



Crook County Soil & Water Conservation District  
498 SE Lynn Blvd.  
Prineville, Oregon 97754

Phone: (541) 447-3548 Fax: (541) 416-2115

Andy.gallagher@oregonstate.edu

## **SWCD Board Meeting Minutes**

Monday, June 10<sup>th</sup>, 2024

**Board Members Present:** Jason Dennis, Gary Bedortha, Zach Flegel and Marcus Rossi

**SWCD staff present:** Andy Gallagher, Melissa Stanek and Abby Papke

**Also present:** Kody Johannsen and Scott Duggan

**The following documents presented and are attached:**

- May Minutes
- Treasurers' Report
- Project and Activity Update
- 2024-2025 Annual Budget (draft)
- CCSWCD Financial Policy
- CCSWCD 2024-2025 Annual Work Plan

9:00 a.m. Meeting called to order by Zach Flegel.

**Confirmation of Minutes:** May 2024



5\_13\_CROOK\_SWCD  
Meeting Minutes.pdf

*Gary Bedortha motioned to accept minutes, Jason Dennis 2<sup>nd</sup> the motion, minutes passed.*

**Treasurer's Report:** Andy Gallagher and Melissa Stanek



May Financial Report  
for Crook County Soil

- Andy went over the attached Treasurers' Report Melissa created.
  - Some small adjustments to the SWCD Funds attachment/spreadsheet, just a few minor balance changes, this also shows important information such as grant start and end dates.
  - Not much change when you look at P&L by Class.
  - Hatfield showing \$-13,572 for seed that was purchased and will be delivered soon, once delivered we will bill to the grant.
  - Also passed around the restricted and unrestricted attachment called Income by Customer Summary.



- This is the new report that will be provided, it was created in the new QB online and pulled from our previous information for when grants were completed, and funds were moved over.
- We are transitioning our info to QB online this month.

*Gary Bedortha motion to approve, Jason Dennis 2<sup>nd</sup> the motion, Treasures' Report passed.*

### **Project and Activity Update:** Andy Gallagher



6 Project Update.pdf

- Andy reviewed the attached Project Update.
- Juniper Bill –
  - Andy had a meeting with OSU and Tim Deboodt, they are willing to help us with monitoring.
- Andy will follow up on the completion of the work on Maury.
- Abby was recently out doing some inventory for Sage Grouse

### **SWCD Business:**



2024-2025

Budget\_6\_10\_2024.pdf

### **2024-2025 Draft Budget: Discussion**

- Budget needs to be approved.
- Interest income projected at \$15K should go into reserves, Andy will make that adjustment and will update the reserve amount to the unrestricted funds presented earlier.
  - Restricted funds will be moved to unrestricted as monitoring is completed.

*Marcus Rossi motion to approve, Gary Bedortha 2<sup>nd</sup> the motion, 24-25 budget passed.*

### **Board Tour Date:**

- For our tour we will be going to Suplee on July 17<sup>th</sup>, it will be all day and lunch will be provided. We have a couple of vans on hold and are looking at possibly borrowing another from the county
- We will send out an invite with more information as we get closer.



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*Gary Bedortha motioned to approve, Marcus Rossi 2<sup>nd</sup> the motion, tour is approved.*



Crook County  
SWCD\_Expense\_Policy

### **Revised Financial Policy:**

- Same as the original fiscal policy with a minor editing correction and additional travel and credit card policies added.

*Jason Dennis motioned to approve, Marcus Rossi 2<sup>nd</sup> the motion, financial policy passed.*



CCSWCD 2024-2025  
Annual Work Plan.pdf

### **2024-2025 Annual Workplan:**

*Jason Dennis motioned to approve, Marcus Rossi 2<sup>nd</sup> the motion, annual workplan passed.*

### **Board Members and Partners' Reports:**

Scott:

- Will be attending another wolf meeting and is working on helping them get established.
- He is on the hiring committee for a livestock agent in Pendleton.
- Working on a 3-4 page pasture management handout, every spring they get a lot of questions and it would be nice to have a handout
- Will be at a national conference the week of July 14<sup>th</sup>, won't be able to attend the tour.

Cody:

- New ODF Foresters Manager is Ben Walen
- Chase just accepted a promotion in the Dalles, Friday is his last day and they are looking to backfill his position.
- Projects
- 2 NRCS Equip, UCR restoration
- New one funded by IRA, half the landowners have everything they need
- NCRS funding issues last week, sounds like that has been resolved
- Fuels reduction grant covers JC about 80% allocated, this grant ends this year



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**Board:**

- It was agreed that the next meeting will be held on August 12<sup>th</sup> since we have the tour in July.

*Adjourned 9:36 a.m.*

**Next Monthly Meeting: August 12<sup>th</sup>**



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## **SWCD Board Meeting Minutes**

Monday, May 13<sup>th</sup>, 2024, 9:00 a.m.  
Crook County Extension Conference Room  
498 SE Lynn Blvd., Prineville, OR 97754

**Board Members Present:** Zach Flegel, Gary Bedortha, Bill Sigman

**SWCD staff present:** Andy Gallagher, Melissa Stanek

**Also present:** John Dehler, Maria Snodgrass, Tim Deboodt, Chris Mundy, Scott Duggan, Brittany Mills

**The following documents presented and are attached:**

- April Minutes
- Treasurers' Report
- Project and Activity Update
- 2024-2025 Annual Budget (draft)
- ODA Water Quality – requested from Brittany, emailed on 5.13.2024

9:01 a.m. Meeting called to order by Zach Flegel.

### **Introductions:**

- Introduced new Administrative Specialist: Melissa Stanek.

**Confirmation of Minutes:** March 2024



03.2024\_CROOK\_S  
WCD\_Meeting.pdf

*Gary Bedortha motioned to accept minutes. Bill Sigman 2<sup>nd</sup> the motion. Minutes passed.*

### **Treasurers' Report:**



April Financial  
Report Final.pdf

- Andy went over the attached Treasurers' Report Melissa created.
  - The HB 2010 Juniper Bill funding that was received has been moved into the LGIP, it made \$2,600+ in interest in April.



- Suggestions to change P&L by Class monthly to just the annual P&L by Class, also to remove the A/P report, agreed.
- Action Item – Gary would like to see the unrestricted funds to give us a better idea of income we have coming in.

*Bill Sigman motion to approve, Gary Bedortha 2<sup>nd</sup>, the motion, Treasures' Report passed.*

### **Project and Activity Update:**



5 Project  
Update.pdf

- Andy reviewed attached Project Update.
- Andy imagines that Abby will be exclusively on Sage Grouse and that he will pick up everything else.
- Juniper Bill is not moving forward right now, still waiting to hear from OSU on monitoring, setting up a tour to go look at the project in the next couple of weeks.
  - It's just sitting right now but it's almost more important to get the project moving at this point, at this point the grant agreement expires at the end of the year.
  - This project is N side of Hampton butte, it's \$850,000, there is some NFWF funding and some other funding.
  - Grant agreement says we can't spend the money on monitoring.
  - The state bill that was past gave money to 7 SWCD districts, it requires 3 of the county projects to be monitored, we thought monitoring would be done by OSU, but they believe their part is strictly consultation and that monitoring resides with SWCDs.
  - Some counties are moving forward because they already had monitoring in place.

### **SWCD Business:**



2024-2025  
Budget\_draft.pdf

### **2024-2025 Draft Budget: Discussion**

- Andy reviewed the 24-25 budget.
- Increase in payroll, new administrative position, CRWC will pay 40%, increase in Andy and Abby's payroll.
- Other employee benefits have also increased including health insurance due to adding Melissa and Abby.
- Accounting fees have increased from \$6K to \$13K with the new financial reporting rules.



- Still have a vehicle purchase in the budget because we haven't done that, and it's been a year.
- Action Items – Update the year to 24-25 in several places prior to final approval
- All the yellow are identifying grants that are ending this next year.
- ODA is also expiring this fiscal year.
- Difference ODA IGA and ODA Operations is that IGA is money to improve water quality.
- Bookkeeping/Payroll cost is to have Jerry Garner at Basic Books manage our payroll.
- Contracted services are where you'll see most of the changes from the draft budget to final, we are trying to plan it out before the final budget is the end of June.
  - If we start tearing into the Juniper bill, we will be spending more money, and this number will change in the next month.
- The \$850K was accepted to cut juniper but not to include monitoring, Tim - Legislators may work with the 3 districts to include some of the monitoring, it's too late to go back to OWEB to ask for monitoring grant because that wouldn't be awarded until next April.
  - Tim feels the districts need something in the next 30 days to get work started; if not, fire season starts soon so we won't be able to get this started until fall.
    - The district has the authority to determine how monitoring will take place and we aren't doing the paired watershed, we need a little before and a whole lot after, could be pictures, channel flow managements, vegetative responses. It's still up to OSU and the district must agree.
  - If OSU is going to do the monitoring, they need to determine what that looks like, we've been waiting since November.
- No other questions on budget right now.

#### **Board Tour Dates:**

- CRWC is also looking at doing a tour and are open to doing a combined tour with us, if we combine it would be July, probably the week of the 15<sup>th</sup> or 22<sup>nd</sup>.
  - If it's just this group, we will be looking at the last week in June.
  - This is optional.
- The tour location(s) haven't been determined yet.
  - It could be focused on juniper removal, there are a lot of these projects so that is an option.
- Everyone is good with combining this in July.

#### **Agricultural Drainage Channel Maintenance Program:**



ODA ADCM  
presentation.pdf

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- Brittany Mills, Agricultural Drainage Channel Specialist  
Oregon Department of Agriculture – Water Quality Program

### **Started in Crook County**

- LAC suggested that we talk to see if there is some applicable in our area.
  - Zach feels that it would be exempt here because if you have water here you want to use it for irrigation.
- Tim feels like the work period seems rather restricted for central Oregon since we are usually dry from June to November.
  - If it's not fish related, he really wonders again what the work window is and feels it should be more than 30 days.
    - Fish and wildlife biologists came up with those dates, if folks feel they need to do work outside of the established window that can be discussed, depending on location or circumstances it can possibly be adjusted.
- Maria needs to know if this is even applicable for some landowners.
- You don't have to request to be a part of this if you're only removing under 50 cubic yards.
  - Is the removal annually or for a lifetime, for a specific site and how the site is defined?
  - Action item – Brittany will follow up on this and get back to us.
- If it's in an irrigation district, would they be exempt?
  - This must be specifically for drainage not irrigation.
- Action item – Brittany will check and see if tailwater is considered irrigation or drainage.

### **Board Members and Partners' Reports:**

Chris:

- In the middle of contracts right now, ended up with 5 SG initiative contracts, about a million dollars.
- Ended up with 5 IRA range applications, primarily Juniper control as well, SDI was rejuvra applicant, others conifer.
- IRA forest land, using ODF to help fund the TA side of things, going to fund 8 of those total 1.3 million, some still haven't been notified, just received some additional funds.
- 4 irrigation projects in Powell Butte totally about \$400K, working through designs and getting through most of those, most are flood to sprinkle conversions, 6 RPPs some hopefully starting 1<sup>st</sup> of July totaling 2.4 million, most of these are engineered river projects, it's a lot more work than we thought with all the designs and permits.





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- 12 stewardship applications to work through, deadline to rank those is the end of June.
- Dominic and David going really good helping out, a lot of field work getting done right now. Hiring a bunch more, losing an engineer and hiring a new one.

#### Maria

- They have a new Program Manager, Kevin Fen.
  - He has been in the program for 7 years, started in his new role in November.
- Expanding in what they do for grant funding, ODA IGA, agriculture water quality support grant, not a lot but it's for agriculture quality work.
- Added some implementation funding to do some restoration.
- They are going out looking for grants to do work with our programs and SWCD.
- Digital reports are being sent in and they're trying to move it to an online platform to give more visibility, if they knew where we started, they would know how far we've come.
- TMDL has a separate water agriculture plan.
  - Applied for funding to help meet the implementation plan, there was one for the Willamette Valley project that was approved.
  - Hearing that maintenance is a big part, a lot of landowners are good with fencing but wondering where the maintenance comes from.
- Starting to do a few strategic implementation things differently, compliance component, 6 years voluntary watershed improvement review, gives them plenty of time to look for opportunities for improvement.
  - Still starting with monitoring and assessments so they'll still be able to show those improvements and assessments but won't have the same regulatory.

#### Scott

- Just got done with Boots and Roots, 4<sup>th</sup> graders came to the fairgrounds.
- Pasture questions still coming in, there is a pasture class May 21<sup>st</sup>.
- New Livestock Committee, Deschutes County May 18<sup>th</sup>.
- Deschutes County wolf committee has been created; Scott is attending meetings.
- Working on pasture publication, emergency livestock training, attending conference in June to go over the emergency process.

*Meeting Adjourned: 10:20*

**Next Monthly Meeting: June 10<sup>th</sup>, 2024**

# Financial Report for Crook County Soil and Water Conservation District – May 2024

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May 1 – May 31, 2024, Financial Reports

## Attachments:

1. Crook County SWCD Profit & Loss
2. Crook County SWCD Balance Sheet
3. Funds
  - A. SWCD Funds spreadsheet
  - B. Year to Date Profit & Loss by Class
4. Check Register
  - A. LGIP
  - B. Wells Fargo
5. Bank Statements
  - A. LGIP
  - B. Wells Fargo

# Financial Report for Crook County Soil and Water Conservation District – May 2024

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May 1 – May 31, 2024, Financial Reports

## Attachments:

1. Crook County SWCD Profit & Loss
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12:52 PM  
06/04/24  
Accrual Basis

**Crook County SWCD**  
**Profit & Loss**  
**May 2024**

	<u>May 24</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Admin Fees	1,387.93
Admin Income	0.00
Grants	
State Grants	125,705.18
<b>Total Grants</b>	<u>125,705.18</u>
Investments	
Interest-Savings, Short-term CD	3,757.46
<b>Total Investments</b>	<u>3,757.46</u>
<b>Total Income</b>	<u>130,850.57</u>
<b>Gross Profit</b>	130,850.57
<b>Expense</b>	
Admin Expenses	
Computer & Software Expenses	457.50
Vehicle Expenses	312.82
Conference/Training	35.00
Donations	500.00
Finance Charges	0.05
Mileage	765.42
Office Supplies	296.36
<b>Total Admin Expenses</b>	<u>2,367.15</u>
Personnel	
DD Fees	6.00
Health Insurance	666.16
Payroll Expenses	10,692.95
<b>Total Personnel</b>	<u>11,365.11</u>
Project	
Contracted Services	95,819.77
<b>Total Project</b>	<u>95,819.77</u>
<b>Total Expense</b>	<u>109,552.03</u>
<b>Net Ordinary Income</b>	<u>21,298.54</u>
<b>Net Income</b>	<u><u>21,298.54</u></u>

12:53 PM

## Crook County SWCD

## Balance Sheet

As of May 31, 2024

06/04/24

Accrual Basis

	<u>May 31, 24</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
LGIP	856,412.20
Wells Fargo	186,167.38
<b>Total Checking/Savings</b>	<u>1,042,579.58</u>
<b>Accounts Receivable</b>	
Accounts Receivable	-5,347.95
<b>Total Accounts Receivable</b>	<u>-5,347.95</u>
<b>Total Current Assets</b>	<u>1,037,231.63</u>
<b>TOTAL ASSETS</b>	<u><b>1,037,231.63</b></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Other Current Liabilities	
Direct Deposit Liabilities	-353,608.05
Payroll Liabilities	14,744.94
<b>Total Other Current Liabilities</b>	<u>-338,863.11</u>
<b>Total Current Liabilities</b>	<u>-338,863.11</u>
<b>Total Liabilities</b>	-338,863.11
<b>Equity</b>	
Unrestricted Net Assets	548,920.77
Net Income	827,173.97
<b>Total Equity</b>	<u>1,376,094.74</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>1,037,231.63</b></u>

## SWCD Funds

Project Name	Source	Project ID	Start Date	End Date	Type	Status	Final Due	Funded Amount	Paid Amount	Mon Req	2022-2023 Salaries	2023-2024 Salaries	Cash on Hand	Balance
Crook County Support	OWEB													
Fostering the Natural Ecology of Resilient Landscapes on Hampton Buttes	OWEB	220-4023	4/22/20	12/13/24	Restoration	Open	2/11/25	\$268,508.00	\$54,922.10	N	\$ 2,500.00	\$ -	\$9.00	\$213,585.90
O'Ryan Mule Deer Habitat Improvement	OWEB	18-24-002	3/8/24	3/4/26	Restoration	Open	5/3/26	\$14,090.00	\$0.00	Y			\$0.00	\$14,090.00
Neuharth Fence Removal & Spring Develop	OWEB	18-24-004	3/8/24	3/4/26	Restoration	Open	5/3/26	\$5,537.00	\$0.00	Y			\$0.00	\$5,537.00
Fish Passage & Screening in the Upper Ochoco Creek Watershed: Implementation Phase 1	OWEB	221-4022	10/26/21	12/20/24	Restoration	Open	2/18/25	\$323,339.00	\$270,440.10	N	\$ 1,393.70	\$ 7,754.00	\$0.00	\$52,898.90
Crooked River Watershed Sage-Grouse Conservation IV	OWEB	223-4012	4/25/23	3/12/27	Technical Assistance	Open	5/11/27	\$74,987.00	\$0.00	N			\$0.00	\$74,987.00
Juniper Bill		HB 2010	10/6/23	6/30/25	Restoration	Open	6/30/25	\$850,000.00	\$850,000.00	Y			\$850,000.00	\$0.00
NFWF Hampton - Desert Creek Migration Treating Invasives to Improve Migration Corridors for Elk and Nesting Habitat for Sage Grouse (OR)	NFWF	82295	2/23/24	5/10/27	Restoration	Open	8/1/27	\$190,608.75	\$0.00	N			\$0.00	\$190,608.75
NFWF Restoring High Desert Habitat for Elk, Mule Deer & Pronghorn in the Maury Mountains	NFWF	71112	8/16/21	6/30/24	Restoration	Open	9/30/24	\$73,855.24	\$0.00	N		\$ 4,707.53	-\$13,572.00	\$73,855.24
USFWS Ochoco	USFWS	F22AC01889	7/1/22	7/1/27	Restoration	Open	7/1/27	\$25,000.00	\$25,000.00	N			\$0.00	\$0.00
USFWS Bil Funding	USFWS	HARNEY AGREEMENT	7/5/22	9/30/27	Restoration	Open	9/30/27	\$150,000.00	\$125,000.00	Y		\$ 43,805.25	\$43,125.50	\$25,000.00
Suplee 2	OWEB	224-4008	4/23/24	12/3/27	Restoration	Funded	12/3/27	\$305,540.00	\$0.00	N			\$0.00	\$305,540.00
Lower Camp Creek Riparian Improvement	OWEB	221-4017	10/26/21	12/19/25	Restoration	Monitoring	2/17/26	\$78,500.00	\$78,500.00	N		\$ 5,000.00	\$0.00	\$0.00
Rickabaugh Ochoco Creek Enhancement	OWEB	18-22-2015	4/22/22	2/28/24	Restoration	Monitoring	4/28/24	\$11,314.00	\$11,314.00	Y			\$0.00	\$0.00
Shotgun Mule Deer Migration Enhancement	OWEB	18-22-019	4/12/23	2/24/25	Restoration	Monitoring	4/25/25	\$12,897.00	\$12,897.00	Y			\$0.00	\$0.00
Lucky Creek Spring Developments	OWEB	18-22-004	12/16/21	11/22/23	Restoration	Open	1/21/24	\$3,635.00	\$3,635.00	Y			\$0.00	\$0.00
Upper Ochoco Creek Spring Developments	OWEB	18-22-012	4/22/22	2/28/24	Restoration	Monitoring	4/28/24	\$7,835.00	\$7,835.00	Y			\$0.00	\$0.00
<u>Crook SWCD Capacity - ODA IGA</u>								\$135,232.00	\$67,712.39					
<u>ODA - Operations</u>	OWEB	224-900	7/1/23	7/31/25	SWCD	Open	9/29/25	\$57,956.00	\$28,881.61	N		\$ 67,616.00	\$0.00	\$96,594.00
<u>Total</u>								\$193,188.00	\$96,594.00					

**Crook County SWCD  
Profit & Loss by Class  
July 1, 2023 through June 4, 2024**

	NFWF- Maury- Hatfield 71112	USFWS Ochoco Fish F22AC01889	L. Camp Ck 221-4017
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Admin Fees	0.00	0.00	0.00
Technical Support	0.00	0.00	0.00
Admin Income	0.00	0.00	-18,566.00
<b>Grants</b>			
Federal Grants	0.00	25,000.00	0.00
Foundation and Trust Grants	0.00	0.00	0.00
Local Government Support	0.00	0.00	0.00
State Grants	0.00	0.00	78,500.00
<b>Total Grants</b>	0.00	25,000.00	78,500.00
<b>Investments</b>			
Interest-Savings, Short-term CD	0.00	0.00	0.00
<b>Total Investments</b>	0.00	0.00	0.00
<b>Total Income</b>	0.00	25,000.00	59,934.00
<b>Expense</b>			
<b>Admin Expenses</b>			
Computer & Software Expenses	0.00	0.00	0.00
Bookkeeping Expenses	0.00	0.00	0.00
Website Maint	0.00	0.00	0.00
Annual Meeting	0.00	0.00	0.00
Vehicle Expenses	0.00	0.00	0.00
Business Registration Fees	0.00	0.00	0.00
Accounting Fees	0.00	0.00	0.00
Conference/Training	0.00	0.00	0.00
Donations	0.00	0.00	0.00
Finance Charges	0.00	0.00	0.00
Legal Notices	0.00	0.00	0.00
Liability Insurance	0.00	0.00	0.00
Membership Dues and Fees	0.00	0.00	0.00
Mileage	0.00	0.00	0.00
Networking	0.00	0.00	0.00
Office Supplies	0.00	0.00	0.00
Printing & Copying	0.00	0.00	0.00
Rent	0.00	0.00	0.00
Telephone	0.00	0.00	0.00
<b>Total Admin Expenses</b>	0.00	0.00	0.00
<b>Personnel</b>			
457 Plan	0.00	0.00	0.00
Reimbursements to be Managed	0.00	0.00	0.00
Employee Appreciation	0.00	0.00	0.00
DD Fees	0.00	0.00	0.00
Health Insurance	0.00	0.00	0.00
Payroll Expenses	0.00	0.00	0.00
Payroll Tax	0.00	0.00	0.00
Workers Comp	0.00	0.00	0.00
<b>Total Personnel</b>	0.00	0.00	0.00
<b>Project</b>			
Contracted Services	0.00	25,000.00	59,934.00
Travel	0.00	0.00	0.00
Supplies/Material	13,572.00	0.00	0.00
Outreach/Education	0.00	0.00	0.00
<b>Total Project</b>	13,572.00	25,000.00	59,934.00
<b>Total Expense</b>	13,572.00	25,000.00	59,934.00
<b>Net Ordinary Income</b>	-13,572.00	0.00	0.00
<b>Net Income</b>	<b>-13,572.00</b>	<b>0.00</b>	<b>0.00</b>

**Crook County SWCD  
Profit & Loss by Class  
July 1, 2023 through June 4, 2024**

	HB2010	Ochoco Fish 221-4022	ODA 23-25
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Admin Fees	0.00	0.00	0.00
Technical Support	0.00	0.00	0.00
Admin Income	0.00	0.00	0.00
<b>Grants</b>			
Federal Grants	0.00	0.00	0.00
Foundation and Trust Grants	0.00	0.00	0.00
Local Government Support	0.00	0.00	0.00
State Grants	850,000.00	270,440.10	96,594.00
<b>Total Grants</b>	850,000.00	270,440.10	96,594.00
<b>Investments</b>			
Interest-Savings, Short-term CD	0.00	0.00	0.00
<b>Total Investments</b>	0.00	0.00	0.00
<b>Total Income</b>	850,000.00	270,440.10	96,594.00
<b>Expense</b>			
<b>Admin Expenses</b>			
Computer & Software Expenses	0.00	0.00	457.50
Bookkeeping Expenses	0.00	0.00	480.00
Website Maint	0.00	0.00	168.00
Annual Meeting	0.00	0.00	650.00
Vehicle Expenses	0.00	0.00	0.00
Business Registration Fees	0.00	0.00	717.41
Accounting Fees	0.00	0.00	6,000.00
Conference/Training	0.00	0.00	378.53
Donations	0.00	0.00	0.00
Finance Charges	0.00	0.00	0.00
Legal Notices	0.00	0.00	19.48
Liability Insurance	0.00	0.00	5,037.00
Membership Dues and Fees	0.00	0.00	971.37
Mileage	0.00	0.00	765.42
Networking	0.00	0.00	1,620.00
Office Supplies	0.00	0.00	1,245.36
Printing & Copying	0.00	0.00	372.40
Rent	0.00	0.00	2,838.00
Telephone	0.00	0.00	401.33
<b>Total Admin Expenses</b>	0.00	0.00	22,121.80
<b>Personnel</b>			
457 Plan	0.00	0.00	0.00
Reimbursements to be Managed	0.00	0.00	0.00
Employee Appreciation	0.00	0.00	0.00
DD Fees	0.00	0.00	0.00
Health Insurance	0.00	0.00	0.00
Payroll Expenses	0.00	0.00	0.00
Payroll Tax	0.00	0.00	0.00
Workers Comp	0.00	0.00	0.00
<b>Total Personnel</b>	0.00	0.00	0.00
<b>Project</b>			
Contracted Services	0.00	256,957.22	8,530.00
Travel	0.00	0.00	205.02
Supplies/Material	0.00	5,728.48	2,913.29
Outreach/Education	0.00	0.00	26.99
<b>Total Project</b>	0.00	262,685.70	11,675.30
<b>Total Expense</b>	0.00	262,685.70	33,797.10
<b>Net Ordinary Income</b>	850,000.00	7,754.40	62,796.90
<b>Net Income</b>	850,000.00	7,754.40	62,796.90



**Crook County SWCD**  
**Profit & Loss by Class**  
 July 1, 2023 through June 4, 2024

	Hampton 220-4023	USFWS- Infrastructure (Sage Grouse)	NFWF (Sage Grouse)
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Admin Fees	0.00	0.00	0.00
Technical Support	0.00	0.00	0.00
Admin Income	0.00	0.00	-27,979.44
<b>Grants</b>			
Federal Grants	0.00	25,000.00	0.00
Foundation and Trust Grants	0.00	0.00	27,979.44
Local Government Support	0.00	0.00	0.00
State Grants	15,498.10	0.00	0.00
<b>Total Grants</b>	<b>15,498.10</b>	<b>25,000.00</b>	<b>27,979.44</b>
<b>Investments</b>			
Interest-Savings, Short-term CD	0.00	0.00	0.00
<b>Total Investments</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Income</b>	<b>15,498.10</b>	<b>25,000.00</b>	<b>0.00</b>
<b>Expense</b>			
<b>Admin Expenses</b>			
Computer & Software Expenses	0.00	550.00	0.00
Bookkeeping Expenses	0.00	0.00	0.00
Website Maint	0.00	0.00	0.00
Annual Meeting	0.00	0.00	0.00
Vehicle Expenses	0.00	0.00	0.00
Business Registration Fees	0.00	0.00	0.00
Accounting Fees	0.00	0.00	0.00
Conference/Training	0.00	493.69	0.00
Donations	0.00	0.00	0.00
Finance Charges	0.00	0.00	0.00
Legal Notices	0.00	0.00	0.00
Liability Insurance	0.00	0.00	0.00
Membership Dues and Fees	0.00	0.00	0.00
Mileage	0.00	0.00	0.00
Networking	0.00	0.00	0.00
Office Supplies	0.00	0.00	0.00
Printing & Copying	0.00	0.00	0.00
Rent	0.00	0.00	0.00
Telephone	0.00	0.00	0.00
<b>Total Admin Expenses</b>	<b>0.00</b>	<b>1,043.69</b>	<b>0.00</b>
<b>Personnel</b>			
457 Plan	0.00	0.00	0.00
Reimbursements to be Managed	0.00	0.00	0.00
Employee Appreciation	0.00	0.00	0.00
DD Fees	0.00	0.00	0.00
Health Insurance	0.00	0.00	0.00
Payroll Expenses	0.00	0.00	0.00
Payroll Tax	0.00	0.00	0.00
Workers Comp	0.00	0.00	0.00
<b>Total Personnel</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Project</b>			
Contracted Services	15,489.10	3,410.04	0.00
Travel	0.00	0.00	0.00
Supplies/Material	0.00	0.00	0.00
Outreach/Education	0.00	0.00	0.00
<b>Total Project</b>	<b>15,489.10</b>	<b>3,410.04</b>	<b>0.00</b>
<b>Total Expense</b>	<b>15,489.10</b>	<b>4,453.73</b>	<b>0.00</b>
<b>Net Ordinary Income</b>	<b>9.00</b>	<b>20,546.27</b>	<b>0.00</b>
<b>Net Income</b>	<b>9.00</b>	<b>20,546.27</b>	<b>0.00</b>

**Crook County SWCD  
Profit & Loss by Class  
July 1, 2023 through June 4, 2024**

	Total Sage Grouse	18-22-015 Rickabaugh (Small Grants)	18-22-019 Shotgun (Small Grants)
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Admin Fees	0.00	0.00	0.00
Technical Support	0.00	0.00	0.00
Admin Income	-27,979.44	-1,001.00	-997.00
<b>Grants</b>			
Federal Grants	25,000.00	0.00	0.00
Foundation and Trust Grants	27,979.44	0.00	0.00
Local Government Support	0.00	0.00	0.00
State Grants	0.00	11,314.00	12,897.00
<b>Total Grants</b>	52,979.44	11,314.00	12,897.00
<b>Investments</b>			
Interest-Savings, Short-term CD	0.00	0.00	0.00
<b>Total Investments</b>	0.00	0.00	0.00
<b>Total Income</b>	25,000.00	10,313.00	11,900.00
<b>Expense</b>			
<b>Admin Expenses</b>			
Computer & Software Expenses	550.00	0.00	0.00
Bookkeeping Expenses	0.00	0.00	0.00
Website Maint	0.00	0.00	0.00
Annual Meeting	0.00	0.00	0.00
Vehicle Expenses	0.00	0.00	0.00
Business Registration Fees	0.00	0.00	0.00
Accounting Fees	0.00	0.00	0.00
Conference/Training	493.69	0.00	0.00
Donations	0.00	0.00	0.00
Finance Charges	0.00	0.00	0.00
Legal Notices	0.00	0.00	0.00
Liability Insurance	0.00	0.00	0.00
Membership Dues and Fees	0.00	0.00	0.00
Mileage	0.00	0.00	0.00
Networking	0.00	0.00	0.00
Office Supplies	0.00	0.00	0.00
Printing & Copying	0.00	0.00	0.00
Rent	0.00	0.00	0.00
Telephone	0.00	0.00	0.00
<b>Total Admin Expenses</b>	1,043.69	0.00	0.00
<b>Personnel</b>			
457 Plan	0.00	0.00	0.00
Reimbursements to be Managed	0.00	0.00	0.00
Employee Appreciation	0.00	0.00	0.00
DD Fees	0.00	0.00	0.00
Health Insurance	0.00	0.00	0.00
Payroll Expenses	0.00	0.00	0.00
Payroll Tax	0.00	0.00	0.00
Workers Comp	0.00	0.00	0.00
<b>Total Personnel</b>	0.00	0.00	0.00
<b>Project</b>			
Contracted Services	3,410.04	10,313.00	11,900.00
Travel	0.00	0.00	0.00
Supplies/Material	0.00	0.00	0.00
Outreach/Education	0.00	0.00	0.00
<b>Total Project</b>	3,410.04	10,313.00	11,900.00
<b>Total Expense</b>	4,453.73	10,313.00	11,900.00
<b>Net Ordinary Income</b>	20,546.27	0.00	0.00
<b>Net Income</b>	20,546.27	0.00	0.00

**Crook County SWCD**  
**Profit & Loss by Class**  
 July 1, 2023 through June 4, 2024

	18-22-004 Neuharth (Small Grants)	18-22-012 Ontko (Small Grants)	Total Small Grants
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Admin Fees	0.00	0.00	0.00
Technical Support	0.00	0.00	0.00
Admin Income	-635.00	-835.00	-3,468.00
<b>Grants</b>			
Federal Grants	0.00	0.00	0.00
Foundation and Trust Grants	0.00	0.00	0.00
Local Government Support	0.00	0.00	0.00
State Grants	3,635.00	7,835.00	35,681.00
<b>Total Grants</b>	<b>3,635.00</b>	<b>7,835.00</b>	<b>35,681.00</b>
<b>Investments</b>			
Interest-Savings, Short-term CD	0.00	0.00	0.00
<b>Total Investments</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Income</b>	<b>3,000.00</b>	<b>7,000.00</b>	<b>32,213.00</b>
<b>Expense</b>			
<b>Admin Expenses</b>			
Computer & Software Expenses	0.00	0.00	0.00
Bookkeeping Expenses	0.00	0.00	0.00
Website Maint	0.00	0.00	0.00
Annual Meeting	0.00	0.00	0.00
Vehicle Expenses	0.00	0.00	0.00
Business Registration Fees	0.00	0.00	0.00
Accounting Fees	0.00	0.00	0.00
Conference/Training	0.00	0.00	0.00
Donations	0.00	0.00	0.00
Finance Charges	0.00	0.00	0.00
Legal Notices	0.00	0.00	0.00
Liability Insurance	0.00	0.00	0.00
Membership Dues and Fees	0.00	0.00	0.00
Mileage	0.00	0.00	0.00
Networking	0.00	0.00	0.00
Office Supplies	0.00	0.00	0.00
Printing & Copying	0.00	0.00	0.00
Rent	0.00	0.00	0.00
Telephone	0.00	0.00	0.00
<b>Total Admin Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Personnel</b>			
457 Plan	0.00	0.00	0.00
Reimbursements to be Managed	0.00	0.00	0.00
Employee Appreciation	0.00	0.00	0.00
DD Fees	0.00	0.00	0.00
Health Insurance	0.00	0.00	0.00
Payroll Expenses	0.00	0.00	0.00
Payroll Tax	0.00	0.00	0.00
Workers Comp	0.00	0.00	0.00
<b>Total Personnel</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Project</b>			
Contracted Services	3,000.00	7,000.00	32,213.00
Travel	0.00	0.00	0.00
Supplies/Material	0.00	0.00	0.00
Outreach/Education	0.00	0.00	0.00
<b>Total Project</b>	<b>3,000.00</b>	<b>7,000.00</b>	<b>32,213.00</b>
<b>Total Expense</b>	<b>3,000.00</b>	<b>7,000.00</b>	<b>32,213.00</b>
<b>Net Ordinary Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**Crook County SWCD  
Profit & Loss by Class  
July 1, 2023 through June 4, 2024**

	-General Funds	Unclassified	TOTAL
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Admin Fees	1,387.93	0.00	1,387.93
Technical Support	1,500.00	0.00	1,500.00
Admin Income	50,923.91	0.00	910.47
<b>Grants</b>			
Federal Grants	0.00	0.00	50,000.00
Foundation and Trust Grants	0.00	0.00	27,979.44
Local Government Support	25,000.00	0.00	25,000.00
State Grants	0.00	0.00	1,346,713.20
<b>Total Grants</b>	<b>25,000.00</b>	<b>0.00</b>	<b>1,449,692.64</b>
<b>Investments</b>			
Interest-Savings, Short-term CD	6,548.70	0.00	6,548.70
<b>Total Investments</b>	<b>6,548.70</b>	<b>0.00</b>	<b>6,548.70</b>
<b>Total Income</b>	<b>85,360.54</b>	<b>0.00</b>	<b>1,460,039.74</b>
<b>Expense</b>			
<b>Admin Expenses</b>			
Computer & Software Expenses	0.00	0.00	1,007.50
Bookkeeping Expenses	0.00	0.00	480.00
Website Maint	0.00	0.00	168.00
Annual Meeting	0.00	0.00	650.00
Vehicle Expenses	2,655.99	0.00	2,655.99
Business Registration Fees	0.00	0.00	717.41
Accounting Fees	0.00	0.00	6,000.00
Conference/Training	0.00	0.00	872.22
Donations	500.00	0.00	500.00
Finance Charges	0.05	0.00	0.05
Legal Notices	0.00	0.00	19.48
Liability Insurance	0.00	0.00	5,037.00
Membership Dues and Fees	0.00	0.00	971.37
Mileage	2,199.18	0.00	2,964.60
Networking	0.00	0.00	1,620.00
Office Supplies	0.00	0.00	1,245.36
Printing & Copying	0.00	0.00	372.40
Rent	0.00	0.00	2,838.00
Telephone	0.00	0.00	401.33
<b>Total Admin Expenses</b>	<b>5,355.22</b>	<b>0.00</b>	<b>28,520.71</b>
<b>Personnel</b>			
457 Plan	2,998.20	0.00	2,998.20
Reimbursements to be Managed	2,107.33	-809.41	1,297.92
Employee Appreciation	500.00	0.00	500.00
DD Fees	39.00	6.00	45.00
Health Insurance	6,767.76	0.00	6,767.76
Payroll Expenses	119,905.88	1,499.10	121,404.98
Payroll Tax	45,695.11	0.00	45,695.11
Workers Comp	238.95	0.00	238.95
<b>Total Personnel</b>	<b>178,252.23</b>	<b>695.69</b>	<b>178,947.92</b>
<b>Project</b>			
Contracted Services	1,169.53	0.00	402,702.89
Travel	0.00	0.00	205.02
Supplies/Material	248.47	0.00	22,462.24
Outreach/Education	0.00	0.00	26.99
<b>Total Project</b>	<b>1,418.00</b>	<b>0.00</b>	<b>425,397.14</b>
<b>Total Expense</b>	<b>185,025.45</b>	<b>695.69</b>	<b>632,865.77</b>
<b>Net Ordinary Income</b>	<b>-99,664.91</b>	<b>-695.69</b>	<b>827,173.97</b>
<b>Net Income</b>	<b>-99,664.91</b>	<b>-695.69</b>	<b>827,173.97</b>

Crook County SWCD

Register: LGIP

From 01/01/2024 through 06/03/2024

Sorted by: Date, Type, Number/Ref

<b>Date</b>	<b>Number</b>	<b>Payee</b>	<b>Account</b>	<b>Memo</b>	<b>Payment</b>	<b>C</b>	<b>Deposit</b>	<b>Balance</b>
04/09/2024			Wells Fargo	Funds Transfer	X		850,000.00	850,000.00
04/30/2024			Investments:Interest-Sa...	Interest	X		2,656.83	852,656.83
05/31/2024			Investments:Interest-Sa...	Interest	X		3,755.42	856,412.25
05/31/2024	GF2029	LGIP	Admin Expenses:Finan...	Balance Adjust...	0.05	X		856,412.20

## Crook County SWCD

6/3/2024 3:37 PM

Register: Wells Fargo

From 05/01/2024 through 06/03/2024

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/06/2024			-split-	Deposit		X	1,387.93	170,012.14
05/06/2024			Grants:State Grants	Deposit		X	88,074.20	258,086.34
05/06/2024	2750	A.G. Ontko	Project:Contracted Ser...	Payment Progr...	45,000.00	X		213,086.34
05/06/2024	2751	Western Poly Pipe	Project:Contracted Ser...	Invoice # 2319	41,710.20	X		171,376.14
05/06/2024	2752	MASA	-split-	B2BCCSWCD	56.00	X		171,320.14
05/06/2024	2753	SDAO	Personnel:Health Insur...	01-0018512	610.16	X		170,709.98
05/06/2024	2754	Lakeview SWCD	Project:Contracted Ser...	FIP Meeting= ...	507.28	X		170,202.70
05/06/2024	2755	Sage & Salix LLC	Project:Contracted Ser...	FIP Reimburse...	334.92	X		169,867.78
05/06/2024	2756	Malheur County SW...	Project:Contracted Ser...	FIP Travel Rei...	327.33	X		169,540.45
05/07/2024	2757	Melissa Stanek	-split-	Employee Rei...	136.49	X		169,403.96
05/07/2024	2758	Sage & Salix LLC	Project:Contracted Ser...	Fulcrum Subsc...	410.04	X		168,993.92
05/16/2024	2759	Abby Papke	-split-	Employee Rei...	154.22			168,839.70
05/16/2024	2760	Andy Gallagher	-split-	Employee Rei...	528.34	X		168,311.36
05/16/2024	2761	Prineville Chamber o...	Admin Expenses:Dona...	Invoice #38385	500.00	X		167,811.36
05/16/2024	2762	Melissa Stanek	-split-	Employee Rei...	147.38	X		167,663.98
05/20/2024			-split-	Deposit		X	37,630.98	205,294.96
05/28/2024		QuickBooks Payroll ...	Personnel:DD Fees		6.00	X		205,288.96
05/30/2024		QuickBooks Payroll ...	Personnel:Payroll Expe...		10,692.95	X		194,596.01
05/31/2024			Investments:Interest-Sa...	Interest		X	2.04	194,598.05
05/31/2024	2763	River Design Group	Project:Contracted Ser...	Project # RDG-...	4,007.30			190,590.75
05/31/2024	2764	Priscilla L Johnson	Project:Contracted Ser...	Bookkeeping s...	7,530.00			183,060.75
05/31/2024	2765	Melissa Stanek	-split-	Employee Rei...	462.49			182,598.26
05/31/2024	2766	Abby Papke	Admin Expenses:Milea...	Employee Rei...	438.18			182,160.08
05/31/2024	GF2025R	River Design Group	Project:Contracted Ser...	Reverse of GJE...		X	4,007.30	186,167.38



OREGON  
STATE  
TREASURY

Client Services  
PO Box 11760  
Harrisburg, PA 17108-1760

**ACCOUNT STATEMENT**

For the Month Ending  
**May 31, 2024**

**Crook County Soil and Water Conservation District**

**Client Management Team**

**Jeremy King**

Key Account Manager  
213 Market Street  
Harrisburg, PA 17101-2141  
1-855-678-5447 (1-855-OST-LGIP)  
kingj@pfmam.com

**Contents**

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**Accounts included in Statement**

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**Important Messages**

Oregon LGIP will be closed on 06/19/2024 for Juneteenth.  
Oregon LGIP will be closed on 07/04/2024 for Independence Day.

CROOK COUNTY SOIL AND WATER CONSERVATION DISTRICT  
ATTN: Andy Gallagher  
ANDY GALLAGHER  
498 SE LYNN BLVD  
PRINEVILLE, OR 97754

**Online Access** [www.oregon.gov/lgip](http://www.oregon.gov/lgip)

**Customer Service** 1-855-678-5447



## Account Statement

For the Month Ending **May 31, 2024**

### Important Disclosures

#### Important Disclosures

This statement is for general information purposes only and is not intended to provide specific advice or recommendations. PFM Asset Management LLC ("PFMAM"), as administrator for the Oregon State Treasury (Treasury), provides administrative and operational support for the Oregon Local Government Investment Pool (LGIP or pool). Information about the LGIP can be found in the Information Statement found on Treasury's website at [www.oregon.gov/lqip](http://www.oregon.gov/lqip).

**Questions About an Account** This monthly statement is intended to detail the activity of any accounts held by participants in the pool. Please review the detail pages of this statement carefully. Any inquiries or requests for further information should be directed to PFMAM Client Services at (855) OST-LGIP or (855) 678-5447.

Any disputes/objections to any of transactions in a statement should be addressed, within 60 days of receipt of the statement, to PFM Asset Management LLC, Compliance Department, 213 Market Street, Harrisburg, PA 17101. To protect your rights, if you initially report orally any inaccuracy or discrepancy, you should confirm the report in writing. Participants may also contact Treasury directly at (800) 452-0345.

**Portfolio** Treasury manages the pool in the same manner it oversees the management of state funds and in accordance with the prudent investor rule (ORS 293.726). The pool is commingled with state funds in the Oregon Short Term Fund (OSTF), which is not managed as a stable net asset value fund. Participants should be aware that preservation of principal is not assured by Treasury, the Oregon Investment Council, or the OSTF Board. Furthermore, account balances are not guaranteed or otherwise protected by Treasury, PFMAM, the FDIC, or any other government agency. Investment in securities involves risks, including the possible loss of the amount invested.

**Compliance with Tax Law and Debt Covenants** Treasury and PFMAM make no representations as to whether the pool complies with Section 148 of the Internal Revenue Code of 1986. Accordingly, the pool may not be appropriate for the investment of bond proceeds. Bond covenants may also restrict the investment of bond proceeds and may preclude the pool as a permitted investment option. Participants should discuss arbitrage rebate, yield restriction, and other applicable bond provisions with their bond counsel prior to depositing bond proceeds in the pool.

#### Key Terms and Definitions

**Current Yield**, for the purpose of the pool, is the average of the annualized variable interest rate set by Treasury over the last seven days. The yields quoted should not be considered a representation of the yield of the fund in the future, since the yield is not fixed.

**Dividends** represent interest paid on a pool account. Interest is accrued daily on each pool account based on an account's closing balance and a variable interest rate set by Treasury. Interest is paid to accounts on the last business day of the month.

**Monthly distribution yield**, for the purpose of the pool, represents the net change in the value of one share (normally \$1.00 per share) resulting from all dividends declared during the month by a fund expressed as a percentage of the value of one share at the beginning of the month. This resulting net change is then annualized by multiplying it by 365 and dividing it by the number of calendar days in the month.

**Purchases** represent all credits to a pool account, including those initiated by an account's owner and its authorized agents, those initiated by another pool participant and its authorized agents, those initiated by approved third-party entities (e.g., state agencies), and those initiated by Treasury and its authorized agents (e.g., dividends).

**Redemptions** represent all debits from a pool account, including those initiated by an account's owner and its authorized agents, and those initiated by Treasury and its authorized agents (e.g., fees).





**Account Statement - Transaction Summary**

For the Month Ending **May 31, 2024**

Crook County Soil and Water Conservation District - Crook County SWCD 1 - 6622

<b>Oregon LGIP</b>	
Opening Balance	852,656.83
Purchases	3,755.42
Redemptions	(0.05)
<hr/>	
<b>Closing Balance</b>	<b>\$856,412.20</b>
Dividends	3,755.42

<b>Asset Summary</b>		
	<b>May 31, 2024</b>	<b>April 30, 2024</b>
<b>Oregon LGIP</b>	856,412.20	852,656.83
<b>Total</b>	<b>\$856,412.20</b>	<b>\$852,656.83</b>



### Account Statement

For the Month Ending **May 31, 2024**

**Crook County Soil and Water Conservation District - Crook County SWCD 1 - 6622**

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Balance
<b>Oregon LGIP</b>					
<b>Opening Balance</b>					<b>852,656.83</b>
05/01/24	05/01/24	LGIP Fees - ACH Purchase (1 @ \$0.05 - From 6622) - April 2024	1.00	(0.05)	852,656.78
05/31/24	06/03/24	Accrual Income Div Reinvestment - Distributions	1.00	3,755.42	856,412.20
<b>Closing Balance</b>					<b>856,412.20</b>

	Month of May	Fiscal YTD July-May		
<b>Opening Balance</b>	852,656.83	0.00	<b>Closing Balance</b>	856,412.20
<b>Purchases</b>	3,755.42	856,412.25	<b>Average Monthly Balance</b>	852,777.92
<b>Redemptions</b>	(0.05)	(0.05)	<b>Monthly Distribution Yield</b>	5.20%
<b>Closing Balance</b>	<b>856,412.20</b>	<b>856,412.20</b>		
<b>Dividends</b>	3,755.42	6,412.25		



# State/Local Government Checking

May 31, 2024 ■ Page 1 of 4

CROOK COUNTY SOIL & WATER CONSERVATION  
DISTRICT  
498 SE LYNN BLVD  
PRINEVILLE OR 97754-2840

## Questions?

**Available by phone Mon-Sat 7:00am-11:00pm Eastern Time, Sun 9:00am-10:00pm Eastern Time:**

We accept all relay calls, including 711

1-800-CALL-WELLS (1-800-225-5935)

*En español:* 1-877-337-7454

**Online:** wells Fargo.com/biz

**Write:** Wells Fargo Bank, N.A. (115)  
P.O. Box 6995  
Portland, OR 97228-6995

## Your Business and Wells Fargo

Visit [wellsfargo.com/digitalbusinessresources](https://wellsfargo.com/digitalbusinessresources) to explore tours, articles, infographics, and other resources on the topics of money movement, account management and monitoring, security and fraud prevention, and more.

## Account options

*A check mark in the box indicates you have these convenient services with your account(s). Go to [wellsfargo.com/biz](https://wellsfargo.com/biz) or call the number above if you have questions or if you would like to add new services.*

Business Online Banking	<input checked="" type="checkbox"/>
Online Statements	<input checked="" type="checkbox"/>
Business Bill Pay	<input checked="" type="checkbox"/>
Business Spending Report	<input checked="" type="checkbox"/>
Overdraft Protection	<input type="checkbox"/>

## Statement period activity summary

Beginning balance on 5/1	\$188,118.35
Deposits/Credits	127,095.15
Withdrawals/Debits	- 100,967.09
Ending balance on 5/31	\$214,246.41

Account number: 166440032

CROOK COUNTY SOIL & WATER CONSERVATION  
DISTRICT

*Oregon account terms and conditions apply*

For Direct Deposit use  
Routing Number (RTN): 123006800

For Wire Transfers use  
Routing Number (RTN): 121000248

## Interest summary

Interest paid this statement	\$2.04
Average collected balance	\$239,649.68
Annual percentage yield earned	0.01%
Interest earned this statement period	\$2.04
Interest paid this year	\$30.72



Transaction history

Date	Check Number	Description	Deposits/ Credits	Withdrawals/ Debits	Ending daily balance
5/7		Deposit	88,074.20		
5/7		Deposit	1,387.93		277,580.48
5/16	2757	Check		136.49	277,443.99
5/17	2753	Check		610.16	276,833.83
5/20		Deposit	37,630.98		314,464.81
5/21	2756	Check		327.33	
5/21	2752	Check		56.00	
5/21	2751	Check		41,710.20	272,371.28
5/22	2755	Check		334.92	
5/22	2758	Check		410.04	
5/22	2750	Check		45,000.00	226,626.32
5/24	2760	Check		528.34	
5/24	2761	Check		500.00	225,597.98
5/28	2762	Check		147.38	
5/28		< Business to Business ACH Debit - Intuit * Payrollee 240526 1189741 Crook County Soil and		6.00	225,444.60
5/29	2754	Check		507.28	224,937.32
5/30		< Business to Business ACH Debit - Intuit Payroll S Quickbooks 240530 xxxxx4672 Crook County Soil and		10,692.95	214,244.37
5/31		Interest Payment	2.04		214,246.41
Ending balance on 5/31					214,246.41
Totals			\$127,095.15	\$100,967.09	

The Ending Daily Balance does not reflect any pending withdrawals or holds on deposited funds that may have been outstanding on your account when your transactions posted. If you had insufficient available funds when a transaction posted, fees may have been assessed.

< Business to Business ACH: If this is a business account, this transaction has a return time frame of one business day from post date. This time frame does not apply to consumer accounts.

Summary of checks writer (checks listed are also displayed in the preceding Transaction history)

Number	Date	Amount	Number	Date	Amount	Number	Date	Amount
2750	5/22	45,000.00	2754	5/29	507.28	2758	5/22	410.04
2751	5/21	41,710.20	2755	5/22	334.92	2760 *	5/24	528.34
2752	5/21	56.00	2756	5/21	327.33	2761	5/24	500.00
2753	5/17	610.16	2757	5/16	136.49	2762	5/28	147.38

\* Gap in check sequence.

Monthly service fee summary

For a complete list of fees and detailed account information, see the disclosures applicable to your account or talk to a banker. Go to [wellsfargo.com/feefaq](https://wellsfargo.com/feefaq) for a link to these documents, and answers to common monthly service fee questions.

Fee period 05/01/2024 - 05/31/2024 Standard monthly service fee \$10.00 You paid \$0.00

The bank has waived the fee for this fee period.

How to avoid the monthly service fee	Minimum required	This fee period
Have any ONE of the following each fee period		
• Average ledger balance	\$1,000.00	\$243,749.00 <input checked="" type="checkbox"/>
• Minimum daily balance	\$500.00	\$188,118.35 <input checked="" type="checkbox"/>



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Monthly service fee summary (continued)

WG/WG

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Account transaction fees summary

<i>Service charge description</i>	<i>Units used</i>	<i>Units included</i>	<i>Excess units</i>	<i>Service charge per excess units (\$)</i>	<i>Total service charge (\$)</i>
Cash Deposited (\$)	0	7,500	0	0.0030	0.00
Transactions	17	200	0	0.50	0.00
<b>Total service charges</b>					<b>\$0.00</b>

 **IMPORTANT ACCOUNT INFORMATION**

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NEW YORK CITY CUSTOMERS ONLY -- Pursuant to New York City regulations, we request that you contact us at 1-800-TO WELLS (1-800-869-3557) to share your language preference.

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Other Wells Fargo Benefits

June 15 is World Elder Abuse Awareness Day, and now is a great time to learn how to help protect yourself and your loved ones from the rising risks of scams. Download a guide at [wellsfargo.com/protectelders](https://wellsfargo.com/protectelders).



**Important Information You Should Know**

- To dispute or report inaccuracies in information we have furnished to a Consumer Reporting Agency about your accounts: Wells Fargo Bank, N.A. may furnish information about deposit accounts to Early Warning Services. You have the right to dispute the accuracy of information that we have furnished to a consumer reporting agency by writing to us at Overdraft Collection and Recovery, P.O. Box 5058, Portland, OR 97208-5058. Include with the dispute the following information as available: Full name (First, Middle, Last), Complete address, The account number or other information to identify the account being disputed, Last four digits of your social security number, Date of Birth. Please describe the specific information that is inaccurate or in dispute and the basis for the dispute along with supporting documentation. If you believe the information furnished is the result of identity theft, please provide us with an identity theft report.
- In case of errors or questions about other transactions (that are not electronic transfers): Promptly review your account statement within 30 days after we made it available to you, and notify us of any errors.
- If your account has a negative balance: Please note that an account overdraft that is not resolved 60 days from the date the account first became overdrawn will result in closure and charge off of your account. In this event, it is important that you make arrangements to redirect recurring deposits and payments to another account. The closure will be reported to Early Warning Services. We reserve the right to close and/or charge-off your account at an earlier date, as permitted by law. The laws of some states require us to inform you that this communication is an attempt to collect a debt and that any information obtained will be used for that purpose.
- To download and print an Account Balance Calculation Worksheet(PDF) to help you balance your checking or savings account, enter [www.wellsfargo.com/balancemyaccount](http://www.wellsfargo.com/balancemyaccount) in your browser on either your computer or mobile device.

**Account Balance Calculation Worksheet**

- Use the following worksheet to calculate your overall account balance.
- Go through your register and mark each check, withdrawal, ATM transaction, payment, deposit or other credit listed on your statement. Be sure that your register shows any interest paid into your account and any service charges, automatic payments or ATM transactions withdrawn from your account during this statement period.
- Use the chart to the right to list any deposits, transfers to your account, outstanding checks, ATM withdrawals, ATM payments or any other withdrawals (including any from previous months) which are listed in your register but not shown on your statement.

ENTER

A. The ending balance shown on your statement ..... \$ \_\_\_\_\_

ADD

B. Any deposits listed in your register or transfers into your account which are not shown on your statement. .... \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 + \$ \_\_\_\_\_

..... TOTAL \$ \_\_\_\_\_

**CALCULATE THE SUBTOTAL**  
(Add Parts A and B)

..... TOTAL \$ \_\_\_\_\_

SUBTRACT

C. The total outstanding checks and withdrawals from the chart above ..... + \$ \_\_\_\_\_

**CALCULATE THE ENDING BALANCE**  
(Part A + Part B - Part C)

This amount should be the same as the current balance shown in your check register. .... \$ \_\_\_\_\_

Number	Items Outstanding	Amount
Total amount \$		

## **Crook SWCD Board Meeting**

**June 10<sup>th</sup>, 2024**

Project Update

### **Fostering the Natural Ecology of Resilient Landscapes on Hampton Buttes**

- No new activity
- Project scheduled to end 12/13/2024 – We will likely request an extension

### **Juniper Bill: HB 2010**

- Clover Creek watershed has been chosen as our project area. This will complement our Hampton project and a NFWF Big Game Migration grant.
- On June 6<sup>th</sup> we had a tour with OSU and Crook County. Monitoring plan is being developed and should begin being implemented this fall

### **NFWF Big Game Migration**

- 415 acres of juniper cut awarded on Desert Creek ranch. Works with Hampton Butte grant and Juniper Bill
- Grant agreement has been delivered and grant is open

### **Maury Mountain to High Desert Migration Enhancement**

- Heavy cutting is complete. Grant expires in June.
- Contractor only has a couple days of cutting left.
- Bitterbrush seed has been delivered and will be planted once piles are burned

### **Sage Grouse Program**

- CCAA:
  - 5 completed plans covering 55,687 acres
  - 6 plans currently in development covering nearly 300,000 acres
    - Initial mapping of those properties is complete with field work planned for this fall
    - 80,000 acres are in need of inventory in 2024
- Funding:
  - Current funding includes an OWEB TA grant and USFWS BIL funds. The total secured funding is around \$100,000 to pay for staff and admin associated with the sage grouse program.
  - America the Beautiful pre-proposal submitted for LIT
  - \$10,000,000 OWEB FIP application was approved for funding in partnership with the other Sage Grouse counties and will pay for staff time and implementation of projects that support our sage grouse program.
    - Partnership agreements are being signed.

### **Fish Passage and Screening in the Upper Ochoco Creek Watershed: Phase I**

- Instream work is now complete. Headgates and 2 out of 4 fish screens installed
- Total OWEB budget for this project is \$323,339 of which \$38,065 will come to the district for staff, admin and monitoring.
- High water likely caused damage to the fresh dirt work and other project elements. We will assess project needs when water levels drop.
- Project is nearing completion
- Phase 2 application is planned for the Fall cycle

### **Small Grants**

- 2 open grants for nearly \$20,000
- 7 applications submitted last week for the current small grant period.

## **Suplee 2**

- Phase 2 of Suplee Project will include fence, juniper, Beaver Dam analogs, and stock water developments
- Grant Ranked #1 in Spring OWEB cycle and was approved for funding
- Grant agreement expected in the next month

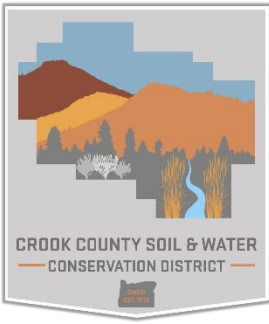
## **Developing Projects and Funding**

- Submitted SOW to NRCS to fund ½ time position to help implement NRCS programs in Crook County
- Submitted request to NRCS/BLM on behalf of the LIT to house the LIT coordinator position at Crook SWCD. This position and associated administration would be fully funded by partners.
- Ochoco Fish Passage Phase 2
- Gillen's Beaver Creek project
- Blue Mountain Ranch Paulina Valley Restoration



**Crook SWCD Annual Budget 2024-2025**

Fund Source	Restriction	Crook SWCD Reserves	Interest Income	ODA IGA	ODA Operations	Crook County Support	CRWC Admin Contract	Small Grant Program 2023-2025	Suplee 2 (224-4008)	Hampton Buttes (220-4023)	NFWF Hampton (82295)	Juniper Bill (HB 2010)	Crooked River Watershed Sage Grouse Conservation IV (223-4012)	USFWS Infrastructure (Harney SWCD)	Upper Ochoco Fish Passage (221-4022)	Sage Grouse FIP (2025-2026)	Sage Grouse FIP (2027-2028)	Sage Grouse FIP (2029-2030)	NRCS Contribution Agreement	America The Beautiful (NFWF)	Total (for each income source)
Expiration				6/30/2025	6/30/2025	6/30/2025	6/30/2025	6/30/2025	TBD	2/11/2025	5/10/2027	6/30/2025	3/12/2027	6/30/2025	12/20/2024	TBD	TBD	TBD	TBD	TBD	
Manually entered: total grant budget including admin, wages, contracted services, post grant etc.																					
Crook County	No							\$25,000.00													\$ 25,000.00
ODA Funds	Yes			\$ 67,616.00	\$ 28,978.00																\$ 96,594.00
CRWC	Yes						\$ 26,897.00														\$ 26,897.00
OWEB Grants	Yes							\$ 19,627.00	\$ 305,540.00	\$ 213,594.90			\$ 74,987.00		\$ 52,898.90	\$ 500,000.00	\$ 1,000,000.00	\$ 1,000,000.00			\$ 3,166,647.80
USFWS	Yes													\$ 68,125.50							\$ 68,125.50
NFWF	Yes										\$ 190,608.75										\$ 190,608.75
NRCS EQIP	Yes																				\$ -
Mitigation Program	Yes																				\$ -
ODFW MDI	Yes																				\$ -
State of Oregon Reserves	Yes											\$ 850,000.00									\$ 850,000.00
Reserves	No	\$200,000.00	\$15,000.00																		\$ 215,000
<b>Total Income</b>		<b>\$ 200,000.00</b>	<b>\$ 15,000.00</b>	<b>\$ 67,616.00</b>	<b>\$ 28,978.00</b>	<b>\$ 25,000.00</b>	<b>\$ 26,897.00</b>	<b>\$ 19,627.00</b>	<b>\$ 305,540.00</b>	<b>\$ 213,594.90</b>	<b>\$ 190,608.75</b>	<b>\$ 850,000.00</b>	<b>\$ 74,987.00</b>	<b>\$ 68,125.50</b>	<b>\$ 52,898.90</b>	<b>\$ 500,000.00</b>	<b>\$ 1,000,000.00</b>	<b>\$ 1,000,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,638,873.05</b>
<b>Expense Item</b>	<b>Estimated Total Expense for 2024-2025</b>	<b>Crook SWCD Reserves</b>	<b>Interest Income</b>	<b>ODA IGA</b>	<b>ODA Operations</b>	<b>Crook County Support</b>	<b>CRWC Admin Contract</b>	<b>Small Grant Program 2023-2025</b>	<b>Suplee 2 (224-4008)</b>	<b>Hampton Buttes (220-4023)</b>	<b>NFWF Hampton (82295)</b>	<b>Juniper Bill (HB 2010)</b>	<b>Crooked River Watershed Sage Grouse Conservation IV (223-4012)</b>	<b>USFWS Infrastructure (Harney SWCD)</b>	<b>Upper Ochoco Fish Passage (221-4022)</b>	<b>Sage Grouse FIP (2025-2026)</b>	<b>Sage Grouse FIP (2027-2028)</b>	<b>Sage Grouse FIP (2029-2030)</b>	<b>NRCS Contribution Agreement</b>	<b>America The Beautiful (NFWF)</b>	<b>Total budget 2024-2025</b>
Payroll (District Manager)	\$ 82,000.00			\$ 26,110.36	\$ 3,668.01	\$ 10,384.45				\$ 1,600.36			\$ 2,351.10	\$ 33,558.40	\$ 4,327.32						\$ 82,000.00
Payroll (Natural Resource Specialist)	\$ 58,300.00			\$ 5,830.00				\$ 431.97					\$ 52,038.03								\$ 58,300.00
Payroll (Administrative Specialist)	\$ 49,000.00			\$ 9,800.00	\$ 9,800.00	\$ 9,800.00	\$ 19,600.00														\$ 49,000.00
Workers Comp/Payroll Tax/unemployment	\$ 17,714.47			\$ 3,906.01	\$ 1,307.11	\$ 1,888.84	\$ 1,834.15	\$ 40.42		\$ 150.79			\$ 5,089.68	\$ 3,092.52	\$ 404.95						\$ 17,714.47
Retirement (Employer Contribution)	\$ 8,648.33			\$ 1,923.69	\$ 535.07	\$ 845.89	\$ 653.33	\$ 21.60		\$ 80.57			\$ 2,719.46	\$ 1,652.36	\$ 216.36						\$ 8,648.33
Employee Health Insurance	\$ 19,009.50			\$ 4,182.78	\$ 1,474.04	\$ 2,080.82	\$ 2,134.40	\$ 42.01		\$ 157.28			\$ 5,290.03	\$ 3,225.75	\$ 422.39						\$ 19,009.50
MASA	\$ 504.00			\$ 504.00																	\$ 504.00
Software/Computers	\$ 2,000.00			\$ 1,000.00	\$ 740.94		\$ 259.06														\$ 2,000.00
Bookkeeping (Payroll)	\$ 880.00				\$ 880.00																\$ 880.00
Legal Notices	\$ 150.00				\$ 150.00																\$ 150.00
Annual Meeting	\$ 1,200.00				\$ 1,200.00																\$ 1,200.00
Workshops	\$ 1,000.00			\$ 1,000.00																	\$ 1,000.00
Accounting Fees	\$ 13,000.00			\$ 5,583.94	\$ 5,000.00		\$ 2,416.06														\$ 13,000.00
OACD/SDAO Membership	\$ 1,512.15				\$ 1,512.15																\$ 1,512.15
Liability Insurance	\$ 2,840.00			\$ 2,840.00																	\$ 2,840.00
Outside Meetings/Trainings	\$ 3,500.00			\$ 3,000.00	\$ 500.00																\$ 3,500.00
Office Supplies	\$ 2,000.00			\$ 500.00	\$ 500.00										\$ 1,000.00						\$ 2,000.00
Printing and Copying	\$ 500.00			\$ 44.86	\$ 200.00										\$ 255.14						\$ 500.00
Rent	\$ 2,000.00			\$ 1,200.00	\$ 800.00																\$ 2,000.00
Telephone	\$ 1,600.00				\$ 710.68										\$ 889.32						\$ 1,600.00
Vehicle Purchase	\$ 40,000.00	\$ 40,000.00																			\$ 40,000.00
Advertising																					\$ -
Network Services	\$ 2,430.00			\$ 190.36											\$ 2,239.64						\$ 2,430.00
Business Registration Fees	\$ 500.00														\$ 500.00						\$ 500.00
Contracted Project Manager (Sage Grouse)	\$ -																				\$ -
Contracted Services	\$ 106,162.90							\$ 17,775.00		\$ 70,800.00					\$ 17,587.90						\$ 106,162.90
Travel & Mileage	\$ -																				\$ -
Supplies & Materials	\$ -																				\$ -
Equipment and Software	\$ -																				\$ -
Outreach/Education	\$ -																				\$ -
Reserves/Admin	\$ -							\$ 1,316.00					\$ 7,498.70		\$ 25,055.88						\$ 33,870.58
	\$ -																				\$ -
<b>Total Expenses</b>	<b>\$ 416,451.35</b>	<b>\$ 40,000.00</b>	<b>\$ -</b>	<b>\$ 67,616.00</b>	<b>\$ 28,978.00</b>	<b>\$ 25,000.00</b>	<b>\$ 26,897.00</b>	<b>\$ 19,627.00</b>	<b>\$ -</b>	<b>\$ 72,789.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 74,987.00</b>	<b>\$ 41,529.03</b>	<b>\$ 52,898.90</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 450,321.93</b>
<b>Ending Balance (Will be used for 2025-2026 budget)</b>		<b>\$ 160,000.00</b>	<b>\$ 15,000.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>305,540.00</b>	<b>140,805.90</b>	<b>190,608.75</b>	<b>850,000.00</b>	<b>-</b>	<b>26,596.47</b>	<b>-</b>	<b>500,000.00</b>	<b>1,000,000.00</b>	<b>1,000,000.00</b>	<b>-</b>	<b>-</b>	<b>\$ 4,188,551.12</b>



# **CROOK COUNTY SOIL AND WATER CONSERVATION DISTRICT FINANCIAL POLICY**

## 1. Purpose

The purpose of the financial policy is to ensure that the District's financial systems, functions, and controls meet generally accepted accounting and auditing standards. This policy is intended to supplement but not replace any applicable state and federal laws governing financial systems, functions, and controls applicable to local governmental organizations.

## 2. Budget, Expectations and Compliance

**Board of Directors** has the following fiscal responsibilities:

- Create and adopt a district budget annually.
- Manage funds consistent with fiduciary responsibility.
- Maintain accurate and complete financial records and reports.
- Manage property and assets (e.g., cash, equipment, furniture, vehicles, inventory).
- Manage cash deposits, investments, and other financial holdings.
- Review financial or treasurer's reports.
- Report to appropriate local, state, and federal agencies and governments.

The board may delegate some of the fiscal responsibilities to the District Manager or Administrative Specialist, but the board is the final responsible party for all fiscal matters of the district.

**District Manager** has the following fiscal responsibilities as delegated by the board of directors through district fiscal policy:

- Ensure the board is adequately informed of the fiscal state of the district so the board can make informed budgetary decisions.
- Provide accurate and complete financial records and reports to the board.
- Provide Administrative Specialist with records of deposits and approved for payment invoices for entry into bookkeeping software.
- Print checks as prepared for payment by Administrative Specialist and provide all documentation necessary for board member signature.
- Manage day to day fiscal operations of the district in a manner consistent with board policy and Generally Accepted Accounting Principles (GAAP).

[Generally Accepted Accounting Principles \(GAAP\) Guide Sheet \(ojp.gov\)](https://www.ojp.gov/gaap)

**Administrative Specialist** has the following fiscal responsibilities as delegated by the board of directors through district fiscal policy:

- Maintain district fiscal accounting using GAAP.
- Provide accurate and complete financial records and reports to the board monthly or as requested by the board or district manager.

- Receive all records of deposits and invoices approved for payment from the district manager, board treasurer, or other board approved person.
- Reconcile bank statements.
- Prepare invoice payments, paychecks, payroll tax liability checks, and other payments as required in a timely manner for payment.
- Send payroll direct deposits and payroll tax payments as approved by board treasurer or other board member approved by the board.
- Provide support and coordinate with district manager for annual audit, financial review, or report in lieu of audit.

**Expectations of all employees:**

- Behave honestly, responsibly, and within the guidelines of this policy.
- Seek to keep costs to a minimum where possible.
- Submit expenses as soon as possible after they have been incurred.
- Provide sufficient details to explain why you have made the purchase and any supplementary details, like if you paid for other employees.
- Keep all receipts because the IRS requires them.

**Public funds:**

All funds obtained by conservation district, regardless of source, are public funds, whether they come from public or private sources. It is unlawful for any public official to expend any moneys in excess, or the amounts provided for by law, or for any other of different purposes than provided for by law. Public officials can be held civilly liable for the misuse of public funds. See ORS 294 for more information on this topic.

**Accounts:**

The district maintains its accounts in financial institutions that are federally insured. Federal Deposit Insurance Corporation (FDIC) insured bank. The amount is not to exceed the FDIC insured amount. Funds in excess of the insured amount or that are not required for the day-to-day operation of the district are deposited in the Local Government Investment Pool (LGIP).

**Annual budget:**

The District is required by law to prepare an annual budget for district operations. Spending outside this authority is unlawful and subjects public officials to the liabilities outlined in ORS 294.100. To be able to create a budget a Long-Range Business Plan was developed to determine strategic goals and guiding principles. The District then does an Annual Work Plan to project workload to estimate time and related costs for the annual budget. The annual budget is approved by the District board prior to the beginning of each fiscal year (July 1) and is reviewed quarterly and adjusted as required.

**Annual audit:**

Each fiscal year an annual audit or review is required by law to be submitted by December 31st to the Oregon Secretary of State and the Oregon Department of Agriculture. The annual audit or review is to be conducted by a state approved Certified Public Accountant. At the completion of the audit or review, the board shall request that the auditor attend a board meeting to report their findings. The board will approve the audit or review before submittal to the appropriate agencies and will enact changes to policies and procedures as recommended by the auditor.

**Internal financial controls:**

Although the District board elects a Treasurer each year, fiduciary oversight is the responsibility of all the board members and the District Manager.

The District segregates duties, whenever possible to minimize opportunities for complete control of any function by a single individual. For example, if one staff or board member prepares a check to be signed, a different staff or board member signs it.

### **3. Purchasing**

Amounts over \$500, must have written approval by the District Manager. The District Manager must have written approval from the Treasurer or Board Chair for any amounts over \$2,500.

**Assets:**

The District maintains an inventory of all assets that is updated annually.

### **4. Disbursements**

**Invoices:**

All incoming invoices are date stamped as they arrive and are opened at the District office. The District Manager reviews all invoices then signs and notes the grant or class code to be assigned. The invoice payment cover sheet lists the date received, the payee, total amount to be paid, the fund accounts to be used for payment and the payment amount for each fund. The Project Manager (if different from the District Manager) and the District Manager will each initial their approval for payment.

Properly prepared and approved invoices will be given to the Administrative Specialist for check generation. A monthly list of received invoices with payment status will be prepared for the monthly board of directors meeting.

**Accounts receivable:**

All requests for payments under grant agreements will be made in a timely manner. A list of current payment requests that have not been received will be prepared for the monthly board meeting.

### **Deposits:**

All checks received by the District are stamped with bank deposit stamp, photocopied for the appropriate grant file, and placed in a secure location until deposited. All checks are recorded and deposited within five (5) business days. The photocopied check is used to determine the appropriate fund to credit by the administrative specialist. The district does not accept cash for any reason.

### **Checks:**

The Administrative Specialist prepares all payments within the accounting software for the district except in emergencies as approved by the board Chair or Treasurer. The District Manager will print checks as prepared within the accounting software but will not be a signature on the checks.

Annually, at the beginning of each calendar year, the board members and staff that are authorized to sign checks will be approved by motion of the board.

Before signing any check, the signer will ensure that the invoice is signed by the district manager and fund source has been identified. **Under no circumstances is any individual allowed to sign a check made out to themselves, a member of their family, or a business that they are associated with.** Procedures for signing payroll checks are outlined below in the Payroll section.

Check stubs are attached to the invoice and filed with the appropriate grant or other file. Voided checks will have their signature block cut out and will be filed with the appropriate bank statement.

A list of all checks, including voided checks, will be presented as a report to the Board of Directors at their monthly board meeting. The list of checks written will be reviewed and ratified by a motion of the Board of Directors.

## **5. Receipt Requirements**

Adequate documentation must be submitted to substantiate reimbursable expenses in accordance with IRS rules & regulations. Receipts must be submitted whenever available as acceptable support for Crook County SWCD expenses. When the receipt has been lost and/or is otherwise not available from the vendor, a receipt affidavit must be submitted before expenses will be considered for reimbursement.

All receipts will be given to the District Manager with a filled-out invoice approval form which will be initialed by the District Manager. The District Manager will keep all credit card receipts in a file for submittal with the credit card statement to the administrative specialist. The administrative specialist will make the appropriate entries into the accounting software and prepare the check for payment.

Note: Copies of all receipts, invoices, or supporting documentation for costs charged to an OWEB grant must be retained by the grantee for six years from the project completion date and provided to OWEB upon request.

## 6. Payroll

### **Paycheck availability follow the following schedule:**

Regular Staff (District Manager, Conservation Technician, etc.):

- Paycheck or direct deposit available: 1<sup>st</sup> of every month

Regular staff will track hours by each fund to be billed for District records.

### **Seasonal employees:**

- Time sheets due: Last business day prior to the 1<sup>st</sup> of every month

All seasonal employee time sheets will be filled out completely with the number of hours for each fund to be billed before submittal for approval. The District Manager will approve seasonal employee time sheets. Approved timesheets will be submitted to the administrative specialist for check generation or direct deposit preparation. Only the Treasurer or other board-approved board member may sign paychecks. Direct deposits may only be submitted by the Treasurer or their board approved designee.

- *Paycheck or direct deposit available: 1<sup>st</sup> of every month*

### **Quarterly tax payments:**

Quarterly tax payments preparation is to be done by the administrative specialist and submitted to the Treasurer or their board approved designee for payment. If the payment is completed by the board approved designee, the board approved designee will inform the Treasurer of the payment. The administrative specialist will ensure that the tax payments are posted in the accounting software so that the balance sheet accurately reflects current tax liabilities.

At the beginning of each fiscal year, the Treasurer will request proof of payments and account balances from the Oregon Department of Revenue and the Social Security Administration. The Treasurer will report their findings to the board of directors.

## 7. Travel and Expense Reimbursement

### **Travel-related expenses:**

- Managers must preapprove employees' trips prior to travel.
- Take public transportation over taxis and personal vehicles whenever possible.

The following travel-related expenses can be claimed:



**Internet connectivity:**

- Use free Wi-Fi whenever possible.
- Reasonable internet connectivity charges can be added to a hotel bill unless already part of the negotiated rate.

**Air, rail, and road travel:**

For business class flights and first-class rail tickets, employees are:

- Only allowed to book standard or economy-class tickets.

**Mileage:**

For vehicle mileage and associated fuel costs incurred during business travel, employees are:

Permitted to reclaim mileage based on OWEB approved travel rates. Please confirm that you are insured to use your car for business purposes.

**Taxis:**

Taxis taken during business trips are:

- Not reimbursable

Always opt for public transportation instead of taxis unless you are in an unsafe area, or it is impossible to do so. Always keep a receipt that includes the date. You cannot claim trips from work to home.

**Car rental:**

You can rent cars if it is more cost-effective than taking public transportation or if it is not a practical alternative, and where public transportation is not readily available. Consult your manager if you are unsure.

Additional travel-related expenses:

The following travel-related expenses are acceptable and will be reimbursed:

- Baggage (no more than two bags) and advanced-seat bookings / seat selections
- Essential parking
- Tips (up to 15%, unless already included in the bill)

**Hotels:**

All employees should book accommodation for business trips via:

- Suppliers directly or other online sites independently.

Where multiple booking options are provided, the most cost-effective option should be selected. The individual is responsible for all hotel cancellations.

Follow per diem lodging rate approved by OWEB . Expenses above the OWEB rate should

be approved by District Manager prior to booking.

### **Overnight Travel**

Allowable Per Diem (Departure):

100%  
75%  
50%  
25%

Leave on or before - 6:00 AM  
Leave on or before - 12:00 Noon  
Leave on or before - 6:00 PM  
Leave after - 6:00 PM

Allowable Per Diem (Arrival):

25%  
50%  
75%  
100%

Arrive Prior to - 6:00 AM  
Arrive on or Prior to - 12:00 Noon  
Arrive on or Prior to - 6:00 PM  
Arrive After - 6:00 PM

### **Meals and entertainment:**

Employees can claim for meals while staying overnight or if away from the office for more than half a day when traveling for business.

Follow per diem meal rate approved by OWEB.

Note: Client meals and entertainment costs may exceed these costs. Please consult with your manager on what is a reasonable amount.

All entertainment claims must include a business reason and the name and company of all attendees – even those who work for our company. This ensures we comply with the Foreign Corrupt Practices Act of 1977 FCPA and helps us apply the right tax treatment.

### **Day Travel – Lunch not allowed**

Allowable Per Diem

Breakfast (25%)  
Dinner (50%)

Leave 2 hours before work schedule  
Arrive 2 hours after work schedule

### **Other expense types:**

The following business-related expenses will also be reimbursed:

- Professional membership fees (where relevant to your profession and approved by your manager).
- Postage and packaging for business purposes.
- Office supplies.

The following travel-related expenses will not be reimbursed:

- Laundry and dry cleaning.
- Mini-bar purchases.
- Movies, online entertainment, and newspapers.
- Parking fines and traffic violations.

- The loss/theft of goods.
- Spa and healthy club usage.
- Childcare or pet care.
- Damage to personal vehicles.
- Clothes.
- Flowers, sweets, and confectionary.

## 8. Credit cards

The District Board must approve issuance of all credit card(s). The District does not allow debit cards, as they do not require signatures. The credit card(s) will have a maximum limit of \$5,000 as set by the board. Documentation of receiving a credit card will be placed in an employee's file.

Before charging amounts over \$500, staff must get written approval by the District Manager unless the expense is for an approved grant. The District Manager must get written approval from the Treasurer or Board Chair for any amounts over \$2,500. All receipts will be given to the District Manager with a filled-out invoice approval form which will be initialed by the District Manager. The District Manager will keep all credit card receipts in a file for submittal with the credit card statement to the administrative specialist. The administrative specialist will make the appropriate entries into the accounting software and prepare the check for payment.

When an employee terminates their employment with the District, the employee must surrender their credit card and it shall be cancelled and destroyed. Documentation of returning the credit card will be placed in their employee's file.

### **Employee credit card agreement:**

When our company gives you a credit card, you'll need to sign and abide by a credit card agreement. This is to acknowledge that the credit card belongs to our company and that we can process and investigate charges as we see fit. It'll also refer to your responsibilities and the consequences for incorrect use.

Apart from the agreement, you can consult this policy every time you need more information about the use of your company credit card.

### **Company credit cards may be given to:**

- District Manager
- Project Manager
- Administrative Specialist

Employees who don't hold a company credit card need to pay for large business-related expenses will need to work with the District Manager and ask them to pay with the company

credit card on your behalf. Alternatively, you can pay for the charge yourself and expense it if it meets the requirements.

We have the right to withdraw a company credit card from an employee at any point.

**You can use a company card to pay for work-related expenses only. This includes but is not limited to:**

- Meeting expenses (e.g. room rental, meals, supplies, printed materials).
- Transportation and hotel expenses if it meets the travel policy.
- Fuel, only for company vehicle.
  - Company cards should not be used for personal vehicles, please see mileage reimbursement in the travel policy.
- Other minor or per diem expenses that have been approved by your manager (e.g. meals, business material).
- Tires, and maintenance on company vehicles.
- Training and educational material approved by your Manager.
- Office supplies.
- Tools, supplies, etc.

You must not use the company credit card for non-authorized or personal expenses. Never withdraw cash using the company credit card. You're also not allowed to purchase drugs, weapons, pornography or incur charges for other adult entertainment.

**Exceptions:**

You may apply for an exception if absolutely necessary. Inform our accounting department and your manager about the expense you want to make – you might receive authorization in special cases.

**If you have a company credit card, we expect you to:**

- Provide adequate documentation must be submitted to substantiate reimbursable expenses in accordance with IRS rules & regulations. Receipts must be submitted whenever available as acceptable support for Crook County SWCD expenses. When the receipt has been lost and/or is otherwise not available from the vendor, a receipt affidavit must be submitted before expenses will be considered for reimbursement.
- **Protect it to the best of your ability.** Don't leave it unattended or give it to unauthorized people (e.g. friends, family, colleagues) even just to hold.
- **Report it stolen or lost as soon as possible.** If, for example, there's a break-in at your home and your company card is taken, you need to file a police report and call our accounting department immediately.

- **Use it only for approved reasons.** Follow the instructions in this policy and the employee card agreement, and don't use the card for personal or unauthorized expenses, even if you intend to compensate the charges later.
- **Document all expenses and turn in all receipts to your Manager for approval.** Please keep receipts and submit documentation with the date and purpose of the expense.
- If you're responsible for authorizing and approving credit card invoices, please do so within the time limits to avoid late fees.

**When you're using the company credit card, you should:**

- Confirm that the expense is allowed under this policy.
- Mind the credit card limit and the transaction limit so you can plan business expenses properly.
- Keep the credit card number and physical card secure.
- Use the card sensibly and avoid unnecessary expenses even if they're allowed under this policy.
- Keep all receipts.

**Violating this policy:**

We expect you to comply with this company credit card policy and the employee agreement and we may need to take action if you violate them. For example:

- If you incur personal or unauthorized expenses, you'll need to pay them yourself. If you do this consistently, you may face disciplinary action that could include loss of the right to have a credit card or even termination depending on the amount and the type of expenses.
- If you lose a receipt, you'll need to inform your Administrative Specialist immediately. There might be a solution if this happens rarely, but if you fail to submit receipts consistently, you may lose the right to hold a company card.
- If you fail to submit expenses on time, and incur late fees, you'll need to pay them yourself. Doing this repeatedly will mean loss of the company credit card privileges.
- Giving a company credit card to unauthorized people or abusing the expense limits may result in suspension or termination.
- Making prohibited purchases as mentioned previously (e.g. weapons, drugs) will result in immediate termination, and possibly legal action.

Our company has the right to review your credit card use and withdraw it if there's any inappropriate use.

## 9. Indebtedness

Only through full consent of the Board of Directors, by motion or resolution, may the District, through the District Manager, other staff, or board member, incur indebtedness through loans, bonds, or other financial instruments. Additionally, certain types of indebtedness require public hearings as required by statute.

## **10. Violations**

This policy applies to all employees of Crook County Soil and Water Conservation District. It is a framework that covers how an employee can claim and be reimbursed for reasonable and authorized expenses that are incurred while doing business for our company.

Claiming expenses not incurred, expenses incurred not for business purposes, or exaggerating expense claims is a dismissible offense and can result in disciplinary action.

## **11. Financial Reports**

### **Monthly Reports**

For each monthly board meeting the following reports are prepared at least five days in advance of the meeting by the District Manager and administrative specialist for review by the Treasurer:

1. A profit and loss statement by fund and total funds for the previous month.
2. A balance sheet for the end of the previous month.
3. A list of all funds with their cash balances. For funds of grants, the remaining grant amount, end date, and report due date will also be listed.
4. Profit and loss by class.
5. A printout of the check register for the previous month that lists deposits, transfers, and payments.
6. Copies of the bank statements received during the previous month.

Copies of these reports will be made available to the entire board and public at each board meeting. The Treasurer will report on their study of the financial statements and board members will be given an opportunity to question the Treasurer and District Manager on financial matters. If for some reason the board does not meet or does not have a quorum the financial reports will be reviewed and approved at the next monthly meeting.



**Crook County Soil and Water Conservation District**

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[crookswcd.com](http://crookswcd.com)

**Crook County SWCD 2024-2025 Annual Work Plan**

**2024-2025 Goals**

	District Manager	Administrative Specialist	Project Manager	Board	Partners	Important Dates
Goal #1 - Provide education and outreach to landowners and community	X	X	X	X	X	
Goal #2 - Provide technical assistance to landowners, ag producers, and partners	X		X	X	X	
Goal #3 - Cultivate productive partnerships with producers & agencies	X		X	X	X	
Goal #4 - Develop and Implement projects consistent with mission statement	X		X	X	X	
Goal #5 - Maintain District Operations	X	X		X		

**Goal #1 - Provide education and outreach to landowners and community**

Objective # 1 - Community engagement through web site, e-newsletter, and social media	District Manager	Administrative Specialist	Project Manager	Board	Partners	Important Dates
Provide relevant links and articles to inform public or natural resource concerns and local activities.	X	X	X	X	X	
Update monthly web page upcoming events like annual meeting, board meeting schedule, grant opportunities, landowner workshops, and tours		X				
Update social media (facebook, instagram, etc.) with photos and events.		X				
<b>Objective # 2 - Hold Annual Landowner Workshop in February, 2025 in Paulina, OR</b>						February, 2025
Work with directors, partners, and landowners to host an educational and social event focus to be ag and water quality relevant (Topic TBD)	X	X	X	X	X	
Send invitations to stakeholders (200) via postcards.	X	X	X			
Offer fliers and pamphlets	X	X	X			
<b>Objective # 3- Offer educational presentations and opportunities as requested.</b>						
Assist local schools focused on restoration activities for presentations and/or tours as possible	X		X			
Meet with County Commissioners to update them on District activities	X			X		
Present at other community events, fairs, tours, and meetings as possible	X		X	X		
Offer a Range School scholarship for approved local student	X	X		X		

**Goal #2 - Provide technical assistance to landowners, ag producers, and partners**

Objective # 1 - Provide non-program technical assistance to community as needed	District Manager	Administrative Specialist	Project Manager	Board	Partners	Important Dates
Technical assistance including site visits for landowners with conservation management, grazing plans, spring developments, Rx burns, juniper treatments, wildlife and fish habitat restoration, stream bank stabilization, channel reactivation, etc.	X		X		X	
Work with landowners to determine need for assistance and refer to other agencies.	X		X		X	
Provide technical assistance to agencies including irrigation districts, ODFW, ODA, ODF, NRCS, BLM, USFS, and USFWS.	X		X		X	
<b>Objective # 2 - Provide program technical assistance and service</b>						
Assist landowners with conservation program funding sources, such as OWEB large grants, small grant program, NFWF, USFWS Partners program, RCPP, Taylor Grazing, and RAC	X		X		X	
Work with ODA for compliance issues with landowners as needed	X				X	
Work with USFWS, ODF, CRWC, CRWMA, and ODFW on Cooperative projects, including Sage Grouse Initiative, Partners Program, Urban Fire Protection Plans, and Mule Deer Initiative	X		X		X	
Complete and monitor Site-Specific Plans for 80,000 acres of sage grouse habitat	X		X			
<b>Objective # 3 - Assist landowners with funding opportunities consistent with mission statement</b>						
Keep up to date on programs, grants, and other funding opportunities to inform land users.	X		X	X	X	
Assist 15 landowner with finding appropriate funding.	X		X			

**Goal #3 - Cultivate productive partnerships with producers & agencies**

Objective # 1 - Assist in development and implementation of partners programs as needed	District Manager	Administrative Specialist	Project Manager	Board	Partners	Important Dates
Participate with the annual Local USDA Working Group meeting.	X		X		X	
Attend and participate with RICE (Irrigation Conservation) meetings as needed.	X				X	
Participate in wolf committee, feral horse management, local farm bureau, county court, county stock growers, CRWC, Lost Horse Steering Committee, and irrigation district meetings as needed.	X		X	X	X	
LAC meeting and recruitment	X			X	X	
Participate in Crook County Natural Resources Advisory Committee	X					
<b>Objective # 2 - Provide project tours to producers and agencies as needed.</b>						
Offer tours and site visits DSL, ODFW, ODA, OWEB, and other agencies/organizations to review proposed, permitted, or completed projects with landowner approval.	X		X	X	X	

**Goal #4 - Develop and Implement projects consistent with mission statement**

Objective # 1 - Implement 2023-2025 Small Grant Program	District Manager	Administrative Specialist	Project Manager	Board	Partners	Important Dates
Assist landowners with the development of projects, applications, and implementation (at least 10)	X		X		X	
Review applications quarterly with Small Grant Review Team	X		X		X	
<b>Objective # 2 - Manage 6 active grant funded projects.</b>						
Hampton Butte- Continue implementation of restoration scheduled for 2025 completion	X	X	X			
Lower Camp Creek Riparian: Begin Implementation of restoration scheduled for 2025 completion						
Maury to High Desert Migration Enhancement: Continue implementation of restoration scheduled for 2024 completion	X	X	X			
Sage-grouse CCAA- Continue the Site specific management plans completing 250,000 acres	X	X	X			
ODA's SOW 2023-2025 agreement- Track activities for quarterly reporting	X	X	X		X	
Ochoco Passage and Screening- Work with Landowner, agency partners and contractors to impement fish passage and screening at 4 sites on upper Ochoco and Marks Creeks scheduled for 2024 completion	X	X	X			

<b>Objective # 3 - Develop future funding opportunities and projects</b>						
Lower Crooked River Restoration- Coordinate with NRCS, CRWC and engineers for RCPP funding.	X		X		X	
Suplee Phase II -Work with NRCS, USFWS, ODF and landowners to complete outreach and development.	X	X	X		X	
Camp Creek- Upon completion of Atlas, apply for restoration projects.	X	X	X		X	
Beaver Habitat Restoration- Continue to develop project with Forest Service in Upper Beaver	X	X	X			
Brothers Sage Grouse- develop applications in Brothers area for Sage Grouse habitat work	X	X	X		X	
<b>Objective # 4- Monitoring of previously completed projects as outlined in agreements.</b>						
Small Grant Program- periodic final reports and 2 year monitoring reports	X		X			
Suplee- PISR due every year in September until 2024	X					
Sabre-PISR due every year in June until 2025	X					
Upper Beaver Creek-PISR due every year in August until 2024	X					
<b>Goal #5 - Maintain District Operations</b>						
<b>Objective # 1 - Complete annually required activities</b>	<b>District Manager</b>	<b>Administrative Specialist</b>	<b>Project Manager</b>	<b>Board</b>	<b>Partners</b>	<b>Important Dates</b>
Complete the 2023-2024 Annual Report for board approval by November, 2024	X	X		X	X	
Conduct financial independent audit review 2023-2024 to be presented to board by November, 2024	X	X		X		
Annual Meeting to be held in December 2024	X	X	X	X	X	
Produce annual work plan for 2025-2026 for board approval by May, 2025	X	X		X	X	
Prepare yearly budget for 2025-2026 for board approval by June 2025	X	X		X		
<b>Objective # 2 - Prepare and participate in monthly SWCD meetings and operations</b>						
Board meetings are held on every second Monday of the month at OSU Extension	X	X	X	X	X	
Invite producers, agencies, and partners to present updates or current happenings.	X	X		X	X	
Participate with semi-annual review meetings held in January 2024	X	X		X	X	
Review 5 year plan as needed for updates, changes, or reminders.	X	X		X	X	
<b>Objective # 3 - Complete standard office tasks daily</b>						
Accounts Payable and Receivables including fiscal requests, payroll, taxes, and account reporting	X	X		X		
Maintain filing, correspondence, scheduling, tracking, and misc. reporting.	X	X				
Maintain contractor list for restoration work- used by ODFW, CRWC, CRWMA, and NRCS	X	X	X			
<b>Objective # 4 - Human Resource Management</b>						
Develop and maintain personnel policy manual working with SDAO to meet legal requirements.	X	X		X		
Schedule and provide staff evaluations	X			X		
Attend training conferences beneficial for accomplishing annual work plan goals as provided and funded.	X		X	X	X	