

Monday, April 12, 2021; 6:00-7:00 PM
 Zoom Video Conference: <https://zoom.us/join>
 Phone: 1-669-900-6833
 Meeting ID: 844 6825 0202
 Passcode: 640956



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 | <i>Yoshihara</i> | 6:00 | |
| | Introduce Michael Ahr, BSWCD's Natural Resource Conservation Program Manager | <i>Crosson</i> | 6:02 | |
| | CONSENT AGENDA | <i>Yoshihara</i> | 6:07 | ACTION |
| 3 | Approve draft Minutes – March 8, 2021 | | | |
| 3 | Approve Financials (2/28/21) | | | |
| 3 | Approve staff telework stipend (\$75) for April 2021 | | | |
| 3 | Appoint David Patte to Budget Committee to finish out Kent Daniels' term (through December 2022) | | | |
| | REGULAR AGENDA | <i>Yoshihara</i> | 6:08 | |
| 1, 2, 3 | <i>NRCS/Staff Reports (Kaiser, Crosson, Ahr, Lovett, Schmitz, Matteson, Keirstead) – 10 minutes</i> | | 6:08 | |
| 1, 2, 3 | Director Reports - 10 minutes | | 6:18 | |
| 1, 2, 3, 4 | Review and discuss DRAFT Equity Lens (in packet) – 15 minutes | <i>Keirstead, Board, staff</i> | 6:28 | |
| 1, 2, 3, 4 | Board Documents Page on website - 5 minutes | <i>Keirstead</i> | 6:43 | |
| 1, 2, 3 | Approve Contingency Transfer Resolution No. FY2020-2021-15 (in packet) to spend Contingency funds | <i>Crosson</i> | 6:48 | ACTION |
| 1, 2, 3, 4 | Office Move to the Renaissance Building (2-year lease) – 6 minutes | <i>Crosson and Lovett</i> | 6:54 | |
| | Meeting Adjourned | <i>Yoshihara</i> | 7:00 | |

Continued →

| BSWCD Board and Outreach Events (subject to change) | | |
|--|------------------------------|-----------------|
| Date/Time | Event | Location |
| April 23, 12—1 pm | Fourth Friday Learning Lunch | Zoom |
| May 10, 6 – 7 pm | BSWCD Monthly Board Meeting | Zoom |
| May 24, 6 – 7 pm | Budget Committee Meeting | Zoom |

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

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

Monday, March 8, 2021; 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: Faye Yoshihara, Bob Morris, Henry Storch, Jerry Paul, Eliza Mason, Kerry Hastings, Graham Trask

Board Members Absent:

Associate Directors Present: Nate Johnson, Rana Foster, Marcella Henkels

Associate Directors Absent: Sierra Linnan Smith

Staff Present: Holly Crosson, Heath Keirstead, Teresa Matteson, Donna Schmitz, Linda Lovett (minutes)

Others Present: Amy Kaiser/NRCS

Others Absent: Eric Nusbaum/ODA

Call to Order

[Yoshihara] 6:00 pm

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

CONSENT AGENDA

- **Approve draft Minutes – February 8, 2021;** Discussion: none
- **Approve Financials (1/31/21);** Discussion: none
- **Staff telework stipend (\$75) for March 2021;** Discussion: none
- **Approve FY2021-2022 Budget Calendar;** Discussion: none

MOTION to approve Consent Agenda /2nd: Graham/Bob (Unanimous 7/7)

REGULAR AGENDA

NRCS/Staff Reports (Kaiser, Crosson, Schmitz, Matteson, Keirstead, Lovett)

Amy: Held the Benton County local work group meeting on Feb 23; working on forest strategy, hazelnut strategy; EQIP Sign-up #2 deadline April 16.

Holly: Michael Ahr will be starting as the Natural Resource Conservation Program Manager on April 12; he will work from Portland with trips to Corvallis but plans to move here by summer. Also working on strategic planning.

Donna: Will defer to staff report.

Teresa: Will defer to the update on the plant sale.

Heath: Working on Bee Buddies; seeking volunteers to help with website, ~5-8 hours.

Linda: Working on Michael's onboarding, getting operational numbers for budget, move planning.

Director Reports

Jerry: Attended OWEB Small Grant Program meeting, Greenbelt's annual meeting, and IAE lecture on pollinators.

Kerry: Attended ODA training for SWCD board members. Will do a site visit with Donna and Teresa on Monday.

Eliza: Attended a virtual conference on dry farming; getting ready to open store in April.

Henry: Working, not much new to report.

Graham: Farming and harvesting trees for fish; following up on Laura's work at Collins Bay, checking water levels to see if the river is low enough to work on a beaver deceiver.

Bob: Also attended IAE and Greenbelt meetings; pulling weeds at home.

Marcella: Attended ODA Director training; volunteered for two weeks with the Wetlands Conservancy surveying sites for amphibians; listening to Arts Center series on climate change.

Rana: Working on camas salvage project.

Nate: Attended dry farming conference and NRCS work group; put up barn owl box. Fighting weeds and high population of voles at Sunbow that are burrowing under landscape fabric into the greenhouse.

Faye: Also attended ODA board member training.

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

Review checklist and collect signatures for NRCS “Civil Rights for Partners” document (10 minutes)

Amy asked if there were questions about the document. Directors need to review and sign because SWCDs help with USDA programs and outreach. Linda emailed the signature form for directors to e-sign and will forward them to Amy.

2021 Native Plant Sale highlights

Heath shared PowerPoint slides reviewing all the steps in the plant sale acknowledging the efforts of the board, staff, and volunteers that made it a success. The sale had a total of 377 orders. The 163 plants that did not sell were donated to North Santiam Watershed Council to help with restoration of areas affected by forest fires.

DEIJ update

BSWCD directors and staff will have a special meeting (March 29 from 6:00-7:00pm) with consultant Yee Won to review the draft Equity Lens. There will be a vote to adopt the Equity Lens at the April 12 board meeting, so it is important to understand what it is and how it will help with strategic planning to ensure goals and strategies align with values of DEIJ.

Office Move

Holly and Jerry have looked at eight potential office spaces. It does not make sense to stay where we are and we hope eventually to be in The Confluence, but it is difficult to plan without knowing the cost of being in the Confluence building. What can we do now to save money while maintaining the option to have a presence at The Confluence?

Two spaces are possibilities for the short or long term: one next to the museum, co-owned by the founder of Benny’s Doughnuts, and one owned by Catherine Mater on the second floor of the Renaissance building. The “Benny building” was originally a feed store and it still looks like an old building. The space is 1800 sf. The owners would build a shell with storage and IT areas and ADA-compliant bathrooms. There is an upstairs, but it is not usable office space because it is not ADA compliant. Construction can start immediately and completed in six months. The 10-year lease would be triple net, with rent about \$5000/month. Jerry will meet with the owners on Thursday and see if we can whittle down the cost. Lori Stephens drew plans for the space to see how it would work for us and shared drawings with Benny and his partner.

The Renaissance building space is 1200 sf for \$1800/mo. It is ADA accessible, with elevator to the second floor. We can lease for two years without a rent increase, with the possibility to extend. There are two designated parking spaces, a rooftop patio that we can use for special events, locked storage in the basement, and additional storage in the Mater Building. It is available on April 1st and Catherine is willing to split the cost for April, May, and June. There is no kitchen, but we could put in a small fridge and microwave.

Discussion:

Pros on the Renaissance building: lower cost may enable us to afford space in The Confluence; no need to use building reserve fund; can sign a two-year lease and extend for longer; adequate as is, with no wait to move in.

Cons: does not have retail storefront presence of Benny’s or The Confluence; public may perceive it as “fancy,” not in keeping with their view of an SWCD; no kitchen; bathrooms are public.

Pros on Benny building: will look more rustic, like The Confluence; will have a bathroom and designated IT area.

Cons: cost may prevent having space in The Confluence; might need to use building reserve fund; 10-year lease.

Henry and Eliza said the Renaissance space seems like a good deal; it is less expensive and would not lock us into long-term lease in an uncertain real estate market. Kerry said we should not rush a decision. Faye agreed that we need more information from Catherine Mater and Benny, but the board seemed to be leaning toward the Renaissance building. Holly will chat with staff about the options. Jerry said if the board wants to go with the Renaissance building, we should let Benny know, but Holly thought Jerry should have the conversation with Benny to learn more about the costs.

Meeting Adjourned

[Yoshihara] 7:26 pm

Benton SWCD Board Meeting

April 12, 2021

Financial Report

Period ending January 31, 2021

The closing balance in our Oregon LGIP account was \$975,743.22, dividend paid was \$563.93. The Fiscal YTD dividend paid was \$4,733.23. Our average monthly balance has been \$980,233.33 with a monthly distribution yield of 0.75%. The previous month's balance was \$1,022,634.69. We received another payment of \$2,544.65 in tax revenue from the Benton County Finance Department.

Both Citizen Bank accounts were reconciled, and all checks were accounted for. The total balance of the two accounts was \$183,008.70. The previous month's balance was \$136,493.13.

Charges to the Credit Card account were \$1020.85. These were verified and reconciled. The previous month's chargers were \$678.16.

The Stripe account was reconciled. The starting balance was \$0.00, the net activity was \$583.00 less fees of \$27.33 and bank payout of \$297.00, leaving an end-of-month balance of \$852.67.

Respectfully submitted,



Jerry Paul, Treasurer

Benton Soil & Water Conservation District
Balance Sheet
As of February 28, 2021

| | Feb 28, 21 | Feb 29, 20 | \$ Change |
|--|---------------------|---------------------|-------------------|
| ASSETS | | | |
| Current Assets | | | |
| Checking/Savings | | | |
| 10100 - Citizens Bank | 106,232.96 | 209,679.96 | -103,447.00 |
| 10150 - Citizens Bank #2 | 6,816.64 | 6,817.41 | -0.77 |
| 10200 - LGIP | 981,863.13 | 810,218.44 | 171,644.69 |
| 10300 - Stripe | 852.67 | 0.00 | 852.67 |
| 10800 - Petty Cash | 24.00 | 24.00 | 0.00 |
| Total Checking/Savings | 1,095,789.40 | 1,026,739.81 | 69,049.59 |
| Accounts Receivable | | | |
| 11000 - Accounts Receivable | 0.00 | 21,630.65 | -21,630.65 |
| 11400 - Grants Receivable | 62,225.52 | 25,575.37 | 36,650.15 |
| Total Accounts Receivable | 62,225.52 | 47,206.02 | 15,019.50 |
| Other Current Assets | | | |
| 100-1050 CashDue to/from Bld Fnd | -93,200.00 | -88,200.00 | -5,000.00 |
| 100-1500 Due to/from Proj Fund | -210,171.93 | -121,884.13 | -88,287.80 |
| 200-1080 CashDue to/from Gen Fnd | 210,171.93 | 121,884.13 | 88,287.80 |
| 400-1505 Due to/from BR Fund | 93,200.00 | 88,200.00 | 5,000.00 |
| 13000 - Prepaid expenses-Audit | 7,580.78 | 8,972.34 | -1,391.56 |
| Total Other Current Assets | 7,580.78 | 8,972.34 | -1,391.56 |
| Total Current Assets | 1,165,595.70 | 1,082,918.17 | 82,677.53 |
| Other Assets | | | |
| 18400 - Property Tax Receivable-Audit | 10,528.00 | 10,187.00 | 341.00 |
| Total Other Assets | 10,528.00 | 10,187.00 | 341.00 |
| TOTAL ASSETS | 1,176,123.70 | 1,093,105.17 | 83,018.53 |
| LIABILITIES & EQUITY | | | |
| Liabilities | | | |
| Current Liabilities | | | |
| Accounts Payable | | | |
| 20000 - General Accounts Payable | 1,979.55 | 5,192.92 | -3,213.37 |
| 20100 - Project Accts Payable | 9,506.25 | 21,873.48 | -12,367.23 |
| Total Accounts Payable | 11,485.80 | 27,066.40 | -15,580.60 |
| Credit Cards | | | |
| 22000 - CITIZENS BANK MASTER CARD | | | |
| 22150 - Laura's CC - 4777 | 0.00 | 22.95 | -22.95 |
| 22200 - Holly's CC - 2995 | 115.00 | 139.48 | -24.48 |
| 22300 - Donna's CC - 3001 | 0.00 | 31.25 | -31.25 |
| 22400 - Teresa's CC - 3019 | 348.19 | 77.06 | 271.13 |
| 22500 - Heath's CC - 3027 | 220.00 | 13.00 | 207.00 |
| 22520 - Linda's CC - 5980 | 337.66 | 180.74 | 156.92 |
| Total 22000 - CITIZENS BANK MASTER CARD | 1,020.85 | 464.48 | 556.37 |
| Total Credit Cards | 1,020.85 | 464.48 | 556.37 |
| Other Current Liabilities | | | |
| 24000 - PAYROLL LIABILITIES | | | |

Benton Soil & Water Conservation District
Balance Sheet
 As of February 28, 2021

| | Feb 28, 21 | Feb 29, 20 | \$ Change |
|--|---------------------|---------------------|-------------------|
| 24010 · 941 Account | 6,182.96 | 6,717.04 | -534.08 |
| 24020 · Oregon Withholding | 1,588.00 | 1,650.00 | -62.00 |
| 24030 · OR-WBF SUTA | 690.87 | 492.42 | 198.45 |
| 24040 · Medical Employee | 856.04 | 1,065.57 | -209.53 |
| 24050 · Medical Employer | 4,055.95 | 4,722.48 | -666.53 |
| 24060 · 457b Contributions | 3,334.59 | 3,559.12 | -224.53 |
| Total 24000 · PAYROLL LIABILITIES | 16,708.41 | 18,206.63 | -1,498.22 |
| 25800 · Deferred Revenue Grants-Audit | 210,629.64 | 249,805.21 | -39,175.57 |
| Total Other Current Liabilities | 227,338.05 | 268,011.84 | -40,673.79 |
| Total Current Liabilities | 239,844.70 | 295,542.72 | -55,698.02 |
| Long Term Liabilities | | | |
| 27050 · Deferred Revenue Taxes -Audit | 8,440.09 | 7,779.09 | 661.00 |
| Total Long Term Liabilities | 8,440.09 | 7,779.09 | 661.00 |
| Total Liabilities | 248,284.79 | 303,321.81 | -55,037.02 |
| Equity | | | |
| 31100 · Building Reserve Fund Balance | 103,200.00 | 88,200.00 | 15,000.00 |
| 31200 · Project Fund Balance | 10,210.00 | 10,421.00 | -211.00 |
| 32000 · General Fund Balance | 594,005.70 | 507,799.01 | 86,206.69 |
| Net Income | 220,423.21 | 183,363.35 | 37,059.86 |
| Total Equity | 927,838.91 | 789,783.36 | 138,055.55 |
| TOTAL LIABILITIES & EQUITY | 1,176,123.70 | 1,093,105.17 | 83,018.53 |

Benton Soil & Water Conservation District
Profit & Loss by Class
 July 2020 through February 2021

| | Building Reserve | General Fund | Project Fund | TOTAL |
|--|-----------------------------|-------------------------|-------------------------|-------------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| 43300 · Grant/Project Administration | 0.00 | 0.00 | 222,755.48 | 222,755.48 |
| 44535 · Taxes Levied | 0.00 | 446,642.78 | 0.00 | 446,642.78 |
| 44540 · ODA Operations | 0.00 | 24,994.75 | 0.00 | 24,994.75 |
| 44545 · ODA Tech, LMA & Scope of Work | 0.00 | 43,740.00 | 0.00 | 43,740.00 |
| 45000 · Interest Income | 0.00 | 4,866.46 | 0.00 | 4,866.46 |
| 46430 · MISCELLANEOUS | 0.00 | 8,296.55 | 0.00 | 8,296.55 |
| 47200 · CREP, SQP-Fee for Services | 0.00 | 7,248.00 | 0.00 | 7,248.00 |
| 47400 · Native Plant Sale Income | 0.00 | 26,138.68 | 0.00 | 26,138.68 |
| 48000 · TRANSFERS IN | 10,000.00 | 18,917.10 | 0.00 | 28,917.10 |
| Total Income | 10,000.00 | 580,844.32 | 222,755.48 | 813,599.80 |
| Gross Profit | 10,000.00 | 580,844.32 | 222,755.48 | 813,599.80 |
| Expense | | | | |
| 60000 · MATERIALS & SERVICES | 0.00 | 103,240.31 | 0.00 | 103,240.31 |
| 66000 · PAYROLL EXPENSES | 0.00 | 257,180.80 | 36,075.01 | 293,255.81 |
| 68000 · PROJECTS-SVC-SUPP-MATERIALS | 0.00 | 0.00 | 167,763.37 | 167,763.37 |
| 69400 · TRANSFERS OUT | 0.00 | 10,000.00 | 18,917.10 | 28,917.10 |
| Total Expense | 0.00 | 370,421.11 | 222,755.48 | 593,176.59 |
| Net Ordinary Income | 10,000.00 | 210,423.21 | 0.00 | 220,423.21 |
| Net Income | 10,000.00 | 210,423.21 | 0.00 | 220,423.21 |

Benton Soil & Water Conservation District
Profit & Loss by Class
 July 2020 through February 2021

| | <u>Building Reserve</u> | <u>General Fund</u> | <u>Project Fund</u> | <u>TOTAL</u> |
|--|-------------------------|---------------------|---------------------|--------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| 43300 · Grant/Project Administration | 0.00 | 0.00 | 222,755.48 | 222,755.48 |
| 44535 · Taxes Levied | 0.00 | 446,642.78 | 0.00 | 446,642.78 |
| 44540 · ODA Operations | 0.00 | 24,994.75 | 0.00 | 24,994.75 |
| 44545 · ODA Tech, LMA & Scope of V | 0.00 | 43,740.00 | 0.00 | 43,740.00 |
| 45000 · Interest Income | 0.00 | 4,866.46 | 0.00 | 4,866.46 |
| 46430 · MISCELLANEOUS | | | | |
| 46432 · Contributions | 0.00 | 1,050.00 | 0.00 | 1,050.00 |
| 46440 · Refunds and Reimburse | 0.00 | 7,246.55 | 0.00 | 7,246.55 |
| Total 46430 · MISCELLANEOUS | 0.00 | 8,296.55 | 0.00 | 8,296.55 |
| 47200 · CREP, SQP-Fee for Services | 0.00 | 7,248.00 | 0.00 | 7,248.00 |
| 47400 · Native Plant Sale Income | 0.00 | 26,138.68 | 0.00 | 26,138.68 |
| 48000 · TRANSFERS IN | | | | |
| 48100 · Building Reserve Fund | 10,000.00 | 0.00 | 0.00 | 10,000.00 |
| 48400 · Transfer Admin from Proj | 0.00 | 18,917.10 | 0.00 | 18,917.10 |
| Total 48000 · TRANSFERS IN | 10,000.00 | 18,917.10 | 0.00 | 28,917.10 |
| Total Income | 10,000.00 | 580,844.32 | 222,755.48 | 813,599.80 |
| Gross Profit | 10,000.00 | 580,844.32 | 222,755.48 | 813,599.80 |
| Expense | | | | |
| 60000 · MATERIALS & SERVICES | | | | |
| 61300 · CONFERENCES AND TRAINING | | | | |
| 61330 · Registration | 0.00 | 2,050.00 | 0.00 | 2,050.00 |
| 61340 · Training and Educatio | 0.00 | 249.95 | 0.00 | 249.95 |
| Total 61300 · CONFERENCES ANI | 0.00 | 2,299.95 | 0.00 | 2,299.95 |
| 61500 · COMMUNITY CONSERVATION PROGRAMS | | | | |
| 61510 · Conservation Educati | 0.00 | 5,100.00 | 0.00 | 5,100.00 |
| 61520 · Conservation Incentiv | 0.00 | 769.70 | 0.00 | 769.70 |
| 61530 · Invasives Program | 0.00 | 233.04 | 0.00 | 233.04 |
| 61540 · Native Plant Sale | 0.00 | 15,182.90 | 0.00 | 15,182.90 |
| 61570 · Soil Quality Program | 0.00 | 429.78 | 0.00 | 429.78 |
| 61585 · Conservation Leaders | 0.00 | 60.00 | 0.00 | 60.00 |
| Total 61500 · COMMUNITY CONS | 0.00 | 21,775.42 | 0.00 | 21,775.42 |
| 62100 · CONTRACTED AND PROF SERVICES | | | | |
| 62115 · Audit | 0.00 | 4,750.00 | 0.00 | 4,750.00 |
| 62120 · Computer Support | 0.00 | 791.00 | 0.00 | 791.00 |
| 62130 · PROFESSIONAL SERVICES | | | | |
| 62140 · Legal | 0.00 | 2,150.00 | 0.00 | 2,150.00 |
| 62150 · Accounting | 0.00 | 13,852.46 | 0.00 | 13,852.46 |
| 62170 · Web Design, Logo | 0.00 | 776.00 | 0.00 | 776.00 |
| Total 62130 · PROFESSIONAL | 0.00 | 16,778.46 | 0.00 | 16,778.46 |
| Total 62100 · CONTRACTED AND | 0.00 | 22,319.46 | 0.00 | 22,319.46 |
| 62300 · Dues/Subscriptions/Fees | 0.00 | 6,020.46 | 0.00 | 6,020.46 |

Benton Soil & Water Conservation District
Profit & Loss by Class
 July 2020 through February 2021

| | Building Reserve | General Fund | Project Fund | TOTAL |
|--|------------------|--------------|--------------|------------|
| 62800 · OFFICE OCCUPANCY | | | | |
| 62810 · Alarm & Janitorial Ser | 0.00 | 1,146.24 | 0.00 | 1,146.24 |
| 62820 · Rent & Parking | 0.00 | 29,804.94 | 0.00 | 29,804.94 |
| 62830 · Utilities | 0.00 | 8,134.32 | 0.00 | 8,134.32 |
| Total 62800 · OFFICE OCCUPANC | 0.00 | 39,085.50 | 0.00 | 39,085.50 |
| 65000 · SUPPLIES AND MATERIALS | | | | |
| 65010 · COPIER AND SUPPLIES | | | | |
| 65012 · Copies | 0.00 | 468.34 | 0.00 | 468.34 |
| 65014 · Lease | 0.00 | 1,318.24 | 0.00 | 1,318.24 |
| Total 65010 · COPIER AND SU | 0.00 | 1,786.58 | 0.00 | 1,786.58 |
| 65020 · Equipment | 0.00 | 189.99 | 0.00 | 189.99 |
| 65030 · Office Supplies | 0.00 | 1,356.44 | 0.00 | 1,356.44 |
| 65040 · Postage | 0.00 | 176.04 | 0.00 | 176.04 |
| 65050 · Software/Computer Ac | 0.00 | 429.97 | 0.00 | 429.97 |
| Total 65000 · SUPPLIES AND MA | 0.00 | 3,939.02 | 0.00 | 3,939.02 |
| 65110 · PRODUCTION COSTS | | | | |
| 65112 · Advertising and Webs | 0.00 | 600.92 | 0.00 | 600.92 |
| 65116 · Newsletters | 0.00 | 2,407.39 | 0.00 | 2,407.39 |
| 65118 · Publications | 0.00 | 325.00 | 0.00 | 325.00 |
| Total 65110 · PRODUCTION COST | 0.00 | 3,333.31 | 0.00 | 3,333.31 |
| 65120 · Insurance & Fidelity Bond | 0.00 | 3,622.87 | 0.00 | 3,622.87 |
| 65160 · Miscellaneous | 0.00 | 75.00 | 0.00 | 75.00 |
| 65320 · Mileage/travel related exp | 0.00 | 511.38 | 0.00 | 511.38 |
| 65400 · Meetings & Events | 0.00 | 257.94 | 0.00 | 257.94 |
| Total 60000 · MATERIALS & SERVICE | 0.00 | 103,240.31 | 0.00 | 103,240.31 |
| 66000 · PAYROLL EXPENSES | | | | |
| 66200 · Wages | 0.00 | 197,582.58 | 27,203.27 | 224,785.85 |
| 66410 · Health, Dental & Life Insu | 0.00 | 30,939.44 | 4,868.83 | 35,808.27 |
| 66420 · Retirement | 0.00 | 12,840.83 | 1,821.81 | 14,662.64 |
| 66500 · Payroll Taxes | | | | |
| 66510 · FICA Employer | 0.00 | 14,629.26 | 2,042.95 | 16,672.21 |
| 66520 · SUTA | 0.00 | 1,020.87 | 127.49 | 1,148.36 |
| 66530 · OR-WBF | 0.00 | 63.32 | 10.66 | 73.98 |
| Total 66500 · Payroll Taxes | 0.00 | 15,713.45 | 2,181.10 | 17,894.55 |
| 66800 · Fees | 0.00 | 104.50 | 0.00 | 104.50 |
| Total 66000 · PAYROLL EXPENSES | 0.00 | 257,180.80 | 36,075.01 | 293,255.81 |
| 68000 · PROJECTS-SVC-SUPP-MATERIALS | | | | |
| 68010 · Project Contracted Servic | 0.00 | 0.00 | 166,442.80 | 166,442.80 |
| 68020 · Project Mileage & Travel | 0.00 | 0.00 | 820.57 | 820.57 |
| 68040 · Project Supplies & Materi | 0.00 | 0.00 | 500.00 | 500.00 |
| Total 68000 · PROJECTS-SVC-SUPP- | 0.00 | 0.00 | 167,763.37 | 167,763.37 |
| 69400 · TRANSFERS OUT | | | | |
| 69410 · Trf GF to Building Reserv | 0.00 | 10,000.00 | 0.00 | 10,000.00 |

Benton Soil & Water Conservation District
Profit & Loss by Class
July 2020 through February 2021

| | Building Reserve | General Fund | Project Fund | TOTAL |
|---------------------------------------|-------------------------|---------------------|---------------------|-------------------|
| 69440 · Trf PF to General Fund | 0.00 | 0.00 | 18,917.10 | 18,917.10 |
| Total 69400 · TRANSFERS OUT | 0.00 | 10,000.00 | 18,917.10 | 28,917.10 |
| Total Expense | 0.00 | 370,421.11 | 222,755.48 | 593,176.59 |
| Net Ordinary Income | 10,000.00 | 210,423.21 | 0.00 | 220,423.21 |
| Net Income | 10,000.00 | 210,423.21 | 0.00 | 220,423.21 |

Benton Soil & Water Conservation District
Profit & Loss YTD Comparison
 July 2020 through February 2021

| | Jul '20 - Feb 21 | Jul '19 - Feb 20 | \$ Change |
|--|-----------------------------|-----------------------------|------------------|
| Ordinary Income/Expense | | | |
| Income | | | |
| 43300 · Grant/Project Administration | 222,755.48 | 212,940.66 | 9,814.82 |
| 44535 · Taxes Levied | 446,642.78 | 432,901.32 | 13,741.46 |
| 44540 · ODA Operations | 24,994.75 | 24,994.75 | 0.00 |
| 44545 · ODA Tech, LMA & Scope of Work | 43,740.00 | 43,740.00 | 0.00 |
| 44550 · ODA - SIA | 0.00 | 5,135.29 | -5,135.29 |
| 44555 · NRCS - TA | 0.00 | 4,972.88 | -4,972.88 |
| 45000 · Interest Income | 4,866.46 | 10,895.70 | -6,029.24 |
| 46430 · MISCELLANEOUS | | | |
| 46432 · Contributions | 1,050.00 | 1,828.00 | -778.00 |
| 46440 · Refunds and Reimbursements | 7,246.55 | 0.00 | 7,246.55 |
| Total 46430 · MISCELLANEOUS | 8,296.55 | 1,828.00 | 6,468.55 |
| 47200 · CREP, SQP-Fee for Services | 7,248.00 | 16,392.70 | -9,144.70 |
| 47400 · Native Plant Sale Income | 26,138.68 | 16,670.20 | 9,468.48 |
| 48000 · TRANSFERS IN | | | |
| 48100 · Building Reserve Fund | 10,000.00 | 5,000.00 | 5,000.00 |
| 48400 · Transfer Admin from Project Fd | 18,917.10 | 24,907.99 | -5,990.89 |
| 48500 · Transfer Admin from Gen Fund | 0.00 | 466.00 | -466.00 |
| Total 48000 · TRANSFERS IN | 28,917.10 | 30,373.99 | -1,456.89 |
| Total Income | 813,599.80 | 800,845.49 | 12,754.31 |
| Gross Profit | 813,599.80 | 800,845.49 | 12,754.31 |
| Expense | | | |
| 60000 · MATERIALS & SERVICES | | | |
| 61300 · CONFERENCES AND TRAINING | | | |
| 61310 · Lodging | 0.00 | 1,101.12 | -1,101.12 |
| 61320 · Meals/per diem | 0.00 | 63.28 | -63.28 |
| 61330 · Registration | 2,050.00 | 983.45 | 1,066.55 |
| 61340 · Training and Education Material | 249.95 | 134.99 | 114.96 |
| Total 61300 · CONFERENCES AND TRAINING | 2,299.95 | 2,282.84 | 17.11 |
| 61500 · COMMUNITY CONSERVATION PROGRAMS | | | |
| 61510 · Conservation Education (Youth) | 5,100.00 | 14,062.54 | -8,962.54 |
| 61520 · Conservation Incentive Program | 769.70 | 487.87 | 281.83 |
| 61530 · Invasives Program | 233.04 | 2,156.39 | -1,923.35 |
| 61540 · Native Plant Sale | 15,182.90 | 11,194.03 | 3,988.87 |
| 61570 · Soil Quality Program | 429.78 | 904.14 | -474.36 |
| 61585 · Conservation Leadership - EDI | 60.00 | 197.68 | -137.68 |
| Total 61500 · COMMUNITY CONSERVATION PROGRAMS | 21,775.42 | 29,002.65 | -7,227.23 |
| 62100 · CONTRACTED AND PROF SERVICES | | | |
| 62115 · Audit | 4,750.00 | 4,650.00 | 100.00 |
| 62120 · Computer Support | 791.00 | 887.64 | -96.64 |
| 62130 · PROFESSIONAL SERVICES | | | |

Benton Soil & Water Conservation District
Profit & Loss YTD Comparison
July 2020 through February 2021

| | Jul '20 - Feb 21 | Jul '19 - Feb 20 | \$ Change |
|---|-----------------------------|-----------------------------|------------------|
| 62140 · Legal | 2,150.00 | 500.00 | 1,650.00 |
| 62150 · Accounting | 13,852.46 | 13,783.17 | 69.29 |
| 62170 · Web Design, Logo - Marketing | 776.00 | 776.00 | 0.00 |
| Total 62130 · PROFESSIONAL SERVICES | 16,778.46 | 15,059.17 | 1,719.29 |
| Total 62100 · CONTRACTED AND PROF SERVICES | 22,319.46 | 20,596.81 | 1,722.65 |
| 62300 · Dues/Subscriptions/Fees | 6,020.46 | 4,509.91 | 1,510.55 |
| 62800 · OFFICE OCCUPANCY | | | |
| 62810 · Alarm & Janitorial Services | 1,146.24 | 1,301.92 | -155.68 |
| 62820 · Rent & Parking | 29,804.94 | 30,826.35 | -1,021.41 |
| 62830 · Utilities | 8,134.32 | 4,778.53 | 3,355.79 |
| Total 62800 · OFFICE OCCUPANCY | 39,085.50 | 36,906.80 | 2,178.70 |
| 65000 · SUPPLIES AND MATERIALS | | | |
| 65010 · COPIER AND SUPPLIES | | | |
| 65012 · Copies | 468.34 | 713.31 | -244.97 |
| 65014 · Lease | 1,318.24 | 1,318.24 | 0.00 |
| Total 65010 · COPIER AND SUPPLIES | 1,786.58 | 2,031.55 | -244.97 |
| 65020 · Equipment | 189.99 | 1,091.00 | -901.01 |
| 65030 · Office Supplies | 1,356.44 | 1,118.14 | 238.30 |
| 65040 · Postage | 176.04 | 319.06 | -143.02 |
| 65050 · Software/Computer Accessories | 429.97 | 0.00 | 429.97 |
| Total 65000 · SUPPLIES AND MATERIALS | 3,939.02 | 4,559.75 | -620.73 |
| 65110 · PRODUCTION COSTS | | | |
| 65112 · Advertising and Website | 600.92 | 194.75 | 406.17 |
| 65116 · Newsletters | 2,407.39 | 1,610.01 | 797.38 |
| 65118 · Publications | 325.00 | 178.32 | 146.68 |
| Total 65110 · PRODUCTION COSTS | 3,333.31 | 1,983.08 | 1,350.23 |
| 65120 · Insurance & Fidelity Bond | 3,622.87 | 2,280.61 | 1,342.26 |
| 65160 · Miscellaneous | 75.00 | 22.00 | 53.00 |
| 65320 · Mileage/travel related expenses | 511.38 | 2,866.82 | -2,355.44 |
| 65400 · Meetings & Events | 257.94 | 1,956.34 | -1,698.40 |
| Total 60000 · MATERIALS & SERVICES | 103,240.31 | 106,967.61 | -3,727.30 |
| 66000 · PAYROLL EXPENSES | | | |
| 66200 · Wages | 224,785.85 | 228,487.70 | -3,701.85 |
| 66410 · Health, Dental & Life Insurance | 35,808.27 | 35,026.67 | 781.60 |
| 66420 · Retirement | 14,662.64 | 13,330.02 | 1,332.62 |
| 66500 · Payroll Taxes | | | |
| 66510 · FICA Employer | 16,672.21 | 16,598.76 | 73.45 |
| 66520 · SUTA | 1,148.36 | 2,880.88 | -1,732.52 |
| 66530 · OR-WBF | 73.98 | 77.29 | -3.31 |
| Total 66500 · Payroll Taxes | 17,894.55 | 19,556.93 | -1,662.38 |
| 66800 · Fees | 104.50 | 161.25 | -56.75 |
| Total 66000 · PAYROLL EXPENSES | 293,255.81 | 296,562.57 | -3,306.76 |

Benton Soil & Water Conservation District
Profit & Loss YTD Comparison
 July 2020 through February 2021

| | Jul '20 - Feb 21 | Jul '19 - Feb 20 | \$ Change |
|--|-----------------------------|-----------------------------|-------------------|
| 68000 · PROJECTS-SVC-SUPP-MATERIALS | | | |
| 68010 · Project Contracted Services | 166,442.80 | 182,512.86 | -16,070.06 |
| 68020 · Project Mileage & Travel | 820.57 | 223.00 | 597.57 |
| 68030 · Project Other | 0.00 | 496.00 | -496.00 |
| 68040 · Project Supplies & Materials | 500.00 | 69.25 | 430.75 |
| 68050 · Project Training | 0.00 | 276.86 | -276.86 |
| Total 68000 · PROJECTS-SVC-SUPP-MATERIALS | 167,763.37 | 183,577.97 | -15,814.60 |
| 69400 · TRANSFERS OUT | | | |
| 69410 · Trf GF to Building Reserve Fd | 10,000.00 | 5,000.00 | 5,000.00 |
| 69440 · Trf PF to General Fund | 18,917.10 | 24,907.99 | -5,990.89 |
| 69450 · Trf GF to General Fund | 0.00 | 466.00 | -466.00 |
| Total 69400 · TRANSFERS OUT | 28,917.10 | 30,373.99 | -1,456.89 |
| Total Expense | 593,176.59 | 617,482.14 | -24,305.55 |
| Net Ordinary Income | 220,423.21 | 183,363.35 | 37,059.86 |
| Net Income | 220,423.21 | 183,363.35 | 37,059.86 |

Benton Soil & Water Conservation District
P&L Budget vs. Actual GENERAL FUND
July 2020 through February 2021

| | Jul '20 - Feb 21 | Budget | \$ Over Budget | % of Budget |
|--|---------------------|---------------------|--------------------|----------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| 43000 · Beginning Balance | 0.00 | 558,709.00 | -558,709.00 | 0.0% |
| 44530 · Benton County Public Works | 0.00 | 5,000.00 | -5,000.00 | 0.0% |
| 44535 · Taxes Levied | 446,642.78 | 450,000.00 | -3,357.22 | 99.25% |
| 44540 · ODA Operations | 24,994.75 | 24,995.00 | -0.25 | 100.0% |
| 44545 · ODA Tech, LMA & Scope of Work | 43,740.00 | 58,320.00 | -14,580.00 | 75.0% |
| 45000 · Interest Income | 4,866.46 | 10,000.00 | -5,133.54 | 48.67% |
| 46430 · MISCELLANEOUS | | | | |
| 46432 · Contributions | 1,050.00 | | | |
| 46440 · Refunds and Reimbursements | 7,246.55 | | | |
| 46430 · MISCELLANEOUS - Other | 0.00 | 9,467.60 | -9,467.60 | 0.0% |
| Total 46430 · MISCELLANEOUS | 8,296.55 | 9,467.60 | -1,171.05 | 87.63% |
| 47200 · CREP, SQP-Fee for Services | 7,248.00 | 9,816.00 | -2,568.00 | 73.84% |
| 47400 · Native Plant Sale Income | 26,138.68 | 16,000.00 | 10,138.68 | 163.37% |
| 48000 · TRANSFERS IN | | | | |
| 48400 · Transfer Admin from Project Fd | 18,917.10 | 74,659.00 | -55,741.90 | 25.34% |
| Total 48000 · TRANSFERS IN | 18,917.10 | 74,659.00 | -55,741.90 | 25.34% |
| Total Income | 580,844.32 | 1,216,966.60 | -636,122.28 | 47.73% |
| Gross Profit | 580,844.32 | 1,216,966.60 | -636,122.28 | 47.73% |
| Expense | | | | |
| 60000 · MATERIALS & SERVICES | | | | |
| 61300 · CONFERENCES AND TRAINING | | | | |
| 61330 · Registration | 2,050.00 | | | |
| 61340 · Training and Education Mater | 249.95 | | | |
| 61300 · CONFERENCES AND TRAININ | 0.00 | 12,000.00 | -12,000.00 | 0.0% |
| Total 61300 · CONFERENCES AND TRAI | 2,299.95 | 12,000.00 | -9,700.05 | 19.17% |
| 61500 · COMMUNITY CONSERVATION PROGRAMS | | | | |
| 61510 · Conservation Education (You | 5,100.00 | 5,250.00 | -150.00 | 97.14% |
| 61520 · Conservation Incentive Progr | 769.70 | 3,000.00 | -2,230.30 | 25.66% |
| 61530 · Invasives Program | 233.04 | 3,000.00 | -2,766.96 | 7.77% |
| 61540 · Native Plant Sale | 15,182.90 | 16,000.00 | -817.10 | 94.89% |
| 61560 · Scholarships/Internships | 0.00 | 600.00 | -600.00 | 0.0% |
| 61570 · Soil Quality Program | 429.78 | 3,000.00 | -2,570.22 | 14.33% |
| 61585 · Conservation Leadership - EC | 60.00 | 2,000.00 | -1,940.00 | 3.0% |
| Total 61500 · COMMUNITY CONSERVATI | 21,775.42 | 32,850.00 | -11,074.58 | 66.29% |
| 62100 · CONTRACTED AND PROF SERVICES | | | | |
| 62115 · Audit | 4,750.00 | 5,000.00 | -250.00 | 95.0% |
| 62120 · Computer Support | 791.00 | 4,000.00 | -3,209.00 | 19.78% |
| 62130 · PROFESSIONAL SERVICES | | | | |
| 62140 · Legal | 2,150.00 | | | |
| 62150 · Accounting | 13,852.46 | 0.00 | 13,852.46 | 100.0% |
| 62160 · Facilitation | 0.00 | 6,000.00 | -6,000.00 | 0.0% |

Benton Soil & Water Conservation District
P&L Budget vs. Actual GENERAL FUND
July 2020 through February 2021

| | Jul '20 - Feb 21 | Budget | \$ Over Budget | % of Budget |
|---|---------------------|-------------------|--------------------|----------------|
| 62170 · Web Design, Logo - Marke | 776.00 | | | |
| 62130 · PROFESSIONAL SERVICE | 0.00 | 45,000.00 | -45,000.00 | 0.0% |
| Total 62130 · PROFESSIONAL SERVI | 16,778.46 | 51,000.00 | -34,221.54 | 32.9% |
| 62190 · Misc Contracted Services | 0.00 | 33,301.60 | -33,301.60 | 0.0% |
| Total 62100 · CONTRACTED AND PROF | 22,319.46 | 93,301.60 | -70,982.14 | 23.92% |
| 62300 · Dues/Subscriptions/Fees | 6,020.46 | 13,000.00 | -6,979.54 | 46.31% |
| 62800 · OFFICE OCCUPANCY | | | | |
| 62810 · Alarm & Janitorial Services | 1,146.24 | 3,500.00 | -2,353.76 | 32.75% |
| 62820 · Rent & Parking | 29,804.94 | 46,000.00 | -16,195.06 | 64.79% |
| 62830 · Utilities | 8,134.32 | 12,000.00 | -3,865.68 | 67.79% |
| 62840 · Other | 0.00 | 1,500.00 | -1,500.00 | 0.0% |
| Total 62800 · OFFICE OCCUPANCY | 39,085.50 | 63,000.00 | -23,914.50 | 62.04% |
| 65000 · SUPPLIES AND MATERIALS | | | | |
| 65010 · COPIER AND SUPPLIES | | | | |
| 65012 · Copies | 468.34 | | | |
| 65014 · Lease | 1,318.24 | | | |
| 65010 · COPIER AND SUPPLIES - | 0.00 | 3,500.00 | -3,500.00 | 0.0% |
| Total 65010 · COPIER AND SUPPLIES | 1,786.58 | 3,500.00 | -1,713.42 | 51.05% |
| 65020 · Equipment | 189.99 | 5,000.00 | -4,810.01 | 3.8% |
| 65030 · Office Supplies | 1,356.44 | 2,000.00 | -643.56 | 67.82% |
| 65040 · Postage | 176.04 | 1,000.00 | -823.96 | 17.6% |
| 65050 · Software/Computer Accessor | 429.97 | 2,000.00 | -1,570.03 | 21.5% |
| Total 65000 · SUPPLIES AND MATERIALS | 3,939.02 | 13,500.00 | -9,560.98 | 29.18% |
| 65110 · PRODUCTION COSTS | | | | |
| 65112 · Advertising and Website | 600.92 | 1,500.00 | -899.08 | 40.06% |
| 65114 · Merchandise | 0.00 | 1,000.00 | -1,000.00 | 0.0% |
| 65116 · Newsletters | 2,407.39 | 2,000.00 | 407.39 | 120.37% |
| 65118 · Publications | 325.00 | 500.00 | -175.00 | 65.0% |
| Total 65110 · PRODUCTION COSTS | 3,333.31 | 5,000.00 | -1,666.69 | 66.67% |
| 65120 · Insurance & Fidelity Bond | 3,622.87 | 4,000.00 | -377.13 | 90.57% |
| 65160 · Miscellaneous | 75.00 | 1,000.00 | -925.00 | 7.5% |
| 65320 · Mileage/travel related expenses | 511.38 | 4,000.00 | -3,488.62 | 12.79% |
| 65400 · Meetings & Events | 257.94 | 4,000.00 | -3,742.06 | 6.45% |
| Total 60000 · MATERIALS & SERVICES | 103,240.31 | 245,651.60 | -142,411.29 | 42.03% |
| 66000 · PAYROLL EXPENSES | | | | |
| 66200 · Wages | 197,582.58 | 314,419.10 | -116,836.52 | 62.84% |
| 66410 · Health, Dental & Life Insurance | 30,939.44 | 50,178.25 | -19,238.81 | 61.66% |
| 66420 · Retirement | 12,840.83 | 20,407.53 | -7,566.70 | 62.92% |
| 66500 · Payroll Taxes | | | | |
| 66510 · FICA Employer | 14,629.26 | | | |
| 66520 · SUTA | 1,020.87 | | | |
| 66530 · OR-WBF | 63.32 | | | |
| 66500 · Payroll Taxes - Other | 0.00 | 27,875.12 | -27,875.12 | 0.0% |

Benton Soil & Water Conservation District
P&L Budget vs. Actual GENERAL FUND
 July 2020 through February 2021

| | Jul '20 - Feb 21 | Budget | \$ Over Budget | % of Budget |
|--|-----------------------------|---------------|---------------------------|------------------------|
| Total 66500 · Payroll Taxes | 15,713.45 | 27,875.12 | -12,161.67 | 56.37% |
| 66800 · Fees | 104.50 | | | |
| Total 66000 · PAYROLL EXPENSES | 257,180.80 | 412,880.00 | -155,699.20 | 62.29% |
| 69100 · Capital Outlay | 0.00 | 5,000.00 | -5,000.00 | 0.0% |
| 69200 · Contingency | 0.00 | 50,000.00 | -50,000.00 | 0.0% |
| 69400 · TRANSFERS OUT | | | | |
| 69410 · Trf GF to Building Reserve Fd | 10,000.00 | 10,000.00 | 0.00 | 100.0% |
| Total 69400 · TRANSFERS OUT | 10,000.00 | 10,000.00 | 0.00 | 100.0% |
| 69600 · Reserved for Future Expenditure | 0.00 | 213,435.00 | -213,435.00 | 0.0% |
| 69800 · Unappropriated Fund Balance | 0.00 | 280,000.00 | -280,000.00 | 0.0% |
| Total Expense | 370,421.11 | 1,216,966.60 | -846,545.49 | 30.44% |
| Net Ordinary Income | 210,423.21 | 0.00 | 210,423.21 | 100.0% |
| Net Income | 210,423.21 | 0.00 | 210,423.21 | 100.0% |

Benton Soil & Water Conservation District
P&L Budget vs. Actual PROJECT FUND
 July 2020 through February 2021

| | Jul '20 - Feb 21 | Budget | \$ Over Budget |
|--|-----------------------------|--------------------|---------------------------|
| Ordinary Income/Expense | | | |
| Income | | | |
| 43300 · Grant/Project Administration | 222,755.48 | 889,187.00 | -666,431.52 |
| Total Income | <u>222,755.48</u> | <u>889,187.00</u> | <u>-666,431.52</u> |
| Gross Profit | 222,755.48 | 889,187.00 | -666,431.52 |
| Expense | | | |
| 66000 · PAYROLL EXPENSES | | | |
| 66200 · Wages | 27,203.27 | 53,417.00 | -26,213.73 |
| 66410 · Health, Dental & Life Insurance | 4,868.83 | 14,107.00 | -9,238.17 |
| 66420 · Retirement | 1,821.81 | 5,447.00 | -3,625.19 |
| 66500 · Payroll Taxes | | | |
| 66510 · FICA Employer | 2,042.95 | | |
| 66520 · SUTA | 127.49 | | |
| 66530 · OR-WBF | 10.66 | | |
| 66500 · Payroll Taxes - Other | 0.00 | 7,020.00 | -7,020.00 |
| Total 66500 · Payroll Taxes | <u>2,181.10</u> | <u>7,020.00</u> | <u>-4,838.90</u> |
| Total 66000 · PAYROLL EXPENSES | <u>36,075.01</u> | <u>79,991.00</u> | <u>-43,915.99</u> |
| 68000 · PROJECTS-SVC-SUPP-MATERIALS | | | |
| 68010 · Project Contracted Services | 166,442.80 | | |
| 68020 · Project Mileage & Travel | 820.57 | | |
| 68040 · Project Supplies & Materials | 500.00 | | |
| 68000 · PROJECTS-SVC-SUPP-MATERIALS | 0.00 | 734,537.00 | -734,537.00 |
| Total 68000 · PROJECTS-SVC-SUPP-MATERIALS | <u>167,763.37</u> | <u>734,537.00</u> | <u>-566,773.63</u> |
| 69400 · TRANSFERS OUT | | | |
| 69440 · Trf PF to General Fund | 18,917.10 | 74,659.00 | -55,741.90 |
| Total 69400 · TRANSFERS OUT | <u>18,917.10</u> | <u>74,659.00</u> | <u>-55,741.90</u> |
| Total Expense | <u>222,755.48</u> | <u>889,187.00</u> | <u>-666,431.52</u> |
| Net Ordinary Income | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> |
| Net Income | <u><u>0.00</u></u> | <u><u>0.00</u></u> | <u><u>0.00</u></u> |

Benton Soil & Water Conservation District
P&L Budget vs. Actual PROJECT FUND
 July 2020 through February 2021

| | <u><u>% of Budget</u></u> |
|---|-------------------------------|
| Ordinary Income/Expense | |
| Income | |
| 43300 · Grant/Project Administration | 25.05% |
| Total Income | <u>25.05%</u> |
| Gross Profit | 25.05% |
| Expense | |
| 66000 · PAYROLL EXPENSES | |
| 66200 · Wages | 50.93% |
| 66410 · Health, Dental & Life Insurance | 34.51% |
| 66420 · Retirement | 33.45% |
| 66500 · Payroll Taxes | |
| 66510 · FICA Employer | |
| 66520 · SUTA | |
| 66530 · OR-WBF | |
| 66500 · Payroll Taxes - Other | 0.0% |
| Total 66500 · Payroll Taxes | <u>31.07%</u> |
| Total 66000 · PAYROLL EXPENSES | 45.1% |
| 68000 · PROJECTS-SVC-SUPP-MATERIALS | |
| 68010 · Project Contracted Services | |
| 68020 · Project Mileage & Travel | |
| 68040 · Project Supplies & Materials | |
| 68000 · PROJECTS-SVC-SUPP-MATERIALS | 0.0% |
| Total 68000 · PROJECTS-SVC-SUPP-MATERIAL | <u>22.84%</u> |
| 69400 · TRANSFERS OUT | |
| 69440 · Trf PF to General Fund | 25.34% |
| Total 69400 · TRANSFERS OUT | <u>25.34%</u> |
| Total Expense | <u>25.05%</u> |
| Net Ordinary Income | 0.0% |
| Net Income | <u><u>0.0%</u></u> |

February 2021 Qtrly All Grant Projects Financial Report.xlsx

| 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 | Grant Receivabl | 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 | | 157,527 | 33,147 | 33,147 | 33,147 | 0 | 124,380 | MA | | | 4,775 | 3,013 | 1,762 |
| Shared Space EDI Initiative | 18040175 | MMT | 1/1/2019 | 12/31/2020 | Open | 2/15/2021 | 149,388 | 149,388 | 116,418 | 116,418 | 32,970 | 0 | HK | 12/9/19 and 2/15/21 | two checks; one at the beginning of each calendar year | 12,300 | 9,598 | 2,702 |
| Willamette Mainstem Restoration Opportunities and Strategies for Engagement | 20100515 | MMT | 11/1/2020 | 10/31/2022 | | 12/15/2022 | 70,164 | 70,164 | 0 | 0 | 70,164 | 0 | MA | 5/15/21 & 12/15/22 | 100% of funds at beginning of grant | 6,379 | 0 | 6,379 |
| Ludwigia Management Alternatives | 19100538 | MMT | 12/1/2019 | 12/31/2022 | Open | 2/15/2023 | 27,742 | 27,742 | 5,440 | 5,440 | 22,302 | 0 | MA | Interim Report: 1/1/2021 & 1/1/2022. Final Report 2/15/2023 | 100% of funds at beginning of grant | 2,522 | 495 | 2,027 |
| State of the River Synthesis | 20010715 | MMT | 2/1/2020 | 10/31/2022 | Open | 3/15/2022 | 80,000 | 80,000 | 9,867 | 9,867 | 70,134 | 0 | MA | Interim 2/1/2021 & Final 11/30/2022 | 100% of funds at beginning of grant | 12,000 | 100 | 11,900 |
| Willamette Mainstem Cooperative | 19010935 | MMT - Basinwide #3 | 3/19/2019 | 2/28/2021 | Open | 4/15/2021 | 40,000 | 40,000 | 33,901 | 33,901 | 6,099 | 0 | MA | Interim Report: 3/1/2020 & Final Report: 4/15/2021 | 100 % of funds at beginning of grant | 3,636 | 3,076 | 560 |
| Willamette River Aquatic Weed Management Phase 7 | 2020-33-010 | ODA-OSWB | 2/28/2020 | 4/30/2021 | Open | 6/30/2021 | 27,719 | 13,860 | 8,788 | 8,788 | 5,072 | 13,860 | 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 | 598 | 1,922 |
| Purge the Spurge! EDRR and Community Outreach | 2020-33-011 | ODA-OSWB | 2/28/2020 | 4/30/2021 | Open | 6/30/2021 | 8,808 | 6,606 | 6,115 | 6,115 | 491 | 2,202 | 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 | 556 | 245 |
| 100 Acre Wood Habitat Project - Plant Establishment | 217-3002-14131 | OWEB | 10/25/2016 | 6/30/2022 | Open | 8/30/2022 | 25,278 | 13,114 | 13,114 | 13,114 | 0 | 12,164 | DS | Project completion only | When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted | 2,298 | 1,191 | 1,107 |
| 2019 Supplemental Data Collection for WFIP Effectiveness Monitoring (Phase 3) | 218-8390-17212 | OWEB | 2/4/2020 | 12/31/2021 | Open | 2/28/2022 | 100,000 | 37,850 | 37,850 | 37,850 | 0 | 62,150 | MA | Interim Report: 12/31/2020 & Final Report: 2/28/2022 | When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted | 9,091 | 3,441 | 5,650 |
| 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 | 30,439 | 30,439 | 30,439 | 0 | 89,549 | MA | Interim Report: 6/30/2021 & Final Report: 2/28/2023 | When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted | 10,908 | 2,767 | 8,141 |
| 2019 data collection for WFIP Effectiveness Monitoring (Phase 2) | 218-8201-16520 | OWEB | 1/1/2019 | 6/30/2021 | Open | 2/28/2021 | 119,983 | 107,995 | 119,982 | 119,982 | -11,988 | 11,988 | MA | | no funds received at start of grant; funds 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 of grant | 10,908 | 10,908 | 0 |
| OWEB SIA grant | 218-8010-16782 | OWEB | 3/4/2019 | 12/22/2023 | Open | 12/22/2023 | 125,000 | 35,921 | 36,504 | 36,504 | -583 | 89,079 | DS | (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 | 3,261 | 8,103 |
| J2E RTR Project | 220-3303-17504 | OWEB | 4/22/2020 | 6/30/2025 | Open | 6/30/2025 | 239,915 | 0 | 0 | 0 | 0 | 239,915 | DS | 6/30/2028 and 6/30/2030 | | 23,084 | 0 | 23,084 |
| Fackrell Soil & Water Imp | 09-20-002 | OWEB | 12/5/2020 | 10/16/2022 | Open | 12/16/2022 | 10,123 | 0 | 0 | 0 | 0 | 10,123 | 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 | 0 | 1,012 |

February 2021 Qtrly All Grant Projects Financial Report.xlsx

| 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 | Grant Receivabl | Remaining balance to | Grant Manager | Grant Report Dates | How grant funds are received | Admin Expected | Admin Earned | Admin Remaining |
|--|----------------|----------------|------------|------------|--------|-----------------------|------------------|----------------------|------------------|---------------------|-----------------|----------------------|---------------|-----------------------------------|---|----------------|---------------|-----------------|
| Carson Riparian Buffer Access Control | 09-20-003 | OWEB | 3/18/2021 | 1/26/2023 | Open | 3/26/2023 | 14,889 | 0 | 0 | 0 | 0 | 14,889 | 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 | 0 | 1,353 |
| Willamette Anchor Habitat Working Group Monitoring Framework (Phase 1) | 216-8201-15838 | OWEB-FIP | 11/1/2017 | 12/31/2020 | Closed | 2/28/2021 | 129,954 | 129,954 | 129,954 | 129,954 | 0 | 0 | MA | Final report due August 29, 2020. | no funds received at start of grant; funds received by reimbursement of invoices/receipts for amounts of \$250 or more submitted by BSWCD; OWEB holds last 10% of funds (\$12,995) until they receive and approve of Final Report at end of grant | 11,814 | 11,814 | 0 |
| Total | | | | | | | 1,446,478 | 776,179 | | | | 670,299 | | | | | 50,818 | 75,948 |



Benton Soil and Water CONSERVATION DISTRICT

Date: March 31, 2021

To: Benton SWCD Directors

From: Holly Crosson, Executive Director

Re: March 2021 Monthly Report for April 2021 Board Packet

COVID-19

- As of April 9th I'll be vaccinated with a double dose of Pfizer!
- Revised travel policy related to mileage calculations while teleworking.
- Continued to receive regular Covid updates from CDC, Oregon Health Authority, Governor's office, SDAO, Benton County, CEA, and HR Answers.

OFFICE MOVE

- Met numerous times with Catherine Mater; conducted legal review of new office lease for office in Renaissance Building on Washington; met with Terry to look at new space to determine IT hookups; met at new office with Linda, Jerry and Faye; after lots of back and forth with new landlord signed a 2-year lease; had lots of conversations with Linda about office operations in new space; working with staff on countless moving out tasks; reviewed property tax exemption form with Linda and landlord.

THE CONFLUENCE

- Received update on 3/18 steering committee meeting from Kirk.

DEIJ

- Attended two DEIJ Equity Lens development meetings with Yee Won and BSWCD Equity Committee.
- Attended Equity Lens board meeting on 3/29 facilitated by Yee Won.

PROGRAMS/PROJECTS/PARTNERSHIPS

- Met with Teresa about her new NRCS TA grant proposal and provided comments on budget and timeline.
- Signed Donna's paperwork for Kim Carson OWEB small grant; discussed status of ODA SIA budget and budgeting for FY22; update on J2E River to Ridge; review and comment on landowner permission form.
- Discussed Oregon Agricultural Trust work and future collaboration with Nellie McAdams.
- Contacted dozens of project partners to let them know about Michael Ahr hire and project status.
- Updated Jennifer Ward from Benton County Natural Areas and Parks.

- *Completed tasks for Laura's position:* weekly emails; grant management on 11 projects; finalized and signed contracts; received OWEB payments; submitted invoices for payment; coordinated with grant partners; updated tracking documents; met with Jenny about grant fiscal admin.

FISCAL

- Communication with David Patte about Budget Committee (replacement for Kent Daniels). Thanked Kent for his long and dedicated service.
- Continued coordinating FY22 budget-related tasks with Jenny and Linda.
- Tracked ACH deposits for grant payments and distributed reports to Jenny and appropriate project management staff.
- Reviewed/authorized/completed/submitted: staff timesheets, payroll, bills, invoices, CIRs, EFTs, fiscal admin and other accounting on grants, Jenny's journal entry approvals, monthly financial reports, checks, credit card accounts, bank statements, account reconciliations, bank deposits, and LGIP balance.
- Held weekly meetings with bookkeeper and Operations Manager.

PERSONNEL

- Hired Michael Ahr for Natural Resource Conservation Manager position; prepared for onboarding Michael.
- Had check-in meeting with Heath on 3/1.
- Connected with Donna about some training opportunities.
- Attended final Team Building session (last of three) with staff and facilitator; reviewed and commented on draft documents.
- Participated in weekly Zoom staff meetings.
- Followed up on home safety self-assessment from previous week.
- Reviewed early renewal information from Hubb and SDIS.

BOARD

- Board Meeting: developed April agenda; reviewed draft February financials; reviewed draft March minutes; developed Contingency Transfer resolution.
- Sent communication to Budget Committee members.

MISCELLANEOUS

- Communicated with Linda about several public information requests and sent examples of previous responses.

The e-news topics and number of email opens and people reached via Facebook and Instagram are listed below.

| Date sent | E-news Title | # Opens | Facebook/ Instagram Reach |
|-----------|--|---------|---------------------------|
| 3/19 | Feeder Birds and Bird Feeders | 191 | 176 |
| 3/12 | Now Accepting Bee Buddies Applications | 178 | 131 |
| 3/3 | Birding for Beginners and Winter Wildlife Field Days | 186 | 129 |
| 2/24 | Improving Floodplain Function and Habitat Quality in the Upper Muddy Creek Watershed | 179 | 172 |

NATIVE PLANT SALE

It's already time to start planning for the next Native Plant Sale! Please email me with your suggestions for native species to offer this time around. (heathk@bentonswcd.org)

Please take a moment to share the story of how/why you came to be a proponent of native plants. [Click here now.](https://forms.gle/GU9pYdRgqBh5pUu59) (<https://forms.gle/GU9pYdRgqBh5pUu59>)

BSWCD STAFF TEAM BUILDING

Creating a high functioning team takes dedication and is well served by outside facilitation. Our team met with Annie Kilberg and Lucila Gambino of Triangle Associates for three Wednesday morning sessions (2/17, 2/24, and 3/3). We focused on developing an internal communications plan and a Team Building Action Plan for 2021. Both items are in draft form. In your experience, what are the essential characteristics of a high functioning team?

BSWCD WEBSITE REDESIGN

The website redesign process is underway. Thanks for your comments! The new design is based largely on these two websites: 1) the [Coalition of Oregon Land Trusts](#) and 2) [Tualatin SWCD](#). Special thanks to Marcella for helping with the new layout, page hierarchy, and

blog post tags.

We are in need of beautiful, high quality photos for the new website. Do you have any you would be willing to let the District use? We could use photos taken in Benton County or close by of pollinators, native plants, gardens, farms, forests, rivers, wildlife, domestic animals, people in nature/on farms/etc. Ideally the photos are landscape orientation and are 600-1800 pixels wide.

NEW WEBPAGE FOR BOARD DOCUMENTS!

Linda Lovett and I created a [new password protected webpage](#) for you on our website. I will give you the username and password at the April board meeting. (Contact me if you don't want to wait until then!) On that page we provide many handy resources. A full list of the resources can be found on the next page of this report.

DIVERSITY, EQUITY, & INCLUSION PROCESS

Fourth Friday Learning Lunches -

On February 26, we discussed [The Serviceberry](#) by Robin Wall Kimmerer. This article is about the economy of abundance and emphasizes the relationship between people and planet.

DEI Action Plan, Equity Lens, and DEI-informed Vision and Values for The Confluence

The Confluence has developed a DEI-informed vision and values, draft equity lens, and draft DEI action plan. The Confluence Steering Committee approved the vision and values at a recent meeting and will review the equity lens and action plan soon.

Draft BSWCD Equity Lens Development

BSWCD Equity Committee continues to work with Yee Won Chong to draft an equity lens for use by BSWCD Board and staff when making decisions on policies/ programs/processes/etc. The purpose of the lens is to help us start thinking and having discussions about how the decisions we make impact different community groups. The lens doesn't provide answers, it is just a tool to help us develop our own equity skills.



CONTENTS OF THE NEW PASSWORD PROTECTED DIRECTOR DOCUMENTS PAGE

| <u>BSWCD Plans/Reports</u> | <u>BSWCD Information</u> | <u>Federal and State Resources</u> |
|--|---|--|
| <u>Board Meeting Packets</u> | <u>Contact Information</u> | <u>NACD SWCD Video</u> |
| <u>BSWCD 5-Yr Strategic Plan</u> | <u>Board Roles and Responsibilities</u> | <u>SDAO Special District Video</u> |
| <u>BSWCD Annual Budget</u> | <u>Staff Job Descriptions</u> | <u>SDAO Elected Official’s Ethics Guide-</u> |
| <u>BSWCD Annual Report</u> | <u>Employee Handbook</u> | <u>ODA SWCD Guidebook</u> |
| <u>BSWCD Annual Work Plan</u> | <u>Funding Opportunities</u> | <u>OCEAN Handbook</u> |
| <u>BSWCD Policies/Actions/</u> | <u>Volunteer & Training Opportunities</u> | <u>Federal/State Trainings</u> |

Date: March 31, 2021
To: Benton SWCD Directors
From: Linda Lovett, Operations Manager
Re: March 2021 Report for April 2021 Board Packet



A. Office Administration

- Responded to two public records requests from American Transparency.
- Discussed with representatives of CTX-Xerox their IT service offerings and plans for the printer/copier when the contract ends in June.
- Filed paperwork (financial, personnel, board meeting, etc.) during visits to office.

B. Office Move

- Took three banker boxes of old financial documents to UPS for shredding; sent records destruction log to Oregon State Archives.
- Did a walk-through of new office space in the Renaissance building.
- Discussed white board and furniture purchase with CBI Administrative Assistant.
- Filed tax exemption application form with Benton County Assessor's office.
- Donated bike rack to Corvallis Sustainability Coalition Transportation Action Team.

C. Fiscal Administration

- Updated LB forms for FY22 budget.
- Reviewed, authorized, and submitted Check Issuance Request and Credit Card Receipt forms; deposited cash and checks; ordered new checks.

D. Personnel/Staff Meetings

- Initiated Michael Ahr's background check; emailed candidates not selected; coordinated with IT consultant to set up Michael's Microsoft account and computers.
- Sought quote from Cascade Employers Association partner, CSNW Benefits, for quote on health and dental insurance; coordinated with staff on coverage needs.
- Reviewed timesheets.
- Participated in and facilitated weekly Zoom staff meetings.
- Participated in third teambuilding session.

E. Training

- Attended Oregon Dept. of Revenue Local Budget Law training "Adopt the Budget."
- Signed Heath and Michael up for trainings from Cascade Employers Association.

F. Board Support

- March board meeting: added calendar items; compiled packet; took minutes.
- Worked with Heath on content for Board section of website.

G. Meetings and Events

- Attended Confluence Fourth Friday Learning Lunch and BSWCD Equity Lens meeting.
- Submitted a Bee Buddy application!

TWO HOURS PER DAY



Blackberries cloak
Calloway Creek in
November 2020.



Julia's hard work has
uncloaked native
beauties, like
Western trillium.



Julia Bradshaw,
Calloway Creek
steward
extraordinaire.

Thanks to our friend, Laura Brown, when the weather turns wet and cold, I think about manual invasive weed control. As rain infiltrates soil and is drawn down into the root zone by gravity, it becomes much easier to dig or pull those persistent archenemies of land managers, gardeners, and restorationists.

Thanks to a new conservation friend, Julia Bradshaw, I've come to appreciate another vital component of weed management—persistence. Donna and I first met Julia on November 4, 2020, during a site visit to her newly-purchased property in north Corvallis. Julia was interested in conquering an extensive thicket of Armenian blackberries (*Rubus armeniacus*) that inundated the low area along her property boundary and cloaked Calloway Creek under an impenetrable shield of thorny canes, choking out the understory.

Fast forward to the 2021 Native Plant Sale when I reconnected with Julia as she picked up her order of native plants. With undeniable pride, she invited me to revisit her site and witness the progress she had made.

Julia estimates that she has worked 100 hours on blackberry control. Working between October and April to avoid the nesting season for ground-dwelling birds, Julia pulls and hacks on days when she can invest at least two hours to the project. Little by little, her persistence has made a significant impact in invasive removal to reveal a hidden reach of Calloway Creek, an overflow channel, and swampy wetland areas. The land's response has been delightful with a surprising

surge of native plant growth, including sword fern (*Polystichum munitum*), camas (*Camassia quamash*), wild ginger (*Asarum caudatum*), red columbine (*Aquilegia Formosa*), and Western trillium (*Trillium ovatum*). She has used minimal spot applications of herbicides only on the cut stems of resprouting blackberries.

Julie, who admits that she is "endlessly fascinated by the land", has invited two scientists to check out her reach of Calloway Creek. Steve Fend, an aquatic worm specialist from Eugene found the area to be "very natural". He found "an obscure little tubificine worm (*Teneridrilus cf. calvus*) ... a remarkable find, as I have only seen this species at a single site (mouth of Columbia River) in many years of worming". Steve brought along Bill Gerth (OSU, Dept. Fisheries & Wildlife) who found an amphipod, *Ramellogammarus* sp. Google "stumptown scud" to find out more about Bill's work. Watch Julia's short Instagram video of the amphipod, made with her cell phone - <https://www.instagram.com/p/CHGWxExAXZu/>

DATE EVENT (CONTACTS)

2/23 NRCS Local Work Group (35)
2/24 Team Building
3/3/ Team Building
3/8 WV Ag Soil Health meeting (17)
3/10 DEIJ committee meeting
3/11 UMC SIA MRWC meeting (3)
3/12 Julia Bradshaw site visit
3/17 DEIJ committee meeting
3/18 UMC SIA monitoring tour (4)



Donna Schmitz: February 20, to March 20 2021

Federal Farm Programs implementation; CREP, EQIP, WHIP

- Site visit: CREP 848's certification of mowing site preparation and planting near Monroe.
- Site visit: mid-management practices and site visit to neighbor's property for drainage and manure issues Mt. Union drive Corvallis.
- OSU re-enrollment and Alsea CREP contract questions

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.

- Technical Assistance: stream erosion, wetland plant suggestions, drainage Willamette Grange and permits, vernal pools permits, plant ID, invasives, streambank erosion.
- Two site visits: Wyochee Dr, Oaks and Riparian issues with MRWC
- Site visit: Wren Estates, oak restoration and invasives
- Site visit: Tour of the Mill Race riparian in S. Corvallis
- Participated in NRCS Local Working Group meeting. Responded to Amy with list of priorities.
- Attended Leadership Corvallis Natural Resources Day meeting to coordinate event.
- J2E Restoration project –
 - Working with environmental firm in development of Army Corps of Engineers NW-27 permit for instream work. Contacted Benton Co. Planning for land use form. Determined neighbors of project.
 - Organized before photos.
 - Met with Holly regarding grant budget, timeline and need for permit.
 - Discussion with JP regarding ordering trees/shrubs for next year.
- Focus Areas:
 - Revised maps of J-F and GWMA focus areas. Calculated acreage and identified landowners within the WV-22 monitoring well.
 - Had a meeting with Amy and OSU Extension about practices to include in a new CIS.
 - Assisted Teresa with NRCS TA grant which will highlight Soil Health as future EQIP funding in the GWMA, SIA and Jackson-Frazier Watersheds.
 - Worked on allocating hours distributed through the focus areas and SIA.
 - Took ODA survey of Focus Areas.
 - Discussion with EPA regarding nitrate levels.
- Muddy Creek SIA:
 - Site visit: Hawley Creek, oaks, riparian and invasives
 - Site Visit: Monitoring site visit at Alpine Road.
 - Worked on landowner agreement, budget and MRWC contract.
 - Provided shape files to NRCS for historic oaks to include in current Oak Conservation Implementation Area funding. Shared with MRWC.
 - Meeting with MRWC to go over monitoring tasks, budget and contract.

WQ Outreach and Education assistance (tours, workshops, presentations).

Meetings attended and associated tasks to support project planning/implementation.

- Attended staff meetings and board meeting
- Participated in Team Building sessions.
- Training through ODA:
 - Time and Stress Management
 - Scope of Work Online Application
 - ODA Capacity Grant Budgeting



Muddy Creek Monroe: "High rise" birds nest in the floodplain. Camas leaves coming up everywhere.



Natural Resources Conservation Service

District Conservationist Report – Benton & Linn Counties

April 2021

FY 2021 Upcoming Application Deadlines:

April 16th – Environmental Quality Incentive Program (EQIP)

<https://www.nrcs.usda.gov/wps/portal/nrcs/detail/or/programs/financial/eqip/?cid=stelprdb1193512>

- Post-Wildfire Recover in Western Oregon (Linn County)

<https://www.nrcs.usda.gov/wps/portal/nrcs/detail/or/programs/financial/eqip/?cid=nrcseprd1748821>

April 30th – Conservation Stewardship Program (CSP)

<https://www.nrcs.usda.gov/wps/portal/nrcs/detail/or/programs/financial/csp/?cid=nrcseprd1289826>

May 7th – Conservation Innovation Grants (CIG)

https://www.nrcs.usda.gov/wps/portal/nrcs/detail/or/programs/financial/cig/?cid=nrcs142p2_044081

May 28th – Regional Conservation Partner Program (RCPP)

<https://www.nrcs.usda.gov/wps/portal/nrcs/detail/or/programs/farmbill/rcpp/?cid=stelprdb1249315>

Announcements:

The 2020 NRCS Oregon 2020 Annual Report is now available (see attached).



COVID-19: The Benton/Linn County USDA Service Center is open for business. However, closed to the public. All visitors wishing to conduct business with Natural Resources Conservation Service, Farm Service Agency or Rural Development should call the Service Center at 541-967-5925.

Signup for <https://www.farmers.gov/sign-in> : Farmers.gov accounts 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**.



What's available in **Benton** County?

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



United States Department of Agriculture



NRCS OREGON

2020 ANNUAL REPORT

2020 MARKS THE TENTH ANNIVERSARY of the Strategic Approach to Conservation in Oregon, which has fundamentally transformed the way we do business. Through this approach, we work with our partners to proactively focus on the varied resource needs that impact producers throughout Oregon. This deliberate way of doing business allows us to achieve results on the landscape through locally-led conservation that encourages partnerships and collaboration.

Throughout 2020, we continued to harness new tools and processes to streamline our programs and improve customer service to farmers and ranchers. We successfully deployed the Conservation Assessment Ranking Tool and the Conservation Desktop to our customers, which helped NRCS Oregon strategically assess and implement conservation management across the state.

IN THE LAST YEAR, we have overcome a wide range of obstacles to include the historic wildfires that raged across the state and the COVID-19 pandemic that we continue to navigate through. As we encounter challenges, our planned, collaborative approach provides a guide for moving forward and continuing to serve and empower our communities. This is especially important during these unprecedented times.

This report highlights our achievements over the past fiscal year to implement NRCS Oregon's Strategic Approach to Conservation. Today, NRCS Oregon is witnessing the benefits of the Strategic Approach to Conservation with partnerships built and projects planned that help support our customers with the tools needed to solve local problems.

We've accomplished a great deal since adopting the Strategic Approach in Oregon. I look forward to continuing forward with this approach to guide the way we do business for another ten years and beyond. And most importantly, I look forward to seeing what we can accomplish together as we continue to serve our communities, helping people help the land.

Ron Alvarado, Oregon State Conservationist



FY20 INVESTMENTS IN CONSERVATION

EQIP

Environmental Quality Incentives Program

(includes all locally-led EQIP and
state initiatives)

contracts....591
acres224,886
obligated\$24.2M
payments....\$20.5M

RCPP

Regional Conservation Partnership Program

(includes RCPP-EQIP and
RCPP-CSP)

contracts.... 67
acres 19,548
obligated.... \$3.5M
payments.... \$3.1M

CSP

Conservation Stewardship Program

(New contracts only. Includes CSP
General and CSP Grasslands)

contracts.... 119
acres 468,405
obligated.... \$18.8M
payments.... \$1.8M

SGI

Sage Grouse Initiative

contracts....44
acres62,114
obligated\$3.6M
payments....\$33,686

Organic

Organic Initiative

contracts.... 5
acres 771
obligated.... \$379,553

High Tunnel

Seasonal High Tunnel Initiative

contracts....45
acres 174
obligated\$352,429
payments....\$6,046

NAQI

National Air Quality Initiative

contracts.... 9
acres 189
obligated\$483,371

Joint Chiefs

Joint Chiefs Landscape Restoration Initiative

(Partnership with U.S.
Forest Service)

contracts....26
acres7,205
obligated\$2.7M

*Includes 4 projects: Upper
Crooked River (Crook County),
Central Wasco (Wasco County),
Elk Creek (Douglas County) and
Chiloquin (Klamath County).

Water Quality

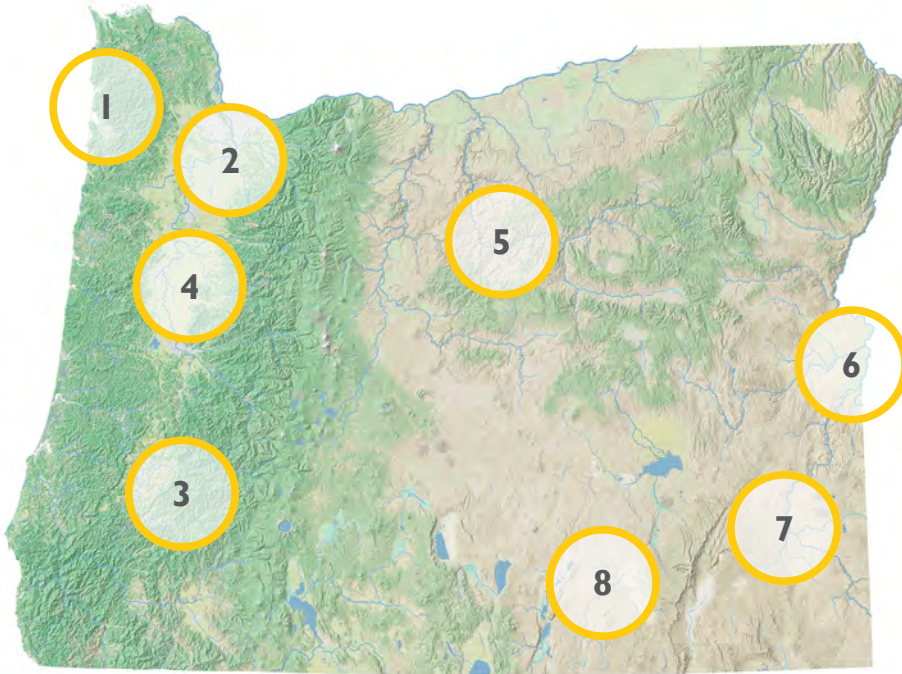
2 National Water Quality Initiative Readiness Projects

acres 1,286
obligated\$110,104

*Includes readiness projects to
improve water quality on surface
and groundwater sources of drinking
water in the following source
water protection areas (swpa):

- North and South Santiam River SWPA serving multiple municipalities
- Clackamas River SWPA serving multiple municipalities
- Rogue River SWPA serving multiple municipalities
- Long Tom area SWPA serving the City of Monroe

BASIN SUCCESSES



1. Salmon SuperHwy
Tillamook County
2. Unlocking Carbon Markets for Non-Industrial Private Forestland Owners
Columbia, Washington, Multnomah, Clackamas Counties
3. Elk Creek Watershed Restoration Project
Douglas County
4. Oak Woodland and Prairie Restoration
Benton, Lane, Linn Counties
5. Canyon Creek Ranch Easement
Wheeler County
6. Restoring Water Quality in the Fletcher Gulch Watershed
Malheur County
7. Burns Paiute Tribe Explores Medusahead Management
Malheur County
8. North Warner Multi-Ownership Joint Chiefs Project
Lake County

1. Salmon SuperHwy

Tillamook County

The Salmon SuperHwy is the biggest combined fish conservation and economic development partnership project on the Oregon Coast. In 2020, NRCS Oregon worked with private landowners and partners in Tillamook County using the Environmental Quality Incentive Program to increase fish habitat connectivity and improve water quality by removing three fish passage barriers on agricultural land. To date, the project has reconnected 95 miles of fish habitat with 35 fish barrier removal projects complete. The Salmon SuperHwy project has generated benefits to the local economy while increasing the resiliency of fish species traveling to the Pacific Ocean. The project is more than halfway to the end goal of restoring 95% of the historically available habitat.

2. Unlocking Carbon Markets for Non-Industrial Private Forestland Owners

Columbia, Washington, Multnomah, Clackamas Counties

Through the Regional Conservation Partnership Program, NRCS Oregon worked with partners such as the Oregon Department of Forestry and the Pinchot Institute for Conservation to educate landowners on forest carbon sequestration and carbon market opportunities. The general concept with a carbon crediting program is that healthy, well-managed forests sequester carbon from the air and store it during the tree's lifespan. If the forest stores more carbon than an average acre of forestland over a number of years, landowners can potentially sell that carbon as a credit. By targeting small woodland owners in this specific region, the project aims to reduce the transaction costs for carbon credit trading, thus making it a more affordable and practical option for small landowners to participate.



BASIN SUCCESSES

3. Elk Creek Watershed Restoration Project

Douglas County

The Cow Creek Band of Umpqua Tribe of Indians are integral partners in the Elk Creek Watershed Restoration Project, which utilizes Joint Chiefs funding from NRCS and the U.S. Forest Service. The Elk Creek project is designed to reduce the risk of large-scale wildfire, restore a healthy forest ecosystem, and protect critical watershed values in the Elk Creek watershed while providing multi-party monitoring. This project also incorporates tribal lands, with approximately 68 acres of tribal land treated to date with aggressive conifer thinning within oak woodland and savanna areas.

4. Oak Woodland and Prairie Restoration

Benton, Lane, Linn Counties

NRCS Oregon is working to restore oak woodland and prairie habitat in Benton, Lane and Linn counties with the goal of enhancing 1,000 acres of threatened oak habitats within the Oregon Department of Fish and Wildlife (ODFW) Conservation Opportunity Areas. To restore and expand oak woodlands and savannas, invasive weed species must be suppressed, trees that compete with oaks must be controlled, and new plantings of oaks must be established and maintained to ensure their prosperity. This project targets these goals, with the ultimate intention of revitalizing current oak populations and creating corridors to unite oak habitats that have previously been isolated.

5. Canyon Creek Ranch Easement

Wheeler County

Through the Regional Conservation Partnership Program, NRCS Oregon partnered with OWEB to enroll 6,783 acres of the Canyon Creek Ranch in a permanent easement. Blue Mountain Land Trust holds the easement. The ranch, located in Wheeler County, resides adjacent to the Painted Hills National Monument and BLM land, which increases habitat

connectivity to protected lands, providing essential habitat for mule deer, elk and other species. Approximately 3.1 miles of Bear Creek, a tributary off the John Day River, flows through the property and provides critical habitat for steelhead. Other conservation success includes juniper cuttings, riparian plantings and stream restoration. This permanent easement will help protect a large landscape and keep the ranch land in working agriculture forever.

6. Restoring Water Quality in the Fletcher Gulch Watershed

Malheur County

Landowners in the Fletcher Gulch Watershed continue to see success in the water after converting to pressurized pipelines and on-farm sprinklers. Environmental Quality Incentives Program funding assisted farmers to convert from flood irrigation to sprinklers. Grant funding from Oregon Watershed Enhancement Board and the Bureau of Reclamation, Malheur County SWCD, Owyhee Watershed Council and Owyhee Irrigation District allowed for main lateral conversion to an underground pipeline. Average sediment concentrations in the watershed have decreased by 97% (from 2008 to 2018) and average flow discharge was reduced by 80%. Farmers can use water more efficiently and cut back on energy usage, maintenance, and overall cost.

7. Burns Paiute Tribe Explores Medusahead Management

Malheur County

The Burns Paiute Tribe is battling medusahead using a Conservation Innovation Grant to explore the best control and revegetation methods. The project will benefit the Burns Paiute Tribe by improving the long-term vegetation community and wildlife habitat resources on tribal lands, and will hopefully serve as a template for other land managers dealing with medusahead infestations, and the associated economic and ecologic loss.

8. North Warner Multi-Ownership Joint Chiefs Project

Lake County

The North Warner Multi-Ownership Joint Chiefs Project has become a model to emulate for community collaboration success. Collaborative efforts and a shared vision among 15 different partners and 30 private landowners allowed for restoration goals to be met across public and private land boundaries. In total, approximately \$11.5 million was gained for large-scale landscape restoration goals. The benefits further extend from those directly involved in the project to those who live in the community, as the demand for related local contracts and jobs increased. This project has outlined a roadmap to help plan and implement successful forest health projects in the future.

PL566

During FY20, NRCS Oregon continued PL566 planning efforts with Tumalo Irrigation District and Swalley Irrigation District to address watershed problems and resource concerns. Oregon also approved two additional PL566 projects with Central Oregon Irrigation District and East Fork Irrigation District.

Implementation of the Preferred Alternative with these four districts will improve water delivery reliability for 2,399 patrons serving 61,694 acres, conserve up to 114 cubic feet per second of water for instream uses, reduce operation and maintenance costs on more than 149 miles of district infrastructure, reduce electricity costs from pumping, and improve public safety.

In FY21, NRCS Oregon anticipates that three additional plans will be approved. Modernization efforts with these seven districts could cumulatively improve water delivery reliability on more than 205 miles of canals and laterals, for more than 2,600 patrons servicing approximately 99,000 acres.



RECRUITMENT AND HIRING:

HIRED 30 NEW EMPLOYEES IN FY20 (not counting agency transfers or reassignments within NRCS). Increased staffing from 79% to 90% over the course of FY20.

Staffing additions included 6 veteran hires, 10 female hires, 2 historically underserved minority hires.

KEY POSITIONS HIRED: easement programs specialist, RCPD coordinator, state agronomist, state biologist, state forester, state archaeologist, 4 hydrologists, state engineer, state hydraulic engineer, assistant state conservationist for watershed resources, Plant Materials Center manager, 2 basin resource conservationists, public affairs officer, 5 district conservationists.

CELEBRATING STEELHEAD RESTORATION

THIS YEAR, NRCS OREGON PUBLIC AFFAIRS was proud to produce an interpretive panel celebrating steelhead restoration work completed in the lower John Day watershed. This five-foot panel highlights the cooperative efforts of NRCS, the Oregon Watershed Enhancement Board, Confederated Tribes of Warm Springs, Wheeler Soil and Water Conservation District, and John Day Fossil Beds National Monument in implementing conservation practices to restore habitat in the region that benefit wildlife, including steelhead. Complete with an interactive, three-dimensionally sculpted section that brings a Beaver Dam Analog (BDA) to life, this interpretive panel will be installed by the National Park Service at the entrance of Oregon's Painted Hills.



GOAL 4: DIVERSITY, EQUITY, AND INCLUSION (DEI)

Apply an equity lens to all BSWCD policies, practices, procedures, and programs. Identify and remove barriers to access and provide opportunities for all members of our community to engage in conservation and stewardship of natural resources.

Census data shows that Oregon and Benton County demographics are changing. In the mid-Willamette Valley, 15% of our communities are people of color; that proportion is predicted to increase. Successful conservation efforts and DEI are inextricably linked. Organizations that adopt DEI principles experience reduced risk, streamlined program costs, and greater community buy-in and respect. Without the active involvement of our diverse and ever-changing local community, BSWCD programs will lose relevance. Our commitment to equity and inclusion will help us engage a more diverse community and garner broader support to help residents steward and conserve our county's natural resources.

Strategies

- 1) **Assess our DEI status.** Review governance, internal operations, and programs. Develop actions to improve equity and inclusion.
- 2) **Research demographics of our community.** Analyze Benton County demographic data. Work to ensure that BSWCD organizational composition represents community diversity. Identify gaps in outreach to underserved residents.
- 3) **Expand our understanding.** Learn about constituents' diverse perceptions, needs, and interests related to key conservation priorities. Eliminate barriers that prevent equitable access to BSWCD programs. Provide DEI training opportunities for BSWCD staff and board.
- 4) **Adopt a DEI Action Plan.** Develop and implement a DEI Action Plan to: 1) create an equity statement; 2) revise existing policies; 3) establish DEI benchmarks; and 4) evaluate and enhance BSWCD programs to support DEI objectives.
- 5) **Partner with others and openly share our process.** Participate in a learning network of conservation organizations to communicate about the DEI process and share strategies. Be internally and externally accountable to our DEI commitment.

ABOUT THE EQUITY^{6*} LENS TOOL

The Equity Lens is a practical tool that helps an organization consider the potential impacts of organizational policies, programs, and services to work towards equitable⁶ outcomes for all residents of Benton County. Use of the lens helps us expose and acknowledge barriers and identify equitable solutions. The core question we are asking is: How does the system need to change to decrease inequities and exclusion and increase equity⁶, inclusion⁷, and diversity so we may more fully achieve our mission?

The Equity Lens is not:

- A tool that tells you which option to choose.
- An exhaustive analytical process.
- A rigid, intractable device.

The equity lens is developed through an iterative⁸ process of adaptive change¹. As we use it, we will learn how it works and make changes to the lens where/when they are needed.

WHEN TO USE THE EQUITY LENS

The Equity Lens is a set of questions we ask ourselves when we are planning, developing, and evaluating a policy, program or service. The Equity Lens can be applied to a range of projects, processes and decisions, everything from budget choices and policy decisions to selecting vendors or products. Some examples include:

- When formulating a recommendation.
- When developing a new policy.
- To aid in program reviews and service modifications.
- To evaluate the effects of annual budget allocations.

WHO WILL USE THIS EQUITY LENS

- Board of Directors
 - Board Committees (currently only Personnel and Finance Committee)
- Budget Committee (7 community members + 7 board members)

* Definitions are provided for numbered words in the Glossary of Terms at the end of this document.



Our Lens uses the Four Forces Framework (developed by [Open Source Leadership Strategies](#)).

1. **People** - All of us. People who control resources make rules and tell stories. And people who are affected by those rules, resources, and stories.
2. **Rules** – The formal and informal policies and practices that guide choices and actions.
3. **Resources** – The tangible and intangible building blocks of life needed to participate and thrive in our society.
4. **Stories** – The spoken and unspoken assumptions, stereotypes, and narratives⁹ that communicate what we believe.

CONTEXT

1. What is the policy, program, practice and/or decision, under review?
2. What are the intended outcomes on this specific decision? Does this decision help us meet our organizational goals?

People

1. Who has the decision-making power?
2. Do the groups directly impacted by this decision have any influence?
3. Are groups experiencing disparities³ based on their social identity¹² that directly interface/intersect with our mission affected by this policy, program, practice and/or decision? Is the District gathering information about the needs of these communities and are we using that information to inform the decision/program/process?

Rules

1. As presented, will the item under review (decision, program, policy, etc.) align with [BSWCD's Equity goal](#)? If no, explain.
2. What biased² systems might exist in considering this policy/program/decision?

Resources

1. How will this decision result in distributing resources equitably and/or inequitably based on our understanding of biased² systems?

Stories

1. What are the existing narratives⁹ surrounding this decision? Are these from dominant culture⁴ or equity⁶ and justice¹³ perspective?



NEXT STEPS

1. Generate a list of opportunities to make this decision more equitable (not just equal)?
2. How will we use our equity lens responses to carry out this decision more equitably? (such as shifting our narratives, looking for opportunities to lay the groundwork for more inclusion in the future, etc.) Is there at least one change we can make to this decision/policy/program to be more equitable (what barrier could be removed, or avenues of access could be created)?
3. How will we evaluate and gather information on impact? Remember to use the evaluation results to inform the next iteration of this decision/program/policy/process.



Glossary of Terms

1. **Adaptive Change** – a repeating cycle of trying things out, making mistakes, reflecting, evaluating, and making adjustments. (The Confluence Vision and Values)
2. **Bias/Biased** – a positive or negative inclination towards a person, group, or community; can lead to stereotyping. (Thiederman)
3. **Disparities** – ways in which groups experience unequal treatment because of their social identity
4. **Dominant Culture** – In a situation of diversity, a dominant culture is one whose values, language, and ways of behaving are imposed on a subordinate culture or cultures through economic and political power. (Oxford Reference) In the U.S., dominant culture centers whiteness and the individual as the “norm” or preferred way of operating, this can leave other perspectives and cultural norms out, or value them as “less than.” (Capacity Building Partnerships Change Agent Cohort Handbook for The Confluence)
5. **Equality** – Every individual is treated the same way, and is granted the same rights and responsibilities, regardless of their individual differences and/or needs. (columbiacare.org/deij.html)
6. **Equity/Equitable** – The guarantee of fair treatment, access, opportunity, and advancement while at the same time striving to identify and eliminate barriers that have prevented the full participation of some groups. The principle of equity acknowledges that there are historically underserved and underrepresented populations and that fairness regarding these unbalanced conditions is needed to assist equality in the provision of effective opportunities to all groups (UC Berkeley Initiative for Equity, Inclusion, and Diversity)
7. **Inclusive/Inclusion** – the act of creating environments in which any individual or group can be and feel welcomed, respected, supported, and valued to full participate. An inclusive and welcoming climate embraces differences and offers respect in words and actions for all people. (UC Berkeley Initiative for Equity, Inclusion, and Diversity)
8. **Iterative/Iteration** – A process that repeats, with each repetition moving closer to a desired result. (simplicable.com)
9. **Narrative** - any account of a series of related events or experiences, whether fictional or nonfictional (Wikipedia)
10. **Oppression** – The systemic and pervasive nature of social inequality woven throughout social institutions as well as embedded within individual consciousness. Oppression signifies a hierarchical relationship in which dominant or privilege groups



Benton Soil and Water CONSERVATION DISTRICT

- benefit, often in unconscious ways, from the disempowerment of subordinated or targeted groups. (Adams, Bell, and Griffin)
11. **Privilege** – Power and advantages benefiting a group derived from the historical oppression and exploitation of other groups. (University of Maryland)
 12. **Social Identity** – the portion of an individual’s self-concept derived from perceived membership in a relevant social group (Wikipedia). How we identify ourselves in relation to others according to what we have in common (howstuffworks.com)
 13. **Social Justice** – Equal access to wealth, opportunities, and privileges within a society. This may mean addressing the present-day impacts of past inequities in order to achieve equity going forward (Pachamama Alliance, Chesapeake Bay Watershed DEIJ in Action Guide)

Today's Purpose

- Ensure a collective alignment and understanding of an equity lens.

Today's Outcomes

- Board members have a clearer understanding of an equity lens to **prepare** you for its application and advancing equity.

Group Norms

- Speak Your Truth
- Seek Intentional Learning, Not Perfection
- Lean Into Discomfort, Lean Into Each Other
- Embrace Paradox
- Commit to Non-closure

Source: [Paying Attention to White Culture and Privilege](#) by Gita Gulati-Partee and Maggie Potapchuk

BSWCD's Journey



What is an Equity Lens

- A tool to be **deliberately inclusive** as an organization makes decisions.
- It **introduces a set of questions** into the decision that help the decision makers **focus on equity in both their process and outcomes**.
- It is **explicit in drawing attention to the inclusion of marginalized populations**, typically communities of color, and can be adapted to focus on other communities.
- An equity lens **will not tell you what action to take**. Rather, the lens helps you discuss and reflect on the equitableness of the action and decision-making process.

PURPOSE

PEOPLE

Who is positively and negatively affected (by this issue) and how?

How are people differently situated in terms of the barriers they experience?

Are people traumatized/retraumatized by your issue/decision area?

Consider physical, spiritual, emotional and contextual effects

PLACE

How are you/your issue or decision accounting for people's emotional and physical safety, and their need to be productive and feel valued?

How are you considering environmental impacts as well as environmental justice?

How are public resources and investments distributed geographically?

ISSUE/ DECISION

PROCESS

How are we meaningfully including or excluding people (communities of color) who are affected?

What policies, processes and social relationships contribute to the exclusion of communities most affected by inequities?

Are there empowering processes at every human touchpoint?

What processes are traumatizing and how do we improve them?

POWER

What are the barriers to doing equity and racial justice work?

What are the benefits and burdens that communities experience with this issue?

Who is accountable?

What is your decision-making structure?

How is the current issue, policy, or program shifting power dynamics to better integrate voices and priorities of communities of color?

Equity and Empowerment Lens



PEOPLE

Who is positively and negatively affected (by this issue) and how?

How are people differently situated in terms of the barriers they experience?

Are people traumatized/retraumatized by your issue/decision area?

Consider physical, spiritual, emotional and contextual effects

PPLACE

How are you/your issue or decision accounting for people's emotional and physical safety, and their need to be productive and feel valued?

How are you considering environmental impacts as well as environmental justice?

How are public resources and investments distributed geographically?

PROCESS

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What is your decision-making structure?

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Marginalized communities

OEC EQUITY LENS

R&D TEMPLATE FOR DEVELOPING
PROJECT & POLICY CONCEPTS



Could this policy unintentionally harm a low-income or minority community?

Harm might include financial costs, lack of participatory power and diminished resources in addition to poor health and environmental quality.

If yes, is there a way to design the project to negate the harm?



Does this project or policy help address inequities (lack of fairness) by providing benefits to low-income Oregonians or people of color?

Describe who benefits from the current state of affairs. If this project shifts benefits and/or costs, describe how it does so.



What groups of people can best inform the project?

If the project has an environmental justice angle, how will you involve social equity/environmental justice partners in project development and decision-making processes?



What data or evidence is available or may be collected to help identify and evaluate the presence of existing racial or economic inequities relevant to this project or policy?



Who do we intend to benefit from this project or policy?

In addition to improved environmental quality and/or environmental health, consider whether the project results in increased power, money and/or resources.

Process



Source: Multnomah County, Office of Diversity and Equity

Confluence framework for Equity Lens



Context

- What is the policy, program, practice and/or decision, under review?
- What are the intended outcomes? What is our goal?



People

Who has the decision-making power?
Do the groups most impacted by this decision have influence?
Are groups experiencing disparities based on social identity affected by this policy, program, practice and/or decision and are they provided with opportunities to provide input?

economic or social identity



Resources

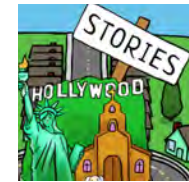
Will this decision result in an equitable distribution of resources? Are groups with less access to resources and power penalized for not having as much access to wealth, networks who could support their work in other ways?



Rules

Does the decision align with BSWCD's Equity goal? If no, explain.
What biased systems are being reinforced?

Identify priority biased systems we need to address - land access, health & safety of farm workers, etc.



Stories

How can we change the narrative that exists around this decision from a dominant culture perspective to an equity and justice narrative?

Take action

- Based on the above responses, what are possible revisions to the policy, program, practice and/or decision under review?
- Based on the above analysis what are our next steps? What change can we make (what barriers could be removed or avenues of access could be created)?
- How will we evaluate and gather information on impact?

FY21 Budget Resolution
Resolution No. FY2020-2021-15
Transfer of Contingency Appropriation

BE IT RESOLVED that the Board of Directors of the Benton Soil and Water Conservation District (SWCD) hereby approves the transfer of \$50,000 appropriated to General Fund Contingency to General Fund Personnel, and General Fund Materials and Services categories for unanticipated and necessary expenses related to the Covid-19 Pandemic, Personnel changes, and an office move to a new location.

Existing General Fund Appropriations

| | |
|------------------|------------------------|
| \$401,412 | Personnel |
| \$50,000 | Contingency |
| \$5,000 | Capital Outlay |
| \$217,100 | Materials and Services |
| \$10,000 | Transfers out |
| \$683,512 | TOTAL |

Transfer of Contingency Appropriation

| | |
|------------------|------------------------|
| \$401,412 | Personnel |
| \$0 | Contingency |
| \$5,000 | Capital Outlay |
| \$217,100 | Materials and Services |
| \$60,000 | Transfers out |
| \$683,512 | TOTAL |

Transfer Appropriation received into Personnel and Materials and Services

| | | |
|--------------------|-------------------|--------------------|
| Existing Personnel | Personnel Changes | Personnel Adjusted |
| \$401,412 | \$18,000 | \$419,412 |

| | | |
|---------------------------------|-------------|--------------|
| Existing Materials and Services | M&S Changes | M&S Adjusted |
| \$217,100 | \$32,000 | \$249,100 |

Total Appropriations to General Fund before and after Transfer = \$683,512

SIGNED THIS 12th day of April, 2021

Benton Soil and Water Conservation District
Entity Name

Benton SWCD Board of Directors
Governing Body

Signature: Faye Yoshihara, Chair