

Monday, September 12, 2022
 6:00-7:30 PM Board Meeting
 Zoom Video Conference: <https://zoom.us/join>
 Phone: 1-669-900-6833
 Meeting ID: 844 6825 0202
 Passcode: 640956



BOARD OF DIRECTORS MEETING AGENDA

Goal	Item	Lead	Time	ACTION
	Call to Order, Introductions, Public Comments, Announcements, Additions to Agenda	<i>Johnson</i>	6:00	
	CONSENT AGENDA	<i>Johnson</i>	6:02	ACTION
5	Approve draft Minutes from July 11th Board Meeting (no minutes from August due to Board recess)			
5	Approve Financials (6/30/22 and 7/31/22)			
5	Approve Resolution #FY2022-2023-02 to add \$21,555 to ODA Capacity Funding – Operations. These are recaptured funds that OWEB has added to all SWCDs with Operating Capacity Grants			
5	Adopt Heat Illness Prevention Policy based on new OSHA rule (in packet)			
5	Adopt Wildfire Smoke Policy based on new OSHA rule (in packet)			
	REGULAR AGENDA			
1, 2, 3, 4	Introduce Sara Roberts, Communications and Community Engagement Coordinator (10 minutes)	<i>Ahr/Roberts</i>	6:03	
5	Approve Resolution #FY2022-2023-01 to extend Workers Compensation insurance coverage to BSWCD Volunteers (recommended by legal counsel)	<i>Ahr/Board</i>	6:13	
5	Year-end financial review for FY2021-2022 – 12 minutes (graphs in packet)	<i>Ahr</i>	6:18	
2	Native Bulb Sale Update (Sept. 24-25)	<i>Ahr</i>	6:30	
1	Update Benton County Activities in a Floodplain permit	<i>Schmitz</i>	6:40	
5	Decide on date of October Board meeting (October 10 is a holiday)	<i>Directors</i>	6:50	
1-5	Questions from Board about BSWCD staff activities and NRCS staff report	<i>Directors/ BSWCD & NRCS Staff</i>	6:55	
1-5	Other Board business?		7:20	
	Meeting Adjourned	<i>Johnson</i>	7:30	

Strategic Direction Goals 2022-2027

Goal #1: Ensure that the soil, water, and ecosystems of Benton County, including diverse habitats on wild, working, and urban lands, are protected, restored, and resilient.

Goal #2: Deliver engaging education and outreach opportunities that inspire residents throughout Benton County to protect and restore soil, water, and habitat.

Goal #3: Develop clear, consistent communications so people throughout Benton County can easily participate in Benton SWCD services and take action to steward our resources.

Goal #4: Enhance our strategic partnerships and revenue to increase Benton SWCD’s impact.

Goal #5: Implement operations that support highly effective programs and services.

BSWCD Board and Outreach Events (subject to change)		
Date/Time	Event	Location
September 10, 4 – 8 pm	Invasive Species Cookoff	Common Fields, Corvallis https://appliedeco.org/get-involved/invasive-species-cookoff/
September 24, 10 am – 6 pm September 25, 10 am – 5 pm	BSWCD Native Bulb & Seed Sale	Corvallis Fall Festival https://www.corvallisfallfestival.org/
October, Date & Time TBD	BSWCD Monthly Board Meeting	TBD
Probable: October 25, 9 am – 1 pm	Willamette Riverkeeper Trash Clean-up sponsored locally by Benton SWCD	Crystal Lake Boat Ramp to Michael’s Lading. This is an “on water” event. Web link to come...

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

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

Monday, July 11, 2022; 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: Nate Johnson, Bob Morris, Jerry Paul, Henry Storch, Eliza Mason, Faye Yoshihara (Emeritus)

Board Members Absent: Kerry Hastings, Graham Trask

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

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

Others Present: Lexi Gardner (NRCS)

Call to Order

[Johnson] 6:01 pm

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

Additions to agenda: Nate asked to discuss the board meeting length, whether to format staff reports to align with Strategic Plan goals, and whether to discuss staff reports as part of the regular agenda.

CONSENT AGENDA

- **Approve draft minutes from June 13, 2022 Budget Hearing and Board Meeting:** Discussion: none
- **Approve Financials for 5/31/22:** Discussion: none

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

REGULAR AGENDA

Approve final wording on 2022-2027 Strategic Plan Goals

At the June meeting, Jerry suggested rewording the goals. The new language is in the packet. Eliza said she liked the new wording. There was no further discussion.

MOTION: Approve revised wording of Strategic Plan Goals: Nate/Eliza (vote 5/5)

Questions about FY23 Work Plan

The plan was approved in June, but the board asked to add the percentage of time staff spend on goals and activities. Holly noted that this is a work in progress and that the percentages are approximate. If there are no percentages listed, that doesn't mean a staff member doesn't work on that thing. The annual and wellness leave numbers are inconsistent because of differences in staff accrual and use, but it is included to account for time that staff are not working.

There was no further discussion. The board will check in on the work plan quarterly.

Election Update

Linda reviewed upcoming deadlines for directors running in the November election. The Declaration of Candidacy and Petition for Nomination Signature Sheet need to be submitted to ODA between July 21 and August 30. Signatures need to be verified by Benton County Board of Elections before submitting to ODA, so allow plenty of time. All instructions are in the packet. See the Benton County Elections website for instructions on how to submit a candidate statement for the voter's pamphlet.

Details of informal gathering/catered dinner and wetland/riparian restoration tour at Faye Yoshihara and Kevin Kenaga's

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

The gathering is scheduled for August 8 from 5:30-7:00. There will be a catered dinner at the Soap Creek School House. Parking is available. Faye will give Linda contact info for Pupuseria Del Valle, a vendor at Common Fields. Linda will get food preferences from directors and staff and coordinate payment with vendor. Staff will work out other details such as drinks, dessert, utensils, etc. Space is available to bring guests, but please RSVP so Linda knows how much food to order.

Decide on board meeting agenda format

Holly sought feedback on the agenda format and on whether directors want staff reports to be organized by goals as well. Bob said he would like goals included in staff reports, but with just their numbers. Eliza liked the way Teresa did her staff report. Jerry would like to see staff reports connected to work plans as well, such as by listing the task under the goal, so that directors know that staff are working on what the board has approved. Bob noted that this is also a good way to evaluate whether staff are spending more time on one part of work plan than others. If so, the plan may need reevaluation. Eliza suggested that the tasks be assigned numbers or letters for easy reference. Holly said the reports need to provide a level of detail for the board to see that we're following the strategic direction, but not at the level of micromanaging. She suggested staff discuss and bring back an example that directors can react to. Directors agreed to that approach.

Additions to agenda

Length of board meetings: Meetings have been from 6:00-7:00pm as a pandemic accommodation, but Nate does not want to limit meetings to an hour if discussion is still going and the topic merits. Holly added that additional time would allow for more presentations or for staff to discuss highlights of staff reports. Directors agreed to resume 90-minute meetings, with staff report Q&A to be added as an agenda item.

Staff Report Q & A: There were questions about Grand Ronde native nursery tour (Donna), Oregon Agricultural Trust (Holly), and strip tillage event and what Teresa's new intern is doing. Lexie sent this link about strip tillage:

https://www.capitalpress.com/ag_sectors/research/western-innovator-second-try-a-charm-for-reduced-tillage/article_6eef3526-f300-11ec-913c-1fcda8dece33.html

David mentioned that on July 23rd there will be a program to dedicate the Shipley family homestead at Newton and James St. in Philomath. See the City of Philomath website for details. Teresa also sent: <https://oregontic.com/news-press/historic-marker-dedication-on-july-23rd-shipley-family-homestead/>

Holly said she had received an email from Cliff Hall about the transfer of 155 acres of the Hall's Kings Valley property to the Kings Valley Community Trust. Cliff has asked KVCT to connect with BSWCD to do some joint events. Staff will brainstorm about how the District might collaborate with KVCT.

Meeting Adjourned

[Johnson] 7:29 pm

Benton SWCD Board Meeting

September 12, 2022

Financial Report

Period ending July 31, 2022

The closing balance in our Oregon LGIP account was \$759,630.08 dividend paid was \$802.54. The Fiscal YTD dividend paid was \$802.54. Our average monthly balance has been \$757,898.58 with a monthly distribution yield of 1.25%. The previous months balance was \$754,369.70. We received a payment of \$4,457.89 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 \$167,424.87. The previous months balance was \$197,514.85.

I did not receive a credit card statement for the period ending July 31, 2022.

The Stripe account was reconciled. The starting balance was \$ 0.00. The net balance change from activity was \$0.00, less fees of \$0.00. Total payouts were \$00.00, leaving and ending balance of \$0.00.

Respectfully submitted,



Jerry Paul, Treasurer

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

	Jul 31, 22	Jul 31, 21	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
10100 · Citizens Bank	148,440.60	129,831.97	18,608.63
10150 · Citizens Bank #2	4,953.07	6,434.72	-1,481.65
10200 · LGIP	759,630.08	721,150.58	38,479.50
10300 · Stripe	0.00	4,841.52	-4,841.52
10800 · Petty Cash	24.00	24.00	0.00
Total Checking/Savings	913,047.75	862,282.79	50,764.96
Accounts Receivable			
11000 · Accounts Receivable	0.00	19,192.76	-19,192.76
11400 · Grants Receivable	59,490.51	141,748.05	-82,257.54
Total Accounts Receivable	59,490.51	160,940.81	-101,450.30
Other Current Assets			
100-1050 CashDue to/from Bld Fnd	-103,200.00	-103,200.00	0.00
100-1500 Due to/from Proj Fund	-102,910.93	-102,910.93	0.00
200-1080 CashDue to/from Gen Fnd	102,910.93	102,910.93	0.00
400-1505 Due to/from BR Fund	103,200.00	103,200.00	0.00
13000 · Prepaid expenses-Audit	3,722.54	5,227.41	-1,504.87
Total Other Current Assets	3,722.54	5,227.41	-1,504.87
Total Current Assets	976,260.80	1,028,451.01	-52,190.21
Other Assets			
18400 · Property Tax Receivable-Audit	10,110.00	10,110.00	0.00
Total Other Assets	10,110.00	10,110.00	0.00
TOTAL ASSETS	986,370.80	1,038,561.01	-52,190.21
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
20000 · General Accounts Payable	1,909.12	-1,755.17	3,664.29
20100 · Project Accts Payable	10,318.80	78,321.08	-68,002.28
Total Accounts Payable	12,227.92	76,565.91	-64,337.99
Credit Cards			
22000 · CITIZENS BANK MASTER CARD			
22200 · Holly's CC - 2995	142.98	115.00	27.98
22300 · Donna's CC - 3001	0.00	560.08	-560.08
22400 · Teresa's CC - 3019	221.40	0.00	221.40
22500 · Heath's CC - 3027	103.20	391.29	-288.09
22520 · Linda's CC - 5980	275.11	263.28	11.83
22530 · Michael's CC - 3266	0.00	768.99	-768.99
Total 22000 · CITIZENS BANK MASTER CARD	742.69	2,098.64	-1,355.95
Total Credit Cards	742.69	2,098.64	-1,355.95
Other Current Liabilities			
24000 · PAYROLL LIABILITIES			

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

	Jul 31, 22	Jul 31, 21	\$ Change
24010 · 941 Account	6,786.82	5,931.66	855.16
24020 · Oregon Withholding	1,713.00	1,592.00	121.00
24030 · OR-WBF SUTA	286.11	280.00	6.11
24040 · Medical Employee	44.70	945.81	-901.11
24050 · Medical Employer	4,713.55	5,396.88	-683.33
24060 · 457b Contributions	3,165.98	2,984.62	181.36
Total 24000 · PAYROLL LIABILITIES	16,710.16	17,130.97	-420.81
25800 · Deferred Revenue Grants-Audit	92,073.78	154,190.40	-62,116.62
25810 · Deferred Revenue Donations	246.72	0.00	246.72
25850 · Deferred Revenue - NPS Presales	0.00	17,725.04	-17,725.04
Total Other Current Liabilities	109,030.66	189,046.41	-80,015.75
Total Current Liabilities	122,001.27	267,710.96	-145,709.69
Long Term Liabilities			
27050 · Deferred Revenue Taxes -Audit	8,261.09	8,261.09	0.00
Total Long Term Liabilities	8,261.09	8,261.09	0.00
Total Liabilities	130,262.36	275,972.05	-145,709.69
Equity			
31100 · Building Reserve Fund Balance	108,200.00	103,200.00	5,000.00
31200 · Project Fund Balance	10,210.00	10,210.11	-0.11
32000 · General Fund Balance	736,413.75	666,461.80	69,951.95
Net Income	1,284.69	-17,282.95	18,567.64
Total Equity	856,108.44	762,588.96	93,519.48
TOTAL LIABILITIES & EQUITY	986,370.80	1,038,561.01	-52,190.21

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08/26/22

Accrual Basis

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

Type	Date	Num	Name	Memo	Debit	Credit	Balance
10100 - Citizens Bank							185,147.00
Deposit	07/08/2022			Deposit	2,886.93		188,033.93
Deposit	07/13/2022			Deposit	5,000.00		193,033.93
Deposit	07/20/2022			Deposit	3,216.75		196,250.68
Deposit	07/25/2022			Deposit	12,286.18		208,536.86
Liability ...	07/28/2022		QuickBooks Payroll S...	Created by Payroll S...		20,776.09	187,760.77
Deposit	07/31/2022			Interest	7.57		187,768.34
Paycheck	07/29/2022	DD	Ahr, Michael S	Direct Deposit	0.00		187,768.34
Paycheck	07/29/2022	DD	Crosson, Holly A	Direct Deposit	0.00		187,768.34
Paycheck	07/29/2022	DD	Lovett, Linda K	Direct Deposit	0.00		187,768.34
Paycheck	07/29/2022	DD	Matteson, Teresa L	Direct Deposit	0.00		187,768.34
Paycheck	07/29/2022	DD	Schmitz, Donna J	Direct Deposit	0.00		187,768.34
Check	07/21/2022	eft	Card Service Center - ...	Online Payment		487.68	187,280.66
Bill Pmt -...	07/18/2022	EFT	1Auto - Comcast	8778 10 601 2891048		109.85	187,170.81
Liability ...	07/06/2022	EFT	United States Treasury	93-1077051		6,449.36	180,721.45
Liability ...	07/06/2022	EFT	Oregon Dept of Reven...	0292193-0		1,591.00	179,130.45
Bill Pmt -...	07/11/2022	EFT	2 - Xerox Financial Se...			156.17	178,974.28
Liability ...	07/31/2022	EFT	Oregon Dept of Reven...	0292193-0		707.10	178,267.18
Bill Pmt -...	07/26/2022	EFT	1Auto - Verizon			75.77	178,191.41
Liability ...	07/01/2022	7939	SDIS	03-0018433 CIR# 7125		4,758.25	173,433.16
Bill Pmt -...	07/05/2022	7940	Abide Web Design	CIR# 7126		100.00	173,333.16
Bill Pmt -...	07/05/2022	7941	Jenny Brausch Busine...	CIR# 7136		1,409.42	171,923.74
Bill Pmt -...	07/05/2022	7942	MidValley Newspapers	CIR# 7128		1,164.48	170,759.26
Bill Pmt -...	07/05/2022	7943	Northwest Local Gove...	CIR# 7134		220.00	170,539.26
Bill Pmt -...	07/05/2022	7944	Staff- Donna Schmitz {...	CIR# 7132		152.10	170,387.16
Bill Pmt -...	07/05/2022	7945	Staff- Michael Ahr - V	CIR# 7131		16.43	170,370.73
Bill Pmt -...	07/05/2022	7946	Staff- Teresa Matteso...	CIR# 7133		161.46	170,209.27
Bill Pmt -...	07/05/2022	7947	Long Tom Watershed ...	CIR# 7130		1,500.00	168,709.27
Bill Pmt -...	07/05/2022	7948	OSU - AMBC	CIR# 7129		1,909.50	166,799.77
Bill Pmt -...	07/05/2022	7949	Red Hill Soils	CIR# 7127		4,800.00	161,999.77
Bill Pmt -...	07/05/2022	7950	Staff- Michael Ahr - V	CIR# 7131		41.13	161,958.64
Bill Pmt -...	07/19/2022	7951	Banner Non-Profits, LLC	CIR# 7140		507.50	161,451.14
Bill Pmt -...	07/19/2022	7952	Crystal Lake Storage	CIR# 7142		157.00	161,294.14
Bill Pmt -...	07/19/2022	7953	Mater Investment Co...	CIR# 7141:		2,002.25	159,291.89
Bill Pmt -...	07/19/2022	7954	Integrated Resource ...			2,668.03	156,623.86
Bill Pmt -...	07/19/2022	7955	Larry Viehl	CIR# 7119		810.43	155,813.43
Bill Pmt -...	07/19/2022	7956	Long Tom Watershed ...	CIR# 7139		4,448.08	151,365.35
Bill Pmt -...	07/19/2022	7957	Luckiamute Watershe...	CIR# 7135		2,924.75	148,440.60

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08/26/22
Accrual Basis

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

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Total	10100		Citizens Bank		23,397.43	60,103.83	148,440.60
TOTAL					23,397.43	60,103.83	148,440.60

Benton Soil & Water Conservation District
Profit & Loss by Class
 July 2022

	General Fund	Project Fund	TOTAL
Ordinary Income/Expense			
Income			
43300 · Grant/Project Administration	0.00	6,759.81	6,759.81
44540 · ODA Operations	26,372.00	0.00	26,372.00
44545 · ODA Tech, LMA & Scope of Work	15,383.63	0.00	15,383.63
45000 · Interest Income	810.15	0.00	810.15
48000 · TRANSFERS IN			
48400 · Transfer Admin from Project Fd	788.71	0.00	788.71
Total 48000 · TRANSFERS IN	788.71	0.00	788.71
Total Income	43,354.49	6,759.81	50,114.30
Gross Profit	43,354.49	6,759.81	50,114.30
Expense			
60000 · MATERIALS & SERVICES			
61500 · COMMUNITY CONSERVATION PROGRAMS			
61540 · Native Plant Sale	103.20	0.00	103.20
61570 · Soil Quality Program	126.92	0.00	126.92
Total 61500 · COMMUNITY CONSERVATION PROGRAM	230.12	0.00	230.12
62100 · CONTRACTED AND PROF SERVICES			
62130 · PROFESSIONAL SERVICES			
62150 · Accounting	1,417.26	0.00	1,417.26
Total 62130 · PROFESSIONAL SERVICES	1,417.26	0.00	1,417.26
Total 62100 · CONTRACTED AND PROF SERVICES	1,417.26	0.00	1,417.26
62300 · Dues/Subscriptions/Fees	2,504.38	0.00	2,504.38
62800 · OFFICE OCCUPANCY			
62820 · Rent & Parking	4,318.50	0.00	4,318.50
62830 · Utilities	396.11	0.00	396.11
Total 62800 · OFFICE OCCUPANCY	4,714.61	0.00	4,714.61
65000 · SUPPLIES AND MATERIALS			
65010 · COPIER AND SUPPLIES			
65014 · Lease	197.82	0.00	197.82
Total 65010 · COPIER AND SUPPLIES	156.17	0.00	156.17
65030 · Office Supplies	94.48	0.00	94.48
Total 65000 · SUPPLIES AND MATERIALS	250.65	0.00	250.65
65110 · PRODUCTION COSTS			
65112 · Advertising and Website	225.84	0.00	225.84
Total 65110 · PRODUCTION COSTS	225.84	0.00	225.84
65120 · Insurance & Fidelity Bond	2,100.32	0.00	2,100.32
65400 · Meetings & Events	17.79	0.00	17.79
Total 60000 · MATERIALS & SERVICES	11,460.97	0.00	11,460.97
66000 · PAYROLL EXPENSES			
66200 · Wages	21,322.46	1,799.22	23,121.68
66410 · Health, Dental & Life Insurance	3,504.74	308.18	3,812.92
66420 · Retirement	1,380.90	86.35	1,467.25

Benton Soil & Water Conservation District
Profit & Loss by Class
 July 2022

	General Fund	Project Fund	TOTAL
66500 · Payroll Taxes			
66510 · FICA Employer	1,628.24	137.20	1,765.44
66520 · SUTA	125.15	16.13	141.28
66530 · OR-WBF	5.48	0.43	5.91
Total 66500 · Payroll Taxes	<u>1,758.87</u>	<u>153.76</u>	<u>1,912.63</u>
66800 · Fees	11.75	0.00	11.75
Total 66000 · PAYROLL EXPENSES	<u>27,978.72</u>	<u>2,347.51</u>	<u>30,326.23</u>
68000 · PROJECTS-SVC-SUPP-MATERIALS			
68010 · Project Contracted Services	0.00	4,712.05	4,712.05
68040 · Project Supplies & Materials	0.00	1,500.00	1,500.00
Total 68000 · PROJECTS-SVC-SUPP-MATERIALS	<u>0.00</u>	<u>6,212.05</u>	<u>6,212.05</u>
69400 · TRANSFERS OUT			
69440 · Trf PF to General Fund	0.00	788.71	788.71
Total 69400 · TRANSFERS OUT	<u>0.00</u>	<u>788.71</u>	<u>788.71</u>
Total Expense	<u>39,439.69</u>	<u>9,348.27</u>	<u>48,787.96</u>
Net Ordinary Income	3,914.80	-2,588.46	1,326.34
Net Income	<u><u>3,914.80</u></u>	<u><u>-2,588.46</u></u>	<u><u>1,326.34</u></u>

Benton Soil & Water Conservation District
Profit & Loss YTD Comparison
 July 2022

	Jul 22	Jul 21	\$ Change
Ordinary Income/Expense			
Income			
43300 · Grant/Project Administration	6,759.81	39,276.12	-32,516.31
44535 · Taxes Levied	0.00	1,845.98	-1,845.98
44540 · ODA Operations	26,372.00	0.00	26,372.00
44545 · ODA Tech, LMA & Scope of Work	15,383.63	15,832.76	-449.13
45000 · Interest Income	810.15	375.98	434.17
46430 · MISCELLANEOUS			
46432 · Contributions	0.00	174.00	-174.00
Total 46430 · MISCELLANEOUS	0.00	174.00	-174.00
48000 · TRANSFERS IN			
48400 · Transfer Admin from Project Fd	788.71	3,401.10	-2,612.39
Total 48000 · TRANSFERS IN	788.71	3,401.10	-2,612.39
Total Income	50,114.30	60,905.94	-10,791.64
Gross Profit	50,114.30	60,905.94	-10,791.64
Expense			
60000 · MATERIALS & SERVICES			
61300 · CONFERENCES AND TRAINING			
61330 · Registration	0.00	778.00	-778.00
Total 61300 · CONFERENCES AND TRAINING	0.00	778.00	-778.00
61500 · COMMUNITY CONSERVATION PROGRAMS			
61540 · Native Plant Sale	103.20	387.59	-284.39
61570 · Soil Quality Program	126.92	0.00	126.92
Total 61500 · COMMUNITY CONSERVATION PROGRAM	230.12	387.59	-157.47
62100 · CONTRACTED AND PROF SERVICES			
62130 · PROFESSIONAL SERVICES			
62150 · Accounting	1,417.26	0.00	1,417.26
62170 · Web Design, Logo - Marketing	0.00	1,219.00	-1,219.00
Total 62130 · PROFESSIONAL SERVICES	1,417.26	1,219.00	198.26
Total 62100 · CONTRACTED AND PROF SERVICES	1,417.26	1,219.00	198.26
62300 · Dues/Subscriptions/Fees	2,504.38	2,091.56	412.82
62800 · OFFICE OCCUPANCY			
62820 · Rent & Parking	4,318.50	2,145.25	2,173.25
62830 · Utilities	396.11	149.18	246.93
Total 62800 · OFFICE OCCUPANCY	4,714.61	2,294.43	2,420.18
65000 · SUPPLIES AND MATERIALS			
65010 · COPIER AND SUPPLIES			
65014 · Lease	197.82	197.82	0.00
Total 65010 · COPIER AND SUPPLIES	197.82	197.82	0.00
65030 · Office Supplies	94.48	439.05	-344.57
Total 65000 · SUPPLIES AND MATERIALS	292.30	636.87	-344.57
65110 · PRODUCTION COSTS			
65112 · Advertising and Website	225.84	0.00	225.84
Total 65110 · PRODUCTION COSTS	225.84	0.00	225.84

Benton Soil & Water Conservation District
Profit & Loss YTD Comparison
 July 2022

	Jul 22	Jul 21	\$ Change
65120 · Insurance & Fidelity Bond	2,100.32	1,571.50	528.82
65320 · Mileage/travel related expenses	0.00	70.00	-70.00
65400 · Meetings & Events	17.79	0.00	17.79
Total 60000 · MATERIALS & SERVICES	11,502.62	9,048.95	2,453.67
66000 · PAYROLL EXPENSES			
66200 · Wages	23,121.68	24,021.60	-899.92
66410 · Health, Dental & Life Insurance	3,812.92	4,553.63	-740.71
66420 · Retirement	1,467.25	1,143.55	323.70
66500 · Payroll Taxes			
66510 · FICA Employer	1,765.44	1,759.80	5.64
66520 · SUTA	141.28	236.37	-95.09
66530 · OR-WBF	5.91	8.85	-2.94
Total 66500 · Payroll Taxes	1,912.63	2,005.02	-92.39
66800 · Fees	11.75	13.50	-1.75
Total 66000 · PAYROLL EXPENSES	30,326.23	31,737.30	-1,411.07
68000 · PROJECTS-SVC-SUPP-MATERIALS			
68010 · Project Contracted Services	4,712.05	33,234.18	-28,522.13
68020 · Project Mileage & Travel	0.00	17.36	-17.36
68040 · Project Supplies & Materials	1,500.00	750.00	750.00
Total 68000 · PROJECTS-SVC-SUPP-MATERIALS	6,212.05	34,001.54	-27,789.49
69400 · TRANSFERS OUT			
69440 · Trf PF to General Fund	788.71	3,401.10	-2,612.39
Total 69400 · TRANSFERS OUT	788.71	3,401.10	-2,612.39
Total Expense	48,829.61	78,188.89	-29,359.28
Net Ordinary Income	1,284.69	-17,282.95	18,567.64
Net Income	1,284.69	-17,282.95	18,567.64

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

	Jul 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
43000 · Beginning Balance	0.00	697,346.00	-697,346.00	0.0%
44530 · Benton County Public Works	0.00	5,000.00	-5,000.00	0.0%
44535 · Taxes Levied	0.00	490,000.00	-490,000.00	0.0%
44540 · ODA Operations	26,372.00	26,372.00	0.00	100.0%
44545 · ODA Tech, LMA & Scope of Work	15,383.63	61,535.00	-46,151.37	25.0%
45000 · Interest Income	810.15	3,000.00	-2,189.85	27.01%
46430 · MISCELLANEOUS	0.00	2,000.00	-2,000.00	0.0%
47400 · Native Plant Sale Income	0.00	10,000.00	-10,000.00	0.0%
48000 · TRANSFERS IN				
48400 · Transfer Admin from Project Fd	788.71	31,424.00	-30,635.29	2.51%
Total 48000 · TRANSFERS IN	788.71	31,424.00	-30,635.29	2.51%
Total Income	43,354.49	1,326,677.00	-1,283,322.51	3.27%
Gross Profit	43,354.49	1,326,677.00	-1,283,322.51	3.27%
Expense				
60000 · MATERIALS & SERVICES				
61300 · CONFERENCES AND TRAINING	0.00	6,000.00	-6,000.00	0.0%
61500 · COMMUNITY CONSERVATION PROGRAMS				
61510 · Conservation Education (Youth	0.00	7,700.00	-7,700.00	0.0%
61520 · Conservation Incentive Program	0.00	3,333.00	-3,333.00	0.0%
61530 · Invasives Program	0.00	3,333.00	-3,333.00	0.0%
61540 · Native Plant Sale	103.20	20,000.00	-19,896.80	0.52%
61570 · Soil Quality Program	126.92	3,334.00	-3,207.08	3.81%
Total 61500 · COMMUNITY CONSERVATION	230.12	37,700.00	-37,469.88	0.61%
62100 · CONTRACTED AND PROF SERVICES				
62115 · Audit	0.00	6,000.00	-6,000.00	0.0%
62120 · Computer Support	0.00	4,000.00	-4,000.00	0.0%
62130 · PROFESSIONAL SERVICES				
62150 · Accounting	1,417.26			
62160 · Facilitation	0.00	7,000.00	-7,000.00	0.0%
62130 · PROFESSIONAL SERVICES	0.00	33,000.00	-33,000.00	0.0%
Total 62130 · PROFESSIONAL SERVICES	1,417.26	40,000.00	-38,582.74	3.54%
62180 · Consultation/Contracts - NPP	0.00	10,000.00	-10,000.00	0.0%
Total 62100 · CONTRACTED AND PROF SERVICES	1,417.26	60,000.00	-58,582.74	2.36%
62300 · Dues/Subscriptions/Fees	2,504.38	11,000.00	-8,495.62	22.77%
62800 · OFFICE OCCUPANCY				
62810 · Alarm & Janitorial Services	0.00	500.00	-500.00	0.0%
62820 · Rent & Parking	4,318.50	28,000.00	-23,681.50	15.42%
62830 · Utilities	396.11	4,000.00	-3,603.89	9.9%
Total 62800 · OFFICE OCCUPANCY	4,714.61	32,500.00	-27,785.39	14.51%
65000 · SUPPLIES AND MATERIALS				
65010 · COPIER AND SUPPLIES				

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

	Jul 22	Budget	\$ Over Budget	% of Budget
65014 · Lease	197.82	3,000.00	-2,802.18	6.59%
Total 65010 · COPIER AND SUPPLIES	197.82	3,000.00	-2,802.18	6.59%
65020 · Equipment	0.00	5,000.00	-5,000.00	0.0%
65030 · Office Supplies	94.48	2,500.00	-2,405.52	3.78%
65040 · Postage	0.00	500.00	-500.00	0.0%
65050 · Software/Computer Accessorie	0.00	4,000.00	-4,000.00	0.0%
Total 65000 · SUPPLIES AND MATERIALS	292.30	15,000.00	-14,707.70	1.95%
65110 · PRODUCTION COSTS				
65112 · Advertising and Website	225.84	1,500.00	-1,274.16	15.06%
65114 · Merchandise	0.00	500.00	-500.00	0.0%
65116 · Newsletters	0.00	2,000.00	-2,000.00	0.0%
65118 · Publications	0.00	1,000.00	-1,000.00	0.0%
Total 65110 · PRODUCTION COSTS	225.84	5,000.00	-4,774.16	4.52%
65120 · Insurance & Fidelity Bond	2,100.32	6,000.00	-3,899.68	35.01%
65160 · Miscellaneous	0.00	200.00	-200.00	0.0%
65320 · Mileage/travel related expenses	0.00	3,000.00	-3,000.00	0.0%
65400 · Meetings & Events	17.79	2,100.00	-2,082.21	0.85%
Total 60000 · MATERIALS & SERVICES	11,502.62	178,500.00	-166,997.38	6.44%
66000 · PAYROLL EXPENSES				
66200 · Wages	21,322.46	373,671.00	-352,348.54	5.71%
66410 · Health, Dental & Life Insurance	3,504.74	59,155.00	-55,650.26	5.93%
66420 · Retirement	1,380.90	24,280.00	-22,899.10	5.69%
66500 · Payroll Taxes				
66510 · FICA Employer	1,628.24			
66520 · SUTA	125.15			
66530 · OR-WBF	5.48			
66500 · Payroll Taxes - Other	0.00	32,308.00	-32,308.00	0.0%
Total 66500 · Payroll Taxes	1,758.87	32,308.00	-30,549.13	5.44%
66800 · Fees	11.75	300.00	-288.25	3.92%
Total 66000 · PAYROLL EXPENSES	27,978.72	489,714.00	-461,735.28	5.71%
69100 · Capital Outlay	0.00	5,000.00	-5,000.00	0.0%
69200 · Contingency	0.00	84,973.00	-84,973.00	0.0%
69400 · TRANSFERS OUT				
69410 · Trf GF to Building Reserve Fd	0.00	5,000.00	-5,000.00	0.0%
Total 69400 · TRANSFERS OUT	0.00	5,000.00	-5,000.00	0.0%
69600 · Reserved for Future Expenditure	0.00	233,959.00	-233,959.00	0.0%
69800 · Unappropriated Fund Balance	0.00	329,531.00	-329,531.00	0.0%
Total Expense	39,481.34	1,326,677.00	-1,287,195.66	2.98%
Net Ordinary Income	3,873.15	0.00	3,873.15	100.0%
Net Income	3,873.15	0.00	3,873.15	100.0%

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

	Jul 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
43300 · Grant/Project Administration	6,759.81	330,192.00	-323,432.19	2.05%
Total Income	<u>6,759.81</u>	<u>330,192.00</u>	<u>-323,432.19</u>	<u>2.05%</u>
Gross Profit	6,759.81	330,192.00	-323,432.19	2.05%
Expense				
66000 · PAYROLL EXPENSES				
66200 · Wages	1,799.22	31,220.00	-29,420.78	5.76%
66410 · Health, Dental & Life Insurance	308.18	8,723.00	-8,414.82	3.53%
66420 · Retirement	86.35	1,837.00	-1,750.65	4.7%
66500 · Payroll Taxes				
66510 · FICA Employer	137.20	0.00	137.20	100.0%
66520 · SUTA	16.13	0.00	16.13	100.0%
66530 · OR-WBF	0.43	0.00	0.43	100.0%
66500 · Payroll Taxes - Other	0.00	4,132.00	-4,132.00	0.0%
Total 66500 · Payroll Taxes	<u>153.76</u>	<u>4,132.00</u>	<u>-3,978.24</u>	<u>3.72%</u>
Total 66000 · PAYROLL EXPENSES	<u>2,347.51</u>	<u>45,912.00</u>	<u>-43,564.49</u>	<u>5.11%</u>
68000 · PROJECTS-SVC-SUPP-MATERIALS				
68010 · Project Contracted Services	4,712.05	0.00	4,712.05	100.0%
68040 · Project Supplies & Materials	1,500.00	0.00	1,500.00	100.0%
68000 · PROJECTS-SVC-SUPP-MATERIALS - C	0.00	252,856.00	-252,856.00	0.0%
Total 68000 · PROJECTS-SVC-SUPP-MATERIALS	<u>6,212.05</u>	<u>252,856.00</u>	<u>-246,643.95</u>	<u>2.46%</u>
69400 · TRANSFERS OUT				
69440 · Trf PF to General Fund	788.71	31,424.00	-30,635.29	2.51%
Total 69400 · TRANSFERS OUT	<u>788.71</u>	<u>31,424.00</u>	<u>-30,635.29</u>	<u>2.51%</u>
Total Expense	<u>9,348.27</u>	<u>330,192.00</u>	<u>-320,843.73</u>	<u>2.83%</u>
Net Ordinary Income	<u>-2,588.46</u>	<u>0.00</u>	<u>-2,588.46</u>	<u>100.0%</u>
Net Income	<u>-2,588.46</u>	<u>0.00</u>	<u>-2,588.46</u>	<u>100.0%</u>

July 2022 Qtrly All Grant Projects Financial Report.xlsx

Project Name	Grant #	Funding Agency	Start Date	End Date	Status	Final Report Due Date	Fund Amount	(INCOME) Received to	Earned Income to	(EXPENSES) Spent to	Unearned Funds	Remaining balance to	Grant Manager	Grant Report Dates	How grant funds are received	Admin Expected	Admin Earned	Admin Remaining
Ludwigia Management Alternatives	19100538	MMT	12/1/2019	12/31/2022	Open	2/15/2023	27,742	27,742	7,176	7,176	20,566	0	MA	Interim Report: 1/1/2021 & 1/1/2022. Final Report 2/15/2023	100% of funds at beginning of grant	2,522	652	1,870
State of the River Synthesis	20010715	MMT	2/1/2020	6/30/2023	Open	8/15/2023	80,000	80,000	77,461	77,461	2,539	0	MA	Interim 2/1/2021 & Final 8/15/2023	100% of funds at beginning of grant	12,000	10,156	1,844
Willamette Mainstem Restoration Opportunities and Strategies for Engagement	20100515	MMT	11/1/2020	4/30/2023	Open	6/30/2023	70,164	70,164	14,488	14,488	55,676	0	MA	5/15/21 & 6/30/23	100% of funds at beginning of grant	6,379	1,317	5,062
Purge the Spurge! EDRR and Community Outreach	2020-33-011	ODA-OSWB	2/28/2020	9/30/2021	Open	11/29/2021	8,808	7,870	7,870	7,870	0	938	MA		*50% of funds received at start of grant *25% of funds are received after interim grant report submitted and approved by ODA *final funds are received after final grant report submitted and approved by ODA	801	715	86
Purge the Spurge Outreach	2022-35-014	ODA-OSWB	2/24/2022	4/30/2023	Open	6/30/2023	9,971	4,986	4,016	4,066	919	4,986	MA	9/30/22, 6/30/23	*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	907	365	542
WRWWM 8	2022-35-015	ODA-OSWB	2/24/2022	4/30/2023	Open	6/30/2023	28,430	14,215	1,892	1,892	12,323	14,215	MA	9/30/22, 6/30/23	*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	2,585	172	2,413
Willamette Weed Control and Landowner Engagement	ODA 4364-GR	ODA	4/27/2022	6/30/2023	Open	6/30/2023	15,000		1,500	1,500	15,000		MA	1/30/23, 6/30/23	*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	1,364	150	1,214
Fackrell Soil & Water Imp	09-20-002	OWEB	12/5/2020	10/16/2022	Open	12/16/2022	10,123	2,370	2,370	2,370	0	7,753	DS	12/16/2022, 10/16/2024	no funds received at start of grant; funds received by reimbursement of invoices/receipts submitted by BWCD two times total; OWEB holds last 10% of funds until they receive and approve of Final Report.	1,012	215	797
Carson Riparian Buffer Access Control	09-20-003	OWEB	3/18/2021	1/26/2023	Open	3/26/2023	14,889	13,400	13,400	13,400	0	1,489	DS	3/26/2023, 3/26/2025	no funds received at start of grant; funds received by reimbursement of invoices/receipts submitted by BSWCD two times total (including final); OWEB holds last 10% of funds until they receive and approve of Final Report at end of grant.	1,353	1,218	135
100 Acre Wood Habitat Project - Plant Establishment	217-3002-14131	OWEB	10/25/2016	6/30/2022	Open	8/30/2022	25,278	20,944	20,944	20,944	0	4,334	DS	Project completion only	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	2,298	1,901	397
OWEB SIA grant	218-8010-16782	OWEB	3/4/2019	12/22/2023	Open	12/22/2023	125,000	63,928	63,928	63,928	0	61,072	DS	Multiple dates (6/17/2019, 12/16/2019, 6/14/2020, 12/14/2020, 6/14/2021, 12/13/2021, 6/13/2022, 12/13/2020)		11,364	5,806	5,558
UMC SIA Station 2 Match		Donation			Open		8,000	8,000	7,753	7,753	247	0	TM		Donation from George Ice	0	0	0

July 2022 Qtrly All Grant Projects Financial Report.xlsx

Project Name	Grant #	Funding Agency	Start Date	End Date	Status	Final Report Due Date	Fund Amount	(INCOME) Received to	Earned Income to	(EXPENSES) Spent to	Unearned Funds	Remaining balance to	Grant Manager	Grant Report Dates	How grant funds are received	Admin Expected	Admin Earned	Admin Remaining
2019 Supplemental Data Collection for WFIP Effectiveness Monitoring (Phase 3)	218-8390-17212	OWEB	2/4/2020	12/31/2022	Open	12/31/2022	100,000	84,735	84,735	84,735	0	15,265	MA	Interim Report: 12/31/2020 & Final Report: 2/28/2022	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	9,091	7,703	1,388
Building soil-minded relationships for resilient crop and pasture systems	219-9001-19457	OWEB	8/3/2021	6/15/2023	Open	6/15/2023	45,967	19,215	19,215	19,727	-511	26,752	TM	Reports are submitted with Request for release of Funds; Final report due within 60 days of 6/15/2023 with final Request for release of Funds.	Fund requests (OWEB website/manage your grant/payments & budget. Request for Release of Funds form). Submit expense tracking spreadsheet for all OWEB expenses and approval of receipts or invoices for amounts \$250 or more (excluding admin). Final 10% payment after completion report approval.	4,179	1,747	2,432
J2E RTR Project	220-3033-17504	OWEB	4/22/2020	6/30/2025	Open	6/30/2025	239,915	69,379	69,379	69,379	0	170,536	DS	6/30/2028 and 6/30/2030		23,084	6,305	16,779
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	113,300	113,300	113,300	0	6,688	MA	Interim Report: 6/30/2021 & Final Report: 2/28/2023	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	10,908	10,300	608
Regenerative Landscape Project		Donation			Open		2,980	2,980	2,980	2,980	0	0	TM			0	0	0
Total							932,255	603,227				314,028					48,723	41,125

FY23 Budget Resolution
Resolution No. FY2022-2023 -02

BE IT RESOLVED that the Board of Directors of the Benton Soil and Water Conservation District (SWCD) hereby approves the addition of \$21,555 to the Benton SWCD FY23 Budget as follows:

General Fund

Add \$21,555 in Resources to ODA Capacity Funding – Operations

Add \$21,555 in Requirements to the General Fund as follows:

Materials and Services

M&S/Contracted & Professional Services/Miscellaneous Contracted Services	3,000
M&S/Supplies and Materials	2,355
M&S/Travel	1,000
M&S/Supplies and Materials/Computer software/accessories	15,200

SIGNED THIS 12 Day of September, 2022

Benton Soil and Water Conservation District

Entity Name

Benton SWCD Board of Directors

Governing Body

Signature: Kerry Hastings, BSWCD Board Secretary



Benton Soil and Water Conservation District Policy Oregon OSHA Rule on Heat Illness Prevention

Background:

Oregon OSHA has adopted a rule to address employee exposure to high ambient temperatures. The rule's key requirements apply to any workplace where extreme heat can expose workers to heat-related illnesses – medical conditions resulting from the body's inability to cope with a particular heat load. The full text of the rule is available here:

<https://osha.oregon.gov/OSHArules/adopted/2022/ao3-2022-text-alh-heat.pdf#page=8>

To comply with the requirements of the OSHA rule, all Benton Soil and Water Conservation District (BSWCD) staff are required to complete Heat Illness Prevention online training and review this memo for additional information specific to BSWCD. Please sign and date this memo to acknowledge your review and understanding and return the signature page to the BSWCD Operations Manager for the record.

OSHA's heat rule and you – Requirements

1. Complete the online training no later than June 15th, 2022.
2. Review the information below and then sign and return the acknowledgement form to the Operations Manager **by July 31st, 2022**.
3. If you have any questions regarding the OSHA rule, please contact your supervisor.

Most Benton SWCD employees can work indoors in a climate-controlled environment, so the application of these rules should be rare. Staff are encouraged to adjust their schedules and reschedule outdoor work to avoid exposure to extreme heat. During warm months (May through September, possibly longer), a manager monitors air quality, smoke, wildfire, and heat advisories and emails safety messages to staff so they can exercise caution and make good decisions for their own safety. It will be very rare that the heat illness prevention breaks come into effect, but staff should be mindful of these rules in those cases and supervisors should ensure these rules are followed.

The following information applies to all employees of Benton SWCD:

General scope of the rule:

- These rules apply to anyone working outdoors more than 15 minutes in any 60-minute period when the heat index is 80 degrees Fahrenheit or greater.
- The rule does not apply when you are in transit via vehicles with operating air conditioning.
- You are encouraged to download the heat index app so you may check on the current heat index when you are working. [OSHA-NIOSH Heat Safety Tool App | NIOSH | CDC](#)
- Employees are encouraged to report any concerns and ask any questions related to this topic without fear of retaliation.

Training

- You are required to complete the Heat Illness Prevention online course on the Oregon OSHA website annually: <https://osha.oregon.gov/edu/courses/Pages/heat-illness-prevention-online-course.aspx>. This course satisfies five of the seven training requirements found in the OSHA rules.

Employees need to be aware of:

- **How heat can make them sick** and how to recognize the common signs and symptoms of heat-related illness in themselves and coworkers. The four most common conditions are heat rash, heat cramps, heat exhaustion and heat stroke.
- The **environmental factors** that increase risk for heat-related illness, such as higher temperatures, humidity, sunlight (working in direct sunlight feels about 15 degrees hotter), and additional heat sources such as powered equipment and asphalt, lack of wind, physical activity, and personal protective equipment (PPE) or layers of clothing.
- **Personal factors** that may increase susceptibility to heat-related illness, including age, not being acclimatized, medical conditions (e.g., hormonal and heart issues, diabetes, dehydration), and use of substances that can affect the body's response to heat (e.g., drugs, alcohol, caffeine, nicotine, and medications).
- The **importance of removing heat-retaining PPE** such as rain gear during all breaks to allow their bodies to cool down.
- How to **stay well hydrated** by drinking small quantities of water or other acceptable beverages frequently throughout the day.
- The importance of **acclimatization** (to get used to the conditions). It takes about two weeks to be fully acclimated.
- How to immediately **report signs or symptoms of heat-related illness** they experience or observe in coworkers; how to **immediately respond** to prevent the situation from becoming a medical emergency; and how to identify and respond to a heat-related medical emergency (e.g., potential heat stroke).

Employee Responsibilities

- Monitor the heat index using the NIOSH Heat Safety Tool. Implement Increased Heat Procedures or High Heat Procedures with your staff as needed.
- Know and understand the requirements of the heat illness prevention program.
- Understand that this rule is mandatory, and staff cannot waive their rights to any portion.
- Actively participate in the monitoring buddy system. Monitor your buddy and yourself for signs of heat related illness.
- Immediately report to your supervisor if you or a coworker are experiencing signs or symptoms of heat related illness.
- Discuss with your supervisor adjusting your acclimatization schedule if you have factors that may affect your ability to acclimate to the heat.
- Call 911 if someone is experiencing severe signs of heat related illness.

Supervisors need to know the following (in addition to what is detailed above):

- The **procedures to follow** to implement the heat-related illness prevention plan, including the acclimatization schedule, how to keep track of environmental conditions throughout the day, when to increase the number of breaks or stop work early, checking that workers are accessing shade and water (especially for mobile operations), encouraging them to stay hydrated, and communicating with lone workers to ensure they are safe.
- What the Supervisor needs to do **if an employee shows signs and symptoms of possible heat-related illness**, including appropriate emergency response procedures such as how to transport any affected employees to a medical service provider.

Supervisor Responsibilities

- Monitor the heat index using the NIOSH Heat Safety Tool. Implement Increased Heat Procedures or High Heat Procedures with your staff as needed.
- If an employee indicates they have factors that may affect their ability to acclimate to the heat, work with them to adjust their acclimatization schedule.
- Ensure that affected staff are trained.
- Ensure that employees are given ample opportunities and encouragement to drink water.
- Enforce all portions of this rule that apply to your direct reports and areas of oversight.

High Heat Practices – Heat Illness Prevention Break Schedule

- For employees that are working remotely from home, if you do not have air conditioning, BSWCD encourages you to work from the office on days when the heat index is expected to reach 90 degrees.
- For employees that are working in an environment with a heat index of 90 degrees or higher:
 - Monitor for signs and symptoms of heat illness by observation or electronic means. Be mindful of others and if they are showing signs of heat illness.
 - Follow the heat illness prevention rest period schedule outlined below. Take rest periods in the shade or in a car with air conditioning running. If the cab of vehicles will be used as shade and they are equipped with working a/c, no other forms of shade are necessary. If using shade from trees, buildings or other objects, they must supply enough shade so that the employees do not cast a shadow.

Heat Index (*F)	Rest Break durations and Intervals
90-99	10 minutes every 2 hours
90-99 plus additional heat burden*	15 minutes every 2 hours
≥100	15 minutes every hour
≥100 plus additional heat burden*	Authorization required from Department Supervisor

- Employees are required to check in with their direct supervisor at regular intervals via phone, text, or email to ensure they have no signs or symptoms of heat illness.

Adjusting to heat (Acclimatization) - Applies when the heat index is $\geq 80^{\circ}\text{F}$ with work restrictions setting in at 90°F .

Acclimatization

- The nature of our work does not have staff working in the heat with any regularity and rarely for more than 30 minutes at a time. In addition, staff are rarely conducting a workload that would be considered moderate or heavy. For these reasons, most work can be rescheduled for cooler weather and acclimatization is not necessary.
- Staff do, however, occasionally have nonroutine tasks that may require a light workload in the heat for an extended period, such as tabling at an event. If these nonroutine tasks take place when the heat index is forecast to be at or 80 degrees, staff must work with their supervisor to ensure adequate protections are in place.
 - For example, staff conduct weed surveys, volunteer hand pulls, water quality monitoring, and other activities on the Willamette River, where they may be exposed to extreme heat for six hours or more. In this scenario, staff should bring ample drinking water and cool off with river water, if it is safe to do so. Participants should also start early and get off the river before the hottest part of the day.

Drinking Water/Hydration

- The rule requires that BSWCD provide cool (77 degrees or colder) or cold water so that employees can drink at least 32 ounces of water an hour when the heat index is above 80°F . This would be relevant when staff are working an outdoor event or in the field.
- BSWCD has purchased three stainless steel water bottles for employees to use in hot environments. Employees may fill the water bottles with ice and water at the office or at home prior to the start of work. If this is not feasible under the circumstances, employees are permitted to expense the purchase of water and/or ice so they always have access to cool water when working where the heat index exceeds 80°F .

Emergency Medical Plan

- Regardless of an employee's work location and who is present, if you experience symptoms of heat illness:
 - Remove yourself from the hot environment and cool down.
 - Report to your supervisor by any means possible, as soon as possible.
 - Call emergency medical services (911) immediately if the symptoms are indicators of severe heat illness such as, but not limited to, decreased level of consciousness, staggering, vomiting, disorientation, irrational behavior, or convulsions.

Responding to reports or observations of heat-related illness

If you or a co-worker experience symptoms of heat-related illness, let a supervisor or someone nearby know and take immediate action to ensure things do not get worse.

- Time is critical. Get the worker away from the hot area into a cool shaded area. Quick action increases the chances for a full recovery.
- Let the worker rest and drink cool water. Remove any PPE or rainwear.
- Never leave an employee who is experiencing heat-related problems alone. The supervisor of a lone worker should maintain phone contact to monitor the employee's recovery and the need to contact emergency services.
- If the employee does not respond quickly, call emergency medical services.
- If the employee is in a remote or non-developed area with unidentified roads, moving or transporting them to a place where they can be reached by emergency medical services may be necessary. The supervisor or another person may need to meet emergency services at the closest point to guide them to the victim's location.

If the employee receives medical attention, get a written authorization from the provider that the worker can return to work and if there are any restrictions or limitations.

EMPLOYEE ACKNOWLEDGEMENT

By signing below, I acknowledge I have reviewed and understand the requirements of the OSHA heat rule and have completed all required trainings. I also acknowledge that I have had the opportunity to have any questions I had answered and that a copy of the Policy is available to me at any time to review on the network's Shared U Drive.

I understand that BSWCD has the right to change, modify, add to, substitute or eliminate, interpret and apply, in its sole judgment, the policies, rules, and guidelines described in this Policy as additional information is made available. I understand that should the content be changed in any way, BSWCD will notify me and may require an additional signed acknowledgement from me to indicate that I am aware of the changes.

(Name – printed)

(Signature)

(Date)

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



Benton Soil and Water Conservation District Policy Oregon OSHA Rule on Wildfire Smoke

Background

OR-OSHA has a rule on **wildfire smoke** that is relevant to you and the position you hold with Benton Soil and Water Conservation District. You are required to view OSHA's online training **annually**. The training covers six of the ten topics in the rule, and the information below covers the remaining four. After viewing the OSHA training and reviewing this document, please sign, date, and return it to the BSWCD Operations Manager for the record. If you have questions related to the training or the information in this document, please reach out to your supervisor.

OR-OSHA's wildfire smoke rule and you – Requirements

1. Complete the online training provided by OSHA by June 30th, 2022 ([Oregon Occupational Safety and Health : Wildfire Smoke online course : Online courses : State of Oregon](#))
2. **Print the certificate of completion for the training and submit it to the Operations Manager by July 31st, 2022.**
3. Review the information below and then sign and return the acknowledgement form to the Operations Manager **by July 31st, 2022.**
4. If you have questions regarding the OSHA rule, please contact your supervisor.

The summary of the rule in its entirety can be found here: [Final Language for Permanent Rule on Protection from Wildfire Smoke \(oregon.gov\)](#)

What *workplaces* are exempt from this rule?

The following workplaces are exempt from this rule. However, in your scope of work with Benton SWCD you may be required to work in an environment that falls outside of this parameter and is therefore subject to this rule.

- The following workplaces and operations are exempt from this standard:
 - Enclosed buildings and structures in which the air is filtered by a mechanical ventilation system and the employer ensures that windows, doors, bays, and other exterior openings are kept closed, except when it is necessary to briefly open doors to enter or exit;
 - Enclosed vehicles in which the air is filtered by a properly maintained cabin air filter system, and when the windows, doors, and other exterior openings are kept closed, except when it is necessary to briefly open doors to enter or exit. Buses, light rails, and other enclosed vehicles used for public transit systems where doors are frequently opened to board and deboard passengers are not included under this exemption;
 - Employees working at home.

- The following workplaces and operations are only subject to subsections (4)(a) through (4)(g) “information and training,” and subsection (7)(b) “voluntary use of filtering facepiece respirators” under this standard:
 - Work activities involving only intermittent employee exposure of less than 15 minutes in an hour to an ambient air concentration for PM_{2.5} at or above 35.5 µg/m³ (air quality index/AQI 101) for a total exposure of less than one hour in a single 24-hour period.

Training

- You are required to complete the OR-OSHA online training on wildfire smoke as outlined above as well as review this document and acknowledge. **All training is to be completed by June 30th, 2022.**
- To access the OSHA online training, go to [Oregon Occupational Safety and Health : Wildfire Smoke online course : Online courses : State of Oregon](#). Be sure to print off the certification of completion and submit it to the Operations Manager.

Procedures Supervisors must follow

- Supervisors should enable and encourage employees to inform them of any severe health symptoms that may result from wildfire smoke exposure. These symptoms may include an asthma attack, difficulty breathing, and chest pain. Other symptoms include burning sensation in the eyes, eye redness, tearing of the eyes, runny nose, sore throat, cough, sinus irritation, wheezing or shortness of breath, fatigue, and headache.
- Supervisors must follow procedures if an employee exhibits severe symptoms of wildfire smoke exposure, including appropriate emergency response procedures.

Employee’s responsibility

- Employees are to inform their supervisor if they are experiencing any of the symptoms of wildfire smoke exposure. They should be proactive in managing the situation, including using respirators as outlined below, without fear of retaliation.
- Employees should remove themselves from the smoky environment, for example by going into a building with a filtration system. If the signs or symptoms suggest severe smoke exposure, emergency medical services (911) should be summoned immediately.
- Employees shall notify their supervisor if appropriate exposure control measures are unavailable.

BSWCD methods to protect employees from wildfire smoke exposure

- BSWCD will use engineering or administrative controls to reduce employee exposure to less than AQI 101 whenever feasible. Engineering controls include providing enclosed buildings or structures where the air is adequately filtered. Administrative controls include relocating work to an outdoor location where the current ambient air concentration is less than AQI 101 or changing work schedules to a time when ambient air concentration is less than AQI 101.

- Employees must follow the Wildfire Smoke Respiratory Protection Program described in the Appendix below if using filtering facepiece respirators to protect themselves from wildfire smoke.

Voluntary use of respirators (AQI is at or above 101)

- BSWCD encourages **voluntary** use of NIOSH-approved respirators when the AQI is at or above 101. BSWCD will maintain a sufficient number and sizes of the respirators in the office and provide them at no cost to employees.
- Employees who might encounter wildfire smoke while traveling away from the office should take enough respirators for the duration of their travel.

Required use of respirators (AQI is at or above 251)

- BSWCD will require employees to wear NIOSH-approved respirators whenever exposure is at or above AQI 251 even after the application of engineering and administrative controls. These respirators include N-95 respirators or higher protection.

Suspension of operation (AQI is at or above 501)

- Whenever exposure is at or above AQI 501, BSWCD will require employees to suspend all outdoor operations and work in a ventilated and air-filtered environment.

BSWCD communication system for wildfire smoke hazards

- BSWCD will notify staff when the AQI is above 101. A BSWCD manager monitors air quality, smoke, wildfire, and heat advisories and emails safety messages to staff so they can exercise caution and make good decisions for their own safety, but other means of communication (e.g., text, phone call) may also be used. It is imperative that staff check such communication to ensure that they are receiving the information.
- Any employee can download the EPA's AirNow App or use the website www.airnow.gov to check the AQI for the area in which they are working. **Employees must report to their supervisors any time the AQI changes into or out of any of the three AQI action levels of 101, 251 or 501.**

OAR 437-002-1081
Protection from Wildfire Smoke
Appendix A:

Mandatory Workplace Guidance for
THE USE OF FILTERING FACEPIECE RESPIRATORS TO ADDRESS WILDFIRE SMOKE

This appendix applies only to employers covered by this standard that require NIOSH-approved filtering facepiece respirators, including N95, P95, R95, N99, P99, N100 and P100, to be used by their employees strictly for wildfire smoke exposures when the work location ambient air concentrations of PM_{2.5} is at or above 200.9 µg/m³ (AQI 251) and below 500.4 µg/m³ (AQI 501).

Note: Employer supplies of NIOSH-approved filtering facepiece respirators for required use under this standard should include an adequate size selection for exposed employees.

Filtering facepiece respirators are disposable, negative-pressure, air purifying respirators where an integral part of the facepiece or the entire facepiece is made of air contaminant filtering material. This appendix does not apply to other types of respirators, including but not limited to elastomeric tight-fitting respirators, nor does it apply to situations where workers use filtering facepiece respirators for protection against air contaminants other than PM_{2.5} from wildfire smoke.

Employers whose workers are required to wear filtering facepiece respirators to protect against wildfire smoke exposures when workplace ambient air concentrations of PM_{2.5} is at or above 200.9 µg/m³ (AQI 251) must either develop and implement a respiratory protection program in accordance with the Respiratory Protection Standard (29 CFR 1910.134), or a Wildfire Smoke Respiratory Protection Program in accordance with the following requirements when workplace ambient air concentration of PM_{2.5} is under 500.4 µg/m³ (AQI 501):

(A) Employee training. Employers must ensure that employees wearing filtering facepiece respirators are trained in the proper use of the respirators, including putting them on and removing them, any limitations on their use, how to care for the respirator, and the ability to demonstrate a seal check as described in section (B) of this appendix.

(B) Filtering facepiece respirator user seal check. Each employee who uses a filtering facepiece respirator must perform a user seal check to ensure a sufficient face fit to maximize effectiveness each time the respirator is put on. Either the positive or negative pressure checks listed in this appendix, or the respirator manufacturer's recommended user seal check method must be used.

1. Instructions for positive pressure user seal check. Once you have properly donned the respirator, place your hands over the facepiece, covering as much surface area as possible. Exhale gently into the facepiece. The face fit is considered sufficient if a slight positive pressure is being built up inside the facepiece without feeling air passing between your face and the facepiece. If the particulate respirator has an exhalation

valve, then performing a positive pressure check may not be possible. In such cases, a negative pressure check must be performed.

2. Instructions for negative pressure user seal check. Negative pressure seal checks are typically conducted on particulate respirators that have exhalation valves. Once you have properly donned the respirator, cover the filter surface with your hands as much as possible and then inhale gently. The face fit is considered sufficient if the facepiece slightly collapses towards your face without feeling air passing between your face and the facepiece.

3. Correcting problems discovered during the seal check. In the case of either type of seal check (positive or negative), if air leaks around the nose, use both hands to readjust the nosepiece by placing your fingertips at the top of the metal nose clip. Slide your fingertips down both sides of the metal strip to more efficiently mold the nose area to the shape of your nose. Readjust the straps along the sides of your head until a proper seal is achieved.

(C) Filtering facepiece respirator storage and replacement. Store, maintain, and replace so that they do not present a health hazard to the user.

EMPLOYEE ACKNOWLEDGEMENT

By signing below, I acknowledge I have reviewed and understand the requirements of the OSHA Wildfire Smoke rule and have completed all required trainings. I also acknowledge that I have had the opportunity to have any questions I had answered and that a copy of the Policy is available to me at any time to review on the network's Shared U Drive.

I understand that BSWCD has the right to change, modify, add to, substitute, or eliminate, interpret and apply, in its sole judgment, the policies, rules, and guidelines described in this Policy as additional information is made available. I understand that should the content be changed in any way, BSWCD will notify me and may require an additional signed acknowledgement from me to indicate that I am aware of the changes.

(Name – printed)

(Signature)

(Date)

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

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Volunteer Resolution

Resolution #. FY2022-2023-1

A RESOLUTION EXTENDING WORKERS' COMPENSATION COVERAGE TO VOLUNTEERS OF
Benton Soil and Water Conservation District.

WHEREAS, BENTON SOIL AND WATER CONSERVATION DISTRICT elects the following:

Pursuant to ORS 656.031, workers' compensation coverage will be provided to the classes of volunteer workers as indicated below (checked "Applicable") and listed on the attached Volunteer Election Form(s).

Board Members Applicable Not Applicable
Public Officials on unpaid boards will be covered only for administrative and clerical functions while performing their authorized duties as elected officials.

Public Safety Volunteers Applicable Not Applicable
Public Safety Volunteers are covered at the assumed monthly wage indicated on the attached Volunteer Election Form(s).

Other Volunteers Applicable Not Applicable
Non-public safety volunteers and board members volunteering for duties other than administration and clerical functions will use the attached Volunteer Election Form(s) to keep track of their hours and have their assumed payroll reported in the correct Class Code for all their types of work using Oregon minimum wage.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of

BENTON SOIL AND WATER CONSERVATION DISTRICT

to provide workers' compensation coverage as indicated above.

ADOPTED by the Board of Directors of BENTON SOIL AND WATER CONSERVATION DISTRICT

this 12th day of September, 2022.

Kerry Hastings, BSWCD Board Secretary

Board and Volunteer Election Form

Special Districts Insurance Services

District Name: Benton Soil and Water Conservation District

Board Members listed for Class Code 8742B will be covered only for administrative and clerical functions at board/committee meetings. If board members are performing functions other than administrative or clerical duties they must also be listed on the Volunteer Roster and payroll must be reported in the Other Volunteers section to be eligible for coverage.

Unpaid Board of Directors					
Column (1) x Column (2) x Column (3) = Column (4)					
Class Code	Job Duty	(1) No. of Board Members	(2) No. of Meetings Annually	(3) Reimbursement per Meeting (\$40 minimum)	(4) Total Estimated Assumed Payroll (\$2,400 minimum)
8742B	Board of Directors				

Public Safety Volunteers listed for Class Code 8411 use an assumed monthly wage of no less than \$800 per volunteer per month (regardless if one day or 31 days are volunteered) for contribution payment and calculation of benefits. This assumed monthly wage may be increased at the district's discretion in increments of \$100, up to a maximum of \$2,400.

Public Safety Volunteers				
Column (1) x Column (2) = Column (3)				
Class Code	Job Duty	(1) Est. No. of Volunteer Months*	(2) Assumed Monthly Wage (\$800 min.)	(3) Total Estimated Assumed Payroll
8411	Ambulance Driver			
8411	Ambulance Technician			
8411	Crime Prevention Unit			
8411	Sheriff			
8411	Emergency Medical Technician			
8411	Explorer Scout			
8411	Fire Chief/Asst. Fire Chief			
8411	Firefighter			
8411	Police Officer			
8411	Police Reserve			
8411	Probation Officer			
8411	Search and Rescue			
8411	Sheriff's Posse			
8411	Quick Response			
8411JF	Junior Firefighter (Cadet)			
8411A	Support, Non-Firefighting: # Vol _____ x # Hrs _____ x # Months _____ x Hourly Wage _____ =			

*Estimate the number of volunteer months for each position and enter the total on the appropriate line in Column (1). Some volunteers are not active every month, i.e., one volunteer firefighter may be active five months out of the year, two volunteer firefighters may be active 12 months out of the year, and five volunteer firefighters may be active only one month out of the year. Thus, the number of volunteer firefighter months would be 34.

Board and Volunteer Election Form

District Name: Benton Soil and Water Conservation District

Other Volunteers listed for all Class Codes other than Board Member (8742B) and Public Safety Volunteers (8411) use an assumed payroll computed at Oregon minimum wage using actual hours worked and reported in the appropriate Class Code with a "V" added to the end.

SDIS's ability to provide workers' compensation coverage for volunteers is directly related to each entity's ability to keep verifiable records of the names and hours worked by participants. Claims adjusters will verify coverage at the time a claim is filed.

Other Volunteers						
Column (1) x Column (2) x Column (3) x Column (4) = Column (5)						
Class Code	Job Duty	(1) Est. No. of Vol. per month	(2) No. of Hours per month	(3) No. Of Months per year	(4) OR Min. Wage	(5) Total Estimated Assumed Payroll
0042V	Landscaping - V	1	15	2	\$13.50	\$405
0050V	Grove Caretaking Operations - V					
0106V	Tree Pruning, Spraying - V					
0113V	Fish Hatchery and Drivers - V					
0124V	Tree Planting - V					
0251V	Irrigation Works - V					
2702V	Forest Fire Fighting Special Employee - Doctor - V					
4361V	Photography - V					
4511V	Analytical Chemist - V					
5183V	Plumbing - V					
5403V	Carpentry NOC - V					
5445V	Wallboard Install w/in Bldg - V					
5474V	Painting - V					
5479V	Insulation Work NOC & Drivers - V					
5506V	Street and Road Construction – Paving/Repaving/Drivers- V					
5507V	Street and Road Construction- Subsurface Work- V					
5606V	Contractor/Executive Supervisor - V					
5645V	Window/Door Installer - V					
6217V	Excavation NOC - V					
6229V	Irrigation Systems Construction - V					
6306V	Sewer Construction - V					
6319V	Gas & Water Main Construction - V					
6400V	Metal Fence Erection - V					
6834V	Boat Building and Repair - V					
6836V	Marina - V					

Board and Volunteer Election Form

District Name: Benton Soil and Water Conservation District

Other Volunteers						
Column (1) x Column (2) x Column (3) x Column (4) = Column (5)						
Class Code	Job Duty	(1) Est. No. of Vol. per month	(2) No. of Hours per month	(3) No. Of Months per year	(4) OR Min. Wage	(5) Total Estimated Assumed Payroll
6876V	Divers – V					
7024V	Vessels NOC (If Any) - V					
7090V	Boat Livery/Boats Under 15 Tons - V					
7153JV	Railroad Operations (If Any) – V					
7335JV	Dredging (If Any) – V					
7360V	Freighthandler NOC – V					
7370V	Drivers/Attendants - V					
7380V	Chauffeurs and Helpers NOC - V					
7382V	Bus Company and Drivers - V					
7403V	Aircraft Operation - V					
7520V	Waterworks Operations - V					
7539V	Electric Power - V					
7580V	Sewage Plant Operations - V					
7610V	Radio or TV Broadcasting - V					
7720V	Police Officers- V					
8006V	Store - Dry Goods - V					
8010V	Wholesale and Retail Stores - V					
8017V	Store - Retail - V					
8018V	Wholesale NOC - V					
8227V	Municipal Maintenance Yard - V					
8232V	Lumber Yard - V					
8385V	Bus Company - Garage - V					
8601V	Engineer or Architect - V					
8720V	Insurance Inspection & Valuation - V					
8742V	Director/Sales/Collectors - V	15	5	1	\$13.50	\$1,012.50
8810V	Clerical Office Employee - V					
8820V	Attorney - V					
8824V	Nursing Home Health Care - V					
8825V	Nursing Home Food Service - V					
8826V	Nursing Home Other Services - V					
8832V	Clinic - V					
8833V	Hospital - Professional EE's - V					

Board and Volunteer Election Form

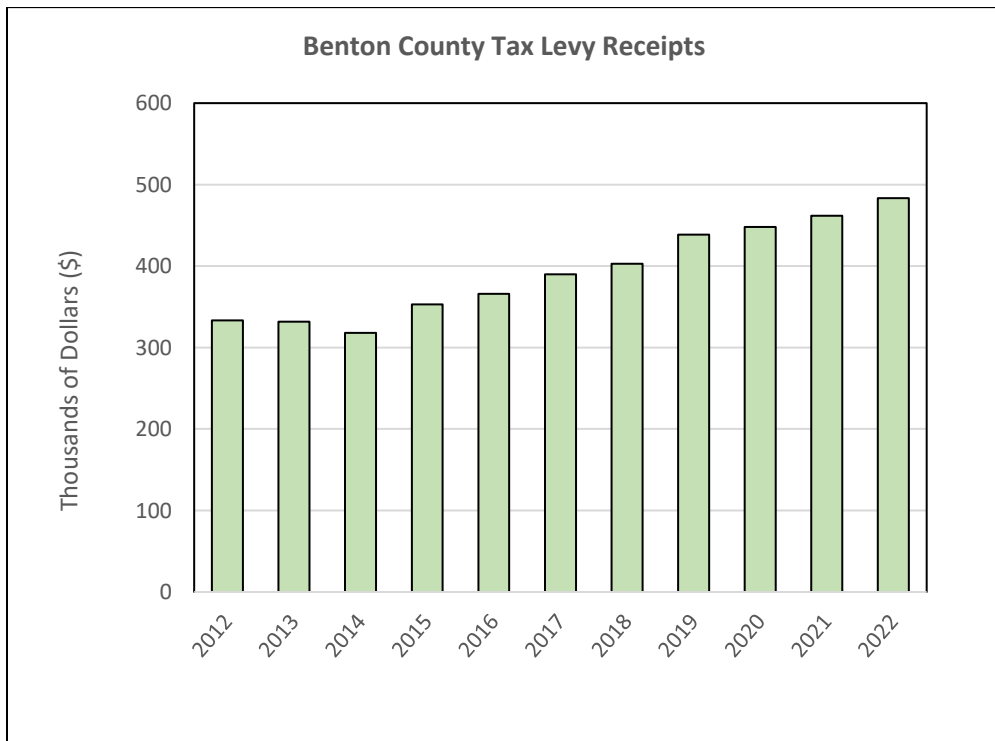
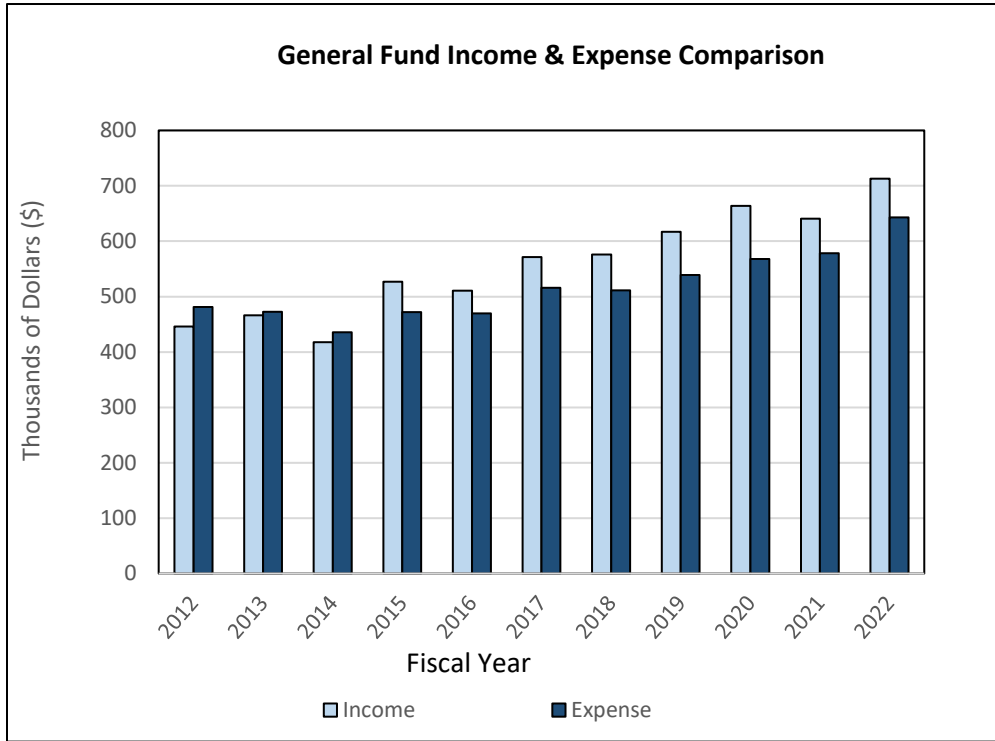
District Name: Benton Soil and Water Conservation District

Other Volunteers						
Column (1) x Column (2) x Column (3) x Column (4) = Column (5)						
Class Code	Job Duty	(1) Est. No. of Vol. per month	(2) No. of Hours per month	(3) No. Of Months per year	(4) OR Min. Wage	(5) Total Estimated Assumed Payroll
8835V	Nursing – V					
8868V	School Professional Employee - V					
9014V	Buildings Operation by Contractor- V					
9015V	Buildings Operation by Owner- V					
9016V	Kiddie Ride Operators - V					
9040V	Hospital - All Others - V					
9052V	Rooming House/Boarding House - V					
9061V	Club NOC- V					
9063V	YMCA/YWCA - All Employees - V					
9064V	Child Day Camp - V					
9079V	Restaurant NOC - V					
9101V	School -All Other Employees - V					
9102V	Park NOC – All Employees – V					
9154V	Theatre Employees NOC - V					
9182V	Athletic Team - Operation - V					
9220V	Cemetery Operations - V					
9349V	School Cafeteria/Kitchen EE's - V					
9366V	Hospital - Cafeteria - V					
9402V	Street and Sewer Cleaning - V					
9410V	Municipal County Employee NOC - V					
9516V	Radio, TV, Video & Audio Equip. - V					
9519V	TV/Radio Install and Repair - V					

BSWCD GRAPHS

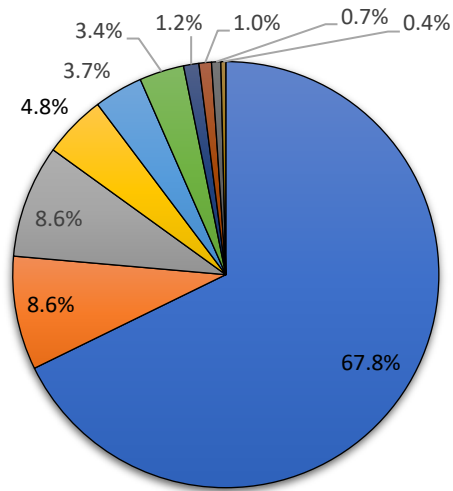
Fiscal Year End (FY 21- 22)

General Fund



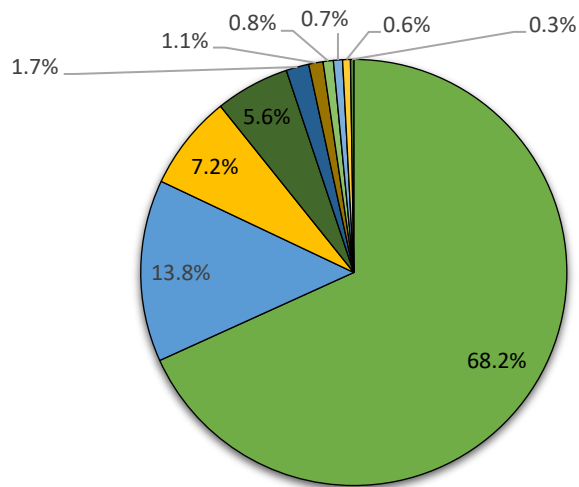
BSWCD GRAPHS
Fiscal Year End (FY 21- 22)

General Fund Income (FY 21-22)



- | | |
|------------------------------|---------------------------------|
| ■ Taxes Levied | ■ ODA Tech, LMA & Scope of Work |
| ■ Lease Financing | ■ Native Plant Sale Income |
| ■ ODA Operations | ■ Transfers In |
| ■ Fee for Services-CREP, SQP | ■ Interest Income |
| ■ BentonPublic Works | ■ Miscellaneous |

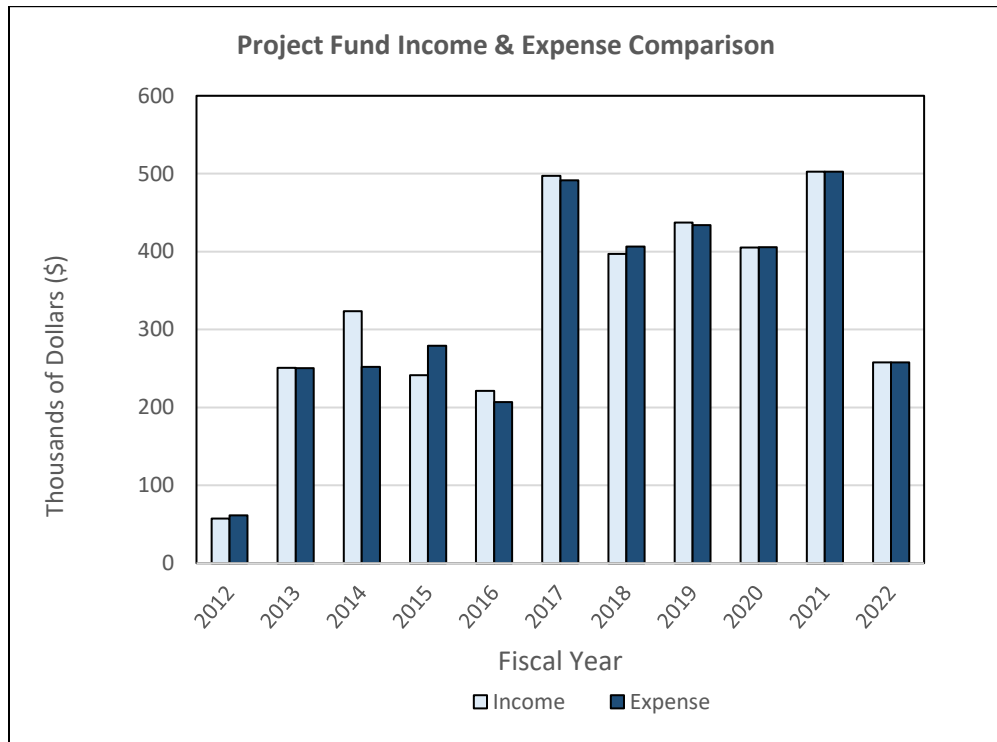
General Fund Expenses (FY 21-22)



- | | |
|---|-----------------------------------|
| ■ Payroll Expenses | ■ Debt Service |
| ■ Contracted & Prof. Services | ■ Community Conservation Programs |
| ■ Meetings, travel, production, ins, Misc | ■ Dues/Subscriptions/Fees |
| ■ Transfers Out | ■ Office Occupancy |
| ■ Supplies & Materials | ■ Conferences & Training |

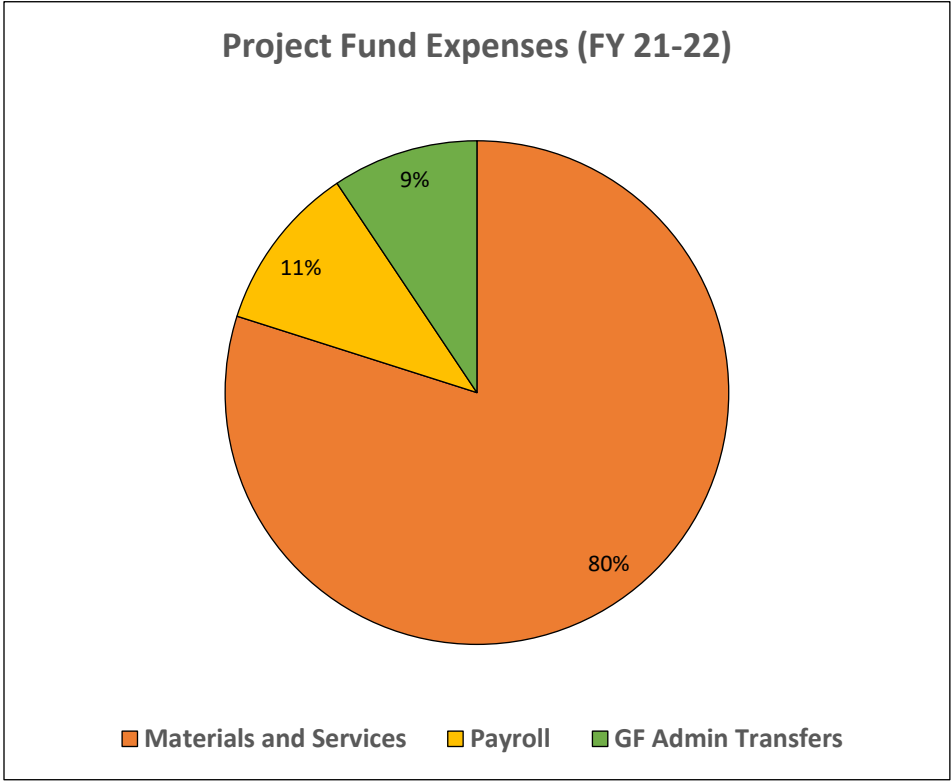
BSWCD GRAPHS Fiscal Year End (FY 21- 22)

PROJECT FUND



Grant	Funded
MMT:20010715 State of River Synthesis	55,213
OWEB:220-8201-17233 Phase 4 FIP	53,409
OWEB:218-8390-17212 Phase 3 FIP	32,869
OWEB:SIA 218-8010-16782	21,765
OWEB:220-3033-17504 J2E	20,467
OWEB:219-9001-19457 NRCS TA	19,215
OSWB:2020-33-010 WRAWM	13,207
MMT:20100515 WR	12,138
OWEB:217-3002-14131 100 AWHP-PE	7,830
Projects:UMC SIA Station 2 Match	7,753
BPA:Phase 4 #2009-012-00	5,142
OSWB:2022-35-014 Purge the Spurge	3,464
Projects:Regen Garden Display	2,941
MMT:19100538 Ludwigia	1,346
OSWB:2022-35-015-20050 WRAWM 8	789
OSWB:2020-33-011 Purge the Spurge	154
Grand Total	257,705

BSWCD GRAPHS
Fiscal Year End (FY 21- 22)



2022-23 Annual Work Plan - Benton SWCD

Goal #1: Ensure that the soil, water, and ecosystems of Benton County, including diverse habitats on wild, working, and urban lands, are protected, restored, and resilient.

Task #	Task	Staff position					
		<i>(Percentages in the columns below show an approximate percentage of time that each position spends on the listed task)</i>					
		RC I	RC II	NRCPM	OM	ED	CCEC
1.1	Soil Health Program Offer soil testing outside of TA grant priority areas; Conduct 5 or more site visits to record landowner resource concerns related to soil health; Follow up visit with soil test results; WVRLC and other urban soil education and outreach	14%					
1.2	ODA Scope of Work Provide technical assistance to landowners: <ul style="list-style-type: none"> • Fifty water quality technical assistance contacts through telephone inquiries, office visits. Track landowner contacts per resource concern. • Forty site visits for WQ technical assistance and promote federal farm programs, AWQMP, GWMA TMDL implementation, Pollution Abatement and Riparian Tax Credit, etc. • Work with four landowners (site visits, evaluating resource concerns and project funding opportunities, secure funding for 2 OWEB small grants and 2 BSWCD CIP funds to resolve agricultural water quality concerns. • Attend compliance site visits with ODA and follow-up • Project management/inspection/verification not covered in other grant agreements • Conservation practices and acres implemented through USDA federal farm programs documented. • Ag Water Quality On-The-Ground Practices Implemented (Outputs) • Communication among staff for reporting and collaboration <i>(These hours are paid through a grant from ODA)</i>	10%	33%				
1.3	Technical Assistance and Workgroup Participation: related to oak/prairie/forest restoration, pollinator habitat, urban water quality, and other habitat issues		4%				

Task		Staff position					
		RC I	RC II	NRCPM	OM	ED	CCEC
1.4	<p>Program Strategy and Development: Pursue growth in Strategic directions: Work with staff to continue integrating climate change into our programs and plans. Work on Equity, Diversity, Inclusion, and Justice (EDIJ) integration into programs and partnerships. Focus on specific programs and projects and better define individual workplans. Make progress on building new programs and expanding some existing programs (wildfire risk reduction, oak habitat, urban, and others)</p>		1%	8%	1%	7%	
1.5	<p>NRCS Conservation Plan certification: Complete plan; achieve certified planner status; update NRCS planner professional development</p>	2%					
1.6	<p>OWEB Technical Assistance Grant in partnership with NRCS: Identify 20 landowners/operators for soil testing on up to 30 fields; recruit and work with interns; facilitate 10-15 soil classification consultations; develop NRCS case files with these components: plan and soils maps, inventory and evaluation information, photos, job sheets for recommended practices. Host three workshop/tours. topics may include reduced tillage, in-field soil health assessment, or other row crop / grass seed / hazelnut concerns; encourage a soil health community through meetings, webinars, and information sharing around cropping systems; encourage and assist landowners with EQIP eligibility process, track expenditures, submit reports and payment requests; final report <i>(All hours funded by the grant)</i></p>	14%					
1.7	<p>Strategic Implementation Area Upper Muddy Creek WQ monitoring; SIA reports and hours to Schmitz; monitoring data entry and analysis; local monitoring team meetings <i>(These hours are paid through our SIA grant)</i></p>	2%					
1.8	<p>Oblong spurge outreach and treatment: Outreach, follow up, Survey, coordinat contractors and ODA staff to treat oblong spurge (A List noxious weed in Oregon). <i>These hours are funded by an OSWB Grant</i></p>			6%			
1.9	<p>Willamette River focused grant implementation: Coordination of 8 grant projects focused on Ludwigia and yellow floating heart treatment, Willamette River monitoring, and relationship building with partners and landowners. Work also includes getting volunteers on the river to support conservation. <i>These hours are funded by 8 grants from OSWB, OWEB, and MMT</i></p>			36%			
1.10	<p>BSWCD Planner meetings (every two weeks) & NRCS check-in meetings (bi-monthly)</p>	3%	2%	3%			

Goal #2: Deliver engaging education and outreach opportunities that inspire residents throughout Benton County to protect and restore soil, water, and habitat.							
	Task	Staff position					
		RC I	RC II	NRCPM	OM	ED	CCEC
2.1	Native Plant Sale (Fall bulb/seed sale AND Native Plant Sale): Coordinate with NPS contractor as well as multiple vendors, order plants, order supplies, assemble and work with NPS Advisory Committee, recruit volunteers, work on site during sale, setup, cleanup after NPS sales. Provide information to clients regarding use of native plants and where and how to plant, setup, cleanup after NPS sales.	6%	2%	5%	1%	3%	2%
2.2	Education and outreach themes: Coordinate with staff to develop themes, and host a workshop, tour, and/or presentation leading up to the 2022 Native Bulb/Seed sale, and 2023 Native Plant Sale.						5%
2.3	Needs Assessment: Identify needs and opportunities for outreach that align with new strategic goals; assist staff with Education and Outreach for their programs.						3%
2.4	Salmon Watch: Work with Linn-Benton Salmon Watch Committee and school representatives to plan, deliver, support, and evaluate the 2022 Linn-Benton Salmon Watch Program in Benton County.						10%
2.5	STEAM Education: With key partners, support the 2022 Lincoln School Bi-lingual STEAM Night.						1%
2.6	Conservation education and outreach: With key partners, deliver conservation education and outreach at a minimum of 4 high priority events such as Natural Areas Celebration Week, Lets Pull Together, and others.						5%
2.7	Community Conservation Grant Program: Manage grant program including funding to 4 local watershed councils; develop funding criteria to evaluate submissions, solicit and evaluate proposals, award and track funding, and review grant reports.						5%

Goal #3: Develop clear, consistent communications so people throughout Benton County can easily participate in Benton SWCD services and take action to steward our resources.						
Task		Staff position				
		RC I	RC II	NRCPM	OM	ED
	Workshops for land managers:					
3.1	Plan and implement workshops. 2 workshops in GWMA, 1 workshop on invasive weeds, 1 other workshop.	3%	9%	1%		
	Community events:					
3.2	Represent District at events and meetings, tabling at events, presentations at partner events, post events to web and board calendar	1%	2%	1%		2% 2%
	Outreach:					
3.3	General outreach on various topics including soil, habitat, weeds, etc.; website updates, blog posts, checking Oregon Invasive Species Hotline for reports, responding to Emails from Community related to invasive weeds. Response to general inquiries by phone or Email.	1%	2%	1%	3%	
	Communications Strategy:					
3.4	Develop, implement, and evaluate communications strategy; assess community conservation needs through an online survey; identify barriers to program participation.					2%
	Participate in conservation:					
3.5	Build stakeholder relationships; encourage public participation in conservation practices; evaluate efforts to ensure desired impact.					3%
	Visibility:					
3.6	Increase BSWCD network and visibility; ensure inclusive messaging and engage diverse audiences; reflect strategic goals in messaging; creatively tell the BSWCD story.					5%
	Digital content:					
3.7	Design, manage, and update digital content using compelling metrics, visual resources, and customer testimonials; manage social media platforms and track community engagement (Facebook, Instagram, Twitter, Blog, YouTube Channel, etc.).					12%

Task		Staff position					
		RC I	RC II	NRCPM	OM	ED	CCEC
3.8	Equity, Diversity, Inclusion, and Justice: Equity Committee, promote EDIJ in programs, policies, and procedures	X	X	X	X	X	X
3.9	Website: Manage and update website; work with staff to develop program content; oversee contract with Abide Web Design.						10%
3.10	Publications and promotional materials: Develop informational publications and promotional materials; create and distribute the FY22 Annual Report, send monthly e-news, develop flyers and invitations for events; create a visually appealing public version of BSWCD's new Strategic Plan 2022-2027.					1%	13%

Goal #4: Enhance our strategic partnerships and revenue to increase Benton SWCD's impact.						
	Task	Staff position				
		RC I	RC II	NRCPM	OM	ED
	Partnership Building and Strengthening:					
4.1	Meetings/phone calls/site visits/project and grant development with key strategic partners including NRCS, Willamette Partnership, ODF, ODFW, Tribes, Watershed Councils, USGS, The Confluence, Benton County Departments, Land Trusts, Linn SWCD, etc		8%	3%		3%
	Strategic Partnerships and Engagement:					
4.2	"Meet and Greet" with external organizations, Lead engagement with OACD, SDAO, OCP, ODA-SWCD Program, SWCC, NRCS Basin Team Leader, The Confluence, etc.					5%
	Gifts/Donations/Bequests:					
4.3	Review and revise policies; Explore working lands easements, gifts of property, relationship with Oregon Agricultural Trust					1%
	Benton CWMA Coordination: plan and chair 2 meetings each year, promote and implement 2 volunteer events, Website updates, Work to establish 3 committees: Field tour, Volunteer event, and Steering			3%		
	Benton County Public Works collaboration:					
4.5	Invasive species management presentations to Benton County Road Crew; volunteer events related to Benton County roadsides. <i>Work funded by Benton County IGA</i>			2%		
	Volunteer program:					
4.6	Recruit and manage volunteers; thank volunteers for their efforts with a volunteer celebration; update volunteer agreements.					1%
	Internship program:					
4.7	Coordinate with staff to initiate develop of an Internship Program that helps create conservation career pathways.			1%		1%
	Grant Funding - Development, Reporting, and Seeking new resources: pursue continued funding for invasive weeds, Willamette River restoration actions, habitat enhancements, farm conservation and efficiency, forest health, and general capacity building. Track grants and monitor the Project Fund Worksheet			8%		2%

Task		Staff position					
		RC I	RC II	NRCPM	OM	ED	CCEC
4.9	<p>Agricultural water quality collaboration: Work with partners, stakeholders, agencies, and organizations.</p> <ul style="list-style-type: none"> Attend 30 meetings to provide agricultural water quality expertise and support project planning that improves water quality Develop one grant targeted to improve water quality. Work with DEQ in the Groundwater Management Area. Work with NRCS to implement EQIP or CSP in the GWMA. Work with partners in the Upper Muddy Creek Strategic Implementation Area grant (provide as match). 		7%				
4.10	<p>Willamette Mainstem Cooperative: Plan and chair 3 meetings each year, Website updates, Coordinate at least one guest presentation</p>			1%			
4.11	<p>ODA scope of work development: Tracking and reporting of task activities and financial information.</p>		7%				
4.12	<p>Agricultural Water Quality Management Area Plan(s): Participate in and provide support to ODA for all biennial reviews of the AWQMPs. Organize and/or attend LAC meetings, communicate with LAC members, area plan review, biennial reviews, accomplishment reports, monitoring reports, note/minute taking, printing and postage, meeting refreshments, meeting location, presentations, tours, recruit LAC members when needed.</p>		4%				

Goal #5: Implement operations that support highly effective programs and services.							
Task		Staff position					
		RC I	RC II	NRCPM	OM	ED	CCEC
5.1	Leadership: Provide leadership and supervision to staff including mentorship and guidance. Work on team building and follow up on retreat outcomes			1%	1%	5%	
5.2	Reviews and Check-ins: Performance Reviews, Quarterly work plan check ins, and informal staff/supervisor check-ins	2%	1%	4%	3%	4%	1%
5.3	Meetings and Planning: Staff meetings, Board Meetings, Annual Meeting, staff reports, safety presentations, annual report, strategic planning check ins, develop FY24 work plans. Take minutes at meetings, provide legal notices to the public, distribute board packets and other information in preparation of meeting.	7%	2%	2%	15%	19%	5%
5.4	Interactions with Board and Committees: Identify and address policy changes, Address roles and responsibilities questions, host Board Committee meetings (PFC), provide info for director elections, support Board recruitment, orientation, and training				1%	1%	
5.5	Policy Development and Management: Draft, review, revise, coordinate approval of directives, policies, procedures. Coordinate legal reviews and revise policies/procedures accordingly.				1%	1%	
5.6	Financial Management: Oversee cash flow, projections, monitoring accounts (LGIP, bank accounts, Stripe, etc.)				1%	1%	
5.7	Fiscal Transactions: Submit, approve, track, report expenditures; make bank deposits; manage changes to signers				17%	1%	
5.8	Contracts: Develop and manage contracts and leases. Coordinate with District support services: IT, accounting, audit, and landlord.			1%	1%	1%	
5.9	Property Tax Levy: Monitor and track monthly turnover reports from Benton County, Track South Corvallis Urban Renewal District					1%	

FY23 Annual Work Plan - Benton SWCD

Task		Staff position					
		RC I	RC II	NRCPM	OM	ED	CCEC
5.10	District Budget: Propose budget, assist budget committee; track budget and prepare resolutions; Communicate with DOR, track changes in Local Budget Law, Address GASB, submit documents to Benton County clerk and tax assessor				2%	10%	
5.11	District Audit: Contract with auditor, compile documents, schedule field work with auditors, meetings, and review draft reports, submit audit to Oregon Secretary of State and ODA				1%	1%	
5.12	Human Resources: Revise and update Employee Handbook and job descriptions; performance reviews and informal check-ins; Recruit and hire new staff and perform orientation and training. Screening and review of candidates for employment.				1%	2%	
5.13	Compensation: Administer Employee Compensation Program (benefits package - medical/dental/vision, retirement, life/disability insurance, EAP, etc.), Monitor pay equity periodically; Develop compensation and benefits package with recommendations for the Board;				2%	3%	
5.14	Payroll: Review employee timesheets; track staff accrual/use of leave, retirement, and health benefit contributions				2%	1%	
5.15	Transition Readiness Plan: Develop succession plan for Executive Director position. Prepare and Implement organizational Transition Readiness Plan (e.g., identify components/tasks, roles & responsibilities).			1%	3%	2%	
5.16	Safety/Risk Management: Conduct Health and Safety/Risk Management Program: safety meetings, training, inspections, records; implement improvements noted in 2022 OSHA consultation report, develop and implement policies and procedures (e.g., OSHA rules)				10%	4%	
5.17	Operational Oversight: Manage District facilities and equipment; purchase office equipment and supplies; develop and maintain Operations Manual				12%		

FY23 Annual Work Plan - Benton SWCD

Task		Staff position					
		RC I	RC II	NRCPM	OM	ED	CCEC
5.18	Compliance: Ensure compliance with OR Dept. of Agriculture SWCD Program: annual work plan, annual report, board documents, hold annual meeting				1%	1%	
5.19	Records: Maintain administrative files, server backups, archives; follow OR and District records retention schedules				6%		
5.20	Collaboration: General staff collaboration - working on communications, special projects as a team	2%					
5.21	Professional Development: Workshops and webinars related to professional interests such as invasive weeds, aquatic biology, forest ecology, GIS, and agricultural biodiversity. Workshops/webinars related to organizational growth such as supervision, budgeting, EDIJ, policy & law, and safety. NRCS related trainings for maintaining planner status and Agricultural Water Quality workshops and training. Trainings from key partners such as OCEAN, SDAO, ODA, OACD, others.	10%	5%	2%	2%	1%	2%
		0.77	0.89	0.9	0.87	0.83	0.88
Leave hours (Annual, Wellness, Holiday)		RC I	RC II	NRCPM	OM	ED	CCEC
HOURS		23%	11%	11%	14%	18%	12%



Benton Soil and Water CONSERVATION DISTRICT

Date: August 31, 2022

To: Benton SWCD Directors

From: Holly Crosson, Executive Director

Re: August 2022 Monthly Report for September Board Packet

STRATEGIC PLANNING (SP), Transition Readiness (TRP), and FY23 Work Plan

- Discussed with staff the alignment of the strategic plan and work plan with monthly staff reports; process for Q1 review of SP in October. (5.18)
- Met with Amy Stork to discuss transition readiness plans and get recommendations on succession planning. (5.15)
- Coordinated transition readiness with Linda; developed a to-do list and transition document to help coordinate ops tasks until we hire a replacement. (5.15)
- Had several meetings with Michael who will have authority when I'm on leave next month. (5.21)

SAFETY/IT

- Attended in-person OSHA-required fire extinguisher training. (5.16)
- Discussed protocol for responsibilities under monthly safety meeting. (5.16)

DEIJ

- Attended Equity Committee meeting (second Tuesday of the month via Zoom). (3.8)

PROGRAMS/PROJECTS/PARTNERSHIPS

- Met with ODA's new WQ Specialist, Olivia Jasper, and followed up on requests. (1.1)
- Met with Deb and Sara about the bulb sale and NPS; developed message to send to Directors/Associates for volunteering at Fall Festival native bulb sale; reviewed Sara's social media posts for sale. (2.1)
- Met at Bald Hill Farm with the Co-Directors of Nesika Wilamut to get an update and discuss partnerships (4.1). <https://www.nesikawilamut.org/news>
- Attended Ethnobotany Field Demonstration in Soap Creek sponsored by the LWC. (4.2) <https://www.luckiamutelwc.org/ethnobotany-demo.html>
- Developed Amendment #2 for Deb Merchant's contract to include some interim administrative and operational duties. (5.8)
- Met with Michael about MMT grant for alternative methods of control for Ludwigia. (1.9)

FISCAL

- FY22 audit field work conducted 8/9 - 8/11. (5.11)
- Met with auditor after field work to address questions. (5.11)
- Coordinated transfer of OWEB ACH deposit administration to Michael. (5.6)
- Tracked ACH deposits for grant payments; distributed reports to Jenny/staff. (5.6)
- Reviewed/authorized/completed/submitted: staff timesheets, payroll, invoices, CIRs (check issuance requests), EFTs (electronic funds transfers) for bill payment, fiscal admin and accounting on grants, journal entry approvals, monthly financial reports, checks, credit card and bank statements, account reconciliations, bank deposits, and LGIP balance. (5.6 & 5.7)
- Held weekly meetings with bookkeeper. (5.8)

PERSONNEL

- Coordinated Workers Comp Annual Audit for SDIS. (5.16)
- Worked with new Communications and Community Engagement Coordinator, Sara Roberts, on orientation to District and CCEC position; introduced Sara to various partners; reviewed conservation education and watershed council grant and Salmon Watch program info. (5.12)
- Coordinated getting new Employee Handbook acknowledgement signatures from staff and had Sara post new version on the website's board pages. (5.12)
- Accepted Linda Lovett's resignation (last day August 25) and had a goodbye lunch to say thanks for her work with the District over the last few years. (5.12)
- Conducted exit interview with Linda. (5.12)
- Met with Linda and Michael to review operational tasks. (5.15)
- Revised Operations Manager job description (position is now called Operations Coordinator); developed recruitment announcement; updated recruitment location spreadsheet for position. (5.12)
- Updated FAQ contact list for staff. (5.19)
- Connected with OneDigital who is taking over for HUB for our benefits and insurance policies; introduced OneDigital online system to staff. (5.13)

BOARD

- Attended the Soil and Water Conservation Commission meeting. (4.2)
- Followed up on open Director seats with Linda and Nate. (5.4)
- Emailed candidates on the ballot a general election letter from ODA to the Benton County Elections Manager. (5.4)
- Sent reminders about campaigning during elections to staff: (5.4)
<https://oda.fyi/CampaigningQuickGuide> and <https://oda.fyi/CampaigningRestrictions>
- Worked on two board resolutions for September meeting and made final comments on heat illness and wildfire smoke policies. (5.5)

Date: August 28, 2022
To: Benton SWCD Directors
From: Michael Ahr
Re: Staff Report for August 2022



In parentheses, note the District workplan goal and task that each item relates to. For example, (1.6) would mean that the item related to task 6 under Goal 1 in the work plan.

Conservation Program Manager

- Held several Native Bulb and Seed sale meetings with Deb Merchant to prepare for the sale (2.1)
- Several check ins with Holly including training on the District Budget and other topics (5.2)
- Attended a quarterly call on Strategic Implementation Areas with ODA and other Districts. Also spent time learning more about the monitoring work we're doing in our SIA by meeting with Teresa and Donna (1.7)
- Met with Cheryl Hummon and our new ODA contact for Ag water quality, Olivia Jasper (1.2)
- Toured Bald Hill Oak release project with 3 staff from Greenbelt Land Trust (4.1)
- Worked with Linda and others on transitions related to Linda's departure (5.15)



Douglas-fir and oak logs from Bald Hill thinning project

Willamette Mainstem Cooperative

- Treatment began with contractors applying herbicide to dense patches of *Ludwigia* at Collins Bay. Some hand pulling at Wapato Cove also occurred, and a patch of yellow floating heart was treated at Lower Kiger Island. Contractors will return for follow up treatment next month. (1.9)
- Surveys for yellow floating heart and *Ludwigia* (1.9)
 - Surveyed Horseshoe Lake in North Albany with Teresa. It was great to get the Benton SWCD canoe back on the water and thanks to Jerry, it was easy to work the pully system where the canoe is stored! We didn't find any yellow floating heart which is great news.

We've treated here in the past, and the site seems to be a success, though we'll keep checking.

- Surveyed the Willamette River between Michael's Landing and Tadena Landing with Willamette Riverkeeper. We're excited that we didn't find new patches of yellow floating heart. We also checked on recent weed treatments at a few of our sites.
- Attended Habitat Technical Team Meeting (1.4)
- Met with Long Tom Watershed Council about a possible presentation related to our work on landowner engagement and using habitat modeling to focus our outreach (3.2)



Ludwigia that has been treated in Collins Bay

Invasive Species Program

- Oblong spurge outreach and visits including hand pulling at 2 sites in town (1.8)
- Attended 4-County CWMA meeting with a focus on Emerald ash borer (1.4, 4.4)
- Met with Jennifer Killian, Corvallis Urban Forester, to discuss the cities approach to emerald ash borer, urban trees, natural areas. We plan to work together to hold a meeting of partners to discuss these approaches in the fall. Overall, there's not very much we can do, but it would be great if partner organizations were sharing similar messages. (1.4)

Other

- EDIJ meetings (3.8)
- Fire extinguisher training (5.16)

Teresa Matteson - Staff Report
July 21 to August 20, 2022

Main Work Plan goal and task addressed by each project indicated in parenthesis, e.g., (1.1, 2.47)



Upper Muddy Creek Water Quality Monitoring (1.7, 1.2)

We have worked with our Local Monitoring Team to identify four sites where monitoring stations are now installed. After nearly three years of procedure writing, we have started collecting water quality data. August was the third month of field work contracted with the Marys River Watershed Council (MRWC). It is a great partnership! Aubrey Cloud and Jazmine Garcia-Lawson, MRWC staff, are both experienced in water-quality monitoring. They provide detailed data from monthly outings and invaluable technical support.

The team collects in-field data and downloads the continuous data to their phone via Bluetooth. They submit digital and hard copies of data sheets to me with links to the

downloaded continuous data. I analyze data based on Oregon Department of Environmental Quality (DEQ) guidelines. I then enter the data into DEQ submission forms. Once I am familiar with the forms, the workload should lighten.

In July, we began tracking the creek water levels to determine if the continuous sensors (sondes) still measure the conditions of the flow. Field audits with hand-held meters provide precision checks for the sondes and give us confidence in data quality. Two sondes have been removed from the creeks due to low water levels; one each in July and August. Now we visit the remaining sites every week to check water levels.



DATE ACTIVITY

- 7/22 Teagan Moran, OSU Small Farms, collaboration potentials
- 7/25 Sarah Miller, Edge Analytical, WQ lab results interpretation
- 7/28 pulled UMC SIC Station 1 sonde—low water level
- 8/1 Storage unit loaned supplies returned
- 8/2 Sarah Miller, Edge Analytical, WQ E.coli levels
- 8/2 ODA meeting to meet Olivia Jasper
- 8/3 Novel Forages, PMC field tour #2
- 8/5 NRCS Urban Ag webinar
- 8/5 Marys River Watershed Council, WQ monitoring meeting
- 8/8 SWV Groundwater Management Area DEQ meeting
- 8/9 Deb Merchant, NPP meeting,
- 8/9 Confluence EDI meeting
- 8/10 Advantage Computing ArcGIS install
- 8/10 Storage inventory for Native Bulb and Seed Sale supplies
- 8/11 Fire Extinguisher training
- 8/12 Horseshoe Lake floating heart scout with M Ahr
- 8/16 BSWCD Planners meeting
- 8/16 Cody Wilson, Pollinator Partnerships meeting

On July 28th, my husband and I visited the UMC SIA sites. We pulled the sonde at Station 1 (see above), which was almost out of the water!

Henkels Conservation Plan (1.5)



It has been helpful for me to work on a conservation plan for Marcella and Mark Henkels. First, I am new to the planner process, so the experience is greatly needed. Secondly, it has helped me better understand Marcella's passion for native plants. Marcella stepped up during the 2022 Native Plant Sale mayhem. Her help was key to the event success. My contribution to her conservation plan is a modest token of my appreciation for her support.

To develop a conservation plan, one visits the property of interest, walks the land with the owner to discuss natural resource issues and goals, while keeping an eye open for any suggestions that may be helpful. The result is a formatted report on the natural resource categories: soil, water, air, plants, animals, humans, and energy. Practice recommendations are added that the landowner may implement to reach their goals and address concerns.

After over 30-years of stewardship, Marcella and Mark know their property well, nurture it with care, and appreciate its abundance of natural resources including legacy oaks (see photo above), an ephemeral creek ravine, native plants, wildlife, and pastures. Their livestock includes turkeys, chickens, goats, and lamb.

Marcella invests about 7 hours each week to the manual management of invasive weeds, including shiny geranium and Armenian blackberry. Marcella and Mark work to improve their oak habitat connectivity and pastures for livestock and wildlife forage. They have planted many BSWCD Native Plant Sale species and experiment with strategies to protect the new plantings from wildlife browse (cages) and weed competition (mulch).

Thank you, Marcella and Mark, for being my conservation partners!



Benton Soil and Water CONSERVATION DISTRICT

Date: August 22, 2022

To: Benton SWCD Directors

From: Sara Roberts, Communications and Community Engagement Coordinator

Re: August 2022 Monthly Report for September 2022 Board Packet

ORIENTATION/ONBOARDING

- Completed Operations orientation checklist with Linda.
- Completed Natural Resources Conservation Program orientation checklist with Michael.
- Began work on Executive Director orientation checklist with Holly - some items pending.
- Reviewed the 2022-2027 Strategic Plan.
- Reviewed the 2022-23 CECC Work Plan.
- Drafted and submitted a bio and picture for the Newsletter.

BSWCD WEBSITE/MAILCHIMP

- Received orientation/updates on website from contractor Deb Merchant.
- Met with Deb Merchant for an overview of Mailchimp.
- Completed website updates including: changing upper banner to announce the Fall plant sale; updating the Employment page; updating the Employee Handbook; and adding my bio and picture to the Staff page.
- Updated Calendar with upcoming BSWCD and partner events (Bulb & Seed Sale, IAE Invasive Species Cook-Off)

FALL NATIVE BULB & SEED SALE

- Identified and delegated upcoming tasks with Deb Merchant.
- With Deb and Michael, determined format and content for seed/bulb package labels
- Updated Order Forms/receipts sheet
- Developing informative tabletop posters featuring pictures of all available plants to display at the sale

LINN-BENTON SALMON WATCH

- Participated in the Volunteer Training on 6/20.
- Met with steering committee team to discuss and divide upcoming tasks

CONSERVATION GRANTS

- Drafted 2022-23 grant application forms for Watershed Councils and community educators - approved by HC 8/24
- Sent application invitations to Benton Co. Watershed Council partners
- Posted community education grant on website, including an announcement



Donna Schmitz
Resource Conservationist

SOW Task	Goals	August 1, 2022 to August 25, 2022
Landowner Engagement	2	Native bulb sale: Met with Deb and Teresa to discuss logistics. Researching Ethnobotany (Indigenous uses) of the native plants for our NPS website information.
Landowners TA	1	TA: Ag water quality compliance (2) riparian and manure, DEQ about complaint visit and followup, native plants (2), invasives (2), <ul style="list-style-type: none"> * J2E River to Ridge Diversity Project: tree/brush cutting/piling logs, invasives control, contract modification, request for funds x1 * 100 Acre Wood Habitat Project: drafting workplan for final vegetation management. * Mitchell Oak and Savanna Restoration Project: Getting bids for fencing and watering facilities. * Horse Island for Clean Water: Submitted Land Use form to Benton County. Submitted application for Flood Plain Activities. Coordinating with landowner on scheduling contractor and payment timelines. Request for funds. * Watenpugh Riparian: coordinating with landowner on funds request timing. * Upper Muddy Creek Strategic Implementation Area: Coordinating with Teresa and Michael on monitoring strategies for e. coli and budget. Contacted landowners about Living on the Land series presented by OSU Small Farms. Working with lab to receive quarterly statements. Contacted Local Monitoring Team for recommendations of replacement members. Worked with Teresa to answer the auditors' questions about the monitoring instruments.
Partnerships	4	<ul style="list-style-type: none"> * Oregon Department of Agriculture: Meeting with new Water Quality Specialist to discuss BSWCD work with agricultural water quality. * Discussions with Michael and Holly regarding use of the additional funds that will be coming from ODA/OWEB for capacity funding. Drafted board budget resolution. Contacted neighboring Districts on sharing costs of county line signs for possible funding. * OWEB/ODA: attended webinar on additional water quality funding for Districts and watershed councils. Application timeline for funds this year is very short. Possible funding for next FY.
Non-ag Upland and urban land	1&4	Oak Creek: working with landowner on oak and riparian habitat restoration. Kings Valley: discussion with landowner on oak restoration and riparian restoration along Vincent Cr. Site visit in September.

management & restoration		
SOW/Capacity grant, training, organizational	5	<ul style="list-style-type: none"> * SOW: attended discussion with ODA regarding Scope of Work reporting with breakout for SIA. Updated quarterly report. * Training: Agricultural Drainage Channel Maintenance Program * Training: OSHA Fire extinguisher training * Worked with NRCS and Advantage Computing to install ArcGIS on machines. * Developed staff report to align with Scope of Work tasks, work plan and strategic plan. * Attended Staff Meetings * Attended planner meetings * Attended Linda's farewell lunch
	3	Met with Sara to talk about programs and communications needs and coordination. Introduced Sara to landowner who is interested in writing blogs and sharing photography.



Natural Resources Conservation Service

District Conservationist Monthly Report – Benton & Linn Counties
September 2022

Announcements:

- **Inflation Reduction Act helping Rural Communities:**

Support for Farmers, Ranchers, and Forest Landowners: The Inflation Reduction Act recognizes the critical role that America's farmers, ranchers, and forest landowners play in addressing the climate crisis. The law will: Invest in helping farmers, ranchers, and forest landowners deploy climate-smart practices that will reduce greenhouse gas emissions, increase storage of carbon in soils and trees, and make their operations more productive. Support innovative, cost-effective ways to measure and verify climate benefits, including through USDA's Environmental Quality Incentives Program, Conservation Stewardship Program, Agricultural Conservation Easement Program, Regional Conservation Partnership Program, and Conservation Technical Assistance. Help up to 280,000 farmers and ranchers apply conservation to approximately 125 million acres of land.

Strengthening the Resilience of Rural Lands to Climate Impacts: The Inflation Reduction Act protects communities from the risks of wildfires and make public and private lands more resilient in the face of climate change. These investments will help: Protect 1.8 million acres of National Forest System Lands from wildfire and restore an additional 550,000 acres of federal lands. Increase climate resilience of forests on 280,000 acres of non-federal land, support conservation easements on 475,000 private acres, and prepare management plans for an additional 1,500,000 private acres. Strengthen habitats and infrastructure to withstand climate-induced extreme weather events in our National Parks, National Wildlife Refuges and across our public lands. Address the long-term drought conditions that are afflicting large swaths of rural America.

- NRCS is always accepting applications for all programs
 - Environmental Quality Incentive Program (EQIP)
 - **Application Deadline November 18th, 2022**
 - Conservation Incentive Contract (CIC)
 - TBD – Spring 2023
 - Conservation Stewardship Program (CSP)
 - TBD – Spring 2023
 - Agricultural Conservation Easement Program (ACEP)
 - Ag Land Easement (ALE) – TBD
 - Wetland Reserve Easements (WRE) – TBD
 - Regional Conservation Partnership Program (RCPP)
 - **Nutrient Management Grants Deadline October 31, 2022**
 - Conservation Innovation Grants (CIG)
 - TBD
- What's available in **Benton** County?
 - https://www.nrcs.usda.gov/wps/portal/nrcs/detail/or/programs/?cid=nrcs142p2_044055
- What's available in **Linn** County?
 - https://www.nrcs.usda.gov/wps/portal/nrcs/detail/or/programs/?cid=nrcs142p2_044058



United States Department of Agriculture

- NRCS Tangent Field Office – End of FY2022 Report
 - Benton County:
 - EQIP – Forest, Oak, Hazelnut, HighTunnel, Organic, Pasture
 - 9 Contracts; \$683,000; 616 acres
 - Linn County:
 - EQIP – Forest, Oak, Hazelnut, HighTunnel, Organic, Pasture
 - 11 Contracts; \$259,000; 242 acres
 - CSP – Cropland
 - 1 Contract; \$22,000; 40 acres

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

- Would you like to be added to my Benton/Linn list serv for USDA announcements using **GovDelivery**? If so, send me an email amy.kaiser@usda.gov. You'll receive my monthly District Conservationist Report with program deadlines and the latest opportunities available.