

Monday, January 12, 2026
 6:00-7:30 PM Board Meeting
 To join Zoom Video Conference:



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

Phone: 1-669-900-6833

Meeting ID: 844 6825 0202

Passcode: 640956

BENTON SWCD BOARD OF DIRECTORS JANUARY 2026 MEETING AGENDA

Goal	Item	Lead	Time	ACTION
	Call to Order, Introductions, Public Comments, Announcements, Additions to Agenda	Johnson	6:00	
	CONSENT AGENDA	Johnson	6:10	ACTION
5	Approve draft Minutes from December 8 Board Meeting			
5	Accept Financials (11/30/25)			
	REGULAR AGENDA			
5	Election of officers	Hastings	6:10	ACTION
1, 4	NRCS staff report	NRCS	6:20	
5	Using the Chat function at our Zoom Meetings <i>(Quick tutorial and reminders)</i>	Ahr	6:30	
1, 2	Updates from Strategic Implementation Area and Local Advisory Committee (MidCoast) meetings	Ahr/ Remsey	6:35	
5	Teresa retirement January 2026	Ahr/ Johnson/ Matteson	6:45	
5	Resolution FY2025-2026-05 Annual Meeting	Johnson	7:00	ACTION
3	Coffin Butte Landfill updates	Johnson	7:05	
5	Schedule for 2026 BSWCD Board Meetings-which in person?	Ahr/ Johnson	7:10	
1-5	Questions from Board on BSWCD and NRCS activities	Directors/ Staff/NRCS	7:15	
	Meeting Adjourned	Johnson	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
As needed/wanted	OR Government Ethics Law, Lobby Law, and Public Meetings Law	<u>Ongoing</u>
Mon. Feb. 9 6:00pm- 7:30pm	BSWCD Regular Board Meeting	In Person?
Mon. Feb. 23rd-Friday Feb 27th	Set Up for Native Plant Sale	BC Fairgrounds Solar Building
Sat. Feb. 28th 9:00am- 3:00pm	Native Plant Sale Pick Up	BC Fairgrounds Solar Building
Mon. March 09 6:00pm-7:30pm	Benton County CWMA Spring 2026 General Meeting	TBD
Mon. March 16 6:00pm-8:00pm	Annual Meeting	Corvallis Community Center, Chandler Ballroom

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

Michael Ahr

Executive Director - Staff Report for **December 2025**



Audit and Budget –

- 12/1 – Met with auditor to review the annual audit report. The process went well, and the Board approved the audit at the December meeting. Jenny (our bookkeeper) and Candace did a wonderful job getting everything submitted to the auditor for review.
- Began working on budget for FY27 and this will be ongoing through January and February.

Partnerships –

- Middle Muddy and Oliver Creek SIA meeting with agency partners. This meeting was led by Oregon Department of Agriculture and informed partners that we'd be embarking on an SIA project for the Middle Muddy and Oliver creeks. Partners had a chance to ask questions and make suggestions.
- Attended the MidCoast Local Advisory Committee meeting virtually. This is led by Oregon Department of Agriculture and work that is being done to reduce agricultural water quality concerns is discussed. The Siuslaw SWCD and Lincoln SWCD reported on several fish habitat projects.
- Willamette River – Attended a Willamette River Symposium on 12/2 with several speakers discussing restoration and ecological topics related to the river. There was an emphasis on tribal knowledge and engagement on the river.
- Met with Andrew Esterson from Institute for Applied Ecology to discuss collaboration ideas for 2026
- Met with Deschutes SWCD Executive Director Erin Kilcullen about how we use our tax base to support local conservation. They have a newly approved tax base.
- Met with Jessica McDonald at Greenbelt Land Trust to discuss the Nature Neighbors program and the Confluence Building

Other –

- Attended Leadership Corvallis (December session) and also met with my small group on a separate day.
- Met with Nate for one of our occasional check ins.
- Had staff check ins with Sara and Tatum
- *I was out for 3 days in early December to visit family and then took Dec. 22 through the end of the year off with annual leave for more family time.*

Twenty-two Years of Service: A Summary

A detailed report will be available by the end of January.

Native Plant Sale 2002 – 2025

I volunteered at the NPS two years prior to being hired in 2004. From 2004 through 2022, I recruited and managed the order pick-up day 50+volunteer task force. Many of the returning volunteers have become dear friends. Through this experience I learned volumes and developed sincere appreciation of native plants.

Benton SWCD Scholarships 2026 - 2013

I coordinated 28 BSWCD Scholarships for high school and college students in higher education natural resources studies.

Interns - From 2004 through 2025, I mentored 28 interns and helped them apply their knowledge to in-field experiences. Some were paid a stipend. Others joined me in the field for a day or more without remuneration.



Scott White, my first intern in 2004, helped organize the Annual Meeting.



July 2015. Library Heros, Monroe. Kids and bugs and microscopes, so fun!

Adult and Youth Education 2004 to 2022

For nearly two decades, I worked solo or with Heath Keirstead to develop curriculum, coordinate presentations, and recruit/train volunteers to facilitate numerous adult and youth education and outreach activities. Salmon Watch, Kids Day for Conservation, and Forest Camp were annual youth educational events.

Making Ripples Program 2007-2008 Grantor: Oregon Watershed Enhancement Board - \$46,845. My first grant



Me, Heath Keirstead, and Taylor Bortz, intern, during the 2008 Dixon Creek Tour.

application!

This project provided funds to hire the fourth BSWCD staff person, Heath Keirstead and supplemented the Benton SWCD Making Ripples: Community Building for Water Quality Program and educational work with partners such as OSU Extension 4-H Wildlife Stewards.

Willamette Riverkeeper (WRK) kit management and volunteer coordination 2009-2012

Purchased equipment and stocked supplies for WRK kit starting in 2009. I coordinated 15 volunteers who “borrowed” and returned the BSWCD kit to monitor six sites during the three-year span.

Upper Muddy Creek Strategic Implementation Area 2019 - 2025 . I wrote the monitoring proposal and Sampling and Analysis Plan for the field work. Beginning in June 2022 through December 2025, I have

coordinated the field team, purchased and managed water quality monitoring instruments and supplies, organized and analyzed data, and submitted data to the Oregon Department of Environmental Quality.



Nick Andrews, OSU Organic Vegetable Extension, explains how to collect and submit cover crop samples to the lab.

Soil Quality Project 2009-2011

Grantor: USDA NRCS Conservation Innovation Grant - Soil Quality Project - \$47,390

The Soil Quality Project (SQP) encouraged farmers to make informed management decisions that support soil function, based on site-specific, in-field and laboratory assessments.

Soil Quality Network 2011-2014

Grantor: Western Sustainable Agriculture Research and Education EW11-021 - \$56,992

The Soil Quality Network (SQN) was a collaborative effort with Amy Garrett, then of the Oregon State University Small Farms Program,

now the Dry Farming Institute Director. We facilitated two workshops to train 152 western region agricultural professionals, farmers, students, consultants, and Extension staff on soil health assessments, educational program development, and strategies to support farmers.



The Soil Quality Network partnership with Amy Garrett, then OSU Small Farms, led to soil work for the early Dry Farming Collaborative.

Reduce Agricultural Risk through Soil Health Education 2013-2014

Grantor: USDA Risk Management Education Partnership Program - \$96,034
During this one-year program, I trained and supported ten conservation district and Extension staff who collectively delivered 47 soil health workshops to 116 students and 861 adults, including farmers, agency staff, and gardeners.

Reduce Farm Risk through Integrated Biological Pest Management Education 2016 - 2017

Grantor: USDA Risk Management Education Partnership Program - \$99,612
Eighteen partners attended an inaugural train-the-trainer in November 2016. Many of the primary facilitators participated in teleconferences or one-on-one conversations throughout the year. These



6/8/2017 IBPM workshop at Kenagy Family Farm (left, Peter Kenagy, Gwendolyn Ellen, and Alana Kenagy) and White Oak Farm with Dr. Alex Stone (right), co-hosted with Gwendolyn Ellen of the OSU Integrated Plant Protection Center.

components aided uniformity of delivery across many locations, enabled us to share lessons learned, and inspired peer support. We delivered 24 IBPM educational events based on presentations and hands-on activities developed by Gwendolyn Ellen. We reached 561 contacts from 20 Oregon and 4 Washington counties. The extraordinary success of the project is greatly attributed to the 104 farmers and experts who made presentations on insect identification, insectary design and management, and additional topics such as birds of prey, and financial and technical resources available for IBPM implementation.



2016-2017 OSU student Logan Bennett worked with Andy Gallagher on PSSR soil classification. Right, in 2018, Greg Fitzpartick made a portable Point Intercept Frame to reduce bias and improve the accuracy of vegetation surveys.

Prairie Soils for Sustainable Restoration 2016-2017

Grantor: USDA Natural Resources Conservation Service Agreement # 68-0436-16-019 - \$75,000. Total Project Budget \$123,796.

The Prairie Soils for Sustainable Restoration (PSSR) project allowed us to assess soil characteristics and document vegetation in rare and declining upland prairie habitats. Soil and vegetation surveys were performed at remnant prairies and restoration sites in Benton, Lane, and Yamhill Counties located within the designated critical habitat area for Fender's blue butterfly (*Icaricia icarioides fenderi*), and Kincaid's lupine (*Lupinus sulphureus ssp. Kincaidii*).

Grantor: Department of Fish and Wildlife Grant 2017 - \$7,050
Conducting Vegetation Surveys to Augment the Prairie Soils for Sustainable Restoration Project provided additional funding to collect the final vegetation survey data and complete the project's second year.

Willamette Valley Regenerative Landscape Coalition 2017—2025

As one of the founding members and Benton SWCD liaison, I facilitated Benton SWCD's hosting of this volunteer group of landscape professionals' [webpage](#). We adopted, installed, and maintained the Central Park Regenerative Garden including [an educational display](#). WVRLC members have been guest authors of Benton SWCD blog posts. The underlying intention of the group is to promote urban soil health through dense plantings. See photos to right, top the original Central Park patch in 2020 and bottom as an educational Regenerative Garden in 2024.



NRCS Benton County Conservation Practice Certification 2019 – \$10,833

Grantor: Oregon Watershed Enhancement Board, NRCS TA Grant # 219-9001-16731

BSWCD worked with the Natural Resources Conservation Service Tangent Field Office to certify backlogged EQIP practices.

Building soil-minded relationships for resilient crop and pasture systems 2021 - 2023 - \$45,967

Grantor: Oregon Watershed Enhancement Board - 2021 TA Grant #219-9001-19457

We worked with Benton County crop and pasture landowners in the Upper Muddy Creek Strategic Implementation Area, the Jackson-Frazier watershed, and the Southern Willamette Valley Groundwater Management Area with concentration on but not be limited to properties near a monitored groundwater well (GW-22) with elevated nitrate levels.



5/4/23 Ag Soil Health Meeting – infiltration demonstration by Theresa Brehm, NRCS.

ODA Support Grant 2023 – 2025 - \$42,924

Grantor: Oregon Department of Agriculture # 4462-GR.



2024 Andy Gallagher, left, pulls soil core with Andrew Kropf, hazelnut producer.

Michael Ahr and Donna Schmitz submitted this proposal to expand the Benton SWCD soil health work throughout Benton County. We engaged 18 landowners. We pulled 34 soil health samples and Andy Gallagher performed 17 soil classifications. We hosted 3 educational activities.

Four Oaks Farm Fencing and Wetland Enhancement Project – 2025 - \$14,527, Total Project \$22,117

Grantor: Oregon Department of Agriculture Strategic Implementation Area Grant - 224-8010-24281

We proposed that fencing, diversion of barn roof rainwater (2025), and enhancement of wetland vegetation (2026=2027) will restore natural landscape processes that protect water quantity and quality in the Upper Muddy Creek watershed. Bare root plantings slated for winter 2026, spring 2026, and winter 2027 will diversify vegetation and improve wildlife habitat. Fence installation began in fall 2025.



Fence construction at Four Oaks Farm, December 2025.



Pasture Overseeding Trial 2025 Funded by the Benton SWCD Community Conservation Program Soil Quality Program. Inspired by coworker Brad Remsey, we developed the Benton SWCD Pasture Overseeding Trial. We provided 33 pounds of a drought-tolerant diverse forage seed mix to nine Benton County landowners. Landowner Evelyn Lee, left, participated in the Support Grant Soil Health outreach in 2024 and received pasture seed in 2025. A Western SARE project has been proposed to expand soil health outreach and pasture overseeding trials in 2026-2029. 



December Staff Report

by Tatum VanHawkins

The holiday season has come once again! This month we wrapped up our final grant applications, had a staff pot luck full of delicious dishes and desserts, then enjoyed for some well deserved time off.

It seems like most grants have a deadline sometime during November/December - makes for nearly two months for computer and office work. Cierra and I submitted our final applications for the Oregon State Weed Board Grant closing out the year with fingers crossed.

After submitting the most recent grant application, I have been spending much of my time working on trainings and certifications through AgLearn, the USDA trainings website, with the goal of gaining the Conservation Planner 1 Certification. Although some of the material is review from previous work with NRCS, its helpful to go back to the basics and gain a stronger understanding for the nuances of NRCS planning.

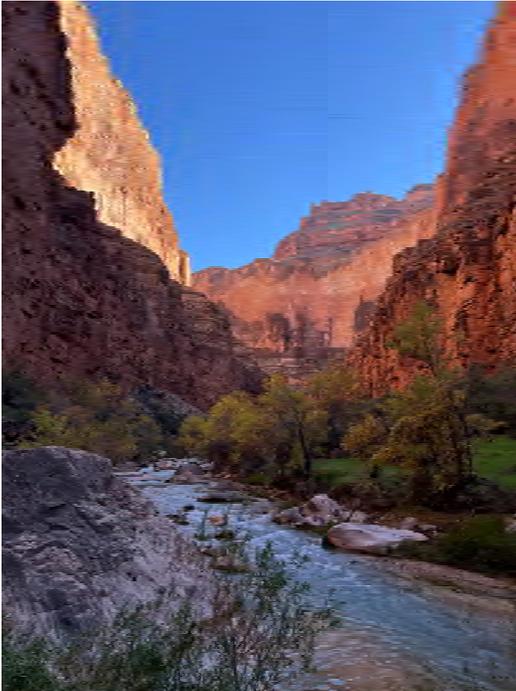
We are entering a new season and with it increasingly more sunshine! I know we are all very excited to get more light at the end of our days. Can't wait to enter a new year with this amazing crew!

WELCOME 2026!

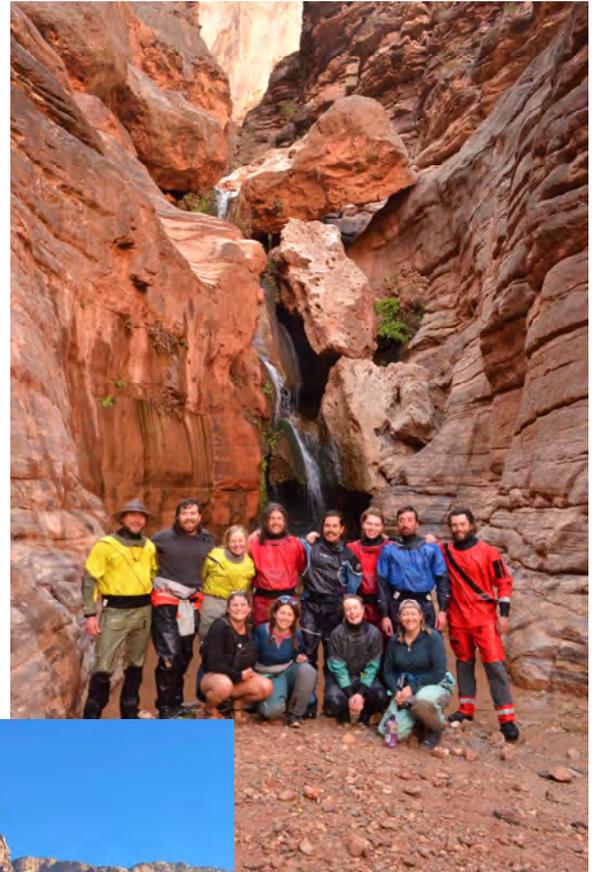


December 2025 Report

Brad Remsey
Resource Conservationist



I went on a 25 day rafting trip down the Colorado River in the Grand Canyon. These are just a few highlights from the trip. It was a magical time, being able to see millions of years of history carved away and exposed by the river. We lived in constant awe for the entire trip.



Since returning I have worked on our upcoming Scope of Work semi-annual report due in January. Otherwise this slow season has allowed me to gently return into work continuing to educate myself about animal husbandry and pasture management.





ACCOMPLISHMENTS:

- Submitted my application for the Friends of NACD district grant. This would help us set up a scholarship fund for Nature Neighbors.
- Set up and sent out signups for Native Plant Sale volunteers
- Nature Neighbors stuff:
 - set up the website
 - added most of the web content
 - set up an enrollment form with a sliding payment scale
 - finalized the requirements checklist
 - made a program brochure
 - Set up a site visit scheduling portal
- Worked on some internship/seasonal tech ideas with Tatum and Cierra

IN PROGRESS:

- Annual Report - nearly done!
- Working on the site stewards' guide for Nature Neighbors
- Hashing out partnership details with Greenbelt Land Trust
- Online "Knowledge Center"/resource library for backyard habitats

**VACATION: I'll be taking time off December 23-
January 4th. Happy Holidays!!**



December was mostly a month of grant writing for me. I successfully submitted the new “Purge the Mustard-Spurge” grant to ODA and anticipate hearing back about a funding decision by February. My gears have also started turning for getting ready for the winter Native Plant Sale. Sara helped me set up two new volunteer trainings that will be happening the weeks leading up to the sale, and we’ve already received 8 sign ups.

Post grant submission, I took a week off this month to visit home in CA and again brought my cat with me. She’s a good traveler and has opened up a lot to my mom and our two dogs!

Looking ahead to January:

1. Working on writing and submitting the final report for the Grand Oaks Release OWEB small grant
2. NPS 2026 preparations
3. Attending a productive send off work party for Teresa at the Willamette Grange!



Congratulations Benton SWCD!

Online ODA Noxious Weed application for Purge the Mustard-Spurge! EDRR and Community Outreach for Oblong Spurge and Garlic Mustard has been assigned a status of Submitted on 12/15/2025 at 3:49 PM.



Staff Report December 2025 - Operations Coordinator

Employee Name: Candace Mackey

Reports to: Executive Director-Michael Ahr

Narrative: Prepping for 2026

1. Goal #5: Implement operations that support highly effective programs and services.
Strategy #5 Ensure District operations meet the highest standards of public agency administration

<p>Board</p>		<p>Draft 2026 Board Meeting and Packet Schedule. Usual creation of monthly board meeting packet, taking minutes, & notice duties. Schedule annual meeting venue and caterer. Met with board financial officers to streamline/edit current financial flow. Initiated changes discussed, including changes to outdated bank signers,</p>
<p>Financial</p>		<p>Complete audit processing and paperwork. Work with Jenny (bookkeeper) to finalize missing checks and repayments. Per usual, pay bills, reimbursements, draft benefit payments for employees. Draft 2026 payroll schedule, troubleshooting for 2025 hiccups in process.</p>
<p>HR</p>		<p>Drafted new Leave flow...with our many ways to take leave, but also restrictions due to our size (ie: we cannot utilize FMLA or OFLA paid time benefits), it can be confusing to know where to start for staff. This will be an attempt to help that. Michael Ahr and I also uncovered some inconsistency about leave in the employee handbook that will be edited in the next draft.</p>
<p>Training</p>		<p>Attended HR Answers Academy course, "Practical HR for the Accidental HR Hero" a very helpful guide! This training uncovered even more ways to make HR in our organization more streamlined, less confusing, and avoid liability in HR Management. Completed Quickbooks "Crash Course in Bookkeeping," (11 chapters) to refresh my QB Training & Certification from 2007, and active bookkeeping in the past.</p>
<p>Facilities</p>		<p>Toured the Confluence Building with Jessica from GBLT (on organizing committee), brainstormed with Michael Ahr about future facilities needs/wants, etc. Opened a conversation with our current landlord about a year lease rather than 6 months, with Michael.</p>

**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
RESOLUTION NO. FY2025-2026-05
Resolution Establishing the Date of the Annual Meeting

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

BE IT RESOLVED that the Annual Meeting reporting on FY 2024-2025 of the Benton Soil and Water Conservation District will be held on March 16, 2026, at 6:00 P.M. in person at the Corvallis Community Center's Chandler Ballroom and remotely via Zoom videoconferencing.

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

SIGNED THIS 12th day of January 2026

Benton Soil and Water Conservation District
Entity Name

Benton SWCD Board of Directors
Governing Body

Signature: Kerry Hastings, BSWCD Board Secretary

BSWCD 2026 Board Meeting Schedule with Packet Due Dates			
Board Meeting Date	Packet Out	Staff Report DUE	Notification
1/12/2026	1/5/2026	1/2/2026	On or before 12/29
2/9/2026	2/2/2026	1/30/2026	On or before 1/26
3/9/2026	3/2/2026	2/27/2026	On or before 2/23
4/13/2026	4/6/2026	4/3/2026	On or before 3/30
5/11/2026	5/4/2026	5/1/2026	On or before 4/27
6/7/2026*	6/1/2026	5/29/2026	On or before 5/25
7/13/2026	7/6/2026	7/3/2026	On or before 6/29
8/10/2026	8/3/2026	8/31/2026	On or before 7/27
9/14/2026	9/7/2026**	9/4/2026	On or before 8/31
10/13/2026 (Tuesday)	10/5/2026	10/2/2026	On or before 9/29
11/9/2026	11/2/2026	10/30/2026	On or before 10/26
12/14/2026	12/7/2026	12/4/2026	On or before 11/30

*Budget Hearing Prior to Board Mtg

**Labor Day

Monday December 8, 2025
Regular Board Meeting 6:00-7:00pm



To join Zoom Video Conference:

<https://us02web.zoom.us/j/84468250202?pwd=Rk5sRERSZXI6WV0UmJIWEFBcDIHUT09>
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, Marcella Henkels, Eliza Mason, Kerry Hastings

Board Members Absent: Aubrey Cloud, Henry Storch-Director Emeritus, David Barron

Associate Directors Present: Charlene Carroll, Rana Foster, Nico Conoan-Nieves, Claire Phillips

Associate Directors Absent: Michael Rhoades

Staff Present: Michael Ahr, Teresa Matteson, Cierra Dawson, Sara Roberts, Candace Mackey
(minutes)

Staff Absent: Brad Ramsey, Tatum VanHawkins

Others Present: Ian Bernot, USDA/NRCS Soil Conservationist Central Coast/Upper Willamette & Southwest Basin, Teri O'Rourke Budget Committee Member, Olivia Jasper, Regional Water Quality Coordinator ODA

Call to Order - Johnson (6:02pm)

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

Introductions: Introductions made by each person

Public Comments: None.

Announcements: None.

Additions/Changes to the Agenda: Add an agenda item for NRCS right after the consent agenda, add an agenda item for office coverage during the holidays after NRCS report.

CONSENT AGENDA

- **Approve draft Minutes of November 10, 2025, Board Meeting**
- **Accept Financials (10/31/25)**

Discussion: None

MOTION: Nate Johnson moves to approve the consent agenda. Second: Greg Jones
Result 5-0: Nate Johnson-Yes Greg Jones-Yes Marcella Henkels-Yes Eliza Mason-Yes, Kerry Hastings-Yes

REGULAR AGENDA

- **NRCS Report:** Local workgroup meeting still doesn't have a date set or an agenda. Deadlines: Jan. 15 is app deadline Jan. 30 is eligibility deadline. How programs are changing this year is CIS's (Conservation Implementation Strategy Area) are reduced to 5 for the whole basin. Ranking questions are going to change due to the reduction, and there will be a lot more competition. Both EQIP and CSP deadlines are both January 15th. If new producer, paperwork needs to be in by January 30th.

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

- **Office Coverage over Holiday Break**

Discussion about time off for holidays with staff, Michael Ahr suggests announcing the office will be closed December 23-25 and January 31-2nd. Board members are supportive. It will go out in the newsletter and be on the website. Several staff will be working partial days during this time span, but they'll mainly be working remotely.

- **Approve FY25 Audit (in packet)**

Nate Johnson explains the audit was in packet. There was nothing surprising, points that have come up in past audits are due to BSWCD having such a small staff. Nate Johnson moves to approve the FY2025 Audit 2nd-Marcella Henkels Result 5-0: Nate Johnson-Yes Greg Jones-Yes Kerry Hastings-Yes Marcella Henkels-Yes Eliza Mason-Yes

- **Student Associate Board Member Vacancy Discussion**

Michael Ahr has completed the edits to the job description as per what was discussed in the November board meeting, including opening the pool of candidates to make it a more inclusive opportunity. He would like the board to accept the document in the packet tonight. Nate Johnson moves to adopt the Job Description for the Student Associate Board Member as written. 2nd- Eliza Mason Result 5-0: Nate Johnson-Yes Marcella Henkels-Yes Eliza Mason-Yes Greg Jones-Yes Kerry Hastings-Yes

- **Salmon Watch Recap**

Sara Roberts states Salmon Watch wrapped up Mid-November. Highlights included a lot of salmon (more than usual) Every single school group got to see multiple Salmon. Quick numbers 400 volunteer hours, over 600 students, 15 different groups, mostly schools and Coyle outside as well. Great volunteer attendance which is so wonderful. This year there were 4 program days instead of 3 so it seemed to pass quickly. Cierra Dawson tells the story of a past professor who came and volunteered, which was great to see. Sara Roberts shows a photo montage of the program this year. Various members of the meeting tell stories of joy from the program.

- **Updates from Staff Retreat**

Michael Ahr-Staff retreat was on November 19...point was to cover topics a little more in depth than we are able to in regular staff meetings as well as to spend some time together. Engage Corvallis led us on a historical tour of our town, which was very informative. Earlier in the day we discussed our strengths as uncovered in the Clifton Strengths Survey as well as larger topics we want to tackle in the new year.

- **Annual Meeting Discussion**

Michael Ahr explains the process of how we've tried to expand our search as the board has asked, but oftentimes the venue has limitations due to ADA accessibility or WIFI or cost. The Corvallis Community Center is open March 16th 2026. He will put the resolution in the January packet.

- **Treasurer Updates**

Nate Johnson brings everyone up to speed on what's happened since the last board meeting about Nico Conoan-Nieves becoming treasurer. Met with Michael Ahr, Candace Mackey, Jenny Brausch and Nico Conoan-Nieves and discussed current processes and options for improvements, adjustments or history on current procedure. Micheal Ahr adds that it was important to have all of the people who handle the financials and division of duties

explained. Nico Conoan-Nieves asks for a clearer explanation of the duties of the bookkeeper and to make sure authorization for payments/transfers are documented so the bookkeeper and the District are legally covered. Michael Ahr agrees to handle that.

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

Nate Johnson asks about the difference in income for tax revenue for this period vs. 2024. Michael Ahr explains there must have been early payments. Currently, revenue for November is approximately \$400K, so it looks as if it has caught up. Nate Johnson will schedule a committee meeting for the Landfill Expansion group in January 2026.

- **Other Board Business? None.**

Meeting Adjourned - Nate Johnson (7:04pm)

DRAFT

Financial Report

Period ending 30 Nov 2025
Benton SWCD Board Meeting
12 January 2026

Our Oregon LGIP account closing balance was \$1,129,643.37. The dividend paid was \$2,906.14 and the monthly distribution yield was 4.43%. The fiscal year-to-date dividend paid was \$14,737.50.

The Benton County Finance Department paid the District \$505,000.21 for the month. The year-to-date amount is \$508,207.28.

The total balance of both Citizen Bank accounts combined was \$146,023.26. The previous month's combined balance was \$195,587.49. Both accounts were reconciled and all checks were accounted for.

The balance of the credit card account as of 26 November 2025 was \$2,425.22 and charges were reconciled. Note, this amount was obtained from the Reconciliation Detail report dated 12/11/25, rather than the credit card statement itself. Statement will be reviewed and accuracy confirmed by the Treasurer prior to the January board meeting.

The Stripe account was reconciled. The starting balance was \$0. The ending balance was \$75.

Respectfully submitted,



nico conoan nieves
Treasurer

Benton Soil & Water Conservation District
Balance Sheet
As of November 30, 2025

	Nov 30, 25	Nov 30, 24	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
10100 - Citizens Bank - 39	127,164.11	88,192.64	38,971.47
10150 - Citizens Bank - 84	8,627.85	20,769.03	-12,141.18
10200 - LGIP	1,139,715.65	1,191,909.83	-52,194.18
10310 - Stripe R8el - Streamline	75.00	0.00	75.00
10800 - Petty Cash	24.00	24.00	0.00
Total Checking/Savings	1,275,606.61	1,300,895.50	-25,288.89
Accounts Receivable			
11400 - Grants Receivable	13,791.34	3,787.86	10,003.48
Total Accounts Receivable	13,791.34	3,787.86	10,003.48
Other Current Assets			
12010 - 100-1505 Due to/Due frm BR Fund	-118,200.00	-118,200.00	0.00
12015 - 100-1500 Due to/from Proj Fund	-6,841.93	-21,012.93	14,171.00
12020 - 200-1080 CashDue to/frm Gen Fnd	6,841.93	21,012.93	-14,171.00
12040 - 400-1080 Cash Due to/Due frm GF	118,200.00	118,200.00	0.00
13000 - Prepaid expenses-Audit	3,939.10	3,373.33	565.77
Total Other Current Assets	3,939.10	3,373.33	565.77
Total Current Assets	1,293,337.05	1,308,056.69	-14,719.64
Other Assets			
18400 - Property Tax Receivable-Audit	11,826.00	10,809.00	1,017.00
Total Other Assets	11,826.00	10,809.00	1,017.00
TOTAL ASSETS	1,305,163.05	1,318,865.69	-13,702.64
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
20000 - General Accounts Payable	9,039.90	4,769.75	4,270.15
20100 - Project Accts Payable	709.34	8,948.30	-8,238.96
Total Accounts Payable	9,749.24	13,718.05	-3,968.81
Credit Cards			
22000 - CITIZENS BANK MASTER CARD			
22200 - Holly CC - 2995	0.00	407.95	-407.95
22400 - Teresa CC - 2491	20.25	0.00	20.25
22530 - Michael CC - 7218	234.19	0.00	234.19
22532 - Sara CC - 0962	600.99	102.12	498.87
22533 - Candace CC - 2905	2,163.10	831.13	1,331.97
22534 - Cierra CC - 2963	59.99	0.00	59.99
22535 - Brad CC - 5630	59.99	0.00	59.99

Benton Soil & Water Conservation District
Balance Sheet
As of November 30, 2025

	Nov 30, 25	Nov 30, 24	\$ Change
22536 · Tatum CC - 6371	59.99	0.00	59.99
22000 · CITIZENS BANK MASTER CARD - Oth	-1,669.43	0.00	-1,669.43
Total 22000 · CITIZENS BANK MASTER CARD	1,529.07	1,341.20	187.87
Total Credit Cards	1,529.07	1,341.20	187.87
Other Current Liabilities			
24000 · PAYROLL LIABILITIES			
24010 · 941 Account	9,142.80	8,802.36	340.44
24020 · Oregon Withholding	2,407.00	2,152.00	255.00
24030 · OR-WBF SUTA	1,055.91	816.78	239.13
24040 · Medical Employee	0.00	46.00	-46.00
24050 · Medical Employer	0.00	4,182.00	-4,182.00
24060 · 457b Contributions	0.00	3,544.36	-3,544.36
24065 · HRA VEBA Liabilities	0.00	816.00	-816.00
Total 24000 · PAYROLL LIABILITIES	12,605.71	20,359.50	-7,753.79
24300 · Gift Certificate Liability	175.00	0.00	175.00
25800 · Deferred Revenue Grants-Audit	11,499.27	11,831.95	-332.68
Total Other Current Liabilities	24,279.98	32,191.45	-7,911.47
Total Current Liabilities	35,558.29	47,250.70	-11,692.41
Long Term Liabilities			
27050 · Deferred Revenue Taxes -Audit	10,351.09	9,156.09	1,195.00
Total Long Term Liabilities	10,351.09	9,156.09	1,195.00
Total Liabilities	45,909.38	56,406.79	-10,497.41
Equity			
31100 · Building Reserve Fund Balance	118,200.00	118,200.00	0.00
31200 · Project Fund Balance	10,207.00	10,207.00	0.00
32000 · General Fund Balance	844,700.82	855,778.23	-11,077.41
Net Income	286,145.85	278,273.67	7,872.18
Total Equity	1,259,253.67	1,262,458.90	-3,205.23
TOTAL LIABILITIES & EQUITY	1,305,163.05	1,318,865.69	-13,702.64

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Accrual Basis

Benton Soil & Water Conservation District
Citizens Bank Check Register
 November 30, 2025 through November 1, 2026

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Nov 30, '25 - Nov 1, 26							
Deposit	11/30/2025			Interest Deposit	6.73		6.73
Bill Pmt -Check	12/01/2025	10486	Kathy Bauer	Invoice: 113025- ()		180.00	-173.27
Bill Pmt -Check	12/01/2025	10488	BACO, LLC	Invoice: 112525- ()		4,016.81	-4,190.08
Bill Pmt -Check	12/01/2025	10489	Honeybrine Cate...	Invoice: 89177-0003...		1,630.00	-5,820.08
Bill Pmt -Check	12/01/2025	10491	Staff- Michael Ahr	Invoice: 251126-G M...		3.22	-5,823.30
Bill Pmt -Check	12/01/2025	10487	Staff- Michael Ahr	Invoice: 251126-P M...		25.34	-5,848.64
Bill Pmt -Check	12/01/2025	10490	Eurofins Environ...	Invoice: 1770000854...		684.00	-6,532.64
Liability Check	12/03/2025	DBT	United States Tr...	93-1077051		9,142.80	-15,675.44
Liability Check	12/03/2025	DBT	Oregon Dept of ...	0292193-0		2,407.00	-18,082.44
Bill Pmt -Check	12/04/2025	10492	SDAO	Invoice: 18433-2026...		931.00	-19,013.44
Bill Pmt -Check	12/05/2025	10493	Staff- Cierra Daw...	Invoice: 251201-G C...		182.70	-19,196.14
Deposit	12/08/2025			Deposit	1,697.53		-17,498.61
Bill Pmt -Check	12/08/2025	DBT	1Bill - Xerox Fina...	autopay due on 10th...		156.17	-17,654.78
Bill Pmt -Check	12/11/2025	8479	Oregon Secretar...	CIR# 26-030		300.00	-17,954.78
Bill Pmt -Check	12/15/2025	10494	Jenny Brausch B...	Invoice: 2826 ()		1,860.00	-19,814.78
Bill Pmt -Check	12/15/2025	10495	AvidXchange, Inc.	Invoice: CINV-32626...		475.00	-20,289.78
Bill Pmt -Check	12/15/2025	10496	Advantage Com...	Invoice: 28 (Check S...		517.22	-20,807.00
Bill Pmt -Check	12/16/2025	10497	SDIS	Invoice: CHG-14389...		8.00	-20,815.00
Bill Pmt -Check	12/16/2025	10498	Koontz, Blasque...	Invoice: 80702 ()		2,900.00	-23,715.00
Bill Pmt -Check	12/16/2025	10499	Advantage Com...	Invoice: 90 ()		2,327.94	-26,042.94
Check	12/19/2025	DBT	Card Service Ce...			2,619.88	-28,662.82
Bill Pmt -Check	12/19/2025	10500	Verizon	Invoice: 6130155189...		204.11	-28,866.93
Bill Pmt -Check	12/19/2025	10501	CTX-Xerox	Invoice: IN5149289 (...		42.17	-28,909.10
Bill Pmt -Check	12/19/2025	10502	Eurofins Environ...	Invoice: 1770001572...		478.00	-29,387.10
Bill Pmt -Check	12/24/2025	10503	1Bill - Crystal La...	Invoice: 124-17149 ()		185.00	-29,572.10
Bill Pmt -Check	12/24/2025	10504	Staff- Michael Ahr	Invoice: 251222-G M...		12.81	-29,584.91
Liability Check	12/30/2025		QuickBooks Payr...	Created by Payroll S...		26,484.77	-56,069.68
Bill Pmt -Check	12/30/2025	10505	Kathy Bauer	Invoice: 123125- ()		120.00	-56,189.68
Paycheck	12/31/2025	DD	Ahr, Michael S	Direct Deposit	0.00		-56,189.68
Paycheck	12/31/2025	DD	Dawson, Cierra A	Direct Deposit	0.00		-56,189.68
Paycheck	12/31/2025	DD	Mackey, Candace	Direct Deposit	0.00		-56,189.68
Paycheck	12/31/2025	DD	Matteson, Teres...	Direct Deposit	0.00		-56,189.68
Paycheck	12/31/2025	DD	Remsey, Brad L	Direct Deposit	0.00		-56,189.68
Paycheck	12/31/2025	DD	Roberts, Sara	Direct Deposit	0.00		-56,189.68
Paycheck	12/31/2025	DD	VanHawkins, Tat...	Direct Deposit	0.00		-56,189.68
Liability Check	01/05/2026	8480	HRA VEBA Plan	YA20521		1,201.20	-57,390.88
Liability Check	01/05/2026	8481	SDIS	03-0018433		4,169.00	-61,559.88
Liability Check	01/05/2026	8482	VALIC	Group #67994		3,316.87	-64,876.75

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Accrual Basis

Benton Soil & Water Conservation District

Citizens Bank Check Register

November 30, 2025 through November 1, 2026

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Deposit	01/05/2026			Deposit	1,433.38		-63,443.37
Bill Pmt -Check	01/06/2026	DBT	1Bill - Xerox Fina...	autopay due on 10th...		156.17	-63,599.54
Liability Check	01/07/2026	DBT	United States Tr...	93-1077051		8,701.94	-72,301.48
Transfer	01/07/2026			Funds Transfer	100,000.00		27,698.52
Liability Check	01/07/2026	DBT	Oregon Dept of ...	0292193-0		2,300.00	25,398.52
Nov 30, '25 - Nov 1, 26					103,137.64	77,739.12	25,398.52

Benton Soil & Water Conservation District
Profit & Loss by Class
 July through November 2025

	General Fund	Project Fund	TOTAL
Ordinary Income/Expense			
Income			
43300 · Grant/Project Administration	0.00	64,110.92	64,110.92
44535 · Taxes Levied	517,877.62	0.00	517,877.62
44540 · ODA Operations	15,175.00	0.00	15,175.00
44545 · ODA Tech, LMA & Scope of Work	35,406.00	0.00	35,406.00
45000 · Interest Income	15,285.35	0.00	15,285.35
46430 · MISCELLANEOUS	1,002.64	0.00	1,002.64
47400 · Native Plant Sale Income	21,051.19	0.00	21,051.19
48000 · TRANSFERS IN	5,603.26	0.00	5,603.26
Total Income	611,401.06	64,110.92	675,511.98
Gross Profit	611,401.06	64,110.92	675,511.98
Expense			
60000 · MATERIALS & SERVICES	97,999.91	0.00	97,999.91
66000 · PAYROLL EXPENSES	219,704.35	14,578.12	234,282.47
68000 · PROJECT-MATERIALS & SERVICES	0.00	51,480.49	51,480.49
69400 · TRANSFERS OUT	0.00	5,603.26	5,603.26
Total Expense	317,704.26	71,661.87	389,366.13
Net Ordinary Income	293,696.80	-7,550.95	286,145.85
Net Income	293,696.80	-7,550.95	286,145.85

Benton Soil & Water Conservation District
Profit & Loss by Class
July through November 2025

	General Fund	Project Fund	TOTAL
Ordinary Income/Expense			
Income			
43300 · Grant/Project Administration	0.00	64,110.92	64,110.92
44535 · Taxes Levied	517,877.62	0.00	517,877.62
44540 · ODA Operations	15,175.00	0.00	15,175.00
44545 · ODA Tech, LMA & Scope of Work	35,406.00	0.00	35,406.00
45000 · Interest Income	15,285.35	0.00	15,285.35
46430 · MISCELLANEOUS			
46432 · Contributions	930.64	0.00	930.64
46440 · Refunds and Reimbursements	72.00	0.00	72.00
Total 46430 · MISCELLANEOUS	1,002.64	0.00	1,002.64
47400 · Native Plant Sale Income	21,051.19	0.00	21,051.19
48000 · TRANSFERS IN			
48400 · Transfer Admin from Project Fd	5,603.26	0.00	5,603.26
Total 48000 · TRANSFERS IN	5,603.26	0.00	5,603.26
Total Income	611,401.06	64,110.92	675,511.98
Gross Profit	611,401.06	64,110.92	675,511.98
Expense			
60000 · MATERIALS & SERVICES			
61300 · CONFERENCES AND TRAINING			
61330 · Registration	1,185.00	0.00	1,185.00
61340 · Training and Education Material	1,177.07	0.00	1,177.07
Total 61300 · CONFERENCES AND TRAINING	2,362.07	0.00	2,362.07
61500 · COMMUNITY CONSERVATION PROGRAMS			
61510 · Conservation Education (Youth)	219.79	0.00	219.79
61520 · Conservation Incentive Program	12,000.00	0.00	12,000.00
61540 · Native Plant Sale	4,469.44	0.00	4,469.44
61570 · Soil Quality Program	3,431.93	0.00	3,431.93
61595 · Jerry Paul Native Poll Con Prog	5,335.00	0.00	5,335.00
61500 · COMMUNITY CONSERVATION PROGRAM	228.00	0.00	228.00
Total 61500 · COMMUNITY CONSERVATION PROGRA	25,684.16	0.00	25,684.16
62100 · CONTRACTED AND PROF SERVICES			
62115 · Audit	4,500.00	0.00	4,500.00
62120 · Computer Support	2,568.51	0.00	2,568.51
62130 · PROFESSIONAL SERVICES			
62140 · Legal	1,083.00	0.00	1,083.00
62150 · Accounting	8,660.00	0.00	8,660.00
62170 · Web Design, Logo - Marketing	3,686.25	0.00	3,686.25
Total 62130 · PROFESSIONAL SERVICES	13,429.25	0.00	13,429.25
Total 62100 · CONTRACTED AND PROF SERVICES	20,497.76	0.00	20,497.76
62300 · Dues/Subscriptions/Fees	6,152.07	0.00	6,152.07

Benton Soil & Water Conservation District
Profit & Loss by Class
July through November 2025

	General Fund	Project Fund	TOTAL
62800 · OFFICE OCCUPANCY			
62810 · Alarm & Janitorial Services	660.00	0.00	660.00
62820 · Rent & Parking	22,667.40	0.00	22,667.40
62830 · Utilities	4,264.51	0.00	4,264.51
Total 62800 · OFFICE OCCUPANCY	27,591.91	0.00	27,591.91
65000 · SUPPLIES AND MATERIALS			
65010 · COPIER AND SUPPLIES			
65012 · Copies	97.40	0.00	97.40
65014 · Lease	823.02	0.00	823.02
Total 65010 · COPIER AND SUPPLIES	920.42	0.00	920.42
65020 · Equipment	2,689.51	0.00	2,689.51
65030 · Office Supplies	1,194.70	0.00	1,194.70
65040 · Postage	58.58	0.00	58.58
65050 · Software/Computer Accessories	276.16	0.00	276.16
Total 65000 · SUPPLIES AND MATERIALS	5,139.37	0.00	5,139.37
65110 · PRODUCTION COSTS			
65114 · Merchandise	745.76	0.00	745.76
Total 65110 · PRODUCTION COSTS	745.76	0.00	745.76
65120 · Insurance & Fidelity Bond	2,979.56	0.00	2,979.56
65320 · Mileage/travel related expenses	2,577.86	0.00	2,577.86
65400 · Meetings & Events	4,269.39	0.00	4,269.39
Total 60000 · MATERIALS & SERVICES	97,999.91	0.00	97,999.91
66000 · PAYROLL EXPENSES			
66200 · Wages	172,154.96	11,855.30	184,010.26
66410 · Health, Dental & Life Insurance	24,332.06	1,239.19	25,571.25
66420 · Retirement	8,833.81	506.91	9,340.72
66500 · Payroll Taxes			
66510 · FICA Employer	13,156.09	906.52	14,062.61
66520 · SUTA	1,181.62	67.11	1,248.73
66530 · OR-WBF	45.81	3.09	48.90
Total 66500 · Payroll Taxes	14,383.52	976.72	15,360.24
Total 66000 · PAYROLL EXPENSES	219,704.35	14,578.12	234,282.47
68000 · PROJECT-MATERIALS & SERVICES			
68010 · Project Contracted Services	0.00	23,297.25	23,297.25
68020 · Project Mileage & Travel	0.00	268.24	268.24
68040 · Project Supplies & Materials	0.00	27,915.00	27,915.00
Total 68000 · PROJECT-MATERIALS & SERVICES	0.00	51,480.49	51,480.49
69400 · TRANSFERS OUT			
69440 · Trf PF to General Fund	0.00	5,603.26	5,603.26
Total 69400 · TRANSFERS OUT	0.00	5,603.26	5,603.26
Total Expense	317,704.26	71,661.87	389,366.13

Benton Soil & Water Conservation District
Profit & Loss by Class
July through November 2025

Net Ordinary Income
Net Income

General Fund	Project Fund	TOTAL
293,696.80	-7,550.95	286,145.85
293,696.80	-7,550.95	286,145.85

Benton Soil & Water Conservation District
Profit & Loss YTD Comparison
July through November 2025

	Jul - Nov 25	Jul - Nov 24	\$ Change
Ordinary Income/Expense			
Income			
43300 · Grant/Project Administration	64,110.92	58,615.49	5,495.43
44535 · Taxes Levied	517,877.62	497,380.95	20,496.67
44540 · ODA Operations	15,175.00	14,489.00	686.00
44545 · ODA Tech, LMA & Scope of Work	35,406.00	33,777.30	1,628.70
45000 · Interest Income	15,285.35	17,633.87	-2,348.52
46430 · MISCELLANEOUS			
46432 · Contributions	930.64	786.66	143.98
46440 · Refunds and Reimbursements	72.00	0.00	72.00
Total 46430 · MISCELLANEOUS	1,002.64	786.66	215.98
47400 · Native Plant Sale Income	21,051.19	17,513.25	3,537.94
48000 · TRANSFERS IN			
48400 · Transfer Admin from Project Fd	5,603.26	6,093.20	-489.94
Total 48000 · TRANSFERS IN	5,603.26	6,093.20	-489.94
Total Income	675,511.98	646,289.72	29,222.26
Gross Profit	675,511.98	646,289.72	29,222.26
Expense			
60000 · MATERIALS & SERVICES			
61300 · CONFERENCES AND TRAINING			
61310 · Lodging	0.00	728.56	-728.56
61320 · Meals/per diem	0.00	355.25	-355.25
61330 · Registration	1,185.00	828.94	356.06
61340 · Training and Education Material	1,177.07	880.00	297.07
61300 · CONFERENCES AND TRAINING - Ot	0.00	126.00	-126.00
Total 61300 · CONFERENCES AND TRAINING	2,362.07	2,918.75	-556.68
61500 · COMMUNITY CONSERVATION PROGRAMS			
61510 · Conservation Education (Youth)	219.79	351.83	-132.04
61520 · Conservation Incentive Program	12,000.00	0.00	12,000.00
61530 · Invasives Program	0.00	601.01	-601.01
61540 · Native Plant Sale	4,469.44	3,962.31	507.13
61570 · Soil Quality Program	3,431.93	993.99	2,437.94
61595 · Jerry Paul Native Poll Con Prog	5,335.00	6,750.00	-1,415.00
61500 · COMMUNITY CONSERVATION PRO	228.00	0.00	228.00
Total 61500 · COMMUNITY CONSERVATION PR	25,684.16	12,659.14	13,025.02
62100 · CONTRACTED AND PROF SERVICES			
62115 · Audit	4,500.00	4,000.00	500.00
62120 · Computer Support	2,568.51	2,179.20	389.31
62130 · PROFESSIONAL SERVICES			
62140 · Legal	1,083.00	342.00	741.00
62150 · Accounting	8,660.00	9,120.00	-460.00
62170 · Web Design, Logo - Marketing	3,686.25	0.00	3,686.25

Benton Soil & Water Conservation District
Profit & Loss YTD Comparison
July through November 2025

	Jul - Nov 25	Jul - Nov 24	\$ Change
Total 62130 · PROFESSIONAL SERVICES	13,429.25	9,462.00	3,967.25
62180 · Consultation/Contracts	0.00	5,733.20	-5,733.20
62190 · Misc Contracted Services	0.00	18.00	-18.00
Total 62100 · CONTRACTED AND PROF SERVIC	20,497.76	21,392.40	-894.64
62300 · Dues/Subscriptions/Fees	6,152.07	8,460.35	-2,308.28
62800 · OFFICE OCCUPANCY			
62810 · Alarm & Janitorial Services	660.00	0.00	660.00
62820 · Rent & Parking	22,667.40	11,422.90	11,244.50
62830 · Utilities	4,264.51	2,299.43	1,965.08
62840 · Other	0.00	47.72	-47.72
Total 62800 · OFFICE OCCUPANCY	27,591.91	13,770.05	13,821.86
65000 · SUPPLIES AND MATERIALS			
65010 · COPIER AND SUPPLIES			
65012 · Copies	97.40	84.86	12.54
65014 · Lease	823.02	822.50	0.52
Total 65010 · COPIER AND SUPPLIES	920.42	907.36	13.06
65020 · Equipment	2,689.51	0.00	2,689.51
65030 · Office Supplies	1,194.70	1,116.17	78.53
65040 · Postage	58.58	92.94	-34.36
65050 · Software/Computer Accessories	276.16	65.99	210.17
Total 65000 · SUPPLIES AND MATERIALS	5,139.37	2,182.46	2,956.91
65110 · PRODUCTION COSTS			
65112 · Advertising	0.00	3,242.38	-3,242.38
65114 · Merchandise	745.76	1,538.66	-792.90
65118 · Publications	0.00	220.00	-220.00
Total 65110 · PRODUCTION COSTS	745.76	5,001.04	-4,255.28
65120 · Insurance & Fidelity Bond	2,979.56	2,842.65	136.91
65160 · Miscellaneous	0.00	76.59	-76.59
65320 · Mileage/travel related expenses	2,577.86	1,836.38	741.48
65400 · Meetings & Events	4,269.39	2,626.87	1,642.52
Total 60000 · MATERIALS & SERVICES	97,999.91	73,766.68	24,233.23
66000 · PAYROLL EXPENSES			
66200 · Wages	184,010.26	183,386.68	623.58
66410 · Health, Dental & Life Insurance	25,571.25	23,322.52	2,248.73
66420 · Retirement	9,340.72	11,312.31	-1,971.59
66500 · Payroll Taxes			
66510 · FICA Employer	14,062.61	14,122.88	-60.27
66520 · SUTA	1,248.73	942.29	306.44
66530 · OR-WBF	48.90	42.16	6.74
Total 66500 · Payroll Taxes	15,360.24	15,107.33	252.91
66600 · Bonuses	0.00	1,000.00	-1,000.00
Total 66000 · PAYROLL EXPENSES	234,282.47	234,128.84	153.63

Benton Soil & Water Conservation District
Profit & Loss YTD Comparison
 July through November 2025

	Jul - Nov 25	Jul - Nov 24	\$ Change
68000 · PROJECT-MATERIALS & SERVICES			
68010 · Project Contracted Services	23,297.25	24,625.97	-1,328.72
68020 · Project Mileage & Travel	268.24	389.43	-121.19
68040 · Project Supplies & Materials	27,915.00	19,351.51	8,563.49
68050 · Project Training	0.00	295.29	-295.29
68000 · PROJECT-MATERIALS & SERVICES - O	0.00	9,365.13	-9,365.13
Total 68000 · PROJECT-MATERIALS & SERVICES	51,480.49	54,027.33	-2,546.84
69400 · TRANSFERS OUT			
69440 · Trf PF to General Fund	5,603.26	6,093.20	-489.94
Total 69400 · TRANSFERS OUT	5,603.26	6,093.20	-489.94
Total Expense	389,366.13	368,016.05	21,350.08
Net Ordinary Income	286,145.85	278,273.67	7,872.18
Net Income	286,145.85	278,273.67	7,872.18

Benton Soil & Water Conservation District
P&L Budget vs. Actual GENERAL FUND
July through November 2025

	Jul - Nov 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
43000 · Beginning Balance	0.00	767,205.00	-767,205.00	0.0%
44530 · Benton County Public Works	0.00	5,000.00	-5,000.00	0.0%
44535 · Taxes Levied	517,877.62	530,000.00	-12,122.38	97.71%
44540 · ODA Operations	15,175.00	30,350.00	-15,175.00	50.0%
44545 · ODA Tech, LMA & Scope of Work	35,406.00	70,812.00	-35,406.00	50.0%
45000 · Interest Income	15,285.35	25,000.00	-9,714.65	61.14%
46430 · MISCELLANEOUS				
46432 · Contributions	930.64			
46440 · Refunds and Reimbursement	72.00			
46430 · MISCELLANEOUS - Other	0.00	2,652.32	-2,652.32	0.0%
Total 46430 · MISCELLANEOUS	1,002.64	2,652.32	-1,649.68	37.8%
47400 · Native Plant Sale Income	21,051.19	20,000.00	1,051.19	105.26%
48000 · TRANSFERS IN				
48400 · Transfer Admin from Project I	5,603.26	16,351.00	-10,747.74	34.27%
Total 48000 · TRANSFERS IN	5,603.26	16,351.00	-10,747.74	34.27%
Total Income	611,401.06	1,467,370.32	-855,969.26	41.67%
Gross Profit	611,401.06	1,467,370.32	-855,969.26	41.67%
Expense				
60000 · MATERIALS & SERVICES				
61300 · CONFERENCES AND TRAINING				
61330 · Registration	1,185.00			
61340 · Training and Education M	1,177.07			
61300 · CONFERENCES AND TRA	0.00	13,950.00	-13,950.00	0.0%
Total 61300 · CONFERENCES AND TR	2,362.07	13,950.00	-11,587.93	16.93%
61500 · COMMUNITY CONSERVATION PROGRAMS				
61510 · Conservation Education (219.79	8,500.00	-8,280.21	2.59%
61520 · Conservation Incentive Pr	12,000.00	13,945.00	-1,945.00	86.05%
61530 · Invasives Program	0.00	2,500.00	-2,500.00	0.0%
61540 · Native Plant Sale	4,469.44	21,000.00	-16,530.56	21.28%
61560 · Scholarships/Internships	0.00	6,000.00	-6,000.00	0.0%
61570 · Soil Quality Program	3,431.93	8,045.00	-4,613.07	42.66%
61585 · Conservation Leadership	0.00	800.00	-800.00	0.0%
61595 · Jerry Paul Native Poll Con	5,335.00	5,300.00	35.00	100.66%
61500 · COMMUNITY CONSERVA	228.00			
Total 61500 · COMMUNITY CONSERV	25,684.16	66,090.00	-40,405.84	38.86%
62100 · CONTRACTED AND PROF SERVICES				
62115 · Audit	4,500.00	7,400.00	-2,900.00	60.81%
62120 · Computer Support	2,568.51	5,500.00	-2,931.49	46.7%

Benton Soil & Water Conservation District
P&L Budget vs. Actual GENERAL FUND
July through November 2025

	Jul - Nov 25	Budget	\$ Over Budget	% of Budget
62130 · PROFESSIONAL SERVICES				
62140 · Legal	1,083.00			
62150 · Accounting	8,660.00	39,500.00	-30,840.00	21.92%
62160 · Facilitation	0.00	2,500.00	-2,500.00	0.0%
62170 · Web Design, Logo - M	3,686.25			
Total 62130 · PROFESSIONAL SEI	13,429.25	42,000.00	-28,570.75	31.97%
62180 · Consultation/Contracts	0.00	3,600.00	-3,600.00	0.0%
Total 62100 · CONTRACTED AND PR	20,497.76	58,500.00	-38,002.24	35.04%
62300 · Dues/Subscriptions/Fees	6,152.07	24,002.32	-17,850.25	25.63%
62800 · OFFICE OCCUPANCY				
62810 · Alarm & Janitorial Service	660.00	1,500.00	-840.00	44.0%
62820 · Rent & Parking	22,667.40	47,750.00	-25,082.60	47.47%
62830 · Utilities	4,264.51	11,500.00	-7,235.49	37.08%
Total 62800 · OFFICE OCCUPANCY	27,591.91	60,750.00	-33,158.09	45.42%
65000 · SUPPLIES AND MATERIALS				
65010 · COPIER AND SUPPLIES				
65012 · Copies	97.40			
65014 · Lease	823.02			
65010 · COPIER AND SUPPLIE	0.00	2,500.00	-2,500.00	0.0%
Total 65010 · COPIER AND SUPPL	920.42	2,500.00	-1,579.58	36.82%
65020 · Equipment	2,689.51	6,000.00	-3,310.49	44.83%
65030 · Office Supplies	1,194.70	2,500.00	-1,305.30	47.79%
65040 · Postage	58.58	400.00	-341.42	14.65%
65050 · Software/Computer Acces	276.16	4,000.00	-3,723.84	6.9%
Total 65000 · SUPPLIES AND MATERI	5,139.37	15,400.00	-10,260.63	33.37%
65110 · PRODUCTION COSTS				
65112 · Advertising	0.00	2,500.00	-2,500.00	0.0%
65114 · Merchandise	745.76	1,000.00	-254.24	74.58%
65116 · Newsletters	0.00	650.00	-650.00	0.0%
65118 · Publications	0.00	200.00	-200.00	0.0%
Total 65110 · PRODUCTION COSTS	745.76	4,350.00	-3,604.24	17.14%
65120 · Insurance & Fidelity Bond	2,979.56	10,000.00	-7,020.44	29.8%
65160 · Miscellaneous	0.00	200.00	-200.00	0.0%
65320 · Mileage/travel related expens	2,577.86	4,000.00	-1,422.14	64.45%
65400 · Meetings & Events	4,269.39	8,500.00	-4,230.61	50.23%
Total 60000 · MATERIALS & SERVICES	97,999.91	265,742.32	-167,742.41	36.88%
66000 · PAYROLL EXPENSES				
66200 · Wages	172,154.96	442,647.00	-270,492.04	38.89%
66410 · Health, Dental & Life Insuranc	24,332.06	81,278.00	-56,945.94	29.94%
66420 · Retirement	8,833.81	23,985.00	-15,151.19	36.83%

Benton Soil & Water Conservation District
P&L Budget vs. Actual GENERAL FUND
 July through November 2025

	Jul - Nov 25	Budget	\$ Over Budget	% of Budget
66500 · Payroll Taxes				
66510 · FICA Employer	13,156.09			
66520 · SUTA	1,181.62			
66530 · OR-WBF	45.81			
66500 · Payroll Taxes - Other	0.00	39,197.00	-39,197.00	0.0%
Total 66500 · Payroll Taxes	14,383.52	39,197.00	-24,813.48	36.7%
66600 · Bonuses	0.00	950.00	-950.00	0.0%
66800 · Fees	0.00	350.00	-350.00	0.0%
Total 66000 · PAYROLL EXPENSES	219,704.35	588,407.00	-368,702.65	37.34%
69100 · Capital Outlay	0.00	5,000.00	-5,000.00	0.0%
69200 · Contingency	0.00	50,000.00	-50,000.00	0.0%
69600 · Reserved for Future Expenditure	0.00	207,603.00	-207,603.00	0.0%
69800 · Unappropriated Fund Balance	0.00	350,618.00	-350,618.00	0.0%
Total Expense	317,704.26	1,467,370.32	-1,149,666.06	21.65%
Net Ordinary Income	293,696.80	0.00	293,696.80	100.0%
Net Income	293,696.80	0.00	293,696.80	100.0%

Benton Soil & Water Conservation District
P&L Budget vs Actual PROJECT FUND
 July through November 2025

	Jul - Nov 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
43300 - Grant/Project Administration	64,110.92	164,629.00	-100,518.08	38.94%
Total Income	<u>64,110.92</u>	<u>164,629.00</u>	<u>-100,518.08</u>	<u>38.94%</u>
Gross Profit	64,110.92	164,629.00	-100,518.08	38.94%
Expense				
66000 - PAYROLL EXPENSES				
66200 - Wages	11,855.30	15,152.00	-3,296.70	78.24%
66410 - Health, Dental & Life Insurance	1,239.19	4,234.00	-2,994.81	29.27%
66420 - Retirement	506.91	891.00	-384.09	56.89%
66500 - Payroll Taxes				
66510 - FICA Employer	906.52			
66520 - SUTA	67.11			
66530 - OR-WBF	3.09			
66500 - Payroll Taxes - Other	0.00	2,005.00	-2,005.00	0.0%
Total 66500 - Payroll Taxes	<u>976.72</u>	<u>2,005.00</u>	<u>-1,028.28</u>	<u>48.71%</u>
Total 66000 - PAYROLL EXPENSES	<u>14,578.12</u>	<u>22,282.00</u>	<u>-7,703.88</u>	<u>65.43%</u>
68000 - PROJECT-MATERIALS & SERVICES				
68010 - Project Contracted Services	23,297.25			
68020 - Project Mileage & Travel	268.24			
68040 - Project Supplies & Materials	27,915.00			
68000 - PROJECT-MATERIALS & SERVICE	0.00	125,996.00	-125,996.00	0.0%
Total 68000 - PROJECT-MATERIALS & SERVI	<u>51,480.49</u>	<u>125,996.00</u>	<u>-74,515.51</u>	<u>40.86%</u>
69400 - TRANSFERS OUT				
69440 - Trf PF to General Fund	5,603.26	16,351.00	-10,747.74	34.27%
Total 69400 - TRANSFERS OUT	<u>5,603.26</u>	<u>16,351.00</u>	<u>-10,747.74</u>	<u>34.27%</u>
Total Expense	<u>71,661.87</u>	<u>164,629.00</u>	<u>-92,967.13</u>	<u>43.53%</u>
Net Ordinary Income	<u>-7,550.95</u>	<u>0.00</u>	<u>-7,550.95</u>	<u>100.0%</u>
Net Income	<u><u>-7,550.95</u></u>	<u><u>0.00</u></u>	<u><u>-7,550.95</u></u>	<u><u>100.0%</u></u>

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
WRAWMP X	2024-37-012	OSWB	2/15/2024	7/31/2025	Closed this FY	9/29/2025	27,972	27,756	27,756	27,756	0	216	MA	9/30/2024 & Final Report: 9/29/2025		2,543	2,523	20
Willamette River EDRR Weeds	2025-38-016	OSWB	2/24/2025	8/31/2026	Open	10/29/2026	30,263	22,697	15,102	15,102	7,595	7,566	MA	9/30/25 (interim report);10/29/26 (final)		2,752	1,373	1,379
Purge the Spurge Phase 5	2025-38-015	OSWB	2/24/2025	4/30/2026	Open	6/29/2026	15,618	7,809	8,789	8,789	-980	7,809	MA	9/30/25 (interim report); 6/29/26 (final)		1,420	799	621
OWEB Stakeholder Oak	223-3044-23047	OWEB	10/25/2023	12/31/2026	Open	2/28/2027	34,130	14,740	16,174	16,174	-1,433	19,390	MA	Project Completion Report: 2/28/2027	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	3,413	1,470	1,943
Mitchell Oak	222-3016-22326	OWEB	10/25/2022	6/30/2026	Open	8/29/2026	96,646	67,641	92,314	92,314	-24,673	29,005	MA	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	7,907	79,953
JZE RTR Project	220-3033-17504	OWEB	4/22/2020	4/30/2026	Open	6/29/2026	239,915	215,154	223,450	223,450	-8,296	24,761	MA	6/30/2028 and 6/30/2030	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	23,084	19,857	3,227
Four Oaks Farm Fencing	224-8010-24281	OWEB	4/1/2025	4/1/2027	Open	4/30/2025	14,527	0	0	0		14,527	BR	4/30/2027; 4/30/29		1,895		1,895
OWEB SIA grant	218-8010-16782	OWEB	3/4/2019	12/22/2026	Open	2/20/2027	125,000	109,785	109,327	109,327	457	15,215	MA	Multiple dates (6/17/2019, 12/16/2019, 6/14/2020, 12/14/2020, 6/14/2021, 12/13/2021, 6/13/2022, 12/13/2022, 12/22/2023, 12/22/2024, 12/22/2025, 12/22/2026)	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	11,364	9,818	1,546
Rainshine Orchard Riparian Res	11-24-004	OWEB	8/15/2024	7/9/2026	Closed this FY	9/7/2026	11,820	11,820	11,820	11,820	0	0	MA	9/7/2026, 9/7/2028	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.	1,075	1,075	0
Grand Oaks Oak Release	09-24-001	OWEB	2/26/2024	1/11/2026	Open	1/11/2026	14,968	9,826	9,826	9,826	0	5,143	MA	1/11/2026, 1/11/2028	no funds received at start of grant; funds received by reimbursement of invoices/receipts submitted by BSWCD two times total (including final); OWEB holds	1,361	893	468
Poop Palace	09-24-002	OWEB	5/12/2025	5/12/2027	Open	5/31/2027	14,950	0	0	0		14,950	BR	5/31/27; 5/31/29	no funds received at start of grant; funds received by reimbursement of invoices/receipts submitted by BSWCD two times total (including final); OWEB holds	1,950		1,950
Total							625,809	487,227				138,582					45,716	93,001