

Monday, February 8, 2021; 6:00-7:00 PM
 Zoom Video Conference: <https://zoom.us/join>
 Phone: 1-669-900-6833
 Meeting ID: 844 6825 0202
 Passcode: 640956



BOARD OF DIRECTORS MEETING AGENDA

1. Deliver Adaptive Programs and Strengthen Partnerships

Address natural resource issues and build partnerships that promote conservation.

2. Effectively Spread Our Message

Inform residents of the services available to them.

3. Strengthen Our Capacity

Responsibly manage District resources, increase our ability to serve our community, and maintain a knowledgeable and dedicated Board and staff.

4. Diversity, Equity, and Inclusion (DEI)

Apply an equity lens to all BSWCD policies, practices, procedures, and programs. Remove barriers to access and provide opportunities for all members of our community.

Goal	Item	Lead	Time	ACTION
	Call to Order, Introductions, Public Comments, Announcements, Additions to Agenda	<i>Yoshihara</i>	6:00	
	CONSENT AGENDA	<i>Yoshihara</i>	6:02	ACTION
3	Approve draft Minutes – January 11, 2021			
3	Approve Financials (12/31/20)			
1, 2, 3	Adopt Budget Resolution FY2020-2021-14. Add \$14,889 from OWEB Small Grant #09-20-003 for Riparian Buffer Access Control			
1, 2, 3	Approve staff telework stipend (\$75) for February 2021			
1, 2, 3, 4	Appoint Ed Easterling to the FY2022 Budget Committee for a three-year term			
3	Approve FY2021-2022 Budget Calendar			
	REGULAR AGENDA	<i>Yoshihara</i>	6:03	
2, 3	<i>NRCS/Staff Reports (Kaiser, Crosson, Schmitz, Matteson, Keirstead, Lovett) – 10 minutes</i>		6:03	
2, 3	Director Reports (5 minutes)		6:13	
1, 2, 3, 4	Website overhaul questionnaire and discussion (20 minutes)	<i>Keirstead</i>	6:18	
1, 2, 3, 4	Six-month Financial Review for FY21 (10 minutes)	<i>Crosson</i>	6:38	
1, 2, 3, 4	Confluence Update (12 minutes)	<i>Paul, Crosson, Keirstead</i>	6:48	
	Meeting Adjourned	<i>Yoshihara</i>	7:00	

Continued →

BSWCD Board and Outreach Events (subject to change)		
Date/Time	Event	Location
February 11-13, 9 am – 3 pm (by appointment)	Native Plant Sale Pick-up Event	Davis Family Farm, Corvallis
February 18-26 (various times—see schedule)	ODA SWCD Training Week	Go-To-Meeting link: https://global.gotomeeting.com/join/409125277 Dial in by phone: US (Toll Free): 1 877 309 2073 Access Code: 409-125-277
March 8, 6 – 7 pm	BSWCD Monthly Board Meeting	Zoom

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

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



Benton Soil and Water CONSERVATION DISTRICT

Benton Soil and Water Conservation District Directory

456 SW Monroe Ave., Suite 110 Corvallis, OR 97333

Phone: (541) 753-7208

Directors	Term Ends	Zone	Address	Email	Phone
Faye Yoshihara Chair	2024	2	37461 Soap Creek Rd Corvallis, OR 97330	fayeswcd@gmail.com	(h) 541-730-3797 (c) 503-358-3871
Bob Morris Vice Chair	2024	At Large 1	2265 NW Brownly Hts. Dr Corvallis, OR 97330	drbob1046@gmail.com	(c) 505-239-6641
Jerry Paul Treasurer	2024	3	1255 NW Highland Dell Dr Corvallis, OR 97330	jlpaul2006@msn.com	(h) 541-745-3934 (c) 541-740-6348
Grahm Trask Secretary	2022	4	PO Box 1478 Corvallis, OR 97339	grahmtrask@gmail.com	(c) 541-231-4225
Henry Storch	2022	1	23990 Gellatly Way Philomath, OR 97370	storchfarrier@gmail.com	(c) 541-760-8266
Kerry Hastings	2022	5	24027 Hawley Creek Rd Monroe, OR 97456	mikeandkerryhastings@me.com	(c) 317-800-1873
Eliza Mason	2024	At Large 2	301 N 10th St Monroe, OR 97456	lilliputopia@gmail.com	(c) 619-985-4607

Associate Directors

	Address	Email	Phone
Rana Foster	980 SE Mason Place Corvallis, OR 97333	tweet37@juno.com	(h) 541-753-7944
Marcella Henkels	7540 NE Pettibone Dr Corvallis, OR 97330	corvallisHenkels@msn.com	(h) 541-760-6970
Nate Johnson	6910 SW Plymouth Dr Corvallis, OR 97333	natojohnson@icloud.com	(c) 971-409-8009

Student Associate Director

Sierra Linnan Smith	1218 SE Marshland Ave Corvallis, OR 97333	smitsier@oregonstate.edu	(c) 503-477-0372
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Benton Soil and Water CONSERVATION DISTRICT

Benton Soil and Water Conservation District Directory

456 SW Monroe Ave., Suite 110 Corvallis, OR 97333

Phone: (541) 753-7208

BSWCD Employees	Title	Email	Phone
Holly Crosson	Executive Director	hcrosson@bentonswcd.org	(o) 541-753-7208 ext. 203 (cell) 541-231-2522
Donna Schmitz	Resource Conservationist	dschmitz@bentonswcd.org	(o) 541-753-7208 ext. 201
Teresa Matteson	Resource Conservationist	tmatteson@bentonswcd.org	(o) 541-753-7208 ext. 204
Heath Keirstead	Communications and Community Engagement Manager	hkeirstead@bentonswcd.org	(o) 541-753-7208 ext. 205
Linda Lovett	Operations Manager	llovett@bentonswcd.org	(o) 541-753-7208 ext. 200 (cell) 541-231-2615
NRCS Employees	Title	Email	Phone
Amy Kaiser	NRCS District Conservationist	amy.kaiser@or.usda.gov	(o) 541-801-2671



**Benton Soil and Water
CONSERVATION DISTRICT**

456 SW Monroe Avenue Suite 110 Corvallis, OR 97333 • 1-541-753-7208

Staff Contact List for Frequently Asked Questions and Program Inquiries

Holly Crosson x203	Donna Schmitz x201	Teresa Matteson x204	Heath Keirstead x205	Vacant x202	Linda Lovett x200
Executive Director	Resource Conservationist	Resource Conservationist	Communications and Community Engagement Manager	River Restoration and Invasive Species Program Coordinator	Operations Manager
hcrosson@bentonswcd.org	dschmitz@bentonswcd.org	tmatteson@bentonswcd.org	heathk@bentonswcd.org		llovett@benton swcd.org
Contact For	Contact For	Contact For	Contact For	Contact For	Contact For
Operations	Water quality and quantity	Soil	youth education	Willamette Mainstem Cooperative	Staff and Director Contact Information
Finance, Budget, Audit	Surface and Groundwater (wells)	Soil Health	native plant sale	Benton County CWMA	General District Information
Strategic Planning, Mission	Soil: maps / erosion control	Adult Education events	bulb sale	Willamette River/Watersheds	General Event Information
District Policies and Procedures	wildlife habitat restoration	Composting	outreach requests (general)	Invasives	General Policies/Procedures
Legal Compliance	Oak savanna, woodlands	WV Regenerative Landscape Coalition	Bee Buddies	Willamette FIP Projects	Payroll Schedule and Employee Data
Risk Management	upland and wetland restoration	Student internships	pollinators	ODA OSWB Grants	Coordinate Board Signatures on Checks
District Programs	riparian /stream restoration	Native Plant Sale Volunteers	website	Aquatic invasives	Petty Cash/ bank deposits
HR/Personnel, Employee Compensation	Conservation Reserve Enhancement Program (CREP)	ODA Strategic Implementation Area	mailing lists (anyone can help)	Love your River events	Donations
Grants, Contracts and Agreements	land management		District DEI	Let's Pull Together events	Supplies and Equipment Inventory
Authorized District Signatory	pasture & manure management		The Confluence DEI		Non-Grant Event/ Meeting Catering
The Confluence collaborative	OWEB landowner grants		misc. sales/merchandise		Personnel files
Willamette River Network	District landowner grants		Secondary for Invasive Spp Qs		Record Keeping / Public Records
OR Association of Conservation Districts	Federal farm programs		Conservation Education grants		Safety Officer/ OSHA
OR Agricultural Heritage Program	permits		Summer Ag Inst. Scholarship		Board Elections
	ODA agricultural pollution complaints		blog posts		Board Training
	native and invasive plants		Using the web soil survey (not primary)		Board Meetings and Packets
	ODA Strategic implementation Area		publications		Budget Committee Meetings and Packets
	Forestry and agroforestry		newsletters		Order Business cards
	Aerial photos, vegetation, taxlots maps		Watershed Council support		
			MMT grant # 18040175		
			design and modify business cards		

Monday, January 11, 2021; 6:00-6:55 PM
 Zoom Video Conference: <https://zoom.us/join>
 Phone: 1-669-900-6833
 Meeting ID: 835 8265 4887
 Passcode: 723661



BSWCD ANNUAL MEETING MINUTES

The Benton Soil and Water Conservation District held its Annual Meeting on Monday, January 11, 2021 from 6:00-6:55 p.m. via Zoom video conferencing. The purpose of the meeting was to present the annual report and audit for the fiscal year ending June 30, 2020. The theme of the meeting was what we can do to help birds. Approximately 45 people attended the meeting.

A regular Board meeting was held immediately after the annual meeting.

ANNUAL MEETING AGENDA

Time	Speaker	Topic
6:00-6:10 PM	BSWCD Staff introduce Conservation Neighbors	Slideshow while people enter (21 Conservation Neighbor highlights)
6:10-6:20 PM	BSWCD Staff	Staff introduce themselves, Faye Yoshihara (board chair) covers financials/annual report
6:20-6:40 PM	Guest blogger, Lauren Pharr	What we can do to help birds
6:40-6:50 PM	Lauren Pharr	Q&A
6:50-6:55 PM	Faye Yoshihara	Closing Comments and Adjourn
6:55-7:00 PM		Break before Board Meeting

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



BOARD OF DIRECTORS MEETING MINUTES

In Attendance

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

Board Members Absent:

Associate Directors Present: Sierra Linnan Smith, Rana Foster

Associate Directors Absent:

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

Others Present: Marcella Henkels, Kerry Hastings, Nate Johnson (public), Amy Kaiser/NRCS

Others Absent: Eric Nusbaum/ODA

Call to Order

[Yoshihara] 7:07 pm

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

None

Oath of Office: Faye Yoshihara

Graham Trask administered Oath of Office to Faye. Prior to the meeting, Linda emailed Faye the Oath of Office form to sign and return.

Oath of Office: Eliza Mason, Bob Morris, Jerry Paul, Henry Storch

Faye Yoshihara administered the Oath of Office to Eliza, Bob, Jerry, and Henry. Prior to the meeting, Linda mailed all of them the Oath of Office form to sign and return.

Appoint Kerry Hastings Zone 5 Director

MOTION/2nd: Trask/Morris (Unanimous 6/6)

Faye Yoshihara administered the Oath of Office to Kerry. Prior to the meeting, Linda mailed Kerry the Oath of Office form to sign and return.

Appoint Marcella Henkels and Nate Johnson as Associate Directors

MOTION/2nd: Paul/Mason (Unanimous 6/6)

Nate introduced himself since he was unable to attend the December meeting. He and his wife manage Sunbow Produce. He has worked with Teresa on soil sampling and nutrient management and with Jerry on mason bees.

CONSENT AGENDA

- **Approve draft board meeting Minutes – December, 2020;** Discussion: Faye noted a correction to change Rana to present; she attended by phone.
- **Approve Financials (11/30/20);** Discussion: none
- **Adopt updated Employee Handbook (from November board decision);** Discussion: none
- **Adopt Budget Resolution FY2020-2021-11. Add Coronavirus Relief Fund (CRF) reimbursement funds (\$2,953.02; DAS grant #1435) to General Fund;** Discussion: none
- **Adopt Budget Resolution FY2020-2021-12. Add \$70,164 to the Project Fund for MMT grant #20100515 Mainstem Willamette River restoration opportunities & strategies;** Discussion: none
- **Adopt Budget Resolution FY2020-2021-13. Appropriation Transfer for Grant #218-8390-17212 WFIP Effectiveness Monitoring;** Discussion: none
- **Staff telework stipend (\$75) for January 2021;** Discussion: none

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

- **Adopt COVID Exposure Risk Assessment; Infection Control Plan; Exposure Notification Policy; Decision Matrix;**
Discussion: none

MOTION to approve Consent Agenda with correction to minutes/2nd: Morris/Storch (Unanimous 6/6)

REGULAR AGENDA

Shall the District remain a core Partner in The Confluence? (If vote is no, go to next questions)

Faye opened the floor to comments and questions based on information previously sent out. Seeking a robust discussion, including input from staff. Key issues discussed included:

- **Building permitting, progress, and capital and operational costs.** Jerry did not have new information but thought some of these might be discussed at the next Confluence Steering Committee meeting on January 21st. Cost estimates are likely to take another 4-6 months. Holly said the only answers the District has received have been from our attorney and from other shared space initiatives about the limits to our role as a local government entity.
- **Timing of vote.** Faye noted that we are at a strategic juncture because of legal aspects—our attorney said we cannot join a 501c3 or fundraise for other organizations, plus our lease is up in June. This separates the decision from exploring other types of partnership. Jerry added that it would be unfair to the other Confluence members to delay our decision. Holly said we will not have more information that will help the board decide for at least three months. We may end up paying for things we will not be able to use later.
- **Staff input.** Board members were interested in staff opinions, especially considering how long some have worked with The Confluence. Heath read an earlier email response: “As long as we can continue our strong and growing partnership with the group, it doesn't matter to me about how we are attached.” Linda shared her successful experience with MOUs and other collaborative agreements as a representative of the City of Corvallis on the Corvallis Sustainability Coalition Steering Committee.
- **Alternatives to Core Partnership.** Holly said the District remains committed to The Confluence, but we know more now about how our status as a municipal corporation challenges our ability to participate as a core member. We still want to be highly involved and work in the building but need to limit risk to the District. Our partnership is strong with The Confluence group, so we think the other organizations will work with us. We might need to formalize it in a written agreement. Jerry said we can write what we want into an MOU. The value of partnership is that you can have different levels of engagement.

MOTION/2nd: Morris/Mason (Roll call vote: Yes – none; No – Bob, Eliza, Henry, Jerry, Graham, Kerry, Faye)

Shall the District explore tenant options with The Confluence partnership to maintain affordable physical office space in the building (might be lower square footage)?

Holly wants the District to have office space in the building, but because we don't know how much it will cost, we don't know how much space that will be. Faye said there are a range of options—could be one or two offices that staff share to offices for everyone. She would like the District to be visible to people when they walk into the building. Kerry suggested renting space close by, within walking distance.

MOTION/2nd: Morris/Mason (Roll call vote: Yes –Bob, Eliza, Henry, Jerry, Graham, Kerry, Faye; No –none)

Shall the District engage with The Confluence using alternative agreement options (Contracts/MOUs/MOAs)?

Henry asked if we could reword the question to include memberships. He wants to communicate to The Confluence that we still want a high level of engagement. Holly explained that The Confluence non-profit has not officially formed yet. The 501c3 application has not been submitted. Also, the Confluence Steering Committee has not yet decided whether a formal “membership” in the Confluence organization is something they will establish. An MOU may be a way to do membership. Kerry suggested adding “such as contracts, MOUs, MOAs, or other mechanisms that may become available.” The question was revised to: **Shall the District engage with The Confluence using alternative agreements such as contracts, MOUs, MOAs, or other mechanisms that may become available?**

MOTION/2nd: Storch/Hastings (Roll call vote: Yes – Henry, Kerry, Jerry, Graham, Bob, Eliza, Faye; No –none)

Meeting Adjourned

[Yoshihara] 8:16 pm

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

Benton SWCD Board Meeting

February 8, 2021

Financial Report

Period ending December 31, 2020

The closing balance in our Oregon LGIP account was \$1,067,282.71, dividend paid was \$677.25. The Fiscal YTD dividend paid was \$3,512.87. Our average monthly balance has been \$1,066,147.64, with a monthly distribution yield of 0.75%. The previous month's balance was \$1,061,648.88. We received another payment of \$4,956.58 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 \$131,777.38. The previous month's balance was \$177,949.50.

Charges to the Credit Card account were \$1,043.32. These were verified and reconciled. The previous month's charges were \$1,098.94.

The Stripe account was reconciled. The starting balance was \$426.77, the net activity was \$1,497.00 less fees of -51.75 and bank payout of \$ -835.63, leaving an end-of-month balance of \$1,036.39.

Respectfully submitted,



Jerry Paul, Treasurer

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

	Dec 31, 20	Dec 31, 19	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
10100 - Citizens Bank	121,525.13	104,525.93	16,999.20
10150 - Citizens Bank #2	5,886.81	5,514.73	372.08
10200 - LGIP	1,071,978.56	846,716.21	225,262.35
10300 - Stripe	1,036.39	105.62	930.77
10800 - Petty Cash	24.00	24.00	0.00
Total Checking/Savings	1,200,450.89	956,886.49	243,564.40
Accounts Receivable			
11000 - Accounts Receivable	0.00	19,669.95	-19,669.95
11400 - Grants Receivable	70,122.47	25,575.37	44,547.10
Total Accounts Receivable	70,122.47	45,245.32	24,877.15
Other Current Assets			
100-1050 CashDue to/from Bld Fnd	-93,200.00	-88,200.00	-5,000.00
100-1500 Due to/from Proj Fund	-210,171.93	-121,884.13	-88,287.80
200-1080 CashDue to/from Gen Fnd	210,171.93	121,884.13	88,287.80
400-1505 Due to/from BR Fund	93,200.00	88,200.00	5,000.00
12800 - Payroll Advance	0.00	50.00	-50.00
13000 - Prepaid expenses-Audit	6,651.42	6,884.29	-232.87
Total Other Current Assets	6,651.42	6,934.29	-282.87
Total Current Assets	1,277,224.78	1,009,066.10	268,158.68
Other Assets			
18400 - Property Tax Receivable-Audit	10,528.00	10,187.00	341.00
Total Other Assets	10,528.00	10,187.00	341.00
TOTAL ASSETS	1,287,752.78	1,019,253.10	268,499.68
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
20000 - General Accounts Payable	1,600.14	919.30	680.84
20100 - Project Accts Payable	13,090.38	0.00	13,090.38
Total Accounts Payable	14,690.52	919.30	13,771.22
Credit Cards			
22000 - CITIZENS BANK MASTER CARD			
22150 - Laura's CC - 4777	0.00	187.29	-187.29
22200 - Holly's CC - 2995	418.99	451.19	-32.20
22300 - Donna's CC - 3001	349.97	0.00	349.97
22400 - Teresa's CC - 3019	124.99	0.00	124.99
22500 - Heath's CC - 3027	297.40	36.99	260.41
22520 - Linda's CC - 5980	101.94	534.12	-432.18
Total 22000 - CITIZENS BANK MASTER CARD	1,293.29	1,209.59	83.70
Total Credit Cards	1,293.29	1,209.59	83.70
Other Current Liabilities			

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

	Dec 31, 20	Dec 31, 19	\$ Change
24000 · PAYROLL LIABILITIES			
24010 · 941 Account	5,747.20	6,505.48	-758.28
24020 · Oregon Withholding	1,502.00	1,661.00	-159.00
24030 · OR-WBF SUTA	280.16	976.87	-696.71
24040 · Medical Employee	856.04	0.00	856.04
24050 · Medical Employer	4,055.95	0.00	4,055.95
24060 · 457b Contributions	3,171.95	0.00	3,171.95
Total 24000 · PAYROLL LIABILITIES	15,613.30	9,143.35	6,469.95
25800 · Deferred Revenue Grants-Audit	231,157.76	123,272.34	107,885.42
25850 · Deferred Revenue - NPS Presales	24,629.68	0.00	24,629.68
Total Other Current Liabilities	271,400.74	132,415.69	138,985.05
Total Current Liabilities	287,384.55	134,544.58	152,839.97
Long Term Liabilities			
27050 · Deferred Revenue Taxes -Audit	8,440.09	7,779.09	661.00
Total Long Term Liabilities	8,440.09	7,779.09	661.00
Total Liabilities	295,824.64	142,323.67	153,500.97
Equity			
31100 · Building Reserve Fund Balance	93,200.00	88,200.00	5,000.00
31200 · Project Fund Balance	10,210.00	10,421.00	-211.00
32000 · General Fund Balance	604,005.70	507,799.01	96,206.69
Net Income	284,512.44	270,509.42	14,003.02
Total Equity	991,928.14	876,929.43	114,998.71
TOTAL LIABILITIES & EQUITY	1,287,752.78	1,019,253.10	268,499.68

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

	Building Reserve	General Fund	Project Fund	TOTAL
Ordinary Income/Expense				
Income				
43300 · Grant/Project Administration	0.00	0.00	157,000.75	157,000.75
44535 · Taxes Levied	0.00	437,983.08	0.00	437,983.08
44540 · ODA Operations	0.00	24,994.75	0.00	24,994.75
44545 · ODA Tech, LMA & Scope of Work	0.00	43,741.89	0.00	43,741.89
45000 · Interest Income	0.00	3,628.31	0.00	3,628.31
46430 · MISCELLANEOUS	0.00	7,496.55	0.00	7,496.55
47200 · CREP, SQP-Fee for Services	0.00	7,248.00	0.00	7,248.00
47400 · Native Plant Sale Income	0.00	2,474.00	0.00	2,474.00
48000 · TRANSFERS IN	10,000.00	13,752.40	0.00	23,752.40
Total Income	10,000.00	541,318.98	157,000.75	708,319.73
Gross Profit	10,000.00	541,318.98	157,000.75	708,319.73
Expense				
60000 · MATERIALS & SERVICES	0.00	66,388.77	0.00	66,388.77
66000 · PAYROLL EXPENSES	0.00	190,417.77	34,279.23	224,697.00
68000 · PROJECTS-SVC-SUPP-MATERIALS	0.00	0.00	108,969.12	108,969.12
69400 · TRANSFERS OUT	0.00	10,000.00	13,752.40	23,752.40
Total Expense	0.00	266,806.54	157,000.75	423,807.29
Net Ordinary Income	10,000.00	274,512.44	0.00	284,512.44
Net Income	10,000.00	274,512.44	0.00	284,512.44

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

	Building Reserve	General Fund	Project Fund	TOTAL
Ordinary Income/Expense				
Income				
43300 · Grant/Project Administration	0.00	0.00	157,000.75	157,000.75
44535 · Taxes Levied	0.00	437,983.08	0.00	437,983.08
44540 · ODA Operations	0.00	24,994.75	0.00	24,994.75
44545 · ODA Tech, LMA & Scope of Work	0.00	43,741.89	0.00	43,741.89
45000 · Interest Income	0.00	3,628.31	0.00	3,628.31
46430 · MISCELLANEOUS				
46432 · Contributions	0.00	250.00	0.00	250.00
46440 · Refunds and Reimbursements	0.00	7,246.55	0.00	7,246.55
Total 46430 · MISCELLANEOUS	0.00	7,496.55	0.00	7,496.55
47200 · CREP, SQP-Fee for Services	0.00	7,248.00	0.00	7,248.00
47400 · Native Plant Sale Income	0.00	2,474.00	0.00	2,474.00
48000 · TRANSFERS IN				
48100 · Building Reserve Fund	10,000.00	0.00	0.00	10,000.00
48400 · Transfer Admin from Project Fd	0.00	13,752.40	0.00	13,752.40
Total 48000 · TRANSFERS IN	10,000.00	13,752.40	0.00	23,752.40
Total Income	10,000.00	541,318.98	157,000.75	708,319.73
Gross Profit	10,000.00	541,318.98	157,000.75	708,319.73
Expense				
60000 · MATERIALS & SERVICES				
61300 · CONFERENCES AND TRAINING				
61330 · Registration	0.00	2,050.00	0.00	2,050.00
61340 · Training and Education Materiz	0.00	199.96	0.00	199.96
Total 61300 · CONFERENCES AND TRAINI	0.00	2,249.96	0.00	2,249.96
61500 · COMMUNITY CONSERVATION PROGRAMS				
61510 · Conservation Education (Youth)	0.00	1,500.00	0.00	1,500.00
61520 · Conservation Incentive Progra	0.00	769.70	0.00	769.70
61530 · Invasives Program	0.00	233.04	0.00	233.04
61540 · Native Plant Sale	0.00	1,565.89	0.00	1,565.89
61570 · Soil Quality Program	0.00	336.49	0.00	336.49
61585 · Conservation Leadership - EDI	0.00	60.00	0.00	60.00
Total 61500 · COMMUNITY CONSERVATIO	0.00	4,465.12	0.00	4,465.12
62100 · CONTRACTED AND PROF SERVICES				
62115 · Audit	0.00	4,750.00	0.00	4,750.00
62120 · Computer Support	0.00	600.60	0.00	600.60
62130 · PROFESSIONAL SERVICES				
62140 · Legal	0.00	2,050.00	0.00	2,050.00
62150 · Accounting	0.00	10,701.96	0.00	10,701.96
62170 · Web Design, Logo - Market	0.00	388.00	0.00	388.00
Total 62130 · PROFESSIONAL SERVIC	0.00	13,139.96	0.00	13,139.96
Total 62100 · CONTRACTED AND PROF SI	0.00	18,490.56	0.00	18,490.56
62300 · Dues/Subscriptions/Fees	0.00	4,932.92	0.00	4,932.92

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

	Building Reserve	General Fund	Project Fund	TOTAL
62800 · OFFICE OCCUPANCY				
62810 · Alarm & Janitorial Services	0.00	886.24	0.00	886.24
62820 · Rent & Parking	0.00	23,181.62	0.00	23,181.62
62830 · Utilities	0.00	6,087.99	0.00	6,087.99
Total 62800 · OFFICE OCCUPANCY	0.00	30,155.85	0.00	30,155.85
65000 · SUPPLIES AND MATERIALS				
65010 · COPIER AND SUPPLIES				
65012 · Copies	0.00	376.45	0.00	376.45
65014 · Lease	0.00	1,017.50	0.00	1,017.50
Total 65010 · COPIER AND SUPPLIES	0.00	1,393.95	0.00	1,393.95
65020 · Equipment	0.00	189.99	0.00	189.99
65030 · Office Supplies	0.00	707.51	0.00	707.51
65040 · Postage	0.00	176.04	0.00	176.04
65050 · Software/Computer Accessorie	0.00	429.97	0.00	429.97
Total 65000 · SUPPLIES AND MATERIALS	0.00	2,897.46	0.00	2,897.46
65110 · PRODUCTION COSTS				
65112 · Advertising and Website	0.00	275.84	0.00	275.84
65116 · Newsletters	0.00	293.39	0.00	293.39
65118 · Publications	0.00	325.00	0.00	325.00
Total 65110 · PRODUCTION COSTS	0.00	894.23	0.00	894.23
65120 · Insurance & Fidelity Bond	0.00	1,919.13	0.00	1,919.13
65160 · Miscellaneous	0.00	75.00	0.00	75.00
65320 · Mileage/travel related expenses	0.00	250.60	0.00	250.60
65400 · Meetings & Events	0.00	57.94	0.00	57.94
Total 60000 · MATERIALS & SERVICES	0.00	66,388.77	0.00	66,388.77
66000 · PAYROLL EXPENSES				
66200 · Wages	0.00	146,479.52	25,840.69	172,320.21
66410 · Health, Dental & Life Insurance	0.00	23,051.98	4,644.39	27,696.37
66420 · Retirement	0.00	9,487.13	1,726.44	11,213.57
66500 · Payroll Taxes				
66510 · FICA Employer	0.00	10,844.22	1,945.34	12,789.56
66520 · SUTA	0.00	427.15	112.18	539.33
66530 · OR-WBF	0.00	46.77	10.19	56.96
Total 66500 · Payroll Taxes	0.00	11,318.14	2,067.71	13,385.85
66800 · Fees	0.00	81.00	0.00	81.00
Total 66000 · PAYROLL EXPENSES	0.00	190,417.77	34,279.23	224,697.00
68000 · PROJECTS-SVC-SUPP-MATERIALS				
68010 · Project Contracted Services	0.00	0.00	107,648.55	107,648.55
68020 · Project Mileage & Travel	0.00	0.00	820.57	820.57
68040 · Project Supplies & Materials	0.00	0.00	500.00	500.00
Total 68000 · PROJECTS-SVC-SUPP-MATERIA/	0.00	0.00	108,969.12	108,969.12
69400 · TRANSFERS OUT				
69410 · Trf GF to Building Reserve Fd	0.00	10,000.00	0.00	10,000.00

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

	Building Reserve	General Fund	Project Fund	TOTAL
69440 - Trf PF to General Fund	0.00	0.00	13,752.40	13,752.40
Total 69400 - TRANSFERS OUT	0.00	10,000.00	13,752.40	23,752.40
Total Expense	0.00	266,806.54	157,000.75	423,807.29
Net Ordinary Income	10,000.00	274,512.44	0.00	284,512.44
Net Income	10,000.00	274,512.44	0.00	284,512.44

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

	Jul - Dec 20	Jul - Dec 19	\$ Change
Ordinary Income/Expense			
Income			
43300 · Grant/Project Administration	157,000.75	149,014.95	7,985.80
44535 · Taxes Levied	437,983.08	422,399.11	15,583.97
44540 · ODA Operations	24,994.75	24,994.75	0.00
44545 · ODA Tech, LMA & Scope of Work	43,741.89	29,160.00	14,581.89
44550 · ODA - SIA	0.00	5,135.29	-5,135.29
44555 · NRCS - TA	0.00	2,741.96	-2,741.96
45000 · Interest Income	3,628.31	7,881.87	-4,253.56
46430 · MISCELLANEOUS			
46432 · Contributions	250.00	1,828.00	-1,578.00
46440 · Refunds and Reimbursements	7,246.55	0.00	7,246.55
Total 46430 · MISCELLANEOUS	7,496.55	1,828.00	5,668.55
47200 · CREP, SQP-Fee for Services	7,248.00	14,432.00	-7,184.00
47400 · Native Plant Sale Income	2,474.00	14,260.05	-11,786.05
48000 · TRANSFERS IN			
48100 · Building Reserve Fund	10,000.00	5,000.00	5,000.00
48400 · Transfer Admin from Project Fd	13,752.40	17,460.20	-3,707.80
48500 · Transfer Admin from Gen Fund	0.00	466.00	-466.00
Total 48000 · TRANSFERS IN	23,752.40	22,926.20	826.20
Total Income	708,319.73	694,774.18	13,545.55
Gross Profit	708,319.73	694,774.18	13,545.55
Expense			
60000 · MATERIALS & SERVICES			
61300 · CONFERENCES AND TRAINING			
61310 · Lodging	0.00	782.50	-782.50
61320 · Meals/per diem	0.00	44.28	-44.28
61330 · Registration	2,050.00	1,830.15	219.85
61340 · Training and Education Material	199.96	84.99	114.97
Total 61300 · CONFERENCES AND TRAINING	2,249.96	2,741.92	-491.96
61500 · COMMUNITY CONSERVATION PROGRAMS			
61510 · Conservation Education (Youth)	1,500.00	4,062.54	-2,562.54
61520 · Conservation Incentive Program	769.70	487.87	281.83
61530 · Invasives Program	233.04	1,084.84	-851.80
61540 · Native Plant Sale	1,565.89	4,190.82	-2,624.93
61570 · Soil Quality Program	336.49	579.88	-243.39
61585 · Conservation Leadership - EDI	60.00	197.68	-137.68
Total 61500 · COMMUNITY CONSERVATION PROG	4,465.12	10,603.63	-6,138.51
62100 · CONTRACTED AND PROF SERVICES			
62115 · Audit	4,750.00	4,650.00	100.00
62120 · Computer Support	600.60	743.40	-142.80
62130 · PROFESSIONAL SERVICES			
62140 · Legal	2,050.00	500.00	1,550.00

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

	Jul - Dec 20	Jul - Dec 19	\$ Change
62150 · Accounting	10,701.96	10,365.40	336.56
62170 · Web Design, Logo - Marketing	388.00	776.00	-388.00
Total 62130 · PROFESSIONAL SERVICES	13,139.96	11,641.40	1,498.56
Total 62100 · CONTRACTED AND PROF SERVICES	18,490.56	17,034.80	1,455.76
62300 · Dues/Subscriptions/Fees	4,932.92	4,099.95	832.97
62800 · OFFICE OCCUPANCY			
62810 · Alarm & Janitorial Services	886.24	988.16	-101.92
62820 · Rent & Parking	23,181.62	23,926.05	-744.43
62830 · Utilities	6,087.99	3,247.78	2,840.21
Total 62800 · OFFICE OCCUPANCY	30,155.85	28,161.99	1,993.86
65000 · SUPPLIES AND MATERIALS			
65010 · COPIER AND SUPPLIES			
65012 · Copies	376.45	519.14	-142.69
65014 · Lease	1,017.50	1,017.50	0.00
Total 65010 · COPIER AND SUPPLIES	1,393.95	1,536.64	-142.69
65020 · Equipment	189.99	1,031.00	-841.01
65030 · Office Supplies	707.51	796.72	-89.21
65040 · Postage	176.04	202.06	-26.02
65050 · Software/Computer Accessories	429.97	0.00	429.97
Total 65000 · SUPPLIES AND MATERIALS	2,897.46	3,566.42	-668.96
65110 · PRODUCTION COSTS			
65112 · Advertising and Website	275.84	123.00	152.84
65116 · Newsletters	293.39	291.52	1.87
65118 · Publications	325.00	0.00	325.00
Total 65110 · PRODUCTION COSTS	894.23	414.52	479.71
65120 · Insurance & Fidelity Bond	1,919.13	1,659.95	259.18
65160 · Miscellaneous	75.00	27.99	47.01
65320 · Mileage/travel related expenses	250.60	2,694.88	-2,444.28
65400 · Meetings & Events	57.94	1,314.05	-1,256.11
Total 60000 · MATERIALS & SERVICES	66,388.77	72,320.10	-5,931.33
66000 · PAYROLL EXPENSES			
66200 · Wages	172,320.21	168,906.51	3,413.70
66410 · Health, Dental & Life Insurance	27,696.37	25,581.71	2,114.66
66420 · Retirement	11,213.57	9,895.92	1,317.65
66500 · Payroll Taxes			
66510 · FICA Employer	12,789.56	12,203.82	585.74
66520 · SUTA	539.33	2,478.72	-1,939.39
66530 · OR-WBF	56.96	59.05	-2.09
Total 66500 · Payroll Taxes	13,385.85	14,741.59	-1,355.74
66800 · Fees	81.00	134.25	-53.25
Total 66000 · PAYROLL EXPENSES	224,697.00	219,259.98	5,437.02
68000 · PROJECTS-SVC-SUPP-MATERIALS			

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

	Jul - Dec 20	Jul - Dec 19	\$ Change
68010 · Project Contracted Services	107,648.55	108,970.23	-1,321.68
68020 · Project Mileage & Travel	820.57	223.00	597.57
68030 · Project Other	0.00	496.00	-496.00
68040 · Project Supplies & Materials	500.00	69.25	430.75
Total 68000 · PROJECTS-SVC-SUPP-MATERIALS	108,969.12	109,758.48	-789.36
69400 · TRANSFERS OUT			
69410 · Trf GF to Building Reserve Fd	10,000.00	5,000.00	5,000.00
69440 · Trf PF to General Fund	13,752.40	17,460.20	-3,707.80
69450 · Trf GF to General Fund	0.00	466.00	-466.00
Total 69400 · TRANSFERS OUT	23,752.40	22,926.20	826.20
Total Expense	423,807.29	424,264.76	-457.47
Net Ordinary Income	284,512.44	270,509.42	14,003.02
Net Income	284,512.44	270,509.42	14,003.02

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

	Jul - Dec 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
43000 · Beginning Balance	0.00	558,709.00	-558,709.00	0.0%
44530 · Benton County Public Works	0.00	5,000.00	-5,000.00	0.0%
44535 · Taxes Levied	437,983.08	450,000.00	-12,016.92	97.33%
44540 · ODA Operations	24,994.75	24,995.00	-0.25	100.0%
44545 · ODA Tech, LMA & Scope of Work	43,741.89	58,320.00	-14,578.11	75.0%
45000 · Interest Income	3,628.31	10,000.00	-6,371.69	36.28%
46430 · MISCELLANEOUS				
46432 · Contributions	250.00			
46440 · Refunds and Reimbursements	7,246.55			
46430 · MISCELLANEOUS - Other	0.00	9,467.60	-9,467.60	0.0%
Total 46430 · MISCELLANEOUS	7,496.55	9,467.60	-1,971.05	79.18%
47200 · CREP, SQP-Fee for Services	7,248.00	9,816.00	-2,568.00	73.84%
47400 · Native Plant Sale Income	2,474.00	16,000.00	-13,526.00	15.46%
48000 · TRANSFERS IN				
48400 · Transfer Admin from Project Fd	13,752.40	73,306.00	-59,553.60	18.76%
Total 48000 · TRANSFERS IN	13,752.40	73,306.00	-59,553.60	18.76%
Total Income	541,318.98	1,215,613.60	-674,294.62	44.53%
Gross Profit	541,318.98	1,215,613.60	-674,294.62	44.53%
Expense				
60000 · MATERIALS & SERVICES				
61300 · CONFERENCES AND TRAINING				
61330 · Registration	2,050.00			
61340 · Training and Education Mate	199.96			
61300 · CONFERENCES AND TRAINI	0.00	12,000.00	-12,000.00	0.0%
Total 61300 · CONFERENCES AND TRAI	2,249.96	12,000.00	-9,750.04	18.75%
61500 · COMMUNITY CONSERVATION PROGRAMS				
61510 · Conservation Education (Yo	1,500.00	5,250.00	-3,750.00	28.57%
61520 · Conservation Incentive Prog	769.70	3,000.00	-2,230.30	25.66%
61530 · Invasives Program	233.04	3,000.00	-2,766.96	7.77%
61540 · Native Plant Sale	1,565.89	16,000.00	-14,434.11	9.79%
61560 · Scholarships/Internships	0.00	600.00	-600.00	0.0%
61570 · Soil Quality Program	336.49	3,000.00	-2,663.51	11.22%
61585 · Conservation Leadership - E	60.00	2,000.00	-1,940.00	3.0%
Total 61500 · COMMUNITY CONSERVAT	4,465.12	32,850.00	-28,384.88	13.59%
62100 · CONTRACTED AND PROF SERVICES				
62115 · Audit	4,750.00	5,000.00	-250.00	95.0%
62120 · Computer Support	600.60	4,000.00	-3,399.40	15.02%
62130 · PROFESSIONAL SERVICES				
62140 · Legal	2,050.00			
62150 · Accounting	10,701.96	45,000.00	-34,298.04	23.78%
62160 · Facilitation	0.00	6,000.00	-6,000.00	0.0%

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

	Jul - Dec 20	Budget	\$ Over Budget	% of Budget
62170 · Web Design, Logo - Mark	388.00			
Total 62130 · PROFESSIONAL SERV	13,139.96	51,000.00	-37,860.04	25.77%
62190 · Misc Contracted Services	0.00	33,301.60	-33,301.60	0.0%
Total 62100 · CONTRACTED AND PROF	18,490.56	93,301.60	-74,811.04	19.82%
62300 · Dues/Subscriptions/Fees	4,932.92	13,000.00	-8,067.08	37.95%
62800 · OFFICE OCCUPANCY				
62810 · Alarm & Janitorial Services	886.24	3,500.00	-2,613.76	25.32%
62820 · Rent & Parking	23,181.62	46,000.00	-22,818.38	50.4%
62830 · Utilities	6,087.99	12,000.00	-5,912.01	50.73%
62840 · Other	0.00	1,500.00	-1,500.00	0.0%
Total 62800 · OFFICE OCCUPANCY	30,155.85	63,000.00	-32,844.15	47.87%
65000 · SUPPLIES AND MATERIALS				
65010 · COPIER AND SUPPLIES				
65012 · Copies	376.45			
65014 · Lease	1,017.50			
65010 · COPIER AND SUPPLIES	0.00	3,500.00	-3,500.00	0.0%
Total 65010 · COPIER AND SUPPLIE	1,393.95	3,500.00	-2,106.05	39.83%
65020 · Equipment	189.99	5,000.00	-4,810.01	3.8%
65030 · Office Supplies	707.51	2,000.00	-1,292.49	35.38%
65040 · Postage	176.04	1,000.00	-823.96	17.6%
65050 · Software/Computer Accesso	429.97	2,000.00	-1,570.03	21.5%
Total 65000 · SUPPLIES AND MATERIAL	2,897.46	13,500.00	-10,602.54	21.46%
65110 · PRODUCTION COSTS				
65112 · Advertising and Website	275.84	1,500.00	-1,224.16	18.39%
65114 · Merchandise	0.00	1,000.00	-1,000.00	0.0%
65116 · Newsletters	293.39	2,000.00	-1,706.61	14.67%
65118 · Publications	325.00	500.00	-175.00	65.0%
Total 65110 · PRODUCTION COSTS	894.23	5,000.00	-4,105.77	17.89%
65120 · Insurance & Fidelity Bond	1,919.13	4,000.00	-2,080.87	47.98%
65160 · Miscellaneous	75.00	1,000.00	-925.00	7.5%
65320 · Mileage/travel related expenses	250.60	4,000.00	-3,749.40	6.27%
65400 · Meetings & Events	57.94	4,000.00	-3,942.06	1.45%
Total 60000 · MATERIALS & SERVICES	66,388.77	245,651.60	-179,262.83	27.03%
66000 · PAYROLL EXPENSES				
66200 · Wages	146,479.52	313,403.00	-166,923.48	46.74%
66410 · Health, Dental & Life Insurance	23,051.98	50,001.00	-26,949.02	46.1%
66420 · Retirement	9,487.13	20,348.00	-10,860.87	46.62%
66500 · Payroll Taxes				
66510 · FICA Employer	10,844.22			
66520 · SUTA	427.15			
66530 · OR-WBF	46.77			
66500 · Payroll Taxes - Other	0.00	27,775.00	-27,775.00	0.0%
Total 66500 · Payroll Taxes	11,318.14	27,775.00	-16,456.86	40.75%

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

	Jul - Dec 20	Budget	\$ Over Budget	% of Budget
66800 - Fees	81.00			
Total 66000 - PAYROLL EXPENSES	190,417.77	411,527.00	-221,109.23	46.27%
69100 - Capital Outlay	0.00	5,000.00	-5,000.00	0.0%
69200 - Contingency	0.00	50,000.00	-50,000.00	0.0%
69400 - TRANSFERS OUT				
69410 - Trf GF to Building Reserve Fd	10,000.00	10,000.00	0.00	100.0%
Total 69400 - TRANSFERS OUT	10,000.00	10,000.00	0.00	100.0%
69600 - Reserved for Future Expenditure	0.00	213,435.00	-213,435.00	0.0%
69800 - Unappropriated Fund Balance	0.00	280,000.00	-280,000.00	0.0%
Total Expense	266,806.54	1,215,613.60	-948,807.06	21.95%
Net Ordinary Income	274,512.44	0.00	274,512.44	100.0%
Net Income	274,512.44	0.00	274,512.44	100.0%

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

	Jul - Dec 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
43300 · Grant/Project Administration	157,000.75	874,298.00	-717,297.25	17.96%
Total Income	<u>157,000.75</u>	<u>874,298.00</u>	<u>-717,297.25</u>	<u>17.96%</u>
Gross Profit	157,000.75	874,298.00	-717,297.25	17.96%
Expense				
66000 · PAYROLL EXPENSES				
66200 · Wages	25,840.69	53,417.00	-27,576.31	48.38%
66410 · Health, Dental & Life Insurance	4,644.39	14,107.00	-9,462.61	32.92%
66420 · Retirement	1,726.44	5,447.00	-3,720.56	31.7%
66500 · Payroll Taxes				
66510 · FICA Employer	1,945.34			
66520 · SUTA	112.18			
66530 · OR-WBF	10.19			
66500 · Payroll Taxes - Other	0.00	7,020.00	-7,020.00	0.0%
Total 66500 · Payroll Taxes	<u>2,067.71</u>	<u>7,020.00</u>	<u>-4,952.29</u>	<u>29.46%</u>
Total 66000 · PAYROLL EXPENSES	<u>34,279.23</u>	<u>79,991.00</u>	<u>-45,711.77</u>	<u>42.85%</u>
68000 · PROJECTS-SVC-SUPP-MATERIALS				
68010 · Project Contracted Services	107,648.55			
68020 · Project Mileage & Travel	820.57			
68040 · Project Supplies & Materials	500.00			
68000 · PROJECTS-SVC-SUPP-MATERIAL	0.00	721,001.00	-721,001.00	0.0%
Total 68000 · PROJECTS-SVC-SUPP-MATERI	<u>108,969.12</u>	<u>721,001.00</u>	<u>-612,031.88</u>	<u>15.11%</u>
69400 · TRANSFERS OUT				
69440 · Trf PF to General Fund	13,752.40	73,306.00	-59,553.60	18.76%
Total 69400 · TRANSFERS OUT	<u>13,752.40</u>	<u>73,306.00</u>	<u>-59,553.60</u>	<u>18.76%</u>
Total Expense	<u>157,000.75</u>	<u>874,298.00</u>	<u>-717,297.25</u>	<u>17.96%</u>
Net Ordinary Income	0.00	0.00	0.00	0.0%
Net Income	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.0%</u></u>

**Benton Soil and Water Conservation District
Resolution No. FY2020-2021-14**

BE IT RESOLVED that the Board of Directors of the Benton Soil and Water Conservation District (SWCD) hereby approves the addition of \$14,889 to the Benton SWCD FY20-21 Budget as follows:

Project Fund

Add \$14,889 in Resources to the Project Fund for the Carson Riparian Buffer Access Control from OWEB Small Grant #09-20-003.

Add \$14,889 in Requirements to the Project Fund as follows:

Materials and Services

Contracted/Professional Services	\$13,536
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Transfer to General Fund (Fiscal Admin)	\$1,353
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General Fund

Add \$1,353 in Resources

Transfer from Project Fund (Fiscal Admin)

\$1,353

Add \$1,353 in Requirements to the General Fund as follows:

Personnel Services

\$1,353

SIGNED THIS 8th day of February, 2021

Benton Soil and Water Conservation District
Entity Name

Benton SWCD Board of Directors
Governing Body

Signature: Faye Yoshihara, Board Chair



FY2021-2022 BUDGET CALENDAR

Budget Year: July 1, 2021 - June 30, 2022

- Proposed Budget Prepared.....May 17, 2021
- Publish first notice of Budget Committee Meeting.....May 10, 2021
(Submit by May 3 to Gazette Times – notice must appear 5 to 30 days before the meeting)
- Publish second notice of Budget Committee Meeting.....May 10, 2021
(post on website for at least the 10 days before the meeting)
- Budget Committee Meeting.....May 24, 2021**
6:00-7:00 pm Virtual Meeting through Zoom Video Conference or Call-In
Approve Budget and Set Tax Rate or reconvene as agreed to by committee
- Publish notice of 2nd Budget Committee Meeting (if needed).....per public meeting law
- Second Budget Committee Meeting (if needed)June 2, 2021**
- Publish Budget Hearing Notice..... May 26, 2021
(Submit by May 19 – notice must appear 5 to 30 days before the hearing)
- Hold Budget Hearing.....June 14, 2021**
- Enact Resolutions.....June 14, 2021
*Includes: Adopt budget, make appropriations,
Declare the tax levy by fund, and categorize the levy*
- Certify Tax to Assessor.....by July 15, 2021
- Budget (LB forms) to Benton County Clerk.....by September 30, 2021

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



Benton Soil and Water CONSERVATION DISTRICT

Date: January 29, 2021

To: Benton SWCD Directors

From: Holly Crosson, Executive Director

Re: January 2021 Monthly Report for February 2021 Board Packet

COVID-19

- Attended Bullard Law Seminar on legal considerations in the workplace for the COVID vaccine (we will make vaccine voluntary not mandatory).
- Worked with Linda on COVID liability waiver for volunteers.
- Continued to receive regular Covid updates from CDC, Oregon Health Authority, Governor's office, SDAO, Benton County, CEA, and HR Answers.

THE CONFLUENCE

- Attended Confluence Steering Committee meeting on 1/21 and took minutes.
- Updated Steering Committee on BSWCD board vote January 11 and outlined next steps. Following up on various issues from SC meeting.

DEIJ

- Attended two DEIJ Equity Lens meetings.
- Attended monthly DEIJ Friday Learning Lunch.

PROGRAMS/PROJECTS/PARTNERSHIPS

- *Completed tasks for Laura's position:* took care of daily emails; grant management; working on contracts with Portland State University and Long Tom Watershed Council; submitted OWEB funding requests and invoices; USGS invoice payment; had 3-hour meeting with OWEB and W-FIP partners on program/project strategy; met with USGS on Implementation Monitoring Program and Effectiveness Monitoring Program; Coordination with BPA; met with Scott Youngblood (OR State Parks) on partnering in future.
- NPS - reviewed/edited/signed Davis Family Farm contract for Heath; connected with Teresa about Knife River delivery; got updates from SWCDs in Polk, Marion, and Yamhill about procedures for their plant sales this year; delivered boxes; connected with Linda about COVID safety.
- Signed another OWEB small grant application for Donna (14,889 riparian buffer access control).
- Discussed NRCS TA grants with Teresa.
- Responded to Millrace Project request from Dave Eckert.
- Wrote Conservation Neighbor blogpost about Heather Medina Saucedo.

FISCAL

- Requested electronic copy of FY20 Audit.
- Signed up for Conservation Finance Webinar with Willamette River Network.
- Tracked ACH deposits for grant payments and distributed reports to Jenny and appropriate project management staff.
- Reviewed/authorized/completed/submitted: staff timesheets, payroll, bills, invoices, CIRs, EFTs, fiscal admin and other accounting on grants, Jenny's journal entry approvals, monthly financial reports, checks, credit card accounts, bank statements, account reconciliations, bank deposits, and LGIP balance.
- Held weekly meetings with bookkeeper and Operations Manager.

PERSONNEL

- *Open Staff Position*: finalized new job description; completed position announcement; worked with Heath to get BSWCD application and JD posted on website; developed recruitment spreadsheet; sent recruitment announcements to over 30 organizations (national, regional, statewide, local); set up access with Terry for Linda to receive applications via email; established process and timeline for hire.
- Had check-in meeting with Donna.
- Met with Team Building Contractor to prep for first session.
- Updated ED role for Staff FAQ.
- Participated in weekly Zoom staff meetings.

BOARD

- Annual Meeting planning/attendance/hosting; Annual Report distribution.
- Recruited for open Budget Committee seat (Ed Easterling will be appointed).
- Board Meeting: developed February agenda; reviewed draft December 31 financials and 6-month financial graphs; reviewed draft January minutes; finalized Resolution 14 for Donna's OWEB small grant.
- Had phone conversation with Kerry Hastings about her site visit interests.
- Phone meetings with Faye and Jerry.
- Working with Jerry on potential office move by end of June; Jerry and I met with Catherine Mater to view office space for lease in Mater Building.

MISCELLANEOUS

- Thank you to Lynda Lanker for \$500 donation to Central Park interp. sign.
- Connected with Terry about cloud server and other IT issues.
- Comments to Heath about website overhaul; signed Contract with Abide.
- Responded to questions from Rana about camas bulbs at Marys River Park.
- Said goodbye to Glenn Miller at ODA who retired after 37 years in their weed program. Glenn was always very supportive of our work!

Communications and Engagement

61 people signed up for and 43 people attended our annual meeting. Lauren Pharr's slides can be accessed here: bentonswcd.org/assets/LPharr-BSWCD-Annual-Meeting-Talk.pdf and the conservation neighbor blog posts can be read here: <https://bentonswcd.org/tag/conservation-neighbor/>.

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

Date sent	E-news Title	# Opens	Facebook/ Instagram Reach
1/22	Native Plants on My Mind	174	243
1/15	Cooperative Land Management in Benton County	190	147
1/7	Annual Meeting Invitation	415	231
12/31	Urban Strategies to Help Birds and Climate	188	114

Watershed Council Support for 2021

We have \$900 this year for each of the four watershed councils, who propose to use the funds in the following ways:

Long Tom Watershed Council

Funds will support staff time to plan and coordinate our Annual Celebration and / or honorariums for event speakers. LTWC's Annual Celebration highlights and celebrates the strength of those community relationships and continues to build upon them and grow our collective knowledge. These events are significant opportunities for sharing watershed success stories, sharing ideas, hearing from diverse perspectives, and thinking about ways we can more equitably approach watershed health. Our public events are an important opportunity to make Benton County residents aware of these endeavors, and also to remind people living upstream of Monroe how the watershed system is all connected and how can help benefit water health for their neighbors.

Marys River Watershed Council

The grant will help fund MRWC staff time and supplies where needed. The funds will support efforts to do outreach, education, and restoration work in the Benton County community. In addition, grant funds could help contribute towards restoration programming staff time, such as the first stages of landowner outreach for new projects prior to funding, time spent organizing volunteer events, and staff time responding to requests for help from members of our community.

Luckiamute Watershed Council

The funds will mostly support the LWC's Outreach Coordinator's (OC) time to plan and implement the Love Your Watershed Program and some of the Executive Director's time to work with the OC on the program. The Love Your Watershed program is a key piece of the community engagement portion of the LWC's 2019 – 2023 Strategic Plan. The LWC organizes events that help get people out in the watershed, learning about specific places and the wildlife connected to those places, the ways in which society impacts the watershed, and how individuals can help make a positive difference. The LWC also anticipates that many of the events in 2021 will be virtual due to the ongoing COVID-19 pandemic, so Benton County residents will be able to easily participate with remote access to virtual events. Some events will be outdoors, with appropriate safety protocols in place.

Calapooia Watershed Council.

Staff time for outreach and education events including trash clean ups and field trips (assuming Cv-19 vaccines reach our staff). These funds will help the CWC reach out to landowners along the mainstem Willamette & engage the public in Albany. This effort will support Benton County residents by helping to foster the relationship with their green spaces and parks & engage youth in outdoor learning experiences.

Invasive Species Program

1. In the absence of a program coordinator for the Invasive Species Program, I have stepped in on a couple aspects, including receiving the final reports for the four invasive species control grants that were awarded in 2020.

Recipient	Amount	Project Funded
Julia Bradshaw	\$115	Blackberry removal along Calloway Creek.
Jenny Brausch	\$115	Japanese knotweed removal in North Albany.
Jeremy Conyac	\$115	Japanese knotweed removal near the Luckiamute River.
Aliza & Edgar Tuttle	\$115	Blackberry and teasel removal in North Corvallis.

2. On January 26 I delivered a presentation to the Benton County Board of Commissioners for the Benton County-Benton SWCD IGA. We provide invasive species awareness and control information and opportunities for Benton County Public Works road crew and for the community at large.

The Native Plant Program

1. **Winter Native Plant Sale** Thanks to our many dedicated volunteers and the generosity of Russell Davis, we'll be holding the plant sale at Davis Family Farm. We still have some openings, see how you can help [here](http://www.signupgenius.com/go/5080d4cadad22a57-2021):
www.signupgenius.com/go/5080d4cadad22a57-2021
2. **Timeframe:** Friday, January 29 - Saturday, February 13
 - Jan 29 set up plant stations and supplies.
 - Feb 1 plants delivered to DFF, inventory checked, plants distributed to stations
 - Feb 2-3 bareroot plants loosened, container plants labelled
 - Feb 4-5, 8-10 fill customer orders and arrange by scheduled pick up times
 - Feb 11-13 customers pick up their orders at scheduled times. Clean up.
3. **Thematic Outreach:** In 2021, we will launch a new theme for native plant program outreach: **connectivity!** If you have ideas for programming, events, tours, brochures, please send them my way!

Diversity, Equity, & Inclusion Process

Fourth Friday Learning Lunch -

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

Developing a DEI Action Plan for The Confluence and for BSWCD

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

Draft BSWCD Plan Development Summary

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

Date: January 29, 2021
To: Benton SWCD Directors
From: Linda Lovett, Operations Manager
Re: January 2021 Report for February 2021 Board Packet



A. Office Administration

- Contacted cleaning company about additional recycling for office cleanout and move.
- Contacted landlord regarding scheduled cleaning of HVAC ventilation system.
- Filed paperwork (financial, personnel, board meeting, etc.) during visits to office.

B. Fiscal Administration

- Reviewed annual renewal packet for SDIS liability insurance.
- Drafted thank-you letter for donation for Central Park garden interpretive signs.
- Reviewed and authorized staff Check Issuance Request (CIR) and Credit Card Receipt (CCR) forms; submitted CIRs and CCRs to Holly; deposited cash and checks.

C. Personnel/Staff Meetings/Training

- Sent Social Media Policy, COVID-19 Notification Policy, and revised Employee Handbook to staff for review and signature.
- Reviewed new staff position announcement and job description.
- Uploaded 2021 holiday hours to TSheets; Updated and revised Employee Data Sheet (benefit information); reviewed and verified staff timesheets.
- Updated BSWCD directory, staff FAQs, and 2021 payroll schedule.
- Updated list of BSWCD directors and staff for OACD newsletter database.
- Updated spreadsheet for SDAO insurance benefits billing data base.
- Participated in and facilitated weekly Zoom staff meetings.
- Staff teambuilding: completed CliftonStrengths survey; participated in pre-meeting interview with Annie Kilburg.
- Signed up for SDAO HR Roundtable on February 2nd.
- Registered for Oregon Dept. of Revenue 2021 Local Budget Law virtual training sessions.

D. Board Support

- Created recurring Zoom meetings for all 2021 board meetings.
- January 11 annual meeting and board meeting: added calendar items to agenda; compiled packet; introduced two conservation neighbors; took minutes.
- Confirmed ODA process for administering directors' oath of office in virtual meeting and filing oath form, informed directors, and uploaded signed oaths to ODA Dropbox.
- Sent directors information about ODA Board training February 18-26.

E. Meetings and Events

- Attended monthly DEIJ Friday Learning Lunch.
- Native Plant Sale: Worked with Holly, Teresa, and Heath on COVID language for landowner permission form and volunteer liability waiver; purchased masks and face shields for volunteers and staff; made phone calls to schedule plant pick-up.



Donna Schmitz December 20, 2020 to January 20, 2021

Federal Farm Programs implementation; CREP, EQIP, WHIP

- Site visit: CREP re-enrollment 1.8 acres along Oak Creek
- Site visit: New CREP enrollment ~7 acres
- Tum Tum River CREP plantings with Marys River Watershed Council
- Resource Concern Assessment (CART) training webinar.
- Research on ODFW riparian tax credit for use with CREP enrollment
- Submitted CREP quarterly report. Compiled funds request.
- Computer Security Training
- Participated in CREP deliverables and timelines training and discussion.

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

- Site visits: Near Ervin Road for mud and manure with Teresa and OSU Ex. Small Farms
- Site Visit: Grand Oaks for pollinator habitat, hedgerows
- Site Visit: Riparian buffer along the Marys River on Allen Ave. Worked with landowner to submit an application for Conservation Incentive Program funding.
- Approved OWEB small grant for goat fencing along a newly installed CREP buffer near Monroe.
- J2E Restoration project – Due to logistics and timing, partners have rescheduled site preparation and plantings until 2022. Connected with fish biologist about aquatic survey.
- Canceled contract at Fairgrounds for the plant sale. Plant sale will be at the Davis family Farm. Working a various tasks of the plant sale.
- Focus Area: updated Focus Area Action Plans for the Jackson-Frazier Watershed and the Groundwater Management Area. The GWMA included information about coordinating current work of partners in the area. Connected with EPA and others on new opportunities for work in the GWMA. Submitted quarterly report to ODA.
- Muddy Creek SIA: Teresa and I met several times to discuss hours devoted to this grant and education and outreach strategies and future timeline. Sent draft contract to Marys River Watershed on contract development. Follow up contact with landowner for monitoring along Muddy Creek. Contacted ODA about landowner agreement templates for monitoring.
- Submitted funds request for SIA.
- Participated in peer review survey of Melissa Fery, OSU Small Farms for her teaching the Mud and Manure webinar last summer.
- Contacted Ed Easterling to serve on Budget Committee. He agreed.
- Compiled and submitted ODA quarterly report and financials.

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

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

- Attended staff meetings and board meeting
- Had an interview with Team Building leader.



Natural Resources Conservation Service

District Conservationist Report – Benton & Linn Counties
February 2021

SAVE THE DATE! Annual Local Workgroup Meeting via Zoom

Benton County: Tuesday, February 23rd at 1pm

Linn County: Thursday, February 25th at 1pm

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

FY 2021 Upcoming Application Deadlines:

February 8th – Agricultural Conservation Easement Program

<https://www.nrcs.usda.gov/wps/portal/nrcs/detail/or/programs/easements/acep/?cid=stelprdb1249312>

April 16th – EQIP Sign-up #2

<https://www.nrcs.usda.gov/wps/portal/nrcs/detail/or/programs/financial/eqip/?cid=stelprdb1193512>

FREE! Plan For Your Land Workshop Series via Zoom

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

Staff Updates:

Soil Conservationist position is open and advertised on USAjobs.gov. This announcement is GS-5/7/9 and open to the public. If you are interested, please contact me directly for further details.



United States Department of Agriculture

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

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

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

The screenshot shows the NRCS Oregon website homepage. At the top, there is a banner for "NEW this week" with the heading "How to subscribe to GovDelivery for NRCS Oregon and NHQ". Below this, the website header includes "USDA Natural Resources Conservation Service Oregon" and "United States Department of Agriculture". A navigation menu contains "Topics", "Programs", "Newsroom", and "Contact Us". A search bar is located on the right. The main content area features a large image of a person in a greenhouse. To the left of the image is a news article titled "Financial assistance available to Oregon farmers, ranchers, forest owners". To the right is a "Popular Topics" sidebar with links to "Field Office Technical Guide", "Financial Assistance", "Oregon Soils", and "Snow Survey". A red arrow points to a red envelope icon in the bottom right corner of the main content area, which is circled in red. Below the screenshot, there is explanatory text: "Did you know you can subscribe to GovDelivery topics for Oregon and for NRCS NHQ? To subscribe, click on the red envelope on the [NRCS OR website homepage](#). From there, you can subscribe to various topics from Oregon and NHQ."

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

https://www.nrcs.usda.gov/wps/portal/nrcs/detail/or/programs/?cid=nrcs142p2_044055

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

Natural Resources Conservation Service

BENTON COUNTY LOCAL WORK GROUP MEETING



Local Workgroup Meetings are a valuable part of the NRCS planning process, providing an opportunity for local land managers to be part of a collaborative effort to improve natural resources within your county.

You are invited to:

- ✓ Review performance of the past year's projects.
- ✓ Help shape plans and priorities future projects.
- ✓ Connect with partners and new audiences to seek opportunities to leverage partnership funds.
- ✓ And learn about other NRCS programs which may prove beneficial to you.

WHERE:

[https://www.zoomgov.com/
j/1605493403?
pwd=bTBPOEtubFB1c3I5M0tISUhM
cHU4Zz09](https://www.zoomgov.com/j/1605493403?pwd=bTBPOEtubFB1c3I5M0tISUhM cHU4Zz09)

DATE: 02/23/2021

TIME: 1:00p-3:00p

For more information contact:

Amy Kaiser 541-801-2671

amy.kaiser@usda.gov



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Department of
Agriculture

Natural Resources Conservation Service

LINN COUNTY LOCAL WORK GROUP MEETING



Local Workgroup Meetings are a valuable part of the NRCS planning process, providing an opportunity for local land managers to be part of a collaborative effort to improve natural resources within your county.

You are invited to:

- ✓ Review performance of the past year's projects.
- ✓ Help shape plans and priorities future projects.
- ✓ Connect with partners and new audiences to seek opportunities to leverage partnership funds.
- ✓ And learn about other NRCS programs which may prove beneficial to you.

WHERE:

[https://www.zoomgov.com/
j/1607877390?
pwd=eE9teVdQVWxaQIV5SFVkSEQ
zTTlidz09](https://www.zoomgov.com/j/1607877390?pwd=eE9teVdQVWxaQIV5SFVkSEQzTTlidz09)

DATE: 02/25/2021

TIME: 1:00p-3:00p

For more information contact:

Amy Kaiser 541-801-2671

amy.kaiser@usda.gov



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Plan For Your Land Virtual Workshop Series

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



Topics covered at each workshop include:

1/26/21—Conservation Planning and Vegetation

2/2/21—Water and Soil

2/9/21—Streamsides and Woodlands

2/16/21—Agricultural Lands and Action Planning

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



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

For additional information contact:

Mike Vernon | m.vernon.sswc@gmail.com | 541.990.6654

Discovery Questions *Benton Soil and Water Conservation District*

Imagine your website 5 years from now. Complete the sentence: I know my website works because...

What are a few sites that really appeal to you and why?

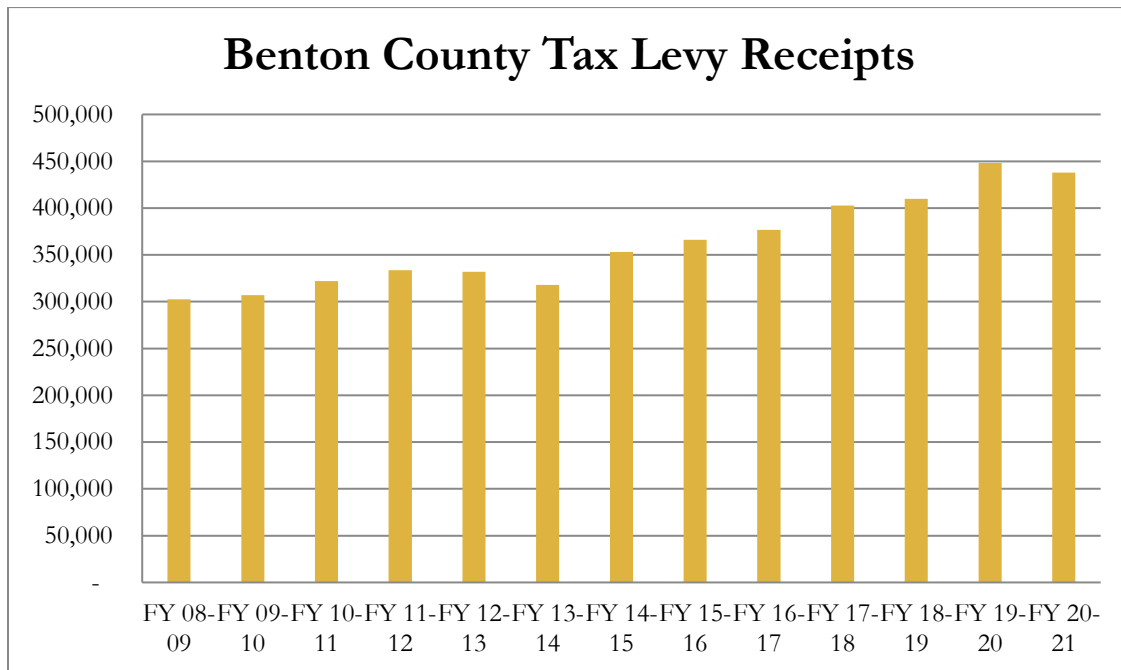
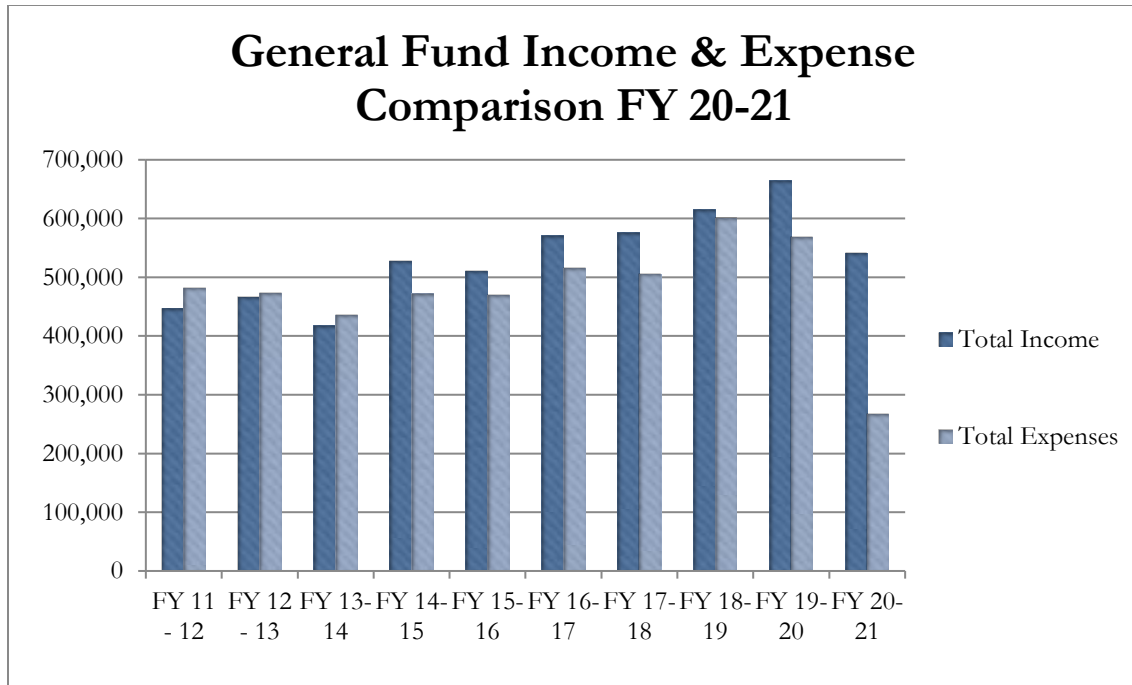
Name a few things that are most important about the design of your new website.

In terms of colors, do you have any other color preferences? Are there colors you do not want?

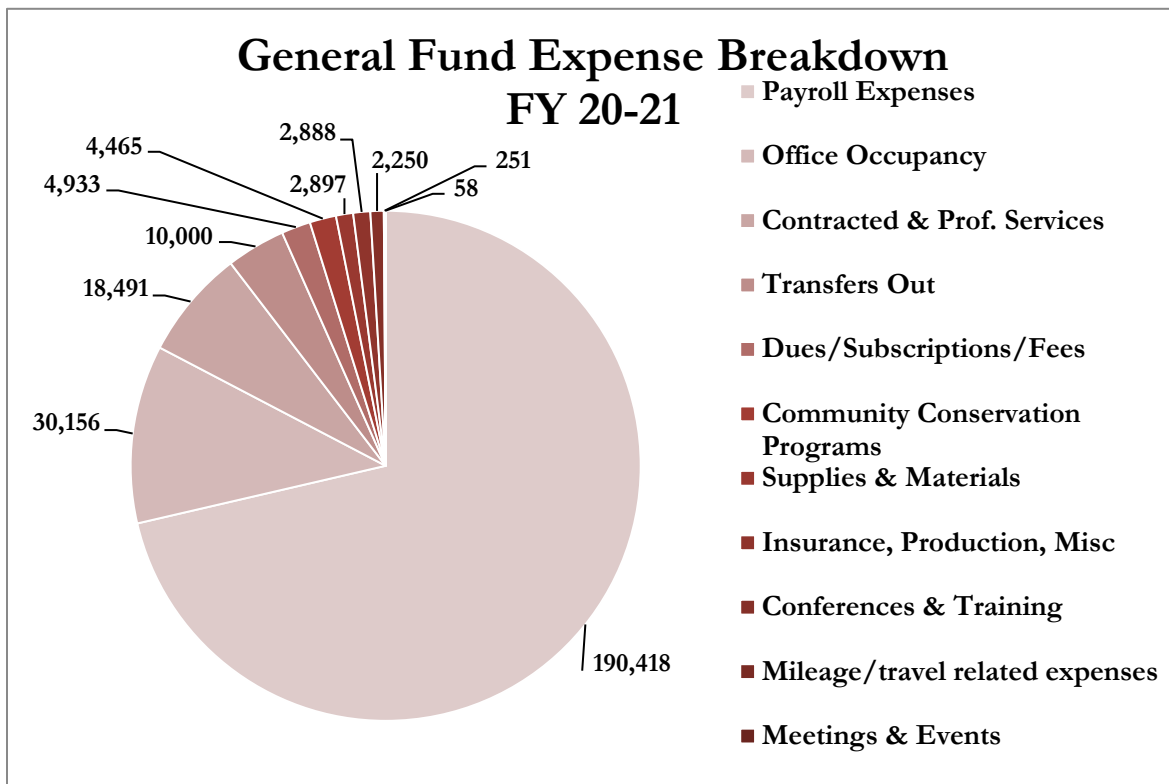
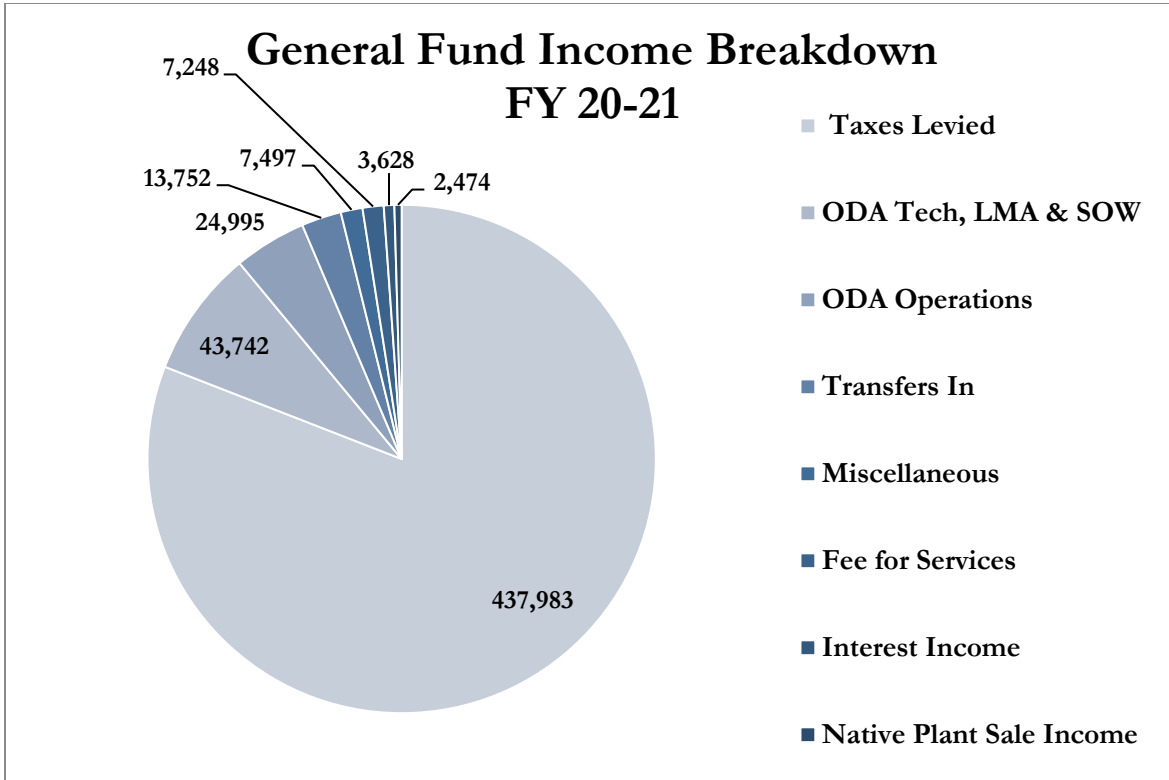
In terms of overall look & feel, please provide any specific design direction that you have for the new site.

What are some of the general demographic details of the people you are trying to engage with your site?

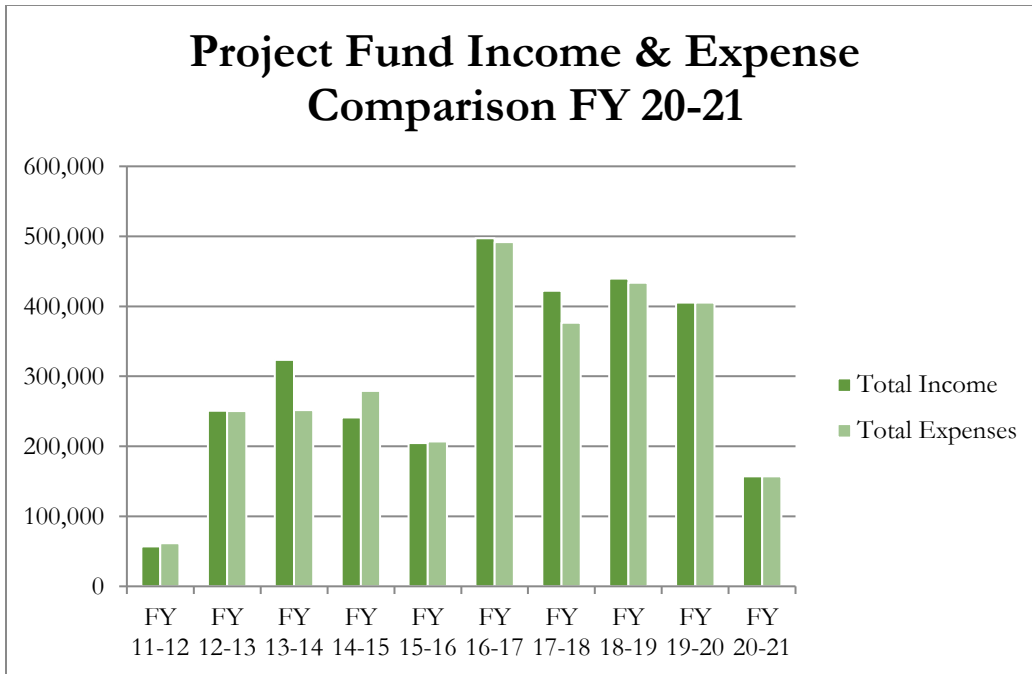
BSWCD General Fund Graphs FY 20-21



BSWCD General Fund Graphs FY 20-21



BSWCD Project Fund Graphs FY 20-21

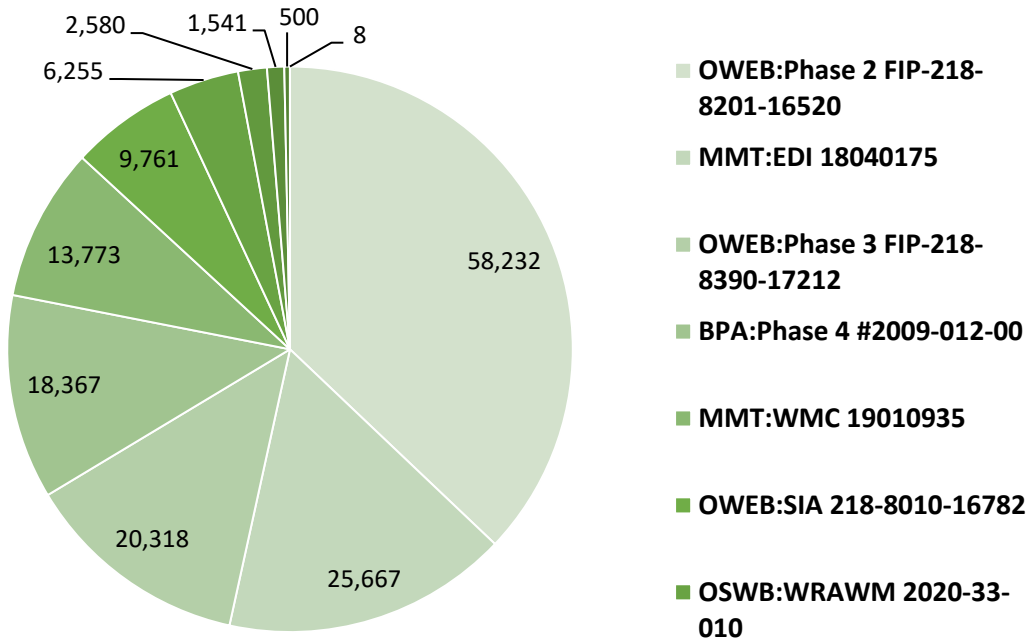


Grant Income Details

Project Name	Amount Funded
OWEB:Phase 2 FIP-218-8201-16520	58,232
MMT:EDI 18040175	25,667
OWEB:Phase 3 FIP-218-8390-17212	20,318
BPA:Phase 4 #2009-012-00	18,367
MMT:WMC 19010935	13,773
OWEB:SIA 218-8010-16782	9,761
OSWB:WRAWM 2020-33-010	6,255
MMT:CWR 18080813	2,580
MMT:Ludwigia 19100538	1,541
Small Grants:Regen Landscapes	500
OWEB:Phase 1 FIP-216-8201-15838	8

BSWCD Project Fund Graphs FY 20-21

Project Fund Income FY 20-21



Project Fund Expenses FY 20-21

