

Tuesday, October 12, 2021
 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>Morris</i>	6:00	
	CONSENT AGENDA	<i>Morris</i>	6:02	ACTION
3	Approve draft board meeting Minutes – September 13, 2021			
3	Approve Financials (8/31/21)			
1, 2, 3, 4	Accept Board Member and Officer job descriptions (in packet)			
1, 2, 3, 4	Adopt Resolution No. FY2021-2022-04 establishing the date of the Annual Meeting in 2022 (in packet)			
3	Adopt Resolution No. FY2021-2022-05 to add \$1,750 to the FY22 General Fund budget for returned security deposit from prior lease of office space at 5 th and Monroe (in packet)			
1, 2	Adopt Resolution No. FY2021-2022-06 to add \$8,000 to the FY22 Project Fund budget for George Ice grant/private donation for UMC SIA station 2 equipment/supplies (in packet)			
	REGULAR AGENDA		6:03	
1, 2, 3, 4	Appoint David Barron as Associate Director (application in packet)	<i>Morris</i>		
1, 2, 3	Overview of BSWCD's Invasive Species Program	<i>Ahr</i>		
1, 2, 3	Update on CREP Program	<i>Ahr</i>		
	Meeting Adjourned	<i>Morris</i>	7:00	

Continued →

BSWCD Board and Outreach Events (subject to change)		
Date/Time	Event	Location
Aug 15 – Dec 31	Native Plant Sale Ordering	https://bentonswcd.org/shop
Nov 6, 9:30 am – 1 pm	Salmon Watch Family Day	Clemens County Park 19910 Seeley Creek Road Alsea
Nov 8, 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, September 13, 2021
5:15-5:45 PM Director's social time
5:45-7:00 PM Board Meeting

**Marys River Grange in Philomath
24707 Grange Hall Road**

(Outdoor, in-person meeting, with Covid precautions in place; No Zoom option)



BOARD OF DIRECTORS MEETING MINUTES

In Attendance

Board Members Present: Faye Yoshihara, Bob Morris, Jerry Paul, Kerry Hastings, Eliza Mason, Henry Storch (arrived 6:00 pm)

Board Members Absent: Graham Trask

Associate Directors Present: Nate Johnson, Rana Foster

Staff Present: Teresa Matteson

Others Present:

Call to Order

[Yoshihara] 5:45 pm

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

Decision regarding October board meeting was moved to end of meeting.

CONSENT AGENDA

- **Approve draft board meeting Minutes – July 12, 2021** (no board meeting held in August 2021); Discussion: none
- **Approve Financials (6/30/21 and 7/31/21);** Discussion: none
- **Approve letter in support of including carbon sequestration in Community Climate Investment section of DEQ Climate Protection Program Draft Rule** (in packet): Discussion: In her capacity as a member of the public, Teresa spoke about the larger context of this ruling and its potential impact on farmers. It was clarified that the letter of support is only related to carbon sequestration. On balance, it was decided to leave this item in the consent agenda.

MOTION to approve Consent Agenda: Kerry / Bob (unanimous 5/5)

REGULAR AGENDA

Director Strategic Planning session

Directors reviewed the results of the survey, added comments, raised discussion topics, and clarified perspectives on survey results that appeared as paradoxes. Priority (5 dot) voting then identified key topics the board would like to put forward to the Strategic Planning Committee. Complete details will be provided to the Committee. What follows are summarized priorities.

Vision/Mission. Overall, there was alignment on our vision and mission. Suggestions are not intended as 'wordsmithing', but rather concepts to inspire, educate, and support residents in taking action on climate change. To avoid mission creep, the mission statement should be highlighted on written materials, including in board packets.

Strategic Goals. The Work Plan approved annually by the Board, should be matched/aligned with and evaluated against the Strategic Goals. Deliver Programs and Strengthen our Capacity are doing well with some areas for improvement. Spread our Message should be elevated by increasing outreach to the public via post-card mailings, surveys, tabling, pop-ups sign up on website for e-news, and other ways to increase engagement

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

and awareness of our services and understanding of public priorities. Diversity, Equity & Inclusion (DEI) should not be a stand-alone goal, but rather incorporated as an important element of other goals.

Programs. We should have broader themes, under which the current eight program areas can be moved on/off as they go through their funding cycles. Propose an overarching Climate Resilience framework, with broad themes of practices and people under which multiple areas can nest. For example, Regenerative Practices can be the umbrella theme for soil health/conservation, water conservation, habitat restoration, native plants, pollinator support, invasive species, etc. Education and Awareness as a theme for youth education, adult awareness and action to address climate change, bridging urban-rural ecosystems, etc. Need to conduct program evaluation and feedback to ensure we are meeting stakeholders needs and priorities and to address perceived paradoxes, for example:

- Organic/No Chemicals vs. IPM (Integrated Pest Management) vs. Traditional/Legal Chemicals. Take a deeper look at how we are presenting chemical treatment as an option (e.g., for control of invasive species). IPM needs to be explained as a holistic approach, along with thresholds. IPM has a place in outreach and is used by our contractors. However, treatment options need to be explained so that landowners do not think chemicals should be their first (easy) option. Can we encourage people to move from chemical use toward IPM? Can we provide more information for organic, non-chemical methods?
- Urban ---- Rural. We should address urban landscapes, however our focus should continue to be on rural landscapes, especially bridging the urban-rural divide and the importance of supporting rural economies and the ecosystems upon which everyone depends.

Priorities. Our unique value proposition is our tax-based, flexible funding (vs. grant-dependent funding) and our long history and experience in direct outreach and grants to landowners. We need to increase outreach. Keep our outstanding programs and services and support for watershed councils while better understanding and adapting to our stakeholders' needs and priorities.

Board Role in delivering the strategic plan. The Board has a supervisory role which requires interactive reporting and feedback mechanisms with staff. Directors should provide guidance and support outreach based on individual knowledge, skills, experiences, and networks. Need to find ways for greater board-staff engagement and to ensure any outreach by directors is aligned with and can be followed-up by staff.

Reminder about Tuesday, October 12th meeting (Oct. 11 is a holiday). The October meeting will be held virtually via Zoom. Tonight's meeting reinforced the benefits of meeting in-person when possible. Future meetings may be hybrid (in-person and virtual options) and will be decided on a month-to-month basis based on risk factors related to the pandemic and ensuring everyone feels safe while participating.

Meeting Adjourned
[Yoshihara] 7:00 pm

Benton SWCD Board Meeting

October 12, 2021

Financial Report

Period ending August 31, 2021

The closing balance in our Oregon LGIP account was \$721,487.30, dividend paid was \$336.72. The Fiscal YTD dividend paid was \$700.13. Our average monthly balance has been \$720,863.26, with a monthly distribution yield of 0.55%. The previous month's balance was \$719,301.84.

Both Citizen Bank accounts were reconciled, and all checks were accounted for. The total balance of the two accounts was \$179,869.42. The previous month's balance was \$177,807.06.

Charges to the Credit Card account were \$1,890.28. These were verified and reconciled. The previous month's chargers were \$1,499.64.

The Stripe account was reconciled. The starting balance was \$4,841.52, the net activity was \$3,315.75 less fees of -\$108.77 and bank payout of -\$7,500.00, leaving an end-of-month balance of \$548.50.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Jerry Paul", written over a light blue circular stamp.

Jerry Paul, Treasurer

Benton Soil & Water Conservation District
Balance Sheet
As of August 31, 2021

	Aug 31, 21	Aug 31, 20	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
10100 - Citizens Bank	124,437.87	184,301.65	-59,863.78
10150 - Citizens Bank #2	13,934.83	7,068.59	6,866.24
10200 - LGIP	722,520.26	634,611.39	87,908.87
10300 - Stripe	548.50	3,390.86	-2,842.36
10800 - Petty Cash	24.00	24.00	0.00
Total Checking/Savings	861,465.46	829,396.49	32,068.97
Accounts Receivable			
11000 - Accounts Receivable	19,192.76	46,454.75	-27,261.99
11400 - Grants Receivable	54,692.13	37,671.90	17,020.23
Total Accounts Receivable	73,884.89	84,126.65	-10,241.76
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	-210,171.93	-210,171.93	0.00
200-1080 CashDue to/from Gen Fnd	210,171.93	210,171.93	0.00
400-1505 Due to/from BR Fund	103,200.00	93,200.00	10,000.00
13000 - Prepaid expenses-Audit	5,083.33	8,015.32	-2,931.99
Total Other Current Assets	5,083.33	8,015.32	-2,931.99
Total Current Assets	940,433.68	921,538.46	18,895.22
Other Assets			
18400 - Property Tax Receivable-Audit	10,528.00	10,528.00	0.00
Total Other Assets	10,528.00	10,528.00	0.00
TOTAL ASSETS	950,961.68	932,066.46	18,895.22
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
20000 - General Accounts Payable	1,186.62	6,924.50	-5,737.88
20100 - Project Accts Payable	32,156.04	16,976.35	15,179.69
Total Accounts Payable	33,342.66	23,900.85	9,441.81
Credit Cards			
22000 - CITIZENS BANK MASTER CARD			
22150 - Laura's CC - 4777	0.00	161.74	-161.74
22200 - Holly's CC - 2995	247.46	194.00	53.46
22400 - Teresa's CC - 3019	222.21	49.24	172.97
22500 - Heath's CC - 3027	54.21	240.77	-186.56
22520 - Linda's CC - 5980	533.26	58.50	474.76
22530 - Michael's CC - 3266	849.00	0.00	849.00
22000 - CITIZENS BANK MASTER CARD - Other	0.00	11.09	-11.09
Total 22000 - CITIZENS BANK MASTER CARD	1,906.14	715.34	1,190.80
Total Credit Cards	1,906.14	715.34	1,190.80
Other Current Liabilities			

Benton Soil & Water Conservation District
Balance Sheet
 As of August 31, 2021

	Aug 31, 21	Aug 31, 20	\$ Change
24000 · PAYROLL LIABILITIES			
24010 · 941 Account	7,067.12	6,721.04	346.08
24020 · Oregon Withholding	1,839.00	1,648.00	191.00
24030 · OR-WBF SUTA	611.57	353.41	258.16
24040 · Medical Employee	0.00	856.04	-856.04
24050 · Medical Employer	0.00	4,867.14	-4,867.14
24060 · 457b Contributions	0.00	3,757.36	-3,757.36
Total 24000 · PAYROLL LIABILITIES	9,517.69	18,202.99	-8,685.30
25800 · Deferred Revenue Grants-Audit	151,730.24	194,766.18	-43,035.94
25810 · Deferred Revenue Donations	8,000.00	0.00	8,000.00
25850 · Deferred Revenue - NPS Presales	21,040.79	19,276.90	1,763.89
Total Other Current Liabilities	190,288.72	232,246.07	-41,957.35
Total Current Liabilities	225,537.52	256,862.26	-31,324.74
Long Term Liabilities			
27050 · Deferred Revenue Taxes -Audit	8,440.09	8,440.09	0.00
Total Long Term Liabilities	8,440.09	8,440.09	0.00
Total Liabilities	233,977.61	265,302.35	-31,324.74
Equity			
31100 · Building Reserve Fund Balance	113,200.00	93,200.00	20,000.00
31200 · Project Fund Balance	12,187.11	10,210.00	1,977.11
32000 · General Fund Balance	656,700.80	603,861.15	52,839.65
Net Income	-65,103.84	-40,507.04	-24,596.80
Total Equity	716,984.07	666,764.11	50,219.96
TOTAL LIABILITIES & EQUITY	950,961.68	932,066.46	18,895.22

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

	General Fund	Project Fund	TOTAL
Ordinary Income/Expense			
Income			
43300 · Grant/Project Administration	0.00	42,449.44	42,449.44
44535 · Taxes Levied	2,878.13	0.00	2,878.13
44545 · ODA Tech, LMA & Scope of Work	15,832.76	0.00	15,832.76
45000 · Interest Income	721.21	0.00	721.21
46430 · MISCELLANEOUS	174.00	0.00	174.00
48000 · TRANSFERS IN	3,449.83	0.00	3,449.83
Total Income	23,055.93	42,449.44	65,505.37
Gross Profit	23,055.93	42,449.44	65,505.37
Expense			
60000 · MATERIALS & SERVICES	19,520.09	0.00	19,520.09
66000 · PAYROLL EXPENSES	68,409.27	5,090.00	73,499.27
68000 · PROJECTS-SVC-SUPP-MATERIALS	13.44	34,126.58	34,140.02
69400 · TRANSFERS OUT	0.00	3,449.83	3,449.83
Total Expense	87,942.80	42,666.41	130,609.21
Net Ordinary Income	-64,886.87	-216.97	-65,103.84
Net Income	-64,886.87	-216.97	-65,103.84

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

	General Fund	Project Fund	TOTAL
Ordinary Income/Expense			
Income			
43300 · Grant/Project Administration	0.00	42,449.44	42,449.44
44535 · Taxes Levied	2,878.13	0.00	2,878.13
44545 · ODA Tech, LMA & Scope of Work	15,832.76	0.00	15,832.76
45000 · Interest Income	721.21	0.00	721.21
46430 · MISCELLANEOUS			
46432 · Contributions	174.00	0.00	174.00
Total 46430 · MISCELLANEOUS	174.00	0.00	174.00
48000 · TRANSFERS IN			
48400 · Transfer Admin from Project Fd	3,449.83	0.00	3,449.83
Total 48000 · TRANSFERS IN	3,449.83	0.00	3,449.83
Total Income	23,055.93	42,449.44	65,505.37
Gross Profit	23,055.93	42,449.44	65,505.37
Expense			
60000 · MATERIALS & SERVICES			
61300 · CONFERENCES AND TRAINING			
61330 · Registration	828.00	0.00	828.00
Total 61300 · CONFERENCES AND TRAINING	828.00	0.00	828.00
61500 · COMMUNITY CONSERVATION PROGRAMS			
61510 · Conservation Education (Youth)	333.00	0.00	333.00
61530 · Invasives Program	250.00	0.00	250.00
61540 · Native Plant Sale	776.36	0.00	776.36
61570 · Soil Quality Program	222.21	0.00	222.21
Total 61500 · COMMUNITY CONSERVATION PROGRAM	1,581.57	0.00	1,581.57
62100 · CONTRACTED AND PROF SERVICES			
62120 · Computer Support	88.20	0.00	88.20
62130 · PROFESSIONAL SERVICES			
62150 · Accounting	4,953.21	0.00	4,953.21
62170 · Web Design, Logo - Marketing	1,219.00	0.00	1,219.00
Total 62130 · PROFESSIONAL SERVICES	6,172.21	0.00	6,172.21
Total 62100 · CONTRACTED AND PROF SERVICES	6,260.41	0.00	6,260.41
62300 · Dues/Subscriptions/Fees	2,387.71	0.00	2,387.71
62800 · OFFICE OCCUPANCY			
62820 · Rent & Parking	4,447.50	0.00	4,447.50
62830 · Utilities	983.66	0.00	983.66
Total 62800 · OFFICE OCCUPANCY	5,431.16	0.00	5,431.16
65000 · SUPPLIES AND MATERIALS			
65010 · COPIER AND SUPPLIES			
65014 · Lease	437.28	0.00	437.28
Total 65010 · COPIER AND SUPPLIES	437.28	0.00	437.28

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

	General Fund	Project Fund	TOTAL
65030 · Office Supplies	897.46	0.00	897.46
Total 65000 · SUPPLIES AND MATERIALS	1,334.74	0.00	1,334.74
65120 · Insurance & Fidelity Bond	1,576.50	0.00	1,576.50
65320 · Mileage/travel related expenses	70.00	0.00	70.00
65400 · Meetings & Events	50.00	0.00	50.00
Total 60000 · MATERIALS & SERVICES	19,520.09	0.00	19,520.09
66000 · PAYROLL EXPENSES			
66200 · Wages	52,160.34	4,023.66	56,184.00
66410 · Health, Dental & Life Insurance	9,248.64	701.87	9,950.51
66420 · Retirement	2,646.07	7.19	2,653.26
66500 · Payroll Taxes			
66510 · FICA Employer	3,840.10	307.76	4,147.86
66520 · SUTA	468.89	48.27	517.16
66530 · OR-WBF	18.23	1.25	19.48
Total 66500 · Payroll Taxes	4,327.22	357.28	4,684.50
66800 · Fees	27.00	0.00	27.00
Total 66000 · PAYROLL EXPENSES	68,409.27	5,090.00	73,499.27
68000 · PROJECTS-SVC-SUPP-MATERIALS			
68010 · Project Contracted Services	0.00	33,284.18	33,284.18
68020 · Project Mileage & Travel	13.44	92.40	105.84
68040 · Project Supplies & Materials	0.00	750.00	750.00
Total 68000 · PROJECTS-SVC-SUPP-MATERIALS	13.44	34,126.58	34,140.02
69400 · TRANSFERS OUT			
69440 · Trf PF to General Fund	0.00	3,449.83	3,449.83
Total 69400 · TRANSFERS OUT	0.00	3,449.83	3,449.83
Total Expense	87,942.80	42,666.41	130,609.21
Net Ordinary Income	-64,886.87	-216.97	-65,103.84
Net Income	-64,886.87	-216.97	-65,103.84

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

	Jul - Aug 21	Jul - Aug 20	\$ Change
Ordinary Income/Expense			
Income			
43300 · Grant/Project Administration	42,449.44	40,108.59	2,340.85
44535 · Taxes Levied	2,878.13	2,876.01	2.12
44540 · ODA Operations	0.00	24,994.75	-24,994.75
44545 · ODA Tech, LMA & Scope of Work	15,832.76	14,580.00	1,252.76
45000 · Interest Income	721.21	1,340.05	-618.84
46430 · MISCELLANEOUS			
46432 · Contributions	174.00	0.00	174.00
Total 46430 · MISCELLANEOUS	174.00	0.00	174.00
48000 · TRANSFERS IN			
48400 · Transfer Admin from Project Fd	3,449.83	2,840.85	608.98
Total 48000 · TRANSFERS IN	3,449.83	2,840.85	608.98
Total Income	65,505.37	86,740.25	-21,234.88
Gross Profit	65,505.37	86,740.25	-21,234.88
Expense			
60000 · MATERIALS & SERVICES			
61300 · CONFERENCES AND TRAINING			
61330 · Registration	828.00	725.00	103.00
Total 61300 · CONFERENCES AND TRAINING	828.00	725.00	103.00
61500 · COMMUNITY CONSERVATION PROGRAMS			
61510 · Conservation Education (Youth)	333.00	0.00	333.00
61530 · Invasives Program	250.00	96.14	153.86
61540 · Native Plant Sale	776.36	-76.20	852.56
61570 · Soil Quality Program	222.21	285.30	-63.09
61585 · Conservation Leadership - EDI	0.00	60.00	-60.00
Total 61500 · COMMUNITY CONSERVATION PROGRAM	1,581.57	365.24	1,216.33
62100 · CONTRACTED AND PROF SERVICES			
62115 · Audit	0.00	2,750.00	-2,750.00
62120 · Computer Support	88.20	417.60	-329.40
62130 · PROFESSIONAL SERVICES			
62140 · Legal	0.00	600.00	-600.00
62150 · Accounting	4,953.21	5,231.05	-277.84
62170 · Web Design, Logo - Marketing	1,219.00	0.00	1,219.00
Total 62130 · PROFESSIONAL SERVICES	6,172.21	5,831.05	341.16
Total 62100 · CONTRACTED AND PROF SERVICES	6,260.41	8,998.65	-2,738.24
62300 · Dues/Subscriptions/Fees	2,387.71	2,055.18	332.53
62800 · OFFICE OCCUPANCY			
62810 · Alarm & Janitorial Services	0.00	313.76	-313.76
62820 · Rent & Parking	4,447.50	10,009.44	-5,561.94
62830 · Utilities	983.66	1,957.94	-974.28
Total 62800 · OFFICE OCCUPANCY	5,431.16	12,281.14	-6,849.98
65000 · SUPPLIES AND MATERIALS			

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

	Jul - Aug 21	Jul - Aug 20	\$ Change
65010 · COPIER AND SUPPLIES			
65012 · Copies	0.00	95.55	-95.55
65014 · Lease	437.28	416.02	21.26
Total 65010 · COPIER AND SUPPLIES	437.28	511.57	-74.29
65030 · Office Supplies	897.46	132.83	764.63
65040 · Postage	0.00	76.04	-76.04
65050 · Software/Computer Accessories	0.00	199.98	-199.98
Total 65000 · SUPPLIES AND MATERIALS	1,334.74	920.42	414.32
65110 · PRODUCTION COSTS			
65112 · Advertising and Website	0.00	235.84	-235.84
Total 65110 · PRODUCTION COSTS	0.00	235.84	-235.84
65120 · Insurance & Fidelity Bond	1,576.50	627.65	948.85
65320 · Mileage/travel related expenses	70.00	32.78	37.22
65400 · Meetings & Events	50.00	0.00	50.00
Total 60000 · MATERIALS & SERVICES	19,520.09	26,241.90	-6,721.81
66000 · PAYROLL EXPENSES			
66200 · Wages	56,184.00	54,300.54	1,883.46
66410 · Health, Dental & Life Insurance	9,950.51	9,039.00	911.51
66420 · Retirement	2,653.26	3,409.47	-756.21
66500 · Payroll Taxes			
66510 · FICA Employer	4,147.86	4,023.00	124.86
66520 · SUTA	517.16	266.33	250.83
66530 · OR-WBF	19.48	18.41	1.07
Total 66500 · Payroll Taxes	4,684.50	4,307.74	376.76
66800 · Fees	27.00	27.00	0.00
Total 66000 · PAYROLL EXPENSES	73,499.27	71,083.75	2,415.52
68000 · PROJECTS-SVC-SUPP-MATERIALS			
68010 · Project Contracted Services	33,284.18	26,297.87	6,986.31
68020 · Project Mileage & Travel	105.84	282.92	-177.08
68040 · Project Supplies & Materials	750.00	500.00	250.00
Total 68000 · PROJECTS-SVC-SUPP-MATERIALS	34,140.02	27,080.79	7,059.23
69400 · TRANSFERS OUT			
69440 · Trf PF to General Fund	3,449.83	2,840.85	608.98
Total 69400 · TRANSFERS OUT	3,449.83	2,840.85	608.98
Total Expense	130,609.21	127,247.29	3,361.92
Net Ordinary Income	-65,103.84	-40,507.04	-24,596.80
Net Income	-65,103.84	-40,507.04	-24,596.80

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

	Jul - Aug 21	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	2,878.13	470,000.00	-467,121.87	0.61%
44540 · ODA Operations	0.00	26,372.00	-26,372.00	0.0%
44545 · ODA Tech, LMA & Scope of Work	15,832.76	61,535.00	-45,702.24	25.73%
45000 · Interest Income	721.21	4,500.00	-3,778.79	16.03%
46430 · MISCELLANEOUS				
46432 · Contributions	174.00			
46430 · MISCELLANEOUS - Other	0.00	5,000.00	-5,000.00	0.0%
Total 46430 · MISCELLANEOUS	174.00	5,000.00	-4,826.00	3.48%
47200 · CREP, SQP-Fee for Services	0.00	4,000.00	-4,000.00	0.0%
47400 · Native Plant Sale Income	0.00	20,000.00	-20,000.00	0.0%
48000 · TRANSFERS IN				
48400 · Transfer Admin from Project Fd	3,449.83	43,110.00	-39,660.17	8.0%
Total 48000 · TRANSFERS IN	3,449.83	43,110.00	-39,660.17	8.0%
Total Income	23,055.93	1,215,568.00	-1,192,512.07	1.9%
Gross Profit	23,055.93	1,215,568.00	-1,192,512.07	1.9%
Expense				
60000 · MATERIALS & SERVICES				
61300 · CONFERENCES AND TRAINING				
61330 · Registration	828.00			
61300 · CONFERENCES AND TRAINING	0.00	12,000.00	-12,000.00	0.0%
Total 61300 · CONFERENCES AND TRAINING	828.00	12,000.00	-11,172.00	6.9%
61500 · COMMUNITY CONSERVATION PROGRAMS				
61510 · Conservation Education (Youth)	333.00	7,700.00	-7,367.00	4.33%
61520 · Conservation Incentive Program	0.00	3,000.00	-3,000.00	0.0%
61530 · Invasives Program	250.00	3,000.00	-2,750.00	8.33%
61540 · Native Plant Sale	776.36	20,000.00	-19,223.64	3.88%
61560 · Scholarships/Internships	0.00	600.00	-600.00	0.0%
61570 · Soil Quality Program	222.21	3,000.00	-2,777.79	7.41%
61585 · Conservation Leadership - ED	0.00	2,000.00	-2,000.00	0.0%
Total 61500 · COMMUNITY CONSERVATION PROGRAMS	1,581.57	39,300.00	-37,718.43	4.02%
62100 · CONTRACTED AND PROF SERVICES				
62115 · Audit	0.00	5,000.00	-5,000.00	0.0%
62120 · Computer Support	88.20	4,000.00	-3,911.80	2.21%
62130 · PROFESSIONAL SERVICES				
62150 · Accounting	4,953.21			
62160 · Facilitation	0.00	12,000.00	-12,000.00	0.0%
62170 · Web Design, Logo - Market	1,219.00			
62130 · PROFESSIONAL SERVICES	0.00	31,020.00	-31,020.00	0.0%
Total 62130 · PROFESSIONAL SERVICES	6,172.21	43,020.00	-36,847.79	14.35%

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

	Jul - Aug 21	Budget	\$ Over Budget	% of Budget
62190 · Misc Contracted Services	0.00	4,000.00	-4,000.00	0.0%
Total 62100 · CONTRACTED AND PROF S	6,260.41	56,020.00	-49,759.59	11.18%
62300 · Dues/Subscriptions/Fees	2,387.71	13,000.00	-10,612.29	18.37%
62800 · OFFICE OCCUPANCY				
62810 · Alarm & Janitorial Services	0.00	1,500.00	-1,500.00	0.0%
62820 · Rent & Parking	4,447.50	27,000.00	-22,552.50	16.47%
62830 · Utilities	983.66	5,900.00	-4,916.34	16.67%
62840 · Other	0.00	1,000.00	-1,000.00	0.0%
Total 62800 · OFFICE OCCUPANCY	5,431.16	35,400.00	-29,968.84	15.34%
65000 · SUPPLIES AND MATERIALS				
65010 · COPIER AND SUPPLIES				
65014 · Lease	437.28			
65010 · COPIER AND SUPPLIES - C	0.00	3,500.00	-3,500.00	0.0%
Total 65010 · COPIER AND SUPPLIES	437.28	3,500.00	-3,062.72	12.49%
65020 · Equipment	0.00	5,000.00	-5,000.00	0.0%
65030 · Office Supplies	897.46	2,500.00	-1,602.54	35.9%
65040 · Postage	0.00	1,000.00	-1,000.00	0.0%
65050 · Software/Computer Accessori	0.00	3,000.00	-3,000.00	0.0%
Total 65000 · SUPPLIES AND MATERIALS	1,334.74	15,000.00	-13,665.26	8.9%
65110 · PRODUCTION COSTS				
65112 · Advertising and Website	0.00	1,500.00	-1,500.00	0.0%
65114 · Merchandise	0.00	1,000.00	-1,000.00	0.0%
65116 · Newsletters	0.00	3,000.00	-3,000.00	0.0%
65118 · Publications	0.00	500.00	-500.00	0.0%
Total 65110 · PRODUCTION COSTS	0.00	6,000.00	-6,000.00	0.0%
65120 · Insurance & Fidelity Bond	1,576.50	4,500.00	-2,923.50	35.03%
65160 · Miscellaneous	0.00	1,000.00	-1,000.00	0.0%
65320 · Mileage/travel related expenses	70.00	4,000.00	-3,930.00	1.75%
65400 · Meetings & Events	50.00	4,000.00	-3,950.00	1.25%
Total 60000 · MATERIALS & SERVICES	19,520.09	190,220.00	-170,699.91	10.26%
66000 · PAYROLL EXPENSES				
66200 · Wages	52,160.34	352,467.00	-300,306.66	14.8%
66410 · Health, Dental & Life Insurance	9,248.64	58,996.00	-49,747.36	15.68%
66420 · Retirement	2,646.07	19,075.00	-16,428.93	13.87%
66500 · Payroll Taxes				
66510 · FICA Employer	3,840.10			
66520 · SUTA	468.89			
66530 · OR-WBF	18.23			
66500 · Payroll Taxes - Other	0.00	30,851.00	-30,851.00	0.0%
Total 66500 · Payroll Taxes	4,327.22	30,851.00	-26,523.78	14.03%
66800 · Fees	27.00			
Total 66000 · PAYROLL EXPENSES	68,409.27	461,389.00	-392,979.73	14.83%
68000 · PROJECTS-SVC-SUPP-MATERIALS				

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

	Jul - Aug 21	Budget	\$ Over Budget	% of Budget
68020 · Project Mileage & Travel	13.44			
Total 68000 · PROJECTS-SVC-SUPP-MATER	13.44			
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	0.00	5,000.00	-5,000.00	0.0%
Total 69400 · TRANSFERS OUT	0.00	5,000.00	-5,000.00	0.0%
69600 · Reserved for Future Expenditure	0.00	233,959.00	-233,959.00	0.0%
69800 · Unappropriated Fund Balance	0.00	280,000.00	-280,000.00	0.0%
Total Expense	87,942.80	1,215,568.00	-1,127,625.20	7.24%
Net Ordinary Income	-64,886.87	0.00	-64,886.87	100.0%
Net Income	-64,886.87	0.00	-64,886.87	100.0%

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

	Jul - Aug 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
43300 · Grant/Project Administration	42,449.44	486,267.00	-443,817.56	8.73%
Total Income	42,449.44	486,267.00	-443,817.56	8.73%
Gross Profit	42,449.44	486,267.00	-443,817.56	8.73%
Expense				
66000 · PAYROLL EXPENSES				
66200 · Wages	4,023.66	37,174.00	-33,150.34	10.82%
66410 · Health, Dental & Life Insurance	701.87	8,746.00	-8,044.13	8.03%
66420 · Retirement	7.19	1,487.00	-1,479.81	0.48%
66500 · Payroll Taxes				
66510 · FICA Employer	307.76	0.00	307.76	100.0%
66520 · SUTA	48.27	0.00	48.27	100.0%
66530 · OR-WBF	1.25	0.00	1.25	100.0%
66500 · Payroll Taxes - Other	0.00	4,106.00	-4,106.00	0.0%
Total 66500 · Payroll Taxes	357.28	4,106.00	-3,748.72	8.7%
Total 66000 · PAYROLL EXPENSES	5,090.00	51,513.00	-46,423.00	9.88%
68000 · PROJECTS-SVC-SUPP-MATERIALS				
68010 · Project Contracted Services	33,284.18	22,755.00	10,529.18	146.27%
68020 · Project Mileage & Travel	92.40	0.00	92.40	100.0%
68040 · Project Supplies & Materials	750.00	755.00	-5.00	99.34%
68000 · PROJECTS-SVC-SUPP-MATERIALS	0.00	368,134.00	-368,134.00	0.0%
Total 68000 · PROJECTS-SVC-SUPP-MATERIALS	34,126.58	391,644.00	-357,517.42	8.71%
69400 · TRANSFERS OUT				
69440 · Trf PF to General Fund	3,449.83	43,110.00	-39,660.17	8.0%
Total 69400 · TRANSFERS OUT	3,449.83	43,110.00	-39,660.17	8.0%
Total Expense	42,666.41	486,267.00	-443,600.59	8.77%
Net Ordinary Income	-216.97	0.00	-216.97	100.0%
Net Income	-216.97	0.00	-216.97	100.0%

Aug 2021 Qtrly All Grant Projects Financial Report.xlsx

Project Name	Grant #	Funding Agency	Start Date	End Date	Status	Final Report Due Date	Fund Amount	(INCOME) Received to	Earned Income to	(EXPENSES) Spent to	Grant Receivabl	Remaining balance to	Grant Manager	Grant Report Dates	How grant funds are received	Admin Expected	Admin Earned	Admin Remaining
Effectiveness Monitoring WAHWG	2009-012-00	BPA	6/1/2020	5/31/2021	Open		157,527	33,147	152,138	152,138	-118,990	124,380	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	5,830	5,830	21,912	0	MA	Interim Report: 1/1/2021 & 1/1/2022. Final Report 2/15/2023	100% of funds at beginning of grant	2,522	530	1,992
State of the River Synthesis	20010715	MMT	2/1/2020	10/31/2022	Open	3/15/2022	80,000	80,000	22,247	22,247	57,753	0	MA	Interim 2/1/2021 & Final 11/30/2022	100% of funds at beginning of grant	12,000	2,954	9,046
Willamette Mainstem Restoration Opportunities and Strategies for Engagement	20100515	MMT	11/1/2020	10/31/2022	Open	12/15/2022	70,164	70,164	3,520	3,520	66,644	0	MA	5/15/21 & 12/15/22	100% of funds at beginning of grant	6,379	320	6,059
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	10,628	10,628	3,231	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	966	1,554
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	7,715	7,715	-1,109	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	701	100
Fackrell Soil & Water Imp Crestmont Land Trust Restoration and Enhancement Project	09-20-002 217-3030-14293	OWEB OWEB	12/5/2020 4/26/2017	10/16/2022 4/30/2020	Open Open	12/16/2022 4/30/2020	10,123 196,657	0 196,657	2,370 196,657	2,370 196,657	-2,370 0	10,123 0	DS DS	12/16/2022, 10/16/2024 None	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	0	13,400	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	13,114	13,114	13,114	0	12,164	DS	Project completion only	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	2,298	1,191	1,107
OWEB SIA grant	218-8010-16782	OWEB	3/4/2019	12/22/2023	Open	12/22/2023	125,000	42,163	42,163	42,163	0	82,837	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	3,828	7,536
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

Aug 2021 Qtrly All Grant Projects Financial Report.xlsx

Project Name	Grant #	Funding Agency	Start Date	End Date	Status	Final Report Due Date	Fund Amount	(INCOME) Received to	Earned Income to	(EXPENSES) Spent to	Grant Receivabl	Remaining balance to	Grant Manager	Grant Report Dates	How grant funds are received	Admin Expected	Admin Earned	Admin Remaining
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	43,777	57,837	57,837	-14,060	56,223	MA	Interim Report: 12/31/2020 & Final Report: 2/28/2022	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	9,091	5,258	3,833
	219-9001-19457	OWEB	8/3/2021	6/15/2023	Open	6/15/2023	45,967	0	0	121	-121	45,967	TM	-121		4,179	0	4,179
J2E RTR Project	220-3303-17504	OWEB	4/22/2020	6/30/2025	Open	6/30/2025	239,915	0	44,035	44,035	-44,035	239,915	DS	6/30/2028 and 6/30/2030		23,084	4,003	19,081
Willamette FIP Effectiveness Monitoring Program Phase 4:																		
Data Collection 2020-2021 and Reporting	220-8201-17233	OWEB	1/1/2020	12/31/2022	Open	2/28/2023	119,988	59,891	89,344	89,344	-29,453	60,097	MA	Interim Report: 6/30/2021 & Final Report: 2/28/2023	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	10,908	8,122	2,786
Regenerative Landscape Project		Donation			Open		2,980	2,980	789	789	2,191	0	TM			0	0	0
Total							1,372,740	723,483				649,257					62,867	58,205

Benton Soil and Water Conservation District
Member of the Board of Directors
Job Description and Expectations

Purpose: To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of the Benton SWCD so as to support the District's mission and needs.

Mission Statement: Engage Benton County residents in the conservation and stewardship of natural resources for current and future generations.

Major responsibilities:

- Keep the District's vision and mission in focus.
- Formulation and oversight of District policies and procedures.
- Fiduciary oversight of the District's finances.
- Oversight of long range and annual work plans.
- Recruitment, training, evaluation, and discipline of District's Executive Director
- Review of staff and programmatic reports.
- Promotion of the Benton SWCD in the community.
- Serve in the best interest of the community.

Refer to the "BSWCD Board Roles & Responsibilities" for a complete list, along with authority delegated by the Board to the District's Executive Director.

Length of term: Directors are elected for four-year terms.

Meetings and time commitment:

- The board of directors meets 2nd Monday of each month at 6pm, at the District office and/or virtually. Meetings typically last 60 – 90 minutes.
- The Personnel and Finance Committee (PFC) of the board meets an average of 2 times per year, pending its work agenda.
- Board members are asked to participate in at least one District outreach event per year.

Expectations of board members:

- Attend and participate in meetings on a regular basis, and special events as able.
- Participate on standing and ad-hoc committees of the board as necessary.
- Be alert to agricultural community, the general community, and conservation concerns that can be addressed by the Benton SWCD mission, objectives, and programs.
- Communicate and promote the Benton SWCD mission and programs to the community.
- Provide fiduciary oversight of the Benton SWCD finances, budgets, and expenditures.
- Understand the policies and procedures of the Benton SWCD.
- Understand and follow Oregon's Public Meeting, Public Records, and Ethics laws.
- Actively recruit new members to serve on the Benton SWCD board of directors.

Board Code of Conduct – Refer to Oregon SWCD Guidebook 2016

**Benton Soil and Water Conservation District
Officers of the Board of Directors
Job Descriptions and Expectations**

In addition to the general job description for board members, the following outlines the duties and responsibilities of the officers of the Benton SWCD board of directors.

Terms of Office: The term of office for officers of the Benton SWCD is 1 year. Officers are elected at the January meeting by a quorum and majority vote of the board.

Officer Vacancies: If an office of the board of directors becomes vacant due to resignation, death, or other means, the Board will elect a new officer at the next public meeting of the board by a quorum and majority vote.

Job Duties and Expectations

Chair:

- Consults with the Executive Director, as well as other directors as required, for the preparation of each board meeting agenda.
- Presides and conducts meetings according to policies established by the Board.
- Shares the same right as other members of the Board to discuss and to vote on questions before the Board.
- Calls Special Meetings of the Board as described by the Oregon Public Meetings Law.
- Signs official District documents on behalf of the Board.
- Administers Oaths of Office and signs all Oaths of Office.
- Appoints committees, assigns responsibilities and appoints the chairs of committees.
- Requests staff and program reports.
- Delegates to other officers, if needed and advisable, any of the duties of the chair for a specific time period and defined purposes.
- Is spokesperson for the District, along with the Executive Director, unless the board by majority vote, delegates such tasks to one or more of the other directors.

Vice Chair:

- In the Chair's absence, or during any disability of the Chair, the Vice-Chair shall have the powers and duties of the Chair of the Board as prescribed by District policy.
- Serves as chair of the Personnel and Finance Committee (PFC), as determined by the board and Chair.

Secretary:

- The secretary is not required to perform any secretarial or clerical function within the District. The Board may delegate some or all of the functions of the board secretary to an employee, associate director, or volunteer. However, the secretary retains oversight of any and all delegated duties.
- Shall ensure accurate minutes of each board meeting are taken, transcribed, and distributed to each board member in a timely manner for review prior to approval.
- Records minutes during an executive session or may assign such a duty. Records of executive sessions, whether typed or on tape, will be maintained by the Executive Director in a secure, fireproof, locked location in the District office.

- Oversees as the “custodian” or keeper of the official records of the District contracts, minutes, budgets, memoranda of understanding, oaths of office, audits, etc., and assures that records are maintained as required by law.
- Ensures that the Board properly adopts resolutions.
- Ensures that records are maintained as required by law.
- Ensures that the District complies with public meetings and public records laws.
- Is knowledgeable regarding District policy and monitors compliance with such policies.
- Assures that the authority (ORS statute) for calling an executive session is cited in minutes.

Treasurer:

- Oversees the District’s finances and ensures that accurate accounting and financial records are maintained by the District.
- Annually reviews the District's financial audit with District personnel prior to submitting the audit to the District board. The Treasurer shall send copies of the audit to state or local agencies requiring its submission, or may delegate such duty to staff members.
- Assists in budget development.
- Presents financial statements and reports at board meetings and the annual meeting.
- Ensures that all accounting computer records are kept secure and backed up on a regular basis.
- Monitors fiscal policy compliance on a regular basis.
- Accepts responsibility for other duties assigned by the board.
- Delegates any of the preceding duties to staff or members of the Personnel and Finance Committee, but retains oversight of all such duties.

Benton Soil and Water Conservation District
RESOLUTION NO. FY2021-2022-04
Resolution Establishing the Date of the Annual Meeting

WHEREAS Oregon Revised Statute 568.580 states that by resolution of the Board, by giving due notice, the Board of Directors shall call an Annual Meeting of the landowners in the District and present an annual report and audit; therefore,

BE IT RESOLVED that the Annual Meeting reporting on FY 2020-2021 of the Benton Soil and Water Conservation District will be held on Monday, January 10, 2022, from 6:00 – 7:00pm via Zoom videoconferencing.

BE IT FURTHER RESOLVED that the Board of Directors of the Benton Soil and Water Conservation District authorizes the Executive Director and Staff to plan and execute all necessary tasks to plan and present the Annual Meeting.

SIGNED THIS 12th day of October 2021

Benton Soil and Water Conservation District
Entity Name

Benton SWCD Board of Directors
Governing Body

Signature: Robert Morris, BSWCD Vice Board Chair

**Benton Soil and Water Conservation District
BUDGET RESOLUTION NO. FY2021-2022-05**

BE IT RESOLVED that the Board of Directors of the Benton Soil and Water Conservation District (BSWCD) hereby approves the addition of \$1,750 received as a security deposit for the prior office lease to the BSWCD FY22 Budget as follows:

General Fund

Add \$1,750 in Resources - Miscellaneous

Add \$1,750 in Requirements to the General Fund as follows:

Materials & Services; Contracted and Professional Services	\$1750
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SIGNED THIS 12th day of October 2021

Benton Soil and Water Conservation District
Entity Name

Benton SWCD Board of Directors
Governing Body

Signature: Robert Morris, BSWCD Vice Board Chair

**Benton Soil and Water Conservation District
Budget Resolution No. FY2021-2022-06**

BE IT RESOLVED that the Board of Directors of the Benton Soil and Water Conservation District (BSWCD) hereby approves the addition of \$8,000 to the Benton SWCD FY21-22 Budget as follows:

Project Fund

Add \$8,000 in Resources to the Project Fund for the George Ice grant/private donation.

Add \$8,000 in Requirements to the Project Fund as follows:

Materials and Services

Equipment and Supplies for UMC SIA Station #2	\$8,000
---	---------

SIGNED THIS 12th day of October 2021

Benton Soil and Water Conservation District
Entity Name

Benton SWCD Board of Directors
Governing Body

Signature: Robert Morris, BSWCD Vice Board Chair



Board Member Application

Benton SWCD board members play a leadership role in executing our mission: to engage Benton County residents in the conservation and stewardship of natural resources for current and future generations. Benton SWCD provides services that encourage people to value and enhance resilient habitats from the floodplains of the Willamette River to the mountains and valleys of the Coast Range. To learn more about how we achieve our mission, read our [Strategic Plan](#).

Name: _____ Date: _____

Address: _____ Zip Code: _____

Phone Number: _____ Email Address: _____

Are you a resident of Benton County? _____ Are you a registered voter? _____

What position are you applying for? (Click on one.)

Zone Director* At-Large Director Associate Director

*If you selected Zone Director, which Zone? _____ ([Click here for zone map](#))

Eligibility Requirements are different for the three positions listed above. For Zone Director and At-large Director Eligibility Requirements [click here](#). For Associate Director Requirements, [click here](#).

Why do you want to serve on the Benton SWCD Board?

Describe past experiences or positions held that would assist you as a board member.

Continued →



Outline strengths, abilities, and talents that you would bring to the board.

In your opinion, what is the most important role of a board member?

If appointed, would you be able to serve the entire term? _____

For information about the election process, [click here](#).

Please submit your application to:

Benton SWCD Operations Manager
456 SW Monroe Ave., Suite 110
Corvallis, OR 97333

Or email completed application form to:
llovet@bentonswcd.org



Benton Soil and Water CONSERVATION DISTRICT

Date: September 29, 2021

To: Benton SWCD Directors

From: Holly Crosson, Executive Director

Re: September 2021 Monthly Report for October 2021 Board Packet

STRATEGIC PLANNING (SP)

- Reviewed board SP survey responses and minutes from SP discussion at September board meeting. Discussed with staff.
- Met with staff SP Committee (HC, MA, HK, LL) on 9/24 and discussed upcoming session with Yee Won at end of October to review 10 tools to help us identify and address critical strategic issues (develop our strategic direction).
- Read TNC's The Language of Conservation: Updated Recommendations on How to Communicate Effectively to Build Support for Conservation [2018 Language of Conservation Memo.pdf \(conservationtools-production.s3.amazonaws.com\)](https://www.amazonaws.com/production/s3.amazonaws.com/2018_Language_of_Conservation_Memo.pdf).

THE CONFLUENCE

- Met with Tom Kaye to get update on building completion timeline (more delays and no completion date available from Alan).
- Got update on proposed membership levels (Core Partner; Legacy member; Tenant, and various proposed benefits for each).
- Responded to survey questionnaire about updated conference room needs.
- Met with Chris Bentley to get update on interior layout/design changes. The Confluence is working with a new firm in Portland that specializes in comprehensive commercial interior design services and planning for effective workflow. <https://bainbridgedesign.com/>
- Submitted space reduction plan for BSWCD suite, and the idea of a ~200 SF first floor interactive Program Office which we could rent whether we kept our main office elsewhere or moved the District into the upper floors of the Confluence building.

COVID-19

- Followed necessary protocols and communicated with staff about changes.

SAFETY/OSHA

- Continued following updates on OR-OSHA wildfire smoke and excessive heat rules.

DEIJ

- Reviewed draft DEIJ committee job description developed by Heath; set early October meeting with Heath and Michael to finalize.
- Sent draft DEIJ language for District job descriptions to HR Answers.
- Collected demographic data for Benton County.

PROGRAMS/PROJECTS/PARTNERSHIPS

- Met with Michael to discuss future of the CREP Program.
- Responded to program questions from staff (contracts, grants, planning) and grant-related questions from Jenny.

FISCAL

- 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.

PERSONNEL

- HR Answers compensation and pay equity study: Met with Jennifer on 9/20 to discuss progress. Sent market wage and benefit survey to potential employment competitors.
- Had weekly check-in meetings with Linda.
- Had 3 check-in meetings with Michael (9/13; 9/22; 9/27).
- Had two check-in meetings with Heath (9/1 and 9/27).
- Participated in weekly Zoom staff meetings.

BOARD

- Developed October Board meeting agenda; reviewed draft financials and minutes; set annual meeting date for 2022.
- Working with staff on schedule of staff presentations for board meetings.
- Connected with Faye and Heath about the student Associate Director position (having a brief pause to finish out this year and will start up again next year with new NAYPW student).
- Connected with David Barron who is up for appointment as Associate Director at the October board meeting.

MISCELLANEOUS

- Used a week and a half of wellness leave to deal with an injury (not job related).

Date: September 30, 2021
To: Benton SWCD Directors
From: Michael Ahr
Re: Staff Report for September 2021



Conservation Program Manager

- Held several meetings with staff to communicate about various topics including a check in with Teresa before she left for vacation, 2 check ins with Holly, and 1 with Donna related to NRCS collaboration and ODA Scope of Work
- Attended a SDAO training for managers which taught us about many rules of special districts
- I'm attending a Supervisor Training from HR Answers. In September, I attended the first 2 of 8 sessions.
- Held several discussions with Heather Medina at NRCS, other NRCS partners, and OWEB about how the Conservation Reserve Enhancement Program (CREP) partnership was going. Partners were beginning to assemble a new grant application for funding from OWEB. However, the workload for CREP in Benton and Linn Counties has been low so NRCS has decided not to endorse another grant application from our counties. This doesn't end CREP in either of the counties, but it does mean that after December we won't be planning these projects.

Willamette Mainstem Cooperative

- Held first official meeting with full WMC Group. It was mostly an introductory meeting with some discussion related to Ludwigia outlook for the Willamette and a few other weeds
- Took 2 trips to Collins Bay. Met landowners, planned weed treatment, collected photo points
- Canoe Survey looking at Ludwigia and yellow floating heart from Michael's to Takena Landing
- 3 separate Partner meetings with Taylor Larson (Willamette Anchor Habitat Working Group), Sydney Nilan (Upper Willamette Stewardship Network), and Kelly Warren (Ducks Unlimited)
- Attended Willamette Focused Investment Partnership Monitoring meeting
- Met with partners on the Strategies for Engagement Meyer Memorial Trust grant
- Attended Long Tom Watershed Council tour of Snag Boat Bend

Invasive Species Program

- Partner meeting on phone with Aubrey Cloud (Luckiamute and Marys River Watershed Council)
- Presented to County Roads crew about invasive shrubs with a focus on scotch broom control

Other

- 2 phone discussions with Heath related to catching up on DEIJ work at the District
- Met with Holly/Linda/Heath re: Strategic Planning



NATIVE PLANT SALE

Including both the fall and winter sales, 410 orders have been placed as of 9/29/21. We have sold 7,915 products for a sales total of \$26,583.35. Of that total, 86 are Fall Bulb and Seed Sale orders for a sales total of \$3,152.00.

The Bulb Sale closed on September 30, but the winter sale is still accepting orders. Thanks for the part **you** play in spreading the word to friends and neighbors about ordering native plants online at bentonswcd.org/shop/.

COMMUNICATIONS

E-news

We have 1,033 Facebook (FB) followers and 258 Instagram (IG) followers. Each week we send our e-news to at least 602 recipients, the 289 members of our announcements Google group, and post it to our Facebook and Instagram pages.

Date sent	E-news Title	# Opens	FB/IG Reach
9/24	Best native plants for pollinators	184	141
9/17	Bulb Sale Reminder	178	168
9/10	Report Dry Wells and Become Familiar with 911	200	143
9/3	Shop for Native Bulbs and Seeds Online Now	541	108

Videos

1. Conserving Water in the Garden (youtu.be/saeavl6W5nU)
 This video has received 60 views to date.
2. Give Bareroot Native Plants the Best Chance for Success (youtu.be/biLVRYpdPPo)
 This video has received 52 views to date.
3. Did you know that our 2019-2020 Annual Meeting was recorded and the video can be viewed [here: youtu.be/2gMP-5mTWRs](https://youtu.be/2gMP-5mTWRs)? The first 11 minutes is the popular spotlight on conservation neighbors, followed by Lauren Pharr’s delightful bird talk.

Brochures

Are you familiar with the District Overview brochure? It is a great way to introduce the District to people who aren’t yet familiar with us. The second page of my report shows a “snapshot” of our outreach brochure. Please contact me if you would like to receive some of these introductory trifold brochures to hand to your friends, neighbors, and acquaintances as you are out and about in the community. You can find the brochure on our website [here: bentonswcd.org/about/#1956](http://bentonswcd.org/about/#1956).

LINN BENTON SALMON WATCH

I am waiting to hear back from our Corvallis School District liaison to see if they will allow field trips. The last I heard from them, they were hopeful to know for sure by the end of September. If they are able to participate I will need to start recruiting fully vaccinated volunteers the first week of October!

DISTRICT VOLUNTEER

You might be a student, a retiree, or someone new to the area. We have a volunteer opportunity for you! Help us pull weeds, distribute native plants, or teach youth. Long-term volunteers and interns collect and analyze data, monitor restoration sites, and more.



TOGETHER WE CAN
MAKE GREAT STRIDES
FOR CONSERVATION.

Envision your role in conservation.



INVASIVE SPECIES AWARENESS

Our website, publications, and workshops will inform you about the invasive plants that threaten Benton County's habitats and agricultural lands.

ONLINE RESOURCES

Our website is your conservation information gateway. Visit our native and invasive plant databases, events calendar, and The Dirt, our blog full of hot topics in natural resources. Sign yourself up to receive announcements from us.



Visit our website or call us,
www.BentonSWCD.org
541-753-7208

Benton Soil & Water
Conservation District
can help.

541-753-7208
www.BentonSWCD.org



Everyone has a role to play in the conservation of natural resources.



RURAL LAND MANAGER



The rural lands you manage can benefit from the implementation of conservation practices. Common improvements include installation of efficient irrigation systems, cover crops, manure compost facilities, and fences to keep livestock out of creeks. We'll help you get started.

URBAN LAND MANAGER



Urban residents can conserve natural resources too. You may choose to plant native species and avoid weedy ornamentals, design a rain garden or a bioswale, or install a rainwater harvest system. We'll help you get the information you need.



NATIVE PLANT SALE

Volunteer at the Native Plant Sale or purchase native plants from us for erosion control, landscaping, and wildlife habitat enhancement.

GRANTS & SCHOLARSHIPS

We offer grants for educators and land managers to implement conservation practices. We can help you access federal programs. Ask us about internships and scholarships.

CONSULTATION SERVICES

We provide recommendations to address your natural resource concerns. Contact us about soil management, wildlife habitat (wetlands, riparian, oak) restoration, mud and manure, oak woodlands, forestry, agricultural water quality, weed identification and control, and incorporating native plants into the landscape.

TOOLS & EQUIPMENT

Need weed wrenches, soil sampling tools, educator materials, or tree planting equipment? Borrow supplies from us.

We are here to help you access the tools you need to protect and maintain natural resources like soil, water, and wildlife habitat.



Date: September 30, 2021
To: Benton SWCD Directors
From: Linda Lovett, Operations Manager
Re: September Report for October 2021 Board Packet



A. Office Administration

- Filed paperwork during visits to office.
- Reviewed documents for archiving/destruction per OR retention schedules.

B. Fiscal Administration

- Responded to follow-up questions from auditor.
- Submitted SDIS Workmans Comp Final Audit.
- Reviewed, authorized, and submitted Check Issuance Request and Credit Card Receipt forms; deposited checks.

C. Personnel/Staff Meetings

- Participated in strategic planning and weekly staff meetings.
- Contacted AIG Retirement Services representative to set up Michael's retirement contributions.
- Updated Employee Data Sheet and reviewed timesheets for payroll.

D. Training/Safety

- Documented staff training on the OR-OSHA Rule Related to Wildfire Smoke
- Drafted COVID Employee Notification Letter per OSHA requirement.
- Updated OSHA-mandated Risk Assessment and Infection Control Plan, (originally done in December 2020).

E. Board Support

- September meeting: Submitted public notice to the G-T; added calendar items to agenda; compiled packet.
- Forwarded David Barron's associate director application to Faye and Holly and connected with him about next steps.

We are settling in!

If you'd like to come see the new office, just let me know and we can schedule a time. llovett@bentonswcd.org or 541-753-7208 x200.

See reverse for photos.



Main workspace

Linda and Jenny's workspace



Holly's office and view



Storage / break room

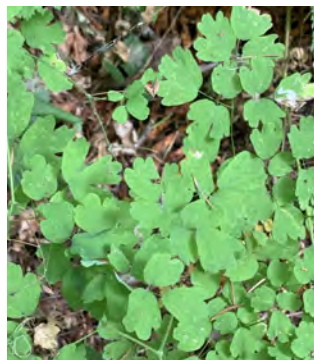
Field assessment with revelation

Assessment tools define conservation plan baseline conditions. I joined NRCS staff, Nathan Adelman and Lexi Gardner (right), for a day at Rainshine Family Farm to practice field assessment tools. We employed the pasture condition index, discussed the alley cover and irrigation in the hazelnut orchard, and observed riparian conditions.

On the hot August day, we hiked downslope to an ancient riparian forest, into a welcomed, shade-dappled, ten-degree drop in ambient temperature. The sense of sacred community, home to beings seen and unseen, saturated the air (photo right). The undisturbed terrace, with no trace of humans, showcased all that a native plant program vision statement could attempt to describe.



Huge, multi-trunked big leaf maple grew beside various conifer species. Their towering canopy leaked pockets of sunlight where vine maple thrived with snowberry. An understory of sword fern, western meadowrue, and native blackberry draped the ground. We recorded diameter at breast height and species for trees in two 26-foot radius plots. I gleaned an understanding of and reverence for the way riparian forests were meant to be in the latest of our ever-changing climate patterns.



Left, Rainshine hazelnuts with grassed alleys.
 Right, western meadowrue.



SIA monitoring - A long time coming. I have ordered the water quality monitoring instruments for Hammer and Muddy Creeks. Once installed, the equipment will help us begin the monitoring component of ODA's Upper Muddy Creek SIA. An upgrade in equipment was possible thanks to a \$8K donation from George Ice, past BSWCD Board Chair. Left, I revived the turbidimeter used in 2012 Willamette Riverkeeper monitoring adventures.

DATE	EVENT
8/23	NRCS 590 #5 precision ag
8/25-26	NRCS NEPA trainings
9/7	Women's Talking Circles (CIS)
9/9	BSWCD planner mtg
9/9	NRCS CIS plan mtg
9/12	Beaver Nation event
9/13	BSWCD Board mtg
9/15	CIS mtg Pat Boren
9/15	Regen Garden maintenance
9/16	NACD webinar - Marketing
9/16	OSU Forage webinar #1
9/17	CIS mtg Andy Gallagher
9/20	Check-in Michael
9/20	CIS mtg Jana Compton, EPA



Donna Schmitz: August 30 to September 30, 2021

Federal Farm Programs implementation; CREP, EQIP, WHIP

- Training: Nutrient Management
- Training: Pasture Management
- Training: Cover Crop
- Worked with landowner to secure over 4000 plants through our plant sale.
- Working on monitoring documentation for CREP
- Discussion with CREP grant project manager on possible new grant.
- Met with FSA and NRCS for program updates.
- Site visit with landowner on CREP mid-management options.

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-Pond development and permits (2), rain water harvesting and storage for wildfires, urban landscaping, tree planting consultant questions, urban riparian planting, tree planting equipment.
- Finalized ODA Capacity grant documents. Received advance payment. Working with Jenny to document expenses for last quarter.
- Two meetings with Michael regarding my programs.
- Connected with partners on the Mid-Coast and Upper Willamette Small grant teams. Reviewed by-laws and signed as team partner and reviewer.
- Developed and approved Conservation Incentive Program project for riparian work along the Marys River. Working with the landowner to develop a OWEB small grant for additional work.
- J2E Restoration project –
 - Convened meeting with partners to discuss timeline, contract needs and budget changes.
- Muddy Creek SIA:
 - Several meetings with Teresa to discuss monitoring, submitted Marys River Watershed contract for signature.
 - Discussion with landowner regarding pond maintenance and working with neighbors.
 - Meeting invite to OSU Extension for planning oak and fire resilience workshop for Alpine and Monroe area residents.
- One Hundred Acre Wood:
 - Site visit: Met with contractor and landowner to discuss upcoming work for weed control and riparian plantings. Developing contract.
- Fackrell Soil and Water Improvement small grant:
 - Working with landowner to finish out the grant and submit invoices and project completion report.
- Connected with partners about future oak woodland restoration projects to compile a list for a future OWEB grant with the Willamette Partnership.
- Attended staff meetings. Presented safety topic.
-

NRCS-Natural Resources Conservation Service
NOAA-National Oceanic Atmospheric Administration
FSA-Farm Service Agency
ODA-Oregon Department of Agriculture
ODFW-Oregon Department of Fish and Wildlife
WRD-Oregon Water Resources Department
GWMA- Groundwater Management Area
FA-Focus Area
MRWC-Marys River Watershed Council
CIP-Conservation Incentive Program
GLT-Greenbelt Land Trust

USFW-United States Fish and Wildlife Service
FEMA-Federal Emergency Management Admin.
USACE-Army Corps of Engineers
DEQ-Department of Environmental Quality
ODF-Oregon Department of Forestry
OWEB-Oregon Watershed Enhancement Board
SIA-Strategic Implementation Area
LWC-Luckiamute Watershed Council
LTWC-Long Tom Watershed Council
CPRCD-Cascade Pacific Resource Cons. and Devel.
CREP-Conservation Reserve Enhancement Program



Also: Pastoral scene of a location that Graham will recognize.



Lexi Gardner, Acting DC
(541) 801-2686
Lexi.gardner@usda.gov

**District Conservationist Report
NRCS Tangent Field Office
August-September 2021**

Meetings/Site Visits:

- Aug 16th- Forestry Oak Inquiry for EQIP 2022
- Aug 17th-18th Working Effectively with Organic Producers Seminar Event
- Aug 19th Inventory Training Updates with Nate Adelman
- Aug 23rd Forestry Inquiry for EQIP 2022
- Aug 25th – Aug 26th NEPA Compliance Training for CPA 52
- Sept 2nd Hazelnut Irrigation Inquiry for EQIP 2022
- Sept 15th Forestry Oak Inquiry for EQIP 2022
- Sept 20th CSP Inquiry Crop/Associated Ag Land
- Sept 21st Hazelnut Irrigation Inquiry EQIP 2022
- Sept 22nd Forestry Inquiry for EQIP 2022
- Sept 23rd-24th Cover Crop Training (virtual and Plant Material Center)
- Sept 29th High Tunnel Inquiry EQIP 2022
- Aug-Sept Completing Farm Service Agency Compliance Reviews

ANNOUNCEMENTS/UPDATES:

- Amy Kaiser is out on maternity leave with her son, Dominic. Tentative date of return in November.
- USDA Announces Pandemic Assistance for Timber Harvesters and Haulers (PATHH)
 - \$200 million to provide relief to timber harvesting and timber hauling businesses that have experienced losses due to COVID-19. Loggers and truckers can apply for assistance through Farm Service Agency (FSA) **July 22 to Oct. 15, 2021**. farmers.gov/pathh
- EQIP application deadline is **November 19th 2021**. This will be for fiscal year 2022 applications.
 - **Only one sign up period will be offered in 2022. Please spread the word!**

PROGRAMS:

Environmental Quality Incentive Program–Conservation Incentive Contract (EQIP-CIC)

- Sign-up deadline was July 12th. New pilot program in several western states with focus on practices/enhancements to address drought and reduce wildfire risk.
https://www.nrcs.usda.gov/wps/portal/nrcs/detail/or/programs/financial/eqip/?cid=NRCS_EPRD1789027
 - **5** contracts obligated from the Tangent office.
 - Linn County

Environmental Quality Incentive Program (EQIP)

- FY21 funded applications
 - Forest Resistance and Resilience -7
 - Hazelnut Water Quality -7



- Oak Habitat Enhancement -2
- Animal Feeding Operation-3
- Forest Management Plans- 3
- High Tunnels- 4
- Organic- 5

Conservation Stewardship Program (CSP)

- Renewals
 - 3 Contracts obligated
 - Linn County Crop & Pasture
- Application period for FY20 CSP Classic closed April 30th
 - No applications.

Easement Programs

- [Agricultural Conservation Easement Program](#) (ACEP) application deadline was Feb 8
 - No applicants

Conservation Innovation Grant Program (CIG)

- Proposals were due May 7th, 2021. Learn more here:
<https://www.nrcs.usda.gov/wps/portal/nrcs/main/or/programs/financial/cig/>

NRCS/Forest Service Joint Chiefs' Landscape Restoration Partnership

- FY22 application deadline was June 7, 2021.
<https://www.nrcs.usda.gov/wps/portal/nrcs/detail/national/newsroom/features/?cid=stelprdb1244394>

TOTAL AMOUNT FOR EQIP, CIC & CSP - \$1,059,925.38

Total acres = 4,356.7

Benton county – 13 contracts; \$124,415.00; 812.6 ac

Linn county – 22 contracts; \$935,510.38; 3,544.1 ac

