

Monday, July 8, 2024
 6:00-7:30 PM Board Meeting
 To join Zoom Video Conference:



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

Phone: 1-669-900-6833

Meeting ID: 844 6825 0202

Passcode: 640956

BENTON SWCD BOARD OF DIRECTORS JULY MEETING AGENDA

Goal	Item	Lead	Time	ACTION
	Call to Order, Introductions, Public Comments, Announcements, Additions to Agenda	<i>Johnson</i>	6:00	
	BOARD MEETING CONSENT AGENDA	<i>Johnson</i>	6:05	ACTION
5	Approve draft Minutes from June 10 Budget Hearing and Board Meeting			
5	Approve Financials (5/31/24)			
	REGULAR AGENDA			
1	Dry Farming Institute (DFI): Background, Resources, and Opportunities. Amy Garrett; DFI Co-Director and Director of Operations (40 minutes including questions)	<i>Garrett</i>	6:06	
1, 2, 3	Jerry Paul Native Pollinator Conservation Grant Awards (summary of projects and funding in packet) - 14 minutes	<i>Roberts</i>	6:46	
5	Request to raise credit card limit for Crosson and Mackey (justification and amount of increase)	<i>Crosson</i>	7:00	ACTION
5	Director Roles and Responsibilities including establishing meeting attendance expectations (in packet) - 10 minutes	<i>Johnson</i>	7:05	ACTION
3	Letter of support to Oregon Department of Transportation for Benton County's application to assess evacuation routes during emergencies such as wildfire (signed letter in packet) 5 minutes	<i>Crosson</i>	7:15	
1-5	Questions from Board on BSWCD and NRCS activities - 8 minutes	<i>Directors/ Staff/NRCS</i>	7:20	
1-5	Other Board business?	<i>Directors</i>	7:28	
	Meeting Adjourned	<i>Johnson</i>	7:30	

Strategic Direction Goals 2022-2027

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

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

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

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

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

BSWCD Board and Outreach Events (subject to change)		
Date/Time	Event	Location
July 8, 6:00-7:30pm	Regular Board Meeting	TBD/Zoom
July 19, 9:00am-3:30pm	Paddle and Pull with Willamette Riverkeeper and BSWCD	Paddle and Pull volunteer event - Benton Soil And Water Conservation District (bentonswcd.org)
August 2, 4:00-7:00pm	Volunteer Appreciation Event RSVP at https://www.bentonswcd.org/2024-08-02-2024-volunteer-celebration	Bruce Starker Arts Park 4485 SW Country Club Dr. Corvallis, OR 97333
August 3, 9:00am-3:30pm	Paddle and Pull with Willamette Riverkeeper and BSWCD	Corvallis/Albany AIS Paddle & Pull Event - Michaels Landing to Hyak Park — Willamette Riverkeeper (willamette-riverkeeper.org)
August 12, 6:00-7:30pm	Regular Board Meeting	TBD/Zoom
September 12 6:00-7:30pm	Regular Board Meeting	TBD/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, June 10, 2024
6:00-8:00 PM



To join Zoom Video Conference:

<https://us02web.zoom.us/j/84468250202?pwd=Rk5sRERSZXI6WVVOUmJIWEFBcDIHUT09>

Phone: 1-669-900-6833

Meeting ID: 844 6825 0202; Passcode: 640956

BOARD OF DIRECTORS MEETING MINUTES

In Attendance

Board Members Present: Nate Johnson, Greg Jones, Eliza Mason, Kerry Hastings, Aubrey Cloud, David Barron (arrived at 6:32pm)

Board Members Absent: Marcella Henkels

Associate Directors Present: Rana Foster (arrived at 6:38pm)

Staff Present: Holly Crosson, Michael Ahr, Donna Schmitz, Sara Roberts (minutes)

Others Present: Stephanie Rice, NRCS

Call to Order - Johnson (6:07pm)

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

Introduction of Stephanie Rice

Announcement: Donna shares that she will be retiring at the end of the summer. She's been with us for 25 years!

Additions to agenda (added by Nate Johnson): Discussion of Board attendance policy - Nate reads the policy from ODA, which states that the Board decides whether to open up a Director position if that Director has missed 3 consecutive meetings. Nate suggests that we continue this discussion at the next meeting and asks Board members to review the policy and give it some thought before then.

Convene Budget Hearing to Adopt FY25 Budget - 6:21

The Budget Committee approved the FY25 budget on May 6th. Nate Johnson opens discussion for any directors who were not in attendance at the Budget Committee Meeting to ask any questions. No questions raised.

Nate Johnson reads Resolution No. FY2023-2024-11 aloud. This outlines budget appropriations, the imposed tax, and categorization of the tax for FY25.

MOTION: Adopt FY2024-2025 Budget by adopting Resolution No. FY2023-2024-11: Nate Johnson

Second: Kerry Hastings

Results: Pass 5/0

Budget Hearing Adjourned-Johnson (6:27pm)

CONSENT AGENDA

- **Approve draft Minutes from May 13th 2024 Board Meeting**
- **Approve Financials (4/30/24)**

Discussion: none

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

MOTION: Approve Consent Agenda: Nate Johnson Second: Aubrey Cloud
Results: Pass 5/0

REGULAR AGENDA

- **Introduce Stephanie Rice, new District Conservationist with NRCS**

- **Approve FY25 Work Plan (in packet)**
Discussion: Brief overview of the work plan. Nate asks staff if the process is acceptable or could be improved. Holly shares that revisions to the District workplan are relatively simple and that staff also prepare individual work plans that are reviewed with supervisors annually. These are more flexible and can change throughout the year to reflect new projects.
MOTION: Approve FY25 Work Plan: Nate Johnson Second: Kerry Hastings
Results: Pass 6/0 (Director David Barron had joined by this time)

- **Adopt Resolution FY023-2024-10 for GASB 87-lease standards (office, storage, copier lease)**
Discussion: Holly Crosson shares the reasoning behind this resolution and notes the numbers are reviewed by the auditor.
MOTION: Move to adopt Resolution FY023-2024-10: Nate Johnson Second: Greg Jones
Result: Pass 6/0

- **November 5th General Election in Benton County - Holly**
 - 5 of our Directors will be on the ballot. Must file by August 27. Oath of office will be at January Board meeting. Holly Crosson recommends reading what ODA has put out about this and to connect with them directly with any questions. See the info included in the packet.
 - Nate Johnson encourages Directors to write something for the voter pamphlet - an outreach opportunity for us. Kerry Hastings reminds us that having a write up has a fee associated with it (\$25?)

- **Questions from Board on BSWCD and NRCS activities-**
 - Aubrey Cloud: Questions about the Quarterly District Managers meeting -
 - 501C3 land trust? Holly shares that Yamhill SWCD will gather their properties under a new 501C3 Land Trust which enables them to get certain insurance coverage which SWCDs aren't eligible for.
 - AI policy? It's complicated! A lot of Districts are starting to use AI for various purposes and issues have come up with misinformation being published. How do we use the technology to make our jobs more efficient? What are the pitfalls of AI? State of Oregon has an AI Advisory Council and they're starting to develop some templates for agencies that Holly will use to develop our own policy. Holly has also requested the expertise and assistance of SDAO and OACD to develop a template that SWCDs could modify to suit their needs. Nate, Sara, and others share their concerns about AI. BSWCD is not currently using AI (at least not intentionally).

- Other Board Business-None raised.

Meeting Adjourned - Johnson (7:18pm)

Financial Report

Period ending May 31, 2024
Benton SWCD Board Meeting
July 8, 2024

Our Oregon LGIP account closing balance was \$910,942.58. The dividend paid was \$4,064.32 and the monthly distribution yield was 5.20%. The fiscal year-to-date dividend paid was \$41,982.80.

The Benton County Finance Department paid the District \$9,175.96 in tax revenue. The year-to-date amount paid was \$517,706.44

The total balance of both Citizen Bank accounts combined was \$152,461.18. The previous month's combined balance was \$67,345.42. Both accounts were reconciled and all checks were accounted for.

The balance of the credit-card account as of 5/27/24 was \$2,250.83 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 May 31, 2024

	May 31, 24	May 31, 23	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
10100 · Citizens Bank	138,220.74	149,621.83	-11,401.09
10150 · Citizens Bank #2	5,382.69	5,000.96	381.73
10200 · LGIP	920,118.54	854,319.32	65,799.22
10300 · Stripe	0.00	-2.35	2.35
10310 · Stripe - Streamline	-0.49	0.00	-0.49
10800 · Petty Cash	24.00	24.00	0.00
10990 · Clearing Account	189.50	0.00	189.50
Total Checking/Savings	1,063,934.98	1,008,963.76	54,971.22
Accounts Receivable			
11000 · Accounts Receivable	0.00	5,000.00	-5,000.00
11400 · Grants Receivable	5,635.48	45,488.68	-39,853.20
Total Accounts Receivable	5,635.48	50,488.68	-44,853.20
Other Current Assets			
12010 · 100-1505 Due to/Due frm BR Fund	-113,200.00	-108,200.00	-5,000.00
12015 · 100-1500 Due to/from Proj Fund	-54,679.93	-96,371.93	41,692.00
12020 · 200-1080 Cash Due to/frm Gen Fnd	54,679.93	96,371.93	-41,692.00
12040 · 400-1080 Cash Due to/Due frm GF	113,200.00	108,200.00	5,000.00
13000 · Prepaid expenses-Audit	5,974.87	5,872.02	102.85
Total Other Current Assets	5,974.87	5,872.02	102.85
Total Current Assets	1,075,545.33	1,065,324.46	10,220.87
Other Assets			
18400 · Property Tax Receivable-Audit	10,348.00	9,482.00	866.00
Total Other Assets	10,348.00	9,482.00	866.00
TOTAL ASSETS	1,085,893.33	1,074,806.46	11,086.87
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
20000 · General Accounts Payable	973.13	4,909.31	-3,936.18
20100 · Project Accts Payable	1,282.17	22,227.75	-20,945.58
Total Accounts Payable	2,255.30	27,137.06	-24,881.76
Credit Cards			
22000 · CITIZENS BANK MASTER CARD			
22200 · Holly CC - 2995	241.03	174.06	66.97
22300 · Donna CC - 3001	58.29	0.00	58.29
22400 · Teresa CC - 3019	708.24	200.60	507.64
22530 · Michael CC - 3266	130.45	899.31	-768.86
22532 · Sara CC - 0962	125.24	1,040.68	-915.44
22533 · Candace CC - 0020	987.58	913.19	74.39

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

	May 31, 24	May 31, 23	\$ Change
Total 22000 - CITIZENS BANK MASTER CARD	2,250.83	3,227.84	-977.01
Total Credit Cards	2,250.83	3,227.84	-977.01
Other Current Liabilities			
24000 - PAYROLL LIABILITIES			
24010 - 941 Account	8,817.48	8,417.20	400.28
24020 - Oregon Withholding	2,227.00	2,158.00	69.00
24030 - OR-WBF SUTA	1,219.11	1,011.04	208.07
Total 24000 - PAYROLL LIABILITIES	12,263.59	11,586.24	677.35
25800 - Deferred Revenue Grants-Audit	35,207.50	63,119.14	-27,911.64
Total Other Current Liabilities	47,471.09	74,705.38	-27,234.29
Total Current Liabilities	51,977.22	105,070.28	-53,093.06
Long Term Liabilities			
27050 - Deferred Revenue Taxes -Audit	9,031.09	8,373.09	658.00
Total Long Term Liabilities	9,031.09	8,373.09	658.00
Total Liabilities	61,008.31	113,443.37	-52,435.06
Equity			
31100 - Building Reserve Fund Balance	113,200.00	108,200.00	5,000.00
31200 - Project Fund Balance	10,207.00	10,210.00	-3.00
32000 - General Fund Balance	811,946.58	735,673.75	76,272.83
Net Income	89,531.44	107,279.34	-17,747.90
Total Equity	1,024,885.02	961,363.09	63,521.93
TOTAL LIABILITIES & EQUITY	1,085,893.33	1,074,806.46	11,086.87

4:26 PM

06/27/24

Accrual Basis

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

Type	Date	Num	Name	Memo	Debit	Credit	Balance
10100 - Citizens Bank							57,516.05
Deposit	05/10/2024			Deposit	5,398.80		62,914.85
Transfer	05/06/2024			Funds Transfer	100,000.00		162,914.85
Deposit	05/17/2024			Deposit	31,123.50		194,038.35
Check	05/17/2024		Card Service Center - Master...	Online Payment		1,571.48	192,466.87
Liability Check	05/30/2024		QuickBooks Payroll Service	Created by Payroll S...		26,180.68	166,286.19
Deposit	05/24/2024			Deposit	11,998.80		178,284.99
Deposit	05/31/2024			Deposit	6.15		178,291.14
Deposit	05/03/2024			Deposit	13,986.00		192,277.14
Check	05/28/2024	ACH	Intuit	783863384		2,197.83	190,079.31
Bill Pmt -Check	05/09/2024	DBT	1Auto - Xerox Financial Servi...	autopay due on 10th ...		156.17	189,923.14
Paycheck	05/31/2024	DD	Crosson, Holly A	Direct Deposit	0.00		189,923.14
Paycheck	05/31/2024	DD	Ahr, Michael S	Direct Deposit	0.00		189,923.14
Paycheck	05/31/2024	DD	Mackey, Candace	Direct Deposit	0.00		189,923.14
Paycheck	05/31/2024	DD	Matteson, Teresa L	Direct Deposit	0.00		189,923.14
Paycheck	05/31/2024	DD	Roberts, Sara	Direct Deposit	0.00		189,923.14
Paycheck	05/31/2024	DD	Schmitz, Donna J	Direct Deposit	0.00		189,923.14
Paycheck	05/31/2024	DD	Bocys, Althea	Direct Deposit	0.00		189,923.14
Liability Check	05/03/2024	EFT	United States Treasury	93-1077051		9,369.26	180,553.88
Liability Check	05/03/2024	EFT	Oregon Dept of Revenue	0292193-0		2,312.00	178,241.88
Bill Pmt -Check	05/23/2024	EFT	1Auto - Verizon	autopay due on 25th ...		89.16	178,152.72
Liability Check	05/02/2024	8326	HRA VEBA Plan	YA20521		744.68	177,408.04
Liability Check	05/02/2024	8327	SDIS	03-0018433		3,904.48	173,503.56
Liability Check	05/02/2024	8328	VALIC	Group #67994		3,840.04	169,663.52
Liability Check	05/30/2024	8329	HRA VEBA Plan	YA20521 CIR# 24-059		744.68	168,918.84
Liability Check	05/30/2024	8330	SDIS	03-0018433		3,904.48	165,014.36
Liability Check	05/30/2024	8331	VALIC	Group #67994		3,708.59	161,305.77
Bill Pmt -Check	05/06/2024	10137	Column Software PBC	Invoice: E7DC4425-...		206.85	161,098.92
Bill Pmt -Check	05/06/2024	10138	1Bill - Crystal Lake Storage	Invoice: 124-12265 ()		185.00	160,913.92
Bill Pmt -Check	05/06/2024	10139	In-Situ Inc.	Invoice: INV106939 ()		1,198.00	159,715.92
Bill Pmt -Check	05/06/2024	10140	Althea Bocys - V	Invoice: 20240425-P ...		52.91	159,663.01
Bill Pmt -Check	05/06/2024	10141	Staff- Candace Mackey	Invoice: 240429-G C...		209.04	159,453.97
Bill Pmt -Check	05/14/2024	10142	AvidXchange, Inc.	Invoice: 40975701 ()		395.00	159,058.97
Bill Pmt -Check	05/14/2024	10143	Edge Analytical	Invoice: VEB0025 () ...		792.00	158,266.97
Bill Pmt -Check	05/14/2024	10144	Long Tom Watershed Council	Invoice: 24-34 (Refer...		8,024.92	150,242.05
Bill Pmt -Check	05/14/2024	10145	Confluence Farms, LLC	Invoice: 09-22-001 #...		4,177.74	146,064.31
Bill Pmt -Check	05/16/2024	10146	Jenny Brausch Business Solu...	Invoice: 2577 ()		1,627.50	144,436.81
Bill Pmt -Check	05/16/2024	10147	Integrated Resource Manage...	Invoice: 6877 ()		2,222.41	142,214.40
Bill Pmt -Check	05/16/2024	10148	Island Time Catering	Invoice: MEETING05...		975.00	141,239.40

4:26 PM

06/27/24

Accrual Basis

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

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
Bill Pmt -Check	05/16/2024	10149	CTX-Xerox	Invoice: IN4139741 ()		24.88	141,214.52
Bill Pmt -Check	05/24/2024	10150	Mater Investment Company	AvidXchange		2,062.58	139,151.94
Bill Pmt -Check	05/24/2024	10151	MidValley Newspapers			224.72	138,927.22
Bill Pmt -Check	05/24/2024	10152	Staples	AvidXchange		78.87	138,848.35
Bill Pmt -Check	05/28/2024	10153	1Bill - Crystal Lake Storage	AvidXchange		185.00	138,663.35
Bill Pmt -Check	05/24/2024	10154	Staff- Holly Crosson	AvidXchange		291.45	138,371.90
Bill Pmt -Check	05/29/2024	10155	Staff- Michael Ahr	AvidXchange		85.43	138,286.47
Bill Pmt -Check	05/29/2024	10156	Staff- Michael Ahr	AvidXchange		65.73	138,220.74
Total 10100 · Citizens Bank					162,513.25	81,808.56	138,220.74
TOTAL					162,513.25	81,808.56	138,220.74

Benton Soil & Water Conservation District
Profit & Loss by Class
 July 2023 through May 2024

	Building Reserve	General Fund	Project Fund	TOTAL
Ordinary Income/Expense				
Income				
43300 · Grant/Project Administration	0.00	0.00	177,569.55	177,569.55
44530 · Benton County Public Works	0.00	5,000.00	0.00	5,000.00
44535 · Taxes Levied	0.00	518,721.16	0.00	518,721.16
44540 · ODA Operations	0.00	28,978.00	0.00	28,978.00
44545 · ODA Tech, LMA & Scope of Work	0.00	67,647.50	0.00	67,647.50
45000 · Interest Income	0.00	41,653.20	0.00	41,653.20
46430 · MISCELLANEOUS	0.00	3,738.98	0.00	3,738.98
47400 · Native Plant Sale Income	0.00	23,631.70	0.00	23,631.70
48000 · TRANSFERS IN	5,000.00	17,063.90	0.00	22,063.90
49100 · Lease Financing	0.00	75,642.00	0.00	75,642.00
Total Income	5,000.00	782,076.44	177,569.55	964,645.99
Gross Profit	5,000.00	782,076.44	177,569.55	964,645.99
Expense				
60000 · MATERIALS & SERVICES	0.00	114,270.41	0.00	114,270.41
66000 · PAYROLL EXPENSES	0.00	470,219.08	35,405.31	505,624.39
68000 · PROJECTS-SVC-SUPP-MATERIALS	0.00	0.00	130,702.88	130,702.88
69400 · TRANSFERS OUT	0.00	5,000.00	17,063.90	22,063.90
69500 · Debt Service	0.00	102,452.97	0.00	102,452.97
Total Expense	0.00	691,942.46	183,172.09	875,114.55
Net Ordinary Income	5,000.00	90,133.98	-5,602.54	89,531.44
Net Income	5,000.00	90,133.98	-5,602.54	89,531.44

Benton Soil & Water Conservation District
Profit & Loss by Class
July 2023 through May 2024

	Building Reserve	General Fund	Project Fund	TOTAL
Ordinary Income/Expense				
Income				
43300 · Grant/Project Administration	0.00	0.00	177,569.55	177,569.55
44530 · Benton County Public Works	0.00	5,000.00	0.00	5,000.00
44535 · Taxes Levied	0.00	518,721.16	0.00	518,721.16
44540 · ODA Operations	0.00	28,978.00	0.00	28,978.00
44545 · ODA Tech, LMA & Scope of Work	0.00	67,647.50	0.00	67,647.50
45000 · Interest Income	0.00	41,653.20	0.00	41,653.20
46430 · MISCELLANEOUS				
46432 · Contributions	0.00	3,359.98	0.00	3,359.98
46450 · In Kind Donation	0.00	379.00	0.00	379.00
Total 46430 · MISCELLANEOUS	0.00	3,738.98	0.00	3,738.98
47400 · Native Plant Sale Income	0.00	23,631.70	0.00	23,631.70
48000 · TRANSFERS IN				
48100 · Building Reserve Fund	5,000.00	0.00	0.00	5,000.00
48400 · Transfer Admin from Project Fd	0.00	17,063.90	0.00	17,063.90
Total 48000 · TRANSFERS IN	5,000.00	17,063.90	0.00	22,063.90
49100 · Lease Financing	0.00	75,642.00	0.00	75,642.00
Total Income	5,000.00	782,076.44	177,569.55	964,645.99
Gross Profit	5,000.00	782,076.44	177,569.55	964,645.99
Expense				
60000 · MATERIALS & SERVICES				
61300 · CONFERENCES AND TRAINING				
61310 · Lodging	0.00	1,632.04	0.00	1,632.04
61320 · Meals/per diem	0.00	97.92	0.00	97.92
61330 · Registration	0.00	2,599.05	0.00	2,599.05
61340 · Training and Education Mater	0.00	556.79	0.00	556.79
Total 61300 · CONFERENCES AND TRAIL	0.00	4,885.80	0.00	4,885.80
61500 · COMMUNITY CONSERVATION PROGRAMS				
61510 · Conservation Education (You	0.00	6,946.71	0.00	6,946.71
61520 · Conservation Incentive Progr	0.00	2,458.48	0.00	2,458.48
61530 · Invasives Program	0.00	3,334.00	0.00	3,334.00
61540 · Native Plant Sale	0.00	14,807.58	0.00	14,807.58
61560 · Scholarships/Internships	0.00	6,000.00	0.00	6,000.00
61570 · Soil Quality Program	0.00	3,303.89	0.00	3,303.89
Total 61500 · COMMUNITY CONSERVATI	0.00	36,850.66	0.00	36,850.66
62100 · CONTRACTED AND PROF SERVICES				
62115 · Audit	0.00	5,800.00	0.00	5,800.00
62120 · Computer Support	0.00	4,175.39	0.00	4,175.39
62130 · PROFESSIONAL SERVICES				
62140 · Legal	0.00	165.00	0.00	165.00

Benton Soil & Water Conservation District
Profit & Loss by Class
July 2023 through May 2024

	Building Reserve	General Fund	Project Fund	TOTAL
62150 · Accounting	0.00	17,408.33	0.00	17,408.33
62160 · Facilitation	0.00	1,750.00	0.00	1,750.00
62170 · Web Design, Logo - Marke	0.00	2,874.50	0.00	2,874.50
Total 62130 · PROFESSIONAL SERVI	0.00	22,197.83	0.00	22,197.83
Total 62100 · CONTRACTED AND PROF	0.00	32,173.22	0.00	32,173.22
62300 · Dues/Subscriptions/Fees	0.00	14,027.36	0.00	14,027.36
62800 · OFFICE OCCUPANCY				
62810 · Alarm & Janitorial Services	0.00	85.00	0.00	85.00
62830 · Utilities	0.00	3,902.02	0.00	3,902.02
Total 62800 · OFFICE OCCUPANCY	0.00	3,987.02	0.00	3,987.02
65000 · SUPPLIES AND MATERIALS				
65010 · COPIER AND SUPPLIES				
65012 · Copies	0.00	296.39	0.00	296.39
65014 · Lease	0.00	-114.52	0.00	-114.52
Total 65010 · COPIER AND SUPPLIES	0.00	181.87	0.00	181.87
65020 · Equipment	0.00	4,067.76	0.00	4,067.76
65030 · Office Supplies	0.00	1,475.84	0.00	1,475.84
65040 · Postage	0.00	68.00	0.00	68.00
65050 · Software/Computer Accessor	0.00	1,226.42	0.00	1,226.42
Total 65000 · SUPPLIES AND MATERIALS	0.00	7,019.89	0.00	7,019.89
65110 · PRODUCTION COSTS				
65112 · Advertising and Website	0.00	1,074.21	0.00	1,074.21
65114 · Merchandise	0.00	1,600.97	0.00	1,600.97
65116 · Newsletters	0.00	506.81	0.00	506.81
65118 · Publications	0.00	62.99	0.00	62.99
Total 65110 · PRODUCTION COSTS	0.00	3,244.98	0.00	3,244.98
65120 · Insurance & Fidelity Bond	0.00	4,559.45	0.00	4,559.45
65160 · Miscellaneous	0.00	-3.11	0.00	-3.11
65320 · Mileage/travel related expenses	0.00	2,663.83	0.00	2,663.83
65400 · Meetings & Events	0.00	4,861.31	0.00	4,861.31
Total 60000 · MATERIALS & SERVICES	0.00	114,270.41	0.00	114,270.41
66000 · PAYROLL EXPENSES				
66200 · Wages	0.00	368,223.65	28,035.67	396,259.32
66410 · Health, Dental & Life Insurance	0.00	49,036.61	3,228.09	52,264.70
66420 · Retirement	0.00	22,349.46	1,823.73	24,173.19
66500 · Payroll Taxes				
66510 · FICA Employer	0.00	28,139.35	2,140.30	30,279.65
66520 · SUTA	0.00	2,184.92	171.33	2,356.25
66530 · OR-WBF	0.00	91.56	6.19	97.75
66500 · Payroll Taxes - Other	0.00	0.03	0.00	0.03
Total 66500 · Payroll Taxes	0.00	30,415.86	2,317.82	32,733.68

Benton Soil & Water Conservation District
Profit & Loss by Class
 July 2023 through May 2024

	Building Reserve	General Fund	Project Fund	TOTAL
66800 · Fees	0.00	193.50	0.00	193.50
Total 66000 · PAYROLL EXPENSES	0.00	470,219.08	35,405.31	505,624.39
68000 · PROJECTS-SVC-SUPP-MATERIALS				
68010 · Project Contracted Services	0.00	0.00	100,769.22	100,769.22
68020 · Project Mileage & Travel	0.00	0.00	745.82	745.82
68040 · Project Supplies & Materials	0.00	0.00	25,112.84	25,112.84
68000 · PROJECTS-SVC-SUPP-MATERIA	0.00	0.00	4,075.00	4,075.00
Total 68000 · PROJECTS-SVC-SUPP-MATER	0.00	0.00	130,702.88	130,702.88
69400 · TRANSFERS OUT				
69410 · Trf GF to Building Reserve Fd	0.00	5,000.00	0.00	5,000.00
69440 · Trf PF to General Fund	0.00	0.00	17,063.90	17,063.90
Total 69400 · TRANSFERS OUT	0.00	5,000.00	17,063.90	22,063.90
69500 · Debt Service				
69510 · Lease-Debt Service	0.00	75,642.00	0.00	75,642.00
69520 · Lease-Debt Service Expenditure	0.00	26,810.97	0.00	26,810.97
Total 69500 · Debt Service	0.00	102,452.97	0.00	102,452.97
Total Expense	0.00	691,942.46	183,172.09	875,114.55
Net Ordinary Income	5,000.00	90,133.98	-5,602.54	89,531.44
Net Income	5,000.00	90,133.98	-5,602.54	89,531.44

Benton Soil & Water Conservation District
Profit & Loss YTD Comparison
 July 2023 through May 2024

	Jul '23 - May 24	Jul '22 - May 23	\$ Change
Ordinary Income/Expense			
Income			
43300 · Grant/Project Administration	177,569.55	205,522.85	-27,953.30
44530 · Benton County Public Works	5,000.00	5,000.00	0.00
44535 · Taxes Levied	518,721.16	496,813.23	21,907.93
44540 · ODA Operations	28,978.00	47,927.00	-18,949.00
44545 · ODA Tech, LMA & Scope of Work	67,647.50	61,534.37	6,113.13
45000 · Interest Income	41,653.20	23,747.50	17,905.70
46430 · MISCELLANEOUS			
46432 · Contributions	3,359.98	500.00	2,859.98
46450 · In Kind Donation	379.00	0.00	379.00
Total 46430 · MISCELLANEOUS	3,738.98	500.00	3,238.98
47400 · Native Plant Sale Income	23,631.70	21,897.16	1,734.54
48000 · TRANSFERS IN			
48100 · Building Reserve Fund	5,000.00	5,000.00	0.00
48400 · Transfer Admin from Project Fd	17,063.90	21,006.55	-3,942.65
Total 48000 · TRANSFERS IN	22,063.90	26,006.55	-3,942.65
49100 · Lease Financing	75,642.00	0.00	75,642.00
Total Income	964,645.99	888,948.66	75,697.33
Gross Profit	964,645.99	888,948.66	75,697.33
Expense			
60000 · MATERIALS & SERVICES			
61300 · CONFERENCES AND TRAINING			
61310 · Lodging	1,632.04	408.11	1,223.93
61320 · Meals/per diem	97.92	111.05	-13.13
61330 · Registration	2,599.05	1,487.81	1,111.24
61340 · Training and Education Material	556.79	206.13	350.66
Total 61300 · CONFERENCES AND TRAINING	4,885.80	2,213.10	2,672.70
61500 · COMMUNITY CONSERVATION PROGRAMS			
61510 · Conservation Education (Youth)	6,946.71	8,156.24	-1,209.53
61520 · Conservation Incentive Program	2,458.48	2,007.27	451.21
61530 · Invasives Program	3,334.00	1,601.32	1,732.68
61540 · Native Plant Sale	14,807.58	13,951.87	855.71
61560 · Scholarships/Internships	6,000.00	0.00	6,000.00
61570 · Soil Quality Program	3,303.89	3,188.94	114.95
Total 61500 · COMMUNITY CONSERVATION PROG	36,850.66	28,905.64	7,945.02
62100 · CONTRACTED AND PROF SERVICES			
62115 · Audit	5,800.00	5,800.00	0.00
62120 · Computer Support	4,175.39	4,370.75	-195.36
62130 · PROFESSIONAL SERVICES			
62140 · Legal	165.00	110.00	55.00

Benton Soil & Water Conservation District
Profit & Loss YTD Comparison
July 2023 through May 2024

	Jul '23 - May 24	Jul '22 - May 23	\$ Change
62150 · Accounting	17,408.33	19,094.52	-1,686.19
62160 · Facilitation	1,750.00	0.00	1,750.00
62170 · Web Design, Logo - Marketing	2,874.50	1,557.75	1,316.75
Total 62130 · PROFESSIONAL SERVICES	22,197.83	20,762.27	1,435.56
62180 · Consultation/Contracts - NPP	0.00	10,010.00	-10,010.00
62190 · Misc Contracted Services	0.00	5,733.86	-5,733.86
Total 62100 · CONTRACTED AND PROF SERVICES	32,173.22	46,676.88	-14,503.66
62300 · Dues/Subscriptions/Fees	14,027.36	7,022.52	7,004.84
62800 · OFFICE OCCUPANCY			
62810 · Alarm & Janitorial Services	85.00	485.00	-400.00
62820 · Rent & Parking	0.00	26,091.99	-26,091.99
62830 · Utilities	3,902.02	3,738.46	163.56
62840 · Other	0.00	53.98	-53.98
Total 62800 · OFFICE OCCUPANCY	3,987.02	30,369.43	-26,382.41
65000 · SUPPLIES AND MATERIALS			
65010 · COPIER AND SUPPLIES			
65012 · Copies	296.39	464.71	-168.32
65014 · Lease	-114.52	1,759.52	-1,874.04
Total 65010 · COPIER AND SUPPLIES	181.87	2,224.23	-2,042.36
65020 · Equipment	4,067.76	9,207.31	-5,139.55
65030 · Office Supplies	1,475.84	1,725.71	-249.87
65040 · Postage	68.00	127.00	-59.00
65050 · Software/Computer Accessories	1,226.42	3,031.43	-1,805.01
Total 65000 · SUPPLIES AND MATERIALS	7,019.89	16,315.68	-9,295.79
65110 · PRODUCTION COSTS			
65112 · Advertising and Website	1,074.21	1,517.28	-443.07
65114 · Merchandise	1,600.97	18.00	1,582.97
65116 · Newsletters	506.81	327.95	178.86
65118 · Publications	62.99	49.98	13.01
Total 65110 · PRODUCTION COSTS	3,244.98	1,913.21	1,331.77
65120 · Insurance & Fidelity Bond	4,559.45	4,646.42	-86.97
65160 · Miscellaneous	-3.11	102.20	-105.31
65320 · Mileage/travel related expenses	2,663.83	2,123.04	540.79
65400 · Meetings & Events	4,861.31	2,006.65	2,854.66
Total 60000 · MATERIALS & SERVICES	114,270.41	142,294.77	-28,024.36
66000 · PAYROLL EXPENSES			
66200 · Wages	396,259.32	353,953.92	42,305.40
66410 · Health, Dental & Life Insurance	52,264.70	49,371.94	2,892.76
66420 · Retirement	24,173.19	18,801.96	5,371.23
66500 · Payroll Taxes			
66510 · FICA Employer	30,279.65	27,039.91	3,239.74

Benton Soil & Water Conservation District
Profit & Loss YTD Comparison
July 2023 through May 2024

	Jul '23 - May 24	Jul '22 - May 23	\$ Change
66520 · SUTA	2,356.25	1,931.14	425.11
66530 · OR-WBF	97.75	99.17	-1.42
66500 · Payroll Taxes - Other	0.03	0.00	0.03
Total 66500 · Payroll Taxes	32,733.68	29,070.22	3,663.46
66800 · Fees	193.50	109.25	84.25
Total 66000 · PAYROLL EXPENSES	505,624.39	451,307.29	54,317.10
68000 · PROJECTS-SVC-SUPP-MATERIALS			
68010 · Project Contracted Services	100,769.22	135,774.35	-35,005.13
68020 · Project Mileage & Travel	745.82	540.55	205.27
68040 · Project Supplies & Materials	25,112.84	25,745.81	-632.97
68000 · PROJECTS-SVC-SUPP-MATERIALS - Other	4,075.00	0.00	4,075.00
Total 68000 · PROJECTS-SVC-SUPP-MATERIALS	130,702.88	162,060.71	-31,357.83
69400 · TRANSFERS OUT			
69410 · Trf GF to Building Reserve Fd	5,000.00	5,000.00	0.00
69440 · Trf PF to General Fund	17,063.90	21,006.55	-3,942.65
Total 69400 · TRANSFERS OUT	22,063.90	26,006.55	-3,942.65
69500 · Debt Service			
69510 · Lease-Debt Service	75,642.00	0.00	75,642.00
69520 · Lease-Debt Service Expenditure	26,810.97	0.00	26,810.97
Total 69500 · Debt Service	102,452.97	0.00	102,452.97
Total Expense	875,114.55	781,669.32	93,445.23
Net Ordinary Income	89,531.44	107,279.34	-17,747.90
Net Income	89,531.44	107,279.34	-17,747.90

Benton Soil & Water Conservation District
P&L Budget vs. Actual GENERAL FUND
July 2023 through May 2024

	Jul '23 - May 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
43000 · Beginning Balance	0.00	778,569.00	-778,569.00	0.0%
44530 · Benton County Public Works	5,000.00	5,000.00	0.00	100.0%
44535 · Taxes Levied	518,721.16	525,000.00	-6,278.84	98.8%
44540 · ODA Operations	28,978.00	28,978.00	0.00	100.0%
44545 · ODA Tech, LMA & Scope of Work	67,647.50	67,616.00	31.50	100.05%
45000 · Interest Income	41,653.20	8,000.00	33,653.20	520.67%
46430 · MISCELLANEOUS				
46432 · Contributions	3,359.98			
46450 · In Kind Donation	379.00			
46430 · MISCELLANEOUS - Other	0.00	1,750.00	-1,750.00	0.0%
Total 46430 · MISCELLANEOUS	3,738.98	1,750.00	1,988.98	213.66%
47400 · Native Plant Sale Income	23,631.70	17,500.00	6,131.70	135.04%
48000 · TRANSFERS IN				
48400 · Transfer Admin from Project Fd	17,063.90	32,590.00	-15,526.10	52.36%
Total 48000 · TRANSFERS IN	17,063.90	32,590.00	-15,526.10	52.36%
49100 · Lease Financing	75,642.00	75,642.00	0.00	100.0%
Total Income	782,076.44	1,540,645.00	-758,568.56	50.76%
Gross Profit	782,076.44	1,540,645.00	-758,568.56	50.76%
Expense				
60000 · MATERIALS & SERVICES				
61300 · CONFERENCES AND TRAINING				
61310 · Lodging	1,632.04			
61320 · Meals/per diem	97.92			
61330 · Registration	2,599.05			
61340 · Training and Education Mate	556.79			
61300 · CONFERENCES AND TRAINING	0.00	8,000.00	-8,000.00	0.0%
Total 61300 · CONFERENCES AND TRAINING	4,885.80	8,000.00	-3,114.20	61.07%
61500 · COMMUNITY CONSERVATION PROGRAMS				
61510 · Conservation Education (You	6,946.71	9,600.00	-2,653.29	72.36%
61520 · Conservation Incentive Progi	2,458.48	5,000.00	-2,541.52	49.17%
61530 · Invasives Program	3,334.00	6,000.00	-2,666.00	55.57%
61540 · Native Plant Sale	14,807.58	20,000.00	-5,192.42	74.04%
61560 · Scholarships/Internships	6,000.00	6,600.00	-600.00	90.91%
61570 · Soil Quality Program	3,303.89	5,550.00	-2,246.11	59.53%
Total 61500 · COMMUNITY CONSERVAT	36,850.66	52,750.00	-15,899.34	69.86%
62100 · CONTRACTED AND PROF SERVICES				
62115 · Audit	5,800.00	6,000.00	-200.00	96.67%
62120 · Computer Support	4,175.39	4,000.00	175.39	104.39%
62130 · PROFESSIONAL SERVICES				

Benton Soil & Water Conservation District
P&L Budget vs. Actual GENERAL FUND
July 2023 through May 2024

	Jul '23 - May 24	Budget	\$ Over Budget	% of Budget
62140 · Legal	165.00			
62150 · Accounting	17,408.33			
62160 · Facilitation	1,750.00	7,000.00	-5,250.00	25.0%
62170 · Web Design, Logo - Mark	2,874.50			
62130 · PROFESSIONAL SERVICE	0.00	33,500.00	-33,500.00	0.0%
Total 62130 · PROFESSIONAL SERVICE	22,197.83	40,500.00	-18,302.17	54.81%
62180 · Consultation/Contracts - NPF	0.00	12,000.00	-12,000.00	0.0%
62190 · Misc Contracted Services	0.00	2,606.00	-2,606.00	0.0%
Total 62100 · CONTRACTED AND PROF	32,173.22	65,106.00	-32,932.78	49.42%
62300 · Dues/Subscriptions/Fees	14,027.36	14,843.00	-815.64	94.51%
62800 · OFFICE OCCUPANCY				
62810 · Alarm & Janitorial Services	85.00	1,500.00	-1,415.00	5.67%
62820 · Rent & Parking	0.00	1,491.00	-1,491.00	0.0%
62830 · Utilities	3,902.02	4,500.00	-597.98	86.71%
62840 · Other	0.00	300.00	-300.00	0.0%
Total 62800 · OFFICE OCCUPANCY	3,987.02	7,791.00	-3,803.98	51.18%
65000 · SUPPLIES AND MATERIALS				
65010 · COPIER AND SUPPLIES				
65012 · Copies	296.39			
65014 · Lease	-114.52			
65010 · COPIER AND SUPPLIES -	0.00	1,000.00	-1,000.00	0.0%
Total 65010 · COPIER AND SUPPLIES	181.87	1,000.00	-818.13	18.19%
65020 · Equipment	4,067.76	6,269.00	-2,201.24	64.89%
65030 · Office Supplies	1,475.84	2,603.00	-1,127.16	56.7%
65040 · Postage	68.00	500.00	-432.00	13.6%
65050 · Software/Computer Accessor	1,226.42	4,000.00	-2,773.58	30.66%
Total 65000 · SUPPLIES AND MATERIAL	7,019.89	14,372.00	-7,352.11	48.84%
65110 · PRODUCTION COSTS				
65112 · Advertising and Website	1,074.21	2,000.00	-925.79	53.71%
65114 · Merchandise	1,600.97	2,261.00	-660.03	70.81%
65116 · Newsletters	506.81	500.00	6.81	101.36%
65118 · Publications	62.99	1,000.00	-937.01	6.3%
Total 65110 · PRODUCTION COSTS	3,244.98	5,761.00	-2,516.02	56.33%
65120 · Insurance & Fidelity Bond	4,559.45	8,000.00	-3,440.55	56.99%
65160 · Miscellaneous	-3.11	200.00	-203.11	-1.56%
65320 · Mileage/travel related expenses	2,663.83	3,500.00	-836.17	76.11%
65400 · Meetings & Events	4,861.31	6,500.00	-1,638.69	74.79%
Total 60000 · MATERIALS & SERVICES	114,270.41	186,823.00	-72,552.59	61.17%
66000 · PAYROLL EXPENSES				
66200 · Wages	368,223.65	432,984.83	-64,761.18	85.04%
66410 · Health, Dental & Life Insurance	49,036.61	68,285.61	-19,249.00	71.81%

Benton Soil & Water Conservation District
P&L Budget vs. Actual GENERAL FUND
July 2023 through May 2024

	Jul '23 - May 24	Budget	\$ Over Budget	% of Budget
66420 · Retirement	22,349.46	26,644.56	-4,295.10	83.88%
66500 · Payroll Taxes				
66510 · FICA Employer	28,139.35			
66520 · SUTA	2,184.92			
66530 · OR-WBF	91.56			
66500 · Payroll Taxes - Other	0.03	38,669.00	-38,668.97	0.0%
Total 66500 · Payroll Taxes	30,415.86	38,669.00	-8,253.14	78.66%
66800 · Fees	193.50	300.00	-106.50	64.5%
Total 66000 · PAYROLL EXPENSES	470,219.08	566,884.00	-96,664.92	82.95%
69100 · Capital Outlay	0.00	5,000.00	-5,000.00	0.0%
69200 · Contingency	0.00	80,000.00	-80,000.00	0.0%
69400 · TRANSFERS OUT				
69410 · Trf GF to Building Reserve Fd	5,000.00	5,000.00	0.00	100.0%
Total 69400 · TRANSFERS OUT	5,000.00	5,000.00	0.00	100.0%
69500 · Debt Service				
69510 · Lease-Debt Service	75,642.00	75,642.00	0.00	100.0%
69520 · Lease-Debt Service Expenditure	26,810.97	28,509.00	-1,698.03	94.04%
Total 69500 · Debt Service	102,452.97	104,151.00	-1,698.03	98.37%
69600 · Reserved for Future Expenditure	0.00	240,287.00	-240,287.00	0.0%
69800 · Unappropriated Fund Balance	0.00	352,500.00	-352,500.00	0.0%
Total Expense	691,942.46	1,540,645.00	-848,702.54	44.91%
Net Ordinary Income	90,133.98	0.00	90,133.98	100.0%
Net Income	90,133.98	0.00	90,133.98	100.0%

Benton Soil & Water Conservation District
P&L Budget vs. Actual PROJECT FUND
July 2023 through May 2024

	Jul '23 - May 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
43300 · Grant/Project Administration	177,569.55	356,447.00	-178,877.45	49.82%
Total Income	<u>177,569.55</u>	<u>356,447.00</u>	<u>-178,877.45</u>	<u>49.82%</u>
Gross Profit	177,569.55	356,447.00	-178,877.45	49.82%
Expense				
66000 · PAYROLL EXPENSES				
66200 · Wages	28,035.67	55,573.00	-27,537.33	50.45%
66410 · Health, Dental & Life Insurance	3,228.09	9,472.00	-6,243.91	34.08%
66420 · Retirement	1,823.73	3,400.00	-1,576.27	53.64%
66500 · Payroll Taxes				
66510 · FICA Employer	2,140.30			
66520 · SUTA	171.33			
66530 · OR-WBF	6.19			
66500 · Payroll Taxes - Other	0.00	4,470.00	-4,470.00	0.0%
Total 66500 · Payroll Taxes	<u>2,317.82</u>	<u>4,470.00</u>	<u>-2,152.18</u>	<u>51.85%</u>
Total 66000 · PAYROLL EXPENSES	<u>35,405.31</u>	<u>72,915.00</u>	<u>-37,509.69</u>	<u>48.56%</u>
68000 · PROJECTS-SVC-SUPP-MATERIALS				
68010 · Project Contracted Services	100,769.22	37,227.00	63,542.22	270.69%
68020 · Project Mileage & Travel	745.82	492.00	253.82	151.59%
68030 · Project Other	0.00	500.00	-500.00	0.0%
68040 · Project Supplies & Materials	25,112.84	24,460.00	652.84	102.67%
68000 · PROJECTS-SVC-SUPP-MATERIALS	4,075.00	188,263.00	-184,188.00	2.17%
Total 68000 · PROJECTS-SVC-SUPP-MATERIALS	<u>130,702.88</u>	<u>250,942.00</u>	<u>-120,239.12</u>	<u>52.09%</u>
69400 · TRANSFERS OUT				
69440 · Trf PF to General Fund	17,063.90	32,590.00	-15,526.10	52.36%
Total 69400 · TRANSFERS OUT	<u>17,063.90</u>	<u>32,590.00</u>	<u>-15,526.10</u>	<u>52.36%</u>
Total Expense	<u>183,172.09</u>	<u>356,447.00</u>	<u>-173,274.91</u>	<u>51.39%</u>
Net Ordinary Income	<u>-5,602.54</u>	<u>0.00</u>	<u>-5,602.54</u>	<u>100.0%</u>
Net Income	<u><u>-5,602.54</u></u>	<u><u>0.00</u></u>	<u><u>-5,602.54</u></u>	<u><u>100.0%</u></u>

May 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
USGS Geomorphic Mapping	16070794	MMT	8/1/2016	7/31/2018	Closed	9/15/2018	157,000	157,000		156,978	22	0	HC			20,478	20,478	0
USGS Coldwater Refuges	16070795	MMT	8/1/2016	9/30/2018	Closed	complete	198,620	198,620		198,620	0	0	HC			25,907	25,907	0
Willamette Mainstem Coop ***	14070234	MMT - Basinwide #1	8/1/2014	7/31/2016	Closed	9/15/2016	141,646	141,646		141,646	0	0	LB	All reports already submitted. \$400 donation received for project.	50% of funds received at start of grant; 50% of funds received after submittal and approval of Interim Report	12,692	12,692	0
Willamette Mainstem Cooperative Restoration Effectiveness Monitoring WAHWG	16060748	MMT - Basinwide #2	7/1/2016	6/30/2018	Closed	10/31/2018	90,000	90,000	90,000	90,000	0	0	LB	submitted June 2017; final report due Sept 15,	50% of funds received after submittal and approval of Interim Report	8,182	8,182	0
USGS Coldwater Refuges	2009-012-00	BPA	6/1/2020	5/31/2021	Closed	8/31/2021	157,527	153,476	153,476	153,476	0	4,051	MA			4,775	4,775	0
USGS Coldwater Refuges	18080813	MMT	10/1/2018	9/30/2020	Closed	11/15/2020	43,150	43,150	43,150	43,150	0	0	LB	3/1/2019 & 11/15/2020	100% of funds at beginning of grant	5,628	5,628	0
Shared Space EDI Initiative	18040175	MMT	1/1/2019	6/30/2021	Closed	2/15/2021	149,388	149,388	149,388	149,388	0	0	HK	12/9/19 and 2/15/21 interim report submitted Sept. 30,	50% of funds received at start of grant	12,300	12,300	0
Willamette River Aquatic Weed Management Phase 3	2016-29-601	ODA-OSWB	2/23/2016	9/30/2017	Closed	11/30/2017	37,913	33,282		33,286	-4	4,631	LB	2016; final report due interim report submitted Sept. 2017;	*25% of funds are received after interim grant report submitted and approved by ODA	3,026	3,026	0
Willamette River Aquatic Weed Managemet Phase 4	2017-30-701	ODA-OSWB	2/23/2017	4/30/2018	Closed	12/30/2018	31,980	31,906	31,906	31,906	0	74	LB	final report due: June Interim Report: 3/1/2020 & Final Report: 4/15/2021	*25% of funds are received after interim grant report submitted and approved by ODA	2,907	2,901	6
Willamette Mainstem Cooperative	19010935	MMT	3/19/2019	6/30/2021	Closed	4/15/2021	40,000	40,000	40,000	40,000	0	0	MA		100 % of funds at beginning of grant	3,636	3,636	0
UMC SIA Station 2 Match		Donation			Closed		8,000	8,000	8,000	8,000	0	0	TM		Donation from George Ice	0	0	0
Ludwigia Management Alternatives	19100538	MMT	12/1/2019	12/31/2024	Open	1/15/2024	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	289
State of Willamette	19100539	MMT	12/1/2019	2/28/2020	Closed	NA	5,800	5,800	5,800	5,800	0	0	LB	NA	100% of funds at beginning of grant	527	527	0
100 Acre Wood Habitat Project - Restoration	217-3002-12835	OWEB	12/13/2016	4/30/2019	Closed	6/30/2019	100,304	100,304	100,304	100,304	0	0	DS	three reports due in years 1,3,5 following date of approval of the project completion report.	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	9,119	9,119	0
State of the River Synthesis	20010715	MMT	2/1/2020	6/30/2023	Closed	8/15/2023	80,000	80,000	80,000	80,000	0	0	MA	Interim 2/1/2021 & Final 8/15/2023	100% of funds at beginning of grant	12,000	11,986	14
Willamette River Aquatic Weed Managemet Phase 5	2018-31-818	ODA-OSWB	2/27/2018	4/30/2019	Closed	6/30/2019	19,232	19,213	19,213	19,213	0	19	LB		Watch for payments received to match expenses incurred.	1,748	1,747	1
Willamette River Aquatic Weed Management Phase 6	2019-32-908	ODA-OSWB	2/25/2019	4/30/2020	Closed	6/30/2020	32,990	32,988	32,988	32,988	0	2	LB	Interim Report: 8/25/2019 & Final Report: 6/30/2020	*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	2,999	3,000	-1
Willamette River Aquatic Weed Management Phase 7	2020-33-010	ODA-OSWB	2/28/2020	9/30/2021	Closed	6/30/2021	27,719	22,733	22,733	22,733	0	4,986	MA		*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	2,520	2,067	453

May 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	
Willamette Mainstem Restoration Opportunities and Strategies for Engagement	20100515	MMT	11/1/2020	8/31/2024	Open	10/31/202	70,164	70,164	59,809	59,809	10,355	0	MA	5/15/21 & 6/15/2024	100% of funds at beginning of grant	6,379	5,437	2,102	
Willamette Weed Control and Landowner Engagement	ODA 4364-GR	ODA	4/27/2022	6/30/2023	Closed	6/30/2023	15,000	7,500	15,000	15,000	-7,500	7,500	MA	1/30/23, 6/30/23	*50% of funds received at start of grant *25% of funds are received after interim grant report submitted and approved by ODA *final funds are received after final grant report submitted and approved by ODA	1,364	1,325	39	
Purge the Spurge! EDRR and Community Outreach	2020-33-011	ODA-OSWB	2/28/2020	9/30/2021	Closed	11/29/2021	8,808	7,870	7,870	7,870	0	938	MA		*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	801	715	86	
Soil Health Engagement Improves Water Quality	ODA 4462-GR	ODA	7/1/2023	6/30/2025	Open	8/29/2025	42,924	21,462	9,568	9,568	11,894	21,462	TM	8/20/24, 8/29/25			870	3,939	
Purge the Spurge Outreach	2022-35-014	ODA-OSWB	2/24/2022	4/30/2023	Closed	6/29/2023	9,971	8,461	8,461	8,461	0	1,510	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	
WRAWM 8	2022-35-015	ODA-OSWB	2/24/2022	4/30/2023	Closed	6/29/2023	28,430	28,430	28,430	28,430	0	0	MA	9/30/22, 6/30/23	*50% of funds received at start of grant *25% of funds are received after interim grant report submitted and approved by ODA *final funds are received after final grant report submitted and approved by ODA	2,585	2,582	3	
Crestmont Land Trust Restoration and Enhancement Project	217-3030-14293	OWEB	4/26/2017	4/30/2020	Closed	4/30/2020	196,657	196,657	196,657	196,657	0	0	DS	None			17,878	17,878	0
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	68	
WRAWMP IX	2023-36-017	ODA-OSWB	3/2/2023	4/30/2024	Open	6/30/2024	24,415	24,415	24,415	24,415	0	0	MA	9/30/23, 6/30/24	*50% of funds received at start of grant *25% of funds are received after interim grant report submitted and approved by ODA *final funds are received after final grant report submitted and approved by ODA	2,220	2,219	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	

May 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
Fackrell Soil & Water Imp	09-20-002	OWEB	12/5/2020	10/16/2022	Closed	12/16/2022	10,123	8,566	8,566	8,566	0	1,558	DS	12/16/2022, 10/16/2024	no funds received at start of grant; funds received by reimbursement of invoices/receipts submitted by BWCD two times total; OWEB holds last 10% of funds until they receive and approve of Final Report.	1,012	778	234
Carson Riparian Buffer Access Control	09-20-003	OWEB	3/18/2021	1/26/2023	Closed	3/26/2023	14,889	14,889	14,889	14,889	0	0	DS	3/26/2023, 3/26/2025	no funds received at start of grant; funds received by reimbursement of invoices/receipts submitted by BSWCD two times total (including final); OWEB holds last 10% of funds until they receive and approve of Final Report at end of grant.	1,353	1,353	0
Plant/Pollinator Habitat Restoration	09-14-007	OWEB SG	6/30/2015	6/30/2017	Closed	6/30/2017	8,438	8,438	8,438	8,438	0	0	DS	two year report after project completion report		966	966	0
Ecosystem Functions in Agricultural Lands	09-16-007	OWEB	6/23/2017	5/26/2019	Closed	5/26/2019	9,992	6,897	6,897	6,897	0	3,095	DS	5/26/2019 & 3/26/2021		908	626	282
Forest Fractal Wetland Restoration	09-16-006	OWEB	6/23/2017	5/26/2019	Closed	5/26/2017	9,836	8,640	8,640	8,640	0	1,196	DS	Completed		984	984	0
Powel Water Soil Improvement	09-18-001	OWEB	5/1/2018	4/16/2020	Closed	4/16/2020	14,972	14,972	14,972	14,972	0	0	DS	Final only	No more than two payments. 10% held until final report submitted.	1,361	1,361	0
OWEB-NRCS TA grant	219-9001-16731	OWEB	2/4/2019	2/29/2020	Closed	4/29/2020	10,833	10,833	10,833	10,833	0	0	TM	5/26/2019 & 5/26/2021	by reimbursement of invoices; OWEB holds last 10% until final report received.	984	984	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 last 10% of funds until they receive and approve of Final Report at end of grant.	1,029	1,029	350
Jumping Giraffe Farms Water Management	09-22-005	OWEB	5/3/2023	5/3/2025	Open	7/3/2025	14,872	13,384	13,384	13,520	13,520	1,488	DS	7/3/2025, 7/3/2027	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.		1,352	-1,216
100 Acre Wood Habitat Project - Plant Establishment	217-3002-14131	OWEB	10/25/2016	6/30/2022	Closed	8/30/2022	25,278	25,112	25,112	25,112	0	166	DS	Project completion only	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	2,298	2,283	15
2019 data collection for WFIP Effectiveness Monitoring (Phase 2)	218-8201-16520	OWEB	1/1/2019	6/30/2021	Closed	8/28/2021	119,983	119,982	119,982	119,982	0	1	MA	2/28/2021	received by reimbursement of invoices/receipts for amounts of \$250 or more submitted by BSWCD; OWEB holds last 10% of funds (\$11,983) until they receive and approve of Final Report at end	10,908	10,908	0
OWEB SIA grant	218-8010-16782	OWEB	3/4/2019	12/22/2023	Open	12/22/2023	125,000	84,732	86,613	86,613	-1,881	40,268	DS	Multiple dates (6/17/2019, 12/16/2019, 6/14/2020, 12/14/2020, 6/14/2021, 12/13/2021, 6/13/2022, 12/13/2020)		11,364	7,774	3,565
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	Closed	9/30/2023	45,967	45,967	45,967	45,967	0	0	TM	Reports are submitted with Request for release of Funds; Final report due within 60 days of 6/15/2023 with final Request for release of Funds.	Fund requests (OWEB website/manage your grant/payments & budget. Request for Release of Funds form). Submit expense tracking spreadsheet for all OWEB expenses and approval of receipts or invoices for amounts \$250 or more (excluding admin). Final 10% payment after completion report approval.	4,179	4,179	0
JZE RTR Project	220-3033-17504	OWEB	4/22/2020	6/30/2025	Open	6/30/2025	239,915	185,852	185,852	185,852	0	54,063	DS	6/30/2028 and 6/30/2030		23,084	16,893	7,236

May 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
Willamette Anchor Habitat Working Group Monitoring Framework (Phase 1)	216-8201-15838	OWEB-FIP	11/1/2017	12/31/2020	Closed	2/28/2021	129,954	129,954	129,954	129,954	0	0	MA	Final report due August 29, 2020.	no funds received at start of grant; funds received by reimbursement of invoices/receipts for amounts of \$250 or more submitted by BSWCD; OWEB holds last 10% of funds (\$12,995) until they receive and approve of Final Report at end of grant	11,814	11,814	0
Willamette Mainstem Cooperative Restoration, Phase 1	214-3999-11532	OWEB-SIP	2/19/2015	12/31/2019	Closed	12/31/2019	221,643	221,620	221,620	221,620	0	23	LB	Final Report due November 29, 2018 Post-Implementation Status Report due July 31, 2020 Post-Implementation Status Report due July 31, 2022	no funds received at start of grant; funds received by reimbursement of invoices/receipts submitted by BSWCD; OWEB holds last 10% of funds until they receive and approve of Final Report at end of grant	19,518	22,518	-3,000
Willamette Mission Channel Monitoring	216-8201-14087	OWEB	1/26/2017	12/31/2018	Closed	1/31/2019	55,219	55,219		55,219	0	0	LB	Original Final Report due August 30, 2018. Updated 5/21/2018 with new final report due date of 3/1/2019; approved by OWEB	no funds received at start of grant; funds received by reimbursement of invoices/receipts submitted by BSWCD; OWEB holds last 10% of funds until they receive and approve of Final Report at end of grant	5,020	5,020	0
USDA-RMED Reduce Farm Risk -IBPM Education	RM16RMEPP5 22C025	USDA	9/30/2016	9/29/2017	Closed	12/29/2017	99,612	99,612		99,612	0	0	TM	Quarterly	Quarterly	9,056	9,056	0
Prairie Soils for Sustainable Restoration	68-0436-16-019	USDA-NRCS	8/17/2016	9/30/2017	Closed	12/30/2017	75,000	75,000		75,004	-4	0	TM	Quarterly	Quarterly	0	0	0
Conducting Vegetation Surveys to Augment the Prairie Soils for Sustainable Restoration Project	F18AP00393	DOI-USFWS	7/15/2018	12/31/2018	Closed	3/30/2019	7,754	7,754		7,754	0	0	TM	3/30/2019	Draw down from ASAP	705	705	0
Regenerative Landscape Project		Donation			Closed		2,980	2,980	2,980	2,980	0	0	TM			0	0	0
Willamette FIP Effectiveness Monitoring Program Phase 4: Data Collection 2020-2021 and Reporting	220-8201-17233	OWEB	1/1/2020	6/30/2023	Closed	8/29/2023	119,988	119,988	119,988	119,988	0	0	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	10,908	608
Mitchell Oak	222-3016-22326	OWEB	10/25/2022	6/30/2026	Open	8/29/2026	96,646	47,599	47,599	47,599	0	49,047	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	4,327	83,533
Purge the Spurge Phase 4	2024-37-011	OSWB	2/15/2024	4/30/2025	Open	6/30/2025	13,950	6,975	7,563	7,563	-588	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	688	1,269
WRWMP X	2024-37-012	OSWB	2/15/2024	4/30/2025	Open	6/30/2025	27,972	13,986	1,028	1,028	12,959	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	93	2,543
OWEB Stakeholder Oak	223-3044-23047	OWEB	10/25/2023	12/31/2026	Open	2/28/2027	34,130	1,293	2,302	2,302	1,972	34,130	MA	Project Completion Report: 2/28/2027	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	3,413	176	3,295
Total							3,413,726	3,161,354				253,664					290,147	105,855

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

Aside from preparing and adopting the District's annual budget, two of the most important undertakings in any fiscal year are FY Closeout (June 30th) and preparing for our Annual Audit. The list below details the information produced/gathered in June/early July for our auditor. I coordinate with our bookkeeper and staff to ensure all tasks are completed accurately and in a timely manner. The auditor interviews me in August after their field work is complete. A draft audit is prepared by mid-November and the Board approves the audit in December. I write a report for the Secretary of State that gets submitted along with the audit before December 31.

Fiscal Year Closeout/Audit Tasks for FY24

Sign Audit Contract and Letter of Agreement with audit firm

Prepare (JB)/sign off on final QuickBooks trial balance as of June 30th

FY24 (and updated) list of Board of Directors

Copies of all Board meeting minutes for the year

Details of any legal expenses, copies of legal invoices, details on pending litigation

Narratives on internal control and financial procedure changes

List of all journal entries posted during the year

Employee Benefit Plan/Personnel Policies, documents and amendments.

New, amended, or extended lease agreements

Changes to Employee Handbook and financial policies

Organizational Chart/Employee List

Bank account (2), Stripe, and LGIP statements and reconciliations including record of all deposits

Check list including check number, check date, payee, and amount

Review/approve details of all grant receivables and grant confirmations by grantors

Summary of prepaid insurance and other prepaid expenses

Accounts Payable by vendor and detailed by invoice

List of all cash disbursements (checks/wires/credit card purchases)

All credit card statements and payments of balance

Summary of accrued liabilities

Detail of payroll and unpaid payroll taxes

Detail of accrued employee vacation and sick pay benefits

Payroll register and YTD Payroll Summary Report

Details of deferred (unearned) revenue

Details of interfund transactions

List of employment status changes (new hire agreements, terminations, resignations)

IRS Form 941s for fiscal year

List of Contracts for the year

Copy of insurance declarations for the year (Liability, Workers Comp, etc.)

Copy of adopted budget for FY24 and FY25

Affidavits of publication for budget committee meetings FY24 and FY25

Resolutions for making appropriation changes to Budget

Reconciliation of original budget to final budget

Board of Directors audit questionnaire related to finances

HAPPENINGS – Invasive Species Program

June is always a busy month of surveying and treating oblong spurge before it goes to seed, and then in July, I transition to aquatic invasive weeds. Lots to share about invasives this month...

Oblong spurge – This program has really grown thanks to Althea Bocys our seasonal conservation technician that just wrapped up her final week at Benton SWCD. Althea was hired last year and then came back this year. Althea quickly went from managing basic tasks to practically running the oblong spurge program by the end of her second season. Through her outreach and survey efforts (literally walking dozens of Corvallis neighborhood streets) she added more than 50 sites to our inventory of known oblong spurge locations. We know of more than 90 sites now!! I also want to recognize Grant Jackson from Oregon Department of Agriculture for stepping in to treat some of our larger sites this year. ODA’s noxious weed team is really great, and Grant will be fun to work with!!

Knapweed – I visited a pasture in Kings Valley where meadow knapweed has covered more than 5 acres. I’m used to spot treatment of weeds on most of my projects, so this site is a little intimidating, but I’m finding that in this area, knapweed has really taken over some properties. With increased invasive species program capacity in the future, I think a pastures and knapweed workshop would be ideal.

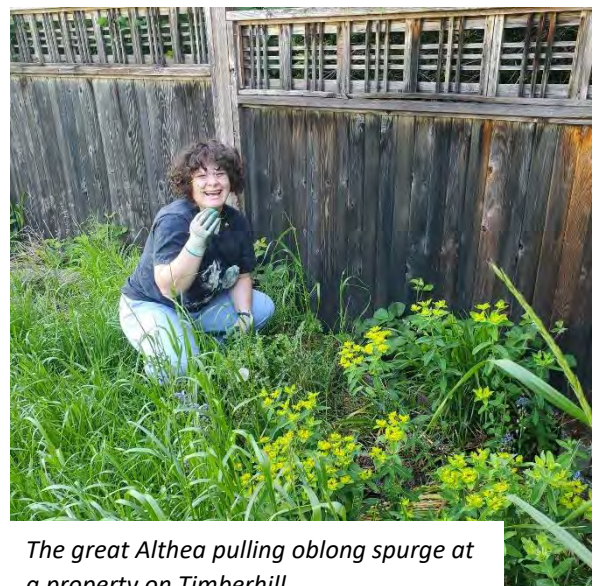
Yellow Floating Heart – After 3 years of no yellow floating heart at Horseshoe Lake in North Albany, Althea and I found a plant there on June 25. We pulled it and will monitor again next year.

Ivy – We used some Invasive Species Program and Conservation Incentive Program funds to have a crew do some ivy removal near our oblong spurge sites on Lewisburg (Crescent Valley area). We had more interest than we could fund, but I might be able to channel some ISP funds from FY25 to follow up.

Benton Cooperative Weed Management Area (CWMA) – The CWMA steering committee got together to talk about a potential grant that is coming up and I have the support of this committee to pursue outreach and education funds from the Oregon Invasive Species Council. This would help fund part of our new position that we talked about during budgeting. I’ll work on this grant later this summer.

Other items

- Made time to share Willamette River Prioritization map with Teresa and Scott Youngblood from State Parks. In both cases, we got some great pointers on some farmers to talk to about conservation!
- Sara and I are working on materials for a new hire (mentioned above). Hope to post in July.
- Visited Mitchell site with Donna. I will serve as point of contact for Ross and the OWEB grant that we have upon Donna’s retirement. The property is very inspiring – Amazing habitat!!
- Attended Forestry for the Birds Workshop – This program in western Oregon is intended to encourage woodland owners to manage for bird habitat



The great Althea pulling oblong spurge at a property on Timberhill.



Above, Andy Gallagher pulls soil core as hazelnut grower, Andrew Kropf, watches and learns more about his soil resources.

ODA Support Grant 4462-GR (1.1, 3.1, 4.9)

Accomplishments: 5/24—Follow up meeting with Marcella and Mark Henkels to share soil health reports, 5/24 Visited Davis Family Farm with Wallace Jennings, NRCS to discuss conservation practices and EQIP application with Russell Davis. 5/28 Smith Loop hazelnut orchard with Andrew Kropf, Andy Gallagher, and Beth Thiel, Polk SWCD. 5/29 Fallen Oak Farm visit, pulled two soil health samples and performed in-field assessments. Shelly Toombs, OSU grad student shadowed. 5/31 Andy Gallagher and I visited two pastures managed by Ryan Cheeke. I pulled soil samples and performed in-field assessments. Andy classified the soils. Later that afternoon, Andy and I visited

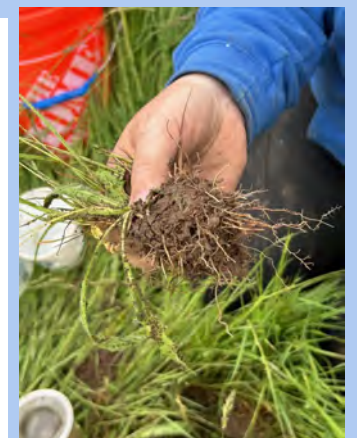


A look underground helps growers better understand how roots reduce erosion and improve habitat for soil organisms. Compare the 5-y old creeping red fescue roots in hazelnut alley above to long-term tall fescue pasture roots below.

Ashley Rowland-Lee for a soil classification on her property. 6/11 I attended a workshop featuring Ray Archuleta, a well-known soil health advocate.

In progress: Update soil health maps and Excel worksheet with latest visits' information.

Needs Attention: Continue to recruit landowners for soil health through 2025.



Upper Left, Shelly Toombs, OSU grad student, learned to collect pasture soil samples and perform in-field assessments with assistance from Mead family's cows. I wish farmers were as curious about what we are doing as their cows are! Right - Dupee soil series profile from the Bellfountain area. Note the darker end of the Dupee silt loam is the surface. Dark organic matter created by plant roots and soil biology coats soil particles in the upper part of the profile. Lower left, Ray Archuleta shares the soil infiltration demo during 6/11 soil health workshop near Madras.



Donna Schmitz
Resource Conservationist

SOW task/goals	June 1, 2024 to June 30, 2024
Landowner Engagement & Technical Assistance/1&2	<p>TA: Riparian restoration (3), invasives (2), pond water quality, pasture management, riparian fencing</p> <p>Site visits:</p> <ul style="list-style-type: none"> * Belnap Creek: riparian vegetation, invasive control, woodland management, meadow restoration. <p>Projects:</p> <ul style="list-style-type: none"> * <i>J2E River to Ridge Diversity Project:</i> Coordinated logistics with LWC for the tour. Coordinated payment for bus rental. Finishing out project payments for end of year. * <i>Mitchell Oak and Savanna Restoration Project:</i> Site visit for project updates. Developed contract for spot spray. End of year closeout. * <i>Upper Muddy Creek Strategic Implementation Area:</i> working on FY closeout. Site visit with landowner at Belnap Creek. * <i>Jumping Giraffe Farms Water Management:</i> Project completion report submitted and approved by OWEB. * <i>Grand Oaks Oak Release:</i> Coordination with landowner on match and reimbursements. * <i>Benton County Oak Stakeholder OWEB grant:</i> Site visits with Mitchell project and 100 Acre Wood. * <i>Raindance Orchard Riparian Restoration:</i> Worked with Greenbelt Land Trust and submitted an OWEB small grant for Kings Valley project. * <i>100 Acre Wood Habitat Project:</i> Site visit to take pictures. Submitted five-year status report to OWEB. See before and after pictures below. Encouraged landowner to visit with NRCS for program enrollment for some oak woodland management and riparian plantings.
Partnerships/ Upland and urban land management & restoration/1&4	<ul style="list-style-type: none"> * Coordinated with Xerces Society and the NRCS Plant Materials Center to present Pollinator Workshop. Eighteen people signed up, but unfortunately only 3 people attended. * J2E Project Bio-Diversity Tour: Coordinated with Luckiamute Watershed Council to host a tour of the restoration project. Forty-five people attended. * Met with NRCS about coordinating the Local Working Group in July.
SOW/Capacity grant, training, organizational/5	<ul style="list-style-type: none"> * Attended Staff Meetings, and Board meetings. Safety talk presentation. Check-in conservation team program meeting with Michael and Teresa. Organizing files.

- * **100 Acre Wood Habitat Project 5-year status report: Before and after pictures of riparian restoration along the seasonal stream.**



- * **2017 Crew planting riparian area**

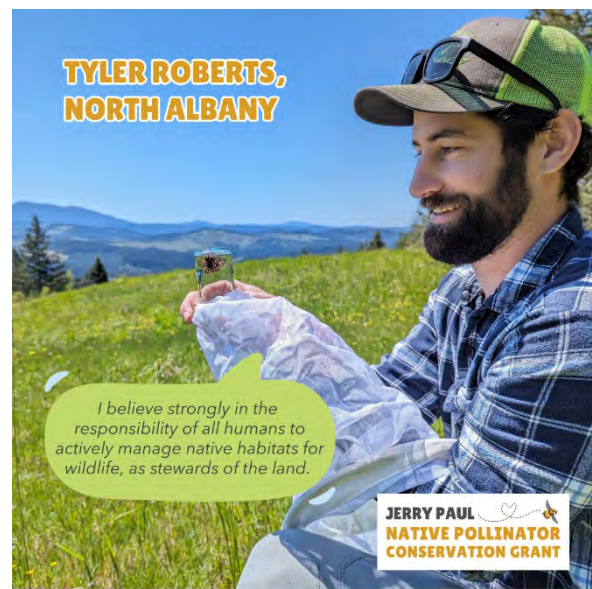
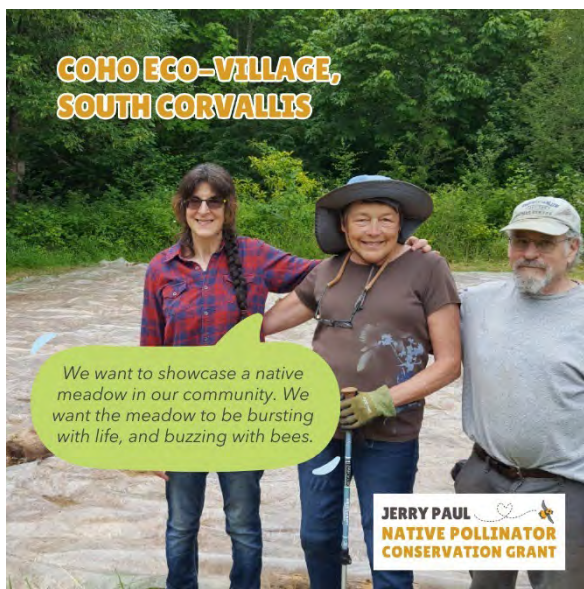


- * **2024 Riparian tree planting success around 90%**



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.

After thorough review of all 17 applicants with MA and DS, I awarded Jerry Paul Native Pollinator Conservation grants to 4 finalists. 2 of these are private citizens and 2 are public projects. All of them include some level of outreach. These projects will provide exemplary pollinator habitat in both urban and rural spaces, and lots of opportunities for public engagement. See the JPNPC grant summary document in this packet and [this blog post](#) for more information about these projects.





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

On June 8 we worked with Luckiamute Watershed Council to host a "River to Ridge Biodiversity Tour" at J2E tree farm. About 50 people gathered to hear about - and walk through - some of the remarkable restoration projects that J2E owner David Ehlers has undertaken. David has worked tirelessly to restore ecosystem function and improve connectivity within his 338 acres, which includes Vincent Creek (a tributary of the Luckiamute River), wetlands, oak prairies, and mature hardwood forests. The diversity of these habitats makes J2E both a beautiful place to visit and a critical site for threatened species including Taylor's checkerspot butterfly and Nelson's checkermallow. Participants got an insider's look at a wet prairie, an upland prairie, and a riparian area, led by David and restoration experts from various agencies who have done work on this project.



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.

Benton Soil & Water Conservation District
Published by Sara Roberts · June 18 at 3:00 PM ·

All this week we're celebrating the power of pollinators! Did you know that more than 80% of all flowering plants need animal pollinators for reproduction? Pollinators provide pollination services to over 180,000 different plant species and more than 1200 crops.

And pollinators are as diverse as the plants they visit - from birds to flies, wasps, beetles, and even mice, they're all an equally important part of the pollination system. Celebrate them with us this #PollinatorWeek!

...THERE IS NO THIS
National Pollinator Week

June 17-22 was National Pollinator Week. I created a social media campaign with daily postings on both Facebook and Instagram about native pollinators, surprising facts, and ways that everyone can help them. As with Invasive Species Awareness Week, this kind of week-long targeted campaign was very successful. Compared to the prior week, Reach (how many people saw the posts) went up 68%, content interactions (likes, comments, saves, and shares) went up 270%, and we gained 9 new followers.

Check out the full campaign at:
<https://www.facebook.com/BentonSWCD>



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

As the Day Lead for Natural Resources Day for [Leadership Corvallis](#), I'm part of the Leadership Corvallis Curriculum Committee. On June 17th the entire committee met for a "curriculum retreat" at which we discussed goals for next year's class, ways to improve the program, and how to get program participants more involved with each of our organizations. Curriculum committee members and LC program participants both represent a wide array of local businesses, agencies, non-profits, and other organizations, so it's an excellent networking opportunity. I feel I'll build some good partnerships as I continue my participation in this program.

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



As part of my ongoing community needs assessment, I hosted our first focus group on June 7th. A total of 7 people attended, including local citizens, backyard gardeners, BSWCD volunteers, a farmer, and an agricultural consultant. It was a great opportunity to chat with some familiar faces and meet new ones. We did some interactive activities to get answers to the following questions: *What are your biggest barriers for doing conservation at home? What tools do you need to better practice soil and water conservation? And What conservation topics are you most interested in?* We then put all of the responses into big groupings/themes and discussed.

One theme came through prominently: KNOWLEDGE. In every category people noted the need for more knowledge about conservation, local resources, how to put practices into action, etc. It was a great reminder that people really look to us for reliable information and education! The below word cloud was created using all of the written responses from the focus group, showing which words were used most frequently.

I'm hosting a second focus group on July 24th which will hopefully yield more useful feedback.





Staff Report June 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%)

Goal #5: Implement operations that support highly effective programs and services.	
Strategies	
<p>4. Create a transition and operations plan reflective of changing workplace trends, anticipated staff retirements or other turnover, and professional development needs.</p> <p>5. Ensure District operations meet the highest standards of public agency administration.</p>	
5z. (CM) Ensure policy renewals for worker's comp are in place by July 1 2024	Completed
New Project- Create meetings guide for: 1. Technology Needs 2. Sustainability Goals	In Progress-Created workflow doc for Tech needs, set up framework and checklists for Sustainability doc
5ab. (CM) Identify ways to realize up to a 3% reduction in cost each FY in copier, postage, production, supplies and materials by August 31 2024.	In Progress-will need time to get reporting after fiscal year is over
5x. (CM) with HC, upload audit documents to the online organizer for the FY24 Audit	Needs Attention

In June, I did a lot of troubleshooting to resolve our new accounting software migration. We have been promised a fix will be created in the next 4 weeks. Nate and Marcella have been so patient and spent extra time to come in and sign checks! Thank you!

JERRY PAUL 
**NATIVE POLLINATOR
CONSERVATION GRANT**

JPNPC 2024-2025 GRANTEES

1. **Corvallis Evening Garden Club / Monarch on 4th - \$2500.** This project will design and install a native pollinator garden at Monarch on 4th, a space serving at-risk women and families in downtown Corvallis. The garden will serve as a demonstration urban pollinator garden, and a space for families to find hope in a connection to nature.
2. **CoHo EcoVillage - \$1500.** This grant will support ongoing efforts of the Coho HOA to restore and expand their native camas meadow, and to extend their outreach efforts by inviting Indigenous OSU students and visitors to the Southtown farmer's market to visit the meadow.
3. **Tyler Roberts - \$2150.** Tyler is a restoration ecologist with Institute for Applied Ecology. He plans to use this funding to create a multi-layer pollinator habitat at his home in North Albany, which will include year-round blooming natives and bee boxes.
4. **Karen Smith - \$600.** A resident of south Corvallis, Karen is a veteran of the Backyard Habitat Certification program in Hillsboro. She plans to apply her expertise to her new property by creating a native hedgerow, including educational signage.

Total funded - \$7080.

Donors

Judith Paul - \$1000
Faye Yoshihara - \$150
Lawrence Lau - \$250
Jenny Brausch - \$50
Ann Brodie - \$50

Total donations - \$1500

BSWCD Allocated funds - \$2000

Amount to be pulled from Contingency - \$3580



**OREGON
DEPARTMENT OF
AGRICULTURE**

**Oregon Soil and Water
Conservation District
Guidebook**

A Guide to Operations and Management

Chapter 3
Conservation District Directors

Updated 12/2022

INTRODUCTION

The Oregon Department of Agriculture (ODA), Natural Resource Program Area (NRPA) has various responsibilities in the management of natural resource programs within the state of Oregon. Among these are the responsibilities to provide administrative oversight of the soil and water conservation districts as outlined in Oregon Revised Statutes (ORS) 561.400. The Soil and Water Conservation District (SWCD) Program, in the NRPA at ODA, is tasked with providing this oversight and other assistance to the conservation districts (See Chapter 9 for more on this relationship).

The Oregon Soil and Water Conservation District Guidebook – A Guide to Operations and Management (Guidebook), provides information and directions to assist conservation district directors, associate directors, directors emeritus, and employees to carry out the conservation district's statutory responsibilities. Every conservation district director and employee should have a working knowledge of the Guidebook's contents. A suggested strategy for conservation districts is to review portions of the Guidebook at each monthly board meeting. This will establish a routine under which conservation districts can review and discuss information relating to conservation district operations and management.

The Guidebook is divided into chapters, each of which focuses on a different aspect of conservation district operations. Resources, documents, and examples will also be made available for each chapter. Where "ODA" and "the Department" is used hereinafter means the Oregon Department of Agriculture.

Except where noted as a legal requirement, no part of this Guidebook should be taken as required by ODA. Contents of this Guidebook are only recommendations for the best management of your district.

Each chapter of the Guidebook will be available as a separate download on the ODA website and will be updated on a continual basis. Please check the ODA/SWCD website on a regular basis for the most recent update of each chapter.

<https://www.oregon.gov/oda/programs/NaturalResources/SWCD/Pages/Guidebook.aspx>

Please send updates and suggested changes or additions to eric.nusbaum@oda.oregon.gov

Conservation District Directors

Directors

“Director” is the title given to a person who is elected or appointed to serve on a conservation district board. In some states, directors are called supervisors or district officials. In Oregon, conservation district directors are elected in the November General Election held in even-numbered years. Directors serve four-year terms. Director terms are staggered so that all positions are not typically elected simultaneously. Staggered terms help provide continuity on the board and maintain operational consistency. A conservation district board may appoint a person to fill a vacant director position between elections.

Roles and Responsibilities of Directors and Boards

ORS 568.550 outlines the general statutory powers granted to conservation district boards (see Chapter 2). Individual directors do not have individual powers and authorities under statute, unless granted by the conservation district board. Individual directors may be given authority or power to act on behalf of the board for specific limited tasks. This authority or power is granted through board action (resolution, motion, policy) and must be recorded in the conservation district board meeting minutes. Conservation district boards may choose to limit or grant authorities to individual directors relating to different actions, such as:

- Fiscal oversight and obligation of conservation district funds.
- Manager and/or staff supervision.
- Annual and long-range planning.
- Obligating or committing conservation district staff time or other conservation district resources through the budgeting process.
- Developing, reviewing, and updating district policies.
- Signing documents.
- Serving as a conservation district spokesperson for public presentations and media.

Effective boards work cooperatively as a unit to plan and oversee the implementation of their conservation district’s programs. As a representative of the conservation district board, opinions expressed publicly by individual directors should be consistent with established board policy, regardless of the individual's personal agenda or opinions.

Director Position Descriptions and Policy

Although conservation district directors do not have individual powers and authorities under statute, unless granted by the conservation district board, it is in the best interest of the conservation district to identify the duties and responsibilities expected of individual directors. This can be accomplished by establishing conservation district director position descriptions or conservation district policy. Some customary duties and responsibilities of individual directors include:

- Attend and actively participate in all board meetings.
- Come to meetings prepared.
- Carry out committee responsibilities.
- Stay abreast of local conservation issues.
- Attend area and state meetings of the various state associations and other conservation partners.
- Participate in training opportunities.
- Promote the conservation district's work to local landowners.
- Promote the conservation district's work to its constituency.
- Promote the conservation district's work to agencies and organizations.
- Promote the conservation district's work to legislators and other decision makers regarding the conservation district's funding.

Conservation District Board Responsibilities

To effectively exercise the powers and authorities as stated in ORS 568, conservation district boards should:

- Identify local conservation needs, programs, and services.
- Keep its conservation district's mission ("reason for being") in focus.
- Work effectively with conservation district staff, cooperating agencies, and partners.
- Implement conservation district programs effectively.
- Be knowledgeable about laws that govern board operations, such as budget, audit, public meetings, and contracting.

- Develop and implement a long-range plan and an annual work plan.
- Report to the public on conservation district programs and accomplishments.
- Inform legislators and local government officials of conservation district accomplishments.
- Recruit, train, and utilize volunteers and associate directors.
- Participate with the Oregon Department of Agriculture (ODA) in a periodic review of conservation district operations.
- Recruit new conservation district directors and associate directors.
- Seek new partners in conservation efforts.

Director Positions and Eligibility

ORS 568.560(2) and (3) describes the eligibility requirements for a person to become a conservation district director. ORS 568.560(1) requires that conservation district boards shall have either five or seven directors, who are elected at the November General Election in even-numbered years. Each conservation district is certified by ODA as having a five-director board or a seven-director board. A board must follow the processes described in ORS 568.565 to change its number of positions. See the section below on Changing the Number of Directors for more information.

District Zoning

To ensure proper representation in a conservation district, each conservation district is divided into legally defined zones. A five- member board must have three zone director positions and two at-large director positions. By statute, a seven-member board must have five zone director positions and two at-large director positions. The term of office of each position is four years.

Legal Requirement

In 2023 the Oregon Legislature significantly changed ORS 568.560 relating to director eligibility requirements. All zone directors must now reside in the zone they represent regardless of other requirements. In counties with a population greater than 250,000 the 10-acre land ownership or management requirement has been eliminated. Currently the counties with a population over 250,000 are Multnomah, Clackamas, Washington, Marion, and Lane Counties.

Zone Director Eligibility

All zone directors must be registered voters and reside within the zones they represent in the district.

In addition to residing in the zones they represent, zone directors for a district within a county of a population less than 250,000 must also meet one of the following requirements:

Option #1:

An individual may qualify for a zone position if the land ownership or land management requirements are met. For Option #1, a zone director must

- Own or manage 10 or more acres of land in the zones they represent in the district.
- Be involved in the active management of the property.

Option #2:

An individual may qualify for a zone position in lieu of the land ownership or management requirements in Option #1 by “indicating an interest in conservation”. For Option #2, a zone director must:

- Serve at least one year as a director or associate director of a conservation district.
- Have a conservation plan approved by the conservation district.

At-Large Director Eligibility

There are no land ownership or management requirements for at-large positions in any county. At-Large Directors must:

- Reside within the boundaries of the conservation district.
- Be a registered voter.

Vacating Director Positions

When a director position becomes vacant before the term expires upon ODA receiving notice of or declaring a position vacant. As per ORS 568.560(7), a position becomes vacant under the following circumstances:

- A conservation district director is not attending publicly advertised meetings of the district board and has missed at least three consecutive meetings; a majority of the board provides a written recommendation that the position be declared vacant by ODA. The position becomes vacant when ODA issues a declaration. See the section below that describes the steps to vacate a position that is no longer active.
- No individual qualifies for election to have their name placed on the ballot, or to have the write-in votes cast in their name counted. The position becomes vacant on January 1 following the General Election.
- ODA determines a candidate that received the most votes does not qualify to hold the position. The position becomes vacant on January 1 following the General Election unless another individual that is qualified has been appointed to the position.
- A director serving in a position no longer qualifies to hold the position. The position becomes vacant upon ODA declaring that the individual no longer qualifies for the position.
- A director resigns from a position. The position becomes vacant upon ODA receiving notice of the resignation.
- A director, elected or appointed, refuses to take the oath of office as a director. ODA may declare the position vacant if the oath of office signed by the director is not provided.

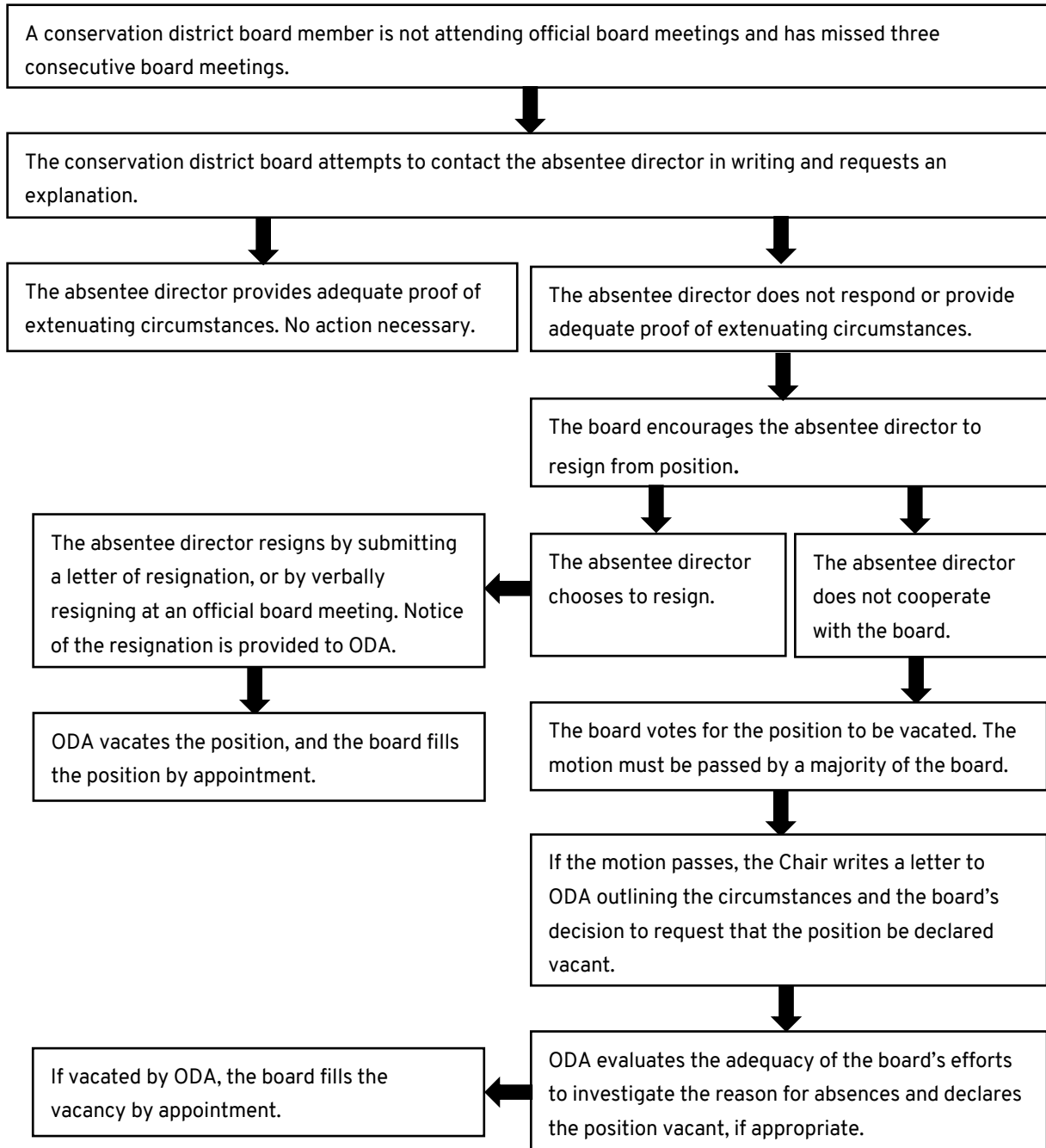
Vacating an Inactive Board Position

ORS 568.560(7)(a) states, “The department, upon the written recommendation of a majority of the members of the local governing body of a district, may declare vacant the position of a director who is absent from three consecutive meetings of the local governing body of the district. A position becomes vacant under this subsection upon the issuance of the declaration by the department.”

If a conservation district director is not attending publicly advertised meetings

of the conservation district board and has missed at least three consecutive meetings, the board may request the position be declared vacant by ODA. Conservation district boards should use the following process to vacate an inactive board position.

Vacating an Inactive Board Position



Filling a Vacant Position by Appointment

According to ORS 568.560(8), a board may fill a vacancy that occurs between General Elections by a majority vote of remaining board members. If the remaining board directors cannot agree on an appointee, ODA may make an appointment to fill the vacant position.

An appointed director must meet the director eligibility requirements as described above. For example, a conservation district board cannot fill a vacated zone director position with an associate director unless the associate director meets either Option #1 or Option #2 of the zone eligibility requirements.

An appointed director will serve until the next General Election, regardless of term. The appointment will end on January 1 following the next General Election. For example, if an individual is appointed to a position with a term that expires after the next General Election, that position must be listed on the next General Election ballot to fill the remainder of the term. The individual appointed may apply to have their name placed on the ballot to be elected to the position to serve until the term expires.

Changing the Number of Directors

Demographic changes within a conservation district's boundaries may make it necessary to reduce or increase the number of director positions. To change the number of director positions the conservation district must follow the procedures as outlined in ORS 568.565.

Upon the written recommendation and majority vote of the conservation district's board, the number of directors of the governing body may be either 1) increased from five to seven, or 2) reduced from seven to five. The zones and terms shall be determined by ODA as provided in ORS 568.560(5), ORS 568.565, and OAR 603-071-0025.

Director Elections

Conservation district director elections occur during the General Election in November on even numbered years. ORS 568 and ORS 255 outline the basic process for director elections. Where ORS 568 is incomplete, election law under ORS 255 is followed. There are also several other election laws that apply to director elections such as ORS 260 for Campaign Finance Regulation and Election Offenses, and ORS 251 for the Voters' Pamphlet.

ODA is the filing officer for conservation district elections. Conservation districts and candidates must follow specific guidelines to have candidate names placed on the ballot. ODA notifies each conservation district which positions are up for re-election, procedures for candidates and conservation districts, applicable laws and rules, and timelines. Conservation districts and candidates are responsible to submit the required forms and information to ODA and county clerks before the deadlines. Candidates are responsible for publishing their information in the local Voters' Pamphlet.

Best Management Practice

The November General Election is a prime opportunity to market the conservation district's programs and services.

Directors need to be aware that there are campaign restrictions on conservation district staff. These restrictions are outlined in Chapter 6.

Director Election Procedures

Election laws are enacted and modified by the Oregon Legislature. The Secretary of State, Elections Division publishes several resources prior to each General Election that reflect any changes in election law. Prior to the beginning of the election process, ODA provides each conservation district a packet with candidate instructions and filing forms, positions on the ballot, and information about law changes and procedures for conservation district director elections.

Director positions that will be on the General Election ballot are:

- Positions with the term ending that election year.
- Appointed positions since the last General Election.
- Positions that are vacant.

It is the responsibility of the conservation district and candidates to make sure election deadlines are met. Most counties publish a Voters' Pamphlet. Contact the local county clerk to get the instructions and deadlines to be listed in the Voters' Pamphlet.

Best Management Practice

Conservation district boards should encourage qualified person to be candidates for director positions. It is in the best interest of the conservation district to have at least one candidate for each position listed on the ballot.

Election Issues

During each General Election, issues may arise that cause difficulties for a conservation district board. Some examples follow:

No candidate files to have their name on the ballot (write-ins)

If no candidate files to have their name placed on the ballot, the position becomes open for write-in votes on the ballot. For the write-in votes to be counted for an individual, a "Declaration of Intent and Request for Write-In Votes to be Tallied" form must be filed with the Department per ORS 568.530. In the event the minimum number of required write-in votes is met, the county will need to count all write-in votes per their regular election law procedure and ORS 254.500.

Best Management Practice

Counting write-in votes adds to the county's election costs and can result in an unfavorable public perception of the conservation district. This again illustrates the importance of having qualified candidates for all positions on the ballot.

No candidate filed to be listed on the ballot or to have write-in votes counted

If no individual files to have their name placed on the ballot and no person files to have the write-in votes counted, then the county clerk may not count any votes cast for the position. The position becomes vacant on January 1 following the General Election. The conservation district board director previously holding the position does not continue serving in the position after January 1 following the General Election.

Tie votes

If a board position in the General Election ends in a tie vote, an automatic recount results. ODA will call the county clerk and request a recount. If, after the recount is done, there is still a tie vote, the winner is identified by drawing lots (e.g., flip of a coin, drawing of a straw). The law does not state how the lot is to be drawn. The County Election Officer or ODA may draw the lot. If ODA draws the lot, the candidates who are tied are invited to be present for the drawing per ORS 254.575.

Holding more than one position

An individual cannot hold more than one position on the same conservation district board.

Holding two lucrative positions

The Oregon Constitution Article II, Section 10 does not allow a person to hold two lucrative elected positions at the same time. However, since conservation district directors are not paid, director positions are not considered lucrative.

Employee serving as director on another conservation district board

An employee of one conservation district may serve on the board of another conservation district, as long as the director eligibility requirements are met. An employee of an agency (ODA, DEQ, NRCS) may also serve on a conservation district board, as long as the director eligibility requirements are met.

Winner not qualified

If an individual gets the majority of the votes, by write-in or otherwise, for a conservation district director position at the General Election but does not meet the eligibility requirements for that director position, the individual getting the next highest number of votes does not assume the position. The position becomes vacant January 1 following the General Election.

General Election Costs for Director Elections

ORS 568.542 states, "The expenses incurred for the election of directors of a soil and water conservation district under ORS 568.210 to 568.808 and 568.900 to 568.933 shall be paid out of county funds by the county or counties within which the territory of the district lies." Some county clerks may not be aware of this provision. If a conservation district receives a bill from its county clerk for conservation director elections, the clerk should be provided a copy of ORS 568.542.

ORS 568.542 does not apply to conservation district tax measures. Conservation districts are responsible for the cost of a tax measure placed on the ballot.

Oath of Office

Article XV, Section 3 of the Oregon Constitution provides that “[E]very person elected or appointed to any office under this Constitution shall, before entering on the duties thereof, take an oath or affirmation to support the Constitution of the United States, and of this State, and also an oath of office.”

All directors (elected and appointed) need to take the oath of office at the first conservation district board meeting they attend following January 1, as required by the Oregon Constitution. An individual cannot assume the official duties of conservation district director until the oath of office is taken.

Instructions for administering the oath of office:

1. The Oath of Office is to be signed by:
 - a. The elected or appointed director
 - b. The conservation district board chair, a notary public, or other authorized official, such as a county commissioner, who is present at the swearing in of the director.
2. The Oath of Office is retained for your records.
3. An electronic copy of the Oath of Office is to be emailed to the current ODA SWCD Program Grants Administrative Officer.

The Oath of Office can be found at the end of this chapter. A download link can also be found in the resource section at the end of this chapter.

Recommended Policy

For consistency, each conservation district should designate and authorize a person(s) to be the authorized signatory for the Oath of Office. There is no requirement that the signatory be a notary public. The conservation district board chair, or other official can be designated to sign the Oath of Office.

Recall Election Costs

Conservation district directors are subject to recall by the local citizenry (ORS 198.425). The statutes that govern the process of conducting a recall are described in ORS 249.865 through 249.877. If a conservation district director is subjected to a recall election, the cost of the election must be paid by the conservation district. The cost of the recall election is not the

responsibility of those initiating the recall petition drive, nor the county, nor the Oregon Department of Agriculture.

Associated Directors and Director Emeritus

Conservation districts can expand conservation district capabilities by appointing associate directors and director emeritus. Associate directors and director emeritus do not vote on board decisions. However, they can augment the board's knowledge and experience level and assist with conservation district programs and activities.

Associate Directors

An associate director serves at the discretion of the board of directors. District boards should have a policy outlining the method of selection and terms of office of the associate directors. The conservation district should record in its minutes when a person is appointed to be an associate director. An associate director does not vote when the board makes an official decision. To become a director an associate director may be appointed to a vacant position or elected to a position. The associate director must meet the statutory requirements for director eligibility as outlined earlier in this chapter. Documentation of the associate director appointment is required if an associate director wishes to qualify as a zone director.

Best Management Practice

Conservation district boards are encouraged to do a self-assessment of the strengths and weaknesses of their boards. If there appears to be an area of expertise that is needed but is missing among the board of directors, the conservation district board could recruit an associate with that expertise.

Director Emeritus

Director emeritus is an appointed position with a conservation district. The position is reserved for a person who previously served as a conservation district director in the United States or its territories where conservation districts exist. A director emeritus does not vote when the board makes an official decision.

A director emeritus serves at the discretion of the board of directors. District boards should have a policy outlining the method of selection and terms of office of the associate directors.

Administrative Structure

ORS 568.560(4) requires all conservation district boards to designate, at a minimum, a chair and secretary from among the directors. A conservation district may also appoint other officers and committees as needed. It is the responsibility of each conservation district board to identify its needs and adopt policies, duties, and procedures for each of its officials.

Best Management Practice

Conservation districts should select and adopt board meeting operating procedures and provide this information to all board members and others attending conservation district board meetings. Some conservation districts post their board meeting rules on the wall or provide a written copy of these rules to people attending the meetings to help them understand the procedures under which the board conducts meetings.

Best Management Practice

It is recommended that job descriptions be written and approved by the board for each officer and general board position.

The following is a list of customary officer positions and responsibilities:

Chair

The chair is selected by the conservation district board to carry out certain leadership functions and responsibilities. The chair is typically given responsibility to:

- Set meeting agendas.
- Preside at meetings.
- Appoint committees.
- Assign responsibilities.
- Request reports.
- Orient new directors.
- Any other functions and responsibilities as determined by the board.

One of the main roles of a chair is to preside at conservation district board meetings. The chair usually conducts the meeting according to some common parliamentary procedures or according to other established conservation district policy. Generally, the chair entertains

motions from other members of the governing body, calls on people to speak, appoints committees if necessary, limits discussion, and facilitates the process to conduct business.

Serving as the chair does not preclude a director from voting. In fact, one of the most important functions of an elected official is to participate in the official decision-making process. All directors, including the chair, should vote on all motions and decisions unless there are any compelling circumstances, such as an actual conflict of interest. No statute prohibits any director or the chair from making or seconding a motion.

Vice Chair

Many conservation districts choose to elect a vice chair as one of its officers. If a conservation district decides to have a vice chair, the district should identify the roles and responsibilities for the position. Some of the responsibilities may include:

- Act in place of the chair when needed.
- Advise the chair on program and policy.
- Arrange special programs for regular meetings.
- Serve as chair of standing committees.
- Other responsibilities defined by the conservation district board.

Secretary

As mentioned earlier in this section, ORS 568.560(4) states that every conservation district must select a director to serve as the board secretary. However, the conservation district director selected as secretary is not required to perform all secretarial or clerical functions within the conservation district. A conservation district board may delegate secretarial duties to an employee, associate director, contractor, or volunteer if desired. It is common for conservation district staff to record conservation district board minutes and prepare information, agendas, correspondence, reports, and public meeting notices.

Best Management Practice

It is recommended conservation district boards adopt policy that clarifies the responsibilities of the secretary. For example, the conservation district may choose to require a signature of the secretary on conservation district board meeting minutes, resolutions, budget documents, and other selected documents. There may also be specific responsibilities for the secretary to record meeting minutes during an executive session when other staff or associate directors may not be available.

Treasurer

Many conservation districts choose to elect a treasurer as one of its officers. Typical functions of a treasurer include:

- Oversee the conservation district's finances.
- Serve as chair of the finance committee.
- Obtain/provide fidelity or surety bonds for persons handling funds (to protect from theft and misuse of conservation district funds).
- Lead budget development.
- Receive, deposit, disburse funds.
- Keep complete financial records.
- Present financial statements at conservation district board meetings.
- Other responsibilities defined by the conservation district board.

Other Officers and Roles

Conservation district boards may designate additional officers or identify other roles for directors based on local need. Examples might be, a meeting facilitator, time keeper, volunteer coordinator, public relations, media contact, or spokesperson.

Registered Agent and Registered Office

Special Districts are required to designate a registered agent and a registered office per ORS 297.465, Municipal Audit Law and OAR 162-010-0020(10). ORS 297.465(4) references ORS 198.340, Dissolution of inactive conservation districts requires conservation districts to designate a registered agent and a registered office:

ORS 198.340 Designation of Registered Office and Agent:

- 1) A special district shall designate a registered office and a registered agent. The registered agent shall be an agent of the district upon whom any process, notice or demand required or permitted by law to be served upon the district may be served. A registered agent shall be an individual resident of this state whose address is identical with the registered office of the district. The registered office may be, but need not be, the same as the place of business of the special district.

- 2) The district may change its registered office or change its registered agent, or both, upon filing in the office of the Secretary of State and county clerk of each county in which located a statement setting forth:
 - a) The name of the district.
 - b) If the address of its registered office is changed, the address to which the registered office is to be changed.
 - c) If its registered agent is changed, the name of its successor registered agent.
 - d) That the address of its registered office and the address of the business office of its registered agent, as changed, will be identical.
 - e) That such change was authorized by resolution duly adopted by the district board.
- 3) The statement shall be subscribed and sworn to by the secretary, financial officer or chairperson of the district board.

The original of the registered office and agent form must be filed with the Secretary of State, and a copy filed with the county clerk and with ODA's Natural Resource Program Area.

The registered office and agent form for special districts can be found at the Secretary of State's website. A link to download this form is also included in the Resources section at the end of the chapter.

Committees

Committees can be an effective way for conservation districts to plan and implement their work. There are two primary types of committees:

1. A standing committee is a permanent committee charged with working on a basic aspect of conservation district work. Standing committees may have a focus of education, finance, personnel, resource concerns, community relations, land use planning, water quality, or other important issue.
2. A short term or "ad hoc" committee is a temporary committee charged with a specific task, or for a specific time. Ad hoc committees may focus on an election, annual meeting, grant writing, or other specific task. Ad hoc committees are disbanded when the assigned task or timeframe is completed.

When forming committees, conservation districts should clearly identify:

- Purpose of the committee.
- Expected outcomes.

- Desired role and participation of each entity on the committee (e.g., voting roles, consultation, advisory only).
- Time frame for reporting back to the conservation district board or completing tasks.

Committee members may include conservation district directors, associate directors, directors' emeritus, conservation district advisors, representatives of cooperating agencies and associations, or interested citizens. However, if there is a quorum of conservation district directors on the committee, the committee meetings are automatically subject to public meeting law. In general, if the committee has been given authority to make decisions on behalf of the board, make recommendations to the board, or provide information leading to a decision of the board, then the committee is subject to public meeting law regardless of the number of board members on the committee.

Legal Requirement

Public record and public meeting laws apply to any committee established by the conservation district board. If the committee has been given authority by the board to make recommendations to the board, make decisions on behalf of the board, or provide information to the board leading to a decision of the board, its meetings are considered public meetings and must be duly noticed and comply with all other aspects of public meeting law (see Chapter 7).

Director Compensation

Every conservation district board has the statutory authority to compensate and/or reimburse its directors for costs incurred while doing conservation district business under ORS 198.190:

Compensation: A conservation district director may receive an amount not to exceed \$50 for each day, or portion thereof, as compensation for services performed as a member of the board. Director compensation shall not be deemed lucrative and is subject to payroll withholding as required by federal and state law including the Social Security Act.

Reimbursement: The conservation district board may reimburse a director for actual and reasonable traveling and other expenses necessarily incurred by the director while performing official duties.

Recommended Policy

Each conservation district should adopt policies and procedures on the compensation of directors. Policies should include conditions, processes, rates, and funding sources for reimbursement and compensation. Conservation districts that choose to compensate and/or reimburse its directors must also verify that is allowable expense for the designated funding source (e.g. general fund).

Director Training

Conservation District employees and directors should use the numerous training opportunities available to receive training from the SWCD Program staff and SDAO to increase their knowledge and understanding of legal requirements and best management practices.



Benton Soil and Water
CONSERVATION DISTRICT

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

June 24, 2024

David Helton
Lead Grant Manager/ TGM Regional Lead
Oregon Department of Transportation
2080 Laura Street, Springfield, OR 97477

Dear David Helton,

The Benton Soil and Water Conservation District would like to voice strong support for the Benton County application to the Transportation and Growth Management Program. The focus of the proposal is to assess evacuation routes in Benton County during emergency events.

Benton County has shown great leadership in emergency management over the years, including some very recent actions. On May 18 of this year, the county held an emergency drill where residents practiced evacuating their properties and met at specified locations. We have also appreciated, and advocated for, the work that the county has done with Oregon Department of Forestry and others in the Oak Creek Watershed to determine additional evacuation routes for members of Firewise Communities located in that area.

At Benton SWCD, we talk to farmers, woodland owners, and other residents about fire safety and actions they can take to reduce fuels around their homes. These actions include removing vegetation within 30 feet of the home, clearing gutters of organic debris, choosing fire safe building products, and many other concepts. Committing to these actions is very important to lower risk, but all residents still have potential to face wildfire in the vicinity of their homes, so evacuation plans are critical. In the last decade we have seen several fires in Western Oregon that show us that the threat in our area is very real.

While Benton County residents continue to gain more education related to wildfire safety, it's critical that the County continue to provide the infrastructure to keep people safe. Please give Benton County full consideration for their efforts to create an Evacuation Assessment Report under this grant opportunity. They have a great track record in implementing this work.

Sincerely,

Holly Crosson
Executive Director

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