

Monday, June 13, 2022  
 6:00-7:00 PM Board Meeting  
 Zoom Video Conference: <https://zoom.us/join>  
 Phone: 1-669-900-6833  
 Meeting ID: 844 6825 0202  
 Passcode: 640956



## BUDGET HEARING & BOARD OF DIRECTORS MEETING AGENDA

### 1. Deliver Adaptive Programs and Strengthen Partnerships

Address natural resource issues and build partnerships that promote conservation.

### 2. Effectively Spread Our Message

Inform residents of the services available to them.

### 3. Strengthen Our Capacity

Responsibly manage District resources, increase our ability to serve our community, and maintain a knowledgeable and dedicated Board and staff.

### 4. Diversity, Equity, and Inclusion (DEI)

Apply an equity lens to all BSWCD policies, practices, procedures and programs. Remove barriers to access and provide opportunities for all members of our community.

Goal	Item	Lead	Time	ACTION
	Call to Order, Introductions, Public Comments, Announcements, Additions to Agenda	Johnson	6:00	
3	Convene Budget Hearing (10 minutes)	Johnson	6:05	
3	Adopt Budget Committee-approved FY2022-2023 Budget; Make Appropriations; Impose/Categorize Tax; Adopt Resolution No. FY2021-2022-14	Johnson		ACTION
	Close Budget Hearing	Johnson	6:15	
	<b>CONSENT AGENDA</b>	Johnson	6:15	ACTION
3	Approve draft Minutes from May 9, 2022			
3	Approve Financials (4/30/22)			
1, 3	Adopt Budget Resolution No. FY2021-2022-15 to add \$15,000 from ODA grant # 2022-36-002 for Willamette River invasive weed work			
	<b>REGULAR AGENDA</b>			
3	NRCS review of MOU and Cooperative agreement; need board approval and signature – 10 minutes	Amy Kaiser	6:16	ACTION
1, 2, 3, 4	Approve 2022-2027 Strategic Plan – 10 minutes	Director s	6:26	ACTION
1, 2, 3, 4	Approve FY23 Work Plan – 10 minutes	Crosson/Ahr	6:36	ACTION
3	Adopt Resolution No. FY2021-2022-16 – GASB 87; related to new lease standards - 4 minutes	Lovett	6:46	ACTION
3	Update on Communications and Community Engagement Coordinator search	Crosson	6:50	
3	Other business - July potluck and/or tour?; August recess?		6:55	
	Meeting Adjourned	Johnson	7:00	

Calendar continued →

<b>BSWCD Board and Outreach Events (subject to change)</b>		
<b>Date/Time</b>	<b>Event</b>	<b>Location</b>
June 23, TBD	Weed Pull on the Water	Michael's Landing to Hyak Park
July 11, 6-7 pm	BSWCD Monthly Board Meeting	TBD
July 30, TBD	Weed Pull on the Water	Crystal Lake to Michael's Landing
August 3, 1-3pm	Novel Forages Field Tours, Corvallis Plant Materials Center & OSU	2000 NE Granger Ave, Corvallis <a href="https://www.signupgenius.com/go/5080d4cadad22a57-novel">https://www.signupgenius.com/go/5080d4cadad22a57-novel</a>

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

**RESOURCES & REQUIREMENTS**

Benton SWCD Project Fund

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

**RESOURCES & REQUIREMENTS**

Benton SWCD Project Fund

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

**RESOURCES & REQUIREMENTS**

Benton SWCD Project Fund

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

**RESOURCES**  
Benton SWCD General Fund

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

**REQUIREMENTS**  
Benton SWCD General Fund

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

\* not allocated to an Organizational Unit or Program

**REQUIREMENTS**  
Benton SWCD General Fund

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

\* not allocated to an Organizational Unit or Program



Benton SWCD General Fund

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

**RESOURCES & REQUIREMENTS**  
Benton SWCD Reserve Fund

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

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

**RESOLUTION No. FY2021-2022-14**

**ADOPTING THE FY2022-2023 BUDGET**

BE IT RESOLVED that the Board of Directors of the Benton Soil and Water Conservation District hereby adopts the budget for fiscal year 2022-2023 in the total amount of \$1,770,069.00.

This budget is now on file at the Benton Soil and Water Conservation District, 136 SW Washington Avenue, Suite 201, in Corvallis, Oregon.

**MAKING APPROPRIATIONS**

BE IT RESOLVED that the amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2022, for the following purposes:

<b><u>General Fund</u></b>		<b><u>Project Fund</u></b>	
Personnel Services.....	489,714	Personnel Services.....	45,912
Materials & Services..	178,500	Materials & Services....	252,856
Capital Outlay.....	5,000	Capital Outlay.....	0
Debt Service .....	0	Transfers Out	31,424
Transfers Out.....	5,000	<b>Total.....</b>	<b>\$330,192</b>
Contingency.....	84,973		
<b>Total.....</b>	<b>\$763,187</b>		
<b><u>Debt Service Fund</u></b>		<b><u>Reserve Fund</u></b>	
Debt Service	0	Personnel Services.....	0
<b>Total.....</b>	<b>\$0</b>	Materials & Services....	0
		Capital Outlay.....	0
		<b>Total.....</b>	<b>\$0</b>
		<b>Total APPROPRIATIONS, All Funds . . .</b>	<b>\$1,093,379</b>
		Total Unappropriated and Reserve Amounts, All Funds . . .	676,690
		<b>TOTAL ADOPTED BUDGET . . .</b>	<b>\$1,770,069</b>

**IMPOSING THE TAX**

BE IT RESOLVED that the following ad valorem property taxes are hereby imposed upon the assessed value of all taxable property within the district for tax year 2022- 2023 :

- (1) In the amount **OR** at the rate of \$0.05 per \$1000 of assessed value for permanent rate tax;
- (2) In the amount of \$ \_\_\_\_\_ **OR** at the rate of \$ \_\_\_\_\_ per \$1000 of assessed value for local option tax; and
- (3) In the amount of \$ \_\_\_\_\_ for debt service on general obligation bonds;

**CATEGORIZING THE TAX**

BE IT RESOLVED that the taxes imposed are hereby categorized for purposes of Article XI section 11b as:

**Subject to the General Government Limitation**

Permanent Rate Tax.....**OR** \$ 0.05/\$1000  
 Local Option Tax.....\$ \_\_\_\_\_ **OR** \$ \_\_\_\_\_/\$1000

**Excluded from Limitation**

General Obligation Bond Debt Service.....\$ \_\_\_\_\_

The above resolution statements were approved and declared adopted on June 13, 2022.

: X \_\_\_\_\_  
 Kerry Hastings, Benton SWCD Board Secretary

Monday, May 9, 2022; 6:00-7:00 PM  
Phone: 1-669-900-6833  
Meeting ID: 844 6825 0202  
Passcode: 640956



## BOARD OF DIRECTORS MEETING MINUTES

### In Attendance

Board Members Present: Nate Johnson, Bob Morris, Jerry Paul, Henry Storch, Kerry Hastings

Board Members Absent: Eliza Mason, Graham Trask, Faye Yoshihara (Emeritus)

Associate Directors Present: Marcella Henkels, David Barron

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

Others Present: Amy Kaiser (NRCS)

### Call to Order

[Johnson] 6:03 pm

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

Nate asked to discuss the Building Reserve Fund at the end of the meeting. He also has suggestions for formatting of financials (how they show up in the packet) but will discuss with Linda offline.

### CONSENT AGENDA

- **Approve draft minutes from March 9 informal meeting; April 7 strategic planning meeting; April 11 board meeting:** Discussion: none
- **Approve Financials for 3/31/22:** Discussion: none
- **Approve Budget Resolution No. FY2021-2022-12: \$9,971 for Purge the Spurge – OWEB/OSWB Grant No. 2022-35-014-20033:** Discussion: none
- **Approve Budget Resolution No. FY2021-2022-13: \$28,430 for Aquatic Weeds – OWEB/OSWB Grant No. 2022-35-015-20050:** Discussion: none
- **FY23 Budget Calendar revision for date of second Budget Committee meeting from 5/30 to 5/31**

MOTION: Approve Consent Agenda: Jerry/Kerry (vote 5/5)

### REGULAR AGENDA

#### Review and discussion of Draft Strategic Direction document

Holly is looking for feedback from directors and staff. If the board needs to discuss it more in June it can be approved in July. The current plan remains in effect until the new one is approved. This is a high-level plan, with strategies and goals, but it is not as detailed as the previous one. Details will go into staff annual work plans.

Nate asked what facilitator Amy Stork thought about the process. Holly said Amy thought the process went very well and had good representation from external partners, staff, and directors. The Strategic Direction document will help staff to develop their annual work plans.

Nate said he enjoyed reading the document and felt it expressed what was discussed at the meetings he attended. He wondered if it provides enough direction to equip staff to align their work. Holly said this will be the first time we create work plans to fit a document like this. For her own work, she anticipates questions related to the budget. The Strategic Direction document only provides general direction. She wants to look at it quarterly with staff and board, and we may need to make revisions.

Jerry found the measurable objectives to be vague and suggested prioritizing strategies and adding completion dates. For example, the Goal #5 mentions creating the transition and operations plan, which should be a priority strategy. He wondered if other board members thought the strategies should be prioritized. Holly agreed that it might be helpful but that it would be difficult to put specific dates on some items. Those can go in annual work plans. Jerry wondered how high-priority items will get in the annual work plans if they are not prioritized in the strategic plan. It would be good for the board to agree on what the priorities are.

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

Nate noted that the Strategic Direction document is a tool that needs to express our intent, our values, how we want to see efforts proceed over the next five years. We need to boil out what is most important to the organization. Deadlines and measurable activity are more appropriate for work plans, and we can make sure those align with the strategic plan. Holly added that one way to address Jerry's concern is to align the overarching District work plan with the goals and strategies of the strategic plan. We also have discussed having staff reports align with the goals and strategies.

David said that he was involved in developing a strategic plan at his work and many people and citizens were involved. It started with the organization's vision, values, and strategic priorities. Instead of a timeline it had a period of time to achieve goals. He shares Jerry's concerns but thinks this looks like a good document. He was not involved in developing the first strategic plan, so asked how this compares.

Jerry said he is not comparing this Strategic Direction document to the first plan. His concern is related to feedback that staff sometimes work on their own projects instead of ones in the strategic plan. He wants to ensure that goals are achieved in a timely manner. For example, under Goal #3 it says we will develop a strategic communications plan. This is a high-priority project that should not go on for three years.

Michael said he has started working with Donna and Teresa on individual work plans. They noticed many items in the Strategic Direction document are things they already do. Other areas such as wildfire mitigation are newer, so they can investigate that in year one. Holly added that much of her and Linda's work is not in the Strategic Direction document because it is more appropriate for individual work plans. The Communications and Community Engagement Coordinator will be working on the communications plan all five years.

Nate summarized that he does not view the strategies as being a hierarchy of priorities—they all need to be done. He is hesitant to spend time prioritizing strategies because we are already doing work that aligns with them. Unless something else needs to be changed the board will approve the document at the June meeting.

#### **2022 Native Plant Sale P&L, 2022 Native Bulb/Seed Sale at Fall Festival, and 2023 NPS planning**

Michael shared a PowerPoint (see attached) with statistics (e.g., customers, sales, volunteer and staff hours) for the plant sale. Net income from Bee Buddies, Bulb Sale, and NPS totaled \$12,861.35. Looking ahead to the next fiscal year, we have reserved a table at Fall Festival for the bulb/seed sale and the Benton County Fairgrounds for the seedling sale, are hiring a contractor to coordinate the Native Plant Sale, and are organizing a Native Plant Program committee. Nate asked if we are confident that we can find a contractor who can take on the amount of work that Teresa did. Michael said it is not a one-to-one for hours the contractor would work—staff would still be involved—but we could reduce the number of staff hours.

Marcella noted that because of COVID we have had to pre-package everything and plan pickups. She wondered if we would still have to do that with the move to the fairgrounds. Michael was not sure what COVID precautions we will still have to take but noted that we will retain some practices because they work better. Others can go back the way they were pre-COVID. Hopefully we won't have to take so many precautions.

#### **Addition to Agenda**

Regarding the Building Reserve Fund, Nate asked: What is the purpose? Is it invested in the LGIP pool? Is it generating revenue for the District? He wondered if there are opportunities for the District to pursue other government investments that could offset inflation. For example, he heard that the US Treasury may pay almost 9% annual interest on bonds indexed at the Consumer Price Index. Holly gave an overview of the Fund and its purpose. It is invested with LGIP but earning only 0.75%. If we want to change that, she will first want to talk to our auditor. She can also talk to other district managers to see what they do. Kerry noted that we would need to plan if the money would be taken out of circulation and inaccessible to us for a period of time.

**Meeting Adjourned**  
[Johnson] 7:25 pm

Benton Soil & Water Conservation District  
**Balance Sheet**  
As of April 30, 2022

	Apr 30, 22	Apr 30, 21	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
10100 · Citizens Bank	152,856.42	130,554.89	22,301.53
10150 · Citizens Bank #2	4,952.94	8,995.80	-4,042.86
10200 · LGIP	846,163.98	887,129.21	-40,965.23
10300 · Stripe	-4.00	0.00	-4.00
10800 · Petty Cash	24.00	24.00	0.00
<b>Total Checking/Savings</b>	<b>1,003,993.34</b>	<b>1,026,703.90</b>	<b>-22,710.56</b>
<b>Accounts Receivable</b>			
11000 · Accounts Receivable	30,993.78	0.00	30,993.78
11400 · Grants Receivable	3,541.65	151,670.93	-148,129.28
<b>Total Accounts Receivable</b>	<b>34,535.43</b>	<b>151,670.93</b>	<b>-117,135.50</b>
<b>Other Current Assets</b>			
100-1050 CashDue to/frm Bld Fnd	-103,200.00	-93,200.00	-10,000.00
100-1500 Due to/from Proj Fund	-102,910.93	-210,171.93	107,261.00
200-1080 CashDue to/frm Gen Fnd	102,910.93	210,171.93	-107,261.00
400-1505 Due to/from BR Fund	103,200.00	93,200.00	10,000.00
13000 · Prepaid expenses-Audit	6,078.95	7,553.22	-1,474.27
<b>Total Other Current Assets</b>	<b>6,078.95</b>	<b>7,553.22</b>	<b>-1,474.27</b>
<b>Total Current Assets</b>	<b>1,044,607.72</b>	<b>1,185,928.05</b>	<b>-141,320.33</b>
<b>Other Assets</b>			
18400 · Property Tax Receivable-Audit	10,110.00	10,528.00	-418.00
<b>Total Other Assets</b>	<b>10,110.00</b>	<b>10,528.00</b>	<b>-418.00</b>
<b>TOTAL ASSETS</b>	<b>1,054,717.72</b>	<b>1,196,456.05</b>	<b>-141,738.33</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
20000 · General Accounts Payable	2,309.93	3,595.89	-1,285.96
20100 · Project Accts Payable	12,818.06	109,524.74	-96,706.68
<b>Total Accounts Payable</b>	<b>15,127.99</b>	<b>113,120.63</b>	<b>-97,992.64</b>
<b>Credit Cards</b>			
<b>22000 · CITIZENS BANK MASTER CARD</b>			
22200 · Holly's CC - 2995	125.19	115.40	9.79
22400 · Teresa's CC - 3019	570.83	0.00	570.83
22500 · Heath's CC - 3027	149.90	112.75	37.15
22520 · Linda's CC - 5980	291.41	-2.08	293.49
22530 · Michael's CC - 3266	136.47	0.00	136.47
<b>Total 22000 · CITIZENS BANK MASTER CARD</b>	<b>1,273.80</b>	<b>226.07</b>	<b>1,047.73</b>
<b>Total Credit Cards</b>	<b>1,273.80</b>	<b>226.07</b>	<b>1,047.73</b>
<b>Other Current Liabilities</b>			
<b>24000 · PAYROLL LIABILITIES</b>			
24010 · 941 Account	6,236.44	5,948.14	288.30

**Benton Soil & Water Conservation District**  
**Balance Sheet**  
 As of April 30, 2022

	<b>Apr 30, 22</b>	<b>Apr 30, 21</b>	<b>\$ Change</b>
24020 · Oregon Withholding	1,535.00	1,560.00	-25.00
24030 · OR-WBF SUTA	275.90	366.68	-90.78
24040 · Medical Employee	42.77	1,712.08	-1,669.31
24050 · Medical Employer	4,497.40	8,111.90	-3,614.50
24060 · 457b Contributions	2,906.67	3,097.25	-190.58
<b>Total 24000 · PAYROLL LIABILITIES</b>	<b>15,494.18</b>	<b>20,796.05</b>	<b>-5,301.87</b>
25800 · Deferred Revenue Grants-Audit	99,105.51	211,591.93	-112,486.42
25810 · Deferred Revenue Donations	246.72	0.00	246.72
<b>Total Other Current Liabilities</b>	<b>114,846.41</b>	<b>232,387.98</b>	<b>-117,541.57</b>
<b>Total Current Liabilities</b>	<b>131,248.20</b>	<b>345,734.68</b>	<b>-214,486.48</b>
<b>Long Term Liabilities</b>			
27050 · Deferred Revenue Taxes -Audit	8,261.09	8,440.09	-179.00
<b>Total Long Term Liabilities</b>	<b>8,261.09</b>	<b>8,440.09</b>	<b>-179.00</b>
<b>Total Liabilities</b>	<b>139,509.29</b>	<b>354,174.77</b>	<b>-214,665.48</b>
<b>Equity</b>			
31100 · Building Reserve Fund Balance	103,200.00	103,200.00	0.00
31200 · Project Fund Balance	10,210.00	10,210.00	0.00
32000 · General Fund Balance	666,461.80	594,005.70	72,456.10
Net Income	135,336.63	134,865.58	471.05
<b>Total Equity</b>	<b>915,208.43</b>	<b>842,281.28</b>	<b>72,927.15</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,054,717.72</b>	<b>1,196,456.05</b>	<b>-141,738.33</b>

5:48 PM

05/31/22

Accrual Basis

**Benton Soil & Water Conservation District**  
**Citizens Bank Check Register**  
As of April 30, 2022

Type	Date	Num	Name	Memo	Debit	Credit	Balance
<b>10100 · Citizens Bank</b>							102,240.44
Deposit	04/06/2022			Deposit	45.00		102,285.44
Deposit	04/08/2022			Deposit	11,486.50		113,771.94
Deposit	04/08/2022			Deposit	635.00		114,406.94
Transfer	04/21/2022			Funds Transfer	100,000.00		214,406.94
Liability Check	04/28/2022		QuickBooks Payroll Service	Created by Payroll S...		19,777.75	194,629.19
Deposit	04/30/2022			Deposit	5.54		194,634.73
Paycheck	04/29/2022	DD	Ahr, Michael S	Direct Deposit	0.00		194,634.73
Paycheck	04/29/2022	DD	Crosson, Holly A	Direct Deposit	0.00		194,634.73
Paycheck	04/29/2022	DD	Lovett, Linda K	Direct Deposit	0.00		194,634.73
Paycheck	04/29/2022	DD	Matteson, Teresa L	Direct Deposit	0.00		194,634.73
Paycheck	04/29/2022	DD	Schmitz, Donna J	Direct Deposit	0.00		194,634.73
Liability Check	04/06/2022	EFT	United States Treasury	93-1077051		5,939.74	188,694.99
Liability Check	04/06/2022	EFT	Oregon Dept of Revenue	0292193-0		1,496.00	187,198.99
Check	04/19/2022	EFT	Card Service Center - Master...	Online Payment		634.91	186,564.08
Bill Pmt -Check	04/15/2022	EFT	1Auto - Comcast	8778 10 601 2891048		109.85	186,454.23
Liability Check	04/22/2022	EFT	Oregon Dept of Revenue	0292193-0		361.94	186,092.29
Bill Pmt -Check	04/26/2022	EFT	1Auto - Verizon			128.14	185,964.15
Liability Check	04/29/2022	EFT	Oregon Dept of Revenue	0292193-0		85.14	185,879.01
Bill Pmt -Check	04/06/2022	7891	Abide Web Design	CIR# 7080		100.00	185,779.01
Bill Pmt -Check	04/06/2022	7892	Benton County Fairgrounds			189.21	185,589.80
Bill Pmt -Check	04/06/2022	7893	Department of Environmental ...	CIR# 7081		787.00	184,802.80
Bill Pmt -Check	04/06/2022	7894	Jenny Brausch Business Solu...	CIR# 7079		1,619.60	183,183.20
Bill Pmt -Check	04/12/2022	7895	D. Franco Contracting, Inc.	CIR# 7071		10,292.50	172,890.70
Bill Pmt -Check	04/12/2022	7896	Scholls Valley Native Nursery,...	CIR# 7072		150.00	172,740.70
Bill Pmt -Check	04/12/2022	7897	Workman Publishing Co	CIR# 7083		280.32	172,460.38
Bill Pmt -Check	04/12/2022	7898	2 - Xerox Financial Services	CIR# 7085		156.17	172,304.21
Bill Pmt -Check	04/12/2022	7899	Advantage Computing & Elec...	CIR# 7084		313.50	171,990.71
Bill Pmt -Check	04/19/2022	7900	Corvallis Multicultural Literacy...	CIR# 7086 GAR 202...		573.53	171,417.18
Bill Pmt -Check	04/19/2022	7901	Mater Investment Company	CIR# 7087:		2,002.25	169,414.93
Bill Pmt -Check	04/26/2022	7902	Crystal Lake Storage	CIR# 7092		157.00	169,257.93
Bill Pmt -Check	04/26/2022	7903	R3 Engraving & Signs	CIR# 7091		53.00	169,204.93
Bill Pmt -Check	04/26/2022	7904	U. S. Geological Survey - PDX	CIR# 7090		16,348.51	152,856.42
Total 10100 · Citizens Bank					112,172.04	61,556.06	152,856.42
<b>TOTAL</b>					<b>112,172.04</b>	<b>61,556.06</b>	<b>152,856.42</b>



**Benton Soil & Water Conservation District**  
**Profit & Loss by Class**  
 July 2021 through April 2022

	<b>Building Reserve</b>	<b>General Fund</b>	<b>Project Fund</b>	<b>TOTAL</b>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>43300 · Grant/Project Administration</b>	0.00	0.00	192,391.56	192,391.56
<b>44535 · Taxes Levied</b>	0.00	473,392.00	0.00	473,392.00
<b>44540 · ODA Operations</b>	0.00	26,372.00	0.00	26,372.00
<b>44545 · ODA Tech, LMA &amp; Scope of Work</b>	0.00	61,879.19	0.00	61,879.19
<b>45000 · Interest Income</b>	0.00	3,899.92	0.00	3,899.92
<b>46430 · MISCELLANEOUS</b>	0.00	2,651.11	0.00	2,651.11
<b>47200 · CREP, SQP-Fee for Services</b>	0.00	8,296.00	0.00	8,296.00
<b>47400 · Native Plant Sale Income</b>	0.00	34,036.06	0.00	34,036.06
<b>48000 · TRANSFERS IN</b>	5,000.00	17,764.03	0.00	22,764.03
<b>Total Income</b>	<u>5,000.00</u>	<u>628,290.31</u>	<u>192,391.56</u>	<u>825,681.87</u>
<b>Gross Profit</b>	5,000.00	628,290.31	192,391.56	825,681.87
<b>Expense</b>				
<b>60000 · MATERIALS &amp; SERVICES</b>	0.00	123,526.73	0.00	123,526.73
<b>66000 · PAYROLL EXPENSES</b>	0.00	368,866.80	18,807.47	387,674.27
<b>68000 · PROJECTS-SVC-SUPP-MATERIAL</b>	0.00	0.00	156,380.21	156,380.21
<b>69400 · TRANSFERS OUT</b>	0.00	5,000.00	17,764.03	22,764.03
<b>Total Expense</b>	<u>0.00</u>	<u>497,393.53</u>	<u>192,951.71</u>	<u>690,345.24</u>
<b>Net Ordinary Income</b>	<u>5,000.00</u>	<u>130,896.78</u>	<u>-560.15</u>	<u>135,336.63</u>
<b>Net Income</b>	<u><u>5,000.00</u></u>	<u><u>130,896.78</u></u>	<u><u>-560.15</u></u>	<u><u>135,336.63</u></u>

**Benton Soil & Water Conservation District**  
**Profit & Loss by Class**  
 July 2021 through April 2022

	<b>Building Reserve</b>	<b>General Fund</b>	<b>Project Fund</b>	<b>TOTAL</b>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>43300 · Grant/Project Administration</b>	0.00	0.00	192,391.56	192,391.56
<b>44535 · Taxes Levied</b>	0.00	473,392.00	0.00	473,392.00
<b>44540 · ODA Operations</b>	0.00	26,372.00	0.00	26,372.00
<b>44545 · ODA Tech, LMA &amp; Scope of Work</b>	0.00	61,879.19	0.00	61,879.19
<b>45000 · Interest Income</b>	0.00	3,899.92	0.00	3,899.92
<b>46430 · MISCELLANEOUS</b>				
<b>46432 · Contributions</b>	0.00	674.00	0.00	674.00
<b>46490 · Adjustment Account - Audit</b>	0.00	1,977.11	0.00	1,977.11
<b>Total 46430 · MISCELLANEOUS</b>	0.00	2,651.11	0.00	2,651.11
<b>47200 · CREP, SQP-Fee for Services</b>	0.00	8,296.00	0.00	8,296.00
<b>47400 · Native Plant Sale Income</b>	0.00	34,036.06	0.00	34,036.06
<b>48000 · TRANSFERS IN</b>				
<b>48100 · Building Reserve Fund</b>	5,000.00	0.00	0.00	5,000.00
<b>48400 · Transfer Admin from Project Fd</b>	0.00	17,764.03	0.00	17,764.03
<b>Total 48000 · TRANSFERS IN</b>	5,000.00	17,764.03	0.00	22,764.03
<b>Total Income</b>	5,000.00	628,290.31	192,391.56	825,681.87
<b>Gross Profit</b>	5,000.00	628,290.31	192,391.56	825,681.87
<b>Expense</b>				
<b>60000 · MATERIALS &amp; SERVICES</b>				
<b>61300 · CONFERENCES AND TRAINING</b>				
<b>61330 · Registration</b>	0.00	1,568.00	0.00	1,568.00
<b>Total 61300 · CONFERENCES AND TRAI</b>	0.00	1,568.00	0.00	1,568.00
<b>61500 · COMMUNITY CONSERVATION PROGRAMS</b>				
<b>61510 · Conservation Education (You</b>	0.00	8,162.97	0.00	8,162.97
<b>61520 · Conservation Incentive Progr</b>	0.00	2,000.00	0.00	2,000.00
<b>61530 · Invasives Program</b>	0.00	923.47	0.00	923.47
<b>61540 · Native Plant Sale</b>	0.00	18,939.89	0.00	18,939.89
<b>61570 · Soil Quality Program</b>	0.00	2,832.89	0.00	2,832.89
<b>61585 · Conservation Leadership - EI</b>	0.00	1,600.00	0.00	1,600.00
<b>Total 61500 · COMMUNITY CONSERVAT</b>	0.00	34,459.22	0.00	34,459.22
<b>62100 · CONTRACTED AND PROF SERVICES</b>				
<b>62115 · Audit</b>	0.00	4,900.00	0.00	4,900.00
<b>62120 · Computer Support</b>	0.00	1,615.10	0.00	1,615.10
<b>62130 · PROFESSIONAL SERVICES</b>				
<b>62140 · Legal</b>	0.00	3,115.00	0.00	3,115.00
<b>62150 · Accounting</b>	0.00	16,650.85	0.00	16,650.85
<b>62160 · Facilitation</b>	0.00	6,925.00	0.00	6,925.00
<b>62170 · Web Design, Logo - Mark</b>	0.00	1,219.00	0.00	1,219.00
<b>Total 62130 · PROFESSIONAL SERVI</b>	0.00	27,909.85	0.00	27,909.85
<b>62190 · Misc Contracted Services</b>	0.00	5,050.00	0.00	5,050.00

**Benton Soil & Water Conservation District**  
**Profit & Loss by Class**  
July 2021 through April 2022

	Building Reserve	General Fund	Project Fund	TOTAL
<b>Total 62100 · CONTRACTED AND PROFIT</b>	0.00	39,474.95	0.00	39,474.95
<b>62300 · Dues/Subscriptions/Fees</b>	0.00	6,539.74	0.00	6,539.74
<b>62800 · OFFICE OCCUPANCY</b>				
62820 · Rent & Parking	0.00	23,723.75	0.00	23,723.75
62830 · Utilities	0.00	3,974.38	0.00	3,974.38
62800 · OFFICE OCCUPANCY - Other	0.00	34.48	0.00	34.48
<b>Total 62800 · OFFICE OCCUPANCY</b>	0.00	27,732.61	0.00	27,732.61
<b>65000 · SUPPLIES AND MATERIALS</b>				
<b>65010 · COPIER AND SUPPLIES</b>				
65014 · Lease	0.00	1,553.35	0.00	1,553.35
<b>Total 65010 · COPIER AND SUPPLIES</b>	0.00	1,553.35	0.00	1,553.35
65030 · Office Supplies	0.00	1,639.10	0.00	1,639.10
65040 · Postage	0.00	61.24	0.00	61.24
65050 · Software/Computer Accessor	0.00	1,940.19	0.00	1,940.19
<b>Total 65000 · SUPPLIES AND MATERIALS</b>	0.00	5,193.88	0.00	5,193.88
<b>65110 · PRODUCTION COSTS</b>				
65112 · Advertising and Website	0.00	638.44	0.00	638.44
65116 · Newsletters	0.00	2,024.66	0.00	2,024.66
<b>Total 65110 · PRODUCTION COSTS</b>	0.00	2,663.10	0.00	2,663.10
65120 · Insurance & Fidelity Bond	0.00	4,489.97	0.00	4,489.97
65320 · Mileage/travel related expenses	0.00	1,231.36	0.00	1,231.36
65400 · Meetings & Events	0.00	173.90	0.00	173.90
<b>Total 60000 · MATERIALS &amp; SERVICES</b>	0.00	123,526.73	0.00	123,526.73
<b>66000 · PAYROLL EXPENSES</b>				
66200 · Wages	0.00	283,426.54	14,661.26	298,087.80
66410 · Health, Dental & Life Insurance	0.00	46,987.25	2,540.38	49,527.63
66420 · Retirement	0.00	14,897.08	334.45	15,231.53
<b>66500 · Payroll Taxes</b>				
66510 · FICA Employer	0.00	21,232.48	1,118.51	22,350.99
66520 · SUTA	0.00	2,111.07	148.21	2,259.28
66530 · OR-WBF	0.00	84.38	4.66	89.04
<b>Total 66500 · Payroll Taxes</b>	0.00	23,427.93	1,271.38	24,699.31
66800 · Fees	0.00	128.00	0.00	128.00
<b>Total 66000 · PAYROLL EXPENSES</b>	0.00	368,866.80	18,807.47	387,674.27
<b>68000 · PROJECTS-SVC-SUPP-MATERIALS</b>				
68010 · Project Contracted Services	0.00	0.00	132,648.12	132,648.12
68020 · Project Mileage & Travel	0.00	0.00	132.72	132.72
68040 · Project Supplies & Materials	0.00	0.00	23,599.37	23,599.37
<b>Total 68000 · PROJECTS-SVC-SUPP-MATER</b>	0.00	0.00	156,380.21	156,380.21
<b>69400 · TRANSFERS OUT</b>				
69410 · Trf GF to Building Reserve Fd	0.00	5,000.00	0.00	5,000.00
69440 · Trf PF to General Fund	0.00	0.00	17,764.03	17,764.03

Benton Soil & Water Conservation District  
**Profit & Loss by Class**  
July 2021 through April 2022

	<b>Building Reserve</b>	<b>General Fund</b>	<b>Project Fund</b>	<b>TOTAL</b>
<b>Total 69400 · TRANSFERS OUT</b>	0.00	5,000.00	17,764.03	22,764.03
<b>Total Expense</b>	0.00	497,393.53	192,951.71	690,345.24
<b>Net Ordinary Income</b>	5,000.00	130,896.78	-560.15	135,336.63
<b>Net Income</b>	<b>5,000.00</b>	<b>130,896.78</b>	<b>-560.15</b>	<b>135,336.63</b>

**Benton Soil & Water Conservation District**  
**Profit & Loss YTD Comparison**  
July 2021 through April 2022

	Jul '21 - Apr 22	Jul '20 - Apr 21	\$ Change
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
43300 · Grant/Project Administration	192,391.56	353,270.46	-160,878.90
44535 · Taxes Levied	473,392.00	450,987.69	22,404.31
44540 · ODA Operations	26,372.00	24,994.75	1,377.25
44545 · ODA Tech, LMA & Scope of Work	61,879.19	58,320.00	3,559.19
45000 · Interest Income	3,899.92	5,804.29	-1,904.37
46430 · MISCELLANEOUS			
46432 · Contributions	674.00	1,050.00	-376.00
46440 · Refunds and Reimbursements	0.00	7,246.55	-7,246.55
46490 · Adjustment Account - Audit	1,977.11	0.00	1,977.11
<b>Total 46430 · MISCELLANEOUS</b>	<b>2,651.11</b>	<b>8,296.55</b>	<b>-5,645.44</b>
47200 · CREP, SQP-Fee for Services	8,296.00	7,248.00	1,048.00
47400 · Native Plant Sale Income	34,036.06	27,490.68	6,545.38
48000 · TRANSFERS IN			
48100 · Building Reserve Fund	5,000.00	10,000.00	-5,000.00
48400 · Transfer Admin from Project Fd	17,764.03	27,957.64	-10,193.61
<b>Total 48000 · TRANSFERS IN</b>	<b>22,764.03</b>	<b>37,957.64</b>	<b>-15,193.61</b>
<b>Total Income</b>	<b>825,681.87</b>	<b>974,370.06</b>	<b>-148,688.19</b>
<b>Gross Profit</b>	<b>825,681.87</b>	<b>974,370.06</b>	<b>-148,688.19</b>
<b>Expense</b>			
60000 · MATERIALS & SERVICES			
61300 · CONFERENCES AND TRAINING			
61330 · Registration	1,568.00	2,103.55	-535.55
61340 · Training and Education Material	0.00	464.95	-464.95
<b>Total 61300 · CONFERENCES AND TRAINING</b>	<b>1,568.00</b>	<b>2,568.50</b>	<b>-1,000.50</b>
61500 · COMMUNITY CONSERVATION PROGRAMS			
61510 · Conservation Education (Youth)	8,162.97	5,100.00	3,062.97
61520 · Conservation Incentive Program	2,000.00	769.70	1,230.30
61530 · Invasives Program	923.47	947.04	-23.57
61540 · Native Plant Sale	18,939.89	15,812.69	3,127.20
61570 · Soil Quality Program	2,832.89	835.28	1,997.61
61585 · Conservation Leadership - EDI	1,600.00	60.00	1,540.00
<b>Total 61500 · COMMUNITY CONSERVATION PROG</b>	<b>34,459.22</b>	<b>23,524.71</b>	<b>10,934.51</b>
62100 · CONTRACTED AND PROF SERVICES			
62115 · Audit	4,900.00	4,750.00	150.00
62120 · Computer Support	1,615.10	1,123.20	491.90
62130 · PROFESSIONAL SERVICES			
62140 · Legal	3,115.00	3,050.00	65.00
62150 · Accounting	16,650.85	16,474.44	176.41
62160 · Facilitation	6,925.00	0.00	6,925.00
62170 · Web Design, Logo - Marketing	1,219.00	4,908.50	-3,689.50
<b>Total 62130 · PROFESSIONAL SERVICES</b>	<b>27,909.85</b>	<b>24,432.94</b>	<b>3,476.91</b>

**Benton Soil & Water Conservation District**  
**Profit & Loss YTD Comparison**  
July 2021 through April 2022

	Jul '21 - Apr 22	Jul '20 - Apr 21	\$ Change
62190 · Misc Contracted Services	5,050.00	5,765.00	-715.00
<b>Total 62100 · CONTRACTED AND PROF SERVICES</b>	<b>39,474.95</b>	<b>36,071.14</b>	<b>3,403.81</b>
62300 · Dues/Subscriptions/Fees	6,539.74	6,214.65	325.09
<b>62800 · OFFICE OCCUPANCY</b>			
62810 · Alarm & Janitorial Services	0.00	1,406.24	-1,406.24
62820 · Rent & Parking	23,723.75	38,430.76	-14,707.01
62830 · Utilities	3,974.38	10,153.48	-6,179.10
62840 · Other	0.00	13.42	-13.42
62800 · OFFICE OCCUPANCY - Other	34.48	0.00	34.48
<b>Total 62800 · OFFICE OCCUPANCY</b>	<b>27,732.61</b>	<b>50,003.90</b>	<b>-22,271.29</b>
<b>65000 · SUPPLIES AND MATERIALS</b>			
<b>65010 · COPIER AND SUPPLIES</b>			
65012 · Copies	0.00	515.59	-515.59
65014 · Lease	1,553.35	1,618.98	-65.63
<b>Total 65010 · COPIER AND SUPPLIES</b>	<b>1,553.35</b>	<b>2,134.57</b>	<b>-581.22</b>
65020 · Equipment	0.00	189.99	-189.99
65030 · Office Supplies	1,639.10	1,469.77	169.33
65040 · Postage	61.24	176.04	-114.80
65050 · Software/Computer Accessories	1,940.19	1,987.97	-47.78
<b>Total 65000 · SUPPLIES AND MATERIALS</b>	<b>5,193.88</b>	<b>5,958.34</b>	<b>-764.46</b>
<b>65110 · PRODUCTION COSTS</b>			
65112 · Advertising and Website	638.44	620.92	17.52
65116 · Newsletters	2,024.66	2,407.39	-382.73
65118 · Publications	0.00	325.00	-325.00
<b>Total 65110 · PRODUCTION COSTS</b>	<b>2,663.10</b>	<b>3,353.31</b>	<b>-690.21</b>
65120 · Insurance & Fidelity Bond	4,489.97	3,597.15	892.82
65160 · Miscellaneous	0.00	75.00	-75.00
65320 · Mileage/travel related expenses	1,231.36	914.58	316.78
65400 · Meetings & Events	173.90	295.14	-121.24
<b>Total 60000 · MATERIALS &amp; SERVICES</b>	<b>123,526.73</b>	<b>132,576.42</b>	<b>-9,049.69</b>
<b>66000 · PAYROLL EXPENSES</b>			
66200 · Wages	298,087.80	276,748.89	21,338.91
66410 · Health, Dental & Life Insurance	49,527.63	43,920.17	5,607.46
66420 · Retirement	15,231.53	17,911.00	-2,679.47
<b>66500 · Payroll Taxes</b>			
66510 · FICA Employer	22,350.99	20,516.41	1,834.58
66520 · SUTA	2,259.28	1,751.38	507.90
66530 · OR-WBF	89.04	91.78	-2.74
<b>Total 66500 · Payroll Taxes</b>	<b>24,699.31</b>	<b>22,359.57</b>	<b>2,339.74</b>
66800 · Fees	128.00	129.75	-1.75
<b>Total 66000 · PAYROLL EXPENSES</b>	<b>387,674.27</b>	<b>361,069.38</b>	<b>26,604.89</b>
<b>68000 · PROJECTS-SVC-SUPP-MATERIALS</b>			
68010 · Project Contracted Services	132,648.12	306,465.23	-173,817.11

**Benton Soil & Water Conservation District**  
**Profit & Loss YTD Comparison**  
 July 2021 through April 2022

	<b>Jul '21 - Apr 22</b>	<b>Jul '20 - Apr 21</b>	<b>\$ Change</b>
68020 · Project Mileage & Travel	132.72	897.13	-764.41
68030 · Project Other	0.00	38.68	-38.68
68040 · Project Supplies & Materials	23,599.37	500.00	23,099.37
<b>Total 68000 · PROJECTS-SVC-SUPP-MATERIALS</b>	<b>156,380.21</b>	<b>307,901.04</b>	<b>-151,520.83</b>
<b>69400 · TRANSFERS OUT</b>			
69410 · Trf GF to Building Reserve Fd	5,000.00	10,000.00	-5,000.00
69440 · Trf PF to General Fund	17,764.03	27,957.64	-10,193.61
<b>Total 69400 · TRANSFERS OUT</b>	<b>22,764.03</b>	<b>37,957.64</b>	<b>-15,193.61</b>
<b>Total Expense</b>	<b>690,345.24</b>	<b>839,504.48</b>	<b>-149,159.24</b>
<b>Net Ordinary Income</b>	<b>135,336.63</b>	<b>134,865.58</b>	<b>471.05</b>
<b>Net Income</b>	<b>135,336.63</b>	<b>134,865.58</b>	<b>471.05</b>

Benton Soil & Water Conservation District  
P&L Budget vs. Actual GENERAL FUND  
July 2021 through April 2022

	Jul '21 - Apr 22	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
43000 · Beginning Balance	0.00	576,051.00	-576,051.00	0.0%
44530 · Benton County Public Works	0.00	5,000.00	-5,000.00	0.0%
44535 · Taxes Levied	473,392.00	470,000.00	3,392.00	100.72%
44540 · ODA Operations	26,372.00	26,372.00	0.00	100.0%
44545 · ODA Tech, LMA & Scope of Work	61,879.19	61,535.00	344.19	100.56%
45000 · Interest Income	3,899.92	4,500.00	-600.08	86.67%
<b>46430 · MISCELLANEOUS</b>				
46432 · Contributions	674.00			
46490 · Adjustment Account - Audit	1,977.11			
46430 · MISCELLANEOUS - Other	0.00	7,250.00	-7,250.00	0.0%
<b>Total 46430 · MISCELLANEOUS</b>	<b>2,651.11</b>	<b>7,250.00</b>	<b>-4,598.89</b>	<b>36.57%</b>
47200 · CREP, SQP-Fee for Services	8,296.00	4,000.00	4,296.00	207.4%
47400 · Native Plant Sale Income	34,036.06	20,000.00	14,036.06	170.18%
<b>48000 · TRANSFERS IN</b>				
48400 · Transfer Admin from Project Fd	17,764.03	48,731.00	-30,966.97	36.45%
<b>Total 48000 · TRANSFERS IN</b>	<b>17,764.03</b>	<b>48,731.00</b>	<b>-30,966.97</b>	<b>36.45%</b>
<b>Total Income</b>	<b>628,290.31</b>	<b>1,223,439.00</b>	<b>-595,148.69</b>	<b>51.35%</b>
<b>Gross Profit</b>	<b>628,290.31</b>	<b>1,223,439.00</b>	<b>-595,148.69</b>	<b>51.35%</b>
<b>Expense</b>				
<b>60000 · MATERIALS &amp; SERVICES</b>				
<b>61300 · CONFERENCES AND TRAINING</b>				
61330 · Registration	1,568.00			
61300 · CONFERENCES AND TRAINING -	0.00	12,000.00	-12,000.00	0.0%
<b>Total 61300 · CONFERENCES AND TRAINING</b>	<b>1,568.00</b>	<b>12,000.00</b>	<b>-10,432.00</b>	<b>13.07%</b>
<b>61500 · COMMUNITY CONSERVATION PROGRAMS</b>				
61510 · Conservation Education (Youth)	8,162.97	8,200.00	-37.03	99.55%
61520 · Conservation Incentive Program	2,000.00	3,000.00	-1,000.00	66.67%
61530 · Invasives Program	923.47	3,000.00	-2,076.53	30.78%
61540 · Native Plant Sale	18,939.89	20,000.00	-1,060.11	94.7%
61560 · Scholarships/Internships	0.00	600.00	-600.00	0.0%
61570 · Soil Quality Program	2,832.89	3,000.00	-167.11	94.43%
61585 · Conservation Leadership - EDI	1,600.00	2,000.00	-400.00	80.0%
<b>Total 61500 · COMMUNITY CONSERVATION PROGRAMS</b>	<b>34,459.22</b>	<b>39,800.00</b>	<b>-5,340.78</b>	<b>86.58%</b>
<b>62100 · CONTRACTED AND PROF SERVICES</b>				
62115 · Audit	4,900.00	5,000.00	-100.00	98.0%
62120 · Computer Support	1,615.10	4,000.00	-2,384.90	40.38%
<b>62130 · PROFESSIONAL SERVICES</b>				
62140 · Legal	3,115.00			
62150 · Accounting	16,650.85			
62160 · Facilitation	6,925.00	12,000.00	-5,075.00	57.71%
62170 · Web Design, Logo - Marketing	1,219.00			



**Benton Soil & Water Conservation District**  
**P&L Budget vs. Actual GENERAL FUND**  
 July 2021 through April 2022

	Jul '21 - Apr 22	Budget	\$ Over Budget	% of Budget
62130 · PROFESSIONAL SERVICES - C	0.00	31,020.00	-31,020.00	0.0%
<b>Total 62130 · PROFESSIONAL SERVICES</b>	<b>27,909.85</b>	<b>43,020.00</b>	<b>-15,110.15</b>	<b>64.88%</b>
62190 · Misc Contracted Services	5,050.00	6,779.00	-1,729.00	74.5%
<b>Total 62100 · CONTRACTED AND PROF SERV</b>	<b>39,474.95</b>	<b>58,799.00</b>	<b>-19,324.05</b>	<b>67.14%</b>
62300 · Dues/Subscriptions/Fees	6,539.74	13,000.00	-6,460.26	50.31%
<b>62800 · OFFICE OCCUPANCY</b>				
62810 · Alarm & Janitorial Services	0.00	1,500.00	-1,500.00	0.0%
62820 · Rent & Parking	23,723.75	27,000.00	-3,276.25	87.87%
62830 · Utilities	3,974.38	5,900.00	-1,925.62	67.36%
62840 · Other	0.00	1,000.00	-1,000.00	0.0%
62800 · OFFICE OCCUPANCY - Other	34.48			
<b>Total 62800 · OFFICE OCCUPANCY</b>	<b>27,732.61</b>	<b>35,400.00</b>	<b>-7,667.39</b>	<b>78.34%</b>
<b>65000 · SUPPLIES AND MATERIALS</b>				
<b>65010 · COPIER AND SUPPLIES</b>				
65014 · Lease	1,553.35			
65010 · COPIER AND SUPPLIES - Other	0.00	3,500.00	-3,500.00	0.0%
<b>Total 65010 · COPIER AND SUPPLIES</b>	<b>1,553.35</b>	<b>3,500.00</b>	<b>-1,946.65</b>	<b>44.38%</b>
65020 · Equipment	0.00	5,000.00	-5,000.00	0.0%
65030 · Office Supplies	1,639.10	2,500.00	-860.90	65.56%
65040 · Postage	61.24	1,000.00	-938.76	6.12%
65050 · Software/Computer Accessories	1,940.19	3,000.00	-1,059.81	64.67%
<b>Total 65000 · SUPPLIES AND MATERIALS</b>	<b>5,193.88</b>	<b>15,000.00</b>	<b>-9,806.12</b>	<b>34.63%</b>
<b>65110 · PRODUCTION COSTS</b>				
65112 · Advertising and Website	638.44	1,500.00	-861.56	42.56%
65114 · Merchandise	0.00	1,000.00	-1,000.00	0.0%
65116 · Newsletters	2,024.66	3,000.00	-975.34	67.49%
65118 · Publications	0.00	500.00	-500.00	0.0%
<b>Total 65110 · PRODUCTION COSTS</b>	<b>2,663.10</b>	<b>6,000.00</b>	<b>-3,336.90</b>	<b>44.39%</b>
65120 · Insurance & Fidelity Bond	4,489.97	4,500.00	-10.03	99.78%
65160 · Miscellaneous	0.00	1,000.00	-1,000.00	0.0%
65320 · Mileage/travel related expenses	1,231.36	4,000.00	-2,768.64	30.78%
65400 · Meetings & Events	173.90	4,000.00	-3,826.10	4.35%
<b>Total 60000 · MATERIALS &amp; SERVICES</b>	<b>123,526.73</b>	<b>193,499.00</b>	<b>-69,972.27</b>	<b>63.84%</b>
<b>66000 · PAYROLL EXPENSES</b>				
66200 · Wages	283,426.54	355,915.10	-72,488.56	79.63%
66410 · Health, Dental & Life Insurance	46,987.25	59,598.10	-12,610.85	78.84%
66420 · Retirement	14,897.08	19,277.40	-4,380.32	77.28%
<b>66500 · Payroll Taxes</b>				
66510 · FICA Employer	21,232.48			
66520 · SUTA	2,111.07			
66530 · OR-WBF	84.38			
66500 · Payroll Taxes - Other	0.00	31,190.40	-31,190.40	0.0%
<b>Total 66500 · Payroll Taxes</b>	<b>23,427.93</b>	<b>31,190.40</b>	<b>-7,762.47</b>	<b>75.11%</b>

**Benton Soil & Water Conservation District**  
**P&L Budget vs. Actual GENERAL FUND**  
 July 2021 through April 2022

	Jul '21 - Apr 22	Budget	\$ Over Budget	% of Budget
66800 · Fees	128.00			
<b>Total 66000 · PAYROLL EXPENSES</b>	<b>368,866.80</b>	<b>465,981.00</b>	<b>-97,114.20</b>	<b>79.16%</b>
69100 · Capital Outlay	0.00	5,000.00	-5,000.00	0.0%
69200 · Contingency	0.00	40,000.00	-40,000.00	0.0%
<b>69400 · TRANSFERS OUT</b>				
69410 · Trf GF to Building Reserve Fd	5,000.00	5,000.00	0.00	100.0%
<b>Total 69400 · TRANSFERS OUT</b>	<b>5,000.00</b>	<b>5,000.00</b>	<b>0.00</b>	<b>100.0%</b>
69600 · Reserved for Future Expenditure	0.00	233,959.00	-233,959.00	0.0%
69800 · Unappropriated Fund Balance	0.00	280,000.00	-280,000.00	0.0%
<b>Total Expense</b>	<b>497,393.53</b>	<b>1,223,439.00</b>	<b>-726,045.47</b>	<b>40.66%</b>
<b>Net Ordinary Income</b>	<b>130,896.78</b>	<b>0.00</b>	<b>130,896.78</b>	<b>100.0%</b>
<b>Net Income</b>	<b>130,896.78</b>	<b>0.00</b>	<b>130,896.78</b>	<b>100.0%</b>

**Benton Soil & Water Conservation District**  
**P&L Budget vs. Actual PROJECT FUND**  
 July 2021 through April 2022

	<b>Jul '21 - Apr 22</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>43300 · Grant/Project Administration</b>	192,391.56	556,087.00	-363,695.44	34.6%
<b>Total Income</b>	<u>192,391.56</u>	<u>556,087.00</u>	<u>-363,695.44</u>	<u>34.6%</u>
<b>Gross Profit</b>	192,391.56	556,087.00	-363,695.44	34.6%
<b>Expense</b>				
<b>66000 · PAYROLL EXPENSES</b>				
<b>66200 · Wages</b>	14,661.26	49,065.00	-34,403.74	29.88%
<b>66410 · Health, Dental &amp; Life Insurance</b>	2,540.38	10,824.00	-8,283.62	23.47%
<b>66420 · Retirement</b>	334.45	2,190.00	-1,855.55	15.27%
<b>66500 · Payroll Taxes</b>				
<b>66510 · FICA Employer</b>	1,118.51	0.00	1,118.51	100.0%
<b>66520 · SUTA</b>	148.21	0.00	148.21	100.0%
<b>66530 · OR-WBF</b>	4.66	0.00	4.66	100.0%
<b>66500 · Payroll Taxes - Other</b>	0.00	5,059.00	-5,059.00	0.0%
<b>Total 66500 · Payroll Taxes</b>	<u>1,271.38</u>	<u>5,059.00</u>	<u>-3,787.62</u>	<u>25.13%</u>
<b>Total 66000 · PAYROLL EXPENSES</b>	18,807.47	67,138.00	-48,330.53	28.01%
<b>68000 · PROJECTS-SVC-SUPP-MATERIALS</b>				
<b>68010 · Project Contracted Services</b>	132,648.12	0.00	132,648.12	100.0%
<b>68020 · Project Mileage &amp; Travel</b>	132.72	0.00	132.72	100.0%
<b>68040 · Project Supplies &amp; Materials</b>	23,599.37	0.00	23,599.37	100.0%
<b>68000 · PROJECTS-SVC-SUPP-MATERIALS</b>	0.00	440,218.00	-440,218.00	0.0%
<b>Total 68000 · PROJECTS-SVC-SUPP-MATERIALS</b>	<u>156,380.21</u>	<u>440,218.00</u>	<u>-283,837.79</u>	<u>35.52%</u>
<b>69400 · TRANSFERS OUT</b>				
<b>69440 · Trf PF to General Fund</b>	17,764.03	48,731.00	-30,966.97	36.45%
<b>Total 69400 · TRANSFERS OUT</b>	<u>17,764.03</u>	<u>48,731.00</u>	<u>-30,966.97</u>	<u>36.45%</u>
<b>Total Expense</b>	<u>192,951.71</u>	<u>556,087.00</u>	<u>-363,135.29</u>	<u>34.7%</u>
<b>Net Ordinary Income</b>	-560.15	0.00	-560.15	100.0%
<b>Net Income</b>	<u><b>-560.15</b></u>	<u><b>0.00</b></u>	<u><b>-560.15</b></u>	<u><b>100.0%</b></u>

Apr 2022 Qtrly All Grant Projects Financial Report

Project Name	Grant #	Funding Agency	Start Date	End Date	Status	Final Report Due Date	Fund Amount	(INCOME) Received to	Earned Income to	(EXPENSES) Spent to	Unearned Funds	Remaining balance to	Grant Manager	Grant Report Dates	How grant funds are received	Admin Expected	Admin Earned	Admin Remaining
Effectiveness Monitoring WAHWG	2009-012-00	BPA	6/1/2020	5/31/2021	Open	8/31/2021	157,527	153,476	153,476	153,476	0	4,051	MA			4,775	4,775	0
Ludwigia Management Alternatives	19100538	MMT	12/1/2019	12/31/2022	Open	2/15/2023	27,742	27,742	6,978	6,978	20,764	0	MA	Interim Report: 1/1/2021 & 1/1/2022. Final Report 2/15/2023	100% of funds at beginning of grant	2,522	634	1,888
State of the River Synthesis	20010715	MMT	2/1/2020	10/31/2022	Open	11/30/2022	80,000	80,000	64,726	64,726	15,274	0	MA	Interim 2/1/2021 & Final 11/30/2022	100% of funds at beginning of grant	12,000	8,495	3,505
Willamette Mainstem Restoration Opportunities and Strategies for Engagement	20100515	MMT	11/1/2020	4/30/2023	Open	6/30/2023	70,164	70,164	7,500	7,500	62,664	0	MA	5/15/21 & 6/30/23	100% of funds at beginning of grant	6,379	682	5,697
Willamette River Aquatic Weed Management Phase 7	2020-33-010	ODA-OSWB	2/28/2020	9/30/2021	Open	6/30/2021	27,719	22,733	22,733	22,733	0	4,986	MA		*50% of funds received at start of grant *25% of funds are received after interim grant report submitted and approved by ODA *final funds are received after final grant report submitted and approved by ODA	2,520	2,067	453
Purge the Spurge! EDRR and Community Outreach	2020-33-011	ODA-OSWB	2/28/2020	9/30/2021	Open	11/29/2021	8,808	7,870	7,870	7,870	0	938	MA		*50% of funds received at start of grant *25% of funds are received after interim grant report submitted and approved by ODA *final funds are received after final grant report submitted and approved by ODA	801	715	86
Purge the Spurge Outreach	2022-35-014	ODA-OSWB											MA					0
WRAWM 8	2022-35-015	ODA-OSWB											MA					0
Fackrell Soil & Water Imp	09-20-002	OWEB	12/5/2020	10/16/2022	Open	12/16/2022	10,123	2,370	2,370	2,370	0	7,753	DS	12/16/2022, 10/16/2024	no funds received at start of grant; funds received by reimbursement of invoices/receipts submitted by BWCD two times total; OWEB holds last 10% of funds until they receive and approve of Final Report.	1,012	215	797
Carson Riparian Buffer Access Control	09-20-003	OWEB	3/18/2021	1/26/2023	Open	3/26/2023	14,889	13,400	13,400	13,400	0	1,489	DS	3/26/2023, 3/26/2025	no funds received at start of grant; funds received by reimbursement of invoices/receipts submitted by BSWCD two times total (including final); OWEB holds last 10% of funds until they receive and approve of Final Report at end of grant.	1,353	1,218	135
100 Acre Wood Habitat Project - Plant Establishment	217-3002-14131	OWEB	10/25/2016	6/30/2022	Open	8/30/2022	25,278	18,057	18,057	18,057	0	7,221	DS	Project completion only	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	2,298	1,639	659
OWEB SIA grant	218-8010-16782	OWEB	3/4/2019	12/22/2023	Open	12/22/2023	125,000	56,451	56,608	56,608	-157	68,549	DS	Multiple dates (6/17/2019, 12/16/2019, 6/14/2020, 12/14/2020, 6/14/2021, 12/13/2021, 6/13/2022, 12/13/2020)		11,364	5,127	6,237
UMC SIA Station 2 Match		Donation			Open		8,000	8,000	7,753	7,753	247	0	TM		Donation from George Ice	0	0	0

**Apr 2022 Qtrly All Grant Projects Financial Report**

Project Name	Grant #	Funding Agency	Start Date	End Date	Status	Final Report Due Date	Fund Amount	(INCOME) Received to	Earned Income to	(EXPENSES) Spent to	Unearned Funds	Remaining balance to	Grant Manager	Grant Report Dates	How grant funds are received	Admin Expected	Admin Earned	Admin Remaining
2019 data collection for WFIP Effectiveness Monitoring (Phase 2)	218-8201-16520	OWEB	1/1/2019	6/30/2021	Open	8/28/2021	119,983	119,982	119,982	119,982	0	1	MA	2/28/2021	received by reimbursement of invoices/receipts for amounts of \$250 or more submitted by BSWCD; OWEB holds last 10% of funds (\$11,983) until they receive and approve of Final Report at end	10,908	10,908	0
2019 Supplemental Data Collection for WFIP Effectiveness Monitoring (Phase 3)	218-8390-17212	OWEB	2/4/2020	12/31/2022	Open	12/31/2022	100,000	75,816	75,816	75,816	0	24,184	MA	Interim Report: 12/31/2020 & Final Report: 2/28/2022	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	9,091	6,892	2,199
Building soil-minded relationships for resilient crop and pasture systems	219-9001-19457	OWEB	8/3/2021	6/15/2023	Open	6/15/2023	45,967	6,929	6,929	6,929	0	39,038	TM	Reports are submitted with Request for release of Funds; Final report due within 60 days of 6/15/2023 with final Request for release of Funds.	Fund requests (OWEB website/manage your grant/payments & budget. Request for Release of Funds form). Submit expense tracking spreadsheet for all OWEB expenses and approval of receipts or invoices for amounts \$250 or more (excluding admin). Final 10% payment after completion report approval.	4,179	630	3,549
J2E RTR Project	220-3033-17504	OWEB	4/22/2020	6/30/2025	Open	6/30/2025	239,915	61,285	61,285	61,285	0	178,630	DS	6/30/2028 and 6/30/2030		23,084	5,570	17,514
Willamette FIP Effectiveness Monitoring Program Phase 4: Data Collection 2020-2021 and Reporting	220-8201-17233	OWEB	1/1/2020	12/31/2022	Open	2/28/2023	119,988	107,149	107,149	107,149	0	12,839	MA	Interim Report: 6/30/2021 & Final Report: 2/28/2023	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	10,908	9,741	1,167
Regenerative Landscape Project		Donation			Open		2,980	2,980	2,577	2,577	403	0	TM			0	0	0
<b>Total</b>							<b>1,184,083</b>	<b>834,404</b>				<b>349,679</b>					<b>59,308</b>	<b>43,887</b>

**FY22 Budget Resolution**  
Resolution No. FY2021-2022-15

BE IT RESOLVED that the Board of Directors of the Benton Soil and Water Conservation District (BSWCD) hereby approves the addition of \$15,000 to the BSWCD FY2021-2022 Budget as follows:

**Project Fund**

Add \$15,000 in Resources to the Project Fund for the Willamette Weed Control and Landowner Engagement. ODA Grant No. 2022-36-002.

Add \$15,000 in Requirements to the Project Fund as follows:

<b>Personnel Services</b>	\$1,000
Payroll expenses including wages, benefits, and taxes	
<b>Materials and Services</b>	
Contracted/Professional Services	\$12,636
<b>Transfer to General Fund (Fiscal Admin)</b>	\$1,364

**General Fund**

Add \$1,364 in Resources

<b>Transfer from Project Fund (Fiscal Admin)</b>	\$1,364
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Add \$1,364 in Requirements to the General Fund as follows:

**Personnel Services**

Payroll expenses including wages, benefits, and taxes	\$1,364
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SIGNED THIS 13<sup>th</sup> day of June, 2022

Benton Soil and Water Conservation District  
*Entity Name*

BSWCD Board of Directors  
*Governing Body*

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



## Benton Soil and Water CONSERVATION DISTRICT

**Date:** May 31, 2022  
**To:** Benton SWCD Directors  
**From:** Holly Crosson, Executive Director  
**Re:** May 2022 Monthly Report for June 2022 Board Packet

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

- Met with Amy Stork and Michael to discuss funding/revenue strategies.
- Developed individual work plan for FY23 and aligned with new strategic goals.
- Developed an individual FY23 work plan for the Communications and Community Engagement Coordinator.
- Met with Michael and Linda on 5/20 about transition readiness; took minutes.

### **THE CONFLUENCE**

- Talked with Alan Ayres about our current office space (he had lots of questions) and updated him on our intentions for renting in the new building.

### **COVID-19**

- No change in BSWCD policy; Benton County numbers are going up again.

### **SAFETY/IT**

- Attended May 4 OSHA Safety Consultation with Linda (BSWCD Safety Officer) and Chris Hernandez (OSHA consultant). Received Report on May 18. No serious hazards identified. Four "other than serious" items identified for follow up: electrical panel in office had breakers that were not labeled; staff need to take an online fire extinguisher training; we need a written PPE (personal protective equipment) certification of hazard assessment; and need to develop a Hazard Communication Program.
- Attended a Hazards of Wildfire Smoke webinar presented by OSU.

### **DEIJ**

- Was not able to attend the Confluence Equity Committee meeting on 5/10.

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

- Attended Luckiamute Watershed Council 20<sup>th</sup> anniversary celebration; met with new ODA-SWCD Program representative.
- Initiated legal review of internship agreements and explored the need for liability insurance coverage for interns on BSWCD's general liability policy (attorney recommended we cover interns).
- Reviewed SDAO's 2022 Legislative Report.
- Met with Heather Medina Saucedo (NRCS Basin Team Leader) to discuss agreements, audits, and update her on our strategic plan.

- Met with Bob Hansen about potential camas planting sites.
- Distributed Michael's poison hemlock flyer far and wide; found it growing in our neighborhood City of Corvallis open space.
- **Contracts:**
  - Managed contracts with bookkeeper, IT consultant, Web Design firm, and auditor; reviewed Michael's draft 2023 NPS contract and suggested edits.
  - Continued coordinating with Deb Merchant on contract for website posts, MailChimp mailings, etc.

## **FISCAL**

- FY23 Budget: finalized LB forms, Budget Message, and Cliff Notes; created slides for presentation; attended Budget Committee meetings (5/23 and 5/31); followed up with budget committee on Contingency and limitations of permanent tax rate; prepared appropriation resolution for June budget hearing; updated budget document for June hearing.
- Tracked ACH deposits for grant payments; distributed reports to Jenny/staff.
- Reviewed/authorized/completed/submitted: staff timesheets, payroll, invoices, CIRs (check issuance requests), EFTs (electronic funds transfers) for bill payment, fiscal admin and accounting on grants, journal entry approvals, monthly financial reports, checks, credit card and bank statements, account reconciliations, bank deposits, and LGIP balance.
- Held weekly meetings with bookkeeper.
- Set dates for FY22 audit field work - August 9-11.
- Worked on annual LGIP Public Depositor Verification with Linda.

## **PERSONNEL**

- **Communications and Community Engagement Coordinator:** Received 5 applications, reviewed qualified applications (3), chose candidates to interview (2), finalized interview questions, conducted interviews with Michael and Linda, conducted reference checks, offered the job to one of the applicants but they declined because position was not adequately aligned with their career goals. Will reopen search in early June after revising minimum qualifications.
- Researched new Oregon law on paid family and medical leave.
- Looked into RealOregon, a Natural Resource and Agricultural Leadership Program recommended for Michael by Peter Kenagy (realoregon.net).
- Held weekly check-in meetings with Linda.
- Had weekly check-in meetings with Michael.
- Participated in weekly Zoom staff meetings.

## **BOARD**

- Developed June budget hearing/board meeting agenda, resolutions, etc.; reviewed April financials; reviewed draft May meeting minutes.



**Date:** June 6, 2022

**To:** Benton SWCD Directors

**From:** Michael Ahr

**Re:** Staff Report for May 2022



### **Conservation Program Manager**

- Held a work session on Work Planning with Donna and Teresa where we assessed our new strategic direction document and discussed how to integrate new ideas into work plan.
- Served on interview panel for 2 CCEC interviews (Communications position)
- Attended bi-monthly meeting with NRCS. Talked about workload, collaboration on site visits, and BSWCD playing a more active role in hosting the Local Workgroup Meeting
- Had one check in with Teresa and 3 check ins with Holly
- Met with Holly and Amy Stork re: Funding Strategy, integrating it into strategic direction doc
- Held Native Plant Committee Meeting with Teresa
- Attended a meeting with Holly and Linda on Organization Transition Planning
- Took minutes at Budget Committee Meeting
- Called Nate Agalzoff at Oregon Department of Forestry to get updates on Landowner assistance programs from their agency

### **Willamette Mainstem Cooperative**

- Attended meeting on upcoming NOAA funding. This fund will be much larger for the next year or two because of the Federal infrastructure bill.
- Worked on securing canoe at Bald Hill Farms, prepared for upcoming volunteer events on river

### **Invasive Species Program**

- Held Let's Pull Together Event at 3 locations in Benton County. I directed 9 volunteers at Marys River Park in Philomath. All together we had 39 volunteers at our 3 sites and had help from Adopt a Park in Albany, Marys River Watershed Council, and Corvallis Parks and Recreation.
- Visited landowner near Stewart Slough to discuss poison hemlock and Ludwigia
- Oblong spurge update:
  - 7 new sites found this year. One is near Corvallis airport and appears to be an intentional planting from years ago. Another is on Vineyard Mountain near an existing site, but in a different drainage. I think this plant is spreading from animal movement.
  - I trained 5 OSU students on how to survey neighborhoods for oblong spurge and it has resulted in at least 1 new, confirmed oblong spurge location ~near Porter Park.
  - 2 existing sites have been treated with herbicide, and 1 newer site will become part of our contract with Integrated Resources Management where they will hand pull.
  - Made several site visits. 3 new sites & 1 existing site have been pulled by homeowner.

### **Other**

- Presented about SWCDs at the OSU Student Chapter of Forest Stewards Guild
- Attended air quality training focused on alternatives to forest fuel/pile burning
- Attended [Woodland Fish & Wildlife](#) Group Meeting – publications for woodland owners
- Met with staff from Institute of Applied Ecology about our uses and needs for native seed

Date: May 27, 2022  
To: Benton SWCD Directors  
From: Linda Lovett, Operations Manager  
Re: May Report for June 2022 Board Packet



### **Operations Management**

- FY23 Budget: drafted legal notices for Budget Committee meetings on May 23 and May 31 and for Budget Hearing (LB-1 form) on June 13; added general and project fund graphs to Budget Message; compiled budget packet; and sent meeting reminders; attended May 23 meeting.
- Worked with insurance broker to add interns to District liability policy; requested 2022 health benefit summaries to provide to staff and CCEC applicant.
- Met with Holly and Michael about transition readiness; added transition items (reorganize computer drive, update office and operations manuals) to FY23 work plan.
- Reviewed, authorized, and submitted Check Issuance Request and Credit Card Receipt forms; responded to staff inquiries about payments; deposited checks.

### **Organizational Support**

- Submitted documentation to OSHA Safety Consultant Chris Hernandez in preparation for his visit to the office on May 4; with Holly answered questions related to District facilities and safety program; added recommendations from his written report to FY23 work plan.
- Updated and submitted Public Funds Collateralization Program Annual Verification form for the Oregon State Treasury.
- Filed paperwork and organized files during visits to office.
- Forwarded phone calls and emails to appropriate staff and board members.
- Updated Employee Data Sheet; reviewed timesheets; distributed pay stubs.
- May board meeting: submitted public notice to G-T; added calendar items to agenda; compiled and emailed packet; took minutes.
- Participated in and facilitated weekly staff meetings.

### **Capacity Building**

- Screened applicants for the Communications and Community Engagement Coordinator position and responded to their emails; redacted information as outlined in Blind Hiring procedures; arranged use of CBI conference room, reviewed interview questions, and participated in interviews of two candidates; conducted reference check on one candidate.
- Added outreach events to the BSWCD website calendar.



## SPRING 2022: an exercise in scheduling flexibility due to rain!

The building blocks of a valued partnership include sharing event-hosting experience, facilitating registration, and creating signs or revising the signs you have to fit an event. Show up early. Put signs in place to guide participants. Smile. Listen. Take your signs home.

BSWCD has so many wonderful partners. Like us, much of their work is in remote fields or forests, unseen by the general public. It is an honor to showcase their unique skills and vast knowledge, and their service to Benton County's people, wildlife, and plant communities.

### May 10th - Farming for the Future: Native Seed Production Tour

**Partner: Institute for Applied Ecology (IAE)**

32 participants - BSWCD shared a brief description of our Native Plant Program activities and introduced Board members who attended, Nate Johnson, Jerry Paul, and Eliza Mason - thanks for your support! IAE's [Mara Friddle](#) (right) and [James McAuliffe](#) introduced the species in their propagation plots and discussed planting, maintenance, and harvest, along with integrated pest management methods such as landscape fabric, birds of prey perches, and mouse traps. Other IAE staff talked about how their seeds are used and the partnerships that direct their work.



*Coming and going!!!*



*Mara Friddle, IAE, introduces native plant plots*

### May 4 - Novel Forages Field Trials

**Partner: NRCS Plant Materials Center (PMC)**

28 participants - Board members, Henry Storch and Graham Trask, joined the tour and discussion led by PMC's Ian Silvernail. Forage trial plots included several varieties of brassicas, clover, chicory, grains, grasses, parsley, plantain, prunella, vetch, yarrow and more. Director Graham and Evelyn Lee, Upper Muddy Creek landowner and Alpine community leader, both expressed interest in hosting forage trials on their land. The PMC staff and a local seed producer are interested in supporting private land trials. BSWCD should help facilitate this exciting work!



*Nitro radish plot growing at forage trail.*

## Tell the GOOD DIRT STORY!

Through the OWEB TA grant, BSWCD offers soil health testing to hazelnut, grass seed, and row crop farmers in the project priority area. I learn so much about Benton County agriculture’s current conservation practices when I visit farms to recruit participants for the project.

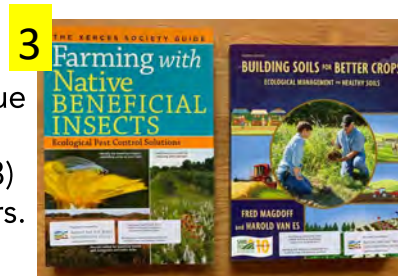
I predict that many of the soil test results will show that our farmers already use practices that build soil health. For example, (1) Avery Jones reads up on soil principles and works with field reps to manage his inputs. During most years, Avery does not bale his tall fescue straw. He returns that carbon resource to his soil.



When I visited Davis Family Farm to talk about soil health testing, Russell demonstrated his greenhouse flooded floor fertigation system (2). The concrete floors are sloped to the center where the solution bubbles up to flood pot bottoms. Then the nutrient solution drains back through the same holes into the fertilizer storage tank.



The next step is to create maps for landowner agreements and to schedule the field work that is delayed this year due to weather. The OWEB TA grant funded the purchase of two informative books (3) that I will share with participating growers.



From left, Phacelia, an amazing pollinator plant included in cover crop mix with crimson clover and cereal rye; Teresa Matteson, out standing in the cover crop field; Training participants gather near hedgerow; Limnanthes douglasii, meadowfoam.

**NRCS Pollinator Training** - This great training started with a pre-training webinar on May 13th followed by May 18th & 19th in-person training at the Corvallis Plant Materials Center (PMC). The focus was learning about two practices that provide cost share for landowners to plant for pollinators, (420) Wildlife Habitat Planting and (422) Hedgerow Planting. Amid presentations by NRCS staff, Kathy Pendergrass and Nathan Adelman, Xerces Society’s Mace Vaughan and Corin Pease, and PMC manager, Amy Bartow, we worked in teams to use the Pollinator Wildlife Habitat Evaluation Guide (PWHEG) datasheet. Ten scoring sections led us through present and planned field evaluations, such as forage plant cover and species composition in early, mid, and late season, various nesting and overwintering components, and pesticide risks. The second day presentations were about installation (site prep) and plant stock. After lunch, we worked in small groups to complete NRCS conservation planning exercise and fill out forms. NRCS has native plant lists for Western Oregon that are very useful. Take home nugget—do projects in phases!

**Matteson work benefits BSWCD:** The table below shows how this month’s activities address 2022—2026 GOALS and STRATEGIES.

Matteson work benefits BSWCD	Goals					Strategic Themes			
	1 resources are protected, restored, resilient	2 people have relationships with natural resources	3 consistent communications	4 partnerships and revenue	5 effective programs and services	Climate	Targeted Impact	Equity	Collaborative Leadership
Soil Health TA Grant	x	x	x	x	x	x	x		x
UMC SIA Water Quality Monitoring	x	x	x	x	x		x		x
Central Park Garden WVRLC	x	x	x	x	x	x	x	x	x
Growing Ancestral Roots	x	x	x	x	x	x	x	x	x
Spring Field Tours & Monroe Festival	x	x	x	x	x	x	x	x	x
Professional Development	x	x	x	x	x	x	x		x

**This report is for YOU!** Dear BSWCD Directors, my staff reports are created to share tidbits about my work with YOU. If you have any questions or comments about the content of this report, please email or call me. I love to share information about my conservation passions.



*BSWCD funded GAR netting to protect vegetable starts from animal and insect damage. © Inokuma 2022.*

**Sunbow Produce and the Native Plant Sale nurture new partnerships with Growing Ancestral Roots and Corvallis Multicultural Literacy Center**

Nate Johnson, BSWCD Chair, reached out via the Sunbow Produce network to recruit Native Plant Sale volunteers, including Teiya Inokuma. Teiya returned to Davis Family Farm three times, to volunteer twice and to purchase extra plant inventory. As we became acquainted, Teiya told me about her volunteer work with Growing Ancestral Roots (GAR), a local non-profit that “provides a safe space for Black and Indigenous People Of Color (BIPOC) to concurrently ‘grow’ connections with our culture as our community, by growing food and resources.” Through the Corvallis Multicultural Literacy Center, the BSWCD Community Conservation Program

provided funds for soil tests, protective netting, and the netting support structure to reduce animal and bug access to vegetable plantings.

Together, Teiya and I collected soil samples from a Sunbow Produce high tunnel plot that is dedicated to the GAR project. This summer, as my soil health intern, Teiya will help me collect soil samples from the TA grant farms.

**DATE ACTIVITY**

- 4/21 DEQ mtg about soil health in GWMA
- 4/23 soil infiltration demo supplies to LBCC soil science instructor
- 4/25 GAR soil sample collection in high tunnel
- 4/28 Mtg with M Ahr about SH Interns
- 4/28 NRCS CIS writing
- 4/29 Hazelnut pollinator field training Lewis Brown Farm
- 4/30 Monroe Festival 10 AM to 6 PM—visit the soil health booth!!!
- 5/9 NRCS & BSWCD—check-in meeting
- 5/10 Rescheduled Institute for Applied Ecology tour
- 5/13 NRCS Pollinator training webinar
- 5/13 MRWC UMC SIA mtg—final preparations for instrument deployment
- 5/18—5/19 NRCS Pollinator training in-field
- 5/18 Soil infiltration demo supplies to NRCS
- 5/20 Visits to Avery Jones Farm, Davis Family Farm, Midway Farm
- Looking ahead
- 5/26 Strip tilling—rescheduled—a field demonstration at Eric Horning’s farm



## Donna Schmitz: May 1 to May 31, 2022

### Federal Farm Programs implementation; CREP, EQIP, WHIP

- Bimonthly meeting with NRCS.
- Developed and transferred GIS shape files for GWMA, Upper Muddy Creek SIA and Jackson-Frazier areas for use in mapping Soil Health NRCS Conservation implementation Strategy.
- Coordinating ArcGIS software to be installed on District computers using NRCS license.
- Training: Pollinator plants in conservation practices
- **Technical assistance contacts; telephone inquiries, office visits per resource concern. Project development and site visits for WQ technical assistance: (USDA) farm programs, AWQMP, GWMA, OWEB grants or other grants (site visits, evaluating resource concerns and project funding opportunities.**
- SV- Visit to BMX with caretaker coordinator for possible riparian plantings and community outreach. Suggested connection to S. Corvallis Mill Race Greenway folks
- SV: Landowner on West Hills Road. Interested in invasives control and fire preparedness. Pasture Management.
- OWEB small grant: Horse Island Water quality OWEB grant agreement signed.
- Mitchell Oak Woodland and Savanna Restoration OWEB grant developed and submitted (May 2<sup>nd</sup>). Coordinated with NRCS and USFW. Set up OWEB site visit for project review in June.
- Conservation Incentive Program: \$1000 paid for riparian plantings
- 100 Acre Wood: Requested invoice from landowner on tree plantings. Coordinating final work needed. Working on project completion report and final pictures.
- J2E: Discussion with project manager about needed work for mowing and spraying prior to FY closeout. Developed draft contract for mowing and mastication prior to burn season.
- ODA-revision completed on quarterly report on Scope of Work and financial documentation. Working with Jenny on documentation of end of fiscal year financials.
- Muddy Creek SIA-
  - Obtained Landowner Agreements for signatures to install monitoring equipment.
  - Finalizing fiscal year closeout costs of grant. Connected with Marys River WC about their final invoice request needs.
- GWMA: meeting with Long Tom WC about coordinating projects for the Monroe Source Water Protection Area (SWPA) Project to improve drinking water. They have a National Water Quality Initiative (NWQI) funded through NRCS and includes sub-watersheds of the Long Tom River that are mostly in Lane County. Looking to see how we can coordinate surface and ground water quality projects in Benton County.
- Met with Willamette Valley Native Plant Program about our needs for native plant seeds.
- Provided reviews of slide presentations and bios of four candidates for the OSU Regional Fire Specialist position.
- Training: Agriculture and Bio-diversity.
- Attended the Budget Committee meeting.
- Attended planning meetings with Michael and Teresa.
- Attended staff meetings,
- Attended board meeting.



## Natural Resources Conservation Service

District Conservationist Monthly Report – Benton & Linn Counties  
June 2022

### Announcements:

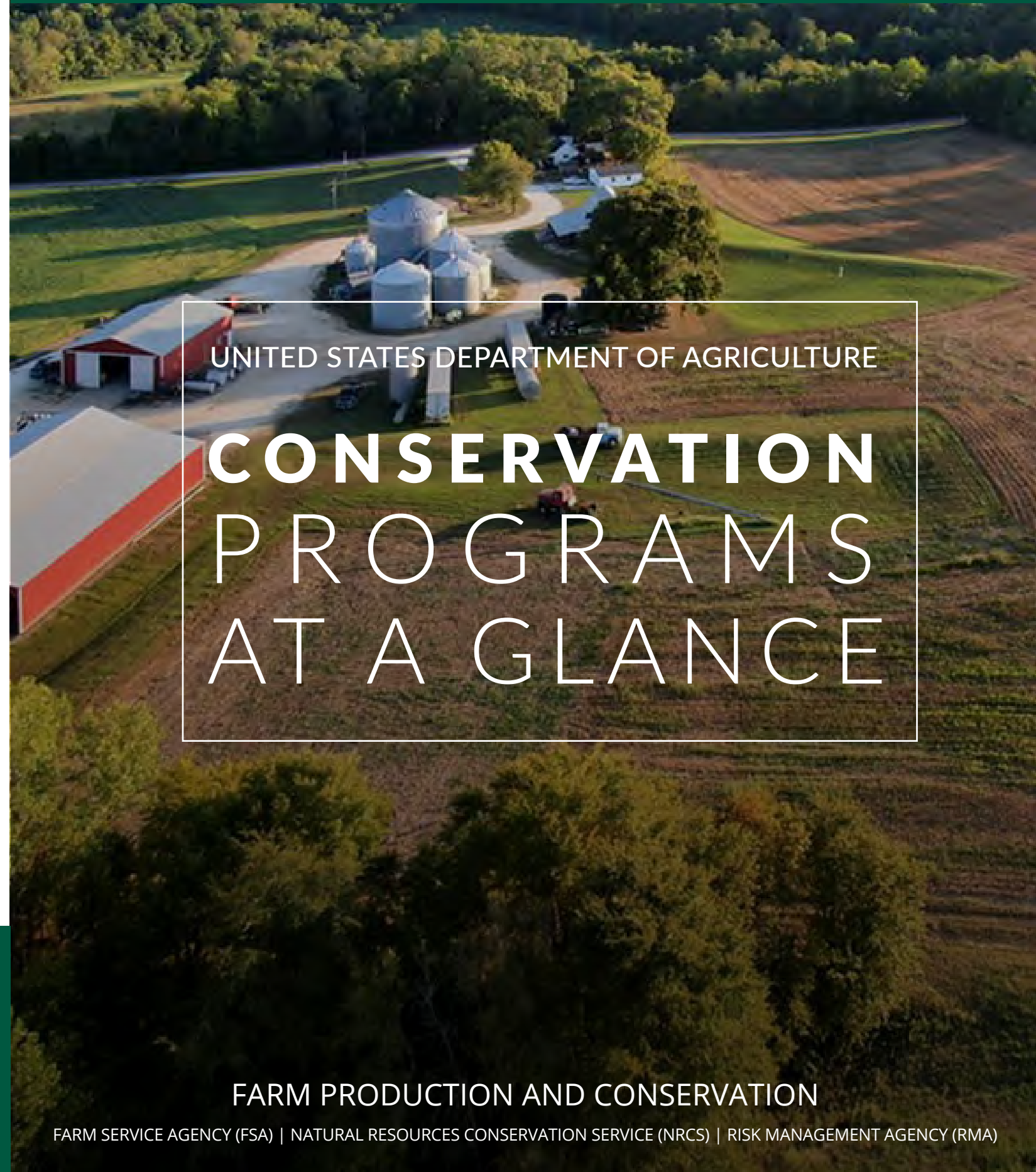
- See new handout attached: A list of all conservation programs available with NRCS and Farm Service Agency (FSA).
- Avian flu has been confirmed in Linn County. All of our field visits to landowners are followed up with a biosecurity protocol. This includes scheduling only one field visit per day to avoid contamination to any small or large farm that is visited by staff. And using bio-security cleaning supplies to wash boots and outerwear (overalls/rain pants) after each site visit.
- My staff and I are currently working on CSP classic applications.
  - Benton County: 2 applications for Zone 1 Cropland
  - Linn County: 1 application for Zone 1 Cropland, and 1 application for Zone 5 Forestland
- NRCS is always accepting applications for all programs.
- What's available in **Benton** County?
  - [https://www.nrcs.usda.gov/wps/portal/nrcs/detail/or/programs/?cid=nrcs142p2\\_044055](https://www.nrcs.usda.gov/wps/portal/nrcs/detail/or/programs/?cid=nrcs142p2_044055)
- What's available in **Linn** County?
  - [https://www.nrcs.usda.gov/wps/portal/nrcs/detail/or/programs/?cid=nrcs142p2\\_044058](https://www.nrcs.usda.gov/wps/portal/nrcs/detail/or/programs/?cid=nrcs142p2_044058)
- Signup for <https://www.farmers.gov/sign-in>: Farmers.gov account allow you to access self-service features and information that are available through a secure login. With an account, you can use features such as the ability to apply for select programs online, process transactions, and manage your USDA records.
- To receive USDA announcements about program deadlines, sign-up for **GovDelivery**. <https://www.nrcs.usda.gov/wps/portal/nrcs/site/or/home/>



# CONSERVATION PROGRAMS AT A GLANCE



CONSERVATION PROGRAM	AGENCY	DESCRIPTION	APPLICABLE LAND USES	CONTRACT LENGTH	ELIGIBILITY	NOTES
GRASSLAND CRP SIGNUP	FSA	A voluntary program that contracts with agricultural producers to help landowners and operators protect grassland. The program emphasizes support for grazing operations, plant and animal biodiversity, and eligible land containing shrubs and forbs under the greatest threat of conversion.	Grasslands, Rangeland, Pastureland	10 - 15 years	Control land for contract term	Haying & grazing allowed w/some restrictions
CONSERVATION RESERVE ENHANCEMENT PROGRAM (CREP)	FSA	Targets specific state or nationally significant conservation concerns. Federal funds are supplemented with non-federal funds to address those concerns by paying farmers in exchange for removing environmentally sensitive land from production and establishing permanent resource conserving plant species.	Cropland or pasture	15 years	Control land for contract term	Restrictions are negotiated with the partner and are specific to each agreement.
EMERGENCY CONSERVATION PROGRAM (ECP)	FSA	Provides funding and technical assistance for farmers and ranchers to restore farmland damaged by natural disasters and for emergency water conservation measures in severe droughts.	Farmland damaged by a natural disaster	6-18 months	FSA County Committee inspects the damage to determine if land is eligible	Conservation problems that existed before the disaster or severe drought are ineligible. Frequently damaged land (twice in the last 10 years) and private forestland is ineligible.
EMERGENCY FOREST RESTORATION PROGRAM (EFRP)	FSA	Provides funding to restore privately owned forests damaged by natural disasters. Assistance helps landowners carry out emergency measures to restore forest health on land damaged by floods, hurricanes or other natural disasters.	Private forestland damaged by a natural disaster	Disaster-specific funding	FSA County Committee inspects the damage to determine if land is eligible	Only owners of nonindustrial private forests with tree cover existing before the natural disaster occurred are eligible.
FARMABLE WETLANDS PROGRAM (FWP)	FSA	Designed to restore previously farmed wetlands and wetland buffer to improve both vegetation and water flow. Participants must agree to restore the wetlands and establish plant cover. Plant cover may include plants that are partially submerged or specific types of trees.	Previously farmed wetlands or wetland buffers	10-15 years	Must have been used for agricultural purposes for three of the past 10 crop years	Land cannot be used for commercial purposes



UNITED STATES DEPARTMENT OF AGRICULTURE

# CONSERVATION PROGRAMS AT A GLANCE



## More Information

For more information about USDA conservation programs, visit [farmers.gov/conservation](https://farmers.gov/conservation) or contact your local USDA Service Center.

To find your local USDA Service Center, visit [farmers.gov/service-locator](https://farmers.gov/service-locator).

USDA is an equal opportunity provider, employer, and lender.

## FARM PRODUCTION AND CONSERVATION

FARM SERVICE AGENCY (FSA) | NATURAL RESOURCES CONSERVATION SERVICE (NRCS) | RISK MANAGEMENT AGENCY (RMA)



# CONSERVATION PROGRAMS AT A GLANCE

USDA's Natural Resources Conservation Service (NRCS) and Farm Service Agency (FSA) offer federally funded, voluntary conservation programs to help farmers, ranchers, and private forest landowners protect and conserve the natural resources we all depend on, supporting healthy soil, cleaner air and water, and conserving wildlife habitats, while helping to mitigate the impacts of climate change.

NRCS and FSA conservation programs are incentive based and provide financial assistance to implement conservation practices. NRCS also offers free conservation technical assistance to help producers plan practices. NRCS accepts applications for conservation programs year-round, but applications are ranked and funded by funding cycle, which have state-specific application dates.

FSA program application periods vary by program. Producers interested in assistance are encouraged to contact their local USDA Service Center.





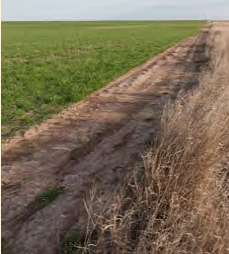
In addition to NRCS and FSA conservation programs, USDA's Risk Management Agency (RMA) also supports conservation through Federal crop insurance, including supporting use of cover crops, water conservation, and nutrient management.



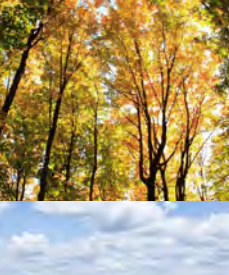

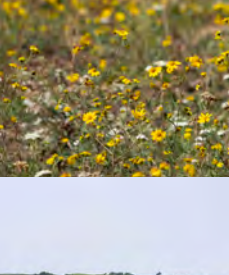


To participate in FSA and NRCS programs, producers have to be compliant with adjusted gross income requirements as well as highly erodible soils and wetland provisions.

Additionally, other eligibility provisions may apply.

### PROGRAM KEY

- NRCS
- FSA

CONSERVATION PROGRAM	AGENCY	DESCRIPTION	APPLICABLE LAND USES	CONTRACT LENGTH	ELIGIBILITY	NOTES
<b>ACEP-AGRICULTURAL LAND EASEMENTS (ALE)</b> 	NRCS	Helps private and tribal landowners, land trusts, and other entities such as state and local governments protect croplands and grasslands on working farms and ranches by limiting non-agricultural uses of the land through conservation easements.	Cropland, pasture, forest	Permanent	Apply to local entity	Apply through partner
<b>ACEP-WETLANDS RESERVE EASEMENTS (WRE)</b> 	NRCS	Helps private and tribal landowners protect, restore, and enhance wetlands which have been previously degraded due to agricultural uses.	Cropland, pasture, forest and non-ag land	30 years or Permanent	Landowner and landscape requirements	2-year ownership prior to application  Apply directly to NRCS
<b>AGRICULTURAL MANAGEMENT ASSISTANCE (AMA)</b> 	NRCS	Helps agricultural producers manage financial risk through diversification, marketing, or natural resource conservation practices. NRCS administers the conservation provisions while USDA's Agricultural Marketing Service and RMA implement the production diversification and marketing provisions.	Cropland, pasture, forest, farmstead and associated ag. land	Up to 10 years	Control land for contract term	Not available in every state
<b>CONSERVATION INNOVATION GRANTS (CIG)</b> 	NRCS	Competitive program that supports the development of new tools, approaches, practices, and technologies to further natural resource conservation on private lands. Through creative problem solving and innovation, CIG partners work to address our nation's water quality, air quality, soil health, and wildlife habitat challenges, all while improving agricultural operations.	Cropland, pasture, forest, farmstead, and associated ag. land	1-3 years	<i>Classic:</i> All non-Federal entities and individuals are eligible to apply. <i>On-Farm Trials:</i> All non-Federal entities are eligible to apply.	All CIG projects must involve EQIP-eligible producers
<b>CONSERVATION STEWARDSHIP PROGRAM (CSP)</b> 	NRCS	Helps agricultural producers maintain and improve their existing conservation systems and adopt additional conservation activities to address priority natural resource concerns. The higher the performance above existing management, the higher the payment.	Cropland, pasture, forest, farmstead and associated ag. land	5 years	Control land for contract term	Meet stewardship thresholds

CONSERVATION PROGRAM	AGENCY	DESCRIPTION	APPLICABLE LAND USES	CONTRACT LENGTH	ELIGIBILITY	NOTES
<b>ENVIRONMENTAL QUALITY INCENTIVES PROGRAM (EQIP)</b> 	NRCS	NRCS's flagship conservation program provides financial and technical assistance to agricultural producers to address natural resource concerns and deliver environmental benefits, such as improved water and air quality, conserved ground and surface water, reduced soil erosion and sedimentation, and improved or created wildlife habitat.	Cropland, pasture, forest, farmstead and associated agricultural land	1 - 10 years	Control land for practice lifespan	No payment duplication
<b>EMERGENCY WATERSHED PROTECTION PROGRAM</b> 	NRCS	Assists sponsors and landowners to protect lives and property from flooding or soil erosion after a natural disaster impairs a watershed. The EWP Program is designed for emergency recovery work, including the purchase of floodplain easements.	All	Variable	Measures must provide protection from additional flooding or soil erosion and reduce threats to life or property	NRCS will not provide funding for activities undertaken prior to the signing of a formal agreement
<b>HEALTHY FORESTS RESERVE PROGRAM (HFRP)</b> 	NRCS	Helps landowners restore, enhance, and protect forestland resources on private lands through easements and financial assistance. Through HFRP, landowners promote the recovery of endangered or threatened species, improve plant and animal biodiversity, and enhance carbon sequestration.	Forestland	10-year restoration agreements and 30-year or permanent easements	Control land for contract term	Must be privately owned  Apply directly to NRCS
<b>REGIONAL CONSERVATION PARTNERSHIP PROGRAM (RCPP)</b> 	NRCS	A partner-driven approach to conservation that funds solutions to natural resource challenges on agricultural land. By leveraging collective resources and collaborating on common goals, RCPP Classic and RCPP Alternative Funding Arrangements demonstrate the power of public-private partnerships in delivering results for agriculture and conservation.	Cropland, pasture, forest, farmstead, and associated ag. land	Typically five years	Organizations interested in partnering with NRCS on conservation projects submit project proposals during application periods.	All RCPP projects must develop and report on their environmental outcomes  Producers can apply to participate in a funded project through NRCS or partners.
<b>GENERAL CONSERVATION RESERVE PROGRAM (CRP)</b> 	FSA	Protects soil, water quality, and habitat by removing highly erodible or environmentally sensitive land from agricultural production through long-term rental agreements. CRP landowners are eligible for the Transition Incentives Program (TIP), which assists with selling your land to beginning and socially disadvantaged farmers.	Cropland	10 - 15 years	Control land for contract term	Land cannot be farmed
<b>CONTINUOUS CONSERVATION RESERVE PROGRAM (CRP)</b> 	FSA	Under continuous CRP signup, environmentally sensitive land devoted to certain conservation practices can be enrolled in CRP at any time. Also includes CLEAR30 and Safe Acres for Wildlife Enhancement (SAFE).	Cropland or pasture	10 - 15 years	Control land for contract term	Land cannot be farmed
<b>CRP HAYING &amp; GRAZING (EMERGENCY &amp; NON-EMERGENCY)</b> 	FSA	Haying and grazing of CRP acres is authorized under certain conditions to improve the quality and performance of the CRP cover (non-emergency) or to provide relief to livestock producers due to certain natural disasters (emergency).	Cropland or pasture	Authorized practices within the 10 to 15-year contract	Emergency - County designated severe drought (D2) or greater  Non-Emergency haying every 3 year, grazing every 2 years.	Haying and grazing restriction apply during and outside of the primary nesting season.

MEMORANDUM OF AGREEMENT BETWEEN THE  
United States Department of Agriculture, Natural Resources Conservation Service  
AND  
State of Oregon, Benton Soil and Water Conservation District,  
AND  
Oregon Department of Agriculture

**I. PURPOSE**

This Memorandum of Agreement (MOA) is entered into between the United States Department of Agriculture (USDA) Natural Resources Conservation Service (hereafter referred to as NRCS), Benton Soil and Water Conservation District, and Oregon Department of Agriculture.

The NRCS and Benton Soil and Water Conservation District, and Oregon Department of Agriculture (referred to jointly as the Parties) have common objectives of delivering technical and financial assistance to farmers, ranchers, forest stewards, and other entities to voluntarily protect, restore, and enhance the productivity of American agricultural lands. The Parties recognize the importance of natural resources, the wise use and management of these natural resources, and, as appropriate, the protection and/or development of these natural resources. This agreement is made and entered into with the objectives of:

- Continuing to support the delivery of excellent and innovative customer service;
- Recognizing conservation planning as foundational to our work, and working together to meet the conservation planning assistance needs of our cooperators/customers
- Strengthening and modernizing conservation delivery to optimize efficiency and effectiveness;
- Broadening our outreach to existing and new customers and partners;
- Supporting science-based decision making as close to the resource issue/opportunity as possible;
- Encouraging a voluntary approach as the primary means of accomplishing conservation goals; and
- Using sound approaches to strengthen each Party and its role in the delivery of soil, water, and related natural resource conservation across the nation.

**II. BACKGROUND**

The NRCS, Benton Soil and Water Conservation District, and Oregon Department of Agriculture share a rich history of collaborating to deliver comprehensive technical and financial assistance to farmers, ranchers, forest stewards, and other entities to voluntarily protect, restore, and enhance natural resources.

The Soil Conservation Service was established in 1935 (renamed NRCS in 1994 to reflect its broader conservation mission). NRCS is committed to “helping people help the land.” It provides assistance and resources for conservation practices that improve water and air quality, prevent erosion, restore

wetlands, and enhance wildlife. NRCS's approach to mission delivery and customer service is deeply rooted in the notion that locally-led, voluntary efforts yield the most effective and productive outcomes. Locally-led conservation is the principle that farmers, ranchers, and forest stewards know their lands better than anyone else based on their personal knowledge and experience with those lands. As such, they are best positioned to make optimal decisions for the benefit of their operations, its natural resource conditions, and their communities.

The first Conservation District was established in 1937 to provide local leadership in natural resources management. Conservation Districts serve as the link between federal, state, and local resources with farmers, ranchers, and forest stewards. They are responsible for promoting and carrying out their conservation programs by assisting communities and its members develop, apply, and maintain appropriate conservation practices and resource management systems. They are authorized to provide broad area planning and implementation assistance to units of government. They are a focal point for coordinating and delivering technical assistance and funding to their respective communities.

### **III. STATEMENT OF MUTUAL BENEFIT**

In conjunction with the NRCS and Oregon Department of Agriculture, the Benton Soil and Water Conservation District coordinates and implements locally led conservation plans using their connections to Federal, State, Tribal, and local governments; private resources; and the public. The Parties agree to facilitate cooperation, collaboration, and agreement between agencies, landowners, and other stakeholders; develop comprehensive conservation plans; and bring those plans to the attention of landowners and others within the district.

In addition, the Parties recognize the importance of working together to broaden strategic assessment and planning authority under state statute and the Soil and Water Resources Conservation Act of 1977 for the conservation, protection, and enhancement of soil, water, and related natural resources. The Parties further recognize that natural resources are finite and under increasing pressure from a variety of impacts. Soil, water, air, plants, animals, and energy are all addressed under the programs, initiatives, and partnership efforts of the Parties.

In order to deliver the necessary technical and financial assistance to enable locally-led, voluntary conservation, the Parties agree to adhere to the principles, roles, and responsibilities outlined in this Section of the MOA. This MOA does not affect or modify existing regulations or agency responsibilities and authorities. Moreover, this MOA does not commit any party to activities beyond the scope of its respective mission and statutory authorities.

#### **A. Locally-Led, Voluntary Conservation**

The Parties agree that locally-led, voluntary conservation must be driven by natural resource conservation needs, rather than by programs. Its primary focus is to identify natural resource concerns, along with related economic and social concerns. Locally-led conservation consists of a series of activities and phases that involve community stakeholders in natural resource planning, implementation of solutions, and evaluation of results:

1. The Conservation District in cooperation with the local District Conservationist shall:

- a. Assist NRCS in promoting USDA programs by participating in outreach and community education activities.
  - b. Advocate for a strong natural resource conservation program by keeping appropriate boards, landowners, legislators, county commissioners, and other key stakeholders apprised of conservation activities within the district.
  - c. Assemble and chair the USDA local working group, as chartered under the State Technical Committee and authorized by 7 CFR 610, Part C, to encourage public participation.
    - i. Encourage diverse participation in local working groups through community outreach and education, to include stakeholders from historically underserved community.
    - ii. Open local working group meetings to the public and advertise notification of meetings in one or more newspapers, including Tribal publications.
    - iii. Develop the agenda and associated materials/information for local working groups and distribute at least 14 calendar days prior to the meeting.
    - iv. Develop and file local working group meeting records within 30 calendar days of the meetings at the local NRCS office.
    - v. Adhere to local working group responsibilities and standard operating procedures, as documented in NRCS policy (Title 440, Conservation Programs Manual).
  - d. Develop the Long-Range Plan through broad-based community participation and in accordance with NRCS policy and procedures. This will provide a comprehensive evaluation of the district's natural resource base and be the basis for making decisions about local priorities or policies in all local conservation programs.
  - e. Recommend local natural resource priorities and criteria for NRCS conservation activities and programs based on the Long-Range Plan and public input.
  - f. Develop a District Long-Range Plan every three (3) years and an Annual Plan of Work each year, or as specified in state statute. These documents must incorporate local and community inputs.
  - g. Identify NRCS program resources, develop and implement conservation plans and natural resource systems, and evaluate/measure the technical and community impacts of solutions.
  - h. Update NRCS on activities of local and state advisory committees and community groups attended by Conservation District board members and staff.
  - i. Cooperate and collaborate across conservation districts, as appropriate and as permitted by state statute.
2. NRCS shall:
- a. Support outreach activities and ensure the parties are kept informed of NRCS activities and programs on at least a monthly basis. This includes bringing technical and financial assistance opportunities (including matching fund strategies) to the attention of the Conservation District.
  - b. Work cooperatively to solicit and leverage community recommendations to inform priorities that guide the delivery of NRCS conservation programs.
    - i. Designate an NRCS representative to participate in Conservation District meetings and events, including local working group meetings. Alternatively, NRCS will chair the local working group should the Conservation District be unable or unwilling to.

- ii. Develop and transmit written notifications to the local working group members as to the decisions made in response to their recommendations within 90 days.
  - c. Respond to requests from the parties for technical guidance and assistance.
  - d. Partner with local and Tribal agricultural, conservation, agency, and community groups where possible, to further Conservation District natural resource conservation goals and objectives.
  - e. Attempt to align program priorities within the conservation district with the natural resource concerns identified by the local working group.
  - f. Provide an annual summary of NRCS accomplishments to the parties.
3. Oregon Department of Agriculture shall:
- a. Facilitate coordination between conservation districts when appropriate.
  - b. Utilize conservation districts to administer state conservation programs when appropriate.
  - c. Serve on the State Technical Committee.

**B. Adherence to Technical Standards**

The Parties agree to the use of science-based decision-making to address local natural resource issues. Implementation of sound conservation plans and practices will strengthen each party, as well as their roles in the delivery of soil and water conservation.

1. The Conservation District shall:
- a. Adhere to Federal, State, Local, and Tribal laws and regulations.
  - b. Support NRCS policies and procedures as appropriate, including but not limited to the NRCS Field Office Technical Guide (FOTG), and other science-based technical standards.
  - c. Leverage and promote use of USDA technologies and applications, as appropriate.
  - d. Assign conservation practice job approval authority to its personnel based on employee knowledge, skill, and ability level, and within applicable laws and guidelines. Obtain NRCS concurrence for job approval for practices involving USDA authorities or programs.
  - e. Participate in local, state, and national opportunities for policy, program, and project development.
2. NRCS shall:
- a. Develop, update, and disseminate technical standards, policies, and procedures.
  - b. Seek input and comment from communities on natural resource conservation policies and issues.
  - c. Inform the Conservation District and communities when pending statutes, laws, regulations, policies, or procedures may have a significant impact on the community.
  - d. Develop and provide access to USDA technologies and applications to facilitate shared standards, as appropriate.
  - e. Provide job approval authority for non-NRCS employees, in accordance with NRCS policy and Federal, State, and local laws, regulations and codes.

- f. Provide conservation planning certifications for non-NRCS employees in accordance with the NRCS policy and Federal, State, and local laws, regulations and codes
- g. Create and promote opportunities for the Conservation District board members and staff to participate in policy, program, and project development.
- h. Provide technical or other training for conservation partnership employees in conjunction with its own training, or as separate events. Training must be consistent with and support of NRCS's mission objectives. As such, the principle emphasis will be on the support and delivery of field-based conservation technical assistance.

3. Oregon Department of Agriculture shall:

- a. Adhere to Federal, State, Local, and Tribal laws and regulations.
- b. Support NRCS policies and procedures as appropriate, including but not limited the NRCS Field Office Technical Guide (FOTG), and other science-based technical standards.
- c. Leverage and promote use of USDA technologies and applications, as appropriate.
- d. Assure state statutes and regulations are observed by all parties.

C. Data and Information Sharing

- 1. Any information furnished to NRCS under this agreement is subject to the Freedom of Information Act (5 U.S.C. 552).
- 2. Activities performed under this agreement may involve access to confidential and potentially sensitive information about governmental and landowner issues. The term "confidential information" means proprietary information or data of a personal nature about an individual, or information or data submitted by or pertaining to an organization. This information must not be disclosed without the prior written consent of NRCS.
- 3. Conservation District personnel will follow the rules and procedures of disclosure set forth in the Privacy Act of 1974, 5 U.S.C. Section 552a, and implementing regulations and policies with respect to systems of records determined to be subject to the Privacy Act. The Partner's personnel must also comply with privacy of personal information relating to natural resources conservation programs in accordance with section 1244 of Title II of the Farm Security and Rural Investment Act of 2002 (Public Law 107-171).
- 4. See Appendix A, "ACKNOWLEDGMENT OF REQUIREMENTS FOR PROTECTION OF PRIVACY OF PERSONAL AND GEOSPATIAL INFORMATION RELATING TO NATURAL RESOURCES CONSERVATION SERVICE PROGRAMS." The signatory agrees to abide by these requirements as a condition of receiving access to such information.

**IV. GENERAL PROVISIONS**

A. Period of Performance

This MOA takes effect upon the signature of the Parties and shall remain in effect until mutually modified or terminated.

## B. Amendments

1. This MOA may be extended or amended upon written request of either Party and the subsequent written concurrence of the other. Any of the parties may terminate this MOA with a 60-day written notice to the others.
2. This state-level MOA may be supplemented by a local-level MOA, if desired and mutually agreed to by the parties. Local-level MOAs reflect locally developed detailed working arrangements, to include NRCS's and Conservation District's Annual Workplan and/or Plan of Operations. These may include, but are not limited to, documenting specific objectives or goals, action items, provision for documentation of accomplishments, schedule of planned events, and assignment of responsibilities.

## C. Transfer of Funding or Non-Monetary Resources

1. This MOA is established to document the collaborative relationship between the Parties. Nothing in this MOA shall require either Party to obligate or transfer funding, or anything of value. This may include, but is not limited to:
  - a. Office spaces and equipment/supplies
  - b. Vehicles and associated expenses (e.g., fuel, maintenance)
  - c. Computers, software, and technical equipment
2. The transfer of funding or other resources of value among the Parties offices requires execution of a separate agreement. The appropriate instruments include:
  - a. Cooperative Agreement (2 CFR 200.24), which allows federal agencies to transfer a thing of value to the State, local or Tribal government, or other recipient to carry out a public purpose of support or stimulation authorized by law of the United States.
  - b. Contribution Agreement (7 CFR 6962a), which is a unique statutory authority allowing NRCS to enter into an agreement with a non-federal entity that shares a mutual purpose in carrying out NRCS programs. All parties must contribute resources to the accomplishment of these objectives.
  - c. Reimbursable Agreement (31 USC 6505; PL 90-577), which allows federal agencies to provide specialized or technical services to State and local governments.

## D. Other

1. This MOA is not intended to, and does not create any right, benefit, or trust responsibility, substantive or procedural, enforceable at law or equity, by any party against the United States, its agencies, its officers, or any person.
2. The parties and their respective agencies and offices will handle their own activities and utilize their own resources, including the expenditure of their own funds, in pursuing these objectives. Each party will carry out its separate activities in a coordinated and mutually beneficial manner.
3. All activities and programs conducted under this MOA shall be in compliance with the nondiscrimination provisions contained in Titles VI and VII of the Civil Rights Act of 1964, as amended; Civil Rights Restoration Act of 1987 (Public Law 100-250); and other nondiscrimination statutes; namely, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendment of 1972, and the Age Discrimination Act of 1975. Also, they will be in

accordance with regulations of the Secretary of Agriculture (7 CFR Part 15, subpart A), which provide that no person in the United State shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity of an applicant or recipient receiving federal financial assistance from the Department of Agriculture or any Agency thereof.

4. All activities conducted under this MOA shall follow the Drug-Free Workplace Act of 1988 (Public Law 100-690, Title V, Subtitle D).
5. Contacts for each Party for administrative or technical concerns are listed below:

<p>Natural Resources Conservation Service</p> <p>RONALD ALVARADO State Conservationist USDA-NRCS 1201 NE Lloyd Blvd., Suite 900 Portland, OR 97232 503 414-3220</p>	<p>Benton Soil and Water Conservation District</p> <p>Nate Johnson Chair 136 SW Washington Ave., Suite 201 Corvallis, OR 97333 Phone: 541 753-7208</p>
<p>Oregon Department of Agriculture</p> <p>Lauren Henderson Assistant Director ODA Salem Offices 635 Capitol St NE Salem, OR 97301-2532 Phone: 503 986-4550</p>	

**V. SIGNATURES**

**NATURAL RESOURCES CONSERVATION SERVICE**

**BENTON SOIL AND WATER CONSERVATION DISTRICT**

RONALD ALVARADO, State Conservationist

Nate Johnson, Chair

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**OREGON DEPARTMENT OF AGRICULTURE**

Lauren Henderson, Assistant Director

Date: \_\_\_\_\_



## APPENDIX A

### ACKNOWLEDGMENT OF REQUIREMENTS FOR PROTECTION OF PRIVACY OF PERSONAL AND GEOSPATIAL INFORMATION RELATING TO NATURAL RESOURCES CONSERVATION SERVICE PROGRAMS

#### I. Purpose and Background

The purpose of this Acknowledgment of Section 1619 compliance (hereinafter, “Acknowledgment”) is to require acknowledgment by Benton Soil and Water Conservation District (hereinafter, the “Conservation Cooperator”) of the requirements of 7 USC 8791 (Section 1619 of the Food, Conservation, and Energy Act of 2008 (the 2008 Farm Bill)), which prohibits disclosure of certain information by the Department of Agriculture (USDA) and its cooperators. The Conservation Cooperator assists USDA in the delivery of conservation-related services (for example, services that sustain agricultural productivity, improve environmental quality, reduce soil erosion, enhance water supplies, improve water quality, increase wildlife habitat, and reduce damages caused by floods and other natural disasters) or with monitoring, assessing, or evaluating of conservation benefits from USDA conservation programs under a Federal agreement. Those individuals or organizations (governmental or nongovernmental) that assist USDA with providing conservation-related services are known as Conservation Cooperators.

#### II. NRCS Conservation Cooperator

As a Conservation Cooperator, the Conservation Cooperator is authorized access to otherwise-protected agricultural information. Such protected information must be strictly limited to only that information necessary for the Conservation Cooperator to provide conservation related services or to perform monitoring, assessing, or evaluating of conservation benefits (as specified in the agreement between NRCS and the Conservation Cooperator). Disclosure to the Conservation Cooperator can include receiving the protected information either 1) directly from USDA; 2) directly from the producer or owner as part of the process required to enable a producer or owner to participate in a USDA program; or 3) in another manner with the producer’s permission.

#### III. Section 1619 of the 2008 Farm Bill

Section 1619 of the Food, Conservation, and Energy Act of 2008 hereinafter, “section 1619” provides that USDA, or any “contractor or cooperator” of USDA, “shall not disclose—(A) information provided by an agricultural producer or owner of agricultural land concerning the agricultural operation, farming or conservation practices, or the land itself, in order to participate in the programs of the Department; or (B) geospatial information otherwise maintained by the Secretary about agricultural land or operations for which information described in subparagraph (A) is provided.” USDA may disclose protected information to a USDA cooperator when such cooperator is “providing technical or financial assistance with respect to the agricultural operation, agricultural land, or farming or conservation practices” if USDA determines that the protected information will not be subsequently disclosed, except in accordance with the exceptions contained in Section 1619. The Conservation Cooperator is a “contractor or cooperator” of USDA within the meaning of Section 1619. Accordingly, the Conservation Cooperator may not subsequently disclose any information protected by section 1619. By entering the agreement that references this Acknowledgement, the Conservation Cooperator is certifying future compliance with the statutory obligations under Section 1619.

#### IV. Responsibilities

##### A. The Conservation Cooperator certifies that:

1. It acknowledges and understands that the Conservation Cooperator is legally bound by Federal statute to comply with the provisions of Section 1619 and that the Conservation Cooperator will not subsequently disclose information protected by section 1619 to any individual or organization that is not directly covered by this Acknowledgment. Any such subsequent disclosure of the protected information (except as permitted under Section 1619) will be considered a violation of Section 1619. The Conservation Cooperator will be held responsible should disclosure of the protected information occur.
2. Acceptance of the agreement referencing this Acknowledgment legally binds every owner, manager, supervisor, employee, contractor, agent, and representative of the Conservation Cooperator to comply with the provisions in Section 1619. The Conservation Cooperator must consult with USDA prior to providing protected information to an entity or individual outside of the Conservation Cooperator and as necessary to implement the program to ensure that such release is permissible.
3. The Conservation Cooperator will use the protected information only to perform work that is directly connected to conservation related services or perform monitoring, assessing, or evaluating conservation benefits, as specified in the agreement between NRCS and the Conservation Cooperator (hereinafter, "the Work"). Use of the protected information to perform work that is not directly connected to the Work is expressly prohibited.
4. The Conservation Cooperator must internally restrict access to the protected information to only those individuals who have a demonstrated need to know the protected information in order to perform the Work.
5. The provisions in Section 1619 are continuing obligations. Even when the Conservation Cooperator is no longer a Conservation Cooperator, or when individuals currently affiliated with the Conservation Cooperator become no longer so affiliated, every person having been provided access to the protected information will continue to be legally bound to comply with the provisions of this Acknowledgment.
6. The Conservation Cooperator must notify all managers, supervisors, employees, contractors, agents, and representatives about this Acknowledgment and the requirements of Section 1619. For the duration of this Acknowledgment, notifications about the existence of this Acknowledgment must be made to those individuals who are new to the organization and periodic notifications must be sent throughout the organization (as well as to all contractors and agents) to remind all about the ongoing and continuing requirements.
7. When the Conservation Cooperator is unsure whether particular information is covered or protected by Section 1619, the Conservation Cooperator must consult with USDA to determine whether the information must be withheld.
8. This Acknowledgment is nontransferable and may not be bought, sold, traded, assigned, extended to, or given free of charge to any other individual or organization not directly covered by this Acknowledgment.
9. Use of the protected information for any purpose is expressly prohibited when an

individual or organization is no longer a Conservation Cooperator. When the Conservation Cooperator is no longer a Conservation Cooperator, any protected information provided under this Acknowledgment must be immediately destroyed or returned to USDA. The Conservation Cooperator must provide to USDA written certification that the protected information (paper copy, electronic copy, or both) has been properly destroyed, removed from any electronic storage media, or both.

10. The State's "sunshine law," "open records act" or other version of the Freedom of Information Act is superseded by section 1619 under the Supremacy Clause of the U.S. Constitution. Accordingly, information protected from disclosure by section 1619 must not be released under such State laws.

## V. Protected Information

- A. An example of the type of information prohibited by disclosure under Section 1619 includes, but is **not limited to**, the following:
  1. State identification and county number (where reported and where located).
  2. Producer or landowner name, business full address, phone number, Social Security Number, and similar personal identifying information.
  3. Farm, tract, field, and contract numbers.
  4. Production shares and share of acres for each Farm Serial Number (FSN) field.
  5. Acreage information, including crop codes.
  6. All attributes for Common Land Units (CLUs) in USDA's Geospatial Information System
  7. Any photographic, map, or geospatial data that, when combined with other maps, can be used to identify a landowner.
  8. Location of conservation practices.
- B. Section 1619 allows disclosure of "payment information (including payment information and the names and addresses of recipients of payments) under any Department program that is otherwise authorized by law" (emphasis added). The names and payment information of producers generally may be provided to the public; however, the Conservation Cooperator shall consult with USDA if there is any uncertainty as to the provision of such information.
- C. Section 1619 also allows disclosure of otherwise protected information if "the information has been transformed into a statistical or aggregate form without naming any—(i) individual owner, operator, or producer; or (ii) specific data gathering cite." The Conservation Cooperator must consult with USDA as to whether specific information falls within this exception prior to relying on this exception.

## VI. Violations

The Conservation Cooperator will be held responsible for violations of this Acknowledgment and Section 1619. A violation of this Acknowledgment by the Conservation Cooperator may result in

action by USDA, including termination of the underlying Federal agreement.

**VII. Effective Period**

This Acknowledgment will be in effect on the date of the final signature of the underlying agreement and continues until USDA notifies the Conservation Cooperator that the Acknowledgment is no longer required based on changes in applicable Federal law.

## Unfunded Cooperative Agreement Face Sheet

Agreement Number	Amendment No.	Period of Performance	DUNS:
			EIN:
Natural Resources Conservation Service (NRCS) (Name and Address)		Partner Organization (Name and Address)	
NRCS Program Contact	FPAC - BC Administrative Contact:	Partner Program Contact:	Partner Administrative Contact:
CFDA Number <b>10.902</b>	Authority <b>16 U.S.C. 590 a-f</b>	Type of Action	Instrument type <b>Unfunded Cooperative Agreement</b>
Location:			
Details:			
<p>A complete agreement includes this Face Sheet, Continuation Face Sheet(s)(if applicable), the Statement of Work, and the Unfunded Cooperative Agreement Initial Estimate and Annual Usage Report, attached hereto and incorporated herein.</p>			
<p>This agreement is subject to applicable USDA NRCS statutory provisions and regulations. In accepting this agreement or amendment, the undersigned represents that he or she is duly authorized to act on behalf of the Partner organization and agrees to comply with agreement terms and conditions, including all attachments.</p>			
Name and Title of Authorized Agency Representative		Signature	Date
Name and Title of Authorized Partner Representative		Signature	Date

**NONDISCRIMINATION STATEMENT** - The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or a part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW., Washington, DC 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider, employer, and lender.

**PRIVACY ACT STATEMENT** - The above statements are made in accordance with the Privacy Act of 1974 (5 U.S.C. Section 522a).

**Statement of Work  
N4121UCA0001494**

**I. Purpose**

The purpose of this agreement is to accelerate delivery of Farm Bill programs and enhance conservation delivery through a partnership with the Benton Soil and Water Conservation District. The Natural Resources Conservation Service (NRCS) and Benton Soil and Water Conservation District (Partner) (together, Parties) have a mutual interest in delivering timely and effective assistance to customers participating in USDA programs and addressing natural resource concerns.

This agreement supplements the Memorandum of Understanding between the Parties Number N4121MOU0011448 and documents areas of common interest and clarifies the roles of federal, state, and local partners in providing conservation leadership and technical and financial assistance to customers in order to help them conserve and enhance natural resources through a voluntary cooperative approach. The agreement will specify the transfer of resources between NRCS and the Partner to accomplish delivery of NRCS programs and mutual conservation priorities.

**II. Objectives**

The Parties will jointly address opportunities, concerns, and problems related to the use of natural resources that help keep land healthy. Benefits of these activities include sustained and improved agricultural productivity; cleaner, safer, and more dependable water supplies; clean air; abundant wildlife; enhanced recreational opportunities; tranquil and scenic landscapes; reduced damages caused by flood, fires, and other natural disasters; and an enhanced natural resource base to support continued economic development and strengthen quality of life.

**III. Budget Narrative**

The Parties intend to share resources as identified in the “Resources Required” section of this agreement. Because the level of support offered by each party may vary from year to year, at the beginning of each fiscal year the Parties must cooperate to plan and document the specific resources allocated for that year’s performance using the Unfunded Cooperative Agreement Initial Estimate and Annual Usage Report.

**IV. Responsibilities of the Parties**

**A. NRCS will:**

1. In accordance with Section VI below, provide access to NRCS vehicles, equipment, technology, and technical tools to the maximum extent possible to facilitate mission delivery and enable mutually beneficial program outcomes.
2. In accordance with Section VI below, provide access to shared office spaces, where parties can better collaborate to achieve mutually beneficial outcomes and provide improved access and services to customers within the local community.
3. Employees of NRCS shall participate in efforts under this agreement solely as representatives of the United States. To this end, they shall not participate as directors, officers, employees, or otherwise serve or hold themselves out as representatives of Partner or any member of Partner. They also shall not assist the Partner or

any member of the Partner with efforts to lobby Congress, or to raise money through fundraising efforts. Further, NRCS employees shall report to their immediate supervisor any negotiations with Partner, or any member of Partner, concerning future employment and shall refrain from participation in work regarding the Partner until approved by the Agency.

**B. Partner will:**

1. In accordance with Section VI below, provide access to shared office spaces on an intermittent, non-exclusive basis, where the parties can better collaborate to achieve mutually beneficial outcomes and provide improved access and services to customers within the local community.
2. Utilize and report vehicle usage in accordance with Section VI, below.
3. Provide an annual report of activities and accomplishments to District Conservationist by the end of each fiscal year.
4. By entering into this agreement, the undersigned attests that the Partner:
  - a. Has not been convicted of a felony criminal violation under Federal or State law in the past 24 months preceding the date of signature, nor has any officer or agent of the Partner been convicted of a felony criminal violation under Federal or State law in the 24 months preceding the date of signature.
  - b. Does not have any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.
5. Ensure that the program or activities provided for under this agreement will be conducted in compliance with all applicable Federal civil rights laws, rules, regulations, and policies. In addition, Partner agrees to comply with FPAC and NRCS requirements related to access to Government owned or controlled information systems as may be amended from time to time and communicated to the Partner.

**V. Expected Accomplishments and Deliverables**

See the attached Memorandum of Understanding (MOU) Number N4121MOU0011448, which documents the mutually agreed-to responsibilities of the parties and is incorporated herein.

**VI. Resources Required**

NRCS and the Partner may share resources such as office space, vehicles, equipment, and supplies to carry out program activities. For details see the Unfunded Cooperative Agreement Initial Estimate and Annual Usage Report. All resources provided by NRCS are subject to availability of funds. In the event of a lapse in appropriations and Government shutdown, the Partner will not be permitted to use NRCS resources.

**A. Equipment and Technology**

1. NRCS will provide the Partner access to USDA computers, software, and the technical information needed to perform the work outlined in this agreement.

2. NRCS will provide access to technologies and applications to ensure consistent technical standards and documentation.

## **VII. Milestones**

- A. On a yearly basis the Parties shall jointly complete the Unfunded Cooperative Agreement Initial Estimate and Annual Usage Report.
- B. The parties to this Unfunded Cooperative Agreement agree to annually review their progress toward the objectives set forth in Section III of the Memorandum of Agreement referred to and incorporated by reference in its entirety by Section V of this Unfunded Cooperative Agreement.

## **VIII. Special Provisions**

- A. This agreement may be extended or amended upon written request of either NRCS or the Partner and the subsequent written concurrence of the other. Either the NRCS or the Partner may terminate this agreement with a 60-day written notice to the other.
- B. The Partner assures and certifies that it will comply with the minimum-wage and maximum- hour provisions of the Federal Fair Labor Standards Act.
- C. Employees of the Partner shall remain its employees while carrying out their duties under this agreement and will not be considered Federal employees or agents of the United States for any purposes under this agreement.
- D. Employees of NRCS will participate in efforts under this agreement solely as representatives of the United States. They may not participate as directors, officers, employees, or otherwise serve or hold themselves out as representatives of the recipient. They also may not assist the recipient with efforts to lobby Congress or to raise money through fundraising efforts. Further, FPAC employees must report to their immediate supervisor any negotiations with the recipient concerning future employment and must refrain from participation in projects or agreements with such recipients.
- E. Each party assumes responsibility for the actions of its own officials and employees acting within the scope of their employment to the extent provided by Federal, tribal, state, or local laws, including liability for injury to persons or damage to property resulting from the conduct of its own operations. The Government's liability shall be governed by the provisions of the Federal Tort Claims Act (28 U.S.C. 2671-80).
- F. Privacy Act and Prohibition Against Certain Internal Confidentiality Agreements
  1. Activities performed under this agreement may involve access to confidential and potentially sensitive information about governmental and landowner issues. The term "confidential information" means proprietary information or data of a personal nature about an individual, or information or data submitted by or pertaining to an organization. This information must not be disclosed without the prior written consent of NRCS.
  2. The Partner's personnel will follow the rules and procedures of disclosure set forth in the Privacy Act of 1974, 5 U.S.C. Section 552a, and implementing regulations and policies with respect to systems of records determined to be subject to the Privacy Act. The Partner's personnel must also comply with privacy of personal information relating to natural resources conservation programs in accordance with section 1244 of Title II of the Farm Security and Rural Investment Act of 2002 (Public Law 107-171).



3. The Partner agrees to comply with the “Prohibition Against Certain Internal Confidentiality Agreements:”
  - a. You may not require your employees or contractors seeking to report fraud, waste, or abuse to sign or comply with internal confidentiality agreements or statements prohibiting or otherwise restricting them from lawfully reporting that waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.
  - b. You must notify your employees or contractors that the prohibitions and restrictions of any internal confidentiality agreements inconsistent with paragraph (1) of this agreement provision are no longer in effect.
  - c. The prohibition in paragraph (1) of this agreement provision does not contravene requirements applicable to any other form issued by a Federal department or agency governing the nondisclosure of classified information.
  - d. If NRCS determines that you are not in compliance with this agreement provision, NRCS:
    - i. Will prohibit your use of funds under this agreement, in accordance with sections 743 and 744 of Division E of the Consolidated Appropriations Act, 2016, (Pub. L. 114-113) or any successor provision of law;
    - ii. May pursue other remedies available for your material failure to comply with agreement terms and conditions.

#### G. Acknowledgment of Section 1619 Compliance

The Partner agrees to comply with NRCS guidelines and requirements regarding the disclosure of information protected under Section 1619 of the Food, Conservation, and Energy Act of 2008 (PL 110-246), 7 U.S.C. 8791 as described below.

1. Responsibilities.
  - a. Signature on this agreement indicates acknowledgment and understanding that the Partner is legally bound by Federal statute to comply with the provisions of Section 1619 and that the Partner will not subsequently disclose information protected by section 1619 to any individual or organization that is not directly covered by this agreement. Any such subsequent disclosure of the protected information (except as permitted under Section 1619) will be considered a violation of Section 1619. The Partner will be held responsible should disclosure of the protected information occur.
  - b. Acceptance of this agreement legally binds every owner, manager, supervisor, employee, contractor, agent, and representative of the Partner to comply with the provisions in Section 1619. The Partner must consult with NRCS prior to providing protected information to an entity or individual outside of the Partner and as necessary to implement the program to ensure that such release is permissible.
  - c. The Partner will use the protected information only to perform work that is directly connected to this agreement. Use of the protected information to perform work that is not directly connected to this agreement is expressly prohibited.
  - d. The Partner must internally restrict access to the protected information to only those individuals who have a demonstrated need to know the protected information to perform work under this agreement.
  - e. The provisions in Section 1619 are continuing obligations. Even when the Partner is no longer a Partner,

or when individuals currently affiliated with the Partner become no longer so affiliated, every person having been provided access to the protected information will continue to be legally bound to comply with these provisions.

- f. The Partner must notify all managers, supervisors, employees, contractors, agents, and representatives about this provision and the requirements of Section 1619. Notifications about the existence of this provision must be made to those individuals who are new to the organization and periodic notifications must be sent throughout the organization (as well as to all contractors and agents) to remind all about the ongoing and continuing requirements.
- g. When the Partner is unsure whether particular information is covered or protected by Section 1619, the Partner must consult with NRCS to determine whether the information must be withheld.
- h. Use of the protected information for any purpose is expressly prohibited after the period of performance end date of this agreement. Upon the agreement end date, any protected information provided under this agreement must be immediately destroyed or returned to NRCS. The Partner must provide to NRCS written certification that the protected information (paper copy, electronic copy, or both) has been properly destroyed, removed from any electronic storage media, or both.
- i. Any State's "sunshine law," "open records act" or other version of the Freedom of Information Act is superseded by section 1619 under the Supremacy Clause of the U.S. Constitution. Accordingly, information protected from disclosure by section 1619 must not be released under such State laws.

## 2. Protected Information.

- a. Examples of the types of information prohibited by disclosure under Section 1619 include, but are not limited to, the following:
  - i. State identification and county number (where reported and where located).
  - ii. Producer or landowner name, business full address, phone number, Social Security Number, and similar personal identifying information.
  - iii. Farm, tract, field, and contract numbers.
  - iv. Production shares and share of acres for each Farm Serial Number (FSN) field.
  - v. Acreage information, including crop codes.
  - vi. All attributes for Common Land Units (CLUs) in USDA's Geospatial Information System
  - vii. Any photographic, map, or geospatial data that, when combined with other maps, can be used to identify a landowner.
  - viii. Location of conservation practices.
- b. Section 1619 allows disclosure of "payment information (including payment information and the names and addresses of Partners of payments) under any Department program *that is otherwise authorized by law*" (emphasis added). The names and payment information of producers generally may be provided to the public; however, the Partner shall consult with NRCS if there is any uncertainty as to the provision of such information.
- c. Section 1619 also allows disclosure of otherwise protected information if "the information has been transformed into a statistical or aggregate form without naming any—(i) individual owner, operator, or producer; or (ii) specific data gathering cite." The Partner must consult with NRCS as to whether specific information falls within this exception prior to relying on this exception.

- 3. Violations. The Partner will be held responsible for violations of this provision and Section 1619. A violation of this provision by the Partner may result in action by NRCS, including termination of the underlying Federal agreement.

4. Effective Period. The requirements of this provision is effective on the date of the final signature and will continue until NRCS notifies the Partner that it is no longer required based on changes in applicable Federal law.

#### H. Records

1. Comply with state and federal legal requirements and limitations for access and use of relevant records. Confidential and personal information is for official use only and under no circumstances will it be used for personal gain. Adequate safeguards will be in place to protect confidential and personal information and appropriate training will be conducted to ensure all staff members and Board supervisors are advised of record policies and procedures and that NRCS records and District records are to be maintained in separate file cabinets at all times.
2. The Partner Records are subject to the Oregon public records law.
3. Any Board member or Partner personnel with access to USDA facilities and computer systems shall be subject to the security background checks as required by USDA. Any cost associated with NRCS required background checks of Board members or Partner personnel will be paid by the NRCS.
4. In the event of a lapse in appropriations and government shutdown, the Partner will not be permitted access to any NRCS records.

#### I. Technical Standards

Partner personnel must use the NRCS Field Office Technical Guide (FOTG) and/or other science-based technical standards if assisting with NRCS programs or activities.

#### J. Training

1. The Parties will provide appropriate leadership in administrative and technical training as determined by program needs and required by USDA, NRCS and Partner policy.
2. Training also includes the orientation of all employees and officials in organizational philosophies, programs, authorities, roles and responsibilities of the parties.
3. As applicable and as resources allow, training sponsored by either Party can be made available to each Party's personnel without cost to the other party, including timely notice to the other of any impending training opportunities.

#### K. Civil Rights

All activities and programs conducted under this Agreement shall be in compliance with the nondiscrimination provisions contained in Titles VI and VII of the Civil Rights Act of 1964, as amended; Civil Rights Restoration Act of 1987 (Public Law 100-250); and other nondiscrimination statutes; namely, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendment of 1972, and the Age Discrimination Act of 1975. Also, they will be in accordance with regulations of the Secretary of Agriculture (7 CFR Part 15, subpart A), which provide that no person in the United State shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity of an applicant or recipient receiving Federal financial assistance from the Department of Agriculture or any Agency thereof.

# Unfunded Cooperative Agreement Initial Estimate and Annual Usage Report

Agreement  
Number

Partner Name

Period of  
report

Date

Service	Quantity	Provided by	
		NRCS	Partner
Space Provided	Square Footage		
Vehicle Usage	Mileage		
Equipment usage	Details		
Personnel	Hours provided and position title		

# Benton Soil and Water Conservation District

## *Strategic Direction 2022-2027*

### The Need

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Our rich valley soils, the powerful Willamette River and its tributaries, our strong communities, a world-class university, and more make Benton County a place of abundance.

Yet the communities and natural resources of our county face many changes and challenges. Our changing climate is influencing everything from the availability of clean water, to increased danger from wildfire, to the health of critical habitat for plants and animals. Meanwhile, the ongoing transition from farms, ranches, and open space to housing for a growing population make careful stewardship of the land and waters at the edge of the urban growth boundary ever more important. Of course, these concerns do not occur in a vacuum: They intersect with the need to maintain the viability of our working lands, and the need to ensure that everyone, including our most vulnerable community members, has access to the benefits of a healthy natural environment.

### Our Vision and Commitment

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At the Benton Soil and Water Conservation District, our Board of Directors and staff are honored to serve our communities and the natural world as we join with many partners in working to meet these needs.

#### *Our mission*

*To engage Benton County residents  
in the conservation and stewardship of natural resources  
for current and future generations.*

#### *Our vision*

Our vision is that the land, waters, and forests of Benton County will be healthy and resilient through the care and effort of everyone in our community, and that the benefits of conservation will be equitably shared.

This ideal future includes:

- Healthy soils that act as the living foundation of vibrant habitats and sustainable food production, and as a crucial element in reducing and withstanding the impacts of climate change.
- Vibrant and resilient working lands, where farmers, ranchers, and foresters use conservation practices that create long-term health for the land and water and help our communities adapt to changes in climate and other conditions.
- Clean and abundant water for drinking, irrigation, and sustenance of the natural environment.
- Thriving habitats and watersheds that support diverse plants, animals, and other species.
- Collective action by everyone in Benton County—farmers and ranchers, individuals and households, businesses, institutions, and organizations—to care for and support our land and waters.

We recognize the urgency of this work in the face of unprecedented threats from climate change, development, and other pressures. With everyone contributing their own strengths and gifts, together we can steward, restore, and enhance this place we call home.

## *Our commitments*

Our commitment to this vision includes:

- Providing support, inspiration, and education to help anyone and everyone get engaged.
- Proactively reaching out to those who face barriers to involvement in conservation and adapting our services to be accessible and welcoming to all.
- Encouraging cooperation and shared leadership from all sectors—leading efforts ourselves and providing support to the efforts of others.
- Maintaining our historic attention to working lands, while also helping people care for natural, residential, and urban areas.
- Aligning our work with statewide and regional efforts.

## **Our values**

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Several principles guide our work, help us make decisions, and support our relationships:

### **Collaboration**

Teamwork and partnership are the essence of what we do. We see ourselves as a part of a whole community of people working towards shared goals. Across all of our work we commit to listening to and understanding multiple perspectives. In our program work, we seek out places where we can bring partners together and create space for collaboration, and other places where we can join conversations convened by others. We seek to contribute our unique value to our partnerships, including actively supporting partners with funding, expertise, and other resources. Internally, we maintain both clear structures and understanding of individual roles and responsibilities, and a commitment to gathering input and involving each other when making decisions. We recognize that all collaboration is sustained by trust and respect, and that trust and respect are fostered by clear communication, consistent follow-through, and genuine appreciation.

### **Community inclusion**

As a public agency, we have a fundamental responsibility to serve everyone in Benton County. This means being welcoming to all, and actively reaching beyond those who easily connect with our services to engage others who have been excluded from conservation. This value requires us to proactively extend beyond our comfort zones to examine our own blind spots, bridge gaps, and leave behind the habits of the past that do not serve our current goals. We go beyond public meeting requirements to invite and welcome people to interact with us as we set direction for the District. We solicit and humbly receive feedback and continuously adapt to make SWCD projects, programs, volunteer service, and employment opportunities easier to understand and more accessible to all. We develop and sustain relationships with individuals and organizations representing diverse community-based partners and offer support to their projects and programs.

### **Innovation and improvement**

We are on a continuous journey of improvement and adaptation. We understand that taking risks, making mistakes, learning, and changing our approach are all part of moving forward. We embrace

personal and organizational feedback with open minds and courage even when it makes us uncomfortable. We allow ourselves time to be creative, to step back from the day-to-day and think about how to evolve as an organization and as individuals. We open ourselves to many ways of learning, from training, research, direct community feedback, and from our own mistakes. Instead of saying “we can’t”, we think flexibly and creatively. We make connections to solve problems, continuously find new ways to hear from different communities, and seek new opportunities and viewpoints.

### **Excellent public service**

We take pride in providing high-quality service. We demonstrate this value by having deep expertise on our team and providing effective programs that help the community steward our collective resources. We provide fast, friendly, and knowledgeable responses to questions and requests. We are dedicated to helping community members find resources to implement their own conservation ideas and priorities. We seek funds on behalf of our constituents, and we nurture a broad network of partners who can support community needs or requests that we can’t meet. Internally, we know we can count on each other to follow through and do our work thoroughly. We are dedicated to impeccable accountability in our fiscal management and in our adherence to the many laws governing public agencies.

### **About this document**

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The Benton SWCD’s 2022-2027 Strategic Direction describes our goals and strategies for moving towards this vision over the next several years. This document was created by the Board of Directors and staff of the Benton SWCD over the winter and spring of 2022:

- The preplanning process included small group discussions, interviews and focus groups with:

*SWCD Directors:* Nate Johnson (Chair), Bob Morris (Vice Chair), Jerry Paul (Treasurer), Kerry Hastings (Secretary), Eliza Mason, Henry Storch, and Graham Trask.

*SWCD Associate Directors:* Rana Foster, Marcella Henkels, and David Barron.

*SWCD Staff:* Holly Crosson (Executive Director), Michael Ahr (Natural Resource Conservation Program Manager), Linda Lovett (Operations Manager), Donna Schmitz (Resource Conservationist), and Teresa Matteson (Resource Conservationist). The District’s Communications and Community Engagement Coordinator position was open while this Plan was developed.

*Representatives from partner organizations and agencies:*

Xan Augerot – Benton County Commissioner

Karen Finley – Benton County Farm Bureau member

Andy Gallagher – Red Hill Soils

Amy Garrett – Oregon State University, Small Farms Program

Kathleen Guillozet – Bonneville Environmental Foundation, Watershed Program Director

Karen Hans – Oregon Department of Fish and Wildlife

Cheryl Hummon – Oregon Department of Agriculture, Water Quality Program

Amy Kaiser – Natural Resources Conservation Service, District Conservationist

Nicole Maness – Willamette Partnership, Resilient Habitat Partner

Jessica McDonald – Greenbelt Land Trust, Executive Director

Beth Myers-Shenai – Oregon Department of Agriculture, Noxious Weed Program

Eric Nusbaum – Oregon Department of Agriculture, SWCD Program

Cory Owens – Natural Resources Conservation Service, Assistant State Conservationist Partnerships

Courtney Schaff – Oregon Watershed Enhancement Board, Business Operations Manager

Brad Withrow-Robinson – Oregon State University Extension, Forestry and Natural Resources

- Holly Purpura from the Marys River Watershed Council was invited to participate in a focus group but was not able to attend. Holly Crosson and Michael Ahr held separate meetings with Kristen Larson of the Luckiamute Watershed Council and Clinton Begley of the Long Tom Watershed Council to discuss current and future collaborations between BSWCD and the Councils. We also reached out to Calapooia Watershed Council.
- Benton SWCD staff and directors gathered for facilitated strategic discussions February through April 2022.
- All directors and staff reviewed and commented on several drafts of the strategic direction.
- The Board of Directors approved BSWCD’s 2022-2027 Strategic Direction on June 13, 2022.

### **Updates to the Strategic Direction**

Acknowledging that our operating environment and organization are changing rapidly, we plan to check back regularly on this Strategic Direction document. We will incorporate the goals, strategies, and measurable objectives into annual workplans, staff reports, and annual reports. As new information is learned, we will update our action planning and, if warranted, our major strategies.

### **Overarching strategic themes for 2022-2027**

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Four strategic themes are woven throughout the five goals of this strategic direction document:

- **Climate**  
We will increase our focus on reducing greenhouse gases and creating climate resilience.
- **Targeted impact**  
We will make sure BSWCD programs are directed toward specific audiences and outcomes.
- **Equity**  
We will increase inclusion and access for marginalized and under-resourced communities.
- **Collaborative leadership**  
We will work with our partners to strategically leverage our specific organizational strengths in pursuit of shared goals.



## Specific Goals and Strategies 2022-2027

<p><b>Goal #1:</b> The soil, water, and ecosystems of Benton County, including diverse habitats on wild, working, and urban lands, are protected, restored, and resilient.</p>	
Strategies	Ideas for Measurable Objectives <sup>1</sup>
<ol style="list-style-type: none"> <li>1. Orient the District’s materials and technical assistance for landowners and land managers to prioritize practices that reduce climate impacts and/or help our natural systems and communities become more resilient.</li> <li>2. Define a suite of services that help all interested landowners and land managers implement key soil, water, and habitat conservation practices while proactively focusing on landowners and land managers in areas with a high potential conservation benefit, including benefits to soil health, groundwater, agricultural water quality, Oregon White Oak habitat, and other areas of focus.</li> <li>3. Respond to high-impact urban conservation opportunities at the intersection of urban and rural lands, and those where we can amplify the efforts of local government partners.</li> <li>4. Increase engagement of landowners and land managers representing the full diversity of Benton County including Tribal communities and farmers of color.</li> <li>5. Disseminate information to help landowners and land managers develop wildfire resilience, and work with partners to define Benton SWCD’s role in providing specific technical assistance in forest health and wildfire resilience.</li> <li>6. Coordinate partners to strategize and implement invasive species control and habitat enhancement projects through the Benton Cooperative Weed Management Area and Willamette Mainstem Cooperative.</li> </ol>	<ul style="list-style-type: none"> <li>■ Technical outreach materials revised to prioritize climate-resilience practices.</li> <li>■ Tiered service system developed, implemented, and evaluated.</li> <li>■ Specific soil objectives</li> <li>■ Specific water objectives</li> <li>■ Specific oak objectives</li> <li>■ Specific weed objectives</li> </ul>

<sup>1</sup> These are consultant suggestions to illustrate the idea, and not meant to be adopted as is. Specific measurable objectives for each goal will be added by staff after the strategic direction document is approved; some can be drawn from grants and contracts; others will result from more specific plans.

<p><b>Goal #2:</b> People throughout Benton County have a relationship with the natural world and act to protect and restore soil, water, and habitat.</p>	
<p><b>Strategies</b></p>	<p><b>Ideas for Measurable Objectives</b></p>
<ol style="list-style-type: none"> <li>1. Orient the District’s educational materials and programs to prioritize practices that reduce climate impacts and/or help our human and natural systems become resilient to climate change.</li> <li>2. Increase the use of compelling and accessible digital outreach including web, social media, and video to help urban residents and rural landowners value and promote the health of water, soil, and habitat for native plants/wildlife and human communities.</li> <li>3. Work with partners to evaluate and align youth education offerings to identified community needs and strategic goals.</li> <li>4. Leverage the annual Native Plant Sale to reach more diverse residents and promote conservation learning among customers.</li> <li>5. Collaborate with a broad spectrum of businesses, community-based organizations, and volunteers to promote practices that support healthy and resilient soil, water, and habitat.</li> </ol>	<ul style="list-style-type: none"> <li>■ Education and outreach materials revised to prioritize climate-resilience practices.</li> <li>■ Equity focus developed and applied to BSWCD programs</li> <li>■ Digital materials created to promote all SWCD programs.</li> <li>■ Specific youth education metrics</li> <li>■ Specific Native Plant Sale metrics</li> </ul>

<b>Goal #3:</b> Clear, consistent communications help people throughout Benton County participate in Benton SWCD’s services and take action to steward our resources.	
<b>Strategies</b>	<b>Ideas for Measurable Objectives</b>
<ol style="list-style-type: none"> <li>1. Develop and implement a strategic communications plan to increase the visibility and understanding of Benton SWCD and expand its reach to new audiences.</li> <li>2. Ensure the Benton SWCD team includes professional communications and marketing skills, knowledge, and abilities.</li> <li>3. Clarify program descriptions and other information to make Benton SWCD’s services more accessible and understandable.</li> <li>4. Collect and disseminate stories, statistics, and visual resources to communicate Benton SWCD’s goals, services, and impact.</li> <li>5. Enhance internal coordination and collaboration to support communications strategies for Benton SWCD and all programs.</li> <li>6. Regularly evaluate communications and outreach efforts to ensure desired impact including accessibility to diverse audiences.</li> </ol>	<ul style="list-style-type: none"> <li>■ Strategic communications plan developed including specific metrics</li> <li>■ Communications and Community Engagement staff hired</li> <li>■ # of communications projects per year with cross-program collaboration</li> </ul>

<b>Goal #4:</b> Strategic partnerships and revenue development increase Benton SWCD’s impact.	
<b>Strategies</b>	<b>Ideas for Measurable Objectives</b>
<ol style="list-style-type: none"> <li>1. Identify traditional and emergent opportunities for funding and partnership with state and federal agencies and private funders, and use a strategic filter to help Benton SWCD staff evaluate and pursue the most impactful opportunities to support local needs.</li> <li>2. Strengthen the Benton SWCD’s partnership with the USDA Natural Resources Conservation Service to maximize benefit to landowners and communities in Benton County.</li> <li>3. Meet regularly and coordinate efforts with local conservation partners including the four watershed councils operating in Benton County and the Confluence group of local conservation nonprofits.</li> <li>4. Seek stronger partnerships with the natural resources departments of the Confederated Tribes of Siletz Indians and Confederated Tribes of Grand Ronde.</li> <li>5. Enhance partnerships and potential fee-for-service relationships with local institutions including Benton County, local cities and towns, and Oregon State University to achieve shared goals.</li> <li>6. Evaluate the potential to develop sponsorships and donations from local businesses, individual donors, and other non-traditional partners.</li> </ol>	<ul style="list-style-type: none"> <li>▪ Strategy filter developed</li> <li>▪ Increase the number of NRCS-funded projects by X%</li> <li>▪ (Potential measure of revenue increase?)</li> <li>▪ Specific joint efforts developed with each watershed council and the Confluence partnership</li> <li>▪ Regular interactions with Confederated Tribes of Siletz Indians and Confederated Tribes of Grand Ronde.</li> <li>▪ At least one new public or private partnership and funding relationship established each year.</li> <li>▪ Report evaluating the potential for sponsorships and individual giving</li> </ul>

<b>Goal #5: Benton SWCD operations support highly effective programs and services.</b>	
<b>Strategies</b>	<b>Ideas for Measurable Objectives</b>
<ol style="list-style-type: none"> <li>1. Adopt and use an equity focus to evaluate Benton SWCD’s programs and adapt them to ensure equitable access by all community members.</li> <li>2. Evaluate and adapt district programs by holding annual strategic plan reviews, creating adaptive workplans, and conducting a comprehensive community-based assessment to better understand conservation / information needs and community perspectives on how the District’s services and outreach can improve.</li> <li>3. Increase board/staff collaboration by actively learning about each other and each other’s work, holding more joint meetings and celebrations, and creating space for informal and unstructured interaction and community-building.</li> <li>4. Create a transition and operations plan reflective of changing workplace trends, anticipated staff retirements or other turnover, and professional development needs.</li> <li>5. Ensure District operations meet the highest standards of public agency administration.</li> </ol>	<ul style="list-style-type: none"> <li>■ Equity focus developed and used.</li> <li>■ Program evaluation cycle established and followed.</li> <li>■ Community-based assessment complete.</li> <li>■ Board and staff survey reports increased collaboration.</li> </ul>

## 2022-23 Annual Work Plan - Benton SWCD

**Goal #1:** The soil, water, and ecosystems of Benton County, including diverse habitats on wild, working, and urban lands, are protected, restored, and resilient.

Task	Staff position					
	RC I	RC II	NRCPM	OM	ED	CCEC
<b>Soil Health Program</b> Offer soil testing outside of TA grant priority areas; Conduct 5 or more site visits to record landowner resource concerns related to soil health; Follow up visit with soil test results; WVRLC and other urban soil education and outreach	300					
<b>ODA Scope of Work</b> Provide technical assistance to landowners: <ul style="list-style-type: none"> <li>• Fifty water quality technical assistance contacts through telephone inquiries, office visits. Track landowner contacts per resource concern.</li> <li>• Forty site visits for WQ technical assistance and promote federal farm programs, AWQMP, GWMA TMDL implementation, Pollution Abatement and Riparian Tax Credit, etc.</li> <li>• Work with four landowners (site visits, evaluating resource concerns and project funding opportunities, secure funding for 2 OWEB small grants and 2 BSWCD CIP funds to resolve agricultural water quality concerns.</li> <li>• Attend compliance site visits with ODA and follow-up</li> <li>• Project management/inspection/verification not covered in other grant agreements</li> <li>• Conservation practices and acres implemented through USDA federal farm programs documented.</li> <li>• Ag Water Quality On-The-Ground Practices Implemented (Outputs)</li> <li>• Communication among staff for reporting and collaboration</li> </ul> <i>(These hours are paid through a grant from ODA)</i>	200	692				
<b>Technical Assistance and Workgroup Participation:</b> related to oak/prairie/forest restoration, pollinator habitat, urban water quality, and other habitat issues		77				
<b>Program Strategy and Development:</b> Pursue growth in Strategic directions: Work with staff to continue integrating climate change into our programs and plans. Work on Equity, Diversity, Inclusion, and Justice (EDIJ) integration into programs and partnerships. Focus on specific programs and projects and better define individual workplans. Make progress on building new programs and expanding some existing programs (wildfire risk reduction, oak habitat, and others)		30	182		X	

FY23 Annual Work Plan - Benton SWCD

Task	Staff position					
	RC I	RC II	NRCPM	OM	ED	CCEC
<b>NRCS Conservation Plan certification:</b> Complete plan; achieve certified planner status; update NRCS planner professional development	50					
<b>OWEB Technical Assistance Grant</b> in partnership with NRCS: Identify 20 landowners/operators for soil testing on up to 30 fields; recruit and work with interns; facilitate 10-15 soil classification consultations; develop NRCS case files with these components: plan and soils maps, inventory and evaluation information, photos, job sheets for recommended practices. Host three workshop/tours. topics may include reduced tillage, in-field soil health assessment, or other row crop / grass seed / hazelnut concerns; encourage a soil health community through meetings, webinars, and information sharing around cropping systems; encourage and assist landowners with EQIP eligibility process, track expenditures, submit reports and payment requests; final report <i>(All hours funded by the grant)</i>	260					
<b>Strategic Implementation Area</b> Upper Muddy Creek WQ monitoring; SIA reports and hours to Schmitz; monitoring data entry and analysis; local monitoring team meetings <i>(These hours are paid through our SIA grant)</i>	50					
<b>Oblong spurge outreach and treatment:</b> Outreach, follow up, Survey, coordinat contractors and ODA staff to treat oblong spurge (A List noxious weed in Oregon). <i>These hours are funded by an OSWB Grant</i>			125			
<b>Willamette River focused grant implementation:</b> Coordination of 8 grant projects focused on Ludwigia and yellow floating heart treatment, Willamette River monitoring, and relationship building with partners and landowners. Work also includes getting volunteers on the river to support conservation. <i>These hours are funded by 8 grants from OSWB, OWEB, and MMT</i>			750			
<b>BSWCD Planner meetings</b> (every two weeks) & <b>NRCS check-in meetings</b> (bi-monthly)	70	50	70			

<b>Goal #2: People throughout Benton County have a relationship with the natural world and act to protect and restore soil, water, and habitat.</b>						
Task	Staff position					
	RC I	RC II	NRCPM	OM	ED	CCEC
<b>Native Plant Sale</b> (Fall bulb/seed sale AND Native Plant Sale): Coordinate with NPS contractor as well as multiple vendors, order plants, order supplies, assemble and work with NPS Advisory Committee, recruit volunteers, work on site during sale, setup, cleanup after NPS sales. Provide information to clients regarding use of native plants and where and how to plant, setup, cleanup after NPS sales.	120	40	100	X	X	X
<b>Education and outreach themes:</b> Coordinate with staff to develop themes, and host a workshop, tour, and/or presentation leading up to the 2022 Native Bulb/Seed sale, and 2023 Native Plant Sale.						X
<b>Needs Assessment:</b> Identify needs and opportunities for outreach that align with new strategic goals; assist staff with Education and Outreach for their programs.						X
<b>Salmon Watch:</b> Work with Linn-Benton Salmon Watch Committee and school representatives to plan, deliver, support, and evaluate the 2022 Linn-Benton Salmon Watch Program in Benton County.						X
<b>STEAM Education:</b> With key partners, support the 2022 Lincoln School Bi-lingual STEAM Night.						X
<b>Conservation education and outreach:</b> With key partners, deliver conservation education and outreach at a minimum of 4 high priority events such as Natural Areas Celebration Week, Lets Pull Together, and others.						X
<b>Community Conservation Grant Program:</b> Manage grant program including funding to 4 local watershed councils; develop funding criteria to evaluate submissions, solicit and evaluate proposals, award and track funding, and review grant reports.						X



<b>Goal #3: Clear, consistent communications help people throughout Benton County participate in Benton SWCD's services and take action to steward our resources.</b>						
<b>Task</b>	<b>Staff position</b>					
	RC I	RC II	NRCPM	OM	ED	CCEC
<b>Workshops for land managers:</b> Plan and implement workshops. 2 workshops in GWMA, 1 workshop on invasive weeds, 1 other workshop.	70	178	25			
<b>Community events:</b> Represent District at events and meetings, tabling at events, presentations at partner events, post events to web and board calendar	15	50	7	X	X	x
<b>Outreach:</b> General outreach on various topics including soil, habitat, weeds, etc.; website updates, blog posts, checking Oregon Invasive Species Hotline for reports, responding to Emails from Community related to invasive weeds. Response to general inquiries by phone or Email.	15	40	25	X		
<b>Communications Strategy:</b> Develop, implement, and evaluate communications strategy; assess community conservation needs through an online survey; identify barriers to program participation.						X
<b>Participate in conservation:</b> Build stakeholder relationships; encourage public participation in conservation practices; evaluate efforts to ensure desired impact.						X
<b>Visibility:</b> Increase BSWCD network and visibility; ensure inclusive messaging and engage diverse audiences; reflect strategic goals in messaging; creatively tell the BSWCD story.						X
<b>Digital content:</b> Design, manage, and update digital content using compelling metrics, visual resources, and customer testimonials; manage social media platforms and track community engagement (Facebook, Instagram, Twitter, Blog, YouTube Channel, etc.).						X

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Task	Staff position					
	RC I	RC II	NRCPM	OM	ED	CCEC
<b>Equity, Diversity, Inclusion, and Justice:</b> Equity Committee, promote EDIJ in programs, policies, and procedures	X	X	X	X	X	X
<b>Website:</b> Manage and update website; work with staff to develop program content; oversee contract with Abide Web Design.						X
<b>Publications and promotional materials:</b> Develop informational publications and promotional materials; create and distribute the FY22 Annual Report, send monthly e-news, develop flyers and invitations for events; create a visually appealing public version of BSWCD's new Strategic Plan 2022-2027.					X	X

<b>Goal #4: Strategic partnerships and revenue development increase Benton SWCD's impact.</b>						
Task	Staff position					
	RC I	RC II	NRCPM	OM	ED	CCEC
<b>Partnership Building and Strengthening:</b> Meetings/phone calls/site visits/project and grant development with key strategic partners including NRCS, Willamette Partnership, ODF, ODFW, Tribes, Watershed Councils, USGS, The Confluence, Benton County Departments, Land Trusts, Linn SWCD, etc		140	60		X	
<b>Strategic Partnerships and Engagement:</b> "Meet and Greet" with external organizations, Lead engagement with OACD, SDAO, OCP, ODA-SWCD Program, SWCC, NRCS Basin Team Leader, The Confluence, etc.					X	
<b>Gifts/Donations/Bequests:</b> Review and revise policies; Explore working lands easements, gifts of property, relationship with Oregon Agricultural Trust					X	
<b>Benton CWMA Coordination:</b> plan and chair 2 meetings each year, promote and implement 2 volunteer events, Website updates, Work to establish 3 committees: Field tour, Volunteer event, and Steering			70			
<b>Benton County Public Works collaboration:</b> Invasive species management presentations to Benton County Road Crew; volunteer events related to Benton County roadsides. <i>Work funded by Benton County IGA</i>			50			
<b>Volunteer program:</b> Recruit and manage volunteers; thank volunteers for their efforts with a volunteer celebration; update volunteer agreements.						X
<b>Internship program:</b> Coordinate with staff to initiate develop of an Internship Program that helps create conservation career pathways.						X
<b>Grant Funding - Development, Reporting, and Seeking new resources:</b> pursue continued funding for invasive weeds, Willamette River restoration actions, habitat enhancements, farm conservation and efficiency, forest health, and general capacity building. Track grants and monitor the Project Fund Worksheet			180		X	

Task	Staff position					
	RC I	RC II	NRCPM	OM	ED	CCEC
<p><b>Agricultural water quality collaboration:</b>                      Work with partners, stakeholders, agencies, and organizations.</p> <ul style="list-style-type: none"> <li>• Attend 30 meetings to provide agricultural water quality expertise and support project planning that improves water quality</li> <li>• Develop one grant targeted to improve water quality.</li> <li>• Work with DEQ in the Groundwater Management Area. Work with NRCS to implement EQIP or CSP in the GWMA.</li> <li>• Work with partners in the Upper Muddy Creek Strategic Implementation Area grant (provide as match).</li> </ul>		142				
<p><b>Willamette Mainstem Cooperative:</b>                      Plan and chair 3 meetings each year, Website updates, Coordinate at least one guest presentation</p>			25			
<p><b>ODA scope of work development:</b>                      Tracking and reporting of task activities and financial information.</p>		154				
<p><b>Agricultural Water Quality Management Area Plan(s):</b> Participate in and provide support to ODA for all biennial reviews of the AWQMPs.                      Organize and/or attend LAC meetings, communicate with LAC members, area plan review, biennial reviews, accomplishment reports, monitoring reports, note/minute taking, printing and postage, meeting refreshments, meeting location, presentations, tours, recruit LAC members when needed.</p>		74				

<b>Goal #5: Benton SWCD operations support highly effective programs and services.</b>						
<b>Task</b>	<b>Staff position</b>					
	RC I	RC II	NRCPM	OM	ED	CCEC
<b>Reviews and check-ins:</b> Performance Reviews, Quarterly work plan check ins, and informal staff/supervisor check-ins	40	25	75	X	X	X
<b>Meetings and planning:</b> Staff meetings, Board Meetings, Annual Meeting, staff reports, safety presentations, annual report, strategic planning check ins, develop FY24 work plans. Take minutes at meetings, provide legal notices to the public, distribute board packets and other information in preparation of meeting.	145	45	50	X	X	X
<b>Executive interactions with Board and Committees:</b> Identify and address policy changes, Address roles and responsibilities questions, host Board Committee meetings (PFC), provide info for director elections, support Board recruitment, orientation, and training				X	X	
<b>Executive policy management and coordination:</b> Review, revise, coordinate approval of all directives, policies, procedures. Coordinate legal reviews and revise policies/procedures accordingly.					X	
<b>Financial Management:</b> Oversee all management including cash flow, projections, monitoring accounts (LGIP, bank accounts, Stripe, etc.), coordinate fiscal transactions, manage bookkeeper contract				X	X	
<b>Operational oversight:</b> Oversee all operations, risk management, safety, insurance coverage, IT Contract. Ensure compliance with OR Dept. of Agriculture SWCD Program: annual work plan, annual report, board documents, hold annual meeting				X	X	
<b>Contracts and Purchasing:</b> Develop and manage contracts and leases. Coordinate with District support services: IT, accounting, audit, office and landlord. Purchase office equipment and supplies			X	X	X	
<b>Human resources:</b> Revise and update Employee Handbook and job descriptions; performance reviews and informal check-ins; Recruit and hire new staff and perform orientation and training. Screening and review of candidates for employment.				X	X	

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Task	Staff position					
	RC I	RC II	NRCPM	OM	ED	CCEC
<b>Compensation:</b> Administer Employee Compensation Program (benefits package - medical/dental/vision, retirement, life/disability insurance, EAP, etc.), Monitor pay equity periodically; Develop compensation and benefits package with recommendations for the Board;				X	X	
<b>Payroll:</b> Review employee timesheets; track staff accrual/use of leave, retirement, and health benefit contributions				X	X	
<b>Property tax levy:</b> Monitor and track monthly turnover reports from Benton County, Track South Corvallis Urban Renewal District					X	
<b>District budget:</b> Propose budget, assist budget committee; track budget and prepare resolutions; Communicate with DOR, track changes in Local Budget Law, Address GASB, submit documents to Benton County clerk and tax assessor				X	X	
<b>District audit:</b> Contract with auditor, compile documents, schedule field work with auditors, meetings, and review draft reports, submit audit to Oregon Secretary of State and ODA				X	X	
<b>Transition Readiness Plan:</b> Prepare and Implement Transition Readiness Plan. Succession plan for Executive Director position.			X	X	X	
<b>Leadership:</b> Provide leadership and supervision to staff including mentorship and guidance. Work on team building and follow up on retreat outcomes			X	X	X	
<b>Safety/Risk management:</b> Conduct Health and Safety/Risk Management Program: safety meetings, training, inspections, records; implement improvements noted in 2022 OSHA consultation report, develop and implement policies and procedures (OSHA rules, Operations Manual)				X		
<b>Records:</b> Maintain personnel files, server backups, archives; follow OR and District records retention schedules				X		

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Task	Staff position					
	RC I	RC II	NRCPM	OM	ED	CCEC
<b>Collaboration:</b> General staff collaboration - working on communications, special projects as a team	40					X
<b>Professional Development:</b> Workshops and webinars related to professional interests such as invasive weeds, aquatic biology, forest ecology, GIS, and agricultural biodiversity. Workshops/webinars related to organizational growth such as supervision, budgeting, EDIJ, policy & law, and safety. NRCS related trainings for maintaining planner status and Agricultural Water Quality workshops and training. Trainings from key partners such as OCEAN, SDAO, ODA, OACD, others.	217	105	48	X	X	X
	<b>1592</b>	<b>1842</b>	<b>1842</b>			
<b>Leave hours (Annual, Wellness, Holiday)</b>	RC I	RC II	NRCPM	OM	ED	CCEC
HOURS	488	238	238	280		281

## Acronyms used in the Work Plan

AWQMP	Agricultural Water Quality Management Area Plan
BSWCD	Benton Soil and Water Conservation District
CCEC	Communications & Community Engagement Coordinator
CIP	Conservation Incentive Program
CSP	Conservation Stewardship Program
CWMA	Cooperative Weed Management Area
DEQ	Department of Environmental Quality
DOR	Department of Revenue
ED	Executive Director ( <i>Holly Crosson</i> )
EDIJ	Equity, Diversity, Inclusion and Justice
EQIP	Environmental Quality Incentives Program
FY	Fiscal Year
GASB	Governmental Accounting Standards Board
GIS	Geographic Information System
GWMA	Groundwater Management Area
IGA	Intergovernmental Agreement
IT	Information Technology
LAC	Local Advisory Committee
LGIP	Local Government Investment Pool
MMT	Meyer Memorial Trust
NPS	Native Plant Sale
NRCPM	Natural Resource Conservation Program Manager ( <i>Michael Ahr</i> )
NRCS	Natural Resources Conservation Service
OACD	Oregon Association of Conservation Districts
OCEAN	Oregon Conservation Education and Assistance Network
OCP	Oregon Conservation Partnership
ODA	Oregon Department of Agriculture
ODF	Oregon Department of Forestry
ODFW	Oregon Department of Fish and Wildlife
OM	Operations Manager ( <i>Linda Lovett</i> )
OSHA	Oregon Occupational Safety and Health
OSWB	Oregon State Weed Board
OWEB	Oregon Watershed Enhancement Board
PFC	Personnel and Finance Committee
RC I	Resource Conservationist I ( <i>Teresa Matteson</i> )
RC II	Resource Conservationist II ( <i>Donna Schmitz</i> )
SDAO	Special Districts Association of Oregon
SIA	Strategic Implementation Area
STEAM	Science, Technology, Engineering, the Arts and Mathematics
SWCC	Soil and Water Conservation Commission
SWCD	Soil and Water Conservation District
TA	Technical Assistance
TMDL	Total Maximum Daily Load
USDA	United States Department of Agriculture
USGS	United States Geological Survey
WMC	Willamette Mainstem Cooperative
WQ	Water Quality
WVRLC	Willamette Valley Regenerative Landscape Coalition