

Monday, March 14, 2022
 6:00-7:00 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

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>Johnson</i>	6:00	
	CONSENT AGENDA	<i>Johnson</i>	6:02	ACTION
2, 3	Approve draft board meeting Minutes – February 14, 2022			
3	Approve Financials (1/31/22)			
1, 2, 3	Approve Budget Resolution No. FY2021-2022-10: \$11,319 for Farm Riparian and Prairie Restoration Project - OWEB Small Grant No. 09-22-001-20218			
	REGULAR AGENDA			
1, 2, 3	BSWCD's role in Agricultural Water Quality (ODA Capacity Funding including Scope of Work and Focus Area, Strategic Implementation Area/SIA)	<i>Schmitz</i>	6:02	
1, 2, 3	Bee Buddy Update	<i>Paul</i>	6:25	
1, 2, 3, 4	Linn-Benton Salmon Watch Support Letter	<i>Crosson</i>	6:30	
1, 2, 3, 4	Communications position; staff capacity - Native Plant Sale & Conservation Education and Outreach; use of Reserve Funds	<i>Crosson</i>	6:35	
1, 2, 3, 4	Discuss which documents are used by Directors on the Board webpages	<i>Board</i>	6:55	
	Meeting Adjourned	<i>Johnson</i>	7:00	

Continued →

BSWCD Board and Outreach Events (subject to change)		
Date/Time	Event	Location
March 30, 6 – 7:30 pm	Personnel and Finance Committee Meeting	TBD
April 7, 4- 6 pm	BSWCD Strategic Planning Meeting	Zoom
April 11, 6 – 7 pm	BSWCD Monthly Board Meeting	TBD

Check our website calendar regularly for additional items that are still being finalized:
<https://bentonswcd.org/activities/calendar/>

Monday, February 14, 2022; 6:00 – 7:00 PM
Phone: 1-669-900-6833
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BOARD OF DIRECTORS MEETING MINUTES

In Attendance

Board Members Present: Nate Johnson, Bob Morris, Kerry Hastings, Jerry Paul, Henry Storch, Eliza Mason, Faye Yoshihara (Emeritus)

Board Members Absent: Graham Trask

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

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

Staff Absent: Holly Crosson

Others Present: Amy Kaiser (NRCS)

Call to Order

[Johnson] 6:00 pm

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

MOTION to add to the Agenda discussion about board involvement in strategic planning: Nate/Bob (vote 6/6)

CONSENT AGENDA

- **Approve draft annual meeting and board meeting minutes – January 10, 2022:** Discussion: none
- **Approve Financials for 12/32/21:** Discussion: none
- **Adopt Resolution FY2021-2022-09: Updated Registered Agent form:** Discussion: none
- **Approve FY23 Budget Calendar:** Discussion: none

MOTION to approve Consent Agenda: Jerry/Henry (vote 6/6)

REGULAR AGENDA

Annual Civil Rights review for NRCS partners

Amy highlighted key items in the document, e.g., when giving a presentation and showing a map, do not show landowner's name, do not share how much assistance people are getting. Directors need to review and sign because SWCDs help with USDA programs and outreach. Linda will email the signature form to e-sign and will forward them to Amy by the end of February.

NRCS has upcoming local workgroup meetings for Linn and Benton Counties. Benton's is March 1 from 1:00-3:00pm, and Teresa will be the guest speaker talking about Conservation Implementation Strategy.

6-mo Financial Review (July 1 - Dec 31, 2021) General and Project Fund Graphs

Michael reviewed Project Fund graphs. They show the Project Fund at \$102,629 for the year, but new invoices have come in so the total now may be twice as much. The grants listed fund a variety of programs for water quality monitoring, invasive species management, habitat restoration, and soil health.

The bulk of the Project Fund is materials and services, and a large percentage of that is contractual work with partners such as US Geological Survey, Willamette Riverkeeper, and the watershed councils. It is like pass-through money, where it comes to us and we pay partners to do the work.

Nate asked how it is decided what percentage the district gets to administer a project that we contract out. Michael said that federal grants allow us to negotiate an indirect rate, which usually works out to be 10-15%, but a lot of grantors just say 10%, so there's no need to negotiate.

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

2022 Native Plant Sale discussion

Teresa shared a slide presentation (see attached). Since we are currently doing strategic planning and need to fill the Communications position, it is a good time to think about what the NPS means to the district and whether it fulfills our mission and goals. Components of NPS include plants, customers, financials, supplies, volunteers, and logistics. Must think about the sale all year long because plants need to be ordered in June.

Teresa's recommendations:

- NPS committee(s) to select plants, create policies about cancelations, refunds, orders not picked up.
- Streamline paperwork: is there software that could remind customers about orders, when to pick up?

Gross sales = \$28,931

Teresa thanked Russell and Betsy of Davis Family Farm for use of their facility; contractors Nick Cavagnaro and Heath Keirstead; Jerry Paul, Marcella Henkels, Nate Johnson, and many other volunteers.

Nate commented that the NPS marks an important time of year for many people—mid-winter, cheerful, community gathering. The volunteers really enjoyed it. Would like to have Teresa's slides and notes so the board can use them for strategic and annual planning.

Adopt Resolution No. FY2021-2022-08: updated Contracting Rules and Procedures

The update emphasizes using Oregon providers/contractors. Nate suggested sourcing within Benton County if possible since we are taxpayer funded. Jerry asked if we could add language to that effect, but Linda thought it might need to go through the attorney first. Directors agreed that they would like to investigate the possibility.

MOTION to adopt Resolution No. FY2021-2022-08 as is with recommendation to explore whether we can purchase at county level first, when possible: Bob/Kerry (vote 6/6)

Discuss which documents are used by Directors on Board webpages

Linda explained that the website is being updated and it would be helpful to know what content directors want in the Board Documents section. Jerry and Nate said they have recently used it to find the budget. Jerry encouraged directors to use it because it has a lot of information, but he would still like a calendar of events. Nate suggested directors look at the website and that we revisit the question of content in March.

Agenda Addition: Board involvement in strategic planning

Nate's conversation with Amy Stork underscored to him the importance of board involvement as a group in strategic planning before the draft document is finalized. Except for the planning meeting in September, most engagement has been person to person. In addition to a meeting at which the living document/work in progress is the sole agenda item, Nate would like to have a special meeting to discuss anything on one's mind and to get to know each other better. Nate suggested having an all staff and board informal meeting in the next month and to schedule a separate strategic planning meeting later.

All agreed to hold an evening Zoom meeting. Nate will reach out to Linda and Holly about how to schedule.

Meeting Adjourned

[Johnson] 7:12 pm

Benton SWCD Board Meeting

March 14, 2022

Financial Report

Period ending January 31, 2022

The closing balance in our Oregon LGIP account was \$979,681.34, dividend paid was \$409.06. The Fiscal YTD dividend paid was \$2,433.75. Our average monthly balance has been \$1,016,853.61 with a monthly distribution yield of 0.45%. The previous month's balance was \$723,879.42. We received a payment of \$6,000.15 in tax revenue from the Benton County Finance Department.

Both Citizens Bank accounts were reconciled, and all checks were accounted for.

The total balance of the two accounts was \$156,613.89. The previous month's balance was \$115,177.22.

Charges to the Credit Card account were \$1,395.14. These were verified and reconciled.

The previous month's charges were \$1,009.12.

The Stripe account was reconciled. The starting balance was \$1,788.47. The net balance change from activity was \$19.61, less fees of -\$0.89. Total payouts were \$1000.00, leaving and ending balance of \$808.08.

Respectfully submitted,



Jerry Paul, Treasurer

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

	Jan 31, 22	Jan 31, 21	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
10100 - Citizens Bank	140,405.86	116,877.69	23,528.17
10150 - Citizens Bank #2	6,035.30	7,113.54	-1,078.24
10200 - LGIP	983,545.35	1,025,179.34	-41,633.99
10300 - Stripe	808.08	0.00	808.08
10800 - Petty Cash	24.00	24.00	0.00
Total Checking/Savings	1,130,818.59	1,149,194.57	-18,375.98
Accounts Receivable			
11000 - Accounts Receivable	15,383.63	0.00	15,383.63
11400 - Grants Receivable	44,767.11	60,943.30	-16,176.19
Total Accounts Receivable	60,150.74	60,943.30	-792.56
Other Current Assets			
100-1050 CashDue to/from Bld Fnd	-103,200.00	-93,200.00	-10,000.00
100-1500 Due to/from Proj Fund	-102,910.93	-210,171.93	107,261.00
200-1080 CashDue to/from Gen Fnd	102,910.93	210,171.93	-107,261.00
400-1505 Due to/from BR Fund	103,200.00	93,200.00	10,000.00
13000 - Prepaid expenses-Audit	3,564.02	7,213.59	-3,649.57
Total Other Current Assets	3,564.02	7,213.59	-3,649.57
Total Current Assets	1,194,533.35	1,217,351.46	-22,818.11
Other Assets			
18400 - Property Tax Receivable-Audit	10,110.00	10,528.00	-418.00
Total Other Assets	10,110.00	10,528.00	-418.00
TOTAL ASSETS	1,204,643.35	1,227,879.46	-23,236.11
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
20000 - General Accounts Payable	10,713.87	8,831.57	1,882.30
20100 - Project Accts Payable	26,562.25	0.00	26,562.25
Total Accounts Payable	37,276.12	8,831.57	28,444.55
Credit Cards			
22000 - CITIZENS BANK MASTER CARD			
22200 - Holly's CC - 2995	126.59	7.49	119.10
22400 - Teresa's CC - 3019	475.28	348.19	127.09
22500 - Heath's CC - 3027	30.99	51.97	-20.98
22520 - Linda's CC - 5980	762.66	431.51	331.15
Total 22000 - CITIZENS BANK MASTER CARD	1,395.52	839.16	556.36
Total Credit Cards	1,395.52	839.16	556.36
Other Current Liabilities			
24000 - PAYROLL LIABILITIES			
24010 - 941 Account	5,967.90	5,481.34	486.56
24020 - Oregon Withholding	1,519.00	1,433.00	86.00

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

	Jan 31, 22	Jan 31, 21	\$ Change
24030 · OR-WBF SUTA	310.77	326.83	-16.06
24040 · Medical Employee	42.77	856.04	-813.27
24050 · Medical Employer	4,497.40	4,055.95	441.45
24060 · 457b Contributions	2,765.90	3,086.69	-320.79
Total 24000 · PAYROLL LIABILITIES	15,103.74	15,239.85	-136.11
25800 · Deferred Revenue Grants-Audit	120,646.02	222,493.53	-101,847.51
25810 · Deferred Revenue Donations	246.72	0.00	246.72
25850 · Deferred Revenue - NPS Presales	29,200.35	24,031.68	5,168.67
Total Other Current Liabilities	165,196.83	261,765.06	-96,568.23
Total Current Liabilities	203,868.47	271,435.79	-67,567.32
Long Term Liabilities			
27050 · Deferred Revenue Taxes -Audit	8,261.09	8,440.09	-179.00
Total Long Term Liabilities	8,261.09	8,440.09	-179.00
Total Liabilities	212,129.56	279,875.88	-67,746.32
Equity			
31100 · Building Reserve Fund Balance	103,200.00	103,200.00	0.00
31200 · Project Fund Balance	10,210.00	10,210.00	0.00
32000 · General Fund Balance	666,461.80	594,005.70	72,456.10
Net Income	212,641.99	240,587.88	-27,945.89
Total Equity	992,513.79	948,003.58	44,510.21
TOTAL LIABILITIES & EQUITY	1,204,643.35	1,227,879.46	-23,236.11

Benton Soil & Water Conservation District
Profit & Loss by Class
 July 2021 through January 2022

	Building Reserve	General Fund	Project Fund	TOTAL
Ordinary Income/Expense				
Income				
43300 · Grant/Project Administration	0.00	0.00	141,136.09	141,136.09
44535 · Taxes Levied	0.00	462,063.74	0.00	462,063.74
44540 · ODA Operations	0.00	26,372.00	0.00	26,372.00
44545 · ODA Tech, LMA & Scope of Work	0.00	46,151.00	0.00	46,151.00
45000 · Interest Income	0.00	2,592.78	0.00	2,592.78
46430 · MISCELLANEOUS	0.00	2,651.11	0.00	2,651.11
47200 · CREP, SQP-Fee for Services	0.00	4,576.00	0.00	4,576.00
47400 · Native Plant Sale Income	0.00	3,611.50	0.00	3,611.50
48000 · TRANSFERS IN	5,000.00	12,362.56	0.00	17,362.56
Total Income	5,000.00	560,380.69	141,136.09	706,516.78
Gross Profit	5,000.00	560,380.69	141,136.09	706,516.78
Expense				
60000 · MATERIALS & SERVICES	0.00	86,250.55	0.00	86,250.55
66000 · PAYROLL EXPENSES	0.00	260,737.84	14,038.97	274,776.81
68000 · PROJECTS-SVC-SUPP-MATERIAL	0.00	0.00	115,484.87	115,484.87
69400 · TRANSFERS OUT	0.00	5,000.00	12,362.56	17,362.56
Total Expense	0.00	351,988.39	141,886.40	493,874.79
Net Ordinary Income	5,000.00	208,392.30	-750.31	212,641.99
Net Income	5,000.00	208,392.30	-750.31	212,641.99

Benton Soil & Water Conservation District
Profit & Loss by Class
July 2021 through January 2022

	Building Reserve	General Fund	Project Fund	TOTAL
Ordinary Income/Expense				
Income				
43300 · Grant/Project Administration	0.00	0.00	141,136.09	141,136.09
44535 · Taxes Levied	0.00	462,063.74	0.00	462,063.74
44540 · ODA Operations	0.00	26,372.00	0.00	26,372.00
44545 · ODA Tech, LMA & Scope of Work	0.00	46,151.00	0.00	46,151.00
45000 · Interest Income	0.00	2,592.78	0.00	2,592.78
46430 · MISCELLANEOUS				
46432 · Contributions	0.00	674.00	0.00	674.00
46490 · Adjustment Account - Audit	0.00	1,977.11	0.00	1,977.11
Total 46430 · MISCELLANEOUS	0.00	2,651.11	0.00	2,651.11
47200 · CREP, SQP-Fee for Services	0.00	4,576.00	0.00	4,576.00
47400 · Native Plant Sale Income	0.00	3,611.50	0.00	3,611.50
48000 · TRANSFERS IN				
48100 · Building Reserve Fund	5,000.00	0.00	0.00	5,000.00
48400 · Transfer Admin from Project Fd	0.00	12,362.56	0.00	12,362.56
Total 48000 · TRANSFERS IN	5,000.00	12,362.56	0.00	17,362.56
Total Income	5,000.00	560,380.69	141,136.09	706,516.78
Gross Profit	5,000.00	560,380.69	141,136.09	706,516.78
Expense				
60000 · MATERIALS & SERVICES				
61300 · CONFERENCES AND TRAINING				
61330 · Registration	0.00	1,568.00	0.00	1,568.00
Total 61300 · CONFERENCES AND TRAINING	0.00	1,568.00	0.00	1,568.00
61500 · COMMUNITY CONSERVATION PROGRAMS				
61510 · Conservation Education (Youth	0.00	8,162.97	0.00	8,162.97
61520 · Conservation Incentive Program	0.00	2,000.00	0.00	2,000.00
61540 · Native Plant Sale	0.00	14,479.52	0.00	14,479.52
61570 · Soil Quality Program	0.00	2,009.33	0.00	2,009.33
61585 · Conservation Leadership - EDI	0.00	1,600.00	0.00	1,600.00
Total 61500 · COMMUNITY CONSERVATION PROGRAMS	0.00	28,251.82	0.00	28,251.82
62100 · CONTRACTED AND PROF SERVICES				
62115 · Audit	0.00	4,900.00	0.00	4,900.00
62120 · Computer Support	0.00	449.70	0.00	449.70
62130 · PROFESSIONAL SERVICES				
62140 · Legal	0.00	300.00	0.00	300.00
62150 · Accounting	0.00	11,160.71	0.00	11,160.71
62160 · Facilitation	0.00	2,000.00	0.00	2,000.00
62170 · Web Design, Logo - Marketing	0.00	1,219.00	0.00	1,219.00
Total 62130 · PROFESSIONAL SERVICES	0.00	14,679.71	0.00	14,679.71
62190 · Misc Contracted Services	0.00	3,450.00	0.00	3,450.00
Total 62100 · CONTRACTED AND PROF SERVICES	0.00	23,479.41	0.00	23,479.41
62300 · Dues/Subscriptions/Fees	0.00	5,472.07	0.00	5,472.07

Benton Soil & Water Conservation District
Profit & Loss by Class
July 2021 through January 2022

	Building Reserve	General Fund	Project Fund	TOTAL
62800 · OFFICE OCCUPANCY				
62820 · Rent & Parking	0.00	15,243.75	0.00	15,243.75
62830 · Utilities	0.00	2,884.18	0.00	2,884.18
62800 · OFFICE OCCUPANCY - Other	0.00	34.48	0.00	34.48
Total 62800 · OFFICE OCCUPANCY	0.00	18,162.41	0.00	18,162.41
65000 · SUPPLIES AND MATERIALS				
65010 · COPIER AND SUPPLIES				
65014 · Lease	0.00	1,084.84	0.00	1,084.84
Total 65010 · COPIER AND SUPPLIES	0.00	1,084.84	0.00	1,084.84
65030 · Office Supplies	0.00	1,474.89	0.00	1,474.89
65040 · Postage	0.00	58.38	0.00	58.38
65050 · Software/Computer Accessories	0.00	909.00	0.00	909.00
Total 65000 · SUPPLIES AND MATERIALS	0.00	3,527.11	0.00	3,527.11
65110 · PRODUCTION COSTS				
65112 · Advertising and Website	0.00	313.44	0.00	313.44
65116 · Newsletters	0.00	2,024.66	0.00	2,024.66
Total 65110 · PRODUCTION COSTS	0.00	2,338.10	0.00	2,338.10
65120 · Insurance & Fidelity Bond	0.00	2,468.97	0.00	2,468.97
65320 · Mileage/travel related expenses	0.00	808.76	0.00	808.76
65400 · Meetings & Events	0.00	173.90	0.00	173.90
Total 60000 · MATERIALS & SERVICES	0.00	86,250.55	0.00	86,250.55
66000 · PAYROLL EXPENSES				
66200 · Wages	0.00	199,837.00	11,005.09	210,842.09
66410 · Health, Dental & Life Insurance	0.00	34,145.58	1,889.85	36,035.43
66420 · Retirement	0.00	10,395.05	185.07	10,580.12
66500 · Payroll Taxes				
66510 · FICA Employer	0.00	14,846.45	840.04	15,686.49
66520 · SUTA	0.00	1,359.77	115.46	1,475.23
66530 · OR-WBF	0.00	61.24	3.46	64.70
Total 66500 · Payroll Taxes	0.00	16,267.46	958.96	17,226.42
66800 · Fees	0.00	92.75	0.00	92.75
Total 66000 · PAYROLL EXPENSES	0.00	260,737.84	14,038.97	274,776.81
68000 · PROJECTS-SVC-SUPP-MATERIALS				
68010 · Project Contracted Services	0.00	0.00	92,507.55	92,507.55
68020 · Project Mileage & Travel	0.00	0.00	132.72	132.72
68040 · Project Supplies & Materials	0.00	0.00	22,844.60	22,844.60
Total 68000 · PROJECTS-SVC-SUPP-MATERIALS	0.00	0.00	115,484.87	115,484.87
69400 · TRANSFERS OUT				
69410 · Trf GF to Building Reserve Fd	0.00	5,000.00	0.00	5,000.00
69440 · Trf PF to General Fund	0.00	0.00	12,362.56	12,362.56
Total 69400 · TRANSFERS OUT	0.00	5,000.00	12,362.56	17,362.56
Total Expense	0.00	351,988.39	141,886.40	493,874.79
Net Ordinary Income	5,000.00	208,392.30	-750.31	212,641.99

Benton Soil & Water Conservation District
Profit & Loss by Class
July 2021 through January 2022

	Building Reserve	General Fund	Project Fund	TOTAL
Net Income	5,000.00	208,392.30	-750.31	212,641.99

Benton Soil & Water Conservation District
Profit & Loss YTD Comparison
July 2021 through January 2022

	Jul '21 - Jan 22	Jul '20 - Jan 21	\$ Change
Ordinary Income/Expense			
Income			
43300 · Grant/Project Administration	141,136.09	166,845.07	-25,708.98
44535 · Taxes Levied	462,063.74	440,525.70	21,538.04
44540 · ODA Operations	26,372.00	24,994.75	1,377.25
44545 · ODA Tech, LMA & Scope of Work	46,151.00	43,740.00	2,411.00
45000 · Interest Income	2,592.78	4,292.81	-1,700.03
46430 · MISCELLANEOUS			
46432 · Contributions	674.00	1,050.00	-376.00
46440 · Refunds and Reimbursements	0.00	7,246.55	-7,246.55
46490 · Adjustment Account - Audit	1,977.11	0.00	1,977.11
Total 46430 · MISCELLANEOUS	2,651.11	8,296.55	-5,645.44
47200 · CREP, SQP-Fee for Services	4,576.00	7,248.00	-2,672.00
47400 · Native Plant Sale Income	3,611.50	2,374.00	1,237.50
48000 · TRANSFERS IN			
48100 · Building Reserve Fund	5,000.00	10,000.00	-5,000.00
48400 · Transfer Admin from Project Fd	12,362.56	14,556.20	-2,193.64
Total 48000 · TRANSFERS IN	17,362.56	24,556.20	-7,193.64
Total Income	706,516.78	722,873.08	-16,356.30
Gross Profit	706,516.78	722,873.08	-16,356.30
Expense			
60000 · MATERIALS & SERVICES			
61300 · CONFERENCES AND TRAINING			
61330 · Registration	1,568.00	2,050.00	-482.00
61340 · Training and Education Material	0.00	249.95	-249.95
Total 61300 · CONFERENCES AND TRAINING	1,568.00	2,299.95	-731.95
61500 · COMMUNITY CONSERVATION PROGRAMS			
61510 · Conservation Education (Youth)	8,162.97	5,100.00	3,062.97
61520 · Conservation Incentive Program	2,000.00	769.70	1,230.30
61530 · Invasives Program	0.00	233.04	-233.04
61540 · Native Plant Sale	14,479.52	3,344.15	11,135.37
61570 · Soil Quality Program	2,009.33	336.49	1,672.84
61585 · Conservation Leadership - EDI	1,600.00	60.00	1,540.00
Total 61500 · COMMUNITY CONSERVATION PROGR/	28,251.82	9,843.38	18,408.44
62100 · CONTRACTED AND PROF SERVICES			
62115 · Audit	4,900.00	4,750.00	150.00
62120 · Computer Support	449.70	722.60	-272.90
62130 · PROFESSIONAL SERVICES			
62140 · Legal	300.00	2,150.00	-1,850.00
62150 · Accounting	11,160.71	12,109.96	-949.25
62160 · Facilitation	2,000.00	0.00	2,000.00
62170 · Web Design, Logo - Marketing	1,219.00	388.00	831.00
Total 62130 · PROFESSIONAL SERVICES	14,679.71	14,647.96	31.75

Benton Soil & Water Conservation District
Profit & Loss YTD Comparison
July 2021 through January 2022

	Jul '21 - Jan 22	Jul '20 - Jan 21	\$ Change
62190 · Misc Contracted Services	3,450.00	0.00	3,450.00
Total 62100 · CONTRACTED AND PROF SERVICES	23,479.41	20,120.56	3,358.85
62300 · Dues/Subscriptions/Fees	5,472.07	5,273.63	198.44
62800 · OFFICE OCCUPANCY			
62810 · Alarm & Janitorial Services	0.00	1,016.24	-1,016.24
62820 · Rent & Parking	15,243.75	26,493.28	-11,249.53
62830 · Utilities	2,884.18	7,137.24	-4,253.06
62800 · OFFICE OCCUPANCY - Other	34.48	0.00	34.48
Total 62800 · OFFICE OCCUPANCY	18,162.41	34,646.76	-16,484.35
65000 · SUPPLIES AND MATERIALS			
65010 · COPIER AND SUPPLIES			
65012 · Copies	0.00	397.85	-397.85
65014 · Lease	1,084.84	1,167.87	-83.03
Total 65010 · COPIER AND SUPPLIES	1,084.84	1,565.72	-480.88
65020 · Equipment	0.00	189.99	-189.99
65030 · Office Supplies	1,474.89	1,320.50	154.39
65040 · Postage	58.38	176.04	-117.66
65050 · Software/Computer Accessories	909.00	429.97	479.03
Total 65000 · SUPPLIES AND MATERIALS	3,527.11	3,682.22	-155.11
65110 · PRODUCTION COSTS			
65112 · Advertising and Website	313.44	433.92	-120.48
65116 · Newsletters	2,024.66	2,407.39	-382.73
65118 · Publications	0.00	325.00	-325.00
Total 65110 · PRODUCTION COSTS	2,338.10	3,166.31	-828.21
65120 · Insurance & Fidelity Bond	2,468.97	3,556.73	-1,087.76
65160 · Miscellaneous	0.00	75.00	-75.00
65320 · Mileage/travel related expenses	808.76	341.45	467.31
65400 · Meetings & Events	173.90	257.94	-84.04
Total 60000 · MATERIALS & SERVICES	86,250.55	83,263.93	2,986.62
66000 · PAYROLL EXPENSES			
66200 · Wages	210,842.09	197,230.88	13,611.21
66410 · Health, Dental & Life Insurance	36,035.43	31,752.32	4,283.11
66420 · Retirement	10,580.12	12,859.55	-2,279.43
66500 · Payroll Taxes			
66510 · FICA Employer	15,686.49	14,629.73	1,056.76
66520 · SUTA	1,475.23	827.98	647.25
66530 · OR-WBF	64.70	64.74	-0.04
Total 66500 · Payroll Taxes	17,226.42	15,522.45	1,703.97
66800 · Fees	92.75	92.75	0.00
Total 66000 · PAYROLL EXPENSES	274,776.81	257,457.95	17,318.86
68000 · PROJECTS-SVC-SUPP-MATERIALS			
68010 · Project Contracted Services	92,507.55	115,686.55	-23,179.00
68020 · Project Mileage & Travel	132.72	820.57	-687.85

Benton Soil & Water Conservation District
Profit & Loss YTD Comparison
 July 2021 through January 2022

	Jul '21 - Jan 22	Jul '20 - Jan 21	\$ Change
68040 · Project Supplies & Materials	22,844.60	500.00	22,344.60
Total 68000 · PROJECTS-SVC-SUPP-MATERIALS	115,484.87	117,007.12	-1,522.25
69400 · TRANSFERS OUT			
69410 · Trf GF to Building Reserve Fd	5,000.00	10,000.00	-5,000.00
69440 · Trf PF to General Fund	12,362.56	14,556.20	-2,193.64
Total 69400 · TRANSFERS OUT	17,362.56	24,556.20	-7,193.64
Total Expense	493,874.79	482,285.20	11,589.59
Net Ordinary Income	212,641.99	240,587.88	-27,945.89
Net Income	212,641.99	240,587.88	-27,945.89

Benton Soil & Water Conservation District
P&L Budget vs. Actual GENERAL FUND
July 2021 through January 2022

	Jul '21 - Jan 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
43000 · Beginning Balance	0.00	576,051.00	-576,051.00	0.0%
44530 · Benton County Public Works	0.00	5,000.00	-5,000.00	0.0%
44535 · Taxes Levied	462,063.74	470,000.00	-7,936.26	98.31%
44540 · ODA Operations	26,372.00	26,372.00	0.00	100.0%
44545 · ODA Tech, LMA & Scope of Work	46,151.00	61,535.00	-15,384.00	75.0%
45000 · Interest Income	2,592.78	4,500.00	-1,907.22	57.62%
46430 · MISCELLANEOUS				
46432 · Contributions	674.00			
46490 · Adjustment Account - Audit	1,977.11			
46430 · MISCELLANEOUS - Other	0.00	7,250.00	-7,250.00	0.0%
Total 46430 · MISCELLANEOUS	2,651.11	7,250.00	-4,598.89	36.57%
47200 · CREP, SQP-Fee for Services	4,576.00	4,000.00	576.00	114.4%
47400 · Native Plant Sale Income	3,611.50	20,000.00	-16,388.50	18.06%
48000 · TRANSFERS IN				
48400 · Transfer Admin from Project Fd	12,362.56	43,110.00	-30,747.44	28.68%
Total 48000 · TRANSFERS IN	12,362.56	43,110.00	-30,747.44	28.68%
Total Income	560,380.69	1,217,818.00	-657,437.31	46.02%
Gross Profit	560,380.69	1,217,818.00	-657,437.31	46.02%
Expense				
60000 · MATERIALS & SERVICES				
61300 · CONFERENCES AND TRAINING				
61330 · Registration	1,568.00			
61300 · CONFERENCES AND TRAINING	0.00	12,000.00	-12,000.00	0.0%
Total 61300 · CONFERENCES AND TRAINING	1,568.00	12,000.00	-10,432.00	13.07%
61500 · COMMUNITY CONSERVATION PROGRAMS				
61510 · Conservation Education (You	8,162.97	8,200.00	-37.03	99.55%
61520 · Conservation Incentive Progr	2,000.00	3,000.00	-1,000.00	66.67%
61530 · Invasives Program	0.00	3,000.00	-3,000.00	0.0%
61540 · Native Plant Sale	14,479.52	20,000.00	-5,520.48	72.4%
61560 · Scholarships/Internships	0.00	600.00	-600.00	0.0%
61570 · Soil Quality Program	2,009.33	3,000.00	-990.67	66.98%
61585 · Conservation Leadership - EI	1,600.00	2,000.00	-400.00	80.0%
Total 61500 · COMMUNITY CONSERVATION PROGRAMS	28,251.82	39,800.00	-11,548.18	70.98%
62100 · CONTRACTED AND PROF SERVICES				
62115 · Audit	4,900.00	5,000.00	-100.00	98.0%
62120 · Computer Support	449.70	4,000.00	-3,550.30	11.24%
62130 · PROFESSIONAL SERVICES				
62140 · Legal	300.00			
62150 · Accounting	11,160.71			
62160 · Facilitation	2,000.00	12,000.00	-10,000.00	16.67%
62170 · Web Design, Logo - Mark	1,219.00			

Benton Soil & Water Conservation District
P&L Budget vs. Actual GENERAL FUND
July 2021 through January 2022

	Jul '21 - Jan 22	Budget	\$ Over Budget	% of Budget
62130 · PROFESSIONAL SERVICES	0.00	31,020.00	-31,020.00	0.0%
Total 62130 · PROFESSIONAL SERVICES	14,679.71	43,020.00	-28,340.29	34.12%
62190 · Misc Contracted Services	3,450.00	5,750.00	-2,300.00	60.0%
Total 62100 · CONTRACTED AND PROFESSIONAL SERVICES	23,479.41	57,770.00	-34,290.59	40.64%
62300 · Dues/Subscriptions/Fees	5,472.07	13,000.00	-7,527.93	42.09%
62800 · OFFICE OCCUPANCY				
62810 · Alarm & Janitorial Services	0.00	1,500.00	-1,500.00	0.0%
62820 · Rent & Parking	15,243.75	27,000.00	-11,756.25	56.46%
62830 · Utilities	2,884.18	5,900.00	-3,015.82	48.88%
62840 · Other	0.00	1,000.00	-1,000.00	0.0%
62800 · OFFICE OCCUPANCY - Other	34.48			
Total 62800 · OFFICE OCCUPANCY	18,162.41	35,400.00	-17,237.59	51.31%
65000 · SUPPLIES AND MATERIALS				
65010 · COPIER AND SUPPLIES				
65014 · Lease	1,084.84			
65010 · COPIER AND SUPPLIES - Other	0.00	3,500.00	-3,500.00	0.0%
Total 65010 · COPIER AND SUPPLIES	1,084.84	3,500.00	-2,415.16	31.0%
65020 · Equipment	0.00	5,000.00	-5,000.00	0.0%
65030 · Office Supplies	1,474.89	2,500.00	-1,025.11	59.0%
65040 · Postage	58.38	1,000.00	-941.62	5.84%
65050 · Software/Computer Accessories	909.00	3,000.00	-2,091.00	30.3%
Total 65000 · SUPPLIES AND MATERIALS	3,527.11	15,000.00	-11,472.89	23.51%
65110 · PRODUCTION COSTS				
65112 · Advertising and Website	313.44	1,500.00	-1,186.56	20.9%
65114 · Merchandise	0.00	1,000.00	-1,000.00	0.0%
65116 · Newsletters	2,024.66	3,000.00	-975.34	67.49%
65118 · Publications	0.00	500.00	-500.00	0.0%
Total 65110 · PRODUCTION COSTS	2,338.10	6,000.00	-3,661.90	38.97%
65120 · Insurance & Fidelity Bond	2,468.97	4,500.00	-2,031.03	54.87%
65160 · Miscellaneous	0.00	1,000.00	-1,000.00	0.0%
65320 · Mileage/travel related expenses	808.76	4,000.00	-3,191.24	20.22%
65400 · Meetings & Events	173.90	4,000.00	-3,826.10	4.35%
Total 60000 · MATERIALS & SERVICES	86,250.55	192,470.00	-106,219.45	44.81%
66000 · PAYROLL EXPENSES				
66200 · Wages	199,837.00	352,467.00	-152,630.00	56.7%
66410 · Health, Dental & Life Insurance	34,145.58	58,996.00	-24,850.42	57.88%
66420 · Retirement	10,395.05	19,075.00	-8,679.95	54.5%
66500 · Payroll Taxes				
66510 · FICA Employer	14,846.45			
66520 · SUTA	1,359.77			
66530 · OR-WBF	61.24			
66500 · Payroll Taxes - Other	0.00	30,851.00	-30,851.00	0.0%
Total 66500 · Payroll Taxes	16,267.46	30,851.00	-14,583.54	52.73%

Benton Soil & Water Conservation District
P&L Budget vs. Actual GENERAL FUND
 July 2021 through January 2022

	Jul '21 - Jan 22	Budget	\$ Over Budget	% of Budget
66800 · Fees	92.75			
Total 66000 · PAYROLL EXPENSES	260,737.84	461,389.00	-200,651.16	56.51%
69100 · Capital Outlay	0.00	5,000.00	-5,000.00	0.0%
69200 · Contingency	0.00	40,000.00	-40,000.00	0.0%
69400 · TRANSFERS OUT				
69410 · Trf GF to Building Reserve Fd	5,000.00	5,000.00	0.00	100.0%
Total 69400 · TRANSFERS OUT	5,000.00	5,000.00	0.00	100.0%
69600 · Reserved for Future Expenditure	0.00	233,959.00	-233,959.00	0.0%
69800 · Unappropriated Fund Balance	0.00	280,000.00	-280,000.00	0.0%
Total Expense	351,988.39	1,217,818.00	-865,829.61	28.9%
Net Ordinary Income	208,392.30	0.00	208,392.30	100.0%
Net Income	208,392.30	0.00	208,392.30	100.0%

Benton Soil & Water Conservation District
P&L Budget vs. Actual PROJECT FUND
July 2021 through January 2022

	Jul '21 - Jan 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
43300 · Grant/Project Administration	141,136.09	494,267.00	-353,130.91	28.56%
Total Income	<u>141,136.09</u>	<u>494,267.00</u>	<u>-353,130.91</u>	<u>28.56%</u>
Gross Profit	141,136.09	494,267.00	-353,130.91	28.56%
Expense				
66000 · PAYROLL EXPENSES				
66200 · Wages	11,005.09	37,174.00	-26,168.91	29.6%
66410 · Health, Dental & Life Insurance	1,889.85	8,746.00	-6,856.15	21.61%
66420 · Retirement	185.07	1,487.00	-1,301.93	12.45%
66500 · Payroll Taxes				
66510 · FICA Employer	840.04	0.00	840.04	100.0%
66520 · SUTA	115.46	0.00	115.46	100.0%
66530 · OR-WBF	3.46	0.00	3.46	100.0%
66500 · Payroll Taxes - Other	0.00	4,106.00	-4,106.00	0.0%
Total 66500 · Payroll Taxes	<u>958.96</u>	<u>4,106.00</u>	<u>-3,147.04</u>	<u>23.36%</u>
Total 66000 · PAYROLL EXPENSES	<u>14,038.97</u>	<u>51,513.00</u>	<u>-37,474.03</u>	<u>27.25%</u>
68000 · PROJECTS-SVC-SUPP-MATERIALS				
68010 · Project Contracted Services	92,507.55	0.00	92,507.55	100.0%
68020 · Project Mileage & Travel	132.72	0.00	132.72	100.0%
68040 · Project Supplies & Materials	22,844.60	0.00	22,844.60	100.0%
68000 · PROJECTS-SVC-SUPP-MATERIALS	0.00	399,644.00	-399,644.00	0.0%
Total 68000 · PROJECTS-SVC-SUPP-MATERIALS	<u>115,484.87</u>	<u>399,644.00</u>	<u>-284,159.13</u>	<u>28.9%</u>
69400 · TRANSFERS OUT				
69440 · Trf PF to General Fund	12,362.56	43,110.00	-30,747.44	28.68%
Total 69400 · TRANSFERS OUT	<u>12,362.56</u>	<u>43,110.00</u>	<u>-30,747.44</u>	<u>28.68%</u>
Total Expense	<u>141,886.40</u>	<u>494,267.00</u>	<u>-352,380.60</u>	<u>28.71%</u>
Net Ordinary Income	<u>-750.31</u>	<u>0.00</u>	<u>-750.31</u>	<u>100.0%</u>
Net Income	<u><u>-750.31</u></u>	<u><u>0.00</u></u>	<u><u>-750.31</u></u>	<u><u>100.0%</u></u>

Jan 2022 Qtrly All Grant Projects Financial Report

Project Name	Grant #	Funding Agency	Start Date	End Date	Status	Final Report Due Date	Fund Amount	(INCOME) Received to	Earned Income to	(EXPENSES) Spent to	Grant Receivabl	Remaining balance to	Grant Manager	Grant Report Dates	How grant funds are received	Admin Expected	Admin Earned	Admin Remaining
Effectiveness Monitoring WAHWG	2009-012-00	BPA	6/1/2020	5/31/2021	Open		157,527	153,476	153,476	153,476	0	4,051	MA			4,775	4,775	0
Ludwigia Management Alternatives	19100538	MMT	12/1/2019	12/31/2022	Open	2/15/2023	27,742	27,742	6,134	6,134	21,608	0	MA	Interim Report: 1/1/2021 & 1/1/2022. Final Report 2/15/2023	100% of funds at beginning of grant	2,522	558	1,964
State of the River Synthesis	20010715	MMT	2/1/2020	10/31/2022	Open	3/15/2022	80,000	80,000	45,925	45,925	34,075	0	MA	Interim 2/1/2021 & Final 11/30/2022	100% of funds at beginning of grant	12,000	6,042	5,958
Willamette Mainstem Restoration Opportunities and Strategies for Engagement	20100515	MMT	11/1/2020	4/30/2023	Open	6/30/2023	70,164	70,164	5,605	5,605	64,559	0	MA	5/15/21 & 6/30/23	100% of funds at beginning of grant	6,379	510	5,869
Willamette River Aquatic Weed Management Phase 7	2020-33-010	ODA-OSWB	2/28/2020	9/30/2021	Open	6/30/2021	27,719	13,860	22,733	22,733	-8,873	13,860	MA		*50% of funds received at start of grant *25% of funds are received after interim grant report submitted and approved by ODA *final funds are received after final grant report submitted and approved by ODA	2,520	2,067	453
Purge the Spurge! EDRR and Community Outreach	2020-33-011	ODA-OSWB	2/28/2020	9/30/2021	Open	11/29/2021	8,808	6,606	7,870	7,870	-1,264	2,202	MA		*50% of funds received at start of grant *25% of funds are received after interim grant report submitted and approved by ODA *final funds are received after final grant report submitted and approved by ODA	801	715	86
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	17,018	18,057	18,057	-1,039	8,260	DS	Project completion only	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	2,298	1,639	659
OWEB SIA grant	218-8010-16782	OWEB	3/4/2019	12/22/2023	Open	12/22/2023	125,000	56,408	56,451	56,451	-43	68,592	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	5,127	6,237
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
2019 data collection for WFIP Effectiveness Monitoring (Phase 2)	218-8201-16520	OWEB	1/1/2019	6/30/2021	Open	2/28/2021	119,983	119,982	119,982	119,982	0	1	MA	2/28/2021	received by reimbursement of invoices/receipts for amounts of \$250 or more submitted by BSWCD; OWEB holds last 10% of funds (\$11,983) until they receive and approve of Final Report at end	10,908	10,908	0

Jan 2022 Qtrly All Grant Projects Financial Report

Project Name	Grant #	Funding Agency	Start Date	End Date	Status	Final Report Due Date	Fund Amount	(INCOME) Received to	Earned Income to	(EXPENSES) Spent to	Grant Receivabl	Remaining balance to	Grant Manager	Grant Report Dates	How grant funds are received	Admin Expected	Admin Earned	Admin Remaining
2019 Supplemental Data Collection for WFIP Effectiveness Monitoring (Phase 3)	218-8390-17212	OWEB	2/4/2020	12/31/2021	Open	2/28/2022	100,000	66,849	66,849	66,849	0	33,151	MA	Interim Report: 12/31/2020 & Final Report: 2/28/2022	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	9,091	6,077	3,014
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	3,431	3,778	3,778	-347	42,536	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	312	3,867
J2E RTR Project	220-3303-17504	OWEB	4/22/2020	6/30/2025	Open	6/30/2025	239,915	107,149	107,149	107,149	0	132,766	DS	6/30/2028 and 6/30/2030		23,084	9,741	13,343
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	89,344	89,344	89,998	-655	30,644	MA	Interim Report: 6/30/2021 & Final Report: 2/28/2023	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	10,908	8,182	2,726
Regenerative Landscape Project		Donation			Open		2,980	2,980	2,577	2,577	403	0	TM			0	0	0
Total							1,184,083	838,779				345,304					58,085	45,110

FY22 Budget Resolution
Resolution No. FY2021-2022-10

BE IT RESOLVED that the Board of Directors of the Benton Soil and Water Conservation District (SWCD) hereby approves the addition of \$11,319 to the Benton SWCD FY21-22 Budget as follows:

Project Fund

Add \$11,319 in Resources to the Project Fund for Farm Riparian and Prairie Restoration Project from OWEB Small Grant No. 09-22-001-20218

Add \$11,319 in Requirements to the Project Fund as follows:

Personnel Services	\$0
Materials and Services	
Contracted/Professional Services	\$10,290
Transfer to General Fund (Fiscal Admin)	\$1,029

General Fund

Add \$1,029 in Resources

Transfer from Project Fund (Fiscal Admin)	\$1,029
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Add \$1,029 in Requirements to the General Fund as follows:

Materials and Services

Contracted/Professional Services	
Miscellaneous Contracted Services	\$1,029

SIGNED THIS 14th day of March 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

Date: February 28, 2022

To: Benton SWCD Directors

From: Holly Crosson, Executive Director

Re: February 2022 Monthly Report for March 2022 Board Packet

STRATEGIC PLANNING (SP)

- Met with Amy Stork and Nate on 2/8 to discuss board engagement on strategic plan.
- Introduced Focus Group #2 (Local Partners) to facilitated session with Amy on 2/9.
- Completed staff interview #3 with Amy; had several follow up meetings.
- Reviewed and provided comments on draft summary report from Amy on staff/board interviews and Focus Group results; met with Amy and Michael to discuss context and key conservation issues; programmatic, institutional advancement, and operational themes; and upcoming strategic planning retreat agendas.
- Attended first 4-hour Strategic Planning Retreat with staff, Eliza, and Marcella.

THE CONFLUENCE

- Reviewed updated Confluence interior design plans from Bainbridge.

COVID-19

- Reviewed new masking requirements from Centers for Disease Control (CDC), Oregon Health Authority (OHA), and Benton County.
- Updated BSWCD mask requirements.

SAFETY/OSHA/IT

- Sent email from SDAO to staff and board about increased cybersecurity threat.
- Continuing to address IT updates needed, and purchase of new computers.

DEIJ

- Attended Confluence Equity Committee meeting on 2/8.

PROGRAMS/PROJECTS/PARTNERSHIPS

- Worked at the native plant sale two days on customer order pickups.
- Met with Sam Chan (OSU/Sea Grant), Faye, and Michael to discuss collaborating on outreach about DEIJ and invasive species nomenclature.
- Continued to monitor incoming emails for Communications position.
- Began developing new job description for Communications/Marketing position.

- Responded to Linn-Benton Salmon Watch support letter.
- Had conversation with county planning department staff about BSWCD programs and how to increase communications about what we do to Community Development Director and staff.
- Responded to requests from Marion SWCD.
- Attended an OSU webinar on Women Leaders in Business.

FISCAL

- Developed FY23 Budget Committee materials (updated summary, BC roster); connected with Liz Brooks who would like to remain for another term on the Budget Committee.
- Tracked ACH deposits for grant payments and distributed reports to Jenny and appropriate project management staff.
- 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 accounts, bank statements, account reconciliations, bank deposits, and LGIP balance.
- Held weekly meetings with bookkeeper.

PERSONNEL

- **HR Answers:** requested information on 2022 COLA, use of PTO and personal days, updated compensation summary.
- Attended HR Alliance Roundtable meeting at the SDAO Annual Conference.
- Requested 2022 health insurance plan rates from SDIS and HUBB.
- Conducted legal review of ramifications of converting some sick leave to personal leave.
- Prepared documents for PFC meeting to be held in March.
- Had weekly check-in meetings with Linda.
- Had two check-in meetings with Michael (2/7 and 2/28).
- Participated in weekly Zoom staff meetings.

BOARD

- Developed March board meeting agenda; reviewed January draft financials; prepared board meeting packet materials.
- Met with Nate.
- Conducted legal review for Contracting Rules and Procedures and followed up on possible language for local Benton County vendors.

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



Conservation Program Manager

- It was exciting to witness my first Native Plant Sale and to see how all of our staff came together to help out along with Board Members. The volunteers especially carried the sale forward and we deeply appreciate their hard work and dedication. With Heath's departure and the looming omicron variant, we wondered if the sale could be pulled off. I struggled a bit with not knowing what all goes into the sale, but Teresa was dedicated and agreed to be the fearless leader. Many thanks to Teresa and all those who pitched in. I was only able to volunteer briefly.
- Met with Holly twice to check in on ongoing work
- Led 1 planning team meeting with Donna and Teresa
- Reviewed iterations of the strategic plan "pre-plan" documents. Met with Amy Stork and Holly to discuss the agenda for the retreat. Attended both retreat sessions (1 was actually in March)
- Attended a Local Budget Law Training to better understand the budgeting process and legalities

Willamette Mainstem Cooperative

- Held a Willamette Mainstem Cooperative (WMC) Meeting with the stakeholders. The focus of the meeting was discussing outreach to landowners and focus areas. Much of this was stimulated by a grant that we're working on with Long Tom Watershed Council, the US Geological Survey, and River Design Group.
- Met with Long Tom Watershed Council twice related to the above grant and have begun working on an invasive weed control grant for the Willamette River riparian forests.
- Met with Rose Wallick at USGS mostly to touch base on several topics related to our projects

Invasive Species Program

- I attended Day 2 of the Oregon State Weed Board Meeting where **they recommended our Willamette Aquatic Invasives (Phase 8) grant for funding as well as our Purge the Spurge (Phase 2) grant** which helps us control oblong a spurge! The aquatics grant award is \$28,430 and the Purge the Spurge award is \$9,971. There are still a few administrative steps to get through before the money is ours to spend on conservation.
- Spent some time working on our IGA with the Benton County in February. This included a talk about oblong spurge with the county road crew, connecting with our new staff liaison, Shea Steingass, planning an April 15 Weed Pull near Lupine Meadows relate to the IGA, and completing the report and a presentation on our work to the County Commissioners
- Helped get 7 OSU students out to East Thornton Lake Natural Area in North Albany to clear blackberry and free historic fruit trees.
- Met with Holly, Faye, and Sam Chan for a discussion on Awareness of common names with non-native species to our region.

Other

- Briefly helped an OSU student with questions about SWCDs and their budgets.

Date: February 28, 2022
To: Benton SWCD Directors
From: Linda Lovett, Operations Manager
Re: February Report for March 2022 Board Packet



A. Office Administration

- Forwarded phone calls and emails to appropriate staff.
- Filed paperwork and organized files during visits to office.

B. Fiscal Administration

- Worked with Underwriting Department at SDIS to update property/casualty insurance and understand increase in general liability portion.
- Submitted salary/job title spreadsheet required for enrollment in SDAO insurance benefit plans.
- Updated Fees/Subscriptions/Dues spreadsheet and revised LB forms for FY22-23 budget.
- Reviewed, authorized, and submitted Check Issuance Request and Credit Card Receipt forms; responded to staff inquiries about payments; deposited checks.

C. Personnel/Staff Meetings

- Archived Heath in QuickBooks Time; updated Employee Data Sheet; reviewed timesheets for payroll; distributed pay stubs.
- Participated in and facilitated weekly staff meetings.

D. Training/Safety

- Attended SDAO Conference on February 10-11, including HR Alliance Roundtable meeting.

E. Board Support

- Provided information to Sandi Hiatt to update ODA's SWCD map and directory.
- February board meeting: submitted public notice to the G-T; added calendar items to agenda; compiled and emailed packet; sent resolutions and NRCS EEO document for signature.

Other

- Updated OCEAN (Oregon Conservation Education and Assistance Network) directory.
- Attended BSWCD strategic planning retreat facilitated by Amy Stork.
- Attended Greenbelt Land Trust's Annual Meeting.

NPS 2022

I jumped on the runaway Native Plant Sale (NPS) freight train. The River COVID trellis collapsed and many dedicated Board members, associate directors, and community volunteers became the search and rescue team. I captured photos of most of the NPS heroes. Some preferred to unmask and show their smiles. Sincere apology to those whose photo I did not get! THANKS to everyone who contributed to 2022's NPS success!!! *This report is based on estimates.*

First and foremost—Huge thanks to Russell Davis and Betsy Miller for hosting the NPS in their toasty greenhouse!



In addition to wangling plants, customer orders / pick-up, and volunteer schedules, other tasks are vital to the NPS.

- Over 80 buckets, totes, and plastic-lined boxes were collected and prepared for bareroot storage in purchased sawdust.
- Five early AM visits to WinCo provided boxes to be taped for order filling. Michael brought and taped his recycled boxes.
- Signs for plant stations and individual plants were organized, inventoried, and placed at respective locations throughout the greenhouse.
- Orders were filled, labeled, and organized.



Sincere gratitude to all of the NPS super heroes pictured and named in this staff report!



Nick Cavagnaro, past dedicated volunteer, contracted with BSWCD to help with plant and volunteer management. His plant care and quality control were paramount to customer satisfaction.



Amid my initial COVID panic, Jerry's calm voice provided reassurance that all would be fine. His shift of volunteers filled a record number of large orders and gave Heath and Marcella plenty to QC on the weekend.



Marcella Henkels, associate director, worked two weekend shifts and stepped up to lead volunteers. Words do not express how significantly Marcella's efforts eased my COVID quarantine stress.



Jackie Calvert, a stalwart BSWCD cheerleader, worked full-force during five volunteer shifts. Jackie's dependable support ensured that plant prep and order-filling were completed on time.

NPS 2022 - People Powered!



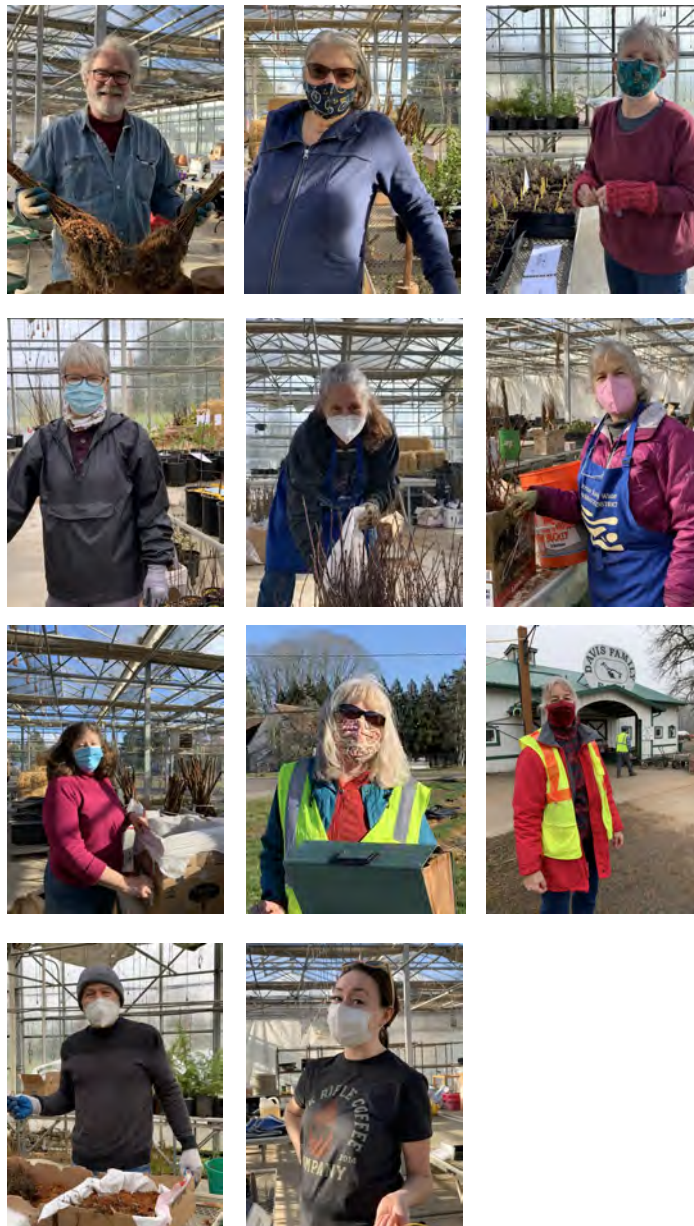
On left, Nate Johnson, of Sunbow Produce and BSWCD Chair, generated a wave of volunteers new to the NPS. Nate put out an all-call to his Sunbow network and the other five fine folks shown above came to the rescue: Yadira Ruiz (Nate's wife), Sharon Gracen (new to Oregon and volunteered for four shifts!!!!), Matt Cohen, Kiko Denzer, and Teiya Inokuma (worked two shifts and purchased overstock plants).



Above—Lyla and Trygve Anderson drive from Everett WA each year to help during two shifts on two days. Their daughter, Kristin, is also a loyal volunteer.



Stewart Holmes and Maya Abels pitched in to fill orders and an additional order pick-up shift.



Volunteers, new and old, worked one, two or three shifts. Sincere thanks for their dedication and support!!! From left to right, starting at upper left:

Thomas Pfleeger
Rita Vinal
Diana Sutherin

Kerry Hastings
Janice Rosenberg
Miriam Edell

Ann Geyer
Sandy Riverman
Signe Danler

Doug Bilsland
Josie Faris

Sincere apologies to the fantastic folks listed below whose likeness I did not capture. Please know that your contribution is greatly appreciated.

Alphabetically by first name
Please forgive me if I missed someone.

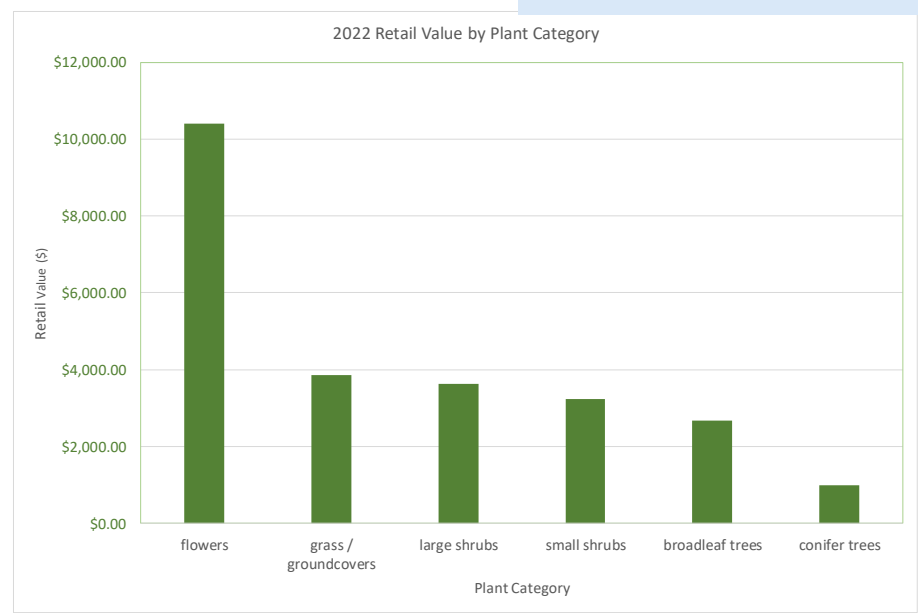
- Andy Gallagher
- Bob Morris
- Diane Arney
- Diego Nieto
- Donna Schmitz
- Faye Yoshihara
- Holly Crosson
- Kelly Albers
- Kevin Kenaga
- Kristen McAlpine
- Lexi Gardner
- Linda Lovett
- Mary Mason
- Melanie Glock
- Michael Ahr
- Paul Westerberg
- Rana Foster
- Sally Shaw
- Susan Pachuta

Hours (not including non-coordinator staff)

Coordinator	341 h
Contractors (2)	80 h
Volunteers (44)	264 h
Total	685 h

The table below estimates NPS 2022 gross income by plant category: flowers, groundcover/ grass, large shrub, small shrub, broadleaf trees, conifer trees.

- Overstock distribution (wholesale value)**
- Donation Oak Cr Cen Urban Horticulture \$105
 - Donation to Marys River and Luckiamute Watershed Councils \$526
 - Overstock sales \$1,518



True to the end

Top—After the last Friday order was picked-up, volunteers Julie Halter and Lindy Seip refused to leave while more work was needed. It was their second or third shift in the week, yet they remained to help move and organize the overstock plants to the front store area where cooler temperatures provided better plant holding conditions. XX customers purchased overstock plants, adding \$9 to the 2022 NPS income.



Middle—Heath’s knowledge of all-things WooCommerce, computer skills, and willingness to manage the greenhouse activities during my spell were invaluable. She contracted to help, unknowing how important her contribution would be during this COVID year. Shown on right, because she knows just how much work is involved in the entire NPS process, she also helped with the final day of clean-up, saving me even more hours of overtime.



Bottom—Orphan orders need special attention when their owners have made travel plans or unforeseen circumstances prevent timely pick-up. The bareroots are potted up and orders labeled to keep them organized. As of today, 3/8/2022, three orphan orders still patiently await a ride home.





Donna Schmitz: January 31, 2022 to February 28, 2022

Federal Farm Programs implementation; CREP, EQIP, WHIP

- Working on monitoring documentation for CREP.
- Coordination with Alsea landowner and plant sale order. Assisted with pickup at plant sale.
- Compiled and submitted CREP quarterly report.
- Submitted request for quarterly payment.
- **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.**
- TA- Plant sale NRCS funding for oak/fir landowner, tree removal from streams,
- Site visit: Philomath-Manure management, pasture management, riparian buffer. Follow-up includes buffer widths for CREP and referral to Farm Service Agency. Possible small grant for paddocks.
- Site visit- Oak Creek Oak woodlands, discussion of funding and invasive control. Followup included contractors, Firewise, MRWC and ODF contacts.
- SV-Kings Valley-Riparian buffer, invasives, possible funding. Followup-buffer creation, contacts for CREP consideration, possible small grant.
- OWEB small grant: Submitted OWEB small grant for riparian plantings along the Marys River. Approved. Submitted OWEB land use form to Benton Co. Development Dept.
- OWEB large grant: Meeting with NRCS, USFW, ODF and landowner to develop larger project and submit large OWEB restoration grant in Kings Valley.
- 100 Acre Wood: Payment processed for Integrated Pest Management work on tree planting .
- J2E: Completion of plant acquisition and contract for planting crew and moisture conservation.
 - Submitted in stream log pictures to Benton Co as requirement of floodplain permit.
 - Funds request for Luckiamute WC work on the project.
- ODA-compiled expenses and tasks accomplished for quarterly District Capacity and Scope of work funds.
- ODA-discussion with Cheryl Hummon on future staff changes at ODA.
- Muddy Creek SIA:
 - Working with OSU student who is working with a resident who has goats, pond and riparian area. Sent native plant and conservation planning template information. Will follow up later for site visit when requested by landowner.
 - Completed landowner agreements and maps for monitoring equipment.
- Leadership Corvallis connection for May Natural Resource Day.
- Attended 4 hour Strategic Planning zoom meeting.
- Assisted Teresa with Plant Sale.
- Attended planning meetings with Michael and Teresa.
- Attended staff meetings, Attended board meeting



Natural Resources Conservation Service

District Conservationist Monthly Report – Benton & Linn Counties
March 2022

Announcements:

- Annual Local Workgroup Meeting was held via zoom. Meeting minutes will be available by April 2022 on the website:
<https://www.nrcs.usda.gov/wps/portal/nrcs/detail/or/people/partners/?cid=nrcseprd1300223>
 - Benton: held March 1st 1p via zoom
 - Linn: held March 3rd 1p via zoom
- My staff and I are currently finalizing 18 agreements for 2022 EQIP applications in high tunnel, organic, forest resilience, oak restoration, and hazelnut conservation programs.
- Civil Rights responsibilities for Partners: annual review of checklist and signed by the SWCD board members. See attachment to sign.
 - NRCS is required to deliver USDA Civil Rights and Equal Opportunity requirements and information with institutions that participate in or administer USDA federally conducted and/or federally assisted programs. In an effort to fully comply with Federal, Departmental, and Agency governing Civil Rights laws and regulations, the attached checklist serves as a guide to assist with the Civil Rights responsibilities and expected discussions between NRCS and Partners.
- COVID-19 Update: The USDA Tangent Service Center is open for business! March 11th is the update Oregon Mask Mandate lift.

FY2022 NRCS Program Deadlines:

- NRCS is always accepting applications for all programs.
- CSP 2022: **Application Deadline March 18th, 2022**
 - <https://www.nrcs.usda.gov/wps/portal/nrcs/main/or/programs/financial/csp/>
- 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



Signup for <https://www.farmers.gov/sign-in>: Farmers.gov account 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**. <https://www.nrcs.usda.gov/wps/portal/nrcs/site/or/home/>

The screenshot shows the NRCS Oregon website homepage. At the top, there is a banner for "NEW this week" with the sub-header "How to subscribe to GovDelivery for NRCS Oregon and NHQ". Below this is the main navigation bar with "USDA Natural Resources Conservation Service Oregon" and "United States Department of Agriculture". The main content area features a large image of a person in a greenhouse. A red arrow points to a "Sign up for email updates" button in the bottom right corner of the page. Below the screenshot, there is a text box that reads: "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."

Benton SWCD Board Meeting
March 14, 2022

The Bee Buddy Program Update – Jerry Paul

I have been in the process of reevaluating our delivery of the Bee Buddy Program. Unfortunately, I will not be delivering and picking up the Mason bee houses as I have done for the past three years.

The district has offered last year's Bee Buddies a onetime purchase of a full Mason bee kit that will be delivered to them in mid-March. The kit will include: housing for the nesting trays, nesting trays, a release tube, and Mason bee cocoons.

Because we want to get more Bee Buddies doing their own work, raising and caring for their own bees, we will invite the people who purchased a kit to attend two free training sessions throughout the season. One session on how to store the nesting trays will be held in June 2022, and one session on how to clean, process, and store the cocoons for the next season will be held in October 2022.

We offered these kits at a reduced fee, as follows:

Small kits consisting of 21 nesting holes and 40 cocoons for \$35.00

Medium kits consisting of 35 nesting holes and 60 cocoons for \$45.00

Large kits consisting of 56 nesting holes and 90 cocoons for \$55.00

We started with 43 kits of varying sizes, and 27 of the last year's Bee Buddies placed their order to buy a kit. One kit was donated to OSU Empty Bowls for their fundraising auction. This is an annual event sponsored by the School of Language, Culture, and Society and University Housing and Dining Services that raises funds to fight hunger.

A colleague, whom I met at the Orchard Bee Association annual conference at OSU this year, and I are helping to start a Mason bee program within the College Hill Urban Farm Program. The students in this program have the opportunity to perform all farm activities, from site planning and plant propagation to tending and harvesting and taking crops to market. Six of the small kits have been donated to their program.

Eliza, who is heading up the Monroe Bee Buddy program, has sold five of the medium size kits.

Faye, our Soap Creek representative, has purchased three kits, one of which she has donated to OSU Empty Bowls for their fundraising auction. She has also recruited another Soap Creek area resident who will be buying a small kit.

As we close out this program, the district should receive around \$1,400.00. I will have a number of cocoons left over, which I will offer to sell to the Linn County Master Gardeners for their Mason bee program.



February 22, 2022

Dear Holly,

We are writing on behalf of the Linn Benton Salmon Watch (LBSW) steering committee to express our support for the continued involvement of Benton Soil and Water Conservation District in the Salmon Watch education program. The South Santiam Watershed Council, Calapooia Watershed Council, US Forest Service, Oregon Department of Fisheries and Wildlife and Benton SWCD have partnered together for years to support and sustain this important outdoor learning opportunity for local students. LBSW recruits and trains community volunteers and reaches 1,600 students annually, sharing information about river health and the importance of salmon in the Pacific Northwest.

As members of the steering committee, we can attest that our program is stronger when we partner together. LBSW hosts a shared website that includes resources for volunteers and teachers. The committee also shares financial contributions from agency partners and local school districts to purchase necessary supplies for field trips. We have hosted fundraising dine-in events in Linn and Benton counties, and shared contributions from other community donors like the First Alternative Co-op. This year, the members of the steering committee were awarded a grant to fund a volunteer coordinator position that was shared among the partner organizations. Working together, we can increase our leverage and secure funds to sustain Salmon Watch into the future.

The LBSW steering committee recognizes the challenges we are all facing in these uncertain times and understands your organization has a board-supported process to make decisions about funds and programming priorities. We look forward to learning more about your organizational goals and hope to continue our partnership on this important education program.

Best Regards,

LBSW Steering Committee

Kristen Daly
Education Program Manager
Calapooia Watershed Council

Karen Hans
Salmon Trout Enhancement Program
Oregon Dept. of Fish & Wildlife

Shannon Richardson
Executive Director
South Santiam Watershed Council

Mary Lynn Roush
Retired School Teacher
Corvallis School District

Mike Vernon
Education and Restoration Manager
South Santiam Watershed Council