

Monday, July 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	
	CONSENT AGENDA	<i>Yoshihara</i>	6:01	ACTION
3	Approve draft Minutes of FY22 Budget Hearing and June Board meeting – June 14, 2021			
3	Approve Financials (5/31/21)			
1, 2, 3, 4	Adopt Budget Resolution FY2021-2022-01. Add \$45,967 from OWEB for NRCS TA Grant for Soil Health (grant #219-9001-19457)			
1, 2, 3, 4	Adopt Budget Resolution FY2021-2022-02. Add \$2,941.32 to WVRLC Central Park Display project			
3	Adopt Resolution FY2021-2022-03. Update Registered Agent form to add new address			
	REGULAR AGENDA	<i>Yoshihara</i>		
1, 2, 3	NRCS/Staff Reports (Kaiser, BSWCD staff) 5 minutes	<i>Staff</i>	6:02	
1, 2, 3	Director Reports - 10 minutes	<i>Directors</i>	6:07	
3	Questions for Jerry about Board audit questionnaire for FY21?	<i>Paul</i>	6:17	
4	Juneteenth Federal Holiday (Monday, June 20, 2022)	<i>Crosson</i>	6:20	
1, 2, 3, 4	Strategic Planning Process for FY22	<i>Crosson</i>	6:21	
	Update on Covid office procedures and Director visits to office	<i>Lovett</i>	6:35	
3	Decide date of October Board meeting (10/11 is Indigenous Peoples Day holiday)	<i>Yoshihara</i>		ACTION
	Reminder about August recess – no meeting 8/9	<i>Yoshihara</i>		
	Meeting Adjourned	<i>Yoshihara</i>	7:00	

Continued →

BSWCD Board and Outreach Events (subject to change)		
Date/Time	Event	Location
August 9	Summer Recess - NO Board Meeting	Your choice of playground
August 15 – December 31	Native Plant Sale Ordering	https://bentonswcd.org/shop
Sept 13, 6 – 7 pm	BSWCD Monthly Board Meeting	TBD

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

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BOARD OF DIRECTORS MEETING MINUTES

In Attendance

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

Associate Directors Present: Nate Johnson, Rana Foster, Marcella Henkels, Sierra Linnan Smith

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

Staff Absent: Heath Keirstead

Others Present: Amy Kaiser/NRCS, Eric Nusbaum/ODA

Call to Order

[Yoshihara] 6:00 pm

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

Faye added staff stipend discussion to the regular agenda. Eric introduced himself since not all had met him.

BUDGET HEARING

Adopt Budget Committee-approved FY2021-2022 Budget

No discussion.

MOTION to adopt FY2021-2022 Budget: MOTION/2nd: Jerry/Bob; (Unanimous 7/7)

Holly noted that it needed to be clear that the motion included all three parts of the Resolution (appropriating, imposing, and categorizing the tax). There were no questions on the parts or the categories of appropriations.

Jerry amended motion to include all three actions.

MOTION: Adopt FY2021-2022 Budget: MOTION/2nd: Jerry/Bob; (Unanimous 7/7)

Budget Hearing Closed 6:07pm

CONSENT AGENDA

- **Approve draft Minutes – May 10, 2021;** Discussion: none
- **Approve Financials (4/30/21);** Discussion: none
- **Approve Authorized Signature Matrix and Board Roles document;** Jerry asked to pull the Authorized Signature Matrix from the Consent Agenda.

MOTION to approve Consent Agenda: Graham/Henry (Unanimous 7/7)

Discussion of Authorized Signature Matrix: Jerry asked for clarification of board action in the financial section. The District has four authorized signers (Jerry, Faye, Henry, Bob) at the bank. He questioned why line 38 for "BSWCD check signature" said "bank designated signer" instead of just "designated" as it said for "bank account signers." Decision: For consistency, revise Matrix so "BSWCD check signature" says "designated."

MOTION to approve Authorized Signature Matrix as amended: Jerry/Bob (Unanimous 7/7)

REGULAR AGENDA

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

Amy: Obligating contracts, will have dollar amounts at next meeting. Updated strategy layers; forest, oak, and hazelnut boundaries have expanded. Reaching out to anyone interested in applying to SIA program.

Holly: All staff have been vaccinated, so we will have a more set in-office schedule starting July 1. Each staff person will be in the office a couple days a week. We do not have much space for public meetings, so it would be best for people to call for in-person appointments. Getting ready for new fiscal year, setting schedule for audit, talking to HR Answers about compensation study, working on team-building plan.

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

Michael: Working on invasive species program; writing an Oregon State Weed Board grant for oblong spurge. Toured the Willamette with Scott Youngblood of Oregon State Parks and viewed restoration sites.

Donna: Contacting partners and coordinating closeout on grants; visited site in King's Valley across from Beazell County Park, connecting with ODFW to see if we can do a larger project there.

Teresa: Site visit with Donna to James Court neighborhood, where landowners have property on Jackson creek; attended Sierra's Beavers Seeking Beavers presentation about her work studying beavers on Mt St Helens.

Linda: Preparing for move of items to Crystal Lake storage unit; still waiting for date of Comcast installation.

Director Reports

Kerry: Has taken two vacations since being vaccinated; hiking in hills and concerned about all the Scotch Broom.

Bob: Helping Jerry and native plants.

Jerry: Picked up 43 Bee Buddy boxes, it looks like a successful year; helped with office move; tabled Bees and Trees event with Teresa; spent five hours at Grange cutting down hedge row

Eliza: Planting done in May and things now look good with the rain; working with Jerry on Monroe Bee Buddy chapter, had initial training and scheduling another for October.

Grahm: Heading into busy season, working schedules and trying to fit everything in.

Henry: Starting to move bees out of valley to coast range to get away from bee-killing substances.

Marcella: Working in forest, finding tiny ferns growing at base of blackberry canes. Trying to save ferns but

Nate: Busy planting, setting up irrigation system for future dry spells.

Rana: Putting in gardens, helping at Willamette Gardens

Faye: Move on to work plan.

Approve FY22 Work Plan

Holly: This plan is similar to past years but adds Michael's position. We are using this format because it aligns with strategic plan and satisfies the ODA requirement, but it is not very useful to staff for their programs. We may make changes to the format when we work on the strategic plan. There was no discussion.

MOTION to approve FY22 Work Plan: Kerry/Grahm (Unanimous 7/7)

Telework policy and stipend

Holly: in July staff will transition to a hybrid model of working both remotely and in the office a couple days a week. Unless something changes with the pandemic, June will be the last stipend.

MOTION to approve telework stipend (\$75) for June 2021: Bob/Gram (Unanimous 7/7)

Staff attendance and input at Board meetings; best way for staff to interact with Directors

Faye asked for board input on whether staff should be required to attend all board meetings. The meetings are for board business, and staff could attend on a rotating basis to present deep dives on their programs. As managers, Holly and Michael would still attend, and Linda would attend to take minutes. Faye does not think staff should be required to attend but is interested in other perspectives.

Discussion: Directors enjoy having staff at the meetings; with COVID, it was helpful for new directors and associate directors to get to know staff, and it is also nice to have staff there to answer questions. However, directors agreed that staff attendance should be optional. Instead, they would like each staff person to make a deeper dive presentation once or twice a year. There is too much administrative work at meetings to do it every meeting, but meetings where staff is presenting could go an extra 15-20 minutes.

Faye also would like to have a hybrid model for board meetings—some in person, some via Zoom—because virtual meetings are more convenient for some directors and help with getting a quorum. Eric noted that the Oregon legislature passed a law requiring boards to have electronic means for public attendance.

Discuss July and August Board meetings

Normally we would have a summer picnic, but in lieu of that Faye suggested the July meeting be held at the new office, then take August recess. All agreed July meeting would be in person at new office but no food. Whether to wear masks will depend on state policy at the time.

Meeting Adjourned

[Yoshihara] 7:00 pm

RESOURCES
Benton SWCD General Fund

	Historical Data			DESCRIPTION	FY22 Budget July 1, 2021 - June 30, 2022			
	Actual		Adopted Budget This Year 2020-2021		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2018-2019	First Preceding Year 2019-2020						
				Beginning Fund Balance				
1				Available cash on hand* (cash basis) or				1
2	\$ 431,619	\$ 507,798	\$ 558,709	Net working capital (accrual basis)	\$ 576,051	\$ 576,051	\$ 576,051	2
3				Previously levied taxes estimated to be received				3
4	\$ 15,135	\$ 15,506	\$ 10,000	Interest	\$ 4,500	\$ 4,500	\$ 4,500	4
5				OTHER RESOURCES				5
6	\$ 23,546	\$ 24,995	\$ 24,995	ODA Capacity Funding - Operations	\$ 26,372	\$ 26,372	\$ 26,372	6
7	\$ 54,942	\$ 58,320	\$ 58,320	ODA Capacity Funding - SOW; Tech and LMA	\$ 61,535	\$ 61,535	\$ 61,535	7
8	\$ 1,388	\$ 23,273	\$ 9,000	CREP-Fee for Service	\$ 4,000	\$ 4,000	\$ 4,000	8
9	\$ 37,842	\$ 41,355	\$ 42,923	Transfer from Project Fund (Grant Administration)	\$ 38,931	\$ 38,931	\$ 38,931	9
10	\$ 26,680	\$ 17,145	\$ 16,000	Native Plant Program	\$ 20,000	\$ 20,000	\$ 20,000	10
11	\$ 4,775	\$ 1,987	\$ 2,000	Miscellaneous	\$ 5,000	\$ 5,000	\$ 5,000	11
12	\$ 5,000	\$ 5,000	\$ 5,000	Benton County Public Works IGA	\$ 5,000	\$ 5,000	\$ 5,000	12
13	\$ 4,354	\$ 6,479		OWEB-NRCS TA (219-9001-16731)				13
14	\$ 4,393	\$ 21,767		OWEB-ODA SIA (218-8010-16782) - in Project Fund				14
15								15
16								16
17								17
18								18
19								19
20								20
21	\$ 609,675	\$ 723,624	\$ 726,947	Total resources, except taxes to be levied	\$ 741,389	\$ 741,389	\$ 741,389	21
22			\$ 450,000	Taxes estimated to be received	\$ 470,000	\$ 470,000	\$ 470,000	22
23	\$ 438,705	\$ 448,195		Taxes collected in year levied				23
24	1,048,380	1,171,819	\$ 1,176,947	TOTAL RESOURCES	\$ 1,211,389	\$ 1,211,389	\$ 1,211,389	24

REQUIREMENTS
Benton SWCD General Fund

	Historical Data			DESCRIPTION	FY 22 Budget July 1, 2021 - June 30, 2022			
	Actual		Adopted Budget This Year 2020-2021		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	Second Preceding Year 2018-2019	First Preceding Year 2019-2020						
1				1 Personnel Allocated to Program				1
2	\$ 35,406		\$ 110,918	2 Wages	\$ 161,614	\$ 161,614	\$ 161,614	2
3	\$ 3,695		\$ 10,339	3 Payroll Taxes	\$ 13,648	\$ 13,648	\$ 13,648	3
4	\$ 5,980		\$ 19,470	4 Non-Wage Benefits (medical, dental, life, STDI)	\$ 26,067	\$ 26,067	\$ 26,067	4
5	\$ 583		\$ 8,041	5 Retirement	\$ 7,628	\$ 7,628	\$ 7,628	5
6				6 Fees				6
7				7				7
8	\$ 45,665	\$ 56,998	\$ 148,768	8 Total Personnel Allocated to Program	\$ 208,957	\$ 208,957	\$ 208,957	8
9				9 (balance of allocated Personnel costs in Project Fund)				9
10				10 Total Full-Time Equivalent (FTE) = 2.5				10
11				11 Personnel Not Allocated to Program*				11
12				12				12
13	\$ 287,216	\$ 314,483	\$ 185,425	13 Wages	\$ 187,714	\$ 187,714	\$ 187,714	13
14	\$ 25,570	\$ 26,252	\$ 16,688	14 Payroll Taxes	\$ 16,894	\$ 16,894	\$ 16,894	14
15	\$ 47,807	\$ 47,617	\$ 29,205	15 Non-Wage Benefits (medical, dental, life, STDI)	\$ 32,382	\$ 32,382	\$ 32,382	15
16	\$ 18,928	\$ 19,145	\$ 11,862	16 Retirement	\$ 11,263	\$ 11,263	\$ 11,263	16
17	\$ 191			17 Fees				17
18	\$ 379,712	\$ 407,497	\$ 243,180	18 Total Personnel Not Allocated to Program*	\$ 248,253	\$ 248,253	\$ 248,253	18
19				19				19
20				20 Total Full-Time Equivalent (FTE) Not Allocated = 3				20
21	\$ 425,376	\$ 464,496	\$ 391,948	21 Total Personnel (allocated and unallocated)	\$ 457,210	\$ 457,210	\$ 457,210	21
22			\$ 9,464	22 Merit and Incentive Pay				22
23	\$ 425,376	\$ 464,496	\$ 401,412	23 Total All Personnel	\$ 457,210	\$ 457,210	\$ 457,210	23
24				24 Materials & Services				24
25				25				25
26	\$ 4,301	\$ 2,223	\$ 12,000	26 Conferences and Training	\$ 12,000	\$ 12,000	\$ 12,000	26
27	\$ 27,141	\$ 35,974	\$ 32,600	27 Community Conservation Programs (CCP)	\$ 39,300	\$ 39,300	\$ 39,300	27
28	\$ 39,793	\$ 34,516	\$ 65,000	28 Contracted & Professional Services	\$ 56,020	\$ 56,020	\$ 56,020	28
29	\$ 4,567	\$ 6,862	\$ 13,000	29 Dues/Subscriptions/Fees	\$ 13,000	\$ 13,000	\$ 13,000	29
30	\$ 2,552	\$ 3,522	\$ 4,000	30 Insurance and Fidelity Bond	\$ 4,500	\$ 4,500	\$ 4,500	30

REQUIREMENTS
Benton SWCD General Fund

Historical Data				DESCRIPTION	FY 22 Budget July 1, 2021 - June 30, 2022				
Actual		Adopted Budget This Year 2020-2021	Proposed by Budget Officer		Approved by Budget Committee	Adopted by Governing Body			
Second Preceding Year 2018-2019	First Preceding Year 2019-2020								
31	\$ 2,243	\$ 2,054	\$ 4,000	31	Meetings & Events	\$ 4,000	\$ 4,000	\$ 4,000	31
32	\$ 3,358	\$ 3,456	\$ 1,000	32	Miscellaneous	\$ 1,000	\$ 1,000	\$ 1,000	32
33	\$ 48,977	\$ 52,693	\$ 63,000	33	Office Occupancy	\$ 35,400	\$ 35,400	\$ 35,400	33
34	\$ 4,015	\$ 2,062	\$ 5,000	34	Production Costs (Marketing)	\$ 6,000	\$ 6,000	\$ 6,000	34
35	\$ 12,003	\$ 8,260	\$ 13,500	35	Supplies & Materials	\$ 15,000	\$ 15,000	\$ 15,000	35
36	\$ 4,562	\$ 3,635	\$ 4,000	36	Travel	\$ 4,000	\$ 4,000	\$ 4,000	36
37	\$ 153,512	\$ 155,256	\$ 217,100	37	Total Materials and Services	\$ 190,220	\$ 190,220	\$ 190,220	37
38			\$ 5,000	38	Capital Outlay	\$ 5,000	\$ 5,000	\$ 5,000	38
39			\$ 50,000	39	Contingency *	\$ 40,000	\$ 40,000	\$ 40,000	39
40	\$ 5,000	\$ 5,000	\$ 10,000	40	Transfer to Reserve Fund (Building Fund)*	\$ 5,000	\$ 5,000	\$ 5,000	40
41				41	Transfer to Project Fund*				41
42	\$ 5,000	\$ 5,000	\$ 10,000	42	Total Transfers*	\$ 5,000	\$ 5,000	\$ 5,000	42
43			\$ 312,644	43	Total Requirements Not Allocated*	\$ 293,253	\$ 293,253	\$ 293,253	43
44			\$ 370,868	44	Total Program Requirements	\$ 404,177	\$ 404,177	\$ 404,177	44
45			\$ 213,435	45	Reserved for Future Expenditure*	\$ 233,959	\$ 233,959	\$ 233,959	45
46	\$ 507,798	\$ 603,861		46	Ending Balance (prior years)				46
47				47	Components of Ending Fund Balance				47
48			\$ 80,000	48	a) Committed for Program Reserve*	\$ 80,000	\$ 80,000	\$ 80,000	48
49			\$ 200,000	49	b) Unappropriated Ending Fund Balance*	\$ 200,000	\$ 200,000	\$ 200,000	49
50	\$ 1,091,686	\$ 1,228,613	\$ 1,176,947	50	TOTAL REQUIREMENTS	\$ 1,211,389	\$ 1,211,389	\$ 1,211,389	50

Benton SWCD General Fund

	Actual		Adopted Budget This Year 2020-2021	Budget Line Detail	2021-2022 Details	Form LB-30 Expenditure Line #	
	Second Preceding Year 2018-2019	First Preceding Year 2019-2020					
1	27,141	35,974	32,600	Community Conservation Programs (CCP)	39,300	#27	1
2	4,975	14,078	\$ 5,000	Conservation Education - Grants to Youth and/or Watershed Councils	\$ 7,700	\$ 7,700	2
3	600	0	\$ 600	Scholarships/Internships - Summer Ag Institute	\$ 600	\$ 600	3
4	1,199	1,773	\$ 3,000	Conservation Incentive Program (CIP)	\$ 3,000	\$ 3,000	4
5	14,861	12,418	\$ 16,000	Native Plant Program (NPP)	\$ 20,000	\$ 20,000	5
6	1,134	4,818	\$ 3,000	Invasive Species Program (ISP)	\$ 3,000	\$ 3,000	6
7	4,311	2,689	\$ 3,000	Soil Quality Program (SQP)	\$ 3,000	\$ 3,000	7
8	60	198	\$ 2,000	Conservation Leadership - Diversity, Equity, Inclusion and Justice (DEIJ)	\$ 2,000	\$ 2,000	8
9	39,793	34,516	\$ 65,000	Contracted & Professional Services	56,020	#28	9
10	4,500	4,650	\$ 5,000	Audit	\$ 5,000	\$ 5,000	10
11	3,957	2,108	\$ 4,000	Computer Support	\$ 4,000	\$ 4,000	11
12	28,054	27,758	\$ 45,000	Professional Services- (legal, bookkeeping, website maint., etc)	\$ 31,020	\$ 31,020	12
13	3,282	0	\$ 5,000	HR Consultation (staff compensation and pay equity study)	\$ 4,000	\$ 4,000	13
14		0	\$ 6,000	Facilitation for Strategic Plan (2021-2025), Board Retreat, Staff Team Building	\$ 12,000	\$ 12,000	14
15	48,977	52,693	\$ 63,000	Office Occupancy	35,400	#33	15
16	40,321	41,477	\$ 46,000	Office and Storage Unit Leases (previous years included parking)	\$ 27,000	\$ 27,000	16
17	6,508	9,313	\$ 12,000	Utilities - phone and internet (previous years included electricity and gas)	\$ 5,900	\$ 5,900	17
18	2,125	1,903	\$ 3,500	Services - janitorial (previous years included alarm)	\$ 1,500	\$ 1,500	18
19	23		\$ 1,500	Other	\$ 1,000	\$ 1,000	19
20	4,015	2,062	\$ 5,000	Production Costs	6,000	#34	20
21	767	274	\$ 1,500	Advertising	\$ 1,500	\$ 1,500	21
22	1,313	178	\$ 500	Publications	\$ 500	\$ 500	22
23	1,818	1,610	\$ 2,000	Newsletters	\$ 3,000	\$ 3,000	23
24	117	0	\$ 1,000	Merchandise	\$ 1,000	\$ 1,000	24
25	12,003	8,260	\$ 13,500	Supplies & Materials	15,000	#35	25
26	3,559	2,924	\$ 3,500	Copier	\$ 3,500	\$ 3,500	26
27	4,675	1,311	\$ 5,000	Equipment	\$ 5,000	\$ 5,000	27
28	1,525	2,007	\$ 2,000	Office Supplies	\$ 2,500	\$ 2,500	28
29	642	436	\$ 1,000	Postage	\$ 1,000	\$ 1,000	29
30	1,603	1,583	\$ 2,000	Computer Software and Accessories	\$ 3,000	\$ 3,000	30

RESOURCES & REQUIREMENTS

Benton SWCD Project Fund

	Historical Data			DESCRIPTION	FY22 Budget July 1, 2021 - June 30, 2022			
	Actual		Adopted Budget This Year 2020-2021		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	Second Preceding Year 2018-2019	First Preceding Year 2019-2020						
				RESOURCES				
1	\$ 5,607	\$ 10,421		Beginning Fund Balance				1
2	\$ 4,925			OWEB SG - Forest Fractal Restoration (09-16-006)				2
3		\$ 986	\$ 53,550	OWEB FIP Effectiveness Monitoring (220-8201-17233)	\$ 47,674	\$ 47,674	\$ 47,674	3
4		\$ -		OWEB Restoration Grant - J2E River to Ridge Diversity Project (220-3033-17504)	\$ 87,546	\$ 87,546	\$ 87,546	4
5		\$ -		OWEB SG - Fackrell Water & Soil Improvement (09-20-002)	\$ 6,823	\$ 6,823	\$ 6,823	5
6		\$ -		OWEB SG - Carson Riparian Buffer (09-20-003)	\$ 1,489	\$ 1,489	\$ 1,489	6
7	\$ 7,921	\$ -		ODA/OSWB - Willamette River Aquatic - Phase 4 (2017-30-701)				7
8	\$ 16,865	\$ 2,348		ODA/OSWB - Willamette River Aquatic - Phase 5 (2018-31-818)				8
9	\$ -	\$ 32,988		ODA/OSWB - Willamette River Aquatic - Phase 6 (2019-32-908)				9
10		\$ 6,115	\$ 1,084	ODA/OSWB - Oblong Spurge - EDRR & Outreach (2020-33-011)				10
11		\$ 2,533	\$ 23,167	ODA/OSWB - WR Aquatic Weed Manage. Ph 7 (2020-33-010)	\$ 18,211	\$ 18,211	\$ 18,211	11
12	\$ 3,349	\$ -		OWEB SG - Ecosystem Functions in Ag Lands (09-16-007)				12
13	\$ 14,972	\$ -		OWEB SG - Water/Soil Improvement Project (09-18-001)				13
14	\$ 8,749	\$ -		USDA/NRCS (Prairie Soils 68-0436-16-019)				14
15	\$ 7,754	\$ -		US DOI FWS F18 AP 00393 Prairie Soils Vegetation Survey				15
16	\$ 56,254	\$ -		OWEB - 100 Acre Wood Restoration (217-3002-12835)				16
17	\$ 2,908	\$ 6,538	\$ 8,341	OWEB - 100 Acre Wood Plant Establishment (217-3002-14131)	\$ 12,164	\$ 12,164	\$ 12,164	17
18	\$ 116,855	\$ 64,482		OWEB - Crestmont Land Trust Restoration (217-3030-14293)				18
19	\$ 29,262	\$ 34,729		OWEB - SIP; WMC Restoration Phase 1 (214-3999-11532)				19
20	\$ 5,521	\$ -		OWEB Willamette Mission Floodplain Restoration (216-8201-14087)				20
21	\$ 56,291	\$ 59,311		OWEB WR Anchor Habitat Monitor. Frame. Ph 1 (216-8201-15838)				21

RESOURCES & REQUIREMENTS

Benton SWCD Project Fund

	Historical Data			DESCRIPTION	FY22 Budget July 1, 2021 - June 30, 2022			
	Actual		Adopted Budget This Year 2020-2021		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	Second Preceding Year 2018-2019	First Preceding Year 2019-2020						
22	\$ -	\$ 61,750	\$ 58,231	OWEB WR Anchor Habitat Monitor. Frame. Ph 2 (218-8201-16520)				22
23		\$ 17,532	\$ 47,302	OWEB Supplemental Data Collection for WFIP Effectiveness Monitoring (218-8390-17212)	\$ 56,369	\$ 56,369	\$ 56,369	23
24	\$ 4,354	\$ -		OWEB - NRCS Technical Assist. (219-9001-16731)				24
25	\$ 4,393		\$ 45,333	OWEB - ODA Strategic Implementation Area (218-8010-16782)	\$ 33,323	\$ 33,323	\$ 33,323	25
26		\$ 493		SDIS - Safety & First Responder Supplies for Field Work				26
27	\$ 9,401	\$ -		MMT - USGS Geomorphic Mapping of Willamette Ph 2 (16070794)				27
28	\$ 18,077	\$ -		MMT - USGS Cold Water Refuges Phase 1 (16070795)				28
29	\$ 30,018	\$ 10,553	\$ 4,455	MMT - USGS Cold Water Refuges Phase 2 (18080813)				29
30	\$ 42,207	\$ 3,123		MMT - WMC Basin Wide Impact (16060748)				30
31	\$ -	\$ 19,998	\$ 20,000	MMT - WMC Basin Wide Impact (19010935)				31
32	\$ 8,197	\$ 70,242	\$ 80,011	MMT - EDI Process for Confluence (18040175)				32
33		\$ 3,899	\$ 20,271	MMT - Ludwigia Management Alternatives (19100538)	\$ 21,862	\$ 21,862	\$ 21,862	33
34		\$ 5,800		MMT - State of Willamette (19100539)				34
35		\$ 360	\$ 35,945	MMT - River Health Monitoring (20010715)	\$ 46,843	\$ 46,843	\$ 46,843	35
36		\$ -		MMT - WR Mainstem Restoration Opportunities and Strategies for Engagement (20100515)	\$ 58,528	\$ 58,528	\$ 58,528	36
37		\$ 1,580	\$ 155,906	BPA Willamette FIP Monitoring for AHWG (2009-012-00)	\$ 46,527	\$ 46,527	\$ 46,527	37
38		\$ -	\$ 500	First Alternative Co-op - WVRLC Central Park Landscape Garden				38
39				Accrual Changes				39
40	\$ 453,880	\$ 415,781	\$ 554,096	Total Resources except taxes to be levied				40
41				Reserved for Future Expenditures*				41
42				TOTAL RESOURCES	\$ 437,359	\$ 437,359	\$ 437,359	42

RESOURCES & REQUIREMENTS

Benton SWCD Project Fund

	Historical Data			DESCRIPTION	FY22 Budget July 1, 2021 - June 30, 2022			
	Actual		Adopted Budget This Year 2020-2021		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	Second Preceding Year 2018-2019	First Preceding Year 2019-2020						
43				REQUIREMENTS				43
44				Personnel				44
45	\$ 35,406	\$ 44,132	\$ 48,723	Wages	\$ 23,264	\$ 23,264	\$ 23,264	45
46	\$ 3,695	\$ 3,856	\$ 6,644	Payroll Taxes	\$ 2,991	\$ 2,991	\$ 2,991	46
47	\$ 5,980	\$ 7,139	\$ 13,288	Non-Wage Benefits (medical, dental, STDI, life insurance)	\$ 6,315	\$ 6,315	\$ 6,315	47
48	\$ 583	\$ 1,872	\$ 5,168	Retirement	\$ 665	\$ 665	\$ 665	48
49	\$ 45,665	\$ 56,998	\$ 73,823	Total Personnel	\$ 33,235	\$ 33,235	\$ 33,235	49
50				Total Full-Time Equivalent (FTE) = .5				50
51				Materials & Services				51
52				Administrative Fees				52
53	\$ 4,278			OWEB SG Forest Fractal Restoration (09-16-006)				53
54			\$ 137,652	BPA Willamette FIP Monitoring for AHWG (2009-012-00)	\$ 40,098	\$ 40,098	\$ 40,098	54
55				OWEB SG Fackrell Water & Soil Improvement (09-20-002)	\$ 6,203	\$ 6,203	\$ 6,203	55
56				OWEB SG Carson Riparian Buffer (09-20-003)	\$ 1,354	\$ 1,354	\$ 1,354	56
57				OWEB Restoration Grant - J2E River to Ridge (220-3033-17504)	\$ 79,588	\$ 79,588	\$ 79,588	57
58	\$ 6,008			ODA/OSWB - Willamette River Aquatic - Phase 4 (2017-30-701)				58
59	\$ 11,502	\$ 1,584		ODA/OSWB - Willamette River Aquatic - Phase 5 (2018-31-818)				59
60		\$ 23,988		ODA/OSWB - Willamette River Aquatic - Phase 6 (2019-32-908)				60
61		\$ 1,488	\$ 319	ODA/OSWB - Oblong Spurge - EDRR & Community Outreach (2020-33-011)				61
62		\$ 501	\$ 17,385	ODA/OSWB - WR Aquatic Weed Manage. Ph 7 (2020-33-010)	\$ 13,301	\$ 13,301	\$ 13,301	62
63	\$ 3,045			OWEB SG Ecosystem Functions in Agricultural Lands (09-16-007)				63
64	\$ 13,611			OWEB SG Water/Soil Improvement Project (09-18-001)				64
65	\$ 5,457			USDA/NRCS (Prairie Soils 68-0436-16-019)				65
66	\$ 7,049			US DOI FWS F18 AP 00393				66
67	\$ 20,181	\$ 26,909		OWEB - SIP; WMC Restoration Phase 1 (214-3999-11532)				67
68	\$ 4,954			OWEB Willamette Mission Floodplain Restoration (216-8201-14087)				68

RESOURCES & REQUIREMENTS

Benton SWCD Project Fund

	Historical Data			DESCRIPTION	FY22 Budget July 1, 2021 - June 30, 2022			
	Actual		Adopted Budget This Year 2020-2021		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	Second Preceding Year 2018-2019	First Preceding Year 2019-2020						
69	\$ 51,138			OWEB - 100 Acre Wood Restoration (217-3002-12835)				69
70	\$ 2,644	\$ 5,944	\$ 7,583	OWEB - 100 Acre Wood Plant Establishment (217-3002-14131)	\$ 11,057	\$ 11,057	\$ 11,057	70
71	\$ 106,233	\$ 58,618		OWEB - Crestmont Land Trust Restoration (217-3030-14293)				71
72	\$ 49,654	\$ 50,042		OWEB WR Anchor Habitat Monit. Frame. Ph 1 (216-8201-15838)				72
73		\$ 53,600	\$ 50,400	OWEB WR Anchor Habitat Monit. Frame. Ph 2 (218-8201-16520)				73
74		\$ 13,059	\$ 34,434	OWEB WFIP Data Collection Effect Monit. (218-8390-17212)	\$ 49,871	\$ 49,871	\$ 49,871	74
75				OWEB - NRCS Technical Assistance (219-9001-16731)				75
76			\$ 25,114	OWEB - ODA Strategic Implementation Area (218-8010-16782)	\$ 27,803	\$ 27,803	\$ 27,803	76
77			\$ 48,682	OWEB WFIP Effect. Monit. Ph 4 Data Collect. (220-8201-17233)	\$ 42,840	\$ 42,840	\$ 42,840	77
78	\$ 9,401			MMT - USGS Geomorp. Map of Willamette Phase 2 (16070794)				78
79	\$ 18,077			MMT - USGS Cold Water Refuges Phase 1 (16070795)				79
80	\$ 28,142	\$ 7,035	\$ 2,346	MMT - USGS Cold Water Refuges Phase 2 (18080813)				80
81	\$ 3,884			MMT WMC Basin Wide Impact (16060748)				81
82		\$ 2,000	\$ 2,000	MMT WMC Basin Wide Impact (19010935)				82
83	\$ 5,883	\$ 56,657	\$ 69,863	MMT - EDI Process for Confluence (18040175)				83
84		\$ 15	\$ 10,799	MMT - Ludwigia Management Alternatives (19100538)	\$ 10,789	\$ 10,789	\$ 10,789	84
85		\$ 5,273		MMT - State of Willamette (19100539)				85
86			\$ 30,273	MMT - River Health Monitoring (20010715)	\$ 38,081	\$ 38,081	\$ 38,081	86
87				MMT-WR Mainstem Opportunities/Strategies for Engage (20100515)	\$ 44,208	\$ 44,208	\$ 44,208	87
88		\$ 493		SDIS - Safety & First Responder Supplies for Field Work				88
89		\$ -	\$ 500	First Alt. Co-op - WVRLC Central Park Landscape Garden				89
90	\$ 351,141	\$ 307,207	\$ 437,350	Total Materials and Services	\$ 365,193	\$ 365,193	\$ 365,193	90
91	\$ 37,048	\$ 41,355	\$ 42,923	Transfer to General Fund: Administrative Fees	\$ 38,931	\$ 38,931	\$ 38,931	91
92	\$ 37,048	\$ 41,355	\$ 42,923	Total Transfers	\$ 38,931	\$ 38,931	\$ 38,931	92
93	\$ 10,421	\$ 10,210		Ending Balance Prior Years				93
94				Unappropriated Fund Balance (with accrual changes)				94
95				Reserved for Future Expenditures*				95
96	\$ 433,854	\$ 405,560	\$ 554,096	TOTAL REQUIREMENTS	\$ 437,359	\$ 437,359	\$ 437,359	96

RESOURCES & REQUIREMENTS
Benton SWCD Reserve Fund

This fund is authorized and established by Resolution #2-2010 passed on April 5, 2010 for the following specified purpose: To purchase building(s) and/or land for use by Benton SWCD				BUILDING RESERVE FUND				Year this reserve fund will be reviewed to be continued or abolished. Date can not be more than 10 years after establishment. Reviewed June 1, 2020; next review 2030			
Historical Data			DESCRIPTION	FY22 Budget July 1, 2021 - June 30, 2022							
Actual		Adopted Budget This Year 2020-2021		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body					
Second Preceding Year 2018-2019	First Preceding Year 2019-2020										
				RESOURCES							
1			1	Cash on hand* (cash basis) or						1	
2	\$ 83,200	\$ 88,200	\$ 93,200	2	Working Capital (accrual basis)			\$ 103,200	\$ 103,200	\$ 103,200	2
3				3	Previously levied taxes estimated to be received						3
4				4	Earnings from temporary investments						4
5	\$ 5,000	\$ 5,000	\$ 10,000	5	Transferred from General Fund			\$ 5,000	\$ 5,000	\$ 5,000	5
6				6							6
7				7	Total Resources, except taxes to be levied						7
8				8	Taxes estimated to be received						8
9				9	Taxes collected in year levied						9
10	\$ 88,200	\$ 93,200	\$ 103,200	10	TOTAL RESOURCES			\$ 108,200	\$ 108,200	\$ 108,200	10
				REQUIREMENTS							
12				12							12
13				13							13
14	\$ 88,200	\$ 93,200	\$ 103,200	14	RESERVED FOR FUTURE EXPENDITURE			\$ 108,200	\$ 108,200	\$ 108,200	14
15	\$ 88,200	\$ 93,200	\$ 103,200	15	TOTAL REQUIREMENTS			\$ 108,200	\$ 108,200	\$ 108,200	15

NOTE: Any Transfer to this fund will be made in December 2021, when property tax revenue is sufficient.

Benton SWCD Board Meeting

July 12, 2021

Financial Report

Period ending May 31, 2021

The closing balance in our Oregon LGIP account was \$887,580.95, dividend paid was \$451.79. The Fiscal YTD dividend paid was \$6,103.40. Our average monthly balance has been \$886,655.41 with a monthly distribution yield of 0.60%. The previous month's balance was \$884,380.30. We received another payment of \$2,748.91 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 \$130,419.15. The previous month's balance was \$158,555.83.

Charges to the Credit Card account were \$784.04. These were verified and reconciled. The previous month's charges were \$351.07.

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

Respectfully submitted,



Jerry Paul, Treasurer

Benton Soil & Water Conservation District
Balance Sheet
As of May 31, 2021

	May 31, 21	May 31, 20	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
10100 - Citizens Bank	84,065.82	109,052.60	-24,986.78
10150 - Citizens Bank #2	8,995.96	6,820.36	2,175.60
10200 - LGIP	894,737.26	826,080.08	68,657.18
10800 - Petty Cash	24.00	24.00	0.00
Total Checking/Savings	987,823.04	941,977.04	45,846.00
Accounts Receivable			
11000 - Accounts Receivable	0.00	14,580.00	-14,580.00
11400 - Grants Receivable	113,310.18	24,750.56	88,559.62
Total Accounts Receivable	113,310.18	39,330.56	73,979.62
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	7,487.08	7,836.38	-349.30
Total Other Current Assets	7,487.08	7,836.38	-349.30
Total Current Assets	1,108,620.30	989,143.98	119,476.32
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	1,119,148.30	999,330.98	119,817.32
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
20000 - General Accounts Payable	1,941.49	2,156.21	-214.72
20100 - Project Accts Payable	98,380.70	17,761.80	80,618.90
Total Accounts Payable	100,322.19	19,918.01	80,404.18
Credit Cards			
22000 - CITIZENS BANK MASTER CARD			
22200 - Holly's CC - 2995	168.55	136.23	32.32
22300 - Donna's CC - 3001	56.28	0.00	56.28
22400 - Teresa's CC - 3019	240.37	91.79	148.58
22500 - Heath's CC - 3027	22.00	1,046.03	-1,024.03
22520 - Linda's CC - 5980	296.84	327.86	-31.02
Total 22000 - CITIZENS BANK MASTER CARD	784.04	1,601.91	-817.87
Total Credit Cards	784.04	1,601.91	-817.87
Other Current Liabilities			
24000 - PAYROLL LIABILITIES			
24010 - 941 Account	7,086.78	6,720.04	366.74
24020 - Oregon Withholding	1,865.00	1,656.00	209.00

Benton Soil & Water Conservation District
Balance Sheet
 As of May 31, 2021

	May 31, 21	May 31, 20	\$ Change
24030 · OR-WBF SUTA	795.02	506.54	288.48
24040 · Medical Employee	856.04	539.61	316.43
24050 · Medical Employer	4,867.14	4,722.48	144.66
24060 · 457b Contributions	3,415.32	3,523.73	-108.41
Total 24000 · PAYROLL LIABILITIES	18,885.30	17,668.40	1,216.90
25800 · Deferred Revenue Grants-Audit	157,512.36	241,205.96	-83,693.60
Total Other Current Liabilities	176,397.66	258,874.36	-82,476.70
Total Current Liabilities	277,503.89	280,394.28	-2,890.39
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	285,943.98	288,173.37	-2,229.39
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	125,788.62	104,737.60	21,051.02
Total Equity	833,204.32	711,157.61	122,046.71
TOTAL LIABILITIES & EQUITY	1,119,148.30	999,330.98	119,817.32

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

	Building Reserve	General Fund	Project Fund	TOTAL
Ordinary Income/Expense				
Income				
43300 · Grant/Project Administration	0.00	0.00	410,800.93	410,800.93
44535 · Taxes Levied	0.00	458,141.24	0.00	458,141.24
44540 · ODA Operations	0.00	24,994.75	0.00	24,994.75
44545 · ODA Tech, LMA & Scope of Work	0.00	58,320.00	0.00	58,320.00
45000 · Interest Income	0.00	6,264.63	0.00	6,264.63
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	27,490.68	0.00	27,490.68
48000 · TRANSFERS IN	10,000.00	32,106.55	0.00	42,106.55
Total Income	10,000.00	622,862.40	410,800.93	1,043,663.33
Gross Profit	10,000.00	622,862.40	410,800.93	1,043,663.33
Expense				
60000 · MATERIALS & SERVICES	0.00	142,501.03	0.00	142,501.03
66000 · PAYROLL EXPENSES	0.00	354,572.75	48,039.64	402,612.39
68000 · PROJECTS-SVC-SUPP-MATERIAL	0.00	0.00	330,654.74	330,654.74
69400 · TRANSFERS OUT	0.00	10,000.00	32,106.55	42,106.55
Total Expense	0.00	507,073.78	410,800.93	917,874.71
Net Ordinary Income	10,000.00	115,788.62	0.00	125,788.62
Net Income	10,000.00	115,788.62	0.00	125,788.62

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

	Building Reserve	General Fund	Project Fund	TOTAL
Ordinary Income/Expense				
Income				
43300 · Grant/Project Administration	0.00	0.00	410,800.93	410,800.93
44535 · Taxes Levied	0.00	458,141.24	0.00	458,141.24
44540 · ODA Operations	0.00	24,994.75	0.00	24,994.75
44545 · ODA Tech, LMA & Scope of Work	0.00	58,320.00	0.00	58,320.00
45000 · Interest Income	0.00	6,264.63	0.00	6,264.63
46430 · MISCELLANEOUS				
46432 · Contributions	0.00	1,050.00	0.00	1,050.00
46440 · Refunds and Reimbursements	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	27,490.68	0.00	27,490.68
48000 · TRANSFERS IN				
48100 · Building Reserve Fund	10,000.00	0.00	0.00	10,000.00
48400 · Transfer Admin from Project Fd	0.00	32,106.55	0.00	32,106.55
Total 48000 · TRANSFERS IN	10,000.00	32,106.55	0.00	42,106.55
Total Income	10,000.00	622,862.40	410,800.93	1,043,663.33
Gross Profit	10,000.00	622,862.40	410,800.93	1,043,663.33
Expense				
60000 · MATERIALS & SERVICES				
61300 · CONFERENCES AND TRAINING				
61330 · Registration	0.00	2,157.10	0.00	2,157.10
61340 · Training and Education Mate	0.00	518.50	0.00	518.50
Total 61300 · CONFERENCES AND TRAI	0.00	2,675.60	0.00	2,675.60
61500 · COMMUNITY CONSERVATION PROGRAMS				
61510 · Conservation Education (Yo	0.00	5,100.00	0.00	5,100.00
61520 · Conservation Incentive Prog	0.00	769.70	0.00	769.70
61530 · Invasives Program	0.00	947.04	0.00	947.04
61540 · Native Plant Sale	0.00	15,812.69	0.00	15,812.69
61570 · Soil Quality Program	0.00	1,022.10	0.00	1,022.10
61585 · Conservation Leadership - E	0.00	60.00	0.00	60.00
Total 61500 · COMMUNITY CONSERVAT	0.00	23,711.53	0.00	23,711.53
62100 · CONTRACTED AND PROF SERVICES				
62115 · Audit	0.00	4,750.00	0.00	4,750.00
62120 · Computer Support	0.00	1,403.80	0.00	1,403.80
62130 · PROFESSIONAL SERVICES				
62140 · Legal	0.00	3,050.00	0.00	3,050.00
62150 · Accounting	0.00	18,412.40	0.00	18,412.40
62170 · Web Design, Logo - Mark	0.00	6,974.75	0.00	6,974.75
Total 62130 · PROFESSIONAL SERV	0.00	28,437.15	0.00	28,437.15
62190 · Misc Contracted Services	0.00	5,765.00	0.00	5,765.00
Total 62100 · CONTRACTED AND PROF	0.00	40,355.95	0.00	40,355.95

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

	Building Reserve	General Fund	Project Fund	TOTAL
62300 · Dues/Subscriptions/Fees	0.00	6,472.59	0.00	6,472.59
62800 · OFFICE OCCUPANCY				
62810 · Alarm & Janitorial Services	0.00	1,536.24	0.00	1,536.24
62820 · Rent & Parking	0.00	41,742.42	0.00	41,742.42
62830 · Utilities	0.00	11,226.71	0.00	11,226.71
62840 · Other	0.00	13.42	0.00	13.42
Total 62800 · OFFICE OCCUPANCY	0.00	54,518.79	0.00	54,518.79
65000 · SUPPLIES AND MATERIALS				
65010 · COPIER AND SUPPLIES				
65012 · Copies	0.00	515.59	0.00	515.59
65014 · Lease	0.00	1,769.35	0.00	1,769.35
Total 65010 · COPIER AND SUPPLIES	0.00	2,284.94	0.00	2,284.94
65020 · Equipment	0.00	189.99	0.00	189.99
65030 · Office Supplies	0.00	1,598.05	0.00	1,598.05
65040 · Postage	0.00	228.94	0.00	228.94
65050 · Software/Computer Access	0.00	1,987.97	0.00	1,987.97
Total 65000 · SUPPLIES AND MATERIALS	0.00	6,289.89	0.00	6,289.89
65110 · PRODUCTION COSTS				
65112 · Advertising and Website	0.00	796.28	0.00	796.28
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 COSTS	0.00	3,528.67	0.00	3,528.67
65120 · Insurance & Fidelity Bond	0.00	3,663.29	0.00	3,663.29
65160 · Miscellaneous	0.00	75.00	0.00	75.00
65320 · Mileage/travel related expenses	0.00	914.58	0.00	914.58
65400 · Meetings & Events	0.00	295.14	0.00	295.14
Total 60000 · MATERIALS & SERVICES	0.00	142,501.03	0.00	142,501.03
66000 · PAYROLL EXPENSES				
66200 · Wages	0.00	272,185.27	36,725.50	308,910.77
66410 · Health, Dental & Life Insurance	0.00	42,590.17	6,197.14	48,787.31
66420 · Retirement	0.00	17,521.60	2,107.80	19,629.40
66500 · Payroll Taxes				
66510 · FICA Employer	0.00	20,155.43	2,755.87	22,911.30
66520 · SUTA	0.00	1,887.75	239.30	2,127.05
66530 · OR-WBF	0.00	89.28	14.03	103.31
Total 66500 · Payroll Taxes	0.00	22,132.46	3,009.20	25,141.66
66800 · Fees	0.00	143.25	0.00	143.25
Total 66000 · PAYROLL EXPENSES	0.00	354,572.75	48,039.64	402,612.39
68000 · PROJECTS-SVC-SUPP-MATERIALS				
68010 · Project Contracted Services	0.00	0.00	328,759.73	328,759.73
68020 · Project Mileage & Travel	0.00	0.00	1,356.33	1,356.33
68030 · Project Other	0.00	0.00	38.68	38.68
68040 · Project Supplies & Materials	0.00	0.00	500.00	500.00

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

	Building Reserve	General Fund	Project Fund	TOTAL
Total 68000 · PROJECTS-SVC-SUPP-MATEF	0.00	0.00	330,654.74	330,654.74
69400 · TRANSFERS OUT				
69410 · Trf GF to Building Reserve Fd	0.00	10,000.00	0.00	10,000.00
69440 · Trf PF to General Fund	0.00	0.00	32,106.55	32,106.55
Total 69400 · TRANSFERS OUT	0.00	10,000.00	32,106.55	42,106.55
Total Expense	0.00	507,073.78	410,800.93	917,874.71
Net Ordinary Income	10,000.00	115,788.62	0.00	125,788.62
Net Income	10,000.00	115,788.62	0.00	125,788.62

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

	Jul '20 - May 21	Jul '19 - May 20	\$ Change
Ordinary Income/Expense			
Income			
43300 · Grant/Project Administration	410,800.93	328,924.90	81,876.03
44530 · Benton County Public Works	0.00	5,000.00	-5,000.00
44535 · Taxes Levied	458,141.24	445,125.51	13,015.73
44540 · ODA Operations	24,994.75	24,994.75	0.00
44545 · ODA Tech, LMA & Scope of Work	58,320.00	58,320.00	0.00
44550 · ODA - SIA	0.00	5,135.29	-5,135.29
44555 · NRCS - TA	0.00	6,478.89	-6,478.89
45000 · Interest Income	6,264.63	14,557.19	-8,292.56
46430 · MISCELLANEOUS			
46432 · Contributions	1,050.00	1,828.00	-778.00
46440 · Refunds and Reimbursements	7,246.55	158.00	7,088.55
Total 46430 · MISCELLANEOUS	8,296.55	1,986.00	6,310.55
47200 · CREP, SQP-Fee for Services	7,248.00	16,392.70	-9,144.70
47400 · Native Plant Sale Income	27,490.68	17,132.80	10,357.88
48000 · TRANSFERS IN			
48100 · Building Reserve Fund	10,000.00	5,000.00	5,000.00
48400 · Transfer Admin from Project Fd	32,106.55	34,561.70	-2,455.15
Total 48000 · TRANSFERS IN	42,106.55	39,561.70	2,544.85
Total Income	1,043,663.33	963,609.73	80,053.60
Gross Profit	1,043,663.33	963,609.73	80,053.60
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	2,157.10	708.45	1,448.65
61340 · Training and Education Material	518.50	349.99	168.51
Total 61300 · CONFERENCES AND TRAINING	2,675.60	2,222.84	452.76
61500 · COMMUNITY CONSERVATION PROGRAMS			
61510 · Conservation Education (Youth)	5,100.00	14,077.81	-8,977.81
61520 · Conservation Incentive Program	769.70	1,773.21	-1,003.51
61530 · Invasives Program	947.04	4,818.43	-3,871.39
61540 · Native Plant Sale	15,812.69	11,474.10	4,338.59
61570 · Soil Quality Program	1,022.10	1,001.88	20.22
61585 · Conservation Leadership - EDI	60.00	197.68	-137.68
Total 61500 · COMMUNITY CONSERVATION PROGF	23,711.53	33,343.11	-9,631.58
62100 · CONTRACTED AND PROF SERVICES			
62115 · Audit	4,750.00	4,650.00	100.00
62120 · Computer Support	1,403.80	1,387.84	15.96
62130 · PROFESSIONAL SERVICES			
62140 · Legal	3,050.00	1,250.00	1,800.00

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

	Jul '20 - May 21	Jul '19 - May 20	\$ Change
62150 · Accounting	18,412.40	19,791.29	-1,378.89
62160 · Facilitation	0.00	3,000.00	-3,000.00
62170 · Web Design, Logo - Marketing	6,974.75	1,552.00	5,422.75
Total 62130 · PROFESSIONAL SERVICES	28,437.15	25,593.29	2,843.86
62190 · Misc Contracted Services	5,765.00	0.00	5,765.00
Total 62100 · CONTRACTED AND PROF SERVICES	40,355.95	31,631.13	8,724.82
62300 · Dues/Subscriptions/Fees	6,472.59	6,100.99	371.60
62800 · OFFICE OCCUPANCY			
62810 · Alarm & Janitorial Services	1,536.24	1,772.56	-236.32
62820 · Rent & Parking	41,742.42	41,201.80	540.62
62830 · Utilities	11,226.71	8,360.26	2,866.45
62840 · Other	13.42	0.00	13.42
Total 62800 · OFFICE OCCUPANCY	54,518.79	51,334.62	3,184.17
65000 · SUPPLIES AND MATERIALS			
65010 · COPIER AND SUPPLIES			
65012 · Copies	515.59	1,022.69	-507.10
65014 · Lease	1,769.35	1,769.35	0.00
Total 65010 · COPIER AND SUPPLIES	2,284.94	2,792.04	-507.10
65020 · Equipment	189.99	1,310.99	-1,121.00
65030 · Office Supplies	1,598.05	1,817.27	-219.22
65040 · Postage	228.94	435.66	-206.72
65050 · Software/Computer Accessories	1,987.97	140.00	1,847.97
Total 65000 · SUPPLIES AND MATERIALS	6,289.89	6,495.96	-206.07
65110 · PRODUCTION COSTS			
65112 · Advertising and Website	796.28	224.75	571.53
65116 · Newsletters	2,407.39	1,610.01	797.38
65118 · Publications	325.00	178.32	146.68
Total 65110 · PRODUCTION COSTS	3,528.67	2,013.08	1,515.59
65120 · Insurance & Fidelity Bond	3,663.29	3,211.60	451.69
65160 · Miscellaneous	75.00	22.00	53.00
65320 · Mileage/travel related expenses	914.58	3,095.10	-2,180.52
65400 · Meetings & Events	295.14	2,053.54	-1,758.40
Total 60000 · MATERIALS & SERVICES	142,501.03	141,523.97	977.06
66000 · PAYROLL EXPENSES			
66200 · Wages	308,910.77	317,074.97	-8,164.20
66410 · Health, Dental & Life Insurance	48,787.31	49,194.11	-406.80
66420 · Retirement	19,629.40	18,519.46	1,109.94
66500 · Payroll Taxes			
66510 · FICA Employer	22,911.30	23,171.37	-260.07
66520 · SUTA	2,127.05	3,482.27	-1,355.22
66530 · OR-WBF	103.31	109.84	-6.53
Total 66500 · Payroll Taxes	25,141.66	26,763.48	-1,621.82

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

	Jul '20 - May 21	Jul '19 - May 20	\$ Change
66800 · Fees	143.25	201.75	-58.50
Total 66000 · PAYROLL EXPENSES	402,612.39	411,753.77	-9,141.38
68000 · PROJECTS-SVC-SUPP-MATERIALS			
68010 · Project Contracted Services	328,759.73	262,747.26	66,012.47
68020 · Project Mileage & Travel	1,356.33	241.98	1,114.35
68030 · Project Other	38.68	1,078.49	-1,039.81
68040 · Project Supplies & Materials	500.00	1,282.13	-782.13
68050 · Project Training	0.00	682.83	-682.83
Total 68000 · PROJECTS-SVC-SUPP-MATERIALS	330,654.74	266,032.69	64,622.05
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	32,106.55	34,561.70	-2,455.15
Total 69400 · TRANSFERS OUT	42,106.55	39,561.70	2,544.85
Total Expense	917,874.71	858,872.13	59,002.58
Net Ordinary Income	125,788.62	104,737.60	21,051.02
Net Income	125,788.62	104,737.60	21,051.02

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

	Jul '20 - May 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	458,141.24	450,000.00	8,141.24	101.81%
44540 · ODA Operations	24,994.75	24,995.00	-0.25	100.0%
44545 · ODA Tech, LMA & Scope of Work	58,320.00	58,320.00	0.00	100.0%
45000 · Interest Income	6,264.63	10,000.00	-3,735.37	62.65%
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	27,490.68	16,000.00	11,490.68	171.82%
48000 · TRANSFERS IN				
48400 · Transfer Admin from Project Fd	32,106.55	74,659.00	-42,552.45	43.0%
Total 48000 · TRANSFERS IN	32,106.55	74,659.00	-42,552.45	43.0%
Total Income	622,862.40	1,216,966.60	-594,104.20	51.18%
Gross Profit	622,862.40	1,216,966.60	-594,104.20	51.18%
Expense				
60000 · MATERIALS & SERVICES				
61300 · CONFERENCES AND TRAINING				
61330 · Registration	2,157.10			
61340 · Training and Education Mate	518.50			
61300 · CONFERENCES AND TRAINI	0.00	12,000.00	-12,000.00	0.0%
Total 61300 · CONFERENCES AND TRAI	2,675.60	12,000.00	-9,324.40	22.3%
61500 · COMMUNITY CONSERVATION PROGRAMS				
61510 · Conservation Education (Yo	5,100.00	5,250.00	-150.00	97.14%
61520 · Conservation Incentive Prog	769.70	3,000.00	-2,230.30	25.66%
61530 · Invasives Program	947.04	3,000.00	-2,052.96	31.57%
61540 · Native Plant Sale	15,812.69	16,000.00	-187.31	98.83%
61560 · Scholarships/Internships	0.00	600.00	-600.00	0.0%
61570 · Soil Quality Program	1,022.10	3,000.00	-1,977.90	34.07%
61585 · Conservation Leadership - E	60.00	2,000.00	-1,940.00	3.0%
Total 61500 · COMMUNITY CONSERVAT	23,711.53	32,850.00	-9,138.47	72.18%
62100 · CONTRACTED AND PROF SERVICES				
62115 · Audit	4,750.00	5,000.00	-250.00	95.0%
62120 · Computer Support	1,403.80	4,000.00	-2,596.20	35.1%
62130 · PROFESSIONAL SERVICES				
62140 · Legal	3,050.00			
62150 · Accounting	18,412.40	0.00	18,412.40	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 May 2021

	Jul '20 - May 21	Budget	\$ Over Budget	% of Budget
62170 · Web Design, Logo - Mark	6,974.75			
62130 · PROFESSIONAL SERVIC	0.00	45,000.00	-45,000.00	0.0%
Total 62130 · PROFESSIONAL SERV	28,437.15	51,000.00	-22,562.85	55.76%
62190 · Misc Contracted Services	5,765.00	33,301.60	-27,536.60	17.31%
Total 62100 · CONTRACTED AND PROF	40,355.95	93,301.60	-52,945.65	43.25%
62300 · Dues/Subscriptions/Fees	6,472.59	13,000.00	-6,527.41	49.79%
62800 · OFFICE OCCUPANCY				
62810 · Alarm & Janitorial Services	1,536.24	3,500.00	-1,963.76	43.89%
62820 · Rent & Parking	41,742.42	46,000.00	-4,257.58	90.74%
62830 · Utilities	11,226.71	12,000.00	-773.29	93.56%
62840 · Other	13.42	1,500.00	-1,486.58	0.9%
Total 62800 · OFFICE OCCUPANCY	54,518.79	63,000.00	-8,481.21	86.54%
65000 · SUPPLIES AND MATERIALS				
65010 · COPIER AND SUPPLIES				
65012 · Copies	515.59			
65014 · Lease	1,769.35			
65010 · COPIER AND SUPPLIES ·	0.00	3,500.00	-3,500.00	0.0%
Total 65010 · COPIER AND SUPPLIE	2,284.94	3,500.00	-1,215.06	65.28%
65020 · Equipment	189.99	5,000.00	-4,810.01	3.8%
65030 · Office Supplies	1,598.05	2,000.00	-401.95	79.9%
65040 · Postage	228.94	1,000.00	-771.06	22.89%
65050 · Software/Computer Accesso	1,987.97	2,000.00	-12.03	99.4%
Total 65000 · SUPPLIES AND MATERIAL	6,289.89	13,500.00	-7,210.11	46.59%
65110 · PRODUCTION COSTS				
65112 · Advertising and Website	796.28	1,500.00	-703.72	53.09%
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	3,528.67	5,000.00	-1,471.33	70.57%
65120 · Insurance & Fidelity Bond	3,663.29	4,000.00	-336.71	91.58%
65160 · Miscellaneous	75.00	1,000.00	-925.00	7.5%
65320 · Mileage/travel related expenses	914.58	4,000.00	-3,085.42	22.87%
65400 · Meetings & Events	295.14	4,000.00	-3,704.86	7.38%
60000 · MATERIALS & SERVICES - Othe	0.00	29,829.00	-29,829.00	0.0%
Total 60000 · MATERIALS & SERVICES	142,501.03	275,480.60	-132,979.57	51.73%
66000 · PAYROLL EXPENSES				
66200 · Wages	272,185.27	329,567.10	-57,381.83	82.59%
66410 · Health, Dental & Life Insurance	42,590.17	52,820.25	-10,230.08	80.63%
66420 · Retirement	17,521.60	21,295.53	-3,773.93	82.28%
66500 · Payroll Taxes				
66510 · FICA Employer	20,155.43			
66520 · SUTA	1,887.75			
66530 · OR-WBF	89.28			

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

	Jul '20 - May 21	Budget	\$ Over Budget	% of Budget
66500 · Payroll Taxes - Other	0.00	29,368.12	-29,368.12	0.0%
Total 66500 · Payroll Taxes	22,132.46	29,368.12	-7,235.66	75.36%
66800 · Fees	143.25			
Total 66000 · PAYROLL EXPENSES	354,572.75	433,051.00	-78,478.25	81.88%
69100 · Capital Outlay	0.00	5,000.00	-5,000.00	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	507,073.78	1,216,966.60	-709,892.82	41.67%
Net Ordinary Income	115,788.62	0.00	115,788.62	100.0%
Net Income	115,788.62	0.00	115,788.62	100.0%

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

	Jul '20 - May 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
43300 · Grant/Project Administration	410,800.93	889,187.00	-478,386.07	46.2%
Total Income	410,800.93	889,187.00	-478,386.07	46.2%
Gross Profit	410,800.93	889,187.00	-478,386.07	46.2%
Expense				
66000 · PAYROLL EXPENSES				
66200 · Wages	36,725.50	53,417.00	-16,691.50	68.75%
66410 · Health, Dental & Life Insurance	6,197.14	14,107.00	-7,909.86	43.93%
66420 · Retirement	2,107.80	5,447.00	-3,339.20	38.7%
66500 · Payroll Taxes				
66510 · FICA Employer	2,755.87			
66520 · SUTA	239.30			
66530 · OR-WBF	14.03			
66500 · Payroll Taxes - Other	0.00	7,020.00	-7,020.00	0.0%
Total 66500 · Payroll Taxes	3,009.20	7,020.00	-4,010.80	42.87%
Total 66000 · PAYROLL EXPENSES	48,039.64	79,991.00	-31,951.36	60.06%
68000 · PROJECTS-SVC-SUPP-MATERIALS				
68010 · Project Contracted Services	328,759.73			
68020 · Project Mileage & Travel	1,356.33			
68030 · Project Other	38.68			
68040 · Project Supplies & Materials	500.00			
68000 · PROJECTS-SVC-SUPP-MATERIAL	0.00	734,537.00	-734,537.00	0.0%
Total 68000 · PROJECTS-SVC-SUPP-MATERI	330,654.74	734,537.00	-403,882.26	45.02%
69400 · TRANSFERS OUT				
69440 · Trf PF to General Fund	32,106.55	74,659.00	-42,552.45	43.0%
Total 69400 · TRANSFERS OUT	32,106.55	74,659.00	-42,552.45	43.0%
Total Expense	410,800.93	889,187.00	-478,386.07	46.2%
Net Ordinary Income	0.00	0.00	0.00	0.0%
Net Income	0.00	0.00	0.00	0.0%

May 2021 Qtrly All Grant Projects Financial Report

Project Name	Grant #	Funding Agency	Start Date	End Date	Status	Final Report Due Date	Fund Amount	(INCOME) Received to	Earned Income to	(EXPENSES) Spent to	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	110,711	110,711	-77,564	124,380	MA			4,775	4,774	1
Shared Space EDI Initiative	18040175	MMT	1/1/2019	12/31/2020	Open	2/15/2021	149,388	149,388	149,388	149,388	0	0	HK	12/9/19 and 2/15/21	two checks; one at the beginning of each calendar year	12,300	12,300	0
Willamette Mainstem Cooperative	19010935	MMT	3/19/2019	2/28/2021	Open	4/15/2021	40,000	40,000	38,626	38,626	1,374	0	MA	Interim Report: 3/1/2020 & Final Report: 4/15/2021	100 % of funds at beginning of grant	3,636	3,487	149
Ludwigia Management Alternatives	19100538	MMT	12/1/2019	12/31/2022	Open	2/15/2023	27,742	27,742	5,830	5,830	21,912	0	MA	Interim Report: 1/1/2021 & 1/1/2022. Final Report 2/15/2023	100% of funds at beginning of grant	2,522	530	1,992
State of the River Synthesis	20010715	MMT	2/1/2020	10/31/2022	Open	3/15/2022	80,000	80,000	22,247	22,247	57,753	0	MA	Interim 2/1/2021 & Final 11/30/2022	100% of funds at beginning of grant	12,000	2,954	9,046
Willamette Mainstem Restoration Opportunities and Strategies for Engagement	20100515	MMT	11/1/2020	10/31/2022	Open	12/15/2022	70,164	70,164	2,149	2,149	68,015	0	MA	5/15/21 & 12/15/22	100% of funds at beginning of grant	6,379	195	6,184
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	9,319	9,319	4,541	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	847	1,673
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	7,315	7,315	-709	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	626	175
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 BSWCD two	1,012	0	1,012
Carson Riparian Buffer Access Control	09-20-003	OWEB	3/18/2021	1/26/2023	Open	3/26/2023	14,889	13,400	13,400	0	13,400	1,489	DS	3/26/2023, 3/26/2025	no funds received at start of grant; funds received by reimbursement of invoices/receipts submitted by BSWCD two times total (including final); OWEB holds	1,353	1,218	135
100 Acre Wood Habitat Project - Plant Establishment	217-3002-14131	OWEB	10/25/2016	6/30/2022	Open	8/30/2022	25,278	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
OWEB SIA grant	218-8010-16782	OWEB	3/4/2019	12/22/2023	Open	12/22/2023	125,000	35,921	40,713	40,713	-4,791	89,079	DS	Multiple dates (6/17/2019, 12/16/2019, 6/14/2020, 12/14/2020, 6/14/2021, 12/13/2021, 6/13/2022, 12/13/2020)		11,364	3,450	7,914
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	115,927	119,982	119,982	-4,056	4,056	MA	2/28/2021	received by reimbursement of invoices/receipts for amounts of \$250 or more submitted by BSWCD; OWEB holds last 10% of funds (\$11,983) until they receive and approve of Final Report at end	10,908	10,908	0

May 2021 Qtrly All Grant Projects Financial Report

Project Name	Grant #	Funding Agency	Start Date	End Date	Status	Final Report Due Date	Fund Amount	(INCOME) Received to	Earned Income to	(EXPENSES) Spent to	Grant Receivabl	Remaining balance to	Grant Manager	Grant Report Dates	How grant funds are received	Admin Expected	Admin Earned	Admin Remaining
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	43,777	43,913	43,913	-136	56,223	MA	Interim Report: 12/31/2020 & Final Report: 2/28/2022	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	9,091	3,992	5,099
J2E RTR Project	220-3303-17504	OWEB	4/22/2020	6/30/2025	Open	6/30/2025	239,915	0	3,025	3,025	-3,025	239,915	DS	6/30/2028 and 6/30/2030		23,084	275	22,809
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	59,891	59,891	59,891	0	60,097	MA	Interim Report: 6/30/2021 & Final Report: 2/28/2023	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	10,908	5,445	5,463
Total							1,316,524	702,937				613,587					52,193	62,758

**Benton Soil and Water Conservation District
Budget Resolution No. FY2021-2022-01**

BE IT RESOLVED that the Board of Directors of the Benton Soil and Water Conservation District (BSWCD) hereby approves the addition of \$45,967 to the BSWCD FY21-22 Budget as follows:

Project Fund

Add \$45,967 in Resources to the Project Fund for *Building soil-minded relationships for resilient crop and pasture systems* from OWEB NRCS TA Grant #219-9001-19457.

Add \$45,967 in Requirements to the Project Fund as follows:

Personnel (Salaries, Wages and Benefits)	\$18,278.00
Materials and Services (Contracted Services)	\$22,755.00
Materials and Services (Supplies)	\$755.00
Transfer to General Fund (Fiscal Admin)	\$4,179

General Fund

Add \$4,179 in Resources

Transfer from Project Fund (Fiscal Admin)	\$4,179
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Add \$4,179 in Requirements to the General Fund as follows:

Personnel Services	\$4,179
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SIGNED THIS 12th day of July, 2021

Benton Soil and Water Conservation District
Entity Name

Benton SWCD Board of Directors
Governing Body

Signature: Faye Yoshihara, Chair

**Benton Soil and Water Conservation District
Budget Resolution No. FY2021-2022-02**

BE IT RESOLVED that the Board of Directors of the Benton Soil and Water Conservation District (BSWCD) hereby approves the addition of \$2,941.32 for the Willamette Valley Regenerative Landscape Committee Central Park Display to the BSWCD FY22 Budget as follows:

Project Fund

Add \$2,941.32 in Resources (Materials and Services)

Add \$2,941.32 in Requirements to the Project Fund as follows:

Materials and Services	\$2,941.32
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SIGNED THIS 12th day of July 2021

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. FY2021-2022-03

NOTICE OF DESIGNATION
OF SPECIAL DISTRICT
REGISTERED OFFICE AND REGISTERED AGENT

I, Jerry Paul, Treasurer, (Secretary) (Financial Officer)
(Chairman of the Board) of this district, a municipal corporation, organized under the provisions
of ORS Chapter 198, certify that:

1. Pursuant to a resolution of the District Board, duly adopted, the registered office of this
district is:

136 SW Washington Ave, Suite 201 Corvallis, Oregon 97333

(Street Address of Registered Office, City, Zip)

2. The registered agent in Oregon at such registered office is:

Faye Yoshihara

(Name of Registered Agent)

IN WITNESS WHEREOF, this district has caused this instrument to be executed in its name by
the (Secretary) (Financial Officer) (Chairman of the Board) of the District this 18 day
of June, 2021.

Benton Soil and Water Conservation District

(Name of District)

By:

(Secretary)

[Signature]
(Financial Officer)

(Chairman of the Board)

STATE OF OREGON)

)

County of Benton)

) ss.

Signed before me on June 18, 2021 by Jerry Paul, Treasurer



Nicole Marie Jenkins
Notary Public - Oregon
My Commission Expires: 2-12-2024

INSTRUCTIONS: A new form must be filed each time a change is made in either the registered agent or the
registered office. There is no fee for filing this form. Please send the form to:

Secretary of State
Archives Division
800 Summer St. NE
Salem, OR 97310



Benton Soil and Water CONSERVATION DISTRICT

Date: June 30, 2021

To: Benton SWCD Directors

From: Holly Crosson, Executive Director

Re: June 2021 Monthly Report for July 2021 Board Packet

COVID-19

- Reassessed office procedures to start in new fiscal year at new office location.
- Continued to follow Covid updates from CDC, Oregon Health Authority, Governor's office, SDAO, Benton County, CEA, and HR Answers.

OFFICE MOVE

- Coordinated with Linda on various move-related topics. Many thanks to Linda for orchestrating this move which had many tasks that needed to line up to make it work.
- Vacated 5th and Monroe office and began set up at Renaissance Building.
- Comcast/Vonage training on new phone system.
- Approvals for purchase of office supplies and equipment.

DEIJ

- Attended DEIJ training with CBP on Policies, Procedures, and Practices.
- Reviewed Heath's final report for MMT DEIJ grant.
- Attended Long Tom Watershed Council's presentation on History of Black Pioneers in Oregon.

PROGRAMS/PROJECTS/PARTNERSHIPS

- Met with Co-Director of Nesika Wilamut. Michael and I updated Jesse on the WMC and BSWCD conservation programs and discussed ways to engage with the Network.
- Responded to lots of program-related questions from staff (contracts, grants, planning) and grant-related questions from Jenny.

FISCAL

- Updated FY22 Budget document for Budget Hearing.
- Created Budget Hearing agenda, FY22 Budget Resolution, and other Hearing and Board meeting documents.
- Attended Budget Hearing on 6/14.
- Tracked ACH deposits for grant payments and distributed reports to Jenny and appropriate project management staff.
- Final work on fiscal year close-out with Jenny.

- Connected with auditor about FY21 audit questions.
- Reviewed/authorized/completed/submitted: staff timesheets, payroll (2 approvals in June), 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

- Began prep for engaging HR Answers in compensation and pay equity study.
- Worked on performance evaluation update for Donna.
- Completed self-assessment and met with Faye and Bob.
- Met with Michael, Faye, and Jerry about organizational knowledge transfer.
- Continued orienting Michael: grants/contracts/programs/policies/procedures. Purchased new laptop computer. Researched Supervisor Training Series options for professional development.
- Responded to HR Alliance questions from other Special Districts in Oregon.
- Participated in weekly Zoom staff meetings.

BOARD

- Worked with Linda on updating Registered Agent for ODA.
- Revised signature matrix based on Jerry's comments at 6/14 Board meeting.
- FY22 Work Plan Approved by Board.
- Responded to Associate Director questions.
- Developed June Budget Hearing and Board meeting agenda; created FY22 Appropriation Resolution; reviewed draft May financials; reviewed draft June minutes.

MISCELLANEOUS

- Numerous meetings with IT contractor to keep everything running.
- Followed up on emails from member of the public about Linn SWCD and how to get in touch with them.

Date: July 3, 2021

To: Benton SWCD Directors

From: Michael Ahr

Re: Staff Report for June 2021



Conservation Program Manager

- Two Conservation Program meetings with Teresa and Donna.
- Two check in meetings with Holly – covered a few hot topics and some aspects of orientation
- Met with Cheryl Hummon from ODA to talk about Ag Water Quality Management Plans and also watched an ODA 101 type of video to prepare. This was a beneficial meeting to help me better understand some of our obligations and partnerships with ODA staff
- Attended a virtual evening presentation from Institute of Applied Ecology on prairie restoration
- Met with Holly, Faye, and Jerry about organizational structure and workflow.

Willamette Mainstem Cooperative

- Submitted Progress Report for OWEB Focused Investment Partnership Grant
- Attended Habitat Technical Team Meeting (virtually)
- Holly and I met with Nesika Wilamut. Great meeting with a neat partner on Willamette River conservation
- Worked with Rose Wallick (USGS) to complete above progress report while also gather info for a report for another grant that will end soon.

Invasive Species Program

- Conversation with America McMillin to gather background on CWMA
- Conversation with Troy Abercrombie on CWMA's and partnership with Western Invasives Network.
- Meeting with Tristen Berg at ODA re: our Oregon State Weed Board Grants and began conversations with her on submitting applications to continue our oblong spurge and yellow floating heart/Willamette River invasives work (2 separate grants)
- Sent postcards related to oblong spurge. Visited a couple sites to see if it is going to seed yet...it's definitely just about to seed...also found a new location at Porter Park.
- Presented about weed prioritization in Benton County to the Benton County Public Works Road maintenance crew. This is part of our Intergovernmental Agreement with Benton County. I'll do these about every 2 months (5 per year) and I value this time. It's nice to share about the weeds with these crews that often mow or treat them. I think my first presentation was good in helping me lay some groundwork for future presentations.

Other

- Attended Outreach and Community Engagement Workshop with Capacity Building Partnership
- Presented "[Into the Woods](#)" class at Tree School Online
- Assisted in moving to new office!



An early summer view of Marvin Gilmour's newest wetland off Bellfountain in Philomath

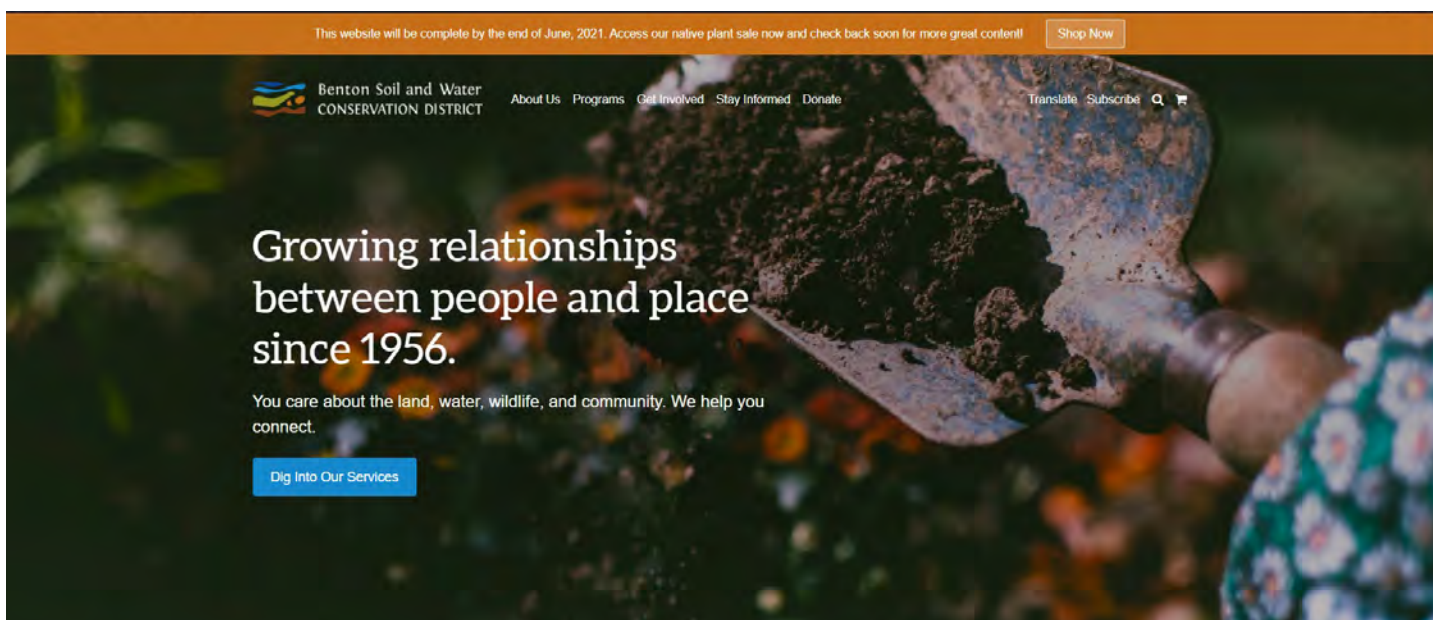
NATIVE PLANT SALE

From June 3 to 1 pm on July 6, we received 239 orders for a total of \$17,054.75 and issued \$342.21 in discounts for educational gardens and riparian projects. The online catalog will close reopen on August 15 with a slightly smaller plant list. Please help BSWCD spread the word and the joy of gardening/landscaping with native plants! Visit bentonswcd.org/shop/ to order.

Mark your calendar: Fall Festival Bulb Sale: 9/25-26

NEW WEBSITE IS LIVE

Our web developers have created the page structure and handed it over to BSWCD. Our most popular pages (Native Plant Program, Bee Buddies, and the blog) can be accessed directly from the homepage (scroll down the page to find that section). Another new feature is the Program Areas: People, Plants, Water, Animals, and Soil. I invite you to explore the website. Please be aware that I will be updating links over the coming months.



LINN BENTON SALMON WATCH

We've already filled 12 of the Benton County field trip dates for the fall. The Steering Committee has also decided to offer a couple Salmon Watch Family Days, which will be held on September 11 at Albany Senior Center and November 6 at Clemens Park in Alsea. These will be informal community events open to all.

The Steering Committee has successfully raised \$10,000 to hire a volunteer coordinator for the upcoming Salmon Watch field trip season. The volunteer coordinator will recruit volunteers and help fill volunteer slots for the field trips. This will be particularly helpful for the Linn County field trips, which are chronically short on volunteers. The coordinator will help some with Benton County trips too.

If you are interested in volunteering or have friends who would be interested, we are offering volunteer trainings on August 19 at Waterloo Park in Lebanon and September 11 at Albany Senior Center.

Sign up here: www.lbsw.org/volunteer/



Salmon Watch volunteer and student at Clemens Park.

Date: June 30, 2021
To: Benton SWCD Directors
From: Linda Lovett, Operations Manager
Re: June 2021 Report for July 2021 Board Packet



A. Office Move

- Updated staff and outlined upcoming tasks and deadlines.
- Signed lease for Crystal Lake storage unit and coordinated with Jerry on moving shelving from 5th & Monroe.
- Signed Comcast order to move service from 5th & Monroe to new office.
- Drafted change of address letters for Citizens Bank and LGIP accounts; changed address on utility and membership accounts; submitted USPS change of address form; coordinated with Holly, Faye, and Jerry on Change of Registered Office form for ODA.
- Oversaw main move on June 4 and move to storage unit on June 18.
- Coordinated with Benton Habitat ReStore for third furniture donation.
- Contracted with Foress Sign company for removal of external signs.
- Canceled Pacific Power and NW Natural accounts.
- Activated new Vonage VOIP phone system and met with CTX-Xerox to set up phones; took Vonage admin training and arranged end-user training for staff.
- Scheduled pickup of old printer with CTX-Xerox.
- Coordinated with Jerry and Bob on move of computers and with Terry Maloney on server move and Comcast installation.
- Did final clean of 5th & Monroe office (thank you, Rana, for your help!) and returned keys to landlord.

B. Office Administration

- Reviewed, authorized, and submitted Check Issuance Request and Credit Card Receipt forms; deposited checks.
- Filed paperwork during visits to office.

C. Personnel/Staff Meetings/Training

- Reviewed annual work plan.
- Reviewed timesheets.
- Participated in and facilitated weekly Zoom staff meetings.

D. Board Support

- Submitted legal notice for Budget Hearing and public notice for board meeting to the G-T; added calendar items to agenda; compiled packet; took minutes.



The James Court Neighbor Association in north Corvallis has obtained land near Jackson Creek. Donna and I met with three eager representatives who are interested in creek health: Nick Andrews, Roger Dammarell (left) and Mike Johnson (below). For several years, Mike Johnson helped Jerry set up the Native Plant sale tables and signs at the fairgrounds.

During the site visit we identified native plants, including meadow rue (above) which grows prolifically there, and the need for weed control. There are remnants of old fence to remove for safe hiking.



Donna provided useful maps that show neighboring landowners, including those to the south and east who own Jackson Creek riparian areas. The arial view provided perspectives for valuable habitat connectivity and sparked dreams of collaboration for the good of the waterway. It will be fun to watch and support the James Court project efforts.

Between blistering heat and the office move, I've nearly finished the Sample Analysis Plan (SAP) for Upper Muddy Creek SIA I met with Marys River Watershed Council (MRWC) who will contract to do the water quality monitoring field work. Oregon Department of Environmental Quality has a rigorous quality control procedure in place to ensure that the data in their Ambient Water Quality Monitoring System database is accurate and precise. Please contact me to learn more about the SAP and our work with MRWC in Hammer and Muddy Creeks.

DATE	EVENT
5/24	Budget Committee meeting
5/25	Planners meeting
5/27	Web meeting w/ HK
5/27	OWEB SIA Meeting
5/27	Lasswell site visit follow up
5/28	DEIJ Committee meeting
6/1	Equity session
6/2	James Ct HOA site visit
6/4	Office move
6/8	Planners meeting
6/10	Oak Creek work group meeting

At 6 AM on July 4th, we helped rescue racoon kits from our window well. Each time Mama would try to get the third out, one or two would climb back in. Snarly little buggers!





Donna Schmitz: May 20 to June 20, 2021

Federal Farm Programs implementation; CREP, EQIP, WHIP

- Developed planting plan for Alsea CREP plan. Sent to Oregon Dept. of Forestry for approval. Working with landowner on tree/shrub orders.
- Developed Mid-Management plan for Bolte CREP
- Developing maps and documentation for CREP plans.
- Prepared request for payment request for CREP.
- Communicated with OWEB and grant project manager about monitoring reports.

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: Restoration permits, Heritage oak health, ivy plant stages, NPS discounts for riparian plantings (2), oak diseases, well water quality,
- Site visit: Oak Creek, oak and riparian habitats. CIP Application submitted for FY21-22 for trees/shrubs for restoration.
- Small grants: 09-20-002- received invoices, prepared request for OWEB payment
- Submitted FY 21-23 ODA Scope of Work tasks and fund allocation and budget for District Capacity grant.
- Attended two meetings with Michael and Teresa regarding District programs.
- Participated in Meet and Greet with ODA, Cheryl Hummon, Michael and Teresa.
- Kings Valley Oak project: coordinating with USFW, NRCS, ODF, LWC and landowner on future funding.
- J2E Restoration project –
 - Met with Federal Emergency Management Agency (FEMA). Benton County Planning Department to review method of compliance for ESA. FEMA presented document with steps to assess compliance. Signed contract for consultant. Consultant submitted Habitat Assessment to FEMA and Benton County for approval.
 - Compiled invoices for FY21. Submitted to Jenny B. for BSWCD invoice to request payment once Habitat Assessment is approved.
- Focus Areas:
 - Working with Jackson Frazier landowner for small grant submission once funds are available August/September; oak woodlands, riparian plantings, funding.
 - Prepared historic information on GWMA and SIA process for discussion on a possible SIA near Monroe, proposed by ODA.
 - Connected with organizers of Bees and Trees about a booth at the Willamette Grange, but timeline was during move so did not participate. Received future schedule.
 - Working on close out of two Focus areas with wrap-up to ODA with quarterly report
- Muddy Creek SIA:
 - Participated in Statewide SIA check-in.
 - Determined FY budget closeout for SIA grant. Compiling paperwork for request for funds.
 - Submitted 6 month report to OWEB.
- Attended staff meetings and board meeting.



Jerry and Bob leveling a table in the new office.