

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



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

Phone: 1-669-900-6833

Meeting ID: 844 6825 0202

Passcode: 640956

### BENTON SWCD BOARD OF DIRECTORS APRIL MEETING AGENDA

Goal	Item	Lead	Time	ACTION
	Call to Order, Introductions, Public Comments, Announcements, Additions to Agenda	<i>Johnson</i>	6:00	
	<b>CONSENT AGENDA</b>	<i>Johnson</i>	6:04	<b>ACTION</b>
5	Approve draft Minutes from March 11 Board Meeting			
5	Approve Financials (2/29/24)			
	<b>REGULAR AGENDA</b>			
1-5	2024 Native Plant Sale Summary (info in packet) 20 minutes	<i>Ahr</i>	6:05	
1-5	Quarterly update on Strategic Plan Measurable Objectives (in packet) 10 minutes	<i>Board</i>	6:25	
5	Approve Employee Recognition Award Policy (draft in packet) 5 minutes	<i>Crosson/ Board</i>	6:35	<b>ACTION</b>
1-4	Backyard Habitat Program – next steps (5 minutes)	<i>Ahr/ Board</i>	6:40	
5	Director Aubrey Cloud’s role working with the District outside his Director duties. Discussion about when Directors might have a conflict of interest and how to address that situation. (15 minutes) See webpage for Guide for Public Officials, pages 11-20 <a href="https://www.oregon.gov/ogec/pages/guide-for-public-officials.aspx">https://www.oregon.gov/ogec/pages/guide-for-public-officials.aspx</a>	<i>Cloud/ Crosson</i>	6:45	
5	Getting to Know You: opportunities for Board and staff to connect outside board meetings (15 minutes)	<i>Mackey</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	

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

<b>BSWCD Board and Outreach Events (subject to change)</b>		
<b>Date/Time</b>	<b>Event</b>	<b>Location</b>
April 16 6-8pm	<a href="#">Living on the Land</a> workshop 1: Pasture and grazing systems; mud and manure management	Monroe Library
April 16-18	<a href="#">Connect Conference</a>	Sun River
April 20, 2-5pm	<a href="#">Planet Palooza</a>	Chintimini Park
April 23 6-8pm	Living on the Land workshop 2: Woodlands and watersheds; oak woodlands; riparian systems; common weeds	Monroe Library
April 30 6-8pm	Living on the Land workshop 3: Rural water management; wells and septic systems; water quality; water rights	Monroe Library
May 6, 6-7:30pm	Budget Committee Meeting	Corvallis Community Center
May 7 6-8pm	Living on the Land workshop 4: Planning for your land; soil test results	Monroe Library
May 11 6-7:30pm	BSWCD Regular Board Meeting	Zoom
May 13	Budget Committee backup meeting date	TBD

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

Monday, March 11, 2024  
6:00-7:30 PM Board Meeting  
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## BOARD OF DIRECTORS MEETING MINUTES

### In Attendance

Board Members Present: Nate Johnson, Marcella Henkels, Kerry Hastings, Greg Jones, Eliza Mason, Aubrey Cloud

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

Associate Directors Present: Rana Foster, Indira Kulkarni

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

Guests: Linda Lovett

### Call to Order - Johnson (6:05pm)

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

Public Comment: None

Announcement: None

Addition to agenda: None

### CONSENT AGENDA

- **Approve draft Minutes from February 12, 2024, Regular Board Meeting**
- **Approve Financials (1/31/24)**
- **Adopt Budget Resolution No. 2023-2024-08 Purge the Spurge**
- **Adopt Budget Resolution No.2023-2024-09 Willamette River Aquatic Weed Mgmt.**

Discussion: None

MOTION: Move to Approve Consent Agenda: Nate Johnson

Second: Greg Jones

Results: Pass 6/0

### REGULAR AGENDA

- **Overview and Discussion of Community Needs Assessment**

Good discussion. Consideration of childcare for participants, partners in the community, as well as questions/additions to survey about conservation importance to members participating.

- **Backyard Habitats Program-Aubrey Cloud**

Presented an idea of BSWCD taking on a backyard habitat program. The program provides technical assistance, financial incentives, encouragement, and recognition to people that want to create natural, low-maintenance gardens that support people, wildlife, and the planet. Seems to align with our mission and program work and would be nice to have our own program to certify

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

these habitats in our community. Checking on feasibility of interest in and how to administer this program (capacity-increase in staff, intern program, etc.) Brainstorm about what a program like this could look like, other options for engagement that wouldn't be a certificate program (like twilight tours, or another designing option) Nate posits that perhaps a committee could be created that pursues this and gets into the details of a possible program and revisit.

- **Appoint Linda Lovett to Budget Committee**

Discussion: None. Nate endorses Linda as a nominee.

MOTION: Appoint Linda Lovett to Budget Committee-Nate Johnson Second: Aubrey Cloud  
Results: 6/0

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

Nate asked a question about an item in a staff report about Jake Mead's Financial Project. Holly Crosson explained.

- **Other Board Business**

- **Next regular board meeting will be, April 8, 2024**

**Meeting Adjourned - Johnson (7:18pm)**

## **Financial Report**

Period ending February 29, 2024

Benton SWCD Board Meeting

April 8, 2024

Our Oregon LGIP account closing balance was \$1,087,030.89. The dividend paid was \$4,456.99 and the monthly distribution yield was 5.20%. The fiscal year-to-date dividend paid was \$29,230.32.

The Benton County Finance Department paid the District \$8,692.29 in tax revenue. The year-to-date amount paid was \$503,899.21.

The total balance of both Citizen Bank accounts combined was \$100,987.63. The previous month's combined balance was \$135,695.91. Both accounts were reconciled and all checks were accounted for.

The balance of the credit-card account as of 2/25/24 was \$2,141.13 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 February 29, 2024

	Feb 29, 24	Feb 28, 23	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
10100 · Citizens Bank	86,249.42	105,911.89	-19,662.47
10150 · Citizens Bank #2	5,968.92	13,377.74	-7,408.82
10200 · LGIP	1,095,749.20	1,032,629.48	63,119.72
10800 · Petty Cash	24.00	24.00	0.00
<b>Total Checking/Savings</b>	<b>1,187,991.54</b>	<b>1,151,943.11</b>	<b>36,048.43</b>
<b>Accounts Receivable</b>			
11000 · Accounts Receivable	-576.00	0.00	-576.00
11400 · Grants Receivable	27,860.39	11,907.25	15,953.14
<b>Total Accounts Receivable</b>	<b>27,284.39</b>	<b>11,907.25</b>	<b>15,377.14</b>
<b>Other Current Assets</b>			
12010 · 100-1505 Due to/Due frm BR Fund	-113,200.00	-108,200.00	-5,000.00
12015 · 100-1500 Due to/from Proj Fund	-54,679.93	-96,371.93	41,692.00
12020 · 200-1080 Cash Due to/frm Gen Fnd	54,679.93	96,371.93	-41,692.00
12040 · 400-1080 Cash Due to/Due frm GF	113,200.00	108,200.00	5,000.00
13000 · Prepaid expenses-Audit	5,534.41	5,908.80	-374.39
<b>Total Other Current Assets</b>	<b>5,534.41</b>	<b>5,908.80</b>	<b>-374.39</b>
<b>Total Current Assets</b>	<b>1,220,810.34</b>	<b>1,169,759.16</b>	<b>51,051.18</b>
<b>Other Assets</b>			
18400 · Property Tax Receivable-Audit	10,348.00	9,482.00	866.00
<b>Total Other Assets</b>	<b>10,348.00</b>	<b>9,482.00</b>	<b>866.00</b>
<b>TOTAL ASSETS</b>	<b>1,231,158.34</b>	<b>1,179,241.16</b>	<b>51,917.18</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
20000 · General Accounts Payable	14,488.27	7,885.77	6,602.50
20100 · Project Accts Payable	5,255.81	6,751.36	-1,495.55
<b>Total Accounts Payable</b>	<b>19,744.08</b>	<b>14,637.13</b>	<b>5,106.95</b>
<b>Credit Cards</b>			
<b>22000 · CITIZENS BANK MASTER CARD</b>			
22200 · Holly CC - 2995	391.09	240.99	150.10
22400 · Teresa CC - 3019	444.55	0.00	444.55
22530 · Michael CC - 3266	5.00	181.40	-176.40
22532 · Sara CC - 0962	288.81	545.88	-257.07
22533 · Candace CC - 0020	1,307.17	555.30	751.87
<b>Total 22000 · CITIZENS BANK MASTER CARD</b>	<b>2,436.62</b>	<b>1,523.57</b>	<b>913.05</b>
<b>Total Credit Cards</b>	<b>2,436.62</b>	<b>1,523.57</b>	<b>913.05</b>
<b>Other Current Liabilities</b>			
24000 · PAYROLL LIABILITIES			

**Benton Soil & Water Conservation District**  
**Balance Sheet**  
 As of February 29, 2024

	<b>Feb 29, 24</b>	<b>Feb 28, 23</b>	<b>\$ Change</b>
24010 · 941 Account	8,804.98	8,505.38	299.60
24020 · Oregon Withholding	2,220.00	2,148.00	72.00
24030 · OR-WBF SUTA	1,225.62	991.67	233.95
24060 · 457b Contributions	0.00	2,977.18	-2,977.18
<b>Total 24000 · PAYROLL LIABILITIES</b>	<b>12,250.60</b>	<b>14,622.23</b>	<b>-2,371.63</b>
25800 · Deferred Revenue Grants-Audit	43,179.78	80,215.15	-37,035.37
<b>Total Other Current Liabilities</b>	<b>55,430.38</b>	<b>94,837.38</b>	<b>-39,407.00</b>
<b>Total Current Liabilities</b>	<b>77,611.08</b>	<b>110,998.08</b>	<b>-33,387.00</b>
<b>Long Term Liabilities</b>			
27050 · Deferred Revenue Taxes -Audit	9,031.09	8,373.09	658.00
<b>Total Long Term Liabilities</b>	<b>9,031.09</b>	<b>8,373.09</b>	<b>658.00</b>
<b>Total Liabilities</b>	<b>86,642.17</b>	<b>119,371.17</b>	<b>-32,729.00</b>
<b>Equity</b>			
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	209,162.59	205,786.24	3,376.35
<b>Total Equity</b>	<b>1,144,516.17</b>	<b>1,059,869.99</b>	<b>84,646.18</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,231,158.34</b>	<b>1,179,241.16</b>	<b>51,917.18</b>

12:13 PM

03/21/24

Accrual Basis

**Benton Soil & Water Conservation District**  
**Citizens Bank Check Register**  
 As of February 29, 2024

Type	Date	Num	Name	Memo	Debit	Credit	Balance
<b>10100 · Citizens Bank</b>							116,885.13
Transfer	02/01/2024			Funds Transfer	8,000.00		124,885.13
Deposit	02/02/2024			Deposit	1,136.71		126,021.84
Liability Check	02/28/2024		QuickBooks Payroll Service	Created by Payroll S...		25,712.52	100,309.32
Bill Pmt -Check	02/29/2024		SDIS	QuickBooks generat...	0.00		100,309.32
Deposit	02/23/2024			Deposit	24,148.50		124,457.82
Deposit	02/29/2024			Interest	4.54		124,462.36
Paycheck	02/29/2024	DD	Ahr, Michael S	Direct Deposit	0.00		124,462.36
Paycheck	02/29/2024	DD	Crosson, Holly A	Direct Deposit	0.00		124,462.36
Paycheck	02/29/2024	DD	Mackey, Candace	Direct Deposit	0.00		124,462.36
Paycheck	02/29/2024	DD	Matteson, Teresa L	Direct Deposit	0.00		124,462.36
Paycheck	02/29/2024	DD	Roberts, Sara	Direct Deposit	0.00		124,462.36
Paycheck	02/29/2024	DD	Schmitz, Donna J	Direct Deposit	0.00		124,462.36
Liability Check	02/07/2024	EFT	United States Treasury	93-1077051		9,333.78	115,128.58
Liability Check	02/07/2024	EFT	Oregon Dept of Revenue	0292193-0		2,302.00	112,826.58
Check	02/16/2024	EFT	Card Service Center - Master...	Online Payment		2,421.04	110,405.54
Bill Pmt -Check	02/09/2024	EFT	1Auto - Xerox Financial Servi...	autopay due on 10th ...		156.17	110,249.37
Bill Pmt -Check	02/23/2024	EFT	1Auto - Verizon	autopay due on 25th ...		89.21	110,160.16
Liability Check	02/01/2024	8310	HRA VEBA Plan	CIR# 24-049 YA20521		744.68	109,415.48
Liability Check	02/01/2024	8311	VALIC	Group #67994		3,742.01	105,673.47
Liability Check	02/01/2024	8312	SDIS	03-0018433		3,904.48	101,768.99
Liability Check	02/29/2024	8313	HRA VEBA Plan	YA20521 CIR# 24-050		744.68	101,024.31
Liability Check	02/29/2024	8314	VALIC	Group #67994		3,620.13	97,404.18
Liability Check	02/29/2024	8315	SDIS	03-0018433		3,904.48	93,499.70
Bill Pmt -Check	02/05/2024	10087	Benton County Fairgrounds	Invoice: 012924- (Re...		1,029.98	92,469.72
Bill Pmt -Check	02/12/2024	10088	CTX-Xerox	Invoice: IN3951864 ()		14.45	92,455.27
Bill Pmt -Check	02/12/2024	10089	Staff- Teresa Matteson	Invoice: BSWCD240...		36.01	92,419.26
Bill Pmt -Check	02/20/2024	10090	Staples	Invoice: 8073050125 ()		153.86	92,265.40
Bill Pmt -Check	02/20/2024	10091	Advantage Computing & Elec...	Invoice: 240222 ()		387.00	91,878.40
Bill Pmt -Check	02/20/2024	10092	CTX-Xerox	Invoice: IN3965835 ()		17.42	91,860.98
Bill Pmt -Check	02/26/2024	10093	1Bill - Crystal Lake Storage	Invoice: 124-11847 ()		185.00	91,675.98
Bill Pmt -Check	02/26/2024	10094	Jenny Brausch Business Solu...	Invoice: 2538 ()		1,691.56	89,984.42
Bill Pmt -Check	02/26/2024	10095	SDIS	Invoice: 18433 ()		3,545.00	86,439.42
Bill Pmt -Check	02/28/2024	10096	Marr Bros., Inc.	Invoice: 09421 (Refe...		190.00	86,249.42
Total 10100 · Citizens Bank					33,289.75	63,925.46	86,249.42
<b>TOTAL</b>					<b>33,289.75</b>	<b>63,925.46</b>	<b>86,249.42</b>



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

	<b>Building Reserve</b>	<b>General Fund</b>	<b>Project Fund</b>	<b>TOTAL</b>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
43300 · Grant/Project Administration	0.00	0.00	128,813.79	128,813.79
44535 · Taxes Levied	0.00	507,104.25	0.00	507,104.25
44540 · ODA Operations	0.00	21,733.50	0.00	21,733.50
44545 · ODA Tech, LMA & Scope of Work	0.00	50,744.00	0.00	50,744.00
45000 · Interest Income	0.00	28,884.15	0.00	28,884.15
46430 · MISCELLANEOUS	0.00	3,359.98	0.00	3,359.98
47400 · Native Plant Sale Income	0.00	23,608.70	0.00	23,608.70
48000 · TRANSFERS IN	5,000.00	12,152.40	0.00	17,152.40
<b>Total Income</b>	<b>5,000.00</b>	<b>647,586.98</b>	<b>128,813.79</b>	<b>781,400.77</b>
<b>Gross Profit</b>	<b>5,000.00</b>	<b>647,586.98</b>	<b>128,813.79</b>	<b>781,400.77</b>
<b>Expense</b>				
60000 · MATERIALS & SERVICES	0.00	99,948.88	0.00	99,948.88
66000 · PAYROLL EXPENSES	0.00	337,829.86	22,885.18	360,715.04
68000 · PROJECTS-SVC-SUPP-MATERIALS	0.00	0.00	94,421.86	94,421.86
69400 · TRANSFERS OUT	0.00	5,000.00	12,152.40	17,152.40
<b>Total Expense</b>	<b>0.00</b>	<b>442,778.74</b>	<b>129,459.44</b>	<b>572,238.18</b>
<b>Net Ordinary Income</b>	<b>5,000.00</b>	<b>204,808.24</b>	<b>-645.65</b>	<b>209,162.59</b>
<b>Net Income</b>	<b>5,000.00</b>	<b>204,808.24</b>	<b>-645.65</b>	<b>209,162.59</b>

**Benton Soil & Water Conservation District**  
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	<b>Building Reserve</b>	<b>General Fund</b>	<b>Project Fund</b>	<b>TOTAL</b>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
43300 · Grant/Project Administration	0.00	0.00	128,813.79	128,813.79
44535 · Taxes Levied	0.00	507,104.25	0.00	507,104.25
44540 · ODA Operations	0.00	21,733.50	0.00	21,733.50
44545 · ODA Tech, LMA & Scope of Work	0.00	50,744.00	0.00	50,744.00
45000 · Interest Income	0.00	28,884.15	0.00	28,884.15
46430 · MISCELLANEOUS				
46432 · Contributions	0.00	3,359.98	0.00	3,359.98
<b>Total 46430 · MISCELLANEOUS</b>	<b>0.00</b>	<b>3,359.98</b>	<b>0.00</b>	<b>3,359.98</b>
47400 · Native Plant Sale Income	0.00	23,608.70	0.00	23,608.70
48000 · TRANSFERS IN				
48100 · Building Reserve Fund	5,000.00	0.00	0.00	5,000.00
48400 · Transfer Admin from Project Fd	0.00	12,152.40	0.00	12,152.40
<b>Total 48000 · TRANSFERS IN</b>	<b>5,000.00</b>	<b>12,152.40</b>	<b>0.00</b>	<b>17,152.40</b>
<b>Total Income</b>	<b>5,000.00</b>	<b>647,586.98</b>	<b>128,813.79</b>	<b>781,400.77</b>
<b>Gross Profit</b>	<b>5,000.00</b>	<b>647,586.98</b>	<b>128,813.79</b>	<b>781,400.77</b>
<b>Expense</b>				
60000 · MATERIALS & SERVICES				
61300 · CONFERENCES AND TRAINING				
61310 · Lodging	0.00	746.78	0.00	746.78
61320 · Meals/per diem	0.00	97.92	0.00	97.92
61330 · Registration	0.00	2,369.05	0.00	2,369.05
61340 · Training and Education Materi	0.00	556.79	0.00	556.79
<b>Total 61300 · CONFERENCES AND TRAIN</b>	<b>0.00</b>	<b>3,770.54</b>	<b>0.00</b>	<b>3,770.54</b>
61500 · COMMUNITY CONSERVATION PROGRAMS				
61510 · Conservation Education (Youth)	0.00	3,340.46	0.00	3,340.46
61520 · Conservation Incentive Progr	0.00	227.50	0.00	227.50
61530 · Invasives Program	0.00	2,500.00	0.00	2,500.00
61540 · Native Plant Sale	0.00	15,057.09	0.00	15,057.09
61570 · Soil Quality Program	0.00	2,183.16	0.00	2,183.16
<b>Total 61500 · COMMUNITY CONSERVATI</b>	<b>0.00</b>	<b>23,308.21</b>	<b>0.00</b>	<b>23,308.21</b>
62100 · CONTRACTED AND PROF SERVICES				
62115 · Audit	0.00	5,800.00	0.00	5,800.00
62120 · Computer Support	0.00	3,156.00	0.00	3,156.00
62130 · PROFESSIONAL SERVICES				
62140 · Legal	0.00	165.00	0.00	165.00
62150 · Accounting	0.00	12,662.89	0.00	12,662.89
62160 · Facilitation	0.00	1,750.00	0.00	1,750.00
62170 · Web Design, Logo - Marke	0.00	1,624.50	0.00	1,624.50

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

	Building Reserve	General Fund	Project Fund	TOTAL
<b>Total 62130 · PROFESSIONAL SERVICE</b>	0.00	16,202.39	0.00	16,202.39
<b>Total 62100 · CONTRACTED AND PROFESSIONAL SERVICES</b>	0.00	25,158.39	0.00	25,158.39
<b>62300 · Dues/Subscriptions/Fees</b>	0.00	9,414.35	0.00	9,414.35
<b>62800 · OFFICE OCCUPANCY</b>				
<b>62810 · Alarm &amp; Janitorial Services</b>	0.00	85.00	0.00	85.00
<b>62820 · Rent &amp; Parking</b>	0.00	18,165.64	0.00	18,165.64
<b>62830 · Utilities</b>	0.00	2,863.33	0.00	2,863.33
<b>Total 62800 · OFFICE OCCUPANCY</b>	0.00	21,113.97	0.00	21,113.97
<b>65000 · SUPPLIES AND MATERIALS</b>				
<b>65010 · COPIER AND SUPPLIES</b>				
<b>65012 · Copies</b>	0.00	196.07	0.00	196.07
<b>65014 · Lease</b>	0.00	1,319.56	0.00	1,319.56
<b>Total 65010 · COPIER AND SUPPLIES</b>	0.00	1,515.63	0.00	1,515.63
<b>65020 · Equipment</b>	0.00	2,638.08	0.00	2,638.08
<b>65030 · Office Supplies</b>	0.00	1,250.79	0.00	1,250.79
<b>65040 · Postage</b>	0.00	68.00	0.00	68.00
<b>65050 · Software/Computer Accessories</b>	0.00	1,226.42	0.00	1,226.42
<b>Total 65000 · SUPPLIES AND MATERIALS</b>	0.00	6,698.92	0.00	6,698.92
<b>65110 · PRODUCTION COSTS</b>				
<b>65112 · Advertising and Website</b>	0.00	289.00	0.00	289.00
<b>65114 · Merchandise</b>	0.00	1,541.17	0.00	1,541.17
<b>65116 · Newsletters</b>	0.00	506.81	0.00	506.81
<b>65118 · Publications</b>	0.00	62.99	0.00	62.99
<b>Total 65110 · PRODUCTION COSTS</b>	0.00	2,399.97	0.00	2,399.97
<b>65120 · Insurance &amp; Fidelity Bond</b>	0.00	4,559.45	0.00	4,559.45
<b>65160 · Miscellaneous</b>	0.00	-3.11	0.00	-3.11
<b>65320 · Mileage/travel related expenses</b>	0.00	1,552.97	0.00	1,552.97
<b>65400 · Meetings &amp; Events</b>	0.00	1,975.22	0.00	1,975.22
<b>Total 60000 · MATERIALS &amp; SERVICES</b>	0.00	99,948.88	0.00	99,948.88
<b>66000 · PAYROLL EXPENSES</b>				
<b>66200 · Wages</b>	0.00	264,045.35	17,945.29	281,990.64
<b>66410 · Health, Dental &amp; Life Insurance</b>	0.00	36,210.33	2,240.99	38,451.32
<b>66420 · Retirement</b>	0.00	15,927.82	1,244.37	17,172.19
<b>66500 · Payroll Taxes</b>				
<b>66510 · FICA Employer</b>	0.00	20,177.46	1,370.92	21,548.38
<b>66520 · SUTA</b>	0.00	1,267.45	80.82	1,348.27
<b>66530 · OR-WBF</b>	0.00	65.95	2.79	68.74
<b>Total 66500 · Payroll Taxes</b>	0.00	21,510.86	1,454.53	22,965.39
<b>66800 · Fees</b>	0.00	135.50	0.00	135.50
<b>Total 66000 · PAYROLL EXPENSES</b>	0.00	337,829.86	22,885.18	360,715.04

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

	<b>Building Reserve</b>	<b>General Fund</b>	<b>Project Fund</b>	<b>TOTAL</b>
<b>68000 · PROJECTS-SVC-SUPP-MATERIALS</b>				
68010 · Project Contracted Services	0.00	0.00	66,119.72	66,119.72
68020 · Project Mileage & Travel	0.00	0.00	355.68	355.68
68040 · Project Supplies & Materials	0.00	0.00	23,871.46	23,871.46
68000 · PROJECTS-SVC-SUPP-MATERIALS	0.00	0.00	4,075.00	4,075.00
<b>Total 68000 · PROJECTS-SVC-SUPP-MATERI</b>	<b>0.00</b>	<b>0.00</b>	<b>94,421.86</b>	<b>94,421.86</b>
<b>69400 · TRANSFERS OUT</b>				
69410 · Trf GF to Building Reserve Fd	0.00	5,000.00	0.00	5,000.00
69440 · Trf PF to General Fund	0.00	0.00	12,152.40	12,152.40
<b>Total 69400 · TRANSFERS OUT</b>	<b>0.00</b>	<b>5,000.00</b>	<b>12,152.40</b>	<b>17,152.40</b>
<b>Total Expense</b>	<b>0.00</b>	<b>442,778.74</b>	<b>129,459.44</b>	<b>572,238.18</b>
<b>Net Ordinary Income</b>	<b>5,000.00</b>	<b>204,808.24</b>	<b>-645.65</b>	<b>209,162.59</b>
<b>Net Income</b>	<b>5,000.00</b>	<b>204,808.24</b>	<b>-645.65</b>	<b>209,162.59</b>

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

	<b>Jul '23 - Feb 24</b>	<b>Jul '22 - Feb 23</b>	<b>\$ Change</b>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
43300 · Grant/Project Administration	128,813.79	131,501.50	-2,687.71
44535 · Taxes Levied	507,104.25	483,877.22	23,227.03
44540 · ODA Operations	21,733.50	37,149.50	-15,416.00
44545 · ODA Tech, LMA & Scope of Work	50,744.00	46,150.89	4,593.11
45000 · Interest Income	28,884.15	14,974.04	13,910.11
46430 · MISCELLANEOUS			
46432 · Contributions	3,359.98	500.00	2,859.98
<b>Total 46430 · MISCELLANEOUS</b>	<b>3,359.98</b>	<b>500.00</b>	<b>2,859.98</b>
47400 · Native Plant Sale Income	23,608.70	22,860.31	748.39
48000 · TRANSFERS IN			
48100 · Building Reserve Fund	5,000.00	5,000.00	0.00
48400 · Transfer Admin from Project Fd	12,152.40	12,604.30	-451.90
<b>Total 48000 · TRANSFERS IN</b>	<b>17,152.40</b>	<b>17,604.30</b>	<b>-451.90</b>
<b>Total Income</b>	<b>781,400.77</b>	<b>754,617.76</b>	<b>26,783.01</b>
<b>Gross Profit</b>	<b>781,400.77</b>	<b>754,617.76</b>	<b>26,783.01</b>
<b>Expense</b>			
60000 · MATERIALS & SERVICES			
61300 · CONFERENCES AND TRAINING			
61310 · Lodging	746.78	408.11	338.67
61320 · Meals/per diem	97.92	28.80	69.12
61330 · Registration	2,369.05	1,039.81	1,329.24
61340 · Training and Education Material	556.79	0.00	556.79
<b>Total 61300 · CONFERENCES AND TRAINING</b>	<b>3,770.54</b>	<b>1,476.72</b>	<b>2,293.82</b>
61500 · COMMUNITY CONSERVATION PROGRAMS			
61510 · Conservation Education (Youth)	3,340.46	6,869.15	-3,528.69
61520 · Conservation Incentive Program	227.50	80.30	147.20
61530 · Invasives Program	2,500.00	500.00	2,000.00
61540 · Native Plant Sale	15,057.09	10,715.14	4,341.95
61570 · Soil Quality Program	2,183.16	1,086.24	1,096.92
<b>Total 61500 · COMMUNITY CONSERVATION PROGR</b>	<b>23,308.21</b>	<b>19,250.83</b>	<b>4,057.38</b>
62100 · CONTRACTED AND PROF SERVICES			
62115 · Audit	5,800.00	5,800.00	0.00
62120 · Computer Support	3,156.00	2,714.75	441.25
62130 · PROFESSIONAL SERVICES			
62140 · Legal	165.00	110.00	55.00
62150 · Accounting	12,662.89	13,631.10	-968.21
62160 · Facilitation	1,750.00	0.00	1,750.00
62170 · Web Design, Logo - Marketing	1,624.50	1,507.75	116.75
<b>Total 62130 · PROFESSIONAL SERVICES</b>	<b>16,202.39</b>	<b>15,248.85</b>	<b>953.54</b>

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

	<b>Jul '23 - Feb 24</b>	<b>Jul '22 - Feb 23</b>	<b>\$ Change</b>
62180 · Consultation/Contracts - NPP	0.00	5,652.50	-5,652.50
62190 · Misc Contracted Services	0.00	970.50	-970.50
<b>Total 62100 · CONTRACTED AND PROF SERVICES</b>	<b>25,158.39</b>	<b>30,386.60</b>	<b>-5,228.21</b>
62300 · Dues/Subscriptions/Fees	9,414.35	5,780.93	3,633.42
<b>62800 · OFFICE OCCUPANCY</b>			
62810 · Alarm & Janitorial Services	85.00	65.00	20.00
62820 · Rent & Parking	18,165.64	19,433.25	-1,267.61
62830 · Utilities	2,863.33	2,723.25	140.08
<b>Total 62800 · OFFICE OCCUPANCY</b>	<b>21,113.97</b>	<b>22,221.50</b>	<b>-1,107.53</b>
<b>65000 · SUPPLIES AND MATERIALS</b>			
<b>65010 · COPIER AND SUPPLIES</b>			
65012 · Copies	196.07	370.85	-174.78
65014 · Lease	1,319.56	1,291.01	28.55
<b>Total 65010 · COPIER AND SUPPLIES</b>	<b>1,515.63</b>	<b>1,661.86</b>	<b>-146.23</b>
65020 · Equipment	2,638.08	4,469.88	-1,831.80
65030 · Office Supplies	1,250.79	1,358.37	-107.58
65040 · Postage	68.00	64.00	4.00
65050 · Software/Computer Accessories	1,226.42	2,070.99	-844.57
<b>Total 65000 · SUPPLIES AND MATERIALS</b>	<b>6,698.92</b>	<b>9,625.10</b>	<b>-2,926.18</b>
<b>65110 · PRODUCTION COSTS</b>			
65112 · Advertising and Website	289.00	504.56	-215.56
65114 · Merchandise	1,541.17	18.00	1,523.17
65116 · Newsletters	506.81	327.95	178.86
65118 · Publications	62.99	0.00	62.99
<b>Total 65110 · PRODUCTION COSTS</b>	<b>2,399.97</b>	<b>850.51</b>	<b>1,549.46</b>
65120 · Insurance & Fidelity Bond	4,559.45	4,270.80	288.65
65160 · Miscellaneous	-3.11	59.56	-62.67
65320 · Mileage/travel related expenses	1,552.97	1,245.91	307.06
65400 · Meetings & Events	1,975.22	1,733.93	241.29
<b>Total 60000 · MATERIALS &amp; SERVICES</b>	<b>99,948.88</b>	<b>96,902.39</b>	<b>3,046.49</b>
<b>66000 · PAYROLL EXPENSES</b>			
66200 · Wages	281,990.64	252,310.93	29,679.71
66410 · Health, Dental & Life Insurance	38,451.32	35,953.77	2,497.55
66420 · Retirement	17,172.19	13,452.59	3,719.60
<b>66500 · Payroll Taxes</b>			
66510 · FICA Employer	21,548.38	19,274.48	2,273.90
66520 · SUTA	1,348.27	1,220.58	127.69
66530 · OR-WBF	68.74	69.20	-0.46
<b>Total 66500 · Payroll Taxes</b>	<b>22,965.39</b>	<b>20,564.26</b>	<b>2,401.13</b>
66800 · Fees	135.50	65.25	70.25

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

	<b>Jul '23 - Feb 24</b>	<b>Jul '22 - Feb 23</b>	<b>\$ Change</b>
<b>Total 66000 · PAYROLL EXPENSES</b>	360,715.04	322,346.80	38,368.24
<b>68000 · PROJECTS-SVC-SUPP-MATERIALS</b>			
68010 · Project Contracted Services	66,119.72	86,814.83	-20,695.11
68020 · Project Mileage & Travel	355.68	323.47	32.21
68040 · Project Supplies & Materials	23,871.46	24,839.73	-968.27
68000 · PROJECTS-SVC-SUPP-MATERIALS - Other	4,075.00	0.00	4,075.00
<b>Total 68000 · PROJECTS-SVC-SUPP-MATERIALS</b>	94,421.86	111,978.03	-17,556.17
<b>69400 · TRANSFERS OUT</b>			
69410 · Trf GF to Building Reserve Fd	5,000.00	5,000.00	0.00
69440 · Trf PF to General Fund	12,152.40	12,604.30	-451.90
<b>Total 69400 · TRANSFERS OUT</b>	17,152.40	17,604.30	-451.90
<b>Total Expense</b>	572,238.18	548,831.52	23,406.66
<b>Net Ordinary Income</b>	209,162.59	205,786.24	3,376.35
<b>Net Income</b>	<b>209,162.59</b>	<b>205,786.24</b>	<b>3,376.35</b>

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

	<b>Jul '23 - Feb 24</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
43000 · Beginning Balance	0.00	778,569.00	-778,569.00	0.0%
44530 · Benton County Public Works	0.00	5,000.00	-5,000.00	0.0%
44535 · Taxes Levied	507,104.25	525,000.00	-17,895.75	96.59%
44540 · ODA Operations	21,733.50	28,978.00	-7,244.50	75.0%
44545 · ODA Tech, LMA & Scope of Work	50,744.00	67,616.00	-16,872.00	75.05%
45000 · Interest Income	28,884.15	8,000.00	20,884.15	361.05%
<b>46430 · MISCELLANEOUS</b>				
46432 · Contributions	3,359.98			
46430 · MISCELLANEOUS - Other	0.00	1,750.00	-1,750.00	0.0%
<b>Total 46430 · MISCELLANEOUS</b>	<b>3,359.98</b>	<b>1,750.00</b>	<b>1,609.98</b>	<b>192.0%</b>
47400 · Native Plant Sale Income	23,608.70	17,500.00	6,108.70	134.91%
<b>48000 · TRANSFERS IN</b>				
48400 · Transfer Admin from Project F	12,152.40	32,590.00	-20,437.60	37.29%
<b>Total 48000 · TRANSFERS IN</b>	<b>12,152.40</b>	<b>32,590.00</b>	<b>-20,437.60</b>	<b>37.29%</b>
<b>Total Income</b>	<b>647,586.98</b>	<b>1,465,003.00</b>	<b>-817,416.02</b>	<b>44.2%</b>
<b>Gross Profit</b>	<b>647,586.98</b>	<b>1,465,003.00</b>	<b>-817,416.02</b>	<b>44.2%</b>
<b>Expense</b>				
<b>60000 · MATERIALS &amp; SERVICES</b>				
<b>61300 · CONFERENCES AND TRAINING</b>				
61310 · Lodging	746.78			
61320 · Meals/per diem	97.92			
61330 · Registration	2,369.05			
61340 · Training and Education Ma	556.79			
61300 · CONFERENCES AND TRAI	0.00	8,000.00	-8,000.00	0.0%
<b>Total 61300 · CONFERENCES AND TR</b>	<b>3,770.54</b>	<b>8,000.00</b>	<b>-4,229.46</b>	<b>47.13%</b>
<b>61500 · COMMUNITY CONSERVATION PROGRAMS</b>				
61510 · Conservation Education (Y	3,340.46	9,600.00	-6,259.54	34.8%
61520 · Conservation Incentive Prc	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	15,057.09	20,000.00	-4,942.91	75.29%
61560 · Scholarships/Internships	0.00	6,600.00	-6,600.00	0.0%
61570 · Soil Quality Program	2,183.16	5,550.00	-3,366.84	39.34%
<b>Total 61500 · COMMUNITY CONSERV/</b>	<b>23,308.21</b>	<b>52,750.00</b>	<b>-29,441.79</b>	<b>44.19%</b>
<b>62100 · CONTRACTED AND PROF SERVICES</b>				
62115 · Audit	5,800.00	6,000.00	-200.00	96.67%
62120 · Computer Support	3,156.00	4,000.00	-844.00	78.9%
<b>62130 · PROFESSIONAL SERVICES</b>				
62140 · Legal	165.00			
62150 · Accounting	12,662.89			



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

	<b>Jul '23 - Feb 24</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
62160 · Facilitation	1,750.00	7,000.00	-5,250.00	25.0%
62170 · Web Design, Logo - Ma	1,624.50			
62130 · PROFESSIONAL SERVI	0.00	33,500.00	-33,500.00	0.0%
<b>Total 62130 · PROFESSIONAL SER</b>	<b>16,202.39</b>	<b>40,500.00</b>	<b>-24,297.61</b>	<b>40.01%</b>
62180 · Consultation/Contracts - N	0.00	12,000.00	-12,000.00	0.0%
62190 · Misc Contracted Services	0.00	2,606.00	-2,606.00	0.0%
<b>Total 62100 · CONTRACTED AND PRO</b>	<b>25,158.39</b>	<b>65,106.00</b>	<b>-39,947.61</b>	<b>38.64%</b>
62300 · Dues/Subscriptions/Fees	9,414.35	14,843.00	-5,428.65	63.43%
<b>62800 · OFFICE OCCUPANCY</b>				
62810 · Alarm & Janitorial Services	85.00	1,500.00	-1,415.00	5.67%
62820 · Rent & Parking	18,165.64	28,000.00	-9,834.36	64.88%
62830 · Utilities	2,863.33	4,500.00	-1,636.67	63.63%
62840 · Other	0.00	300.00	-300.00	0.0%
<b>Total 62800 · OFFICE OCCUPANCY</b>	<b>21,113.97</b>	<b>34,300.00</b>	<b>-13,186.03</b>	<b>61.56%</b>
<b>65000 · SUPPLIES AND MATERIALS</b>				
<b>65010 · COPIER AND SUPPLIES</b>				
65012 · Copies	196.07			
65014 · Lease	1,319.56			
65010 · COPIER AND SUPPLIES	0.00	3,000.00	-3,000.00	0.0%
<b>Total 65010 · COPIER AND SUPPLI</b>	<b>1,515.63</b>	<b>3,000.00</b>	<b>-1,484.37</b>	<b>50.52%</b>
65020 · Equipment	2,638.08	6,269.00	-3,630.92	42.08%
65030 · Office Supplies	1,250.79	2,603.00	-1,352.21	48.05%
65040 · Postage	68.00	500.00	-432.00	13.6%
65050 · Software/Computer Access	1,226.42	4,000.00	-2,773.58	30.66%
<b>Total 65000 · SUPPLIES AND MATERI/</b>	<b>6,698.92</b>	<b>16,372.00</b>	<b>-9,673.08</b>	<b>40.92%</b>
<b>65110 · PRODUCTION COSTS</b>				
65112 · Advertising and Website	289.00	2,000.00	-1,711.00	14.45%
65114 · Merchandise	1,541.17	2,261.00	-719.83	68.16%
65116 · Newsletters	506.81	500.00	6.81	101.36%
65118 · Publications	62.99	1,000.00	-937.01	6.3%
<b>Total 65110 · PRODUCTION COSTS</b>	<b>2,399.97</b>	<b>5,761.00</b>	<b>-3,361.03</b>	<b>41.66%</b>
65120 · Insurance & Fidelity Bond	4,559.45	8,000.00	-3,440.55	56.99%
65160 · Miscellaneous	-3.11	200.00	-203.11	-1.56%
65320 · Mileage/travel related expense	1,552.97	3,500.00	-1,947.03	44.37%
65400 · Meetings & Events	1,975.22	6,500.00	-4,524.78	30.39%
<b>Total 60000 · MATERIALS &amp; SERVICES</b>	<b>99,948.88</b>	<b>215,332.00</b>	<b>-115,383.12</b>	<b>46.42%</b>
<b>66000 · PAYROLL EXPENSES</b>				
66200 · Wages	264,045.35	432,984.83	-168,939.48	60.98%
66410 · Health, Dental & Life Insurance	36,210.33	68,285.61	-32,075.28	53.03%
66420 · Retirement	15,927.82	26,644.56	-10,716.74	59.78%
66500 · Payroll Taxes				

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

	<b>Jul '23 - Feb 24</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
66510 · FICA Employer	20,177.46			
66520 · SUTA	1,267.45			
66530 · OR-WBF	65.95			
66500 · Payroll Taxes - Other	0.00	38,669.00	-38,669.00	0.0%
<b>Total 66500 · Payroll Taxes</b>	<b>21,510.86</b>	<b>38,669.00</b>	<b>-17,158.14</b>	<b>55.63%</b>
66800 · Fees	135.50	300.00	-164.50	45.17%
<b>Total 66000 · PAYROLL EXPENSES</b>	<b>337,829.86</b>	<b>566,884.00</b>	<b>-229,054.14</b>	<b>59.59%</b>
69100 · Capital Outlay	0.00	5,000.00	-5,000.00	0.0%
69200 · Contingency	0.00	80,000.00	-80,000.00	0.0%
69400 · TRANSFERS OUT				
69410 · Trf GF to Building Reserve Fd	5,000.00	5,000.00	0.00	100.0%
<b>Total 69400 · TRANSFERS OUT</b>	<b>5,000.00</b>	<b>5,000.00</b>	<b>0.00</b>	<b>100.0%</b>
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%
<b>Total Expense</b>	<b>442,778.74</b>	<b>1,465,003.00</b>	<b>-1,022,224.26</b>	<b>30.22%</b>
<b>Net Ordinary Income</b>	<b>204,808.24</b>	<b>0.00</b>	<b>204,808.24</b>	<b>100.0%</b>
<b>Net Income</b>	<b>204,808.24</b>	<b>0.00</b>	<b>204,808.24</b>	<b>100.0%</b>

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

	Jul '23 - Feb 24	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
43300 · Grant/Project Administration	128,813.79	356,447.00	-227,633.21	36.14%
<b>Total Income</b>	128,813.79	356,447.00	-227,633.21	36.14%
<b>Gross Profit</b>	128,813.79	356,447.00	-227,633.21	36.14%
<b>Expense</b>				
66000 · PAYROLL EXPENSES				
66200 · Wages	17,945.29	55,573.00	-37,627.71	32.29%
66410 · Health, Dental & Life Insurance	2,240.99	9,472.00	-7,231.01	23.66%
66420 · Retirement	1,244.37	3,400.00	-2,155.63	36.6%
66500 · Payroll Taxes				
66510 · FICA Employer	1,370.92			
66520 · SUTA	80.82			
66530 · OR-WBF	2.79			
66500 · Payroll Taxes - Other	0.00	4,470.00	-4,470.00	0.0%
<b>Total 66500 · Payroll Taxes</b>	1,454.53	4,470.00	-3,015.47	32.54%
<b>Total 66000 · PAYROLL EXPENSES</b>	22,885.18	72,915.00	-50,029.82	31.39%
68000 · PROJECTS-SVC-SUPP-MATERIALS				
68010 · Project Contracted Services	66,119.72	37,227.00	28,892.72	177.61%
68020 · Project Mileage & Travel	355.68	492.00	-136.32	72.29%
68030 · Project Other	0.00	500.00	-500.00	0.0%
68040 · Project Supplies & Materials	23,871.46	24,460.00	-588.54	97.59%
68000 · PROJECTS-SVC-SUPP-MATERIA	4,075.00	188,263.00	-184,188.00	2.17%
<b>Total 68000 · PROJECTS-SVC-SUPP-MATER</b>	94,421.86	250,942.00	-156,520.14	37.63%
69400 · TRANSFERS OUT				
69440 · Trf PF to General Fund	12,152.40	32,590.00	-20,437.60	37.29%
<b>Total 69400 · TRANSFERS OUT</b>	12,152.40	32,590.00	-20,437.60	37.29%
<b>Total Expense</b>	129,459.44	356,447.00	-226,987.56	36.32%
<b>Net Ordinary Income</b>	-645.65	0.00	-645.65	100.0%
<b>Net Income</b>	<b>-645.65</b>	<b>0.00</b>	<b>-645.65</b>	<b>100.0%</b>

Feb 2024 All Grant Projects Financial Report

Project Name	Grant #	Funding Agency	Start Date	End Date	Status	Final Report Due Date	Fund Amount	(INCOME) Received to Date	Earned Income to Date	(EXPENSES) Spent to	Unearned Funds	Remaining balance to	Grant Manager	Grant Report Dates	How grant funds are received	Admin Expected	Admin Earned	Admin Remaining	
Ludwigia Management Alternatives	19100538	MMT	12/1/2019	12/31/2023	Open	1/15/2024	27,742	27,742	24,560	24,560	3,182	0	MA	Interim Report: 1/1/2021 & 1/1/2022. Final Report 1/15/2024	100% of funds at beginning of grant	2,522	2,233	289	
Willamette Mainstem Restoration Opportunities and Strategies for Engagement	20100515	MMT	11/1/2020	4/30/2024	Open	6/15/2024	70,164	70,164	47,044	47,044	23,120	0	MA	5/15/21 & 6/15/2024	100% of funds at beginning of grant	6,379	4,277	2,102	
Soil Health Engagement Improves Water Quality	ODA 4462-GR	ODA	7/1/2023	6/30/2025	Open	8/29/2025	42,924	21,462	3,885	3,885	17,578	21,462	TM	8/20/24, 8/29/25		4,292	353	3,939	
Purge the Spurge III	2023-36-016	ODA-OSWB	3/2/2023	4/30/2024	Open	6/30/2024	9,981	8,121	9,238	9,238	-1,117	1,860	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	840	68	
WRAMP IX	2023-36-017	ODA-OSWB	3/2/2023	4/30/2024	Open	6/30/2024	24,415	18,311	24,415	24,415	-6,104	6,104	MA	9/30/23, 6/30/24	*50% of funds received at start of grant *25% of funds are received after interim grant report submitted and approved by ODA *final funds are received after final grant report submitted and approved by ODA	2,220	2,219	1	
Horse Island for Clean Water	09-022-002	OWEB	3/30/2022	3/30/2024	Open	3/30/2024	12,100	12,100	12,100	12,100	0	0	DS	3/30/2024, 3/30/2026	no funds received at start of grant; funds received by reimbursement of invoices/receipts submitted by BSWCD two times total (including final); OWEB holds last 10% of funds until they receive and approve of Final Report at end of grant. no funds received at start of grant; funds received by reimbursement of	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	6,791	6,791	0	4,528	DS	3/2/2024, 3/2/2026	invoices/receipts submitted by BSWCD two times total (including final); OWEB holds no funds received at start of grant; funds received by reimbursement of	1,029	679	350	
Jumping Giraffe Farms Water Management	09-22-005	OWEB	5/3/2023	5/3/2025	Open	7/3/2025	14,872	13,384	13,384	13,384	0	1,488	DS	7/3/2025, 7/3/2027	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	79,741	80,647	80,647	-906	45,259	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	7,799	3,565	
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	45,967	45,967	45,967	0	0	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
J2E RTR Project	220-3033-17504	OWEB	4/22/2020	6/30/2025	Open	6/30/2025	239,915	174,354	174,354	174,354	0	65,561	DS	6/30/2030		23,084	15,848	7,236	
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	119,235	119,235	-11,246	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	

**Feb 2024 All Grant Projects Financial Report**

Project Name	Grant #	Funding Agency	Start Date	End Date	Status	Final Report Due Date	Fund Amount	(INCOME) Received to Date	Earned Income to Date	(EXPENSES) Spent to	Unearned Funds	Remaining balance to	Grant Manager	Grant Report Dates	How grant funds are received	Admin Expected	Admin Earned	Admin Remaining
Mitchell Oak	222-3016-22326	OWEB	10/25/2022	6/30/2026	Open	8/29/2026	96,646	44,917	47,599	47,599	-2,682	51,729	DS	Project completion report: 6/30/2026, PISR, 6/30/2029, 6/30/2031	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	87,860	4,327	83,533
OWEB Stakeholder Oak	223-3044-23047	OWEB	10/25/2023	12/31/2026	Open	2/28/2027	34,130	0	920	1,293	1,293	34,130	MA	Project Completion Report: 2/28/2027	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	3,413	118	3,295
<b>Total</b>							<b>875,163</b>	<b>631,045</b>				<b>244,118</b>					<b>55,487</b>	<b>103,772</b>



## Benton Soil and Water CONSERVATION DISTRICT

**Date:** March 31, 2024  
**To:** Benton SWCD Directors  
**From:** Holly Crosson, Executive Director  
**Re:** March 2024 Monthly Report for April 2024 Board Packet

### **PROGRAMS/PROJECTS/PARTNERSHIPS**

- OWEB Seeks Public Comment on Proposed Rule Revisions to the Small Grants Program [Notice of Proposed Rulemaking](#) ; [Public Comment](#) The Small Grant Program is an easy-to-engage-in, competitive grant program that awards funds for restoration projects. The OWEB board has expressed interest in examining the eligible applicants and types of grants offered. (1.2)
- Attended Oregon Invasive Species Council meeting on 3/21. SB 5701 makes available E&O grants (\$250,000) and community grants for invasive species management (\$160,000). (4.1)
- Connected with Willamette Riverkeeper Executive Director about the new Willamette River Preservation Trust. (4.2)
- Notified Michael about a USFWS invasive species grant opportunity. (4.8)
- Spread the word about BSWCD's Jerry Paul Native Pollinator Habitat Conservation grant application/weblink. (4.3)
- Received call about retention of legal files for BSWCD from 2009 since Jim Brewer is retiring (Jim previously represented District); arranged for transfer of electronic files. (5.19)
- Met with GLT on 3/8 for Confluence building update. (5.1)
- Continued discussions with staff about Backyard Habitat and Urban Conservation Program; collected information on SWCD urban conservation programs and urban conservation staff job descriptions. (1.4)
- Met with TEIP coordinators on 3/12; processed TEIP internship funding of \$6,000 for FY24; discussed (with TEIP, Sara, and Michael) how to communicate about project. (3.8)
- Began planning to host Willamette Valley District Managers meeting on May 22; lined up Amy Garrett and Eliza Mason to speak about Dry Farming to the group. (4.2)
- Updated my Measurable Objectives for April board packet and reviewed MOs for staff. (5.3)
- Registered for CONNECT meeting April 16-18. (5.20)
- Contacted staff from Benton County, City of Corvallis, AFRANA, and GLT about next update on Owens Farm - Jackson Frazier Wetland complex planning. (1.3)

## **FISCAL**

- Continued working on FY25 proposed budget with Michael; checked in with staff about program cost increases. (5.10)
- Attended Local Budget Law training with OR Department of Revenue. (5.10)
- Worked with Candace and Jenny to investigate which QuickBooks subscription upgrade is needed for the coming year. (5.6)
- Reviewed/approved/completed/submitted: staff timesheets, monthly paystubs and payroll, 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, Stripe and other account reconciliations, bank deposits, and LGIP balance and transfers to District bank account. (5.6 & 5.7)
- Held weekly meetings with bookkeeper. (5.6)

## **PERSONNEL/TRAINING**

- Held check-in meetings with Michael, Sara, and Candace; reviewed/signed employee leave requests; worked on staff performance evaluations. (5.2)
- Made recommendations to PFC at March 18 meeting; agenda covered staff compensation including proposed FY25 pay increases, COLA, retirement, health/dental plan, life insurance, short term disability, HRA VEBA, and Employee Recognition Award policy; minutes distributed at April board meeting. (5.12)
- Received notification of Teresa's intention to take on additional work outside her District job (required by BSWCD policy). (5.12)
- Processed retroactive 20-year Recognition Awards of \$1,000 each for Donna and Teresa. (5.12)
- Reviewed task list Michael prepared for new staff position. (5.12)
- Continued to mentor other Willamette Valley SWCD Managers who are new to their positions. (5.1)

## **BOARD/ORGANIZATIONAL**

- Prepared documents for and attended March 11th board meeting, including two budget resolutions. (5.3)
- Prepared April 8<sup>th</sup> board meeting agenda; reviewed March minutes (5.3).
- Discussed with Aubrey his role with MRWC and LWC and how those duties affect his responsibilities as BSWCD Director; topic is on the agenda for April board meeting. (5.4)
- Prepared for and held Annual Meeting on March 5. (5.3)
- Included link to Oregon Government Ethics Commission's Guidelines for Public Officials in April board meeting agenda. (5.18)

**Date:** March 29, 2024  
**To:** Benton SWCD Directors  
**From:** Michael Ahr  
**Re:** Staff Report for **March 2024**



### **Conservation Program Manager**

- Presented topics at Personnel and Finance Committee (PFC) meeting. I discussed a potential new position to assist with the invasive species program as well as the native plant program (S. Roberts helping with this idea) and presented information related to helping cover employee families with health insurance benefits (worked with C. Mackey on this) (5.12, 5.4)
- Presented significant conservation program accomplishments at the annual meeting (5.3)
- Updated Project Fund Worksheet (draft) for FY2025 and began filling in the overall budget worksheet with updated numbers after PFC meeting (5.10)
- Met with Andrew Esterson of Institute for Applied Ecology to discuss oak restoration partnership and outreach opportunities. IAE will be included as a partner when we gather stakeholders for Oak grant. (4.1)
- Met with Sara Worl and Joe Scott from Long Tom Watershed Council to discuss details about our support for the Traditional Ecological Inquiry Program (TEIP) (4.2)
- Met with Upper Willamette SWCD to discuss their experiences in managing Strategic Implementation Areas (SIA). They are known for doing a good job, but they shared several stresses and complications with their SIA work including losing trust with local farmers (1.6)
- Checked in with Donna on work items and focused on planning out our next steps with the oak stakeholder grant (1.4, 3.5)
- Check in with Teresa on work items (5.2)
- Attended webinar to learn about technical assistance funding from NRCS. Donna followed up with our Acting District Manager and this isn't a priority in our local office right now. We're better to follow up on this as soon as a new District Conservationist is hired (4.8)
- Three check ins with Holly to discuss budget, upcoming leave, and other coordination (5.2)
- Two Conservation Program Team meetings to discuss topics coming up at PFC meeting, Scope of Work, Water Quality monitoring and other topics (1.6, 1.9)
- Attended a Q and A session with Bill Mann of In-situ. Teresa set this up with staff from Marys River Watershed Council. The meeting enabled Donna and I to learn more about the equipment used in our SIA WQ monitoring (1.6)

### **Willamette Mainstem Cooperative (WMC)**

- Held a Willamette River Prioritization Project meeting in Monroe with 14 partners. Worked with a project team made up of Long Tom Watershed Council, USGS, and River Design Group. The event was great and we're able to share an online tool that our partners can use. I also met with the project team twice in March to prep for this meeting (1.8)
- Hosted WMC General Meeting where we covered updates on aquatic invasive weeds, heard a presentation from Kelly Warren (Ducks Unlimited) on wetland restoration, received an update on emerald ash borer, and shared the prioritization tool with the group (4.10)
- Met with OWEB and USGS to discuss our monitoring grants (Willamette Focused Investment Partnership). Working on submission of final report for WFIP Phase 4. Due in April. (1.8)



- Met with Becky Flitcroft (USFS), Braeden Van Deynze (Washington Dept Fish & Wildlife), Vanessa Youngblood (Willamette Riverkeeper), 3 grad students to discuss the big picture of our Ludwigia control. They're gathering info to do more of an economic analysis of treating Ludwigia on a statewide scale (1.8, 4.10)
- Renewed Department of Environmental Quality NPDES permit which allows us to treat priority invasive weeds with herbicide in the Willamette River (1.8, 5.18)

### **Invasive Species Program**

- Worked to onboard Althea as our Seasonal Conservation Technician for oblong spurge outreach and treatment. She'll start working on April 1 (1.7)
- Hosted the Benton Cooperative Weed Management Area (CWMA) General Meeting (4.4). After having 2 great workshops in January related to invasive weeds, I feel enthusiastic about more outreach, workshops, and field tours related to weeds and shared this with the group. The meeting offered updates on:
  - Steering committee meeting
  - Oblong spurge and aquatic invasive weed grants
  - Knotweed work by Marys River and Luckiamute Watershed Councils
  - Partner updates from the 18 attendees
  - Possible addition to staff capacity where funding will be sought to fund more CWMA coordination and noxious weed outreach (4.1, 4.8)
- Attended a site visit to verify oblong spurge in Corvallis, lent out a weed wrench to another homeowner who has a weed *Euphorbia* (1.7)
- Submitted an updated land use form to the county that needs to be signed for Oregon State Weed Board funding. Also attended a training on these grants (1.7)



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

SOW Task	Goals	March 1, 2024 to March 31, 2024
Landowner Engagement & Technical Assistance	1 & 2	<p><b>TA:</b> Riparian restoration (3), invasives (3), thinning/fire mitigation (2), seed drill, district plant sales, SIA/monitoring, native plants (2), swales, wetland restoration, riparian plantings (3), beaver habitats, big leaf maple sugaring, land use annexation.</p> <p>-Pickup trees and shrubs from Collaborative Grow project and delivered to two landowners for riparian planting projects (Alsea and Philomath). Used Conservation Incentive Program funds to purchase riparian plants for landowner in Alsea.</p> <p><b>Site visits:</b></p> <p>-Alsea: Bummer Creek; riparian habitat (referred to FSA for potential CREP), invasives, drainage, wetland habitat, ponds.</p> <p>-Starr Creek: riparian plantings, ice storm damage, streambank erosion. Will follow up with OWEB grant for riparian restoration.</p> <p><b>Projects:</b></p> <ul style="list-style-type: none"> <li>* <i>J2E River to Ridge Diversity Project:</i> Fifty-five acres were spot sprayed for weed control after planting.</li> <li>* <i>Mitchell Oak and Savanna Restoration Project:</i> Connect with landowner and USFW on spring work.</li> <li>* <i>Upper Muddy Creek Strategic Implementation Area:</i> Attended water quality monitoring with sondes. Developed new Marys River Watershed Council contract. Requested funds for analysis. Meeting with Upper Willamette SWCD on potential SIA between counties. Sent Living on the Land postcards to landowners and list serve.</li> <li>* <i>Jumping Giraffe Farms Water Management:</i> will close out grant next quarter, end of fiscal year.</li> <li>* <i>Watenpaugh Farm Riparian and Prairie Restoration:</i> final closeout of grant expenses. Site visit for final report pictures and discussion. Working on project completion report.</li> <li>* <i>Grand Oaks Oak Release:</i> working on land use form and landowner agreement.</li> <li>* <i>Benton County Oak Stakeholder OWEB grant:</i> discussion with Michael on GIS work. Talked with The Nature Conservancy author of the GIS analysis of oak habitats by tax parcel. Upcoming discussion with contractor.</li> <li>* Attended webinar for NRCS Technical Assistance grant information.</li> <li>* Attended the Willamette Prioritization meeting in Monroe. Michael coordinated.</li> <li>* Attended Oregon Fire Resilience Network webinar featuring the Oregon Conservation Corp work.</li> </ul>

		*
Partnerships/ Non-ag Upland and urban land management & restoration	1 & 4	<ul style="list-style-type: none"> <li>* Coordination with OSU Extension Small Farms to plan a spring Living on the Land series in Monroe. Met with OSU Extension Forester on topic for the woodland/riparian workshop. Sent out postcards to 393 landowners (greater than 2 acres).</li> <li>* Coordinating with Xerces Society to plan upcoming Pollinator Workshop and partnership to pay for pollinator hedgerow kits. Kits available now. <a href="https://xerces.org/pollinator-conservation/habitat-kits/oregon">https://xerces.org/pollinator-conservation/habitat-kits/oregon</a> Researched helpful information for landowners to include on our Jerry Paul Pollinator grant website, who wanted help to plan a pollinator habitat project .</li> <li>* Attended annual meeting. Followup email to Andony offering assistance with vineyard landowners. Requested more information on the Benton County pollinator plants he mentioned in his slide show.</li> </ul>
SOW/Capacity grant, training, organizational	5	<ul style="list-style-type: none"> <li>* Attended the PFC meeting.</li> <li>* Updated the Project Fund Worksheet with FY24 closeout of my grants.</li> <li>* Attended Staff Meetings, and Board meetings. Check-in conservation team program meeting with Michael and Teresa.</li> </ul>

## Native Plant Sale preparation

(2.1, 2.4, 2.5, 5.4)

The Native Plant Sale, our primary outreach event of the year, involves staff time in almost every month. The culminating event is a joyful effort powered by dedicated and new volunteers. Through this program, BSWCD reaches long-term customers and inspires new native plant enthusiasts each year. Below is a brief photo essay that highlights a few NPS components!



It is a busy month to prep for the big NPS order pick-up day. The BSWCD staff do many tasks, including: gather boxes and various containers, haul supplies, borrow carts, put up signs and tables, organize stations, train and communicate with volunteers, track down customers without pick-up times, help customers' last minute needs, print and organize order forms, move and moisten sawdust, schedule deliveries from nurseries, inventory plants, and buy and set up food. LEFT: Friday afternoon, Sara was oh-so happy when everything was in place.

Each year, returning volunteers are vital to a successful NPS event. They execute the tasks well and provide on-the-job training to new volunteers. RIGHT: Judith Paul, Maya Abels, and Pat Muir enjoy volunteer time with friends.



At the end of the NPS day, after the Fairground's livestock building is cleaned out, my favorite volunteer, Curtis, ABOVE, always lends a hand loading and returning Davis Family Farm carts. Thank you, Curtis!!!



LEFT: An urban landscape loaded with native plants! Note the red osier dogwood in all its winter glory. This landscape belongs to a NPS customer who was not able to pick up her order on Feb 24. I was thrilled to see her beautiful, professionally-designed, native-adorned yard when I delivered her order on Feb 26. Urban customers make up a large

percentage of the NPS customers. They are an important target audience mentioned in the BSWCD strategic plan.





## Urban camas meadow restoration (1.3, 2.5)

Amy Becker, left, is passionate about all things nature. Bugs and native plants are at the top of her dearest treasures. Amy lives at the CoHo Ecovillage in south town Corvallis. She dedicates considerable time and energy to the restoration of a camas meadow that is overgrown with non-native grasses. Amy reached out for help with grass control.

During my site visit, Amy showed me an experimental patch, see photo below, that was smothered with plastic then flamed. So far, that method seems promising. The flaming process is slow and laborious. Amy is submitting an application for the Jerry Paul Native Pollinator Conservation Grant to help with grass control. CoHo Ecovillage does not use chemicals on their land, so funds might pay a contractor to do more flaming.

This may be a good partner project. Donna has provided grass control methods recommended by US Fish and Wildlife and Institute for Applied Ecology. WVRLC members are very interested in grass control plots at the camas meadow. Erik Swartzendruber emailed that “so much of landscaping, especially with natives, is a fight against grass.” Here is a list of Erik’s suggestions for a demonstration of grass control methods:



- Geotextile fabric for one year
- Geotextile fabric for two years
- Sheet mulching with one layer of cardboard
- Sheet mulching with two layers of cardboard
- Solarization (clear plastic)
- 2-inch deep sod removal
- Heavy mulch without fabric
- Cutting and flipping sod
- Tilling vs. no tilling before each method

### DATE ACTIVITY

- 2/21 NPS set up
- 2/23 NPS volunteers prep plants and final touches
- 2/24 NPS order pick-up day with clean up
- 2/25 Last of carts returned to Davis Family Farm
- 2/26 Delivered NPS orders to two customers
- 2/26 Loaned shovels, gloves, trowels to O'Malley
- 2/27 Oregon Chapter SWC Society meeting
- 2/28 Farewell lunch for Jake Mead
- 3/1 MRWC WQ Monitoring Advisory Team Mtg
- 3/4 Enhanced SIA meeting with Upper Willamette
- 3/6 WQ data call, Cory Roe, Baker SWCD
- 3/6 CoHo Ecovillage camas meadow site visit
- 3/8 Technical Assistance grant webinar
- 3/8 Soil Tunnel at Lilly Park with Sara
- 3/11 UMC SIA WQ monitoring gear with MRWC
- 3/11 Weed wrench pick up
- 3/11 NPS debrief meeting
- 3/13 Call with EPA about SH reports to farmers
- 3/18 In-Situ sonde training with MRWC
- 3/19 Oregon National Soil Survey Partners meeting

### ACRONYMS

- AED—Automated External Defibrillators
- CSS - Crop and Soil Science Dept., OSU
- DEQ - Department of Environmental Quality
- EPA—Environmental Protection Agency
- GWMA—Groundwater Management Area
- MRWC—Marys River Watershed Council
- NPS—Native Plant Sale
- NR—Natural Resources
- NRCS—Natural Resources Conservation Service
- ODA—Oregon Department of Agriculture
- OrCAN—Oregon Climate & Agriculture Network
- OSU—Oregon State University
- RHS—Red Hill Soils
- SH—soil health
- SIA—Strategic Implementation Area
- SWV—Southern Willamette Valley
- UMC—Upper Muddy Creek
- WQ—water quality
- WVRLC—Willamette Valley Regenerative Landscape Coalition

## MARCH REPORT FOR APRIL 2024 BOARD PACKET

Sara Roberts, Communications and Community Engagement Coordinator

### OUTREACH (Goals 2.5, 4.5)

- **7 outreach events in March!**
- Tabled at the BEEvent Pollinator Conference at Linn County Expo Center on 3/2.
- Tabled at the Corvallis Sustainability Coalition community fair/town hall on 3/7.
- Led interactive Soil Tunnel activities at Winter Wildlife Field Days on 3/8, 3/12, and 3/20.
- Tabled with hands-on soil study activity at 2 Family Science Nights: Kathryn Jones Harrison on 3/14 and Lincoln Elementary on 3/20.



### WEBSITE (Goals 3.3, 3.6)

- March pageviews: 47,264
- Partner events added to our [calendar](#)
- Added [postings for upcoming events in March and April to the Blog](#)
- Still working on a new "Climate and Carbon" section with resources for farmers and urban residents (please let me know if you know of any great resources for this!)

### PARTNERSHIPS/NETWORKING (Goal 2)

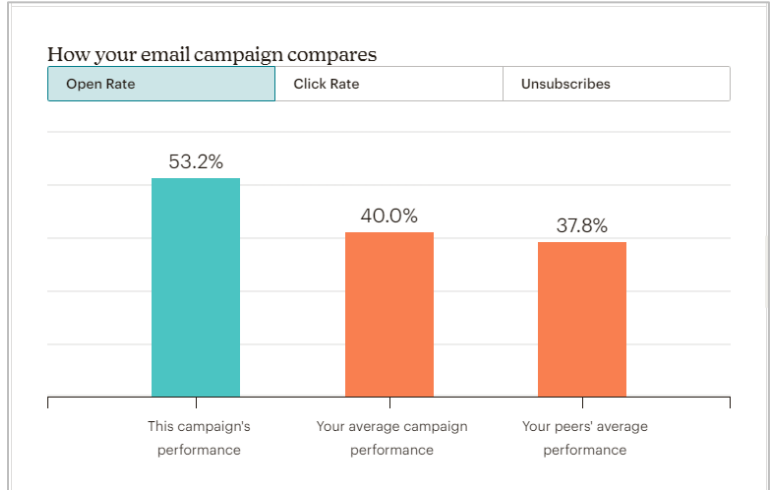
- Proposed agenda for Natural Resources Day to the Leadership Corvallis team and received approval.
- Met with Teresa and Mark for Ten Rivers Food Web to discuss their online shop/strategies for the soil amendment sale, and how we can use their methods as a model for the NPS.

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

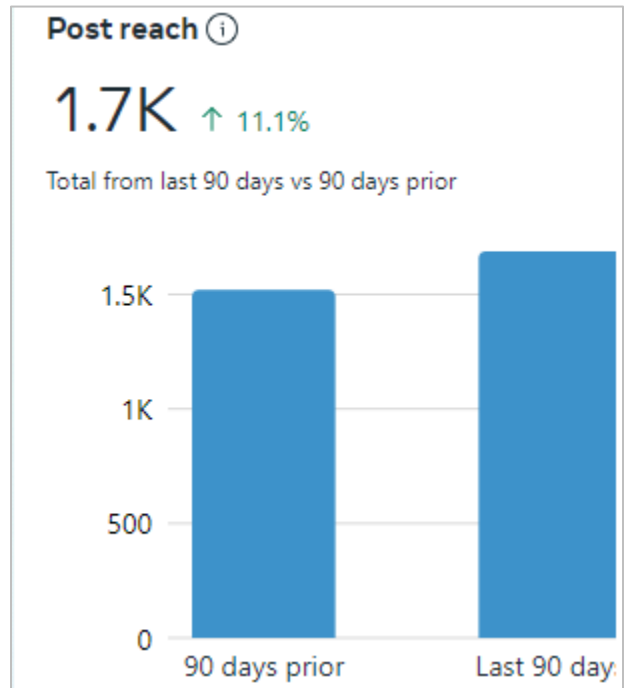
- Met with Holly, Michael, and the TEIP leadership team on 3/19 to discuss the internship we're funding and potential partnership/outreach activities.

**COMMUNICATIONS (Goal 3.4)**

- **March Newsletter** sent on 3/14.  
**I tried out a new format** with a couple featured short stories and a separate “opportunities” section. Items:
  - “Native Plant Sale pickup day a success”
  - “Annual Meeting 2024: pollinators and partnership”
  - Apply for the Jerry Paul Native Pollinator Conservation grant (82 clicks)
  - Spring Propagation Fair at the Willamette Grange (43 clicks)
  - Winter Wildlife Field Days (20 clicks)
  - Living on the Land workshop series (18 clicks)



- **Social media:** 12 combined Facebook and Instagram posts. Best performing posts:
  - “Don’t forget! Our Annual Meeting is rescheduled for tomorrow” (reach=365)
  - “Check out our March Newsletter for program updates, upcoming events, volunteer opportunities, and more!” (reach=305)
  - “It’s almost March, and that means it’s time for one of our favorite events: Winter Wildlife Field Days!...” (reach=150)
  - “What is soil classification?” (Feature on Teresa’s work with Andy Gallagher and Alan Mead) (reach=144)





# Staff Report February 2024 - Operations Coordinator

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

## Position Summary

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

## ESSENTIAL FUNCTIONS

### Operations Coordination (50%)

- Reviewed, authorized, and submitted invoices to AvidXchange and deposited checks.
- Distributed monthly financial reports and weekly check registers to Interim Treasurers for review.
- Logistics for installation of 3 new computers and 5 monitors with aid from Advantage Computing
- Completed Annual Meeting
- Completed Personnel and Finance Committee Meeting
- Distributed approved and issued vendor payments and weekly check registers.
- Dealt with ongoing ceiling leak issue.

### Organizational Support (45%)

- Reviewed Measurable Objectives with HC and Updated All for Board Meeting
- Purchased food for Annual Meeting and PFC Meeting
- Completed health benefit cost sharing presentation with Michael Ahr
- Board Support: Completed March Regular Board meeting draft minutes. Sent out approved minutes to stakeholders.
- Completed legal notices for Board Meeting and PFC Meeting
- Tracked Monthly Tax Turnover Reports.
- Updated Employee Data Sheets; reviewed timesheets; distributed pay stubs
- Forwarded phone calls and emails to appropriate staff.
- Participated in weekly staff meetings and ED check in's.
- Maintained weekly server backups.
- Purged documents according to state of Oregon Records Retention Schedule and rules.

### Capacity Building (5%)

- Attended "Fraud Prevention" Webinar with AvidXchange



# BENTON SOIL AND WATER CONSERVATION DISTRICT

## *Strategic Direction 2023-2027*

### Specific Goals, Strategies, and Measurable Objectives – updated for 4/8/2024

**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.

#### **Strategies**

1. Orient the District’s materials and technical assistance for landowners and land managers to prioritize practices that reduce climate impacts and/or help our natural systems and communities become more resilient.
2. Define a suite of services that help all interested landowners and land managers implement key soil, water, and habitat conservation practices while proactively focusing on landowners and land managers in areas with a high potential conservation benefit, including benefits to soil health, groundwater, agricultural water quality, Oregon White Oak habitat, and other areas of focus.
3. Respond to high-impact urban conservation opportunities at the intersection of urban and rural lands, and those where we can amplify the efforts of local government partners.
4. Increase engagement of landowners and land managers representing the full diversity of Benton County including Tribal communities and farmers of color.
5. Disseminate information to help landowners and land managers develop wildfire resilience, and work with partners to define Benton SWCD’s role in providing specific technical assistance in forest health and wildfire resilience.
6. Coordinate partners to strategize and implement invasive species control and habitat enhancement projects through the Benton Cooperative Weed Management Area and Willamette Mainstem Cooperative.

<b>Measurable Objectives</b>	<b>Status</b>
1a. (TM) Through December 2027, reach out to one underserved farmer to offer soil health testing and follow-up meetings.	Worked with one new and beginning farmer via TA SH grant 1/27/2023 (100%). Worked with 2 total so far...
1b. (TM) Through December 2027, work with 30 landowners in three priority areas, (the Southern WV Groundwater Management Area, the Upper Muddy	No progress this quarter due to seasonality. Soil samples are taken in drier weather. To date, worked with 11 landowners in priority areas. 21 soil samples have been taken.

<p>Creek Strategic Implementation Area, and Jackson-Frazier watershed), to submit 50 soil samples for lab assessment (32%) and follow up with landowners to discuss how results indicate impacts on soil function and farm resilience.</p>	
<p>1c. (TM) Through June 2026, manage the UMC SIA water quality monitoring team’s monthly field work.</p>	<p>Ongoing. Monthly coordination of UMC SIA WQ monitoring crew.</p> <p>TM 3/1/2024 attended MRWC WQ Monitoring Advisory Team meeting. This work will greatly expand temperature monitoring throughout the Marys River watershed.</p> <p>TM 3/6/2024 Phone call with Cory Roe, Baker SWCD to discuss WQ monitoring lessons learned.</p> <p>TM 3/18/24 hosted Bill Mann, In-Situ, for an Aqua TROLL 600 training for BSWCD NR staff and MRWC monitoring crew</p>
<p>1d. (TM) Through June 2026, organize water quality monitoring data, determine data quality, and submit data to Oregon Department of Environmental Quality.</p>	<p>Ongoing. Preparing WQ data for DEQ submission.</p> <p>Held WQ monitoring data meetings with Nick Haxton Evans, DEQ (1/29/24) and Rob Hibbs, ODA WQ monitoring specialist, (2/14/24) about UMC SIA data</p>
<p>1e. (MA) By 2026, Further identify opportunities to assist HOAs and other communities at the wildland urban interface by gathering input on their needs and priorities.</p>	<p>TM 2/26/2024 - loaned gloves, shovels, and trowels to Gail O’Malley, for Grand Oaks restoration volunteer work day.</p> <p>3/31/2024 Grand Oaks Oak Release grant approved by OWEB (\$14,968)</p>
<p>1f. (MA) By 2024, meet with Firewise communities as well as other communities in Benton County interested in addressing wildfire risk. By 2024, develop a strategy and define a role for BSWCD in assisting with wildfire risk reduction around target communities.</p>	<p>Attending Oregon Fire Resilience Network webinars.</p> <p>ODF offers a lot of assistance to property owners - they have actually increased capacity. For now, Michael has lowered this in priority while focusing on other objectives.</p>

<p>1g. (MA) Through 2027, annually work with partners on the Willamette River to survey and treat high priority aquatic invasive species.</p>	<p>Ongoing.</p>
<p>1h. (MA) In 2023 and 2024, continue fundraising, treatment, monitoring, and education with partners to control the spread of oblong spurge in Benton County.</p>	<p>Ongoing.</p>
<p>1i. (MA) Through 2027, fundraise annually for control, monitoring, and education related to all Oregon Department of Agriculture A List noxious weeds found in Benton County.</p>	<p>In February 2024, we received \$13,950 in funding to continue this work. Seasonal Conservation Technician will begin work on April 1, 2024. We also received \$27,972 for Aquatic invasives.</p>
<p>1j. (MA) Work with Benton Cooperative Weed Management Area to update Best Management Practice handout for invasive weed management in our district.</p>	
<p>1k. (MA) Continue at least 4 volunteer weed removal or planting events per year to engage the community in natural resource conservation.</p>	<p>Recent planning for the Let’s Pull Together event (May 18) at 4 sites in Benton County and 2 paddle and pull events occurred on the Willamette this summer</p>
<p>1l. (DS) By end of FY2023, develop oak woodlands/savanna outreach/technical assistance strategy to work with oak landowners in varying acreage sizes in Benton County (develop/analyze GIS maps to identify priority areas to target-Kings Valley, UMCSIA, Wren, Oak Cr, Crescent Valley, etc).</p>	<p>3/31/2024 Connected with former Nature Conservancy employe who conducted oak habitats by tax parcel GIS analysis in the Willamette Valley in 2011. Following up with contractors who continued the work. MA and DS have been planning next steps of grant implementation.</p>
<p>1m. (DS) Through FY2026, provide technical assistance to 20 landowners in the Upper Muddy Creek Strategic Implementation Area. Identify funding opportunities when appropriate.</p>	<p>3/31/2024 listserve mailing to advertise funds available to landowners for water quality projects. Postcard mailing to residents for upcoming Living on the Land workshop.</p>
<p>1n. (DS) Each year, refer 2-4 landowners to FSA CREP program, 2-4 landowners in</p>	<p>3/31/2024 Two landowners referred to FSA for CREP signup. Two landowners referred</p>

<p>NRCS programs (EQIP, CSP, etc.) apply for grant funding for 2-4 landowners in ag. Water quality, habitat restoration projects.</p>	<p>to NRCS for EQIP. This target has been met in 2022, 2023, and 2024.</p>
<p>Each FY, provide technical assistance to 100 landowners (phone, email, site visits) in the areas of agricultural water quality and habitat restoration.</p>	<p>3/31/2024 (DS) provided technical assistance to 49 residents, 5 site visits. We're consistently exceeding 100 contacts each year.</p>
<p>Technical outreach materials revised to prioritize climate-resilience practices.</p>	
<p>Tiered service system developed, implemented, and evaluated.</p>	

<p><b>Goal #2:</b> Deliver engaging education and outreach opportunities that inspire residents throughout Benton County to protect and restore soil, water, and habitat.</p>	
<p><b>Strategies</b></p>	
<ol style="list-style-type: none"> <li>1. Orient the District’s educational materials and programs to prioritize practices that reduce climate impacts and/or help our human and natural systems become resilient to climate change.</li> <li>2. Increase the use of compelling and accessible digital outreach including web, social media, and video to help urban residents and rural landowners value and promote the health of water, soil, and habitat for native plants/wildlife and human communities.</li> <li>3. Work with partners to evaluate and align youth education offerings to identified community needs and strategic goals.</li> <li>4. Leverage the annual Native Plant Sale to reach more diverse residents and promote conservation learning among customers.</li> <li>5. Collaborate with a broad spectrum of businesses, community-based organizations, and volunteers to promote practices that support healthy and resilient soil, water, and habitat.</li> </ol>	
<p><b>Measurable Objectives</b></p>	<p><b>Status</b></p>
<p>2a. (SR) Through 2024 and beyond, manage the Jerry Paul Native Pollinator Conservation</p>	<p>March 2024: The grant application is now open until April 30. We currently have 4</p>

<p>Grant program and projects including a selection rubric, disbursing funds, collecting reports, measuring impacts, etc.</p>	<p>applicants and have been contacted by another potential 2-3 applicants.</p>
<p>2b. (SR) By end of December 2024, reach 2,000 Facebook followers and 800 Instagram followers</p>	<p>Current numbers: 1,270 Facebook followers and 449 Instagram followers</p>
<p>2c. (SR) By Fall 2024, plan and lead a new series of Twilight Tours</p>	<p>Currently reaching out to potential sites/presenters for June, July, and August</p>
<p>2d. (SR) By September 2024, plan and host a Volunteer Appreciation Event</p>	<p>Budget request for this event has been submitted and approved. Ongoing conversations with HC and staff.</p>
<p>2e. (SR) Through 2024 and beyond, manage the Conservation Education Youth Grants program</p>	<p>Grants have been disbursed to 5 recipients: Corvallis Waldorf School, Crescent Valley High School, Greenbelt Land Trust, Letitia Carson Elementary, and a joint climate change monitoring project between Linus Pauling MS and Kathryn Jones Harrison Elementary. Ongoing meetings with the climate change project leaders to support their work.</p>
<p>2f. (SR) By June 2024, release a new climate change learning page on the BSWCD website.</p>	<p>In progress - currently gathering resources.</p>
<p>2g. (SR) With MA and all staff, develop a plan and description for an expanded Native Plant/Urban Conservation Program</p>	<p>Funds requested for a Conservation/ Outreach Program Assistant to support this work. Ongoing conversations with Board and staff.</p>
<p>2h. (SR) By end of 2024, develop and host a native plant gardening workshop in partnership with Master Gardeners and/or other partners.</p>	<p>Aiming for Fall 2024. I've met a few Master Gardeners that could be good candidates to co-host.</p>
<p>2i. (MA) Through 2024, Continue building efficiency into a contracted model for management of NPSs. Beyond 2024, have additional groups participating in the</p>	<p>Have SkillBridge intern assist in planning/organizing sale for February 2024</p>

<p>design and implementation of the sale and reach new audiences.</p>	
<p>2j. (MA) By 2026, build a partnership with local business (such as a grocery store, brewery, restaurant, etc.) that highlights soil, water, or other related conservation on working lands or properties managed for habitat.</p>	
<p>2k. (TM) Through December 2027, work with the Willamette Valley Regenerative Landscape Coalition to update the WVRLC webpage on the BSWCD website. Work with the WVRLC to add one blog post per year about regenerative landscape topics such as soil health, water conservation, and dense plant designs.</p>	<p>Teresa attends meetings with WVRLC and has been in communication with them recently</p>
<p>2l. (DS) Each year, provide/assist in two workshops/tours to highlight natural resource management on the ground (riparian restoration, oak habitats, pasture management, mud and manure, pollinator habitats, climate resiliency, irrigation water management, well and septic systems, etc.)</p> <ul style="list-style-type: none"> <li>▪ Target UMCSIA, GWMA, Firewise communities, neighborhood groups</li> </ul>	<p>3/6/2024 TM - work with Amy Becker, CoHo Ecovillage on restoration of camas meadow.</p> <p>3/19/24 TM Discussion with Willamette Valley Regenerative Landscape Coalition on grass control in native landscapes.</p> <p>3/31/2024 DS, TM, MA, SR Coordinated with OSU Extension Small Farms to host Living on the Land series of workshops starting in April. Will include pasture management, farm planning, soils, well water, water rights and oak woodlands and riparian habitats.</p> <p>3/31/2024 DS, MA, SR coordinated with Xerces Society to present a Saturday workshop for landowner on Pollinator Habitats. Tentative date: June 1<sup>st</sup>.</p>

<p><b>Goal #3:</b> Develop clear, consistent communications so people throughout Benton County can easily participate in Benton SWCD services and take action to steward our resources.</p>	
<p><b>Strategies</b></p>	
<ol style="list-style-type: none"> <li>1. Develop and implement a strategic communications plan to increase the visibility and understanding of Benton SWCD and expand its reach to new audiences.</li> <li>2. Ensure the Benton SWCD team includes professional communications and marketing skills, knowledge, and abilities.</li> <li>3. Clarify program descriptions and other information to make Benton SWCD’s services more accessible and understandable.</li> <li>4. Collect and disseminate stories, statistics, and visual resources to communicate Benton SWCD’s goals, services, and impact.</li> <li>5. Enhance internal coordination and collaboration to support communications strategies for Benton SWCD and all programs.</li> <li>6. Regularly evaluate communications and outreach efforts to ensure desired impact including accessibility to diverse audiences.</li> </ol>	
<p><b>Measurable Objectives</b></p>	<p><b>Status</b></p>
<p>3a. (HC) Conduct quarterly reviews of website and work with Sara to ensure content is current, accurate, and addresses strategic plan strategies.</p>	<p>HC and SR worked on web posts for Budget Committee recruitment for FY25 and finalized posting for new BSWCD native pollinator grant program (see below).</p>
<p>3b. (HC) By the end of March 2024 work with Sara on designing framework for Community Needs Assessment.</p>	<p>Reviewed/ commented on Sara’s draft. Solicited feedback from board and staff. Shared with Sara pre-planning research results from Strategic Planning focus group participants from 2022.</p>
<p>3c. (HC) Facilitate creation of new District grant program to honor conservation legacy of Jerry Paul.</p>	<p>Worked with Sara to post Jerry Paul Native Pollinator Conservation grant application on website for March 1 solicitations.</p>
<p>3d. (SR) By end of December 2023, complete and implement a Strategic Communications Plan, including staff</p>	<p>The Internal Communications Plan is complete. The Strategic (external) communications plan is in progress. After discussion with HC we’ve decided to wait on finalizing this plan until after public</p>

training, and the release of a summary to the public (external only).	feedback/research has been collected and analyzed.
3e. (SR) Throughout 2024, conduct ongoing assessments and updates of the BSWCD website to ensure that information is correct, timely, and engaging.	Ongoing. Considering a simple website visitor survey for the end of the year to gather feedback about the new platform.
3f. (SR) With MA, develop an updated invasive plants guide/brochure and publish by Summer 2024.	First design has gone through review and will be modified to include more species.
3g. (SR) By Fall 2024, add 2 new videos to YouTube channel.	A Salmon Watch video is nearly complete. Considering topics/projects to feature for the next video.
3h. (SR) By end of 2024, feature Blog articles by at least 2 guest writers outside of BSWCD.	Ongoing, searching for potential writers...
3k. (CM) Create board member experience once a year that will enhance internal coordination and collaboration by Oct 31 2024	BBQ held summer 2023, another event planned for FY2025, will be introduced in April 24 Board meeting

<b>Goal #4: Enhance strategic partnerships and revenue to increase Benton SWCD’s impact.</b>
<b>Strategies</b>
<ol style="list-style-type: none"> <li>1. Identify traditional and emergent opportunities for funding and partnership with state and federal agencies and private funders and use a strategic filter to help Benton SWCD staff evaluate and pursue the most impactful opportunities to support local needs.</li> <li>2. Strengthen the Benton SWCD’s partnership with the USDA Natural Resources Conservation Service to maximize benefit to landowners and communities in Benton County.</li> <li>3. Meet regularly and coordinate efforts with local conservation partners including the four watershed councils operating in Benton County and the Confluence group of local conservation nonprofits.</li> </ol>



<p>4. Seek stronger partnerships with the natural resources departments of the Confederated Tribes of Siletz Indians and Confederated Tribes of Grand Ronde.</p> <p>5. Enhance partnerships and potential fee-for-service relationships with local institutions including Benton County, local cities and towns, and Oregon State University to achieve shared goals.</p> <p>6. Evaluate the potential to develop sponsorships and donations from local businesses, individual donors, and other non-traditional partners.</p>	
<b>Measurable Objectives</b>	<b>Status</b>
<p>4a. (HC) Through FY27 meet quarterly with Natural Resource Conservation Program Manager (NRCPM) to identify and evaluate partnership and funding strategies.</p>	<p>Ongoing</p>
<p>4b. (HC) Solicit and manage donations for Jerry Paul conservation grant award. Process other unsolicited donations.</p>	<p>Developed process for tracking donations; working with Jenny and auditor to ensure donation procedures are followed; continue to process donations as needed; work with Sara on solicitation notices.</p>
<p>4c. (HC) Stay connected with The Confluence partners.</p>	<p>Met with Greenbelt staff member on March 8 to discuss The Confluence (building’s progress and reiterate BSWCD’s desire to be a tenant).</p>
<p>4d. (HC) Continue to enhance partnerships and forge new ones, including with TEIP.</p>	<p>Met with TEIP and LTWC staff on March 19 to determine TEIP next steps; attending CONNECT conference for Oregon SWCDs April 16-18; attended Oregon Invasive Species Council meeting March 21; met with Willamette Valley SWCD Managers at Polk SWCD office on Feb 7; hosting same meeting at BSWCD office on May 22 and arranged presentation on Dry Farming with Amy Garrett (OSU) and Eliza.</p>
<p>4e. (HC) Coordinate with Marion SWCD to jointly manage Skillbridge internship program.</p>	<p>FY2024 internship has ended. Exploring future options with Marion SWCD and U.S. Department of Defense.</p>

4f. (HC) Between October 2023 and March 2024, host Skillbridge intern.	Jacob Mead, retired US Marine Corps veteran, completed numerous District projects. Ask HC for summary if interested.
4g. (HC) By June 2024, evaluate Skillbridge internship.	Held thank you luncheon for Jacob with staff. Conducted program evaluation interview with Jacob.
4h. (HC) Identify traditional and emergent opportunities for funding and partnerships.	Forwarded funding opportunities to technical/ natural resources staff.
4i. (TM) Through June 2023, work with NRCS to write the 2024 Soil Health Conservation Implementation Strategy, and complete OWEB TA grant # 219-9001-19457.	Matteson - CIS component submitted to NRCS. (100%) Matteson - OWEB TA grant #219-9001-19457 final report submitted and final payment received 12/15/2023 (100%)
4j. (DS) Work with NRCS to incorporate water quality practices in future Conservation Implement Strategies by 2024.	Bi-monthly meetings with NRCS. (1/23/24) TM met with Wallace Jennings to discuss landowner needs and plan Ag Soil Health meeting on 5/8/24. 3/31/24 DS, MA, TM Attended webinar on OWEB grant opportunities to provide technical assistance to NRCS through IRA funding.
4k. (DS) Work with GWMA partners (DEQ, EPA, ODA, NRCS, UWSWCD, LSWCD, Long Tom WC, city of Monroe) on funding strategy for landowners to implement water quality practices (AWQI, 319 grant, etc).	3/13/24 TM - discussion with EPA about soil health reports for farmers. 3/31/24 DS, TM, MA discussion with ODA about potential Enhanced SIA in Benton Count. Discussion with Upper Willamette SWCD regarding a joint Enhanced SIA in Long Tom Watershed. 3/31/24 DS attended GWMA meeting to develop new action plan to improve water quality
4l. (DS/MA) By May 2023, work with partners to develop Regional Conservation Partnership Program proposal for oak restoration in Benton County or in the region. Identify US Forest Service	3/31/24 working with USFS Agroforestry Specialist to connect with Benton Co. landowners who conduct agroforestry.

Stewardship funds for oak restoration \$ opportunities adjacent to federal forest lands.	
4m. (DS/MA) By 2024 develop strategy to assist forest landowners in accessing ODF funds for road/culvert replacement funds.	In progress. ODF still “rolling out” new programs. BSWCD has proactively communicated with ODF encouraging them to share updates on new programs more widely with SWCDs, Watershed Councils, etc.
4n. (DS) Develop strategy with NRCS to identify funds available to landowners through an outreach plan through the Federal Infrastructure Bill.	Researching forest resiliency funds available through the Federal Infrastructure Bill. 3/31/2024 met with NRCS regarding the practices available through the IRA. Attended webinar for OWEB technical assistance funds.
4o. (DS/TM/MA) By May 2023, develop new ODA biennial Scope of Work which identifies climate action initiatives and incorporates soil health action items into the ODA agricultural water quality work plan. Develop measurable goals for the SOW.	3/31/24 (DS) attended the Mid-Coast Water Quality Management Plan Local Advisory Committee meeting.
4p. (CM) Create business sponsorship for events & volunteer support by Oct. 31 2024	
4q. (SR) Engage with Joe Scott and the Traditional Ecological Inquiry Program to provide intern funding and share out their projects/impacts	SR, MA, and HC met with TEIP leaders to discuss the internship and potential ways to share their work. Another meeting is being planned for April 2024.
Specific joint efforts developed with each watershed council and the Confluence partnership	(TM) Member of MRWC WQ Monitoring Advisory Team
Regular interactions with Confederated Tribes of Siletz Indians and Confederated Tribes of Grand Ronde.	
At least one new public or private partnership and funding relationship established each year.	
Strategy filter developed	

Increase the number of NRCS-funded projects by X%	Ongoing. Donna refers several people to NRCS each year to pursue programs.
Report evaluating the potential for sponsorships and individual donations	

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

**Strategies**

1. Adopt and use an equity focus to evaluate Benton SWCD’s programs and adapt them to ensure equitable access by all community members.
2. Evaluate and adapt district programs by holding annual strategic plan reviews, creating adaptive workplans, and conducting a comprehensive community-based assessment to better understand conservation / information needs and community perspectives on how the District’s services and outreach can improve.
3. Increase board/staff collaboration by actively learning about each other and each other’s work, holding more joint meetings and celebrations, and creating space for informal and unstructured interaction and community-building.
4. Create a transition and operations plan reflective of changing workplace trends, anticipated staff retirements or other turnover, and professional development needs.
5. Ensure District operations meet the highest standards of public agency administration.

<b>Measurable Objectives</b>	<b>Status</b>
5a. (HC) Facilitate progress on DEIJ through the District’s Equity Committee. Hold committee meetings every 2 months or as member schedules allow.	Reconvened committee in May 2023. Held meetings on 5/3, 7/14, 9/15 and 12/13. Minutes available.
5b. (HC) By the end of November 2024, with the Equity Committee, plan and hold a facilitated DEIJ retreat for board and staff.	Hire facilitators from Capacity Building Partnerships.
5c. (HC) By June 2024 complete performance evaluations and professional development/training plans for direct reports.	In progress.

<p>5d. (HC) Assist Board with recruitment of Directors, Associate Directors, Student Associate Directors, and Community Budget Committee members as terms end, and/or vacancies occur.</p>	<p>Coordinated recruitment and board appointments for 3 new Budget Committee members for FY25 (Indira Kulkarni, Tere O'Rourke, Linda Lovett).</p>
<p>5e. (HC) Through 2027, use an equity focus and adapt programs for equitable access.</p>	<p>Coordinating with Michael and Sara.</p>
<p>5f. (HC) By mid-January 2025, complete another Employee Pay Equity and Compensation Study.</p>	<p>Budget for study in FY25 proposed budget. Develop contract with HR Answers.</p>
<p>5g. (HC) Hold 2024 Annual Meeting and distribute FY2023 Annual Report.</p>	<p>Annual Meeting held at Corvallis Community Center on March 5 (postponed from January 16 due to ice storm). Continue to distribute Annual Report.</p>
<p>5h. (HC) By December 31, 2024, review final FY24 Audit Report and update sections requested by auditor, ensure audit shows nothing material of concern, there are no omissions or misstatements of accounting information, all funds and activities are properly classified, all revenues and expenses are properly allocated, internal controls are established and maintained, and there is compliance with all laws and regulations.</p>	<p>FY23 Audit completed. Contract in place for FY24 audit. Sign Letter of Agreement with auditor before July 1, 2024.</p>
<p>5i. (HC) By December 31, 2023 final Audit Report shows net position increased during the fiscal year audited.</p>	<p>Net position increased by \$33,388.00</p>
<p>5j. (HC) Facilitate/plan for annual Personnel and Finance Committee (PFC) meeting in March prior to developing proposed fiscal year budget.</p>	<p>PFC met March 18 to discuss HC recommendations for employee compensation for FY25 benefits (medical, dental, retirement, life, disability, HRA VEBA, COLA, employee recognition, etc.). Minutes available in April 8 board packet.</p>

<p>5k. (HC) By May 31, 2024, review all insurance policies (Workers Comp, General Liability, Health, Life, Short Term Disability). Meet with SDAO and WHA about FY25 plans and monthly premium costs.</p>	<p>Ongoing.</p>
<p>5l. (HC) Through FY27, hold quarterly reviews and update Strategic Plan Measurable Objectives, present updated document in board meeting packets.</p>	<p>Updated January 2024. Next update April 2024.</p>
<p>5m. (HC) By May 31, 2024, work with staff to complete updated District Work Plan for FY25 and present to Board for approval.</p>	<p>Reminder on staff meeting agenda last week of March. Board will adopt FY25 Work Plan at the June 10, 2024 meeting.</p>
<p>5o. (HC) Train NRCPM on budget development and tracking.</p>	<p>Ongoing.</p>
<p>5p. (SR) By October of 2024, conduct a Community Needs Assessment (with all staff input) to determine gaps and opportunities for BSWCD to increase and improve both conservation services and outreach offerings.</p>	<p>March 2024: The plan for this assessment has been through review by both Staff and Board. The public survey is nearly complete and will be released in the next e-newsletter (early April). We have begun discussing potential focus group members to recruit.</p>
<p>5s. (CM) with HC input, complete Operations Manual final draft by Sept. 30, 2024</p>	
<p>5t. (CM) Complete OSHA Hazard Identification and Correction Plan by June 30, 2023.</p>	<p>Completed 1/29/2024</p>
<p>5u. (CM) Purchase employee and facility PPE identified in Hazard Communication Plan by Sept. 30, 2024.</p>	
<p>5v. (CM) Set up and complete OR State public contracting law training for those who write, review and approve contracts by November 30, 2024.</p>	
<p>5w. (CM) With SR and HC, identify one opportunity each QTR to showcase a board</p>	

<p>member’s work or set up opportunity for celebration by Oct. 31 2024, Jan. 31 2025, April 30 2025, and June 2025</p>	
<p>5x. (CM) With HC, upload audit documents to the online organizer for the FY24 audit by end of July 2024.</p>	
<p>5y. (CM) Submit Best Practices Survey annually to enable the district to receive a 10% insurance discount from SDAO/SDIS by Nov. 1, 2024</p>	
<p>5z. (CM) Ensure policy renewals for worker’s comp and liability are in place by July 1 2024 and Dec. 31 2024 respectively</p>	
<p>5aa. (CM) Update office equipment inventory by June 30 2024.</p>	<p>Completed 3/20/24 for FY24</p>
<p>5ab. (CM) Identify ways to realize up to a 3% reduction in cost each FY in copier, postage, production, supplies and materials by August 31 2024.</p>	
<p>5ac. (CM) Draft a yearly required staff training calendar and release online plan by September 1, 2024.</p>	
<p>5ad. (CM) Complete yearly staff celebration calendar by July 1 2024 including work anniversaries, birthdays, or other recognition events.</p>	
<p>5ae. (CM) Investigate and implement if deemed acceptable; new options for processing Credit Card charges to streamline accounting process by December 31 2024.</p>	
<p>Board and staff survey reports increased collaboration.</p>	

**DRAFT Benton SWCD Recognition Award Policy**

<b>Regular Full/Part-time Employee Years of Service</b>	<b>Amount of Recognition Award</b>
5 Year Service Award	\$250
10 Year Service Award	\$500
15 Year Service Award	\$750
20 Year Service Award	\$1,000
5-year increments above 20 years	\$1,000

**Recognition Award Policy**

**PURPOSE:** To establish procedures for providing a Recognition Award for Benton SWCD employees with ongoing committed service.

Benton SWCD recognizes the importance of providing an excellent compensation package to its employees and the importance of rewarding long-time employees for their years of service. The Recognition Award Policy will encourage dedicated service, build morale, and recognize employees in good standing who have developed tenure with the District.

**EFFECTIVE DATE:** The Recognition Award Policy will be effective January 1, 2024.

**DEFINITIONS:**

1. “Good Standing”: An employee in Good Standing is defined as one who has not been suspended or involuntarily demoted during employment, and is not under review in any manner, including without limitation, under a performance improvement plan or investigation at the time the employee reaches the benchmark (as outlined below) for the Recognition Award.
2. “Continuously Employed”: An employee is Continuously Employed when the employee does not have any lapse in employment or service with the District except as permitted under law or BSWCD policy, as outlined in the Employee Handbook (such as annual leave, military leave, wellness leave, PLO, etc.).
3. “Years of Service”: An employee’s Years of Service is defined as the years an employee has been Continuously Employed on the employee’s Anniversary Date in their current job or any job with the District.



4. "Full Time Regular Employee" and "Part-Time Regular Employee" are defined as provided in the BSWCD Employee Handbook.

**PROCEDURE:**

1. The Recognition Award will be paid to a qualifying employee in payroll following the date of their employment anniversary.
2. To be eligible, the employee must be actively employed at the time the Recognition Award is distributed.
3. At the time of the Effective Date of this Policy, an employee's past continuous Years of Service will be considered in determining the employee's eligibility for and the amount of the Recognition Award. For example, if a Full Time Regular Employee has been Continuously Employed for six (6) years at the time of the Effective Date of this Policy, the Employee is eligible for a Recognition Award for five (5) Years of Service on their employment anniversary. Their next award will occur when the next Recognition Award milestone is achieved.

**BENCHMARKS FOR THE RECOGNITION AWARD:** The employee must be in Good Standing and have been Continuously Employed with Benton SWCD for the following periods of time to receive the corresponding Recognition Award below:

**Full Time Regular Employees:**

- 5 YEARS: A one-time cash incentive of \$250.00, signifying 5 years of service.
- 10 YEARS: A one-time cash incentive of \$500.00, signifying 10 years of service.
- 15 YEARS: A one-time cash incentive of \$750.00, signifying 15 years of service.
- 20 YEARS: A one- time cash incentive of \$1,000.00, signifying 20 years of service.
- BEYOND 20 YEARS: A one-time cash incentive of \$1,000 for each 5-year increment of anniversary date reached beyond 20 years (for example 25 years, 30 years, etc.).

**Part-Time Regular Employees:**

Part-Time Regular Employees are eligible to receive the same Recognition Award that Full Time Regular Employees receive.

The Recognition Award is additional employee compensation. It is subject to tax withholding and must be included in the employee's reported compensation for tax purposes.