

Monday, July 11, 2022
 6:00-7:00 PM Board Meeting
 Zoom Video Conference: <https://zoom.us/join>
 Phone: 1-669-900-6833
 Meeting ID: 844 6825 0202
 Passcode: 640956



BOARD OF DIRECTORS MEETING AGENDA

Goal	Item	Lead	Time	ACTION
	Call to Order, Introductions, Public Comments, Announcements, Additions to Agenda	<i>Johnson</i>	6:00	
	CONSENT AGENDA	<i>Johnson</i>	6:02	ACTION
5	Approve draft Minutes from June 13, 2022 Budget Hearing and Board Meeting			
5	Approve Financials (5/31/22)			
	REGULAR AGENDA			
1-5	Approve final wording on 2022-2027 Strategic Plan Goals (latest version in packet) – 10 minutes	<i>Directors</i>	6:03	ACTION
1-5	Questions about FY23 Work Plan (approved in June with addition of % time) – 10 minutes	<i>Directors</i>	6:13	ACTION
5	Election Update – 10 minutes	<i>Lovett</i>	6:23	
1-2	Discuss details of informal gathering/catered dinner and wetland/riparian restoration tour at Faye Yoshihara and Kevin Kenaga’s in Soap Creek; August 8, 5:30-7:00 PM (August board meeting business will be postponed until the September meeting)		6:33	
5	Decide on board meeting agenda format re: new goals included or not for each agenda item?	<i>Directors</i>		
	Meeting Adjourned	<i>Johnson</i>	7:00	

Strategic Direction Goals 2022-2027
Goal #1: Ensure that the soil, water, and ecosystems of Benton County, including diverse habitats on wild, working, and urban lands, are protected, restored, and resilient.
Goal #2: Deliver engaging education and outreach opportunities that inspire residents throughout Benton County to protect and restore soil, water, and habitat.
Goal #3: Develop clear, consistent communications so people throughout Benton County can easily participate in Benton SWCD services and take action to steward our resources.
Goal #4: Enhance our strategic partnerships and revenue to increase Benton SWCD’s impact.
Goal #5: Implement operations that support highly effective programs and services.

Calendar continued →

BSWCD Board and Outreach Events (subject to change)		
Date/Time	Event	Location
July 15, 9am – 4pm	Aquatic Invasive Species Paddle & Pull	Michael's Landing to Hyak Park http://events.r20.constantcontact.com/register/event?llr=ncqzyycab&oeidk=a07ej98lmta75650b70
July 30, 9am -3:30pm	Aquatic Invasive Species Paddle & Pull	Crystal Lake to Michael's Landing events.r20.constantcontact.com/register/event?oeidk=a07ej9opq9h5edc6dce&llr=ncqzyycab
August 3, 1-3pm	Novel Forages Field Tours, Corvallis Plant Materials Center & OSU	2000 NE Granger Ave, Corvallis https://www.signupgenius.com/go/5080d4cadad22a57-novel
August 8, 5:30-7pm	Informal gathering of board & staff; catered dinner & tour of restoration work	Faye and Kevin's Soap Creek property
September 12, 6-7pm	BSWCD Monthly Board Meeting	TBD

Check our website calendar regularly for additional items that are still being finalized:

<https://bentonswcd.org/activities/calendar/>

Monday, June 13, 2022; 6:00-7:00 PM
Phone: 1-669-900-6833
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BOARD OF DIRECTORS MEETING/BUDGET HEARING MINUTES

In Attendance

Board Members Present: Nate Johnson, Bob Morris, Jerry Paul, Henry Storch, Kerry Hastings, Eliza Mason, Faye Yoshihara (Emeritus)

Board Members Absent: Graham Trask

Associate Directors Present: Marcella Henkels

Staff Present: Holly Crosson, Michael Ahr, Teresa Matteson, Linda Lovett (minutes)

Others Present: Amy Kaiser (NRCS), Heather Medina Saucedo (NRCS), Aubrey Cloud (community member)

Call to Order

[Johnson] 6:00 pm

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

Heather Medina Saucedo introduced herself as the NRCS Team Leader for the Central Coast/Upper Willamette and Southwest Basins. Nate invited Aubrey Cloud (Marys River Watershed Council) to attend as a potential Associate Director.

Additions to agenda: Nate added possible potluck in August instead of recess; rationale for having two Citizens Bank accounts; Holly's discussion with Alan Ayres about The Confluence.

Convene Budget Hearing

The Budget Committee approved the FY23 budget on May 31st (no quorum on May 23rd). No further discussion.

Adopt Budget Committee-approved FY2022-2023 Budget; Make Appropriations; Impose/Categorize Tax; Adopt Resolution No. FY2021-2022-14

MOTION: Adopt Budget Committee-approved FY2022-2023 Budget; Make Appropriations; Impose/Categorize Tax; Adopt Resolution No. FY2021-2022-14: Nate/Kerry (vote 6/6)

Close Budget Hearing

CONSENT AGENDA

- **Approve draft minutes from May 9, 2022:** Discussion: none
- **Approve Financials for 4/30/22:** Discussion: none
- **Adopt Budget Resolution No. FY2021-2022-15 to add \$15,000 from ODA grant # 2022-36-002 for Willamette River invasive weed work:** Discussion: none

MOTION: Approve Consent Agenda: Jerry/Kerry (vote 6/6)

REGULAR AGENDA

NRCS review of MOU and Cooperative Agreement; need board approval and signature

Amy explained that the MOU between BSWCD, NRCS, and ODA is a standard agreement that all SWCDs sign with their NRCS office, continuing partnerships that have been in place for years. It basically says that the agencies will support each other with outreach, conservation activities, technical and financial assistance. BSWCD can get more involved by leading the annual local work group meeting, which is scheduled for November.

Heather added that in the past each conservation district had its own agreement, but the MOU is now the same for everyone nationally. They all go through the NRCS grants and agreements process. About two years ago, OACD reviewed the agreement and had no comments. It is open for discussion but is non-binding and mainly to say that we will partner.

Holly and Michael agreed that BSWCD could organize and run the local work group meeting. Staff will work with Amy to set it up and will keep the board updated.

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

MOTION: Approve MOU and Cooperative Agreement with NRCS: Nate/Bob (vote 6/6)

Approve 2022-2027 Strategic Plan

Holly suggested the board review the plan quarterly, at least for FY23, and directors approved. Jerry commented that the statements listed as goals are not worded as goals, which generally start with an action verb. He had drafted revisions for all but #1. For example, #5 says "Benton SWCD operations support highly effective programs and services." Jerry suggested "Continue Benton SWCD operations that support..." Any strategic plan changes would need to be made in the work plan.

Nate asked if directors wanted to hear Jerry's rewording and revise the strategic plan during the meeting so that it could be approved. The board agreed and discussed the first goal but was reminded that consultant Amy Stork had emphasized that the strategic plan is a living document to change over time as needed. Nate asked if delaying rewording of the goals would cause trouble for staff and Holly said it would not. The district must submit work plans to ODA by June 30, but the strategic plan can be refined later. Nate proposed approving the document as is and tweaking the goals for the July meeting.

MOTION: Approve 2022-2027 Strategic Plan: Nate/Kerry (vote 5/6)

Approve FY23 Work Plan

Holly described the process for revising annual work plans. An X designates staff who have the lead on a task and the numbers are hours that some staff track for grants. Eliza found the mix of X and numbers confusing since there is no key or legend. She suggested estimating all hours instead of using an X because it would be good to know the time staff spend on tasks. Nate noted that it is like a budget, but for time allocation. For consistency, directors agreed that all staff should put in hours. Michael suggested using percentages since not everyone works the same number of hours per week. It was agreed that staff would revise the district work plan with percentages and submit to the board again in July.

MOTION: Approve FY23 Work Plan with changes discussed before submitted to ODA: Nate/Kerry (vote 6/6)

Adopt Resolution No. FY2021-2022-16 – GASB 87; related to new lease standards

Linda explained the Government Accounting Standards Board's (GASB) new standard for leases, effective for periods ending June 30, 2022. Going forward the cost of leases (office, printer, storage unit) will be budgeted under Debt Service instead of Materials and Services in the district budget and financial statements. Auditor Peter Gelser did the lease calculations for the resolution and reviewed the draft. The FY23 budget will need to be adjusted similarly.

MOTION: Approve Resolution No. FY2021-2022-16 – GASB 87: Nate/Bob (vote 6/6)

Update on Communications and Community Engagement Coordinator search

There were five applicants for the CCEC job. Two people were interviewed, and an offer extended to one, but she decided it did not align with her career goals. Holly reduced minimum qualifications to attract more candidates and will reopen the search. In the meantime, Deb Merchant of Banner Nonprofits is filling in. Her contract was extended through December.

Other business - July potluck and/or tour?; August recess?

Directors agreed to have a regular meeting in July and an informal meeting in August. Nate will discuss with Faye, who has offered to host a meeting or tour on her property. Kerry cannot attend in July, so Nate will sign documents in her place.

Additions to agenda

Two Citizens Bank checking accounts: Holly said the original logic was to separate the accounts because they are for different purposes (LGIP funds transfers and plant sale) and for security reasons. She will ask Jenny whether it would be more efficient to combine the accounts since she must reconcile both each month.

The Confluence: Holly ran into Alan Ayres, who had questions such as the square footage of our office and what we paid for office and storage unit rent. Holly updated him on our hopes for The Confluence: at a minimum having a program office there, or if we can afford it moving the entire office there.

Eliza asked Jerry if it is time to take down mason bee boxes. Jerry said to take the tray out and put it in a paper bag, then put tubes in the box to help summer bees.

Meeting Adjourned

[Johnson] 7:35 pm

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

RESOURCES
Benton SWCD General Fund

	Historical Data			DESCRIPTION	FY22 Budget July 1, 2022 - June 30, 2023			
	Actual		Adopted Budget This Year 2021-2022		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2019-2020	First Preceding Year 2020-2021						
				Beginning Fund Balance				
1				Available cash on hand* (cash basis) or				1
2	\$ 507,798	\$ 603,861	\$ 576,051	Net working capital (accrual basis)	\$ 697,346	\$ 697,346	\$ 697,346	2
3				Previously levied taxes estimated to be received				3
4	\$ 15,506	\$ 6,675	\$ 4,500	Interest	\$ 3,000	\$ 3,000	\$ 3,000	4
5				OTHER RESOURCES				5
6	\$ 24,995	\$ 24,995	\$ 26,372	ODA Capacity Funding - Operations	\$ 26,372	\$ 26,372	\$ 26,372	6
7	\$ 58,320	\$ 58,320	\$ 61,535	ODA Capacity Funding - SOW; Tech and LMA	\$ 61,535	\$ 61,535	\$ 61,535	7
8	\$ 23,273	\$ 10,608	\$ 4,000	CREP-Fee for Service				8
9	\$ 41,355	\$ 37,393	\$ 38,931	Transfer from Project Fund (Grant Administration)	\$ 31,424	\$ 31,424	\$ 31,424	9
10	\$ 17,145	\$ 27,636	\$ 20,000	Native Plant Program	\$ 10,000	\$ 10,000	\$ 10,000	10
11	\$ 1,987	\$ 8,296	\$ 5,000	Miscellaneous	\$ 2,000	\$ 2,000	\$ 2,000	11
12	\$ 5,000	\$ 5,000	\$ 5,000	Benton County Public Works IGA	\$ 5,000	\$ 5,000	\$ 5,000	12
13	\$ 6,479			OWEB-NRCS TA (219-9001-16731)-in Project Fund				13
14	\$ 21,767			OWEB-ODA SIA (218-8010-16782)-in Project Fund				14
15								15
16								16
17								17
18								18
19								19
20								20
21	\$ 723,624	\$ 782,784	\$ 741,389	Total resources, except taxes to be levied	\$ 836,677	\$ 836,677	\$ 836,677	21
22			\$ 470,000	Taxes estimated to be received	\$ 490,000	\$ 490,000	\$ 490,000	22
23	\$ 448,195	\$ 461,700		Taxes collected in year levied				23
24	1,171,819	1,244,484	\$ 1,211,389	TOTAL RESOURCES	\$ 1,326,677	\$ 1,326,677	\$ 1,326,677	24

REQUIREMENTS
Benton SWCD General Fund

	Historical Data			DESCRIPTION	FY 22 Budget July 1, 2022 - June 30, 2023				
	Actual		Adopted Budget This Year 2021-2022		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body		
	Second Preceding Year 2019-2020	First Preceding Year 2020-2021							
1				1	Personnel Allocated to Program				1
2		\$ 113,504	\$ 161,614	2	Wages	\$ 164,751	\$ 164,751	\$ 164,751	2
3		\$ 9,606	\$ 13,648	3	Payroll Taxes	\$ 13,505	\$ 13,505	\$ 13,505	3
4		\$ 18,505	\$ 26,067	4	Non-Wage Benefits (medical, dental, life, STDI)	\$ 25,216	\$ 25,216	\$ 25,216	4
5		\$ 7,404	\$ 7,628	5	Retirement	\$ 9,655	\$ 9,655	\$ 9,655	5
6				6	Fees				6
7				7					7
8	\$ 56,998	\$ 149,019	\$ 208,957	8	Total Personnel Allocated to Program	\$ 213,127	\$ 213,127	\$ 213,127	8
9				9	(balance of allocated Personnel costs in Project Fund)				9
10				10	Total Full-Time Equivalent (FTE) = 2.5				10
11				11	Personnel Not Allocated to Program*				11
12				12					12
13	\$ 314,483	\$ 201,940	\$ 187,714	13	Wages	\$ 208,920	\$ 208,920	\$ 208,920	13
14	\$ 26,252	\$ 16,102	\$ 16,894	14	Payroll Taxes	\$ 18,803	\$ 18,803	\$ 18,803	14
15	\$ 47,617	\$ 29,963	\$ 32,382	15	Non-Wage Benefits (medical, dental, life, STDI)	\$ 33,939	\$ 33,939	\$ 33,939	15
16	\$ 19,145	\$ 12,631	\$ 11,263	16	Retirement	\$ 14,625	\$ 14,625	\$ 14,625	16
17		\$ 157		17	Fees				17
18	\$ 407,497	\$ 260,793	\$ 248,253	18	Total Personnel Not Allocated to Program*	\$ 276,287	\$ 276,287	\$ 276,287	18
19				19					19
20				20	Total Full-Time Equivalent (FTE) Not Allocated = 3				20
21	\$ 464,496	\$ 409,812	\$ 457,210	21	Total Personnel (allocated and unallocated)	\$ 489,414	\$ 489,414	\$ 489,414	21
22				22	Fees	\$ 300	\$ 300	\$ 300	22
23	\$ 464,496	\$ 409,812	\$ 457,210	23	Total All Personnel	\$ 489,714	\$ 489,714	\$ 489,714	23
24				24	Materials & Services				24
25				25					25
26	\$ 2,223	\$ 2,676	\$ 12,000	26	Conferences and Training	\$ 6,000	\$ 6,000	\$ 6,000	26
27	\$ 35,974	\$ 24,284	\$ 39,300	27	Community Conservation Programs (CCP)	\$ 37,700	\$ 37,700	\$ 37,700	27
28	\$ 34,516	\$ 50,090	\$ 56,020	28	Contracted & Professional Services	\$ 60,000	\$ 60,000	\$ 60,000	28
29	\$ 6,862	\$ 6,661	\$ 13,000	29	Dues/Subscriptions/Fees	\$ 11,000	\$ 11,000	\$ 11,000	29
30	\$ 3,522	\$ 3,737	\$ 4,500	30	Insurance and Fidelity Bond	\$ 6,000	\$ 6,000	\$ 6,000	30
31	\$ 2,054	\$ 348	\$ 4,000	31	Meetings & Events	\$ 2,100	\$ 2,100	\$ 2,100	31

* not allocated to an Organizational Unit or Program

REQUIREMENTS
Benton SWCD General Fund

Historical Data				DESCRIPTION	FY 22 Budget July 1, 2022 - June 30, 2023				
Actual		Adopted Budget This Year 2021-2022	Proposed by Budget Officer		Approved by Budget Committee	Adopted by Governing Body			
Second Preceding Year 2019-2020	First Preceding Year 2020-2021								
32	\$ 3,456	\$ 75	\$ 1,000	32	Miscellaneous	\$ 200	\$ 200	\$ 200	32
33	\$ 52,693	\$ 56,808	\$ 35,400	33	Office Occupancy	\$ 32,500	\$ 32,500	\$ 32,500	33
34	\$ 2,062	\$ 4,424	\$ 6,000	34	Production Costs (Marketing, newsletters, publications)	\$ 5,000	\$ 5,000	\$ 5,000	34
35	\$ 8,260	\$ 8,148	\$ 15,000	35	Supplies & Materials	\$ 15,000	\$ 15,000	\$ 15,000	35
36	\$ 3,635	\$ 958	\$ 4,000	36	Travel	\$ 3,000	\$ 3,000	\$ 3,000	36
37	\$ 155,256	\$ 158,209	\$ 190,220	37	Total Materials and Services	\$ 178,500	\$ 178,500	\$ 178,500	37
38			\$ 5,000	38	Capital Outlay	\$ 5,000	\$ 5,000	\$ 5,000	38
39			\$ 40,000	39	Contingency *	\$ 84,973	\$ 84,973	\$ 84,973	39
40	\$ 5,000	\$ 10,000	\$ 5,000	40	Transfer to Reserve Fund (Building Fund)*	\$ 5,000	\$ 5,000	\$ 5,000	40
41				41	Transfer to Project Fund*				41
42	\$ 5,000	\$ 10,000	\$ 5,000	42	Total Transfers*	\$ 5,000	\$ 5,000	\$ 5,000	42
43			\$ 293,253	43	Total Requirements Not Allocated*	\$ 366,260	\$ 366,260	\$ 366,260	43
44			\$ 404,177	44	Total Program Requirements	\$ 396,927	\$ 396,927	\$ 396,927	44
45			\$ 233,959	45	Reserved for Future Expenditure*	\$ 233,959	\$ 233,959	\$ 233,959	45
46	\$ 603,861	\$ 666,464		46	Ending Balance (prior years)				46
47				47	Components of Ending Fund Balance				47
48			\$ 80,000	48	a) Committed for Program Reserve*	\$ 80,000	\$ 80,000	\$ 80,000	48
49			\$ 200,000	49	b) Unappropriated Ending Fund Balance*	\$ 249,531	\$ 249,531	\$ 249,531	49
50	\$ 1,228,613	\$ 578,021	\$ 1,211,389	50	TOTAL REQUIREMENTS	\$ 1,326,677	\$ 1,326,677	\$ 1,326,677	50

* not allocated to an Organizational Unit or Program

Benton SWCD General Fund

	Actual		Adopted Budget This Year 2021-2022	Budget Line Detail	2022-2023 Details	Form LB-30 Expenditure Line #	
	Second Preceding Year 2019-2020	First Preceding Year 2020-2021					
1	35,974	24,284	39,300	Community Conservation Programs (CCP)	37,700	#27	1
2	14,078	5,100	\$ 7,700	Conservation Education - Youth Ed and grants to Watershed Councils	\$ 7,700	\$ 7,700	2
3	0	0	\$ 600	Scholarships/Internships - Summer Ag Institute			3
4	1,773	770	\$ 3,000	Conservation Incentive Program (CIP)-combine with SQP & ISP	\$ 3,333	\$ 3,333	4
5	12,418	16,350	\$ 20,000	Native Plant Program (NPP)	\$ 20,000	\$ 20,000	5
6	4,818	982	\$ 3,000	Invasive Species Program (ISP)-combine with CIP & SQP	\$ 3,333	\$ 3,333	6
7	2,689	1,022	\$ 3,000	Soil Quality Program (SQP) - combine with CIP and ISP	\$ 3,334	\$ 3,334	7
8	198	60	\$ 2,000	Conservation Leadership			8
9	34,516	50,091	\$ 68,020	Contracted & Professional Services	60,000	#28	9
10	4,650	4,750	\$ 5,000	Audit	\$ 6,000	\$ 6,000	10
11	2,108	2,624	\$ 4,000	Computer Support	\$ 4,000	\$ 4,000	11
12	27,758	35,299	\$ 31,020	Professional Services- (legal, bookkeeping, website)	\$ 33,000	\$ 33,000	12
13	0	0	\$ 4,000	Consultation/Contracts - NPP	\$ 10,000	\$ 10,000	13
14	0	4,985	\$ 12,000	Facilitation/Contracts	\$ 7,000	\$ 7,000	14
15	0	2,433	\$ 12,000	Miscellaneous			15
16	52,693	56,808	\$ 35,400	Office Occupancy	32,500	#33	16
17	41,477	42,895	\$ 27,000	Office and Storage Unit Rentals (Leases)	\$ 28,000	\$ 28,000	17
18	9,313	12,234	\$ 5,900	Utilities - phone and internet	\$ 4,000	\$ 4,000	18
19	1,903	1,666	\$ 1,500	Services - janitorial	\$ 500	\$ 500	19
20		13	\$ 1,000	Other			20
21	2,062	4,423	\$ 6,000	Production Costs	5,000	#34	21
22	274	1,691	\$ 1,500	Advertising	\$ 1,500	\$ 1,500	22
23	178	325	\$ 500	Publications	\$ 1,000	\$ 1,000	23
24	1,610	2,407	\$ 3,000	Newsletters	\$ 2,000	\$ 2,000	24
25	0	0	\$ 1,000	Merchandise	\$ 500	\$ 500	25
26	8,260	8,148	\$ 15,000	Supplies & Materials	15,000	#35	26
27	2,924	2,399	\$ 3,500	Copier	\$ 3,000	\$ 3,000	27
28	1,311	190	\$ 5,000	Equipment	\$ 5,000	\$ 5,000	28
29	2,007	2,874	\$ 2,500	Office Supplies	\$ 2,500	\$ 2,500	29
30	436	255	\$ 1,000	Postage	\$ 500	\$ 500	30
31	1,583	2,430	\$ 3,000	Computer Software and Accessories	\$ 4,000	\$ 4,000	31

RESOURCES & REQUIREMENTS

Benton SWCD Project Fund

	Historical Data			DESCRIPTION	FY22 Budget July 1, 2022 - June 30, 2023			
	Actual		Adopted Budget This Year 2021-2022		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	Second Preceding Year 2019-2020	First Preceding Year 2020-2021						
				RESOURCES				
1	\$ 10,421	\$ 10,210		Beginning Fund Balance				1
2	\$ 1,580	\$ 146,754	\$ 46,527	BPA Willamette FIP Monitoring for AHWG (2009-012-00)				2
3	\$ -	\$ 539		First Alternative Co-op - WVRLC Central Park Landscape Garden				3
4	\$ 10,553	\$ 2,580		MMT - USGS Cold Water Refuges Phase 2 (18080813)				4
5	\$ 3,123			MMT - WMC Basin Wide Impact (16060748)				5
6	\$ 19,998	\$ 20,002		MMT - WMC Basin Wide Impact (19010935)				6
7	\$ 70,242	\$ 70,949		MMT - EDI Process for Confluence (18040175)				7
8	\$ 3,899	\$ 1,931	\$ 21,862	MMT - Ludwigia Management Alternatives (19100538)	\$ 17,428	\$ 17,428	\$ 17,428	8
9	\$ 5,800			MMT - State of Willamette (19100539)				9
10	\$ 360	\$ 21,887	\$ 46,843	MMT - River Health Monitoring (20010715)	\$ 17,038	\$ 17,038	\$ 17,038	10
11	\$ -	\$ 2,149	\$ 58,528	MMT - WR Restoration - Strategies for Engagement (20100515)	\$ 55,158	\$ 55,158	\$ 55,158	11
12	\$ 2,533	\$ 6,993	\$ 18,211	ODA/OSWB - WR Aquatic Weed Manage. Ph 7 (2020-33-010)				12
13	\$ 6,115	\$ 1,601		ODA/OSWB - Oblong Spurge - EDRR & Outreach (2020-33-011)				13
14	\$ 32,988			ODA/OSWB - Willamette River Aquatic - Phase 6 (2019-32-908)				14
15	\$ 2,348			ODA/OSWB - Willamette River Aquatic - Phase 5 (2018-31-818)				15
16				ODA/OSWB - Purge the Spurge - Phase 2 (2022-35-014)	\$ 7,830	\$ 7,830	\$ 7,830	16
17				ODA/OSWB Willamette Aquatic Weeds, Phase 8 - (2022-35-015)	\$ 26,522	\$ 26,522	\$ 26,522	17
18				OWEB/NRCS TA - Soil Health (219-9001-19457)	\$ 11,306	\$ 11,306	\$ 11,306	18
19	\$ 986	\$ 58,905	\$ 47,674	OWEB FIP Effectiveness Monitoring (220-8201-17233)	\$ 6,594	\$ 6,594	\$ 6,594	19
20	\$ -	\$ 44,034	\$ 87,546	OWEB Restoration Grant - J2E Diversity Project (220-3033-17504)	\$ 106,806	\$ 106,806	\$ 106,806	20
21	\$ -	\$ 2,370	\$ 6,823	OWEB SG - Fackrell Water & Soil Improvement (09-20-002)	\$ 7,753	\$ 7,753	\$ 7,753	21
22	\$ -	\$ 13,400	\$ 1,489	OWEB SG - Carson Riparian Buffer (09-20-003)	\$ 1,489	\$ 1,489	\$ 1,489	22
23				OWEB SG - Riparian & Priarie Restoration (09-22-001)	\$ 11,319	\$ 11,319	\$ 11,319	23
24				OWEB SG - Horse Island Clean Water (09-22-002-20225)	\$ 12,100	\$ 12,100	\$ 12,100	24
25	\$ 6,538		\$ 12,164	OWEB - 100 Acre Wood Plant Establishment (217-3002-14131)				25
26	\$ 64,482			OWEB - Crestmont Land Trust Restoration (217-3030-14293)				26
27	\$ 34,729			OWEB - SIP; WMC Restoration Phase 1 (214-3999-11532)				27
28	\$ 59,311	\$ 8		OWEB WR Anchor Habitat Monitor. Frame. Ph 1 (216-8201-15838)				28
29	\$ 61,750	\$ 58,232		OWEB WR Anchor Habitat Monitor. Frame. Ph 2 (218-8201-16520)				29
30	\$ 17,532	\$ 34,334	\$ 56,369	OWEB - WFIP Effectiveness Monitoring (218-8390-17212)	\$ 21,876	\$ 21,876	\$ 21,876	30
31		\$ 16,002	\$ 33,323	OWEB - ODA Strategic Implementation Area (218-8010-16782)	\$ 11,726	\$ 11,726	\$ 11,726	31
32				ODA - WR Landowner Engagement Weed Control (2022-36-002)	\$ 15,000	\$ 15,000	\$ 15,000	32
33				George Ice grant	\$ 247	247	247	33
34				Accrual Changes				34
35	\$ 415,288	\$ 512,880	\$ 437,359	Total Resources except taxes to be levied				35
36				Reserved for Future Expenditures*				36
37				TOTAL RESOURCES	\$ 330,192	\$ 330,192	\$ 330,192	37

RESOURCES & REQUIREMENTS
Benton SWCD Project Fund

	Historical Data			DESCRIPTION	FY22 Budget July 1, 2022 - June 30, 2023			
	Actual		Adopted Budget This Year 2021-2022		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	Second Preceding Year 2019-2020	First Preceding Year 2020-2021						
38				REQUIREMENTS				38
39				Personnel				39
40	\$ 44,132	\$ 38,894	\$ 23,264	Wages	\$ 31,220	\$ 31,220	\$ 31,220	40
41	\$ 3,856	\$ 3,201	\$ 2,991	Payroll Taxes	\$ 4,132	\$ 4,132	\$ 4,132	41
42	\$ 7,139	\$ 6,559	\$ 6,315	Non-Wage Benefits (medical, dental, STDI, life insurance)	\$ 8,723	\$ 8,723	\$ 8,723	42
43	\$ 1,872	\$ 2,163	\$ 665	Retirement	\$ 1,837	\$ 1,837	\$ 1,837	43
44	\$ 56,998	\$ 50,817	\$ 33,235	Total Personnel	\$ 45,912	\$ 45,912	\$ 45,912	44
45				Total Full-Time Equivalent (FTE) = .5				45
46				Materials & Services				46
47				Administrative Fees				47
48		\$ 133,948	\$ 40,098	BPA Willamette FIP Monitoring for AHWG (2009-012-00)				48
49	\$ -	\$ 538		First Alt. Co-op - WVRLC Central Park Landscape Garden				49
50	\$ 7,035	\$ 2,345		MMT - USGS Cold Water Refuges Phase 2 (18080813)				50
51				MMT WMC Basin Wide Impact (16060748)				51
52	\$ 2,000	\$ 2,000		MMT WMC Basin Wide Impact (19010935)				52
53	\$ 56,657	\$ 59,472		MMT - EDI Process for Confluence (18040175)				53
54	\$ 15	\$ 309	\$ 10,789	MMT - Ludwigia Management Alternatives (19100538)	\$ 8,296	\$ 8,296	\$ 8,296	54
55	\$ 5,273			MMT - State of Willamette (19100539)				55
56		\$ 19,012	\$ 38,081	MMT - River Health Monitoring (20010715)	\$ 13,701	\$ 13,701	\$ 13,701	56
57		\$ 1,203	\$ 44,208	MMT-WR Restoration Strategies for Engagement (20100515)	\$ 38,409	\$ 38,409	\$ 38,409	57
58	\$ 501	\$ 5,887	\$ 13,301	ODA/OSWB - WR Aquatic Weed Manage. Ph 7 (2020-33-010)				58
59	\$ 1,488	\$ 436		ODA/OSWB - Oblong Spurge - EDRR & Outreach (2020-33-011)				59
60	\$ 23,988			ODA/OSWB - Willamette River Aquatic - Phase 6 (2019-32-908)				60
61	\$ 1,584			ODA/OSWB - Willamette River Aquatic - Phase 5 (2018-31-818)				61
62				ODA/OSWB Purge the Spurge, Phase 2 (2022-35-014)	\$ 3,330	\$ 3,330	\$ 3,330	62
63				OSWB Willamette Aquatic Weeds, Phase 8 - (2022-35-015)	\$ 15,886	\$ 15,886	\$ 15,886	63
64				OWEB/NRCS TA - Soil Health (219-9001-19457)				64
65		\$ 53,550	\$ 42,840	OWEB WFIP Effectiveness Monitoring (220-8201-17233)	\$ 5,592	\$ 5,592	\$ 5,592	65

RESOURCES & REQUIREMENTS

Benton SWCD Project Fund

	Historical Data			DESCRIPTION	FY22 Budget July 1, 2022 - June 30, 2023			
	Actual		Adopted Budget This Year 2021-2022		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	Second Preceding Year 2019-2020	First Preceding Year 2020-2021						
66		\$ 40,032	\$ 79,588	OWEB Restoration Grant - J2E Diversity Project (220-3033-17504)	\$ 97,097	\$ 97,097	\$ 97,097	66
67		\$ 2,155	\$ 6,203	OWEB SG Fackrell Water & Soil Improvement (09-20-002)	\$ 7,048	\$ 7,048	\$ 7,048	67
68		\$ 12,182	\$ 1,354	OWEB SG Carson Riparian Buffer (09-20-003)	\$ 1,354	\$ 1,354	\$ 1,354	68
69				OWEB SG - Riparian & Priarie Restoration (09-22-001)	\$ 10,290	\$ 10,290	\$ 10,290	69
70				OWEB SG - Horse Island Clean Water (09-22-002-20225)	\$ 11,000	\$ 11,000	\$ 11,000	70
71	\$ 5,944		\$ 11,057	OWEB - 100 Acre Wood Plant Establishment (217-3002-14131)				71
72	\$ 58,618			OWEB - Crestmont Land Trust Restoration (217-3030-14293)				72
73	\$ 26,909			OWEB - SIP; WMC Restoration Phase 1 (214-3999-11532)				73
74	\$ 50,042			OWEB WR Anchor Habitat Monit. Frame. Ph 1 (216-8201-15838)				74
75	\$ 53,600	\$ 50,400		OWEB WR Anchor Habitat Monit. Frame. Ph 2 (218-8201-16520)				75
76	\$ 13,059	\$ 30,720	\$ 49,871	OWEB WFIP Effectiveness Monitoring (218-8390-17212)	\$ 19,277	\$ 19,277	\$ 19,277	76
77		\$ 270	\$ 27,803	OWEB - ODA Strategic Implementation Area (218-8010-16782)	\$ 8,692	\$ 8,692	\$ 8,692	77
78				ODA - WR Landowner Engagement Weed Control (2022-36-002)	\$ 12,637	\$ 12,637	\$ 12,637	78
79				George Ice grant	\$ 247	247	247	79
80	\$ 306,714	\$ 414,459	\$ 365,193	Total Materials and Services	\$ 252,856	\$ 252,856	\$ 252,856	80
81	\$ 41,355	\$ 37,393	\$ 38,931	Transfer to General Fund: Administrative Fees	\$ 31,424	\$ 31,424	\$ 31,424	81
82	\$ 41,355	\$ 37,393	\$ 38,931	Total Transfers	\$ 31,424	\$ 31,424	\$ 31,424	82
83	\$ 10,210	\$ 10,210		Ending Balance Prior Years				83
84				Unappropriated Fund Balance (with accrual changes)				84
85				Reserved for Future Expenditures*				85
86	\$ 405,067	\$ 502,669	\$ 437,359	TOTAL REQUIREMENTS	\$ 330,192	\$ 330,192	\$ 330,192	86

RESOURCES & REQUIREMENTS
Benton SWCD Reserve Fund

This fund is authorized and established by Resolution #2-2010 passed on April 5, 2010 for the following specified purpose: To purchase building(s) and/or land for use by Benton SWCD				BUILDING RESERVE FUND		Year this reserve fund will be reviewed to be continued or abolished. Date can not be more than 10 years after establishment. Reviewed June 1, 2020; next review 2030				
Historical Data				DESCRIPTION	FY22 Budget July 1, 2022 - June 30, 2023					
Actual			Adopted Budget This Year 2021-2022		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body			
Second Preceding Year 2019-2020	First Preceding Year 2020-2021									
				RESOURCES						
1				1	Cash on hand* (cash basis) or				1	
2	\$ 88,200	\$ 93,200	\$ 103,200	2	Working Capital (accrual basis)	\$ 108,200	\$ 108,200	\$ 108,200	2	
3				3	Previously levied taxes estimated to be received				3	
4				4	Earnings from temporary investments				4	
5	\$ 5,000	\$ 10,000	\$ 5,000	5	Transferred from General Fund	\$ 5,000	\$ 5,000	\$ 5,000	5	
6				6					6	
7				7	Total Resources, except taxes to be levied				7	
8				8	Taxes estimated to be received				8	
9				9	Taxes collected in year levied				9	
10	\$ 93,200	\$ 103,200	\$ 108,200	10	TOTAL RESOURCES	\$ 113,200	\$ 113,200	\$ 113,200	10	
11				11	REQUIREMENTS					11
12				12					12	
13				13					13	
14	\$ 93,200	\$ 103,200	\$ 108,200	14	RESERVED FOR FUTURE EXPENDITURE	\$ 113,200	\$ 113,200	\$ 113,200	14	
15	\$ 93,200	\$ 103,200	\$ 108,200	15	TOTAL REQUIREMENTS	\$ 113,200	\$ 113,200	\$ 113,200	15	

NOTE: Any Transfer to this fund will be made in December 2023, when property tax revenue is sufficient.



Benton Soil and Water CONSERVATION DISTRICT

Date: June 30, 2022
To: Benton SWCD Directors
From: Holly Crosson, Executive Director
Re: June 2022 Monthly Report for July 2022 Board Packet

STRATEGIC PLANNING (SP), Transition Readiness, and FY23 Work Plan

- Updated Amy Stork on Board's progress in adopting the new Plan.
- Revised FY23 individual work plan to add % time on tasks (Board request).
- Revised Strategic Plan Goals based on Jerry's feedback and staff input.
- Met with Faye to discuss transition readiness and set up meeting with LTWC ED (for July) to learn about their experience with organizational readiness during staff transitions.

SAFETY/IT

- Learned more about how to navigate Advantage Computing's complicated new ticket system for IT services and invoicing.
- Completed OSHA online training course on Wildfire Smoke which covered the new OSHA rule, exemptions, symptoms of smoke exposure, health effects, risk factors, use of filtering respirators, communication between supervisors and employees during smoke events, and employee rights related to wildfire smoke.

DEIJ

Reviewed the Nonprofit Association of Oregon's Equity and Inclusion Lens Guide (30 pages). Their Equity and Inclusion Lens helps to 1) Strengthen everyone's awareness of and ability to incorporate difference; 2) Create teams that are relevant to and representative of community; 3) Create energizing and innovative work environments; and 4) Collectively address systemic barriers and inequities.

PROGRAMS/PROJECTS/PARTNERSHIPS

- Discussed with Michael using NRCS's Avian Flu Protocols during District site visits to farms with chickens, geese, etc.
- Reviewed Conservation Education grant reports/receipts and authorized grant extensions where necessary.
- Represented the District at a Benton County Environment and Natural Resources Advisory Council (ENRAC) meeting about *Keeping Farmlands in Farm Hands*. Oregon Agricultural Trust (OAT) gave a presentation.
- Met with OAT's Farmland Program Director, Alice Williamson. Michael and I explored with Alice how the District might partner with OAT to help them protect working lands.

- Attended Pastures and Pollinators field day at OSU (NRCS CIG).
- Attended Oregon Conservation Partnership's webinar on Developing an Effective Communications Plan.
- **Contracts:**
 - Developed contract modification to extend Deb Merchant's work on website posts, MailChimp mailings, etc. due to having to repost the Communications job opening.

FISCAL

- FY23 Budget: prepared for and attended June 13 Budget Hearing; prepared Appropriation Resolution, updated budget document to Adopted status; continued to follow up with Ed Easterling (Budget Committee member) on his questions about the budgeting process.
- Met with auditor and Linda about GASB87 and requirements to address this in the budget and financials.
- At the request of the Board Chair, investigated whether/how other special districts invest LGIP funds to maximize return. Reported results to Nate.
- Tracked ACH deposits for grant payments; distributed reports to Jenny/staff.
- Reviewed/authorized/completed/submitted: staff timesheets, payroll, invoices, CIRs (check issuance requests), EFTs (electronic funds transfers) for bill payment, fiscal admin and accounting on grants, journal entry approvals, monthly financial reports, checks, credit card and bank statements, account reconciliations, bank deposits, and LGIP balance.
- Held weekly meetings with bookkeeper.
- Began FY22 audit process; reviewed and signed Auditor Engagement letter (\$5,800 for FY22 audit, but price will remain constant for two additional years); received bank account balance confirmation paperwork, and grant balance confirmation paperwork; working with Jenny and staff on FY22 closeout.

PERSONNEL

- **Communications and Community Engagement Coordinator (CCEC):** Reopened search; updated posting locations; investigated Zip Recruiter (Nate suggested); lowered minimum qualifications; updated job description and announcement; applications due July 11; continued to read incoming CCEC emails and follow up on messages.
- Began performance evaluations for Michael and Linda.
- Held weekly check-in meetings with Michael and Linda.
- Participated in weekly Zoom staff meetings.

BOARD

- Developed July meeting agenda and packet materials; reviewed May financials; reviewed draft June hearing/meeting minutes.

Date: July 11, 2022

To: Benton SWCD Directors

From: Michael Ahr

Re: Staff Report for June 2022



Conservation Program Manager

- Assembled the District Workplan for FY 23 by taking all individual workplans and merging them into one cohesive document. Went back to edit document to better articulate the time allotments for tasks.
- Completed Performance reviews with both Teresa and Donna
- Listened to one conference call related to the ODA Strategic Implementation Area
- Participated in a meeting with Holly and Alice Williamson at Oregon Agricultural Trust
- Led one planning team meeting: focused on use of interns and seasonal workers and transition planning
- Made contacts with nurseries related to Native Plant Sale, had discussions with Deb Merchant on Plant Sale contract
- One check in with Holly
- Training on working outside with smoke; discussion with Linda on policy

Willamette Mainstem Cooperative

- Participated in a trash clean up on the Willamette River with Willamette Riverkeeper. This was very eye opening and offered a detailed look at the houseless population living along the river. These events are incredible. Hundreds of pounds of garbage were removed from the riverside during a 3-hour event.
- Gathered partners for a meeting related to upcoming NOAA funding
- Prepared for grant monitoring in the field next month. Scheduled weed inventory days on the river as well as volunteer weed pulls.
- Visited Collins Bay to see the site at high water
- Prepared and signed contract with Long Tom Watershed Council for a small invasive weed grant related to the Willamette

Invasive Species Program

- Spent a day in the field with Beth Myers-Shenai to treat and monitor oblong spurge. One highlight: our contractor at Integrated Resource Management had reported a new site on Vineyard Mountain days before Beth's visit. We stopped to investigate, happened to meet the landowner, and immediately treated the site. It's nice when you have ODA in the field with you!
- Corvallis Parks and Recreation Staff have hung signs at several parks to alert the public about oblong spurge. This resulted in at least 2 contacts including 2 positive sites on NW Dixon Street
- Several hours of outreach and letter writing to landowners where we've seen oblong spurge.
- Helped outreach and communicate with partners related to poison hemlock including a good conversation with our Or. Dept. of Transportation contact, Will Lackey.
- Worked with Deb Merchant on some newsletter content for oblong spurge and Willamette River work. We've had at least 2 contacts on oblong spurge that stem from this.

Date: June 30, 2022
To: Benton SWCD Directors
From: Linda Lovett, Operations Manager
Re: June Report for July 2022 Board Packet



Operations Management

- FY23 Budget: drafted legal notice of Budget Hearing to G-T; consulted with auditor regarding implementing GASB 87-leases and drafted budget resolution based on his calculations for office, storage unit, and printer leases.
- Revised FY23 individual work plan to align with job description; added number of hours and percentage of time spent on tasks.
- Provided staff with 2022 benefit coverage renewal information from insurance broker and filed all documents on U: drive.
- Contacted landlord to get office rent invoices for July-December 2022.
- Coordinated with ODA regarding BSWCD records for director positions.
- Reviewed, authorized, and submitted Check Issuance Request and Credit Card Receipt forms; deposited checks.

Organizational Support

- Health & Safety/Risk Management:
 - Registered all staff for hands-on fire extinguisher training as recommended by OSHA consultant; training conducted by Corvallis Emergency Management.
 - Provided staff with information about online OSHA training on Wildfire Smoke rule; met with Michael to develop policy for complying with requirements not covered in the training.
 - Attended SDAO Hazard Identification webinar.
- Reviewed employment records and application of former employee seeking federal student loan forgiveness.
- Coordinated with staff on changes to retirement contributions starting in FY23.
- Board Support: submitted public notice to G-T; added calendar items to agenda; compiled and emailed packet; took minutes; discussed proposed reformatting of financial documents with bookkeeper for possible implementation in September.
- Updated Employee Data Sheets; reviewed timesheets; distributed pay stubs.
- Filed paperwork and organized files during visits to office.
- Forwarded phone calls and emails to appropriate staff.
- Participated in and facilitated weekly staff meetings.

Capacity Building

- Communications and Community Engagement Coordinator (CCEC): Reviewed revised job announcement; edited fillable pdf application form to correct problems; posted announcement; monitored Applications email inbox.
- Communications: Added outreach events and updated board meetings on the BSWCD website calendar.

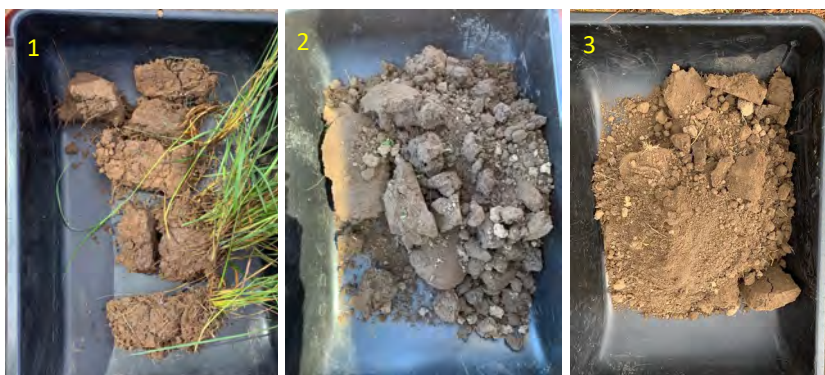
An EPIC Month! Strategic Plan goals addressed by each project indicated in parenthesis, e.g., (1, 2)



Small but mighty fine!! (1, 2, 3, 4) After two postponements due to weather, on May 26th we finally held the first OWEB TA grant soil health event. It did not rain. It was not hot. With short notice, this group of enthusiasts gathered in Eric Horning's field where he was strip-tilling corn. For over an hour the participants shared tidbits on many factors of farming: equipment, break-downs, markets, weather, soils, Farm Bill programs, voles, slugs, drones, cover crops, partnerships, and family needs such as ballet slippers. From left - Wes Miller, farmer; Brian Woodcock, farmer; Amy Kaiser, Lexi Gardner, and Natalie Edward, NRCS; Christy Tanner, OSU Extension; Eric Horning, farmer and event host; Ed Peachey, retired OSU Extension. Not pictured: Mike & Corey Dickman, farmers; and me, photographer.

The project impact will grow as I continue to offer soil health tests and schedule follow-up meetings to discuss soil function constraints indicated by each field's results. Watch for more information about the next soil health event planned to coincide with the NRCS Local Work Group meeting slated for early November. **SOIL ROCKS!!**

Three fields: 1. (1, 2, 3, 4) After tall fescue seed harvest some growers return straw to the soil to improve soil organic matter. A short-term perennial crop, tall fescue production results in reduced tillage for 3 to 5 years. Note: grass roots hold the soil together. Think reduced erosion potential. 2. The same soil adjacent to field 1, this tall fescue field was limed and tilled in preparation for a bean rotation. The soil is bare for a short period until planting and crop growth. 3. A different soil in north Benton County is tilled each spring for vegetable production. It will be interesting to compare aggregate stability results.





Upper Muddy Creek Water Quality (WQ) Monitoring (1, 2, 3, 4)

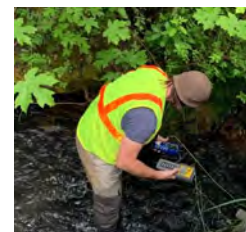
In June, we deployed water quality monitoring instruments and, finally after three years of Upper Muddy Creek Strategic Implementation Area work, collected the first set of data.

Upper LEFT - Jazmin Garcia-Lawson and Aubrey Cloud, Marys River Watershed Council are the monitoring team.



Lower LEFT - Landowner, Warren Halsey, helped transport heavy equipment to Muddy Creek.

RIGHT - Aubrey holds temperature and conductivity meters in upper Hammer Creek. Accuracy checks with hand-held meters validate continuous data collected by in-stream sensors.



Willamette Valley Regenerative Landscape Coalition (WVRLC) - Central Park Garden (1, 2, 3, 4)

Across the street from the Corvallis Library main entrance on Monroe Avenue, the Regen Garden fulfills a long-standing BSWCD dream to host a conservation demonstration garden while working with local partners and volunteers AND is an awesome urban conservation project.



LEFT - Signe Danler and Nick Cavagnaro install the educational panel in display frame. **RIGHT** - Erik Swartzendruber pulls weeds. WVRLC members rotate for monthly maintenance, which is usually less than half an hour due to the dense planting design representative of regenerative landscapes. The native western columbine (*Aquilegia formosa*) thrives in this garden.

Welcome Teiya Inokuma! (2, 4) Thanks to the OWEB TA grant for soil health, Benton SWCD is able to engage interns. It is my pleasure to introduce you to Teiya Inokuma, pictured below right. A staunch naturalist, Teiya brings fresh energy to my field work through her enthusiastic botanical knowledge and keen observations. It has been a tremendous pleasure to work with her!! I look forward to regrouping for fall field work.

DATE	ACTIVITY
5/24- 25	Farmscaping Biodiversity Webinar
5/26	Central Park Regen Garden Display install completed (7)
5/26	Strip tilling field demonstration at Eric Horning's farm (10)
5/31	Soil Health Samples x 3
6/2	Soil Health Sample x 4
6/7	ODA SIA check-in meeting
6/8	Soil Health Samples x 2
6/10	UMC SIA WQ monitoring instruments deployment
6/13	UMC SIA WQ inaugural data collection event
6/15	NRCS Cultural Resources training
6/16	SH meeting with Andy Gallagher
6/16	Dirt on Soil—Part 1
6/17	Phone meeting with Arun Jani, NRCS Oregon Agronomist





Donna Schmitz: June 1 to June 30, 2022

Federal Farm Programs implementation; CREP, EQIP, CSP

Technical assistance contacts; telephone inquiries, office visits per resource concern. Project development and site visits for WQ technical assistance: (USDA) farm programs, AWQMP, GWMA, OWEB grants or other grants (site visits, evaluating resource concerns and project funding opportunities).

- SV- North Albany. Pasture management, invasives, hedgerows. Followup with CIP funding.
- SV-Philomath. (partners included NRCS and OSU Extension Small Farms) Hayland management, riparian and farming opportunities, hedgerows, invasives, native plants.
- Mitchell Oak Woodland and Savanna Restoration OWEB grant review team and visit. Coordinated with partners to outline objectives and organize visit. (see picture)
- 100 Acre Wood: Request for grant extension for plant establishment grant approved to October 31, 2022. Submitted three year Post Implement Status Report for initial grant.
- J2E: Two year progress report and pictures approved. Report also sent to Benton County Public Works and Development Department as required of the floodplain permit.
- ODA-working on quarterly report.
- Muddy Creek SIA-
 - Finalizing fiscal year closeout costs of grant. Connected with Marys River WC about their final invoice request needs.
- Participated in Grand Ronde native nursery tour (See photo)
- Staffed a BSWCD booth at the Oregon Small Woodlands Association Annual Meeting at the Benton Co. Fairgrounds
- Attended OSWA Tree Farmer of the Year, Crestmont Farms and Land Trust tour. (See Photos)
- Closeout of FY21-22 funds.
- Identified FY20-22 accomplishments and participated in FY21-22 Performance Review.
- Worked on FY22-23 Work Plan
- Attended planning meetings with Michael and Teresa.
- Attended staff meetings, Presented safety topic of Food Safety
- Attended board meeting.



Grand Ronde Native Plant Nursery Tour. Over 30 participants visited the nursery for discussion of indigenous uses of the native plants.



Oregon Small Woodlands Association Tree Farmer of the Year Crestmont Land Trust tour. Upper left-Our lunch view of cattle grazing among the oak trees. Upper Right-Ed Easterling discusses the wildlife benefits of restoring a meadow. Left-Gazebo along the public trail with Marys Peak View.



Mitchell Oak Woodlands and Savannah Restoration OWEB grant review team site visit. Landowner discusses goals for restoration and grazing with NRCS and USFW partners and OWEB review team.

Strategic Plan Goals – draft from our planning efforts with Amy

Strategic Direction Goals 2022-2027
Goal #1: The soil, water, and ecosystems of Benton County, including diverse habitats on wild, working, and urban lands, are protected, restored, and resilient.
Goal #2: People throughout Benton County have a relationship with the natural world and act to protect and restore soil, water, and habitat.
Goal #3: Clear, consistent communications help people throughout Benton County participate in Benton SWCD’s services and take action to steward our resources.
Goal #4: Strategic partnerships and revenue development increase Benton SWCD’s impact.
Goal #5: Benton SWCD operations support highly effective programs and services.

Revised Strategic Plan Goals based on Jerry’s/staff suggestions

Strategic Direction Goals 2022-2027
Goal #1: Ensure that the soil, water, and ecosystems of Benton County, including diverse habitats on wild, working, and urban lands, are protected, restored, and resilient.
Goal #2: Deliver engaging education and outreach opportunities that inspire residents throughout Benton County to protect and restore soil, water, and habitat.
Goal #3: Develop clear, consistent communications so people throughout Benton County can easily participate in Benton SWCD services and take action to steward our resources.
Goal #4: Enhance our strategic partnerships and revenue to increase Benton SWCD’s impact.
Goal #5: Implement operations that support highly effective programs and services.

2022 Candidate Packet for SWCD Director Elections



Thank you for your interest in the position of director with your local Soil and Water Conservation District (SWCD). The Oregon Department of Agriculture (ODA) is the elections officer for the SWCD director elections, as per Oregon Revised Statutes (ORS) 568.520 and 568.530. This packet contains information about the election process, and includes the forms needed to file for the position of SWCD director. Please contact Sandi Hiatt if you have questions after reviewing this information.

» In this packet

Section 1: Information for Candidates

- Candidate Instructions
- Candidate Filing Checklist
- Important Dates for SWCD Director Elections
- Oregon Revised Statutes Relating to SWCD Director Elections
- Guidelines for Completing Forms
- Candidate “*Quick Guide*” on Campaign Finance Reporting in Oregon

Section 2: Candidate Forms

- Declaration of Candidacy
- Petition for Nomination Signature Sheet
- Withdrawal of Candidacy

» How to reach ODA

Mailing Address:

Oregon Department of Agriculture
Attn: Grants Administrative Officer
635 Capitol St. NE, Suite 100
Salem, OR 97301

Contact Info:

Sandi Hiatt
Phone: 971.301.3605
Email: sandi.hiatt@oda.oregon.gov
Web: <https://oda.direct/Elections>

In compliance with the Americans with Disabilities Act,
this publication will be made available in alternate formats upon request.

Section 1: Information for Candidates

» Step 1: Determine Eligibility Requirements for Position

There are two types of director positions available on local SWCD boards; zone and at-large positions. Check with the local SWCD office to determine if you are eligible for an at-large position or a zone position. ODA will review the information provided on the *Declaration of Candidacy* form to ensure the candidate qualifies for the position.

A. At-large director requirements:

- ✓ Must reside within the boundaries of the conservation district.
- ✓ Be a registered voter in that District.

B. Zone director requirements: two options are available to an individual.

Option #1:

- ✓ Must reside within the boundaries of the conservation district.
- ✓ Be a registered voter in that District.
- ✓ Be involved in the active management of 10 or more acres of land in the district by:
 - a) Reside within the zone that is represented, and actively manage 10 or more acres in the conservation district boundaries; or
 - b) Reside within the conservation district boundaries, and actively manage 10 or more acres within the zone that is being represented.

OR

Option #2:

- ✓ Must reside within the boundaries of the conservation district zone that is being represented.
- ✓ Be a registered voter in that District.
- ✓ Have served at least one year as a director or associate director of a district.
- ✓ Have a conservation plan approved by the district.

See Page 9 for Oregon Revised Statutes (ORS) 568.560(3) Director Requirements and Eligibility.

» Step 2: Declaration of Candidacy

Candidates must complete **all** fields and sign the *Declaration of Candidacy for Director* form to certify the candidate meets the eligibility requirements for the position. If you are running for a position, you must list the position number (e.g., Zone 1, Zone 2, Zone 3, Zone 4, Zone 5, At-Large 1, or At-Large 2) on the form to be a candidate.

File the *Declaration of Candidacy for Director* form and the certified *Petition for Nomination Signature Sheet* with the ODA Grants Administrative Officer **no later than 5:00 p.m. on August 30, 2022.**

See Page 10 in this packet for additional guidelines on completing the Declaration of Candidacy for Director form.

» Step 3: Petition for Nomination Signature Sheet

- a. Complete the top part of the *Petition for Nomination Signature Sheet*. You must include the position number on the form (e.g., Zone 1, Zone 2, Zone 3, Zone 4, Zone 5, At-Large 1, or At-Large 2).
- b. Circulate the petition for 10 or more signatures among registered voters who reside in the district. Candidates are advised to obtain more than the required number of signatures to ensure the petition contains the required 10 valid signatures. This is to help ensure there are adequate signatures in the case some signers are not registered voters or do not reside within the district.
- c. Candidate submits the *Petition for Nomination Signature Sheet* to the local county elections official for signature verification. The county elections official will review the forms for circulator certification (if needed), and verify the original signatures. Time should be allotted for the county elections office verification process before the filing deadline of **5:00 p.m. on August 30, 2022** with ODA.

After certifying the signatures, the county elections official will return the certified *Petition for Nomination Signature Sheet* to the candidate.

» Step 4: File Completed Forms with ODA

Candidate files the certified *Petition for Nomination Signature Sheet* and *Declaration of Candidacy* form with the ODA Grants Administrative Officer between **8:00 a.m. on July 21, 2022, and 5:00 p.m. on August 30, 2022**, by email at sandi.hiatt@oda.oregon.gov or following address:

Oregon Department of Agriculture
Attn: Grants Administrative Officer
635 Capitol St. NE, Suite 100
Salem, OR 97301-2532

Certified petitions must be submitted, along with the candidacy form, to ODA.

Documents received before July 21, 2022, will be returned to the candidate.

» Step 5: (If applicable) Contribution and Expenditure Reporting

Candidates expecting to receive or expend more than \$750, but less than \$3,500, must file the required forms with the Oregon Secretary of State's office within three business days of receiving or spending money, but no later than when the completed petition is filed. Candidates should refer to the *Candidate "Quick Guide" on Campaign Finance Reporting in Oregon* included below for more instructions and contact information.

For questions regarding the Contribution and Expenditure Reporting requirements, copies of forms, publications, or manuals, please contact the Oregon Secretary of State, Elections Division, <http://sos.oregon.gov/voting-elections/Pages/default.aspx>

» Step 6: (Optional) County Voters' Pamphlet

Candidates have the option of filing in the county Voters' Pamphlet in counties where one is published. Contact your local County Elections Office for deadlines, forms, and the fee required for placing information in the Voters' Pamphlet.

Candidate Filing Checklist

Below is a general checklist for the SWCD director election process for candidates. All required forms are available in Section 2 of this packet. Instructions for each step are outlined on pages 3-5.

Check if Completed	Items to Complete
<input type="checkbox"/>	Determine position and eligibility (Step 1).
<input type="checkbox"/>	Declaration of Candidacy (Step 2).
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p><i>Petition for Nomination Signature Sheet</i> (Step 3):</p> <ul style="list-style-type: none"> • Complete top sections for candidate name, district name, and position. • Candidate circulates petition gathering no less than 10 qualified signatures. • Submit petition to local county clerk with time allowed for signature verification and certification. • County clerk returns certified petition to candidate.
<input type="checkbox"/>	Candidate files the certified " <i>Petition for Nomination Signature Sheet</i> " and the " <i>Declaration of Candidacy</i> " form with ODA. Candidates must file these documents with ODA between 8:00 a.m. on July 21, 2022, and 5:00 p.m. on August 30, 2022 (Step 4).
<input type="checkbox"/>	If applicable, file any required contribution and expenditure reports with the Oregon Secretary of State, Elections Division (Step 5).
<input type="checkbox"/>	Optional: Local Voters' Pamphlet (Step 6).

Withdrawal of Candidacy

If a withdrawal form is not filed with ODA **by 5:00 p.m. on August 30, 2022**, the candidate's name will appear on the ballot. A candidate must file a completed *Withdrawal of Candidacy* form with ODA and include a reason for the withdrawal. The Withdrawal of Candidacy form is included in Section 2 of this packet.

Write-In Candidates

If no candidate filed to have their name place on the ballot for a position, then the position becomes open for write-in candidates. Individuals may file a *Declaration of Intent and Request for Write-In Votes to be Tallied* form with ODA to have write-in votes cast in their behalf tallied. Candidates must file this form **no later than 5:00 p.m. on October 25, 2022**.

The county clerk will not count any write-in votes cast for any person for that position if there are no names on the ballot, and if there are no *Declaration of Intent and Request for Write-In Votes to be Tallied* forms filed with ODA. **Please contact ODA if the write-in option is being considered.** This form may be obtained at the local Soil and Water Conservation District office, or at: <https://oda.direct/Elections>.

2022 SWCD District Important Dates for Elections

Date	Description of Event	Reference
8:00 a.m. July 21, 2022	First day for district candidate to file <i>Declaration of Candidacy</i> and <i>Petition for Nomination Signature Sheet</i> with ODA. Forms received before this date will be returned to the candidate.	ORS 255.235 (40 days before final filing date)
Within 3 days of spending or receiving money, but no later than when completed petition is filed.	Candidates expecting to receive or expend more than \$750, but less than \$3,500, must file the required forms with the Oregon Secretary of State's office within three business days of receiving or spending money, but no later than when the completed petition is filed.	ORS 260.035 <i>Candidate "Quick Guide" on Campaign Finance Reporting in Oregon</i>
5:00 p.m. August 30, 2022	Last day for district candidate to file the <i>Declaration of Candidacy and Petition for Nomination Signature Sheet</i> forms with ODA no later than 5:00 p.m.	ORS 568.520 ORS 255.235 OAR 603-071-0030 (70 days before election)
	Last day for district candidate to file the <i>Withdrawal of Candidacy</i> form for general election with ODA no later than 5:00 p.m.	
August 31, 2022	First day for district candidate to file the <i>Declaration of Intent and Request for Write-In Votes to be Tallied</i> form with ODA.	ORS 568.530
*September 8, 2022	Last day for ODA to file a statement of candidates to the county clerks for placement on the general election ballot.	ORS 568.530 OAR 603-071-0030 (61 days before election)
October 25, 2022	Last day for district candidate to file <i>Declaration of Intent and Request For Write-In Votes to be Tallied</i> form with ODA no later than 5:00 p.m.	ORS 568.530 (14 days before election)
November 8, 2022	Election Day	ORS 254.056
January 1, 2023	First day newly elected directors may take the <i>Oath of Office</i> after receiving election certificates.	Oregon Constitution Article XV, Section 3 ORS 254.568

*Row highlighted in gray is for informational purposes only. Candidates and SWCDs are not responsible for this item.

Oregon Revised Statutes (ORS) Relating to SWCD Director Elections

The following Oregon Revised Statutes are included for your reference.

Statutory Reference: ORS 568.560 Number of directors; director qualifications; officers; election; terms; vacancies.

(1) The local governing body of the soil and water conservation district shall consist of a board of either five or seven directors elected or appointed as provided by law. To ensure proper representation of all the people in the district and to facilitate district functions, the State Department of Agriculture shall provide for the zoning of each district, and shall provide each time directors are elected or appointed for the proper and equitable representation for each zone.

(2) Two director positions shall be at-large positions. At-large directors must reside within the district and be registered voters.

(3) Zone directors must own or manage 10 or more acres of land in the district, be involved in the active management of the property, reside within the boundaries of the district and be registered voters. Zone directors may either reside within the zone that is represented or own or manage 10 or more acres within the zone that is represented and be involved in the active management of the property. An individual may also serve as a zone director when the individual, in lieu of the other requirements specified in this subsection, resides within the zone that is represented and indicates an interest in natural resource conservation as demonstrated by serving at least one year as a director or associate director of a district and having a conservation plan that is approved by the district. Candidates nominated for director from a specific zone shall be voted on by all electors within the district.

(4) The directors shall designate a chairperson, secretary and other officers as necessary and may, from time to time, change such designation.

(5) The term of office of each director shall be four years, except that:

(a) Of the directors first appointed under ORS 568.400, two shall serve until January first following the first general election following their appointment, and three shall serve until January first following the second general election following their appointment, as determined by the department, and thereafter, their successors shall be elected as provided by law for other elected directors.

(b) Of the directors first elected as provided in ORS 568.545 (1), three shall serve until January first following the first general election and four shall serve until January first following the second general election after the date of their election, as determined by them by lot at the meeting referred to in ORS 568.545 (1).

(c) Of the directors first elected as provided in ORS 568.565 (1), three shall serve until January first following the first general election and two shall serve until January first following the second general election after the date of their election, as determined by them by lot at the meeting referred to in ORS 568.565 (1).

(d) Of the zone directors elected as provided under ORS 568.565 (2), three shall serve until January first following the first general election and two shall serve until January first following the second general election after the date of their election, as determined by lot at the meeting referred to in ORS 568.565 (2).

(6) A director shall hold office until a successor has been elected or appointed, has qualified and has taken the oath of office or until the office becomes vacant under subsection (7) of this section. Any vacancy occurring in the office of director shall be filled as provided by subsection (8) of this section.

(7) A director position becomes vacant under the following circumstances:

(a) The department, upon the written recommendation of a majority of the members of the local governing body of a district, may declare vacant the position of a director who is absent from three consecutive meetings of the local governing body of the district. A position becomes vacant under this subsection upon the issuance of the declaration by the department.

(b) No nominee for the position qualifies under ORS 568.530 to have the name of the nominee furnished to the county clerk for placement on the general district election ballot and no person qualifies under ORS 568.530 to have write-in votes counted. A position becomes vacant under this paragraph on January 1.

(c) The department determines that a candidate receiving the most votes at an election does not qualify under this section to hold the position. A position becomes vacant under this paragraph on January 1 next following the election at which the unqualified candidate was elected unless an appointee to the position has been selected under subsection (8) of this section.

(d) A director serving in a position no longer qualifies under this section to hold the position. A position becomes vacant under this paragraph upon the department's declaration that the person no longer qualifies for the position.

(e) A director resigns from a position. A position becomes vacant under this paragraph upon the department's receiving notice of the resignation.

(f) A candidate who received the most votes at an election, or an appointee, refuses to take the oath of office as a director.

(8) A director position that becomes vacant before the scheduled expiration of a term shall be filled by appointment by a majority of the remaining directors. However, if a majority of the director positions are vacant or if the remaining directors cannot agree on an appointee, the department shall make an appointment to fill the position.

(9) An appointment under subsection (8) of this section shall end on January 1 next following the first general district election held after the appointment. If the appointment ends under this subsection before the January 1 that would normally complete the four-year term of office for the position, the position shall be placed on the ballot at the next general election as provided under ORS 568.530 to fill the position for the remainder of the four-year term. [Amended by 1955 c.142 §17; 1957 c.603 §5; 1961 c.641 §2; 1965 c.75 §1; 1969 c.393 §2; 1969 c.669 §§16, 19; 1973 c.656 §14; 1981 c.92 §32; 1993 c.166 §2; 2007 c.690 §5; 2009 c.220 §28]

ORS 249.031 Contents of petition or declaration.

All forms must be complete before submitting them to Oregon Department of Agriculture (ODA). Failure to provide information for each of the required fields may result in rejection of the candidate filing forms. Providing false statements on filing forms is a violation of Oregon Election Law and the candidate may be convicted of a Class C Felony. ORS 260.715(1)

Complete the following information:

- **Name of Candidate:** This should be the candidate's full name (first, middle initial and last).
- **How name should appear on ballot:** How the candidate wishes his/her name to appear on the ballot. If a nickname is used in connection with the candidate's full name, the nickname should be in parentheses. Titles and designations (e.g., Dr., CPA) should not be included, as they cannot appear on the ballot.
- **Candidate Residence Address:** The residential address of the candidate, including the county.
- **Mailing Address for Candidate Correspondence:** The address where the candidate wishes to receive correspondence from the ODA.
- **Contact Information:** Enter work phone, home phone, cell phone, fax, email address and website, if applicable. At least one phone number is required.

The following are guidelines to complete the required fields of occupation, occupational background, educational background and prior governmental experience on the candidate filing forms. These fields are required and information provided must be accurate. Not every occupational, educational or prior governmental experience is required to be provided. If the candidate has no relevant experience, None or NA must be entered.

- **Occupation (present employment – paid or unpaid):** The current full or part-time employment or other line of work, business, craft or professional information (not required to indicate whether paid or not paid). If not employed, enter "Not Employed" or "None."

- Occupational Background (previous employment – paid or unpaid): Previous full or part-time employment or other line of work, business, craft or professional information (not required to indicate whether paid or not paid).
- Educational Background (schools attended): The schools attended by the candidate, including the last grade level completed, whether a diploma, degree or certificate was received, and the course of study. It is not required that every educational experience be listed, but what is listed must be accurate. Provide the complete name of the school, no acronyms. A degree indicates a college, university or professional school has awarded a title upon the person for completion of a program of study. For this purpose, honorary degrees or degrees from “degree mills” should not be included under this requirement.
- Prior Governmental Experience (elected or appointed): The current or previous governmental experience, which refers to a person’s involvement in governmental activities, such as appointed boards and commissions, elected boards and other elected or appointed public offices. Full or part-time, paid or unpaid or volunteer experience may be included (not required to indicate whether paid or not paid). If the candidate has no prior governmental experience, enter “None.”
- Candidate Signature and Date Signed: The form must have a physical signature and the date the candidate signed the form.

Campaign Finance Reporting in Oregon

Candidate "Quick Guide"

Congratulations on your decision to run for office! We hope this guide provides tips and answers to frequently asked questions by first-time candidates.



More detailed information is available in the **Campaign Finance Manual** and the **ORESTAR User's Manuals** available at www.oregonvotes.gov. The Campaign Finance Manual explains what information is disclosed when reporting campaign finance transactions. The ORESTAR User's Manual: Statement of Organization and ORESTAR User's Manual: Transaction Filing explains how to file a statement of organization and campaign finance transactions electronically using ORESTAR.

Who Must File a Candidate Committee?

If you

- Serve as your own treasurer **and**
- Do not have an existing candidate committee **and**
- Do not expect to spend or receive more than \$750 during the entire calendar year (including in-kind contributions and personal funds)

Then

- ✓ Relax. No action is necessary because under Oregon Election Law you are not required to establish a candidate committee if you meet all of the criteria. **However, you must keep track of all contributions and expenditures because if you exceed the \$750 threshold you must establish a committee and open a dedicated bank account not later than three business days after exceeding the threshold. NOTE: Any fee paid for filing a candidate's statement for inclusion in the state voters' pamphlet is not included for the purpose of calculating the \$750 threshold. Additionally, you must either file a Certificate of Limited Contributions and Expenditures (PC 7) or all transactions that have occurred in the calendar year. See information below to determine if you are eligible to file a Certificate.**

- Do not expect to receive a total of more than \$3,500 or spend a total of more than \$3,500 for the entire calendar year

- ✓ File a Statement of Organization and establish a dedicated bank account – either by using ORESTAR or by submitting the paper forms Statement of Organization for Candidate Committee (SEL 220) and Campaign Account Information form (SEL 223)
- ✓ File a Certificate of Limited Contributions and Expenditures either by using ORESTAR or by submitting the paper form (PC 7) not later than seven days after first receiving a contribution or making an expenditure

- Expect to spend or receive more than \$3,500

- ✓ File a Statement of Organization and establish a dedicated bank account – either by using ORESTAR or by submitting the paper forms Statement of Organization for Candidate Committee (SEL 220) and Campaign Account Information form (SEL 223)
- ✓ File campaign finance transactions using ORESTAR

What starts the whole process?

The decision to run for a public office (even if the office is not known), accepting contributions and making expenditures, whether from personal funds, campaign funds, or another person's funds to support your candidacy.

Once I become a candidate, then what?

You must register your committee with the Secretary of State not later than 3 business days of first receiving a contribution or making an expenditure if you are not exempt under the \$750 threshold law.

May I serve as my own treasurer?

Yes, you may serve as your own treasurer. The Campaign Finance Manual provides committees with information on candidate/treasurer responsibilities.

Must I have a dedicated campaign account?

Oregon law requires you to establish a dedicated campaign account if you are required to file a Statement of Organization. The account must be established in a financial institution located in Oregon that ordinarily conducts business in Oregon. One important reminder—when establishing your campaign account, the name of the committee and the name of the account must be the same.

Campaign Finance Reporting in Oregon (cont.)

Candidate "Quick Guide"

How do I file?

The key to complying with campaign contribution and expenditure disclosure requirements is to keep detailed records and file your transactions on time.

Electronic Filing

Oregon Election law requires that campaign finance transactions be filed electronically. The Secretary of State's Office provides an electronic filing system, ORESTAR, free of charge. There is a terminal located in the Election's Division office for public use.

What if I don't own a computer?

A Statement of Organization (SEL 220), Campaign Account Information (SEL 223) and Certificate of Limited Contributions and Expenditures (PC 7) may be filed using the paper forms. If you are not eligible to file a Certificate, contribution and expenditure transactions must be reported electronically using ORESTAR.

You may want to check with your local library or other public facilities in your area to see if they provide a computer terminal for public use.

When do I report contribution and expenditures?

Generally, the deadline for filing a transaction is not later than 30 calendar days after the date of the transaction. For committees active in an election, beginning on the 42nd day before the date of the election and through the date of the election, a transaction is due not later than 7 calendar days after the date of the transaction. The campaign finance reporting requirements and additional transaction deadlines are available in the Campaign Finance Manual. Information on how to electronically file transactions is detailed in the ORESTAR User's Manual: Transaction Filing.

Are my campaign finance transactions public record?

Yes, after the transactions are filed in ORESTAR they are immediately available to the public by accessing the Public Search link for ORESTAR.

Are there campaign contribution and expenditure limits?

No, Oregon does not have contribution and expenditure limits.

How do I discontinue my committee?

In order to discontinue your committee, you must: Achieve a zero balance and file a Statement to Organization discontinuing the committee.

Where do I get copies of forms and instructional manuals?

All publications and forms are available online at www.oregonvotes.gov, or may be requested from the Elections Division at 503 986 1518.

Need additional help?

The Elections Division staff is available to answer any questions. You may:

- email your questions to elections.sos@oregon.gov
- call us at 503 986 1518 or at 866 ORE VOTE
- visit our website at www.oregonvotes.gov

Section 2: Candidate Forms

- *Declaration of Candidacy* form (2 pages)
- *Petition for Nomination Signature Sheet* (1 page)
- *Withdrawal of Candidacy* form (1 page)

Declaration of Candidacy for Director



Oregon Soil and Water Conservation Districts

Please type or legibly print in black or blue ink. This form can be filled out electronically and printed for submission.
Note: This information is a matter of public record and may be published or reproduced.
All fields must be completed. Do not leave any blanks.

Name of Candidate (may include nickname in parentheses)

Name as it is to Appear on Ballot

Residence Address (Street/Route, City, State, Zip Code)

Mailing Address (If different from residence)

Phone (Home)

Phone (Work)

Email (optional)

Explain how you meet eligibility (provide addresses for any actively managed properties)

To the Oregon Department of Agriculture, as filing officer for Soil and Water Conservation Districts:

I hereby certify that I am an eligible candidate meeting the following requirements as stated in Oregon Revised Statutes 568.560(1) for director of the

_____ **Soil and Water Conservation District for the following position:**

(check one and write position number)

At-Large No. _____ (enter 1 or 2)

At-Large directors must reside within the conservation district and be registered voters.

Zone No. _____ (enter 1, 2, 3, 4 or 5)

Zone directors must reside within the zone that is represented, and actively manage 10 or more acres in the conservation district boundaries; or reside within the conservation district boundaries, and actively manage 10 or more acres within the zone that is being represented, and be registered voters.

Zone No. _____ (enter 1, 2, 3, 4 or 5)

An individual may also serve as a zone director when the individual, in lieu of the other the requirements specified in this section, resides within the zone that is represented and indicates an interest in natural resource conservation as demonstrated by serving at least one year as a director or associate director of a district and having a conservation plan that is approved by the district, and be a registered voter.

CONTINUED ON REVERSE SIDE

Occupation (present employment – paid or unpaid) If not relevant experience, “None” or “NA” must be entered.

Occupational Background (previous employment – paid or unpaid) If not relevant experience, “None” or “NA” must be entered.

Prior Governmental Experience (elected or appointed) If no relevant experience, “None” or “NA” must be entered.

Educational Background (schools attended– use attachment if necessary) If not relevant experience, “None” or “NA” must be entered.			
Complete Name of School	Last Grade Completed	Diploma/Degree/Certificate	Course of Study (optional)

Campaign Finance Information

- Yes, I have a candidate committee.
- No, I do not expect to spend more than \$750 or receive more than \$750 during each calendar year. I understand I must still keep records of all campaign transactions and if total contributions or total expenditures exceed \$750 during a calendar year, I must follow the requirements detailed in the Campaign Finance Manual.
- No, but will be filing a Statement of Organization for Candidate Committee (SEL 220).

By signing this document, I hereby state that:

- I will qualify, based on provided documentation, for said office if elected; and
- All information provided by me on this form is true to the best of my knowledge; and
- I will accept the office of the SWCD director if elected to the position.

Candidate’s Signature

Date

WARNING: Supplying false information on this form may result in the conviction of a felony with a fine of up to \$125,000 and/or prison for up to five years (ORS 260.715). No person may be a candidate for more than one position on the same board to be filled at the same election (ORS 249.013).

Return this form, along with the *Petition for Nomination Signature Sheet*:

Filing deadline:

By email to **sandi.hiatt@oda.oregon.gov** or mail to:

5:00 p.m. August 30, 2022

Oregon Department of Agriculture
Attn: Grants Administrative Officer
635 Capitol St. NE, Suite 100
Salem, OR 97301

Information: All signatures must be originals (no faxed or copies) per ORS 246.021. When collecting signatures, multiple pages can be part of the packet to collect a minimum 10 certified registered voters signatures (we recommend more than 10 in case any signatures are declared ineligible). When you are finished collecting signatures, you need to contact your county clerk's office for information about how to get the signatures certified.

Petition for Nomination Signature Sheet

OREGON SOIL AND WATER CONSERVATION DISTRICT DIRECTOR

Candidate's name _____	Office Petitioned For: Director of _____ Soil and Water Conservation District: <input type="checkbox"/> _____ (or) <input type="checkbox"/> _____ <small>(Zone No. 1, 2, 3, 4, or 5) (At-Large No. 1 or 2)</small>
------------------------	--

<p>We, the undersigned voters who reside within the boundaries of the _____ Soil and Water Conservation District, request that the candidate's name printed above, be placed upon the appropriate ballot at the next General Election for nomination to the office indicated, following the filing of this petition. All signatures must be original.</p>	<p>This is a Candidate Nominating Petition. Signers of this Petition must be active registered voters in _____ Soil and Water Conservation District.</p>
--	--

Signature	Date Signed (MO/DAY/YR)	Printed Name	Residence or Mailing Address	City and Zip Code
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

FOR OFFICIAL USE ONLY – COUNTY ELECTIONS OFFICIALS CERTIFICATION

I hereby certify _____ signatures on this petition are those of active registered voters in the _____ Soil and Water Conservation District in _____ County, Oregon.

Signature of County Elections Official: _____ Date Certified: _____

Return this Certified Petition, along with your *Declaration of Candidacy for Director* form to:
 By email to sandi.hiatt@oda.oregon.gov or mail to
 Oregon Department of Agriculture, Attn: Grants Administrative Officer 635 Capitol St. NE Suite 100, Salem, OR 97301

**Deadline to Submit to ODA:
5:00 p.m. August 30, 2022**

Withdrawal of Candidacy or Nomination for Director



Oregon Soil and Water Conservation Districts

Please type or legibly print in black or blue ink. This form can be filled out electronically and printed for submission.
Note: This information is a matter of public record and may be published or reproduced.
All fields must be completed. Do not leave any blanks.

_____ Name of Candidate (may include nickname in parentheses)	_____ District
_____ Residence Address (Street/Route, City, State, Zip Code)	_____ Position or Zone Number
_____ Phone (Home)	_____ Phone (Work)

I submit this notice of withdrawal from candidacy or nomination to the above, named office.
My reason for withdrawal is:

By signing this document, I hereby state that:

- I withdraw my candidacy or nomination for the office stated above; and
- The reasons provided for withdrawal are true to the best of my knowledge.

Candidate's Signature

Date

WARNING: Supplying false information on this form may result in the conviction of a felony with a fine of up to \$125,000 and/or prison for up to five years (ORS 260.715). No person may be a candidate for more than one position on the same board to be filled at the same election (ORS 249.013).

Return this form:

By email to **sandi.hiatt@oda.oregon.gov** or mail to:

Oregon Department of Agriculture
Attn: Grants Administrative Officer
635 Capitol St. NE, Suite 100
Salem, OR 97301

Filing deadline:

5:00 p.m. August 30, 2022