

Monday, October 7, 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 SEPTEMBER MEETING AGENDA

Goal	Item	Lead	Time	ACTION
	Call to Order, Introductions, Public Comments, Announcements, Additions to Agenda	<i>Johnson</i>	6:00	
	<b>BOARD MEETING CONSENT AGENDA</b>	<i>Johnson</i>	6:05	<b>ACTION</b>
5	Approve draft Minutes from September 9 Board Meeting			
5	Approve Financials (8/31/24)			
	<b>REGULAR AGENDA</b>			
5	Executive Director Recruitment update: Cascade Employers Association consultant (TBD if Board will request this for October meeting)	<i>Trudy Hylemon</i>	6:06	
1	Budget Resolution FY2024-2025-02 correct math error on Rainshine Orchard Riparian Restoration Budget Resolution (supersedes resolution from August 14 <sup>th</sup> of the same number)	<i>Ahr</i>	6:20	<b>ACTION</b>
2	Budget Resolution FY2024-2025-03 donation of \$500 for Youth Education from Carol D. Carpenter	<i>Crosson</i>	6:25	<b>ACTION</b>
5	Discuss Associate Director eligibility criteria. Oregon Statute has no requirements for Associates. Should candidates be Benton County residents of voting age?	<i>Board</i>	6:30	<b>ACTION</b>
5	Introduce Ty Terlaak of North American Youth Parliament for Water; appoint Ty as student Associate Director if eligible	<i>Pitts and Terlaak</i>	6:45	<b>ACTION</b>
2	Recap of how native bulb and seed sale at Corvallis Fall Festival went	<i>Roberts</i>	6:55	
5	Office water leak remediation update	<i>Crosson</i>	7:00	
2	Salmon Watch volunteer reminder	<i>Roberts</i>	7:05	
1-5	Questions from Board on BSWCD and NRCS activities	<i>Directors/ Staff/NRCS</i>	7:10	
	Meeting Adjourned	<i>Johnson</i>	7:30	

<b>Strategic Direction Goals 2022-2027</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>
September 21, 9:30-11:30 am	<a href="#">Salmon Watch new volunteer info session – feel free to join us!</a>	Clemens Park, Alsea
September 28-29, 10am-6pm	Native Bulb and Seed Sale – <a href="#">sign up to volunteer</a> , we still need help on Sunday!	Corvallis Fall Festival at Central Park
October 7, 6:00pm-7:30pm	Regular Board Meeting (NOTE! 1 <sup>st</sup> Monday of the Month!)	Via Zoom
October 8, 2:00pm-4:30pm	Public Meeting Law Training Webinar	<a href="#">Meeting Registration - Zoom</a>
October 16, 1:00pm-3:30pm	Public Meeting Law Training Webinar	<a href="#">Meeting Registration - Zoom</a>
October 25, 10:00am-12:30pm	Public Meeting Law Training Webinar	<a href="#">Meeting Registration - Zoom</a>
October 28, 1:00pm-3:30pm	Public Meeting Law Training Webinar	<a href="#">Meeting Registration - Zoom</a>
November 12, 6:00pm-7:30pm	Regular Board Meeting (NOTE! 2 <sup>nd</sup> TUESDAY of the Month!)	Via Zoom
Tues. Nov. 19 9:00am-1:00pm	DEIJ Training	Bald Hill Farmhouse 5700 SW Reservoir Ave. Corvallis, OR 97333
Mon. Nov. 25 9:00am-4:00pm	Oak and Prairie Summit: <a href="https://beav.es/p7h">https://beav.es/p7h</a>	Oregon Department of Fish and Wildlife Headquarters - Salem

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

Monday, September 9, 2024  
6:00-8:00 PM



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<https://us02web.zoom.us/j/84468250202?pwd=Rk5sRERSZXI6WV0UmJIWEFBcDIHUT09>

Phone: 1-669-900-6833

Meeting ID: 844 6825 0202; Passcode: 640956

## BOARD OF DIRECTORS MEETING MINUTES

### In Attendance

Board Members Present: Nate Johnson, Marcella Henkels, Eliza Mason, Kerry Hastings, Aubrey Cloud, Henry Storch, David Barron (arrived 6:39pm)

Board Members Absent: Greg Jones (with notice),

Associate Directors: Rana Foster

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

Others Present: Michael Rhodes and Jennifer McRae

**Call to Order - Johnson** (6:06pm)

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

**Introductions:** Michael Rhodes and Jennifer McRae

**Public Comments:** None

**Announcements:** None

**Additions to agenda** (added by Nate Johnson):

### CONSENT AGENDA

- **Approve draft Minutes from August 12, 2024, Board Meeting**
- **Approve Financials (7/31/24)**

Discussion: none

MOTION: Approve Consent Agenda: Nate Johnson Second: Marcella Henkels

Results: Pass 5/0

### REGULAR AGENDA

- **Introduce Michael Rhodes and Jennifer McRae, new owners of Hall's Kings Valley House**

They introduce themselves. Outdoor science people, so happy to be in the King's Valley House. Board and staff introduce themselves.

- **Update Native Bulb and Seed Sale**

September 28-29<sup>th</sup> at the Corvallis Fall Festival in Central Park. We will have a larger booth so that we can more adequately display outreach materials. Great inventory this year, left out advertising those that failed last year to not disappoint, but did order them in case they do work out. Volunteers are good for each day, with staff filling in on Sunday where there are a few empty spots.

- **Review and approve Conservation Outreach Assistant and Resource Conservationist Job Descriptions, hiring update**

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

Conservation Outreach Assistant was discussed at the last PFC so most are familiar with the position. We have hired Cierra Dawson to fill this position. Out of 27 applicants, 8 were interviewed. COA is a person to help with three main programs 1. Native Plant Sale 2. Invasive Species Program 3. Salmon Watch Program/Education Program.

Resource Conservationist position covers the Scope of Work with the Oregon Department of Agriculture, specifically agricultural water quality. Previous staff in this position retired after 25 years. New staff member will work closely with Michael Ahr and Teresa Matteson.

- **ODA SWCD Guidebook Chapter 8 on SWCD's as Employer: Review, take public comment on, and adopt policy and procedure on hiring employees**

Discussion: Holly Crosson explains that this is a procedural step to make sure that we are operating in best practice and following the hiring procedures recommended in ODA's SWCD Guidebook.

Motion: Move that BSWCD Board adopts policy and procedures as stated in the SWCD Guidebook for hiring employees- Nate Johnson Second: Kerry Hastings  
Result: Pass 5/0

- **Employee Handbook Update**

Summary: Holly Crosson explained previous language created a 'steppingstone' position that is now obsolete. Updating Handbook language will ensure recommended hiring policies and procedures in the Handbook and SWCD Guidebook are consistent with each other.

Motion: To adopt the changes to the Employee Handbook as stated in the packet: Nate Johnson Second: Aubrey Cloud  
Result: Pass 6/0

- **Review, take public comment on, revise if necessary and approve DRAFT Executive Director job description with hiring standards and criteria**

Holly Crosson summarized the need for public review of the job description, and hiring practices, standards and criteria to comply with Public Meeting Law on holding Executive Sessions for hiring. Holly Crosson updated the Executive Director job description for board and public review and comment. The board has approved the PFC plus Aubrey Cloud to be the hiring committee. BSWCD is contracting with Cascade Employers Association to conduct portions of the recruitment and hiring process as needed.

Nate Johnson asks about the required skill of "Three years minimum experience in: SMART goal development, implementation, and achievement." He is unfamiliar with SMART. Staff and board members clarify.

### **What are SMART Goals?**

- Statements of the important results you are working to accomplish
- Designed in a way to foster clear and mutual understanding of what constitutes expected plan outcomes, and levels of performance and successful professional development

**What is the SMART criteria?**

<b>S</b>	<b>Specific</b>	What will be accomplished? What actions will you take?
<b>M</b>	<b>Measurable</b>	What data will measure the goal? (How much? How well)?
<b>A</b>	<b>Achievable</b>	Is the goal doable? Do you have the necessary skills and resources?
<b>R</b>	<b>Relevant</b>	How does the goal align with broader goals? Why is the result important?
<b>T</b>	<b>Time-Bound</b>	What is the time frame for accomplishing the goal?

MOTION: Approve the DRAFT Executive Director Job Description as it appears in the Packet:  
 Nate Johnson Second: Kerry Hastings Pass: 6/0

Timeline discussion: Should schedule the first PFC meeting soon. Marcella Henkels is the chair. Holly Crosson will send Cascade Employers Association the approved draft Job Description and ask for feedback at the first PFC meeting.

- **Equity Committee Update**

The committee consists of Holly Crosson, Henry Storch, David Barron, Michael Ahr, and Sara Roberts. Tuesday November 19<sup>th</sup> 9-1 at Bald Hill Farm is the DEIJ Retreat. The committee created draft goals for the retreat. They met with one of the facilitators in August to come up with priorities and a draft agenda. They are meeting again in October with facilitators. Holly Crosson extended an invitation to Directors to join the Equity Committee, and/or attend the planning meeting in October to help shape the retreat goals and final agenda.

- **Office Water Leak and Remediation Update-Stipend Request (\$75)**

Holly Crosson gave an update on the leak and demolition work done in the office to date. Carpet, ceiling tiles, and sheet rock will need to be replaced. No completion date as of yet.

David Barron asks about the South Corvallis Urban Renewal District progress and suggests that this could be a good place for a move of office in the future.

MOTION: Approve \$75 stipend (for cost of utilities) per employee for the month of September to compensate staff for the need to work at home due to office construction:  
 Nate Johnson Second: Kerry Hastings  
 Result: Pass 6/0

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

Kudos given. The Board really enjoyed and were awed by Donna Schmidt’s Staff Report and the impact she has had on conservation in Benton County.

- **Other Board Business-November Meeting Date?**

Motion: To hold the November BSWCD Board meeting on November 12<sup>th</sup> 6:00-8:00pm:  
 Kerry Hastings Second: David Barron 2nd  
 Result: Pass 6/0

**Meeting Adjourned - Johnson (7:38pm)**

## **Financial Report**

Period ending August 31, 2024

Benton SWCD Board Meeting

October 9, 2024

Our Oregon LGIP account closing balance was \$785,850.24. The dividend paid was \$3,538.16 and the monthly distribution yield was 5.30%. The fiscal year-to-date dividend paid was \$7232.22

The Benton County Finance Department paid the District \$1,032 in tax revenue. The year-to-date amount paid was \$2,631.

The total balance of both Citizen Bank accounts combined was \$124,866.64. The previous month's combined balance was \$140,137.59. Both accounts were reconciled and all checks were accounted for.

The balance of the credit-card account as of 7/26/24 was \$3,390.89 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 August 31, 2024

	<u>Aug 31, 24</u>	<u>Aug 31, 23</u>	<u>\$ Change</u>
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
10100 · Citizens Bank - 39	107,015.18	114,335.08	-7,319.90
10150 · Citizens Bank - 84	5,657.48	5,046.09	611.39
10200 · LGIP	786,882.24	768,244.24	18,638.00
10800 · Petty Cash	24.00	24.00	0.00
<b>Total Checking/Savings</b>	<b>899,578.90</b>	<b>887,649.41</b>	<b>11,929.49</b>
<b>Accounts Receivable</b>			
11000 · Accounts Receivable	0.00	24,148.50	-24,148.50
11400 · Grants Receivable	35,793.51	20,304.37	15,489.14
<b>Total Accounts Receivable</b>	<b>35,793.51</b>	<b>44,452.87</b>	<b>-8,659.36</b>
<b>Other Current Assets</b>			
12000 · Undeposited Funds	500.00	0.00	500.00
12010 · 100-1505 Due to/Due frm BR Fund	-113,200.00	-113,200.00	0.00
12015 · 100-1500 Due to/from Proj Fund	-54,679.93	-54,679.93	0.00
12020 · 200-1080 Cash Due to/from Gen Fnd	54,679.93	54,679.93	0.00
12040 · 400-1080 Cash Due to/Due frm GF	113,200.00	113,200.00	0.00
12800 · Payroll Advance	0.00	21.98	-21.98
13000 · Prepaid expenses-Audit	3,333.33	2,656.83	676.50
<b>Total Other Current Assets</b>	<b>3,833.33</b>	<b>2,678.81</b>	<b>1,154.52</b>
<b>Total Current Assets</b>	<b>939,205.74</b>	<b>934,781.09</b>	<b>4,424.65</b>
<b>Other Assets</b>			
18400 · Property Tax Receivable-Audit	10,348.00	10,348.00	0.00
<b>Total Other Assets</b>	<b>10,348.00</b>	<b>10,348.00</b>	<b>0.00</b>
<b>TOTAL ASSETS</b>	<b><u>949,553.74</u></b>	<b><u>945,129.09</u></b>	<b><u>4,424.65</u></b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
20000 · General Accounts Payable	799.54	4,410.13	-3,610.59
20100 · Project Accts Payable	0.00	5,056.00	-5,056.00
<b>Total Accounts Payable</b>	<b>799.54</b>	<b>9,466.13</b>	<b>-8,666.59</b>
<b>Credit Cards</b>			
<b>22000 · CITIZENS BANK MASTER CARD</b>			
22200 · Holly CC - 2995	709.48	191.14	518.34
22400 · Teresa CC - 3019	687.56	322.28	365.28
22530 · Michael CC - 3266	925.18	50.25	874.93
22532 · Sara CC - 0962	1,385.63	413.74	971.89
22533 · Candace CC - 0020	627.85	568.92	58.93
<b>Total 22000 · CITIZENS BANK MASTER CARD</b>	<b>4,335.70</b>	<b>1,546.33</b>	<b>2,789.37</b>
<b>Total Credit Cards</b>	<b>4,335.70</b>	<b>1,546.33</b>	<b>2,789.37</b>

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

	<b>Aug 31, 24</b>	<b>Aug 31, 23</b>	<b>\$ Change</b>
<b>Other Current Liabilities</b>			
<b>24000 · PAYROLL LIABILITIES</b>			
24010 · 941 Account	9,162.20	9,475.14	-312.94
24020 · Oregon Withholding	2,264.00	2,314.00	-50.00
24030 · OR-WBF SUTA	1,029.90	926.14	103.76
<b>Total 24000 · PAYROLL LIABILITIES</b>	<b>12,456.10</b>	<b>12,715.28</b>	<b>-259.18</b>
25800 · Deferred Revenue Grants-Audit	24,468.22	51,959.06	-27,490.84
<b>Total Other Current Liabilities</b>	<b>36,924.32</b>	<b>64,674.34</b>	<b>-27,750.02</b>
<b>Total Current Liabilities</b>	<b>42,059.56</b>	<b>75,686.80</b>	<b>-33,627.24</b>
<b>Long Term Liabilities</b>			
27050 · Deferred Revenue Taxes -Audit	9,031.09	9,031.09	0.00
<b>Total Long Term Liabilities</b>	<b>9,031.09</b>	<b>9,031.09</b>	<b>0.00</b>
<b>Total Liabilities</b>	<b>51,090.65</b>	<b>84,717.89</b>	<b>-33,627.24</b>
<b>Equity</b>			
31100 · Building Reserve Fund Balance	118,200.00	113,200.00	5,000.00
31200 · Project Fund Balance	10,207.00	10,207.00	0.00
32000 · General Fund Balance	855,442.23	811,946.58	43,495.65
Net Income	-85,386.14	-74,942.38	-10,443.76
<b>Total Equity</b>	<b>898,463.09</b>	<b>860,411.20</b>	<b>38,051.89</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>949,553.74</b>	<b>945,129.09</b>	<b>4,424.65</b>



10:33 AM

09/23/24

Accrual Basis

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

Type	Date	Num	Name	Memo	Debit	Credit	Balance
<b>10100 · Citizens Bank - 39</b>							112,556.38
Transfer	08/05/2024			Funds Transfer	50,000.00		162,556.38
Deposit	08/05/2024			Deposit	4,869.84		167,426.22
Deposit	08/09/2024			Deposit	2,495.25		169,921.47
Deposit	08/19/2024			Deposit	10,301.64		180,223.11
Liability Check	08/29/2024		QuickBooks Payroll S...	Created by Payroll Service on 08/26/2024		26,206.57	154,016.54
Deposit	08/19/2024			Deposit	3,933.00		157,949.54
Deposit	08/28/2024			Deposit	24.99		157,974.53
Deposit	08/28/2024			Deposit	32.44		158,006.97
Deposit	08/31/2024			Interest	6.59		158,013.56
Liability Check	08/07/2024	DBT	United States Treasury	93-1077051		9,410.64	148,602.92
Liability Check	08/07/2024	DBT	Oregon Dept of Reve...	0292193-0		2,308.00	146,294.92
Check	08/20/2024	DBT	Citizens Bank	credit card		1,622.07	144,672.85
Bill Pmt -Check	08/09/2024	DBT	1Auto - Xerox Financi...	autopay due on 10th of next month		156.17	144,516.68
Paycheck	08/30/2024	DD	Ahr, Michael S	Direct Deposit	0.00		144,516.68
Paycheck	08/30/2024	DD	Crosson, Holly A	Direct Deposit	0.00		144,516.68
Paycheck	08/30/2024	DD	Mackey, Candace	Direct Deposit	0.00		144,516.68
Paycheck	08/30/2024	DD	Matteson, Teresa L	Direct Deposit	0.00		144,516.68
Paycheck	08/30/2024	DD	Roberts, Sara	Direct Deposit	0.00		144,516.68
Paycheck	08/30/2024	DD	Schmitz, Donna J	Direct Deposit	0.00		144,516.68
Bill Pmt -Check	08/23/2024	EFT	1Auto - Verizon	autopay due on 25th of month		89.22	144,427.46
General Journal	08/01/2024	JB 24-25.xx		Reverse LGIP deposit made to Citizens ...		1,690.62	142,736.84
Liability Check	08/01/2024	8376	HRA VEBA Plan	YA20521 CIR# 25-010		816.00	141,920.84
Liability Check	08/01/2024	8377	SDIS	03-0018433		4,228.00	137,692.84
Liability Check	08/01/2024	8378	VALIC	Group #67994		3,883.57	133,809.27
Bill Pmt -Check	08/14/2024	8379	Staff- Donna Schmitz	CIR# 24-079		213.73	133,595.54
Liability Check	08/29/2024	8380	VALIC	Group #67994		3,825.06	129,770.48
Liability Check	08/29/2024	8381	HRA VEBA Plan	YA20521		816.00	128,954.48
Liability Check	08/29/2024	8382	SDIS	03-0018433		4,228.00	124,726.48
Bill Pmt -Check	08/06/2024	10166	Edge Analytical	Invoice: 24-15784 (Reference: water qu...		405.00	124,321.48
Bill Pmt -Check	08/06/2024	10167	Staff- Michael Ahr	Invoice: BSWCD240731-P MA ()		65.81	124,255.67
Bill Pmt -Check	08/06/2024	10168	Staff- Michael Ahr	Invoice: BSWCD240731-G MA ()		19.84	124,235.83
Bill Pmt -Check	08/13/2024	10169	Northwest Local Gove...	Invoice: 13777 ()		342.00	123,893.83
Bill Pmt -Check	08/20/2024	10170	Advantage Computing...	Invoice: 241377 () Invoice: 241376 ()		693.00	123,200.83
Bill Pmt -Check	08/20/2024	10171	Jenny Brausch Busine...	Invoice: 2616 ()		2,568.75	120,632.08
Bill Pmt -Check	08/20/2024	10172	John Navarro - Space...	Invoice: 2024-1 ()		450.00	120,182.08
Bill Pmt -Check	08/20/2024	10173	AvidXchange, Inc.	Invoice: 41016478 ()		395.00	119,787.08
Bill Pmt -Check	08/22/2024	10174	1Bill - Crystal Lake St...	Invoice: 124-13182 ()		185.00	119,602.08
Bill Pmt -Check	08/22/2024	10175	CTX-Xerox	Invoice: IN4317675 ()		21.77	119,580.31

10:33 AM

09/23/24

Accrual Basis

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

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Bill Pmt -Check	08/22/2024	10176	D. Franco Contracting...	Invoice: 3340 (Reference: Herbicide tre...		9,365.13	110,215.18
Bill Pmt -Check	08/22/2024	10177	Corvallis Fall Festival	Invoice: 218 ()		400.00	109,815.18
Bill Pmt -Check	08/22/2024	10178	Koontz, Blasquez & A...	Invoice: 77288 ()		2,800.00	107,015.18
Total 10100 · Citizens Bank - 39					71,663.75	77,204.95	107,015.18
<b>TOTAL</b>					<b>71,663.75</b>	<b>77,204.95</b>	<b>107,015.18</b>

**Benton Soil & Water Conservation District**  
**Holly's P&L Detail**  
**August 2024**

Type	Date	Num	Name	Memo	Class	Amount	Balance
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
<b>43300 · Grant/Project Administration</b>							
Invoice	08/01/2024	24-178	3-OWEB:220-3033-1750...	Weed Control	Project Fund	9,365.13	9,365.13
Invoice	08/14/2024	24-176	8-ODA:4462-GR	Project Wages for Teresa Matt...	Project Fund	0.00	9,365.13
Invoice	08/14/2024	24-176	8-ODA:4462-GR	Project Wages for Michael Ahr,...	Project Fund	0.00	9,365.13
Invoice	08/14/2024	24-176	8-ODA:4462-GR	Grant Administration	Project Fund	0.00	9,365.13
General Journal	08/31/2024	JB 24-25.xx	2-OSWB:2024-37-012 ...	2024-37-012 WRAWM X defer...	Project Fund	3,016.26	12,381.39
General Journal	08/31/2024	JB 24-25.xx	1-MMT:20100515 WR	MMT:20100515 WR deferred r...	Project Fund	0.00	12,381.39
General Journal	08/31/2024	JB 24-25.xx	8-ODA:4462-GR	ODA:4462-GR deferred revenu...	Project Fund	0.00	12,381.39
Total 43300 · Grant/Project Administration						12,381.39	12,381.39
<b>44535 · Taxes Levied</b>							
Deposit	08/01/2024		Benton County {C}	Deposit	General Fund	1,652.75	1,652.75
General Journal	08/01/2024	JB 24-25.xx		Reverse LGIP deposit made to...	General Fund	-1,652.75	0.00
Deposit	08/31/2024		Benton County {C}	Deposit	General Fund	1,011.70	1,011.70
Total 44535 · Taxes Levied						1,011.70	1,011.70
<b>45000 · Interest Income</b>							
Deposit	08/01/2024		Benton County {C}	Deposit	General Fund	37.87	37.87
General Journal	08/01/2024	JB 24-25.xx		Reverse LGIP deposit made to...	General Fund	-37.87	0.00
Deposit	08/30/2024		LGIP	Deposit	General Fund	3,538.16	3,538.16
Deposit	08/30/2024		Citizens Bank	Deposit	General Fund	0.10	3,538.26
Deposit	08/31/2024		Benton County {C}	Deposit	General Fund	20.30	3,558.56
Deposit	08/31/2024			Interest	General Fund	6.59	3,565.15
Total 45000 · Interest Income						3,565.15	3,565.15
<b>46430 · MISCELLANEOUS</b>							
<b>46432 · Contributions</b>							
Sales Receipt	08/26/2024	1442	Donor	Carol Doreene Carpenter	General Fund	500.00	500.00
Total 46432 · Contributions						500.00	500.00
Total 46430 · MISCELLANEOUS						500.00	500.00

**Benton Soil & Water Conservation District**  
**Holly's P&L Detail**  
**August 2024**

Type	Date	Num	Name	Memo	Class	Amount	Balance
<b>48000 · TRANSFERS IN</b>							
<b>48400 · Transfer Admin from Project Fd</b>							
General Journal	08/31/2024	JB 24-25.xx		Admin Transfers for June	General Fund	367.46	367.46
Total 48400 · Transfer Admin from Project Fd						367.46	367.46
Total 48000 · TRANSFERS IN						367.46	367.46
Total Income						17,825.70	17,825.70
Gross Profit						17,825.70	17,825.70
<b>Expense</b>							
<b>60000 · MATERIALS &amp; SERVICES</b>							
<b>61300 · CONFERENCES AND TRAINING</b>							
<b>61310 · Lodging</b>							
Credit Card Ch...	08/14/2024		Aggie Inn	lodging for Aquatic Weed School	General Fund	314.64	314.64
Total 61310 · Lodging						314.64	314.64
Total 61300 · CONFERENCES AND TRAINING						314.64	314.64
<b>61500 · COMMUNITY CONSERVATION PROGRAMS</b>							
<b>61510 · Conservation Education (Youth)</b>							
Credit Card Ch...	08/02/2024		McDonald's	breakfast for teacher grantee	General Fund	7.79	7.79
Total 61510 · Conservation Education (Youth)						7.79	7.79
<b>61530 · Invasives Program</b>							
Credit Card Ch...	08/14/2024		Travelocity	Flight and rental car to Sacram...	General Fund	601.01	601.01
Total 61530 · Invasives Program						601.01	601.01
<b>61540 · Native Plant Sale</b>							
Bill	08/14/2024	218	Native Bulb Sale	Booth for Native Bulb & Seed ...	General Fund	400.00	400.00
Total 61540 · Native Plant Sale						400.00	400.00
<b>61570 · Soil Quality Program</b>							
Credit Card Ch...	08/14/2024		Market Choice	meeting appreciation for Donna	General Fund	43.55	43.55
Credit Card Ch...	08/25/2024		Fred Meyer	refreshments	General Fund	63.95	107.50
Total 61570 · Soil Quality Program						107.50	107.50
Total 61500 · COMMUNITY CONSERVATION PROGRAMS						1,116.30	1,116.30

**Benton Soil & Water Conservation District**  
**Holly's P&L Detail**  
**August 2024**

Type	Date	Num	Name	Memo	Class	Amount	Balance
<b>62100 · CONTRACTED AND PROF SERVICES</b>							
<b>62115 · Audit</b>							
Bill	08/15/2024	77288	Koontz, Blasquez & Ass...	FY2022 Audit Payment 1	General Fund	2,800.00	2,800.00
Total 62115 · Audit						2,800.00	2,800.00
<b>62120 · Computer Support</b>							
Bill	08/01/2024	241376	Advantage Computing &...	Computer/IT Services for July ...	General Fund	346.50	346.50
Bill	08/01/2024	241377	Advantage Computing &...	Computer/IT Services August ...	General Fund	346.50	693.00
Bill	08/01/2024	240772	Advantage Computing &...	Computer Monthly Service Pac...	General Fund	381.70	1,074.70
Total 62120 · Computer Support						1,074.70	1,074.70
<b>62130 · PROFESSIONAL SERVICES</b>							
<b>62140 · Legal</b>							
Bill	08/03/2024	13777	Northwest Local Govern...	Legal Consultation RE: IT Cont...	General Fund	342.00	342.00
Total 62140 · Legal						342.00	342.00
<b>62150 · Accounting</b>							
Bill	08/01/2024	2616	Jenny Brausch Business...	July 2024 Bookkeeping Services	General Fund	2,568.75	2,568.75
Total 62150 · Accounting						2,568.75	2,568.75
Total 62130 · PROFESSIONAL SERVICES						2,910.75	2,910.75
Total 62100 · CONTRACTED AND PROF SERVICES						6,785.45	6,785.45
<b>62300 · Dues/Subscriptions/Fees</b>							
Check	08/01/2024	DBT	LGIP	ACH redemption fee	General Fund	0.05	0.05
Credit Card Ch...	08/02/2024		1Auto HC CC - QBTime	Month subscription	General Fund	48.00	48.05
Bill	08/05/2024	41016478	AvidXchange, Inc.	July 2024 AP Monthly Service	General Fund	395.00	443.05
Credit Card Ch...	08/06/2024		1Auto SR CC - Mailchimp	xxx 6 - xxx 5th 2024	General Fund	57.75	500.80
Credit Card Ch...	08/10/2024	E0400SZQ71	1Auto HC CC - Microsoft	8/1 - 8/31 Exchange online	General Fund	4.00	504.80
Credit Card Ch...	08/10/2024	E0400SZT5Z	1Auto HC CC - Microsoft	8/7 - 9/6 billing	General Fund	87.50	592.30
Credit Card Ch...	08/15/2024		1Auto HC CC - MidValle...	Newspaper	General Fund	33.99	626.29
Credit Card Ch...	08/19/2024		1Auto CM CC - Adobe	X/18 - X/17 Acrobat team licen...	General Fund	143.94	770.23
Total 62300 · Dues/Subscriptions/Fees						770.23	770.23
<b>62800 · OFFICE OCCUPANCY</b>							
<b>62820 · Rent &amp; Parking</b>							
Bill	08/18/2024	124-13182	1Bill - Crystal Lake Stora...	Storage Space Rent Sept 2024	General Fund	185.00	185.00
Total 62820 · Rent & Parking						185.00	185.00

**Benton Soil & Water Conservation District**  
**Holly's P&L Detail**  
**August 2024**

Type	Date	Num	Name	Memo	Class	Amount	Balance
<b>62830 · Utilities</b>							
Bill	08/06/2024		1Auto - Verizon	Jul 7 - Aug 6 2024 service	General Fund	89.22	89.22
Credit Card Ch...	08/16/2024	10924580	1Auto CM CC - Vonage	8/16 - 9/15 Local number, unli...	General Fund	137.56	226.78
Bill	08/25/2024		1Auto CM CC- Comcast	xxx 1 - xxx 29 2024	General Fund	114.85	341.63
Total 62830 · Utilities						341.63	341.63
Total 62800 · OFFICE OCCUPANCY						526.63	526.63
<b>65000 · SUPPLIES AND MATERIALS</b>							
<b>65010 · COPIER AND SUPPLIES</b>							
<b>65012 · Copies</b>							
Bill	08/08/2024	IN4317675	CTX-Xerox	Copy overage for July 2024	General Fund	21.77	21.77
Total 65012 · Copies						21.77	21.77
<b>65014 · Lease</b>							
Bill	08/10/2024		1Auto - Xerox Financial ...	Aug 8 - Sep 9	General Fund	156.17	156.17
Total 65014 · Lease						156.17	156.17
Total 65010 · COPIER AND SUPPLIES						177.94	177.94
<b>65030 · Office Supplies</b>							
Credit Card Ch...	08/10/2024		Goodwill Industries	Fan for office	General Fund	6.99	6.99
Bill	08/16/2024	081624-	Staples	Office Supplies-copy paper, co...	General Fund	146.82	153.81
Credit Card Ch...	08/21/2024		US Postmaster	postage for community needs ...	General Fund	365.00	518.81
Total 65030 · Office Supplies						518.81	518.81
<b>65040 · Postage</b>							
Credit Card Ch...	08/16/2024		US Postmaster	mailing of board appreciation c...	General Fund	6.54	6.54
Total 65040 · Postage						6.54	6.54
<b>65050 · Software/Computer Accessories</b>							
Credit Card Ch...	08/19/2024		Amazon.Com	laminator	General Fund	65.99	65.99
Total 65050 · Software/Computer Accessories						65.99	65.99
Total 65000 · SUPPLIES AND MATERIALS						769.28	769.28

## Benton Soil & Water Conservation District Holly's P&L Detail August 2024

Type	Date	Num	Name	Memo	Class	Amount	Balance
<b>65110 · PRODUCTION COSTS</b>							
<b>65114 · Merchandise</b>							
Credit Card Ch...	08/19/2024		4imprint.com	beanies for Salmon Watch vol...	General Fund	609.67	609.67
Total 65114 · Merchandise						609.67	609.67
Total 65110 · PRODUCTION COSTS						609.67	609.67
<b>65320 · Mileage/travel related expenses</b>							
Deposit	08/28/2024		AvidXchange, Inc.	Refunded uncashed check for ...	General Fund	-24.99	-24.99
Deposit	08/28/2024		AvidXchange, Inc.	Refunded uncashed check for ...	General Fund	-32.44	-57.43
Total 65320 · Mileage/travel related expenses						-57.43	-57.43
<b>65400 · Meetings &amp; Events</b>							
Bill	08/02/2024	2024-1	John Navarro - Space N...	2024 Volunteer Appreciation E...	General Fund	450.00	450.00
Credit Card Ch...	08/02/2024		Safeway	ice and flowers for volunteer ev...	General Fund	51.70	501.70
Credit Card Ch...	08/02/2024		Wilco	yellow jacket traps for voluntee...	General Fund	33.47	535.17
Credit Card Ch...	08/02/2024		special occasions	rentals for volunteer event	General Fund	82.47	617.64
Credit Card Ch...	08/04/2024		New Morning Bakery	volunteer celebration dessert tr...	General Fund	125.00	742.64
Credit Card Ch...	08/07/2024		Trader Joe's	refreshments for staff meeting	General Fund	9.53	752.17
Credit Card Ch...	08/29/2024		Bodhi Bistro	Marys River Watershed Council...	General Fund	20.50	772.67
Total 65400 · Meetings & Events						772.67	772.67
Total 60000 · MATERIALS & SERVICES						11,607.44	11,607.44
<b>69400 · TRANSFERS OUT</b>							
<b>69440 · Trf PF to General Fund</b>							
General Journal	08/31/2024	JB 24-25.xx	1-MMT:20100515 WR	MMT:20100515 admin transfer	Project Fund	0.00	0.00
General Journal	08/31/2024	JB 24-25.xx	1-MMT:20100515 WR	MMT:20100515 admin transfer	Project Fund	0.00	0.00
General Journal	08/31/2024	JB 24-25.xx	2-OSWB:2024-37-012 ...	OSWB:2024-37-012 aquatic w...	Project Fund	274.21	274.21
General Journal	08/31/2024	JB 24-25.xx	2-OSWB:2024-37-012 ...	OSWB:2024-37-012 aquatic w...	Project Fund	0.00	274.21
General Journal	08/31/2024	JB 24-25.xx	2-OSWB:2024-37-011 P...	OSWB:2024-37-011 Purge the...	Project Fund	36.93	311.14
General Journal	08/31/2024	JB 24-25.xx	2-OSWB:2023-36-016 P...	OSWB:2023-36-016 Purge the...	Project Fund	0.00	311.14
General Journal	08/31/2024	JB 24-25.xx	2-OSWB:2023-36-017 ...	OSWB:2023-36-017 WRAWM ...	Project Fund	0.00	311.14
General Journal	08/31/2024	JB 24-25.xx	3-OWEB:222-3016-22326	OWEB:222-3016-22326 admin...	Project Fund	0.00	311.14
General Journal	08/31/2024	JB 24-25.xx	3-OWEB:222-3016-22326	OWEB:222-3016-22326 admin...	Project Fund	0.00	311.14
General Journal	08/31/2024	JB 24-25.xx	3-OWEB:223-3044-2304...	OWEB:223-3044-23047 Stake...	Project Fund	35.30	346.44
General Journal	08/31/2024	JB 24-25.xx	3-OWEB:223-3044-2304...	OWEB:223-3044-23047 Stake...	Project Fund	0.00	346.44
General Journal	08/31/2024	JB 24-25.xx	3-OWEB:218-8390-1721...	OWEB:218-8390-17212 admin...	Project Fund	0.00	346.44
General Journal	08/31/2024	JB 24-25.xx	3-OWEB:220-8201-1723...	OWEB:220-8201-17233 admin...	Project Fund	0.00	346.44
General Journal	08/31/2024	JB 24-25.xx	3-OWEB:220-3033-1750...	OWEB:220-3303-17504 J2E	Project Fund	0.00	346.44
General Journal	08/31/2024	JB 24-25.xx	3-OWEB:09-22-005	OWEB:09-22-005	Project Fund	0.00	346.44
General Journal	08/31/2024	JB 24-25.xx	3-OWEB:09-22-001	OWEB:09-22-001	Project Fund	0.00	346.44

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Accrual Basis

**Benton Soil & Water Conservation District**  
**Holly's P&L Detail**  
**August 2024**

Type	Date	Num	Name	Memo	Class	Amount	Balance
General Journal	08/31/2024	JB 24-25.xx	3-OWEB:SIA 218-8010-...	OWEB:SIA 218-8010-16782 a...	Project Fund	21.02	367.46
General Journal	08/31/2024	JB 24-25.xx	8-ODA:4462-GR	ODA:4462-GR admin transfer	Project Fund	0.00	367.46
Total 69440 · Trf PF to General Fund						367.46	367.46
Total 69400 · TRANSFERS OUT						367.46	367.46
Total Expense						11,974.90	11,974.90
Net Ordinary Income						5,850.80	5,850.80
<b>Net Income</b>						<b>5,850.80</b>	<b>5,850.80</b>



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

	<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	15,006.86	15,006.86
44535 · Taxes Levied	2,664.45	0.00	2,664.45
44545 · ODA Tech, LMA & Scope of Work	24,117.80	0.00	24,117.80
45000 · Interest Income	7,304.27	0.00	7,304.27
46430 · MISCELLANEOUS	786.66	0.00	786.66
48000 · TRANSFERS IN	1,467.13	0.00	1,467.13
<b>Total Income</b>	<b>36,340.31</b>	<b>15,006.86</b>	<b>51,347.17</b>
<b>Gross Profit</b>	<b>36,340.31</b>	<b>15,006.86</b>	<b>51,347.17</b>
<b>Expense</b>			
60000 · MATERIALS & SERVICES	36,152.69	0.00	36,152.69
66000 · PAYROLL EXPENSES	82,799.53	5,878.02	88,677.55
68000 · PROJECT-MATERIALS & SERVICES	0.00	10,435.94	10,435.94
69400 · TRANSFERS OUT	0.00	1,467.13	1,467.13
<b>Total Expense</b>	<b>118,952.22</b>	<b>17,781.09</b>	<b>136,733.31</b>
<b>Net Ordinary Income</b>	<b>-82,611.91</b>	<b>-2,774.23</b>	<b>-85,386.14</b>
<b>Net Income</b>	<b>-82,611.91</b>	<b>-2,774.23</b>	<b>-85,386.14</b>

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

	<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	15,006.86	15,006.86
44535 - Taxes Levied	2,664.45	0.00	2,664.45
44545 - ODA Tech, LMA & Scope of Work	24,117.80	0.00	24,117.80
45000 - Interest Income	7,304.27	0.00	7,304.27
46430 - MISCELLANEOUS			
46432 - Contributions	786.66	0.00	786.66
<b>Total 46430 - MISCELLANEOUS</b>	<b>786.66</b>	<b>0.00</b>	<b>786.66</b>
48000 - TRANSFERS IN			
48400 - Transfer Admin from Project Fd	1,467.13	0.00	1,467.13
<b>Total 48000 - TRANSFERS IN</b>	<b>1,467.13</b>	<b>0.00</b>	<b>1,467.13</b>
<b>Total Income</b>	<b>36,340.31</b>	<b>15,006.86</b>	<b>51,347.17</b>
<b>Gross Profit</b>	<b>36,340.31</b>	<b>15,006.86</b>	<b>51,347.17</b>
<b>Expense</b>			
60000 - MATERIALS & SERVICES			
61300 - CONFERENCES AND TRAINING			
61310 - Lodging	314.64	0.00	314.64
61330 - Registration	348.65	0.00	348.65
<b>Total 61300 - CONFERENCES AND TRAINING</b>	<b>663.29</b>	<b>0.00</b>	<b>663.29</b>
61500 - COMMUNITY CONSERVATION PROGRAMS			
61510 - Conservation Education (Youth)	7.79	0.00	7.79
61530 - Invasives Program	601.01	0.00	601.01
61540 - Native Plant Sale	678.75	0.00	678.75
61570 - Soil Quality Program	107.50	0.00	107.50
61595 - Jerry Paul Native Poll Con Prog	6,750.00	0.00	6,750.00
<b>Total 61500 - COMMUNITY CONSERVATION PROGRAMS</b>	<b>8,145.05</b>	<b>0.00</b>	<b>8,145.05</b>
62100 - CONTRACTED AND PROF SERVICES			
62115 - Audit	2,800.00	0.00	2,800.00
62120 - Computer Support	1,074.70	0.00	1,074.70
62130 - PROFESSIONAL SERVICES			
62140 - Legal	342.00	0.00	342.00
62150 - Accounting	4,038.75	0.00	4,038.75
<b>Total 62130 - PROFESSIONAL SERVICES</b>	<b>4,380.75</b>	<b>0.00</b>	<b>4,380.75</b>
<b>Total 62100 - CONTRACTED AND PROF SERVICES</b>	<b>8,255.45</b>	<b>0.00</b>	<b>8,255.45</b>
62300 - Dues/Subscriptions/Fees	4,430.76	0.00	4,430.76
62800 - OFFICE OCCUPANCY			
62820 - Rent & Parking	4,680.16	0.00	4,680.16
62830 - Utilities	801.22	0.00	801.22
62840 - Other	47.72	0.00	47.72
<b>Total 62800 - OFFICE OCCUPANCY</b>	<b>5,529.10</b>	<b>0.00</b>	<b>5,529.10</b>
65000 - SUPPLIES AND MATERIALS			

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

	<b>General Fund</b>	<b>Project Fund</b>	<b>TOTAL</b>
<b>65010 · COPIER AND SUPPLIES</b>			
65012 · Copies	37.98	0.00	37.98
65014 · Lease	353.99	0.00	353.99
<b>Total 65010 · COPIER AND SUPPLIES</b>	<b>391.97</b>	<b>0.00</b>	<b>391.97</b>
<b>65030 · Office Supplies</b>	653.81	0.00	653.81
<b>65040 · Postage</b>	92.94	0.00	92.94
<b>65050 · Software/Computer Accessories</b>	65.99	0.00	65.99
<b>Total 65000 · SUPPLIES AND MATERIALS</b>	<b>1,204.71</b>	<b>0.00</b>	<b>1,204.71</b>
<b>65110 · PRODUCTION COSTS</b>			
65112 · Advertising and Website	1,755.59	0.00	1,755.59
65114 · Merchandise	748.67	0.00	748.67
65118 · Publications	220.00	0.00	220.00
<b>Total 65110 · PRODUCTION COSTS</b>	<b>2,724.26</b>	<b>0.00</b>	<b>2,724.26</b>
<b>65120 · Insurance &amp; Fidelity Bond</b>	2,842.65	0.00	2,842.65
<b>65320 · Mileage/travel related expenses</b>	176.14	0.00	176.14
<b>65400 · Meetings &amp; Events</b>	2,181.28	0.00	2,181.28
<b>Total 60000 · MATERIALS &amp; SERVICES</b>	<b>36,152.69</b>	<b>0.00</b>	<b>36,152.69</b>
<b>66000 · PAYROLL EXPENSES</b>			
66200 · Wages	64,571.25	4,669.43	69,240.68
66410 · Health, Dental & Life Insurance	8,880.92	484.60	9,365.52
66420 · Retirement	3,990.55	326.86	4,317.41
66500 · Payroll Taxes			
66510 · FICA Employer	4,933.85	356.50	5,290.35
66520 · SUTA	409.01	39.58	448.59
66530 · OR-WBF	13.95	1.05	15.00
<b>Total 66500 · Payroll Taxes</b>	<b>5,356.81</b>	<b>397.13</b>	<b>5,753.94</b>
<b>Total 66000 · PAYROLL EXPENSES</b>	<b>82,799.53</b>	<b>5,878.02</b>	<b>88,677.55</b>
<b>68000 · PROJECT-MATERIALS &amp; SERVICES</b>			
68010 · Project Contracted Services	0.00	405.00	405.00
68020 · Project Mileage & Travel	0.00	65.81	65.81
68040 · Project Supplies & Materials	0.00	600.00	600.00
68000 · PROJECT-MATERIALS & SERVICES - Other	0.00	9,365.13	9,365.13
<b>Total 68000 · PROJECT-MATERIALS &amp; SERVICES</b>	<b>0.00</b>	<b>10,435.94</b>	<b>10,435.94</b>
<b>69400 · TRANSFERS OUT</b>			
69440 · Trf PF to General Fund	0.00	1,467.13	1,467.13
<b>Total 69400 · TRANSFERS OUT</b>	<b>0.00</b>	<b>1,467.13</b>	<b>1,467.13</b>
<b>Total Expense</b>	<b>118,952.22</b>	<b>17,781.09</b>	<b>136,733.31</b>
<b>Net Ordinary Income</b>	<b>-82,611.91</b>	<b>-2,774.23</b>	<b>-85,386.14</b>
<b>Net Income</b>	<b>-82,611.91</b>	<b>-2,774.23</b>	<b>-85,386.14</b>

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

	<b>Jul - Aug 24</b>	<b>Jul - Aug 23</b>	<b>\$ Change</b>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
43300 · Grant/Project Administration	15,006.86	21,240.60	-6,233.74
44535 · Taxes Levied	2,664.45	2,562.58	101.87
44540 · ODA Operations	0.00	24,148.50	-24,148.50
44545 · ODA Tech, LMA & Scope of Work	24,117.80	0.00	24,117.80
45000 · Interest Income	7,304.27	5,885.99	1,418.28
46430 · MISCELLANEOUS			
46432 · Contributions	786.66	50.00	736.66
<b>Total 46430 · MISCELLANEOUS</b>	<b>786.66</b>	<b>50.00</b>	<b>736.66</b>
48000 · TRANSFERS IN			
48400 · Transfer Admin from Project Fd	1,467.13	1,969.05	-501.92
<b>Total 48000 · TRANSFERS IN</b>	<b>1,467.13</b>	<b>1,969.05</b>	<b>-501.92</b>
<b>Total Income</b>	<b>51,347.17</b>	<b>55,856.72</b>	<b>-4,509.55</b>
<b>Gross Profit</b>	<b>51,347.17</b>	<b>55,856.72</b>	<b>-4,509.55</b>
<b>Expense</b>			
60000 · MATERIALS & SERVICES			
61300 · CONFERENCES AND TRAINING			
61310 · Lodging	314.64	0.00	314.64
61320 · Meals/per diem	0.00	97.92	-97.92
61330 · Registration	348.65	0.00	348.65
61340 · Training and Education Material	0.00	49.99	-49.99
<b>Total 61300 · CONFERENCES AND TRAINING</b>	<b>663.29</b>	<b>147.91</b>	<b>515.38</b>
61500 · COMMUNITY CONSERVATION PROGRAMS			
61510 · Conservation Education (Youth)	7.79	0.00	7.79
61530 · Invasives Program	601.01	2,500.00	-1,898.99
61540 · Native Plant Sale	678.75	821.87	-143.12
61570 · Soil Quality Program	107.50	321.28	-213.78
61595 · Jerry Paul Native Poll Con Prog	6,750.00	0.00	6,750.00
<b>Total 61500 · COMMUNITY CONSERVATION PROGRAI</b>	<b>8,145.05</b>	<b>3,643.15</b>	<b>4,501.90</b>
62100 · CONTRACTED AND PROF SERVICES			
62115 · Audit	2,800.00	2,800.00	0.00
62120 · Computer Support	1,074.70	774.00	300.70
62130 · PROFESSIONAL SERVICES			
62140 · Legal	342.00	0.00	342.00
62150 · Accounting	4,038.75	2,627.33	1,411.42
62160 · Facilitation	0.00	1,750.00	-1,750.00
62170 · Web Design, Logo - Marketing	0.00	1,612.00	-1,612.00
<b>Total 62130 · PROFESSIONAL SERVICES</b>	<b>4,380.75</b>	<b>5,989.33</b>	<b>-1,608.58</b>
<b>Total 62100 · CONTRACTED AND PROF SERVICES</b>	<b>8,255.45</b>	<b>9,563.33</b>	<b>-1,307.88</b>
62300 · Dues/Subscriptions/Fees	4,430.76	3,193.22	1,237.54

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

	Jul - Aug 24	Jul - Aug 23	\$ Change
<b>62800 · OFFICE OCCUPANCY</b>			
62820 · Rent & Parking	4,680.16	6,742.74	-2,062.58
62830 · Utilities	801.22	794.13	7.09
62840 · Other	47.72	0.00	47.72
<b>Total 62800 · OFFICE OCCUPANCY</b>	<b>5,529.10</b>	<b>7,536.87</b>	<b>-2,007.77</b>
<b>65000 · SUPPLIES AND MATERIALS</b>			
<b>65010 · COPIER AND SUPPLIES</b>			
65012 · Copies	37.98	26.74	11.24
65014 · Lease	353.99	312.34	41.65
<b>Total 65010 · COPIER AND SUPPLIES</b>	<b>391.97</b>	<b>339.08</b>	<b>52.89</b>
65030 · Office Supplies	653.81	390.22	263.59
65040 · Postage	92.94	0.00	92.94
65050 · Software/Computer Accessories	65.99	62.49	3.50
<b>Total 65000 · SUPPLIES AND MATERIALS</b>	<b>1,204.71</b>	<b>791.79</b>	<b>412.92</b>
<b>65110 · PRODUCTION COSTS</b>			
65112 · Advertising and Website	1,755.59	289.00	1,466.59
65114 · Merchandise	748.67	1,295.24	-546.57
65118 · Publications	220.00	0.00	220.00
<b>Total 65110 · PRODUCTION COSTS</b>	<b>2,724.26</b>	<b>1,584.24</b>	<b>1,140.02</b>
65120 · Insurance & Fidelity Bond	2,842.65	3,281.87	-439.22
65160 · Miscellaneous	0.00	-8.10	8.10
65320 · Mileage/travel related expenses	176.14	186.49	-10.35
65400 · Meetings & Events	2,181.28	567.75	1,613.53
<b>Total 60000 · MATERIALS &amp; SERVICES</b>	<b>36,152.69</b>	<b>30,488.52</b>	<b>5,664.17</b>
<b>66000 · PAYROLL EXPENSES</b>			
66200 · Wages	69,240.68	65,440.86	3,799.82
66410 · Health, Dental & Life Insurance	9,365.52	9,149.03	216.49
66420 · Retirement	4,317.41	3,817.69	499.72
<b>66500 · Payroll Taxes</b>			
66510 · FICA Employer	5,290.35	5,002.80	287.55
66520 · SUTA	448.59	297.32	151.27
66530 · OR-WBF	15.00	14.91	0.09
<b>Total 66500 · Payroll Taxes</b>	<b>5,753.94</b>	<b>5,315.03</b>	<b>438.91</b>
66800 · Fees	0.00	30.50	-30.50
<b>Total 66000 · PAYROLL EXPENSES</b>	<b>88,677.55</b>	<b>83,753.11</b>	<b>4,924.44</b>
<b>68000 · PROJECT-MATERIALS &amp; SERVICES</b>			
68010 · Project Contracted Services	405.00	14,492.47	-14,087.47
68020 · Project Mileage & Travel	65.81	95.95	-30.14
68040 · Project Supplies & Materials	600.00	0.00	600.00
<b>68000 · PROJECT-MATERIALS &amp; SERVICES - Other</b>	<b>9,365.13</b>	<b>0.00</b>	<b>9,365.13</b>
<b>Total 68000 · PROJECT-MATERIALS &amp; SERVICES</b>	<b>10,435.94</b>	<b>14,588.42</b>	<b>-4,152.48</b>

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

	<b>Jul - Aug 24</b>	<b>Jul - Aug 23</b>	<b>\$ Change</b>
<b>69400 - TRANSFERS OUT</b>			
69440 - Trf PF to General Fund	1,467.13	1,969.05	-501.92
<b>Total 69400 - TRANSFERS OUT</b>	<b>1,467.13</b>	<b>1,969.05</b>	<b>-501.92</b>
<b>Total Expense</b>	<b>136,733.31</b>	<b>130,799.10</b>	<b>5,934.21</b>
<b>Net Ordinary Income</b>	<b>-85,386.14</b>	<b>-74,942.38</b>	<b>-10,443.76</b>
<b>Net Income</b>	<b>-85,386.14</b>	<b>-74,942.38</b>	<b>-10,443.76</b>

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

	Jul - Aug 24	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
43000 · Beginning Balance	0.00	805,872.00	-805,872.00	0.0%
44530 · Benton County Public Works	0.00	5,000.00	-5,000.00	0.0%
44535 · Taxes Levied	2,664.45	530,000.00	-527,335.55	0.5%
44540 · ODA Operations	0.00	28,978.00	-28,978.00	0.0%
44545 · ODA Tech, LMA & Scope of Work	24,117.80	67,616.00	-43,498.20	35.67%
45000 · Interest Income	7,304.27	20,000.00	-12,695.73	36.52%
<b>46430 · MISCELLANEOUS</b>				
46432 · Contributions	786.66			
46430 · MISCELLANEOUS - Other	0.00	1,500.00	-1,500.00	0.0%
<b>Total 46430 · MISCELLANEOUS</b>	<b>786.66</b>	<b>1,500.00</b>	<b>-713.34</b>	<b>52.44%</b>
47400 · Native Plant Sale Income	0.00	19,000.00	-19,000.00	0.0%
<b>48000 · TRANSFERS IN</b>				
48300 · Project Fund	0.00	16,740.00	-16,740.00	0.0%
48400 · Transfer Admin from Project Fd	1,467.13			
<b>Total 48000 · TRANSFERS IN</b>	<b>1,467.13</b>	<b>16,740.00</b>	<b>-15,272.87</b>	<b>8.76%</b>
<b>Total Income</b>	<b>36,340.31</b>	<b>1,494,706.00</b>	<b>-1,458,365.69</b>	<b>2.43%</b>
<b>Gross Profit</b>	<b>36,340.31</b>	<b>1,494,706.00</b>	<b>-1,458,365.69</b>	<b>2.43%</b>
<b>Expense</b>				
<b>60000 · MATERIALS &amp; SERVICES</b>				
<b>61300 · CONFERENCES AND TRAINING</b>				
61310 · Lodging	314.64			
61330 · Registration	348.65			
61300 · CONFERENCES AND TRAINING	0.00	8,000.00	-8,000.00	0.0%
<b>Total 61300 · CONFERENCES AND TRAINING</b>	<b>663.29</b>	<b>8,000.00</b>	<b>-7,336.71</b>	<b>8.29%</b>
<b>61500 · COMMUNITY CONSERVATION PROGRAMS</b>				
61510 · Conservation Education (You	7.79	9,400.00	-9,392.21	0.08%
61520 · Conservation Incentive Progr	0.00	5,119.00	-5,119.00	0.0%
61530 · Invasives Program	601.01	5,500.00	-4,898.99	10.93%
61540 · Native Plant Sale	678.75	20,000.00	-19,321.25	3.39%
61560 · Scholarships/Internships	0.00	6,000.00	-6,000.00	0.0%
61570 · Soil Quality Program	107.50	5,500.00	-5,392.50	1.96%
61595 · Jerry Paul Native Poll Con Pr	6,750.00	2,000.00	4,750.00	337.5%
<b>Total 61500 · COMMUNITY CONSERVAT</b>	<b>8,145.05</b>	<b>53,519.00</b>	<b>-45,373.95</b>	<b>15.22%</b>
<b>62100 · CONTRACTED AND PROF SERVICES</b>				
62115 · Audit	2,800.00	6,000.00	-3,200.00	46.67%
62120 · Computer Support	1,074.70	6,000.00	-4,925.30	17.91%
<b>62130 · PROFESSIONAL SERVICES</b>				
62140 · Legal	342.00			
62150 · Accounting	4,038.75			

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

	Jul - Aug 24	Budget	\$ Over Budget	% of Budget
62160 · Facilitation	0.00	7,000.00	-7,000.00	0.0%
62130 · PROFESSIONAL SERVICE	0.00	34,500.00	-34,500.00	0.0%
<b>Total 62130 · PROFESSIONAL SERVI</b>	<b>4,380.75</b>	<b>41,500.00</b>	<b>-37,119.25</b>	<b>10.56%</b>
62180 · Consultation/Contracts - NPF	0.00	11,500.00	-11,500.00	0.0%
<b>Total 62100 · CONTRACTED AND PROF</b>	<b>8,255.45</b>	<b>65,000.00</b>	<b>-56,744.55</b>	<b>12.7%</b>
62300 · Dues/Subscriptions/Fees	4,430.76	20,000.00	-15,569.24	22.15%
<b>62800 · OFFICE OCCUPANCY</b>				
62810 · Alarm & Janitorial Services	0.00	1,500.00	-1,500.00	0.0%
62820 · Rent & Parking	4,680.16	30,000.00	-25,319.84	15.6%
62830 · Utilities	801.22	4,500.00	-3,698.78	17.81%
62840 · Other	47.72			
<b>Total 62800 · OFFICE OCCUPANCY</b>	<b>5,529.10</b>	<b>36,000.00</b>	<b>-30,470.90</b>	<b>15.36%</b>
<b>65000 · SUPPLIES AND MATERIALS</b>				
<b>65010 · COPIER AND SUPPLIES</b>				
65012 · Copies	37.98			
65014 · Lease	353.99			
65010 · COPIER AND SUPPLIES -	0.00	3,000.00	-3,000.00	0.0%
<b>Total 65010 · COPIER AND SUPPLIES</b>	<b>391.97</b>	<b>3,000.00</b>	<b>-2,608.03</b>	<b>13.07%</b>
65020 · Equipment	0.00	6,000.00	-6,000.00	0.0%
65030 · Office Supplies	653.81	2,500.00	-1,846.19	26.15%
65040 · Postage	92.94	500.00	-407.06	18.59%
65050 · Software/Computer Accessor	65.99	4,000.00	-3,934.01	1.65%
<b>Total 65000 · SUPPLIES AND MATERIAL</b>	<b>1,204.71</b>	<b>16,000.00</b>	<b>-14,795.29</b>	<b>7.53%</b>
<b>65110 · PRODUCTION COSTS</b>				
65112 · Advertising and Website	1,755.59	2,000.00	-244.41	87.78%
65114 · Merchandise	748.67	1,000.00	-251.33	74.87%
65116 · Newsletters	0.00	500.00	-500.00	0.0%
65118 · Publications	220.00	1,000.00	-780.00	22.0%
<b>Total 65110 · PRODUCTION COSTS</b>	<b>2,724.26</b>	<b>4,500.00</b>	<b>-1,775.74</b>	<b>60.54%</b>
65120 · Insurance & Fidelity Bond	2,842.65	10,000.00	-7,157.35	28.43%
65160 · Miscellaneous	0.00	200.00	-200.00	0.0%
65320 · Mileage/travel related expenses	176.14	3,000.00	-2,823.86	5.87%
65400 · Meetings & Events	2,181.28	7,500.00	-5,318.72	29.08%
<b>Total 60000 · MATERIALS &amp; SERVICES</b>	<b>36,152.69</b>	<b>223,719.00</b>	<b>-187,566.31</b>	<b>16.16%</b>
<b>66000 · PAYROLL EXPENSES</b>				
66200 · Wages	64,571.25	476,231.00	-411,659.75	13.56%
66410 · Health, Dental & Life Insurance	8,880.92	84,355.00	-75,474.08	10.53%
66420 · Retirement	3,990.55	30,945.00	-26,954.45	12.9%
<b>66500 · Payroll Taxes</b>				
66510 · FICA Employer	4,933.85			
66520 · SUTA	409.01			



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

	<b>Jul - Aug 24</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
66530 - OR-WBF	13.95			
66500 - Payroll Taxes - Other	0.00	42,873.00	-42,873.00	0.0%
<b>Total 66500 - Payroll Taxes</b>	<b>5,356.81</b>	<b>42,873.00</b>	<b>-37,516.19</b>	<b>12.5%</b>
66600 - Bonuses	0.00	1,000.00	-1,000.00	0.0%
66800 - Fees	0.00	350.00	-350.00	0.0%
<b>Total 66000 - PAYROLL EXPENSES</b>	<b>82,799.53</b>	<b>635,754.00</b>	<b>-552,954.47</b>	<b>13.02%</b>
69100 - Capital Outlay	0.00	5,000.00	-5,000.00	0.0%
69200 - Contingency	0.00	60,000.00	-60,000.00	0.0%
69600 - Reserved for Future Expenditure	0.00	227,233.00	-227,233.00	0.0%
69800 - Unappropriated Fund Balance	0.00	343,000.00	-343,000.00	0.0%
<b>Total Expense</b>	<b>118,952.22</b>	<b>1,494,706.00</b>	<b>-1,375,753.78</b>	<b>7.96%</b>
<b>Net Ordinary Income</b>	<b>-82,611.91</b>	<b>0.00</b>	<b>-82,611.91</b>	<b>100.0%</b>
<b>Net Income</b>	<b>-82,611.91</b>	<b>0.00</b>	<b>-82,611.91</b>	<b>100.0%</b>

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

	<b>Jul - Aug 24</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
43300 · Grant/Project Administration	15,006.86	170,138.00	-155,131.14	8.82%
<b>Total Income</b>	<u>15,006.86</u>	<u>170,138.00</u>	<u>-155,131.14</u>	<u>8.82%</u>
<b>Gross Profit</b>	15,006.86	170,138.00	-155,131.14	8.82%
<b>Expense</b>				
<b>66000 · PAYROLL EXPENSES</b>				
66200 · Wages	4,669.43	23,599.00	-18,929.57	19.79%
66410 · Health, Dental & Life Insurance	484.60	2,753.00	-2,268.40	17.6%
66420 · Retirement	326.86	1,652.00	-1,325.14	19.79%
<b>66500 · Payroll Taxes</b>				
66510 · FICA Employer	356.50			
66520 · SUTA	39.58			
66530 · OR-WBF	1.05			
66500 · Payroll Taxes - Other	0.00	1,964.00	-1,964.00	0.0%
<b>Total 66500 · Payroll Taxes</b>	<u>397.13</u>	<u>1,964.00</u>	<u>-1,566.87</u>	<u>20.22%</u>
<b>Total 66000 · PAYROLL EXPENSES</b>	<u>5,878.02</u>	<u>29,968.00</u>	<u>-24,089.98</u>	<u>19.61%</u>
<b>68000 · PROJECT-MATERIALS &amp; SERVICES</b>				
68010 · Project Contracted Services	405.00			
68020 · Project Mileage & Travel	65.81			
68040 · Project Supplies & Materials	600.00			
<b>68000 · PROJECT-MATERIALS &amp; SERVICES -</b>	<u>9,365.13</u>	<u>123,430.00</u>	<u>-114,064.87</u>	<u>7.59%</u>
<b>Total 68000 · PROJECT-MATERIALS &amp; SERVICES</b>	<u>10,435.94</u>	<u>123,430.00</u>	<u>-112,994.06</u>	<u>8.46%</u>
<b>69400 · TRANSFERS OUT</b>				
69440 · Trf PF to General Fund	1,467.13	16,740.00	-15,272.87	8.76%
<b>Total 69400 · TRANSFERS OUT</b>	<u>1,467.13</u>	<u>16,740.00</u>	<u>-15,272.87</u>	<u>8.76%</u>
<b>Total Expense</b>	<u>17,781.09</u>	<u>170,138.00</u>	<u>-152,356.91</u>	<u>10.45%</u>
<b>Net Ordinary Income</b>	<u>-2,774.23</u>	<u>0.00</u>	<u>-2,774.23</u>	<u>100.0%</u>
<b>Net Income</b>	<u><u>-2,774.23</u></u>	<u><u>0.00</u></u>	<u><u>-2,774.23</u></u>	<u><u>100.0%</u></u>

**Aug 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	12/31/2024	Open	1/15/2025	27,742	27,742	27,742	27,742	0	0	MA	Interim Report: 1/1/2021 & 1/1/2022. Final Report 1/15/2024	100% of funds at beginning of grant	2,522	2,509	13
Willamette Mainstem Restoration Opportunities and Strategies for Engagement	20100515	MMT	11/1/2020	8/31/2024	Open	10/31/2024	70,164	70,164	68,861	68,861	1,303	0	MA	5/15/21 & 6/15/2024	100% of funds at beginning of grant	6,379	6,260	119
Soil Health Engagement Improves Water Quality	ODA 4462-GR	ODA	7/1/2023	6/30/2025	Open	8/29/2025	42,924	21,462	18,803	18,803	2,659	21,462	TM	8/20/24, 8/29/25			1,572	-1,572
Purge the Spurge III	2023-36-016	ODA-OSWB	3/2/2023	4/30/2024	Open	6/30/2024	9,981	9,981	9,981	9,981	0	0	MA	9/30/23, 6/30/24	*50% of funds received at start of grant *25% of funds are received after interim grant report submitted and approved by ODA *final funds are received after final grant report submitted and approved by ODA	908	907	1
Horse Island for Clean Water	09-022-002	OWEB	3/30/2022	3/30/2024	Open	3/30/2024	12,100	12,100	12,100	12,100	0	0	DS	3/30/2024, 3/30/2026	no funds received at start of grant; funds received by reimbursement of invoices/receipts submitted by BSWCD two times total (including final); OWEB holds last 10% of funds until they receive and approve of Final Report at end of grant.	1,100	1,100	0
Watenpugh Farm Riparian and Prairie Restoration	09-22-001	OWEB	3/2/2022	3/2/2024	Open	3/2/3024	11,319	11,319	11,319	11,319	0	0	DS	3/2/2024, 3/2/2026	no funds received at start of grant; funds received by reimbursement of invoices/receipts submitted by BSWCD two times total (including final); OWEB holds last 10% of funds until they receive and approve of Final Report at end of grant.	1,029	1,029	0
Jumping Giraffe Farms Water Management	09-22-005	OWEB	5/3/2023	5/3/2025	Open	7/3/2025	14,872	14,872	14,872	14,872	0	0	DS	7/3/2025, 7/3/2027	no funds received at start of grant; funds received by reimbursement of invoices/receipts submitted by BSWCD two times total (including final); OWEB holds last 10% of funds until they receive and approve of Final Report at end of grant.	1,352	1,352	0
Grand Oaks Oak Release	09-24-001	OWEB	2/26/2024	1/11/2026	Open	1/11/2026	14,968	0	0	0	0	14,968	DS	1/11/2026, 1/11/2028	received by reimbursement of invoices/receipts submitted by BSWCD two times total (including final); OWEB holds last 10% of funds until they receive and approve of Final Report at end of grant.	1,361		1,361
OWEB SIA grant	218-8010-16782	OWEB	3/4/2019	12/22/2026	Open	12/22/2026	125,000	92,569	92,968	92,968	-399	32,431	DS	(6/17/2019, 12/16/2019, 6/14/2020, 12/14/2020, 6/14/2021, 12/13/2021, 6/13/2022, 12/13/2022, 12/22/2023,	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	11,364	8,429	2,935
J2E RTR Project	220-3033-17504	OWEB	4/22/2020	6/30/2025	Open	6/30/2025	239,915	205,419	205,419	205,419	0	34,496	DS	6/30/2028 and 6/30/2030	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	23,084	18,672	4,412
Mitchell Oak	222-3016-22326	OWEB	10/25/2022	6/30/2026	Open	8/29/2026	96,646	52,693	52,693	52,693	0	43,953	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	4,790	83,070
Purge the Spurge Phase 4	2024-37-011	OSWB	2/15/2024	4/30/2025	Open	6/30/2025	13,950	6,975	11,910	11,910	-4,935	6,975	MA	Interim Report: 9/30/2024 & Final Report: 6/30/2025	*50% of funds received at start of grant *25% of funds are received after interim grant report submitted and approved by ODA *final funds are received after final grant report submitted and approved by ODA	1,269	1,084	185
WRAWMP X	2024-37-012	OSWB	2/15/2024	4/30/2025	Open	6/30/2025	27,972	13,986	5,721	5,721	8,265	13,986	MA	Interim Report: 9/30/2024 & Final Report: 6/30/2025	*50% of funds received at start of grant *25% of funds are received after interim grant report submitted and approved by ODA *final funds are received after final grant report submitted and approved by ODA	2,543	520	2,023
OWEB Stakeholder Oak	223-3044-23047	OWEB	10/25/2023	12/31/2026	Open	2/28/2027	34,130	2,759	3,131	3,131	-372	31,371	MA	Project Completion Report: 2/28/2027	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	3,413	286	3,127
<b>Total</b>							<b>741,683</b>	<b>542,041</b>				<b>199,642</b>					<b>48,510</b>	<b>95,674</b>



## Benton Soil and Water CONSERVATION DISTRICT

**Date:** September 30, 2024  
**To:** Benton SWCD Directors  
**From:** Holly Crosson, Executive Director  
**Re:** September Staff Report for October 2024 Board Packet

Much of the month was focused on staff transitions: Donna's retirement, welcoming new staff member Cierra Dawson, and planning for my pending retirement in 2025.

**Farewell to Donna:** Attended Donna's goodbye/thank you celebration at Block 15. Addressed lots of questions about last paycheck, resignation letter, health insurance coverage timeline, equipment inventory, transfer of retirement account, continuation of obligations under ODA Capacity funding, OWEB grants, etc.

**Welcome to Cierra Dawson!:** Responded to Michael's questions about final hire for Conservation Outreach Assistant, welcomed Cierra at first staff meeting, added Cierra's introduction to October board agenda, conducted employee orientation, gave Cierra tour of the Confluence Building.

### **Executive Director transition:**

- Continued to contact colleagues and organizational partners about transition
- Kept up with post-flood office renovations coordination with landlord
- Worked on recruiting potential Budget Committee members for FY26
- Worked on student Associate Director and Associate Director recruitments
- Coordinated BSWCD Equity Committee planning for Board/Staff DEIJ Retreat
- Attended Artificial Intelligence (AI) webinar; collected AI resources for future AI policy development
- Updated Employee Handbook
- Updated BSWCD Compensation Philosophy
- Authorized QuickBooks access for Candace (specified tasks only)
- Developed draft Executive Director job description
- Developed PFC meeting agenda for October 1 meeting with Cascade Employers Association (CEA) staff who will handle recruitment
- Assisted Candace with Public Meeting Notice for PFC meeting
- Created summary for PFC about when Executive Sessions can be used during the hiring process, with special reference to Executive Director hires
- Authorized CEA to conduct an updated Executive Director Pay Assessment including pay range and organizational comparison
- Provided CEA with hiring policies and procedures (Veterans' Preference, ODA's SWCD hiring procedure guidance, current compensation details, etc.).

**Michael Ahr**

NR Conservation Program Manager - Staff Report for **September 2024**



### **STAFFING:**

- In September we celebrated Donna and her long career at Benton SWCD. An awesome and inspirational crowd of friends and partners gathered at Block 15 to show appreciation to Donna. Her last day was 9/5...
- ...and almost simultaneously we welcomed a new employee Cierra Dawson who will also be submitting a staff report this month. Cierra is our new Conservation Outreach Assistant and will help with the Plant Sales, Noxious weeds, SalmonWatch and various other projects. In September we visited some oblong spurge sites and went through a lot of topics related to general orientation and introduction to programs.

### **OAK TOPICS:**

- On the calendar (likely page 2 of this Board Packet) see the note about the Oak and Prairie Summit on 11/25/2024. Cierra and I will attend this and possibly other staff too! I have helped plan the event with 3 other partners in the Willamette Valley Oak & Prairie Cooperative, so our logo is on the flyer as a sponsor! <https://beav.es/p7h>
- Cierra and I made a site visit to a 10-acre landowner in the Oak Creek watershed and discussed oak habitat. This was a fun training opportunity to show how we give advice on these visits.

### **WILLAMETTE MAINSTEM COOPERATIVE:**

- Our aquatic weed work has been featured on the Oregon Lottery website. Oregon State Weed Board grants are entirely funded by lottery dollars and the same goes for several restoration grants through the Oregon Watershed Enhancement Board. Each year, the lottery features a few projects on their website, and for the first time they chose an invasive weed project. See the video that shows our Paddle and Pull and some interviews with me and partners (note that we've requested a few corrections/adjustments, but this version is still very shareable!!): <https://www.oregonlottery.org/programs/willamette-aquatic-weeds/>
- I attended Aquatic Weed School in Davis, California! This was a good training opportunity and served as an introduction to some new weeds that I'll need to look out for on the river.

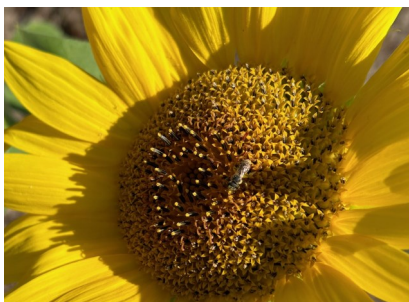
### **INVASIVE SPECIES PROGRAM**

- I'm working on a grant proposal to the Oregon Invasive Species Council where funding would help us to offer more education and outreach for invasive weeds. It's due Oct. 15 and over these past couple weeks I've been gathering letters of support and commitments from partners to show the broad partnership we continue to build in Benton County.

### **NATIVE PLANT SALE**

- We'll be out at the Fall Festival all weekend (9/28-9/29) selling native bulbs and seeds. Many thanks to staff for focusing a lot of attention towards preparation for this event!!

## THE HARVEST SEASON IS FILLED WITH STRONG PARTNERSHIPS AND ABUNDANT OPPORTUNITIES!!



### Title: Oregon Chapter of the Soil and Water Conservation Society (OR SWCS)

**Accomplishments:** Since 2013, I have been the Secretary/Treasurer of the OR SWCS. This affiliation has benefited Benton SWCD through the years by reinforcing strong partnerships with Oregon NRCS. The primary purpose of the charitable organization is the educational advancement of Oregon's conservation professionals. Other OR SWCS board members currently hold either NRCS or OSU staff



positions. We all work together to offer educational events on topics of interest for conservationists across the state. One such topic is pollinators. On August 26th, I helped OR SWCS host a meeting featuring Andony Melathopoulos, our favorite OSU melittologist. Andony shared his inspiring presentation on citizen scientists' survey of Oregon's bees and how they have created the first ever native bee flora associations data set. Andony led



a short field tour of Plant Materials Center pollinator plots (photo, sunflower with bee) and plots where treatments to improve native shrub survival were compared: no mulch, seeding of native grasses and forbs (conservation cover), and 6-inch woodchip mulch. After three seasons, the woodchip-mulched plants survival rate was greater, and the plants were greener and larger.

**In progress:** The OR SWCS Board has a bright future thanks to two NRCS staff who have stepped up as President and Vice Pres, respectively Will Fett, NRCS Outreach Coordinator and Tribal Liaison, Portland, and Wallace Jennings, Urban and Small Farms Specialist who is BSWCD's awesome cohort at the Tangent NRCS

From top: Sunflower with bee, Andony's presentation and field tour, new NRCS staff photo opp.

field office. **Needs Attention:** Continue to recruit additional OR SWCS members.

### Title: Water Resilience Demo at the Siletz Community Health Clinic Farm

**Accomplishments:** Nate and I attended this event where we tasted dry farmed melons, enjoyed a delicious lunch from the farm-grown produce, toured the Garden, and helped to pick and move pumpkins thanks to Nate's harvesting guidance. **In progress:** Zeph (photo upper right), the farm manager, talked about the management of the 38-acre parcel that includes beaver habitat. Amy Garrett (photo lower right) holds a reader that connects to soil moisture sensors installed at various depths underground. The sensors help Zeph make informed decisions and reduce irrigation events. His demo launched chatter among conservation partners, including the Dry Farming Institute, OSU Extension Small Farms, NRCS, and BSWCD, on how to make Soil Moisture Kits available to farmers.

**Needs Attention:** The Dry Farming Institute is leading email communications about how to fund soil moisture kits for farmers. What can BSWCD contribute to this worthy cause? Check out how the Siletz Community Health Clinic's [Garden Program](#) ties conservation practices, water resilience, and growing nutritional food to important health care concerns such as diabetes and tobacco use prevention.

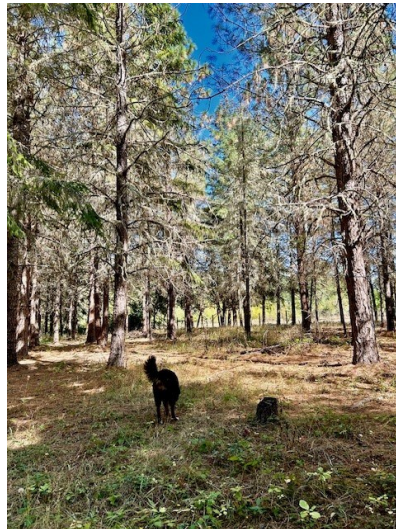


**Title: Soil Health Program helps the Upper Muddy Creek Strategic Implementation Area residents**

**Accomplishments:** A concerted outreach strategy is working in the UMC SIA! We mailed a targeted announcement to UMC SIA addresses for our spring 2024 Living on the Land (LotL) 4-part series. During the fourth session, I gave a "soil awareness" presentation. I sent follow-up emails to eight of the LotL participants who have property in or very near the UMC SIA. Four of those landowners are interested in fall soil health testing.

**In progress:** Two of those UMC SIA residents will be scheduled for fall soil health sample collection!

(1) Beth Atherton is a new landowner in the UMC SIA. Her land was previously timber production. She is interested in managing her land for agrotourism. A fall soil classification consultation will help her identify the best location to plant lavender. Beth's pup, Teddy, (photo above) led our site visit through the Doug-fir and Ponderosa forested area. Considering that the site had been neglected for some years there were pleasant native plant surprises, such as *Symphotrichum* species (photo right) near the creek. I pointed out weed patches, such as Canada thistle, to pull and bag before the seed disperses,



(2) Cierra and I met Tammy Christensen (photo below) on another site visit. She plans to add floriculture to an established Christmas tree farm. To improve wildlife habitat, Tammy wants to plant one hedgerow between her future flower production area and a new Christmas tree plot. She will plant another hedgerow on the east property border to control dust from the road. I connected Tammy to the Xerces Society Habitat Kit Program. She plans to apply for a Xerces kit in 2025 to enhance her hedgerow plantings.



**Needs Attention: Follow up work with SIA landowners mentioned in earlier staff reports.** Special thanks to Serkan Ates, OSU Extension forage specialist, and Ian Silvernail, USDA NRCS Plant Materials Center agronomist, who have collaborated to test novel forage plants. They have recommended

forage improvement seed mixes for two SIA landowners who want to extend late forage production and increase vegetation density to improve winter precipitation infiltration for groundwater recharge. The seed mixes include: "tall fescue, orchardgrass, smooth brome, chicory, plantain, red clover and white clover. To increase the forage cover and production in the first year add a bit of annual ryegrass and festulolium to the seed mix." Seeding rates, seed sources, and seed drill contractors are pending and will be shared with landowners soon.



### **Salmon Watch**

- Met with new Urban Farm Program directors at College Hill High School (CHHS) to discuss the program and student training plans
- Led an Aquatic Macroinvertebrates training session with CHHS students at Oak Creek
- Led a new volunteer training session at Clemens Park, with 5 attendees
- Developed new student scavenger hunt sheets for the Riparian Ecology station

### **Native Bulb and Seed Sale**

- Recruited volunteers for Fall Festival shifts
- Created graphics and social media posts for marketing
- Updated inventory list and stock on website and Square
- With the rest of the team, packaged all bulbs and seeds for sale day

### **Winter Native Plant Sale**

- Updated inventory list, stock numbers, and website with this year's species
- Created plant database pages and sales pages for the new species we're selling this year
- Conducted a couple of test purchases to ensure sales site is working
- Created half page flyer with QR code to hand out at NBSS
- Sales will open October 1<sup>st</sup>!

### **New staff onboarding with Cierra**

- Gave an overview and orientation of the SWCD website
- Went over outreach and education program areas
- Walked through Clemens Park to go over Salmon Watch stations and logistics

### **Professional Development**

- Attended Streamline webinar on 9/4: "AI Opportunities and Risks for Special Districts"
- Attended Civic Plus webinar on 9/19: "Government Social Media: Ask An Expert"





# Staff Report

## September 2024

Benton Soil and Water  
CONSERVATION DISTRICT

### **Cierra Dawson**

Conservation Outreach  
Assistant



Hello, my name is Cierra Dawson and I am the newest staff member to Benton SWCD. My first day was September 10th, 2024. The two weeks since have been mostly orientation for me.

I've been getting to know the staff and going through my orientation checklist with each. I am very happy to be here!

### **A few highlights this month have been:**

1. Visiting oblong spurge sites around Corvallis with Michael
2. Visiting Clemens Park with Sara to get orientated with the Salmon Watch program
3. Spending a day with Teresa doing a site visit about soil health and visiting previous work sites

### **Things I'm looking forward to working on next month are:**

1. The beginning of my very first Salmon Watch season!
2. Attending an emerald ash borer workshop with Michael
3. Attending the Natural Resource Educators working group meeting with Sara



# Staff Report September 2024 - Operations Coordinator

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

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

## ESSENTIAL FUNCTIONS-Operations Coordination (50%) Organizational Support (45%)

<b>Goal #5:</b> Implement operations that support highly effective programs and services.	
<b>Strategies</b>	
4. Ensure District operations meet the highest standards of public agency administration.	
<b>5ac.</b> (CM) Draft a yearly required staff training calendar and release online plan by September 1, 2024.	<b>Completed</b>
<b>5s.</b> (CM) with HC input, complete Operations Manual final draft by Sept. 30, 2024	<b>In progress-HC to edit/approve</b>
<b>5y.</b> (CM) Submit Best Practices Survey annually to enable the district to receive a 10% insurance discount from SDAO/SDIS by Nov. 1, 2024	<b>Completed</b>
<b>New Project-</b> Create meeting guidelines for: 1. Technology Needs 2. Sustainability Goals	<b>In Progress-Editing for Final Draft</b>

*Narrative: In September, I was privileged to attend a roundtable event in Salem, sponsored by SDAO where we were grouped by HR in the morning and Finance in the afternoon. The topics were Policy Violation Interviews and Financial Fraud. It was really informative, and I left feeling more educated on these highly sensitive issues. The outcome was for us to review our CC policy and draft a policy, which board will see in the coming months!*

*I had a wonderful time working with my workmates preparing for the bulb and seed sale! It's so great to have opportunities to interact.*



## Natural Resources Conservation Service

### District Conservationist Monthly Report – Benton & Linn Counties October 2024

#### Staffing Updates:

- Jenn Eatwell is our current acting Basin Resource Conservationist.
- Our OSU Intern, Emily Southwell will be completing her internship at the beginning of September.
- A new permanent State Conservationist for Oregon has started, Greg Becker

#### Programs:

- We obligated 22 Environmental Quality Incentive Program (EQIP) contracts in 2024 covering 2,903.3 acres and totaling \$1,094,316.89.
- We obligated 3 Conservation Stewardship Program (CSP) contracts in 2024 covering 249.9 acres and totaling \$86,285.
- We are currently collecting documentation for all CSP annual certifications.
- We are visiting interested landowners' properties for 2025 sign-ups.
- New program sign-ups do not yet have a deadline but the 2025 EQIP deadline will probably be early November.

#### Program Information:

- What's available in **Benton** County?  
<https://www.nrcs.usda.gov/conservation-basics/conservation-by-state/oregon/benton-county>
- What's available in **Linn** County?  
<https://www.nrcs.usda.gov/conservation-basics/conservation-by-state/oregon/linn-county>

USDA – NATURAL RESOURCES CONSERVATION SERVICE  
Stephanie Rice | District Conservationist | 541-801-2677 |  
[stephanie.rice@usda.gov](mailto:stephanie.rice@usda.gov)

Tangent Service Center 31978 North Lake Creek Drive,  
Tangent OR 97389 USDA is an equal opportunity provider,  
employer, and lender.

**FY25 Budget Resolution**  
**Resolution No. FY2024-2025-02**

This resolution supercedes the August 14 resolution with the same resolution number. The August 14 resolution had incorrect numbers of \$1,045 for the Transfer to General Fund (Fiscal Admin). Those have been corrected on this new version.

BE IT RESOLVED that the Board of Directors of the Benton Soil and Water Conservation District (BSWCD) hereby approves the addition of \$11,820 to the FY25 Budget as follows:

**Project Fund**

Add \$11,820 in Resources to the Project Fund from for the Rainshine Orchards Riparian Restoration (Oregon Watershed Enhancement Board Small Grant 11-24-004)

Add \$11,820 in Requirements to the Project Fund as follows:

Materials and Services	\$10,745
Transfer to General Fund (Fiscal Admin)	\$1,075

**General Fund**

Add \$1,075 in Resources

<b>Transfer from Project Fund (Grant Administration)</b>	<b>\$1,075</b>
--	----------------

Add \$1,075 in Requirements to the General Fund as follows:

**Materials and Services**

Meetings and Events	\$700
Community Conservation Programs/Conservation Incentive Program	\$375

SIGNED THIS 7th day of October 2024

Benton Soil and Water Conservation District  
*Entity Name*

Benton SWCD Board of Directors  
*Governing Body*

\_\_\_\_\_  
Signature: Kerry Hastings, BSWCD Board Secretary

**FY25 Budget Resolution**  
**Resolution No. FY2024-2025-03**

BE IT RESOLVED that the Board of Directors of the Benton Soil and Water Conservation District (BSWCD) hereby approves the addition of \$500 to the FY25 Budget as follows:

**General Fund**

Add \$500 in Resources to the General Fund: Miscellaneous.

Add \$500.00 in Requirements to the General Fund as follows:

**Materials and Services**

Community Conservation Programs - Conservation Education	\$500.00
	<u>\$500.00</u>

SIGNED THIS 7th day of October 2024

Benton Soil and Water Conservation District  
*Entity Name*

Benton SWCD Board of Directors  
*Governing Body*

\_\_\_\_\_  
*Signature: Kerry Hastings, BSWCD Board Secretary*