

Monday, December 13, 2021
 6:00-7:30 PM Board Meeting
 Zoom Video Conference: <https://zoom.us/join>
 Phone: 1-669-900-6833
 Meeting ID: 844 6825 0202
 Passcode: 640956



BOARD OF DIRECTORS MEETING AGENDA

1. Deliver Adaptive Programs and Strengthen Partnerships

Address natural resource issues and build partnerships that promote conservation.

2. Effectively Spread Our Message

Inform residents of the services available to them.

3. Strengthen Our Capacity

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

4. Diversity, Equity, and Inclusion (DEI)

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

Goal	Item	Lead	Time	ACTION
	Call to Order, Introductions, Public Comments, Announcements, Additions to Agenda	Yoshihara	6:00	
	CONSENT AGENDA	Yoshihara	6:02	ACTION
3	Approve draft board meeting Minutes – November 8, 2021			
3	Approve Financials (10/30/21)			
3	Approve Resolution FY2021-2022-07 to add \$500 from Doreen Carpenter to the General Fund; CCP-Conservation Education (in packet)			
3	Approve draft FY21 Audit Financials (in packet – Draft audit reviewed by Faye, Jerry, Holly, Jenny, and auditor on December 1, 2021)			
	REGULAR AGENDA		6:03	
1, 2, 3, 4	Draft Compensation and Pay Equity Study Report presentation by HR Answers (Laurie Grenya and Jennifer School)			
1, 2, 3, 4	Discuss draft report, answer board/staff questions, and determine next steps			
	Meeting Adjourned	Yoshihara	7:30	

BSWCD Board and Outreach Events (subject to change)		
Date/Time	Event	Location
Aug 15 – Dec 31	Native Plant Sale Ordering	https://bentonswcd.org/shop
Jan 10, 6 – 7 pm	BSWCD Annual Meeting	Zoom
Jan 10, 7 – 7:30 pm	BSWCD Monthly Board Meeting	Zoom

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

Monday, November 8, 2021; 6:00-7:00 PM
Phone: 1-669-900-6833
Meeting ID: 844 6825 0202
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BOARD OF DIRECTORS MEETING MINUTES

In Attendance

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

Board Members Absent: Kerry Hastings

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

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

Others Present: Amy Kaiser, Erik Swartzendruber (public, presenter)

Call to Order

[Yoshihara] 6:00 pm

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

There were introductions all around since Erik was a first-time attendee.

CONSENT AGENDA

- **Approve draft board meeting Minutes – October 12, 2021:** Discussion: none
- **Approve Financials for 9/31/21;** Discussion: none
- **Adopt revised Travel Policy;** Discussion: none

MOTION to approve Consent Agenda: Bob/Eliza (vote 6/6)

Director Check-in

Jerry: Cleaned 7500 mason bee cocoons for Bee Buddy program and added another 2200 from his property and neighbors for almost 10,000 cocoons. Helping rehab of Willamette Grange.

Bob: Getting garden ready for winter; attended webinar about how to talk to people about climate change.

Eliza: Got cover crop in; attended soil webinar put on by Xerces Society.

Graham: Finished busy stream restoration season; now in Montana on vacation.

Henry: Wrapping up bee season, shipping bees to California to decrease overhead.

Nate: Worked with Rana Foster, Aubrey Cloud from Marys River Watershed Council, and 20-30 other volunteers on camas rescue; used tractor and potato digger to dig bulbs, then volunteers bagged them for relocation. On November 9, presenting on dry farming to Friends of Family Farmer InFARMation series on climate change.

Marcella: Recently traveled to southern Utah; attended Oregon Climate and Agriculture Network's climate resilience toolbox, which provided case studies of how farmers in Oregon are adapting to climate change.

Amy: NRCS has an EQIP application deadline November 19. There is only one signup this fiscal year, the next will be fall of 2022. NRCS will hold a meeting to discuss a Regional Conservation Partnership Program for prescribed grazing within the oak savannah habitat project area. Jerry commended the NRCS newsletter for links to the master plan and what's going on in Benton County.

Faye: Working with Luckiamute Watershed Council; hosted two sold-out bird walks, which provided great opportunity to see how the watershed council operates.

David: Passed exam for Fire Inspector 1, an international certification for fire code.

REGULAR AGENDA

Discuss authority and role of SWCDs to weigh in on County land use issues; developing/updating clear policy and procedure for Board to follow Oregon Association of Conservation Districts (OACD)

Faye: Issues such as Coffin Butte landfill expansion and Kyle Springs in Monroe can make it seem like public decisions are being made in a piecemeal manner. BSWCD historically has remained neutral, and the 2009 policy (in packet) is written in a way that makes it easy to do so. Should we revise the policy to identify key issues on which we might take positions, possibly in alignment with OACD?

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

Holly said Eric Nusbaum told her there is variety in what districts are doing. Some comment frequently, others on a case-by-case basis, while some have staff do technical reviews but don't take a position. Directors have authority to weigh in on issues related to strategic priorities, but an individual director must have permission from the full board to speak on its behalf. Because directors change, Eric recommends revisiting policies at least every 10 years.

Discussion: Only Henry and Jerry were on the board in 2009. Linn SWCD sought BSWCD support for a Willamette River channel maintenance project and wanted an immediate decision. However, the BSWCD felt it needed a policy that allowed time for research without being pressed to decide when something was first presented at a board meeting. Rather than get into specific land use issues, the policy outlines a general process for making decisions. The rationale for staying neutral was to avoid potentially dividing the board.

Board consensus was to revisit the policy. When an issue directly affects the environment and citizens we represent (e.g., Coffin Butte), the board should take a position. Even if there are differences among board members, it is not unhealthy to discuss contentious issues. Faye and Holly will review the 2009 policy and OACD position statements. Board will discuss at a future meeting. It may align with the strategic planning process.

Presentation: Regenerative Landscaping: Urban Soil Conservation – Erik Swartzendruber, WVRLG

Teresa introduced Erik, with whom she has been working on urban soil conservation since 2017. Erik had the idea to promote regenerative landscaping as a way for urban residents to help with the climate crisis. He pulled together a group of like-minded landscape professionals with a goal of inspiring people to fill their yards with plants, especially natives. Teresa and Erik outlined the group's accomplishments, including the C-Squesters project recognizing local landscapes that focus on soil sequestration, presentations, webinars, a website, and the Central Park regenerative garden (see slides).

MOTION to approve OACD election ballot as written: Eliza/Jerry 6/6

Other Announcements

Faye announced that she will step off the board in January after the annual meeting. Nate Johnson has agreed to join the board as a director and board chair. Nate has been very active in the past year as an Associate Director. Faye will ask the board to appoint her as an Emeritus Director until the end of the fiscal year to help with the transition. Bob has agreed to be appointed to Faye's Zone 2 position, which frees up At-large 1 for Nate's appointment in that position. Bob will step down on December 31, 2022, and Marcella potentially will be appointed to his spot and complete the Zone 2 Director term. Bob will still be around as an advocate for the District.

Nate said he is honored to work with everyone on the board and has enjoyed learning about all the avenues of conservation that people are working on. He looks forward to working with everyone, especially on strategic planning, and has been inspired by Faye's example as board chair in his year as an associate director.

Faye acknowledged staff milestones that Holly reported on in her staff report: Michael (passed 6 months mark, so now a regular employee), Linda (2 years), Donna (22 years).

Meeting Adjourned

[Yoshihara] 7:07 pm

Benton SWCD Board Meeting

December 13, 2021

Financial Report

Period ending October 31, 2021

The closing balance in our Oregon LGIP account was \$723,879, dividend paid was \$300.29. The Fiscal YTD dividend paid was \$1,327.01. Our average monthly balance has been \$723,513.70 with a monthly distribution yield of 0.49%. The previous month's balance was \$722,846.85. We received a payment of \$732.28 in tax revenue from the Benton County Finance Department.

Both Citizen Bank accounts were reconciled, and all checks were accounted for. The total balance of the two accounts was \$97,717.57. The previous month's balance was \$172,566.70.

Charges to the Credit Card account were \$912.87. These were verified and reconciled. The previous month's charges were \$1,338.59.

The Stripe account was reconciled. The starting balance was \$6,499.42. The net balance change from activity was \$195.73. Total payouts were \$-6000.00, leaving an ending balance of \$695.15.

Respectfully submitted,



Jerry Paul, Treasurer

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

	Oct 31, 21	Oct 31, 20	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
10100 - Citizens Bank	88,675.84	127,832.79	-39,156.95
10150 - Citizens Bank #2	5,035.04	8,192.54	-3,157.50
10200 - LGIP	763,280.61	693,786.16	69,494.45
10300 - Stripe	695.15	562.75	132.40
10800 - Petty Cash	24.00	24.00	0.00
Total Checking/Savings	857,710.64	830,398.24	27,312.40
Accounts Receivable			
11000 - Accounts Receivable	15,832.76	6,880.00	8,952.76
11400 - Grants Receivable	9,149.25	38,859.06	-29,709.81
Total Accounts Receivable	24,982.01	45,739.06	-20,757.05
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	3,564.02	7,444.24	-3,880.22
Total Other Current Assets	3,564.02	7,444.24	-3,880.22
Total Current Assets	886,256.67	883,581.54	2,675.13
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	896,784.67	894,109.54	2,675.13
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
20000 - General Accounts Payable	4,666.66	2,785.83	1,880.83
20100 - Project Accts Payable	15,571.34	2,680.05	12,891.29
Total Accounts Payable	20,238.00	5,465.88	14,772.12
Credit Cards			
22000 - CITIZENS BANK MASTER CARD			
22150 - Laura's CC - 4777	0.00	150.99	-150.99
22200 - Holly's CC - 2995	220.60	367.02	-146.42
22400 - Teresa's CC - 3019	0.00	83.57	-83.57
22500 - Heath's CC - 3027	57.96	75.94	-17.98
22520 - Linda's CC - 5980	634.31	951.94	-317.63
22530 - Michael's CC - 3266	-150.00	0.00	-150.00
Total 22000 - CITIZENS BANK MASTER CARD	762.87	1,629.46	-866.59
Total Credit Cards	762.87	1,629.46	-866.59
Other Current Liabilities			
24000 - PAYROLL LIABILITIES			

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

	Oct 31, 21	Oct 31, 20	\$ Change
24010 · 941 Account	6,654.32	6,294.00	360.32
24020 · Oregon Withholding	1,753.00	1,543.00	210.00
24030 · OR-WBF SUTA	239.28	106.11	133.17
24040 · Medical Employee	945.81	0.00	945.81
24050 · Medical Employer	5,396.88	0.00	5,396.88
24060 · 457b Contributions	3,096.92	3,688.08	-591.16
Total 24000 · PAYROLL LIABILITIES	18,086.21	11,631.19	6,455.02
25800 · Deferred Revenue Grants-Audit	130,125.10	176,683.52	-46,558.42
25810 · Deferred Revenue Donations	246.72	0.00	246.72
25850 · Deferred Revenue - NPS Presales	31,669.35	24,951.68	6,717.67
Total Other Current Liabilities	180,127.38	213,266.39	-33,139.01
Total Current Liabilities	201,128.25	220,361.73	-19,233.48
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	209,568.34	228,801.82	-19,233.48
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	-94,871.58	-41,963.43	-52,908.15
Total Equity	687,216.33	665,307.72	21,908.61
TOTAL LIABILITIES & EQUITY	896,784.67	894,109.54	2,675.13

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

	General Fund	Project Fund	TOTAL
Ordinary Income/Expense			
Income			
43300 · Grant/Project Administration	0.00	100,151.42	100,151.42
44535 · Taxes Levied	43,008.43	0.00	43,008.43
44540 · ODA Operations	16,128.83	0.00	16,128.83
44545 · ODA Tech, LMA & Scope of Work	14,990.43	0.00	14,990.43
45000 · Interest Income	1,364.90	0.00	1,364.90
46430 · MISCELLANEOUS	174.00	0.00	174.00
47200 · CREP, SQP-Fee for Services	4,576.00	0.00	4,576.00
47400 · Native Plant Sale Income	5.50	0.00	5.50
48000 · TRANSFERS IN	8,465.42	0.00	8,465.42
Total Income	88,713.51	100,151.42	188,864.93
Gross Profit	88,713.51	100,151.42	188,864.93
Expense			
60000 · MATERIALS & SERVICES	40,281.81	0.00	40,281.81
66000 · PAYROLL EXPENSES	143,000.11	11,209.08	154,209.19
68000 · PROJECTS-SVC-SUPP-MATERIALS	0.00	80,780.09	80,780.09
69400 · TRANSFERS OUT	0.00	8,465.42	8,465.42
Total Expense	183,281.92	100,454.59	283,736.51
Net Ordinary Income	-94,568.41	-303.17	-94,871.58
Net Income	-94,568.41	-303.17	-94,871.58

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

	General Fund	Project Fund	TOTAL
Ordinary Income/Expense			
Income			
43300 · Grant/Project Administration	0.00	100,151.42	100,151.42
44535 · Taxes Levied	43,008.43	0.00	43,008.43
44540 · ODA Operations	16,128.83	0.00	16,128.83
44545 · ODA Tech, LMA & Scope of Work	14,990.43	0.00	14,990.43
45000 · Interest Income	1,364.90	0.00	1,364.90
46430 · MISCELLANEOUS			
46432 · Contributions	174.00	0.00	174.00
Total 46430 · MISCELLANEOUS	174.00	0.00	174.00
47200 · CREP, SQP-Fee for Services	4,576.00	0.00	4,576.00
47400 · Native Plant Sale Income	5.50	0.00	5.50
48000 · TRANSFERS IN			
48400 · Transfer Admin from Project Fd	8,465.42	0.00	8,465.42
Total 48000 · TRANSFERS IN	8,465.42	0.00	8,465.42
Total Income	88,713.51	100,151.42	188,864.93
Gross Profit	88,713.51	100,151.42	188,864.93
Expense			
60000 · MATERIALS & SERVICES			
61300 · CONFERENCES AND TRAINING			
61330 · Registration	1,468.00	0.00	1,468.00
Total 61300 · CONFERENCES AND TRAINING	1,468.00	0.00	1,468.00
61500 · COMMUNITY CONSERVATION PROGRAMS			
61510 · Conservation Education (Youth)	359.97	0.00	359.97
61520 · Conservation Incentive Program	1,000.00	0.00	1,000.00
61540 · Native Plant Sale	2,715.10	0.00	2,715.10
61570 · Soil Quality Program	1,340.66	0.00	1,340.66
61585 · Conservation Leadership - EDI	600.00	0.00	600.00
Total 61500 · COMMUNITY CONSERVATION PROGR.	6,015.73	0.00	6,015.73
62100 · CONTRACTED AND PROF SERVICES			
62115 · Audit	3,750.00	0.00	3,750.00
62120 · Computer Support	339.70	0.00	339.70
62130 · PROFESSIONAL SERVICES			
62150 · Accounting	7,749.30	0.00	7,749.30
62170 · Web Design, Logo - Marketing	1,219.00	0.00	1,219.00
Total 62130 · PROFESSIONAL SERVICES	8,968.30	0.00	8,968.30
Total 62100 · CONTRACTED AND PROF SERVICES	13,058.00	0.00	13,058.00
62300 · Dues/Subscriptions/Fees	3,431.39	0.00	3,431.39
62800 · OFFICE OCCUPANCY			
62820 · Rent & Parking	8,766.00	0.00	8,766.00
62830 · Utilities	1,752.28	0.00	1,752.28
Total 62800 · OFFICE OCCUPANCY	10,518.28	0.00	10,518.28
65000 · SUPPLIES AND MATERIALS			

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

	General Fund	Project Fund	TOTAL
65010 · COPIER AND SUPPLIES			
65014 · Lease	616.33	0.00	616.33
Total 65010 · COPIER AND SUPPLIES	616.33	0.00	616.33
65030 · Office Supplies	1,225.43	0.00	1,225.43
65050 · Software/Computer Accessories	844.00	0.00	844.00
Total 65000 · SUPPLIES AND MATERIALS	2,685.76	0.00	2,685.76
65120 · Insurance & Fidelity Bond	2,468.97	0.00	2,468.97
65320 · Mileage/travel related expenses	461.78	0.00	461.78
65400 · Meetings & Events	173.90	0.00	173.90
Total 60000 · MATERIALS & SERVICES	40,281.81	0.00	40,281.81
66000 · PAYROLL EXPENSES			
66200 · Wages	109,140.92	8,834.18	117,975.10
66410 · Health, Dental & Life Insurance	19,242.08	1,502.19	20,744.27
66420 · Retirement	5,621.59	90.49	5,712.08
66500 · Payroll Taxes			
66510 · FICA Employer	8,055.31	674.87	8,730.18
66520 · SUTA	851.12	104.65	955.77
66530 · OR-WBF	35.09	2.70	37.79
Total 66500 · Payroll Taxes	8,941.52	782.22	9,723.74
66800 · Fees	54.00	0.00	54.00
Total 66000 · PAYROLL EXPENSES	143,000.11	11,209.08	154,209.19
68000 · PROJECTS-SVC-SUPP-MATERIALS			
68010 · Project Contracted Services	0.00	58,206.09	58,206.09
68020 · Project Mileage & Travel	0.00	132.72	132.72
68040 · Project Supplies & Materials	0.00	22,441.28	22,441.28
Total 68000 · PROJECTS-SVC-SUPP-MATERIALS	0.00	80,780.09	80,780.09
69400 · TRANSFERS OUT			
69440 · Trf PF to General Fund	0.00	8,465.42	8,465.42
Total 69400 · TRANSFERS OUT	0.00	8,465.42	8,465.42
Total Expense	183,281.92	100,454.59	283,736.51
Net Ordinary Income	-94,568.41	-303.17	-94,871.58
Net Income	-94,568.41	-303.17	-94,871.58

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

	Jul - Oct 21	Jul - Oct 20	\$ Change
Ordinary Income/Expense			
Income			
43300 · Grant/Project Administration	100,151.42	83,088.38	17,063.04
44535 · Taxes Levied	43,008.43	61,035.08	-18,026.65
44540 · ODA Operations	16,128.83	24,994.75	-8,865.92
44545 · ODA Tech, LMA & Scope of Work	14,990.43	29,160.00	-14,169.57
45000 · Interest Income	1,364.90	2,370.74	-1,005.84
46430 · MISCELLANEOUS			
46432 · Contributions	174.00	0.00	174.00
46440 · Refunds and Reimbursements	0.00	4,293.53	-4,293.53
Total 46430 · MISCELLANEOUS	174.00	4,293.53	-4,119.53
47200 · CREP, SQP-Fee for Services	4,576.00	816.00	3,760.00
47400 · Native Plant Sale Income	5.50	-95.00	100.50
48000 · TRANSFERS IN			
48400 · Transfer Admin from Project Fd	8,465.42	6,145.11	2,320.31
Total 48000 · TRANSFERS IN	8,465.42	6,145.11	2,320.31
Total Income	188,864.93	211,808.59	-22,943.66
Gross Profit	188,864.93	211,808.59	-22,943.66
Expense			
60000 · MATERIALS & SERVICES			
61300 · CONFERENCES AND TRAINING			
61330 · Registration	1,468.00	1,475.00	-7.00
Total 61300 · CONFERENCES AND TRAINING	1,468.00	1,475.00	-7.00
61500 · COMMUNITY CONSERVATION PROGRAMS			
61510 · Conservation Education (Youth)	359.97	0.00	359.97
61520 · Conservation Incentive Program	1,000.00	0.00	1,000.00
61530 · Invasives Program	0.00	233.04	-233.04
61540 · Native Plant Sale	2,715.10	1,383.28	1,331.82
61570 · Soil Quality Program	1,340.66	558.61	782.05
61585 · Conservation Leadership - EDI	600.00	60.00	540.00
Total 61500 · COMMUNITY CONSERVATION PROG	6,015.73	2,234.93	3,780.80
62100 · CONTRACTED AND PROF SERVICES			
62115 · Audit	3,750.00	3,750.00	0.00
62120 · Computer Support	339.70	417.60	-77.90
62130 · PROFESSIONAL SERVICES			
62140 · Legal	0.00	1,500.00	-1,500.00
62150 · Accounting	7,749.30	9,028.96	-1,279.66
62170 · Web Design, Logo - Marketing	1,219.00	388.00	831.00
Total 62130 · PROFESSIONAL SERVICES	8,968.30	10,916.96	-1,948.66
Total 62100 · CONTRACTED AND PROF SERVICES	13,058.00	15,084.56	-2,026.56
62300 · Dues/Subscriptions/Fees	3,431.39	3,929.74	-498.35
62800 · OFFICE OCCUPANCY			
62810 · Alarm & Janitorial Services	0.00	626.24	-626.24
62820 · Rent & Parking	8,766.00	16,682.40	-7,916.40

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

	Jul - Oct 21	Jul - Oct 20	\$ Change
62830 · Utilities	1,752.28	3,993.66	-2,241.38
Total 62800 · OFFICE OCCUPANCY	10,518.28	21,302.30	-10,784.02
65000 · SUPPLIES AND MATERIALS			
65010 · COPIER AND SUPPLIES			
65012 · Copies	0.00	227.43	-227.43
65014 · Lease	616.33	716.76	-100.43
Total 65010 · COPIER AND SUPPLIES	616.33	944.19	-327.86
65030 · Office Supplies	1,225.43	580.72	644.71
65040 · Postage	0.00	176.04	-176.04
65050 · Software/Computer Accessories	844.00	199.98	644.02
Total 65000 · SUPPLIES AND MATERIALS	2,685.76	1,900.93	784.83
65110 · PRODUCTION COSTS			
65112 · Advertising and Website	0.00	255.84	-255.84
Total 65110 · PRODUCTION COSTS	0.00	255.84	-255.84
65120 · Insurance & Fidelity Bond	2,468.97	1,291.51	1,177.46
65320 · Mileage/travel related expenses	461.78	147.21	314.57
65400 · Meetings & Events	173.90	57.94	115.96
Total 60000 · MATERIALS & SERVICES	40,281.81	47,679.96	-7,398.15
66000 · PAYROLL EXPENSES			
66200 · Wages	117,975.10	113,117.37	4,857.73
66410 · Health, Dental & Life Insurance	20,744.27	18,773.28	1,970.99
66420 · Retirement	5,712.08	7,276.00	-1,563.92
66500 · Payroll Taxes			
66510 · FICA Employer	8,730.18	8,391.51	338.67
66520 · SUTA	955.77	456.11	499.66
66530 · OR-WBF	37.79	38.45	-0.66
Total 66500 · Payroll Taxes	9,723.74	8,886.07	837.67
66800 · Fees	54.00	54.00	0.00
Total 66000 · PAYROLL EXPENSES	154,209.19	148,106.72	6,102.47
68000 · PROJECTS-SVC-SUPP-MATERIALS			
68010 · Project Contracted Services	58,206.09	50,746.22	7,459.87
68020 · Project Mileage & Travel	132.72	594.01	-461.29
68040 · Project Supplies & Materials	22,441.28	500.00	21,941.28
Total 68000 · PROJECTS-SVC-SUPP-MATERIALS	80,780.09	51,840.23	28,939.86
69400 · TRANSFERS OUT			
69440 · Trf PF to General Fund	8,465.42	6,145.11	2,320.31
Total 69400 · TRANSFERS OUT	8,465.42	6,145.11	2,320.31
Total Expense	283,736.51	253,772.02	29,964.49
Net Ordinary Income	-94,871.58	-41,963.43	-52,908.15
Net Income	-94,871.58	-41,963.43	-52,908.15

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

	Jul - Oct 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	43,008.43	470,000.00	-426,991.57	9.15%
44540 · ODA Operations	16,128.83	26,372.00	-10,243.17	61.16%
44545 · ODA Tech, LMA & Scope of Work	14,990.43	61,535.00	-46,544.57	24.36%
45000 · Interest Income	1,364.90	4,500.00	-3,135.10	30.33%
46430 · MISCELLANEOUS				
46432 · Contributions	174.00			
46430 · MISCELLANEOUS - Other	0.00	6,750.00	-6,750.00	0.0%
Total 46430 · MISCELLANEOUS	174.00	6,750.00	-6,576.00	2.58%
47200 · CREP, SQP-Fee for Services	4,576.00	4,000.00	576.00	114.4%
47400 · Native Plant Sale Income	5.50	20,000.00	-19,994.50	0.03%
48000 · TRANSFERS IN				
48400 · Transfer Admin from Project	8,465.42	43,110.00	-34,644.58	19.64%
Total 48000 · TRANSFERS IN	8,465.42	43,110.00	-34,644.58	19.64%
Total Income	88,713.51	1,217,318.00	-1,128,604.49	7.29%
Gross Profit	88,713.51	1,217,318.00	-1,128,604.49	7.29%
Expense				
60000 · MATERIALS & SERVICES				
61300 · CONFERENCES AND TRAINING				
61330 · Registration	1,468.00			
61300 · CONFERENCES AND TRA	0.00	12,000.00	-12,000.00	0.0%
Total 61300 · CONFERENCES AND TI	1,468.00	12,000.00	-10,532.00	12.23%
61500 · COMMUNITY CONSERVATION PROGRAMS				
61510 · Conservation Education (359.97	7,700.00	-7,340.03	4.68%
61520 · Conservation Incentive Pr	1,000.00	3,000.00	-2,000.00	33.33%
61530 · Invasives Program	0.00	3,000.00	-3,000.00	0.0%
61540 · Native Plant Sale	2,715.10	20,000.00	-17,284.90	13.58%
61560 · Scholarships/Internships	0.00	600.00	-600.00	0.0%
61570 · Soil Quality Program	1,340.66	3,000.00	-1,659.34	44.69%
61585 · Conservation Leadership	600.00	2,000.00	-1,400.00	30.0%
Total 61500 · COMMUNITY CONSERV	6,015.73	39,300.00	-33,284.27	15.31%
62100 · CONTRACTED AND PROF SERVICES				
62115 · Audit	3,750.00	5,000.00	-1,250.00	75.0%
62120 · Computer Support	339.70	4,000.00	-3,660.30	8.49%
62130 · PROFESSIONAL SERVICES				
62150 · Accounting	7,749.30			
62160 · Facilitation	0.00	12,000.00	-12,000.00	0.0%
62170 · Web Design, Logo - M	1,219.00			
62130 · PROFESSIONAL SER	0.00	31,020.00	-31,020.00	0.0%

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

	Jul - Oct 21	Budget	\$ Over Budget	% of Budget
Total 62130 · PROFESSIONAL SE	8,968.30	43,020.00	-34,051.70	20.85%
62190 · Misc Contracted Services	0.00	5,750.00	-5,750.00	0.0%
Total 62100 · CONTRACTED AND PR	13,058.00	57,770.00	-44,712.00	22.6%
62300 · Dues/Subscriptions/Fees	3,431.39	13,000.00	-9,568.61	26.4%
62800 · OFFICE OCCUPANCY				
62810 · Alarm & Janitorial Service	0.00	1,500.00	-1,500.00	0.0%
62820 · Rent & Parking	8,766.00	27,000.00	-18,234.00	32.47%
62830 · Utilities	1,752.28	5,900.00	-4,147.72	29.7%
62840 · Other	0.00	1,000.00	-1,000.00	0.0%
Total 62800 · OFFICE OCCUPANCY	10,518.28	35,400.00	-24,881.72	29.71%
65000 · SUPPLIES AND MATERIALS				
65010 · COPIER AND SUPPLIES				
65014 · Lease	616.33			
65010 · COPIER AND SUPPLIE	0.00	3,500.00	-3,500.00	0.0%
Total 65010 · COPIER AND SUPPLI	616.33	3,500.00	-2,883.67	17.61%
65020 · Equipment	0.00	5,000.00	-5,000.00	0.0%
65030 · Office Supplies	1,225.43	2,500.00	-1,274.57	49.02%
65040 · Postage	0.00	1,000.00	-1,000.00	0.0%
65050 · Software/Computer Acces	844.00	3,000.00	-2,156.00	28.13%
Total 65000 · SUPPLIES AND MATER	2,685.76	15,000.00	-12,314.24	17.91%
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	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 expens	461.78	4,000.00	-3,538.22	11.55%
65400 · Meetings & Events	173.90	4,000.00	-3,826.10	4.35%
Total 60000 · MATERIALS & SERVICES	40,281.81	191,970.00	-151,688.19	20.98%
66000 · PAYROLL EXPENSES				
66200 · Wages	109,140.92	352,467.00	-243,326.08	30.97%
66410 · Health, Dental & Life Insuranc	19,242.08	58,996.00	-39,753.92	32.62%
66420 · Retirement	5,621.59	19,075.00	-13,453.41	29.47%
66500 · Payroll Taxes				
66510 · FICA Employer	8,055.31			
66520 · SUTA	851.12			
66530 · OR-WBF	35.09			
66500 · Payroll Taxes - Other	0.00	30,851.00	-30,851.00	0.0%
Total 66500 · Payroll Taxes	8,941.52	30,851.00	-21,909.48	28.98%
66800 · Fees	54.00			

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

	Jul - Oct 21	Budget	\$ Over Budget	% of Budget
Total 66000 · PAYROLL EXPENSES	143,000.11	461,389.00	-318,388.89	30.99%
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 Fc	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	183,281.92	1,217,318.00	-1,034,036.08	15.06%
Net Ordinary Income	-94,568.41	0.00	-94,568.41	100.0%
Net Income	-94,568.41	0.00	-94,568.41	100.0%

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

	Jul - Oct 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
43300 · Grant/Project Administration	100,151.42	494,267.00	-394,115.58	20.26%
Total Income	100,151.42	494,267.00	-394,115.58	20.26%
Gross Profit	100,151.42	494,267.00	-394,115.58	20.26%
Expense				
66000 · PAYROLL EXPENSES				
66200 · Wages	8,834.18	37,174.00	-28,339.82	23.76%
66410 · Health, Dental & Life Insurance	1,502.19	8,746.00	-7,243.81	17.18%
66420 · Retirement	90.49	1,487.00	-1,396.51	6.09%
66500 · Payroll Taxes				
66510 · FICA Employer	674.87	0.00	674.87	100.0%
66520 · SUTA	104.65	0.00	104.65	100.0%
66530 · OR-WBF	2.70	0.00	2.70	100.0%
66500 · Payroll Taxes - Other	0.00	4,106.00	-4,106.00	0.0%
Total 66500 · Payroll Taxes	782.22	4,106.00	-3,323.78	19.05%
Total 66000 · PAYROLL EXPENSES	11,209.08	51,513.00	-40,303.92	21.76%
68000 · PROJECTS-SVC-SUPP-MATERIALS				
68010 · Project Contracted Services	58,206.09	0.00	58,206.09	100.0%
68020 · Project Mileage & Travel	132.72	0.00	132.72	100.0%
68040 · Project Supplies & Materials	22,441.28	0.00	22,441.28	100.0%
68000 · PROJECTS-SVC-SUPP-MATERIAL	0.00	399,644.00	-399,644.00	0.0%
Total 68000 · PROJECTS-SVC-SUPP-MATERI/	80,780.09	399,644.00	-318,863.91	20.21%
69400 · TRANSFERS OUT				
69440 · Trf PF to General Fund	8,465.42	43,110.00	-34,644.58	19.64%
Total 69400 · TRANSFERS OUT	8,465.42	43,110.00	-34,644.58	19.64%
Total Expense	100,454.59	494,267.00	-393,812.41	20.32%
Net Ordinary Income	-303.17	0.00	-303.17	100.0%
Net Income	-303.17	0.00	-303.17	100.0%

Oct 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	153,476	153,476	-120,329	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	5,877	5,877	21,865	0	MA	Interim Report: 1/1/2021 & 1/1/2022. Final Report 2/15/2023	100% of funds at beginning of grant	2,522	534	1,988
State of the River Synthesis	20010715	MMT	2/1/2020	10/31/2022	Open	3/15/2022	80,000	80,000	39,142	39,142	40,858	0	MA	Interim 2/1/2021 & Final 11/30/2022	100% of funds at beginning of grant	12,000	5,158	6,842
Willamette Mainstem Restoration Opportunities and Strategies for Engagement	20100515	MMT	11/1/2020	4/30/2023	Open	6/30/2023	70,164	70,164	3,915	3,915	66,249	0	MA	5/15/21 & 6/30/23	100% of funds at beginning of grant	6,379	356	6,023
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	0	2,370	2,370	-2,370	10,123	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	13,114	14,910	14,910	-1,796	12,164	DS	Project completion only	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	2,298	1,354	944
OWEB SIA grant	218-8010-16782	OWEB	3/4/2019	12/22/2023	Open	12/22/2023	125,000	42,163	56,451	56,451	-14,288	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	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

Oct 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	57,791	57,837	57,837	-46	42,209	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
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	0	1,936	1,936	-1,936	45,967	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	176	4,003
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							1,184,083	548,840				635,243					49,986	53,209

FY22 Budget Resolution
Resolution No. FY2021-2022-07

BE IT RESOLVED that the Board of Directors of the Benton Soil and Water Conservation District (SWCD) hereby approves the addition of a \$500.00 private donation to the Benton SWCD FY22 Budget as follows:

General Fund

Add \$500.00 in Resources to the General Fund: Miscellaneous.

Add \$500.00 in Requirements to the General Fund as follows:

Materials and Services

Community Conservation Programs-Conservation Education	\$500.00
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\$500.00

SIGNED THIS 13th day of December 2021

Benton Soil and Water Conservation District
Entity Name

Benton SWCD Board of Directors
Governing Body

Signature: Faye Yoshihara, BSWCD Board Chair



Benton Soil and Water CONSERVATION DISTRICT

Date: November 30, 2021

To: Benton SWCD Directors

From: Holly Crosson, Executive Director

Re: November 2021 Monthly Report for December 2021 Board Packet

STRATEGIC PLANNING (SP)

- Met with Heather at NRCS to let her know we would be hiring a facilitator for strategic planning efforts in 2021 and 2022.
- Met with strategic planning steering committee on 11/12; took minutes.
- Researched potential facilitators; interviewed Amy Stork; drafted Scope of Work and timeline; drafted Contract; had first kick off meeting with Amy and staff steering committee.
- Created list of questions for four watershed council meetings Michael and I have coming up in December.

THE CONFLUENCE

- Shared Open House information with board and staff (December 16, 1-3 PM).

COVID-19

- Met with legal counsel about changes to office Covid policy and vaccination/testing requirements for contractors, vendors, and visitors.

SAFETY/OSHA/IT Security

- No activity this month

DEIJ

- Attended an OSU webinar on advancing DEI in business.
- Met on 11/12 with Heath and Michael. Working on DEIJ Action Plan and committee job description.

PROGRAMS/PROJECTS/PARTNERSHIPS

- Attended 3-day webinar on Climate Change and Ag (OR CAN) - Nov 2-4.
- Attended two-day OACD Annual Meeting - Nov 9-10.
- Conducted Conservation Neighbor interviews with Maya Abels and Stuart Holmes.
- Met with Carolyn Butchart about regenerative agriculture in our region and opportunities for internships and employment.
- Attended evening Champinefu lecture on Trees of Marys Peak - 11/10.
- Attended second wildfire webinar with OSU on Nov 17.

FISCAL

- Submitted class action lawsuit claim for BSWCD against Blue Cross Blue Shield for violations of anti-trust laws.
- Reviewed draft FY21 audit documents and forwarded to Chair and Treasurer. Set up review meeting with auditor.
- Looked into language for BSWCD Contracting Rules and Procedures for a “Oregon Buy Preference” like state agencies use.
- 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

- Attended a workshop on Employee Handbook requirements hosted by SDAO.
- **HR Answers Compensation and Pay Equity Study:** Received rough draft of report; met with PFC; followed up with HR Answers on corrections needed for 2nd draft; shared PFC minutes and draft report with staff; set timeline for next steps; working with HRA on invoicing.
- Had weekly check-in meetings with Linda.
- Had check-in meeting with Michael on Nov 22.
- Had check-in meeting with Heath on Nov 3.
- Participated in weekly Zoom staff meetings.

BOARD

- Developed December Board meeting agenda; reviewed October draft financials and November minutes.
- Met with Associate Director Marcella Henkels to brainstorm about possible art exhibit at Philomath Museum related to District’s conservation work and long history in Benton County.

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



Conservation Program Manager

- Led 2 meetings with Teresa and Donna to discuss planning and other topics
- Attended a meeting with Donna and NRCS pertaining to finishing our CREP grant
- One “check-in” with Holly
- Attended 2 Supervisory trainings. My 8-week session with HR Answers is now finished.
- Attended PFC meeting to discuss compensation study, working with Holly on edits
- Led a strategic planning meeting with Holly and Heath (we rotate facilitation). At the moment these meetings are more geared towards getting ready to strategically plan.

Willamette Mainstem Cooperative

- Held several grant related meetings
 - 2 meetings to prepare for our next Oregon State Weed Board proposal for aquatic weeds. Partners include Willamette Riverkeeper, and Oregon Parks and Recreation Department
 - Met with USGS partners to discuss our final report for an OWEB Focused Investment Partnership grant
- Finished final report for our Oregon State Weed Board grant where we treated Ludwigia at multiple locations and surveyed for new populations, as well as yellow floating heart

Invasive Species Program

- Finished final report for our Oregon State Weed Board oblong spurge grant.
- I’m deep into writing a “Phase 2” proposal to the Oregon State Weed Board for oblong spurge survey and treatment
- Visited several oblong spurge sites to take photos in preparing the final report
- Led a group of 9 volunteers for ivy cutting at Takena Landing. We partners on some work here in the past, and I jumped on an opportunity to get OSU students out there for course credit.
- Hosted my first Benton CWMA meeting. 23 people attended the meeting!

Other

- Attended the OACD annual meeting
- Site visit with Faye Yoshihara and Kevin Kenaga and followed up by writing a Conservation Neighbors blog post
- Attended Woodland Fish and Wildlife Group Meeting
- Met with Heath and Teresa about outreach for waste reduction in Benton County

NATIVE PLANT SALE

As of November 26, we have 24 species remaining in our available inventory. Last day to order is December 31.

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

Date sent	E-news Title	# Opens	FB/IG Reach
11/24	Grateful for Community	325	137
11/12	Traditional Ecological Knowledge - Concepts & Applications	195	226
11/5	Salmon Watch Family Day	503	297

TAKE ACTION

If you aren't receiving our e-news please sign yourself up now at bentonswcd.org/mailling-lists/.

Newspaper & Television

On Friday, November 19, The Gazette Times published an article about Linn Benton Salmon Watch with a focus on a Garfield Elementary field trip. You can access it [here](#): www.gazettetimes.com/news/local/pandemic-rebound-school-field-trips-are-back-and-covallis-kids-are-thrilled.

On October 28 and 29, KEZI-TV ran a story about Linn Benton Salmon Watch six times. [Here is a web version of the story: \[www.kezi.com/content/news/Tangent-students-get-hands-on-lesson-on-Salmon-575638131.html\]\(http://www.kezi.com/content/news/Tangent-students-get-hands-on-lesson-on-Salmon-575638131.html\)](#). Here is a [second version](#) of that story and a [third version](#). And [here's a KEZI Facebook post: \[www.facebook.com/kezi9/posts/10159602909195944\]\(http://www.facebook.com/kezi9/posts/10159602909195944\)](#)

CONSERVATION EDUCATION GRANTS

We have received 7 grant applications for our FY 21-22 Conservation Education Grant program for a total of \$5,303. Including the \$500 donation from Doreen Carpenter, we have \$3000 available to fund these requests. Staff are in the process of determining the best way to allocate our limited funding in support of the requests. I will have a summary for you in January.

ANNUAL MEETING AND REPORT

On January 10 from 6-7 pm, BSWCD will hold our annual meeting for FY 20-21. Our theme for the annual report and meeting is **Emergency Preparedness**, and our guest speaker will be **Amanda Rau**. The Annual report is scheduled to be completed and mailed out the week between Christmas and New Year's Day.

LINN BENTON SALMON WATCH

Our first-ever Salmon Watch Family Day was on November 6. Six volunteers, three of whom could teach in Spanish, were on hand to interact with the 61 visitors that day. It was a great first-time event and the Steering Committee is already brainstorming a bigger event for next year.

On November 18, College Hill senior Jesse Martin, who taught riparian ecology on three Salmon Watch field trips this fall, career shadowed me while we cleaned and dried the Salmon Watch kits. Providing students like Jesse with opportunities to teach younger students and learn from natural resources professionals, is one of the ways Benton SWCD achieves our mission of engaging Benton County residents in the conservation and stewardship of natural resources for current and future generations.

In appreciation of the Board's support of the District's communications efforts and continued involvement in Linn Benton Salmon Watch, I'd like to share some of the feedback we have received recently. See next page.

Heath Keirstead - Staff Report

FEEDBACK ON 11/24 E-NEWS

"one of the most informative reviews of any program I've ever read anywhere. It's obvious a lot of time and energy was spent in its preparation and I trust that the result will be more enthusiastic partners in years to come. Were it not for COVID... I'll pass this along to folks I think might or should be interested. PS: We're having salmon instead of turkey this year! Not "wild" so I'm hoping that's okay."

"Thank you, Heath, for your leadership and ongoing commitment to the Salmon Watch program. I think you captured the tenor of the program extremely well! I only wish I could still be involved!"

"Excellent post! Thank you Heath!"

"Enjoyed seeing the newsletter, Heath. Nice to read about all the parts that make it great! You're welcome--the thanks you spoke at the end. I remember the scene on the creek that I'm pictured in."

"What a great email! Thanks for writing it and sending it, and thanks for helping salmon."

"What a great story of partnership and success."

"This is awesome! I look at this and see all the work and effort it takes to organize this, work with all of these agencies and stakeholders which is huge, and then produce this great informative newsletter!"

"I love the Salmon Watch email you just sent."

"I looove this email. It's so heartwarming seeing how much a community can do together. It made me cry."

LETTER FROM HIGH SCHOOL VOLUNTEER

"Thank you so much for taking time out of your day to introduce me to a small portion of the huge amounts of responsibilities you take on in your day to day life! You not only helped me complete my hours for a career shadow experience, but I learned a lot more about the directions I can take to make a difference in the world! I am super interested in the amount of volunteer opportunities there are just through the Benton Soil and Water Conservation District alone, and I am totally going to sign up to volunteer for the native plant sale! It was intriguing to learn more about the path you took to get where you are now, listening to your backstory regarding education and involvement in multiple different communities really showed me how motivation, perseverance, and a deep care for our natural resources can lead to a fulfilling, meaningful job.

My favorite part during our time together was simply talking with you about resources, internship opportunities, and learning more about you. Our experience together during Salmon Watch and my Career Shadow has really opened my eyes to how important it is to have people like you in our community, and I would very much like to follow in your footsteps. You have provided me with an extra motivational boost to continue studying and staying involved in surrounding communities. You are such an inspiring, thoughtful, and intelligent person, I accumulated so much information in such a short amount of time.

Again, thank you so much for your time and knowledge, I look forward to crossing paths again, and have already enjoyed exploring your guy's website and the opportunities through Americorps!"

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



A. Office Administration

- Provided updated information to HUB International for 2022 property/liability insurance.
- Reviewed documents for archiving/destruction per OR retention schedules.
- Forwarded phone calls and emails from office account to appropriate staff.
- Filed paperwork and organized files during visits to office.

B. Fiscal Administration

- Set up Zoom for BSWCD Draft Audit meeting.
- Reviewed, authorized, and submitted Check Issuance Request and Credit Card Receipt forms; deposited checks.

C. Personnel/Staff Meetings

- Provided support to Holly and Jenny to update QuickBooks permissions.
- Participated in and facilitated weekly staff meetings.
- Updated Employee Data Sheet, staff retirement contributions, and reviewed timesheets for payroll.

D. Training/Safety

- Drafted policy regarding verification of COVID-19 vaccine status of contractors and visitors to BSWCD office and reviewed with staff.
- Updated Office Safety Inspection Checklist and presented it for review at November 30 staff meeting for monthly safety topic.
- Submitted safety grant application to Special Districts Insurance Services (SDIS)

E. Board Support

- Submitted OACD Board Election ballot approved at November 8 board meeting to OACD Executive Director Jan Lee.
- Discussed upcoming board and officer changes with Sandi Hiatt at ODA and provided her with an updated board directory so she can confirm eligibility.
- Submitted public notice to the G-T for the November 18 Personnel and Finance Committee meeting.
- December meeting: submitted public notice to the G-T; added calendar items to agenda; compiled and emailed packets.



DATE	ACTIVITY
10/21	Women's Soil Health Talking Circle mtg
10/21	Soil Health intern interview
10/22	CIS interview, K Trippe & J Moore, ARS
10/22	CIS interview, M Hathaway, producer
10/25	Strategic Plan mtg, Yee Won
10/26	Project updates with Donna
10/27	Farming with Soil Life, Xerces training
10/27	CIS interview, SSadofsky, SSauter, DEQ
10/28	David Cameron, site visit
10/28	Project updates with Donna
10/29	CIS interview, Betsy Verhoeven, OSU Ext.
10/29	JC site visit—wetland!
11/2-4	Training—Climate Action Toolbox
11/5	CIS interview, Dean Moberg
11/5	CIS interview, Christy Tanner, OSU Ext.
11/8	WVRLC presentation—Board meeting
11/9-10	OACD Annual Meeting
11/9	SAP returned from DEQ for revision
11/16-17	Water Year meeting
11/17	OR SWCS Annual Meeting
11/18	KG site visit
11/18	BSWCD REDUCERS meeting
11/19	TA grant presentation for NRCS

Wetland awareness

Landowner, JC*, had a vision for her property, shown above. Get rid of all that water and put in a garden and orchard. As Donna and I walked the property with her, we pointed out wetland indicator species such as native rushes and acres of invasive reed canarygrass, along with nutria and vole traffic lanes. An observant and conscientious landowner, JC is fully aware of the native plants, mammals, and birds that share her land.

During an on-site brainstorm, we discussed the vital ecosystem services that biologically diverse, severely endangered wetlands provide. The discussion broadened JC's understanding of the wetland's value and its low capacity for agricultural use. She expressed a new appreciation for how to manage her land.

Back at the computer, I pulled up a soil map of the property using the NRCS Web Soil Survey. Sure enough, over half of JC's land is mapped as poorly drained Waldo silty clay loam. With depth to water table at 0 to 2 inches, attempts to grow crops on

this wetland would be a constant uphill battle against Mother Nature, who always wins.

Our visit to this property inspired me to create a site visit summary template to document the landowner's objectives, natural resource concerns, and conservation opportunities. The summary will include links to recommendations and informational pdfs, and a soil map. As a concise site visit package for follow up with the landowner, the summary will also serve as a record for reporting, and may inform future work at that site. Donna recommended that we develop practice sheets and other standard information to attach to the summary. See attached—4 of JC's 24-page summary.

* BSWCD staff reports are public information. The name and photo of landowner have been withheld at her request.

Site Visit Summary



Benton Soil and Water
CONSERVATION DISTRICT

Visit Date October 29, 2021

info removed per landowner

BSWCD contacts

Donna Schmitz dschmitz@bentonswcd.org 541-753-7208 ext. 203

Teresa Matteson tmatteson@bentonswcd.org 541-840-3616

Landowner Contact

name

address

city, state, zip

Oregon

email

phone

Soil map and report

Natural resource concerns summary

(1) management of wet soils in field near house for use as garden or for livestock; (2) access to upland for future orchard/garden; (3) weed control; (4) management of existing ponds

Soil

See soil map - attached. Wet area is mapped as Waldo silty clay loam (estimated as 3.6 acres). Page 14 Waldo description notes: at 10 - 15 inch depth is a 27-inch deep clay layer. Page 15: drainage class: poorly drained. Depth to water table 0 - 2 inches. Frequent ponding. High water-holding capacity. Land capability classification 3w

Class 3 soils have severe limitations that reduce the choice of plants or require special conservation practices, or both.

Hydrologic Soil Group C/D

<https://directives.sc.egov.usda.gov/OpenNonWebContent.aspx?content=17757.wba>

Water

Hydric soil rating: yes; see above

Air no factor

Plants

invasive plants

reed canarygrass - read various control recommendations
visit <https://www.invasive.org/gist/moredocs/phaaru01.pdf>

see attached -Integrated Pest Management Guide

native plants

Start small - control reed canarygrass in small plot and plant native plants.

Plant willow stakes.

Visit <https://kingcounty.gov/services/environment/stewardship/nw-yard-and-garden/live-stake-plantings.aspx>

Other native plants

Black Twinberry • Pacific Ninebark • Douglas Spirea • Nootka Rose •
Oceanspray • Pacific Crabapple • Red Osier Dogwood • Salmonberry
• Vine Maple (near the upper edges)

grasses: Spike bentgrass, tufted hairgrass, slender hairgrass

Animals

Natives

Birds: Western bluebird, American kestrel, mergansers and more...see
nesting structures (attached)

Non-natives

voles - see ODFW Rats & Mice

<https://myodfw.com/wildlife-viewing/species/rats-and-mice>

nutria - living with nutria, ODFW page

https://www.dfw.state.or.us/wildlife/living_with/nutria.asp

Human no factor

Energy no factor

Referrals

Benton County Community Development Flood Plain Permit
Visit <https://www.co.benton.or.us/cd/page/floodplain-information>
Carrie Landrum Aquatic Resource Coordinator Removal-Fill Permits &
Enforcement: Benton, Lincoln, Marion, Polk 503-986-5285
Carrie.Landrum@dsl.oregon.gov

Oregon Department of State Lands: Removal/Fill Permits in
wetlands/waterways
Visit <https://www.oregon.gov/DSL/WW/Pages/Permits.aspx>

Wetland consultant:
Ray Fiori
RTF Consulting LLC
862 NW Edgewood Dr.
Albany, OR 97321
Phone: (541) 760-1777

Thanks for being our conservation partner!!!

Please call or email with additional questions or comments.

Creating Snags

Photo by: Chris Schnepf, University of Idaho, Bugwood.org

Snags may be created from living trees if there is a shortage of safe natural snags. Created snags can be expected to last for a long period of time. Poor quality or deformed trees, such as those with broken tops or large branches, make excellent snags.

Word of caution!

Snags can be dangerous. Locate them well away from trails, roads, buildings, and other structures.

Tips for creating snags

Select conifers for snag creation as they normally last longer than deciduous trees. Snag trees should be at least 14" in diameter, however smaller diameter snags are used by many cavity nesters and foragers.



Top or girdle trees at or above the first whorl of branches, if possible, and at least 14 feet high (ideally, much higher). Shorter trees are useful for some cavity nesters and especially for foraging birds, as are stumps which are at least 3 feet high. A jagged top will decay faster and supply more habitat than a smooth-topped tree.

Jagged cuts, grooves, and cavity starts can also be added to the trunks of trees when they are topped or girdled for snag-dependent wildlife. These additional cuts allow decay-causing fungus to enter the stem of the tree and accelerate the creation of structure for many species of birds and mammals including many bat species. Cuts should angle upward and be at least two inches wide and at least six inches deep. A shelf or cavity can be initiated by cutting a hole or opening at least six inches deep and about four inches in diameter.



Large branches, extending at least 2 feet out from the trunk, can be cut to create foraging habitat on live trees not intended to be used as snags. Nest boxes of varying sizes will host many species, such as wood ducks and swallows. They can be erected in most forest stands depending on target species and stand characteristics. Nest boxes, however, do not

replace the need for snags. Do not put nest boxes on existing snags.

Photo by: David Cappaert, Michigan State University, Bugwood.org

<http://ext.wsu.edu/forestry/Snagcreation.htm>



Donna Schmitz: Oct 31 to November 30, 2021

Federal Farm Programs implementation; CREP, EQIP, WHIP

- Training: NRCS Conservation Planning Level III series “marathon”,
- Training; NRCS Computer Security
- Training: Climate Resilience
- Working on monitoring documentation for CREP
- Updating CREP documentation and files.
- Met with FSA and NRCS to discuss status of all CREP contracts in Benton County.
- SV-CREP near Monroe for status of planting progress.
- Contact with NRCS about our involvement with prescribed burning projects.

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- Willow stakes, Water Quality complaint, pollinator habitat, extension of riparian habitat, riparian restoration funding (2), native plant recommendation, bare root plant availability, Oak woodlands restoration, riparian plant sale discount, WQ in Alsea
- Site visit: North Albany, riparian recommendations along drainage channel. Developed buffer map, will refer to FSA for CREP program.
- Conservation Incentive Program project for purchase of riparian plants on tributary to Oak Creek completed.
- Review of Coffin Butte Expansion Application. Attended Public comment meeting via zoom.
- Researched and wrote my article for the annual report.
- Coordination with Heath and Annual Meeting speaker on topic and timeline of presentation.
- J2E Restoration project –
 - Coordination of plant materials with landowner and Bonneville Environmental Foundation plant acquisition program.
- Muddy Creek SIA:
 - Several meetings with Teresa to discuss monitoring, mapping, budget.
 - Updating landowner agreements, county roadside permit and maps.
 - Purchased monitoring equipment identified by Teresa.
- One Hundred Acre Wood:
 - Blackberries spray and cut canes in riparian area completed by contractor. Oak woodland invasives controlled.
- Groundwater Management Area (GWMA) and Teresa’s Soil Health TA grant:
 - Researched potential future Irrigation Water Management workshop in GWMA. Connected with OSU faculty about past presentations.
- Attended staff meetings
- Attended board meeting

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



November, 2021; McFarland Road, Monroe: CREP planted February 2021.



Benton SWCD Compensation Philosophy

Our employees are our most valuable asset. They embrace and enthusiastically carry out our mission: to engage Benton County residents in the conservation and stewardship of natural resources for current and future generations.

At Benton Soil and Water Conservation District (BSWCD), we pride ourselves on offering our employees the opportunity to do more than just earn a paycheck. Staff members become part of a cooperative team that promotes conservation efforts, resulting in cleaner water and improved cropland, pastures, forests, and fish/wildlife habitat.

Our goal at BSWCD is to foster and nurture a positive and productive work environment that cultivates the talents and skills of our whole team. We begin by providing all employees with a clear understanding of their roles and responsibilities within the organization and afford the opportunity for each team member to shape their individual contributions. We ensure that everyone has access to the resources and tools necessary to carry out the District's work safely and effectively. We stand by our employees and support their success.

Our employee compensation package consists of base pay; health benefits including medical, vision, and dental coverage; paid vacation and paid sick leave; paid short term disability and life insurance; an employee assistance plan; monthly contribution to a tax deferred retirement plan; and professional development opportunities. Our philosophy is to provide equitable compensation that recognizes and rewards employee contributions and high performance. Every three years we hire a professional HR firm to conduct a compensation study to determine market offerings of similarly situated organizations in the Willamette Valley. BSWCD strives to be competitive with these organizations within our annual budget.

Goals of the Compensation Program:

- Attract, engage, and retain skilled, productive, and dedicated employees.
- Motivate and reward employees to perform their jobs in ways that contribute to the overall success of BSWCD, including fulfillment of its mission and strategic priorities.
- Ensure the program is internally equitable and externally competitive.
- Offer opportunities for personal and career development and growth.
- Create a motivating and inclusive culture, recognizing that diversity makes us stronger.

BSWCD's compensation program should have the following attributes:

- It should be relatively simple to administer, understand, and communicate.
- It should be flexible and adaptable to changing business, government, and budgetary requirements.
- It should be effective in attracting, engaging, and retaining talented employees.
- It should be externally competitive while ensuring internal parity based on FLSA status, management of people and financial resources, level of responsibility and accountability, job complexity, job performance, and tenure.

Personnel & Finance Committee (PFC) Meeting Minutes

November 18, 2021

BSWCD Office

136 SW Washington, Suite 201, Corvallis, OR

In Attendance

Committee Members: Bob Morris, Jerry Paul, Kerry Hastings, Faye Yoshihara

Others: Nate Johnson, Holly Crosson, Michael Ahr, Teresa Matteson

Call to Order

[Morris] 5:31pm

See Agenda below. Changes to Agenda:

- No time for comments from the public

Compensation and Pay Equity Study Background

- Past compensation studies conducted by Cascade Employers Association were completed in 2016 and 2019. This year the study is being conducted by HR Answers.
- It was discussed at the 5/24/21 Budget Committee meeting that a compensation study would be done during FY2022.

Draft Report

The draft report was very rough, poorly written, and difficult to interpret. Issues included missing information, incomplete narrative, and a lack of clarity on methodology. Additional information and different comparables were suggested, along with corrections in the narrative and data sections of the report. Formatting changes include a table of contents and the ability to print out directly from the PDF (page numbers and portrait/landscape issues). These improvements are needed before the draft report can be reviewed by the board and staff, scheduled for December 13th 2021.

HR Answers results and recommendations from Draft Report review

- Pay Equity. The District meets all legal requirements.
- Recommended title changes for 3 job descriptions.
 - Motion to allow Holly to change titles on two positions Operations Manager, Communications and Community Outreach Manager to ones that meet the criteria outlined in the report, but to leave Natural Resource Conservation Program Manager as is.
Motion/Second- Jerry/Kerry. Vote 4/0
- Salary structure with pay ranges. Discussion on pros and cons of ranges, steps, COLA, merit, performance and bonus systems. More information is needed before any decisions can be made, however there was general agreement that pay ranges should be established.

- Motion to implement pay ranges that are reviewed at least every 3 years.
Motion/Second – Faye (Jerry amended)/Kerry. Vote 4/0

Review Compensation Philosophy from 2016. Agreement that this document should be updated. PFC members will give input to Holly and Michael for their consideration as they review and propose updates to this document.

Benefits considerations. Review of benefits analysis and discussion and how to balance increasing costs against budget realities, including variable grant income. Many questions were raised, including what staff preferences are and whether the benefits they receive from the District’s health insurance plan are more competitive than reflected by the simple cost comparison. Holly will ask HRA for clarification on health care and other insurance benefits. There was general agreement to consider adding paid time off (PTO,) as recommended in the report. More discussion will be needed on this topic. Holly and Michael will investigate further.

Proposed timeline for completion of Final Report and Board decision on HRA recommendations. PFC members will submit edits to Holly by Friday, November 19th, 5pm, so that she can meet the November 23rd deadline to deliver feedback to HRA. It is agreed that a clear, accurate draft report is presented to the board and staff, even if it requires a delay beyond the December 13th board meeting.

Meeting Adjourned
[Morris] 7:30pm

Personnel & Finance Committee (PFC) Meeting Agenda
November 18, 2021; 5:30 - 7:00 PM – IN PERSON MEETING
BSWCD Office at 136 SW Washington Avenue; Suite 201; Corvallis
Minutes: Faye Yoshihara

Time	Topic	Lead
5:30 - 5:35	Call into session, introductions, public comments, changes and/or additions to agenda	Bob
5:35-5:40	Background on need for Compensation and Pay Equity Study - Studies completed in 2016 and 2019; legal requirements - Discussion at 5/24/21 Budget Committee meeting	Holly
5:40 – 5:45	Components of HR Answers Draft Comp and Pay Equity Report	Holly

5:45 – 6:25	HR Answers results and recommendations from Draft Report <ul style="list-style-type: none"> - Pay Equity - Title changes for 3 job descriptions - Salary structure with pay ranges - Base pay adjustments - Benefits considerations 	PFC and Holly
6:25 – 6:35	Review Compensation Philosophy from 2016 (requires update)	PFC and Holly
6:35 – 6:45	Proposed timeline for completion of Final Report and Board decision on HRA recommendations	PFC and Holly
6:45 – 6:55	PFC questions and follow up needed prior to 12-13 board meeting	PFC
6:55 - 7:00	Other business for the PFC - Adjourn	Bob