

Monday, December 11, 2023
 6:00-7:30 PM Board Meeting
 To join Zoom Video Conference:



<https://us02web.zoom.us/j/84468250202?pwd=Rk5sRERSZXI6WVVV0UmJIWEFBcDIHUT09>

Phone: 1-669-900-6833

Meeting ID: 844 6825 0202

Passcode: 640956

BENTON SWCD BOARD OF DIRECTORS DECEMBER MEETING AGENDA

Goal	Item	Lead	Time	ACTION
	Call to Order, Introductions, Public Comments, Announcements (see employee anniversary date table below), Additions to Agenda	<i>Johnson</i>	6:00	
	CONSENT AGENDA	<i>Johnson</i>	6:05	ACTION
5	Approve draft Minutes from November 13 Board Meeting			
5	Approve Financials (10/31/23)			
1-5	Adopt Budget Resolution FY2023-2024-05 - private donations for youth conservation education (\$200.00) and Conservation - Soil Quality Program (\$550.00)			
5	Approve FY25 Budget Calendar (in packet; note dates)			
	REGULAR AGENDA			ACTION
1, 2, 4	Conversation with Joe Scott about TEIP (30 minutes)	<i>Scott/Board</i>	6:06	
4-5	Approve FY23 Audit	<i>Board</i>	6:36	
5	Review legislative changes to public meeting law (see summary of legislative changes in packet)	<i>Board</i>	6:45	
1-5	Discuss recruitment for Budget Committee. Three positions open including student position.	<i>Crosson/Board</i>	6:50	
1-5	2024 Annual Meeting overview with Mackey and Roberts	<i>Board</i>	6:55	
1, 2, 4	Discuss potential TEIP internship funding (max of \$6,000 for one intern). Final decision at 1/8 meeting.	<i>Board</i>	7:00	
1-5	Questions from Board on BSWCD and NRCS activities - 10 minutes	<i>Directors/Staff/NRCS</i>	7:15	
1-5	Other Board business?	<i>Directors</i>	7:25	
	Meeting Adjourned	<i>Johnson</i>	7:30	

Employee	Hire Date	Celebrating
Michael Ahr	4/13/2021	2.5 years
Holly Crosson	1/7/2013	11 years
Candace Mackey	11/14/2022	1 year
Teresa Matteson	2/9/2004	20 years
Sara Roberts	8/15/2022	1 year
Donna Schmitz	9/1/1999	24 years

Strategic Direction Goals 2023-2027
Goal #1: Ensure that the soil, water, and ecosystems of Benton County, including diverse habitats on wild, working, and urban lands, are protected, restored, and resilient.
Goal #2: Deliver engaging education and outreach opportunities that inspire residents throughout Benton County to protect and restore soil, water, and habitat.
Goal #3: Develop clear, consistent communications so people throughout Benton County can easily participate in Benton SWCD services and take action to steward our resources.
Goal #4: Enhance our strategic partnerships and revenue to increase Benton SWCD's impact.
Goal #5: Implement operations that support highly effective programs and services.

BSWCD Board, Partner and Outreach Events (subject to change)		
Date/Time	Event	Location
12/12, 7pm	Partner Event: Winter Storytelling - Western Oregon Indigenous Stories of Place More info here	OSU Alumni Center
12/13, 10am	BSWCD DEIJ Committee meeting	Zoom (link here)
12/15, 3-5pm	Confluence Open House (Sara hosting a BSWCD table)	Confluence Building, 400 Block of SW 2 nd St.
1/8/2024, 6-7:30pm	BSWCD Regular Board Meeting	Zoom
1/9/2024, 12pm	Native and Invasive Plant public talk (led by Michael and Sara)	Corvallis Public Library
1/16/2024, 5:30-8pm	BSWCD Annual Meeting - More info here	Corvallis Community Center - Ballroom
2/9-2/11/2024	SDAO Annual Conference More info here	Seaside, OR
2/24/24, 9am-4pm	NPS plant pickup day - Sign up to volunteer here!	Benton County Fairgrounds

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

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BOARD OF DIRECTORS MEETING MINUTES

In Attendance

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

Board Members Absent: Marcella Henkels, Bob Morris (Emeritus), Henry Storch (Emeritus)

Associate Directors Present: Rana Foster

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

Guests: Jake Mead, SkillBridge Intern; Indira Kulkarni, NAYPW candidate for Student Associate Director position; Henry Pitts, past NAYPW Student Associate Director

Call to Order - Johnson (6:00pm)

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

Introductions: Indira Kulkarni Masters Student in Crop Science/ Entomology at OSU, Jacob Mead retiring from the US Marine Corps and serving as Skill Bridge intern

Public Comment: None

Announcement: None

Addition to agenda: None

CONSENT AGENDA

- **Approve draft Minutes from October 10th Regular Board Meeting**
- **Approve Financials (9/30/23)**
- **Adopt Budget Resolution 2023-2024-03 ODA Capacity Grant #224-900-23188**

Discussion: None

MOTION: To Approve Consent Agenda: Greg Jones Second: Eliza Mason

Results: Pass 5/0 (Aubrey Cloud absent during vote-arrived 6:08pm)

- **Introduction of Jake Mead**

Jake Mead explains his role and duration with the BSWCD.

- **Introduce Indira Kulkarni-candidate for North American Youth Parliament for Water student Associate Director position.**

Sara Roberts explains the history of the Student Associate Director position and advantages to having this position on the board. Henry Pitts discusses the role of NAYPW with BSWCD and in North America. Holly Crosson reminds the board that last year the board designated a student role on the Budget Committee, so Indira could be a part of that process if desired, and if appointed to the Committee by the board.

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

Discussion: None

MOTION: To appoint Indira Kulkarni as BSWCD Student Associate Director from NAYPW: Greg Jones
Second: Kerry Hastings

Results: Pass 6/0

- **Adopt Budget Resolution 2023-2024-04; OWEB Grant #223-3044-23047**

Discussion: Michael Ahr describes the history and scope of the new grant.

MOTION: Move to Adopt Budget Resolution 2023-2024-04: Nate Johnson

Second: Greg Jones and Kerry Hastings

Results: Pass 6/0

- **Review Changes to Director Eligibility Criteria**

BSWCD doesn't need to change any director positions based on the new criteria, but the change will need to be updated on our website.

- **Discuss Open Treasurer Position/Appoint? Discuss Recruiting new Associate Directors**

Discussion: No new volunteers. Holly Crosson mentions that the Treasurer does not have to be a voting Director; for instance, the board could appoint an associate director as Treasurer. Nate Johnson asks that the board members really activate their energy toward recruiting associate directors. Aubrey Cloud asks about the process of referring someone for a new associate director position. Holly is happy to talk with anyone interested. She also suggests sending the person to the website for information on the roles and responsibilities as well as the form to apply. The webpage for associate directors needs to be updated by Sara.

MOTION: No motion made

- **Review/Approve Jerry Paul Native Pollinator Conservation Grant Application**

Sara Roberts and Holly Crosson explain details of the grant award such as timeframe for completion, planting season, budgeting, and logistics. The first grant award will now be in the FY25 budget (but rolled out in 2024 with the call for applications). Discussion of other ways to find recipients for the grant funding.

Edits were suggested for the application: 1. Elevate reporting requirements 2. Public Education component less ambiguous 3. What the funds will and will not pay for.

Motion: Move to approve the Jerry Paul Native Pollinator Conservation Grant Application

Second: Kerry Hastings

Results: Pass 6/0

- **Questions from Board on BSWCD and NRCS Activities**-Nate asked Holly about the event with Speaker Dan Rayfield related to the Oregon Agricultural Heritage Program.
- **Other Board Business-None**
- **Next regular board meeting will be, December 11, 2023**

Meeting Adjourned - Johnson (7:25pm)

Financial Report

Period ending October 31, 2023

Benton SWCD Board Meeting

December 11, 2023

Our Oregon LGIP account closing balance was \$677,363.38. The dividend paid was \$2,923.54 and the monthly distribution yield was 4.9%. The fiscal year-to-date dividend paid was \$11,779.16.

The Benton County Finance Department paid the District \$655.17 in tax revenue. The year-to-date amount paid was \$3469.89. The District is still looking into a possible error in these amounts, any revisions necessary will appear in a report after we've received a reply from the Benton County Finance Department.

The total balance of both Citizen Bank accounts combined was \$158,867.87. The previous month's combined balance was \$125,422.59. Both accounts were reconciled and all checks were accounted for.

The balance of the credit-card account as of 9/26/23 was \$2,047.78 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 October 31, 2023

	Oct 31, 23	Oct 31, 22	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
10100 · Citizens Bank	128,397.57	138,071.15	-9,673.58
10150 · Citizens Bank #2	21,416.63	13,159.85	8,256.78
10200 · LGIP	766,822.26	759,592.59	7,229.67
10300 · Stripe	0.00	696.29	-696.29
10800 · Petty Cash	24.00	24.00	0.00
Total Checking/Savings	916,660.46	911,543.88	5,116.58
Accounts Receivable			
11000 · Accounts Receivable	0.50	0.00	0.50
11400 · Grants Receivable	60,674.67	38,669.49	22,005.18
Total Accounts Receivable	60,675.17	38,669.49	22,005.68
Other Current Assets			
12000 · Undeposited Funds	78.53	-225.34	303.87
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 CashDue to/from Gen Fnd	54,679.93	101,371.93	-46,692.00
12040 · 400-1080 Cash Due to/Due frm GF	113,200.00	103,200.00	10,000.00
12800 · Payroll Advance	0.00	-0.09	0.09
13000 · Prepaid expenses-Audit	2,884.29	3,995.51	-1,111.22
Total Other Current Assets	2,962.82	3,770.08	-807.26
Total Current Assets	980,298.45	953,983.45	26,315.00
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	990,646.45	963,465.45	27,181.00
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
20000 · General Accounts Payable	987.01	1,839.47	-852.46
20100 · Project Accts Payable	35,909.27	24,848.35	11,060.92
Total Accounts Payable	36,896.28	26,687.82	10,208.46
Credit Cards			
22000 · CITIZENS BANK MASTER CARD			
22200 · Holly CC - 2995	919.53	375.98	543.55
22400 · Teresa CC - 3019	193.46	98.57	94.89
22520 · Linda CC - 5980	0.00	211.75	-211.75
22530 · Michael CC - 3266	233.16	-266.85	500.01
22532 · Sara CC - 0962	163.25	355.18	-191.93
22533 · Candace CC - 0020	633.38	0.00	633.38
Total 22000 · CITIZENS BANK MASTER CARD	2,142.78	774.63	1,368.15
Total Credit Cards	2,142.78	774.63	1,368.15

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

	Oct 31, 23	Oct 31, 22	\$ Change
Other Current Liabilities			
24000 · PAYROLL LIABILITIES			
24010 · 941 Account	9,021.66	7,512.44	1,509.22
24020 · Oregon Withholding	2,226.00	1,850.00	376.00
24030 · OR-WBF SUTA	372.44	125.63	246.81
24060 · 457b Contributions	3,599.69	0.00	3,599.69
24065 · HRA VEBA Liabilities	372.34	0.00	372.34
Total 24000 · PAYROLL LIABILITIES	15,592.13	9,488.07	6,104.06
25800 · Deferred Revenue Grants-Audit	57,265.86	88,190.17	-30,924.31
Total Other Current Liabilities	72,857.99	97,678.24	-24,820.25
Total Current Liabilities	111,897.05	125,140.69	-13,243.64
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	120,928.14	133,513.78	-12,585.64
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	-65,635.27	-24,132.08	-41,503.19
Total Equity	869,718.31	829,951.67	39,766.64
TOTAL LIABILITIES & EQUITY	990,646.45	963,465.45	27,181.00

10:01 AM

12/01/23

Accrual Basis

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

Type	Date	Num	Name	Memo	Debit	Credit	Balance
10100 · Citizens Bank							97,736.09
Deposit	10/05/2023			Deposit	2,571.00		100,307.09
Deposit	10/06/2023			Deposit	951.50		101,258.59
Deposit	10/20/2023			Deposit	864.60		102,123.19
Transfer	10/16/2023			Funds Transfer	100,000.00		202,123.19
Deposit	10/13/2023			Deposit	250.00		202,373.19
Liability C...	10/30/2023		QuickBooks Payroll S...	Created by Payroll Service on 10/2...		25,569.28	176,803.91
Deposit	10/31/2023			Interest	5.49		176,809.40
Liability C...	10/31/2023	AVID	SDIS	03-0018433		4,835.33	171,974.07
Paycheck	10/31/2023	DD	Crosson, Holly A	Direct Deposit	0.00		171,974.07
Paycheck	10/31/2023	DD	Ahr, Michael S	Direct Deposit	0.00		171,974.07
Paycheck	10/31/2023	DD	Mackey, Candace	Direct Deposit	0.00		171,974.07
Paycheck	10/31/2023	DD	Matteson, Teresa L	Direct Deposit	0.00		171,974.07
Paycheck	10/31/2023	DD	Roberts, Sara	Direct Deposit	0.00		171,974.07
Paycheck	10/31/2023	DD	Schmitz, Donna J	Direct Deposit	0.00		171,974.07
Liability C...	10/04/2023	EFT	United States Treasury	93-1077051		8,962.58	163,011.49
Liability C...	10/04/2023	EFT	Oregon Dept of Reve...	0292193-0		2,219.00	160,792.49
Bill Pmt -...	10/10/2023	EFT	1Auto - Xerox Financi...	autopay due on 10th of next month		156.17	160,636.32
Check	10/20/2023	EFT	Card Service Center -...			3,341.22	157,295.10
Bill Pmt -...	10/24/2023	EFT	1Auto - Verizon	autopay due on 25th of month		88.75	157,206.35
Liability C...	10/31/2023	ET	Oregon Dept of Reve...	0292193-0		1,335.16	155,871.19
Liability C...	10/03/2023	10007	HRA VEBA Plan	YA20521		372.34	155,498.85
Bill Pmt -...	10/02/2023	10008	Koontz, Blasquez & A...	Invoice: 74861 (Check Stub Notes:...		1,500.00	153,998.85
Bill Pmt -...	10/02/2023	10009	Mater Investment Co...	Invoice: 7 (Check Stub Notes: Oct ...		2,062.58	151,936.27
Bill Pmt -...	10/02/2023	10010	River Design Group, I...	Invoice: 11924 (Check Stub Notes:...		3,067.50	148,868.77
Bill Pmt -...	10/02/2023	10011	SDIS	Invoice: 37W18433-1031 (Check S...		86.70	148,782.07
Bill Pmt -...	10/05/2023	10012	OSU Chemistry Stores	Invoice: 083123BSWCD (Check St...		116.90	148,665.17
Bill Pmt -...	10/05/2023	10013	Sevenoaks Native Nu...	Invoice: 11723 (Check Stub Notes:...		1,188.00	147,477.17
Bill Pmt -...	10/05/2023	10014	Staff- Michael Ahr	Invoice: BSWCD230929-G (Check...		141.94	147,335.23
Bill Pmt -...	10/05/2023	10015	Staff- Teresa Matteson	Invoice: BSWCD20231002-Gtm (C...		15.07	147,320.16
Bill Pmt -...	10/05/2023	10016	Staples	Invoice: 3547623353 (Check Stub ...		101.97	147,218.19
Bill Pmt -...	10/13/2023	10017	Corvallis Parks & Rec.	Invoice: 100223- ()		223.50	146,994.69
Bill Pmt -...	10/13/2023	10018	In-Situ Inc.	Invoice: 1065979 () Invoice: 1065...		1,005.00	145,989.69
Bill Pmt -...	10/13/2023	10019	Jenny Brausch Busin...	Invoice: 2476 ()		1,540.00	144,449.69
Bill Pmt -...	10/13/2023	10020	Nancy Froehlich	Invoice: BSWCD2301002-G ()		227.50	144,222.19
Bill Pmt -...	10/13/2023	10021	Edge Analytical	Invoice: 23-20691 () Invoice: 23-2...		865.00	143,357.19
Bill Pmt -...	10/13/2023	10022	Integrated Resource ...	Invoice: 6633 (Reference: herbicid...		758.05	142,599.14
Bill Pmt -...	10/16/2023	10023	Advantage Computin...	Invoice: 3668 () Invoice: 3710 ()		497.00	142,102.14
Bill Pmt -...	10/16/2023	10024	Pacific NW Natives	Invoice: 23135 ()		786.00	141,316.14

10:01 AM

12/01/23

Accrual Basis

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

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Bill Pmt -...	10/16/2023	10025	Willamette Riverkeeper	Invoice: OSWB_2023_36_017_#1 ()		5,247.91	136,068.23
Bill Pmt -...	10/19/2023	10026	CTX-Xerox	Invoice: IN3730222 ()		86.82	135,981.41
Bill Pmt -...	10/19/2023	10027	Shirt Circuit	Invoice: 230809GROW ()		921.00	135,060.41
Bill Pmt -...	10/19/2023	10028	Staff- Donna Schmitz	Invoice: DJS-july-aug-sept 20 ()		78.60	134,981.81
Bill Pmt -...	10/26/2023	10029	1Bill - Crystal Lake St...	Invoice: 124-11010 ()		185.00	134,796.81
Bill Pmt -...	10/25/2023	10030	Mater Investment Co...	Invoice: 8 ()		2,062.58	132,734.23
Bill Pmt -...	10/25/2023	10031	Sevenoaks Native Nu...	Invoice: 11853 ()		52.50	132,681.73
Bill Pmt -...	10/25/2023	10032	Staples	Invoice: 3549557639 ()		65.19	132,616.54
Bill Pmt -...	10/31/2023	10033	Staff- Michael Ahr	Invoice: BSWCD231025-G MA ()		92.16	132,524.38
Bill Pmt -...	10/31/2023	10034	Confluence Farms, LLC	Invoice: 09-22-001 #1 ()		4,075.00	128,449.38
Bill Pmt -...	10/31/2023	10035	Staff- Michael Ahr	Invoice: BSWCD231025-P MA (Re...		51.81	128,397.57
Total 10100 · Citizens Bank					104,642.59	73,981.11	128,397.57
TOTAL					104,642.59	73,981.11	128,397.57

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

	General Fund	Project Fund	TOTAL
Ordinary Income/Expense			
Income			
43300 · Grant/Project Administration	0.00	58,699.65	58,699.65
44535 · Taxes Levied	92,395.85	0.00	92,395.85
44540 · ODA Operations	14,489.00	0.00	14,489.00
44545 · ODA Tech, LMA & Scope of Work	33,840.00	0.00	33,840.00
45000 · Interest Income	11,893.13	0.00	11,893.13
46430 · MISCELLANEOUS	1,496.80	0.00	1,496.80
47400 · Native Plant Sale Income	17,960.25	0.00	17,960.25
48000 · TRANSFERS IN	5,261.71	0.00	5,261.71
Total Income	<u>177,336.74</u>	<u>58,699.65</u>	<u>236,036.39</u>
Gross Profit	177,336.74	58,699.65	236,036.39
Expense			
60000 · MATERIALS & SERVICES	53,073.23	0.00	53,073.23
66000 · PAYROLL EXPENSES	165,042.33	10,637.66	175,679.99
68000 · PROJECTS-SVC-SUPP-MATERIALS	0.00	70,405.73	70,405.73
69400 · TRANSFERS OUT	0.00	5,261.71	5,261.71
Total Expense	<u>218,115.56</u>	<u>86,305.10</u>	<u>304,420.66</u>
Net Ordinary Income	<u>-40,778.82</u>	<u>-27,605.45</u>	<u>-68,384.27</u>
Other Income/Expense			
Other Expense			
89999 · Ask BSWCD	-2,749.00	0.00	-2,749.00
Total Other Expense	<u>-2,749.00</u>	<u>0.00</u>	<u>-2,749.00</u>
Net Other Income	<u>2,749.00</u>	<u>0.00</u>	<u>2,749.00</u>
Net Income	<u><u>-38,029.82</u></u>	<u><u>-27,605.45</u></u>	<u><u>-65,635.27</u></u>

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

	General Fund	Project Fund	TOTAL
Ordinary Income/Expense			
Income			
43300 · Grant/Project Administration	0.00	58,699.65	58,699.65
44535 · Taxes Levied	92,395.85	0.00	92,395.85
44540 · ODA Operations	14,489.00	0.00	14,489.00
44545 · ODA Tech, LMA & Scope of Work	33,840.00	0.00	33,840.00
45000 · Interest Income	11,893.13	0.00	11,893.13
46430 · MISCELLANEOUS			
46432 · Contributions	1,496.80	0.00	1,496.80
Total 46430 · MISCELLANEOUS	1,496.80	0.00	1,496.80
47400 · Native Plant Sale Income	17,960.25	0.00	17,960.25
48000 · TRANSFERS IN			
48400 · Transfer Admin from Project Fd	5,261.71	0.00	5,261.71
Total 48000 · TRANSFERS IN	5,261.71	0.00	5,261.71
Total Income	177,336.74	58,699.65	236,036.39
Gross Profit	177,336.74	58,699.65	236,036.39
Expense			
60000 · MATERIALS & SERVICES			
61300 · CONFERENCES AND TRAINING			
61310 · Lodging	307.04	0.00	307.04
61320 · Meals/per diem	97.92	0.00	97.92
61330 · Registration	1,180.00	0.00	1,180.00
61340 · Training and Education Material	494.99	0.00	494.99
Total 61300 · CONFERENCES AND TRAINING	2,079.95	0.00	2,079.95
61500 · COMMUNITY CONSERVATION PROGRAMS			
61510 · Conservation Education (Youth)	777.62	0.00	777.62
61520 · Conservation Incentive Program	227.50	0.00	227.50
61530 · Invasives Program	2,500.00	0.00	2,500.00
61540 · Native Plant Sale	3,410.35	0.00	3,410.35
61570 · Soil Quality Program	1,636.64	0.00	1,636.64
Total 61500 · COMMUNITY CONSERVATION PROGRA	8,552.11	0.00	8,552.11
62100 · CONTRACTED AND PROF SERVICES			
62115 · Audit	4,300.00	0.00	4,300.00
62120 · Computer Support	1,608.00	0.00	1,608.00
62130 · PROFESSIONAL SERVICES			
62140 · Legal	165.00	0.00	165.00
62150 · Accounting	6,459.83	0.00	6,459.83
62160 · Facilitation	1,750.00	0.00	1,750.00
62170 · Web Design, Logo - Marketing	1,624.50	0.00	1,624.50
62130 · PROFESSIONAL SERVICES - Other	395.00	0.00	395.00
Total 62130 · PROFESSIONAL SERVICES	10,394.33	0.00	10,394.33
Total 62100 · CONTRACTED AND PROF SERVICES	16,302.33	0.00	16,302.33
62300 · Dues/Subscriptions/Fees	4,661.98	0.00	4,661.98

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

	General Fund	Project Fund	TOTAL
62800 · OFFICE OCCUPANCY			
62820 · Rent & Parking	11,237.90	0.00	11,237.90
62830 · Utilities	1,480.57	0.00	1,480.57
Total 62800 · OFFICE OCCUPANCY	12,718.47	0.00	12,718.47
65000 · SUPPLIES AND MATERIALS			
65010 · COPIER AND SUPPLIES			
65012 · Copies	132.18	0.00	132.18
65014 · Lease	624.68	0.00	624.68
Total 65010 · COPIER AND SUPPLIES	756.86	0.00	756.86
65030 · Office Supplies	719.90	0.00	719.90
65050 · Software/Computer Accessories	112.49	0.00	112.49
Total 65000 · SUPPLIES AND MATERIALS	1,589.25	0.00	1,589.25
65110 · PRODUCTION COSTS			
65112 · Advertising and Website	289.00	0.00	289.00
65114 · Merchandise	1,295.24	0.00	1,295.24
Total 65110 · PRODUCTION COSTS	1,584.24	0.00	1,584.24
65120 · Insurance & Fidelity Bond	3,368.57	0.00	3,368.57
65160 · Miscellaneous	-8.10	0.00	-8.10
65320 · Mileage/travel related expenses	441.88	0.00	441.88
65400 · Meetings & Events	1,782.55	0.00	1,782.55
Total 60000 · MATERIALS & SERVICES	53,073.23	0.00	53,073.23
66000 · PAYROLL EXPENSES			
66200 · Wages	128,770.98	8,211.72	136,982.70
66410 · Health, Dental & Life Insurance	18,278.19	1,196.78	19,474.97
66420 · Retirement	7,555.25	563.00	8,118.25
66500 · Payroll Taxes			
66510 · FICA Employer	9,841.08	627.84	10,468.92
66520 · SUTA	505.29	37.84	543.13
66530 · OR-WBF	34.04	0.48	34.52
Total 66500 · Payroll Taxes	10,380.41	666.16	11,046.57
66800 · Fees	57.50	0.00	57.50
Total 66000 · PAYROLL EXPENSES	165,042.33	10,637.66	175,679.99
68000 · PROJECTS-SVC-SUPP-MATERIALS			
68010 · Project Contracted Services	0.00	42,970.16	42,970.16
68020 · Project Mileage & Travel	0.00	268.61	268.61
68040 · Project Supplies & Materials	0.00	23,091.96	23,091.96
68000 · PROJECTS-SVC-SUPP-MATERIALS - Other	0.00	4,075.00	4,075.00
Total 68000 · PROJECTS-SVC-SUPP-MATERIALS	0.00	70,405.73	70,405.73
69400 · TRANSFERS OUT			
69440 · Trf PF to General Fund	0.00	5,261.71	5,261.71
Total 69400 · TRANSFERS OUT	0.00	5,261.71	5,261.71
Total Expense	218,115.56	86,305.10	304,420.66
Net Ordinary Income	-40,778.82	-27,605.45	-68,384.27

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

	General Fund	Project Fund	TOTAL
Other Income/Expense			
Other Expense			
89999 · Ask BSWCD	-2,749.00	0.00	-2,749.00
Total Other Expense	<u>-2,749.00</u>	<u>0.00</u>	<u>-2,749.00</u>
Net Other Income	<u>2,749.00</u>	<u>0.00</u>	<u>2,749.00</u>
Net Income	<u>-38,029.82</u>	<u>-27,605.45</u>	<u>-65,635.27</u>

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

	Jul - Oct 23	Jul - Oct 22	\$ Change
Ordinary Income/Expense			
Income			
43300 · Grant/Project Administration	58,699.65	59,924.15	-1,224.50
44535 · Taxes Levied	92,395.85	96,617.47	-4,221.62
44540 · ODA Operations	14,489.00	26,372.00	-11,883.00
44545 · ODA Tech, LMA & Scope of Work	33,840.00	30,767.26	3,072.74
45000 · Interest Income	11,893.13	4,173.26	7,719.87
46430 · MISCELLANEOUS			
46432 · Contributions	1,496.80	0.00	1,496.80
Total 46430 · MISCELLANEOUS	1,496.80	0.00	1,496.80
47400 · Native Plant Sale Income	17,960.25	12,651.10	5,309.15
48000 · TRANSFERS IN			
48400 · Transfer Admin from Project Fd	5,261.71	4,164.49	1,097.22
Total 48000 · TRANSFERS IN	5,261.71	4,164.49	1,097.22
Total Income	236,036.39	234,669.73	1,366.66
Gross Profit	236,036.39	234,669.73	1,366.66
Expense			
60000 · MATERIALS & SERVICES			
61300 · CONFERENCES AND TRAINING			
61310 · Lodging	307.04	0.00	307.04
61320 · Meals/per diem	97.92	28.80	69.12
61330 · Registration	1,180.00	944.81	235.19
61340 · Training and Education Material	494.99	0.00	494.99
Total 61300 · CONFERENCES AND TRAINING	2,079.95	973.61	1,106.34
61500 · COMMUNITY CONSERVATION PROGRAMS			
61510 · Conservation Education (Youth)	777.62	84.74	692.88
61520 · Conservation Incentive Program	227.50	0.00	227.50
61530 · Invasives Program	2,500.00	500.00	2,000.00
61540 · Native Plant Sale	3,410.35	4,853.70	-1,443.35
61570 · Soil Quality Program	1,636.64	292.53	1,344.11
Total 61500 · COMMUNITY CONSERVATION PROGR	8,552.11	5,730.97	2,821.14
62100 · CONTRACTED AND PROF SERVICES			
62115 · Audit	4,300.00	2,800.00	1,500.00
62120 · Computer Support	1,608.00	1,548.00	60.00
62130 · PROFESSIONAL SERVICES			
62140 · Legal	165.00	0.00	165.00
62150 · Accounting	6,459.83	8,433.59	-1,973.76
62160 · Facilitation	1,750.00	0.00	1,750.00
62170 · Web Design, Logo - Marketing	1,624.50	1,507.75	116.75
62130 · PROFESSIONAL SERVICES - Other	395.00	0.00	395.00
Total 62130 · PROFESSIONAL SERVICES	10,394.33	9,941.34	452.99
62180 · Consultation/Contracts - NPP	0.00	3,018.75	-3,018.75
62190 · Misc Contracted Services	0.00	542.50	-542.50
Total 62100 · CONTRACTED AND PROF SERVICES	16,302.33	17,850.59	-1,548.26

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

	Jul - Oct 23	Jul - Oct 22	\$ Change
62300 · Dues/Subscriptions/Fees	4,661.98	4,643.70	18.28
62800 · OFFICE OCCUPANCY			
62820 · Rent & Parking	11,237.90	8,794.00	2,443.90
62830 · Utilities	1,480.57	1,368.44	112.13
Total 62800 · OFFICE OCCUPANCY	12,718.47	10,162.44	2,556.03
65000 · SUPPLIES AND MATERIALS			
65010 · COPIER AND SUPPLIES			
65012 · Copies	132.18	207.47	-75.29
65014 · Lease	624.68	666.33	-41.65
Total 65010 · COPIER AND SUPPLIES	756.86	873.80	-116.94
65020 · Equipment	0.00	228.13	-228.13
65030 · Office Supplies	719.90	325.48	394.42
65040 · Postage	0.00	4.00	-4.00
65050 · Software/Computer Accessories	112.49	116.26	-3.77
Total 65000 · SUPPLIES AND MATERIALS	1,589.25	1,547.67	41.58
65110 · PRODUCTION COSTS			
65112 · Advertising and Website	289.00	225.84	63.16
65114 · Merchandise	1,295.24	18.00	1,277.24
Total 65110 · PRODUCTION COSTS	1,584.24	243.84	1,340.40
65120 · Insurance & Fidelity Bond	3,368.57	2,100.32	1,268.25
65160 · Miscellaneous	-8.10	0.00	-8.10
65320 · Mileage/travel related expenses	441.88	270.67	171.21
65400 · Meetings & Events	1,782.55	146.52	1,636.03
Total 60000 · MATERIALS & SERVICES	53,073.23	43,670.33	9,402.90
66000 · PAYROLL EXPENSES			
66200 · Wages	136,982.70	118,694.10	18,288.60
66410 · Health, Dental & Life Insurance	19,474.97	17,010.86	2,464.11
66420 · Retirement	8,118.25	6,869.32	1,248.93
66500 · Payroll Taxes			
66510 · FICA Employer	10,468.92	9,066.47	1,402.45
66520 · SUTA	543.13	604.93	-61.80
66530 · OR-WBF	34.52	31.57	2.95
Total 66500 · Payroll Taxes	11,046.57	9,702.97	1,343.60
66800 · Fees	57.50	51.75	5.75
Total 66000 · PAYROLL EXPENSES	175,679.99	152,329.00	23,350.99
68000 · PROJECTS-SVC-SUPP-MATERIALS			
68010 · Project Contracted Services	42,970.16	53,704.26	-10,734.10
68020 · Project Mileage & Travel	268.61	298.50	-29.89
68040 · Project Supplies & Materials	23,091.96	4,635.23	18,456.73
68000 · PROJECTS-SVC-SUPP-MATERIALS - Other	4,075.00	0.00	4,075.00
Total 68000 · PROJECTS-SVC-SUPP-MATERIALS	70,405.73	58,637.99	11,767.74
69400 · TRANSFERS OUT			
69440 · Trf PF to General Fund	5,261.71	4,164.49	1,097.22
Total 69400 · TRANSFERS OUT	5,261.71	4,164.49	1,097.22

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

	<u>Jul - Oct 23</u>	<u>Jul - Oct 22</u>	<u>\$ Change</u>
Total Expense	304,420.66	258,801.81	45,618.85
Net Ordinary Income	-68,384.27	-24,132.08	-44,252.19
Other Income/Expense			
Other Expense			
89999 · Ask BSWCD	-2,749.00	0.00	-2,749.00
Total Other Expense	-2,749.00	0.00	-2,749.00
Net Other Income	2,749.00	0.00	2,749.00
Net Income	<u>-65,635.27</u>	<u>-24,132.08</u>	<u>-41,503.19</u>

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

	Jul - Oct 23	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	0.00	5,000.00	-5,000.00	0.0%
44535 · Taxes Levied	92,395.85	525,000.00	-432,604.15	17.6%
44540 · ODA Operations	14,489.00	28,978.00	-14,489.00	50.0%
44545 · ODA Tech, LMA & Scope of Work	33,840.00	67,616.00	-33,776.00	50.05%
45000 · Interest Income	11,893.13	8,000.00	3,893.13	148.66%
46430 · MISCELLANEOUS				
46432 · Contributions	1,496.80			
46430 · MISCELLANEOUS - Other	0.00	1,000.00	-1,000.00	0.0%
Total 46430 · MISCELLANEOUS	1,496.80	1,000.00	496.80	149.68%
47400 · Native Plant Sale Income	17,960.25	17,500.00	460.25	102.63%
48000 · TRANSFERS IN				
48400 · Transfer Admin from Project Fd	5,261.71	27,417.00	-22,155.29	19.19%
Total 48000 · TRANSFERS IN	5,261.71	27,417.00	-22,155.29	19.19%
Total Income	177,336.74	1,459,080.00	-1,281,743.26	12.15%
Gross Profit	177,336.74	1,459,080.00	-1,281,743.26	12.15%
Expense				
60000 · MATERIALS & SERVICES				
61300 · CONFERENCES AND TRAINING				
61310 · Lodging	307.04			
61320 · Meals/per diem	97.92			
61330 · Registration	1,180.00			
61340 · Training and Education Mate	494.99			
61300 · CONFERENCES AND TRAINII	0.00	8,000.00	-8,000.00	0.0%
Total 61300 · CONFERENCES AND TRAI	2,079.95	8,000.00	-5,920.05	26.0%
61500 · COMMUNITY CONSERVATION PROGRAMS				
61510 · Conservation Education (You	777.62	9,400.00	-8,622.38	8.27%
61520 · Conservation Incentive Progr	227.50	5,000.00	-4,772.50	4.55%
61530 · Invasives Program	2,500.00	6,000.00	-3,500.00	41.67%
61540 · Native Plant Sale	3,410.35	20,000.00	-16,589.65	17.05%
61560 · Scholarships/Internships	0.00	6,600.00	-6,600.00	0.0%
61570 · Soil Quality Program	1,636.64	5,000.00	-3,363.36	32.73%
Total 61500 · COMMUNITY CONSERVAT	8,552.11	52,000.00	-43,447.89	16.45%
62100 · CONTRACTED AND PROF SERVICES				
62115 · Audit	4,300.00	6,000.00	-1,700.00	71.67%
62120 · Computer Support	1,608.00	4,000.00	-2,392.00	40.2%
62130 · PROFESSIONAL SERVICES				
62140 · Legal	165.00			
62150 · Accounting	6,459.83			
62160 · Facilitation	1,750.00	7,000.00	-5,250.00	25.0%
62170 · Web Design, Logo - Marke	1,624.50			

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

	Jul - Oct 23	Budget	\$ Over Budget	% of Budget
62130 · PROFESSIONAL SERVICE	395.00	33,500.00	-33,105.00	1.18%
Total 62130 · PROFESSIONAL SERVI	10,394.33	40,500.00	-30,105.67	25.67%
62180 · Consultation/Contracts - NPP	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	16,302.33	65,106.00	-48,803.67	25.04%
62300 · Dues/Subscriptions/Fees	4,661.98	11,500.00	-6,838.02	40.54%
62800 · OFFICE OCCUPANCY				
62810 · Alarm & Janitorial Services	0.00	1,500.00	-1,500.00	0.0%
62820 · Rent & Parking	11,237.90	28,000.00	-16,762.10	40.14%
62830 · Utilities	1,480.57	4,500.00	-3,019.43	32.9%
Total 62800 · OFFICE OCCUPANCY	12,718.47	34,000.00	-21,281.53	37.41%
65000 · SUPPLIES AND MATERIALS				
65010 · COPIER AND SUPPLIES				
65012 · Copies	132.18			
65014 · Lease	624.68			
65010 · COPIER AND SUPPLIES -	0.00	3,000.00	-3,000.00	0.0%
Total 65010 · COPIER AND SUPPLIES	756.86	3,000.00	-2,243.14	25.23%
65020 · Equipment	0.00	5,000.00	-5,000.00	0.0%
65030 · Office Supplies	719.90	2,603.00	-1,883.10	27.66%
65040 · Postage	0.00	500.00	-500.00	0.0%
65050 · Software/Computer Accessor	112.49	4,000.00	-3,887.51	2.81%
Total 65000 · SUPPLIES AND MATERIAL	1,589.25	15,103.00	-13,513.75	10.52%
65110 · PRODUCTION COSTS				
65112 · Advertising and Website	289.00	2,000.00	-1,711.00	14.45%
65114 · Merchandise	1,295.24	2,000.00	-704.76	64.76%
65116 · Newsletters	0.00	500.00	-500.00	0.0%
65118 · Publications	0.00	1,000.00	-1,000.00	0.0%
Total 65110 · PRODUCTION COSTS	1,584.24	5,500.00	-3,915.76	28.8%
65120 · Insurance & Fidelity Bond	3,368.57	8,000.00	-4,631.43	42.11%
65160 · Miscellaneous	-8.10	200.00	-208.10	-4.05%
65320 · Mileage/travel related expenses	441.88	3,500.00	-3,058.12	12.63%
65400 · Meetings & Events	1,782.55	6,500.00	-4,717.45	27.42%
Total 60000 · MATERIALS & SERVICES	53,073.23	209,409.00	-156,335.77	25.34%
66000 · PAYROLL EXPENSES				
66200 · Wages	128,770.98	432,984.83	-304,213.85	29.74%
66410 · Health, Dental & Life Insurance	18,278.19	68,285.61	-50,007.42	26.77%
66420 · Retirement	7,555.25	26,644.56	-19,089.31	28.36%
66500 · Payroll Taxes				
66510 · FICA Employer	9,841.08			
66520 · SUTA	505.29			
66530 · OR-WBF	34.04			
66500 · Payroll Taxes - Other	0.00	38,669.00	-38,669.00	0.0%
Total 66500 · Payroll Taxes	10,380.41	38,669.00	-28,288.59	26.84%

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

	Jul - Oct 23	Budget	\$ Over Budget	% of Budget
66800 · Fees	57.50	300.00	-242.50	19.17%
Total 66000 · PAYROLL EXPENSES	165,042.33	566,884.00	-401,841.67	29.11%
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	0.00	5,000.00	-5,000.00	0.0%
Total 69400 · TRANSFERS OUT	0.00	5,000.00	-5,000.00	0.0%
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	218,115.56	1,459,080.00	-1,240,964.44	14.95%
Net Ordinary Income	-40,778.82	0.00	-40,778.82	100.0%
Other Income/Expense				
Other Expense				
89999 · Ask BSWCD	-2,749.00			
Total Other Expense	-2,749.00			
Net Other Income	2,749.00	0.00	2,749.00	100.0%
Net Income	-38,029.82	0.00	-38,029.82	100.0%

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

	Jul - Oct 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
43300 · Grant/Project Administration	58,699.65	299,557.00	-240,857.35	19.6%
Total Income	<u>58,699.65</u>	<u>299,557.00</u>	<u>-240,857.35</u>	<u>19.6%</u>
Gross Profit	58,699.65	299,557.00	-240,857.35	19.6%
Expense				
66000 · PAYROLL EXPENSES				
66200 · Wages	8,211.72	42,963.00	-34,751.28	19.11%
66410 · Health, Dental & Life Insurance	1,196.78	7,268.00	-6,071.22	16.47%
66420 · Retirement	563.00	2,655.00	-2,092.00	21.21%
66500 · Payroll Taxes				
66510 · FICA Employer	627.84			
66520 · SUTA	37.84			
66530 · OR-WBF	0.48			
66500 · Payroll Taxes - Other	0.00	3,459.00	-3,459.00	0.0%
Total 66500 · Payroll Taxes	<u>666.16</u>	<u>3,459.00</u>	<u>-2,792.84</u>	<u>19.26%</u>
Total 66000 · PAYROLL EXPENSES	<u>10,637.66</u>	<u>56,345.00</u>	<u>-45,707.34</u>	<u>18.88%</u>
68000 · PROJECTS-SVC-SUPP-MATERIALS				
68010 · Project Contracted Services	42,970.16	26,010.00	16,960.16	165.21%
68020 · Project Mileage & Travel	268.61	492.00	-223.39	54.6%
68030 · Project Other	0.00	500.00	-500.00	0.0%
68040 · Project Supplies & Materials	23,091.96	530.00	22,561.96	4,356.97%
68000 · PROJECTS-SVC-SUPP-MATERIAL	<u>4,075.00</u>	<u>188,263.00</u>	<u>-184,188.00</u>	<u>2.17%</u>
Total 68000 · PROJECTS-SVC-SUPP-MATERI	<u>70,405.73</u>	<u>215,795.00</u>	<u>-145,389.27</u>	<u>32.63%</u>
69400 · TRANSFERS OUT				
69440 · Trf PF to General Fund	5,261.71	27,417.00	-22,155.29	19.19%
Total 69400 · TRANSFERS OUT	<u>5,261.71</u>	<u>27,417.00</u>	<u>-22,155.29</u>	<u>19.19%</u>
Total Expense	<u>86,305.10</u>	<u>299,557.00</u>	<u>-213,251.90</u>	<u>28.81%</u>
Net Ordinary Income	<u>-27,605.45</u>	<u>0.00</u>	<u>-27,605.45</u>	<u>100.0%</u>
Net Income	<u>-27,605.45</u>	<u>0.00</u>	<u>-27,605.45</u>	<u>100.0%</u>

Oct 2023 All Grant Projects Financial Report

Project Name	Grant #	Funding Agency	Start Date	End Date	Status	Final Report Due Date	Fund Amount	(INCOME) Received to Date	Earned Income to Date	(EXPENSES) Spent to	Unearned Funds	Remaining balance to	Grant Manager	Grant Report Dates	How grant funds are received	Admin Expected	Admin Earned	Admin Remaining	
Ludwigia Management Alternatives	19100538	MMT	12/1/2019	12/31/2023	Open	1/15/2024	27,742	27,742	24,535	24,535	3,207	0	MA	Interim Report: 1/1/2021 & 1/1/2022. Final Report 1/15/2024	100% of funds at beginning of grant	2,522	2,230	292	
Willamette Mainstem Restoration Opportunities and Strategies for Engagement	20100515	MMT	11/1/2020	4/30/2024	Open	6/15/2024	70,164	70,164	35,127	39,976	39,976	0	MA	5/15/21 & 6/15/2024	100% of funds at beginning of grant	6,379	3,634	2,745	
Soil Health Engagement Improves Water Quality	ODA 4462-GR	ODA	7/1/2023	6/30/2025	Open	8/29/2025	42,924	21,462	320	320	21,142	21,462	TM	8/20/24, 8/29/25		4,292	29	4,263	
Purge the Spurge III	2023-36-016	ODA-OSWB	3/2/2023	4/30/2024	Open	6/30/2024	9,981	7,486	9,131	9,131	-1,645	2,495	MA	9/30/23, 6/30/24	*50% of funds received at start of grant *25% of funds are received after interim grant report submitted and approved by ODA *final funds are received after final grant report submitted and approved by ODA	908	830	78	
WRAWMP IX	2023-36-017	ODA-OSWB	3/2/2023	4/30/2024	Open	6/30/2024	24,415	11,202	68,224	68,224	-57,022	13,213	MA	9/30/23, 6/30/24	*50% of funds received at start of grant *25% of funds are received after interim grant report submitted and approved by ODA *final funds are received after final grant report submitted and approved by ODA	2,220	1,868	352	
Horse Island for Clean Water	09-022-002	OWEB	3/30/2022	3/30/2024	Open	3/30/2024	12,100	12,100	12,100	12,100	0	0	DS	3/30/2024, 3/30/2026	no funds received at start of grant; funds received by reimbursement of invoices/receipts submitted by BSWCD two times total (including final); OWEB holds last 10% of funds until they receive and approve of Final Report at end of grant.	1,100	1,100	0	
Watenpugh Farm Riparian and Prairie Restoration	09-22-001	OWEB	3/2/2022	3/2/2024	Open	3/2/3024	11,319	6,791	4,075	4,075	2,716	4,528	DS	3/2/2024, 3/2/2026	no funds received at start of grant; funds received by reimbursement of invoices/receipts submitted by BSWCD two times total (including final); OWEB holds	1,029	0	1,029	
Jumping Giraffe Farms Water Management	09-22-005	OWEB	5/3/2023	5/3/2025	Open	7/3/2025	14,872	0	13,384	13,384	-13,384	14,872	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		1,216	-1,216	
OWEB SIA grant	218-8010-16782	OWEB	3/4/2019	12/22/2023	Open	12/22/2023	125,000	77,687	78,329	78,329	-642	47,313	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	7,055	4,309	
Building soil-minded relationships for resilient crop and pasture systems	219-9001-19457	OWEB	8/3/2021	9/30/2023	Open	9/30/2023	45,967	40,792	45,967	45,967	-5,175	5,175	TM	6/30/2028 and	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	157,761	157,761	157,761	0	82,154	DS	6/30/2030		23,084	14,340	8,744	
Willamette FIP Effectiveness Monitoring Program Phase 4: Data Collection 2020-2021 and Reporting	220-8201-17233	OWEB	1/1/2020	6/30/2023	Open	8/29/2023	119,988	107,989	119,005	119,005	-11,016	11,999	MA	Interim Report: 6/30/2021 & Final Report: 8/29/2023	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted. Up to 10% of grant will be held until final report is complete.	10,908	10,300	608	
Mitchell Oak	222-3016-22326	OWEB	10/25/2022	6/30/2026	Open	8/29/2026	96,646	20,662	20,662	20,662	0	75,984	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	1,878	85,982	
OWEB Stakeholder Oak	223-3044-23047	OWEB	10/25/2023	12/31/2026	Open	2/28/2027	34,130					34,130	MA	Project Completion Report: 2/28/2027	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	3,413		3,413	
Total							875,163	561,838				313,325					48,660	110,599	



Benton Soil and Water CONSERVATION DISTRICT

Date: November 30, 2023

To: Benton SWCD Directors

From: Holly Crosson, Executive Director

Re: November 30, 2023 Monthly Report for December 2023 Board Packet

PROGRAMS/PROJECTS/PARTNERSHIPS

- Attended Willamette Valley District Managers/Board Chairs meeting at Clackamas SWCD. Heard two NRCS presentations: Inflation Reduction Act (IRA) funding and updates on funding for other NRCS Programs including the RCPP. Nate attended too and we followed up on some ideas. (1.4)
- Voted on K-12 poster contest for NACD state conservation/stewardship. (3.3)
- Attended Champinefu lecture on cultural fire practices. (3.8)
- Worked with Candace and landlord to deal with office flood from a broken pipe in a condo on the floor above our suite. (5.17)
- Continuing conversation with other SWCDs about forming a non-profit SWCD land trust (Yamhill taking lead). (4.1)
- Worked with Sara to finalize the Jerry Paul Native Pollinator Grant Award application. (2.7; 4.3)
- Reviewed Donna's Oak Habitat Stakeholder Engagement grant proposal and finalized resolution to add OWEB funds to budget. (4.8)
- Updated staff on plans for demolition of buildings across from The Confluence and plan for parking and pedestrian alleyway on Second Street. (5.17)
- Responded to an OrCan (OR Climate and Agriculture Network) survey. (4.1)
- Forwarded Dec 15th Confluence Open House invitation to staff/Board. (<https://greenbeltlandtrust.org/event/the-confluence-open-house-2023/>)
- SkillBridge internship - 11/6 met with Jake and Teagan Moran who runs Military Veterans Network with OSU Small Farms Program; updated intern project list; continued to assist Jake and Candace on administrative projects; contacted Marion SWCD to request that Jake work with us through February instead of orienting a second intern at end of December/early January (better continuity); will update MOU with MSWCD to formalize changes (4.7)
- Reviewed webpages and suggested additions/revisions/ corrections. (3.9)

FISCAL

- FY23 audit: responded to auditor request for text updates on budget to actuals variance; distributed final audit to staff/board/bookkeeper; working on Action Plan for Secretary of State. (5.11).
- Received a \$200.00 donation from Doreen Carpenter for youth conservation education, a \$500.00 donation from Kristen Kaul and \$50.00 donation from

Pamela Erwin (both for general conservation and put towards the SQP). Added budget resolution to December board meeting. (5.7).

- Developed FY25 Budget Calendar. (5.10)
- Updated Budget Procedure Summary for FY25 Budget Committee (BC) packet and for recruitment of new BC members (3 open positions). (5.10)
- Reviewed/authorized/completed/submitted: staff timesheets, monthly paystubs, vendor invoices in AvidXchange, CCRs for 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 to District bank account. (5.6 & 5.7)
- Held weekly meetings with bookkeeper. (5.8)

PERSONNEL/TRAINING

- Developed draft Recognition Award Policy (PFC will review). (5.12)
- Attended half-day DEIJ foundations training with Capacity Building Partnerships. (3.8)
- Sent staff info on free DEIJ training through OSU Small Farms Program. (3.8)
- Attended 3 required SDAO Safe Personnel Trainings: Fire Extinguisher Use, Personal Protective Equipment, and Workplace Harassment. (5.20)
- Completed home office equipment inventory. (5.17)
- Conducted monthly safety training on safety during the holidays. (5.16)
- Held check-in meetings with Michael, Sara, Candace, and Jake; reviewed/signed employee leave requests. (5.3)

BOARD/ORGANIZATIONAL

- Completed article for 2023 Annual Report. (5.3)
- Reviewed SDAO Legislative Report. 653 bills passed this session. (5.5)
https://www.magnetmail.net/Actions/email_web_version.cfm?publish=newsletter&user_id=SDAO&message_id=23322455
- Assisted Candace with Cybersecurity insurance application. (5.16)
- Assisted Jake and Candace with Emergency Response Plan. (5.16)
- Connected with SDAO Risk Management Director about Recreational Immunity changes and how the new law might affect our District (Public and private landowners of improved trails are no longer protected from lawsuits). (5.16)
- Prepared documents for/attended November 13 board meeting (5.3).
- Prepared documents for December board meeting; reviewed draft minutes (5.3)
- Provided Directors with legislative changes to Public Meeting Law. (5.5)

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



Conservation Program Manager

- Two check ins with Holly to discuss Willamette River work and transition readiness (5.2, 5.15)
- Met with Donna to discuss internal grants and Oak stakeholder grant. (1.9)
- Donna and I met with Lorelle Sherman, the new OSU Forestry Extension agent for Benton County (2.6, 4.1)
- Attended Strategic Implementation Area quarterly meeting (1.6)
- Met with Sara and Teresa about Native Plant Sale planning (2.1)
- Attended a Turtle habitat working group meeting. Conversation about western pond turtles being listed as endangered possibly. (1.3)
- Attended Oak workshop at Long Tom Grange. This meeting was packed with more than 50 people from various organizations and a couple of woodland owners. The focus was largely on presenting a landscape plan that can help landowners create individual management plans for oak restoration. Also, we toured Rattlesnake Butte which is a cultural burning site for oak restoration. I presented briefly about our stakeholder grant that we received recently. (3.2)

Willamette Mainstem Cooperative

- Working with USGS, River Design Group and Long Tom Watershed Council to hold a partner meeting about Willamette River Project prioritization on December 8th (1.8)
- Working on an Oregon State Weed board grant for Aquatic invasive species control. Funding would enable us to continue surveying 22 miles of the river where we control yellow floating heart and select Ludwigia patches. (1.8)
- Working on a grant report for a project looking at opportunities for mechanical Ludwigia removal. Some communication with a contractor to help finish a portion of the project (1.8)
- Attended meeting with project partners from USGS and OWEB to discuss our monitoring projects on the Willamette River in October and had more follow up work planning with Rose Wallick (USGS) this month (1.8)

Invasive Species Program

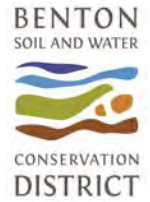
- Met with ODA after preparing a draft for funding continued oblong spurge control. A final draft of the proposal requesting about \$13,000 will be submitted before 12/15. (1.7)
- Listened virtually to Oregon Invasive Species Council meeting. I only had time to listen to part of it, so I mostly caught them discussing an annual budget...only mildly entertaining 😊

Miscellaneous

- Attended a DEIJ Foundations Training in late November where I learned a lot and feel reinvigorated on this work! (5.20)
- Attended a site visit with a landowner growing oak on a previously forested site of Douglas-fir. We'll be doing more oak site visits in the coming months and I'll create a new section of this report for that work. (1.4)

Teresa Matteson - Staff Report
October 21 to November 20, 2023

Strategic Direction goal and strategy addressed by each project indicated in parenthesis, e.g., (1.1, 2.4)



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

Oregon Department of Agriculture Support Grant - Soil Health Program Contin-

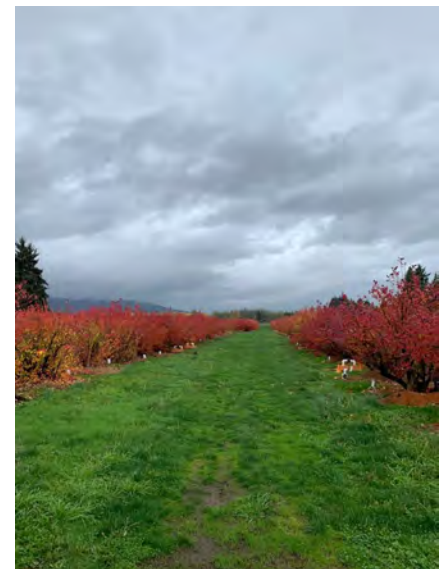
Thanks to Michael and Donna's grant writing finesse, Benton SWCD has received two additional years of funding for soil health testing. The last soil health grant, supported by NRCS, required that the work focused in the Southern Willamette Valley GWMA. The new ODA grant allows BSWCD staff to broaden soil health outreach to land managers throughout Benton County. Refer interested land managers to Teresa, 541-840-3616, tmatteson@bentonswcd.org.



Meet Erica Thompson, left, second generation farmer at Blueberry Meadows and the first participant in our new round of soil health work. Erica volunteered on Oct. 24th, to help plant the Jerry Paul Memorial Hedgerow and gain experience for native plantings on her own farm. During lunch, I asked if Erica was interested in soil health tests.

On Nov. 3rd, I visited Erica's farm and learned about her vision to diversify her

crop system and components of her EQIP Conservation Plan, including native hedgerows and a high tunnel. Surrounded by brilliant blueberry fall colors, we collected a soil health sample at Blueberry Meadows on a very rainy Nov. 6th morning. Andy Gallagher joined us for soil classification. Andy's soil insights will help Erica locate her high tunnel. I have also connected Erica with Henry Storch, who is willing to share lessons from his high tunnel experiences. On a sunny Nov. 13th, I met Erica's dad, Kevin, and pulled two more soil samples. Many Benton County farms are multi-generational; the deep agricultural roots that strengthen our community.



DATE ACTIVITY

10/24 Jerry Paul Hedgerow Planting
10/24 SWV GWMA recorded presentation
10/25 Skill Bridge meeting with Jake Mead
11/1 Heat and Drought #1
11/6 SH033 sample and soil classification
11/8 Heat and Drought #2
11/13 SH034 & SH035 soil sample collection
11/15 Heat and Drought #3
11/17 Storage inventory: Candace and Jake
11/17 Central Park planting WVRLC
11/20 pH mapping with soil health farmer

ACRONYMS

- DEIJ—Diversity, Equity, Inclusion, Justice
- GWMA—Groundwater Management Area
- MRWC WQ—Marys River Watershed Council
- NRCS—Natural Resources Conservation Service
- ODA—Oregon Department of Agriculture
- OSU—Oregon State University
- SWV—Southern Willamette Valley
- UMC SIA - Upper Muddy Creek Strategic Implementation Area
- WQ—water quality
- WVRLC—Willamette Valley Regenerative Landscape Coalition

HEDGEROW PLANTING for Native Beneficial Insect Habitat (1.1, 1.2, 2.1, 2.5)

Jerry Paul Memorial Hedgerow Planting - A Huge Success!!!

18 Hedgerow Planter Extraordinaires seamlessly pulled together on October 24, 2023 to plant 76 one-gallon potted native species on the north and west edges of the field just west of Willamette Grange #52. The event was a high energy, get-it-done adventure! It was remarkable how each person fit right in, stepped right up to do the next task, and we kept the ball rolling for a record finish time of close to one hour!!!

Many hands make work light. The flame of Jerry Paul's pollinator habitat restoration legacy burns brightly.

This event has been wonderful through and through, from the months of planning, to the 10/18 Xerces Pollinator kit pick-up at the NRCS Plant Materials Center, to getting roots in the ground, watered, and mulched.

The Grange members provided a delicious chili lunch buffet complete with cornbread, salad, hot drinks, and desserts.

As I drove away, the rain began, giving the plants a nice drink from above, as if Jerry had orchestrated it himself. 🌿





Donna Schmitz
Resource Conservationist

SOW Task	Goals	November 1, 2023 to November 30, 2023
Landowner Engagement & Technical Assistance	1 & 2	<p>TA: Riparian restoration (1), invasives (1), Douglas fir trees availability, grazing in wetlands, plant sale (2).</p> <p>Projects:</p> <ul style="list-style-type: none"> * <i>J2E River to Ridge Diversity Project:</i> coordination with project manager about plant order, budget review and revision and discussion of upcoming tasks, contract modification. * <i>Mitchell Oak and Savanna Restoration Project:</i> request for funds for seeds and site preparation. Seeding occurred on 11/2/2023. Discussion with USFW about ordering more seeds this year. * <i>Upper Muddy Creek Strategic Implementation Area:</i> OWEB has offered a small grant offering for projects in the SIA. Applications due on January 14th. Developed flyer and distributed to Alpine community through two listserves. Meeting with Michael and Teresa about monitoring updates. * <i>Jumping Giraffe Farms Water Management:</i> Landowner will finish up project in the next few weeks. * <i>Watenpaugh Farm Riparian and Prairie Restoration:</i> Landowner preparing for planting this winter in riparian area. * <i>Grand Oaks HOA:</i> Developed online grant application. Working with the HOA to review and submit application. * <i>Wren riparian planting:</i> Coordinated with landowner and Submitted pick up time to Bonneville Environmental Foundation Collaborative Grow. . Plant costs covered by BEF grant * <i>Alsea Hillcrest Riparian:</i> coordinating with landowner on pick up for Collaborative Grow. Plant costs covered by BEF grant * <i>Benton County Oak Stakeholder OWEB grant:</i> Grant was awarded. Developed board resolution to be included in the BSWCD budget.
Partnerships/ Non-ag Upland and urban land management & restoration	1 & 4	<ul style="list-style-type: none"> * Attended webinar Champinefu Series: Fire is Life: Living in Relation with Indigenous Fire Practices of Western Oregon * Response to City of Monroe about help with storm water drainage issues and water quality projects. Will follow up with Manager. * Reviewed Mid-coast small grant team by-laws and priorities and signed documents as a review team member. * Researched and contacted Xerces Society about a partnership for providing hedgerow plant materials for Benton County landowners and education program. * Michael and I met with the new OSU Extension Forester to discuss how we can work together. * Attended the Oak Workshop planning meeting. * Met with Michael about upcoming workshops for next year.

		<ul style="list-style-type: none"> * Attended the Statewide Strategic Implementation Area meeting. * Working with OSU Extension Small Farms to host a Living on the Land in Benton County next spring. * Attended a presentation of "Beaverland" by Author hosted by the Marys River WC and Luckiamute River WC.
SOW/Capacity grant, training, organizational	5	<ul style="list-style-type: none"> * Researching ODA capacity grant budget changes compared to our budget. * Attended Staff Meetings, and Board meetings. Check-in conservation team program meeting with Michael and Teresa. * Presented Space Heaters safety for the Staff meeting safety topic. * Inventory of home office equipment.

NOVEMBER REPORT FOR DECEMBER 2023 BOARD PACKET

Sara Roberts, Communications and Community Engagement Coordinator

OUTREACH (Goals 2.5, 4.5)

- Salmon Watch is done! Some total numbers from this season:
 - 14 programs
 - About 670 students
 - 26 teachers
 - 62 volunteers
 - 12 NEW volunteers
 - New volunteer group: Philomath High School AP Environmental Science students
 - New participant group: Alsea elementary (4th, 5th, and 6th grades)
 - TONS of salmon this year! Every single group saw live fish in the river. The most salmon we counted on one day was 16 fish (Chinook).
- Currently collecting evaluation data from teachers and volunteers.
- Working on a Salmon Watch video - coming soon!

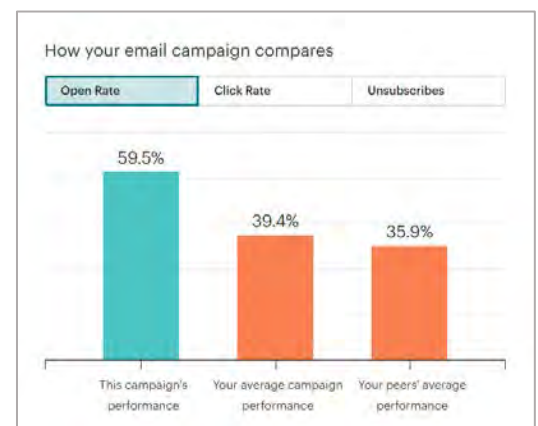


NATIVE PLANT SALES (Goals 2, 3, 4, 5)

- Net sales as of 11/30: \$13,131.75
- 28 species sold out, 44 species remaining
- Currently recruiting volunteers for the week of pickup day: 7 people are signed up for the new volunteer training on 2/6, 18 people are signed up to help between 2/22 and 22/24.
- [Sign up to help out at NPS here!!](#)

COMMUNICATIONS (Goal 3.4)

- [November Newsletter](#) sent on 11/14. Featured items:
 - Winter Native Plant Sale - 4 featured species with lots of stock left (122 total clicks)
 - Volunteer for the NPS (47 clicks)
 - Now recruiting members for our Budget Committee (7 clicks)
 - Conservation Education Grant applications now open (6 clicks)



NOVEMBER REPORT FOR DECEMBER 2023 BOARD PACKET

Sara Roberts, Communications and Community Engagement Coordinator

- **Social media:**

- 12 combined Facebook and Instagram posts. Best performing posts:
 - ODA free pesticide collection event in Tangent (reach=272)
 - This Giving Tuesday, be a part of positive change with us (reach=184)
 - November Newsletter (reach=161)
 - Gained 14 new Instagram followers and 10 new Facebook page followers

WEBSITE (Goals 3.3, 3.6)

- November pageviews: 67,606
- Posted [announcement and flyer for 2024 Annual Meeting](#)
- Posted volunteer solicitation for NPS
- Posted solicitation for new Budget Committee members

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

- Attended virtual 4-hour DEIJ Foundations workshop on 11/28.

CONSERVATION EDUCATION GRANTS (Goals 2, 4)

Selected excerpts and outcomes from 2022-23 Grantee reports:

- **Corvallis Waldorf School** planted an orchard of 10 apple trees, and learned about traditional basket-making from a Kalapuya woman including types of indigenous baskets and their purposes, the plants used in the baskets, processing cedar bark, and how to make tule cordage. From the teacher: *"The apple orchard became the 8th grade's gift to the school as our graduating class of 2023. Because we planted 10 trees and there were 10 students in our 1st grade class this year (each of whom has an 8th grade "buddy"), each apple tree was dedicated to one of our 1st grade students. 'It feels like a full circle that we planted trees for our buddies, and that they will take care of them in the future,' wrote one 8th grade student in her final reflection of the year. Indeed, the 1st graders were thrilled by this gift from their 8th grade buddies and took on hand watering the budding orchard with our previously harvested rainwater towards the end of the school year. (As a side note, our rainwater harvesting system was partially funded by a BSWCD grant back in 2018!)"*
- **Institute for Applied Ecology** conducted a birding lesson at Linn Benton Juvenile Detention Center, including introducing a new hobby, identifying birds by sight and mnemonic devices, why males are usually brighter than females, and why birds have certain adaptations that allow them to survive in their environment. From the grantee: *"The students were glad to go*



NOVEMBER REPORT FOR DECEMBER 2023 BOARD PACKET

Sara Roberts, Communications and Community Engagement Coordinator

outside and see the birds around the environment that they live in. Many students enjoyed the activity and said they may have found a new interest in looking for birds."

- **Philomath High School** teachers purchased D-nets and led students in stream surveys in Newton Creek. From one teacher: *"Students were really engaged. They loved doing the work of collecting the samples and they were surprised to find a variety of macroinvertebrates. The stream surveys inspired discussions about stream quality, why they found what they found, and how their findings might vary if we visited different parts of the stream. One of the students mentioned that they were going to try this in the creek near their home."*
- **Mountain View Elementary** brought 72 students to a field trip at SAGE Garden, where participants learned about food webs, searched for invertebrates in the pond, identified native versus non-native species. From the teacher: *"Our students had so much fun on this field trip. It was amazing to watch them enjoying nature and interacting with it."*

Thank you Benton County Soil and Water Conservation District!

We had so much fun at SAGE Garden!

-Mrs. Schreier's 3rd Grade Class
Mt. View Elementary



NOVEMBER REPORT FOR DECEMBER 2023 BOARD PACKET

Sara Roberts, Communications and Community Engagement Coordinator

WATERSHED COUNCIL SUPPORT GRANTS (Goals 2, 4)

Selected excerpts and outcomes from 2022-23 Grantee reports:

- **Calapoovia Watershed Council** used the funds to support the Salmon Watch program in Linn County. They were able to conduct a more rigorous educator training, and to implement practices to support student physical and emotional safety. From the grantee: *“Student engagement at Salmon Watch this year was tremendous, with many teachers reporting that conversations around the lessons and activities continued days or weeks after the field trips ended. Educators were confident in their training and abilities to stray from the established curriculum if their strengths and student attention lead in a different direction. This led to much more engaging activities and conversations, without losing the focus of salmon and clean rivers.”*
- **Long Tom Watershed Council** hosted an Open House on the Long Tom River Improvement Project. Grant funds supported the development of marketing materials including graphic design, posters, and refreshments. From the grantee: *“The event had a direct, tangible benefit to Benton County residents. The main goals of the Long Tom River Improvement Project are to: identify a fish passage solution at the Monroe dam; sustain drinking water security for Monroe residents (the City has their drinking water intake in the Long Tom River); and improve recreational safety. The project is invested both in the health of fish and the community.”*
- **Luckiamute Watershed Council** hosted two events as part of an ongoing “Love Your Watershed” program, including a Spring bird walk at J2E Tree Farm, and a beaver-focused Sips ‘n’ Science pub talk. These events attracted a total of 75 community participants. From the grantee: *“These events are designed to introduce participants to ecological and cultural elements of the watershed and foster awareness of the interconnectedness of local landscapes and the plant, animal and human communities that live here.”*
- **Marys River Watershed Council** used the funds to support education and outreach efforts including our participation in Finley Winter Wildlife Days, Natural Areas Celebration Week Sunset Walk at Starker Arts Park, and other efforts throughout the year.



June 6, 2023

Dear Benton Soil and Water Conservation District,

Thank you for sponsoring Mountain View students so that we could go on a field trip. We loved the adventure!

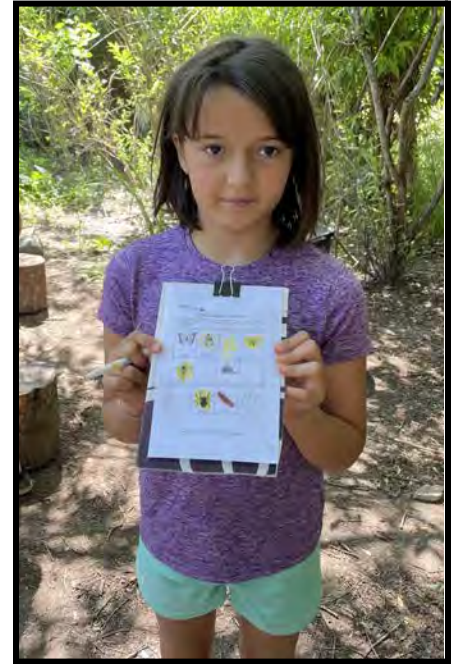
First, we went to Starker Arts Pond. We netted in the pond and caught lots of living things like tadpoles, snails, water scorpions, and fish. We even saw bullfrogs! It was fun and we caught a lot of different things. It was kind of muddy and some of us got very dirty. We learned about a lot of new creatures, such as macroinvertebrates.



Next, we went inside Sage Garden to play with string and small pictures of plants and animals. We made a food web. We learned about producers, consumers, and decomposers. The sun is the most important part because it gives everything its energy or life.



After that, we did an invertebrate scavenger hunt in the Children's Garden. We looked for bugs, worms, bees, and more. We got to lift up rocks and stumps to look for creatures. Also, we tasted lemon balm and mint that grow in the garden. Yum!



We also got to play on two different playgrounds that were very fun. A few of us chose to go on a wetlands boardwalk. In the wetlands, we saw a lot of creatures like nutria, frogs, a great blue heron, ducks, and red wing blackbirds.



We liked the trip a lot. It was exciting and full of nature exploration. We learned a lot about different kinds of plants and animals. It was very interesting. We had so much fun that we hope we can come back another time. THANK YOU!

From,

Miss Berg's 4th Grade Class

p.s. Everyone in our class worked together to write this letter for you.



Staff Report November 2023 - Operations Coordinator

Employee Name: Candace Mackey
Reports to: Executive Director

Position Summary

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

ESSENTIAL FUNCTIONS

Operations Coordination (50%)

- Reviewed, authorized, and submitted invoices to AvidXchange and deposited checks.
- Completed inventory of Crystal Lake Storage Unit
- Continued trouble-shooting new accounts payable software issues and procedural questions
- Distributed approved and issued vendor payments
- Coordinated order of new back up battery and monitor order
- Set up Perks at Work's Employer Account
- Updated and submitted SWCD SDAO insurance spreadsheet for SDIS renewal
- Coordinated change in weekly check register process
- Ordered office supplies for Salmon Watch and document retention

Organizational Support (45%)

- Completed Cybersecurity Application for review by HC and submission to SDAO
- Brainstormed format for 10-year "historical project"
- Gathered information (resolutions, budgets and minutes) from the last 10 years
- Began "board action" searchable spreadsheet
- Worked with Skillbridge Intern Jake on 10 year "historical project"
- Board Support: Completed November Regular Board meeting draft minutes
- Legal noticing for Board Meeting
- Tracked Monthly Tax Turnover Reports
- Updated Employee Data Sheets; reviewed time-sheets; distributed pay stubs
- Forwarded phone calls and emails to appropriate staff
- Participated in weekly staff meetings
- Maintained weekly server back ups
- Purged documents according to state of Oregon Records Retention Schedule and rules
- Filed audit documents and backup for record retention

Capacity Building (5%)

- Updated accounts payable flow and working document section for Ops Manual for Mileage Reimbursement and Program Client Reimbursements as well as related templates
- HR: Attended BOLI Annual Employment Law Conference
- HR: Attended DEIJ Training on 11/18/23
- HR: Completed Diversity, Equity and Inclusion (DEI) Practices: Staff-to-Staff (Full Course)

FY24 Budget Resolution
Resolution No. FY2023-2024-05

BE IT RESOLVED that the Board of Directors of the Benton Soil and Water Conservation District (SWCD) hereby approves the addition of \$750.00 from 3 (three) private donations to the Benton SWCD FY24 Budget as follows:

General Fund

Add \$750.00 in Resources to the General Fund: Miscellaneous.

Add \$750.00 in Requirements to the General Fund as follows:

Materials and Services

Community Conservation Programs-Youth Education	\$200.00
Community Conservation Programs- SQP	\$50.00
	<u>\$500.00</u>
	\$750.00

SIGNED THIS 11th day of December 2023

Benton Soil and Water Conservation District
Entity Name

Benton SWCD Board of Directors
Governing Body

Signature: Kerry Hastings, BSWCD Secretary



FY2024-2025 BUDGET CALENDAR

Budget Year: July 1, 2024 - June 30, 2025

- Proposed Budget Prepared.....April 26, 2024
- Publish first notice of Budget Committee Meeting.....April 22, 2024
(Submit by April 15 to Gazette Times – notice must appear 5 to 30 days before the meeting)
- Publish second notice of Budget Committee Meeting.....April 23, 2024
(post prominently on website for at least the 10 days before the meeting)
- Budget Committee Meeting.....May 6, 2024
6:00-7:30 pm in-person and Virtual Meeting (Zoom Video Conference or Call-In)
Approve Budget and Set Tax Rate or reconvene as agreed to by committee
- Publish notice of 2nd **Budget Committee Meeting (if needed)**.....**per** public meeting law
- Second Budget Committee Meeting (if needed)May 13, 2024
- Publish Budget Hearing Notice**.....May 27, 2024
(Submit by May 20 – notice must appear not less than 5 days before or more than 30 days before the hearing)
- Hold Budget **Hearing**.....June 10, 2024
- Enact Resolutions**.....June 10, 2024
*Includes: Adopt budget, make appropriations,
Declare the tax levy by fund, and categorize the levy*
- Certify Tax to Assessor**.....by July 15, 2024
- Budget (LB forms) to Benton County Clerk**.....by September 30, 2024

NOTE: This budget calendar is based on Oregon Local Budget Requirements. Oregon law requires two notices for the budget committee meeting: only one in the newspaper if the notice is also posted on the website (ORS 294 421). The paper of record for Benton Soil and Water Conservation District is The Corvallis Gazette-Times.

Traditional Ecological Inquiry Program Summary & Goals

Project Description

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

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

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

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

Community Need

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

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

Project Goals

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

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

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

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

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

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

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

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

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

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

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

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

Serial Meetings and Oregon Government Ethics Commission Oversight

Carrie Connelly - Local Government Law Group in Eugene

Did you think public meeting hazards couldn't get stickier? Think again! The 2023 Legislature adopted House Bill (HB) 2805, which amends Oregon's public meetings law in four ways.

In summary, HB 2805:

I. Adds new defined terms to ORS 192.610. For years, the term "meeting" has been defined as: ". . . the convening of a governing body of a public body for which a quorum is required in order to make a decision or deliberate toward a decision on any matter." ORS 192.610(7)(a) (emphasis supplied). HB 2805 defines the two italicized terms used in this definition.

The term "convening" is now defined in ORS 192.610(1) as:
" (a) Gathering in a physical location;
 (b) Using electronic, video, or telephonic technology to be able to communicate contemporaneously among participants;
 (c) Using serial electronic written communication among participants; or
 (d) Using an intermediary to communicate among participants."

Subsections (a) and (b) describe classic public meetings—gathering in noticed public meetings, in person or virtually. Subsection (c) captures the term "serial meetings," as previously developed in caselaw. Subsection (d) adds a "go-between" meeting: A person talking to and passing information between at least a quorum of council or board members. If such conversations involve a quorum of the public body who make or deliberate towards a decision, a public meeting is held – even if non-members of the governing body communicate directly with each other.

The term "deliberation" is now defined in ORS 192.610(3) as a: ". . . discussion or communication that is part of a decision-making process."

* Note that the definition of "meeting" uses the term "deliberate" not the newly defined term, "deliberation."

II. Clarifies that public meetings law does not apply to communications between members of a governing body that: are purely factual or educational; not related to any matter that might reasonably come before the governing body; or non-substantive in nature.

Codifying preexisting case law, Oregon public meetings law now expressly excludes communications between or among members of a governing body that are:

- A. “Purely factual or educational in nature and that convey no deliberation or decision on any matter that might reasonably come before the governing body;
- B. Not related to any matter that, at any time, could be reasonably foreseen to come before the governing body for deliberation and decision; or
- C. Non-substantive in nature, such as communication relating to scheduling, leaves of absence and other similar matters.”

III. Requires training on Oregon public meetings law for members of governing bodies of public bodies whose total expenditures exceed \$1 million for a fiscal year.

As of January 1, 2024, HB 2805 requires members of governing bodies whose public bodies spend more than \$1 million per fiscal year to attend an in-person or virtual public meetings training provided, or approved, by the Oregon Government Ethics Commission (OGEC). The training will be required once per term of office.

IV. Expanded Oregon Public Meeting Law Oversight by OGEC.

HB 2805 expands OGEC’s public meeting law oversight from only executive session violations to all public meeting violations. Grievances must first be filed with the public body within 30 days of the alleged public meeting violation. Upon receipt, the public body must:

- A. Acknowledge and respond to the grievance in writing within 21 days and—
 - 1. Deny the allegations, provide the correct facts, and explain why no violation occurred;
 - 2. Admit that the allegations are correct but deny that those facts violate the public meetings law; or
 - 3. Admit that the allegations are correct and admit a violation of the public meetings law. Such a response must then explain the steps the public body will take to cure the violation, including but not limited to—
 - a. Rescinding the decision made in violation of the Oregon public meetings law; or
 - b. Holding a properly noticed and conducted public meeting within 45 days of the original decision and, in the meeting, state that
 - i. The original decision was made in violation of the Oregon public meetings law;
 - ii. Good cause exists for the public body to not rescind the decision; and
 - iii. The public body’s practices will be modified to avoid future violations.
- B. When the public body sends its response, the public body must also send a copy of the written grievance and its response to OGEC.

If OGEC finds that a member of a governing body failed to attend a required training or investigates a public meeting law violation allegation and finds that a violation occurred, the responsible member(s) of the governing body may be assessed a civil penalty of up to \$1,000. Such civil penalties are now expressly personal to violator(s); a governing body is expressly prohibited from paying or indemnifying the fine.

Takeaways: Do not risk OGEC civil penalties. Be sure to: (1) attend required public meeting trainings; and (2) call your attorney with any questions.

BENTON
SOIL AND WATER



CONSERVATION
DISTRICT

2024 Annual Meeting

January 16, 2024

6pm - 8pm

Corvallis Community Center

Doors open at 5:30pm for
refreshments and mingling

FREE AND OPEN TO THE PUBLIC!

Join us to learn about our current projects and programs, strategic goals, and achievements in soil and water conservation and habitat restoration.

Featuring Guest Speaker Andony Melathopoulos
Pollinator Health Extension in the Dept. of Horticulture
at Oregon State University

**"TAKE A WALK ON THE WILD SIDE:
THE REMARKABLE WILD BEES
OF BENTON COUNTY"**

