Overview

**Building Address:** 136 SW Washington Ave. Suite 201, Corvallis, OR 97333

**Directions to Property:** From I-5, Travel West on Highway 34, turn left on 2<sup>nd</sup> street, follow 2<sup>nd</sup> street to 136 SW Washington Ave

**Year Built:** 2006      Renovations – NA      If yes, what year?

**Hazardous Materials:** NA

**Type:** (Enter type of materials here)

**Location:** (Enter location of materials here)

**Total Square Footage of Building:** Office is Approximately 1700 Sq. Ft.

<b>Floor</b>	<b>Primary Use</b>	<b>Apprx. Sq. Ft.</b>	<b>Type of Flooring</b>
1	Commercial-Restaurant and Lighting Store	UNK	Stone, carpet
2	Conservation Organizations	1700	carpet
3-6	Residential Condominiums	UNK	UNK

Blueprints Available – NO

If yes, where are they located?

Supplemental Generator Power – No, except for emergency lighting

If yes, where is it located?

Fuel – NO

If yes, where is it located?



# EMERGENCY PREPARATION GUIDE

## Building Access

**Knox Box:** YES

**Security Access:** Front Door (East Door)

**Preferred Access Point:** Front Door (East Door)

**Elevator Access:** In lobby on West Side 1<sup>st</sup> floor

**Stairway Access for Service:** 2 stairways, one directly to left as you enter and one straight ahead and to the right. Access to the 2<sup>nd</sup> floor doesn't require a keyfob, but any other floors will require an owner's keyfob.

### FROM THE HOA GUIDE:

#### Emergencies

For fire or medical emergencies, call 911:

- give the building address, 136 SW Washington Avenue;
- give your location in the building and/or your condo number.

First responders have access to the entire Renaissance Building via the Knox Rapid Access system used by the City of Corvallis.

#### Fire

- Call 911
- Get to the stairwell
- Elevators will be out of service, and the yellow smoke curtains will drop to prevent your entry
- Get out of the building via the stairwell
- Anyone unable to navigate the stairs will be met on a stairwell landing by an emergency responder able to assist

### FROM BSWCD EMERGENCY ACTION PLAN:

#### Emergency Contact

Holly Crosson

Executive Director

541-753-7208 extension 203

#### Alerts

In the event of an emergency while the office is open, employees are alerted by verbal announcement. An emergency contact list with cell phone numbers is also maintained.

#### Policy

In the event of fire or other emergency, ALL employees shall evacuate immediately.

## **Routes**

*In the event of an emergency, employees shall evacuate by means of the **nearest** available marked exit.*

## **Extinguishers**

*One portable fire extinguisher is provided in the workplace for employee use. In the event of fire, any employee may use extinguisher to attempt to extinguish the fire before evacuating if in their judgement it is safe to do so.*

## **Operations**

*Critical operations shutdown procedures are not required, because no employees are authorized to delay evacuation for this purpose.*

## **Duties**

*The following employees are to perform rescue or medical duties during an emergency:*

*All employees who are trained to perform CPR/First Aid.*

## **Assembly**

*After an emergency evacuation, employees are to gather in the following location:*

*Employees will gather by the park bench to the south of the building next to the Willamette River.*

## **Accounting**

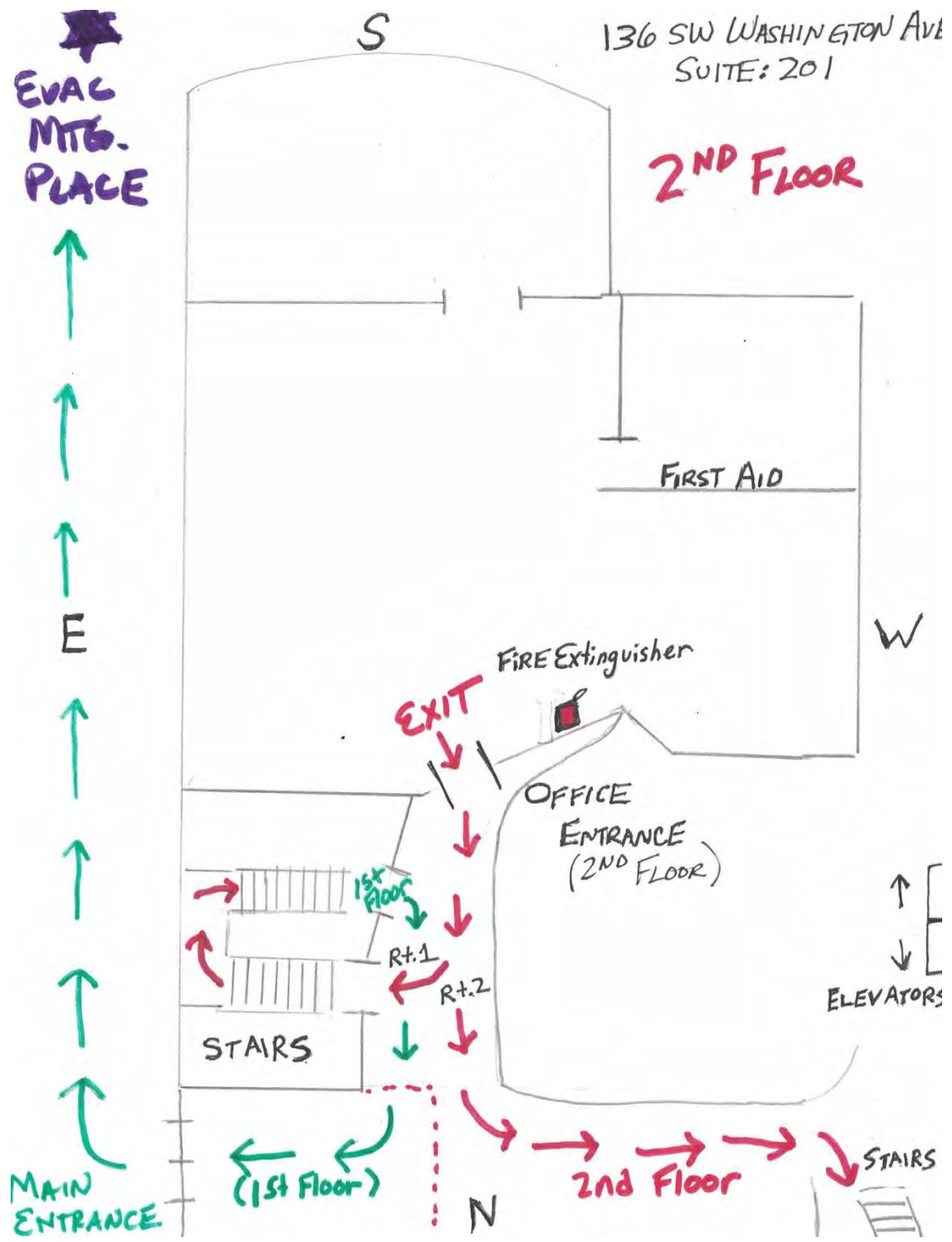
*After an emergency evacuation, the procedure for accounting for all employees is:*

*The Executive Director will account for all employees. If all employees are not accounted for, the Executive Director will decide if it is safe to reenter the building to account for missing employees. If the building is deemed not safe, rescue will be called immediately. If the Executive Director is out of the office at the time of emergency, any other staff member present may assume this task.*

*In the event of an emergency, if it is unsafe to gather outside the building, employees are to gather in the hallway by the restrooms until employees can all be accounted for. Employees are to stay together until it is safe to leave the building.*

# Evacuation Maps

## Fire Evacuation Map



## Fire Extinguisher Location





# Traditional Ecological Inquiry Program Summary & Goals

## Project Description

The Traditional Ecological Inquiry Program (TEIP) is a holistic, place-based education internship that facilitates academic, career, community, and personal success through the exploration of Traditional Ecological Knowledge. TEIP is entirely taught by Native educators. Each learning season supports 8-12 core youth interns (11-23 y/o). Entire families are often involved, including younger siblings who join the program in later cohorts. Core interns are thereby critical in broadening the scope of TEIP's reach and impact, and consistently bring another 2-4 family members as an extended intergenerational learning community that provides support for, and are supported by, TEIP. Many of the program outcomes we're working to achieve center on empowerment of Indigenous inquiry into Traditional Ways of Knowing and strengthening a sense of Tribal identity by providing a Native-positive and Native-centered program to establish and strengthen ties to self and culture. This is accomplished through 4-5 seasonal gatherings spread throughout the year and grounded in the Seasonal Rounds bringing interns, families, and the Tribal community together for place-based teaching and learning events, and through Intern-driven inquiry projects.

TEIP is learner-driven and supports Interns' in selecting an inquiry exploration project. Learning is centered on the tending and gathering cycle of Seasonal Rounds (solstices & equinoxes) and has a seasonal emphasis on the natural elements: fire, earth, water, and air. In their exploration of traditional ecology and the connections between ecological and human health, Interns receive experiential learning about issues ranging from: the impacts of colonization on fire-adapted ecosystems and culturally important plants and animals; the importance of revitalizing cultural burning to Willamette Valley ecosystems; impacts of climate change; and more. One of the program's core goals is supporting Interns' exploration of, and preparedness for, college and career pathways in habitat restoration, land stewardship, prescribed burning, and environmental education. Interns are also eligible to earn school or college credit.

TEIP responds to the needs of individual Interns, their families, and communities as they explore traditional ecology and the connections between ecological and human health in a Native-led space. TEIP provides a forum for people of diverse Tribal identities to discuss and work on complex societal, bureaucratic, political, and ecological challenges facing Native communities, in addition to historical trauma, gender bias, and racism. Our job is to reduce barriers to accessing the people, places, resources, and communities necessary for Intern success, health, and wellbeing. The ongoing development of "cultural infrastructure" - Intern, Family, Community, and Place - facilitates relationship building, supports shared knowledge, and provides material support for cultural practice. TEIP sees the need for balance in Mind, Body, Spirit, and Community, and connects Interns with resources that include Indigenous educators from the university, secondary school, and community level, and includes Elders, knowledge keepers, and practitioners. Interns are offered stipends of up to \$1,200 for each learning season. Supporting materials and supplies are provided, as is support for

transportation and lodging for field trip explorations. TEIP has used remote teaching and learning tools to reach Tribal families across the Pacific Northwest.

## Community Need

TEIP seeks to address interrelated needs centering on ecocultural connections to the landscape and elevating Native voices. First, Indigenous people have been forcibly removed and disconnected from the land and Traditional Ways of Knowing. The health of Indigenous people and the health of the land is deeply intertwined. In the Willamette Valley, Native people have tended Oregon's oak and prairie habitats through practices such as low intensity cultural burning since time immemorial. Colonization brought the forced displacement and removal of Native people from the landscape, disrupting the relationship between Native peoples and the land. This severely diminished the human connection to culture, ceremony, land, and ultimately human and land health. Many Indigenous people currently have very limited access to lands to harvest traditional plants and materials, perform cultural ceremonies, and pass along traditional knowledge to future generations. Only a small fraction of remaining oak and prairie habitat is managed for conservation, and a much smaller percentage of that is managed with traditional knowledge and cultural practice. Most of this remaining habitat is privately owned, which further restricts access. This lack of access for ecocultural activities is tied to the physical and mental health of Native people.

Secondly, Native youth face barriers to explore traditional knowledge, Tribal identity, history, and culture under the prevailing education system. There is a significant education gap in our schools, and an opportunity gap for Native youth to learn and engage in traditional activities. Conventional education has been taught through the lens of European imperialism, which perpetuates the distortion or erasure of Native history and culture, and ignores the impacts of intergenerational trauma. This is culturally damaging and often dehumanizing for Native youth, who may struggle to embrace their Tribal heritage, feel disconnected from it, or haven't been presented with opportunities to explore it. About 31% of Tribe-enrolled Oregon students live more than 60 miles from their Tribe's offices (many of the students TEIP is trying to reach), exacerbating this disconnect. In addition to the education gap, Native youth disproportionately come from under-resourced homes, and may lack critical infrastructure such as consistent internet access, technology, or other supplies. This makes it more difficult to participate in after school learning programs.

## Project Goals

*Goal 1: Facilitate unique and ongoing opportunities for Indigenous youth & families to learn about Traditional Ecological Knowledge, language, history, and culture.*

- Strategy: Provide an evolving, Native-led, culturally-relevant curriculum congruent with Senate Bill 13 and the NMAI's "Native Knowledge 360" framework. Provide a program unique to Kalapuya Illahee. Provide logistical, technical, and financial support for Native educators. Increase intergenerational and intertribal capacity through greater staffing and Tribal Advisory Council.

- Outcomes/Community Benefits: Empowerment of Indigenous inquiry into Traditional Ways of Knowing with a strengthened sense of Tribal identity. Support for a Native-positive and Native-centered program for Native youth to establish and strengthen ties to self and culture. Measured by number of youth engaged (8-10 per season); increased number of family members and community partners involved.

*Goal 2: Provide a supportive and inviting learning environment to Tribal youth and families who may face discrimination as they exercise their sovereign right to live well according to Tribal values and might otherwise be unaware of these rights.*

- Strategy: Maintain and promote a cultural experience countering the destructive impacts of colonization and conventional education. Support increasingly healthy Tribal communities disproportionately affected by poverty and intergenerational trauma by providing pathways to cultural healing and exercise of sovereign rights. Provide culturally responsive and integrated approaches to STEM outcomes. Maintain active outreach and promotion that speaks to and holds space for community-identified disaffected Tribal youth. Outreach to project partners such as Chifin Native Youth Center, Yurok Cultural Fire Training Exchange, Eugene 4J Natives Program, Chemawa Indian School, Siletz and Grand Ronde area offices, and other Tribal programs.
- Outcomes/Measurement: Stronger Tribal resilience through Traditional practice extending to new members and across generations. Space where Tribal youth and families examine the historical impact of colonization on their language, culture, and values. Disaffected youth are uplifted by Tribal communities. Influence will be measured in the number of Tribal members, staff, and Elders participating in and/or supporting the program and outwardly shared positive experiences.

*Goal 3: Expand practice of Tribally-facilitated “learner as educator” intergenerational teaching model to strengthen ties in Tribal and allied communities; broaden and diversify teaching and learning of traditional knowledge.*

- Strategy: Incorporate specialized TEIP staff positions; convene and support a Tribally-led “Talking Circle” Council.
- Outcomes/Measurement: Measure how many participants return from prior learning groups and take on greater leadership and/or mentorship roles; and the growth of program alumni over time. TEIP has conservatively engaged 40 youth & family so far plus 40-60 partners (Native college students, professors, guest educators, Tribal staff, Council members, & Elders.) During the proposed project period, TEIP expects to serve an additional 20 - 25 youth and family plus 30 - 40 partners.

*Goal 4: Provide opportunities for Tribal youth and families to explore college and career pathways through the lens of Indigenous Ways of Knowing.*

- Strategy: Place-based, hands-on curriculum/activities developed by staff and Tribal leadership supports Native youth in exploring traditional land tending practices at an active restoration site: the ARWP.

- Outcomes/Measurement: At the end of each learning season, 8-10 interns present their inquiry projects with family, friends, community, staff, and Council. Through self assessment and reflection, Native youth discover interest areas and pursue those interests in college or career choices; build connections and networks with other Tribal members, NGOs, and land management partners. This self-discovery and personal connections has led to an increased number of Indigenous people working in conservation and restoration professions, and leading land management activities: Indigenous burn crews, journalists, scholars, and community leaders.

*Goal 5: Explore opportunities for Native voices to lead habitat restoration and long-term stewardship in the Long Tom Watershed and beyond.*

- Strategy: Native educators and communities support Interns as they work with stewards and agencies to plan activities to guide habitat restoration at the Andrew Reasoner Wildlife Preserve and other stewardship locations such as Vesper Meadow in Jackson County, Finn Rock Reach in rural Lane County, and ODFW land west of Eugene.
- Outcomes/Measurement: Stronger relationships, understanding, and awareness are formed among Tribal staff, members, youth, Council, and the Indigenous community in the Long Tom Watershed, on the land at ARWP, and beyond.