

Memorandum of Agreement

To: Ash Creek Water Control District Board of Directors (ACWCD)

From: Polk Soil and Water Conservation District (PSWCD)

Date: September 25, 2026

Administrative Support Services for Ash Creek Water Control District

Scope of Service

For a trial period of October 1, 2026 to March 31, 2027, PSWCD proposes to provide the ACWCD the following administrative support services.

1. Public Liaison Services

A. Mail Monitoring

- Collecting and reviewing District mail on a regular basis, generally weekly.
- Routing correspondence to the ACWCD Board or Board Chair, as needed.
- Notifying the Board Chair when action is required.

B. Records Organization

- Reviewing records and materials in ACWCD's "storage closet"
- Preparing a list of records to be purged following the Oregon Secretary of State Public Records retention policy, on the approval of the ACWCD Board.
- Reviewing electronic data files for archiving or adding to the Public Documents available on the ACWCD website.

2. Board and Committee Meeting Administration

- Preparing and distributing meeting agendas.
- Distributing meeting notices and supporting materials to interested parties.
- Assisting with public notice requirements.
- Attending regular Board and Committee meetings, whether in person or virtually.
- Managing committee documents through the Streamline platform.

3. Budget and Financial Administration Support

PSWCD administrative assistance may include all or some of the following:

- Basic accounting services, including AP, AR, and month-end reconciliations.
- Serving as Budget Officer
- Maintaining budget-to-actual records and supporting documentation.
- Assisting with notices and documentation required for budget committee and budget hearings.
- Supporting budget preparation for the next biennial budget cycle in 2028.

4. Election Administration Support

- Communications with County Clerk.
- Keep an accurate roster with terms.
- File Paperwork with county

Regular Board meetings are held on the first Thursday of each month at 6:30 p.m.

PSWCD staff would be provided with a Streamline account to facilitate these duties.

PSWCD staff would be allowed access to ACWCD QuickBooks Online for financial administration duties.

Compensation

The Polk Soil and Water Conservation District shall provide the administrative and support services described herein on a time-and-materials basis.

The total cost of services provided under this memorandum shall **not exceed Five Thousand Dollars (\$5,000)** without prior written authorization from the Ash Creek Water Control District Board of Directors.

Services will be billed based on actual staff time and related administrative expenses incurred in carrying out the scope of work described above. Polk SWCD's administrative services hourly rate is **\$50.00** per hour.

Summary

These services are intended to provide administrative continuity, improve records management practices, support Board and committee operations, facilitate compliance with public meeting and records requirements, and enhance communication between the Ash Creek Water Control District and its constituents.

The parties may incorporate this memorandum into an intergovernmental agreement or other service agreement as appropriate.

Prepared by:

Polk Soil and Water Conservation District