

Monday, January 11, 2021; 7:00-8:00 PM  
 Zoom Video Conference: <https://zoom.us/join>  
 Phone: 1-669-900-6833  
 Meeting ID: 835 8265 4887  
 Passcode: 723661



## 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>	7:00	
3	Oath of Office: Faye Yoshihara	<i>Trask/Lovett</i>		
3	Oath of Office: Eliza Mason, Bob Morris, Jerry Paul, Henry Storch	<i>Yoshihara /Lovett</i>		
3	Appoint Kerry Hastings Zone 5 Director; appoint Marcella Henkels and Nate Johnson as Associate Directors	<i>Yoshihara</i>		
	<b>CONSENT AGENDA</b>	<i>Yoshihara</i>	7:10	<b>ACTION</b>
3	Approve draft meeting Minutes – December 7, 2020			
3	Approve Financials (11/30/20)			
3, 4	Adopt updated Employee Handbook (from November board decision)			
1, 2, 3	Adopt Budget Resolution FY2020-2021-11. Add Coronavirus Relief Fund (CRF) reimbursement funds (\$2,953.02; DAS grant #1435) to General Fund			
1, 2, 3	Adopt Budget Resolution FY2020-2021-12. Add \$70,164 to the Project Fund for MMT grant #20100515 Mainstem Willamette River restoration opportunities & strategies			
1, 2, 3	Adopt Budget Resolution FY2020-2021-13. Appropriation Transfer for Grant #218-8390-17212 WFIP Effectiveness Monitoring			
1, 2, 3	Approve staff telework stipend (\$75) for January 2021			
3, 4	Adopt COVID Exposure Risk Assessment; Infection Control Plan; Exposure Notification Policy; Decision Matrix			
	<b>REGULAR AGENDA</b>	<i>Yoshihara</i>	7:15	
1, 2, 3, 4	Shall the District remain a core Partner in The Confluence? (If vote is no, go to next questions)			<b>ACTION</b>

Continued →

1, 2, 3, 4	Shall the District explore tenant options with The Confluence partnership to maintain affordable physical office space in the building (might be lower square footage)?			<b>ACTION</b>
1, 2, 3, 4	Shall the District engage with The Confluence using alternative agreement options (Contracts/MOUs/MOAs)?			<b>ACTION</b>
	Meeting Adjourned	<i>Yoshihara</i>	8:00	

<b>BSWCD Board and Outreach Events (subject to change)</b>		
<b>Date/Time</b>	<b>Event</b>	<b>Location</b>
January 22, 12-1 pm	Confluence Fourth Friday Learning Lunch	<a href="https://zoom.us/join">https://zoom.us/join</a> OR Phone: 1-669-900-6833 Meeting ID: 872 3087 8933 Passcode: 629043
January 29 - February 15	Native Plant Sale order pickup - revised dates and location to accommodate pandemic restrictions	Davis Family Farm, Corvallis
February 8, 6 – 7 pm	BSWCD Monthly Board Meeting	Zoom

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

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

## OATH OF OFFICE

I, \_\_\_\_\_, do solemnly swear (or affirm),  
that I will support the Constitution of the United States and the Constitution of the State of  
Oregon, and that I will faithfully discharge the duties of the office of Director of the  
\_\_\_\_\_ Soil and Water Conservation District upon which I am now about to  
enter.

\_\_\_\_\_  
Director's Signature

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 2021.

\_\_\_\_\_  
Signature of Authorized District Official

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



## BOARD OF DIRECTORS MEETING MINUTES

### In Attendance

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

Board Members Absent:

Associate Directors Present: Sierra Linnan Smith

Associate Directors Absent: Rana Foster

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

Others Present: Laura Brown, Marcella Henkels, Kerry Hastings (public)

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

### Call to Order

[Yoshihara] 6:00 pm

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

Laura Brown left Benton SWCD employment on November 30 to start a job with Washington Department of Fish and Wildlife. She attended the meeting to say goodbye, and we all wished her well in her new role.

### CONSENT AGENDA

- **Approve draft board meeting Minutes – November 2, 2020;** Discussion: none
- **Approve Financials (10/31/20);** Discussion: none
- **Adopt Budget Resolution FY2020-2021-08. Appropriation Transfer for J2E River to Ridge Diversity Project – OWEB grant #220-3033-17504;** Discussion: none
- **Adopt Budget Resolution FY2020-2021-09. Establishing the date of the FY20 Annual Meeting: January 11, 2021 from 6-7 PM via Zoom;** Discussion: none
- **Adopt Budget Resolution FY2020-2021-10. Add \$250 from private donation to the General Fund for Conservation Education;** Discussion: none
- **Staff telework stipend (\$75) for December 2020;** Discussion: none

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

### REGULAR AGENDA

#### Group activity in pairs to share why you joined Benton SWCD and what keeps you inspired to serve

Heath divided the group into two- and three-person teams and gave each team a breakout room for discussion. Teams took notes and posted them to a Google document. Upon reconvening, the whole group shared themes that arose—connecting with conservation-minded people, native plants, creating community connections.

#### Approve FY20 Audit and Corrective Action Plan

No discussion.

Motion to approve FY20 Audit and Corrective Action Plan; MOTION/2<sup>nd</sup>: Grahm/Henry; (Unanimous 6/6)

#### OACD Director Eligibility Criteria – results from BSWCD and Oregon SWCD Board surveys

Faye asked if there were concerns or questions about the approach the board is taking on director eligibility. The plan is to appoint Kerry Hastings to the Zone 5 position and Marcella Henkels and Nate Johnson as Associate Directors in January. All agreed with this approach. Holly noted that all of ORS 568, which governs Soil and Water Conservation Districts, is under review by the Soil and Water Conservation Commission, not just director eligibility. Further details are in the email she sent to directors.

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

**Approve expenditure of up to \$650 for legal review of fundraising/Capital Campaign questions for The Confluence**

Faye led discussion of how directors are feeling about The Confluence organization and building. Several issues have come up that require the board to take a position and she would like to take a vote in January. Directors shared the following:

Pros:

- Being a core partner in The Confluence has/will have many intangible benefits, as outlined in the Nonprofit Centers' Shared Space Sector report.
- Important to be able to collaborate with other conservation non-profits, especially considering DEI issues.
- Important conceptually to be part of a bigger collaborative for a broader reach.
- Looks like it will be a beautiful space.

Cons:

- We do not know bottom line costs and probably won't for quite some time.
- Building will not be open until 2022; we may get closer to that date and not be able to afford it.
- We are still waiting on answers to other questions that have been brought up. There is not enough info to ensure that it is going to work out from a business standpoint.
- As a government entity—not a 501c3—we have many more restrictions than other members. It sometimes seems like we are not part of the group and/or that we might be slowing down the process for partners.
  - Question about sharing costs for common areas: need legal opinion.
  - Fund-raising: As a municipal corporation there are legal questions about fundraising for another corporation; will discuss with legal counsel.
  - Partisan issues: District should present as non-partisan.
- Hard to work with others who don't want to hire experts due to cost (e.g., interior design firm). Volunteers do not have the expertise or the bandwidth to do this work.

If we remain in The Confluence organization, it will mean allocating much more time in the years ahead. As a core partner there are greater financial risks, and we may run into issues related to being a local government trying to align administratively with non-profits. We have the option of being a tenant in the building instead of remaining in The Confluence organization, but would we maintain the important intangible benefits?

Next steps: The next Confluence Steering Committee meeting is December 16th at 3:00pm. We will get on the agenda to have some of these questions and concerns addressed. Jerry, Holly, Heath, Bob, Faye and anyone else who wants to participate will try to meet before then to determine a common position. Holly noted that if we want to ask additional questions of legal counsel, we may need more than \$650. Faye proposed raising the expenditure to \$1500.

Motion: Approve expenditure of up to \$1500 for legal review of fundraising/Capital Campaign questions for The Confluence  
MOTION/2<sup>nd</sup>: Eliza/Grahm; (Unanimous 6/6)

**The Confluence Building Update**

Covered in previous agenda item.

**The Confluence DEI Update**

In the interest of time, Heath deferred to her staff report in packet.

**Meeting Adjourned**

[Yoshihara] 7:14 pm

## **Benton SWCD Board Meeting**

January 11, 2021

### Financial Report

Period ending November 30, 2020

The closing balance in our Oregon LGIP account was \$1,061,648.88, dividend paid was \$490.56. The Fiscal YTD dividend paid was \$2,835.62. Our average monthly balance has been \$823,216.72 with a monthly distribution yield of 0.75%. The previous months balance was \$636,209.37. The large difference between the October and November balance is due to the receipt of \$424,933.45 in tax revenue from the Benton County Finance Department.

Both Citizen Bank accounts were reconciled and all checks were accounted for. The total balance of the two accounts was \$177,949.50. The previous months balance was \$153,600.99.

Charges to the Credit Card account were \$1,098.94. These were verified and reconciled. The previous months chargers were \$1,448.46.

I did not receive a November statement from our Stripe account.

Respectfully submitted,



Jerry Paul, Treasurer

**Benton Soil & Water Conservation District**  
**Balance Sheet**  
 As of November 30, 2020

	<b>Nov 30, 20</b>	<b>Nov 30, 19</b>	<b>\$ Change</b>
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
10100 · Citizens Bank	157,528.47	146,162.67	11,365.80
10150 · Citizens Bank #2	5,051.09	9,965.76	-4,914.67
10200 · LGIP	1,066,605.16	840,608.93	225,996.23
10300 · Stripe	426.77	470.77	-44.00
10800 · Petty Cash	24.00	24.00	0.00
<b>Total Checking/Savings</b>	<b>1,229,635.49</b>	<b>997,232.13</b>	<b>232,403.36</b>
<b>Accounts Receivable</b>			
11000 · Accounts Receivable	0.00	16,034.66	-16,034.66
11400 · Grants Receivable	78,289.51	3,433.80	74,855.71
<b>Total Accounts Receivable</b>	<b>78,289.51</b>	<b>19,468.46</b>	<b>58,821.05</b>
<b>Other Current Assets</b>			
100-1050 CashDue to/from Bld Fnd	-93,200.00	-88,200.00	-5,000.00
100-1500 Due to/from Proj Fund	-210,171.93	-121,884.13	-88,287.80
200-1080 CashDue to/from Gen Fnd	210,171.93	121,884.13	88,287.80
400-1505 Due to/from BR Fund	93,200.00	88,200.00	5,000.00
13000 · Prepaid expenses-Audit	7,070.41	6,457.79	612.62
<b>Total Other Current Assets</b>	<b>7,070.41</b>	<b>6,457.79</b>	<b>612.62</b>
<b>Total Current Assets</b>	<b>1,314,995.41</b>	<b>1,023,158.38</b>	<b>291,837.03</b>
<b>Other Assets</b>			
18400 · Property Tax Receivable-Audit	10,528.00	10,187.00	341.00
<b>Total Other Assets</b>	<b>10,528.00</b>	<b>10,187.00</b>	<b>341.00</b>
<b>TOTAL ASSETS</b>	<b>1,325,523.41</b>	<b>1,033,345.38</b>	<b>292,178.03</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
20000 · General Accounts Payable	3,750.17	5,206.02	-1,455.85
20100 · Project Accts Payable	33,631.63	0.00	33,631.63
<b>Total Accounts Payable</b>	<b>37,381.80</b>	<b>5,206.02</b>	<b>32,175.78</b>
<b>Credit Cards</b>			
<b>22000 · CITIZENS BANK MASTER CARD</b>			
22150 · Laura's CC - 4777	143.00	160.24	-17.24
22200 · Holly's CC - 2995	119.00	92.22	26.78
22400 · Teresa's CC - 3019	38.00	12.99	25.01
22500 · Heath's CC - 3027	372.00	141.49	230.51
22520 · Linda's CC - 5980	426.94	16.44	410.50
22600 · Janette's CC - 4108	0.00	11.61	-11.61
<b>Total 22000 · CITIZENS BANK MASTER CARD</b>	<b>1,098.94</b>	<b>434.99</b>	<b>663.95</b>
<b>Total Credit Cards</b>	<b>1,098.94</b>	<b>434.99</b>	<b>663.95</b>
<b>Other Current Liabilities</b>			
24000 · PAYROLL LIABILITIES			

**Benton Soil & Water Conservation District**  
**Balance Sheet**  
 As of November 30, 2020

	<b>Nov 30, 20</b>	<b>Nov 30, 19</b>	<b>\$ Change</b>
24010 · 941 Account	7,524.90	6,534.74	990.16
24020 · Oregon Withholding	1,945.00	1,646.00	299.00
24030 · OR-WBF SUTA	209.16	725.57	-516.41
24040 · Medical Employee	856.04	1,563.16	-707.12
24050 · Medical Employer	4,867.14	4,843.66	23.48
24060 · 457b Contributions	4,455.00	3,465.06	989.94
<b>Total 24000 · PAYROLL LIABILITIES</b>	<b>19,857.24</b>	<b>18,778.19</b>	<b>1,079.05</b>
25800 · Deferred Revenue Grants-Audit	231,736.89	98,597.38	133,139.51
25850 · Deferred Revenue - NPS Presales	23,142.68	0.00	23,142.68
<b>Total Other Current Liabilities</b>	<b>274,736.81</b>	<b>117,375.57</b>	<b>157,361.24</b>
<b>Total Current Liabilities</b>	<b>313,217.55</b>	<b>123,016.58</b>	<b>190,200.97</b>
<b>Long Term Liabilities</b>			
27050 · Deferred Revenue Taxes -Audit	8,440.09	7,779.09	661.00
<b>Total Long Term Liabilities</b>	<b>8,440.09</b>	<b>7,779.09</b>	<b>661.00</b>
<b>Total Liabilities</b>	<b>321,657.64</b>	<b>130,795.67</b>	<b>190,861.97</b>
<b>Equity</b>			
31100 · Building Reserve Fund Balance	93,200.00	88,200.00	5,000.00
31200 · Project Fund Balance	10,210.00	10,421.00	-211.00
32000 · General Fund Balance	604,005.70	507,799.01	96,206.69
Net Income	296,450.07	296,129.70	320.37
<b>Total Equity</b>	<b>1,003,865.77</b>	<b>902,549.71</b>	<b>101,316.06</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,325,523.41</b>	<b>1,033,345.38</b>	<b>292,178.03</b>



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

	<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	140,724.33	140,724.33
44535 · Taxes Levied	433,289.38	0.00	433,289.38
44540 · ODA Operations	24,994.75	0.00	24,994.75
44545 · ODA Tech, LMA & Scope of Work	29,160.00	0.00	29,160.00
45000 · Interest Income	2,935.55	0.00	2,935.55
46430 · MISCELLANEOUS	7,496.55	0.00	7,496.55
47200 · CREP, SQP-Fee for Services	816.00	0.00	816.00
47400 · Native Plant Sale Income	2,464.00	0.00	2,464.00
48000 · TRANSFERS IN	11,562.47	0.00	11,562.47
<b>Total Income</b>	<b>512,718.70</b>	<b>140,724.33</b>	<b>653,443.03</b>
<b>Gross Profit</b>	<b>512,718.70</b>	<b>140,724.33</b>	<b>653,443.03</b>
<b>Expense</b>			
60000 · MATERIALS & SERVICES	58,619.53	0.00	58,619.53
66000 · PAYROLL EXPENSES	157,649.10	33,483.12	191,132.22
68000 · PROJECTS-SVC-SUPP-MATERIALS	0.00	95,678.74	95,678.74
69400 · TRANSFERS OUT	0.00	11,562.47	11,562.47
<b>Total Expense</b>	<b>216,268.63</b>	<b>140,724.33</b>	<b>356,992.96</b>
<b>Net Ordinary Income</b>	<b>296,450.07</b>	<b>0.00</b>	<b>296,450.07</b>
<b>Net Income</b>	<b>296,450.07</b>	<b>0.00</b>	<b>296,450.07</b>

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

	<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	140,724.33	140,724.33
44535 · Taxes Levied	433,289.38	0.00	433,289.38
44540 · ODA Operations	24,994.75	0.00	24,994.75
44545 · ODA Tech, LMA & Scope of Work	29,160.00	0.00	29,160.00
45000 · Interest Income	2,935.55	0.00	2,935.55
46430 · MISCELLANEOUS			
46432 · Contributions	250.00	0.00	250.00
46440 · Refunds and Reimbursements	7,246.55	0.00	7,246.55
<b>Total 46430 · MISCELLANEOUS</b>	<b>7,496.55</b>	<b>0.00</b>	<b>7,496.55</b>
47200 · CREP, SQP-Fee for Services	816.00	0.00	816.00
47400 · Native Plant Sale Income	2,464.00	0.00	2,464.00
48000 · TRANSFERS IN			
48400 · Transfer Admin from Project Fd	11,562.47	0.00	11,562.47
<b>Total 48000 · TRANSFERS IN</b>	<b>11,562.47</b>	<b>0.00</b>	<b>11,562.47</b>
<b>Total Income</b>	<b>512,718.70</b>	<b>140,724.33</b>	<b>653,443.03</b>
<b>Gross Profit</b>	<b>512,718.70</b>	<b>140,724.33</b>	<b>653,443.03</b>
<b>Expense</b>			
60000 · MATERIALS & SERVICES			
61300 · CONFERENCES AND TRAINING			
61330 · Registration	2,050.00	0.00	2,050.00
<b>Total 61300 · CONFERENCES AND TRAINING</b>	<b>2,050.00</b>	<b>0.00</b>	<b>2,050.00</b>
61500 · COMMUNITY CONSERVATION PROGRAMS			
61510 · Conservation Education (Youth)	1,500.00	0.00	1,500.00
61530 · Invasives Program	233.04	0.00	233.04
61540 · Native Plant Sale	1,540.48	0.00	1,540.48
61570 · Soil Quality Program	336.49	0.00	336.49
61585 · Conservation Leadership - EDI	60.00	0.00	60.00
<b>Total 61500 · COMMUNITY CONSERVATION PROGR</b>	<b>3,670.01</b>	<b>0.00</b>	<b>3,670.01</b>
62100 · CONTRACTED AND PROF SERVICES			
62115 · Audit	4,750.00	0.00	4,750.00
62120 · Computer Support	600.60	0.00	600.60
62130 · PROFESSIONAL SERVICES			
62140 · Legal	1,500.00	0.00	1,500.00
62150 · Accounting	10,701.96	0.00	10,701.96
62170 · Web Design, Logo - Marketing	388.00	0.00	388.00
<b>Total 62130 · PROFESSIONAL SERVICES</b>	<b>12,589.96</b>	<b>0.00</b>	<b>12,589.96</b>
<b>Total 62100 · CONTRACTED AND PROF SERVICES</b>	<b>17,940.56</b>	<b>0.00</b>	<b>17,940.56</b>
62300 · Dues/Subscriptions/Fees	4,343.05	0.00	4,343.05
62800 · OFFICE OCCUPANCY			
62810 · Alarm & Janitorial Services	756.24	0.00	756.24
62820 · Rent & Parking	20,018.88	0.00	20,018.88

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

	<b>General Fund</b>	<b>Project Fund</b>	<b>TOTAL</b>
62830 · Utilities	5,059.81	0.00	5,059.81
<b>Total 62800 · OFFICE OCCUPANCY</b>	<b>25,834.93</b>	<b>0.00</b>	<b>25,834.93</b>
<b>65000 · SUPPLIES AND MATERIALS</b>			
65010 · COPIER AND SUPPLIES			
65012 · Copies	291.90	0.00	291.90
65014 · Lease	867.13	0.00	867.13
<b>Total 65010 · COPIER AND SUPPLIES</b>	<b>1,159.03</b>	<b>0.00</b>	<b>1,159.03</b>
65030 · Office Supplies	629.74	0.00	629.74
65040 · Postage	176.04	0.00	176.04
65050 · Software/Computer Accessories	319.98	0.00	319.98
<b>Total 65000 · SUPPLIES AND MATERIALS</b>	<b>2,284.79</b>	<b>0.00</b>	<b>2,284.79</b>
<b>65110 · PRODUCTION COSTS</b>			
65112 · Advertising and Website	265.84	0.00	265.84
65118 · Publications	325.00	0.00	325.00
<b>Total 65110 · PRODUCTION COSTS</b>	<b>590.84</b>	<b>0.00</b>	<b>590.84</b>
65120 · Insurance & Fidelity Bond	1,605.32	0.00	1,605.32
65320 · Mileage/travel related expenses	242.09	0.00	242.09
65400 · Meetings & Events	57.94	0.00	57.94
<b>Total 60000 · MATERIALS &amp; SERVICES</b>	<b>58,619.53</b>	<b>0.00</b>	<b>58,619.53</b>
<b>66000 · PAYROLL EXPENSES</b>			
66200 · Wages	121,245.16	25,231.10	146,476.26
66410 · Health, Dental & Life Insurance	19,096.50	4,543.92	23,640.42
66420 · Retirement	7,827.90	1,683.77	9,511.67
66500 · Payroll Taxes			
66510 · FICA Employer	8,975.38	1,902.58	10,877.96
66520 · SUTA	395.79	111.76	507.55
66530 · OR-WBF	39.12	9.99	49.11
<b>Total 66500 · Payroll Taxes</b>	<b>9,410.29</b>	<b>2,024.33</b>	<b>11,434.62</b>
66800 · Fees	69.25	0.00	69.25
<b>Total 66000 · PAYROLL EXPENSES</b>	<b>157,649.10</b>	<b>33,483.12</b>	<b>191,132.22</b>
<b>68000 · PROJECTS-SVC-SUPP-MATERIALS</b>			
68010 · Project Contracted Services	0.00	94,389.22	94,389.22
68020 · Project Mileage & Travel	0.00	789.52	789.52
68040 · Project Supplies & Materials	0.00	500.00	500.00
<b>Total 68000 · PROJECTS-SVC-SUPP-MATERIALS</b>	<b>0.00</b>	<b>95,678.74</b>	<b>95,678.74</b>
<b>69400 · TRANSFERS OUT</b>			
69440 · Trf PF to General Fund	0.00	11,562.47	11,562.47
<b>Total 69400 · TRANSFERS OUT</b>	<b>0.00</b>	<b>11,562.47</b>	<b>11,562.47</b>
<b>Total Expense</b>	<b>216,268.63</b>	<b>140,724.33</b>	<b>356,992.96</b>
<b>Net Ordinary Income</b>	<b>296,450.07</b>	<b>0.00</b>	<b>296,450.07</b>
<b>Net Income</b>	<b>296,450.07</b>	<b>0.00</b>	<b>296,450.07</b>

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

	<b>Jul - Nov 20</b>	<b>Jul - Nov 19</b>	<b>\$ Change</b>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
43300 · Grant/Project Administration	140,724.33	118,006.34	22,717.99
44535 · Taxes Levied	433,289.38	417,902.59	15,386.79
44540 · ODA Operations	24,994.75	24,994.75	0.00
44545 · ODA Tech, LMA & Scope of Work	29,160.00	29,160.00	0.00
44555 · NRCS - TA	0.00	2,741.96	-2,741.96
45000 · Interest Income	2,935.55	6,265.34	-3,329.79
46430 · MISCELLANEOUS			
46432 · Contributions	250.00	1,828.00	-1,578.00
46440 · Refunds and Reimbursements	7,246.55	0.00	7,246.55
<b>Total 46430 · MISCELLANEOUS</b>	<b>7,496.55</b>	<b>1,828.00</b>	<b>5,668.55</b>
47200 · CREP, SQP-Fee for Services	816.00	14,432.00	-13,616.00
47400 · Native Plant Sale Income	2,464.00	14,063.05	-11,599.05
48000 · TRANSFERS IN			
48400 · Transfer Admin from Project Fd	11,562.47	12,391.62	-829.15
<b>Total 48000 · TRANSFERS IN</b>	<b>11,562.47</b>	<b>12,391.62</b>	<b>-829.15</b>
<b>Total Income</b>	<b>653,443.03</b>	<b>641,785.65</b>	<b>11,657.38</b>
<b>Gross Profit</b>	<b>653,443.03</b>	<b>641,785.65</b>	<b>11,657.38</b>
<b>Expense</b>			
60000 · MATERIALS & SERVICES			
61300 · CONFERENCES AND TRAINING			
61310 · Lodging	0.00	782.50	-782.50
61320 · Meals/per diem	0.00	44.28	-44.28
61330 · Registration	2,050.00	1,500.15	549.85
61340 · Training and Education Material	0.00	84.99	-84.99
<b>Total 61300 · CONFERENCES AND TRAINING</b>	<b>2,050.00</b>	<b>2,411.92</b>	<b>-361.92</b>
61500 · COMMUNITY CONSERVATION PROGRAMS			
61510 · Conservation Education (Youth)	1,500.00	115.05	1,384.95
61520 · Conservation Incentive Program	0.00	487.87	-487.87
61530 · Invasives Program	233.04	1,034.27	-801.23
61540 · Native Plant Sale	1,540.48	4,190.82	-2,650.34
61570 · Soil Quality Program	336.49	527.10	-190.61
61585 · Conservation Leadership - EDI	60.00	197.68	-137.68
<b>Total 61500 · COMMUNITY CONSERVATION PRO</b>	<b>3,670.01</b>	<b>6,552.79</b>	<b>-2,882.78</b>
62100 · CONTRACTED AND PROF SERVICES			
62115 · Audit	4,750.00	4,100.00	650.00
62120 · Computer Support	600.60	590.00	10.60
62130 · PROFESSIONAL SERVICES			
62140 · Legal	1,500.00	500.00	1,000.00
62150 · Accounting	10,701.96	8,472.40	2,229.56
62170 · Web Design, Logo - Marketing	388.00	776.00	-388.00
<b>Total 62130 · PROFESSIONAL SERVICES</b>	<b>12,589.96</b>	<b>9,748.40</b>	<b>2,841.56</b>
<b>Total 62100 · CONTRACTED AND PROF SERVICE</b>	<b>17,940.56</b>	<b>14,438.40</b>	<b>3,502.16</b>

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

	<b>Jul - Nov 20</b>	<b>Jul - Nov 19</b>	<b>\$ Change</b>
<b>62300 · Dues/Subscriptions/Fees</b>	4,343.05	3,495.12	847.93
<b>62800 · OFFICE OCCUPANCY</b>			
<b>62810 · Alarm &amp; Janitorial Services</b>	756.24	831.28	-75.04
<b>62820 · Rent &amp; Parking</b>	20,018.88	20,475.90	-457.02
<b>62830 · Utilities</b>	5,059.81	2,619.02	2,440.79
<b>Total 62800 · OFFICE OCCUPANCY</b>	25,834.93	23,926.20	1,908.73
<b>65000 · SUPPLIES AND MATERIALS</b>			
<b>65010 · COPIER AND SUPPLIES</b>			
<b>65012 · Copies</b>	291.90	470.91	-179.01
<b>65014 · Lease</b>	867.13	867.13	0.00
<b>Total 65010 · COPIER AND SUPPLIES</b>	1,159.03	1,338.04	-179.01
<b>65020 · Equipment</b>	0.00	821.00	-821.00
<b>65030 · Office Supplies</b>	629.74	565.01	64.73
<b>65040 · Postage</b>	176.04	169.06	6.98
<b>65050 · Software/Computer Accessories</b>	319.98	0.00	319.98
<b>Total 65000 · SUPPLIES AND MATERIALS</b>	2,284.79	2,893.11	-608.32
<b>65110 · PRODUCTION COSTS</b>			
<b>65112 · Advertising and Website</b>	265.84	98.00	167.84
<b>65118 · Publications</b>	325.00	0.00	325.00
<b>Total 65110 · PRODUCTION COSTS</b>	590.84	98.00	492.84
<b>65120 · Insurance &amp; Fidelity Bond</b>	1,605.32	1,386.45	218.87
<b>65160 · Miscellaneous</b>	0.00	22.00	-22.00
<b>65320 · Mileage/travel related expenses</b>	242.09	2,480.57	-2,238.48
<b>65400 · Meetings &amp; Events</b>	57.94	1,016.14	-958.20
<b>Total 60000 · MATERIALS &amp; SERVICES</b>	58,619.53	58,720.70	-101.17
<b>66000 · PAYROLL EXPENSES</b>			
<b>66200 · Wages</b>	146,476.26	139,248.53	7,227.73
<b>66410 · Health, Dental &amp; Life Insurance</b>	23,640.42	20,738.05	2,902.37
<b>66420 · Retirement</b>	9,511.67	8,189.78	1,321.89
<b>66500 · Payroll Taxes</b>			
<b>66510 · FICA Employer</b>	10,877.96	10,054.58	823.38
<b>66520 · SUTA</b>	507.55	2,272.03	-1,764.48
<b>66530 · OR-WBF</b>	49.11	49.88	-0.77
<b>Total 66500 · Payroll Taxes</b>	11,434.62	12,376.49	-941.87
<b>66800 · Fees</b>	69.25	119.00	-49.75
<b>Total 66000 · PAYROLL EXPENSES</b>	191,132.22	180,671.85	10,460.37
<b>68000 · PROJECTS-SVC-SUPP-MATERIALS</b>			
<b>68010 · Project Contracted Services</b>	94,389.22	93,083.53	1,305.69
<b>68020 · Project Mileage &amp; Travel</b>	789.52	223.00	566.52
<b>68030 · Project Other</b>	0.00	496.00	-496.00
<b>68040 · Project Supplies &amp; Materials</b>	500.00	69.25	430.75
<b>Total 68000 · PROJECTS-SVC-SUPP-MATERIALS</b>	95,678.74	93,871.78	1,806.96
<b>69400 · TRANSFERS OUT</b>			
<b>69440 · Trf PF to General Fund</b>	11,562.47	12,391.62	-829.15

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

	<b>Jul - Nov 20</b>	<b>Jul - Nov 19</b>	<b>\$ Change</b>
<b>Total 69400 · TRANSFERS OUT</b>	11,562.47	12,391.62	-829.15
<b>Total Expense</b>	356,992.96	345,655.95	11,337.01
<b>Net Ordinary Income</b>	296,450.07	296,129.70	320.37
<b>Net Income</b>	<b>296,450.07</b>	<b>296,129.70</b>	<b>320.37</b>

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

	<b>Jul - Nov 20</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
43000 · Beginning Balance	0.00	558,709.00	-558,709.00	0.0%
44530 · Benton County Public Works	0.00	5,000.00	-5,000.00	0.0%
44535 · Taxes Levied	433,289.38	450,000.00	-16,710.62	96.29%
44540 · ODA Operations	24,994.75	24,995.00	-0.25	100.0%
44545 · ODA Tech, LMA & Scope of Work	29,160.00	58,320.00	-29,160.00	50.0%
45000 · Interest Income	2,935.55	10,000.00	-7,064.45	29.36%
<b>46430 · MISCELLANEOUS</b>				
46432 · Contributions	250.00			
46440 · Refunds and Reimbursements	7,246.55			
46430 · MISCELLANEOUS - Other	0.00	6,264.58	-6,264.58	0.0%
<b>Total 46430 · MISCELLANEOUS</b>	<b>7,496.55</b>	<b>6,264.58</b>	<b>1,231.97</b>	<b>119.67%</b>
47200 · CREP, SQP-Fee for Services	816.00	9,816.00	-9,000.00	8.31%
47400 · Native Plant Sale Income	2,464.00	16,000.00	-13,536.00	15.4%
<b>48000 · TRANSFERS IN</b>				
48400 · Transfer Admin from Project Fd	11,562.47	66,927.00	-55,364.53	17.28%
<b>Total 48000 · TRANSFERS IN</b>	<b>11,562.47</b>	<b>66,927.00</b>	<b>-55,364.53</b>	<b>17.28%</b>
<b>Total Income</b>	<b>512,718.70</b>	<b>1,206,031.58</b>	<b>-693,312.88</b>	<b>42.51%</b>
<b>Gross Profit</b>				
	512,718.70	1,206,031.58	-693,312.88	42.51%
<b>Expense</b>				
<b>60000 · MATERIALS &amp; SERVICES</b>				
<b>61300 · CONFERENCES AND TRAINING</b>				
61330 · Registration	2,050.00			
61300 · CONFERENCES AND TRAIN	0.00	12,000.00	-12,000.00	0.0%
<b>Total 61300 · CONFERENCES AND TRA</b>	<b>2,050.00</b>	<b>12,000.00</b>	<b>-9,950.00</b>	<b>17.08%</b>
<b>61500 · COMMUNITY CONSERVATION PROGRAMS</b>				
61510 · Conservation Education (Yc	1,500.00	5,000.00	-3,500.00	30.0%
61520 · Conservation Incentive Proç	0.00	3,000.00	-3,000.00	0.0%
61530 · Invasives Program	233.04	3,000.00	-2,766.96	7.77%
61540 · Native Plant Sale	1,540.48	16,000.00	-14,459.52	9.63%
61560 · Scholarships/Internships	0.00	600.00	-600.00	0.0%
61570 · Soil Quality Program	336.49	3,000.00	-2,663.51	11.22%
61585 · Conservation Leadership - E	60.00	2,000.00	-1,940.00	3.0%
<b>Total 61500 · COMMUNITY CONSERVA</b>	<b>3,670.01</b>	<b>32,600.00</b>	<b>-28,929.99</b>	<b>11.26%</b>
<b>62100 · CONTRACTED AND PROF SERVICES</b>				
62115 · Audit	4,750.00	5,000.00	-250.00	95.0%
62120 · Computer Support	600.60	4,000.00	-3,399.40	15.02%
<b>62130 · PROFESSIONAL SERVICES</b>				
62140 · Legal	1,500.00			
62150 · Accounting	10,701.96	45,000.00	-34,298.04	23.78%
62160 · Facilitation	0.00	6,000.00	-6,000.00	0.0%
62170 · Web Design, Logo - Marl	388.00			

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

	Jul - Nov 20	Budget	\$ Over Budget	% of Budget
<b>Total 62130 · PROFESSIONAL SERV</b>	12,589.96	51,000.00	-38,410.04	24.69%
62190 · Misc Contracted Services	0.00	30,348.58	-30,348.58	0.0%
<b>Total 62100 · CONTRACTED AND PROF</b>	17,940.56	90,348.58	-72,408.02	19.86%
62300 · Dues/Subscriptions/Fees	4,343.05	13,000.00	-8,656.95	33.41%
<b>62800 · OFFICE OCCUPANCY</b>				
62810 · Alarm & Janitorial Services	756.24	3,500.00	-2,743.76	21.61%
62820 · Rent & Parking	20,018.88	46,000.00	-25,981.12	43.52%
62830 · Utilities	5,059.81	12,000.00	-6,940.19	42.17%
62840 · Other	0.00	1,500.00	-1,500.00	0.0%
<b>Total 62800 · OFFICE OCCUPANCY</b>	25,834.93	63,000.00	-37,165.07	41.01%
<b>65000 · SUPPLIES AND MATERIALS</b>				
<b>65010 · COPIER AND SUPPLIES</b>				
65012 · Copies	291.90			
65014 · Lease	867.13			
65010 · COPIER AND SUPPLIES	0.00	3,500.00	-3,500.00	0.0%
<b>Total 65010 · COPIER AND SUPPLIE</b>	1,159.03	3,500.00	-2,340.97	33.12%
65020 · Equipment	0.00	5,000.00	-5,000.00	0.0%
65030 · Office Supplies	629.74	2,000.00	-1,370.26	31.49%
65040 · Postage	176.04	1,000.00	-823.96	17.6%
65050 · Software/Computer Access	319.98	2,000.00	-1,680.02	16.0%
<b>Total 65000 · SUPPLIES AND MATERIALS</b>	2,284.79	13,500.00	-11,215.21	16.92%
<b>65110 · PRODUCTION COSTS</b>				
65112 · Advertising and Website	265.84	1,500.00	-1,234.16	17.72%
65114 · Merchandise	0.00	1,000.00	-1,000.00	0.0%
65116 · Newsletters	0.00	2,000.00	-2,000.00	0.0%
65118 · Publications	325.00	500.00	-175.00	65.0%
<b>Total 65110 · PRODUCTION COSTS</b>	590.84	5,000.00	-4,409.16	11.82%
65120 · Insurance & Fidelity Bond	1,605.32	4,000.00	-2,394.68	40.13%
65160 · Miscellaneous	0.00	1,000.00	-1,000.00	0.0%
65320 · Mileage/travel related expenses	242.09	4,000.00	-3,757.91	6.05%
65400 · Meetings & Events	57.94	4,000.00	-3,942.06	1.45%
<b>Total 60000 · MATERIALS &amp; SERVICES</b>	58,619.53	242,448.58	-183,829.05	24.18%
<b>66000 · PAYROLL EXPENSES</b>				
66200 · Wages	121,245.16	308,613.00	-187,367.84	39.29%
66410 · Health, Dental & Life Insurance	19,096.50	49,165.00	-30,068.50	38.84%
66420 · Retirement	7,827.90	20,067.00	-12,239.10	39.01%
<b>66500 · Payroll Taxes</b>				
66510 · FICA Employer	8,975.38			
66520 · SUTA	395.79			
66530 · OR-WBF	39.12			
66500 · Payroll Taxes - Other	0.00	27,303.00	-27,303.00	0.0%
<b>Total 66500 · Payroll Taxes</b>	9,410.29	27,303.00	-17,892.71	34.47%
66800 · Fees	69.25			



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

	<b>Jul - Nov 20</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
<b>Total 66000 · PAYROLL EXPENSES</b>	157,649.10	405,148.00	-247,498.90	38.91%
<b>69100 · Capital Outlay</b>	0.00	5,000.00	-5,000.00	0.0%
<b>69200 · Contingency</b>	0.00	50,000.00	-50,000.00	0.0%
<b>69400 · TRANSFERS OUT</b>				
<b>69410 · Trf GF to Building Reserve Fd</b>	0.00	10,000.00	-10,000.00	0.0%
<b>Total 69400 · TRANSFERS OUT</b>	0.00	10,000.00	-10,000.00	0.0%
<b>69600 · Reserved for Future Expenditure</b>	0.00	213,435.00	-213,435.00	0.0%
<b>69800 · Unappropriated Fund Balance</b>	0.00	280,000.00	-280,000.00	0.0%
<b>Total Expense</b>	<b>216,268.63</b>	<b>1,206,031.58</b>	<b>-989,762.95</b>	<b>17.93%</b>
<b>Net Ordinary Income</b>	<b>296,450.07</b>	<b>0.00</b>	<b>296,450.07</b>	<b>100.0%</b>
<b>Net Income</b>	<b>296,450.07</b>	<b>0.00</b>	<b>296,450.07</b>	<b>100.0%</b>

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

	<b>Jul - Nov 20</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>43300 · Grant/Project Administration</b>	140,724.33	804,134.00	-663,409.67	17.5%
<b>Total Income</b>	140,724.33	804,134.00	-663,409.67	17.5%
<b>Gross Profit</b>	140,724.33	804,134.00	-663,409.67	17.5%
<b>Expense</b>				
<b>66000 · PAYROLL EXPENSES</b>				
<b>66200 · Wages</b>	25,231.10	49,475.00	-24,243.90	51.0%
<b>66410 · Health, Dental &amp; Life Insurance</b>	4,543.92	13,419.00	-8,875.08	33.86%
<b>66420 · Retirement</b>	1,683.77	5,213.00	-3,529.23	32.3%
<b>66500 · Payroll Taxes</b>				
<b>66510 · FICA Employer</b>	1,902.58			
<b>66520 · SUTA</b>	111.76			
<b>66530 · OR-WBF</b>	9.99			
<b>66500 · Payroll Taxes - Other</b>	0.00	6,704.00	-6,704.00	0.0%
<b>Total 66500 · Payroll Taxes</b>	2,024.33	6,704.00	-4,679.67	30.2%
<b>Total 66000 · PAYROLL EXPENSES</b>	33,483.12	74,811.00	-41,327.88	44.76%
<b>68000 · PROJECTS-SVC-SUPP-MATERIALS</b>				
<b>68010 · Project Contracted Services</b>	94,389.22			
<b>68020 · Project Mileage &amp; Travel</b>	789.52			
<b>68040 · Project Supplies &amp; Materials</b>	500.00			
<b>68000 · PROJECTS-SVC-SUPP-MATERIAL</b>	0.00	662,396.00	-662,396.00	0.0%
<b>Total 68000 · PROJECTS-SVC-SUPP-MATERI</b>	95,678.74	662,396.00	-566,717.26	14.44%
<b>69400 · TRANSFERS OUT</b>				
<b>69440 · Trf PF to General Fund</b>	11,562.47	66,927.00	-55,364.53	17.28%
<b>Total 69400 · TRANSFERS OUT</b>	11,562.47	66,927.00	-55,364.53	17.28%
<b>Total Expense</b>	140,724.33	804,134.00	-663,409.67	17.5%
<b>Net Ordinary Income</b>	0.00	0.00	0.00	0.0%
<b>Net Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>

**November 2020 Qtrly All Grant Projects Financial Report**

Project Name	Grant #	Funding Agency	Start Date	End Date	Status	Final Report Due Date	Fund Amount	(INCOME) Received to	Earned Income to	(EXPENSES) Spent to	Grant Receivabl	Remaining balance to	Grant Manager	Grant Report Dates	How grant funds are received	Admin Expected	Admin Earned	Admin Remaining
Effectiveness Monitoring WAHWG	2009-012-00	BPA	6/1/2020	5/31/2021	Open		157,527	19,947	19,947	19,947	0	137,580	LB			4,775	1,813	2,962
Shared Space EDI Initiative	18040175	MMT	1/1/2019	12/31/2020	Open	2/15/2021	149,388	149,388	103,726	103,726	45,662	0	HK	12/9/19 and 2/15/21	two checks; one at the beginning of each calendar year	12,300	8,341	3,959
Willamette Mainstem Restoration Opportunities and Strategies for Engagement	20100515	MMT	11/1/2020	10/31/2022		12/15/2022	70,164	70,164	0	0	70,164	0	LB	5/15/21 & 12/15/22	100% of funds at beginning of grant	6,379	0	6,379
Ludwigia Management Alternatives	19100538	MMT	12/1/2019	12/31/2022	Open	2/15/2023	27,742	27,742	5,440	5,440	22,302	0	LB	Interim Report: 1/1/2021 & 1/1/2022. Final Report 2/15/2023	100% of funds at beginning of grant	2,522	495	2,027
State of the River Synthesis	20010715	MMT	2/1/2020	1/31/2022	Open	3/15/2022	80,000	80,000	360	360	79,640	0	LB	Interim 2/1/2021 & Final 3/15/2022	100% of funds at beginning of grant	12,000	100	11,900
Willamette Mainstem Cooperative	19010935	MMT - Basinwide #3	3/19/2019	2/28/2021	Open	4/15/2021	40,000	40,000	33,571	33,571	6,429	0	LB	Interim Report: 3/1/2020 & Final Report: 4/15/2021	100 % of funds at beginning of grant	3,636	3,046	590
Willamette River Aquatic Weed Management Phase 7	2020-33-010	ODA-OSWB	2/28/2020	4/30/2021	Open	6/30/2021	27,719	13,860	8,788	8,788	5,072	13,860	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	598	1,922
Purge the Spurge! EDRR and Community Outreach	2020-33-011	ODA-OSWB	2/28/2020	4/30/2021	Open	6/30/2021	8,808	6,606	6,115	6,115	491	2,202	LB		*50% of funds received at start of grant *25% of funds are received after interim grant report submitted and approved by ODA *final funds are received after final grant report submitted and approved by ODA	801	556	245
100 Acre Wood Habitat Project - Plant Establishment	217-3002-14131	OWEB	10/25/2016	6/30/2022	Open	8/30/2022	25,278	13,114	13,114	13,114	0	12,164	DS	Project completion only	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	2,298	1,191	1,107
2019 Supplemental Data Collection for WFIP Effectiveness Monitoring (Phase 3)	218-8390-17212	OWEB	2/4/2020	12/31/2021	Open	2/28/2022	100,000	23,078	23,485	23,485	-406	76,922	LB	Interim Report: 12/31/2020 & Final Report: 2/28/2022	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	9,091	2,135	6,956
Willamette FIP Effectiveness Monitoring Program Phase 4: Data Collection 2020-2021 and Reporting	220-8201-17233	OWEB	1/1/2020	12/31/2022	Open	2/28/2023	119,988	986	986	986	0	119,002	LB	Interim Report: 6/30/2021 & Final Report: 2/28/2023	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	10,908	90	10,818
2019 data collection for WFIP Effectiveness Monitoring (Phase 2)	218-8201-16520	OWEB	1/1/2019	6/30/2021	Open	2/28/2021	119,983	107,995	119,982	119,982	-11,988	11,988	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	10,908	0
OWEB SIA grant	218-8010-16782	OWEB	3/4/2019	12/22/2023	Open	12/22/2023	125,000	26,161	34,589	34,589	-8,429	98,839	DS	(6/17/2019, 12/16/2019, 6/14/2020, 12/14/2020, 6/14/2021, 12/13/2021, 6/13/2022, 12/13/2020)		11,364	2,377	8,987

**November 2020 Qtrly All Grant Projects Financial Report**

Project Name	Grant #	Funding Agency	Start Date	End Date	Status	Final Report Due Date	Fund Amount	(INCOME) Received to	Earned Income to	(EXPENSES) Spent to	Grant Receivabl	Remaining balance to	Grant Manager	Grant Report Dates	How grant funds are received	Admin Expected	Admin Earned	Admin Remaining
J2E RTR Project	220-3303-17504	OWEB	4/22/2020	6/30/2025	Open	6/30/2025	239,915	0	0	0	0	239,915	DS	6/30/2028 and 6/30/2030		23,084	0	23,084
Fackrell Soil & Water Imp	09-20-002	OWEB	12/5/2020	10/16/2022	Open	12/16/2022	10,123	0	0	0	0	10,123	DS	12/16/2022, 10/16/2024	no funds received at start of grant; funds received by reimbursement of invoices/receipts submitted by BWCD two times total; OWEB holds last 10% of funds until they receive and approve of Final Report.	1,012	0	1,012
Willamette Anchor Habitat Working Group Monitoring Framework (Phase 1)	216-8201-15838	OWEB-FIP	11/1/2017	12/31/2020	Open	2/28/2021	129,954	116,959	129,954	129,954	-12,995	12,995	LB	Final report due August 29, 2020.	no funds received at start of grant; funds received by reimbursement of invoices/receipts for amounts of \$250 or more submitted by BSWCD; OWEB holds last 10% of funds (\$12,995) until they receive and approve of Final Report at end of grant	11,814	11,814	0
<b>Total</b>							<b>1,431,589</b>	<b>695,999</b>				<b>735,590</b>					<b>43,463</b>	<b>81,950</b>

**Benton Soil and Water Conservation District**  
**FY21 Budget Resolution**  
**RESOLUTION NO. FY2020-2021-11**

BE IT RESOLVED that the Board of Directors of the Benton Soil and Water Conservation District (SWCD) hereby approves the addition of \$2,953.02 from the Oregon Department of Administrative Services Grant #1435 (Coronavirus Relief Fund) to the Benton SWCD FY21 Budget as follows:

**General Fund**

Add \$2,953.02 in Resources (Miscellaneous)

Add \$2,953.02 in Requirements to the General Fund as follows:

**Materials and Services**

Contracted/Professional Services	\$2,953.02
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SIGNED THIS 11th day of January 2021

Benton Soil and Water Conservation District  
*Entity Name*

Benton SWCD Board of Directors  
*Governing Body*

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*Signature: Faye Yoshihara, BSWCD Board Chair*

**Benton Soil and Water Conservation District  
FY21 Budget Resolution  
RESOLUTION NO. FY2020-2021-12**

BE IT RESOLVED that the Board of Directors of the Benton Soil and Water Conservation District (SWCD) hereby approves the addition of \$70,164.00 to the Benton SWCD FY21 Budget as follows:

**Project Fund**

Add \$70,164.00 in Resources to the Project Fund for the Willamette Mainstem Restoration Opportunities and Strategies for Engagement. Grant No. 20100515.

Add \$70,164.00 in Requirements to the Project Fund as follows:

<b>Personnel Services</b>	\$17,680.00
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**Materials and Services**

Contracted/Professional Services	\$45,410.00
Travel & Training	\$345.00
Materials & Supplies	\$350.00

**Transfer to General Fund (Fiscal Admin)**

\$6,379.00

**General Fund**

Add \$6,379.00 in Resources

**Transfer from Project Fund (Fiscal Admin)**

\$6,379.00

Add \$6,379.00 in Requirements to the General Fund as follows:

**Personnel Services**

\$6,379.00

(wages, health benefits, retirement, payroll taxes)

SIGNED THIS 11<sup>th</sup> day of January 2021

Benton Soil and Water Conservation District  
*Entity Name*

Benton SWCD Board of Directors  
*Governing Body*

\_\_\_\_\_  
*Signature: Faye Yoshihara, BSWCD Board Chair*

**Benton Soil and Water Conservation District  
 RESOLUTION NO. FY-2020-2021-13  
 Budget Appropriation Transfer (Budget Revision)  
 Grant #218-8390-17212 (2019 Supplemental Data Collection for WFIP Effectiveness Monitoring)**

BE IT RESOLVED that the Board of Directors of the Benton Soil and Water Conservation District (SWCD) hereby approves the transfer of \$12,500 of Project Funds from the Personnel category to the Contracted Services category and \$650 of Project Funds from the Travel category to the Contracted Services category. The revised Project Budget is as follows:

**Project Fund**

	Original	Remaining	Revised (Remaining)
Personnel	\$16,988	\$13,873.11	\$1,373.11
Contracted Services	\$73,137	\$55,035.67	\$68,185.67
Travel	\$784	\$650.59	\$0.59
Transfer to General Funds (Fiscal Admin)	\$9,091	\$6,956.05	\$6,956.05
	<u>\$100,000</u>	<u>\$76,515.42</u>	<u>\$76,515.42</u>

**SIGNED THIS 11<sup>th</sup> day of January 2021**

Benton Soil and Water Conservation District  
*Entity Name*

Benton SWCD Board of Directors  
*Governing Body*

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*Signature: Faye Yoshihara, BSWCD Board Chair*

# Exposure Risk Assessment Form

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## Assessment Completion Details

Completed by (name): Linda Lovett      Date: 11/30/2020

Job title: Operations Manager

Contact information: 541-231-2615; llovett@bentonswcd.org

Employee job classifications evaluated in this assessment:

Executive Director

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Operations Manager

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Communications & Community Engagement Manager

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Resource Conservationist I

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Resource Conservationist II

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River Restoration and Invasive Species Program Coordinator

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## Questions and Answers

Can employees telework or otherwise work remotely? How are employees encouraged or empowered to use those distance work options to reduce COVID-19 transmission at the workplace?

BSWCD implemented Telework and COVID Social Distancing Policies in April 2020. These encourage employees to work remotely, from home, to the maximum extent practicable and to visit the office only when social distancing guidelines can be implemented. Staff go into the office only if necessary and arrange their schedules with other staff and one board member (Treasurer, who signs checks weekly) to ensure that physical distancing requirements are met. The Executive Director spends one day a week in the office when the bookkeeper comes, and the Operations Manager goes in for a day every week to get checks out, distribute mail, and complete other administrative tasks.

What are the anticipated working distances between employees? How might those physical working distances change during non-routine work activities?

The BSWCD office is 2,350 square feet, and five of the six employees have private offices with doors that close. The sixth employee has a desk in the lobby area, which also constitutes a private space now that the office is closed to the public. Since the BSWCD's Social Distancing policy only allows three people in the office at one time, it is relatively easy for staff to maintain more than six feet of distance.

Physical working distances may change when work is conducted outside the office, for example site visits and field work. The Social Distancing Policy stipulates that field work should be postponed if feasible or conducted via remote technology that allows staff to provide services from home (such as



# Exposure Risk Assessment Form

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Zoom, Skype or FaceTime field “visits”). If postponement or use of remote technology is not practical, high priority field work may be conducted, but only if social distancing guidelines can be followed. Prior to conducting field work and site visits, employees will convey to landowners and contractors that all BSWCD employees must practice social distancing. If current Oregon Health Authority social distancing guidelines cannot be met, the field work should be canceled.

What is the anticipated working distance between employees and other individuals? How might those working distances change during non-routine work activities?

Because the BSWCD office is closed to the public, the only individuals other than employees that might be there are contractors (e.g., bookkeeper, IT support). They are required to comply with the BSWCD’s Social Distancing Policy, which does not allow more than three people in the office at one time and mandates keeping a minimum 6-foot distance from others at all times. Anyone who enters the office is also required to wear a face covering.

How have the workplace or employee job duties, or both, been modified to provide at least 6-feet of physical distancing between all individuals?

Employee job duties have been modified to encourage telework to minimize office visits. For example, financial transactions have been converted from paper to electronic processes and meetings and outreach programs are conducted via videoconferencing instead of in person. Allowing only three people in the office at one time enables individuals to maintain a 6-foot distance. The Social Distancing Policy also requires that employees limit the sharing of equipment to the extent feasible and refrain from entering other employees’ offices or touching surfaces in any office but their own. Individual mailboxes have been set up to minimize staff contact with materials coming into the office.

How are employees and other individuals at the workplace notified where and when masks, face coverings, or face shields are required? How is this policy enforced and clearly communicated to employees and other individuals?

When there are changes to State or Federal guidance or mandates about masks, face coverings, or face shields, the Executive Director immediately emails the information to staff, board members, and contractors that visit the office. The Operations Manager prints and posts required posters/flyers (e.g., Oregon OSHA’s COVID-19 Hazards Poster, USDOL Coronavirus Response Act Paid Leave Notice poster, Oregon Health Authority Masks Required sign) on a bulletin board in the office lobby that is clearly visible to anyone entering. The information also is communicated at weekly staff meetings and during monthly safety committee meetings.

# Exposure Risk Assessment Form

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How have employees been informed about the workplace policy and procedures related to reporting COVID-19 signs and symptoms? How might employees who are identified for quarantining or isolation as a result of medical removal under this rule be provided with an opportunity to work at home, if such work is available and they are well enough to do so?

BSWCD has drafted a Policy for Notification of Employees when COVID-19 Exposure Occurs based on OSHA's template. It also has modified FEMA's COVID-19 Decision Matrix—a protocol based on CDC, DHS, and other authoritative guidance—for its own use (see attached). The matrix gives various scenarios and provides guidance to employees and supervisors on how to respond to each. These documents have been shared with employees for review and feedback.

Per the BSWCD Telework and Social Distancing Policies, employees identified for quarantining or isolation are able to work from home if they are well enough to do so.

How have engineering controls such as ventilation (whether portable air filtration units equipped with HEPA filters, airborne infection isolation rooms, local exhaust ventilation, or general building HVAC systems) and physical barriers been used to minimize employee exposure to COVID-19?

BSWCD rents space in a multi-unit office building. Each unit has its own HVAC system. A local company performs annual check ups on the HVAC system. BSWCD has requested that the landlord provide a detailed plan for how the building's ventilation and HVAC system will be maintained to minimize employee exposure to COVID-19. This Exposure Risk Assessment will be updated upon receipt of that information.

In addition, BSWCD owns a Honeywell 50250-S True HEPA Air Purifier, which can capture up to 99.97% of airborne particles as small as 0.3 microns in a space as large as 465 square feet. This means it is useful in areas such as the office lobby, which is a shared space, but its reach would not include the private offices or kitchen unless it is moved to those areas.

How have administrative controls (such as foot-traffic control) been used to minimize employee exposure to COVID-19?

The BSWCD office is closed to the public until further notice. The front door is locked at all times and has a large sign informing people how to contact staff via phone or email. The office conference room is closed for public use and is no longer used for board meetings, which now take place via Zoom. Our regular contractors (bookkeeper, IT, copier and phone repair, etc.) are allowed in the office to complete their work as long as their presence means no more than three people are in the office, and they must wear face coverings and follow physical distancing guidelines. According to the Social Distancing Policy, employees should not enter other employees' offices or touch any surfaces in any office but their own, and they should use the individual mailboxes to deliver mail to other staff.

# Exposure Risk Assessment Form

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What is the procedure or policy for employees to report workplace hazards related to COVID-19? How are these hazard reporting procedures or policies communicated to employees?

Staff were asked at a safety meeting on December 1, 2020 to identify existing or potential workplace hazards related to COVID-19. The consensus was that working in the BSWCD office or conducting field visits in compliance with the Social Distancing Policy do not expose employees to additional COVID-19 hazards. However, if a hazard should arise, employees will use the the same process to report it as they do for reporting COVID-19 exposure (i.e., inform supervisor and follow existing policies and Decision Matrix).

How are sanitation measures related to COVID-19 implemented in the workplace? How have these sanitation practices been explained to employees and other individuals at the workplace?

The Social Distancing Policy mandates that employees who need to work in the office must limit sharing of equipment to the extent feasible and must sanitize shared equipment after use. Before leaving the office, employees should disinfect all community-touch surfaces such as light switches, copier controls, security alarm keypad, and kitchen/restroom surfaces. All employees have read and signed the Social Distancing Policy, which also has been shared with the contractors who visit regularly (bookkeeper, IT). In July 2020, BSWCD implemented a new sanitation measure for equipment loaned to the public (see memo Update on BSWCD Equipment Loan Program) so that it could safely continue this program.

BSWCD office space is cleaned every two weeks by a professional cleaning service. The company uses a Protexus electrostatic spraying system that is effective against COVID-19. If anyone who has entered the office (staff, board member, contractor) within the past 14 days has symptoms of or tests positive for COVID-19, the contracted cleaning service can execute detailed cleaning and disinfection of the entire space (offices, kitchen, bathroom) outside of its regular cleaning schedule.

# Exposure Risk Assessment Form

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How have the industry-specific or activity-specific COVID-19 requirements in Appendix A of this rule and applicable guidance from the Oregon Health Authority been implemented for workers? How are periodic updates to such guidance documents incorporated into the workplace on an on-going basis?

BSWCD does not fall under any industry-specific or activity-specific COVID-19 requirements in Appendix A of this rule.

BSWCD will review its guidance documents every three months or as new information and requirements are issued. This information will be incorporated into the workplace through monthly staff safety meetings and weekly staff meetings as needed. The COVID bulletin board will be updated as new information becomes available and any new posters/flyers will also be emailed to employees.

In settings where the workers of multiple employers work in the same space or share equipment or common areas, how are the physical distancing; mask, face covering, or face shield requirements; and sanitation measures required under this rule communicated to and coordinated between all employers and their affected employees?

The only times workers of multiple employers work in the same space as or share equipment or common areas with BSWCD staff are when contractors such as the bookkeeper or IT technician are working in the office. As noted above, BSWCD has shared its Social Distancing Policy with these contractors, who also will be asked to comply with the Policy for Notification of Employees when COVID-19 Exposure Occurs. The physical distancing and face covering requirements are visibly posted near the main entrance of the office.

How can the employer implement appropriate controls that provide layered protection from COVID-19 hazards and that minimize, to the degree possible, reliance on individual employee training and behavior for their efficacy?

BSWCD is using a combination of approaches to mitigate COVID-19 risk. Protection layers that do not rely on individual employee training and behavior (e.g., face coverings, physical distancing) include:

- Restricting access to the workspace (i.e., locked door, office closed to public);
- Engineering controls, such as HVAC/ventilation maintenance and use of portable HEPA air filter;
- Routine and, if necessary, additional cleaning and sanitation.

# COVID-19 Infection Control Plan

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Oregon OSHA's temporary rule for COVID-19 (OAR 437-001-0744) requires all employers to develop and implement an infection control plan. This plan builds upon each employer's exposure risk assessment, which the rule also requires, and aims to eliminate or otherwise minimize worker exposure to COVID-19. The specific requirements for this COVID-19 infection control plan are outlined under subsection 437-001-0744(3)(h). This plan does not include the additional elements required for exceptional risk workplaces.

Benton Soil and Water Conservation District

Date: 11/30/2020

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All job assignments or worker tasks requiring the use of personal protective equipment (including respirators) necessary to minimize employee exposure to COVID-19.

Executive Director

Operations Manager

Communications & Community Engagement Manager

Resource Conservationist I

Resource Conservationist II

River Restoration and Invasive Species Program Coordinator

The procedures we will use to ensure that there is an adequate supply of masks, face coverings, or face shields and personal protective equipment (including respirators) necessary to minimize employee exposure to COVID-19.

The only personal protective equipment that BSWCD requires is masks, which are available in the office lobby. The Operations Manager is responsible for maintaining office supply inventory, so will also check the mask inventory weekly and will order new ones with ample time for delivery before inventory runs out.

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# COVID-19 Infection Control Plan

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The specific hazard control measures that we installed, implemented, or developed to minimize employee exposure to COVID-19, listed and described.

- Closed the office to the public.
  - Created Telework Policy to enable/encourage staff to work remotely and minimize office visits.
  - Created Social Distancing Policy limiting the number of individuals in the office to three.
  - Switched from in-person meetings to videoconferencing.
  - Minimized non-essential work travel and required staff traveling out of state for personal reasons to stay out of the office for 14-days.
  - Purchased masks and enforced Oregon Health Authority face mask/covering/shield requirements.
  - Purchased disinfectants shown effective against COVID-19 (from EPA list) for staff to clean their own and shared work spaces.
  - Continued regular contracted cleaning with a Protexus electrostatic spraying system effective against COVID-19; investigated additional cleaning in the event of possible COVID contamination.
  - Created individual office mailboxes to reduce need for staff to go into another's office.
  - Updated BSWCD policy and procedures regarding loaning of equipment to reduce infection hazard.
  - Shared updated COVID-19 information via email, staff meetings, and office bulletin board.
  - Created Policy for Notification of Employees when COVID-19 Exposure Occurs and a COVID-19 Decision Matrix to inform staff of their rights and responsibilities if exposed to or diagnosed with COVID-19.
- 

Description of our COVID-19 mask, face covering, and face shield requirements at the workplace, and the method of informing individuals entering the workplace where such source control is required.

BSWCD is complying with the face mask/covering/shield requirements for the public and businesses that the Oregon Health Authority issued on October 19, 2020. The Executive Director has emailed the information to staff and to contractors that visit the office, and the Operations Manager has posted required posters/flyers (e.g., OHA's "Masks Required" sign, Oregon OSHA's "COVID-19 Hazards Poster") on a bulletin board in the office lobby to be visible to anyone entering. The information also is communicated at weekly staff meetings and monthly safety committee meetings. Free masks are available at the front desk.

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# COVID-19 Infection Control Plan

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The procedures we will use to communicate with our employees and, other employers in multi-employer worksites, regarding an employee's exposure to an individual known or suspected to be infected with COVID-19 to whom other workers may have been exposed. This includes the communication to individuals identified through COVID-19 contact tracing and general communication to the workplace at large.

BSWCD has drafted a Policy for Notification of Employees when COVID-19 Exposure Occurs based on OSHA's template. It also has modified FEMA's COVID-19 Decision Matrix—a protocol based on CDC, DHS, and other authoritative guidance—for its own use (see attached). The matrix gives various scenarios and provides guidance to employees and supervisors on how to respond to each. Both documents have been shared with employees for review and feedback.

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The procedures we will use to provide our workers with the initial employee information and training required by 437-001-0744.

Employees were provided an overview of the rule and its requirements at a safety meeting on December 1, 2020. BSWCD purchased general workplace employee training compliant with the Oregon OSHA rules from HR Answers. Employees will complete the online training on their own by December 21, 2020 and inform the Operations Manager (safety officer), who will maintain the training records.

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Oregon OSHA's Administrative Rule 437-001-0744 Addressing COVID-19 Workplace Risks is available at [osha.oregon.gov](https://www.osha.oregon.gov).

Exposure Risk Assessment requirements are in 437-001-0744(3)(g).

Infection Control Plan requirements outlined in this document are in 437-001-0744(3)(h)(B)(i)-(vi).

COVID-19 information and training requirements are in 437-001-0744(3)(i), and as applicable for workplaces at exceptional risk, 437-001-0744(4)(b).



**Benton Soil and Water Conservation District**  
**Policy for Notification of Employees when COVID-19 Exposure Occurs**  
**Effective December 7, 2020**

**Intent & Background**

Subsection 3(j) of the recently adopted [Oregon OSHA Temporary COVID-19 rule](#) includes a provision requiring almost all employers to develop a COVID-19 infection notification process. The process must provide for the notification of exposed employees – those who were within 6 feet of a confirmed COVID-19 individual for a cumulative total of 15 minutes or more – and of affected employees – those who work in the same facility or in the same well-defined portion of the facility.

This policy addresses how Benton Soil and Water Conservation District (BSWCD) will comply with the OSHA rule. It is subject to change as more information becomes available and will be rescinded when the rule is lifted.

**COVID-19 Notifications by BSWCD**

All employees are expected to notify the Executive Director in the event that they test positive for COVID-19 or they become aware that another individual who has been present in the worksite (employee, customer, contractor, guest, etc.) has been confirmed as having COVID-19. When such a notification occurs or BSWCD becomes aware that a person with confirmed COVID-19 has been in the workplace by any other means, the following measures will be taken:

- A. Based on a reasonable assessment of the activity of the individual with confirmed COVID-19, BSWCD will seek to identify each employee who was likely to have been within 6 feet of the infected individual for a cumulative total of 15 minutes or more. Those employees will be notified individually of the exposure (by telephone, text message, or e-mail) and will be advised that they should seek guidance from their individual physician or from local public health officials about testing options. The individual who was the source of the exposure will *not* be identified.

- B. In addition, the following notification will be sent to everyone working in the facility where the exposure occurred, even if they did not appear to have close contact with the individual in question:  
*We have been notified that an individual who has been present at [location] has been diagnosed with COVID-19. We are notifying those individuals who appear to have had close contact with the individual, but we want to alert everyone to the possibility of exposure.*

*If you experience symptoms of COVID-19 illness, please inform Executive Director Holly Crosson and contact your health care provider. BSWCD will protect all employee medical information and will disclose it only to the degree such disclosure is strictly necessary.*

*For more information on COVID-19, including symptoms of which you may want to be aware, please visit the [Oregon Health Authority COVID-19 website](#) or the [US Centers for Disease Control & Prevention COVID-19 website](#).*

*If you have any questions or concerns, please contact Executive Director Holly Crosson.*



## EMPLOYEE ACKNOWLEDGEMENT

As an employee of Benton Soil and Water Conservation District (BSWCD), I acknowledge the following:

1. I have received a copy of the Policy for Notification of Employees when COVID-19 Exposure Occurs. I understand that the Policy contains important information about: 1) my obligation to inform BSWCD if I test positive for COVID-19 or become aware that another individual who has been present in the worksite has been confirmed as having COVID-19 and 2) BSWCD's obligation to inform me if I am exposed to someone who has tested positive for COVID-19. I understand that I have the responsibility to read and understand this policy and to ask my supervisor for clarification of any information I do not understand. I also understand that a copy of the Policy is available to me at any time to review on the network's Shared U Drive.
2. I understand that BSWCD has the right to change, modify, add to, substitute or eliminate, interpret and apply, in its sole judgment, the policies, rules, and guidelines described in this Policy as additional information is made available. I understand that should the content be changed in any way, BSWCD will notify me and may require an additional signed acknowledgement from me to indicate that I am aware of the changes.
3. I understand that this policy will be rescinded when the Oregon OSHA Temporary COVID-19 rule is lifted.
4. I acknowledge that I have asked for and received clarification on any of the items listed on this acknowledgement form that I did not understand, prior to signing.

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Employee Signature

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Date

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Employee Name

The original of this document will be kept in the Employee's personnel file. A copy will be provided to the Employee upon request.

**COVID-19 Decision Matrix  
For BSWCD Internal Use**

**Protocol is based upon CDC, DHS, and other authoritative guidance available as of December 1, 2020 and is subject to change**

As the COVID-19 situation continues to evolve, BSWCD's priorities remain:

- 1) Take a proactive posture in informing and protecting our employees;
- 2) Conduct mission essential functions continuously and be prepared to do so in a COVID-19 degraded environment.

With these priorities in mind, BSWCD encourages its employees to telework and uses the following guidance to inform decision-making regarding employee safety. To ensure that employees remain at low risk for exposure and that BSWCD operations continue uninterrupted, BSWCD will enforce social distancing and face-covering requirements at all times and establish maximum capacity for its office space. These rules apply to BSWCD contractors as well as employees.

	<b>If an employee...</b>	<b>Then the employee should...</b>	<b>The Supervisor will direct the employee to...</b>	<b>The Supervisor will instruct the workforce to...</b>	<b>The employee can return to work at the BSWCD office if...</b>	<b>Facility POC will...</b>
<b>Scenario 1</b>	Has no symptoms (asymptomatic)-OR- has no known direct exposure to COVID-19	Continue working as normal, in compliance with the BSWCD Telework and Social Distancing Policies.	Continue working remotely and in the office as necessary.	Continue working as normal, in compliance with the BSWCD Telework and Social Distancing Policies.  No additional guidance or messaging is required.	No action is necessary.	Continue routine cleaning and disinfection throughout the office.
<b>Scenario 2</b>	Has no symptoms (asymptomatic)-AND- has been in close contact* with a suspected or laboratory-confirmed COVID-19 case	Notify their supervisor and follow CDC or local public health official guidance. Contact their medical provider for guidance.  Stay out of the BSWCD office. While home, telework or take leave as appropriate.  If employee develops COVID-19 symptoms while in the office, go directly home, consult medical provider, and follow the guidance in Scenario 5 below.	Stay out of the BSWCD office for 14 calendar days beginning with the last date of close contact* with the known symptomatic COVID-19 case.	Continue working as normal, in compliance with the BSWCD Telework and Social Distancing Policies.  No additional guidance or messaging is required.	The employee does not develop symptoms and 14 calendar days have passed since the last date of close contact* with a suspected or laboratory-confirmed COVID-19 case.	Continue routine cleaning and disinfection throughout the facility.  May choose to take additional cleaning measures depending on how recently employee was in the office.
<b>Scenario 3</b>	Becomes ill but has no symptoms consistent with COVID-19 and no known close contact* with a suspected or laboratory-confirmed COVID-19 case	Notify their supervisor and follow CDC or local public health official guidance.  Stay out of the office. While home, telework or take leave as appropriate. Seek medical care and guidance as appropriate.  If COVID-19 symptoms develop, follow	Stay out of the BSWCD office while sick and advise employee on leave options (e.g., sick leave, telework).  Consult medical provider if symptoms worsen or if COVID-19 symptoms develop.  Follow Return-to-Work Guidance.	Continue working as normal, in compliance with the BSWCD Telework and Social Distancing Policies.  No additional messaging is required; the employee's illness can be framed as a colleague became ill. ***	They have written return to work approval from their medical provider OR they remain symptom-free for 24 hours.	Continue routine cleaning and disinfection throughout the facility.  May choose to take additional cleaning measures depending on how recently employee was in the office.
<b>Scenario 4</b>	Has symptoms consistent with COVID-19 but has no known close contact* with a suspected or laboratory-confirmed COVID-19 case, OR pending test results for COVID-19	Notify their supervisor of illness and follow CDC or local public health official guidance.  Stay home and seek medical care and guidance. While the employee is at home, they may telework or take leave as appropriate.	Stay out of the BSWCD office while sick and advise employee on leave options.  Identify any other staff or contractors with whom they have had contact and/or were working in the impacted area.	Inform all staff that an employee is ill with COVID-like symptoms but has no known close contact with an individual diagnosed with COVID-19. ***  Stay out of the BSWCD office until it can be cleaned in accordance with CDC guidelines. Employees should continue teleworking or working from their alternate workspace until they have been cleared to return.	IF GETTING TESTED: They no longer have a fever* without the use of medicine that reduces fevers; AND their other symptoms have improved; AND they received two negative tests in a row, 24 hours apart; AND they have consulted with their supervisor.  IF NOT GETTING TESTED: They have had no fever** for 72 hours and have not used medicine that reduces fevers; AND their other symptoms have improved; AND their symptoms first appeared at least 7 days ago; AND they have	Execute detailed cleaning and disinfection of the entire space (offices, kitchen, bathroom) with BSWCD's contracted cleaning service, then resume routine cleaning and disinfection on the regular schedule.

Scenario 5	Has symptoms consistent with COVID-19 and has known close contact* with a suspected or laboratory-confirmed COVID-19 case, OR pending test results for COVID-19	Notify their supervisor of illness and follow CDC or local public health official guidance.  Stay home and seek medical care and guidance. While the employee is at home, they should telework or take leave as appropriate.	Stay out of the BSWCD office for 14 days beginning with the last date of close contact with the known symptomatic COVID-19 case and while sick. Advise employee on leave options.  Identify any other staff or contractors with whom they have had contact and/or were working in the impacted area.	Inform all staff that an employee is ill with COVID-like symptoms and has had close contact with an individual diagnosed with COVID-19. ***  Any staff or contractors working in the office should immediately (within 30 minutes) begin teleworking or relocate to an alternative workspace while the work area is cleaned and disinfected. Employees should telework or work from their alternate workspace until they have been cleared to return.	IF GETTING TESTED: They no longer have a fever* without the use of medicine that reduces fevers; AND their other symptoms have improved; AND they received two negative tests in a row, 24 hours apart; AND they have consulted with their supervisor.  IF NOT GETTING TESTED: They have had no fever* for 72 hours and have not used medicine that reduces fevers; AND their other symptoms have improved; AND their symptoms first appeared at least 7 days ago; AND they have consulted with their supervisor.	Execute detailed cleaning and disinfection of the entire space (offices, kitchen, bathroom) with BSWCD's contracted cleaning service, then resume routine cleaning and disinfection on the regular schedule.
Scenario 6	Tested positive for COVID-19, but has not been in the BSWCD office within the last 14 days	Notify their supervisor of illness and follow CDC or local public health official guidance.  Stay home and seek medical care and guidance. While the employee is at home, they should telework or take leave as appropriate.	Stay out of the BSWCD office while sick and satisfy the guidance of their medical provider. Advise employee on leave options.  Identify any other staff or contractors with whom they have had contact.	Continue work as normal. No additional guidance needs to be distributed at this time  Staff who have not had contact with the sick employee in the past 14 days may be informed for awareness purposes.***	Their first positive COVID-19 diagnostic test was at least 7 days ago, AND they have had no subsequent symptoms, AND they have consulted with their supervisor.	Continue routine cleaning and disinfection throughout the office.
Scenario 7	Tested positive for COVID-19 and has been in the BSWCD office within the last 14 days	Notify their supervisor of illness and follow CDC or local public health official guidance.  Stay home and seek medical care and guidance. While the employee is at home, they may telework or take leave as appropriate.	Stay out of the BSWCD office while sick and satisfy the guidance of their medical provider. Advise employee on leave options.  Identify any other staff or contractors with whom they have had contact or have been working in shared spaces.	Inform all staff that an employee has tested positive for COVID-19. ***  Any staff or contractors working in the office should immediately (within 30 minutes) begin teleworking or relocate to an alternative workspace while the work area is cleaned and disinfected. Employees should telework or work from their alternate workspace until they have been cleared to return.	Their first positive COVID-19 diagnostic test was at least 7 days ago, AND they have had no subsequent symptoms, AND they have consulted with their supervisor.	Execute detailed cleaning and disinfection of the entire space (offices, kitchen, bathroom) with BSWCD's contracted cleaning service, then resume routine cleaning and disinfection on the regular schedule.
<p>* Close contact is defined as— Being within approximately 6 feet of a known COVID-19 case for a prolonged period; or having direct contact with infectious secretions of a COVID-19 case. Data are insufficient to precisely define the duration of time that constitutes a prolonged exposure. Recommendations vary on the length of time of exposure from 10 minutes or more to 30 minutes or more. Brief interactions are less likely to result in transmission; however, symptoms and the type of interaction (e.g., did the person cough directly into the face of the individual) remain important.</p> <p>** Defined as subjective fever (feeling feverish) or a measured temperature of 100.4°F (38°C) or higher.</p> <p>*** Only provide need-to-know information.</p>						



## Benton Soil and Water CONSERVATION DISTRICT

**Date:** December 31, 2020

**To:** Benton SWCD Directors

**From:** Holly Crosson, Executive Director

**Re:** December 2020 Monthly Report for January 2021 Board Packet

### **COVID-19**

- Took OSHA-required online Covid training.
- Reviewed Linda's draft Covid Exposure Risk Assessment, Covid Infection Control Plan, and decision matrix.
- Continued to receive regular Covid updates from CDC, Oregon Health Authority, Governor's office, SDAO, Benton County, CEA, and HR Answers.
- Working with landlord on building ventilation compliance with OSHA regs.

### **THE CONFLUENCE**

- Attended Confluence Steering Committee meeting on 12/16.
- Attended Confluence Open House on 12/17.
- Had phone conversations with EDs at Nonprofit Centers Network and Rose Anom Center in Denver about legal challenges of non-profits and local governments collaborating in shared spaces when not using a tenant model.
- Forwarded legal counsel advice to Board on District involvement on Capitol Campaign fundraising, potential First Amendment issues, Public Accommodations law, and The Confluence 501c3 application.
- Met with staff, and Directors to discuss District pros and cons of being core partner; how to stay fully engaged and realize benefits but reduce financial and legal risks that come with being part of the Confluence non-profit.
- Framed questions for board to vote on during January 11 Board meeting; connected with Jessica and Alan to give them a head's up about vote.

### **DEI**

- Attended DEI Change Agent Cohort meeting on Action Planning.
- Met with Yee Won for coaching session.
- Met with Yee Won, Heath, Teresa (taking LB's place on BSWCD Equity Team).
- Signed up for developing Equity Lens for Confluence, and reviewed equity reading materials sent by DEI consultant.

## **PROGRAMS/PROJECTS/PARTNERSHIPS**

- Took on tasks associated with open position after Laura left (reading LB's daily emails and responding; managing 10 grants; working on developing new contracts with USGS, PSU, LWC, BPA, and others; grant extension paperwork; handling invoices and resolutions related to grants; developing new job description; responded to inquiries from Philomath Public Works Director about camas recovery project Laura decided not to do at Marys River Park).
- NPS - coded 1,500 stakes for plant labels; connected with manager of Home Depot to get 100 boxes donated; staff NPS meetings.
- Attended MMT-WRI meeting summarizing outcomes of 10 years of work with partners on the Willamette mainstem; BSWCD was highlighted in case study; forwarded report to staff, board and WMC coordinators.
- Signed Donna's OWEB small grant application.
- Participated in OWEB's Working Lands survey.
- Reviewed Heath's website quote and application for watershed council grants.
- Connected with Teresa about interpretive sign in new Central Park garden.

## **FISCAL**

- Sent final Audit Action Plan to auditor.
- Tracked ACH deposits for grant payments and distributed reports to Jenny and appropriate project management staff.
- Reviewed/authorized/completed/submitted: staff timesheets, payroll, bills, invoices, CIRs, EFTs, fiscal admin and other accounting on grants, Jenny's journal entry approvals, monthly financial reports, checks, credit card accounts, bank statements, account reconciliations, bank deposits, and LGIP balance.
- Held weekly meetings with bookkeeper and Operations Manager.

## **PERSONNEL**

- Finalized Team Building Contract and Scope of Work; took Gallup Strengths Finder Survey; met with Teresa who is helping to coordinate with Contractor.
- Participated in weekly Zoom staff meetings.

## **BOARD**

- Had quarterly meeting with Faye.
- Wrote article on resilience, reflection, and resolve for FY20 Annual Report.
- Created January board meeting agenda; reviewed draft financials; reviewed draft Dec. minutes; emailed about Oath of Office; legal notice review for Linda.
- Sent updated Employee Handbook to Board.

## Communications and Engagement

We mailed out the annual report to ~1100 addresses at the end of December. It's also on the website at [bentonswcd.org/about/annual-report/](http://bentonswcd.org/about/annual-report/).

Date sent	E-news Title	#Opens	Facebook/Instagram Reach
12/18	<a href="#">BSWCD Annual Report</a>	309	142
12/11	<a href="#">Open House Invitation</a>	197	121
12/4	<a href="#">Feed the birds this winter</a>	185	114
11/24	<a href="#">Laura Swimming Downstream</a>	176	212

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

### Confluence Open House

December 17, 3-4:30 pm

Did you attend the open house? John Bliss wrote a sea shanty for the Confluence, check it out here: <https://youtu.be/kTxWRwoVZZE>

Perhaps you saw the Confluence logo, which Jessica unveiled at the open house.



### Watershed Council Support

At the beginning of 2020, BSWCD gave \$2500 to each of the four watershed councils working in Benton County. Here is a summary from each Council's efforts we helped support:

#### Long Tom Watershed Council

This grant funded three community education and engagement activities in 2020. Specifically, it funded staff time to coordinate the virtual "LarkTV" presentation streamed over YouTube Live August 26,

which discussed streaked horned lark habitat and conservation efforts at Coyote Creek South; staff time to coordinate the two-part "Turtle Tales" series of educational videos on northwestern pond turtles in September and October; and staff time to coordinate our first virtual Annual Celebration, streamed over YouTube Live on November 17. The Lark TV presentation garnered 210 YouTube views, the most watched video in the Turtle Tales series was viewed 75 times on YouTube, and the virtual annual celebration was viewed 96 times on YouTube. Visit Long Tom's YouTube channel to watch the videos: [youtube.com/longtomwsc](https://youtube.com/longtomwsc).

#### Marys River Watershed Council

As part of this grant, MRWC covered the cost of organizational outreach towards adult education in Benton County, including covering our staff time and supplies cost for preparing and sending outreach materials, as well as covering staff for our adult-focused outreach over the past year. Additionally, this grant helped fund some of our Education Coordinators time to work with students. We mailed a 2020 Current News update to around 125 households. We also had one in-person outreach event in February with around 45 attendees, worked with 10 volunteers one household unit at a time, and engaged roughly 40 individuals through digital outreach.

#### Luckiamute Watershed Council

the LWC was able to respond to these challenges by creating new ways to reach community members at their homes and adapting some of our LYW events to a virtual format. During 2020, the LWC organized events that helped inspire people to explore their watershed, learn about native plant and wildlife communities, and how they can help make a positive impact on watershed health. A total of 224 people directly participated and/or viewed the BSWCD-supported LYW events this year. At least 25 individuals are newly connected to their watershed council as a result of signing up to attend one of these events..

#### Calapooia Watershed Council

CWC was not able to spend the money we gave them yet because of the pandemic and their cancellation of all online events.

## The Native Plant Program

1. **Winter Native Plant Sale** The sale closed on Dec 31. We have received 376 orders this year (this number includes some overlap with the Bulb Sale, so probably closer to 320 native plant sale orders) and we have \$26,212.18 in gross sales, \$2,470 of which is Fall Bulb and Seed Sale income.
2. To address the regulations associated with the pandemic, we will now be holding the pick-up event at Davis Family Farm. New, revised timeframe: Friday, January 29 - Monday, February 15

### Jan 29

set up plant stations and supplies.

### Feb 1

plants delivered to DFF, inventory checked, plants distributed to stations

### Feb 2-3

bareroot plants loosened, container plants labelled

### Feb 4-5, 8-10

fill customer orders and arrange by scheduled pick up times

### Feb 11-13

customers pick up their orders at scheduled times. Clean up begins

### Feb 15

finish clean up

Teresa will reach out with a very much reduced volunteer recruitment request soon. Special thanks to Russell Davis, who is not charging us for use of his facility. In lieu of payment, we will have gravel delivered to his parking area since we will be adding quite a bit of wear and tear.

1. **Thematic Outreach: I hope you are able to attend the annual meeting on Monday January 11, from 6-7 pm.** Guest blogger Lauren Pharr will share ideas for helping birds. RSVP is required for the annual meeting. As always, attendance is free and open to the public. RSVP [here](#) or visit our website calendar or Facebook event page to RSVP.

## Diversity, Equity, & Inclusion Process

### Fourth Friday Learning Lunch -

Our learning lunch workgroup invites all members of The Confluence to participate in the topic selection process. [Sign up here](#) to help with topic selection in 2021! Thanks!!

### Developing a DEI Action Plan for The Confluence and for BSWCD

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

- The Confluence is developing an equity lens, vision and values, and a DEI action plan. Workgroups are meeting in December and January. These deliverables should be finalized by early to mid February.

Draft BSWCD Plan Development Summary:

- BSWCD equity committee met with our DEI consultant, Yee Won, for one hour on Dec. 3.
- We will have a 2-hour meeting On Feb 19 to an equity lens . [An equity lens](#) is “a tool used to improve planning, decision-making, and resources allocation leading to more equitable policies and programs. Many examples can be found online.
- If you have questions, please contact me.

Date: December 24, 2020  
To: Benton SWCD Directors  
From: Linda Lovett, Operations Manager  
Re: December 2020 Report for January 2021 Board Packet



#### **A. Office Administration**

- Contacted landlord about ventilation requirements of the Oregon OSHA COVID rule and requested detailed plan about the building's HVAC and ventilation systems to incorporate into our risk assessment. Landlord verified that the HVAC system was last serviced on April 20, 2020, and that annual servicing constitutes compliance with part (A) of the regulation. To comply with part (B), they have scheduled cleaning and maintenance of the intake ports.
- Filed paperwork (financial, personnel, board meeting, etc.) during visits to office.

#### **B. Fiscal Administration**

- Reviewed audit Corrective Action Plan and filed with Oregon Secretary of State.
- Worked on administrative tasks related to Laura's departure (final paycheck, insurance, check-out, removal from subscriptions).
- Reviewed and authorized staff Check Issuance Request (CIR) and Credit Card Receipt (CCR) forms; submitted CIRs and CCRs to Holly; deposited cash and checks.

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

- To comply with new OSHA rules:
  - Completed COVID Exposure Risk Assessment, Infection Control plan, and COVID Notification Policy by December 7 deadline.
  - Coordinated mandatory General Workplace Employee Training; all staff completed by December 21 deadline.
- Updated and revised Employee Data Sheet (benefit information).
- Reviewed and verified staff timesheets.
- Participated in and facilitated weekly Zoom staff meetings.

#### **D. Board Support**

- December 7 board meeting: drafted public notice; drafted resolution establishing date of annual meeting; added calendar items to agenda; compiled packet
- January 11 annual meeting and board meeting: drafted budget resolution for second round of reimbursement from Coronavirus Relief Fund; drafted legal and public notices.
- Drafted public notice for meeting to discuss The Confluence Shared Space Center.
- Assisted Associate Director candidates with application process.
- Confirmed with ODA candidate eligibility for appointment to Zone 5 director position.
- Checked with Benton County Elections Office about letter of acceptance of official election results.

#### **E. Meetings and Events**

- Attended December 17 Confluence open house.
- Registered for 2021 SDAO Annual Conference.



## LESSONS WITH GEORGE ICE

Diverse natural landscapes managed by landowners who understand and appreciate the importance of ecosystem services are fundamental to what makes Benton County a mighty fine place to live and work.

One such landowner is George Ice, past BSWCD Chair. For 35 years, George worked as a research forest hydrologist with the National Council for Air and Stream Improvement, Inc. NCASI is the oldest environmental research group funded by a single industry, forest products. Another testament to his dedication to the land, George serves on the Local Advisory Committee for the Middle Willamette Agricultural Water Quality Management Area.

George lives in the Upper Muddy Creek watershed and manages his land to improve the floodplain function and quality of habitat. Like George, some folks dedicate their land to conservation, a continual maintenance approach not to be confused with neglect or fallow. Conservationists work to improve or preserve ecosystems that store and clean water and support wildlife. They control invasive species and plant and protect native vegetation to reduce soil erosion during seasonal high water events.

To the west of George's land, seeps and springs trickle into tributaries in the Coast Range. The water flows toward the Willamette Valley floor via Hawley and Hammer Creeks. George has agreed to host a water quality monitoring station on his property, downstream of the Hawley-Hammer confluence. I visited on December 9th to scout for a station installation site.

There, much of Hammer Creek is incised with seemingly vertical banks that would make for hazardous access and difficult data collection. George led me to a spot near an irrigation pump which will suffice for monitoring, except during years like 1996 when he remembers the floodplain under four feet of water.

My visit became more than a monitoring mission. It was a lesson in love of the land. As we hiked around the property, George pointed out groups of vegetation and discussed his management practices. He showed me conifers close to his buildings that he had limbed up to reduce fire hazard. - over -



Top:  
George Ice points west across his floodplain, toward the Coast Range.

Middle:  
Conifers close to buildings get limbed up to reduce fire risk.

Bottom:  
Hawley-Hammer confluence.





George’s do-list includes seed harvest from a large area of sedge growing in the floodplain. We passed Douglas-fir (*Pseudotsuga menziesii*) and Ponderosa pine (*Pinus ponderosa*) that he has planted through the years. He learned to place a couple of feet of chicken wire around the base of his newly planted conifers, to deter the beaver who invariably harvest dam-building materials as soon as a tree gains a bit of girth. The wire is expanded as the tree trunk grows.

We walked along the base of an upper terrace slope held in place by roots of Oregon white oak (*Quercus garryana*). A burn scar is evidence of woody residue treatment after removal of blackberry (*Rubus armeniacus*). Next, a stand of cottonwood (*Populus trichocarpa*) in stages of harvest.



Nearby, I snapped a photo of George dwarfed by an ancient Douglas-fir. To me, that picture captures a long-term, symbiotic relationship between man and tree. The man toils for a good chapter of his lifetime to maintain the health of an ever-changing ecosystem, while honoring the tree’s existence. The tree, as allowed by the man and the grace of nature, grows and grows, to photosynthesize carbon dioxide into sugar, transpire water into the air, and sequester carbon above ground and in the soil.

This is a special place.

Top:  
Chicken wire  
protects trees.

Middle:  
Burn scar.

Bottom: George  
dwarfed by  
ancient tree.



DATE	EVENT (CONTACTS)
11/30	Lasswell site visit (4)
12/1	DEIJ Change agent training
12/2	Bradford site visit (6)
12/3	DEI planning
12/4	Fitzpatrick mtg PI frame (2)
12/7	P. Measeles ODA - FA mtg
12/9	George Ice - monitor scout (1)
12/11	H Crosson mtg
12/11	J&J Organics mtg (1)
12/14	DEIJ - SWCDs mtg
12/15	WVRLC mtg (4)
12/17	Confluence open house
12/18	DEI Vision & Values (3)



## **Donna Schmitz November 20 to December 20, 2020**

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

- Talked with interested landowner about CREP on her property near Monroe. She said she would follow up for a site visit to discuss eligibility requirements.
- Updated CREP plans
- Participated in NRCS Conservation Desktop conservation planning and mapping software training.
- Participated in NRCS CPA-52 (Environmental evaluation document) required for all conservation plans.
- Coordinating documentation and site visit with re-enrollments and new CREP participants for this year.

### **Technical assistance contacts; telephone inquiries, office visits per resource concern. Project development and site visits for WQ technical assistance: (USDA) farm programs, AWQMP, GWMA, OWEB grants or other grants (site visits, evaluating resource concerns and project funding opportunities.**

- Site visits: Near Ervin Road for taking pictures and documentation of an OWEB 2-year report. Discussion with landowner about another grant for some water quality problem areas.
- Site Visit: Grange Hall Road, Philomath to discuss weed control and riparian plantings.
- Site visit: Marys River off 53<sup>rd</sup>. Visit with three high school seniors and landowner to develop an OWEB small grant for riparian plantings. Guiding them through the process.
- Site visit: Wren to view constructed ponds, butterfly habitat and Benton County Habitat Conservation Plan and riparian habitat on newly purchased land. This was a property that had been involved in large funding effort and partnership with US Fish and Wildlife, Marys River Watershed Council and Benton County. I connected landowner with USFW and MRWC to help landowner with easement opportunities and possible funding.
- J2E Restoration project – Contacted Benton County and US Fish and Wildlife about ESA compliance requirements. Working with Contractors on vegetation plantings.
- Reserved building for beginning of March for the Native Plant Sale for observe COVID-19 guidelines at the Fairgrounds. As of this staff report writing, Staff is still determining the date of the plant sale.
- Focus Area: Updating maps and text for the new Focus Area which includes the Groundwater Management Area south of Corvallis and east of Hwy 99. Met with Teresa and Paul Measles with ODA about strategy to work with landowners surrounding a well that has a history of elevated nitrates. Developed map with landowners identified. Keeping 5% of time devoted to keeping the Jackson Frazier Watershed open to capture any projects that occur there.
- SIA: Compiled and submitted six month report to OWEB. Teresa and I met several times to discuss hours devoted to this grant and education and outreach strategies. Will follow up with Marys River Watershed on contract development.
- SIA: Met with Ryan Beyers of ODA to discuss compliance issues identified by ODA with landowners in the SIA. Ryan visited the landowner to discuss issues. We have offered to help the landowner with technical assistance and funding opportunities.

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

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

- Attended staff meetings and board meeting.
- Participated in Clifton Strengths survey to identify five top strengths to use for team building workshop later.
- Participated in the Confluence open house.



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**Natural Resources Conservation Service**

District Conservationist Report – Benton & Linn Counties  
January 2021

SAVE THE DATE! Annual Local Workgroup Meeting via Zoom

Benton County: Tuesday, February 23<sup>rd</sup> at 1pm

Linn County: Thursday, February 25<sup>th</sup> at 1pm

<https://www.nrcs.usda.gov/wps/portal/nrcs/detailfull/or/people/partners/?cid=nrcseprd1300223>

FY 2021 Upcoming Application Deadlines:

April 16<sup>th</sup> – EQIP Sign-up #2

<https://www.nrcs.usda.gov/wps/portal/nrcs/detail/or/programs/financial/eqip/?cid=stelprd1193512>

FREE! Plan For Your Land Workshop Series via Zoom

NRCS will present 2/16/2021 - See attached flyer for topics and registration

Staff Updates:

Wallace Jennings has accepted a position with the Salem NRCS and will be transferring at the end of January. Congratulations Wallace!

A Soil Conservationist position will be advertised in the coming weeks. This announcement is GS-5/7/9 and open to the public. If you are interested, please contact me directly for further details.



## United States Department of Agriculture

COVID-19: The Benton/Linn County USDA Service Center is open for business. This includes limited in-person visits by appointment only, while maintaining social distancing and mandatory face mask. All visitors wishing to conduct business with Natural Resources Conservation Service, Farm Service Agency or Rural Development should call the Service Center at 541-967-5925 for an appointment.

Signup for <https://www.farmers.gov/sign-in>: Farmers.gov accounts allow you to access self-service features and information that are available through a secure login. With an account, you can use features such as the ability to apply for select programs online, process transactions, and manage your USDA records.

To receive USDA announcements about program deadlines, sign-up for GovDelivery.

**NEW this week**  
How to subscribe to GovDelivery for NRCS Oregon and NHQ

USDA Natural Resources Conservation Service  
Oregon  
United States Department of Agriculture

Financial assistance available to Oregon farmers, ranchers, forest owners  
NRCS Oregon announces the next sign-up deadline for the Environmental Quality Incentives Program (EQIP) and the Agricultural Conservation Easements Program (ACEP). Apply by November 26, 2020.

Popular Topics

- Field Office Technical Guide
- Financial Assistance
- Oregon Soils
- Snow Survey
- the Field

Did you know you can subscribe to GovDelivery topics for Oregon and for NRCS NHQ?  
To subscribe, click on the red envelope on the [NRCS OR website homepage](#).  
From there, you can subscribe to various topics from Oregon and NHQ.

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

[https://www.nrcs.usda.gov/wps/portal/nrcs/detail/or/programs/?cid=nrcs142p2\\_044055](https://www.nrcs.usda.gov/wps/portal/nrcs/detail/or/programs/?cid=nrcs142p2_044055)

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

[https://www.nrcs.usda.gov/wps/portal/nrcs/detail/or/programs/?cid=nrcs142p2\\_044058](https://www.nrcs.usda.gov/wps/portal/nrcs/detail/or/programs/?cid=nrcs142p2_044058)

# Plan For Your Land Virtual Workshop Series

Come to this FREE 4-part workshop series to learn about natural resources, get professional guidance on conservation projects on your land and connect with your neighbors in the watershed. Classes will be taught by professionals from OSU Extension, Oregon Department of Agriculture, Natural Resource Conservation Service and other agency partners.



**Topics covered at each workshop include:**

**1/26/21—Conservation Planning and Vegetation**

**2/2/21—Water and Soil**

**2/9/21—Streamsides and Woodlands**

**2/16/21—Agricultural Lands and Action Planning**

**Classes are 5:00-8:00pm via Zoom**



**Register: <https://pfylsswc-2021.eventbrite.com>**

**For additional information contact:**

**Mike Vernon | [m.vernon.sswc@gmail.com](mailto:m.vernon.sswc@gmail.com) | 541.990.6654**