

Monday June 14, 2021; 6:00-7:00 PM  
 Zoom Video Conference: <https://zoom.us/join>  
 Phone: 1-669-900-6833  
 Meeting ID: 844 6825 0202  
 Passcode: 640956



## BUDGET HEARING & 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	Yoshihara	6:00	
3	Convene Budget Hearing (10 minutes)	Yoshihara	6:05	
3	Adopt Budget Committee-approved FY2021-2022 Budget; Make Appropriations; Impose/Categorize Tax (Resolution No. FY2020-2021-16)	Yoshihara		ACTION
	Close Budget Hearing	Yoshihara	6:15	
	<b>CONSENT AGENDA</b>	Yoshihara	6:15	ACTION
3	Approve draft Minutes from May 10, 2021			
3	Approve Financials (4/30/21)			
3, 4	Approve Authorized Signature Matrix and Board Roles			
	<b>REGULAR AGENDA</b>			
2	NRCS/Staff Reports (Kaiser, Crosson, Ahr, Schmitz, Matteson, Keirstead, Lovett) - 10 minutes	Staff	6:16	
2	Director Reports – 10 minutes	Directors	6:26	
1, 2, 3, 4	Approve FY22 Work Plan – 6 minutes	Crosson	6:36	ACTION
1, 2, 3, 4	Staff attendance at Board meetings; staff input at Board meetings; best way for staff to interact with Directors	Directors	6:42	
3	Discuss July and August Board meetings	Yoshihara		
	Meeting Adjourned		7:00	

Continued →

<b>BSWCD Board and Outreach Events (subject to change)</b>		
<b>Date/Time</b>	<b>Event</b>	<b>Location</b>
June 3 – July 6	Native Plant Sale Ordering	<a href="https://bentonswcd.org/shop">https://bentonswcd.org/shop</a>
June 15, 3:00 – 4:30 pm	Forest Sustainability and Certification (Forestry & Natural Resources Extension Willamette Valley, OSU Extension Clackamas, BSWCD)	us02web.zoom.us
June 21, 11:30 – 1:30 pm	DEIJ Learning Opportunity: Policies, Procedures, and Practices that Advance DEIJ	Zoom
July 12, 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/>

**RESOURCES**  
Benton SWCD General Fund

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

**REQUIREMENTS**  
Benton SWCD General Fund

	Historical Data			DESCRIPTION	FY 22 Budget July 1, 2021 - June 30, 2022			
	Actual		Adopted Budget This Year 2020-2021		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	Second Preceding Year 2018-2019	First Preceding Year 2019-2020						
1				1 Personnel Allocated to Program				1
2	\$ 35,406		\$ 110,918	2 Wages	\$ 161,614	\$ 161,614		2
3	\$ 3,695		\$ 10,339	3 Payroll Taxes	\$ 13,648	\$ 13,648		3
4	\$ 5,980		\$ 19,470	4 Non-Wage Benefits (medical, dental, life, STDI)	\$ 26,067	\$ 26,067		4
5	\$ 583		\$ 8,041	5 Retirement	\$ 7,628	\$ 7,628		5
6				6 Fees				6
7				7				7
8	\$ 45,665	\$ 56,998	\$ 148,768	8 Total Personnel Allocated to Program	\$ 208,957	\$ 208,957		8
9				9 (balance of allocated Personnel costs in Project Fund)				9
10				10 Total Full-Time Equivalent (FTE) = 2.5				10
11				11 Personnel Not Allocated to Program*				11
12				12				12
13	\$ 287,216	\$ 314,483	\$ 185,425	13 Wages	\$ 187,714	\$ 187,714		13
14	\$ 25,570	\$ 26,252	\$ 16,688	14 Payroll Taxes	\$ 16,894	\$ 16,894		14
15	\$ 47,807	\$ 47,617	\$ 29,205	15 Non-Wage Benefits (medical, dental, life, STDI)	\$ 32,382	\$ 32,382		15
16	\$ 18,928	\$ 19,145	\$ 11,862	16 Retirement	\$ 11,263	\$ 11,263		16
17	\$ 191			17 Fees				17
18	\$ 379,712	\$ 407,497	\$ 243,180	18 Total Personnel Not Allocated to Program*	\$ 248,253	\$ 248,253		18
19				19				19
20				20 Total Full-Time Equivalent (FTE) Not Allocated = 3				20
21	\$ 425,376	\$ 464,496	\$ 391,948	21 Total Personnel (allocated and unallocated)	\$ 457,210	\$ 457,210		21
22			\$ 9,464	22 Merit and Incentive Pay				22
23	\$ 425,376	\$ 464,496	\$ 401,412	23 Total All Personnel	\$ 457,210	\$ 457,210		23
24				24 Materials & Services				24
25				25				25
26	\$ 4,301	\$ 2,223	\$ 12,000	26 Conferences and Training	\$ 12,000	\$ 12,000		26
27	\$ 27,141	\$ 35,974	\$ 32,600	27 Community Conservation Programs (CCP)	\$ 39,300	\$ 39,300		27
28	\$ 39,793	\$ 34,516	\$ 65,000	28 Contracted & Professional Services	\$ 56,020	\$ 56,020		28
29	\$ 4,567	\$ 6,862	\$ 13,000	29 Dues/Subscriptions/Fees	\$ 13,000	\$ 13,000		29
30	\$ 2,552	\$ 3,522	\$ 4,000	30 Insurance and Fidelity Bond	\$ 4,500	\$ 4,500		30
31	\$ 2,243	\$ 2,054	\$ 4,000	31 Meetings & Events	\$ 4,000	\$ 4,000		31

**REQUIREMENTS**  
Benton SWCD General Fund

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

Benton SWCD General Fund

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

**RESOURCES & REQUIREMENTS**

Benton SWCD Project Fund

	Historical Data			DESCRIPTION	FY22 Budget July 1, 2021 - June 30, 2022			
	Actual		Adopted Budget This Year 2020-2021		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	Second Preceding Year 2018-2019	First Preceding Year 2019-2020						
				<b>RESOURCES</b>				
1	\$ 5,607	\$ 10,421		Beginning Fund Balance				1
2	\$ 4,925			OWEB SG - Forest Fractal Restoration (09-16-006)				2
3		\$ 986	\$ 53,550	OWEB FIP Effectiveness Monitoring (220-8201-17233)	\$ 47,674	\$ 47,674		3
4		\$ -		OWEB Restoration Grant - J2E River to Ridge Diversity Project (220-3033-17504)	\$ 87,546	\$ 87,546		4
5		\$ -		OWEB SG - Fackrell Water & Soil Improvement (09-20-002)	\$ 6,823	\$ 6,823		5
6		\$ -		OWEB SG - Carson Riparian Buffer (09-20-003)	\$ 1,489	\$ 1,489		6
7	\$ 7,921	\$ -		ODA/OSWB - Willamette River Aquatic - Phase 4 (2017-30-701)				7
8	\$ 16,865	\$ 2,348		ODA/OSWB - Willamette River Aquatic - Phase 5 (2018-31-818)				8
9	\$ -	\$ 32,988		ODA/OSWB - Willamette River Aquatic - Phase 6 (2019-32-908)				9
10		\$ 6,115	\$ 1,084	ODA/OSWB - Oblong Spurge - EDRR & Outreach (2020-33-011)				10
11		\$ 2,533	\$ 23,167	ODA/OSWB - WR Aquatic Weed Manage. Ph 7 (2020-33-010)	\$ 18,211	\$ 18,211		11
12	\$ 3,349	\$ -		OWEB SG - Ecosystem Functions in Ag Lands (09-16-007)				12
13	\$ 14,972	\$ -		OWEB SG - Water/Soil Improvement Project (09-18-001)				13
14	\$ 8,749	\$ -		USDA/NRCS (Prairie Soils 68-0436-16-019)				14
15	\$ 7,754	\$ -		US DOI FWS F18 AP 00393 Prairie Soils Vegetation Survey				15
16	\$ 56,254	\$ -		OWEB - 100 Acre Wood Restoration (217-3002-12835)				16
17	\$ 2,908	\$ 6,538	\$ 8,341	OWEB - 100 Acre Wood Plant Establishment (217-3002-14131)	\$ 12,164	\$ 12,164		17
18	\$ 116,855	\$ 64,482		OWEB - Crestmont Land Trust Restoration (217-3030-14293)				18
19	\$ 29,262	\$ 34,729		OWEB - SIP; WMC Restoration Phase 1 (214-3999-11532)				19
20	\$ 5,521	\$ -		OWEB Willamette Mission Floodplain Restoration (216-8201-14087)				20
21	\$ 56,291	\$ 59,311		OWEB WR Anchor Habitat Monitor. Frame. Ph 1 (216-8201-15838)				21
22	\$ -	\$ 61,750	\$ 58,231	OWEB WR Anchor Habitat Monitor. Frame. Ph 2 (218-8201-16520)				22

**RESOURCES & REQUIREMENTS**

Benton SWCD Project Fund

	Historical Data			DESCRIPTION	FY22 Budget July 1, 2021 - June 30, 2022			
	Actual		Adopted Budget This Year 2020-2021		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	Second Preceding Year 2018-2019	First Preceding Year 2019-2020						
23		\$ 17,532	\$ 47,302	OWEB Supplemental Data Collection for WFIP Effectiveness Monitoring (218-8390-17212)	\$ 56,369	\$ 56,369		23
24	\$ 4,354	\$ -		OWEB - NRCS Technical Assist. (219-9001-16731)				24
25	\$ 4,393		\$ 45,333	OWEB - ODA Strategic Implementation Area ( 218-8010-16782)	\$ 33,323	\$ 33,323		25
26		\$ 493		SDIS - Safety & First Responder Supplies for Field Work				26
27	\$ 9,401	\$ -		MMT - USGS Geomorphic Mapping of Willamette Ph 2 (16070794)				27
28	\$ 18,077	\$ -		MMT - USGS Cold Water Refuges Phase 1 (16070795)				28
29	\$ 30,018	\$ 10,553	\$ 4,455	MMT - USGS Cold Water Refuges Phase 2 (18080813)				29
30	\$ 42,207	\$ 3,123		MMT - WMC Basin Wide Impact (16060748)				30
31	\$ -	\$ 19,998	\$ 20,000	MMT - WMC Basin Wide Impact (19010935)				31
32	\$ 8,197	\$ 70,242	\$ 80,011	MMT - EDI Process for Confluence (18040175)				32
33		\$ 3,899	\$ 20,271	MMT - Ludwigia Management Alternatives (19100538)	\$ 21,862	\$ 21,862		33
34		\$ 5,800		MMT - State of Willamette (19100539)				34
35		\$ 360	\$ 35,945	MMT - River Health Monitoring (20010715)	\$ 46,843	\$ 46,843		35
36		\$ -		MMT - WR Mainstem Restoration Opportunities and Strategies for Engagement (20100515)	\$ 58,528	\$ 58,528		36
37		\$ 1,580	\$ 155,906	BPA Willamette FIP Monitoring for AHWG (2009-012-00)	\$ 46,527	\$ 46,527		37
38		\$ -	\$ 500	First Alternative Co-op - WVRLC Central Park Landscape Garden				38
39				Accrual Changes				39
40	\$ 453,880	\$ 415,781	\$ 554,096	<b>Total Resources</b> except taxes to be levied				40
41				<b>Reserved for Future Expenditures*</b>				41
42				<b>TOTAL RESOURCES</b>	\$ 437,359	\$ 437,359		42
43				<b>REQUIREMENTS</b>				43
44				<b>Personnel</b>				44
45	\$ 35,406	\$ 44,132	\$ 48,723	Wages	\$ 23,264	\$ 23,264		45



**RESOURCES & REQUIREMENTS**

Benton SWCD Project Fund

	Historical Data			DESCRIPTION	FY22 Budget July 1, 2021 - June 30, 2022			
	Actual		Adopted Budget This Year 2020-2021		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	Second Preceding Year 2018-2019	First Preceding Year 2019-2020						
46	\$ 3,695	\$ 3,856	\$ 6,644	Payroll Taxes	\$ 2,991	\$ 2,991		46
47	\$ 5,980	\$ 7,139	\$ 13,288	Non-Wage Benefits (medical, dental, STDI, life insurance)	\$ 6,315	\$ 6,315		47
48	\$ 583	\$ 1,872	\$ 5,168	Retirement	\$ 665	\$ 665		48
49	<b>\$ 45,665</b>	<b>\$ 56,998</b>	<b>\$ 73,823</b>	<b>Total Personnel</b>	<b>\$ 33,235</b>	<b>\$ 33,235</b>		49
50				<b>Total Full-Time Equivalent (FTE) = .5</b>				50
51				<b>Materials &amp; Services</b>				51
52				Administrative Fees				52
53	\$ 4,278			OWEB SG Forest Fractal Restoration (09-16-006)				53
54			\$ 137,652	BPA Willamette FIP Monitoring for AHWG (2009-012-00)	\$ 40,098	\$ 40,098		54
55				OWEB SG Fackrell Water & Soil Improvement (09-20-002)	\$ 6,203	\$ 6,203		55
56				OWEB SG Carson Riparian Buffer (09-20-003)	\$ 1,354	\$ 1,354		56
57				OWEB Restoration Grant - J2E River to Ridge (220-3033-17504)	\$ 79,588	\$ 79,588		57
58	\$ 6,008			ODA/OSWB - Willamette River Aquatic - Phase 4 (2017-30-701)				58
59	\$ 11,502	\$ 1,584		ODA/OSWB - Willamette River Aquatic - Phase 5 (2018-31-818)				59
60		\$ 23,988		ODA/OSWB - Willamette River Aquatic - Phase 6 (2019-32-908)				60
61		\$ 1,488	\$ 319	ODA/OSWB - Oblong Spurge - EDRR & Community Outreach (2020-33-011)				61
62		\$ 501	\$ 17,385	ODA/OSWB - WR Aquatic Weed Manage. Ph 7 (2020-33-010)	\$ 13,301	\$ 13,301		62
63	\$ 3,045			OWEB SG Ecosystem Functions in Agricultural Lands (09-16-007)				63
64	\$ 13,611			OWEB SG Water/Soil Improvement Project (09-18-001)				64
65	\$ 5,457			USDA/NRCS (Prairie Soils 68-0436-16-019)				65
66	\$ 7,049			US DOI FWS F18 AP 00393				66
67	\$ 20,181	\$ 26,909		OWEB - SIP; WMC Restoration Phase 1 (214-3999-11532)				67
68	\$ 4,954			OWEB Willamette Mission Floodplain Restoration (216-8201-14087)				68
69	\$ 51,138			OWEB - 100 Acre Wood Restoration (217-3002-12835)				69
70	\$ 2,644	\$ 5,944	\$ 7,583	OWEB - 100 Acre Wood Plant Establishment (217-3002-14131)	\$ 11,057	\$ 11,057		70
71	\$ 106,233	\$ 58,618		OWEB - Crestmont Land Trust Restoration (217-3030-14293)				71
72	\$ 49,654	\$ 50,042		OWEB WR Anchor Habitat Monit. Frame. Ph 1 (216-8201-15838)				72

**RESOURCES & REQUIREMENTS**

Benton SWCD Project Fund

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

**RESOURCES & REQUIREMENTS**  
Benton SWCD Reserve Fund

This fund is authorized and established by <b>Resolution #2-2010</b> passed on <b>April 5, 2010</b> for the following specified purpose:  To purchase building(s) and/or land for use by Benton SWCD				<b>BUILDING RESERVE FUND</b>		Year this reserve fund will be reviewed to be continued or abolished. Date can not be more than 10 years after establishment. <b>Reviewed June 1, 2020; next review 2030</b>		
<b>Historical Data</b>				<b>DESCRIPTION</b>	<b>FY22 Budget July 1, 2021 - June 30, 2022</b>			
Actual		Adopted Budget This Year 2020-2021	Proposed By Budget Officer		Approved By Budget Committee	Adopted By Governing Body		
Second Preceding Year 2018-2019	First Preceding Year 2019-2020							
				<b>RESOURCES</b>				
1			1	Cash on hand* (cash basis) or			1	
2	\$ 83,200	\$ 88,200	\$ 93,200	2 Working Capital (accrual basis)	\$ 103,200	\$ 103,200	2	
3			3	Previously levied taxes estimated to be received			3	
4			4	Earnings from temporary investments			4	
5	\$ 5,000	\$ 5,000	\$ 10,000	5 Transferred from General Fund	\$ 5,000	\$ 5,000	5	
6			6				6	
7			7	Total Resources, except taxes to be levied			7	
8			8	Taxes estimated to be received			8	
9			9	Taxes collected in year levied			9	
10	\$ 88,200	\$ 93,200	\$ 103,200	10 <b>TOTAL RESOURCES</b>	\$ 108,200	\$ 108,200	10	
				<b>REQUIREMENTS</b>				
11			11				11	
12			12				12	
13			13				13	
14	\$ 88,200	\$ 93,200	\$ 103,200	14 <b>RESERVED FOR FUTURE EXPENDITURE</b>	\$ 108,200	\$ 108,200	14	
15	\$ 88,200	\$ 93,200	\$ 103,200	15 <b>TOTAL REQUIREMENTS</b>	\$ 108,200	\$ 108,200	15	

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

**RESOLUTION No. FY2020-2021-16**

**ADOPTING THE FY2021-2022 BUDGET**

BE IT RESOLVED that the Board of Directors of the Benton Soil and Water Conservation District hereby adopts the budget for fiscal year 2021-2022 in the total amount of \$1,756,948.00. This budget is now on file at the Benton Soil and Water Conservation District, 136 SW Washington Avenue, Suite 201, in Corvallis, Oregon.

**MAKING APPROPRIATIONS**

BE IT RESOLVED that the amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2021, for the following purposes:

<b><u>General Fund</u></b>		<b><u>Project Fund</u></b>	
Personnel Services.....	457,210	Personnel Services.....	33,235
Materials & Services..	190,220	Materials & Services.....	365,193
Capital Outlay.....	5,000	Capital Outlay.....	0
Debt Service .....	0	Transfers Out	38,931
Transfers Out.....	5,000	<b>Total.....</b>	<b>\$437,359</b>
Contingency.....	40,000		
<b>Total.....</b>	<b>\$697,430</b>		
<b><u>Debt Service Fund</u></b>		<b><u>Reserve Fund</u></b>	
Debt Service	0	Personnel Services.....	0
<b>Total.....</b>	<b>\$0</b>	Materials & Services.....	0
		Capital Outlay.....	0
		<b>Total.....</b>	<b>\$0</b>
		<b>Total APPROPRIATIONS, All Funds . . .</b>	<b>\$1,134,789</b>
		Total Unappropriated and Reserve Amounts, All Funds . . .	622,159
		<b>TOTAL ADOPTED BUDGET . . .</b>	<b>\$1,756,948</b>

**IMPOSING THE TAX**

BE IT RESOLVED that the following ad valorem property taxes are hereby imposed upon the assessed value of all taxable property within the district for tax year 2021- 2022 :

- (1) In the amount **OR** at the rate of \$0.05 per \$1000 of assessed value for permanent rate tax;
- (2) In the amount of \$ \_\_\_\_\_ **OR** at the rate of \$ \_\_\_\_\_ per \$1000 of assessed value for local option tax; and
- (3) In the amount of \$ \_\_\_\_\_ for debt service on general obligation bonds;

**CATEGORIZING THE TAX**

BE IT RESOLVED that the taxes imposed are hereby categorized for purposes of Article XI section 11b as:

**Subject to the General Government Limitation**

Permanent Rate Tax.....**OR** \$ 0.05/\$1000  
 Local Option Tax.....\$ \_\_\_\_\_ **OR** \$ \_\_\_\_\_/\$1000

**Excluded from Limitation**

General Obligation Bond Debt Service.....\$ \_\_\_\_\_

The above resolution statements were approved and declared adopted on June 14, 2021.

: X \_\_\_\_\_  
 Faye Yoshihara, Benton SWCD Board Chair

Monday, May 10, 2021; 6:00-7:00 PM  
Phone: 1-669-900-6833  
Meeting ID: 844 6825 0202  
Passcode: 640956



## BOARD OF DIRECTORS MEETING MINUTES

### In Attendance

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

Board Members Absent: Eliza Mason

Associate Directors Present: Nate Johnson, Rana Foster, Marcella Henkels

Associate Directors Absent: Sierra Linnan Smith

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

Others Present:

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

### Call to Order

[Yoshihara] 6:00 pm

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

This was the first board meeting for Michael Ahr, BSWCD's Natural Resource Conservation Program Manager, so all introduced themselves.

### CONSENT AGENDA

- **Approve draft Minutes – April 12, 2021;** Discussion: none
- **Approve Financials (3/31/21);** Discussion: none
- **Staff telework stipend (\$75) for May 2021;** Discussion: none
- **Accept PFC meeting minutes - 4/26/21;** Discussion: none

MOTION to approve Consent Agenda: Kerry/Bob (Unanimous 6/6)

### REGULAR AGENDA

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

Holly: Working on budget, Michael's onboarding. Willamette River Network is changing logo and name to Nesika Wilamut, which means "Our Willamette." Website resources include a conservation finance webinar.

Michael: Getting to know grant partners; training; meeting with Donna and Teresa to learn about their work.

Donna: Defer to staff report.

Heath: Working on new website; creating a wish list for native plant sale, reaching out to nurseries.

Teresa: Site visits included to Graham's farm and to Willamette grange with Willamette Valley Regenerative Lands; preparing for office move; worked on Upper Muddy Creek SIA.

Linda: Encouraged directors to attend OCEAN's annual CONNECT conference, May 11 – 13.

#### **Director Reports**

Jerry: Bee Buddies – working with Eliza and Kerry to train people to use bee boxes on their farms; Eliza invited people to her store for first meeting, planning another for June 1. Hope to expand the idea as it goes.

Measured new office so staff can plan layout; working with Linda on move and with Teresa on "Bees to Trees."

Graham: Excited to see what comes of soil samples; cutting hay; using bamboo from plant sale for mason bees.

Kerry: Attended talk on mason bees; removing invasives, including two large trash bags of stinky bob (thanks to Teresa for advice); planted vegetable garden, breaking out seedlings of various native species.

Bob: Pulling invasives and planting natives; attended PFC and DEI meetings.

Henry: Finished wholesale packaging of bees; had more bees stolen.

Marcella: Working in forest to get rid of blackberry and shiny geranium.

Rana: Weeding in community gardens, working at native plant nursery.

Nate: Planting, transplanting, seeding, moving water since it is so dry; trying to smother invasive lesser celandine, but moles moved in under the tarp, so now dealing with them.

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

Faye: Working with Hunters of Color; offered turkey hunting access, looking for other opportunities to engage.

**Approve updated ED job description to clarify roles and responsibilities.**

**Approve Employee Handbook updates (summary in packet).**

Holly described a three-pronged approach—updated job description, Employee Handbook, and Signature Matrix/Board Roles—to clarify responsibilities between Executive Director, Board, and Personnel and Finance Committee (PFC). Main job description change is to clarify ED authority for hiring staff and negotiating salaries. PFC discussed all changes shown in the summary except the one about submitting electronic timesheets which has been added to the Employee Handbook.

**Discuss updated Signature Matrix**

Changes to authorized signature matrix include clarifying who can sign office lease, giving Natural Resource Conservation Program Manager signing authority for various items, and delegating LGIP annual depositor verification to Operations Manager. Faye added a second page to delineate Board, ED, and PFC roles and responsibilities. The documents will be voted on at June meeting.

MOTION to approve ED job description /2nd: Jerry/Grahm (Unanimous 6/6)

MOTION to approve revisions to Employee Handbook /2nd: Kerry /Bob (Unanimous 6/6)

**Discussion of BSWCD involvement in The Confluence**

Faye: In January, the board decided BSWCD would no longer be a core partner in The Confluence. The Confluence Steering Committee asked District staff and Board members to step back until it determines how to work with organizations that are tenants and not Confluence core members. Jerry, Faye, and Holly thought that during this interim period until the Confluence Steering Committee makes clear what the role of tenants will be, the District should make a policy statement that we will not be involved in Confluence committees after Heath finishes managing the Meyer DEIJ grant at the end of June. Of immediate concern is a meeting on Friday for DEIJ change agents to discuss and sign up for future Confluence organization work planning committees. The discussion is not about DEIJ: overall it does not seem appropriate to engage in any planning at the Confluence organizational level when we are not a core partner now, and until the Steering Committee decides how to move forward with defining tenant roles.

**Discussion:**

Directors agreed that the District should not participate until The Confluence tells us what the tenant requirements/roles are. Directors would like to see more focus on our organization's future, with a DEIJ program tailored to our needs as a SWCD; would like to learn more about how other districts implement DEIJ. There were concerns about transferring knowledge from the grant work, but the June 30 completion date should provide ample time for a smooth transfer. Heath noted that DEIJ change agents serve as a support group for all the organizations, so there is value in maintaining this relationship to move our equity work forward. Faye noted that Jerry will continue to be our Confluence liaison, so we will still have a presence. Holly said it is important to explain to the Confluence partners that we would like to continue to participate in DEIJ learning opportunities now and in the future. Once the Meyer grant is complete, we will not attend committee meetings until the Steering Committee decides what the opportunities for involvement will be for tenants of the Confluence.

**Update on office move**

Linda reviewed the moving bids and tentative date (first week of June); plans for renting a storage unit for NPS supplies and other equipment; donations of excess furniture and office supplies to local non-profits; discussion with landlord about leaving some items (e.g., whiteboard, bulletin boards, refrigerator); move of Internet, server, and computers; and transition to voice-over IP phone system.

Faye reminded directors of the May 24 Budget Committee meeting.

**Meeting Adjourned**

[Yoshihara] 7:15 pm

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

## **Benton SWCD Board Meeting**

June 14, 2021

### Financial Report

Period ending April 30, 2021

The closing balance in our Oregon LGIP account was \$884,380.30, dividend paid was \$435.69. The Fiscal YTD dividend paid was \$5,651.61. Our average monthly balance has been \$883,489.25 with a monthly distribution yield of 0.60%. The previous month's balance was \$975,743.22. We received another payment of \$1,598.89 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 \$158,555.83. The previous month's balance was \$183,008.70.

Charges to the Credit Card account were \$351.07. These were verified and reconciled. The previous month's chargers were \$1,020.85.

The Stripe account was reconciled. The starting balance was \$1,831.77, the net activity was \$360.00 less fees of -\$12.84 and bank payout of \$2,178.93, leaving an end-of-month balance of \$0.00.

Respectfully submitted,



Jerry Paul, Treasurer

Benton Soil & Water Conservation District  
**Balance Sheet**  
As of April 30, 2021

	Apr 30, 21	Apr 30, 20	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
10100 - Citizens Bank	130,554.89	126,973.94	3,580.95
10150 - Citizens Bank #2	8,995.80	6,820.25	2,175.55
10200 - LGIP	887,129.21	816,540.18	70,589.03
10800 - Petty Cash	24.00	24.00	0.00
<b>Total Checking/Savings</b>	<b>1,026,703.90</b>	<b>950,358.37</b>	<b>76,345.53</b>
<b>Accounts Receivable</b>			
11000 - Accounts Receivable	0.00	16,086.01	-16,086.01
11400 - Grants Receivable	151,670.93	59,907.50	91,763.43
<b>Total Accounts Receivable</b>	<b>151,670.93</b>	<b>75,993.51</b>	<b>75,677.42</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	7,553.22	8,481.70	-928.48
<b>Total Other Current Assets</b>	<b>7,553.22</b>	<b>8,481.70</b>	<b>-928.48</b>
<b>Total Current Assets</b>	<b>1,185,928.05</b>	<b>1,034,833.58</b>	<b>151,094.47</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>1,196,456.05</b>	<b>1,045,020.58</b>	<b>151,435.47</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
20000 - General Accounts Payable	3,595.89	3,729.59	-133.70
20100 - Project Accts Payable	109,524.74	20,212.76	89,311.98
<b>Total Accounts Payable</b>	<b>113,120.63</b>	<b>23,942.35</b>	<b>89,178.28</b>
<b>Credit Cards</b>			
22000 - CITIZENS BANK MASTER CARD			
22150 - Laura's CC - 4777	0.00	119.98	-119.98
22200 - Holly's CC - 2995	115.40	356.22	-240.82
22500 - Heath's CC - 3027	112.75	186.49	-73.74
22520 - Linda's CC - 5980	-2.08	440.26	-442.34
<b>Total 22000 - CITIZENS BANK MASTER CARD</b>	<b>226.07</b>	<b>1,102.95</b>	<b>-876.88</b>
<b>Total Credit Cards</b>	<b>226.07</b>	<b>1,102.95</b>	<b>-876.88</b>
<b>Other Current Liabilities</b>			
24000 - PAYROLL LIABILITIES			
24010 - 941 Account	5,948.14	6,811.10	-862.96
24020 - Oregon Withholding	1,560.00	1,677.00	-117.00
24030 - OR-WBF SUTA	366.68	255.65	111.03



**Benton Soil & Water Conservation District**  
**Balance Sheet**  
 As of April 30, 2021

	<b>Apr 30, 21</b>	<b>Apr 30, 20</b>	<b>\$ Change</b>
24040 · Medical Employee	1,712.08	1,065.57	646.51
24050 · Medical Employer	8,111.90	4,722.48	3,389.42
24060 · 457b Contributions	3,097.25	3,693.36	-596.11
<b>Total 24000 · PAYROLL LIABILITIES</b>	<b>20,796.05</b>	<b>18,225.16</b>	<b>2,570.89</b>
24160 · Employee Reimbursable Expenses	0.00	42.72	-42.72
25800 · Deferred Revenue Grants-Audit	211,591.93	235,677.84	-24,085.91
<b>Total Other Current Liabilities</b>	<b>232,387.98</b>	<b>253,945.72</b>	<b>-21,557.74</b>
<b>Total Current Liabilities</b>	<b>345,734.68</b>	<b>278,991.02</b>	<b>66,743.66</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>354,174.77</b>	<b>286,770.11</b>	<b>67,404.66</b>
<b>Equity</b>			
31100 · Building Reserve Fund Balance	103,200.00	88,200.00	15,000.00
31200 · Project Fund Balance	10,210.00	10,421.00	-211.00
32000 · General Fund Balance	594,005.70	507,799.01	86,206.69
Net Income	134,865.58	151,830.46	-16,964.88
<b>Total Equity</b>	<b>842,281.28</b>	<b>758,250.47</b>	<b>84,030.81</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,196,456.05</b>	<b>1,045,020.58</b>	<b>151,435.47</b>

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

	<b>Building Reserve</b>	<b>General Fund</b>	<b>Project Fund</b>	<b>TOTAL</b>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>43300 · Grant/Project Administration</b>	0.00	0.00	353,270.46	353,270.46
<b>44535 · Taxes Levied</b>	0.00	450,987.69	0.00	450,987.69
<b>44540 · ODA Operations</b>	0.00	24,994.75	0.00	24,994.75
<b>44545 · ODA Tech, LMA &amp; Scope of Wc</b>	0.00	58,320.00	0.00	58,320.00
<b>45000 · Interest Income</b>	0.00	5,804.29	0.00	5,804.29
<b>46430 · MISCELLANEOUS</b>	0.00	8,296.55	0.00	8,296.55
<b>47200 · CREP, SQP-Fee for Services</b>	0.00	7,248.00	0.00	7,248.00
<b>47400 · Native Plant Sale Income</b>	0.00	27,490.68	0.00	27,490.68
<b>48000 · TRANSFERS IN</b>	10,000.00	27,957.64	0.00	37,957.64
<b>Total Income</b>	<b>10,000.00</b>	<b>611,099.60</b>	<b>353,270.46</b>	<b>974,370.06</b>
<b>Gross Profit</b>	<b>10,000.00</b>	<b>611,099.60</b>	<b>353,270.46</b>	<b>974,370.06</b>
<b>Expense</b>				
<b>60000 · MATERIALS &amp; SERVICES</b>	0.00	132,576.42	0.00	132,576.42
<b>66000 · PAYROLL EXPENSES</b>	0.00	321,185.90	39,883.48	361,069.38
<b>68000 · PROJECTS-SVC-SUPP-MATER</b>	0.00	0.00	307,901.04	307,901.04
<b>69400 · TRANSFERS OUT</b>	0.00	10,000.00	27,957.64	37,957.64
<b>Total Expense</b>	<b>0.00</b>	<b>463,762.32</b>	<b>375,742.16</b>	<b>839,504.48</b>
<b>Net Ordinary Income</b>	<b>10,000.00</b>	<b>147,337.28</b>	<b>-22,471.70</b>	<b>134,865.58</b>
<b>Net Income</b>	<b>10,000.00</b>	<b>147,337.28</b>	<b>-22,471.70</b>	<b>134,865.58</b>

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

	<b>Building Reserve</b>	<b>General Fund</b>	<b>Project Fund</b>	<b>TOTAL</b>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>43300 · Grant/Project Administration</b>	0.00	0.00	353,270.46	353,270.46
<b>44535 · Taxes Levied</b>	0.00	450,987.69	0.00	450,987.69
<b>44540 · ODA Operations</b>	0.00	24,994.75	0.00	24,994.75
<b>44545 · ODA Tech, LMA &amp; Scope of Work</b>	0.00	58,320.00	0.00	58,320.00
<b>45000 · Interest Income</b>	0.00	5,804.29	0.00	5,804.29
<b>46430 · MISCELLANEOUS</b>				
<b>46432 · Contributions</b>	0.00	1,050.00	0.00	1,050.00
<b>46440 · Refunds and Reimbursements</b>	0.00	7,246.55	0.00	7,246.55
<b>Total 46430 · MISCELLANEOUS</b>	0.00	8,296.55	0.00	8,296.55
<b>47200 · CREP, SQP-Fee for Services</b>	0.00	7,248.00	0.00	7,248.00
<b>47400 · Native Plant Sale Income</b>	0.00	27,490.68	0.00	27,490.68
<b>48000 · TRANSFERS IN</b>				
<b>48100 · Building Reserve Fund</b>	10,000.00	0.00	0.00	10,000.00
<b>48400 · Transfer Admin from Project Fd</b>	0.00	27,957.64	0.00	27,957.64
<b>Total 48000 · TRANSFERS IN</b>	10,000.00	27,957.64	0.00	37,957.64
<b>Total Income</b>	10,000.00	611,099.60	353,270.46	974,370.06
<b>Gross Profit</b>	10,000.00	611,099.60	353,270.46	974,370.06
<b>Expense</b>				
<b>60000 · MATERIALS &amp; SERVICES</b>				
<b>61300 · CONFERENCES AND TRAINING</b>				
<b>61330 · Registration</b>	0.00	2,103.55	0.00	2,103.55
<b>61340 · Training and Education Materie</b>	0.00	464.95	0.00	464.95
<b>Total 61300 · CONFERENCES AND TRAINI</b>	0.00	2,568.50	0.00	2,568.50
<b>61500 · COMMUNITY CONSERVATION PROGRAMS</b>				
<b>61510 · Conservation Education (Youth</b>	0.00	5,100.00	0.00	5,100.00
<b>61520 · Conservation Incentive Progra</b>	0.00	769.70	0.00	769.70
<b>61530 · Invasives Program</b>	0.00	947.04	0.00	947.04
<b>61540 · Native Plant Sale</b>	0.00	15,812.69	0.00	15,812.69
<b>61570 · Soil Quality Program</b>	0.00	835.28	0.00	835.28
<b>61585 · Conservation Leadership - EDI</b>	0.00	60.00	0.00	60.00
<b>Total 61500 · COMMUNITY CONSERVATIO</b>	0.00	23,524.71	0.00	23,524.71
<b>62100 · CONTRACTED AND PROF SERVICES</b>				
<b>62115 · Audit</b>	0.00	4,750.00	0.00	4,750.00
<b>62120 · Computer Support</b>	0.00	1,123.20	0.00	1,123.20
<b>62130 · PROFESSIONAL SERVICES</b>				
<b>62140 · Legal</b>	0.00	3,050.00	0.00	3,050.00
<b>62150 · Accounting</b>	0.00	16,474.44	0.00	16,474.44
<b>62170 · Web Design, Logo - Marketi</b>	0.00	4,908.50	0.00	4,908.50
<b>Total 62130 · PROFESSIONAL SERVI</b>	0.00	24,432.94	0.00	24,432.94
<b>62190 · Misc Contracted Services</b>	0.00	5,765.00	0.00	5,765.00
<b>Total 62100 · CONTRACTED AND PROF SE</b>	0.00	36,071.14	0.00	36,071.14

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

	<b>Building Reserve</b>	<b>General Fund</b>	<b>Project Fund</b>	<b>TOTAL</b>
<b>62300 · Dues/Subscriptions/Fees</b>	0.00	6,214.65	0.00	6,214.65
<b>62800 · OFFICE OCCUPANCY</b>				
<b>62810 · Alarm &amp; Janitorial Services</b>	0.00	1,406.24	0.00	1,406.24
<b>62820 · Rent &amp; Parking</b>	0.00	38,430.76	0.00	38,430.76
<b>62830 · Utilities</b>	0.00	10,153.48	0.00	10,153.48
<b>62840 · Other</b>	0.00	13.42	0.00	13.42
<b>Total 62800 · OFFICE OCCUPANCY</b>	0.00	50,003.90	0.00	50,003.90
<b>65000 · SUPPLIES AND MATERIALS</b>				
<b>65010 · COPIER AND SUPPLIES</b>				
<b>65012 · Copies</b>	0.00	515.59	0.00	515.59
<b>65014 · Lease</b>	0.00	1,618.98	0.00	1,618.98
<b>Total 65010 · COPIER AND SUPPLIES</b>	0.00	2,134.57	0.00	2,134.57
<b>65020 · Equipment</b>	0.00	189.99	0.00	189.99
<b>65030 · Office Supplies</b>	0.00	1,469.77	0.00	1,469.77
<b>65040 · Postage</b>	0.00	176.04	0.00	176.04
<b>65050 · Software/Computer Accessorie</b>	0.00	1,987.97	0.00	1,987.97
<b>Total 65000 · SUPPLIES AND MATERIALS</b>	0.00	5,958.34	0.00	5,958.34
<b>65110 · PRODUCTION COSTS</b>				
<b>65112 · Advertising and Website</b>	0.00	620.92	0.00	620.92
<b>65116 · Newsletters</b>	0.00	2,407.39	0.00	2,407.39
<b>65118 · Publications</b>	0.00	325.00	0.00	325.00
<b>Total 65110 · PRODUCTION COSTS</b>	0.00	3,353.31	0.00	3,353.31
<b>65120 · Insurance &amp; Fidelity Bond</b>	0.00	3,597.15	0.00	3,597.15
<b>65160 · Miscellaneous</b>	0.00	75.00	0.00	75.00
<b>65320 · Mileage/travel related expenses</b>	0.00	914.58	0.00	914.58
<b>65400 · Meetings &amp; Events</b>	0.00	295.14	0.00	295.14
<b>Total 60000 · MATERIALS &amp; SERVICES</b>	0.00	132,576.42	0.00	132,576.42
<b>66000 · PAYROLL EXPENSES</b>				
<b>66200 · Wages</b>	0.00	246,482.78	30,266.11	276,748.89
<b>66410 · Health, Dental &amp; Life Insurance</b>	0.00	38,704.89	5,215.28	43,920.17
<b>66420 · Retirement</b>	0.00	15,953.79	1,957.21	17,911.00
<b>66500 · Payroll Taxes</b>				
<b>66510 · FICA Employer</b>	0.00	18,246.34	2,270.07	20,516.41
<b>66520 · SUTA</b>	0.00	1,588.29	163.09	1,751.38
<b>66530 · OR-WBF</b>	0.00	80.06	11.72	91.78
<b>Total 66500 · Payroll Taxes</b>	0.00	19,914.69	2,444.88	22,359.57
<b>66800 · Fees</b>	0.00	129.75	0.00	129.75
<b>Total 66000 · PAYROLL EXPENSES</b>	0.00	321,185.90	39,883.48	361,069.38
<b>68000 · PROJECTS-SVC-SUPP-MATERIALS</b>				
<b>68010 · Project Contracted Services</b>	0.00	0.00	306,465.23	306,465.23
<b>68020 · Project Mileage &amp; Travel</b>	0.00	0.00	897.13	897.13
<b>68030 · Project Other</b>	0.00	0.00	38.68	38.68
<b>68040 · Project Supplies &amp; Materials</b>	0.00	0.00	500.00	500.00

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

	<b>Building Reserve</b>	<b>General Fund</b>	<b>Project Fund</b>	<b>TOTAL</b>
<b>Total 68000 · PROJECTS-SVC-SUPP-MATERIA</b>	0.00	0.00	307,901.04	307,901.04
<b>69400 · TRANSFERS OUT</b>				
<b>69410 · Trf GF to Building Reserve Fd</b>	0.00	10,000.00	0.00	10,000.00
<b>69440 · Trf PF to General Fund</b>	0.00	0.00	27,957.64	27,957.64
<b>Total 69400 · TRANSFERS OUT</b>	0.00	10,000.00	27,957.64	37,957.64
<b>Total Expense</b>	0.00	463,762.32	375,742.16	839,504.48
<b>Net Ordinary Income</b>	10,000.00	147,337.28	-22,471.70	134,865.58
<b>Net Income</b>	<b>10,000.00</b>	<b>147,337.28</b>	<b>-22,471.70</b>	<b>134,865.58</b>

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

	<b>Jul '20 - Apr 21</b>	<b>Jul '19 - Apr 20</b>	<b>\$ Change</b>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>43300 · Grant/Project Administration</b>	353,270.46	319,005.56	34,264.90
<b>44535 · Taxes Levied</b>	450,987.69	436,620.07	14,367.62
<b>44540 · ODA Operations</b>	24,994.75	24,994.75	0.00
<b>44545 · ODA Tech, LMA &amp; Scope of Work</b>	58,320.00	58,320.00	0.00
<b>44550 · ODA - SIA</b>	0.00	5,135.29	-5,135.29
<b>44555 · NRCS - TA</b>	0.00	6,478.89	-6,478.89
<b>45000 · Interest Income</b>	5,804.29	13,515.97	-7,711.68
<b>46430 · MISCELLANEOUS</b>			
<b>46432 · Contributions</b>	1,050.00	1,828.00	-778.00
<b>46440 · Refunds and Reimbursements</b>	7,246.55	158.00	7,088.55
<b>Total 46430 · MISCELLANEOUS</b>	8,296.55	1,986.00	6,310.55
<b>47200 · CREP, SQP-Fee for Services</b>	7,248.00	16,392.70	-9,144.70
<b>47400 · Native Plant Sale Income</b>	27,490.68	17,520.20	9,970.48
<b>48000 · TRANSFERS IN</b>			
<b>48100 · Building Reserve Fund</b>	10,000.00	5,000.00	5,000.00
<b>48400 · Transfer Admin from Project Fd</b>	27,957.64	34,007.45	-6,049.81
<b>Total 48000 · TRANSFERS IN</b>	37,957.64	39,007.45	-1,049.81
<b>Total Income</b>	<b>974,370.06</b>	<b>938,976.88</b>	<b>35,393.18</b>
<b>Gross Profit</b>	<b>974,370.06</b>	<b>938,976.88</b>	<b>35,393.18</b>
<b>Expense</b>			
<b>60000 · MATERIALS &amp; SERVICES</b>			
<b>61300 · CONFERENCES AND TRAINING</b>			
<b>61310 · Lodging</b>	0.00	1,101.12	-1,101.12
<b>61320 · Meals/per diem</b>	0.00	63.28	-63.28
<b>61330 · Registration</b>	2,103.55	708.45	1,395.10
<b>61340 · Training and Education Material</b>	464.95	134.99	329.96
<b>Total 61300 · CONFERENCES AND TRAINING</b>	2,568.50	2,007.84	560.66
<b>61500 · COMMUNITY CONSERVATION PROGRAMS</b>			
<b>61510 · Conservation Education (Youth)</b>	5,100.00	14,077.81	-8,977.81
<b>61520 · Conservation Incentive Program</b>	769.70	1,773.21	-1,003.51
<b>61530 · Invasives Program</b>	947.04	4,358.43	-3,411.39
<b>61540 · Native Plant Sale</b>	15,812.69	11,425.63	4,387.06
<b>61570 · Soil Quality Program</b>	835.28	946.86	-111.58
<b>61585 · Conservation Leadership - EDI</b>	60.00	197.68	-137.68
<b>Total 61500 · COMMUNITY CONSERVATION PROGR.</b>	23,524.71	32,779.62	-9,254.91
<b>62100 · CONTRACTED AND PROF SERVICES</b>			
<b>62115 · Audit</b>	4,750.00	4,650.00	100.00
<b>62120 · Computer Support</b>	1,123.20	1,351.24	-228.04
<b>62130 · PROFESSIONAL SERVICES</b>			
<b>62140 · Legal</b>	3,050.00	500.00	2,550.00
<b>62150 · Accounting</b>	16,474.44	16,812.29	-337.85

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

	<b>Jul '20 - Apr 21</b>	<b>Jul '19 - Apr 20</b>	<b>\$ Change</b>
62160 · Facilitation	0.00	3,000.00	-3,000.00
62170 · Web Design, Logo - Marketing	4,908.50	1,552.00	3,356.50
<b>Total 62130 · PROFESSIONAL SERVICES</b>	<b>24,432.94</b>	<b>21,864.29</b>	<b>2,568.65</b>
62190 · Misc Contracted Services	5,765.00	0.00	5,765.00
<b>Total 62100 · CONTRACTED AND PROF SERVICES</b>	<b>36,071.14</b>	<b>27,865.53</b>	<b>8,205.61</b>
62300 · Dues/Subscriptions/Fees	6,214.65	5,783.06	431.59
<b>62800 · OFFICE OCCUPANCY</b>			
62810 · Alarm & Janitorial Services	1,406.24	1,615.68	-209.44
62820 · Rent & Parking	38,430.76	37,726.65	704.11
62830 · Utilities	10,153.48	6,359.66	3,793.82
62840 · Other	13.42	0.00	13.42
<b>Total 62800 · OFFICE OCCUPANCY</b>	<b>50,003.90</b>	<b>45,701.99</b>	<b>4,301.91</b>
<b>65000 · SUPPLIES AND MATERIALS</b>			
<b>65010 · COPIER AND SUPPLIES</b>			
65012 · Copies	515.59	947.15	-431.56
65014 · Lease	1,618.98	1,618.98	0.00
<b>Total 65010 · COPIER AND SUPPLIES</b>	<b>2,134.57</b>	<b>2,566.13</b>	<b>-431.56</b>
65020 · Equipment	189.99	1,310.99	-1,121.00
65030 · Office Supplies	1,469.77	1,334.71	135.06
65040 · Postage	176.04	378.86	-202.82
65050 · Software/Computer Accessories	1,987.97	0.00	1,987.97
<b>Total 65000 · SUPPLIES AND MATERIALS</b>	<b>5,958.34</b>	<b>5,590.69</b>	<b>367.65</b>
<b>65110 · PRODUCTION COSTS</b>			
65112 · Advertising and Website	620.92	214.75	406.17
65116 · Newsletters	2,407.39	1,610.01	797.38
65118 · Publications	325.00	178.32	146.68
<b>Total 65110 · PRODUCTION COSTS</b>	<b>3,353.31</b>	<b>2,003.08</b>	<b>1,350.23</b>
65120 · Insurance & Fidelity Bond	3,597.15	2,901.27	695.88
65160 · Miscellaneous	75.00	22.00	53.00
65320 · Mileage/travel related expenses	914.58	3,083.60	-2,169.02
65400 · Meetings & Events	295.14	2,003.54	-1,708.40
<b>Total 60000 · MATERIALS &amp; SERVICES</b>	<b>132,576.42</b>	<b>129,742.22</b>	<b>2,834.20</b>
<b>66000 · PAYROLL EXPENSES</b>			
66200 · Wages	276,748.89	287,606.82	-10,857.93
66410 · Health, Dental & Life Insurance	43,920.17	44,471.63	-551.46
66420 · Retirement	17,911.00	16,777.92	1,133.08
<b>66500 · Payroll Taxes</b>			
66510 · FICA Employer	20,516.41	20,958.35	-441.94
66520 · SUTA	1,751.38	3,279.79	-1,528.41
66530 · OR-WBF	91.78	99.21	-7.43
<b>Total 66500 · Payroll Taxes</b>	<b>22,359.57</b>	<b>24,337.35</b>	<b>-1,977.78</b>
66800 · Fees	129.75	188.25	-58.50
<b>Total 66000 · PAYROLL EXPENSES</b>	<b>361,069.38</b>	<b>373,381.97</b>	<b>-12,312.59</b>

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

	<b>Jul '20 - Apr 21</b>	<b>Jul '19 - Apr 20</b>	<b>\$ Change</b>
<b>68000 · PROJECTS-SVC-SUPP-MATERIALS</b>			
68010 · Project Contracted Services	306,465.23	241,766.35	64,698.88
68020 · Project Mileage & Travel	897.13	241.98	655.15
68030 · Project Other	38.68	1,534.49	-1,495.81
68040 · Project Supplies & Materials	500.00	789.13	-289.13
68050 · Project Training	0.00	682.83	-682.83
<b>Total 68000 · PROJECTS-SVC-SUPP-MATERIALS</b>	<b>307,901.04</b>	<b>245,014.78</b>	<b>62,886.26</b>
<b>69400 · TRANSFERS OUT</b>			
69410 · Trf GF to Building Reserve Fd	10,000.00	5,000.00	5,000.00
69440 · Trf PF to General Fund	27,957.64	34,007.45	-6,049.81
<b>Total 69400 · TRANSFERS OUT</b>	<b>37,957.64</b>	<b>39,007.45</b>	<b>-1,049.81</b>
<b>Total Expense</b>	<b>839,504.48</b>	<b>787,146.42</b>	<b>52,358.06</b>
<b>Net Ordinary Income</b>	<b>134,865.58</b>	<b>151,830.46</b>	<b>-16,964.88</b>
<b>Net Income</b>	<b>134,865.58</b>	<b>151,830.46</b>	<b>-16,964.88</b>



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

	Jul '20 - Mar 21	Budget	\$ Over Budget	% of Budget
<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	448,167.86	450,000.00	-1,832.14	99.59%
44540 · ODA Operations	24,994.75	24,995.00	-0.25	100.0%
44545 · ODA Tech, LMA & Scope of Work	43,740.00	58,320.00	-14,580.00	75.0%
45000 · Interest Income	5,358.24	10,000.00	-4,641.76	53.58%
<b>46430 · MISCELLANEOUS</b>				
46432 · Contributions	1,050.00			
46440 · Refunds and Reimbursements	7,246.55			
46430 · MISCELLANEOUS - Other	0.00	9,467.60	-9,467.60	0.0%
<b>Total 46430 · MISCELLANEOUS</b>	<b>8,296.55</b>	<b>9,467.60</b>	<b>-1,171.05</b>	<b>87.63%</b>
47200 · CREP, SQP-Fee for Services	7,248.00	9,816.00	-2,568.00	73.84%
47400 · Native Plant Sale Income	27,080.68	16,000.00	11,080.68	169.25%
<b>48000 · TRANSFERS IN</b>				
48400 · Transfer Admin from Project Fd	19,192.10	74,659.00	-55,466.90	25.71%
<b>Total 48000 · TRANSFERS IN</b>	<b>19,192.10</b>	<b>74,659.00</b>	<b>-55,466.90</b>	<b>25.71%</b>
<b>Total Income</b>	<b>584,078.18</b>	<b>1,216,966.60</b>	<b>-632,888.42</b>	<b>48.0%</b>
<b>Gross Profit</b>	<b>584,078.18</b>	<b>1,216,966.60</b>	<b>-632,888.42</b>	<b>48.0%</b>
<b>Expense</b>				
<b>60000 · MATERIALS &amp; SERVICES</b>				
<b>61300 · CONFERENCES AND TRAINING</b>				
61330 · Registration	2,050.00			
61340 · Training and Education Mate	589.95			
61300 · CONFERENCES AND TRAINI	0.00	12,000.00	-12,000.00	0.0%
<b>Total 61300 · CONFERENCES AND TRAI</b>	<b>2,639.95</b>	<b>12,000.00</b>	<b>-9,360.05</b>	<b>22.0%</b>
<b>61500 · COMMUNITY CONSERVATION PROGRAMS</b>				
61510 · Conservation Education (Yo	5,100.00	5,250.00	-150.00	97.14%
61520 · Conservation Incentive Prog	769.70	3,000.00	-2,230.30	25.66%
61530 · Invasives Program	947.04	3,000.00	-2,052.96	31.57%
61540 · Native Plant Sale	15,801.60	16,000.00	-198.40	98.76%
61560 · Scholarships/Internships	0.00	600.00	-600.00	0.0%
61570 · Soil Quality Program	429.78	3,000.00	-2,570.22	14.33%
61585 · Conservation Leadership - E	60.00	2,000.00	-1,940.00	3.0%
<b>Total 61500 · COMMUNITY CONSERVAT</b>	<b>23,108.12</b>	<b>32,850.00</b>	<b>-9,741.88</b>	<b>70.34%</b>
<b>62100 · CONTRACTED AND PROF SERVICES</b>				
62115 · Audit	4,750.00	5,000.00	-250.00	95.0%
62120 · Computer Support	791.00	4,000.00	-3,209.00	19.78%
<b>62130 · PROFESSIONAL SERVICES</b>				
62140 · Legal	2,800.00			
62150 · Accounting	15,083.46	0.00	15,083.46	100.0%
62160 · Facilitation	0.00	6,000.00	-6,000.00	0.0%

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

	Jul '20 - Mar 21	Budget	\$ Over Budget	% of Budget
62170 · Web Design, Logo - Mark	2,842.25			
62130 · PROFESSIONAL SERVIC	0.00	45,000.00	-45,000.00	0.0%
<b>Total 62130 · PROFESSIONAL SERV</b>	<b>20,725.71</b>	<b>51,000.00</b>	<b>-30,274.29</b>	<b>40.64%</b>
62190 · Misc Contracted Services	5,765.00	33,301.60	-27,536.60	17.31%
<b>Total 62100 · CONTRACTED AND PROF</b>	<b>32,031.71</b>	<b>93,301.60</b>	<b>-61,269.89</b>	<b>34.33%</b>
62300 · Dues/Subscriptions/Fees	6,046.26	13,000.00	-6,953.74	46.51%
62800 · OFFICE OCCUPANCY				
62810 · Alarm & Janitorial Services	1,276.24	3,500.00	-2,223.76	36.46%
62820 · Rent & Parking	33,116.60	46,000.00	-12,883.40	71.99%
62830 · Utilities	9,118.58	12,000.00	-2,881.42	75.99%
62840 · Other	13.42	1,500.00	-1,486.58	0.9%
<b>Total 62800 · OFFICE OCCUPANCY</b>	<b>43,524.84</b>	<b>63,000.00</b>	<b>-19,475.16</b>	<b>69.09%</b>
65000 · SUPPLIES AND MATERIALS				
65010 · COPIER AND SUPPLIES				
65012 · Copies	490.16			
65014 · Lease	1,468.61			
65010 · COPIER AND SUPPLIES	0.00	3,500.00	-3,500.00	0.0%
<b>Total 65010 · COPIER AND SUPPLIE</b>	<b>1,958.77</b>	<b>3,500.00</b>	<b>-1,541.23</b>	<b>55.97%</b>
65020 · Equipment	189.99	5,000.00	-4,810.01	3.8%
65030 · Office Supplies	1,448.79	2,000.00	-551.21	72.44%
65040 · Postage	176.04	1,000.00	-823.96	17.6%
65050 · Software/Computer Accesso	429.97	2,000.00	-1,570.03	21.5%
<b>Total 65000 · SUPPLIES AND MATERIAL</b>	<b>4,203.56</b>	<b>13,500.00</b>	<b>-9,296.44</b>	<b>31.14%</b>
65110 · PRODUCTION COSTS				
65112 · Advertising and Website	610.92	1,500.00	-889.08	40.73%
65114 · Merchandise	0.00	1,000.00	-1,000.00	0.0%
65116 · Newsletters	2,407.39	2,000.00	407.39	120.37%
65118 · Publications	325.00	500.00	-175.00	65.0%
<b>Total 65110 · PRODUCTION COSTS</b>	<b>3,343.31</b>	<b>5,000.00</b>	<b>-1,656.69</b>	<b>66.87%</b>
65120 · Insurance & Fidelity Bond	3,531.01	4,000.00	-468.99	88.28%
65160 · Miscellaneous	75.00	1,000.00	-925.00	7.5%
65320 · Mileage/travel related expenses	658.10	4,000.00	-3,341.90	16.45%
65400 · Meetings & Events	295.14	4,000.00	-3,704.86	7.38%
60000 · MATERIALS & SERVICES - Othe	0.00	0.00	0.00	0.0%
<b>Total 60000 · MATERIALS &amp; SERVICES</b>	<b>119,457.00</b>	<b>245,651.60</b>	<b>-126,194.60</b>	<b>48.63%</b>
66000 · PAYROLL EXPENSES				
66200 · Wages	221,345.97	314,419.10	-93,073.13	70.4%
66410 · Health, Dental & Life Insurance	34,919.35	50,178.25	-15,258.90	69.59%
66420 · Retirement	14,402.30	20,407.53	-6,005.23	70.57%
66500 · Payroll Taxes				
66510 · FICA Employer	16,381.66			
66520 · SUTA	1,295.78			
66530 · OR-WBF	71.77			

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

	Jul '20 - Mar 21	Budget	\$ Over Budget	% of Budget
66500 · Payroll Taxes - Other	0.00	27,875.12	-27,875.12	0.0%
<b>Total 66500 · Payroll Taxes</b>	<b>17,749.21</b>	<b>27,875.12</b>	<b>-10,125.91</b>	<b>63.67%</b>
66800 · Fees	116.25			
<b>Total 66000 · PAYROLL EXPENSES</b>	<b>288,533.08</b>	<b>412,880.00</b>	<b>-124,346.92</b>	<b>69.88%</b>
69100 · Capital Outlay	0.00	5,000.00	-5,000.00	0.0%
69200 · Contingency	0.00	50,000.00	-50,000.00	0.0%
<b>69400 · TRANSFERS OUT</b>				
69410 · Trf GF to Building Reserve Fd	10,000.00	10,000.00	0.00	100.0%
<b>Total 69400 · TRANSFERS OUT</b>	<b>10,000.00</b>	<b>10,000.00</b>	<b>0.00</b>	<b>100.0%</b>
69600 · Reserved for Future Expenditure	0.00	213,435.00	-213,435.00	0.0%
69800 · Unappropriated Fund Balance	0.00	280,000.00	-280,000.00	0.0%
<b>Total Expense</b>	<b>417,990.08</b>	<b>1,216,966.60</b>	<b>-798,976.52</b>	<b>34.35%</b>
<b>Net Ordinary Income</b>	<b>166,088.10</b>	<b>0.00</b>	<b>166,088.10</b>	<b>100.0%</b>
<b>Net Income</b>	<b>166,088.10</b>	<b>0.00</b>	<b>166,088.10</b>	<b>100.0%</b>

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

	<b>Jul '20 - Apr 21</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	450,987.69	450,000.00	987.69	100.22%
44540 - ODA Operations	24,994.75	24,995.00	-0.25	100.0%
44545 - ODA Tech, LMA & Scope of Work	58,320.00	58,320.00	0.00	100.0%
45000 - Interest Income	5,804.29	10,000.00	-4,195.71	58.04%
<b>46430 - MISCELLANEOUS</b>				
46432 - Contributions	1,050.00			
46440 - Refunds and Reimbursements	7,246.55			
46430 - MISCELLANEOUS - Other	0.00	9,467.60	-9,467.60	0.0%
<b>Total 46430 - MISCELLANEOUS</b>	<b>8,296.55</b>	<b>9,467.60</b>	<b>-1,171.05</b>	<b>87.63%</b>
47200 - CREP, SQP-Fee for Services	7,248.00	9,816.00	-2,568.00	73.84%
47400 - Native Plant Sale Income	27,490.68	16,000.00	11,490.68	171.82%
<b>48000 - TRANSFERS IN</b>				
48400 - Transfer Admin from Project Fd	27,957.64	74,659.00	-46,701.36	37.45%
<b>Total 48000 - TRANSFERS IN</b>	<b>27,957.64</b>	<b>74,659.00</b>	<b>-46,701.36</b>	<b>37.45%</b>
<b>Total Income</b>	<b>611,099.60</b>	<b>1,216,966.60</b>	<b>-605,867.00</b>	<b>50.22%</b>
<b>Gross Profit</b>	<b>611,099.60</b>	<b>1,216,966.60</b>	<b>-605,867.00</b>	<b>50.22%</b>
<b>Expense</b>				
<b>60000 - MATERIALS &amp; SERVICES</b>				
<b>61300 - CONFERENCES AND TRAINING</b>				
61330 - Registration	2,103.55			
61340 - Training and Education Mate	464.95			
61300 - CONFERENCES AND TRAINING	0.00	12,000.00	-12,000.00	0.0%
<b>Total 61300 - CONFERENCES AND TRAINING</b>	<b>2,568.50</b>	<b>12,000.00</b>	<b>-9,431.50</b>	<b>21.4%</b>
<b>61500 - COMMUNITY CONSERVATION PROGRAMS</b>				
61510 - Conservation Education (Youth)	5,100.00	5,250.00	-150.00	97.14%
61520 - Conservation Incentive Program	769.70	3,000.00	-2,230.30	25.66%
61530 - Invasives Program	947.04	3,000.00	-2,052.96	31.57%
61540 - Native Plant Sale	15,812.69	16,000.00	-187.31	98.83%
61560 - Scholarships/Internships	0.00	600.00	-600.00	0.0%
61570 - Soil Quality Program	835.28	3,000.00	-2,164.72	27.84%
61585 - Conservation Leadership - EI	60.00	2,000.00	-1,940.00	3.0%
<b>Total 61500 - COMMUNITY CONSERVATION PROGRAMS</b>	<b>23,524.71</b>	<b>32,850.00</b>	<b>-9,325.29</b>	<b>71.61%</b>
<b>62100 - CONTRACTED AND PROF SERVICES</b>				
62115 - Audit	4,750.00	5,000.00	-250.00	95.0%
62120 - Computer Support	1,123.20	4,000.00	-2,876.80	28.08%
<b>62130 - PROFESSIONAL SERVICES</b>				
62140 - Legal	3,050.00			
62150 - Accounting	16,474.44	0.00	16,474.44	100.0%
62160 - Facilitation	0.00	6,000.00	-6,000.00	0.0%

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

	Jul '20 - Apr 21	Budget	\$ Over Budget	% of Budget
62170 · Web Design, Logo - Mark	4,908.50			
62130 · PROFESSIONAL SERVICE	0.00	45,000.00	-45,000.00	0.0%
<b>Total 62130 · PROFESSIONAL SERVICE</b>	<b>24,432.94</b>	<b>51,000.00</b>	<b>-26,567.06</b>	<b>47.91%</b>
62190 · Misc Contracted Services	5,765.00	33,301.60	-27,536.60	17.31%
<b>Total 62100 · CONTRACTED AND PROF</b>	<b>36,071.14</b>	<b>93,301.60</b>	<b>-57,230.46</b>	<b>38.66%</b>
62300 · Dues/Subscriptions/Fees	6,214.65	13,000.00	-6,785.35	47.81%
62800 · OFFICE OCCUPANCY				
62810 · Alarm & Janitorial Services	1,406.24	3,500.00	-2,093.76	40.18%
62820 · Rent & Parking	38,430.76	46,000.00	-7,569.24	83.55%
62830 · Utilities	10,153.48	12,000.00	-1,846.52	84.61%
62840 · Other	13.42	1,500.00	-1,486.58	0.9%
<b>Total 62800 · OFFICE OCCUPANCY</b>	<b>50,003.90</b>	<b>63,000.00</b>	<b>-12,996.10</b>	<b>79.37%</b>
65000 · SUPPLIES AND MATERIALS				
65010 · COPIER AND SUPPLIES				
65012 · Copies	515.59			
65014 · Lease	1,618.98			
65010 · COPIER AND SUPPLIES -	0.00	3,500.00	-3,500.00	0.0%
<b>Total 65010 · COPIER AND SUPPLIES</b>	<b>2,134.57</b>	<b>3,500.00</b>	<b>-1,365.43</b>	<b>60.99%</b>
65020 · Equipment	189.99	5,000.00	-4,810.01	3.8%
65030 · Office Supplies	1,469.77	2,000.00	-530.23	73.49%
65040 · Postage	176.04	1,000.00	-823.96	17.6%
65050 · Software/Computer Accessor	1,987.97	2,000.00	-12.03	99.4%
<b>Total 65000 · SUPPLIES AND MATERIAL</b>	<b>5,958.34</b>	<b>13,500.00</b>	<b>-7,541.66</b>	<b>44.14%</b>
65110 · PRODUCTION COSTS				
65112 · Advertising and Website	620.92	1,500.00	-879.08	41.4%
65114 · Merchandise	0.00	1,000.00	-1,000.00	0.0%
65116 · Newsletters	2,407.39	2,000.00	407.39	120.37%
65118 · Publications	325.00	500.00	-175.00	65.0%
<b>Total 65110 · PRODUCTION COSTS</b>	<b>3,353.31</b>	<b>5,000.00</b>	<b>-1,646.69</b>	<b>67.07%</b>
65120 · Insurance & Fidelity Bond	3,597.15	4,000.00	-402.85	89.93%
65160 · Miscellaneous	75.00	1,000.00	-925.00	7.5%
65320 · Mileage/travel related expenses	914.58	4,000.00	-3,085.42	22.87%
65400 · Meetings & Events	295.14	4,000.00	-3,704.86	7.38%
60000 · MATERIALS & SERVICES - Other	0.00	29,829.00	-29,829.00	0.0%
<b>Total 60000 · MATERIALS &amp; SERVICES</b>	<b>132,576.42</b>	<b>275,480.60</b>	<b>-142,904.18</b>	<b>48.13%</b>
66000 · PAYROLL EXPENSES				
66200 · Wages	246,482.78	329,567.10	-83,084.32	74.79%
66410 · Health, Dental & Life Insurance	38,704.89	52,820.25	-14,115.36	73.28%
66420 · Retirement	15,953.79	21,295.53	-5,341.74	74.92%
66500 · Payroll Taxes				
66510 · FICA Employer	18,246.34			
66520 · SUTA	1,588.29			
66530 · OR-WBF	80.06			

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

	<b>Jul '20 - Apr 21</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
<b>66500 · Payroll Taxes - Other</b>	0.00	29,368.12	-29,368.12	0.0%
<b>Total 66500 · Payroll Taxes</b>	19,914.69	29,368.12	-9,453.43	67.81%
<b>66800 · Fees</b>	129.75			
<b>Total 66000 · PAYROLL EXPENSES</b>	321,185.90	433,051.00	-111,865.10	74.17%
<b>69100 · Capital Outlay</b>	0.00	5,000.00	-5,000.00	0.0%
<b>69400 · TRANSFERS OUT</b>				
<b>69410 · Trf GF to Building Reserve Fd</b>	10,000.00	10,000.00	0.00	100.0%
<b>Total 69400 · TRANSFERS OUT</b>	10,000.00	10,000.00	0.00	100.0%
<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>	463,762.32	1,216,966.60	-753,204.28	38.11%
<b>Net Ordinary Income</b>	147,337.28	0.00	147,337.28	100.0%
<b>Net Income</b>	<b>147,337.28</b>	<b>0.00</b>	<b>147,337.28</b>	<b>100.0%</b>

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

	Jul '20 - Apr 21	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>43300 · Grant/Project Administration</b>	353,270.46	889,187.00	-535,916.54	39.73%
<b>Total Income</b>	<u>353,270.46</u>	<u>889,187.00</u>	<u>-535,916.54</u>	<u>39.73%</u>
<b>Gross Profit</b>	353,270.46	889,187.00	-535,916.54	39.73%
<b>Expense</b>				
<b>66000 · PAYROLL EXPENSES</b>				
<b>66200 · Wages</b>	30,266.11	53,417.00	-23,150.89	56.66%
<b>66410 · Health, Dental &amp; Life Insurance</b>	5,215.28	14,107.00	-8,891.72	36.97%
<b>66420 · Retirement</b>	1,957.21	5,447.00	-3,489.79	35.93%
<b>66500 · Payroll Taxes</b>				
<b>66510 · FICA Employer</b>	2,270.07			
<b>66520 · SUTA</b>	163.09			
<b>66530 · OR-WBF</b>	11.72			
<b>66500 · Payroll Taxes - Other</b>	0.00	7,020.00	-7,020.00	0.0%
<b>Total 66500 · Payroll Taxes</b>	<u>2,444.88</u>	<u>7,020.00</u>	<u>-4,575.12</u>	<u>34.83%</u>
<b>Total 66000 · PAYROLL EXPENSES</b>	<u>39,883.48</u>	<u>79,991.00</u>	<u>-40,107.52</u>	<u>49.86%</u>
<b>68000 · PROJECTS-SVC-SUPP-MATERIALS</b>				
<b>68010 · Project Contracted Services</b>	306,465.23			
<b>68020 · Project Mileage &amp; Travel</b>	897.13			
<b>68030 · Project Other</b>	38.68			
<b>68040 · Project Supplies &amp; Materials</b>	500.00			
<b>68000 · PROJECTS-SVC-SUPP-MATERIALS</b>	0.00	734,537.00	-734,537.00	0.0%
<b>Total 68000 · PROJECTS-SVC-SUPP-MATERIALS</b>	<u>307,901.04</u>	<u>734,537.00</u>	<u>-426,635.96</u>	<u>41.92%</u>
<b>69400 · TRANSFERS OUT</b>				
<b>69440 · Trf PF to General Fund</b>	27,957.64	74,659.00	-46,701.36	37.45%
<b>Total 69400 · TRANSFERS OUT</b>	<u>27,957.64</u>	<u>74,659.00</u>	<u>-46,701.36</u>	<u>37.45%</u>
<b>Total Expense</b>	<u>375,742.16</u>	<u>889,187.00</u>	<u>-513,444.84</u>	<u>42.26%</u>
<b>Net Ordinary Income</b>	<u>-22,471.70</u>	<u>0.00</u>	<u>-22,471.70</u>	<u>100.0%</u>
<b>Net Income</b>	<u><u>-22,471.70</u></u>	<u><u>0.00</u></u>	<u><u>-22,471.70</u></u>	<u><u>100.0%</u></u>

April 2021 Qtrly All Grant Projects Financial Report.xlsx

Project Name	Grant #	Funding Agency	Start Date	End Date	Status	Final Report Due Date	Fund Amount	(INCOME) Received to	Earned Income to	(EXPENSES) Spent to	Grant Receivabl	Remaining balance to	Grant Manager	Grant Report Dates	How grant funds are received	Admin Expected	Admin Earned	Admin Remaining
Effectiveness Monitoring WAHWG	2009-012-00	BPA	6/1/2020	5/31/2021	Open		157,527	33,147	110,711	110,711	-77,564	124,380	MA			4,775	4,774	1
Shared Space EDI Initiative	18040175	MMT	1/1/2019	12/31/2020	Open	2/15/2021	149,388	149,388	124,649	124,649	24,739	0	HK	12/9/19 and 2/15/21	two checks; one at the beginning of each calendar year	12,300	10,299	2,001
Willamette Mainstem Cooperative	19010935	MMT	3/19/2019	2/28/2021	Open	4/15/2021	40,000	40,000	34,766	34,766	5,234	0	MA	Interim Report: 3/1/2020 & Final Report: 4/15/2021	100 % of funds at beginning of grant	3,636	3,137	500
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	MA	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	10/31/2022	Open	3/15/2022	80,000	80,000	20,799	20,499	59,501	0	MA	Interim 2/1/2021 & Final 11/30/2022	100% of funds at beginning of grant	12,000	1,526	10,474
Willamette Mainstem Restoration Opportunities and Strategies for Engagement	20100515	MMT	11/1/2020	10/31/2022	Open	12/15/2022	70,164	70,164	1,490	1,490	68,674	0	MA	5/15/21 & 12/15/22	100% of funds at beginning of grant	6,379	135	6,244
Willamette River Aquatic Weed Management Phase 7	2020-33-010	ODA-OSWB	2/28/2020	4/30/2021	Open	6/30/2021	27,719	13,860	9,091	9,091	4,768	13,860	MA		*50% of funds received at start of grant *25% of funds are received after interim grant report submitted and approved by ODA *final funds are received after final grant report submitted and approved by ODA	2,520	826	1,694
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	6,323	6,323	283	2,202	MA		*50% of funds received at start of grant *25% of funds are received after interim grant report submitted and approved by ODA *final funds are received after final grant report submitted and approved by ODA	801	575	226
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	received by reimbursement of invoices/receipts submitted by BSWCD two times total; OWEB holds last 10% of funds	1,012	0	1,012
Carson Riparian Buffer Access Control	09-20-003	OWEB	3/18/2021	1/26/2023	Open	3/26/2023	14,889	13,400	13,400	0	13,400	1,489	DS	3/26/2023, 3/26/2025	received by reimbursement of invoices/receipts submitted by BSWCD two times total (including final); OWEB holds last 10% of funds until they receive and	1,353	1,218	135
100 Acre Wood Habitat Project - Plant Establishment	217-3002-14131	OWEB	10/25/2016	6/30/2022	Open	8/30/2022	25,278	13,114	13,114	13,114	0	12,164	DS	Project completion only	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	2,298	1,191	1,107
OWEB SIA grant	218-8010-16782	OWEB	3/4/2019	12/22/2023	Open	12/22/2023	125,000	35,921	38,624	38,624	-2,703	89,079	DS	Multiple dates (6/17/2019, 12/16/2019, 6/14/2020, 12/14/2020, 6/14/2021, 12/13/2021, 6/13/2022, 12/13/2020)	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	11,364	3,261	8,103
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	MA	2/28/2021	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	10,908	10,908	0
Collection for WFIP Effectiveness Monitoring	218-8390-17212	OWEB	2/4/2020	12/31/2021	Open	2/28/2022	100,000	37,850	43,777	43,777	-5,927	62,150	MA	12/31/2020 & Final Report: 2/28/2022	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	9,091	3,980	5,111
J2E RTR Project	220-3303-17504	OWEB	4/22/2020	6/30/2025	Open	6/30/2025	239,915	0	3,025	3,025	-3,025	239,915	DS	6/30/2028 and 6/30/2030		23,084	275	22,809



April 2021 Qtrly All Grant Projects Financial Report.xlsx

Project Name	Grant #	Funding Agency	Start Date	End Date	Status	Final Report Due Date	Fund Amount	(INCOME) Received to	Earned Income to	(EXPENSES) Spent to	Grant Receivabl	Remaining balance to	Grant Manager	Grant Report Dates	How grant funds are received	Admin Expected	Admin Earned	Admin Remaining
Willamette FIP Effectiveness Monitoring Program Phase 4: Data Collection 2020-2021 and Reporting	220-8201-17233	OWEB	1/1/2020	12/31/2022	Open	2/28/2023	119,988	59,891	59,891	59,891	0	60,097	MA	Interim Report: 6/30/2021 & Final Report: 2/28/2023	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	10,908	5,445	5,463
<b>Total</b>							<b>1,316,524</b>	<b>689,078</b>				<b>627,446</b>					<b>48,044</b>	<b>66,907</b>

Document needing approval signature	Board	Executive Director	Operations Manager	Communications Manager	Resource Conservationist	NRC Program Manager	Notes
<b>Administration/Operations</b>							
Annual Work Plan	by motion						
Five Year Strategic Plan	by motion						
Board Resolutions	officer with quorum						
BSWCD Policies	officer with quorum						
Office Building Lease	Chair if \$50K and over	if under \$50k					
Other lease agreements	officer	X	if designated by ED				
Registered Agent	Chair	X alternate to Chair					
ODA Capacity Grant Agreement and funds requests		X					funds requests only
Records Destruction Log		X	X				
<b>Personnel</b>							
Staff Performance Evaluation		X				X	
Executive Director Performance Evaluation	Chair, PFC						
Employee Handbook	by motion						
Letter of hire	X for ED	X for staff					recommend to ED for direct reports
Letter of termination	X for ED	X for staff					recommend to ED for direct reports
Change in employment status (Intro to Regular)		X					recommend to ED for direct reports
Wellness and Annual Vacation Leave form		X	if designated by ED				X
Comp Time leave		X	if designated by ED				X
Leave of Absence		X					X
Workers Comp leave		X					X
Return to Work after Injury		X					X
Other types of leave		X					recommend to ED for direct reports
Timesheets and payroll approval		X	if designated by ED				
District-paid benefits change (health, life, STDI, retirement)	officer	X					
HRA VEBA agreement	officer	X					
SDIS Joinder of Trust	officer						
Employee withholding - medical/dental benefits		X staff decides	X staff decides	X staff decides	X staff decides	X staff decides	
Employee withholding - retirement contribution		X staff decides	X staff decides	X staff decides	X staff decides	X staff decides	
Change in personal data		X staff decides	X staff decides	X staff decides	X staff decides	X staff decides	
Health Benefits enrollment (for qualifying plan choice)		X staff decides	X staff decides	X staff decides	X staff decides	X staff decides	
Change of beneficiary on benefits		X staff decides	X staff decides	X staff decides	X staff decides	X staff decides	



<b>BSWCD Board Roles &amp; Responsibilities</b>			
	<b>Board</b>	<b>PFC</b>	<b>Executive Director</b>
<b>Board Governance and Policy (Chapter 3, OSWCD Guidebook)</b>			
Identify local conservation needs, programs, and services	X		X
Keep its conservation district's mission (reason for being) in focus	X		X
Work effectively with conservation district staff, cooperating agencies, and partners	X		X
Implement conservation district programs effectively	X		X
Be knowledgeable about laws that govern board operations, such as budget audit, public meetings, and contracting	X		X
Develop and implement a long-range plan and an annual work plan	X		X
Report to the public on conservation district programs and accomplishments	X		X
Inform legislators and local government officials of conservation district accomplishments	X		X
Recruit, train, and utilize volunteers	X		X
Participate within the ODA in a periodic review of conservation district operations	X		X
Recruit and train new conservation district directors and associate directors	X		X
Seek new partners in conservation efforts	X		X
<b>Board Supervisory Oversight</b>			
Delegate authority to Executive Director	X		
Determine Executive Director Compensation package		X	
Conduct Executive Director annual performance appraisal	Board Chair	PFC Chair	
Oversee Executive Director's actions on promotions, demotions, wage changes, and the District's employee benefits package.		X	
Oversee Executive Director's significant personnel actions		X	



## Benton Soil and Water CONSERVATION DISTRICT

**Date:** May 31, 2021

**To:** Benton SWCD Directors

**From:** Holly Crosson, Executive Director

**Re:** May 2021 Monthly Report for June 2021 Board Packet

### **COVID-19**

- Attended webinar on OSHA Rules in the Workplace on Masking and Vaccinations.
- Met with staff to discuss update of office procedures related to office occupancy numbers, masking, and social distancing.
- Continued to receive regular Covid updates from CDC, Oregon Health Authority, Governor's office, SDAO, Benton County, CEA, and HR Answers.

### **OFFICE MOVE**

- Recycled documents and furniture, packed for move.
- Met with Linda about Crystal Lake storage unit, Comcast services, janitorial services, and misc. Mater building questions.
- Got two BSWCD parking signs installed at Mater building.
- Arranged for Gary Pond to have additional clients tour 5<sup>th</sup> and Monroe for potential rental.

### **DEIJ**

- Followed up with Faye on Leticia Carson Legacy Project and sent info to staff.
- Attended a meeting with Yee Won, Bob, Nate, and DEIJ Equity Committee staff on 5/28 to continue updating Draft DEIJ Action Plan.

### **PROGRAMS/PROJECTS/PARTNERSHIPS**

- Attended CONNECT conference sessions.
- Attended Willamette River Network (Nesika Wilamut) Open House and set up June meeting to introduce Michael to WRN Co-Directors and update them about WMC and BSWCD Programs.
- Signed new IGA with Benton County Public Works for 2021-2023 (5K/year).
- Signed contract with Long Tom Watershed Council for one of Michael's grants.
- Responded to questions from Donna and Michael about J2E Project contract modification and other issues.

### **FISCAL**

- Finalized proposed FY22 Budget and Budget Message.
- Created Budget Committee meeting agenda and other packet documents.

- Attended Budget Committee meeting and followed up with committee members and Department of Revenue afterwards.
- Responded to auditor emails for the FY21 audit and scheduled three days of audit field work in August.
- Attended a Department of Revenue Local Budget Law training.
- Tracked ACH deposits for grant payments and distributed reports to Jenny and appropriate project management staff.
- Preparing for fiscal year close-out.
- 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**

- Continued orienting Michael on grants/contracts/programs and BSWCD policies/procedures.
- Signed final health plan renewal documents for HUBB/SDIS.
- Responded to lots of staff questions about budgeting, wages, and benefits.
- Checked in with VALIC representative about minimum employee contributions to retirement plan.
- Participated in weekly Zoom staff meetings.

## **BOARD**

- Had quarterly meeting with Board Chair.
- Updated draft Annual Work Plan for Board Approval.
- Developed June Budget Hearing and Board meeting agenda; created FY22 Appropriation Resolution; reviewed draft April financials; reviewed draft May minutes.
- Updated Authorized Signature Matrix.

## **MISCELLANEOUS**

- Had initial conversation with Mary Eichler about her desire to schedule an exploratory conversation about a potential gift of farm property in the future.

**Date:** June 3, 2021

**To:** Benton SWCD Directors

**From:** Michael Ahr

**Re:** Staff Report for May 2021



### **Conservation Program Manager**

- Two Conservation Program meetings with Teresa and Donna.
- Listened to permitting discussion for a fish habitat project (Donna is the lead)
- Attended a Supervisor Training
- Met with Oregon Dept. of Forestry re: partnership opportunities
- Held a discussion with Amy Kaiser at NRCS about programs and partnership

### **Willamette Mainstem Cooperative**

- Submitted Meyer Memorial Trust interim Grant Report
- Went on a boat tour with Scott Youngblood (OPRD) to see some restoration projects including Wapato Cove, Tripp Island, and Half Moon Bend
- LOTS of communication on invoices, admin transfers, and journal entries
- Coordination discussion with Bonneville Power Administration staff re: grant tracking

### **Invasive Species Program**

- Coordinated the treatment of several oblong spurge sites
  - Met with Beth Myers-Shenai ODA to look at 6 sites. Beth treated 3 of the sites with herbicide during visit.
  - Met with Contractor (Integrated Resource Management) to treat 3 sites
- Meadow knapweed pull near lupine meadows in Philomath. This is part of our IGA with Benton County Public Works. We only had one volunteer, but Jennifer Ward from the county and myself were also digging up knapweed and made a huge dent! It was a nice effort to try to wrap up the 2 year IGA (ends June 30, 2021). I also scheduled a presentation with the roads crew for June 29.
- Attended webinar, "Threats and Opportunities: Invasive Species in Oregon" intended as a legislative update (May 18)

### **Other**

- Preparation for OSU Tree School Presentation, "Into the Woods"



### NATIVE PLANT SALE

On June 3 the native plant sale online catalog will open and remain open until July 6. The online catalog will close from July 7 to August 15, then re-open with a slightly smaller plant list. Please help BSWCD spread the word and the joy of gardening/landscaping with native plants! Visit <http://www.bentonplants.org> to order.

Thanks to Kerry, Bob, and Marcella for sharing some of their photos with BSWCD! I can't wait to start adding them to our website and publications. Here are a few of my favorites.



Red columbine by Marcella Henkels

### NEW WEBSITE LAUNCHES JUNE 3

We are opening the catalog on the new website on June 3. At that time, the plant sale pages will be fully functional, and the Board pages will also be active. The rest will roll out before the end of June! I can't wait to share it with you.



Swallowtail by Robert Morris

### FALL SALMON WATCH IS IN THE WORKS

The Salmon Watch Steering Committee has been meeting monthly and we are excited to plan for fall field trips. Two Corvallis teachers have reached out to express interest already. So, if the school district allows field trips, we will be there! We will hold three Salmon Watch volunteer trainings on August 18, August 19, and September 11 (am).

We are also going to offer a new event – Salmon Watch Family Days This is something we have talked about for a couple of years and are finally able to set in motion. On September 11, November 6, and November 7 we will set up stations and invite the public to visit to learn Salmon Watch concepts and (hopefully) view some fish! Details to follow.



Hoover's Fairy Bells by Kerry Hastings



Date: May 28, 2021  
To: Benton SWCD Directors  
From: Linda Lovett, Operations Manager  
Re: May 2021 Report for June 2021 Board Packet



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

- Met with CTX-Xerox and Heins Communications to discuss Internet and phone service for new office. Chose to move forward with CTX-Xerox and Vonage.
- Ordered all-in-one BOLI poster for FY22.
- Filed paperwork during visits to office.

#### **B. Office Move**

- Received three moving bids; accepted one from Cal's Moving for \$1,150-\$1,610 for the main move and \$260 for move of supplies to storage unit.
- Discussed with 5<sup>th</sup> & Monroe property manager things we might leave in current office (e.g., whiteboard, bulletin boards, refrigerator).
- Checked with Valley Fire about ownership of fire extinguishers.
- Discussed logistics and cost of server and computer move with IT contractor.
- Cleared out storage room bookcases, filing cabinets, and supply cabinet.
- Donated literature and tapes/DVDs to Conservation Neighbor Mollie Monroe and office supplies to Corvallis Environmental Center.
- Coordinated with Benton Habitat ReStore for second furniture donation.
- Got two estimates for cleaning new office; decided to contract with Merry Maids as needed instead of twice-monthly cleaning.
- Took three more banker boxes of documents to UPS for shredding; sent destruction log to Oregon State Archives.
- Updated staff and outlined upcoming tasks and deadlines.

#### **C. Fiscal Administration**

- Budget: estimated expenses for contracted services costs for FY21 closeout and operational costs for FY22.
- Reviewed, authorized, and submitted Check Issuance Request and Credit Card Receipt forms; deposited checks.

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

- Michael's onboarding: requested Citizens Bank credit card; reviewed Check Issuance Request process; assigned Adobe Acrobat license.
- Submitted American Rescue Plan Act COBRA form for Laura Brown to SDIS.
- Sent Workers' Compensation Update for Policy Year 2021-2022 to SDIS.
- Drafted language for Employee Handbook about electronic time sheets and verification of hours worked and meal/rest periods taken.
- Attended Oregon Dept. of Revenue training on Local Budget Law - Changes After Budget Adoption.
- Attended webinar on OSHA permanent rule on COVID-19; shared info with staff at monthly safety meeting.

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

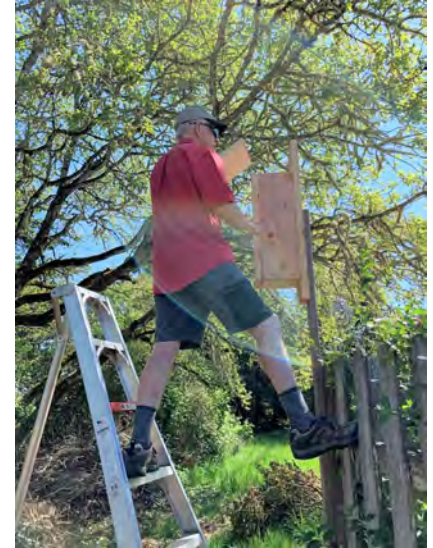
**E. Board Support**

- Submitted legal notice for Budget Committee meeting to the G-T and worked with Heath to post it to the website; compiled packet and sent to Committee; took minutes at meeting.
- Noticed May board meeting: added calendar items; compiled packet; took minutes.



**DIFFERENT PLANTS. DIFFERENT BIRDS.** *Thank you, Stewart Holmes, for editing my story.*

Stewart Holmes and Maya Abels have a dream. There is an area behind their house that constitutes the east edge of the Grand Oaks neighborhood. It's an "open space" with about two dozen large conifers that are planted too close together and are too close to houses for fire safety. Holmes and Abels would like to replace most or all of them with native trees and shrubs. An ADA accessible trail, complete with plant identification signs, will encourage Grand Oaks residents to enjoy the area and inspire them to add natives to their own yards for improved wildlife habitat connectivity.



The property is owned by the Grand Oaks HOA so I suggested that Stewart and Maya recruit neighbors for help with the restoration labor and financial support. They agree. They've made maps of the area and the "offending trees" and will start talking with neighbors soon.

It is always a treat to see other people's gardens. Stewart and Maya have put every inch of their lot into production with raised vegetable beds, topiary, trees, and flower beds.



Speaking of wildlife, Stewart builds bird houses using plans from the Cornell Lab and Audubon Society. The large house (right) is for flickers. For the second year in a row starlings took over as soon as the flickers had excavated the wood shavings. While a starling had laid some eggs (4 blue objects), Stewart asked her to vacate the premises. Stewart's other houses are for wrens, chickadees and nuthatches. All three have nested successfully over the years. A batch of 5 nuthatches was about to leave the nest on May 20.

**BLACKBERRY CONTROL. TALL SPINDLE APPLES. MEADOW SOLARIZATION.**



Donna and I visited George Waldbusser, south of Corvallis. George has been removing blackberries. He mulches the slopes and plants natives to prevent erosion (left). He has a unique planting of Herefordshire Redstreak apples, an old English cider variety, two-feet apart in the tall spindle formation with small weights to pull the branches down (right). I shared Ginegar plastic and information to help George try a small solarization plot to control non-native grasses in his meadow restoration area. I look forward to checking back on his projects.





## SOMETHING OLD.



Left, Sally, Owen, Mike, Jay and Toni socially distance to share observations, dreams, and recommendations. Right, a tour history lesson inside Willamette Grange #52.

Have you noticed the [Willamette Community and Grange Hall](#) on the corner of Greenberry Road and Hwy 99 W? It was rebuilt in 1923 after a fire and is now being restored by two passionate grange champions, [Jay Sexton](#) and Toni Hoyman. Their historical knowledge and dedication to the project are truly inspirational.

A 2021 Native Plant Sale conversation with BSWCD super supporter, Sally Shaw, catalyzed my visit to Grange #52 to discuss native plants in the property landscape. Fortunately, Owen Dell and Mike Peters of the Willamette Valley Regenerative Landscape Coalition were willing to come along. Wearing their landscape professional hats, Owen and Mike listened to Jay and Toni's vision for restoring the old

structure into a valued community asset, identified existing native plants, and recommended on-the-ground tactics to address drainage issues that will impact the building and its use for social events and educational programs. Owen has since drawn a landscape design that incorporates plantings to shade the parking lot, reduce Hwy 99 traffic noise, and direct surface water away from the foundation.

The BSWCD network grows richer each native plant sale season. Check the benefits box for building human relationships.

To have your own journey into the past and a tour of Willamette Grange #52, contact [willamettegrange@gmail.com](mailto:willamettegrange@gmail.com).

## SOMEONE NEW.



Phylcia Bulman is new to Kings Valley. On a site visit, Donna and I identified native plants along her Luckiamute River riparian area and pointed out some invasive plants for her to manage. Donna had visited the previous owner, who like Phylcia, wanted a pond. Phylcia will experiment with growing lavender. I

connected her with an established lavender grower south of Corvallis who agreed to share his insights. *Welcome to Benton Co, Phylcia!*

### DATE EVENT (CONTACTS)

4/21	SIA meeting (HC, MA, DS)
4/21	Abels-Holmes site visit
4/23	George Waldbusser site visit
4/23	Michael Ahr - first meeting
4/28	H Sangsupan, LBCC - soil teaching supplies
4/30	Phylcia Bulmer site visit
4/30	Aliza Tuttle - weed wrenches
5/5	Willamette Grange - WVRLC site visit
5/11	Cons Planners mtg
5/11—5/13	CONNECT 2021
5/12	OSU Extension Budget Committee meeting
5/13	Mud & Manure workshop
5/17	Equity Session
5/18	WVRLC meeting
5/19	Ken Fetcho, OWEB SIA monitoring guidance
5/20	Website content w/ Heath



## **Donna Schmitz: April 20 to May 20, 2021**

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

- Stream assessment and plant survey for Alsea CREP plan
- Stream assessment and plant survey for Oak Creek CREP plan.
- Developing maps and documentation for CREP plans.
- Closeout estimates for CREP fee for service.

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

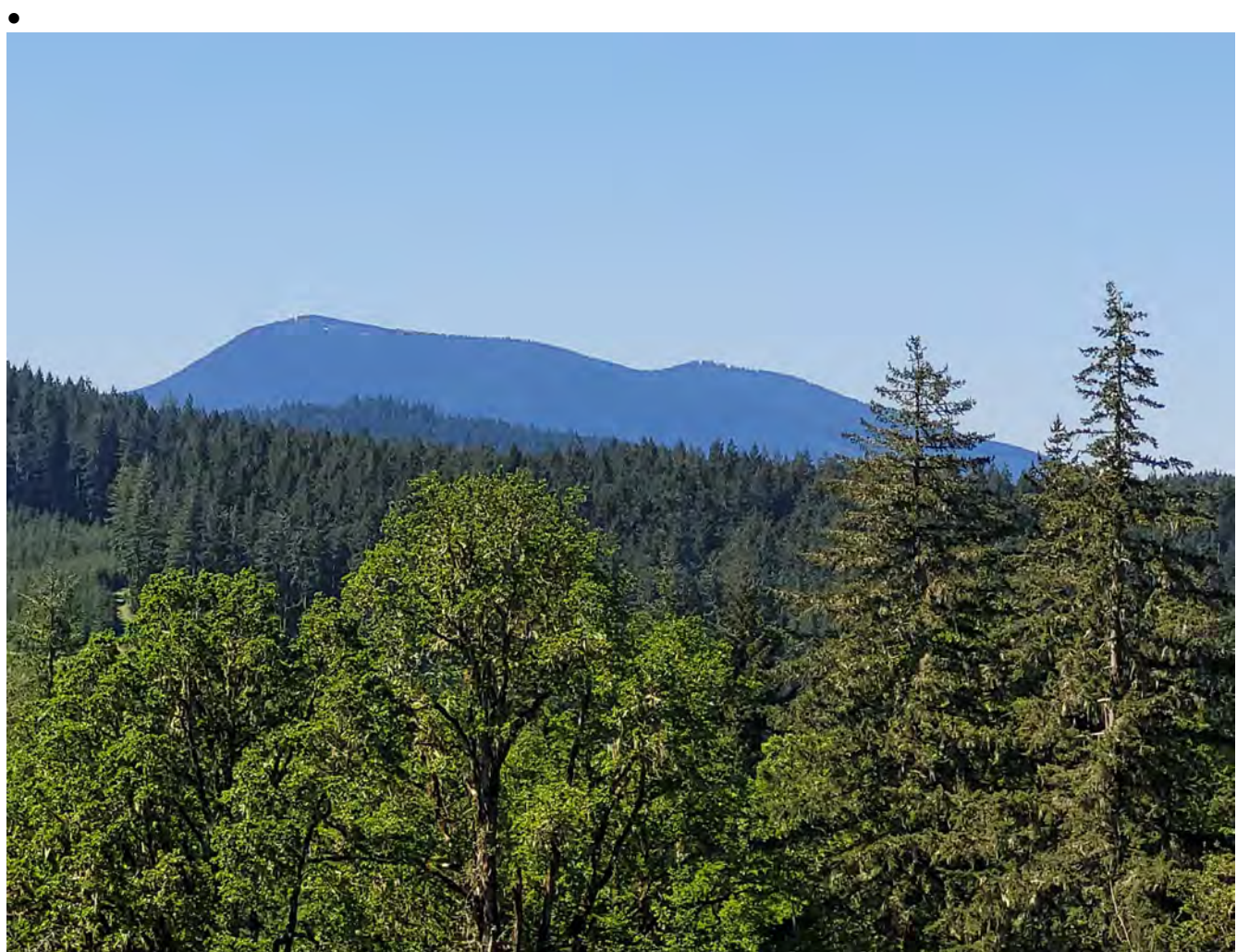
- Technical Assistance: Telephone use in wetlands, weed wrenches, ODA WQ complaint, invasives, drainage
- Site visit: Kings valley-pond development, invasives, native riparian plantings.
- Site visit: Kings Valley, Forestry, oak habitat, riparian, pond, grazing management and native plants, funding.
- Site visit: Philomath; rain garden, native pollinators urban plantings.
- Site visit: Alsea; nose pumps drop off.
- Small grants: determined closeouts for end of fiscal year. Contacted landowners.
- With partners presented Leadership Corvallis Natural Resources Day event.
- Developed FY 21-23 ODA Scope of Work tasks and fund allocation and developed budget for District Capacity grant.
- Several meetings with Michael and Teresa regarding District programs.
- J2E Restoration project –
  - Meeting with National Oceanic and Atmospheric Administration (NOAA) to determine compliance of Endangered Species Act (ESA).
  - Met with Federal Emergency Management Agency (FEMA). Benton County Planning Department to review method of compliance for ESA. FEMA presented document with steps to assess compliance. Drafted contract for consultant.
- Focus Areas:
  - Site visit: Jackson Frazier; oak woodlands, riparian plantings, funding
  - Site visit: Hwy 99w south of Corvallis; riparian planting and set backs, native hedgerows
  - Discussion with team about not including focus areas in our SOW but instead identify a priority area of the Groundwater Management Area.
- Muddy Creek SIA:
  - Worked on landowner agreement, budget and MRWC contract.
  - Discussion with Teresa and OWEB about monitoring logistics in watershed.
  - Promoted OSU Extension webinar on Mud and Manure.
  - Determined FY budget closeout for SIA grant.
  - Meeting with Michael, Holly and Teresa on SIA grant changes in budget for next several years. Confirmed OWEB approval of submitted budget change request.



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

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

- Attended staff meetings and board meeting and budget committee meeting.



Kings Valley : Visited a newly purchased property with oak woodlands and Douglas fir timber and a beautiful view of Marys Peak. ODF, NRCS and the Luckiamute Watershed Council were in attendance. Landowner will be applying for NRCS EQIP for some thinning in the oaks. USFW will visit because of the proximity to Bezell County Park and butterfly habitat opportunities.



# Benton Soil and Water CONSERVATION DISTRICT

FY22

## Goals

1. Address natural resource issues and build partnerships that promote conservation.
2. Inform residents of the services available to them.
3. Responsibly manage District resources, increase our ability to serve our community, and maintain a knowledgeable and dedicated Board and staff.
4. Apply an equity lens to all BSWCD policies, practices, procedures and programs. Remove barriers to access and develop and provide opportunities for currently served and underserved members of our community.

FY22 Annual Work Plan								Goal Addressed				
Program / Actions	LEAD	*Staff support in days (days/year varies)						Delivery Date	1	2	3	4
		ED	OM	RC II	CCEM	NRCPPM	RC I					
<b>Total days/year</b>				0	245	245	245	245				
<b>Operations and Administrative Services</b>	ED			0	35.2	73	32		x	x	x	x
<b>Maintain funding from OR Dept. of Agriculture SWCD Prog.</b>							0.12		x	x	x	x
Prepare/submit Scope of Work and Focus Area Action Plan		x		x		0.5	0.5	30-Jun	x		x	
Prepare/submit Annual Work Plan		x	x	x	0.2	x	0.25	30-Jun			x	
Submit and administer ODA-SWCD biennial Capacity Grant		x		x				6/30 and Q reports	x	x	x	
Develop/adopt Five Year Strategic Plan and submit to ODA		x	x	x		12	4	resubmit every five years	x	x	x	
Prepare/submit Annual Report (also under communications)		x	x	x			0.25	annual	x	x	x	
Hold Annual Meeting		x	x	x	0.5	x	0.5	annual	x	x	x	
Respond to Soil and Water Conservation Commission requests		x					0	as needed	x		x	
<b>Develop annual budget</b>									x	x	x	x
Prepare and present Budget and Budget Message		x		x		2	0.5	March/April	x		x	
Hold Budget Committee meeting		x	x	x	1.25	1	0.5	April/May	x	x	x	
Hold Budget Hearing (resolution to adopt budget/make appropriations/impose tax)		x				0.5		June			x	
Submit Tax Certification to county tax assessor		x	x					15-Jul			x	
Submit budget documents to Benton County Clerk		x	x					30-Sep			x	
Conduct audit/submit to OR Secretary of State and ODA		x	x					Due 12/31			x	
<b>Support Board of Directors/Manage BSWCD Office</b>									x	x	x	x
Plan/attend Board meetings (develop agendas, etc.)		x	x	x	1.5	3	4.5	12/year	x	x	x	
Prepare Board meeting minutes, resolutions and other docs		x	x	x	0.25	1	0.25	12/year			x	
Provide info for Director elections and new Director training		x	x					within 4 months			x	
Assist with Director and Associate Director recruitment		x		x	0.25	0.5	0.25	as needed	x		x	
Prepare and mail Board packets including staff reports		x	x	x	1.5	1.5	0	12/year			x	
Provide customer service: phone/mail/office supplies/equipment loan check out		x	x	x		2	2	daily	x	x	x	
Provide fiscal services for grants		x		x		7	0.5	daily	x		x	
Provide public/legal notices and respond to records requests		x	x					monthly		x	x	
<b>Support staff to work enthusiastically, effectively, and safely</b>											x	x
Administer Employee Compensation Prog (benefits package - medical/dental/vision, retirement, life/disability insurance, EAP etc.)		x	x					monthly			x	
Administer Payroll/ approve employee Timesheets		x	x					monthly			x	
Conduct Health and Safety Prog (training, inspections, records)		x	x	x	0.25	1	0.5	monthly			x	
Maintain IT infrastructure, IT equipment, cybersecurity		x	x					weekly			x	



# Benton Soil and Water CONSERVATION DISTRICT

FY22

## Goals

1. Address natural resource issues and build partnerships that promote conservation.
2. Inform residents of the services available to them.
3. Responsibly manage District resources, increase our ability to serve our community, and maintain a knowledgeable and dedicated Board and staff.
4. Apply an equity lens to all BSWCD policies, practices, procedures and programs. Remove barriers to access and develop and provide opportunities for currently served and underserved members of our community.

FY22 Annual Work Plan								Goal Addressed				
Program / Actions	LEAD	*Staff support in days (days/year varies)						Delivery Date	1	2	3	4
		ED	OM	RC II	CCEM	NRCPM	RC I					
<b>Total days/year</b>				0	245	245	245	245				
Implement professional development and training program		x	x	x	3	3	1	all year			x	
Hold staff meetings, check-ins and strategic planning sessions		x	x	x	6	10	3	weekly	x		x	
Support team collaboration (hold team-building sessions, follow up on retreat outcomes)		x	x	x	2	2	2	semi-annual sessions or follow up				
Conduct employee performance evaluations		x		x	1	2	1	annual			x	
<b>Develop and implement District plans, policies, and procedures; Enhance partnerships</b>											x	x
Lead strategic planning efforts and special initiatives		x		x	4	5	4	monthly	x	x	x	
Develop and oversee Risk Management Program		x	x					weekly			x	
Maintain financial oversight		x	x					daily			x	
Develop/update Employee Handbook		x						as needed			x	
Develop Policies and Procedures		x	x					as needed			x	
Oversee District Operations/Facilities Management		x	x					daily			x	
Maintain community relations, promote BSWCD, conduct fundraising activities, build partnerships, track donations		x	x	x	5	5	1	daily	x	x	x	
<b>Oversee legal agreements, grants and contracts</b>											x	x
Develop and manage legal agreements: IGAs, MOAs, MOUs, JFAs with a variety of partner organizations and landowners		x		x	1	4	2	all year	x		x	
Develop internship, fellowships, and volunteer agreements		x		x	2	2	0.5	all year	x		x	
Manage grants and fiscal sponsorship agreements		x	x	x	5	5	3	all year	x		x	
Develop and manage Contracts and leases		x	x	x	0.5	3		all year	x		x	
<b>Equity, Diversity &amp; Inclusion</b>	<b>CCEM</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>21.5</b>	<b>41</b>	<b>5.5</b>		x	x	x	x
<b>Assess Demographics, Equitability, and Inclusivity of District Composition, Programs, Policies, and Procedures (% d)</b>							<b>0.02</b>			x		x
Identify community composition, needs, interests and barriers to participation		x		x	3	2	0.5			x		
Assess how existing policies, staff and board composition, and programs align with identified community needs/interests/composition		x		x	5	2	0.5	on-going		x		
<b>Raise multi-cultural awareness, understanding, and competence of District staff and board</b>										x		x
Announce/share info about EDI training opportunities					0.5		0.5			x		





# Benton Soil and Water CONSERVATION DISTRICT

FY22

## Goals

1. Address natural resource issues and build partnerships that promote conservation.
2. Inform residents of the services available to them.
3. Responsibly manage District resources, increase our ability to serve our community, and maintain a knowledgeable and dedicated Board and staff.
4. Apply an equity lens to all BSWCD policies, practices, procedures and programs. Remove barriers to access and develop and provide opportunities for currently served and underserved members of our community.

FY22 Annual Work Plan									Goal Addressed			
Program / Actions	LEAD	*Staff support in days (days/year varies)						Delivery Date	1	2	3	4
		ED	OM	RC II	CCEM	NRCPPM	RC I					
<b>Total days/year</b>				0	245	245	245	245				
Participate in EDI training and coaching events/opportunities		x	x	x	8	3	3	on-going		x		
<b>Develop Equity Statement and Action Plan</b>										x		x
Develop equity policy (after FY22 strategic planning)		x		x	1	2	1			x		
Develop equity action plan to support EDI goals; set EDI benchmarks and communications strategies. (address during strategic planning)		x			4	2	0	on-going		x		
<b>Communications</b>	<b>CCEM</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>77</b>	<b>21</b>	<b>30</b>		x	x	x	x
<b>Develop and implement District-wide communications plan/strategy</b>							0.12			x		x
Develop messages; develop timeline; identify budget		x			3		0.5			x		
Create outreach materials					6	1	1	on-going		x		
<b>Use social media to distribute information about BSWCD and our programs</b>										x		x
blog posts		x		x	4	1	4	12/year		x		
e-newsletters					6			6/year		x		
Facebook posts					3	1		60/year		x		
<b>Use website to provide the most current information</b>										x		x
Maintain and update the website and online databases					10	3	3	continuously		x		
Post events to calendar			x		1.5			as needed		x		
<b>Reach out to audiences using conventional methods</b>										x		x
Hard copy newsletters (Annual Report)		x		x	5	2	0	1/year		x		
Post announcements in newspapers and local magazines		x	x		1.5	0.5	0.0	monthly; as needed		x		
News article in local paper about SWCD or local efforts				x	2	0.5	0	1/year		x		
<b>Communicate with audiences in person</b>										x		x
Tabling events		x	x	x	5	2.5	2	2/year		x		
Respond to email and telephone inquiries		x	x	x	4	2.5	4	as needed		x		
Offer presentations, tours and workshops		x		x	8	2	2	as needed		x		
Represent BSWCD at community events		x	x	x	6	2	2	6/year		x		
Cultivate relationships with stakeholders		x		x	6	2	8		x	x		
<b>Improve program offerings</b>										x		x



# Benton Soil and Water CONSERVATION DISTRICT

FY22

## Goals

1. Address natural resource issues and build partnerships that promote conservation.
2. Inform residents of the services available to them.
3. Responsibly manage District resources, increase our ability to serve our community, and maintain a knowledgeable and dedicated Board and staff.
4. Apply an equity lens to all BSWCD policies, practices, procedures and programs. Remove barriers to access and develop and provide opportunities for currently served and underserved members of our community.

FY22 Annual Work Plan								Goal Addressed				
Program / Actions	LEAD	*Staff support in days (days/year varies)						Delivery Date	1	2	3	4
		ED	OM	RC II	CCEM	NRCPM	RC I					
<b>Total days/year</b>				0	245	245	245	245				
Create short and mid-term evaluation tools (including Survey Monkey) and put in place.					3	1	2	pre and/or post		x		
Informal program evaluation by partners				x	1.5	0.5	0.5	post activity		x		
Evaluation by participants/review					1.5	0.5	1	at event/post event		x		
<b>Habitat Restoration</b>	<b>RC</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>28</b>	<b>3</b>		x			x
<b>Provide Technical Assistance for restoration of native habitats</b>									x			x
Workshops and tours		x		x		8	0	3/year	x			
On-site consultations				x		4	0	50/year	x			
<b>Facilitate and provide funding for conservation practices</b>									x			x
Enroll landowners in conservation programs				x			0	4/year	x			
Secure grants for implementation		x		x		5	0	3/year	x			
restore wildlife habitat				x		5	0	20/year	x			
establish riparian buffers				x		0.5	0	3/year	x			
Serve on technical advisory committees		x		x		2	0	2/year	x			
Partner with agencies to implement regional/public conservation projects		x		x		1	2	2/year	x			
<b>Improve program offerings</b>									x			x
Create short and mid-term evaluation tools (including Survey Monkey) and put in place.		x		x		1	0	pre and/or post activity	x			
Informal program evaluation by partners		x		x		1	0	post activity	x			
Evaluation by participants/review		x		x		0.5	1	at event/post event	x			
<b>Invasive Species</b>	<b>NRCPM</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11.5</b>	<b>53.5</b>	<b>0.5</b>		x			x
<b>Facilitate the sharing of information among land managers, landowners, and community members.</b>									x			x
CWMA meetings					1	5		2/year	x			
WMC meetings				x		5		2/year	x			
CWMA and WMC mailing lists posts						3		as needed	x			
<b>Raise awareness about invasive species identification and management</b>									x			x
Workshops, pulls and tours		x			2	14	0.5	2/year	x			
<b>Create and provide invasive species identification and management information</b>									x	x		x



**Benton Soil and Water  
CONSERVATION DISTRICT**

FY22

**Goals**

1. Address natural resource issues and build partnerships that promote conservation.
2. Inform residents of the services available to them.
3. Responsibly manage District resources, increase our ability to serve our community, and maintain a knowledgeable and dedicated Board and staff.
4. Apply an equity lens to all BSWCD policies, practices, procedures and programs. Remove barriers to access and develop and provide opportunities for currently served and underserved members of our community.

FY22 Annual Work Plan								Goal Addressed				
Program / Actions	LEAD	*Staff support in days (days/year varies)						Delivery Date	1	2	3	4
		ED	OM	RC II	CCEM	NRCPPM	RC I					
<b>Total days/year</b>				0	245	245	245	245				
Maintain current information about invasive species via the online database				x	0.5	6		as needed	x	x		
Create and revise weed guides		x			8	6		as needed	x	x		
Offer current information via presentations		x				3		as needed	x	x		
<b>Improve program offerings</b>									x			x
Grant writing for Invasives Program						9		as needed	x			
Create short and mid-term evaluation tools (including Survey Monkey) and put in place.						1		pre and/or post activity	x			
Informal program evaluation by partners		x				1		post activity	x			
Evaluation by participants/review		x				0.5		at event/post event	x			
<b>Native Plant Program</b>	<b>CCEM</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>50.5</b>	<b>4.5</b>	<b>23.5</b>		x			x
<b>Coordinate Native Plant Sales</b>							<b>0.1</b>		x			x
Manage plant inventory					8	1	1	as needed	x	x		
monitor orders					3		1		x			
WooCommerce					3				x			
Venue, Books and supplies			x	x								
Plant distribution event staff duties		x	x	x	3.5	1	10	4 days/year	x	x		
customer service		x	x	x	2	1	1	300/year	x	x		
Coordinate volunteers					1		2.5	75/year	x	x		
NPS event set up/ clean up		x	x	x	2	1	3			x		
Creation & distribution of NPS/NPM publicity/ads		x			3.5		0		x			
NPS food for event			x	x			0				x	
<b>Promote the use of native plants</b>									x			x
Associated outreach & events (Bee Buddies, Pollinators, Meadowsaping, IBPM)		x		x	20	0.5	2	2/year	x	x		
Publish blog posts				x	2		2	2/year		x		
<b>Improve program offerings</b>									x			x
Create short and mid-term evaluation tools for programmatic planning and assessment		x			1				x			
Stakeholder database analysis		x			0.5			prior/post event	x	x		
survey stakeholders, customers, and volunteers		x			1		1	prior event/post event	x	x	x	
<b>Soil Health Program - OWEB NRCS TA grant pending</b>	<b>SHC</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>42.5</b>					x

\*Staff Legend: ED-Executive Director; OM-Operations Manager; RC-Resource Conservationist; CCEM-Communications and Community Engagement Manager; RRISC-River Restoration Invasive Species Coordinator



# Benton Soil and Water CONSERVATION DISTRICT

FY22

## Goals

1. Address natural resource issues and build partnerships that promote conservation.
2. Inform residents of the services available to them.
3. Responsibly manage District resources, increase our ability to serve our community, and maintain a knowledgeable and dedicated Board and staff.
4. Apply an equity lens to all BSWCD policies, practices, procedures and programs. Remove barriers to access and develop and provide opportunities for currently served and underserved members of our community.

FY22 Annual Work Plan								Goal Addressed				
Program / Actions	LEAD	*Staff support in days (days/year varies)						Delivery Date	1	2	3	4
		ED	OM	RC II	CCEM	NRCPM	RC I					
<b>Total days/year</b>				0	245	245	245	245				
<b>Encourage informed management decisions that build soil health</b>							0.16					x
Provide soil health assessments and reports to land managers.							15		x	x		
<b>Raise awareness about soil health</b>												x
Include soil health information in conservation conversations				x	1		4		x	x		
Work with partners (NRCS) to promote soil health				x		1	8					
<b>SQP Management Data</b>							0.5					x
Farmer interviews							15		x	x		
<b>Water Quality and Land Management (SOW)</b>	RC	0	0	0	0	2	27		x			x
<b>Educate Benton County residents to wisely manage resources through technical assistance</b>							0.10		x			x
Respond to landowners by telephone, email or office calls		x		x			5	100/year	x	x		x
Site visits				x			15	50/year	x	x		x
Participate in/present workshops, tours, demonstrations		x		x			5	2/year	x	x		x
<b>Provide information on funding sources through grants and programs</b>									x	x		x
Provide incentives to implement conservation practices				x					x	x		x
Secure funding for conservation projects		x		x		0.5		3/year	x		x	
Enroll federal farm program participants				x				3/year	x	x	x	x
Implement conservation projects				x		0.5		5/year	x	x	x	x
<b>Collaborate with partners to address water quality and land management concerns</b>									x			x
Assist Department of Agriculture to implement WQ rules (LAC biennial review, SOW, Ag WQ complaints)		x		x			1		x	x	x	x
Serve on technical advisory committees		x		x			0	2/year	x			
Partner with agencies to implement regional/public conservation projects		x		x		0.5	1	2/year	x		x	x
<b>Improve program offerings</b>									x			x
Create short and mid-term evaluation tools (including Survey Monkey) and put in place.				x		0.25		prior to service	x			
Survey partners and landowners.				x		0.25		post service	x			
Use surrogate measures such as stream miles planted.				x				as needed	x			



**Benton Soil and Water  
CONSERVATION DISTRICT**

FY22

**Goals**

1. Address natural resource issues and build partnerships that promote conservation.
2. Inform residents of the services available to them.
3. Responsibly manage District resources, increase our ability to serve our community, and maintain a knowledgeable and dedicated Board and staff.
4. Apply an equity lens to all BSWCD policies, practices, procedures and programs. Remove barriers to access and develop and provide opportunities for currently served and underserved members of our community.

FY22 Annual Work Plan								Goal Addressed				
Program / Actions	LEAD	*Staff support in days (days/year varies)						Delivery Date	1	2	3	4
		ED	OM	RC II	CCEM	NRCPM	RC I					
<b>Total days/year</b>				0	245	245	245	245				
<b>ODA Focus Area</b>	<b>RC II</b>	0	0	0	0	3.5	0		x			x
							0.00		x			x
needs assessment				x			0.5	0	x	x		
Landowner communication and site visits				x				0	x	x	x	x
Funding opportunities							0.5	0				
<b>OWEB SIA Grant - UPPER MUDDY CREEK</b>	<b>RC II</b>	0	0	0	0	2	29		x			x
<b>Work with ODA and MRWC to identify landowners, encourage conservation, and contribute to watershed uplift</b>							0.11		x			x
Community meetings		x		x			0.5	5	x	x	x	x
Site visits: landowner contacts, planning, visits, followup				x				5	x	x	x	x
BSWCD SIA planning		x		x			0.5	10	x	x	x	x
Agency meetings		x		x			1	3			x	
Reports				x				6			x	
<b>SIA Monitoring</b>				x				7	ongoing	x	x	x
<b>Willamette Mainstem Cooperative</b>	<b>NRCPM</b>	0	0	0	2.5	61	0		x			x
<b>Work with landowners and community members to protect high quality and unique habitats through management and control of high priority invasive plant species.</b>									x	x	x	x
Share information with appropriate stakeholders to support WMC efforts.		x					6		ongoing	x	x	
Develop a list of priority invasive plant species utilizing existing data and documents.							3		ongoing	x		
Apply integrated techniques to implement priority weed control on the river							7		ongoing	x	x	x
Designate high priority areas for habitat restoration efforts.							10		ongoing	x		
Develop plan for long-term management of aquatic and terrestrial invasives							5		ongoing	x	x	
Develop and administer requests for proposals and contracts.		x					3		ongoing	x		x



# Benton Soil and Water CONSERVATION DISTRICT

FY22

## Goals

1. Address natural resource issues and build partnerships that promote conservation.
2. Inform residents of the services available to them.
3. Responsibly manage District resources, increase our ability to serve our community, and maintain a knowledgeable and dedicated Board and staff.
4. Apply an equity lens to all BSWCD policies, practices, procedures and programs. Remove barriers to access and develop and provide opportunities for currently served and underserved members of our community.

FY22 Annual Work Plan								Goal Addressed				
Program / Actions	LEAD	*Staff support in days (days/year varies)						Delivery Date	1	2	3	4
		ED	OM	RC II	CCEM	NRCPM	RC I					
<b>Total days/year</b>				0	245	245	245	245				
Apply for and secure permits for implementation of restoration activities						2		ongoing	x		x	
<b>Develop relationships; facilitate coordinated efforts amongst stakeholders. Provide opportunities for collaboration/resource sharing. Conduct outreach in support of program goals/mission.</b>									x	x		x
Stakeholder meetings		x		x		3		2/year	x	x		
Implement workshops		x		x		3		2/year	x	x		
Attend and present at regional conferences/events		x				3		3/year	x	x		
Organize volunteer events					0.5	3		4/year	x	x		
Develop and distribute outreach materials					2	4		ongoing	x	x		
<b>Monitor post-treatment site changes for impacts, success, and future management needs</b>									x			x
Implement monitoring protocols for aquatic and terrestrial sites to determine impacts of invasives management activities through observation and measurement of change in water quality parameters, non-target impacts, and habitat recovery						4		ongoing	x			
<b>Improve program offerings</b>									x	x	x	x
Grant writing for WMC Program						12		as needed			x	
Create short and mid-term evaluation tools (including Survey Monkey, surveys, interviews and other means) and put in place.						2		1/year; as needed		x	x	
<b>Youth Education</b>	<b>CCEM</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>37.25</b>	<b>1</b>	<b>2.5</b>		x	x		x
<b>Improve Benton County youth's understanding of natural resources topics</b>							0.01		x	x		x
Reach students through science nights, field days, community service events, and classroom presentations				x	20	1	2	800/year	x			
Planning Meetings					3		0.5		x		x	
<b>Encourage educators to teach natural resource information</b>									x	x		x
Offer grants for natural resources education		x			2				x	x	x	
Offer educator scholarship		x			0.25				x	x	x	
Offer grants for watershed councils within BSWCD boundaries		x			2							
Offer/teach at volunteer instructor trainings					3							



# Benton Soil and Water CONSERVATION DISTRICT

FY22

## Goals

1. Address natural resource issues and build partnerships that promote conservation.
2. Inform residents of the services available to them.
3. Responsibly manage District resources, increase our ability to serve our community, and maintain a knowledgeable and dedicated Board and staff.
4. Apply an equity lens to all BSWCD policies, practices, procedures and programs. Remove barriers to access and develop and provide opportunities for currently served and underserved members of our community.

FY22 Annual Work Plan								Goal Addressed				
Program / Actions	LEAD	*Staff support in days (days/year varies)						Delivery Date	1	2	3	4
		ED	OM	RC II	CCEM	NRCPPM	RC I					
<b>Total days/year</b>				0	245	245	245	245				
Loan out educational materials					1		1		x			
<b>Improve program offerings</b>									x			x
Fundraising for Youth Education Program					3			as needed	x		x	
Create short and mid-term evaluation tools (including Survey Monkey) and put in place.					2.5			pre/post activity	x			
Informal evaluation by program partners					0.5			post activity	x			
<b>Urban Conservation Program</b>		0	0	0	3	1	12.5					x
<b>Program strategy: Assess and develop</b>							0.05					x
Assess conservation needs for Benton County's urban areas		x		x	1	1	1		x	x	x	x
WVRLC meetings and projects		x					8		x			
Develop program goals, objectives and timeline		x		x	2		3.5		x	x	x	x
<b>Certified Conservation Planner</b>		0	0	0	0	30	30					
<b>Program strategy: Assess and develop</b>							0.13					
work with NRCS Tangent Office to complete initial plan				x			10		x		x	
work with landowner to identify conservation concerns, recommend appropriate practices, and create conservation plan				x			10		x	x	x	x
Complete required training and continued education				x		5	10		x		x	