

Monday, May 9, 2022  
 6:00-7:00 PM Board Meeting  
 Zoom Video Conference: <https://zoom.us/join>  
 Phone: 1-669-900-6833  
 Meeting ID: 844 6825 0202  
 Passcode: 640956



## 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>Johnson</i>	6:00	
	<b>CONSENT AGENDA</b>	<i>Johnson</i>	6:02	ACTION
2, 3	Approve draft minutes from March 9 informal meeting; April 7 strategic planning meeting; April 11 board meeting			
3	Approve Financials (3/31/22)			
1, 2, 3	Approve Budget Resolution No. FY2021-2022-12: \$9,971 for Purge the Spurge – OWEB/OSWB Grant No. 2022-35-014-20033 (in packet)			
1, 2, 3	Approve Budget Resolution No. FY2021-2022-13: \$28,430 for Aquatic Weeds – OWEB/OSWB Grant No. 2022-35-015-20050 (in packet)			
3	FY23 Budget Calendar revision for date of second Budget Committee meeting from 5/30 to 5/31 (in packet)			
	<b>REGULAR AGENDA</b>			
1-4	Review and discussion of Draft Strategic Direction document (in packet)	<i>Board</i>	6:02	
1, 2, 3	2022 Native Plant Sale P&L, 2022 Native Bulb/Seed Sale at Fall Festival, and 2023 NPS planning	<i>Matteson/Ahr</i>	6:40	
	Meeting Adjourned	<i>Johnson</i>	7:00	

Calendar continued →

<b>BSWCD Board and Outreach Events (subject to change)</b>		
<b>Date/Time</b>	<b>Event</b>	<b>Location</b>
May 10, 1 pm	Farming for the Future: Native Seed Production Tour (partner IAE)	OSU Research Farm
May 12, 1:30 pm	Strip Till field demo (partner Eric Horning)	Horning farm
May 21, 10am-12 pm	Let's Pull Together (Benton CWMA)	<ul style="list-style-type: none"> <li>• Mary's River Park (Philomath)</li> <li>• Witham Hill Natural Area (Corvallis)</li> <li>• Takena Landing (North Albany)</li> </ul>
May 23, 6-7:15 pm	BSWCD Budget Committee Meeting	Zoom
May 24-25, 8 am-12 pm	2022 Agricultural Biodiversity on Western Farms Conference	OSU virtual conference
May 31	Second Budget Committee Meeting (if needed)	Zoom
June 13, 6-7 pm	BSWCD Monthly Board Meeting	TBD
June 23 & July 30, TBD	Weed pull events on the water	<ul style="list-style-type: none"> <li>• Michael's Landing to Hyak Park</li> <li>• Crystal Lake to Michael's Landing.</li> </ul>

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

Monday, March 9, 2022; 6:00-7:30 PM  
Zoom Video Conference: <https://zoom.us/join>  
Phone: 1-669-900-6833  
Meeting ID: 891 0690 9070  
Passcode: 716420



## BOARD OF DIRECTORS INFORMAL MEETING - MINUTES

### **In Attendance**

Board Members Present: Nate Johnson, Bob Morris, Kerry Hastings, Jerry Paul, Eliza Mason, Graham Trask, Faye Yoshihara (Emeritus)

Board Members Absent: Henry Storch

Associate Directors Present: Marcella Henkels, Rana Foster

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

Others Present: Amy Kaiser (NRCS)

### **Call to Order**

[Johnson] 6:01 pm

This informal (no agenda) meeting of staff and board was get to know each other better and to discuss issues of interest related to natural resource conservation. Themes that emerged included:

- Conservation resources: *The Willamette Valley: Choices for the Future* by landscape architect Lawrence Halprin (Nate); work of Dave Hulse at UO and Stan Gregory at OSU, Spring Creek Project, Terrain.org (Holly); *High Country News*, *Sand County Almanac* (Nate); entomologist/wildlife ecologist Doug Tallamy books and talks (Kerry, Bob); *Landowner's Guide to Managing for Restoring and Managing Oregon White Oak Habitats* (Jerry).
- Oak restoration. Discussed legacy oaks; preserving oak woodlands; ways to collaborate with others doing this work (e.g., NRCS) and encourage oak planting, such as by incorporating an acorn give-away into the native plant sale, using the forest tax deferral to incentivize planting, working with schools for children to plant acorns. Oaks are good for carbon sequestration because they are long-lived and would not be planted to be cut down, as Douglas Firs are.
- Meaningful trees. Shared stories of trees that we cared for or had some significance to us; discussed this as a possible theme for blog posts.

Participants agreed the meeting was a good way to brainstorm and discuss ideas outside of board meetings and that we should consider doing such meetings quarterly.

### **Meeting Adjourned**

[Johnson] 7:34 pm

Thursday, April 7, 2022; 4:00-6:00 PM

Zoom Video Conference: <https://us02web.zoom.us/j/81857797954>

Phone: 1-669-900-6833

Meeting ID: 818 5779 7954



## BOARD OF DIRECTORS STRATEGIC PLANNING MEETING - MINUTES

### In Attendance

Board Members Present: Nate Johnson, Bob Morris, Kerry Hastings, Jerry Paul, Eliza Mason, Faye Yoshihara (Emeritus), Henry Storch

Board Members Absent: Grahm Trask

Associate Directors Present: Marcella Henkels

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

Others Present: Amy Stork (consultant/facilitator)

### Call to Order

[Johnson] 4:01 pm

This was a special meeting of staff and board facilitated by Amy Stork to review the draft five-year strategic planning document and brainstorm new content about values and teamwork.

### Agenda:

- 4:00 Welcome
- 4:10 Values and teamwork
- 5:25 Strategic direction review
- 6:00 Adjourn

### Objectives:

- Connect with each other
- Explore and confirm shared values
- Plan for more teamwork
- Brief review of vision, goals, strategies

Amy reviewed strategic plan elements (Vision, Mission, Goals/Outcomes, Strategies, Values); a working definition of Values; and the values staff and board had suggested, which she clumped into the categories of:

- Collaboration/teamwork
- Community inclusion
- Innovation and improvement
- Excellent customer service

Participants did exercises in breakout rooms to explore how the District might follow through on its identified values and to generate ideas about specific actions staff and board could take. Groups shared their ideas and Amy captured pitfalls and antidotes to accomplishing the ideas. The group also discussed common threads woven through the strategic plan: climate, increased impact, equity, and collaborative leadership. Amy will take the work of values and the revenue ideas that staff will discuss on April 14 and incorporate them into the next draft of the strategic direction document.

**Meeting Adjourned:** 6:00 pm

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

Monday, April 11, 2022; 6:00-6:45 PM  
Phone: 1-669-900-6833  
Meeting ID: 844 6825 0202  
Passcode: 640956



## BOARD OF DIRECTORS MEETING MINUTES

### In Attendance

Board Members Present: Nate Johnson, Bob Morris, Jerry Paul, Eliza Mason, Henry Storch, Faye Yoshihara (Emeritus)

Board Members Absent: Graham Trask, Kerry Hastings

Associate Directors Present: Marcella Henkels, Rana Foster, David Barron

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

Others Present: Amy Kaiser (NRCS)

### Call to Order

[Johnson] 6:08 pm

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

Holly asked to add a discussion about the upcoming general election since she had recently received information from ODA.

### CONSENT AGENDA

- **Approve draft board meeting Minutes – March 14, 2022:** Discussion: none
- **Approve Financials for 2/28/22;** Discussion: none
- **Approve Budget Resolution No. FY2021-2022-11: \$12,100 for Horse Island restoration from OWEB Small Grant No. 09-22-002-20225:** Discussion: none

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

### REGULAR AGENDA

#### Director suggestions for board meeting presentation topics (by staff and outside presenters)

Holly: Michael, Teresa, and Donna have all presented, but what other topics are directors interested in? Could be a presentation from staff, such as more detail on projects in the grants summary, or from an external group, such as the Mid-Willamette Beaver Partnership, who talked at the NRCS workgroup. Ideas included:

- Oak restoration
- Invasive weeds—photos, fun facts
- Team up with other organizations, such as Institute for Applied Ecology or Conservation Biology Institute to understand how we might team up with them or offer services.

#### Budget Committee Meeting discussion (virtual meeting, staff presentations, role of BC, etc.)

The meeting is scheduled for May 23 from 6:00-7:15 via Zoom. Holly connected with Liz Brooks, whose term has expired, and Liz wants to stay on the Committee. Do directors want staff presentations at the meeting? Historically, meetings were longer and staff had a slide show about accomplishments, but for the past two years we have submitted the annual report and had just one slide listing accomplishments for the year.

Faye noted that part of the rationale was that the annual report is beautifully done and since Budget Committee members typically do not attend the annual meeting, it probably is the first time they have seen it.

Nate suggested forgoing presentations since everyone is busy, unless there is something staff want to share.

#### Strategic Planning document review/approval timeline

Holly: Staff will have a meeting on April 14 facilitated by Consultant Amy Stork to talk about revenue generation. Amy will provide a new draft of the strategic direction document within 24 hours of that meeting. Holly and Michael will review it, then send it to all staff, board, and associates. There will be a deadline for comments and Amy will incorporate them into the draft. The May board meeting will include another discussion. All documents referenced in these minutes are a part of the official record and can be distributed upon request.

of the updated version. Depending on the outcome of that discussion, it may be approved at the June 13 budget meeting/board meeting.

### **District use of Contractors**

At the Personnel and Finance Committee meeting there was discussion about using contractors to save money and expand the District's impact. Staff want directors to be aware of their widespread use of contractors. The District regularly uses Jenny Brausch for bookkeeping services; Advantage Computing for IT needs; Abide Web Design for website hosting and maintenance; and Koontz, Blasquez and Associates for the annual audit. Holly noted that she recently signed a three-year audit contract, which locks us in at a lower price. Michael added additional contractors that he, Donna, and Teresa use to complete grant projects:

- Vegetation contractors to cut blackberries and trees or do planting.
- Marys River Watershed Council helps with ODA-funded water quality monitoring work in Upper Muddy Creek Strategic Implementation Area.
- Willamette Riverkeeper on aquatic invasive species, specifically Paddle and Pull events.
- Luckiamute Watershed Council for project management on Donna's J2E project.
- Red Hill Soils does soil classification work for Teresa's TA grant.

### **November 2022 Election**

Five of seven directors will be on the general election ballot. Jerry and Eliza are the only two that will not. We will get paperwork from ODA. Bob and Nate's terms are through 2024, but since they were appointed, they need to run in 2022. Please let Holly know if you do not plan to run.

- Bob does not plan to run.
- Henry does not plan to run but wants to stay on as an associate.
- David is interested in running for Zone 1.

Holly and Faye encouraged directors running to include something in the voters' pamphlet. This can reduce calls to staff seeking information about candidates and is an opportunity to talk about the work of the district.

### **Additional questions**

Nate had questions from his reading of staff reports. Staff answered questions about the revenue strategy meeting, the Willamette Mainstem Cooperative and Benton CWMA, how and why ODA designates a "property of interest," and Donna's work within the SIA to improve watershed health.

Jerry answered Nate's question about the check register. Directors previously did not want to receive the check register; however, it was agreed that current directors want to receive it so it will be included in the financials for the board packet from now on.

Marcella asked about the requirement for directors to have a conservation plan. Michael has a template that he used for Bob's property. Linda will send the information to all directors to see the eligibility requirements. It is also on the District's website under "Director Elections."

### **Meeting Adjourned**

[Johnson] 7:06 pm

**Benton Soil & Water Conservation District**  
**Balance Sheet**  
 As of March 31, 2022

	<b>Mar 31, 22</b>	<b>Mar 31, 21</b>	<b>\$ Change</b>
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
10100 - Citizens Bank	102,240.44	104,452.82	-2,212.38
10150 - Citizens Bank #2	4,952.90	6,816.76	-1,863.86
10200 - LGIP	944,038.16	933,872.14	10,166.02
10300 - Stripe	-4.00	1,831.77	-1,835.77
10800 - Petty Cash	24.00	24.00	0.00
<b>Total Checking/Savings</b>	<b>1,051,251.50</b>	<b>1,046,997.49</b>	<b>4,254.01</b>
<b>Accounts Receivable</b>			
11000 - Accounts Receivable	15,673.19	0.00	15,673.19
11400 - Grants Receivable	11,529.78	49,612.44	-38,082.66
<b>Total Accounts Receivable</b>	<b>27,202.97</b>	<b>49,612.44</b>	<b>-22,409.47</b>
<b>Other Current Assets</b>			
100-1050 CashDue to/from Bld Fnd	-103,200.00	-93,200.00	-10,000.00
100-1500 Due to/from Proj Fund	-102,910.93	-210,171.93	107,261.00
200-1080 CashDue to/from Gen Fnd	102,910.93	210,171.93	-107,261.00
400-1505 Due to/from BR Fund	103,200.00	93,200.00	10,000.00
13000 - Prepaid expenses-Audit	5,878.95	7,619.36	-1,740.41
<b>Total Other Current Assets</b>	<b>5,878.95</b>	<b>7,619.36</b>	<b>-1,740.41</b>
<b>Total Current Assets</b>	<b>1,084,333.42</b>	<b>1,104,229.29</b>	<b>-19,895.87</b>
<b>Other Assets</b>			
18400 - Property Tax Receivable-Audit	10,110.00	10,528.00	-418.00
<b>Total Other Assets</b>	<b>10,110.00</b>	<b>10,528.00</b>	<b>-418.00</b>
<b>TOTAL ASSETS</b>	<b>1,094,443.42</b>	<b>1,114,757.29</b>	<b>-20,313.87</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
20000 - General Accounts Payable	2,805.66	1,036.04	1,769.62
20100 - Project Accts Payable	10,442.50	0.00	10,442.50
<b>Total Accounts Payable</b>	<b>13,248.16</b>	<b>1,036.04</b>	<b>12,212.12</b>
<b>Credit Cards</b>			
<b>22000 - CITIZENS BANK MASTER CARD</b>			
22200 - Holly's CC - 2995	120.19	115.00	5.19
22400 - Teresa's CC - 3019	103.51	0.00	103.51
22500 - Heath's CC - 3027	149.90	209.10	-59.20
22520 - Linda's CC - 5980	261.31	547.71	-286.40
<b>Total 22000 - CITIZENS BANK MASTER CARD</b>	<b>634.91</b>	<b>871.81</b>	<b>-236.90</b>
<b>Total Credit Cards</b>	<b>634.91</b>	<b>871.81</b>	<b>-236.90</b>
<b>Other Current Liabilities</b>			
<b>24000 - PAYROLL LIABILITIES</b>			
24010 - 941 Account	5,939.74	5,290.26	649.48
24020 - Oregon Withholding	1,496.00	1,375.00	121.00

**Benton Soil & Water Conservation District**  
**Balance Sheet**  
 As of March 31, 2022

	<b>Mar 31, 22</b>	<b>Mar 31, 21</b>	<b>\$ Change</b>
24030 · OR-WBF SUTA	438.63	1,010.23	-571.60
24040 · Medical Employee	0.00	856.04	-856.04
24050 · Medical Employer	0.00	4,055.95	-4,055.95
<b>Total 24000 · PAYROLL LIABILITIES</b>	<b>7,874.37</b>	<b>12,587.48</b>	<b>-4,713.11</b>
25800 · Deferred Revenue Grants-Audit	118,617.07	208,325.64	-89,708.57
25810 · Deferred Revenue Donations	246.72	0.00	246.72
<b>Total Other Current Liabilities</b>	<b>126,738.16</b>	<b>220,913.12</b>	<b>-94,174.96</b>
<b>Total Current Liabilities</b>	<b>140,621.23</b>	<b>222,820.97</b>	<b>-82,199.74</b>
<b>Long Term Liabilities</b>			
27050 · Deferred Revenue Taxes -Audit	8,261.09	8,440.09	-179.00
<b>Total Long Term Liabilities</b>	<b>8,261.09</b>	<b>8,440.09</b>	<b>-179.00</b>
<b>Total Liabilities</b>	<b>148,882.32</b>	<b>231,261.06</b>	<b>-82,378.74</b>
<b>Equity</b>			
31100 · Building Reserve Fund Balance	103,200.00	103,200.00	0.00
31200 · Project Fund Balance	10,210.00	10,210.00	0.00
32000 · General Fund Balance	666,461.80	594,005.70	72,456.10
Net Income	165,689.30	176,080.53	-10,391.23
<b>Total Equity</b>	<b>945,561.10</b>	<b>883,496.23</b>	<b>62,064.87</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,094,443.42</b>	<b>1,114,757.29</b>	<b>-20,313.87</b>



4:26 PM

04/26/22

Accrual Basis

**Benton Soil & Water Conservation District**  
**Citizens Bank Check Register**  
As of March 31, 2022

Type	Date	Num	Name	Memo	Debit	Credit	Balance
<b>10100 - Citizens Bank</b>							111,728.88
Deposit	03/04/2022			Deposit	1,623.50		113,352.38
Transfer	03/17/2022			Funds Transfer	50,000.00		163,352.38
Deposit	03/17/2022			Deposit	257.00		163,609.38
Deposit	03/25/2022			Deposit	365.00		163,974.38
Deposit	03/14/2022			Deposit	385.00		164,359.38
Deposit	03/03/2022			Deposit	97.75		164,457.13
Liability Check	03/30/2022		QuickBooks Payroll Service	Created by Payroll S...		19,417.17	145,039.96
Deposit	03/29/2022			Deposit	7,445.00		152,484.96
Deposit	03/31/2022			Interest	4.87		152,489.83
Paycheck	03/31/2022	DD	Ahr, Michael S	Direct Deposit	0.00		152,489.83
Paycheck	03/31/2022	DD	Crosson, Holly A	Direct Deposit	0.00		152,489.83
Paycheck	03/31/2022	DD	Lovett, Linda K	Direct Deposit	0.00		152,489.83
Paycheck	03/31/2022	DD	Matteson, Teresa L	Direct Deposit	0.00		152,489.83
Paycheck	03/31/2022	DD	Schmitz, Donna J	Direct Deposit	0.00		152,489.83
Liability Check	03/04/2022	EFT	United States Treasury	93-1077051		8,615.82	143,874.01
Liability Check	03/04/2022	EFT	Oregon Dept of Revenue	0292193-0		2,209.00	141,665.01
Check	03/09/2022	EFT	Card Service Center - Master...	Online Payment		497.49	141,167.52
Bill Pmt -Check	03/15/2022	EFT	1Auto - Comcast	8778 10 601 2891048		109.85	141,057.67
Bill Pmt -Check	03/29/2022	EFT	1Auto - Verizon			128.20	140,929.47
Bill Pmt -Check	03/01/2022	7866	Champoeg Nursery	CIR# 7060		4,605.60	136,323.87
Bill Pmt -Check	03/01/2022	7867	Mater Investment Company	CIR# 7055:		2,002.25	134,321.62
Bill Pmt -Check	03/01/2022	7868	Nicholas Cavagnaro	CIR# 7056		1,183.18	133,138.44
Bill Pmt -Check	03/01/2022	7869	Scholls Valley Native Nursery,...	CIR# 7058		3,174.25	129,964.19
Bill Pmt -Check	03/01/2022	7870	Sevenoaks Native Nursery LLC	CIR# 7054		6,573.95	123,390.24
Bill Pmt -Check	03/01/2022	7871	Staff- Heath Keirstead {V}	CIR# 7059		497.40	122,892.84
Bill Pmt -Check	03/01/2022	7872	Staff- Michael Ahr - V	CIR# 7061		30.01	122,862.83
Bill Pmt -Check	03/01/2022	7873	Willamette Gardens	CIR# 7057		981.75	121,881.08
Bill Pmt -Check	03/08/2022	7874	Advantage Computing & Elec...	CIR# 7063		1,018.59	120,862.49
Bill Pmt -Check	03/08/2022	7875	Jenny Brausch Business Solu...	CIR# 2197		964.17	119,898.32
Bill Pmt -Check	03/08/2022	7876	Valley Fire Control, Inc.	CIR# 7065		50.00	119,848.32
Bill Pmt -Check	03/15/2022	7877	Integrated Resource Manage...	CIR# 7050		945.00	118,903.32
Bill Pmt -Check	03/15/2022	7878	Luckiamute Watershed Council	CIR# 7062		531.50	118,371.82
Bill Pmt -Check	03/15/2022	7879	2 - Xerox Financial Services	CIR# 7069		156.17	118,215.65
Bill Pmt -Check	03/15/2022	7880	Advantage Computing & Elec...	CIR# 7070		98.50	118,117.15
Bill Pmt -Check	03/15/2022	7881	Staff- Donna Schmitz {V}	CIR# 7066		160.32	117,956.83
Bill Pmt -Check	03/15/2022	7882	Staff- Teresa Matteson {V}	CIR# 7067		98.28	117,858.55
Bill Pmt -Check	03/15/2022	7883	Staples	CIR# 7068		113.49	117,745.06
Liability Check	03/29/2022	7884	SDIS	03-0018433 CIR# 7...		4,540.17	113,204.89

4:26 PM

04/26/22

Accrual Basis

**Benton Soil & Water Conservation District**  
**Citizens Bank Check Register**  
As of March 31, 2022

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
Check	03/29/2022	7885	Mark Miller	VOID: CIR# 7077	0.00		113,204.89
Bill Pmt -Check	03/29/2022	7886	Amy Stork Consulting LLC	CIR# 7078		4,925.00	108,279.89
Bill Pmt -Check	03/29/2022	7887	Crystal Lake Storage	CIR# 7073		157.00	108,122.89
Bill Pmt -Check	03/29/2022	7888	Mater Investment Company	CIR# 7074:		2,002.25	106,120.64
Bill Pmt -Check	03/29/2022	7889	Northwest Local Government ...	CIR# 7075		1,170.00	104,950.64
Liability Check	03/29/2022	7890	VALIC	Group #67994		2,710.20	102,240.44
Total 10100 · Citizens Bank					60,178.12	69,666.56	102,240.44
<b>TOTAL</b>					<b>60,178.12</b>	<b>69,666.56</b>	<b>102,240.44</b>

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

	<b>Building Reserve</b>	<b>General Fund</b>	<b>Project Fund</b>	<b>TOTAL</b>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
43300 · Grant/Project Administration	0.00	0.00	155,236.04	155,236.04
44535 · Taxes Levied	0.00	471,738.44	0.00	471,738.44
44540 · ODA Operations	0.00	26,372.00	0.00	26,372.00
44545 · ODA Tech, LMA & Scope of Work	0.00	61,879.19	0.00	61,879.19
45000 · Interest Income	0.00	3,422.03	0.00	3,422.03
46430 · MISCELLANEOUS	0.00	2,651.11	0.00	2,651.11
47200 · CREP, SQP-Fee for Services	0.00	7,176.00	0.00	7,176.00
47400 · Native Plant Sale Income	0.00	33,356.06	0.00	33,356.06
48000 · TRANSFERS IN	5,000.00	13,644.00	0.00	18,644.00
<b>Total Income</b>	<b>5,000.00</b>	<b>620,238.83</b>	<b>155,236.04</b>	<b>780,474.87</b>
<b>Gross Profit</b>	<b>5,000.00</b>	<b>620,238.83</b>	<b>155,236.04</b>	<b>780,474.87</b>
<b>Expense</b>				
60000 · MATERIALS & SERVICES	0.00	117,288.81	0.00	117,288.81
66000 · PAYROLL EXPENSES	0.00	335,739.78	16,654.11	352,393.89
68000 · PROJECTS-SVC-SUPP-MATERIALS	0.00	0.00	126,458.87	126,458.87
69400 · TRANSFERS OUT	0.00	5,000.00	13,644.00	18,644.00
<b>Total Expense</b>	<b>0.00</b>	<b>458,028.59</b>	<b>156,756.98</b>	<b>614,785.57</b>
<b>Net Ordinary Income</b>	<b>5,000.00</b>	<b>162,210.24</b>	<b>-1,520.94</b>	<b>165,689.30</b>
<b>Net Income</b>	<b>5,000.00</b>	<b>162,210.24</b>	<b>-1,520.94</b>	<b>165,689.30</b>

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

	<b>Building Reserve</b>	<b>General Fund</b>	<b>Project Fund</b>	<b>TOTAL</b>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
43300 · Grant/Project Administration	0.00	0.00	155,236.04	155,236.04
44535 · Taxes Levied	0.00	471,738.44	0.00	471,738.44
44540 · ODA Operations	0.00	26,372.00	0.00	26,372.00
44545 · ODA Tech, LMA & Scope of Work	0.00	61,879.19	0.00	61,879.19
45000 · Interest Income	0.00	3,422.03	0.00	3,422.03
<b>46430 · MISCELLANEOUS</b>				
46432 · Contributions	0.00	674.00	0.00	674.00
46490 · Adjustment Account - Audit	0.00	1,977.11	0.00	1,977.11
<b>Total 46430 · MISCELLANEOUS</b>	<b>0.00</b>	<b>2,651.11</b>	<b>0.00</b>	<b>2,651.11</b>
47200 · CREP, SQP-Fee for Services	0.00	7,176.00	0.00	7,176.00
47400 · Native Plant Sale Income	0.00	33,356.06	0.00	33,356.06
<b>48000 · TRANSFERS IN</b>				
48100 · Building Reserve Fund	5,000.00	0.00	0.00	5,000.00
48400 · Transfer Admin from Project Fd	0.00	13,644.00	0.00	13,644.00
<b>Total 48000 · TRANSFERS IN</b>	<b>5,000.00</b>	<b>13,644.00</b>	<b>0.00</b>	<b>18,644.00</b>
<b>Total Income</b>	<b>5,000.00</b>	<b>620,238.83</b>	<b>155,236.04</b>	<b>780,474.87</b>
<b>Gross Profit</b>	<b>5,000.00</b>	<b>620,238.83</b>	<b>155,236.04</b>	<b>780,474.87</b>
<b>Expense</b>				
<b>60000 · MATERIALS &amp; SERVICES</b>				
<b>61300 · CONFERENCES AND TRAINING</b>				
61330 · Registration	0.00	1,568.00	0.00	1,568.00
<b>Total 61300 · CONFERENCES AND TRAINING</b>	<b>0.00</b>	<b>1,568.00</b>	<b>0.00</b>	<b>1,568.00</b>
<b>61500 · COMMUNITY CONSERVATION PROGRAMS</b>				
61510 · Conservation Education (Youth)	0.00	8,162.97	0.00	8,162.97
61520 · Conservation Incentive Program	0.00	2,000.00	0.00	2,000.00
61530 · Invasives Program	0.00	787.00	0.00	787.00
61540 · Native Plant Sale	0.00	18,694.89	0.00	18,694.89
61570 · Soil Quality Program	0.00	2,109.98	0.00	2,109.98
61585 · Conservation Leadership - EDI	0.00	1,600.00	0.00	1,600.00
<b>Total 61500 · COMMUNITY CONSERVATION PROGRAMS</b>	<b>0.00</b>	<b>33,354.84</b>	<b>0.00</b>	<b>33,354.84</b>
<b>62100 · CONTRACTED AND PROF SERVICES</b>				
62115 · Audit	0.00	4,900.00	0.00	4,900.00
62120 · Computer Support	0.00	1,314.20	0.00	1,314.20
<b>62130 · PROFESSIONAL SERVICES</b>				
62140 · Legal	0.00	2,620.00	0.00	2,620.00
62150 · Accounting	0.00	15,524.18	0.00	15,524.18
62160 · Facilitation	0.00	6,925.00	0.00	6,925.00
62170 · Web Design, Logo - Market	0.00	1,419.00	0.00	1,419.00
<b>Total 62130 · PROFESSIONAL SERVICES</b>	<b>0.00</b>	<b>26,488.18</b>	<b>0.00</b>	<b>26,488.18</b>
62190 · Misc Contracted Services	0.00	5,050.00	0.00	5,050.00
<b>Total 62100 · CONTRACTED AND PROF SERVICES</b>	<b>0.00</b>	<b>37,752.38</b>	<b>0.00</b>	<b>37,752.38</b>

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

	<b>Building Reserve</b>	<b>General Fund</b>	<b>Project Fund</b>	<b>TOTAL</b>
<b>62300 · Dues/Subscriptions/Fees</b>	0.00	6,098.56	0.00	6,098.56
<b>62800 · OFFICE OCCUPANCY</b>				
<b>62820 · Rent &amp; Parking</b>	0.00	21,564.50	0.00	21,564.50
<b>62830 · Utilities</b>	0.00	3,611.02	0.00	3,611.02
<b>62800 · OFFICE OCCUPANCY - Other</b>	0.00	34.48	0.00	34.48
<b>Total 62800 · OFFICE OCCUPANCY</b>	0.00	25,210.00	0.00	25,210.00
<b>65000 · SUPPLIES AND MATERIALS</b>				
<b>65010 · COPIER AND SUPPLIES</b>				
<b>65014 · Lease</b>	0.00	1,397.18	0.00	1,397.18
<b>Total 65010 · COPIER AND SUPPLIES</b>	0.00	1,397.18	0.00	1,397.18
<b>65030 · Office Supplies</b>	0.00	1,639.10	0.00	1,639.10
<b>65040 · Postage</b>	0.00	61.24	0.00	61.24
<b>65050 · Software/Computer Accessorie</b>	0.00	1,927.59	0.00	1,927.59
<b>Total 65000 · SUPPLIES AND MATERIALS</b>	0.00	5,025.11	0.00	5,025.11
<b>65110 · PRODUCTION COSTS</b>				
<b>65112 · Advertising and Website</b>	0.00	413.44	0.00	413.44
<b>65116 · Newsletters</b>	0.00	2,024.66	0.00	2,024.66
<b>Total 65110 · PRODUCTION COSTS</b>	0.00	2,438.10	0.00	2,438.10
<b>65120 · Insurance &amp; Fidelity Bond</b>	0.00	4,489.97	0.00	4,489.97
<b>65320 · Mileage/travel related expenses</b>	0.00	1,177.95	0.00	1,177.95
<b>65400 · Meetings &amp; Events</b>	0.00	173.90	0.00	173.90
<b>Total 60000 · MATERIALS &amp; SERVICES</b>	0.00	117,288.81	0.00	117,288.81
<b>66000 · PAYROLL EXPENSES</b>				
<b>66200 · Wages</b>	0.00	258,088.43	13,038.87	271,127.30
<b>66410 · Health, Dental &amp; Life Insurance</b>	0.00	42,795.19	2,235.04	45,030.23
<b>66420 · Retirement</b>	0.00	13,483.37	247.20	13,730.57
<b>66500 · Payroll Taxes</b>				
<b>66510 · FICA Employer</b>	0.00	19,296.55	995.22	20,291.77
<b>66520 · SUTA</b>	0.00	1,883.31	133.71	2,017.02
<b>66530 · OR-WBF</b>	0.00	76.68	4.07	80.75
<b>Total 66500 · Payroll Taxes</b>	0.00	21,256.54	1,133.00	22,389.54
<b>66800 · Fees</b>	0.00	116.25	0.00	116.25
<b>Total 66000 · PAYROLL EXPENSES</b>	0.00	335,739.78	16,654.11	352,393.89
<b>68000 · PROJECTS-SVC-SUPP-MATERIALS</b>				
<b>68010 · Project Contracted Services</b>	0.00	0.00	103,481.55	103,481.55
<b>68020 · Project Mileage &amp; Travel</b>	0.00	0.00	132.72	132.72
<b>68040 · Project Supplies &amp; Materials</b>	0.00	0.00	22,844.60	22,844.60
<b>Total 68000 · PROJECTS-SVC-SUPP-MATERI/</b>	0.00	0.00	126,458.87	126,458.87
<b>69400 · TRANSFERS OUT</b>				
<b>69410 · Trf GF to Building Reserve Fd</b>	0.00	5,000.00	0.00	5,000.00
<b>69440 · Trf PF to General Fund</b>	0.00	0.00	13,644.00	13,644.00
<b>Total 69400 · TRANSFERS OUT</b>	0.00	5,000.00	13,644.00	18,644.00
<b>Total Expense</b>	0.00	458,028.59	156,756.98	614,785.57

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

	<b>Building Reserve</b>	<b>General Fund</b>	<b>Project Fund</b>	<b>TOTAL</b>
<b>Net Ordinary Income</b>	5,000.00	162,210.24	-1,520.94	165,689.30
<b>Net Income</b>	<b>5,000.00</b>	<b>162,210.24</b>	<b>-1,520.94</b>	<b>165,689.30</b>

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

	<b>Jul '21 - Mar 22</b>	<b>Jul '20 - Mar 21</b>	<b>\$ Change</b>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
43300 · Grant/Project Administration	155,236.04	225,876.40	-70,640.36
44535 · Taxes Levied	471,738.44	448,167.86	23,570.58
44540 · ODA Operations	26,372.00	24,994.75	1,377.25
44545 · ODA Tech, LMA & Scope of Work	61,879.19	43,740.00	18,139.19
45000 · Interest Income	3,422.03	5,358.24	-1,936.21
46430 · MISCELLANEOUS			
46432 · Contributions	674.00	1,050.00	-376.00
46440 · Refunds and Reimbursements	0.00	7,246.55	-7,246.55
46490 · Adjustment Account - Audit	1,977.11	0.00	1,977.11
<b>Total 46430 · MISCELLANEOUS</b>	<b>2,651.11</b>	<b>8,296.55</b>	<b>-5,645.44</b>
47200 · CREP, SQP-Fee for Services	7,176.00	7,248.00	-72.00
47400 · Native Plant Sale Income	33,356.06	27,080.68	6,275.38
48000 · TRANSFERS IN			
48100 · Building Reserve Fund	5,000.00	10,000.00	-5,000.00
48400 · Transfer Admin from Project Fd	13,644.00	19,192.10	-5,548.10
<b>Total 48000 · TRANSFERS IN</b>	<b>18,644.00</b>	<b>29,192.10</b>	<b>-10,548.10</b>
<b>Total Income</b>	<b>780,474.87</b>	<b>819,954.58</b>	<b>-39,479.71</b>
<b>Gross Profit</b>	<b>780,474.87</b>	<b>819,954.58</b>	<b>-39,479.71</b>
<b>Expense</b>			
60000 · MATERIALS & SERVICES			
61300 · CONFERENCES AND TRAINING			
61330 · Registration	1,568.00	2,050.00	-482.00
61340 · Training and Education Material	0.00	589.95	-589.95
<b>Total 61300 · CONFERENCES AND TRAINING</b>	<b>1,568.00</b>	<b>2,639.95</b>	<b>-1,071.95</b>
61500 · COMMUNITY CONSERVATION PROGRAMS			
61510 · Conservation Education (Youth)	8,162.97	5,100.00	3,062.97
61520 · Conservation Incentive Program	2,000.00	769.70	1,230.30
61530 · Invasives Program	787.00	947.04	-160.04
61540 · Native Plant Sale	18,694.89	15,801.60	2,893.29
61570 · Soil Quality Program	2,109.98	429.78	1,680.20
61585 · Conservation Leadership - EDI	1,600.00	60.00	1,540.00
<b>Total 61500 · COMMUNITY CONSERVATION PROGRA</b>	<b>33,354.84</b>	<b>23,108.12</b>	<b>10,246.72</b>
62100 · CONTRACTED AND PROF SERVICES			
62115 · Audit	4,900.00	4,750.00	150.00
62120 · Computer Support	1,314.20	791.00	523.20
62130 · PROFESSIONAL SERVICES			
62140 · Legal	2,620.00	2,800.00	-180.00
62150 · Accounting	15,524.18	15,083.46	440.72
62160 · Facilitation	6,925.00	0.00	6,925.00
62170 · Web Design, Logo - Marketing	1,419.00	2,842.25	-1,423.25
<b>Total 62130 · PROFESSIONAL SERVICES</b>	<b>26,488.18</b>	<b>20,725.71</b>	<b>5,762.47</b>

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

	<b>Jul '21 - Mar 22</b>	<b>Jul '20 - Mar 21</b>	<b>\$ Change</b>
62190 · Misc Contracted Services	5,050.00	5,765.00	-715.00
<b>Total 62100 · CONTRACTED AND PROF SERVICES</b>	<b>37,752.38</b>	<b>32,031.71</b>	<b>5,720.67</b>
62300 · Dues/Subscriptions/Fees	6,098.56	6,046.26	52.30
62800 · OFFICE OCCUPANCY			
62810 · Alarm & Janitorial Services	0.00	1,276.24	-1,276.24
62820 · Rent & Parking	21,564.50	33,116.60	-11,552.10
62830 · Utilities	3,611.02	9,118.58	-5,507.56
62840 · Other	0.00	13.42	-13.42
62800 · OFFICE OCCUPANCY - Other	34.48	0.00	34.48
<b>Total 62800 · OFFICE OCCUPANCY</b>	<b>25,210.00</b>	<b>43,524.84</b>	<b>-18,314.84</b>
65000 · SUPPLIES AND MATERIALS			
65010 · COPIER AND SUPPLIES			
65012 · Copies	0.00	490.16	-490.16
65014 · Lease	1,397.18	1,468.61	-71.43
<b>Total 65010 · COPIER AND SUPPLIES</b>	<b>1,397.18</b>	<b>1,958.77</b>	<b>-561.59</b>
65020 · Equipment	0.00	189.99	-189.99
65030 · Office Supplies	1,639.10	1,448.79	190.31
65040 · Postage	61.24	176.04	-114.80
65050 · Software/Computer Accessories	1,927.59	429.97	1,497.62
<b>Total 65000 · SUPPLIES AND MATERIALS</b>	<b>5,025.11</b>	<b>4,203.56</b>	<b>821.55</b>
65110 · PRODUCTION COSTS			
65112 · Advertising and Website	413.44	610.92	-197.48
65116 · Newsletters	2,024.66	2,407.39	-382.73
65118 · Publications	0.00	325.00	-325.00
<b>Total 65110 · PRODUCTION COSTS</b>	<b>2,438.10</b>	<b>3,343.31</b>	<b>-905.21</b>
65120 · Insurance & Fidelity Bond	4,489.97	3,531.01	958.96
65160 · Miscellaneous	0.00	75.00	-75.00
65320 · Mileage/travel related expenses	1,177.95	658.10	519.85
65400 · Meetings & Events	173.90	295.14	-121.24
<b>Total 60000 · MATERIALS &amp; SERVICES</b>	<b>117,288.81</b>	<b>119,457.00</b>	<b>-2,168.19</b>
66000 · PAYROLL EXPENSES			
66200 · Wages	271,127.30	248,990.09	22,137.21
66410 · Health, Dental & Life Insurance	45,030.23	39,864.22	5,166.01
66420 · Retirement	13,730.57	16,254.97	-2,524.40
66500 · Payroll Taxes			
66510 · FICA Employer	20,291.77	18,458.34	1,833.43
66520 · SUTA	2,017.02	1,428.55	588.47
66530 · OR-WBF	80.75	82.59	-1.84
<b>Total 66500 · Payroll Taxes</b>	<b>22,389.54</b>	<b>19,969.48</b>	<b>2,420.06</b>
66800 · Fees	116.25	116.25	0.00
<b>Total 66000 · PAYROLL EXPENSES</b>	<b>352,393.89</b>	<b>325,195.01</b>	<b>27,198.88</b>
68000 · PROJECTS-SVC-SUPP-MATERIALS			
68010 · Project Contracted Services	103,481.55	168,701.80	-65,220.25



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

	<b>Jul '21 - Mar 22</b>	<b>Jul '20 - Mar 21</b>	<b>\$ Change</b>
68020 · Project Mileage & Travel	132.72	820.57	-687.85
68030 · Project Other	0.00	7.57	-7.57
68040 · Project Supplies & Materials	22,844.60	500.00	22,344.60
<b>Total 68000 · PROJECTS-SVC-SUPP-MATERIALS</b>	<b>126,458.87</b>	<b>170,029.94</b>	<b>-43,571.07</b>
69400 · TRANSFERS OUT			
69410 · Trf GF to Building Reserve Fd	5,000.00	10,000.00	-5,000.00
69440 · Trf PF to General Fund	13,644.00	19,192.10	-5,548.10
<b>Total 69400 · TRANSFERS OUT</b>	<b>18,644.00</b>	<b>29,192.10</b>	<b>-10,548.10</b>
<b>Total Expense</b>	<b>614,785.57</b>	<b>643,874.05</b>	<b>-29,088.48</b>
<b>Net Ordinary Income</b>	<b>165,689.30</b>	<b>176,080.53</b>	<b>-10,391.23</b>
<b>Net Income</b>	<b>165,689.30</b>	<b>176,080.53</b>	<b>-10,391.23</b>

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

	Jul '21 - Mar 22	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
43000 - Beginning Balance	0.00	576,051.00	-576,051.00	0.0%
44530 - Benton County Public Works	0.00	5,000.00	-5,000.00	0.0%
44535 - Taxes Levied	471,738.44	470,000.00	1,738.44	100.37%
44540 - ODA Operations	26,372.00	26,372.00	0.00	100.0%
44545 - ODA Tech, LMA & Scope of Work	61,879.19	61,535.00	344.19	100.56%
45000 - Interest Income	3,422.03	4,500.00	-1,077.97	76.05%
<b>46430 - MISCELLANEOUS</b>				
46432 - Contributions	674.00			
46490 - Adjustment Account - Audit	1,977.11			
46430 - MISCELLANEOUS - Other	0.00	7,250.00	-7,250.00	0.0%
<b>Total 46430 - MISCELLANEOUS</b>	<b>2,651.11</b>	<b>7,250.00</b>	<b>-4,598.89</b>	<b>36.57%</b>
47200 - CREP, SQP-Fee for Services	7,176.00	4,000.00	3,176.00	179.4%
47400 - Native Plant Sale Income	33,356.06	20,000.00	13,356.06	166.78%
<b>48000 - TRANSFERS IN</b>				
48400 - Transfer Admin from Project Fd	13,644.00	45,239.00	-31,595.00	30.16%
<b>Total 48000 - TRANSFERS IN</b>	<b>13,644.00</b>	<b>45,239.00</b>	<b>-31,595.00</b>	<b>30.16%</b>
<b>Total Income</b>	<b>620,238.83</b>	<b>1,219,947.00</b>	<b>-599,708.17</b>	<b>50.84%</b>
<b>Gross Profit</b>	<b>620,238.83</b>	<b>1,219,947.00</b>	<b>-599,708.17</b>	<b>50.84%</b>
<b>Expense</b>				
<b>60000 - MATERIALS &amp; SERVICES</b>				
<b>61300 - CONFERENCES AND TRAINING</b>				
61330 - Registration	1,568.00			
61300 - CONFERENCES AND TRAINI	0.00	12,000.00	-12,000.00	0.0%
<b>Total 61300 - CONFERENCES AND TRAI</b>	<b>1,568.00</b>	<b>12,000.00</b>	<b>-10,432.00</b>	<b>13.07%</b>
<b>61500 - COMMUNITY CONSERVATION PROGRAMS</b>				
61510 - Conservation Education (Yo	8,162.97	8,200.00	-37.03	99.55%
61520 - Conservation Incentive Prog	2,000.00	3,000.00	-1,000.00	66.67%
61530 - Invasives Program	787.00	3,000.00	-2,213.00	26.23%
61540 - Native Plant Sale	18,694.89	20,000.00	-1,305.11	93.47%
61560 - Scholarships/Internships	0.00	600.00	-600.00	0.0%
61570 - Soil Quality Program	2,109.98	3,000.00	-890.02	70.33%
61585 - Conservation Leadership - E	1,600.00	2,000.00	-400.00	80.0%
<b>Total 61500 - COMMUNITY CONSERVAT</b>	<b>33,354.84</b>	<b>39,800.00</b>	<b>-6,445.16</b>	<b>83.81%</b>
<b>62100 - CONTRACTED AND PROF SERVICES</b>				
62115 - Audit	4,900.00	5,000.00	-100.00	98.0%
62120 - Computer Support	1,314.20	4,000.00	-2,685.80	32.86%
<b>62130 - PROFESSIONAL SERVICES</b>				
62140 - Legal	2,620.00			
62150 - Accounting	15,524.18			
62160 - Facilitation	6,925.00	12,000.00	-5,075.00	57.71%
62170 - Web Design, Logo - Mark	1,419.00			

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

	Jul '21 - Mar 22	Budget	\$ Over Budget	% of Budget
62130 · PROFESSIONAL SERVIC	0.00	31,020.00	-31,020.00	0.0%
Total 62130 · PROFESSIONAL SERV	26,488.18	43,020.00	-16,531.82	61.57%
62190 · Misc Contracted Services	5,050.00	6,779.00	-1,729.00	74.5%
Total 62100 · CONTRACTED AND PROF	37,752.38	58,799.00	-21,046.62	64.21%
62300 · Dues/Subscriptions/Fees	6,098.56	13,000.00	-6,901.44	46.91%
62800 · OFFICE OCCUPANCY				
62810 · Alarm & Janitorial Services	0.00	1,500.00	-1,500.00	0.0%
62820 · Rent & Parking	21,564.50	27,000.00	-5,435.50	79.87%
62830 · Utilities	3,611.02	5,900.00	-2,288.98	61.2%
62840 · Other	0.00	1,000.00	-1,000.00	0.0%
62800 · OFFICE OCCUPANCY - Othe	34.48			
Total 62800 · OFFICE OCCUPANCY	25,210.00	35,400.00	-10,190.00	71.22%
65000 · SUPPLIES AND MATERIALS				
65010 · COPIER AND SUPPLIES				
65014 · Lease	1,397.18			
65010 · COPIER AND SUPPLIES ·	0.00	3,500.00	-3,500.00	0.0%
Total 65010 · COPIER AND SUPPLIE	1,397.18	3,500.00	-2,102.82	39.92%
65020 · Equipment	0.00	5,000.00	-5,000.00	0.0%
65030 · Office Supplies	1,639.10	2,500.00	-860.90	65.56%
65040 · Postage	61.24	1,000.00	-938.76	6.12%
65050 · Software/Computer Accesso	1,927.59	3,000.00	-1,072.41	64.25%
Total 65000 · SUPPLIES AND MATERIAL	5,025.11	15,000.00	-9,974.89	33.5%
65110 · PRODUCTION COSTS				
65112 · Advertising and Website	413.44	1,500.00	-1,086.56	27.56%
65114 · Merchandise	0.00	1,000.00	-1,000.00	0.0%
65116 · Newsletters	2,024.66	3,000.00	-975.34	67.49%
65118 · Publications	0.00	500.00	-500.00	0.0%
Total 65110 · PRODUCTION COSTS	2,438.10	6,000.00	-3,561.90	40.64%
65120 · Insurance & Fidelity Bond	4,489.97	4,500.00	-10.03	99.78%
65160 · Miscellaneous	0.00	1,000.00	-1,000.00	0.0%
65320 · Mileage/travel related expenses	1,177.95	4,000.00	-2,822.05	29.45%
65400 · Meetings & Events	173.90	4,000.00	-3,826.10	4.35%
Total 60000 · MATERIALS & SERVICES	117,288.81	193,499.00	-76,210.19	60.62%
66000 · PAYROLL EXPENSES				
66200 · Wages	258,088.43	353,293.10	-95,204.67	73.05%
66410 · Health, Dental & Life Insurance	42,795.19	59,140.10	-16,344.91	72.36%
66420 · Retirement	13,483.37	19,123.40	-5,640.03	70.51%
66500 · Payroll Taxes				
66510 · FICA Employer	19,296.55			
66520 · SUTA	1,883.31			
66530 · OR-WBF	76.68			
66500 · Payroll Taxes - Other	0.00	30,932.40	-30,932.40	0.0%
Total 66500 · Payroll Taxes	21,256.54	30,932.40	-9,675.86	68.72%

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

	<b>Jul '21 - Mar 22</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
66800 · Fees	116.25			
<b>Total 66000 · PAYROLL EXPENSES</b>	<b>335,739.78</b>	<b>462,489.00</b>	<b>-126,749.22</b>	<b>72.59%</b>
69100 · Capital Outlay	0.00	5,000.00	-5,000.00	0.0%
69200 · Contingency	0.00	40,000.00	-40,000.00	0.0%
<b>69400 · TRANSFERS OUT</b>				
69410 · Trf GF to Building Reserve Fd	5,000.00	5,000.00	0.00	100.0%
<b>Total 69400 · TRANSFERS OUT</b>	<b>5,000.00</b>	<b>5,000.00</b>	<b>0.00</b>	<b>100.0%</b>
69600 · Reserved for Future Expenditure	0.00	233,959.00	-233,959.00	0.0%
69800 · Unappropriated Fund Balance	0.00	280,000.00	-280,000.00	0.0%
<b>Total Expense</b>	<b>458,028.59</b>	<b>1,219,947.00</b>	<b>-761,918.41</b>	<b>37.55%</b>
<b>Net Ordinary Income</b>	<b>162,210.24</b>	<b>0.00</b>	<b>162,210.24</b>	<b>100.0%</b>
<b>Net Income</b>	<b>162,210.24</b>	<b>0.00</b>	<b>162,210.24</b>	<b>100.0%</b>

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

	<b>Jul '21 - Mar 22</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
43300 · Grant/Project Administration	155,236.04	517,686.00	-362,449.96	29.99%
<b>Total Income</b>	<u>155,236.04</u>	<u>517,686.00</u>	<u>-362,449.96</u>	<u>29.99%</u>
<b>Gross Profit</b>	155,236.04	517,686.00	-362,449.96	29.99%
<b>Expense</b>				
<b>66000 · PAYROLL EXPENSES</b>				
66200 · Wages	13,038.87	37,174.00	-24,135.13	35.08%
66410 · Health, Dental & Life Insurance	2,235.04	8,746.00	-6,510.96	25.56%
66420 · Retirement	247.20	1,487.00	-1,239.80	16.62%
66500 · Payroll Taxes				
66510 · FICA Employer	995.22	0.00	995.22	100.0%
66520 · SUTA	133.71	0.00	133.71	100.0%
66530 · OR-WBF	4.07	0.00	4.07	100.0%
66500 · Payroll Taxes - Other	0.00	4,106.00	-4,106.00	0.0%
<b>Total 66500 · Payroll Taxes</b>	<u>1,133.00</u>	<u>4,106.00</u>	<u>-2,973.00</u>	<u>27.59%</u>
<b>Total 66000 · PAYROLL EXPENSES</b>	<u>16,654.11</u>	<u>51,513.00</u>	<u>-34,858.89</u>	<u>32.33%</u>
<b>68000 · PROJECTS-SVC-SUPP-MATERIALS</b>				
68010 · Project Contracted Services	103,481.55	0.00	103,481.55	100.0%
68020 · Project Mileage & Travel	132.72	0.00	132.72	100.0%
68040 · Project Supplies & Materials	22,844.60	0.00	22,844.60	100.0%
68000 · PROJECTS-SVC-SUPP-MATERIALS	0.00	420,934.00	-420,934.00	0.0%
<b>Total 68000 · PROJECTS-SVC-SUPP-MATERIAL</b>	<u>126,458.87</u>	<u>420,934.00</u>	<u>-294,475.13</u>	<u>30.04%</u>
<b>69400 · TRANSFERS OUT</b>				
69440 · Trf PF to General Fund	13,644.00	45,239.00	-31,595.00	30.16%
<b>Total 69400 · TRANSFERS OUT</b>	<u>13,644.00</u>	<u>45,239.00</u>	<u>-31,595.00</u>	<u>30.16%</u>
<b>Total Expense</b>	<u>156,756.98</u>	<u>517,686.00</u>	<u>-360,929.02</u>	<u>30.28%</u>
<b>Net Ordinary Income</b>	<u>-1,520.94</u>	<u>0.00</u>	<u>-1,520.94</u>	<u>100.0%</u>
<b>Net Income</b>	<u><u>-1,520.94</u></u>	<u><u>0.00</u></u>	<u><u>-1,520.94</u></u>	<u><u>100.0%</u></u>

Mar 2022 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	153,476	153,476	153,476	0	4,051	MA			4,775	4,775	0
Ludwigia Management Alternatives	19100538	MMT	12/1/2019	12/31/2022	Open	2/15/2023	27,742	27,742	6,647	6,647	21,095	0	MA	Interim Report: 1/1/2021 & 1/1/2022. Final Report 2/15/2023	100% of funds at beginning of grant	2,522	604	1,918
State of the River Synthesis	20010715	MMT	2/1/2020	10/31/2022	Open	3/15/2022	80,000	80,000	45,925	45,925	34,075	0	MA	Interim 2/1/2021 & Final 11/30/2022	100% of funds at beginning of grant	12,000	6,042	5,958
Willamette Mainstem Restoration Opportunities and Strategies for Engagement	20100515	MMT	11/1/2020	4/30/2023	Open	6/30/2023	70,164	70,164	7,121	7,121	63,043	0	MA	5/15/21 & 6/30/23	100% of funds at beginning of grant	6,379	647	5,732
Willamette River Aquatic Weed Management Phase 7	2020-33-010	ODA-OSWB	2/28/2020	9/30/2021	Open	6/30/2021	27,719	22,733	22,733	22,733	0	4,986	MA		*50% of funds received at start of grant *25% of funds are received after interim grant report submitted and approved by ODA *final funds are received after final grant report submitted and approved by ODA	2,520	2,067	453
Purge the Spurge! EDRR and Community Outreach	2020-33-011	ODA-OSWB	2/28/2020	9/30/2021	Open	11/29/2021	8,808	7,870	7,870	7,870	0	938	MA		*50% of funds received at start of grant *25% of funds are received after interim grant report submitted and approved by ODA *final funds are received after final grant report submitted and approved by ODA	801	715	86
Fackrell Soil & Water Imp	09-20-002	OWEB	12/5/2020	10/16/2022	Open	12/16/2022	10,123	2,370	2,370	2,370	0	7,753	DS	12/16/2022, 10/16/2024	no funds received at start of grant; funds received by reimbursement of invoices/receipts submitted by BWCD two times total; OWEB holds last 10% of funds until they receive and approve of Final Report.	1,012	215	797
Carson Riparian Buffer Access Control	09-20-003	OWEB	3/18/2021	1/26/2023	Open	3/26/2023	14,889	13,400	13,400	13,400	0	1,489	DS	3/26/2023, 3/26/2025	no funds received at start of grant; funds received by reimbursement of invoices/receipts submitted by BSWCD two times total (including final); OWEB holds last 10% of funds until they receive and approve of Final Report at end of grant.	1,353	1,218	135
100 Acre Wood Habitat Project - Plant Establishment	217-3002-14131	OWEB	10/25/2016	6/30/2022	Open	8/30/2022	25,278	18,057	18,057	18,057	0	7,221	DS	Project completion only	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	2,298	1,639	659
OWEB SIA grant	218-8010-16782	OWEB	3/4/2019	12/22/2023	Open	12/22/2023	125,000	56,408	56,451	56,451	-43	68,592	DS	Multiple dates (6/17/2019, 12/16/2019, 6/14/2020, 12/14/2020, 6/14/2021, 12/13/2021, 6/13/2022, 12/13/2020)		11,364	5,127	6,237
UMC SIA Station 2 Match		Donation			Open		8,000	8,000	7,753	7,753	247	0	TM		Donation from George Ice	0	0	0
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	119,982	119,982	119,982	0	1	MA	2/28/2021	received by reimbursement of invoices/receipts for amounts of \$250 or more submitted by BSWCD; OWEB holds last 10% of funds (\$11,983) until they receive and approve of Final Report at end	10,908	10,908	0

Mar 2022 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
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	66,849	66,849	66,892	-42	33,151	MA	Interim Report: 12/31/2020 & Final Report: 2/28/2022	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	9,091	6,077	3,014
Building soil-minded relationships for resilient crop and pasture systems	219-9001-19457	OWEB	8/3/2021	6/15/2023	Open	6/15/2023	45,967	3,431	3,846	4,506	-1,075	42,536	TM	Reports are submitted with Request for release of Funds; Final report due within 60 days of 6/15/2023 with final Request for release of Funds.	Fund requests (OWEB website/manage your grant/payments & budget. Request for Release of Funds form). Submit expense tracking spreadsheet for all OWEB expenses and approval of receipts or invoices for amounts \$250 or more (excluding admin). Final 10% payment after completion report approval.	4,179	312	3,867
J2E RTR Project	220-3033-17504	OWEB	4/22/2020	6/30/2025	Open	6/30/2025	239,915	44,619	56,106	56,106	-11,487	195,296	DS	6/30/2028 and 6/30/2030		23,084	5,100	17,984
Willamette FIP Effectiveness Monitoring Program Phase 4: Data Collection 2020-2021 and Reporting	220-8201-17233	OWEB	1/1/2020	12/31/2022	Open	2/28/2023	119,988	107,149	107,149	107,149	0	12,839	MA	Interim Report: 6/30/2021 & Final Report: 2/28/2023	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	10,908	9,741	1,167
Regenerative Landscape Project		Donation			Open		2,980	2,980	2,577	2,577	403	0	TM			0	0	0
<b>Total</b>							<b>1,184,083</b>	<b>805,231</b>				<b>378,852</b>					<b>55,187</b>	<b>48,007</b>

**FY22 Budget Resolution  
Resolution No. FY2021-2022-12**

BE IT RESOLVED that the Board of Directors of the Benton Soil and Water Conservation District (SWCD) hereby approves the addition of \$9,971 to the Benton SWCD FY21-22 Budget as follows:

**Project Fund**

Add \$9,971 in Resources to the Project Fund for Purge the Spurge – EDRR and Community Outreach for Oblong Spurge Phase 2 from Oregon State Weed Board/OWEB Grant No. 2022-35-014-20033

Add \$9,971 in Requirements to the Project Fund as follows:

<b>Personnel Services</b>	\$5,700
<b>Materials and Services</b>	
Contracted/Professional Services	\$3,192
Travel	\$112
Other	<u>\$60</u>
	\$3,364
<b>Transfer to General Fund (Fiscal Admin)</b>	\$907

**General Fund**

Add \$907 in Resources

**Transfer from Project Fund (Fiscal Admin)** \$907

Add \$907 in Requirements to the General Fund as follows:

**Personnel**

Payroll expenses including wages, benefits, taxes \$907

SIGNED THIS 9th Day of May, 2022

Benton Soil and Water Conservation District  
*Entity Name*

Benton SWCD Board of Directors  
*Governing Body*

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

Secretary



**FY22 Budget Resolution  
Resolution No. FY2021-2022-13**

BE IT RESOLVED that the Board of Directors of the Benton Soil and Water Conservation District (SWCD) hereby approves the addition of \$28,430 to the Benton SWCD FY21-22 Budget as follows:

**Project Fund**

Add \$28,430 in Resources to the Project Fund for Willamette River Aquatic Weed Management, Phase 8 from Oregon State Weed Board/OWEB Grant No. 2022-35-015-20050

Add \$28,430 in Requirements to the Project Fund as follows:

<b>Personnel Services</b>	\$9,925
<b>Materials and Services</b>	
Contracted/Professional Services	\$15,574
Travel	\$196
Other	<u>\$150</u>
	\$15,920
<b>Transfer to General Fund (Fiscal Admin)</b>	\$2,585

**General Fund**

Add \$2,585 in Resources

<b>Transfer from Project Fund (Fiscal Admin)</b>	\$2,585
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Add \$2,585 in Requirements to the General Fund as follows:

**Personnel**

Payroll expenses including wages, benefits, taxes	\$2,585
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SIGNED THIS 9<sup>th</sup> Day of May, 2022

Benton Soil and Water Conservation District  
*Entity Name*

Benton SWCD Board of Directors  
*Governing Body*

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

Secretary



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**FY2022-2023 BUDGET CALENDAR**

**Budget Year: July 1, 2022 - June 30, 2023**

- Proposed Budget Prepared.....May 16, 2022
- Publish first notice of Budget Committee Meeting.....May 9, 2022  
*(Submit by May 2 to Gazette Times – notice must appear 5 to 30 days before the meeting)*
- Publish second notice of Budget Committee Meeting.....May 9, 2022  
*(post on website for at least the 10 days before the meeting)*
- Budget Committee Meeting.....May 23, 2022**  
**6:00-7:15 pm Virtual Meeting through Zoom Video Conference or Call-In**  
*Approve Budget and Set Tax Rate or reconvene as agreed to by committee*
- Publish notice of 2<sup>nd</sup> Budget Committee Meeting (if needed)..... per public meeting law
- Second Budget Committee Meeting (if needed) .....May 31, 2022**
- Publish Budget Hearing Notice..... May 31, 2022  
*(Submit by May 23 – notice must appear 5 to 30 days before the hearing)*
- Hold Budget Hearing.....June 13, 2022**
- Enact Resolutions.....June 13, 2022  
*Includes: Adopt budget, make appropriations,  
Declare the tax levy by fund, and categorize the levy*
- Certify Tax to Assessor.....by July 15, 2022
- Budget (LB forms) to Benton County Clerk.....by September 30, 2022

*NOTE: This budget calendar is based on Oregon Local Budget Requirements. Oregon law requires two notices for the budget committee meeting: only one in the newspaper if the notice is also posted on the website (ORS 294 421). The paper of record for Benton Soil and Water Conservation District is The Corvallis Gazette-Times.*



## Benton Soil and Water CONSERVATION DISTRICT

**Date:** April 30, 2022  
**To:** Benton SWCD Directors  
**From:** Holly Crosson, Executive Director  
**Re:** April 2022 Monthly Report for May 2022 Board Packet

### **STRATEGIC PLANNING (SP)**

- Participated in facilitated meeting with board and staff on 4/7 (values, teamwork, general review), and with staff and facilitator on 4/14 (for revenue discussion). Reviewed minutes of 4/7 meeting.
- Met with SP facilitator throughout April to plan, review agenda/slide deck, and discuss/revise draft strategic direction document.
- Provided draft Strategic Direction document to staff/board for review.
- Responded to questions from Clackamas SWCD about strategic planning.
- Included updated draft document in May board meeting packet.
- Had discussions with Michael about how to align annual workplan and monthly staff reports with new Strategic Goals for 2022-2027.

### **THE CONFLUENCE**

- Shared equitable hiring documents that I created with Confluence partners on Confluence Google Drive.

### **COVID-19**

- Continue to require masks and distancing while in office.

### **SAFETY/IT**

- Coordinated with Linda on how to prep for upcoming voluntary OSHA safety inspection of office on May 4.
- Reviewed IT tech support/equipment/software needs with staff for current and upcoming fiscal years.

### **DEIJ**

- Attended Confluence Equity Committee meeting on 4/12.
- Created an *Equity in Hiring* document summarizing procedures that BSWCD uses to address equity when recruiting, interviewing, and hiring for positions.
- Developed a document on *Blind Hiring* and shared it, and several articles on pros and cons of blind hiring, with members of the BSWCD Hiring Committee (Holly, Michael, Linda).
- Reviewed OSU's Search Advocate Program guidebook (mission is to enhance validity, equity, fairness, and diversity in job candidate searches).

- Sent staff an article on Building Relationships with Tribes.  
<https://www.idealists.org/en/careers/beyond-land-acknowledgement-creating-lasting-partnerships>

## **PROGRAMS/PROJECTS/PARTNERSHIPS**

- Native Plant Sale: no substantial activity in April except related to budget.
- Completed OWEB/ODA survey on Capacity Grant funding for councils/districts (research conducted and compiled by OSU to direct future program).
- Coordinated with Salmon Watch Steering Committee on planning for the 2022 season; attended meeting with members; sent background documents including SW schedules, SW teacher contact list, etc.
- Attended Jackson Frazier Wetland tour hosted by Benton County Natural Areas, Parks, and Events staff, and AFRANA; signed up to assist with camas plantings; followed up with Lynn McKee, Bob Hansen, and Phil Hays.
- Responded to an invitation from Willamette Riverkeeper to assist with planning an Aquatic Invasive Species Summit; suggested that an agenda topic include the work Sam Chan, Faye, Michael, and I have communicated about: facilitate awareness amongst professionals about the stigma associated with common names of invasives and the harmful consequences nomenclature has for people (also detracts from the primary purpose of prevention/management).
- **Contracts:**
  - Signed new contract with Advantage Computing for remainder of fiscal year and discussed tier options for new FY23 contract (will sign in June).
  - Continued coordinating with Deb Merchant on SOW for Website posts, MailChimp mailings, Facebook posts, etc.
  - Continued coordinating with Abide Web Design to fix broken website links, create a new jobs landing page on our website to post recruitment documents, investigate web integration of PayPal and Stripe, remove outdated program info. On website, etc.

## **FISCAL**

- Worked on Budget development for FY23; reviewed minutes from May 2021 Budget Committee meeting.
- Coordinated closing PayPal account with Jenny.
- Coordinated response to SDIS about GASB75 compliance (required reporting of post-employment benefits); checked with auditor who recommended we not engage Milliman to prepare a valuation report since I have already created a Post-Employment Employee Benefits policy (adopted by board on 9/4/18).
- Tracked ACH deposits for grant payments; distributed reports to Jenny/staff.
- Reviewed/authorized/completed/submitted: staff timesheets, payroll, invoices, CIRs (check issuance requests), EFTs (electronic funds transfers) for bill payment, fiscal admin and accounting on grants, journal entry approvals,

monthly financial reports, checks, credit card and bank statements, account reconciliations, bank deposits, and LGIP balance.

- Held weekly meetings with bookkeeper.

## **PERSONNEL**

- Congratulated Michael on his first year with the District (April 13)!
- Updated performance evaluation form for staff who supervise employees.
- **Communications and Community Engagement Coordinator:** finalized job description, application form, and announcement; created posting list for recruitment; coordinated broad postings with Michael and Linda; began developing procedures for interviews.
- **Other:** Reviewed Health Plan Benefit options and costs comparing Regence Blue Cross, Pacific Source, Providence, Bend Chamber of Commerce, and Regence through SDAO/SDIS (final/best choice). Signed renewal for HUBB.
- Participated in Bureau of Labor and Industry survey to recommend topics for annual Employment Law conference.
- Responded to lots of HR Alliance questions from other Special Districts, and questions from a local non-profit about our paid leave policies.
- Held weekly check-in meetings with Linda.
- Had 3 check-in meetings with Michael.
- Participated in weekly Zoom staff meetings.

## **BOARD**

- Developed May board meeting agenda and resolutions; reviewed draft March financials; reviewed draft April regular meeting minutes and 4/7 informal meeting minutes.
- Responded to request for information about procedures for 2022 Director elections.
- Attended SDAO webinar training on remote meeting access.
- Met with Linda and CBI staff to learn how to use CBI conference room equipment and get costs in case we want to install a similar setup in our office.

**Date:** May 2, 2022  
**To:** Benton SWCD Directors  
**From:** Michael Ahr  
**Re:** Staff Report for April 2022



### **Conservation Program Manager**

- Continuing regular check-ins with Holly, Donna, and Teresa for a total of 9 calls/meetings. Topics included: Strategic Planning; Native Plant Sale; Budgeting; Tracking multiple funding sources including SIA, ODA Scope of Work, NRCS TA grant; potential DEQ funding related to communications around wells in the GWMA
- Met with Holly and Deb Merchant related to getting help with communication needs as well as potential as a Native Plant Sale contractor
- Took part in several group meetings or smaller conversations on Strategic Planning and Strat. Directions document including time reviewing and commenting on drafts
- Helped post our new CCEC position in several locations.

### **Willamette Mainstem Cooperative**

- Met with Willamette Riverkeeper about collaborating on weed pulls this summer. We'll have 2 weed pull events on the water this summer: June 23 Michael's Landing to Hyak Park and July 30 Crystal Lake to Michael's Landing.
- Attended a restoration tour at Kenagy Farms and met a few partner organizations that I had not yet contacted as well as seeing some other partners and learning about the good work on the farm.
- Traveled to Albany to get a signature from a farmer for permission of entry for aquatic weeds
- Received news that we were awarded \$15,000 to expand some invasive weed control for more common weeds on the Willamette River. The money won't go very far, but I think it will help to make a few new connections with farmers on the river. Potential to use this for some ivy work in riparian forests. Details still being worked out. Long Tom Watershed Council is a partner.

### **Invasive Species Program**

- Significant time coordinating with partners and Deb Merchant to plan the Let's Pull Together Event. In 2020, this event was scaled back to just a few volunteers and in 2021 it did not happen at all... due to COVID concerns/restrictions. I'm delighted to have 3 locations this year including Takena Landing, Witham Hill Natural Area, and Mary's River Park. The event will occur the morning of **Saturday, May 21. Register [here](#) if you'd like to volunteer.**
- Hosted a knapweed event near the Greenbelt Land Trust property, Lupine Meadows in Philomath. We had 9 OSU students in attendance and dug up all of the knapweed we could find on the roadside. This is done in collaboration with Benton County Public Works as part of the IGA that pays us \$5,000 each year.
- Also presented about Italian thistle awareness to the roads crew
- Completed 2 Budget Resolutions that are in this Board Packet for invasive weed grants.
- Worked on a pamphlet for invasive weed removal for woodland owners.

Date: April 30, 2022  
To: Benton SWCD Directors  
From: Linda Lovett, Operations Manager  
Re: April Report for May 2022 Board Packet



### **A. Office Administration**

- Worked with landlord to schedule electrician to replace fluorescent bulb.
- Worked with staff and contractors on software issues: updating Adobe sign-in; verifying Mailchimp log-in; completing anti-virus updates on District computers; updating access to Outlook accounts.
- Forwarded phone calls and emails to appropriate staff and board members.
- Filed paperwork and organized files during visits to office.

### **B. Fiscal Administration**

- FY23 budget: discussed technology and software needs with staff to estimate expenses; compiled office occupancy and insurance expenses.
- Completed change of authorized signers on Citizens Bank account.
- Worked with Jenny and Citizens Bank to update online banking log-in.
- Worked with Jenny to set up autopay on Xerox account.
- Canceled second Verizon phone line for savings of \$64/month.
- Reviewed, authorized, and submitted Check Issuance Request and Credit Card Receipt forms; responded to staff inquiries about payments; deposited checks.

### **C. Personnel/Staff Meetings**

- Communications and Community Engagement Coordinator recruitment: reviewed documents on blind hiring; created a spreadsheet to review applicant qualifications; edited job announcement and position description to remove old file names; posted announcement to organizations assigned.
- Updated staff on health insurance for FY22-23 and provided required Annual Legal Benefit Notices.
- Updated Employee Data Sheet; reviewed timesheets; distributed pay stubs.
- Participated in and facilitated weekly staff meetings.

### **D. Training/Safety**

- Scheduled voluntary comprehensive OSHA safety consultation for May 4; discussed preparations at staff meeting; compiled written documentation.
- Responded to staff questions about masking and vaccination requirements for outdoor events.
- Attended SDAO webinar on remote meeting access.

### **E. Board Support**

- Completed minutes from March 9 informal board meeting and April 7 strategic planning meeting.

- April board meeting: submitted public notice to G-T; added calendar items to agenda; compiled and emailed packet; took minutes; sent approved resolution to Kerry for signature.
- Responded to Sandi Hiatt email about board director elections.
- Sent information about November election and eligibility criteria to directors and associates.

#### **Other**

- Strategic planning: attended meeting of board and staff on 4/7; participated in revenue discussion on 4/14; reviewed draft strategic direction document.





### Upper Muddy Creek Water Quality Monitoring

Deployment of water quality monitoring instruments requires strategies to reduce theft and vandalism. We will place the sondes into black tubes that are hidden from view behind rock features or vegetation in the creek (photo right) Shown below, I created two stealth concrete bases to hold the Aqua TROLL sondes below the low flow water level at public roadside sites. Sprayed-on coats of black Plasti-Dip will camouflage the apparatus. Do Not Remove labels will hopefully deter mischievous activity.

This month I worked with the Marys River Watershed Council contractors to review accuracy check meters that are required by DEQ to validate the continuous dissolved oxygen, conductivity and turbidity data collected by Aqua TROLL sondes.



### Central Park Regenerative Garden Display

The display panel unveiling was a long-awaited event filled with relief and joy. The panel looks great! This volunteer group has worked with BSWCD to raise donations, contract an artist, oversee the graphic and text content, and order panel and display base. Display installation is scheduled for Wednesday, May 11th, beginning at 10 AM. City of Corvallis Parks and Recreation will install the display. WVRLC members will be onsite to assist as needed. A video of the unveiling and installation will be available soon.

The garden plants have been in place for 18 months and are growing into a beautiful showcase of regenerative gardening benefits.

*Left, WVRLC members Owen Dell, Signe Danler, Erik Swartzendruber, and Jeff Ard unveil the display.*

## Spring Field Tours with valued partners

Networking with partners is an important part of BSWCD work. The month of May, when plants are bursting with spring growth, proves to be a good month for collaborative outreach. This year the challenge lies in selecting the event date far enough in advance for publicity. The luck, good or bad, lies with the weather.



**May 2 (sideways blowing rain) postponed to May 10th at 1 PM.**

### Farming for the Future: Native Seed Production Tour

**Partner: Institute for Applied Ecology**



During my visit to pick up desiccators for BSWCD native seed inventory, IAE field manager, Mara Friddle mentioned that bloom time would be in early May. The tour idea germinated! I helped with publicity and event signs including plot identification signs. The tour will raise public awareness of BSWCD's Native Plant Program. The *Iris tenax* is displaying a wide palette of color diversity (photo top left).



**May 4, 1:00 to 3:00 PM**

### Novel Forages Field Trials

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

Ian Silvernail, left, PMC agronomist, will share lessons learned from six acres of forage plots. He appreciated my offer to help plan and promote the Novel Forages Field Tour. I helped with publicity, managed the SignUpGenius registration portal, and will set up event signs. The event will raise public awareness about BSWCD and help build relationships with pasture managers and livestock owners.

**May 12, 1:30 PM**

**Strip Till field demo - Partner: Eric Horning, farmer** Past BSWCD Director and soil health enthusiast, Eric Horning, right, offered to invite the public to his field for a strip tilling demonstration. Research indicates that the best method for promoting conservation is through farmer peer-to-peer sharing. The event will fulfill a OWEB TA grant field tour obligation and help BSWCD build relationships with farmers.



DATE	ACTIVITY
3/25	Contacted potential soil health growers
3/29	Intro to new ODA soil scientist
3/29	WVRLC display unveiling
3/30	SWCD E&O Collaboration Group
3/30	PFC meeting
3/31	Sunbow with Yadira about GAR
3/31	WQ monitoring with MRWC
4/1	DEQ soil health meeting
4/4	soil health site visit with NRCS
4/5	staff meeting
4/6	draft Gallagher contract
4/7	informal BSWCD Board mtg
4/8	GAR introduction with M Ahr
4/11	Brd mtg, GAR soil samples
4/12	Planners meeting
4/13	DEQ/EPA well log discussion
4/14	Revenue Strategy with Amy Stork
4/19	staff meeting; prep for outreach events



## Donna Schmitz: April 1 to April 30, 2022

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

- Submitted final report requirement and final funds request for CREP.
- Training: PMC Cover crop database webinar
- **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.**
- TA- NRCS funding opportunities, Willamette Valley seed needs, use of ODA capacity funds, Monroe drinking water, riparian plantings (2), riparian invasives, ArcGIS data, Oak Cr. Aerial photos, well water testing, turbidity/suspended solids testing.
- OWEB small grant: Developed small grant Agreement for Horse Island and budget resolution. Coordination with landowner on project timing.
- OWEB small grant: coordinating Watenpaugh Farm Riparian grant project timing with landowner.
- Mitchell Oak Woodland and Savanna Restoration OWEB grant developed and submitted (May 2<sup>nd</sup>). Coordinated with NRCS and USFW.
- 100 Acre Wood: Vegetation management work done. Further discussion with partners on vegetation management needed prior to grant closeout.
- J2E: Submitted Request for funding for ring spraying plantings. Coordinating payment of plant materials by BEF grant to Luckiamute WC.
- ODA-Submitted quarterly report on Scope of Work and financial documentation. Requested advance funds for next quarter. Discussion with ODA water quality planner on Board of Agriculture meetings in Corvallis and possible tour.
- OSU Small Farms: Presentation to the landowner group on Technical Service providers on our role to help landowners and what we do and offer.
- Native Plant Sale: coordinated Benton County Fairgrounds contract for FY22-23 and submitted deposit for Solar Building.
- Muddy Creek SIA-
  - Submitted Landowner Agreements for signatures to install monitoring equipment.
  - Discussed mapping needs.
- Attended Leadership Corvallis connection for May Natural Resource Day.
- Participated in Strategic Planning-Revenue focus and reviewed the Draft Plan.
- Attended Board informal meeting.
- Presented BSWCD role in Agricultural Water Quality for Board meeting: March 14<sup>th</sup>.
- Reviewed budget closeouts and updated project worksheet with FY 22 closeout numbers for seven grants and CREP closeout.
- Attended planning meetings with Michael and Teresa.
- Attended staff meetings,
- Attended board meeting.



MEMO

To: Benton SWCD Board of Directors  
From: Holly Crosson, Michael Ahr; BSWCD Strategic Planning Committee  
Date: May 9, 2022  
RE: 2022-2027 Strategic Direction Document

It is our pleasure to present the latest draft of the Benton SWCD 2022-2027 Strategic Direction (Plan). It describes our goals and strategies for moving towards our Vision over the next five years. The Board's suggestions from the May 9<sup>th</sup> board meeting will be incorporated into the final draft which will be on the agenda for discussion at the June 13<sup>th</sup> meeting. The Board may wish to adopt the Plan at the June meeting or direct staff to make further revisions.

This higher-level strategic document will be used in tandem with our Annual Workplans to guide and focus our activities. Examples of priority measurable objectives are included in the Plan; however, a more comprehensive list of measurable objectives with timelines will be further detailed in our Annual Workplans. It's important to remember that not all objectives will be met in the coming year, or even two years. Some will be addressed in later years of the five-year Plan.

We anticipate that objectives for years 3-5 will be added to the Plan by the end of October 2022. We will review the Plan quarterly at first to assess progress and make any necessary adaptations.

Please feel free to give us feedback at any time and thank you for your participation in the strategic planning process!

# Benton Soil and Water Conservation District

## *Strategic Direction 2022-2027*

### The Need

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

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

### Our Vision and Commitment

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

#### *Our mission*

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

#### *Our vision*

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

This ideal future includes:

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

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

## *Our commitments*

Our commitment to this vision includes:

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

## **Our values**

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

### **Collaboration**

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

### **Community inclusion**

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

### **Innovation and improvement**

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

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

### **Excellent public service**

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

### **About this document**

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

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

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

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

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

*Representatives from partner organizations and agencies:*

Xan Augerot – Benton County Commissioner

Karen Finley – Benton County Farm Bureau member

Andy Gallagher – Red Hill Soils

Amy Garrett – Oregon State University, Small Farms Program

Kathleen Guillozet – Bonneville Environmental Foundation, Watershed Program Director

Karen Hans – Oregon Department of Fish and Wildlife

Cheryl Hummon – Oregon Department of Agriculture, Water Quality Program

Amy Kaiser – Natural Resources Conservation Service, District Conservationist

Nicole Maness – Willamette Partnership, Resilient Habitat Partner

Jessica McDonald – Greenbelt Land Trust, Executive Director

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

Eric Nusbaum – Oregon Department of Agriculture, SWCD Program

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

Courtney Schaff – Oregon Watershed Enhancement Board, Business Operations Manager

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

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

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

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

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

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

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



## Specific Goals and Strategies 2022-2027

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

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

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

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

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

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