

Monday, December 7, 2020; 6:00-7:00 PM
 Zoom Video Conference: <https://zoom.us/join>
 Phone: 1-669-900-6833
 Meeting ID: 823 4726 3586
 Passcode: 996343



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	
	Thank you and Goodbye to Laura Brown!	<i>All</i>		
	CONSENT AGENDA	<i>Yoshihara</i>	6:06	ACTION
3	Approve draft meeting Minutes – November 2, 2020			
3	Approve Financials (10/31/20)			
1, 2, 3	Adopt Budget Resolution FY2020-2021-08. Appropriation Transfer for J2E River to Ridge Diversity Project – OWEB grant #220-3033-17504.			
1, 2, 3	Adopt Budget Resolution FY2020-2021-09. Establishing the date of the FY20 Annual Meeting: January 11, 2021 from 6-7 PM via Zoom.			
1, 2, 3	Adopt Budget Resolution FY2020-2021-10. Add \$250 from private donation to the General Fund for Conservation Education.			
1, 2, 3	Approve staff telework stipend (\$75) for December			
	REGULAR AGENDA	<i>Yoshihara</i>		
1, 2, 3, 4	Group activity in pairs to share why you joined Benton SWCD and what keeps you inspired to serve (13 min)	<i>Staff and Board</i>	6:07	
3	Approve FY20 Audit (see summary in packet)		6:25	ACTION
1, 2, 3, 4	OACD Director Eligibility Criteria – results from BSWCD and Oregon SWCD Board surveys (5 minutes)	<i>Yoshihara</i>	6:30	
1, 2, 3, 4	Approve expenditure of up to \$650 for legal review of fundraising/Capital Campaign questions for The Confluence	<i>Crosson/Paul</i>	6:35	ACTION
1, 3, 4	The Confluence Building Update	<i>Paul/Crosson</i>	6:45	
1, 3, 4	The Confluence DEI Update	<i>Keirstead</i>	6:55	
	Meeting Adjourned	<i>Yoshihara</i>	7:00	

Calendar Items →

BSWCD Board and Outreach Events (subject to change)		
Date/Time	Event	Location
December 8, 3 – 9 pm	Block 15 Tap Room: Dine Out to support Linn Benton Salmon Watch	Block 15 Brewery & Tap Room
December 17, 3 – 4:30 pm	The Confluence Open House	Zoom – register here: https://us02web.zoom.us/j/84411204400
January 11, 6 – 7 pm	BSWCD Annual Meeting	Zoom

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

Monday, November 2, 2020; 6:00-7:00 PM

Zoom Video Conference: <https://zoom.us/join>

Phone: 1-669-900-6833

Meeting ID: 895 8659 3792

Passcode: 476617



BOARD OF DIRECTORS MEETING MINUTES

In Attendance

Board Members Present: Faye Yoshihara, Bob Morris, Henry Storch, Grahm Trask, Jerry Paul, Eliza Mason

Board Members Absent:

Associate Directors Present: Sierra Linnan Smith

Associate Directors Absent: Rana Foster

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

Others Present: Eric Nusbaum/ODA (left at 6:30 for Siuslaw board meeting); Marcella Henkels, Kerry Hastings (public)

Others Absent: Amy Kaiser/NRCS

Call to Order

[Yoshihara] 6:00 pm

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

Board and staff introduced themselves to Marcella Henkels and Kerry Hastings, who are interested in serving as directors. Marcella lives in Zone 2. She is a retired USDA plant pathology researcher. She owns eight acres of mixed pasture and oak savannah and has raised cows and been involved in 4H. Kerry lives in Zone 5 (Monroe), where she owns 20 acres of woodland, orchard, and grape vines. She is a retired PhD soil chemist.

CONSENT AGENDA

- **Approve draft board meeting Minutes – Oct 5, 2020;** Discussion: none
- **Approve Financials (9/30/20);** Discussion: none
- **Adopt Budget Resolution FY2020-2021-06. Updated Public Contracting Rules and Procedures (from September board meeting discussion);** Discussion: none
- **Adopt Budget Resolution FY2020-2021-07. Add \$10,123 in OWEB Small Grant Funds for Fackrell Soil and Water Improvement;** Discussion: Jerry asked to pull the resolution from the Consent Agenda because of apparent discrepancies with information in Donna's staff report.
- **Staff telework stipend (\$75) for November 2020;** Discussion: none

Motion to approve Consent Agenda; MOTION/2nd: Bob/Grahm; (Unanimous 6/6)

Further discussion: Eliza noted a typo in the Treasurer's report, an "if" at end of sentence on line 5.

MOTION to approve Treasurer's report as corrected: Grahm/Henry; (Unanimous 6/6)

REGULAR AGENDA

NRCS/Staff Reports

Holly: New OSHA rules, still in draft, require the district to write a COVID risk assessment and infection control plan and to train all staff. HR Answers is offering training that will help us comply. Will attend OACD annual meeting on November 10. The meeting is all day but can tune in to specific parts; directors should have received the agenda. Faye, Jerry, Bob, Grahm and Holly will meet on Friday to review the draft audit, which will be on the December board agenda.

Teresa: Working with Donna on focus area for SIA and will do site visit this week. The Willamette Valley Regenerative Landscape Coalition planting at Central Park was featured in the Gazette Times:

https://www.gazettetimes.com/news/local/landscaping-group-brings-new-planting-vision-to-life-at-covallis-park/article_dbd84944-b58c-51d8-998d-d97f4f0ce7b1.html#tracking-source=home-top-story

Heath: Working on bulb sale with Laura and Teresa and on DEI trainings and action plan for Confluence. Seeking input on outreach topics: Faye suggested watershed councils because they are likely to be hit hard by the economic downturn.

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

Laura: Working on feasibility of using mechanical control for aquatic invasive species; looking at impacts on turtles, fish, etc. Working with USFWs and other organizations on benefits of small ponds. Attended first Cooperative Weed Management Area meeting since COVID-19 shutdown, which has had a heavy impact has been on volunteers.

Donna: Confirmed that the details in Budget Resolution FY2020-2021-07 are correct and that her staff report was incorrect on those same budget numbers.

Linda: Responded to public inquiries about director eligibility requirements and BSWCD zones. Worked with Heath to get information on the website.

Motion to accept Budget Resolution FY2020-2021-07; MOTION/2nd: Jerry/Bob; (Unanimous 6/6)

Director Reports

Eliza: Working last weekend at farm store, planting table grapes. Shared link to a free online event, the Virtual Adaptive Ag Water Symposium: https://mcusercontent.com/5adecdd0416da2c6b03b019e1e/files/8dd39c2b-0797-4363-a12b-5f1e795b650e/Flyer_Virtual_Adaptive_Ag_Water_2020.pdf

Henry: Still have bees at the coast, but weather is holding so continuing to work there.

Grahm: Finished another busy restoration season; now working on farm.

Bob: Enjoyed DEI training; looking forward to winter and getting work done.

Jerry: Attended PFC, DEI, and Confluence meetings. Regarding Bee Buddies, it was a bad year for mason bees; last year had 40,000 cocoons, this year only 2700.

Faye: Last month seeded native plants and had great germination. Now working on slash piles for burning and looking for someone to use it for biochar.

Approve Employee Handbook update

Holly: Packet has a one-page summary with changes made this round. Most changes were legal or required by BOLI.

Directors noted that the page numbers were off on the paper copies that were mailed, so they decided to wait to approve the handbook until the December meeting to make sure nothing is missing.

Approve Social Media Policy (draft in packet)

Holly provided background on the origins of and need for the policy.

Motion to approve Social Media policy; MOTION/2nd: Grahm/Henry (Unanimous 6/6)

Approve moving Board of Directors meeting to second Monday of the month

Packet has a summary of proposal. Jenny's workload has increased significantly because of audit requirements. It is difficult for her to get financials done in time for Holly to review. Eric confirmed that the board can meet any day it wants. No staff or directors were opposed to the change or had conflicts.

Motion to hold meetings on second Monday of month starting February 2021; MOTION/2nd: Bob/Grahm (Unanimous 6/6)

The Confluence Building Update

Jerry was very positive about the bid from McKenzie design firm to do permit work and to give the Confluence a consistent look and feel across organizations, but Confluence members balked at the cost (\$91k). Others had the idea to have volunteers to do the bulk of the work and then have McKenzie review, but Jerry thinks this is too heavy a burden to put on non-professionals. Nothing needed from the board at this time.

The Confluence DEI Trainings – board or staff feedback after 10/8 and 10/29?

Holly encouraged all to provide feedback on the DEI trainings. Eliza said she has learned a lot but would like the sessions to be shorter. Sierra said it has been good to dig deeper into DEI concepts and interesting to get to know other members of the board and Confluence. Bob has enjoyed the Learning Lunches.

Meeting Adjourned

[Yoshihara] 7:05 pm

Benton SWCD Board Meeting

December 7 2020

Financial Report

Period ending October 31, 2020

The closing balance in our Oregon LGIP account was \$636,209.37 dividend paid was \$490.56. The Fiscal YTD dividend paid was \$2,329.56. Our average monthly balance has been \$635,598.88 with a monthly distribution yield of 0.91%. The previous months balance was \$635131.45.

Both Citizen Bank accounts were reconciled and all checks were accounted for. The total balance of the two accounts was \$153,600.99. The previous months balance was \$156,009.22.

Charges to the Credit Card account were \$1,448.46. These were verified and reconciled. The previous months chargers were \$1,261.41.

The Stripe account was reconciled. The starting balance was \$2,505.34, the net activity was \$1,123.10 less fees of -\$41.32 and bank payout of -\$3,024.37, leaving an end-of-month balance of \$562.75. The previous months balance was \$2,505.34.

Respectfully submitted,



Jerry Paul, Treasurer

Benton Soil & Water Conservation District
Balance Sheet
 As of October 31, 2020

	Oct 31, 20	Oct 31, 19	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
10100 - Citizens Bank	127,832.79	164,755.68	-36,922.89
10150 - Citizens Bank #2	8,192.54	9,518.35	-1,325.81
10200 - LGIP	693,786.16	479,186.37	214,599.79
10300 - Stripe	562.75	426.19	136.56
10800 - Petty Cash	24.00	24.00	0.00
Total Checking/Savings	830,398.24	653,910.59	176,487.65
Accounts Receivable			
11000 - Accounts Receivable	6,880.00	102.66	6,777.34
11400 - Grants Receivable	38,859.06	40,013.80	-1,154.74
Total Accounts Receivable	45,739.06	40,116.46	5,622.60
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	7,444.24	6,956.28	487.96
Total Other Current Assets	7,444.24	6,956.28	487.96
Total Current Assets	883,581.54	700,983.33	182,598.21
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	894,109.54	711,170.33	182,939.21
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
20000 - General Accounts Payable	2,785.83	1,120.20	1,665.63
20100 - Project Accts Payable	2,680.05	20,000.00	-17,319.95
Total Accounts Payable	5,465.88	21,120.20	-15,654.32
Credit Cards			
22000 - CITIZENS BANK MASTER CARD			
22150 - Laura's CC - 4777	150.99	171.39	-20.40
22200 - Holly's CC - 2995	367.02	292.97	74.05
22400 - Teresa's CC - 3019	83.57	360.51	-276.94
22500 - Heath's CC - 3027	75.94	173.33	-97.39
22520 - Linda's CC - 5980	951.94	0.00	951.94
22600 - Janette's CC - 4108	0.00	17.99	-17.99
Total 22000 - CITIZENS BANK MASTER CARD	1,629.46	1,016.19	613.27
Total Credit Cards	1,629.46	1,016.19	613.27
Other Current Liabilities			
24000 - PAYROLL LIABILITIES			

Benton Soil & Water Conservation District
Balance Sheet
 As of October 31, 2020

	Oct 31, 20	Oct 31, 19	\$ Change
24010 - 941 Account	6,294.00	6,495.90	-201.90
24020 - Oregon Withholding	1,543.00	1,627.00	-84.00
24030 - OR-WBF SUTA	106.11	388.69	-282.58
24060 - 457b Contributions	3,688.08	0.00	3,688.08
Total 24000 - PAYROLL LIABILITIES	11,631.19	8,511.59	3,119.60
25800 - Deferred Revenue Grants-Audit	176,683.52	106,828.77	69,854.75
25850 - Deferred Revenue - NPS	24,951.68	0.00	24,951.68
Total Other Current Liabilities	213,266.39	115,340.36	97,926.03
Total Current Liabilities	220,361.73	137,476.75	82,884.98
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	228,801.82	145,255.84	83,545.98
Equity			
31100 - Building Reserve Fund Balance	93,200.00	88,200.00	5,000.00
31200 - Project Fund Balance	10,210.00	10,421.00	-211.00
32000 - General Fund Balance	603,861.15	507,799.01	96,062.14
Net Income	-41,963.43	-40,505.52	-1,457.91
Total Equity	665,307.72	565,914.49	99,393.23
TOTAL LIABILITIES & EQUITY	894,109.54	711,170.33	182,939.21

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

	General Fund	Project Fund	TOTAL
Ordinary Income/Expense			
Income			
43300 · Grant/Project Administration	0.00	83,088.38	83,088.38
44535 · Taxes Levied	61,035.08	0.00	61,035.08
44540 · ODA Operations	24,994.75	0.00	24,994.75
44545 · ODA Tech, LMA & Scope of Work	29,160.00	0.00	29,160.00
45000 · Interest Income	2,370.74	0.00	2,370.74
46430 · MISCELLANEOUS	4,293.53	0.00	4,293.53
47200 · CREP, SQP-Fee for Services	816.00	0.00	816.00
47400 · Native Plant Sale Income	-95.00	0.00	-95.00
48000 · TRANSFERS IN	6,145.11	0.00	6,145.11
Total Income	128,720.21	83,088.38	211,808.59
Gross Profit	128,720.21	83,088.38	211,808.59
Expense			
60000 · MATERIALS & SERVICES	47,679.96	0.00	47,679.96
66000 · PAYROLL EXPENSES	123,003.68	25,103.04	148,106.72
68000 · PROJECTS-SVC-SUPP-MATERIALS	0.00	51,840.23	51,840.23
69400 · TRANSFERS OUT	0.00	6,145.11	6,145.11
Total Expense	170,683.64	83,088.38	253,772.02
Net Ordinary Income	-41,963.43	0.00	-41,963.43
Net Income	-41,963.43	0.00	-41,963.43

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

	General Fund	Project Fund	TOTAL
Ordinary Income/Expense			
Income			
43300 · Grant/Project Administration	0.00	83,088.38	83,088.38
44535 · Taxes Levied	61,035.08	0.00	61,035.08
44540 · ODA Operations	24,994.75	0.00	24,994.75
44545 · ODA Tech, LMA & Scope of Work	29,160.00	0.00	29,160.00
45000 · Interest Income	2,370.74	0.00	2,370.74
46430 · MISCELLANEOUS			
46440 · Refunds and Reimbursements	4,293.53	0.00	4,293.53
Total 46430 · MISCELLANEOUS	4,293.53	0.00	4,293.53
47200 · CREP, SQP-Fee for Services	816.00	0.00	816.00
47400 · Native Plant Sale Income	-95.00	0.00	-95.00
48000 · TRANSFERS IN			
48400 · Transfer Admin from Project Fd	6,145.11	0.00	6,145.11
Total 48000 · TRANSFERS IN	6,145.11	0.00	6,145.11
Total Income	128,720.21	83,088.38	211,808.59
Gross Profit	128,720.21	83,088.38	211,808.59
Expense			
60000 · MATERIALS & SERVICES			
61300 · CONFERENCES AND TRAINING			
61330 · Registration	1,475.00	0.00	1,475.00
Total 61300 · CONFERENCES AND TRAINING	1,475.00	0.00	1,475.00
61500 · COMMUNITY CONSERVATION PROGRAMS			
61530 · Invasives Program	233.04	0.00	233.04
61540 · Native Plant Sale	1,383.28	0.00	1,383.28
61570 · Soil Quality Program	558.61	0.00	558.61
61585 · Conservation Leadership - EDI	60.00	0.00	60.00
Total 61500 · COMMUNITY CONSERVATION PROGRA	2,234.93	0.00	2,234.93
62100 · CONTRACTED AND PROF SERVICES			
62115 · Audit	3,750.00	0.00	3,750.00
62120 · Computer Support	417.60	0.00	417.60
62130 · PROFESSIONAL SERVICES			
62140 · Legal	1,500.00	0.00	1,500.00
62150 · Accounting	9,028.96	0.00	9,028.96
62170 · Web Design, Logo - Marketing	388.00	0.00	388.00
Total 62130 · PROFESSIONAL SERVICES	10,916.96	0.00	10,916.96
Total 62100 · CONTRACTED AND PROF SERVICES	15,084.56	0.00	15,084.56
62300 · Dues/Subscriptions/Fees	3,929.74	0.00	3,929.74
62800 · OFFICE OCCUPANCY			
62810 · Alarm & Janitorial Services	626.24	0.00	626.24
62820 · Rent & Parking	16,682.40	0.00	16,682.40
62830 · Utilities	3,993.66	0.00	3,993.66
Total 62800 · OFFICE OCCUPANCY	21,302.30	0.00	21,302.30

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

	General Fund	Project Fund	TOTAL
65000 · SUPPLIES AND MATERIALS			
65010 · COPIER AND SUPPLIES			
65012 · Copies	227.43	0.00	227.43
65014 · Lease	716.76	0.00	716.76
Total 65010 · COPIER AND SUPPLIES	944.19	0.00	944.19
65030 · Office Supplies	580.72	0.00	580.72
65040 · Postage	176.04	0.00	176.04
65050 · Software/Computer Accessories	199.98	0.00	199.98
Total 65000 · SUPPLIES AND MATERIALS	1,900.93	0.00	1,900.93
65110 · PRODUCTION COSTS			
65112 · Advertising and Website	255.84	0.00	255.84
Total 65110 · PRODUCTION COSTS	255.84	0.00	255.84
65120 · Insurance & Fidelity Bond	1,291.51	0.00	1,291.51
65320 · Mileage/travel related expenses	147.21	0.00	147.21
65400 · Meetings & Events	57.94	0.00	57.94
Total 60000 · MATERIALS & SERVICES	47,679.96	0.00	47,679.96
66000 · PAYROLL EXPENSES			
66200 · Wages	94,270.91	18,846.46	113,117.37
66410 · Health, Dental & Life Insurance	15,290.98	3,482.30	18,773.28
66420 · Retirement	6,039.16	1,236.84	7,276.00
66500 · Payroll Taxes			
66510 · FICA Employer	6,970.50	1,421.01	8,391.51
66520 · SUTA	347.19	108.92	456.11
66530 · OR-WBF	30.94	7.51	38.45
Total 66500 · Payroll Taxes	7,348.63	1,537.44	8,886.07
66800 · Fees	54.00	0.00	54.00
Total 66000 · PAYROLL EXPENSES	123,003.68	25,103.04	148,106.72
68000 · PROJECTS-SVC-SUPP-MATERIALS			
68010 · Project Contracted Services	0.00	50,746.22	50,746.22
68020 · Project Mileage & Travel	0.00	594.01	594.01
68040 · Project Supplies & Materials	0.00	500.00	500.00
Total 68000 · PROJECTS-SVC-SUPP-MATERIALS	0.00	51,840.23	51,840.23
69400 · TRANSFERS OUT			
69440 · Trf PF to General Fund	0.00	6,145.11	6,145.11
Total 69400 · TRANSFERS OUT	0.00	6,145.11	6,145.11
Total Expense	170,683.64	83,088.38	253,772.02
Net Ordinary Income	-41,963.43	0.00	-41,963.43
Net Income	-41,963.43	0.00	-41,963.43

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

	Jul - Oct 20	Jul - Oct 19	\$ Change
Ordinary Income/Expense			
Income			
43300 · Grant/Project Administration	83,088.38	109,774.95	-26,686.57
44535 · Taxes Levied	61,035.08	57,808.78	3,226.30
44540 · ODA Operations	24,994.75	24,994.75	0.00
44545 · ODA Tech, LMA & Scope of Work	29,160.00	29,160.00	0.00
45000 · Interest Income	2,370.74	4,929.26	-2,558.52
46430 · MISCELLANEOUS			
46432 · Contributions	0.00	328.00	-328.00
46440 · Refunds and Reimbursements	4,293.53	0.00	4,293.53
Total 46430 · MISCELLANEOUS	4,293.53	328.00	3,965.53
47200 · CREP, SQP-Fee for Services	816.00	0.00	816.00
47400 · Native Plant Sale Income	-95.00	13,545.05	-13,640.05
48000 · TRANSFERS IN			
48400 · Transfer Admin from Project Fd	6,145.11	10,686.87	-4,541.76
Total 48000 · TRANSFERS IN	6,145.11	10,686.87	-4,541.76
Total Income	211,808.59	251,227.66	-39,419.07
Gross Profit	211,808.59	251,227.66	-39,419.07
Expense			
60000 · MATERIALS & SERVICES			
61300 · CONFERENCES AND TRAINING			
61310 · Lodging	0.00	782.50	-782.50
61320 · Meals/per diem	0.00	44.28	-44.28
61330 · Registration	1,475.00	305.15	1,169.85
61340 · Training and Education Material	0.00	84.99	-84.99
Total 61300 · CONFERENCES AND TRAINING	1,475.00	1,216.92	258.08
61500 · COMMUNITY CONSERVATION PROGRAMS			
61510 · Conservation Education (Youth)	0.00	102.06	-102.06
61520 · Conservation Incentive Program	0.00	445.50	-445.50
61530 · Invasives Program	233.04	741.11	-508.07
61540 · Native Plant Sale	1,383.28	4,190.82	-2,807.54
61570 · Soil Quality Program	558.61	527.10	31.51
61585 · Conservation Leadership - EDI	60.00	197.68	-137.68
Total 61500 · COMMUNITY CONSERVATION PROG	2,234.93	6,204.27	-3,969.34
62100 · CONTRACTED AND PROF SERVICES			
62115 · Audit	3,750.00	3,100.00	650.00
62120 · Computer Support	417.60	106.20	311.40
62130 · PROFESSIONAL SERVICES			
62140 · Legal	1,500.00	500.00	1,000.00
62150 · Accounting	9,028.96	6,366.40	2,662.56
62170 · Web Design, Logo - Marketing	388.00	776.00	-388.00
Total 62130 · PROFESSIONAL SERVICES	10,916.96	7,642.40	3,274.56
Total 62100 · CONTRACTED AND PROF SERVICES	15,084.56	10,848.60	4,235.96
62300 · Dues/Subscriptions/Fees	3,929.74	3,226.28	703.46

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

	Jul - Oct 20	Jul - Oct 19	\$ Change
62800 · OFFICE OCCUPANCY			
62810 · Alarm & Janitorial Services	626.24	674.40	-48.16
62820 · Rent & Parking	16,682.40	17,116.05	-433.65
62830 · Utilities	3,993.66	2,044.78	1,948.88
Total 62800 · OFFICE OCCUPANCY	21,302.30	19,835.23	1,467.07
65000 · SUPPLIES AND MATERIALS			
65010 · COPIER AND SUPPLIES			
65012 · Copies	227.43	389.34	-161.91
65014 · Lease	716.76	716.76	0.00
Total 65010 · COPIER AND SUPPLIES	944.19	1,106.10	-161.91
65020 · Equipment	0.00	272.00	-272.00
65030 · Office Supplies	580.72	392.66	188.06
65040 · Postage	176.04	141.01	35.03
65050 · Software/Computer Accessories	199.98	0.00	199.98
Total 65000 · SUPPLIES AND MATERIALS	1,900.93	1,911.77	-10.84
65110 · PRODUCTION COSTS			
65112 · Advertising and Website	255.84	88.00	167.84
Total 65110 · PRODUCTION COSTS	255.84	88.00	167.84
65120 · Insurance & Fidelity Bond	1,291.51	1,112.96	178.55
65160 · Miscellaneous	0.00	22.00	-22.00
65320 · Mileage/travel related expenses	147.21	1,834.45	-1,687.24
65400 · Meetings & Events	57.94	394.62	-336.68
Total 60000 · MATERIALS & SERVICES	47,679.96	46,695.10	984.86
66000 · PAYROLL EXPENSES			
66200 · Wages	113,117.37	109,314.63	3,802.74
66410 · Health, Dental & Life Insurance	18,773.28	15,894.39	2,878.89
66420 · Retirement	7,276.00	6,526.81	749.19
66500 · Payroll Taxes			
66510 · FICA Employer	8,391.51	7,884.21	507.30
66520 · SUTA	456.11	1,983.25	-1,527.14
66530 · OR-WBF	38.45	39.12	-0.67
Total 66500 · Payroll Taxes	8,886.07	9,906.58	-1,020.51
66800 · Fees	54.00	103.75	-49.75
Total 66000 · PAYROLL EXPENSES	148,106.72	141,746.16	6,360.56
68000 · PROJECTS-SVC-SUPP-MATERIALS			
68010 · Project Contracted Services	50,746.22	91,831.79	-41,085.57
68020 · Project Mileage & Travel	594.01	223.00	371.01
68030 · Project Other	0.00	496.00	-496.00
68040 · Project Supplies & Materials	500.00	54.26	445.74
Total 68000 · PROJECTS-SVC-SUPP-MATERIALS	51,840.23	92,605.05	-40,764.82
69400 · TRANSFERS OUT			
69440 · Trf PF to General Fund	6,145.11	10,686.87	-4,541.76
Total 69400 · TRANSFERS OUT	6,145.11	10,686.87	-4,541.76
Total Expense	253,772.02	291,733.18	-37,961.16

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

Net Ordinary Income
Net Income

Jul - Oct 20	Jul - Oct 19	\$ Change
-41,963.43	-40,505.52	-1,457.91
-41,963.43	-40,505.52	-1,457.91

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

	Jul - Oct 20	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	61,035.08	450,000.00	-388,964.92	13.56%
44540 · ODA Operations	24,994.75	24,995.00	-0.25	100.0%
44545 · ODA Tech, LMA & Scope of Work	29,160.00	58,320.00	-29,160.00	50.0%
45000 · Interest Income	2,370.74	10,000.00	-7,629.26	23.71%
46430 · MISCELLANEOUS				
46440 · Refunds and Reimbursements	4,293.53			
46430 · MISCELLANEOUS - Other	0.00	6,264.58	-6,264.58	0.0%
Total 46430 · MISCELLANEOUS	4,293.53	6,264.58	-1,971.05	68.54%
47200 · CREP, SQP-Fee for Services	816.00	9,816.00	-9,000.00	8.31%
47400 · Native Plant Sale Income	-95.00	16,000.00	-16,095.00	-0.59%
48000 · TRANSFERS IN				
48400 · Transfer Admin from Project Fc	6,145.11	66,927.00	-60,781.89	9.18%
Total 48000 · TRANSFERS IN	6,145.11	66,927.00	-60,781.89	9.18%
Total Income	128,720.21	1,206,031.58	-1,077,311.37	10.67%
Gross Profit	128,720.21	1,206,031.58	-1,077,311.37	10.67%
Expense				
60000 · MATERIALS & SERVICES				
61300 · CONFERENCES AND TRAINING				
61330 · Registration	1,475.00			
61300 · CONFERENCES AND TRAIN	0.00	12,000.00	-12,000.00	0.0%
Total 61300 · CONFERENCES AND TRA	1,475.00	12,000.00	-10,525.00	12.29%
61500 · COMMUNITY CONSERVATION PROGRAMS				
61510 · Conservation Education (Yc	0.00	5,000.00	-5,000.00	0.0%
61520 · Conservation Incentive Pro	0.00	3,000.00	-3,000.00	0.0%
61530 · Invasives Program	233.04	3,000.00	-2,766.96	7.77%
61540 · Native Plant Sale	1,383.28	16,000.00	-14,616.72	8.65%
61560 · Scholarships/Internships	0.00	600.00	-600.00	0.0%
61570 · Soil Quality Program	558.61	3,000.00	-2,441.39	18.62%
61585 · Conservation Leadership - I	60.00	2,000.00	-1,940.00	3.0%
Total 61500 · COMMUNITY CONSERVA	2,234.93	32,600.00	-30,365.07	6.86%
62100 · CONTRACTED AND PROF SERVICES				
62115 · Audit	3,750.00	5,000.00	-1,250.00	75.0%
62120 · Computer Support	417.60	4,000.00	-3,582.40	10.44%
62130 · PROFESSIONAL SERVICES				
62140 · Legal	1,500.00			
62150 · Accounting	9,028.96	45,000.00	-35,971.04	20.06%
62160 · Facilitation	0.00	6,000.00	-6,000.00	0.0%
62170 · Web Design, Logo - Mar	388.00			
Total 62130 · PROFESSIONAL SER\	10,916.96	51,000.00	-40,083.04	21.41%

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

	Jul - Oct 20	Budget	\$ Over Budget	% of Budget
62190 · Misc Contracted Services	0.00	30,348.58	-30,348.58	0.0%
Total 62100 · CONTRACTED AND PROF	15,084.56	90,348.58	-75,264.02	16.7%
62300 · Dues/Subscriptions/Fees	3,929.74	13,000.00	-9,070.26	30.23%
62800 · OFFICE OCCUPANCY				
62810 · Alarm & Janitorial Services	626.24	3,500.00	-2,873.76	17.89%
62820 · Rent & Parking	16,682.40	46,000.00	-29,317.60	36.27%
62830 · Utilities	3,993.66	12,000.00	-8,006.34	33.28%
62840 · Other	0.00	1,500.00	-1,500.00	0.0%
Total 62800 · OFFICE OCCUPANCY	21,302.30	63,000.00	-41,697.70	33.81%
65000 · SUPPLIES AND MATERIALS				
65010 · COPIER AND SUPPLIES				
65012 · Copies	227.43			
65014 · Lease	716.76			
65010 · COPIER AND SUPPLIES	0.00	3,500.00	-3,500.00	0.0%
Total 65010 · COPIER AND SUPPLIE	944.19	3,500.00	-2,555.81	26.98%
65020 · Equipment	0.00	5,000.00	-5,000.00	0.0%
65030 · Office Supplies	580.72	2,000.00	-1,419.28	29.04%
65040 · Postage	176.04	1,000.00	-823.96	17.6%
65050 · Software/Computer Access	199.98	2,000.00	-1,800.02	10.0%
Total 65000 · SUPPLIES AND MATERIA	1,900.93	13,500.00	-11,599.07	14.08%
65110 · PRODUCTION COSTS				
65112 · Advertising and Website	255.84	1,500.00	-1,244.16	17.06%
65114 · Merchandise	0.00	1,000.00	-1,000.00	0.0%
65116 · Newsletters	0.00	2,000.00	-2,000.00	0.0%
65118 · Publications	0.00	500.00	-500.00	0.0%
Total 65110 · PRODUCTION COSTS	255.84	5,000.00	-4,744.16	5.12%
65120 · Insurance & Fidelity Bond	1,291.51	4,000.00	-2,708.49	32.29%
65160 · Miscellaneous	0.00	1,000.00	-1,000.00	0.0%
65320 · Mileage/travel related expenses	147.21	4,000.00	-3,852.79	3.68%
65400 · Meetings & Events	57.94	4,000.00	-3,942.06	1.45%
Total 60000 · MATERIALS & SERVICES	47,679.96	242,448.58	-194,768.62	19.67%
66000 · PAYROLL EXPENSES				
66200 · Wages	94,270.91	308,613.00	-214,342.09	30.55%
66410 · Health, Dental & Life Insurance	15,290.98	49,165.00	-33,874.02	31.1%
66420 · Retirement	6,039.16	20,067.00	-14,027.84	30.1%
66500 · Payroll Taxes				
66510 · FICA Employer	6,970.50			
66520 · SUTA	347.19			
66530 · OR-WBF	30.94			
66500 · Payroll Taxes - Other	0.00	27,303.00	-27,303.00	0.0%
Total 66500 · Payroll Taxes	7,348.63	27,303.00	-19,954.37	26.92%
66800 · Fees	54.00			
Total 66000 · PAYROLL EXPENSES	123,003.68	405,148.00	-282,144.32	30.36%

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

	Jul - Oct 20	Budget	\$ Over Budget	% of Budget
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	0.00	10,000.00	-10,000.00	0.0%
Total 69400 · TRANSFERS OUT	0.00	10,000.00	-10,000.00	0.0%
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	170,683.64	1,206,031.58	-1,035,347.94	14.15%
Net Ordinary Income	-41,963.43	0.00	-41,963.43	100.0%
Net Income	-41,963.43	0.00	-41,963.43	100.0%

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

	Jul - Oct 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
43300 · Grant/Project Administration	83,088.38	804,134.00	-721,045.62	10.33%
Total Income	<u>83,088.38</u>	<u>804,134.00</u>	<u>-721,045.62</u>	<u>10.33%</u>
Gross Profit	83,088.38	804,134.00	-721,045.62	10.33%
Expense				
66000 · PAYROLL EXPENSES				
66200 · Wages	18,846.46	49,475.00	-30,628.54	38.09%
66410 · Health, Dental & Life Insurance	3,482.30	13,419.00	-9,936.70	25.95%
66420 · Retirement	1,236.84	5,213.00	-3,976.16	23.73%
66500 · Payroll Taxes				
66510 · FICA Employer	1,421.01			
66520 · SUTA	108.92			
66530 · OR-WBF	7.51			
66500 · Payroll Taxes - Other	0.00	6,704.00	-6,704.00	0.0%
Total 66500 · Payroll Taxes	<u>1,537.44</u>	<u>6,704.00</u>	<u>-5,166.56</u>	<u>22.93%</u>
Total 66000 · PAYROLL EXPENSES	<u>25,103.04</u>	<u>74,811.00</u>	<u>-49,707.96</u>	<u>33.56%</u>
68000 · PROJECTS-SVC-SUPP-MATERIALS				
68010 · Project Contracted Services	50,746.22			
68020 · Project Mileage & Travel	594.01			
68040 · Project Supplies & Materials	500.00			
68000 · PROJECTS-SVC-SUPP-MATERIAL	0.00	662,396.00	-662,396.00	0.0%
Total 68000 · PROJECTS-SVC-SUPP-MATERIA	<u>51,840.23</u>	<u>662,396.00</u>	<u>-610,555.77</u>	<u>7.83%</u>
69400 · TRANSFERS OUT				
69440 · Trf PF to General Fund	6,145.11	66,927.00	-60,781.89	9.18%
Total 69400 · TRANSFERS OUT	<u>6,145.11</u>	<u>66,927.00</u>	<u>-60,781.89</u>	<u>9.18%</u>
Total Expense	<u>83,088.38</u>	<u>804,134.00</u>	<u>-721,045.62</u>	<u>10.33%</u>
Net Ordinary Income	0.00	0.00	0.00	0.0%
Net Income	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.0%</u></u>

October 2020 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	16,100	16,993	16,993	-893	141,427	LB			4,775	1,545	3,230
Shared Space EDI Initiative	18040175	MMT	1/1/2019	12/31/2020	Open	2/15/2021	149,388	149,388	91,728	91,728	57,660	0	HK	12/9/19 and 2/15/21	two checks; one at the beginning of each calendar year	12,300	6,922	5,378
Ludwigia Management Alternatives	19100538	MMT	12/1/2019	12/31/2022	Open	2/15/2023	27,742	27,742	5,005	5,005	22,737	0	LB	Interim Report: 1/1/2021 & 1/1/2022. Final Report 2/15/2023	100% of funds at beginning of grant	2,522	455	2,067
State of the Science	20010715	MMT	2/1/2020	1/31/2022	Open	3/15/2022	80,000	80,000	360	360	79,640	0	LB	Interim 2/1/2021 & Final 3/15/2022	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	30,931	30,931	9,069	0	LB	Interim Report: 3/1/2020 & Final Report: 4/15/2021	100 % of funds at beginning of grant	3,636	2,815	821
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	8,751	8,751	5,109	13,860	LB		*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	562	1,959
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	LB		*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	218-8390-17212	OWEB	2/4/2020	12/31/2021	Open	2/28/2022	100,000	23,078	23,485	23,485	-406	76,922	LB	Interim Report: 12/31/2020 & Final Report: 2/28/2022	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	9,091	2,135	6,956
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	986	986	986	0	119,002	LB	Interim Report: 6/30/2021 & Final Report: 2/28/2023	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	10,908	90	10,818
2019 data collection for WFIP Effectiveness Monitoring	218-8201-16520	OWEB	1/1/2019	12/31/2020	Open	2/28/2021	119,983	81,057	82,327	82,327	-1,269	38,926	LB		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	7,484	3,424
OWEB SIA grant	218-8010-16782	OWEB	3/4/2019	12/22/2023	Open	12/22/2023	125,000	26,161	32,674	32,674	-6,513	98,839	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	2,377	8,987
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

October 2020 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
Willamette Anchor Habitat Working Group Monitoring Framework	216-8201-15838	OWEB-FIP	11/1/2017	12/31/2020	Open	2/28/2021	129,954	116,959	129,954	129,954	-12,995	12,995	LB	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							1,351,302	595,050				756,252					38,046	79,976

Benton Soil and Water Conservation District
RESOLUTION NO. FY-2020-2021-08
Budget Appropriation Transfer (Budget Revision)
Grant #220-3033-17504 (OWEB J2E River to Ridge Diversity Project)

BE IT RESOLVED that the Board of Directors of the Benton Soil and Water Conservation District (SWCD) hereby approves the transfer of \$49,350.00 of Project Funds from the Materials and Services/Contracted and Professional Services category to the Materials and Services/Supplies and Materials category. The revised Project Budget is as follows:

Project Fund

	Original	Revised
Personnel Services	\$0.00	\$0.00
M&S/Contracted/Professional Services	\$216,831	\$167,481
M&S/Supplies and Materials	\$0.00	\$49,350
<u>Transfer to General Funds (Fiscal Admin)</u>	<u>\$23,084</u>	<u>\$23,084</u>
	\$239,915	\$239,915

SIGNED THIS 7th day of December 2020

Benton Soil and Water Conservation District
Entity Name

Benton SWCD Board of Directors
Governing Body

Signature: Faye Yoshihara, BSWCD Board Chair

Benton Soil and Water Conservation District
RESOLUTION NO. FY2020-2021-09
Resolution Establishing the Date of the Annual Meeting

WHEREAS Oregon Revised Statute 568.580 states that by resolution of the Board, by giving due notice, the Board of Directors shall call an Annual Meeting of the landowners in the District and present an annual report and audit; therefore,

BE IT RESOLVED that the Annual Meeting reporting on FY 2019-2020 of the Benton Soil and Water Conservation District will be held on Monday, January 11, 2021 from 6:00 – 7:00pm via Zoom videoconferencing.

BE IT FURTHER RESOLVED that the Board of Directors of the Benton Soil and Water Conservation District authorizes the Executive Director and Staff to plan and execute all necessary tasks to plan and present the Annual Meeting.

SIGNED THIS 7th day of December 2020

Benton Soil and Water Conservation District
Entity Name

Benton SWCD Board of Directors
Governing Body

Signature: Faye Yoshihara, BSWCD Board Chair

**Benton Soil and Water Conservation District
RESOLUTION NO. FY-2020-2021-10**

BE IT RESOLVED that the Board of Directors of the Benton Soil and Water Conservation District (SWCD) hereby approves the addition of a \$250.00 private donation to the Benton SWCD FY21 Budget as follows:

General Fund

Add \$250.00 in Resources to the General Fund: Miscellaneous.

Add \$250.00 in Requirements to the General Fund as follows:

Materials and Services

Community Conservation Programs-Conservation Education	\$250.00
--	----------

\$250.00

SIGNED THIS 7th day of December 2020

Benton Soil and Water Conservation District
Entity Name

Benton SWCD Board of Directors
Governing Body

Signature: Faye Yoshihara, BSWCD Board Chair



Benton Soil and Water CONSERVATION DISTRICT

Date: November 30, 2020

To: Benton SWCD Directors

From: Holly Crosson, Executive Director

Re: November Monthly Report for December 2020 Board Packet

COVID-19

- Attended Corvallis City Speak lecture on Covid with Benton County Health Department officials.
- Working with Linda to comply with new OSHA rules requiring a Covid Exposure Risk Assessment, Covid Infection Control Plan, and employee Covid training.
- Received second reimbursement of Covid-related expenses through CRF (\$2,953).
- Continued to receive regular Covid updates from CDC, Oregon Health Authority, Governor's office, SDAO, Benton County, CEA, HR Answers, and others.
- Updated guidelines based on new state directives.

THE CONFLUENCE

- Attended Confluence Steering Committee meeting on 11/19.
- Discussed updated floor plan with Jerry and confirmed with Steering Committee that District is good with architect Lori Stephens' redraw.
- Requested Confluence grant funds update to use for legal opinion on BSWCD participating in Capitol Campaign fundraising.
- Met with staff to contribute ideas, and plan for 12/17 Confluence Open House.

DEI

- Participated in third Confluence all staff/board DEI training.
- Attended DEI Change Agent Cohort meeting with Heath and Laura.
- Responded to request for regional SWCD DEI meeting scheduled for 12/14.
- Had phone meeting with Eric Nusbaum (Associate Director for Upper Willamette SWCD) who requested information on our DEI policies and procedures to share with his District.
- Attended OSU webinar with Dr. Henry Louis Gates Jr. on the collapse of reconstruction and the roots of white supremacy.

PROJECTS/PROGRAMS/PARTNERSHIPS

- Met with Amy Kaiser (NRCS) for an update on CREP outcomes.
- Met with Jessica at GLT about their strategic planning process.

- Connected with staff about projects and grants, general grant oversight.
- Reviewed/signed project invoices, reimbursement forms/grant funds requests.
- Met with Laura about a new MMT grant for \$70,164.
- Met with staff to coordinate on tasks for 2021 NPS.

FISCAL

- Met with auditor, Jenny, and PFC on 11/6 to review draft FY20 audit; responded to auditor questions for inclusion in final draft audit; wrote audit summary for 12/6 board packet; distributed draft audit; developed Audit Action Plan to submit to Oregon Secretary of State.
- Signed thank you letter for \$250 donation from Doreen Carpenter for Conservation Education.
- Tracked monthly ACH deposits for grant payments and distributed reports to Jenny and appropriate project management staff.
- Reviewed/authorized/completed/filed/submitted: staff timesheets, payroll, bills, invoices, CIRs, EFTs, fiscal admin and other accounting on grants, 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

- Attended two-day Employment Law Conference through BOLI.
- Attended webinar on Economic Outlook of Oregon and Benton County, and meeting with Rep. Dan Rayfield on legislative session.
- Attended OACD Annual Meeting and communicated highlights to staff.
- Completed tasks related to Laura's last day (conducted exit interview; discussed all current and pending projects/grants/contracts; started addressing new contracts and agreements with partners; worked with Jenny/Linda on separation from service administrative tasks.
- Working on Team Building staff retreat with Annie Kilburg.
- Participated in weekly Zoom staff meetings.
- Developed template for Employee Success Plan and had staff check-ins.

BOARD

- Met with Faye and two BC residents interested in serving on the Board (Kerry Hastings for Director in Zone 5 on 11/12, and Marcella Henkels for Associate Director in Zone 2 on 11/16).
- Created December board meeting agenda; reviewed draft financials; reviewed draft meeting minutes; reviewed and edited staff draft budget resolutions.
- Consulted with HR Answers about Roles and Responsibilities of Board of Directors and Executive Director; recommended changes to details in Employee Handbook (will do for January 2021).



Date: November 20, 2020
To: Benton SWCD Directors
From: Laura Brown, River Restoration and Invasives Program Coordinator
Re: November 2020 Monthly Report for December 2020 Board Meeting

Willamette Mainstem Cooperative

We hosted our annual Willamette Mainstem Cooperative (WMC) meeting on Friday, November 6th. We mainly discussed the by-laws, as those had not been updated since 2015 despite the fact that they state we should update them every two years. Our main point of discussion was that many of the Steering Committee members that were originally part of the group had stepped back, or stopped coming completely. We have so many new people who are so involved with the work the WMC is doing, and have been significantly involved with the 2020 - 2025 Strategic Action Planning, it seems like a good time to update the Steering Committee to better represent participation. We also agreed that having an annual reaffirmation to being on the Steering Committee would help keep us up to date.

We have also made significant strides in controlling Japanese knotweed on the Willamette. This species has been a new priority for the WMC, as partners think this is one where eradication within the WMC area from Corvallis to Albany is possible. We continue, however, to have challenges identifying partners in downtown Albany to work with private landowners. It's too far off the mainstem Willamette, there's no active CWMA, and Linn SWCD mainly supports rural Linn County. We have many private home here with knotweed on their property that have been identified. We even have a volunteer willing to treat knotweed at each of these properties, but as it is not anyone's "jurisdiction", the knotweed remains untreated. But on the mainstem, we have identified locations and assigned partners to treat those. We also are tracking our treatments to ensure we aren't missing a spot.



Just reminiscing over great times on the river with amazing partners. I have had such a blast coordinating the WMC.

Invasives Program

We held our fall Benton County Cooperative Weed Management (CWMA) fall meeting. It was great to see folks and to hear that COVID-19 did not hinder too many invasive weed sites! Most agencies were able to continue to control invasive species, albeit with many more logistics to figure out. As predicted, the sites that utilize volunteer activities were the ones hit the hardest, in addition to those sites funded through the State Weed Board.

We've also received numerous calls about spurge laurel in the Vineyard Mountain area. We are working to unite efforts for eradication and education here. Spurge laurel (*Daphne laureola*) is a slow-growing, long-lived evergreen shrub that grows in both sun and shade. It primarily spreads via birds and rodents, but can also spread vegetatively by root sprouts. All parts of the plant - the berries, leaves, and bark - are poisonous to humans and pets. Handling of this plant can cause dermatitis.

This shrub is often found growing in isolated clumps but can form dense monotypic stands. The plant grows 2 - 4 feet tall, with leaves densely whorled near the top of the stem. Leaves are dark green, shiny, smooth, and thick. Twigs are stout and have a strong odor when cut. Flowers are small, light green with orange stamens, in clusters of 2 -10 at the base of the leaves. Fruits are poisonous, one-seeded, oval, black berries.

Again - all parts of this plant are poisonous. Toxins in the spa, fruits, and leaves cause irritation to the skin, so make sure to wear gloves and other protective clothing. Seedlings and small plants can be hand-pulled, while larger plants need to be pulled with a weed-wrench. After pulling, return to the area to monitor for new seedlings and cover with a deep mulch to help stifle growth.



Spurge laurel has been spotted all over Vineyard Mountain.

Communications and Engagement

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
11/10	Regenerative Landscapes	191	216
11/06	Turkey facts & salmon viewing	180	131
10/30	Fall decorating that's for the birds!	207	156
10/23	Leave the leaves	209	149

Watershed Council Support

At the beginning of 2020, BSWCD gave \$2500 to each of the four watershed councils working in Benton County. Their reports are due in December, and I can't wait to share their efforts with you! Some of the outreach we helped them provide include Luckiamute Watershed Council's Sips'n'Science talks (watch November's talk [here](#)) and Long Tom Watershed Council's [Turtle Tales video series!](#)

Confluence Open House

December 17, 3-4:30 pm

We are looking forward to a fun—if unconventional—winter open house with our partners from The Confluence. This will be a virtual event. Donna and Holly will host a Benton County Jeopardy breakout room and Teresa and I will host a native and invasive plant trivia breakout! Learn something new, share something you know, visit with the staff and our Confluence colleagues, and maybe win a prize! Register [here](#). It's free!

The Native Plant Program

1. **Winter Native Plant Sale** Please refer your friends and neighbors to bentonplants.org, which will take them straight to our online catalog! We have received 355 orders, about 75 of which included fall bulbs and seeds, for a gross total of \$25,139.18!
2. **Thematic Outreach:** We're continuing to highlight birds in monthly series by guest blogger Lauren Pharr and in e-news topics. If you haven't read it yet, I recommend [Lauren's November post about turkeys!](#) Lauren will be the presenter at our annual meeting.



A male turkey displaying his feathers.



Members of The Confluence toured the new building earlier this year.

Diversity, Equity, & Inclusion Process

Fourth Friday Learning Lunch -

We've held three learning lunches. In September we discussed [wildfire](#), [climate change](#) in October, and [Black people in nature](#) (barriers, assumptions, and initiatives) in November. We are not going to meet in December but will start back up in January. Our learning lunch workgroup invites all members of The Confluence to participate in the topic selection process. [Sign up here](#) to help with topic selection in 2021!

All-Confluence Awareness Raising Trainings

I just want to say thank you to each and every one of you who participated in the awareness raising sessions. I am interested to hear what you thought about the experience, the content covered, and how you think this relates to the mission of Benton SWCD.

Developing a DEI Action Plan for The Confluence and for BSWCD

The development of DEI action plans for The Confluence and its member organizations is one of the actions we laid out in the 2-year DEI Process grant we received from Meyer Memorial Trust.

Draft Confluence Plan Development Process Summary:

- At the third Awareness Raising Session, everyone participated in a storytelling activity that will be used in the development of The Confluence's plan. The Change Agents will attend a special 3 hour workshop on December 1 to co-develop the goals and framework for The Confluence Action Plan. This workshop would be facilitated by CBP.
- A sub-committee made up of Change Agents will utilize the outcomes of the workshop to draft The Confluence Equity Action Plan, which will be brought back for review and discussion to the full Change Agent group and ultimately to the Steering Committee of The Confluence.

Draft BSWCD Plan Development Summary:

- BSWCD equity committee will meet with our DEI consultant, Yee Won, for one hour on Dec. 3.
- At the first meeting we will determine the next steps in the plan creation process. This is likely to include at least one 2-hour meeting to use the products of the first meeting to develop a plan and/or equity lens . [An equity lens](#) is "a tool used to improve planning, decision-making, and resources allocation leading to more equitable policies and programs. Many examples can be found online.
- We hope to have the BSWCD DEI plan finalized by mid to late January so it can be used to inform BSWCD's strategic planning process." (Definition from Multnomah County Office of Diversity and Equity)
- If you have questions or would like to be part of the sub-committee that drafts the plan, please contact me, as I am one of the workgroup members.

Change in BSWCD Change Agent Team/Equity Committee

With Laura Brown's departure, Teresa Matteson will take on her role as a BSWCD change agent and serve on the BSWCD Equity Committee and The Confluence Equity Committee! Big thanks and welcome to Teresa!

Extension on Meyer Memorial Trust Grant for DEI Planning Process

We received an extension on the MMT grant that funds the DEI work. The new deadline is June 30, 2021.

Date: November 24, 2020
To: Benton SWCD Directors
From: Linda Lovett, Operations Manager
Re: October 20 – November 21, 2020



A. Office Administration

- Filed paperwork (financial, personnel, board meeting, etc.) during visits to office.
- Contacted CTX to arrange service call for printer/copier.
- Worked with IT contractor to purchase web cams for two office computers.

B. Fiscal Administration

- Applied for reimbursement of \$2,953 in expenses from the Coronavirus Relief Fund.
- Drafted thank you letter for \$250 donation from Doreen Carpenter.
- Contacted Citizens Bank about expiring credit cards.
- Completed SDIS Best Practices Survey for 10% discount on insurance.
- Submitted General Liability Exposure Update Form to insurance broker.
- Worked on administrative tasks (final paycheck, insurance) related to Laura's departure.
- Reviewed and authorized staff Check Issuance Request (CIR) and Credit Card Receipt (CCR) forms; submitted CIRs and CCRs to Holly; deposited cash and checks.

C. Personnel/Staff Meetings/Training

- To comply with new OSHA rules:
 - Worked on COVID Exposure Risk Assessment and Infection Control plan.
 - Purchased OSHA Employee Training Package to train all staff about the rules.
 - Posted required OSHA and OHA flyers about requirements for face coverings.
- Attended Sessions 2 and 3 of the DEIJ Awareness Raising Workshops for The Confluence.
- Attended Cascade Employers Association "Leading with Strengths" training.
- Attended two-day BOLI Employment Law Conference.
- Created SurveyMonkey poll for staff team-building retreat with Annie Kilburg.
- Reviewed and verified staff timesheets.
- Participated in weekly Zoom staff meetings.
- Compiled information for my one-year performance appraisal.

D. Board Support

- November 2 board meeting: drafted public notice; added calendar items to agenda; compiled packet; mailed updated Employee Handbook to directors; drafted proposal to move board meeting to later in month to improve workflow efficiency.
- Election: Responded to public inquiries about BSWCD zones and write-in candidates; worked with Heath to post legal notice, zone map, and election information to website.
- Worked with Heath to create a fillable board application form to post on the website.

E. Meetings and Events

- Attended Confluence Fourth Friday Learning Lunch.
- Met with staff to coordinate on tasks for 2021 Native Plant Sale.
- Met with staff to brainstorm ideas for December 17 Confluence open house.

WILLAMETTE VALLEY REGENERATIVE LANDSCAPE COALITION GARDEN



From left, Mike Peters, Owen Dell, Signe Danler, Jeff Ard, and Erik Swartzendruber, the Central Park planting crew.



Erik Swartzendruber, above, with gallon potted plants laid out in the pre-arranged design.

A group subcommittee created the garden design of native plants mixed with hardier varieties that perform well in a public park setting. Design objectives are year-round color and pollinator habitat. The natives include: *Aquilegia formosa*, *Camassia quamash*, *Iris tenax*, and *Oxalis oregona*.

In June 2017, Erik Swartzendruber of Gaia Landscapes contacted me to discuss promotion of regenerative landscapes in urban settings. We reached out to other landscape professionals and soon formed a group that has met monthly ever since. This isn't just any group. Each member brings a lifetime of plant knowledge, landscape design, construction, or management expertise, and a strong desire to make a difference in our community and beyond. This group is so full of ideas that, often, my head spins with the opportunities that arise. On October 30th, after three years of talking and planning, we planted a model regenerative landscape in Central Park.

It will be interesting to see if a dense planting can rejuvenate a degraded site. I've visited the site half a dozen times over the past year, and all that has grown in the thick woody mulch, were a few weeds. The garden plot, provided by Corvallis Parks & Recreation, was home to a very large tree in the past. Parks & Rec hired a stump grinder, but many roots, up to 6" diameter, were present when we dug holes to plant. Below the woody mulch, 18 inches deep in the center, is compacted, gray clay. We added a soil amendment and mycorrhizae to help the 200 plants get established.

“I JUST LOVE THIS PLACE.” ~ Dan Reitman



November 18, 2020 was a mixed-up weather day. You know the kind, where cold rain chills you to the bone while soaking jean legs below raincoat. Then, suddenly the clouds drift with the wind and sunlight brightens the day. In spite of the threat of weather, we agreed to hike around the 140 acres, a tour led by Dan with Dixie the dog running guard. Donna and I were along for the adventure.

Dan Reitman *knows* his landscape and relishes the subtle changes as the terrain slowly shifts from one micro ecosystem to the next. His conservation landowner’s pride shines in his eyes and flows in the intonation of his voice. He talked of transplant survival and wetland indicators, like water ponding on soil. He knows the growth patterns of local native plants, such as wild rose, hawthorn, ash, rushes, and sedges. And, like any conservation landowner, he knows, all too well, about invasive Armenian blackberries.

Milk cartons serve as transplant protectors.

DATE EVENT (CONTACTS)

- 10/21 Mid WV Ag WQ Review with LAC
- 10/23 Kristin McAdow - looking for work and volunteer ops
- 10/28 Leading with Strength Training
- 10/28 Benton Co. Joint Leadership Meeting
- 10/29 DEI Training #2
- 10/30 WVRLC Central Park planting - three cheers!
- 11/4 Julie Bradshaw site visit
- 11/4 to 11/6 USDA ARS Soil Health Candidate Review
- 11/6 Adaptive Ag Water Symposium
- 11/9 UMC WQ Monitoring with MRWC
- 11/12 Meeting, Amy Garrett - Dry Farm Collaborative
- 11/16 OSU CSS 101 presentation - My Path to Conservation
- 11/18 Reitman site visit
- 11/19 DEI Training #3
- 11/20 Meeting, Nick Haxton-Evans, ODEQ SAP

During the hike, he would ask questions. Sometimes we were able to shed our light on his thoughts. Why do the oaks grow so well on the knoll by the road? Perhaps, it is the slightly higher elevation and better drained soil. Why are the ash seedlings not thriving in soggy soils near the creek? Maybe deer browse or root gnawing by the residents of seemingly myriad vole holes.

The clouds opened and let the sunshine warm us. Above Dan’s head, a rainbow arched over his pot of gold; his land, his dedication, and his pride.



Donna Schmitz: October 20 to Nov. 20, 2020

Federal Farm Programs implementation; CREP, EQIP, WHIP

- Site visit to Upper Marys CREP site to measure and certify fence.
- Completed revisions to CREP plans.
- Met several times with Amy to go over revised forms, guidelines and Conservation Desktop software for mapping conservation plans and practices.
- Site visit to Upper Muddy Creek CREP landowner for mid-management practices-bird boxes. He also lives in the SIA and we had arranged for a neighbor to meet to discuss regional restoration opportunities in their neighborhood. Other landowner couldn't make the meeting. We talked about a tour of his property for interested landowners to discuss restoration successes.

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).

- Site visits: Visit with landowner regarding riparian restoration and Wildlife Habitat Management Plan (WHMP). Referred to Oregon Department of Fish and Wildlife for WHMP development.
- Site visit (Jackson-Frazier Watershed Focus Area) riparian issues and control of invasives and native recommendation.
- Native Plant Sale (3), well water in SIA, ivy control, invasives (2), irrigation, cover crops.
- J2E Restoration project –Submitted floodplain permit application to Benton County Planning Department. Researched Endangered Species Act compliance and discussed with partners; OR Dept. of Forestry, Luckiamute WC, and US Fish and Wildlife. Requested budget amendment for transferring funds from Contracted Services to Materials/Services so BSWCD could purchase materials instead of the contractors. Drafted Budget Resolution for transfer of funds between categories.
- Reserved extended time for the Native Plant Sale to observe Covid guidelines at the Fairgrounds.
- Met with Ryan Byers with ODA to discuss compliance issues in the Upper Muddy Creek Strategic Implementation Area.
- Participated in Strategic Implementation Area monitoring meeting with Teresa and Marys River WC. Sent contractor template to Teresa to help with identifying the Scope of Work.
- Updated maps and text for the new Focus Area, which includes the Groundwater Management Ares. Working on updates to the Focus Area Plan. Arranged a meeting with ODA regarding their work in GWMA. Arranging a meeting with UWSWCD, NRCS, Long Tom Watershed to coordinate and focus EQIP dollars to the GWMA.

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

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

- Attended staff meetings.
- Participated in DEI training.
- Attended Leadership Training
- On-going Conservation Desktop training
- Participated in Performance Evaluation with Holly

Summary of Benton SWCD FY20 Audit

Koontz, Blasquez and Associates (KBA), Certified Public Accountants, completed the FY20 Audit for the period July 1, 2019 through June 30, 2020. The field portion of the audit took place during August 12-14, 2020 with pre-audit preparation done by Holly, Jenny, and Linda, and post field work follow-up completed throughout August, September, and October.

Peter Gelser (KBA), met with Holly Crosson (BSWCD Executive Director), Jenny Brausch (contracted Bookkeeper), and PFC members (Bob Morris (PFC Chair), Faye Yoshihara (BSWCD Board Chair), Jerry Paul (Treasurer), and Graham Trask (Secretary) on November 6, 2020 to review the draft audit.

The audit did not recommend any change in the preparation of the District's financial statements but mentioned that the board should strive to maintain a high level of monitoring in order to ensure appropriate checks and balances to mitigate risks associated with a small staff and the need to combine critical accounting duties.

The auditor recommended that the District work with their bookkeeper to ensure grant revenue is consistently recognized when earned. This was not considered to be a material weakness.

The auditor recommended that there be a process to indicate bank statements are reviewed on a timely basis. Holly, Jenny, and Linda have a process in place to ensure this happens.

The auditors encountered no significant difficulties or disagreements in dealing with management relating to the performance of the audit. All funds and activities were properly classified. All revenues, expenses, transactions, and balances were properly classified and reported. The auditors have no knowledge of fraud or suspected fraud involving District management, employees, or others where fraud could have a

material effect on financial statements. Management was complimented on preparedness, cooperation, and assistance during the audit process.

Financial Highlights

At June 30, 2020 total net position was \$695,146. Of this amount \$4,841 was invested in capitol assets, \$10,210 was restricted for conservation projects, and the remaining balance of \$680,095 was unrestricted.

The District's total net position increased by \$117,663 during the FY20 fiscal year.

Overall revenues were \$1,028,670 which exceeded total expenditures of \$911,007 by \$117,663.

At the end of FY20 the District's combined fund balances were \$707,271, an increase of \$100,852 over the prior year.

Summary Results Report
Benton County November 2020 General Election
November 3, 2020
UNOFFICIAL RESULTS

STATISTICS

23 of 23 Election Day Precincts Reporting
Registered Voters – Total 60,556
Ballots Cast - Total 53,832
Voter Turnout – Total 88.90%

Director, Benton SWCD Zone 1

Henry Storch
32,036
Write-In Totals
398

Total Votes Cast
32,434

Director, Benton SWCD Zone 2

Faye M Yoshihara
32,173
Write-In Totals
374

Total Votes Cast
32,547

Director, Benton SWCD Zone 3

Jerry L Paul
31,926
Write-In Totals
383

Total Votes Cast
32,309

Overvotes

Director, Benton SWCD Zone 5

No Candidate Filed
0
Write-In Totals
3,860

Total Votes Cast
3,860

Director, Benton SWCD At-Large 1

Robert Morris
30,774
Write-In Totals
401

Total Votes Cast
31,17530,790

Overvotes
52,280

Director, Benton SWCD At-Large 2

Eliza Mason
30,711
Write-In Totals
357

Total Votes Cast
31,068