

Monday May 4, 2020; 6:00-7:00 PM
 Zoom Video Conference: <https://zoom.us/join>
 Phone: 1-669-900-6833.
 Meeting ID: 273-258-688
 Password: 019593



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>	6:05	ACTION
3	Approve draft meeting Minutes – April 6			
3	Approve Financials (3/31/20)			
1, 2, 3	Adopt Budget Resolution FY2019-2020-14 – \$157,527 from Bonneville Power Administration for Willamette FIP Effectiveness Monitoring Phase 4: Data Collection and Reporting Program			
1, 2, 3, 4	Approve FY21 Annual Workplan			
	REGULAR AGENDA		6:10	
1, 2, 3	Update on ODA Funding/SWCD Program; Sandi Hiatt, ODA Grants Administrative Officer (15 minutes)			
2, 3	<i>NRCS/Staff Reports (Kaiser, Crosson, Schmitz, Matteson, Keirstead, Brown, Lovett) – 10 minutes</i>	<i>Staff</i>	6:25	
2, 3	Director Reports (10 minutes)	<i>Directors</i>	6:35	
1,3	The Confluence Update: Architecture Committee and DEI process (15 minutes)	<i>Paul and Keirstead</i>	6:45	
	Meeting Adjourned	<i>Yoshihara</i>	7:00	

CALENDAR ITEMS - BSWCD Board Events	
May 18, 6-7 pm	Budget Committee Meeting – Virtual meeting via Zoom
May 27	Second Budget Committee Meeting (if needed)
June 1, 6-7 pm	BSWCD Board of Directors meeting – Virtual meeting via Zoom
June 1, 6-7 pm	Budget Hearing – Virtual meeting via Zoom

More Calendar Items →

CALENDAR ITEMS - BSWCD Outreach Events (subject to change)		
Date/Time	Event	Location
May 6, 2-3pm	Invasives in Your Backyard	Webinar
June 4, Details TBD	Community Aquatic Plant ID Event	Willamette River, Benton Co.
June 13, 2:30-5pm	Bird Garden Tour	2 sites in Corvallis
June 27, 10am – 2pm	BSWCD at Monroe Farmers Market	Court St, Monroe
July 8, evening	River float with C.T. Grand Ronde	Willamette River, Corvallis
July 11, 1-4pm	2 nd Saturday Arts: Bird Banner Painting	The Arts Center, Corvallis
July 15, Details TBD	Paddle and Pull Volunteer Event	Willamette River, Benton Co.
July 23, Details TBD	Paddle and Pull Volunteer Event	Willamette River, Benton Co.
August 13, Details TBD	Paddle and Pull Volunteer Event	Willamette River, Benton Co.

Monday, April 6, 2020
6:30 – 7:30 PM
Zoom Video Conference: <https://zoom.us/join>
Phone: 1-669-900-6833.
Meeting ID: 826 472 465; Password: 217858



BOARD OF DIRECTORS MEETING MINUTES

In Attendance

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

Board Members Absent: Larry Lee

Associate Directors Present:

Associate Directors Absent: Rana Foster, Susanna Pearlstein, Mark Taratoot

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

Staff Absent:

Others Present: Amy Kaiser/NRCS

Call to Order

[Yoshihara] 6:33 pm

Introductions, Public Comments, Announcements

- Faye: Main business is to check in on how everyone is doing during the COVID-19 crisis.

Additions/Changes to Agenda

- Addition: Board action needed to approve \$75/month per employee for reimbursement of employee personal phone and internet while office is closed during March, April, May.
- Request to change Budget Committee meeting from May 4 to May 18.

CONSENT AGENDA

- **Approve Draft Minutes from March 2, 2020 Board Meeting;** Discussion: none
- **Approve Financials (2/29/20);** Discussion: none
- **Adopt Budget Resolution FY2019-2020-13 – ODA-OSWB Phase 7 Willamette River Aquatic Weed Management - \$27,719;** Discussion: none

Approve Consent Agenda; MOTION/2nd: Jerry/Henry; (Unanimous 6/6)

REGULAR AGENDA

NRCS/Staff Reports

Amy: Only one in office, getting paperwork done. Seeking participants for Upper Muddy Creek water quality strategy. Deadline is April 17. Henry may know candidates in the Alpine area. Teresa will send Henry a map.

Holly: Connecting with other districts about new legislation and implications for HR; tracking Oregon Treasury and interest rate, Governor's office; OWEB expects big decrease in revenue because video lottery is shut down. Feeling healthy, and grateful for being able to continue to work and accomplish work tasks from home.

Donna: Thanks to Board for making it possible to work from home and access files. Keeping busy with six CREP plans. Daughter's wedding was in mid-March before everything shut down.

Teresa: Family is healthy. Working on Upper Muddy Creek monitoring proposal and other projects, sending emails and announcements, learning to make videos. Heath is helping with newsletters.

Heath: Thinking about equity and who we communicate with. There are people we can't or don't know how to reach and they have different needs right now. Equity committee still meeting, working on SWCD interim plan.

Laura: Likes the message, "You're not working from home. You're at home during a crisis and trying to work." Conducting outreach for spurge—1000 postcards—about treatments for Benton County landowners. Facebook live was fun and a lot of people commented that it got them out in their yards.

Linda: Working on paperless processes to reduce trips to the office. Setting up daughter for remote learning.

Director Reports

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

Jerry: Installed 40 mason bee boxes. Noticed a lot of development in sub-divisions, so maybe this means good County tax income in coming years. Would like notices of BSWCD events to avoid being blind-sided.

Bob: Making PPE masks for the hospital. Learning about bees. Also wants to receive public communications.

Eliza: Doing well, but sister has COVID symptoms. Getting ready to plant in May.

Henry: Bee work is essential so operating as usual. Pushing out projects that require interaction. Helping Newport's Guatemalan community with produce. Landscapers are working but postponing large installations.

Graham: Caging trees, but planting crew had to take off because of COVID. Doing usual work, but figuring out how to do it remotely, such as virtual bid walk-throughs.

Faye: Working on property. Zoom meeting with neighbors was successful but highlighted who can participate and stay informed. Regular work is busy; need to keep eco-system healthy for when things return to normal.

Benton SWCD as Designated Weed Entity for Benton County

Laura: Designation does not change what we are already doing, but it makes additional money available.

MOTION/2nd: Bob/Henry; (Unanimous 6/6)

Going digital (Board packet, bill.com, e-signatures, etc.)

Linda reviewed steps to reduce paperwork including electronic Board packets; e-signatures on resolutions, check requests, credit card receipts; reducing paper checks via credit card payments, direct deposit.

New Telework Policy

Discussion: Holly added sentences about secure Zoom use to policy. Jerry: Should policy also authorize Board to give internet/phone stipend? Holly: Will staff—exempt and/or non-exempt—continue telework when office re-opens?

Decision: Add line to policy saying Board "may" give stipends. Defer decision on longer term telework.

Accept as amended with Zoom, MOTION/2nd: Jerry/Bob; (Unanimous 6/6)

Request changing Budget Committee meeting date from May 4 to May 18

Discussion: Jerry wondered how we can have meetings without the public. Holly explained that we are complying with public meeting law via Zoom attendance and public noticing enabling them to call in as well as connect via computer. Donna may have grant funds to add to budget, so there probably should be a regular Board meeting in May. Decisions:

- Budget Committee meeting will move from May 4 to 6:00-7:00 pm on May 18. Holly will email the committee a new budget calendar and a letter from Faye and Holly describing changes and why they are needed. The budget packet will not have staff reports, but each staff person will speak for a few minutes about what they do. Holly will hand out the FY19 annual report.
- There will be a regular Board meeting on May 4 from 6:00-7:00 pm. Staff reports will be verbal only.

MOTION/2nd: Eliza/Graham; (Unanimous 6/6)

\$75/month stipend for employee home internet and phone for March, April, May

Discussion: Bob asked if \$75 is enough; staff agreed that it is. Board will reevaluate remote work in late May.

MOTION/2nd: Bob/Henry; (Unanimous 6/6)

Emergency Declaration Guidelines

Holly: No action needed now but with COVID-19 need to think about succession planning.

Service Projects and connecting with community during COVID outbreak

Decision: Item deferred until May meeting to give Board time to discuss.

Confluence Update

Jerry: Architecture committee agreed to pass financial plan on to Steering Committee; potential rent per organization and other issues require more discussion. Concern about how COVID crisis will affect capital campaign. Waiting for Alan to respond to questions such as decibel level of HVAC.

Meeting Adjourned

[Yoshihara] 7:39 pm

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

Benton SWCD Board Meeting

May 4, 2020

Financial Report

Period ending March 31, 2020

The closing balance in our Oregon LGIP account was \$811,643.64 dividend paid was \$1,4225.20.
The Fiscal YTD dividend paid was \$12,025.85.

Both Citizen Bank accounts were reconciled and all checks were accounted for.
The total balance of the two accounts was \$233,924.12.

Charges to the Credit Card account were \$1,949.84. These were verified and reconciled.

The Stripe account was reconciled. The starting balance was \$0.00 the net activity was \$2.61 less net payments and transfers of \$ -2.61, leaving an end-of-month balance of \$0.00.

Respectfully submitted,



Jerry Paul, Treasurer

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

	Mar 31, 20	Mar 31, 19	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
10100 · Citizens Bank	171,665.84	186,419.56	-14,753.72
10150 · Citizens Bank #2	6,820.14	5,229.50	1,590.64
10200 · LGIP	813,054.53	699,020.11	114,034.42
10800 · Petty Cash	24.00	26.00	-2.00
Total Checking/Savings	991,564.51	890,695.17	100,869.34
Accounts Receivable			
11000 · Accounts Receivable	16,392.70	13,835.50	2,557.20
11400 · Grants Receivable	20,249.64	9,583.30	10,666.34
Total Accounts Receivable	36,642.34	23,418.80	13,223.54
Other Current Assets			
100-1500 Due to/from Proj Fund	-121,884.13	-109,065.13	-12,819.00
100-1505 Due to/from BR Fund	-88,200.00	-83,200.00	-5,000.00
200-2400 Due to/from Gen Fund	121,884.13	109,065.13	12,819.00
400-1505 Due to/from BR Fund	88,200.00	83,200.00	5,000.00
12000 · Undeposited Funds	90.00	28.83	61.17
12800 · Payroll Advance	-50.00	0.00	-50.00
13000 · Prepaid expenses-Audit	9,102.02	10,782.41	-1,680.39
Total Other Current Assets	9,142.02	10,811.24	-1,669.22
Total Current Assets	1,037,348.87	924,925.21	112,423.66
Other Assets			
18400 · Property Tax Receivable-Audit	10,187.00	23,960.00	-13,773.00
Total Other Assets	10,187.00	23,960.00	-13,773.00
TOTAL ASSETS	1,047,535.87	948,885.21	98,650.66
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
20000 · General Accounts Payable	5,004.65	8,700.89	-3,696.24
20100 · Project Accts Payable	0.00	38,495.30	-38,495.30
Total Accounts Payable	5,004.65	47,196.19	-42,191.54
Credit Cards			
22000 · CITIZENS BANK MASTER CARD			
22150 · Laura's CC - 4777	765.77	1.00	764.77
22200 · Holly's CC - 2995	281.48	90.50	190.98
22400 · Teresa's CC - 3019	61.49	19.98	41.51
22500 · Heath's CC - 3027	680.83	569.88	110.95
22520 · Linda's CC - 5980	480.94	0.00	480.94
22600 · Janette's CC - 4108	0.00	187.81	-187.81
Total 22000 · CITIZENS BANK MASTER CARD	2,270.51	869.17	1,401.34
Total Credit Cards	2,270.51	869.17	1,401.34
Other Current Liabilities			
24000 · PAYROLL LIABILITIES			

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

	Mar 31, 20	Mar 31, 19	\$ Change
24010 · 941 Account	6,386.08	5,605.68	780.40
24020 · Oregon Withholding	1,577.00	1,488.00	89.00
24030 · OR-WBF SUTA	732.82	2,333.92	-1,601.10
24040 · Medical Employee	0.00	2,762.62	-2,762.62
24050 · Medical Employer	0.00	4,796.73	-4,796.73
24060 · 457b Contributions	0.00	2,797.54	-2,797.54
Total 24000 · PAYROLL LIABILITIES	8,695.90	19,784.49	-11,088.59
24160 · Employee Reimbursable Expenses	42.72	0.00	42.72
25800 · Deferred Revenue Grants-Audit	245,400.34	173,074.98	72,325.36
Total Other Current Liabilities	254,138.96	192,859.47	61,279.49
Total Current Liabilities	261,414.12	240,924.83	20,489.29
Long Term Liabilities			
27050 · Deferred Revenue Taxes -Audit	7,779.09	22,775.09	-14,996.00
Total Long Term Liabilities	7,779.09	22,775.09	-14,996.00
Total Liabilities	269,193.21	263,699.92	5,493.29
Equity			
31100 · Building Reserve Fund Balance	88,200.00	78,200.00	10,000.00
31200 · Project Fund Balance	10,421.00	17,215.00	-6,794.00
32000 · General Fund Balance	507,799.01	425,009.57	82,789.44
Net Income	171,922.65	164,760.72	7,161.93
Total Equity	778,342.66	685,185.29	93,157.37
TOTAL LIABILITIES & EQUITY	1,047,535.87	948,885.21	98,650.66

Benton Soil & Water Conservation District
Profit & Loss by Class
 July 2019 through March 2020

	Building Reserve	General Fund	Project Fund	TOTAL
Ordinary Income/Expense				
Income				
43300 · Grant/Project Administration	0.00	0.00	248,405.36	248,405.36
44535 · Taxes Levied	0.00	434,308.34	0.00	434,308.34
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
44550 · ODA - SIA	0.00	5,135.29	0.00	5,135.29
44555 · NRCS - TA	0.00	4,972.88	0.00	4,972.88
45000 · Interest Income	0.00	12,333.86	0.00	12,333.86
46430 · MISCELLANEOUS	0.00	1,986.00	0.00	1,986.00
47200 · CREP, SQP-Fee for Services	0.00	16,392.70	0.00	16,392.70
47400 · Native Plant Sale Income	0.00	16,927.40	0.00	16,927.40
48000 · TRANSFERS IN	5,000.00	26,374.95	0.00	31,374.95
Total Income	5,000.00	601,746.17	248,405.36	855,151.53
Gross Profit	5,000.00	601,746.17	248,405.36	855,151.53
Expense				
60000 · MATERIALS & SERVICES	0.00	118,594.23	0.00	118,594.23
66000 · PAYROLL EXPENSES	0.00	291,968.25	42,048.31	334,016.56
68000 · PROJECTS-SVC-SUPP-MATERIALS	0.00	0.00	199,243.14	199,243.14
69400 · TRANSFERS OUT	0.00	5,000.00	26,374.95	31,374.95
Total Expense	0.00	415,562.48	267,666.40	683,228.88
Net Ordinary Income	5,000.00	186,183.69	-19,261.04	171,922.65
Net Income	5,000.00	186,183.69	-19,261.04	171,922.65

Benton Soil & Water Conservation District
Profit & Loss by Class
 July 2019 through March 2020

	Building Reserve	General Fund	Project Fund	TOTAL
Ordinary Income/Expense				
Income				
43300 · Grant/Project Administration	0.00	0.00	248,405.36	248,405.36
44535 · Taxes Levied	0.00	434,308.34	0.00	434,308.34
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
44550 · ODA - SIA	0.00	5,135.29	0.00	5,135.29
44555 · NRCS - TA	0.00	4,972.88	0.00	4,972.88
45000 · Interest Income	0.00	12,333.86	0.00	12,333.86
46430 · MISCELLANEOUS				
46432 · Contributions	0.00	1,828.00	0.00	1,828.00
46440 · Refunds	0.00	158.00	0.00	158.00
Total 46430 · MISCELLANEOUS	0.00	1,986.00	0.00	1,986.00
47200 · CREP, SQP-Fee for Services	0.00	16,392.70	0.00	16,392.70
47400 · Native Plant Sale Income	0.00	16,927.40	0.00	16,927.40
48000 · TRANSFERS IN				
48100 · Building Reserve Fund	5,000.00	0.00	0.00	5,000.00
48400 · Transfer Admin from Project Fd	0.00	26,374.95	0.00	26,374.95
Total 48000 · TRANSFERS IN	5,000.00	26,374.95	0.00	31,374.95
Total Income	5,000.00	601,746.17	248,405.36	855,151.53
Gross Profit	5,000.00	601,746.17	248,405.36	855,151.53
Expense				
60000 · MATERIALS & SERVICES				
61300 · CONFERENCES AND TRAINING				
61310 · Lodging	0.00	1,101.12	0.00	1,101.12
61320 · Meals/per diem	0.00	63.28	0.00	63.28
61330 · Registration	0.00	983.45	0.00	983.45
61340 · Training and Education Material	0.00	134.99	0.00	134.99
Total 61300 · CONFERENCES AND TRAINING	0.00	2,282.84	0.00	2,282.84
61500 · COMMUNITY CONSERVATION PROGRAMS				
61510 · Conservation Education (Youth)	0.00	14,077.81	0.00	14,077.81
61520 · Conservation Incentive Program	0.00	1,773.21	0.00	1,773.21
61530 · Invasives Program	0.00	1,594.03	0.00	1,594.03
61540 · Native Plant Sale	0.00	11,195.23	0.00	11,195.23
61570 · Soil Quality Program	0.00	946.86	0.00	946.86
61585 · Conservation Leadership - EDI	0.00	197.68	0.00	197.68
Total 61500 · COMMUNITY CONSERVATION PROGRAMS	0.00	29,784.82	0.00	29,784.82
62100 · CONTRACTED AND PROF SERVICES				
62115 · Audit	0.00	4,650.00	0.00	4,650.00
62120 · Computer Support	0.00	985.24	0.00	985.24
62130 · PROFESSIONAL SERVICES				
62140 · Legal	0.00	500.00	0.00	500.00
62150 · Accounting	0.00	15,414.29	0.00	15,414.29

Benton Soil & Water Conservation District
Profit & Loss by Class
July 2019 through March 2020

	Building Reserve	General Fund	Project Fund	TOTAL
62160 · Facilitation	0.00	3,000.00	0.00	3,000.00
62170 · Web Design, Logo - Marketin	0.00	776.00	0.00	776.00
Total 62130 · PROFESSIONAL SERVICE	0.00	19,690.29	0.00	19,690.29
Total 62100 · CONTRACTED AND PROF SE	0.00	25,325.53	0.00	25,325.53
62300 · Dues/Subscriptions/Fees	0.00	4,876.19	0.00	4,876.19
62800 · OFFICE OCCUPANCY				
62810 · Alarm & Janitorial Services	0.00	1,458.80	0.00	1,458.80
62820 · Rent & Parking	0.00	34,276.50	0.00	34,276.50
62830 · Utilities	0.00	5,662.80	0.00	5,662.80
Total 62800 · OFFICE OCCUPANCY	0.00	41,398.10	0.00	41,398.10
65000 · SUPPLIES AND MATERIALS				
65010 · COPIER AND SUPPLIES				
65012 · Copies	0.00	902.16	0.00	902.16
65014 · Lease	0.00	1,468.61	0.00	1,468.61
Total 65010 · COPIER AND SUPPLIES	0.00	2,370.77	0.00	2,370.77
65020 · Equipment	0.00	1,091.00	0.00	1,091.00
65030 · Office Supplies	0.00	1,291.02	0.00	1,291.02
65040 · Postage	0.00	378.86	0.00	378.86
65050 · Software/Computer Accessorie	0.00	101.94	0.00	101.94
Total 65000 · SUPPLIES AND MATERIALS	0.00	5,233.59	0.00	5,233.59
65110 · PRODUCTION COSTS				
65112 · Advertising and Website	0.00	204.75	0.00	204.75
65116 · Newsletters	0.00	1,610.01	0.00	1,610.01
65118 · Publications	0.00	178.32	0.00	178.32
Total 65110 · PRODUCTION COSTS	0.00	1,993.08	0.00	1,993.08
65120 · Insurance & Fidelity Bond	0.00	2,590.94	0.00	2,590.94
65160 · Miscellaneous	0.00	22.00	0.00	22.00
65320 · Mileage/travel related expenses	0.00	3,083.60	0.00	3,083.60
65400 · Meetings & Events	0.00	2,003.54	0.00	2,003.54
Total 60000 · MATERIALS & SERVICES	0.00	118,594.23	0.00	118,594.23
66000 · PAYROLL EXPENSES				
66200 · Wages	0.00	224,645.35	32,581.97	257,227.32
66410 · Health, Dental & Life Insurance	0.00	34,556.05	5,193.10	39,749.15
66420 · Retirement	0.00	13,621.56	1,365.71	14,987.27
66500 · Payroll Taxes				
66510 · FICA Employer	0.00	16,300.43	2,415.37	18,715.80
66520 · SUTA	0.00	2,585.50	489.08	3,074.58
66530 · OR-WBF	0.00	74.58	13.11	87.69
66500 · Payroll Taxes - Other	0.00	10.03	-10.03	0.00
Total 66500 · Payroll Taxes	0.00	18,970.54	2,907.53	21,878.07
66800 · Fees	0.00	174.75	0.00	174.75
Total 66000 · PAYROLL EXPENSES	0.00	291,968.25	42,048.31	334,016.56
68000 · PROJECTS-SVC-SUPP-MATERIALS				

Benton Soil & Water Conservation District
Profit & Loss by Class
 July 2019 through March 2020

	Building Reserve	General Fund	Project Fund	TOTAL
68010 · Project Contracted Services	0.00	0.00	197,001.71	197,001.71
68020 · Project Mileage & Travel	0.00	0.00	241.98	241.98
68030 · Project Other	0.00	0.00	527.49	527.49
68040 · Project Supplies & Materials	0.00	0.00	789.13	789.13
68050 · Project Training	0.00	0.00	682.83	682.83
Total 68000 · PROJECTS-SVC-SUPP-MATERIA	0.00	0.00	199,243.14	199,243.14
69400 · TRANSFERS OUT				
69410 · Trf GF to Building Reserve Fd	0.00	5,000.00	0.00	5,000.00
69440 · Trf PF to General Fund	0.00	0.00	26,374.95	26,374.95
Total 69400 · TRANSFERS OUT	0.00	5,000.00	26,374.95	31,374.95
Total Expense	0.00	415,562.48	267,666.40	683,228.88
Net Ordinary Income	5,000.00	186,183.69	-19,261.04	171,922.65
Net Income	5,000.00	186,183.69	-19,261.04	171,922.65

Benton Soil & Water Conservation District
Profit & Loss YTD Comparison
July 2019 through March 2020

	Jul '19 - Mar 20	Jul '18 - Mar 19	\$ Change
Ordinary Income/Expense			
Income			
43300 · Grant/Project Administration	248,405.36	342,154.13	-93,748.77
44535 · Taxes Levied	434,308.34	424,425.81	9,882.53
44540 · ODA Operations	24,994.75	23,546.00	1,448.75
44545 · ODA Tech, LMA & Scope of Work	58,320.00	54,942.00	3,378.00
44550 · ODA - SIA	5,135.29	0.00	5,135.29
44555 · NRCS - TA	4,972.88	0.00	4,972.88
45000 · Interest Income	12,333.86	10,715.09	1,618.77
46430 · MISCELLANEOUS			
46432 · Contributions	1,828.00	3,295.00	-1,467.00
46440 · Refunds	158.00	0.00	158.00
46450 · In Kind Donation	0.00	-2,419.70	2,419.70
Total 46430 · MISCELLANEOUS	1,986.00	875.30	1,110.70
47200 · CREP, SQP-Fee for Services	16,392.70	0.00	16,392.70
47400 · Native Plant Sale Income	16,927.40	25,248.03	-8,320.63
48000 · TRANSFERS IN			
48100 · Building Reserve Fund	5,000.00	5,000.00	0.00
48400 · Transfer Admin from Project Fd	26,374.95	30,189.84	-3,814.89
Total 48000 · TRANSFERS IN	31,374.95	35,189.84	-3,814.89
Total Income	855,151.53	917,096.20	-61,944.67
Gross Profit	855,151.53	917,096.20	-61,944.67
Expense			
60000 · MATERIALS & SERVICES			
61300 · CONFERENCES AND TRAINING			
61310 · Lodging	1,101.12	2,085.66	-984.54
61320 · Meals/per diem	63.28	60.18	3.10
61330 · Registration	983.45	1,060.00	-76.55
61340 · Training and Education Material	134.99	355.00	-220.01
61300 · CONFERENCES AND TRAINING - C	0.00	85.00	-85.00
Total 61300 · CONFERENCES AND TRAINING	2,282.84	3,645.84	-1,363.00
61500 · COMMUNITY CONSERVATION PROGRAMS			
61510 · Conservation Education (Youth)	14,077.81	3,551.03	10,526.78
61520 · Conservation Incentive Program	1,773.21	565.49	1,207.72
61530 · Invasives Program	1,594.03	672.03	922.00
61540 · Native Plant Sale	11,195.23	14,412.37	-3,217.14
61570 · Soil Quality Program	946.86	1,517.10	-570.24
61580 · Conservation Planning	0.00	59.50	-59.50
61585 · Conservation Leadership - EDI	197.68	0.00	197.68
Total 61500 · COMMUNITY CONSERVATION P	29,784.82	20,777.52	9,007.30
62100 · CONTRACTED AND PROF SERVICES			
62115 · Audit	4,650.00	4,500.00	150.00
62120 · Computer Support	985.24	2,979.20	-1,993.96

Benton Soil & Water Conservation District
Profit & Loss YTD Comparison
July 2019 through March 2020

	Jul '19 - Mar 20	Jul '18 - Mar 19	\$ Change
62130 · PROFESSIONAL SERVICES			
62140 · Legal	500.00	2,842.00	-2,342.00
62150 · Accounting	15,414.29	15,176.89	237.40
62160 · Facilitation	3,000.00	0.00	3,000.00
62170 · Web Design, Logo - Marketing	776.00	1,335.00	-559.00
Total 62130 · PROFESSIONAL SERVICES	19,690.29	19,353.89	336.40
62190 · Misc Contracted Services	0.00	1,936.00	-1,936.00
Total 62100 · CONTRACTED AND PROF SERV	25,325.53	28,769.09	-3,443.56
62300 · Dues/Subscriptions/Fees			
62304 · Membership Dues	0.00	140.35	-140.35
62300 · Dues/Subscriptions/Fees - Other	4,876.19	3,976.50	899.69
Total 62300 · Dues/Subscriptions/Fees	4,876.19	4,116.85	759.34
62800 · OFFICE OCCUPANCY			
62810 · Alarm & Janitorial Services	1,458.80	1,707.82	-249.02
62820 · Rent & Parking	34,276.50	33,376.20	900.30
62830 · Utilities	5,662.80	5,102.16	560.64
62800 · OFFICE OCCUPANCY - Other	0.00	23.24	-23.24
Total 62800 · OFFICE OCCUPANCY	41,398.10	40,209.42	1,188.68
65000 · SUPPLIES AND MATERIALS			
65010 · COPIER AND SUPPLIES			
65012 · Copies	902.16	1,269.75	-367.59
65014 · Lease	1,468.61	1,500.47	-31.86
Total 65010 · COPIER AND SUPPLIES	2,370.77	2,770.22	-399.45
65020 · Equipment	1,091.00	4,183.92	-3,092.92
65030 · Office Supplies	1,291.02	1,290.43	0.59
65040 · Postage	378.86	485.59	-106.73
65050 · Software/Computer Accessories	101.94	954.00	-852.06
65000 · SUPPLIES AND MATERIALS - Other	0.00	28.07	-28.07
Total 65000 · SUPPLIES AND MATERIALS	5,233.59	9,712.23	-4,478.64
65110 · PRODUCTION COSTS			
65112 · Advertising and Website	204.75	766.69	-561.94
65114 · Merchandise	0.00	116.99	-116.99
65116 · Newsletters	1,610.01	1,818.00	-207.99
65118 · Publications	178.32	321.21	-142.89
Total 65110 · PRODUCTION COSTS	1,993.08	3,022.89	-1,029.81
65120 · Insurance & Fidelity Bond	2,590.94	1,945.44	645.50
65160 · Miscellaneous	22.00	30.00	-8.00
65320 · Mileage/travel related expenses	3,083.60	2,798.09	285.51
65400 · Meetings & Events	2,003.54	1,879.95	123.59
Total 60000 · MATERIALS & SERVICES	118,594.23	116,907.32	1,686.91
66000 · PAYROLL EXPENSES			
66200 · Wages	257,227.32	235,801.80	21,425.52
66410 · Health, Dental & Life Insurance	39,749.15	41,470.85	-1,721.70

Benton Soil & Water Conservation District
Profit & Loss YTD Comparison
 July 2019 through March 2020

	Jul '19 - Mar 20	Jul '18 - Mar 19	\$ Change
66420 · Retirement	14,987.27	14,464.91	522.36
66500 · Payroll Taxes			
66510 · FICA Employer	18,715.80	16,568.77	2,147.03
66520 · SUTA	3,074.58	4,364.47	-1,289.89
66530 · OR-WBF	87.69	116.35	-28.66
66500 · Payroll Taxes - Other	0.00	-469.68	469.68
Total 66500 · Payroll Taxes	21,878.07	20,579.91	1,298.16
66800 · Fees	174.75	125.75	49.00
Total 66000 · PAYROLL EXPENSES	334,016.56	312,443.22	21,573.34
68000 · PROJECTS-SVC-SUPP-MATERIALS			
68010 · Project Contracted Services	197,001.71	269,584.48	-72,582.77
68020 · Project Mileage & Travel	241.98	1,206.92	-964.94
68030 · Project Other	527.49	300.00	227.49
68040 · Project Supplies & Materials	789.13	16,158.70	-15,369.57
68050 · Project Training	682.83	545.00	137.83
Total 68000 · PROJECTS-SVC-SUPP-MATERIALS	199,243.14	287,795.10	-88,551.96
69400 · TRANSFERS OUT			
69410 · Trf GF to Building Reserve Fd	5,000.00	5,000.00	0.00
69440 · Trf PF to General Fund	26,374.95	30,189.84	-3,814.89
Total 69400 · TRANSFERS OUT	31,374.95	35,189.84	-3,814.89
Total Expense	683,228.88	752,335.48	-69,106.60
Net Ordinary Income	171,922.65	164,760.72	7,161.93
Net Income	171,922.65	164,760.72	7,161.93

Benton Soil & Water Conservation District
P&L Budget vs. Actual GENERAL FUND
July 2019 through March 2020

	Jul '19 - Mar 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
43000 · Beginning Balance	0.00	461,640.00	-461,640.00	0.0%
44530 · Benton County Public Works	0.00	5,000.00	-5,000.00	0.0%
44535 · Taxes Levied	434,308.34	430,000.00	4,308.34	101.0%
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%
44550 · ODA - SIA	5,135.29	25,000.00	-19,864.71	20.54%
44555 · NRCS - TA	4,972.88	10,833.00	-5,860.12	45.91%
45000 · Interest Income	12,333.86	8,000.00	4,333.86	154.17%
46430 · MISCELLANEOUS				
46432 · Contributions	1,828.00			
46440 · Refunds	158.00			
46430 · MISCELLANEOUS - Other	0.00	3,000.00	-3,000.00	0.0%
Total 46430 · MISCELLANEOUS	1,986.00	3,000.00	-1,014.00	66.2%
47200 · CREP, SQP-Fee for Services	16,392.70	3,000.00	13,392.70	546.42%
47400 · Native Plant Sale Income	16,927.40	18,200.00	-1,272.60	93.01%
48000 · TRANSFERS IN				
48400 · Transfer Admin from Project Fd	26,374.95	77,439.00	-51,064.05	34.06%
Total 48000 · TRANSFERS IN	26,374.95	77,439.00	-51,064.05	34.06%
Total Income	601,746.17	1,125,427.00	-523,680.83	53.47%
Gross Profit	601,746.17	1,125,427.00	-523,680.83	53.47%
Expense				
60000 · MATERIALS & SERVICES				
61300 · CONFERENCES AND TRAINING				
61310 · Lodging	1,101.12			
61320 · Meals/per diem	63.28			
61330 · Registration	983.45			
61340 · Training and Education Mater	134.99			
61300 · CONFERENCES AND TRAINING	0.00	11,000.00	-11,000.00	0.0%
Total 61300 · CONFERENCES AND TRAINING	2,282.84	11,000.00	-8,717.16	20.75%
61500 · COMMUNITY CONSERVATION PROGRAMS				
61510 · Conservation Education (You	14,077.81	15,000.00	-922.19	93.85%
61520 · Conservation Incentive Progr	1,773.21	3,000.00	-1,226.79	59.11%
61530 · Invasives Program	1,594.03	4,801.00	-3,206.97	33.2%
61540 · Native Plant Sale	11,195.23	18,200.00	-7,004.77	61.51%
61560 · Scholarships/Internships	0.00	600.00	-600.00	0.0%
61570 · Soil Quality Program	946.86	3,500.00	-2,553.14	27.05%
61585 · Conservation Leadership - EC	197.68	1,000.00	-802.32	19.77%
Total 61500 · COMMUNITY CONSERVATION PROGRAMS	29,784.82	46,101.00	-16,316.18	64.61%
62100 · CONTRACTED AND PROF SERVICES				
62115 · Audit	4,650.00	4,800.00	-150.00	96.88%
62120 · Computer Support	985.24	4,000.00	-3,014.76	24.63%

Benton Soil & Water Conservation District
P&L Budget vs. Actual GENERAL FUND
July 2019 through March 2020

	Jul '19 - Mar 20	Budget	\$ Over Budget	% of Budget
62130 · PROFESSIONAL SERVICES				
62140 · Legal	500.00			
62150 · Accounting	15,414.29			
62160 · Facilitation	3,000.00	3,000.00	0.00	100.0%
62170 · Web Design, Logo - Marke	776.00			
62130 · PROFESSIONAL SERVICE	0.00	32,000.00	-32,000.00	0.0%
Total 62130 · PROFESSIONAL SERVI	19,690.29	35,000.00	-15,309.71	56.26%
62190 · Misc Contracted Services	0.00	10,000.00	-10,000.00	0.0%
Total 62100 · CONTRACTED AND PROF	25,325.53	53,800.00	-28,474.47	47.07%
62300 · Dues/Subscriptions/Fees	4,876.19	10,500.00	-5,623.81	46.44%
62800 · OFFICE OCCUPANCY				
62810 · Alarm & Janitorial Services	1,458.80	2,500.00	-1,041.20	58.35%
62820 · Rent & Parking	34,276.50	43,908.00	-9,631.50	78.06%
62830 · Utilities	5,662.80	12,449.00	-6,786.20	45.49%
62840 · Other	0.00	1,500.00	-1,500.00	0.0%
Total 62800 · OFFICE OCCUPANCY	41,398.10	60,357.00	-18,958.90	68.59%
65000 · SUPPLIES AND MATERIALS				
65010 · COPIER AND SUPPLIES				
65012 · Copies	902.16			
65014 · Lease	1,468.61			
65010 · COPIER AND SUPPLIES -	0.00	3,500.00	-3,500.00	0.0%
Total 65010 · COPIER AND SUPPLIES	2,370.77	3,500.00	-1,129.23	67.74%
65020 · Equipment	1,091.00	7,000.00	-5,909.00	15.59%
65030 · Office Supplies	1,291.02	3,000.00	-1,708.98	43.03%
65040 · Postage	378.86	1,191.00	-812.14	31.81%
65050 · Software/Computer Accessor	101.94	3,000.00	-2,898.06	3.4%
Total 65000 · SUPPLIES AND MATERIALS	5,233.59	17,691.00	-12,457.41	29.58%
65110 · PRODUCTION COSTS				
65112 · Advertising and Website	204.75	1,500.00	-1,295.25	13.65%
65114 · Merchandise	0.00	1,000.00	-1,000.00	0.0%
65116 · Newsletters	1,610.01	2,000.00	-389.99	80.5%
65118 · Publications	178.32	500.00	-321.68	35.66%
Total 65110 · PRODUCTION COSTS	1,993.08	5,000.00	-3,006.92	39.86%
65120 · Insurance & Fidelity Bond	2,590.94	3,500.00	-909.06	74.03%
65160 · Miscellaneous	22.00	2,000.00	-1,978.00	1.1%
65320 · Mileage/travel related expenses	3,083.60	6,027.00	-2,943.40	51.16%
65400 · Meetings & Events	2,003.54	4,800.00	-2,796.46	41.74%
Total 60000 · MATERIALS & SERVICES	118,594.23	220,776.00	-102,181.77	53.72%
66000 · PAYROLL EXPENSES				
66200 · Wages	224,645.35	336,299.00	-111,653.65	66.8%
66410 · Health, Dental & Life Insurance	34,556.05	58,531.00	-23,974.95	59.04%
66420 · Retirement	13,621.56	18,671.00	-5,049.44	72.96%
66500 · Payroll Taxes				

Benton Soil & Water Conservation District
P&L Budget vs. Actual GENERAL FUND
 July 2019 through March 2020

	Jul '19 - Mar 20	Budget	\$ Over Budget	% of Budget
66510 · FICA Employer	16,300.43			
66520 · SUTA	2,585.50			
66530 · OR-WBF	74.58			
66500 · Payroll Taxes - Other	10.03	34,088.00	-34,077.97	0.03%
Total 66500 · Payroll Taxes	18,970.54	34,088.00	-15,117.46	55.65%
66800 · Fees	174.75			
Total 66000 · PAYROLL EXPENSES	291,968.25	447,589.00	-155,620.75	65.23%
69100 · Capital Outlay	0.00	5,000.00	-5,000.00	0.0%
69200 · Contingency	0.00	50,000.00	-50,000.00	0.0%
69400 · TRANSFERS OUT				
69410 · Trf GF to Building Reserve Fd	5,000.00	5,000.00	0.00	100.0%
Total 69400 · TRANSFERS OUT	5,000.00	5,000.00	0.00	100.0%
69600 · Reserved for Future Expenditure	0.00	197,062.00	-197,062.00	0.0%
69800 · Unappropriated Fund Balance	0.00	200,000.00	-200,000.00	0.0%
Total Expense	415,562.48	1,125,427.00	-709,864.52	36.93%
Net Ordinary Income	186,183.69	0.00	186,183.69	100.0%
Net Income	186,183.69	0.00	186,183.69	100.0%

Benton Soil & Water Conservation District
P&L Budget vs. Actual PROJECT FUND
July 2019 through March 2020

	Jul '19 - Mar 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
43300 · Grant/Project Administration	248,405.36	911,208.00	-662,802.64	27.26%
Total Income	248,405.36	911,208.00	-662,802.64	27.26%
Gross Profit	248,405.36	911,208.00	-662,802.64	27.26%
Expense				
66000 · PAYROLL EXPENSES				
66200 · Wages	32,581.97	64,261.00	-31,679.03	50.7%
66410 · Health, Dental & Life Insurance	5,193.10	12,131.00	-6,937.90	42.81%
66420 · Retirement	1,365.71	5,065.00	-3,699.29	26.96%
66500 · Payroll Taxes				
66510 · FICA Employer	2,415.37			
66520 · SUTA	489.08			
66530 · OR-WBF	13.11			
66500 · Payroll Taxes - Other	-10.03	8,105.00	-8,115.03	-0.12%
Total 66500 · Payroll Taxes	2,907.53	8,105.00	-5,197.47	35.87%
Total 66000 · PAYROLL EXPENSES	42,048.31	89,562.00	-47,513.69	46.95%
68000 · PROJECTS-SVC-SUPP-MATERIALS				
68010 · Project Contracted Services	197,001.71			
68020 · Project Mileage & Travel	241.98			
68030 · Project Other	527.49			
68040 · Project Supplies & Materials	789.13			
68050 · Project Training	682.83			
68000 · PROJECTS-SVC-SUPP-MATERIALS	0.00	634,818.00	-634,818.00	0.0%
Total 68000 · PROJECTS-SVC-SUPP-MATERI	199,243.14	634,818.00	-435,574.86	31.39%
69400 · TRANSFERS OUT				
69440 · Trf PF to General Fund	26,374.95	77,439.00	-51,064.05	34.06%
Total 69400 · TRANSFERS OUT	26,374.95	77,439.00	-51,064.05	34.06%
69600 · Reserved for Future Expenditure	0.00	109,389.00	-109,389.00	0.0%
Total Expense	267,666.40	911,208.00	-643,541.60	29.38%
Net Ordinary Income	-19,261.04	0.00	-19,261.04	100.0%
Net Income	-19,261.04	0.00	-19,261.04	100.0%

March 2020 Qtrly All Grant Projects Financial Report.xlsx

Project Name	Grant #	Funding Agency	Start Date	End Date	Status	Final Report Due Date	Fund Amount	(INCOME) Received to	Earned Income to	(EXPENSES) Spent to	CASH Balance	Remaining balance to	Grant Manager	Grant Report Dates	How grant funds are received	Admin Expected	Admin Received	Admin Remaining
USGS Coldwater Refuges	18080813	MMT	10/1/2018	9/30/2020	Open	11/15/2020	43,150	43,150	33,535	33,535	9,615	0	LB	3/1/2019 & 11/15/2020	100% of funds at beginning of grant	5,628	3,049	2,579
Shared Space DEI Initiative	18040175	MMT	1/1/2019	12/31/2020	Open	2/15/2021	149,388	76,344	46,810	46,810	29,534	73,044	HK	12/9/19 and 2/15/21	two checks; one at the beginning of each calendar year	12,300	3,169	9,131
Ludwigia Management Alternatives	19100538	MMT	12/1/2019	12/31/2022	Open	2/15/2023	27,742	27,742	1,323	1,323	26,419	0	LB	1/1/2021 & 1/1/2022. Final Report 2/15/2023	100% of funds at beginning of grant	2,522	39	2,483
State of the Science	20010715	MMT	2/1/2020	1/31/2022	Open	3/15/2022	80,000	80,000	0	0	80,000	0	LB	Interim 2/1/2021 & Final 3/15/2022	100% of funds at beginning of grant	12,000		12,000
State of Willamette	19100539	MMT	12/1/2019	2/28/2020	Open	NA	5,800	5,800	5,800	5,800	0	0	LB	NA	100% of funds at beginning of grant	527	527	0
Willamette Mainstem Cooperative	19010935	MMT - Basinwide #3	3/1/2019	2/28/2021	Open	4/15/2021	40,000	40,000	19,181	19,181	20,819	0	LB	Interim Report: 3/1/2020 & Final Report: 4/15/2021	100 % of funds at beginning of grant	3,636	1,668	1,969
Willamette River Aquatic Weed Management Phase 6	2019-32-908	ODA-OSWB	2/25/2019	4/30/2020	Open	6/30/2020	32,990	24,743	24,743	26,635	-1,892	8,248	LB	Interim Report: 8/25/2019 & Final Report: 6/30/2020	*25% of funds are received after interim grant report submitted and approved by ODA	2,999	2,421	578
Willamette River Aquatic Weed Management Phase 7	2020-33-010	ODA-OSWB			Open		27,719	0	0	0	0	27,719	LB		*50% of funds received at start of grant *25% of funds are received after interim grant report submitted and approved by ODA *final funds are received after final grant report submitted and approved by ODA	2,520	0	2,520
Purge the Spurge! EDRR and Community Outreach	2020-33-011	ODA-OSWB			Open		8,808	0	0	1,976	-1,976	8,808	LB		*50% of funds received at start of grant *25% of funds are received after interim grant report submitted and approved by ODA *final funds are received after final grant report submitted and approved by ODA	801	60	741
100 Acre Wood Habitat Project - Plant Establishment	217-3002-14131	OWEB	12/13/2016	6/30/2022	Open	8/30/2022	25,278	11,526	11,526	11,526	0	13,752	DS	Project completion only	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	2,298	1,047	1,251
Crestmont Land Trust Restoration and Enhancement Project	217-3030-14293	OWEB	4/26/2017	4/30/2020	Open	4/30/2017	196,657	176,928	176,928	176,928	0	19,729	DS	None		17,818	15,911	1,907
2019 Supplemental Data Collection for WFIP Effectiveness Monitoring	218-8390-17212	OWEB	2/4/2020	12/31/2021	Open	2/28/2022	100,000	0	0	277	-277	100,000	LB	Interim Report: 12/31/2020 & Final Report: 2/28/2022	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	9,091	16	9,075
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	0	0	386	-386	119,988	LB	Interim Report: 6/30/2021 & Final Report: 2/28/2023	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	10,908	10	10,898
2019 data collection for WFIP Effectiveness Monitoring	218-8201-16520	OWEB	1/1/2019	12/31/2020	Open	2/28/2021	119,983	22,000	22,000	24,749	-2,749	97,983	LB	2/28/2021	no funds received at start of grant; funds received by reimbursement of invoices/receipts for amounts of \$250 or more submitted by BSWCD; OWEB holds last 10% of funds (\$11,983) until they receive and approve of Final Report at end of grant	10,908	2,229	8,679
Ecosystem Functions in Agricultural Lands	09-16-007	OWEB	6/15/2017	5/26/2019	Open	5/26/2019	9,992	6,897	6,897	6,897	0	3,095	DS	5/26/2019 & 3/26/2021		908	626	282
Forest Fractal Wetland Restoration	09-16-006	OWEB	6/23/2017	5/26/2019	Open	5/26/2017	9,836	8,640	8,640	8,640	0	1,196	DS	Completed		984	984	0

March 2020 Qtrly All Grant Projects Financial Report.xlsx

Project Name	Grant #	Funding Agency	Start Date	End Date	Status	Final Report Due Date	Fund Amount	(INCOME) Received to	Earned Income to	(EXPENSES) Spent to	CASH Balance	Remaining balance to	Grant Manager	Grant Report Dates	How grant funds are received	Admin Expected	Admin Received	Admin Remaining
OWEB-NRCS TA grant	219-9001-16731	OWEB	2/4/2019	2/29/2020	Open	4/29/2020	10,833	9,327	9,327	10,629	-1,302	1,506	TM	5/26/2019 & 5/26/2021	by reimbursement of invoices; OWEB holds last 10% until final report received.	984	984	0
OWEB SIA grant	218-8010-16782	OWEB	3/4/2019	12/22/2023	Open	12/22/2023	125,000	9,528	9,528	15,900	-6,372	115,472	DS	(6/17/2019, 12/16/2019, 6/14/2020, 12/14/2020, 6/14/2021, 12/13/2021, 6/13/2022, 12/13/2020)		11,364	865	10,499
Willamette Anchor Habitat Working Group Monitoring Framework	216-8201-15838	OWEB-FIP	11/1/2017	6/30/2020	Open	8/29/2020	129,954	116,959	116,959	125,739	-8,781	12,995	LB	Final report due August 29, 2020.	no funds received at start of grant; funds received by reimbursement of invoices/receipts for amounts of \$250 or more submitted by BSWCD; OWEB holds last 10% of funds (\$12,995) until they receive and approve of Final Report at end of grant	11,814	11,431	383
Willamette Mainstem Cooperative Restoration, Phase 1	214-3999-11532	OWEB-SIP	2/19/2015	12/31/2019	Open	12/31/2019	221,643	218,620	218,620	221,620	-3,000	3,023	LB	Final Report due November 29, 2018 Post-Implementation Status Report due July 31, 2020 Post-Implementation Status Report due July 31, 2022	no funds received at start of grant; funds received by reimbursement of invoices/receipts submitted by BSWCD; OWEB holds last 10% of funds until they receive and approve of Final Report at end of grant	19,518	22,518	-3,000
Total							1,484,761					606,557					67,554	71,975

Benton Soil and Water Conservation District
RESOLUTION NO. FY-2019-2020-14 (Budget Revision)
Willamette FIP Effectiveness Monitoring Program Phase 4: Data Collection/Reporting 2020-2021
(BPA Contract Number 2009-012-00)

BE IT RESOLVED that the Board of Directions of the Benton Soil and Water Conservation District (SWCD) hereby approves the addition of \$157,527 to the Benton SWCD FY20 Budget as follows:

Project Fund

Add \$157,527 in Resources to the Project Fund for Bonneville Power Administration funds for the Willamette FIP Effectiveness Monitoring Program Phase 4: 2020-2021 Data Collection and Reporting Project (BPA Contract # 2009-012-00).

Add \$157,527 in Requirements to the Project Fund as follows:

Personnel	\$15,100
Contracted Services	\$137,000
Supplies and Materials	\$0
Travel	\$652
Other	
Transfer to General Fund (Fiscal Admin)	\$4,775

General Fund

Add \$4,775 in Resources

Transfer from Project Fund (Grant Administration) \$4,775

Add \$4,775 in Requirements to the General Fund as follows:

Personnel (wages, benefits, retirement, payroll taxes, merit pool) \$4,775

SIGNED THIS 4th day of May 2020

Benton Soil and Water Conservation District
Entity Name

Benton SWCD Board of Directors
Governing Body

Signature: Faye Yoshihara, BSWCD Board Chair



Benton Soil and Water CONSERVATION DISTRICT

FY21

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Program / Actions	LEAD	*Staff support in days (days/year varies)						Delivery Date	1	2	3	4
		ED	OM	RC II	CCEM	RRISC	RC I					
Total days/year				40.25	236.5	0	245	245				
Operations and Administrative Services	ED			39.25	33.2	0	36		x	x	x	x
Maintain funding from OR Dept. of Agriculture SWCD Prog.							0.14		x	x	x	x
Prepare/submit Scope of Work and Focus Area Action Plan		x		2			0.5	30-Jun	x		x	
Prepare/submit Annual Work Plan		x	x	1	0.2	x	0.25	30-Jun			x	
Submit and administer ODA-SWCD biennial Capacity Grant		x		4				6/30 and Q reports	x	x	x	
Develop/adopt Five Year Strategic Plan and submit to ODA		x	x	0.5		x	4	resubmit every five years	x	x	x	
Prepare/submit Annual Report (also under communications)		x	x	0.5		x	0.25	annual	x	x	x	
Hold Annual Meeting		x	x	1	0.5	x	0.5	annual	x	x	x	
Respond to Soil and Water Conservation Commission requests		x					0	as needed	x		x	
Develop annual budget									x	x	x	x
Prepare and present Budget and Budget Message		x					0.5	March/April	x		x	
Hold Budget Committee meeting		x	x	1	1.25	x	0.5	April/May	x	x	x	
Hold Budget Hearing (resolution to adopt budget/make appropriations/impose tax)		x						June			x	
Submit Tax Certification to county tax assessor		x	x					15-Jul			x	
Submit budget documents to Benton County Clerk		x	x					30-Sep			x	
Conduct audit/submit to OR Secretary of State and ODA		x	x					Due 12/31			x	
Support Board of Directors/Manage BSWCD Office									x	x	x	x
Plan/attend Board meetings (develop agendas, etc.)		x	x	3	1.5	x	4.5	12/year	x	x	x	
Prepare Board meeting minutes, resolutions and other docs		x	x	0.25	0.25	x	0.25	12/year			x	
Provide info for Director elections and new Director training		x	x					within 4 months			x	
Assist with Director and Associate Director recruitment		x		0.25	0.25	x	0.25	as needed	x		x	
Prepare and mail Board packets including staff reports		x	x	x	1.5	x	0	12/year			x	
Provide customer service: phone/mail/office supplies/equipment loan check out		x	x	2		x	3	daily	x	x	x	
Provide fiscal services for grants		x				x	0.5	daily	x		x	
Provide public/legal notices and respond to records requests		x	x					monthly		x	x	
Support staff to work enthusiastically, effectively, and safely											x	x
Administer Employee Compensation Prog (benefits package - medical/dental/vision, retirement, life/disability insurance, etc.)		x	x					monthly			x	
Administer Payroll/ submit employee Timesheets		x	x					monthly			x	
Conduct Health and Safety Prog (training, inspections, records)		x	x	0.25	0.25	x	0.5	monthly			x	
Maintain IT infrastructure, IT equipment, cybersecurity		x	x					weekly			x	
Implement professional development and training program		x	x	5	5	x	1	all year			x	



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Hold staff meetings and strategic planning sessions		x	x	6	6	x	6	weekly	x		x	
Support team collaboration (hold team-building sessions, follow up on retreat outcomes)		x	x	x	x	x	2	semi-annual sessions or follow up				
Conduct employee performance evaluations		x		1	1	x	1	annual			x	
Develop and implement District plans, policies, and procedures; Enhance partnerships											x	x
Lead strategic planning efforts and special initiatives		x			7		4	monthly	x	x	x	
Develop and oversee Risk Management Program		x	x					weekly			x	
Maintain financial oversight		x	x					daily			x	
Develop/update Employee Handbook and District Policies		x						as needed			x	
Oversee District Operations/Facilities Management		x						daily			x	
Maintain community relations, promote BSWCD, conduct fundraising activities, build partnerships, track donations		x	x		2	x	1	daily	x	x	x	
Oversee legal agreements, grants and contracts											x	x
Develop and manage legal agreements: IGAs, MOAs, MOUs, JFAs with a variety of partner organizations and landowners		x		4	1	x	2	all year	x		x	
Develop internship, fellowships, and volunteer agreements		x		0.5	2	x	0.5	all year	x		x	
Manage grants and fiscal sponsorship agreements		x		3	3	x	3	all year	x		x	
Develop and manage Contracts and leases		x		4	0.5	x		all year	x		x	
Equity, Diversity & Inclusion	CCEM	0	0	2	20	0	4.5		x	x	x	x
Assess Demographics, Equitability, and Inclusivity of District Composition, Programs, Policies, and Procedures (% d)							0.02			x		x
Identify community composition, needs, interests and barriers to participation		x		x	2	x	0.5			x		
Critically assess how existing policies, staff and board composition, and programs align with identified community needs/interests/composition		x		x	5	x	0.5	on-going		x		
Raise multi-cultural awareness, understanding, and competence of District staff and board										x		x
Announce/share info about EDI training opportunities					0.5		0.5			x		
Participate in EDI training and coaching events/opportunities		x	x	x	8	x	3	on-going		x		
Develop Equity Statement and Action Plan										x		x



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Develop equity policy		x			1	x			x			
Develop equity action plan to support EDI goals; set EDI benchmarks and communications strategies.		x			3.5	x	0	on-going		x		
Communications	CCEM	0	0	1	75	0	27.5		x	x	x	x
Develop and implement District-wide communications plan/strategy							0.11			x		x
Develop messages; develop timeline; identify budget		x			3		0.5			x		
Create outreach materials					6		1	on-going		x		
Use social media to distribute information about BSWCD and our programs										x		x
blog posts		x		1	4	x	3	12/year		x		
e-newsletters					4			6/year		x		
Facebook posts					3	x		60/year		x		
Use website to provide the most current information										x		x
Maintain and update the website and online databases					10	x	3	continuously		x		
Post events to calendar					1.5			as needed		x		
Reach out to audiences using conventional methods										x		x
Hard copy newsletters (Annual Report, Native Plant Sale)		x		x	6	x	0.5	1/year		x		
Post announcements in newspapers and local magazines		x	x		1.5	x	0.0	monthly; as needed		x		
News article in local paper about SWCD or local efforts				x	2	x	0	1/year		x		
Communicate with audiences in person										x		x
Tabling events		x	x	x	4	x	2	2/year		x		
Respond to email and telephone inquiries		x	x	x	4	x	5	as needed		x		
Offer presentations, tours and workshops		x		x	8	x	2	as needed		x		
Represent BSWCD at community events		x		x	6	x	2	6/year		x		
Cultivate relationships with stakeholders		x		x	6	x	5		x	x		
Improve program offerings										x		x
Create short and mid-term evaluation tools (including Survey Monkey) and put in place.					3		2	pre and/or post		x		
Informal program evaluation by partners				x	1.5		0.5	post activity		x		
Evaluation by participants/review					1.5		1	at event/post event		x		
Habitat Restoration	RC	0	0	0	0	0	3		x			x
Provide Technical Assistance for restoration of native habitats									x			x
Workshops and tours		x		x		x	0	3/year	x			



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Total days/year				40.25	236.5	0	245	245				
On-site consultations				x		x	0	50/year	x			
Facilitate and provide funding for conservation practices									x			x
Enroll landowners in conservation programs				x			0	4/year	x			
Secure grants for implementation		x		x		x	0	3/year	x			
restore wildlife habitat				x		x	0	20/year	x			
establish riparian buffers				x			0	2/year	x			
Serve on technical advisory committees		x		x		x	0	2/year	x			
Partner with agencies to implement regional/public conservation projects		x		x		x	2	2/year	x			
Improve program offerings									x			x
Create short and mid-term evaluation tools (including Survey Monkey) and put in place.		x		x		x	0	pre and/or post activity	x			
Informal program evaluation by partners		x		x		x	0	post activity	x			
Evaluation by participants/review		x		x		x	1	at event/post event	x			
Invasive Species	RRISC	0	0	0	11.5	0	0.5		x			x
Facilitate the sharing of information among land managers, landowners, and community members.									x			x
CWMA meetings					1	x		2/year	x			
WMC meetings				x		x		2/year	x			
CWMA and WMC mailing lists posts						x		as needed	x			
Raise awareness about invasive species identification and management									x			x
Workshops, pulls and tours		x			2	x	0.5	2/year	x			
Create and provide invasive species identification and management information									x	x		x
Maintain current information about invasive species via the online database					0.5	x		as needed	x	x		
Create and revise weed guides		x			8	x		as needed	x	x		
Offer current information via presentations		x				x		as needed	x	x		
Improve program offerings									x			x
Grant writing for Invasives Program						x		as needed	x			
Create short and mid-term evaluation tools (including Survey Monkey) and put in place.						x		pre and/or post activity	x			
Informal program evaluation by partners		x				x		post activity	x			



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Total days/year				40.25	236.5	0	245	245				
Evaluation by participants/review		x				x		at event/post event	x			
Native Plant Program	CCEM	0	0	0	48.5	0	15.5		x			x
Coordinate Native Plant Sales							0.1		x			x
Manage plant inventory					8	x	1	as needed	x	x		
monitor orders					3		0.5		x			
WooCommerce					3				x			
Venue, Books and supplies			x	x								
Plant distribution event staff duties		x	x	x	2	x	4	4 days/year	x	x		
customer service		x	x	x	2	x	1	300/year	x	x		
Coordinate volunteers					1		2.5	75/year	x	x		
NPS event set up		x	x	x	1.5	x	1.5			x		
Creation & distribution of NPS/NPM publicity/ads		x			3.5		0		x			
NPS food for event			x				0				x	
Promote the use of native plants									x			x
Associated outreach & events (Bee Buddies, Pollinators, Meadowscaping, IBPM)		x		x	20		2	2/year	x	x		
Publish blog posts				x	2		2	2/year		x		
Improve program offerings									x			x
Create short and mid-term evaluation tools for programmatic planning and assessment		x			1				x			
Stakeholder database analysis		x			0.5			prior/post event	x	x		
survey stakeholders, customers, and volunteers		x			1		1	prior event/post event	x	x	x	
Soil Health Program	SHC	0	0	0	1	0	7					x
Encourage informed management decisions that build soil health							0.03					x
Provide soil health assessments and reports to land managers.							4		x	x		
Raise awareness about soil health												x
Include soil health information in conservation conversations				x	1		2		x	x		
Oregon Soil Health Partners co-lead							0					
SQP Management Data												x
Farmer interviews							1		x	x		
Water Quality and Land Management	RC	0	0	0	0	0	2.5	61.4	x			x
Educate Benton County residents to wisely manage resources through technical assistance							0.01		x			x



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Respond to landowners by telephone, email or office calls		x		x			0.5	100/year	x	x		x
Site visits				x			0	50/year	x	x		x
Participate in/present workshops, tours, demonstrations		x		x			1	2/year	x	x		x
Provide information on funding sources through grants and programs									x	x		x
Provide incentives to implement conservation practices				x					x	x		x
Secure funding for conservation projects		x		x				3/year	x		x	
Enroll federal farm program participants				x				3/year	x	x	x	x
Implement conservation projects				x				5/year	x	x	x	x
Collaborate with partners to address water quality and land management concerns									x			x
Assist Department of Agriculture to implement WQ rules (LAC biennial review, SOW, Ag WQ complaints)		x	x	x			0		x	x	x	x



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Serve on technical advisory committees		x		x			0	2/year	x			
Partner with agencies to implement regional/public conservation projects		x		x			1	2/year	x		x	x
Improve program offerings									x			x
Create short and mid-term evaluation tools (including Survey Monkey) and put in place.				x				prior to service	x			
Survey partners and landowners.				x				post service	x			
Use surrogate measures such as stream miles planted.				x				as needed	x			
ODA Focus Area	RC II	0	0	0	0	0	3		x			x
							0.01		x			x
needs assessment				x			0		x	x		
Landowner communication and site visits				x			3		x	x	x	x
Funding opportunities							0					
OWEB SIA Grant - UPPER MUDDY CREEK	RC II	0	0	0	0	0	42	39.1	x			x
Work with ODA to identify landowners, encourage conservation, and contribute to watershed uplift							0.16		x			x
Community meetings		x		x			5		x	x	x	x
Site visits: landowner contacts, planning, visits, followup				x			25		x	x	x	x
BSWCD SIA planning		x		x			5		x	x	x	x
Agency meetings		x		x			2				x	
Reports				x			5				x	
SIA Monitoring							10	9.8	x	x	x	x
Willamette Mainstem Cooperative	RRISC	0	0	0	2.5	0	0		x			x
Work with landowners and community members to protect high quality and unique habitats through management and control of high priority invasive plant species.									x	x	x	x
Share information with appropriate stakeholders to support WMC efforts.		x						ongoing	x	x		



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Develop a list of priority invasive plant species utilizing existing data and documents.						x		ongoing	x			
Apply integrated techniques to implement priority weed control on the river						x		ongoing	x	x	x	
Designate high priority areas for habitat restoration efforts.						x		ongoing	x			
Develop plan for long-term management of aquatic and terrestrial invasives						x		ongoing	x	x		
Develop and administer requests for proposals and contracts.		x				x		ongoing	x		x	
Apply for and secure permits for implementation of restoration activities						x		ongoing	x		x	
Develop relationships; facilitate coordinated efforts amongst stakeholders. Provide opportunities for collaboration/resource sharing. Conduct outreach in support of program goals/mission.									x	x		x
Stakeholder meetings		x		x		x		2/year	x	x		
Implement workshops		x		x		x		2/year	x	x		
Attend and present at regional conferences/events		x				x		3/year	x	x		
Organize volunteer events					0.5	x		4/year	x	x		
Develop and distribute outreach materials					2	x		ongoing	x	x		
Monitor post-treatment site changes for impacts, success, and future management needs									x			x
Implement monitoring protocols for aquatic and terrestrial sites to determine impacts of invasives management activities through observation and measurement of change in water quality parameters, non-target impacts, and habitat recovery						x		ongoing	x			
Improve program offerings									x	x	x	x
Grant writing for WMC Program						x		as needed			x	
Create short and mid-term evaluation tools (including Survey Monkey, surveys, interviews and other means) and put in place.						x		1/year; as needed		x	x	
Youth Education	CCEM	0	0	0	37.25	0	2.5		x	x		x
Improve Benton County youth's understanding of natural resources topics							0.01		x	x		x



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Reach students through science nights, field days, community service events, and classroom presentations				x	20	x	2	800/year	x			
Planning Meetings					3		0.5		x		x	
Encourage educators to teach natural resource information									x	x		x
Offer grants for natural resources education		x			2				x	x	x	
Offer educator scholarship		x			0.25				x	x	x	
Offer grants for watershed councils within BSWCD boundaries		x			2							
Offer/teach at volunteer instructor trainings					3							
Loan out educational materials					1		1		x			
Improve program offerings									x			x
Fundraising for Youth Education Program					3			as needed	x		x	
Create short and mid-term evaluation tools (including Survey Monkey) and put in place.					2.5			pre/post activity	x			
Informal evaluation by program partners					0.5			post activity	x			
Urban Conservation Program		0	0	0	3	0	23.25					x
Program strategy: Assess and develop							0.10					x
Assess conservation needs for Benton County's urban areas		x		x	1		1		x	x	x	x
WVRLC meetings and projects		x					6		x			
Develop program goals, objectives and timeline		x		x	2		3.5		x	x	x	x
OISC Grant Project Manager & volunteer coordinator							12.75					
Certified Conservation Planner		0	0	0	0	52	52					
Program strategy: Assess and develop							0.22					
work with NRCS Tangent Office to complete initial plan				x			10		x		x	
work with landowner to identify conservation concerns, recommend appropriate practices, and create conservation plan				x			32		x	x	x	x
Complete required training and continued education				x			10		x		x	