

Monday, August 14, 2023
 6:00-7:30 PM Board Meeting
 To join Zoom Video Conference:



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

Phone: 1-669-900-6833

Meeting ID: 844 6825 0202

Passcode: 640956

BENTON SWCD BOARD OF DIRECTORS AUGUST MEETING AGENDA

Goal	Item	Lead	Time	ACTION
	Call to Order, Introductions, Public Comments, Announcements, Additions to Agenda	<i>Johnson</i>	6:00	
	CONSENT AGENDA	<i>Johnson</i>	6:05	ACTION
5	Approve draft Minutes from July 10 Board Meeting			
5	Approve Financials (6/30/23)			
	REGULAR AGENDA			
1-5	SkillBridge Internships – 15 minutes. J Marshall, Marion SWCD SkillBridge Intern Coordinator	<i>Jason Marshall</i>	6:06	
1-5	FY23 Close Out Budget Summary – 5 minutes	<i>Crosson/Ahr</i>	6:21	
1	NRCS technical assist. grant for Soil Health – 10 minutes	<i>Matteson</i>	6:26	
1-4	Adopt Resolution FY2023-2024-01, add \$42,924 to FY24 Budget for ODA Water Quality Support Grant – 2 min.	<i>Ahr</i>	6:36	ACTION
5	Adopt Paid Leave Oregon Policy (excerpts of language will go into Employee Handbook) – 5 minutes (in packet)	<i>Crosson</i>	6:38	ACTION
1-5	Jerry Paul - discuss naming annual Conservation Education Pollinator Grant award (solicit donations?); tribute in blog post on website; set date for celebration of Jerry's BSWCD legacy – 17 minutes	<i>Crosson</i>	6:43	ACTION
5	Discuss open Treasurer position; possibly appoint new Treasurer (job description in packet); discuss open Zone 3 position	<i>Board</i>	7:00	ACTION?
3	Adopt draft Etiquette for Zoom Chat at Board meetings – 2 minutes (in packet)	<i>Crosson</i>	7:08	ACTION
2	Update on 2023 Native Bulb and Seed Sale at Corvallis Fall Festival, September 23 and 24 – 10 minutes	<i>Ahr</i>	7:10	
1-5	Questions from Board on BSWCD and NRCS activities – 5 minutes	<i>Directors/ Staff/NRCS</i>	7:20	
1-5	Other Board business?	<i>Directors</i>	7:25	
	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
August 18, 10am-3pm	FRIENDS Agricultural Tour organized by David Barron. More info and sign up at: https://www.eventbrite.com/e/friends-agricultural-tour-at-oregon-state-university-tickets-686860416997	Soap Creek and OSU
August 15, 9:00am-3:30pm	SDAO Board of Directors and Management Staff Training Series Summary - Board Member Duties, Responsibilities, and Liabilities (cvent.com)	Redmond-Eagle Crest Resort
August 22, 9:00am-3:30pm	SDAO Board of Directors and Management Staff Training Series Summary - Board Member Duties, Responsibilities, and Liabilities (cvent.com)	VIRTUAL
September 9, 2023 10:00am-12:30pm	Salmon Watch Training: Returning Volunteers	Clemens County Park, Alsea
September 16, 2023 10:00am-12:30pm	Salmon Watch Training: New Volunteers	Clemens County Park, Alsea
September 23 rd 10:00am-6:00pm	Native Bulb and Seed Sale	Central Park, Corvallis
September 24 th 10:00am-5:00pm	Native Bulb and Seed Sale	Central Park, Corvallis
September 26, 2023 10:00am-12:30pm	Salmon Watch Training: High School Volunteers	Clemens County Park, Alsea

Check our website calendar regularly for additional items that are still being finalized:
<https://bentonswcd.org/activities/calendar/>

Monday, July 10, 2023
Willamette Community Grange Hall
27555 Greenberry Road, Corvallis
5:30 PM Gather and visit; 6:00 PM Summer Picnic Dinner
7:00 PM Business Meeting



To join Zoom Video Conference:

<https://us02web.zoom.us/j/84468250202?pwd=Rk5sRERSZXI6VVV0UmJIWEFBcDIHUT09>

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, Marcella Henkels, Kerry Hastings, Bob Morris (Emeritus)

Board Members Absent: Jerry Paul, Henry Storch (Emeritus), David Barron

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

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

Call to Order - Johnson (7:18pm)

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

Twilight Tour- DATE: Tuesday, July 11th TIME: 5:30pm-7pm LOCATION: 7840 NW Hope Drive, Corvallis

Aquatic Invasive Species Paddle & Pull Event-Friday, July 14, 2023 9M-4:30pm LOCATION: Michaels Landing, Corvallis (Boat Launch) NW 1st St.

CONSENT AGENDA

- **Approve draft Minutes from June 12 Budget Hearing and Regular Board Meeting**
- **Approve Financials (5/31/23)**
- **Adopt HRA VEBA Plan Policy (in packet)**

Discussion:

MOTION: To Approve Consent Agenda: Greg Jones

Second: Kerry Hastings

Results: Pass 5/0

- Other Board Business-None raised.
- Next regular board meeting will be, August 14th, 2023

Meeting Adjourned - Johnson (7:24pm)

Financial Report
Period ending June 30, 2023
Benton SWCD Board Meeting
August 14, 2023

Our Oregon LGIP account closing balance was \$859,808.82. The dividend paid was \$2,836.85 and the monthly distribution yield was 4.05%. The fiscal year-to-date dividend paid was \$26,449.08.

The Benton County Finance Department paid the District \$2,652.70 in tax revenue. The year-to-date amount paid was \$500,387.79

The total balance of both Citizen Bank accounts was \$111,308.77. The previous month's balance was \$170,913.32. Both accounts were reconciled and all checks were accounted for.

Charges to the credit-card account for the period of 5/27/23 to 6/26/23 were \$1,046.74, and were reconciled.

The Stripe account was reconciled. The starting balance was -\$2.35. Fees charged were \$.40 and the ending balance was \$-2.75.

Respectfully submitted,

Nate Johnson, Board Chair

Benton Soil & Water Conservation District
Balance Sheet
As of June 30, 2023

	Jun 30, 23	Jun 30, 22	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
10100 · Citizens Bank	129,331.05	185,147.00	-55,815.95
10150 · Citizens Bank #2	5,001.04	4,953.03	48.01
10200 · LGIP	859,808.82	758,827.59	100,981.23
10300 · Stripe	-2.75	0.00	-2.75
10800 · Petty Cash	24.00	24.00	0.00
Total Checking/Savings	994,162.16	948,951.62	45,210.54
Accounts Receivable			
11000 · Accounts Receivable	0.00	5,000.00	-5,000.00
11400 · Grants Receivable	51,254.80	31,220.69	20,034.11
Total Accounts Receivable	51,254.80	36,220.69	15,034.11
Other Current Assets			
100-1050 CashDue to/from Bld Fnd	-108,200.00	-108,200.00	0.00
100-1500 Due to/from Proj Fund	-96,371.93	-96,371.93	0.00
200-1080 CashDue to/from Gen Fnd	96,371.93	101,371.93	-5,000.00
400-1505 Due to/from BR Fund	108,200.00	103,200.00	5,000.00
12000 · Undeposited Funds	7,107.50	0.00	7,107.50
13000 · Prepaid expenses-Audit	8,418.40	10,343.08	-1,924.68
Total Other Current Assets	15,525.90	10,343.08	5,182.82
Total Current Assets	1,060,942.86	995,515.39	65,427.47
Other Assets			
18400 · Property Tax Receivable-Audit	9,482.00	9,482.00	0.00
Total Other Assets	9,482.00	9,482.00	0.00
TOTAL ASSETS	1,070,424.86	1,004,997.39	65,427.47
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
20000 · General Accounts Payable	7,337.34	3,997.41	3,339.93
20100 · Project Accts Payable	39,699.04	23,208.67	16,490.37
Total Accounts Payable	47,036.38	27,206.08	19,830.30
Credit Cards			
22000 · CITIZENS BANK MASTER CARD			
22100 · Melissa CC - 2987	480.00	0.00	480.00
22200 · Holly CC - 2995	173.89	129.99	43.90
22400 · Teresa CC - 3019	163.07	48.95	114.12
22520 · Linda CC - 5980	0.00	313.54	-313.54
22530 · Michael CC - 3266	238.99	0.00	238.99
22532 · Sara CC - 0962	74.50	0.00	74.50
22533 · Candace CC - 0020	396.29	0.00	396.29
Total 22000 · CITIZENS BANK MASTER CARD	1,526.74	492.48	1,034.26
Total Credit Cards	1,526.74	492.48	1,034.26

Benton Soil & Water Conservation District
Balance Sheet
 As of June 30, 2023

	Jun 30, 23	Jun 30, 22	\$ Change
Other Current Liabilities			
24000 · PAYROLL LIABILITIES			
24010 · 941 Account	8,314.82	6,449.36	1,865.46
24020 · Oregon Withholding	2,151.00	1,591.00	560.00
24030 · OR-WBF SUTA	1,482.34	776.64	705.70
24040 · Medical Employee	0.00	44.70	-44.70
24050 · Medical Employer	0.00	4,713.55	-4,713.55
Total 24000 · PAYROLL LIABILITIES	11,948.16	13,575.25	-1,627.09
24205 · Accrued Payroll	10,366.76	7,090.48	3,276.28
25800 · Deferred Revenue Grants-Audit	56,028.15	93,929.54	-37,901.39
25810 · Deferred Revenue Donations	0.00	246.72	-246.72
Total Other Current Liabilities	78,343.07	114,841.99	-36,498.92
Total Current Liabilities	126,906.19	142,540.55	-15,634.36
Long Term Liabilities			
27050 · Deferred Revenue Taxes -Audit	8,373.09	8,373.09	0.00
Total Long Term Liabilities	8,373.09	8,373.09	0.00
Total Liabilities	135,279.28	150,913.64	-15,634.36
Equity			
31100 · Building Reserve Fund Balance	108,200.00	103,200.00	5,000.00
31200 · Project Fund Balance	10,210.00	10,210.00	0.00
32000 · General Fund Balance	735,673.75	666,463.80	69,209.95
Net Income	81,061.83	74,209.95	6,851.88
Total Equity	935,145.58	854,083.75	81,061.83
TOTAL LIABILITIES & EQUITY	1,070,424.86	1,004,997.39	65,427.47

3:31 PM

07/27/23

Accrual Basis

Benton Soil & Water Conservation District
Citizens Bank Check Register
As of June 30, 2023

Type	Date	Num	Name	Memo	Debit	Credit	Balance
10100 - Citizens Bank							149,621.83
Deposit	06/07/2023			Mater Investment Co...	225.00		149,846.83
Deposit	06/14/2023			Deposit	5,102.20		154,949.03
Deposit	06/20/2023			Deposit	16,474.27		171,423.30
Liability Check	06/29/2023		QuickBooks Payroll Service	Created by Payroll S...		25,060.14	146,363.16
Deposit	06/23/2023			Deposit	36,362.95		182,726.11
Deposit	06/30/2023			Deposit	6.12		182,732.23
Paycheck	06/30/2023	DD	Ahr, Michael S	Direct Deposit	0.00		182,732.23
Paycheck	06/30/2023	DD	Crosson, Holly A	Direct Deposit	0.00		182,732.23
Paycheck	06/30/2023	DD	Bocys, Althea	Direct Deposit	0.00		182,732.23
Paycheck	06/30/2023	DD	Mackey, Candace	Direct Deposit	0.00		182,732.23
Paycheck	06/30/2023	DD	Matteson, Teresa L	Direct Deposit	0.00		182,732.23
Paycheck	06/30/2023	DD	Roberts, Sara	Direct Deposit	0.00		182,732.23
Paycheck	06/30/2023	DD	Schmitz, Donna J	Direct Deposit	0.00		182,732.23
Liability Check	06/07/2023	EFT	United States Treasury	93-1077051		8,417.20	174,315.03
Liability Check	06/07/2023	EFT	Oregon Dept of Revenue	0292193-0		2,158.00	172,157.03
Bill Pmt -Check	06/09/2023	EFT	1Auto - Xerox Financial Servi...	autopay due on 10th ...		156.17	172,000.86
Check	06/16/2023	EFT	Card Service Center - Master...	Online Payment		2,916.88	169,083.98
Bill Pmt -Check	06/23/2023	EFT	1Auto - Verizon	autopay due on 25th ...		85.52	168,998.46
Bill Pmt -Check	06/01/2023	8210	Staff - Candace Mackey - V	CIR# 7389		72.71	168,925.75
Bill Pmt -Check	06/01/2023	8211	Staff- Michael Ahr - V	CIR# 7387		8.06	168,917.69
Bill Pmt -Check	06/01/2023	8212	Althea Bocys - V	CIR# 7388		30.39	168,887.30
Bill Pmt -Check	06/01/2023	8213	Red Hill Soils	CIR# 7386		3,000.00	165,887.30
Bill Pmt -Check	06/01/2023	8214	Staff- Michael Ahr - V	CIR# 7387		92.43	165,794.87
Bill Pmt -Check	06/08/2023	8215	Abide Web Design	CIR# 7395		50.00	165,744.87
Bill Pmt -Check	06/08/2023	8216	Advantage Computing & Elec...	CIR# 7394		572.00	165,172.87
Bill Pmt -Check	06/08/2023	8217	bio-Med Testing Services, Inc.	CIR# 7393		18.00	165,154.87
Bill Pmt -Check	06/08/2023	8218	CTX-Xerox	BC46-224378 CIR# ...		36.74	165,118.13
Bill Pmt -Check	06/08/2023	8219	Jenny Brausch Business Solu...	CIR# 7398		1,330.70	163,787.43
Bill Pmt -Check	06/08/2023	8220	MidValley Newspapers	CIR# 7390		781.52	163,005.91
Bill Pmt -Check	06/08/2023	8221	R3 Engraving & Signs	CIR# 7396		15.00	162,990.91
Bill Pmt -Check	06/08/2023	8222	Staff- Donna Schmitz {V}	CIR# 7397		138.86	162,852.05
Bill Pmt -Check	06/08/2023	8223	Staff- Holly Crosson {V}	CIR# 7399		145.41	162,706.64
Bill Pmt -Check	06/08/2023	8224	Staff- Teresa Matteson {V}	CIR# 7391		94.32	162,612.32
Bill Pmt -Check	06/15/2023	8225	Integrated Resource Manage...	CIR# 7400		335.48	162,276.84
Bill Pmt -Check	06/15/2023	8226	KF Contracting LLC	CIR# 7401		17,422.95	144,853.89
Bill Pmt -Check	06/15/2023	8227	KF Contracting LLC	CIR# 7401		1,000.00	143,853.89
Bill Pmt -Check	06/22/2023	8228	1Bill - Crystal Lake Storage	VOID: CIR# 7407 Wr...	0.00		143,853.89
Bill Pmt -Check	06/22/2023	8229	Mater Investment Company	CIR# 7408:		2,062.58	141,791.31

3:31 PM

07/27/23

Accrual Basis

Benton Soil & Water Conservation District
Citizens Bank Check Register
 As of June 30, 2023

<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	06/22/2023	8230	Ross Mitchell	CIR# 7403		926.97	140,864.34	
Bill Pmt -Check	06/22/2023	8231	OSU - AMBC	CIR# 7404		298.50	140,565.84	
Bill Pmt -Check	06/22/2023	8232	Shaundra Robinson	CIR# 7383		110.00	140,455.84	
Bill Pmt -Check	06/22/2023	8233	1Bill - Crystal Lake Storage	CIR# 7407		185.00	140,270.84	
Liability Check	06/26/2023	8234	SDIS	03-0018433 CIR# 74...		4,835.33	135,435.51	
Liability Check	06/26/2023	8235	VALIC	Group #67994		3,154.92	132,280.59	
Bill Pmt -Check	06/26/2023	8236	McNabb Construction, Inc.	CIR# 7409		2,905.00	129,375.59	
Bill Pmt -Check	06/26/2023	8237	Staff- Donna Schmitz {V}	CIR# 7410		44.54	129,331.05	
Total 10100 · Citizens Bank						58,170.54	78,461.32	129,331.05
TOTAL						58,170.54	78,461.32	129,331.05

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

	Building Reserve	General Fund	Project Fund	TOTAL
Ordinary Income/Expense				
Income				
43300 · Grant/Project Administration	0.00	0.00	278,324.68	278,324.68
44530 · Benton County Public Works	0.00	5,000.00	0.00	5,000.00
44535 · Taxes Levied	0.00	499,465.93	0.00	499,465.93
44540 · ODA Operations	0.00	47,927.00	0.00	47,927.00
44545 · ODA Tech, LMA & Scope of Work	0.00	61,534.37	0.00	61,534.37
45000 · Interest Income	0.00	26,590.55	0.00	26,590.55
46430 · MISCELLANEOUS	0.00	500.00	0.00	500.00
47400 · Native Plant Sale Income	0.00	21,897.16	0.00	21,897.16
48000 · TRANSFERS IN	5,000.00	26,319.38	0.00	31,319.38
49100 · Lease Financing	0.00	47,881.00	0.00	47,881.00
Total Income	5,000.00	737,115.39	278,324.68	1,020,440.07
Gross Profit	5,000.00	737,115.39	278,324.68	1,020,440.07
Expense				
60000 · MATERIALS & SERVICES	0.00	123,028.55	0.00	123,028.55
66000 · PAYROLL EXPENSES	0.00	457,382.73	48,278.83	505,661.56
68000 · PROJECTS-SVC-SUPP-MATERIAI	0.00	0.00	203,726.75	203,726.75
69400 · TRANSFERS OUT	0.00	5,000.00	26,319.38	31,319.38
69500 · Debt Service	0.00	75,642.00	0.00	75,642.00
Total Expense	0.00	661,053.28	278,324.96	939,378.24
Net Ordinary Income	5,000.00	76,062.11	-0.28	81,061.83
Net Income	5,000.00	76,062.11	-0.28	81,061.83

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

	Building Reserve	General Fund	Project Fund	TOTAL
Ordinary Income/Expense				
Income				
43300 · Grant/Project Administration	0.00	0.00	278,324.68	278,324.68
44530 · Benton County Public Works	0.00	5,000.00	0.00	5,000.00
44535 · Taxes Levied	0.00	499,465.93	0.00	499,465.93
44540 · ODA Operations	0.00	47,927.00	0.00	47,927.00
44545 · ODA Tech, LMA & Scope of Work	0.00	61,534.37	0.00	61,534.37
45000 · Interest Income	0.00	26,590.55	0.00	26,590.55
46430 · MISCELLANEOUS				
46432 · Contributions	0.00	500.00	0.00	500.00
Total 46430 · MISCELLANEOUS	0.00	500.00	0.00	500.00
47400 · Native Plant Sale Income	0.00	21,897.16	0.00	21,897.16
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	26,319.38	0.00	26,319.38
Total 48000 · TRANSFERS IN	5,000.00	26,319.38	0.00	31,319.38
49100 · Lease Financing	0.00	47,881.00	0.00	47,881.00
Total Income	5,000.00	737,115.39	278,324.68	1,020,440.07
Gross Profit	5,000.00	737,115.39	278,324.68	1,020,440.07
Expense				
60000 · MATERIALS & SERVICES				
61300 · CONFERENCES AND TRAINING				
61310 · Lodging	0.00	408.11	0.00	408.11
61320 · Meals/per diem	0.00	111.05	0.00	111.05
61330 · Registration	0.00	1,487.81	0.00	1,487.81
61340 · Training and Education Mate	0.00	206.13	0.00	206.13
Total 61300 · CONFERENCES AND TRAI	0.00	2,213.10	0.00	2,213.10
61500 · COMMUNITY CONSERVATION PROGRAMS				
61510 · Conservation Education (You	0.00	8,156.24	0.00	8,156.24
61520 · Conservation Incentive Progi	0.00	2,487.27	0.00	2,487.27
61530 · Invasives Program	0.00	1,648.31	0.00	1,648.31
61540 · Native Plant Sale	0.00	13,952.27	0.00	13,952.27
61570 · Soil Quality Program	0.00	3,343.91	0.00	3,343.91
Total 61500 · COMMUNITY CONSERVAT	0.00	29,588.00	0.00	29,588.00
62100 · CONTRACTED AND PROF SERVICES				
62115 · Audit	0.00	5,800.00	0.00	5,800.00
62120 · Computer Support	0.00	5,452.75	0.00	5,452.75
62130 · PROFESSIONAL SERVICES				
62140 · Legal	0.00	110.00	0.00	110.00
62150 · Accounting	0.00	21,061.52	0.00	21,061.52
62170 · Web Design, Logo - Mark	0.00	1,557.75	0.00	1,557.75
Total 62130 · PROFESSIONAL SERVI	0.00	22,729.27	0.00	22,729.27
62180 · Consultation/Contracts - NPF	0.00	10,010.00	0.00	10,010.00

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

	Building Reserve	General Fund	Project Fund	TOTAL
62190 · Misc Contracted Services	0.00	8,454.24	0.00	8,454.24
Total 62100 · CONTRACTED AND PROF	0.00	52,446.26	0.00	52,446.26
62300 · Dues/Subscriptions/Fees	0.00	7,055.83	0.00	7,055.83
62800 · OFFICE OCCUPANCY				
62810 · Alarm & Janitorial Services	0.00	485.00	0.00	485.00
62830 · Utilities	0.00	3,962.14	0.00	3,962.14
62840 · Other	0.00	53.98	0.00	53.98
Total 62800 · OFFICE OCCUPANCY	0.00	4,501.12	0.00	4,501.12
65000 · SUPPLIES AND MATERIALS				
65010 · COPIER AND SUPPLIES				
65012 · Copies	0.00	586.68	0.00	586.68
65014 · Lease	0.00	246.68	0.00	246.68
Total 65010 · COPIER AND SUPPLIES	0.00	833.36	0.00	833.36
65020 · Equipment	0.00	9,207.31	0.00	9,207.31
65030 · Office Supplies	0.00	1,725.71	0.00	1,725.71
65040 · Postage	0.00	141.40	0.00	141.40
65050 · Software/Computer Accessori	0.00	3,914.72	0.00	3,914.72
Total 65000 · SUPPLIES AND MATERIAL	0.00	15,822.50	0.00	15,822.50
65110 · PRODUCTION COSTS				
65112 · Advertising and Website	0.00	1,517.28	0.00	1,517.28
65114 · Merchandise	0.00	715.50	0.00	715.50
65116 · Newsletters	0.00	327.95	0.00	327.95
65118 · Publications	0.00	84.98	0.00	84.98
Total 65110 · PRODUCTION COSTS	0.00	2,645.71	0.00	2,645.71
65120 · Insurance & Fidelity Bond	0.00	4,646.42	0.00	4,646.42
65160 · Miscellaneous	0.00	8.10	0.00	8.10
65320 · Mileage/travel related expenses	0.00	2,213.82	0.00	2,213.82
65400 · Meetings & Events	0.00	1,887.69	0.00	1,887.69
Total 60000 · MATERIALS & SERVICES	0.00	123,028.55	0.00	123,028.55
66000 · PAYROLL EXPENSES				
66200 · Wages	0.00	358,757.80	37,689.85	396,447.65
66410 · Health, Dental & Life Insurance	0.00	49,684.67	5,654.81	55,339.48
66420 · Retirement	0.00	19,298.74	1,830.89	21,129.63
66500 · Payroll Taxes				
66510 · FICA Employer	0.00	27,406.77	2,877.06	30,283.83
66520 · SUTA	0.00	2,010.48	212.79	2,223.27
66530 · OR-WBF	0.00	99.77	13.43	113.20
Total 66500 · Payroll Taxes	0.00	29,517.02	3,103.28	32,620.30
66800 · Fees	0.00	124.50	0.00	124.50
Total 66000 · PAYROLL EXPENSES	0.00	457,382.73	48,278.83	505,661.56
68000 · PROJECTS-SVC-SUPP-MATERIALS				
68010 · Project Contracted Services	0.00	0.00	177,286.38	177,286.38
68020 · Project Mileage & Travel	0.00	0.00	694.56	694.56

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

	Building Reserve	General Fund	Project Fund	TOTAL
68040 · Project Supplies & Materials	0.00	0.00	25,745.81	25,745.81
Total 68000 · PROJECTS-SVC-SUPP-MATER	0.00	0.00	203,726.75	203,726.75
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	26,319.38	26,319.38
Total 69400 · TRANSFERS OUT	0.00	5,000.00	26,319.38	31,319.38
69500 · Debt Service				
69510 · Lease-Debt Service	0.00	47,881.00	0.00	47,881.00
69520 · Lease-Debt Service Expenditure	0.00	27,761.00	0.00	27,761.00
Total 69500 · Debt Service	0.00	75,642.00	0.00	75,642.00
Total Expense	0.00	661,053.28	278,324.96	939,378.24
Net Ordinary Income	5,000.00	76,062.11	-0.28	81,061.83
Net Income	5,000.00	76,062.11	-0.28	81,061.83

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

	Jul '22 - Jun 23	Jul '21 - Jun 22	\$ Change
Ordinary Income/Expense			
Income			
43300 · Grant/Project Administration	278,324.68	257,704.83	20,619.85
44530 · Benton County Public Works	5,000.00	5,000.00	0.00
44535 · Taxes Levied	499,465.93	482,474.28	16,991.65
44540 · ODA Operations	47,927.00	26,372.00	21,555.00
44545 · ODA Tech, LMA & Scope of Work	61,534.37	61,534.63	-0.26
45000 · Interest Income	26,590.55	6,751.44	19,839.11
46430 · MISCELLANEOUS			
46432 · Contributions	500.00	674.00	-174.00
46490 · Adjustment Account - Audit	0.00	1,981.11	-1,981.11
Total 46430 · MISCELLANEOUS	500.00	2,655.11	-2,155.11
47200 · CREP, SQP-Fee for Services	0.00	8,296.00	-8,296.00
47400 · Native Plant Sale Income	21,897.16	34,036.06	-12,138.90
48000 · TRANSFERS IN			
48100 · Building Reserve Fund	5,000.00	5,000.00	0.00
48400 · Transfer Admin from Project Fd	26,319.38	24,166.85	2,152.53
Total 48000 · TRANSFERS IN	31,319.38	29,166.85	2,152.53
49100 · Lease Financing	47,881.00	0.00	47,881.00
Total Income	1,020,440.07	913,991.20	106,448.87
Gross Profit	1,020,440.07	913,991.20	106,448.87
Expense			
60000 · MATERIALS & SERVICES			
61300 · CONFERENCES AND TRAINING			
61310 · Lodging	408.11	0.00	408.11
61320 · Meals/per diem	111.05	0.00	111.05
61330 · Registration	1,487.81	1,588.00	-100.19
61340 · Training and Education Material	206.13	0.00	206.13
Total 61300 · CONFERENCES AND TRAINING	2,213.10	1,588.00	625.10
61500 · COMMUNITY CONSERVATION PROGRAMS			
61510 · Conservation Education (Youth)	8,156.24	8,162.97	-6.73
61520 · Conservation Incentive Program	2,487.27	3,000.00	-512.73
61530 · Invasives Program	1,648.31	1,521.55	126.76
61540 · Native Plant Sale	13,952.27	18,939.89	-4,987.62
61570 · Soil Quality Program	3,343.91	2,978.84	365.07
61585 · Conservation Leadership - EDI	0.00	1,600.00	-1,600.00
Total 61500 · COMMUNITY CONSERVATION PR	29,588.00	36,203.25	-6,615.25
62100 · CONTRACTED AND PROF SERVICES			
62115 · Audit	5,800.00	4,900.00	900.00
62120 · Computer Support	5,452.75	2,270.10	3,182.65
62130 · PROFESSIONAL SERVICES			
62140 · Legal	110.00	3,610.00	-3,500.00
62150 · Accounting	21,061.52	19,539.02	1,522.50

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

	Jul '22 - Jun 23	Jul '21 - Jun 22	\$ Change
62160 · Facilitation	0.00	9,425.00	-9,425.00
62170 · Web Design, Logo - Marketing	1,557.75	1,219.00	338.75
Total 62130 · PROFESSIONAL SERVICES	22,729.27	33,793.02	-11,063.75
62180 · Consultation/Contracts - NPP	10,010.00	0.00	10,010.00
62190 · Misc Contracted Services	8,454.24	5,382.50	3,071.74
Total 62100 · CONTRACTED AND PROF SERVIC	52,446.26	46,345.62	6,100.64
62300 · Dues/Subscriptions/Fees	7,055.83	6,986.47	69.36
62800 · OFFICE OCCUPANCY			
62810 · Alarm & Janitorial Services	485.00	0.00	485.00
62830 · Utilities	3,962.14	4,429.22	-467.08
62840 · Other	53.98	0.00	53.98
62800 · OFFICE OCCUPANCY - Other	0.00	34.48	-34.48
Total 62800 · OFFICE OCCUPANCY	4,501.12	4,463.70	37.42
65000 · SUPPLIES AND MATERIALS			
65010 · COPIER AND SUPPLIES			
65012 · Copies	586.68	10.84	575.84
65014 · Lease	246.68	0.00	246.68
Total 65010 · COPIER AND SUPPLIES	833.36	10.84	822.52
65020 · Equipment	9,207.31	0.00	9,207.31
65030 · Office Supplies	1,725.71	1,677.77	47.94
65040 · Postage	141.40	129.04	12.36
65050 · Software/Computer Accessories	3,914.72	1,965.47	1,949.25
Total 65000 · SUPPLIES AND MATERIALS	15,822.50	3,783.12	12,039.38
65110 · PRODUCTION COSTS			
65112 · Advertising and Website	1,517.28	2,504.42	-987.14
65114 · Merchandise	715.50	0.00	715.50
65116 · Newsletters	327.95	2,024.66	-1,696.71
65118 · Publications	84.98	0.00	84.98
Total 65110 · PRODUCTION COSTS	2,645.71	4,529.08	-1,883.37
65120 · Insurance & Fidelity Bond	4,646.42	4,489.97	156.45
65160 · Miscellaneous	8.10	0.00	8.10
65320 · Mileage/travel related expenses	2,213.82	1,911.72	302.10
65400 · Meetings & Events	1,887.69	173.90	1,713.79
Total 60000 · MATERIALS & SERVICES	123,028.55	110,474.83	12,553.72
66000 · PAYROLL EXPENSES			
66200 · Wages	396,447.65	358,316.96	38,130.69
66410 · Health, Dental & Life Insurance	55,339.48	59,639.21	-4,299.73
66420 · Retirement	21,129.63	18,631.69	2,497.94
66500 · Payroll Taxes			
66510 · FICA Employer	30,283.83	26,951.79	3,332.04
66520 · SUTA	2,223.27	2,707.70	-484.43
66530 · OR-WBF	113.20	107.17	6.03
Total 66500 · Payroll Taxes	32,620.30	29,766.66	2,853.64

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

	Jul '22 - Jun 23	Jul '21 - Jun 22	\$ Change
66800 · Fees	124.50	151.50	-27.00
Total 66000 · PAYROLL EXPENSES	505,661.56	466,506.02	39,155.54
68000 · PROJECTS-SVC-SUPP-MATERIALS			
68010 · Project Contracted Services	177,286.38	182,090.29	-4,803.91
68020 · Project Mileage & Travel	694.56	173.85	520.71
68030 · Project Other	0.00	63.00	-63.00
68040 · Project Supplies & Materials	25,745.81	23,599.37	2,146.44
Total 68000 · PROJECTS-SVC-SUPP-MATERIALS	203,726.75	205,926.51	-2,199.76
69400 · TRANSFERS OUT			
69410 · Trf GF to Building Reserve Fd	5,000.00	5,000.00	0.00
69440 · Trf PF to General Fund	26,319.38	24,166.85	2,152.53
Total 69400 · TRANSFERS OUT	31,319.38	29,166.85	2,152.53
69500 · Debt Service			
69510 · Lease-Debt Service	47,881.00	0.00	47,881.00
69520 · Lease-Debt Service Expenditure	27,761.00	27,707.04	53.96
Total 69500 · Debt Service	75,642.00	27,707.04	47,934.96
Total Expense	939,378.24	839,781.25	99,596.99
Net Ordinary Income	81,061.83	74,209.95	6,851.88
Net Income	81,061.83	74,209.95	6,851.88

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

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
43000 · Beginning Balance	0.00	697,346.00	-697,346.00	0.0%
44530 · Benton County Public Works	5,000.00	5,000.00	0.00	100.0%
44535 · Taxes Levied	499,465.93	490,000.00	9,465.93	101.93%
44540 · ODA Operations	47,927.00	47,927.00	0.00	100.0%
44545 · ODA Tech, LMA & Scope of Work	61,534.37	61,535.00	-0.63	100.0%
45000 · Interest Income	26,590.55	3,000.00	23,590.55	886.35%
46430 · MISCELLANEOUS				
46432 · Contributions	500.00	0.00	500.00	100.0%
46430 · MISCELLANEOUS - Other	0.00	2,500.00	-2,500.00	0.0%
Total 46430 · MISCELLANEOUS	500.00	2,500.00	-2,000.00	20.0%
47400 · Native Plant Sale Income	21,897.16	10,000.00	11,897.16	218.97%
48000 · TRANSFERS IN				
48400 · Transfer Admin from Project Fd	26,319.38	43,338.00	-17,018.62	60.73%
Total 48000 · TRANSFERS IN	26,319.38	43,338.00	-17,018.62	60.73%
49100 · Lease Financing	47,881.00	47,881.00	0.00	100.0%
Total Income	737,115.39	1,408,527.00	-671,411.61	52.33%
Gross Profit	737,115.39	1,408,527.00	-671,411.61	52.33%
Expense				
60000 · MATERIALS & SERVICES				
61300 · CONFERENCES AND TRAINING				
61310 · Lodging	408.11			
61320 · Meals/per diem	111.05			
61330 · Registration	1,487.81			
61340 · Training and Education Mater	206.13			
61300 · CONFERENCES AND TRAININ	0.00	8,000.00	-8,000.00	0.0%
Total 61300 · CONFERENCES AND TRAI	2,213.10	8,000.00	-5,786.90	27.66%
61500 · COMMUNITY CONSERVATION PROGRAMS				
61510 · Conservation Education (You	8,156.24	8,200.00	-43.76	99.47%
61520 · Conservation Incentive Progr	2,487.27	3,333.00	-845.73	74.63%
61530 · Invasives Program	1,648.31	3,333.00	-1,684.69	49.45%
61540 · Native Plant Sale	13,952.27	20,000.00	-6,047.73	69.76%
61570 · Soil Quality Program	3,343.91	3,334.00	9.91	100.3%
Total 61500 · COMMUNITY CONSERVATI	29,588.00	38,200.00	-8,612.00	77.46%
62100 · CONTRACTED AND PROF SERVICES				
62115 · Audit	5,800.00	6,000.00	-200.00	96.67%
62120 · Computer Support	5,452.75	4,000.00	1,452.75	136.32%
62130 · PROFESSIONAL SERVICES				
62140 · Legal	110.00			
62150 · Accounting	21,061.52			
62160 · Facilitation	0.00	7,000.00	-7,000.00	0.0%
62170 · Web Design, Logo - Marke	1,557.75			

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

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
62130 · PROFESSIONAL SERVICE	0.00	33,000.00	-33,000.00	0.0%
Total 62130 · PROFESSIONAL SERVICE	22,729.27	40,000.00	-17,270.73	56.82%
62180 · Consultation/Contracts - NPP	10,010.00	10,000.00	10.00	100.1%
62190 · Misc Contracted Services	8,454.24	6,000.00	2,454.24	140.9%
Total 62100 · CONTRACTED AND PROF	52,446.26	66,000.00	-13,553.74	79.46%
62300 · Dues/Subscriptions/Fees	7,055.83	13,000.00	-5,944.17	54.28%
62800 · OFFICE OCCUPANCY				
62810 · Alarm & Janitorial Services	485.00	500.00	-15.00	97.0%
62820 · Rent & Parking	0.00	239.00	-239.00	0.0%
62830 · Utilities	3,962.14	4,000.00	-37.86	99.05%
62840 · Other	53.98	500.00	-446.02	10.8%
Total 62800 · OFFICE OCCUPANCY	4,501.12	5,239.00	-737.88	85.92%
65000 · SUPPLIES AND MATERIALS				
65010 · COPIER AND SUPPLIES				
65012 · Copies	586.68			
65014 · Lease	246.68	3,000.00	-2,753.32	8.22%
Total 65010 · COPIER AND SUPPLIES	833.36	3,000.00	-2,166.64	27.78%
65020 · Equipment	9,207.31	5,000.00	4,207.31	184.15%
65030 · Office Supplies	1,725.71	2,500.00	-774.29	69.03%
65040 · Postage	141.40	500.00	-358.60	28.28%
65050 · Software/Computer Accessor	3,914.72	19,200.00	-15,285.28	20.39%
65000 · SUPPLIES AND MATERIALS -	0.00	2,641.00	-2,641.00	0.0%
Total 65000 · SUPPLIES AND MATERIALS	15,822.50	32,841.00	-17,018.50	48.18%
65110 · PRODUCTION COSTS				
65112 · Advertising and Website	1,517.28	1,500.00	17.28	101.15%
65114 · Merchandise	715.50	500.00	215.50	143.1%
65116 · Newsletters	327.95	2,000.00	-1,672.05	16.4%
65118 · Publications	84.98	1,000.00	-915.02	8.5%
Total 65110 · PRODUCTION COSTS	2,645.71	5,000.00	-2,354.29	52.91%
65120 · Insurance & Fidelity Bond	4,646.42	7,000.00	-2,353.58	66.38%
65160 · Miscellaneous	8.10	200.00	-191.90	4.05%
65320 · Mileage/travel related expenses	2,213.82	4,000.00	-1,786.18	55.35%
65400 · Meetings & Events	1,887.69	2,100.00	-212.31	89.89%
Total 60000 · MATERIALS & SERVICES	123,028.55	181,580.00	-58,551.45	67.75%
66000 · PAYROLL EXPENSES				
66200 · Wages	358,757.80	376,020.00	-17,262.20	95.41%
66410 · Health, Dental & Life Insurance	49,684.67	59,565.00	-9,880.33	83.41%
66420 · Retirement	19,298.74	24,418.00	-5,119.26	79.04%
66500 · Payroll Taxes				
66510 · FICA Employer	27,406.77			
66520 · SUTA	2,010.48			
66530 · OR-WBF	99.77			
66500 · Payroll Taxes - Other	0.00	32,539.00	-32,539.00	0.0%

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

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
Total 66500 · Payroll Taxes	29,517.02	32,539.00	-3,021.98	90.71%
66800 · Fees	124.50	300.00	-175.50	41.5%
Total 66000 · PAYROLL EXPENSES	457,382.73	492,842.00	-35,459.27	92.81%
69100 · Capital Outlay	0.00	5,000.00	-5,000.00	0.0%
69200 · Contingency	0.00	84,973.00	-84,973.00	0.0%
69400 · TRANSFERS OUT				
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	47,881.00			
69520 · Lease-Debt Service Expenditure	27,761.00	75,642.00	-47,881.00	36.7%
Total 69500 · Debt Service	75,642.00	75,642.00	0.00	100.0%
69600 · Reserved for Future Expenditure	0.00	233,959.00	-233,959.00	0.0%
69800 · Unappropriated Fund Balance	0.00	329,531.00	-329,531.00	0.0%
Total Expense	661,053.28	1,408,527.00	-747,473.72	46.93%
Net Ordinary Income	76,062.11	0.00	76,062.11	100.0%
Net Income	76,062.11	0.00	76,062.11	100.0%

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

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
43300 · Grant/Project Administration	278,324.68	461,234.00	-182,909.32	60.34%
Total Income	278,324.68	461,234.00	-182,909.32	60.34%
Gross Profit	278,324.68	461,234.00	-182,909.32	60.34%
Expense				
66000 · PAYROLL EXPENSES				
66200 · Wages	37,689.85	41,996.00	-4,306.15	89.75%
66410 · Health, Dental & Life Insurance	5,654.81	10,606.00	-4,951.19	53.32%
66420 · Retirement	1,830.89	2,475.00	-644.11	73.98%
66500 · Payroll Taxes				
66510 · FICA Employer	2,877.06	0.00	2,877.06	100.0%
66520 · SUTA	212.79	0.00	212.79	100.0%
66530 · OR-WBF	13.43	0.00	13.43	100.0%
66500 · Payroll Taxes - Other	0.00	4,995.00	-4,995.00	0.0%
Total 66500 · Payroll Taxes	3,103.28	4,995.00	-1,891.72	62.13%
Total 66000 · PAYROLL EXPENSES	48,278.83	60,072.00	-11,793.17	80.37%
68000 · PROJECTS-SVC-SUPP-MATERIALS				
68010 · Project Contracted Services	177,286.38	0.00	177,286.38	100.0%
68020 · Project Mileage & Travel	694.56	0.00	694.56	100.0%
68040 · Project Supplies & Materials	25,745.81	0.00	25,745.81	100.0%
68000 · PROJECTS-SVC-SUPP-MATERIALS	0.00	357,824.00	-357,824.00	0.0%
Total 68000 · PROJECTS-SVC-SUPP-MATERIALS	203,726.75	357,824.00	-154,097.25	56.94%
69400 · TRANSFERS OUT				
69440 · Trf PF to General Fund	26,319.38	43,338.00	-17,018.62	60.73%
Total 69400 · TRANSFERS OUT	26,319.38	43,338.00	-17,018.62	60.73%
Total Expense	278,324.96	461,234.00	-182,909.04	60.34%
Net Ordinary Income	-0.28	0.00	-0.28	100.0%
Net Income	-0.28	0.00	-0.28	100.0%

June 2023 All Grant Projects Financial Report

Project Name	Grant #	Funding Agency	Start Date	End Date	Status	Final Report Due Date	Fund Amount	(INCOME) Received to	Earned Income to Date	(EXPENSES) Spent to	Unearned Funds	Remaining balance to	Grant Manager	Grant Report Dates	How grant funds are received	Admin Expected	Admin Earned	Admin Remaining
UMC SIA Station 2 Match		Donation			Open		8,000	8,000	8,000	8,000	0	0	TM		Donation from George Ice	0	0	0
Ludwigia Management Alternatives	19100538	MMT	12/1/2019	10/31/2023	Open	12/15/2023	27,742	27,742	19,234	19,234	8,508	0	MA	Interim Report: 1/1/2021 & 1/1/2022. Final Report 9/15/2023	100% of funds at beginning of grant	2,522	1,749	773
State of the River Synthesis	20010715	MMT	2/1/2020	6/30/2023	Open	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 Mainstem Restoration Opportunities and Strategies for Engagement	20100515	MMT	11/1/2020	4/30/2024	Open	6/15/2024	70,164	70,164	24,376	24,376	45,788	0	MA	5/15/21 & 1/31/2024	100% of funds at beginning of grant	6,379	2,216	4,163
Willamette Weed Control and Landowner Engagement	ODA 4364-GR	ODA	4/27/2022	6/30/2023	Open	6/30/2023	15,000	7,500	11,810	11,810	-4,310	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 Outreach	2022-35-014	ODA-OSWB	2/24/2022	4/30/2023	Open	6/29/2023	9,971	7,478	8,461	8,461	-983	2,493	MA	9/30/22, 6/30/23	*50% of funds received at start of grant *25% of funds are received after interim grant report submitted and approved by ODA *final funds are received after final grant report submitted and approved by ODA	907	769	138
WRAWM 8	2022-35-015	ODA-OSWB	2/24/2022	4/30/2023	Open	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
Purge the Spurge III	2023-36-016	ODA-OWEB	3/2/2023	4/30/2024	Open	6/30/2024	9,981	0	7,833	7,833	-7,833	9,981	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	712	196
WRAWMP IX	2023-36-017	ODA-OWEB	3/2/2023	4/30/2024	Open	6/30/2024	24,415	0	242	242	-242	24,415	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	22	2,198
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

June 2023 All Grant Projects Financial Report

Project Name	Grant #	Funding Agency	Start Date	End Date	Status	Final Report Due Date	Fund Amount	(INCOME) Received to	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	Open	12/16/2022	10,123	8,566	8,566	8,566	0	1,558	DS	12/16/2022, 10/16/2024	no funds received at start of grant; funds received by reimbursement of invoices/receipts submitted by BWCD two times total; OWEB holds last 10% of funds until they receive and approve of Final Report.	1,012	778	234
Carson Riparian Buffer Access Control	09-20-003	OWEB	3/18/2021	1/26/2023	Open	3/26/2023	14,889	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
100 Acre Wood Habitat Project - Plant Establishment	217-3002-14131	OWEB	10/25/2016	6/30/2022	Open	8/30/2022	25,278	25,112	25,112	25,112	0	166	DS	Project completion only	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	2,298	2,283	15
OWEB SIA grant 2019 Supplemental Data Collection for WFIP	218-8010-16782	OWEB	3/4/2019	12/22/2023	Open	12/22/2023	125,000	73,432	76,736	76,736	-3,304	51,568	DS	Multiple dates (6/17/2019, 12/16/2019, 6/14/2020, 12/14/2020, 6/14/2021, 12/13/2021, 6/13/2022, 12/13/2020)		11,364	6,968	4,396
Effectiveness Monitoring (Phase 3)	218-8390-17212	OWEB	2/4/2020	12/31/2022	Closed	12/31/2022	100,000	84,735	99,999	99,999	-15,264	15,265	MA	Interim Report: 12/31/2020 & Final Report: 2/28/2022	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	9,091	9,091	0
Building soil-minded relationships for resilient crop and pasture systems	219-9001-19457	OWEB	8/3/2021	9/30/2023	Open	9/30/2023	45,967	40,792	45,967	45,967	-5,175	5,175	TM	Reports are submitted with Request for release of Funds; Final report due within 60 days of 6/15/2023 with final Request for release of Funds.	Fund requests (OWEB website/manage your grant/payments & budget. Request for Release of Funds form). Submit expense tracking spreadsheet for all OWEB expenses and approval of receipts or invoices for amounts \$250 or more (excluding admin). Final 10% payment after completion report approval.	4,179	4,179	0
J2E RTR Project	220-3033-17504	OWEB	4/22/2020	6/30/2025	Open	6/30/2025	239,915	126,569	147,381	147,381	-20,812	113,346	DS	6/30/2028 and 6/30/2030		23,084	13,396	9,688
Willamette FIP Effectiveness Monitoring Program Phase 4: Data Collection 2020-2021 and Reporting	220-8201-17233	OWEB	1/1/2020	6/30/2023	Open	8/29/2023	119,988	107,989	119,005	119,005	-11,016	11,999	MA	Interim Report: 6/30/2021 & Final Report: 8/29/2023	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted. Up to 10% of grant will be held until final report is complete.	10,908	10,300	608
	222-3016-22326	OWEB	10/25/2022	6/30/2026	open	8/29/2026	96,646	0	19,797	19,797	-19,797	96,646	DS	Project completion report: 6/30/2026, PISR, 6/30/2029, 6/30/2031	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	87,860	1,800	86,061
Total							1,063,609	723,498				340,111					72,609	108,526



Benton Soil and Water CONSERVATION DISTRICT

Date: July 31, 2023
To: Benton SWCD Directors
From: Holly Crosson, Executive Director
Re: July 2023 Monthly Report for August 2023 Board Packet

Special Note: Jerry Paul, BSWCD's esteemed Zone 3 Director, passed away on July 20, 2023. He read all staff monthly reports with great interest, and pride in supporting our work. Jerry's imprint on the District since 2012 when he was elected Director has been enormous. Here are just some of the roles Jerry took on during his tenure: Search/Hiring Committee for the District's first full-time manager, Treasurer, Personnel and Finance Committee, Strategic Planning work group, native plant sale coordination and volunteer, Budget Committee, Bee Buddy Program, OWEB Small Grant Review Team, The Confluence Steering Committee, The Confluence Architecture Committee, and the Annual Audit Review Team. Jerry was known around the office as Mr. Fix-it. He carried his toolbox with him like an appendage and came to our aid with any office maintenance problems that needed solving. I will forever miss Jerry's quiet leadership, wise counsel, and friendship.

PROGRAMS/PROJECTS/PARTNERSHIPS

- Met with the new executive Director of OACD, Andrea Kreiner. Provided her with BSWCD strategic planning documents. Gave recommendations for what trainings OACD could focus on in the coming year. (4.2)
- Discussed with staff the theme for our FY23 Annual Report and timeline for when staff articles are due. The theme will be A Call to Action: how BSWCD Engages with the Community. (5.3)
- Met with Marion SWCD to finalize two 6-month Skillbridge internships with the US Department of Defense; lined up presentation about Skillbridge for August board meeting; developed/signed MOU with MSWCD. (4.7)
- Reviewed new grant documents and budget. (4.8)
- Connected with Andony Melathopoulos about September board presentation on the Oregon Bee Project. <https://www.oregonbeeproject.org/wine> (4.1)
- Followed up on TEIP with Long Tom Watershed Council staff. (1.4)
- Met with Sara about 2023 Salmon Watch Program (English and Spanish student waiver legal review, equipment needs, teacher guide, roles and responsibilities between school district, teachers, volunteers, students. (3.4)

FISCAL

- Coordinated with Nate and Marcella to ensure Treasurer duties were temporarily covered until the Board could appoint another officer. (5.6)

- FY23 Audit: reviewed fiscal close-out financial reports; met with auditor; added documents to audit organizer; coordinated Candace's role on audit; revised task list; sent Board questionnaire to Directors; reviewed and approved all account balances at June 30 for bank, LGIP, Stripe; reviewed and approved funding balances and other data for 18 grants active in FY23. (5.11)
- Sent final approved FY24 budget to Board. (5.10)
- Reviewed Federal 941 and Schedule B quarterly tax forms. (5.14)
- New AP software with AvidXchange: attended several planning/training meetings; coordinated approvals and document signing with Candace; connected BSWCD's IT contractor with AvidXchange staff to enable server connection; followed up with auditor on process to ensure compliance. (5.7)
- Reviewed/authorized/completed/submitted: staff timesheets, payroll, vendor invoices, CIRs (check issuance requests), CCRs for 6 District credit cards, EFTs (electronic funds transfers) for bill payment, fiscal admin and accounting on grants, journal entry approvals, review of monthly financial reports, check register, credit card and bank statements, account reconciliations, bank deposits, and LGIP balance and transfers. (5.6 & 5.7)
- Held weekly meetings with bookkeeper. (5.8)

PERSONNEL

- Completed performance evaluation/met with staff member to review. (5.12)
- HRA VEBA (Health Reimbursement Account): revised Employee Attestation Form for insurance benefit waiver; determined benefit amount per PFC; developed process for documentation of District contribution via check to employee. (5.13)
- Held planning meeting with teambuilding retreat facilitator; responded to pre-retreat questionnaire; attended staff retreat that focused on employee strengths, office culture, and communicating in a hybrid work environment. (5.1)
- Had weekly check-in meetings with Michael, Sara, and Candace; reviewed/signed leave requests. (5.3)
- Developed Paid Leave Oregon (PLO) Policy for August approval by Board; will add approved language to Employee Handbook. (5.12)
- Revised draft Employee Notice of Leave form for PLO. (5.12)

BOARD/ORGANIZATIONAL

- Potluck planning/attended July 10th meeting at Willamette Grange. (5.3)
- Prepared for August board meeting. (5.3)
- Notified ODA of open Zone 3 position so they could declare it vacant. (5.4)
- Responded to Jerry Paul's District-related email messages. (5.4)
- Followed up on student position for NAYPW (Henry Pitts' term ended). (5.4)
- Developed (with Sara) recommended Chat etiquette. (5.5)

Date: July 31, 2023
To: Benton SWCD Directors
From: Michael Ahr
Re: Staff Report for **July 2023**



Conservation Program Manager

- Attended Staff Retreat on Communication (5.20)
- One “check-in” meeting with Holly. Discussed several current events at the District as well as the Traditional Ecological Inquire Program at Long Tom WC (5.2)
- Visited Grand Oaks Neighborhood with Donna to gather more information on their goals for oak restoration and wildfire risk reduction. (1.3)
- Met with Holly to complete my performance review (5.2)
- Met with Candace and Holly about processing timesheets and payroll at the end of the month (5.6, 5.17)
- Participated in a meeting with Avid Exchange related to paying invoices and made suggestions for efficient workflow. (5.7)
- Attended Board meeting/social get-together at Willamette Grange (5.4)
- Attended our BSWCD Twilight Tour in the Oak Creek watershed focused on native plants (2.1)
- Met with Donna and Sara to finalize plan for Luckiamute Meadows Twilight tour Aug. 8 (3.3)

Willamette Mainstem Cooperative

- Worked with Jenny to assure that financials were correct on all grants (1.8, 1.9)
- Completed 2 paddle and pull volunteer events with the help of State Parks Staff and Willamette Riverkeeper. We had more than 30 volunteers, more info [here](#) (1.9, 2.6, 4.6)
- Site visits to 2 ivy control sites for photos. Completed final report for an ODA grant that funded the ivy removal work on Willamette River Forests. (1.9)
- Attended meeting with River Design Group and Long Tom Watershed Council to set a course to complete our mapping prioritization and landowner outreach project. (1.9)
- Completed contracts with both River Design Group and Long Tom WC for remainder of above project. Also completed a contract for aquatic invasive species treatments with Integrated Resource Management. (5.8)
- Surveyed Horseshoe Lake (in N. Albany) for yellow floating heart, and didn’t find any. (1.9)
- Surveyed the Willamette River from Crystal Lake to Bryant Park. No new yellow floating heart patches were found and we photographed the *Ludwigia* treatment sites. (1.9)

Invasive Species Program

- 2 oblong spurge site visits. One resulted in no plant sightings, the other was a residential location where I pulled 3 patches (1.8)
- Presented our work on the Benton County Intergovernmental Agreement to the Benton County Commissioners. They accepted our final report. This presentation involves sharing our volunteer events and our continued progress on presenting invasive weed information to the county roads crew. (4.5)

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

Over the past two years, soil health work has occurred in four phases: (1) recruit farmers, (2) visit fields and collect samples, (3) analyze data, and (4) meet with farmers to share results. One objective has been to create reports that provide each farmer with useful information.

In Oregon's Willamette Valley (WV), a sufficient amount of soil health data has NOT been compiled to rank test results. For example, we are not able to say that a result of X means your field organic matter is in the Y percentile. In addition, to rank results, fields must have similar soil types and the same cropping system. The WV is a diverse agricultural region, both in soils and crops. The historic Missoula flood deposits were reshaped over thousands of years by braided river channels to create a crazy quilt of soils and our farms grow more than [170 commodities](#). Ponder the diversity and how that impacts the ability to rank soil health results!!



Four Soil Health Follow-up meetings in July

With a quick reply, Cody Knight (photo upper right) was the first farmer to schedule a follow-up meeting. A new farmer, Cody's dream is to convert pasture to fresh market vegetables. Cody's inaugural input led me to create a one-page report of nine charts based on the soil health biological parameters (attached). The charts help farmers see where their results fall within the 30-field data range. During the August Board meeting, I'll share the report that shows all lab results for one field and a table that arranges fields into commodity groups.

DATE ACTIVITY

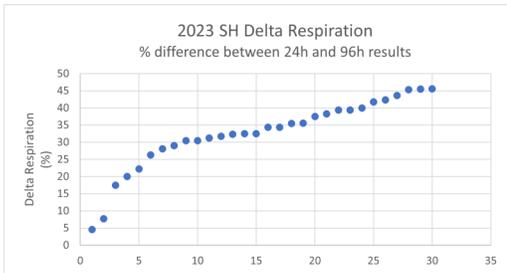
6/27 Annual performance review with M Ahr
7/10 Soil Health Follow-up visit - Knight
7/10 Board Potluck
7/11 Soil Health Follow-up - Johnson
7/11 Soil Health Follow-up - Mueller
7/11 Twilight Tour - Cavagnaro property
7/13 UMC SIA WQ monitoring gear to MRWC
7/14 Soil Health Follow-up - Davis
7/16 OSU Small Farms CommonPlace Farm tour
7/18 Conservation Implementation Strategy - NRCS
7/20 BSWCD Staff retreat
7/20 Jared Berry - soil health & nitrate strips



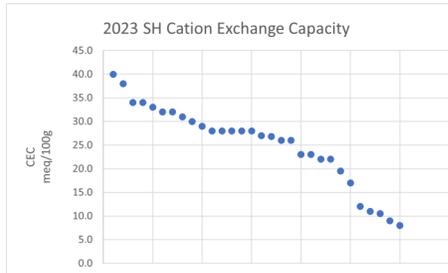
Building Relationships is another objective of the soil health work. Soil health farmer, Jeremy Mueller of CommonPlace Farm (above) invited me to his OSU Small Farms-hosted tour. They start 24,000 transplants every week to sell local, fresh salad greens.

2023 Soil Health Parameter Ranges

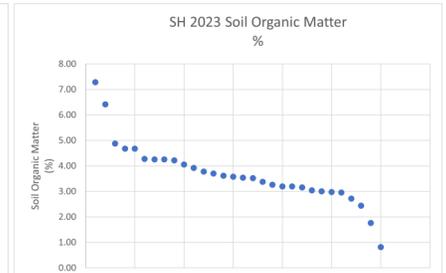
This information is to help farmers understand their soil health results obtained during the OWEB TA Soil Health Project #219-9001-19457. Results from 30 soil samples collected in 2022 and 2023 are shown in the charts below. The Oregon State University's soil health database has too few samples to support ranking of results, so the charts provide some idea of where a sample's value falls within the small project dataset. To see where your soil's test result fits in the project's range of values, find the dot that matched your value on the respective chart below. The text below each chart provides interpretation considerations.



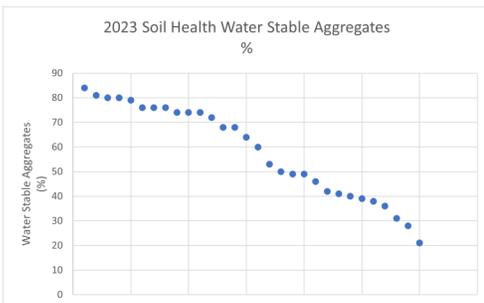
Delta respiration is % change in respiration between 24h and 96h readings. High SOM levels have greater delta respiration as labile feedstocks are rapidly used by microbes. Low delta respiration indicates little change in respiration over 96h.



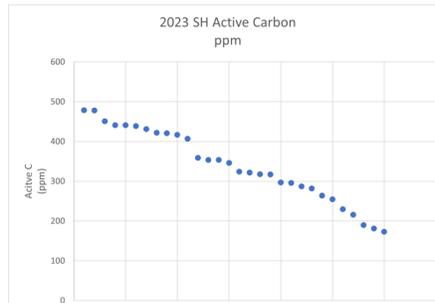
CEC represents the nutrient holding ability of soil due to clay or organic matter content. Project soil textures include loam, silt loam, and silty clay loam.



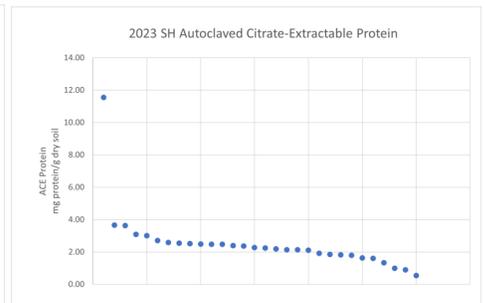
Most project fields had soil organic matter levels between 2% and 5%. For this project's soil textures, 5% SOM is considered good.



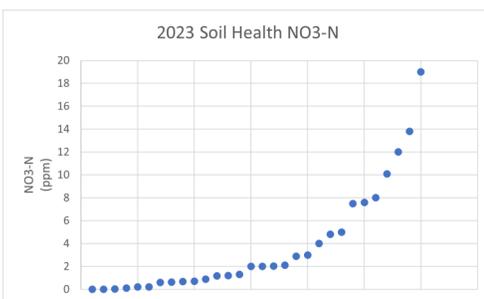
Percent Water Stable Aggregates indicate the soil's ability to withstand water erosion and compaction from a rain event. Higher % WSA means more resistance to erosion, better water infiltration, and easier rooting.



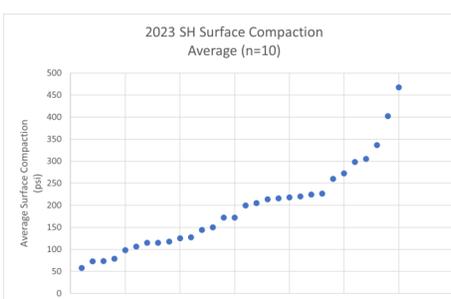
Higher active C indicates a better habitat for soil biology and related benefits such as nutrient cycling. Active C is a mix of polyphenolic and terpenoid compounds that have a role in disease suppression.



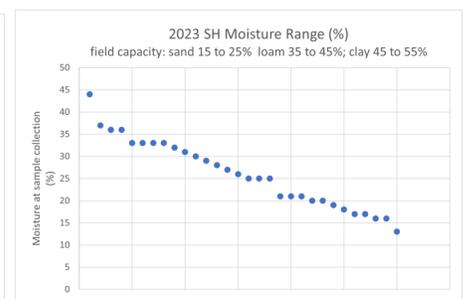
ACE Protein represents a potential N source from soil protein in organic matter such as amino acids. ACE has sensitivity to management practices and crop yields.



Because NO₃⁻ has a negative charge, it is not held by the soil or organic matter and can be leached to groundwater. Refer to the sample collection date to help determine if the field was recently fertilized in spring or if the soil was collected after summer or fall harvest.



Surface compaction is the maximum pressure needed to push a rod in the soil from 0 to 6" depth. Ideally, the result should be less than 150 pounds per square inch. This measurement mimics the pressure a root must exert to move through the soil.



Soil moisture helps to interpret other parameters such as compaction, which should be measured at field capacity. If the soil is too dry, compaction readings will be artificially high. Soil moisture will also influence the presence of soil macro fauna, an in-field biological assessment component.



Donna Schmitz
Resource Conservationist

SOW Task	Goals	July 1, 2023 to July 31, 2023
Landowner Engagement & Technical Assistance	1 & 2	<p>TA: Riparian restoration (1), invasives (2), Sawmill dumping into Oliver Cr., wetland restoration, restoration after construction, replanting under power lines, no-till drill availability, irrigation management, weed wrench.</p> <p>Site Visits: -<i>Grand Oaks:</i> possible OWEB small grants, oak habitat restoration, fire resiliency.</p> <p>Projects:</p> <ul style="list-style-type: none"> * <i>J2E River to Ridge Diversity Project:</i> final fiscal year closeout budget. * <i>Mitchell Oak and Savanna Restoration Project:</i> Fiscal year closeout. Finalizing budget tracking sheet. * <i>Upper Muddy Creek Strategic Implementation Area:</i> Final Fiscal year closeout request for funds for Marys River WC. * <i>Jumping Giraffe Farms Water Management OWEB</i> small grant approved for \$ 14,872.00. Grant agreement signed. * <i>Watenpaugh Farm Riparian and Prairie Restoration:</i> request for 60% advance funds for plant order and contracted work.
Partnerships/ Non-ag Upland and urban land management & restoration	1 & 4	<ul style="list-style-type: none"> * Participating in three OWEB small grant teams. * Luckiamute Tour discussion.. Contacted Cliff Hall to talk about history. * Reviewed and researched native plant species for our February sale. Contacted Institute for Applied Ecology for information on climate resilience of our native plants and approach to restoration. Good video on “Coping With Climate: How our changing environment is affecting native plants and habitat restoration in the Pacific Northwest and beyond” https://www.youtube.com/watch?v=GBhZ3Y0u9vw
SOW/Capacity grant, training, organizational	5	<ul style="list-style-type: none"> * Submitted quarterly SOW report and biennial FY21-23 expense tracking. Compiled 2023 Pacific Coast Salmon Recovery Fund (PCSRF) report. * Attended staff retreat. * Attended Staff Meetings, planner and Board meetings. * Worked with Advantage Computing on ArcGIS and Adobe Acrobat installation on new computer. * Vacation: July 24-28.

JULY REPORT FOR AUGUST 2023 BOARD PACKET

Sara Roberts, Communications and Community Engagement Coordinator

OUTREACH (Goals 2.5, 4.5)

- Family Water Day at Philomath Museum: hosted an interactive outreach table. Approximately 400 people in attendance.
- Twilight Tour at Nick Cavagnaro’s garden: 24 people attended an informational walk through Nick’s beautiful private garden. He taught us about native plant design, oak habitat restoration, and lessons learned.



Native Garden Twilight Tour (above) and Philomath Family Water Day (left)



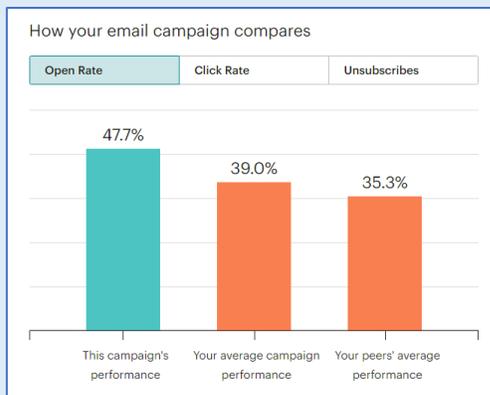
PROFESSIONAL DEVELOPMENT (Goal 2.3)

- Attended the Quarterly Conservation Outreach and Education Community (CEOC) group - a collective of outreach/education staff from Willamette Valley SWCDs (Marion, Tualatin, Clackamas, etc.) It was a great opportunity to learn what others are doing, make connections, and get inspired.

COMMUNICATIONS (Goal 3.4)

- **July Newsletter** sent on July 18. Featured items:
 - Blog article: “30 Acres of Forest Treated for Ivy Removal thanks to ODA Grant” (81 clicks)
 - Register for upcoming Paddle and Pull event (44 clicks)
 - Upcoming Twilight Tour: Luckiamute Meadows (38 clicks)

Mailchimp
Newsletter
Stats for July



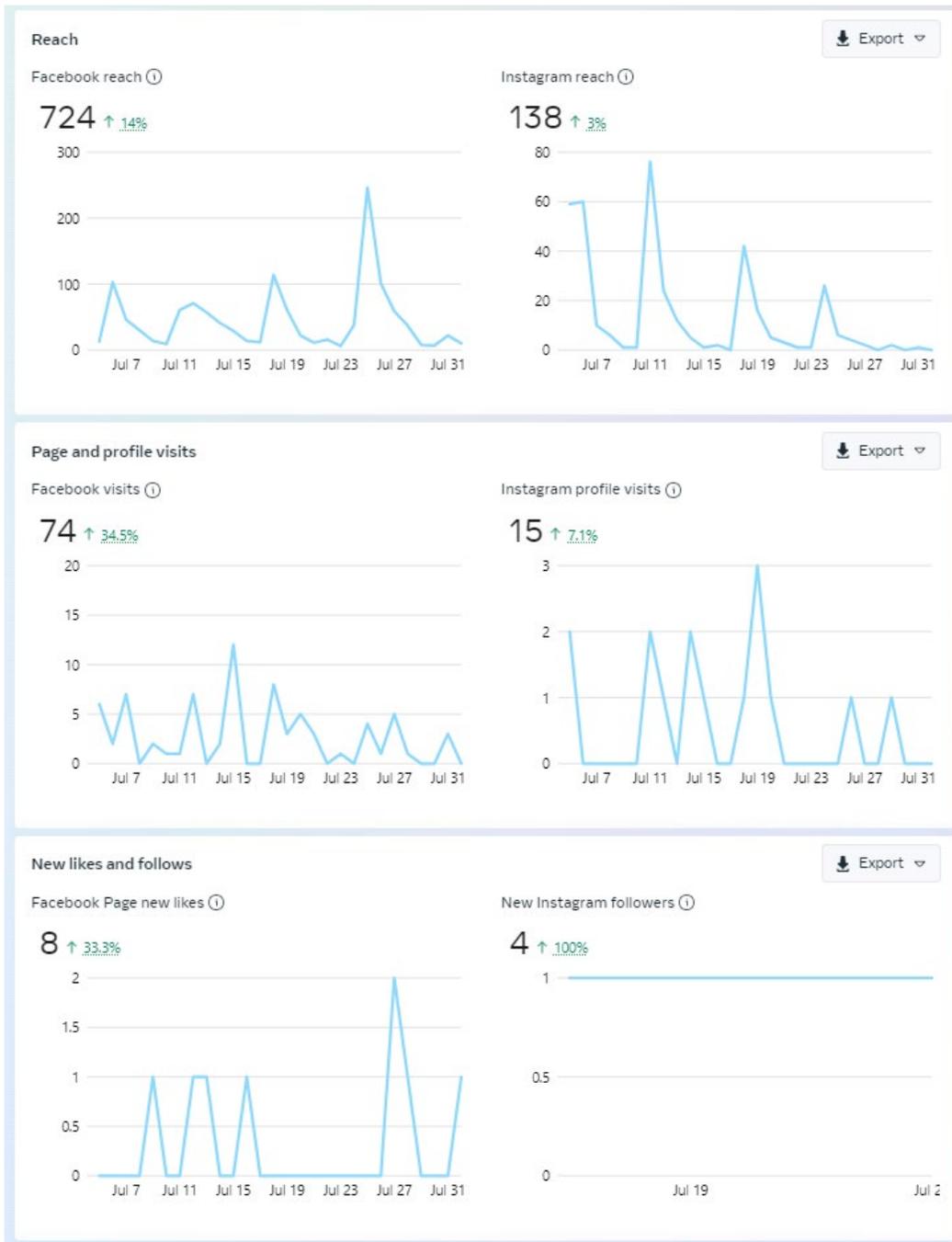


JULY REPORT FOR AUGUST 2023 BOARD PACKET

Sara Roberts, Communications and Community Engagement Coordinator

• **Social media:**

- 10 Facebook posts, 5 Instagram posts. Best performing posts:
 - Repost: OSU Small Farms Program - upcoming Dry Farming Field Days (Reach = 395)
 - Upcoming Paddle and Pull events with Willamette Riverkeeper (Reach = 234)
 - Feature on Gray Hairstreak butterfly with photo by Teresa (Reach=177)
 - Link to July Newsletter (Reach=156)
- Social Media performance for July compared to June:



JULY REPORT FOR AUGUST 2023 BOARD PACKET

Sara Roberts, Communications and Community Engagement Coordinator

WEBSITE (Goals 3.3, 3.6)

- Multiple Zoom meetings with Streamline to work on designing and organizing our new website.
- Migration to Streamline is currently underway and should be complete by the end of August.
- Added a temporary Salmon Watch page as a placeholder until new website is ready:
www.bentonswcd.org/salmon-watch

EDUCATION (Goal 2)

- Salmon Watch materials: Completed a [new Volunteer Manual](#) and [new Teacher's Guide](#) for the program with more details, background info, and resources. Also revamped all of the student worksheets for each Learning Station. Materials will be reviewed by our veteran volunteers.
- Salmon Watch Trainings scheduled for:
 - September 9 - returning volunteers
 - September 26 - High School volunteers
 - [September 16 - new volunteers - please click here to sign up if you'd like to help out with this incredibly rewarding program! I would love to have Board members participate as Station Guides.](#)

SALMON WATCH FAQs:

When does the program take place? Tuesdays-Thursdays each week, October 16-November 21. Volunteers arrive at 9:30am and depart by 1:30pm.

Are there any minimum volunteering requirements?
Nope! You can participate in just one field trip or however many you'd like.

Do I need to have any prior background knowledge or experience teaching kids?
Nope! You'll learn everything you need at the volunteer training, and you'll be able to shadow as many programs as you'd like before leading a station by yourself. Support and mentorship from Sara is available at all times.

Why should I volunteer for Salmon Watch? You'll get to spend time in a beautiful natural setting, view spawning salmon, and help kids to develop an appreciation and sense of wonder for nature. What's not to love?!

How do I learn more? Check out the new [Volunteer Manual](#) for lots more detail about the program.



VOLUNTEER WITH US AT SALMON WATCH!

This hands-on field trip touches the hearts and minds of children to save our local rivers, salmon, and forests.

Volunteers lead interactive Learning Stations during our field trip season from October to November. Sign up for our New Volunteer training day to learn how to become a volunteer!

SEPTEMBER 16

Clemens County Park
Alsea, Oregon

www.bentonswcd.org/salmon-watch

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



Operations Management

- Reviewed, authorized, and submitted Check Issuance Request and Credit Card Receipt forms; deposited checks.
- New AP Automation system implementation coordination and meetings
- Coordinated contributions for HRA VEBA Account
- Logistics for August 10th in person board meeting and Annual BBQ/Picnic
- Distributed approved and issued vendor payments
- Updated "Contracts" physical notebook according to document retention requirements
- Set up and distributed volunteer log to track hours for SAIF/Worker's Comp purposes
- Updated Staff Leave Request Form
- Order lunch for staff retreat

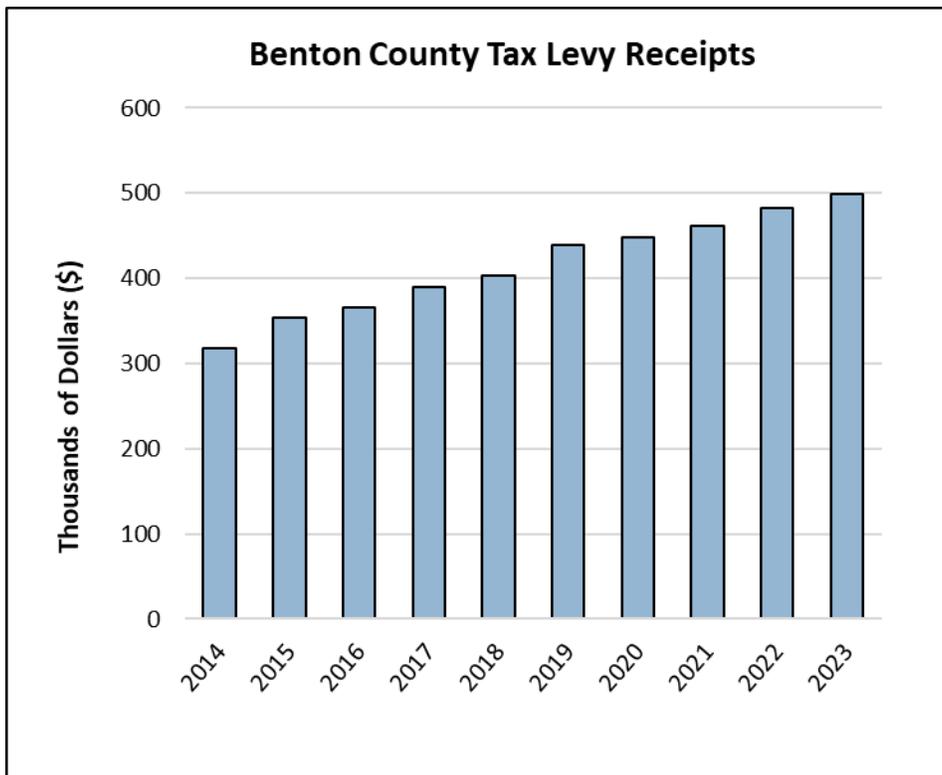
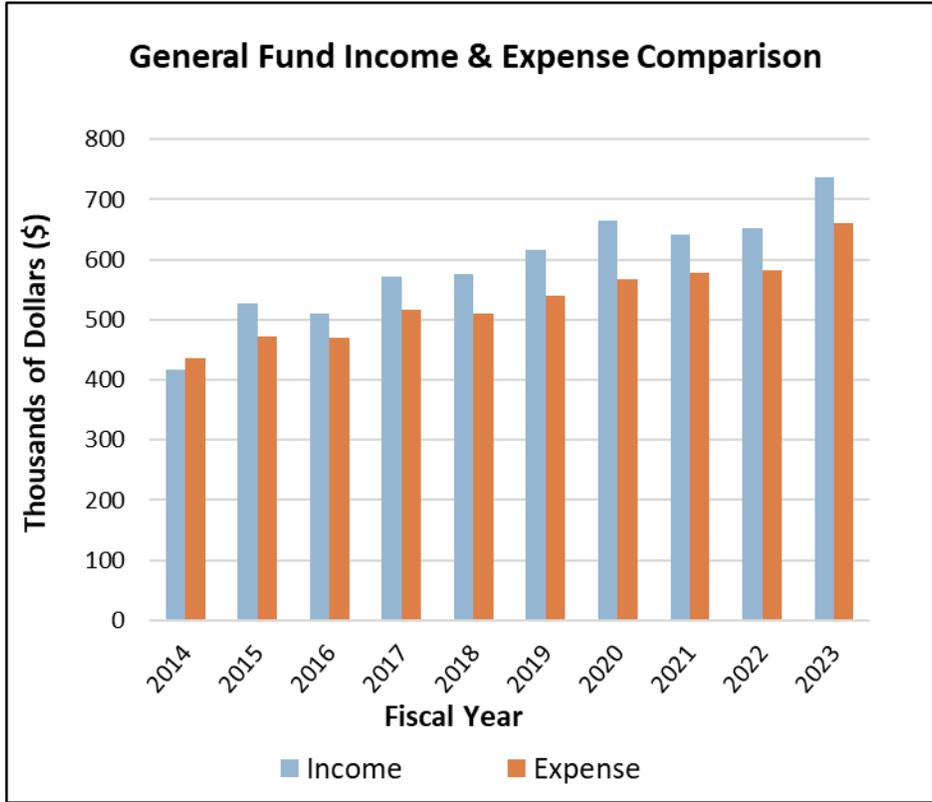
Organizational Support

- Compiled and uploaded all documents for FY23 Audit to online organizer
- Coordinated with Auditor/CPA for contents of physical files and delivery
- Board Support: Completed July Regular Board meeting draft minutes
- Board Support: Attended and took minutes for July Board Meeting
- Board Support: Completed Budget Document Update for adopted budget
- Submitted Adopted Budget to Benton County Clerk 7/18/2023
- HR: Prepared Paid Leave Oregon presentation for employees
- Legal noticing for Board Meeting
- Track and file past meeting Resolutions
- Tracked Monthly Tax Turnover Report
- Updated Employee Data Sheets; reviewed time-sheets; distributed pay stubs
- Filed paperwork and organized files during visits to office
- Forwarded phone calls and emails to appropriate staff
- Participated in weekly staff meetings
- Maintained weekly server back ups

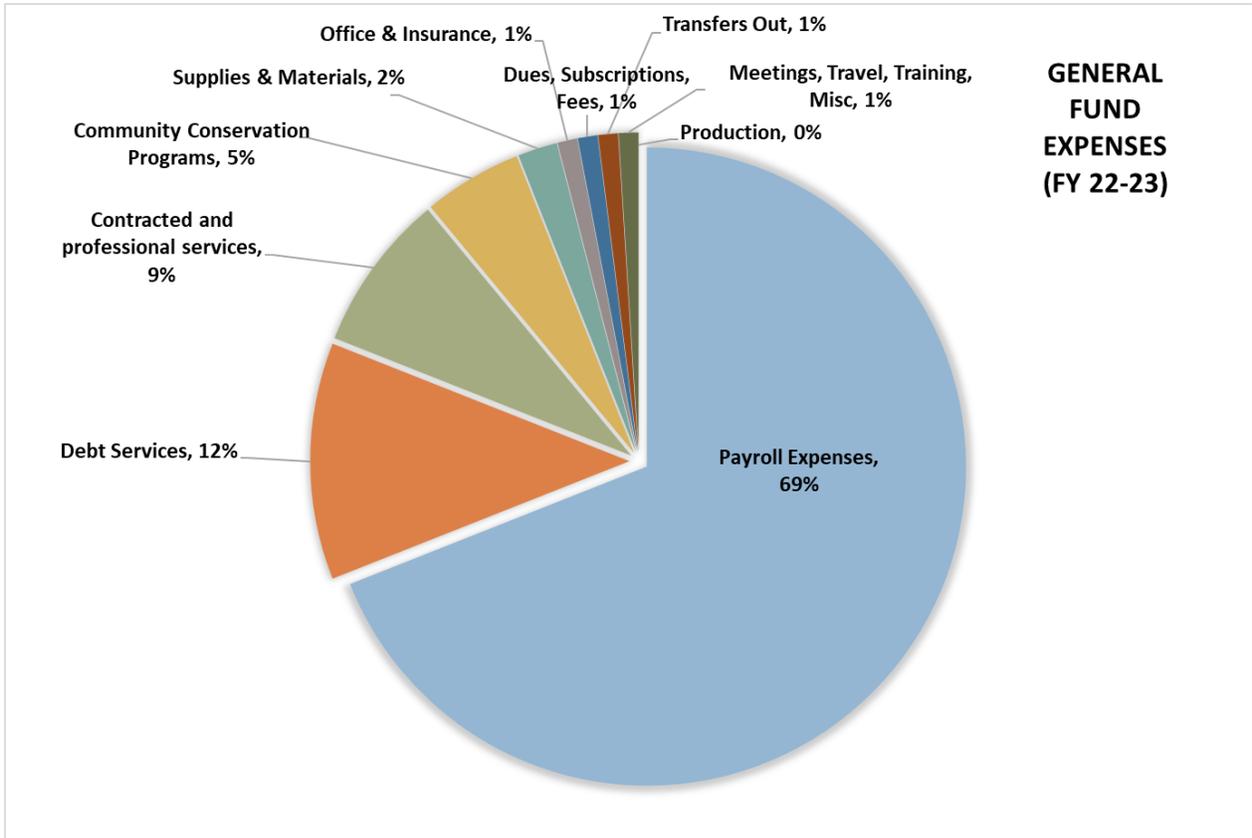
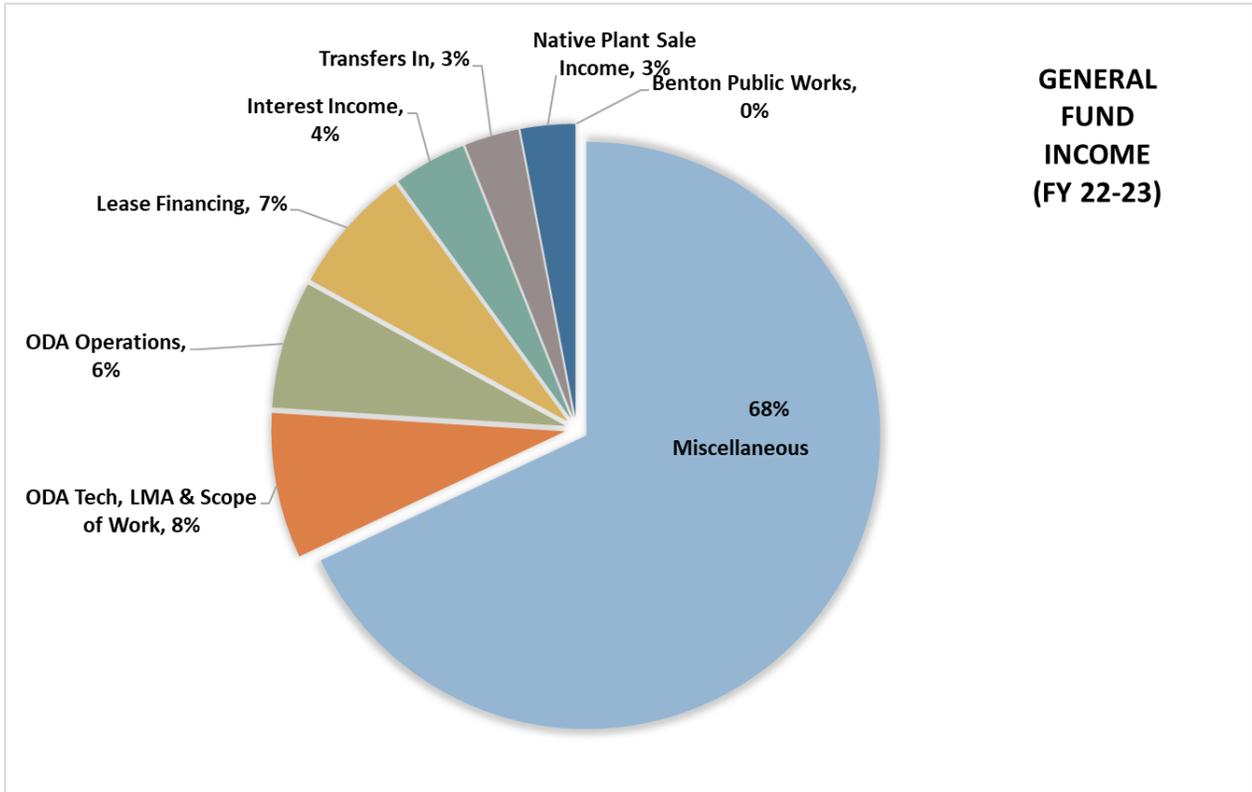
Capacity Building

- Attended Document Retention Training from OR SOS (2nd time)

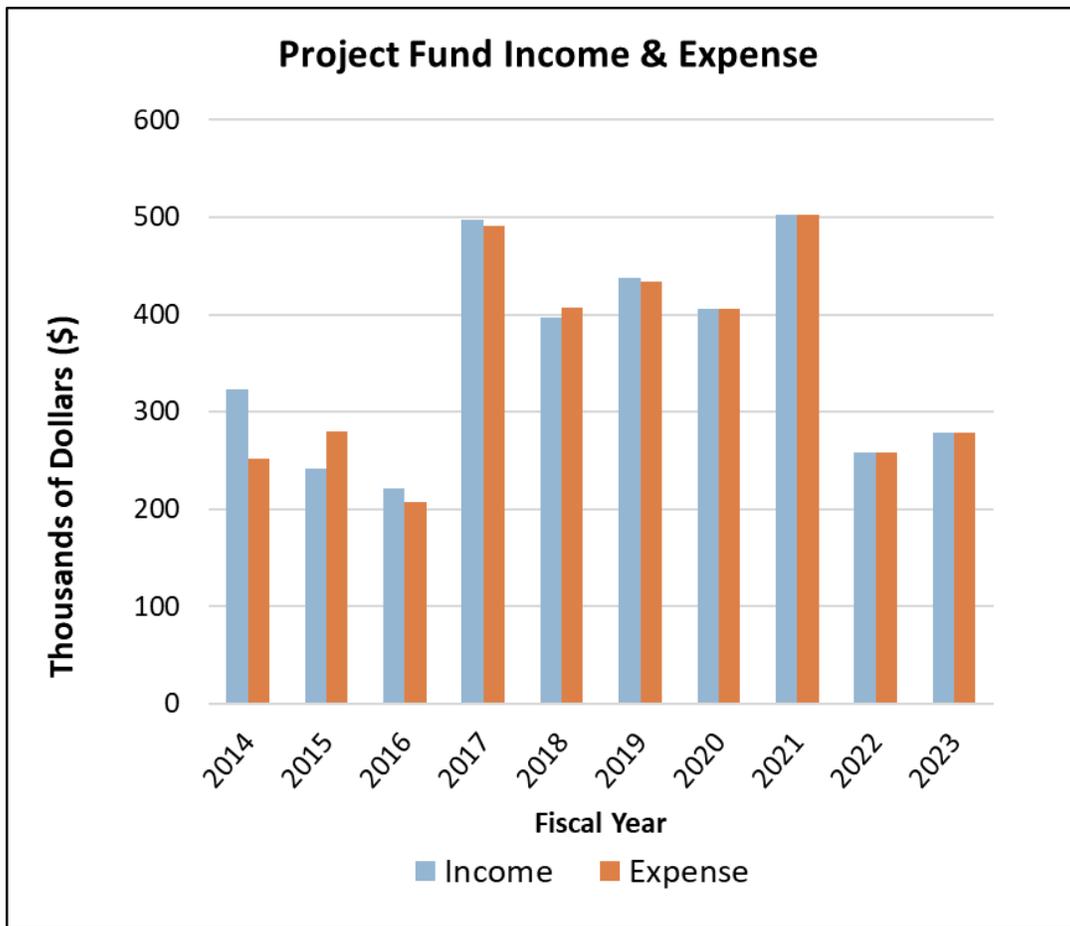
BSWCD GRAPHS
(FY 22- 23)



**BSWCD GRAPHS
(FY 22- 23)**

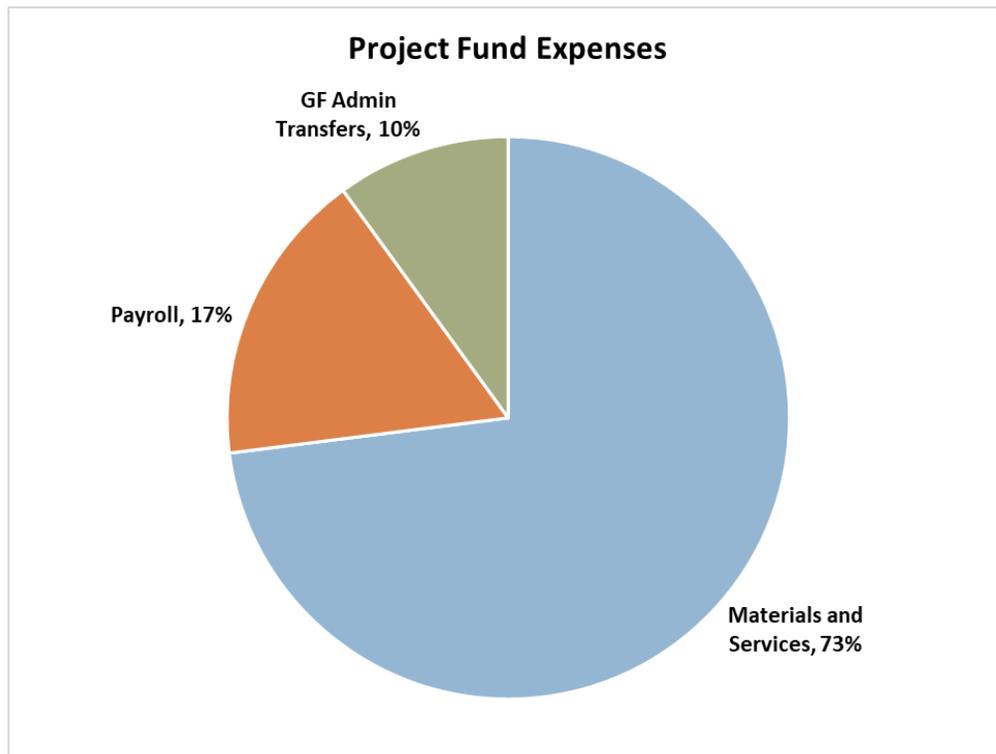


BSWCD GRAPHS
(FY 22- 23)



BSWCD GRAPHS (FY 22- 23)

Grant Income Details	
	Funded (\$)
OWEB:220-3033-17504 J2E	82,879
OSWB:2022-35-015-20050 WRAWM 8	27,641
OWEB:219-9001-19457 NRCS TA	26,752
OWEB:222-3016-22326	19,797
MMT:20100515 WR	19,482
OWEB:218-8390-17212 Phase 3 FIP	15,264
ODA:4364-GR	15,000
OWEB:SIA 218-8010-16782	12,459
OWEB:09-022-002	12,100
MMT:19100538 Ludwigia	12,058
OSWB:2023-36-016 Purge the Spruge Ph 3	8,121
OWEB:09-20-002 Fackrell	6,196
OWEB:220-8201-17233 Phase 4 FIP	5,705
OSWB:2022-35-014 Purge the Spurge	4,997
OWEB:217-3002-14131 100 AWHP-PE	4,167
MMT:20010715 State of River Synthesis	2,539
OWEB:09-20-003 CRBAC	1,489
OSWB:2023-36-017 WRAWM IX	1,082
OWEB:SIA 218-8010-16782:Implementation	349
Projects:UMC SIA Station 2 Match	247
Grand Total	\$ 278,324.68



FY24 Budget Resolution
Resolution No. FY2023-2024-01

BE IT RESOLVED that the Board of Directors of the Benton Soil and Water Conservation District (BSWCD) hereby approves the addition of \$42,924 to the FY24 Budget as follows:

Project Fund

Add \$42,924 in Resources to the Project Fund for the Oregon Department of Agriculture Support Grant *Soil Health Engagement Improves Water Quality* (Grant No. ODA xxxx-xx).

Add \$42,924 in Requirements to the Project Fund as follows:

Personnel Services	\$18,017
Payroll Expenses including wages, taxes, and benefits	
 Materials and Services	
Contracted/Professional Services	\$20,010
Materials and Supplies	\$200
Travel	\$295
Other	\$500
 Transfer to General Fund (Fiscal Admin)	 \$3,902

General Fund

Add \$3,902 in Resources

Transfer from Project Fund (Grant Administration) \$3,902

Add \$3,902 in Requirements to the General Fund as follows:

Personnel	\$3,402
Payroll expenses including wages, taxes, and benefits	
 Materials and Services	
Production Costs/Merchandise	\$500

SIGNED THIS 14th day of August, 2023

Benton Soil and Water Conservation District
Entity Name

Benton SWCD Board of Directors
Governing Body

Signature: Kerry Hastings, BSWCD Board Secretary

Paid Leave Oregon Policy

Adopted by the Benton Soil and Water Conservation District
Board of Directors on August 14, 2023

BACKGROUND

Paid Leave Oregon (PLO) is an employee insurance benefit. The PLO legislation allows the employer to first, choose how to provide the insurance, through a) the state of Oregon, b) a third-party insurer, or c) to self-insure the program. Secondly, the employer can detail how the PLO benefit will interact with other leaves and benefits. When an employer chooses to use a third-party insurer or to self-insure, the employer must request verification of plan equivalency and receive approval. This request is filed with and approved by the OED ([Oregon Employment Department](#)). Benton SWCD provides PLO insurance through the State of Oregon.

This policy is consistent with the minimum requirements of the law.

- Every employer with employees in Oregon is required to provide the PLO insurance benefit to their Oregon employees.
- PLO, in whichever form provided, is a protected leave with certain rights and responsibilities.
- Employees may pay up to 60% of 1% of their gross wages.
- Employers will pay at least 40% of 1% of each employee's gross wages. An important exception is that small employers with under 25 employees, are not required to contribute, but may do so if they wish. Currently Benton SWCD does not contribute to PLO.
- Employees may file a claim on their first day of employment, and if qualified, receive benefits.
- Employers must not take any action to prevent or discourage an employee from using or trying to use this benefit.
- Employers must return an employee to their previous role, without change (if position not eliminated), if the employee has been employed for at least 90 days prior to the start of leave.
- Unless self-insuring, an employer will not make the eligibility determination for the employee. Rather, notice will be given to the employer from the insurer.
- Employers cannot require an employee to use PLO.
- Employers cannot require an employee to use other leave balances (PTO, Vacation, Sick Time, Compensatory Time, etc.) before using PLO.
- Employers may allow an employee to make up the difference between the PLO benefit and regular rate of pay through use of other paid leave balances. However, an employer cannot require the use of other paid leave balances.
- PLO may or may not run concurrently with Oregon Family Leave Act (OFLA) or the Federal Family Medical Leave Act (FMLA). The qualifying instances, definition of family, timelines, and interactions with other leave balances have some differences.

PAID LEAVE OREGON INSURANCE

Benton Soil and Water Conservation District provides a Paid Leave Oregon (PLO) Insurance plan through the Oregon Employment Department. This insurance is required by Oregon state law and provides paid time off to eligible employees. This is a protected leave. All health-related information gathered by the insurer and Benton SWCD during this process will be maintained as confidential. Employees will not be discriminated against or retaliated against for using or trying to use this insurance benefit. We encourage each employee to use the combination of time off and benefits that meets their personal needs.

COST

Employees will see up to a .006% deduction from gross wages for each paycheck. Benton SWCD is a small employer (less than 25 employees) and is therefore not required to contribute to PLO.

The employee and employer minimum and maximum, as well as overall costs, of this coverage will be assessed annually by the Oregon Employment Department and may change. Notice will be provided to employees in advance of any change.

ELIGIBILITY

Most employees who work in Oregon are eligible to submit a claim. The determination of eligibility will be made by the Oregon Employment Department. If an employee disagrees with an eligibility determination, the employee may use the appeal process outlined in the OED's determination notice.

LENGTH OF LEAVE

The length of leave is part of the determination process.

An employee may qualify for up to twelve (12) weeks of leave annually, starting from the first day of leave. An additional two (2) weeks of leave may be available if the employee is pregnant, has given birth, or has health needs because of childbirth. The coverage may be approved in single day or single week segments.

REASONS FOR LEAVE

Benefits may apply to a variety of situations, including:

Family leave - Caring for members of the employee's family:

- During the birth of a child
- Bonding with a child in the first year:
 - After birth
 - Through adoption
 - When the child is placed in the employee's home through foster care
- To care for a family member with a serious health condition*.

Medical leave - The employee caring for themselves when the employee has a serious health condition*.

Safe leave - For survivors of:

- Sexual assault
- Domestic violence
- Harassment
- Stalking

* A serious health condition is an illness, injury, impairment, or physical or mental condition that: requires inpatient care, poses an imminent danger of death or possibility of death in the near future, requires constant or continuing care, involves a period of incapacity, involves multiple treatments, or involves a period of disability due to pregnancy.

PLO BENEFIT WHILE ON LEAVE

The amount of benefit the employee will receive will be calculated based upon the employee's gross earnings for the prior year. This will also be part of the determination of coverage process. The minimum and maximum benefit amounts may be adjusted by the Oregon Employment Department annually, and the employee will receive notification before a change occurs. Visit [Employees and Paid Leave Oregon](#) for employees for the current rates.

An employee may make up the difference between the PLO benefit amount and their regular rate of pay with their paid leave balances. The following leave banks are available for this purpose: Annual Leave, Wellness Leave, and Compensatory Leave.

NOTIFICATION OF THE NEED FOR LEAVE

All employees are required to provide their supervisor with notice of the intention to use PLO. For planned events the employee is required to provide thirty (30) days written notice. For unplanned events the employee is required to notify their supervisor and the Executive Director within twenty-four (24) hours of the leave and provide written notice within three (3) days. If an employee is incapacitated due to the unplanned event and are unable to meet these obligations, the employee's personal representative may make the contact.

Please complete the Notice of Leave Form found in the U drive Staff Share folder here [U:\STAFF Share\Staff\Human Resources\Insurance\Paid Leave Oregon\Employee](#) to notify your supervisor of the intention to take leave. The employee may also contact Benton SWCD's Operations Coordinator or supervisor for a copy of the form.

FILING A CLAIM FOR COVERAGE

Employees will need to establish an account at [Frances Online](#) and file claims electronically. This is the electronic system of record for the Oregon Employment Department. Employees are responsible for submitting the required paperwork and any updates or changes to their claim. Benton SWCD is unable to complete the application process on the employee's behalf.

JOB AND BENEFIT PROTECTION WHILE ON LEAVE

If an employee has been employed with Benton SWCD for at least ninety (90) days prior to the leave, the employee will be restored to the same position upon their return if the same position exists. If the same position does not exist, the employee will be restored to a different position with similar job duties and the same employment benefits and pay. This position may or may not have the same terms and conditions.

If, at the time of approved leave the employee is receiving health insurance benefits from Benton SWCD these benefits will be maintained. The employee will be required to continue to pay their portion of all elected benefits premiums while on leave, and arrangements for that payment will be made.

COMPLAINTS PROCEDURE

Employees may choose to seek outside assistance to resolve complaints regarding PLO coverage. Employees may contact the Oregon Bureau of Labor and Industries to file a complaint or may contact an attorney of their choice to determine if a civil action may be appropriate.

OTHER BENEFITS

1. Continuation of health benefits is required while an employee is receiving a PLO benefit. This includes the offering of health insurance to a newly hired person who becomes eligible while receiving a PLO benefit.
2. When an employee pays a monthly health care premium for a family member, they will need to continue to do so while receiving a PLO benefit. (See Employer Leave Notice Form).
3. PLO does not exclude employees from PLO eligibility when receiving Short-Term Disability Insurance.
4. Employees are not eligible to receive Workers Compensation for time loss and state PLO benefits for the same absence.

Benton Soil and Water Conservation District
Member of the Board of Directors
Job Description and Expectations

Purpose: To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of the Benton SWCD so as to support the District's mission and needs.

Mission Statement: Engage Benton County residents in the conservation and stewardship of natural resources for current and future generations.

Major responsibilities:

- Keep the District's vision and mission in focus.
- Formulate and oversee District policies and procedures.
- Provide fiduciary oversight of District finances.
- Develop/adopt/oversee long-range strategic plan; review/approve staff annual work plans.
- Recruit, train, evaluate, and if necessary, discipline District's Executive Director.
- Promote Benton SWCD in the community.
- Serve in the best interest of the community.

Refer to the "BSWCD Board Roles & Responsibilities" for a complete list, along with authority delegated by the Board to the District's Executive Director.

Length of term: Directors are elected for four-year terms.

Meetings and time commitment:

- The Board of Directors meets the 2nd Monday of each month at 6pm, at the District office and/or virtually through Zoom. Meetings typically last 60 – 90 minutes.
- The Personnel and Finance Committee (PFC) of the Board meets an average of 2 times per year, pending its work agenda.
- Board members are asked to participate in at least one District outreach event per year.

Expectations of board members:

- Attend and participate in meetings on a regular basis, and special events as able.
- Participate on standing and ad-hoc committees of the Board as necessary.
- Be alert to agricultural community, the general community, and conservation concerns that can be addressed by the Benton SWCD mission, objectives, and programs.
- Promote the Benton SWCD mission and programs to the community.
- Provide fiduciary oversight of Benton SWCD finances, budgets, and expenditures.
- Understand and periodically review the policies and procedures of the District.
- Understand and follow Oregon Public Meeting, Public Records, and Ethics laws.
- Actively recruit new Directors and Associate Directors to serve on the Board.

Board Code of Conduct – Refer to Oregon SWCD Guidebook:

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

**Benton Soil and Water Conservation District
Officers of the Board of Directors
Job Descriptions and Expectations**

In addition to the general job description for Board members, the following outlines the duties and responsibilities of the officers of the Benton SWCD Board of Directors.

Terms of Office: The term of office for officers of the Benton SWCD is 1 year. Officers are elected at the January meeting by a quorum and majority vote of the board.

Officer Vacancies: If an office of the Board of Directors becomes vacant due to resignation, death, or other means, the Board will elect a new officer at the next public meeting of the Board by a quorum and majority vote.

Job Duties and Expectations

Chair:

- Consults with the Executive Director, as well as other Directors as required, for the preparation of Board meeting agendas.
- Presides and conducts meetings according to policies established by the Board.
- Shares the same right as other members of the Board to discuss and to vote on questions before the Board.
- Calls Special Meetings of the Board as described by Oregon Public Meetings Law.
- Signs official District documents on behalf of the Board.
- Administers and signs Oaths of Office.
- Appoints committees, assigns responsibilities, and appoints the Chairs of committees.
- Requests staff and program reports.
- Delegates to other officers, if needed and advisable, any of the duties of the Chair for a specific time period and defined purposes.
- Speaks for the District, along with the Executive Director, unless the Board by majority vote, delegates such tasks to one or more of the other Directors.

Vice Chair:

- In the Chair's absence, or during any disability of the Chair, the Vice-Chair shall have the powers and duties of the Chair of the Board as prescribed by District policy.
- Serves as Chair of the Personnel and Finance Committee (PFC), as determined by the Board and Board Chair.

Secretary:

- The Secretary is not required to perform any secretarial or clerical function within the District. The Board may delegate some or all of the functions of the Board Secretary to a District employee, Associate Director, or volunteer. However, the Secretary retains oversight of any and all delegated duties.
- Shall ensure accurate minutes of each Board meeting are taken, transcribed, and distributed to each Board member in a timely manner for review prior to approval.
- Records minutes during an executive session or may assign such a duty. Records of executive sessions, whether typed or on tape, will be maintained by the Executive Director in a secure, fireproof, locked location in the District office.

- Oversees, and acts as the “custodian” or keeper of the official records of District contracts, minutes, budgets, memoranda of understanding, oaths of office, audits, etc., and assures that records are maintained as required by law.
- Ensures that the Board properly adopts resolutions.
- Ensures that records are maintained as required by law.
- Ensures that the District complies with public meetings and public records laws.
- Is knowledgeable regarding District policy and monitors compliance with such policies.
- Assures that the authority (ORS statute) for calling an executive session is cited in minutes.

Treasurer:

- Oversees the District’s finances and ensures that accurate accounting and financial records are maintained by the District.
- Annually reviews the District's financial audit with the Executive Director and Board Chair prior to submitting the audit to the Board. The Treasurer shall send copies of the audit to state or local agencies requiring its submission or may delegate such duty to staff members.
- Assists in budget development.
- Presents financial statements and reports at Board meetings and the Annual Meeting.
- Ensures that all accounting computer records are kept secure and backed up on a regular basis.
- Monitors fiscal policy compliance on a regular basis.
- Accepts responsibility for other duties assigned by the Board.
- Delegates any of the preceding duties to staff or members of the Personnel and Finance Committee but retains oversight of all such duties.



Benton Soil and Water CONSERVATION DISTRICT

Benton Soil and Water Conservation District

Etiquette for use of Chat during Zoom Board Meetings

The Chat feature in Zoom is a useful tool but has the potential to be misused, leading to distraction or conflict among attendees. Whenever possible, communication during Board meetings should be conducted aloud by voice. The use of Chat during Board meetings or other official Benton SWCD meetings should be as minimal as possible and limited to relevant topics and purposes including:

- Sharing links to websites or documents related to the topic currently being discussed.
- Informing others if you are leaving the meeting or stepping away for a moment, so as not to interrupt the verbal conversation.
- Asking questions or making comments **ONLY** if you are unable to use your microphone.
- Voting on action items **ONLY** if you are unable to do so aloud or on camera with a raised hand.
- Informing the meeting host if you are having technical difficulties so they may help you.
- Taking Public Comment during the meeting's public comment period, as determined by the Board Chair.

The Zoom Chat feature should **NOT** be used for:

- Comments or questions unrelated to the topic at hand.
- Private conversations between yourself and another attendee.
- Expressing opinions or views that could be deemed offensive or disrespectful to any other attendee, as defined by the District's Workplace Harassment Policy adopted by the Board on February 3, 2020.
- Taking Public Comments after the public comment period has ended.