

Monday, April 11, 2022  
 6:00-6:45 PM Board Meeting  
 Zoom Video Conference: <https://zoom.us/join>  
 Phone: 1-669-900-6833  
 Meeting ID: 844 6825 0202  
 Passcode: 640956



## BOARD OF DIRECTORS MEETING AGENDA

### 1. Deliver Adaptive Programs and Strengthen Partnerships

Address natural resource issues and build partnerships that promote conservation.

### 2. Effectively Spread Our Message

Inform residents of the services available to them.

### 3. Strengthen Our Capacity

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

### 4. Diversity, Equity, and Inclusion (DEI)

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

Goal	Item	Lead	Time	ACTION
	Call to Order, Introductions, Public Comments, Announcements, Additions to Agenda	<i>Johnson</i>	6:00	
	<b>CONSENT AGENDA</b>	<i>Johnson</i>	6:02	ACTION
2, 3	Approve draft board meeting Minutes – March 14, 2022			
3	Approve Financials (2/28/22)			
1, 2, 3	Approve Budget Resolution No. FY2021-2022-11: \$12,100 for Horse Island restoration from OWEB Small Grant No. 09-22-002-20225			
	<b>REGULAR AGENDA</b>			
1-4	Director suggestions for board meeting presentation topics (by staff and outside presenters)	<i>Board</i>	6:02	
1-4	Budget Committee Meeting discussion (virtual meeting, staff presentations, role of BC, etc.)	<i>Crosson/ Board</i>	6:15	
1-4	Strategic Planning document review/approval timeline	<i>Crosson</i>	6:25	
3	District use of Contractors	<i>Staff</i>	6:35	
	Meeting Adjourned	<i>Johnson</i>	6:45	

Calendar continued →

<b>BSWCD Board and Outreach Events (subject to change)</b>		
<b>Date/Time</b>	<b>Event</b>	<b>Location</b>
April 30, 10 am-6 pm	Monroe Festival	Downtown Monroe
May 2, 10-11 am	Field tour of IAE native plant plots	OSU Research Farm
May 6, 9am-12 pm	River Cleanup (Willamette Riverkeeper)	Crystal Lake to Michael's Landing Register: <a href="http://events.r20.constantcontact.com/register/event?oeidk=a07ej40heuw17513311&amp;llr=ncqzyycab">http://events.r20.constantcontact.com/register/event?oeidk=a07ej40heuw17513311&amp;llr=ncqzyycab</a>
May 9, 6-7 pm	BSWCD Monthly Board Meeting	TBD
May 21, 10am-12 pm	Let's Pull Together (Benton CWMA)	<ul style="list-style-type: none"> <li>• Mary's River Park (Philomath)</li> <li>• Witham Hill Natural Area (Corvallis)</li> <li>• East Thornton Lake Natural Area (North Albany)</li> </ul>
May 23, 6-7:15 pm	BSWCD Budget Committee Meeting	Zoom
May 24-25, 8 am-12 pm	2022 Agricultural Biodiversity on Western Farms Conference	OSU virtual conference

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

Monday, March 14, 2022; 6:00-7:00 PM  
Zoom Video Conference: <https://zoom.us/join>  
Phone: 1-669-900-6833  
Meeting ID: 844 6825 0202  
Passcode: 640956



## BOARD OF DIRECTORS MEETING MINUTES

### In Attendance

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

Board Members Absent: Henry Storch

Associate Directors Present: Marcella Henkels, Rana Foster

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

Others Present: Amy Kaiser (NRCS)

### Call to Order

[Johnson] 6:01 pm

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

Nate asked to add a recap of the March 9 informal meeting and a question about the budget.

### CONSENT AGENDA

- **Approve draft board meeting Minutes – February 14, 2022:** Discussion: none
- **Approve Financials for 1/31/22;** Discussion: none
- **Approve Budget Resolution No. FY2021-2022-10: \$11,319 for Farm Riparian and Prairie Restoration Project - OWEB Small Grant No. 09-22-001-20218;** Discussion: none

MOTION to approve Consent Agenda: Bob/Eliza (vote 5/ 5)

### REGULAR AGENDA

#### Informal Meeting

Nate provided a recap of the meeting; one of the main themes was oak restoration. Discussion included ways to collaborate with others doing this work (e.g., NRCS) and to encourage oak planting, such as by incorporating an acorn give-away into the native plant sale, using the forest tax deferral to incentivize planting, working with schools for children to plant acorns. Also discussed specific trees that are meaningful to us as a theme for blog posts. Participants agreed the meeting was a good way to brainstorm and discuss ideas outside of board meetings and that we should consider doing such meetings quarterly.

#### BSWCD's role in Agricultural Water Quality (ODA Capacity Funding including Scope of Work and Focus Area, Strategic Implementation Area/SIA)

Donna gave a presentation (see slides attached) on how the District helps Benton County landowners and the Oregon Department of Agriculture comply with Senate Bill 1010 (1993) regarding agricultural water quality. The statute prohibits: 1) polluting waters of the state; 2) permitting vegetation to grow along perennial streams. She shared: examples of non-compliance; history of District work, including grants received/funding and Scope of Work Tasks related to the AWQ Area Plan; process for complaints and ODA compliance site visits; implementation areas; challenges in Benton County; and federal, state, and local partners. There will be a biennial review of the AWQ rules in the fall of 2022 that will be presented to ODA.

#### Bee Buddy Update

Jerry attended a native bee conference related to Oregon's state-wide bee survey. Pollinators are so important to Oregon, in March the Governor gave \$750k to the Oregon Bee Atlas project. Oregon is in the forefront on this issue, but requests from other states are overworking Bee Atlas staff, so they are having to decline giving assistance. About 600 species have been identified in the state so far and expect to find about 800 total. Jerry is transitioning Bee Buddies to be an education program, as detailed in his report in the packet. This year the

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

District offered all the boxes for sale, and they sold quickly. The program now is for people to attend two educational events, one in March when the boxes are distributed and one in May in Soap Creek and Monroe. In October will train people how to clean boxes. Eliza and Faye are helping with training. Six boxes were donated to College Hill, which will sell them and distribute information at their farm stand. Expect to bring in \$1400 with sale of boxes. Eliza said Monroe has a small, but growing group of people excited about getting hands-on experience. Faye said many of her Soap Creek neighbors had boxes already, but they will share ideas. Two boxes that were donated to OSU's Empty Bowls auction were bought as projects for kids and grandkids, so the project is reaching the next generation.

#### **Linn-Benton Salmon Watch Support Letter**

Holly wanted the board to see the letter we received. She has assured Mike Vernon that we would continue to assist with Salmon Watch.

#### **Communications position; staff capacity - Native Plant Sale & Conservation Education and Outreach; use of Reserve Funds**

Holly is finalizing the draft job description. She will share it with staff, HR Answers, and the attorney, and then it will go to the Personnel and Finance Committee on March 30. The main change is to focus on communications and marketing. NPS coordination will not be a requirement because that may be a barrier to getting a candidate with the other skills that we want. The District will contract with Deb Merchant to do interim communications tasks before we hire a new person.

We will continue to do the NPS but may contract it out or create a temporary position. Holly noted that the Program Reserve Fund has about \$80k for programs and the Reserve for Future Expenditures is up to \$233,959. We could use some of these funds in FY23 to hire someone for the plant sale.

At the February meeting it was suggested that we form a committee to work on the NPS year-round. Marcella and Nate are interested in participating. It could also include plant sale volunteers. Jerry noted that we need to consider the staff time it would take to oversee a contractor and that we might have too many projects if we don't have staff capacity. We need to examine this as part of our strategic plan. Nate asked directors to consider this information along with what Teresa provided in February and suggested having another NPS discussion at the April board meeting.

#### **Discuss which documents are used by Directors on the Board webpages**

About half of the directors have used the website to access documents. There was general agreement that it is helpful, especially for new board and staff, to have this as an archive. Specific documents to retain and keep up to date are the budget, strategic plan, personnel manual, the SWCD Guidebook, and current and previous year meeting packets. It is not necessary to include resolutions. It would also be helpful to have a more robust, current calendar to keep directors informed about events staff are involved in. Deb Merchant will update the page as part of her contract, and we can revisit the topic at future board meetings as needed.

#### **Budget for TA grant, Nate addition to agenda**

Nate asked about an expenditure for the Soil Quality Program that he saw in the financials. Teresa shared her spreadsheet for tracking the TA grant for soil health. Over two years it is in addition to what is in the Community Conservation Program. Holly suggested looking at LB forms to see a detailed breakdown of the budget, and Jerry added that the check register is a good way to see what we're writing checks for.

#### **Meeting Adjourned**

[Johnson] 7:34 pm

## **Benton SWCD Board Meeting**

April 11, 2022

### Financial Report

Period ending February 28, 2022

The closing balance in our Oregon LGIP account was \$983,884.35, dividend paid was \$339.05. The Fiscal YTD dividend paid was \$2772.80. Our average monthly balance has been \$982,177.41, with a monthly distribution yield of 0.45%. The previous month's balance was \$979,681.34. We received a payment of \$3864.00 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 \$149,905.53. The previous month's balance was \$156,613.89.

Charges to the Credit Card account were \$497.49. These were verified and reconciled. The previous month's charges were \$1,395.14.

The Stripe account was reconciled. The starting balance was \$808.08. The net balance change from activity was \$1,082.52, less fees of -\$0.88. Total payouts were \$00.00, leaving an ending balance of \$1,890.60.

Respectfully submitted,



Jerry Paul, Treasurer

**Benton Soil & Water Conservation District**  
**Balance Sheet**  
As of February 28, 2022

	Feb 28, 22	Feb 28, 21	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
10100 - Citizens Bank	111,728.88	111,144.95	583.93
10150 - Citizens Bank #2	4,952.86	6,816.64	-1,863.78
10200 - LGIP	991,655.93	981,863.13	9,792.80
10300 - Stripe	0.00	852.67	-852.67
10800 - Petty Cash	24.00	24.00	0.00
<b>Total Checking/Savings</b>	<b>1,108,361.67</b>	<b>1,100,701.39</b>	<b>7,660.28</b>
<b>Accounts Receivable</b>			
11000 - Accounts Receivable	2,600.00	0.00	2,600.00
11400 - Grants Receivable	6,242.78	62,225.52	-55,982.74
<b>Total Accounts Receivable</b>	<b>8,842.78</b>	<b>62,225.52</b>	<b>-53,382.74</b>
<b>Other Current Assets</b>			
100-1050 CashDue to/from Bld Fnd	-103,200.00	-93,200.00	-10,000.00
100-1500 Due to/from Proj Fund	-102,910.93	-210,171.93	107,261.00
200-1080 CashDue to/from Gen Fnd	102,910.93	210,171.93	-107,261.00
400-1505 Due to/from BR Fund	103,200.00	93,200.00	10,000.00
13000 - Prepaid expenses-Audit	5,585.02	7,580.78	-1,995.76
<b>Total Other Current Assets</b>	<b>5,585.02</b>	<b>7,580.78</b>	<b>-1,995.76</b>
<b>Total Current Assets</b>	<b>1,122,789.47</b>	<b>1,170,507.69</b>	<b>-47,718.22</b>
<b>Other Assets</b>			
18400 - Property Tax Receivable-Audit	10,110.00	10,528.00	-418.00
<b>Total Other Assets</b>	<b>10,110.00</b>	<b>10,528.00</b>	<b>-418.00</b>
<b>TOTAL ASSETS</b>	<b>1,132,899.47</b>	<b>1,181,035.69</b>	<b>-48,136.22</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
20000 - General Accounts Payable	20,598.92	1,979.55	18,619.37
20100 - Project Accts Payable	1,476.50	9,506.25	-8,029.75
<b>Total Accounts Payable</b>	<b>22,075.42</b>	<b>11,485.80</b>	<b>10,589.62</b>
<b>Credit Cards</b>			
<b>22000 - CITIZENS BANK MASTER CARD</b>			
22200 - Holly's CC - 2995	126.59	115.00	11.59
22400 - Teresa's CC - 3019	109.21	348.19	-238.98
22500 - Heath's CC - 3027	0.00	220.00	-220.00
22520 - Linda's CC - 5980	261.69	337.66	-75.97
<b>Total 22000 - CITIZENS BANK MASTER CARD</b>	<b>497.49</b>	<b>1,020.85</b>	<b>-523.36</b>
<b>Total Credit Cards</b>	<b>497.49</b>	<b>1,020.85</b>	<b>-523.36</b>
<b>Other Current Liabilities</b>			
<b>24000 - PAYROLL LIABILITIES</b>			
24010 - 941 Account	8,615.82	6,182.96	2,432.86
24020 - Oregon Withholding	2,209.00	1,588.00	621.00

**Benton Soil & Water Conservation District**  
**Balance Sheet**  
 As of February 28, 2022

	<b>Feb 28, 22</b>	<b>Feb 28, 21</b>	<b>\$ Change</b>
24030 · OR-WBF SUTA	162.14	690.87	-528.73
24040 · Medical Employee	0.00	1,712.08	-1,712.08
24050 · Medical Employer	0.00	8,111.90	-8,111.90
24060 · 457b Contributions	0.00	3,334.59	-3,334.59
<b>Total 24000 · PAYROLL LIABILITIES</b>	<b>10,986.96</b>	<b>21,620.40</b>	<b>-10,633.44</b>
25800 · Deferred Revenue Grants-Audit	120,086.28	210,629.64	-90,543.36
25810 · Deferred Revenue Donations	246.72	0.00	246.72
<b>Total Other Current Liabilities</b>	<b>131,319.96</b>	<b>232,250.04</b>	<b>-100,930.08</b>
<b>Total Current Liabilities</b>	<b>153,892.87</b>	<b>244,756.69</b>	<b>-90,863.82</b>
<b>Long Term Liabilities</b>			
27050 · Deferred Revenue Taxes -Audit	8,261.09	8,440.09	-179.00
<b>Total Long Term Liabilities</b>	<b>8,261.09</b>	<b>8,440.09</b>	<b>-179.00</b>
<b>Total Liabilities</b>	<b>162,153.96</b>	<b>253,196.78</b>	<b>-91,042.82</b>
<b>Equity</b>			
31100 · Building Reserve Fund Balance	103,200.00	103,200.00	0.00
31200 · Project Fund Balance	10,210.00	10,210.00	0.00
32000 · General Fund Balance	666,461.80	594,005.70	72,456.10
Net Income	190,873.71	220,423.21	-29,549.50
<b>Total Equity</b>	<b>970,745.51</b>	<b>927,838.91</b>	<b>42,906.60</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,132,899.47</b>	<b>1,181,035.69</b>	<b>-48,136.22</b>

10:26 PM

03/31/22

Accrual Basis

**Benton Soil & Water Conservation District**  
**Citizens Bank Check Register**  
 As of February 28, 2022

Type	Date	Num	Name	Memo	Debit	Credit	Balance	
<b>10100 · Citizens Bank</b>							140,405.86	
Deposit	02/03/2022			Deposit	19,235.41		159,641.27	
Deposit	02/10/2022			Deposit	19,873.42		179,514.69	
Deposit	02/22/2022			Deposit	377.75		179,892.44	
Liability Check	02/25/2022		QuickBooks Payroll Service	Created by Payroll S...		23,982.91	155,909.53	
Deposit	02/25/2022			Deposit	741.43		156,650.96	
Deposit	02/25/2022			Deposit	15,383.63		172,034.59	
Deposit	02/28/2022			Interest Feb	6.10		172,040.69	
Paycheck	02/28/2022	DD	Ahr, Michael S	Direct Deposit	0.00		172,040.69	
Paycheck	02/28/2022	DD	Crosson, Holly A	Direct Deposit	0.00		172,040.69	
Paycheck	02/28/2022	DD	Lovett, Linda K	Direct Deposit	0.00		172,040.69	
Paycheck	02/28/2022	DD	Matteson, Teresa L	Direct Deposit	0.00		172,040.69	
Paycheck	02/28/2022	DD	Schmitz, Donna J	Direct Deposit	0.00		172,040.69	
Liability Check	02/02/2022	EFT	United States Treasury	93-1077051		5,967.90	166,072.79	
Liability Check	02/02/2022	EFT	Oregon Dept of Revenue	0292193-0		1,519.00	164,553.79	
Bill Pmt -Check	02/15/2022	EFT	1Auto - Comcast	8778 10 601 2891048		109.85	164,443.94	
Check	02/21/2022	EFT	Card Service Center - Master...	Online Payment		1,395.14	163,048.80	
Bill Pmt -Check	02/24/2022	EFT	1Auto - Verizon			128.20	162,920.60	
Liability Check	02/03/2022	EFT	Oregon Dept of Revenue	0292193-0		503.16	162,417.44	
Liability Check	02/01/2022	7850	VALIC	Group #67994		2,765.90	159,651.54	
Liability Check	02/01/2022	7851	SDIS	03-0018433 CIR# 70...		4,540.17	155,111.37	
Bill Pmt -Check	02/01/2022	7852	Marr Bros., Inc.	CIR# 7039		120.00	154,991.37	
Bill Pmt -Check	02/01/2022	7853	Northwest Local Government ...	CIR# 7040		1,150.00	153,841.37	
Bill Pmt -Check	02/08/2022	7854	Jenny Brausch Business Solu...			1,779.70	152,061.67	
Bill Pmt -Check	02/08/2022	7855	Integrated Resource Manage...	CIR# 7042		1,917.00	150,144.67	
Bill Pmt -Check	02/08/2022	7856	SDIS	03-0018433		4,042.00	146,102.67	
Bill Pmt -Check	02/15/2022	7857	Advantage Computing & Elec...	CIR# 7047		778.60	145,324.07	
Bill Pmt -Check	02/15/2022	7858	Koontz, Blasquez & Associate...	CIR# 7045		1,150.00	144,174.07	
Bill Pmt -Check	02/15/2022	7859	1auto HC CC - MidValley Ne...	CIR# 7046		156.72	144,017.35	
Bill Pmt -Check	02/15/2022	7860	U. S. Geological Survey - PDX			23,700.25	120,317.10	
Bill Pmt -Check	02/23/2022	7861	2 - Xerox Financial Services	CIR# 7052		156.17	120,160.93	
Bill Pmt -Check	02/23/2022	7862	Abide Web Design	CIR# 7053		200.00	119,960.93	
Bill Pmt -Check	02/23/2022	7863	Crystal Lake Storage	CIR# 7051		157.00	119,803.93	
Liability Check	02/23/2022	7864	SDIS	03-0018433 CIR# 70...		4,540.17	115,263.76	
Liability Check	02/23/2022	7865	VALIC	Group #67994		3,534.88	111,728.88	
Total 10100 · Citizens Bank						55,617.74	84,294.72	111,728.88
<b>TOTAL</b>						<b>55,617.74</b>	<b>84,294.72</b>	<b>111,728.88</b>



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

	<b>Building Reserve</b>	<b>General Fund</b>	<b>Project Fund</b>	<b>TOTAL</b>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
43300 · Grant/Project Administration	0.00	0.00	142,280.33	142,280.33
44535 · Taxes Levied	0.00	469,833.03	0.00	469,833.03
44540 · ODA Operations	0.00	26,372.00	0.00	26,372.00
44545 · ODA Tech, LMA & Scope of Work	0.00	46,151.00	0.00	46,151.00
45000 · Interest Income	0.00	2,940.30	0.00	2,940.30
46430 · MISCELLANEOUS	0.00	2,651.11	0.00	2,651.11
47200 · CREP, SQP-Fee for Services	0.00	7,176.00	0.00	7,176.00
47400 · Native Plant Sale Income	0.00	32,041.31	0.00	32,041.31
48000 · TRANSFERS IN	5,000.00	12,466.44	0.00	17,466.44
<b>Total Income</b>	<b>5,000.00</b>	<b>599,631.19</b>	<b>142,280.33</b>	<b>746,911.52</b>
<b>Gross Profit</b>	<b>5,000.00</b>	<b>599,631.19</b>	<b>142,280.33</b>	<b>746,911.52</b>
<b>Expense</b>				
60000 · MATERIALS & SERVICES	0.00	104,540.88	0.00	104,540.88
66000 · PAYROLL EXPENSES	0.00	303,377.04	14,637.08	318,014.12
68000 · PROJECTS-SVC-SUPP-MATERIALS	0.00	0.00	116,016.37	116,016.37
69400 · TRANSFERS OUT	0.00	5,000.00	12,466.44	17,466.44
<b>Total Expense</b>	<b>0.00</b>	<b>412,917.92</b>	<b>143,119.89</b>	<b>556,037.81</b>
<b>Net Ordinary Income</b>	<b>5,000.00</b>	<b>186,713.27</b>	<b>-839.56</b>	<b>190,873.71</b>
<b>Net Income</b>	<b>5,000.00</b>	<b>186,713.27</b>	<b>-839.56</b>	<b>190,873.71</b>

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

	<b>Building Reserve</b>	<b>General Fund</b>	<b>Project Fund</b>	<b>TOTAL</b>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>43300 · Grant/Project Administration</b>	0.00	0.00	142,280.33	142,280.33
<b>44535 · Taxes Levied</b>	0.00	469,833.03	0.00	469,833.03
<b>44540 · ODA Operations</b>	0.00	26,372.00	0.00	26,372.00
<b>44545 · ODA Tech, LMA &amp; Scope of Work</b>	0.00	46,151.00	0.00	46,151.00
<b>45000 · Interest Income</b>	0.00	2,940.30	0.00	2,940.30
<b>46430 · MISCELLANEOUS</b>				
<b>46432 · Contributions</b>	0.00	674.00	0.00	674.00
<b>46490 · Adjustment Account - Audit</b>	0.00	1,977.11	0.00	1,977.11
<b>Total 46430 · MISCELLANEOUS</b>	0.00	2,651.11	0.00	2,651.11
<b>47200 · CREP, SQP-Fee for Services</b>	0.00	7,176.00	0.00	7,176.00
<b>47400 · Native Plant Sale Income</b>	0.00	32,041.31	0.00	32,041.31
<b>48000 · TRANSFERS IN</b>				
<b>48100 · Building Reserve Fund</b>	5,000.00	0.00	0.00	5,000.00
<b>48400 · Transfer Admin from Project Fd</b>	0.00	12,466.44	0.00	12,466.44
<b>Total 48000 · TRANSFERS IN</b>	5,000.00	12,466.44	0.00	17,466.44
<b>Total Income</b>	5,000.00	599,631.19	142,280.33	746,911.52
<b>Gross Profit</b>	5,000.00	599,631.19	142,280.33	746,911.52
<b>Expense</b>				
<b>60000 · MATERIALS &amp; SERVICES</b>				
<b>61300 · CONFERENCES AND TRAINING</b>				
<b>61330 · Registration</b>	0.00	1,568.00	0.00	1,568.00
<b>Total 61300 · CONFERENCES AND TRAINING</b>	0.00	1,568.00	0.00	1,568.00
<b>61500 · COMMUNITY CONSERVATION PROGRAMS</b>				
<b>61510 · Conservation Education (Youtl</b>	0.00	8,162.97	0.00	8,162.97
<b>61520 · Conservation Incentive Progra</b>	0.00	2,000.00	0.00	2,000.00
<b>61540 · Native Plant Sale</b>	0.00	18,694.89	0.00	18,694.89
<b>61570 · Soil Quality Program</b>	0.00	2,009.33	0.00	2,009.33
<b>61585 · Conservation Leadership - EDI</b>	0.00	1,600.00	0.00	1,600.00
<b>Total 61500 · COMMUNITY CONSERVATIC</b>	0.00	32,467.19	0.00	32,467.19
<b>62100 · CONTRACTED AND PROF SERVICES</b>				
<b>62115 · Audit</b>	0.00	4,900.00	0.00	4,900.00
<b>62120 · Computer Support</b>	0.00	1,228.30	0.00	1,228.30
<b>62130 · PROFESSIONAL SERVICES</b>				
<b>62140 · Legal</b>	0.00	1,450.00	0.00	1,450.00
<b>62150 · Accounting</b>	0.00	12,940.41	0.00	12,940.41
<b>62160 · Facilitation</b>	0.00	2,000.00	0.00	2,000.00
<b>62170 · Web Design, Logo - Market</b>	0.00	1,419.00	0.00	1,419.00
<b>Total 62130 · PROFESSIONAL SERVIC</b>	0.00	17,809.41	0.00	17,809.41
<b>62190 · Misc Contracted Services</b>	0.00	5,050.00	0.00	5,050.00
<b>Total 62100 · CONTRACTED AND PROF SI</b>	0.00	28,987.71	0.00	28,987.71
<b>62300 · Dues/Subscriptions/Fees</b>	0.00	5,784.65	0.00	5,784.65

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

	Building Reserve	General Fund	Project Fund	TOTAL
<b>62800 · OFFICE OCCUPANCY</b>				
62820 · Rent & Parking	0.00	19,405.25	0.00	19,405.25
62830 · Utilities	0.00	3,247.60	0.00	3,247.60
62800 · OFFICE OCCUPANCY - Other	0.00	34.48	0.00	34.48
<b>Total 62800 · OFFICE OCCUPANCY</b>	0.00	22,687.33	0.00	22,687.33
<b>65000 · SUPPLIES AND MATERIALS</b>				
<b>65010 · COPIER AND SUPPLIES</b>				
65014 · Lease	0.00	1,241.01	0.00	1,241.01
<b>Total 65010 · COPIER AND SUPPLIES</b>	0.00	1,241.01	0.00	1,241.01
65030 · Office Supplies	0.00	1,639.10	0.00	1,639.10
65040 · Postage	0.00	58.38	0.00	58.38
65050 · Software/Computer Accessorie	0.00	1,927.59	0.00	1,927.59
<b>Total 65000 · SUPPLIES AND MATERIALS</b>	0.00	4,866.08	0.00	4,866.08
<b>65110 · PRODUCTION COSTS</b>				
65112 · Advertising and Website	0.00	313.44	0.00	313.44
65116 · Newsletters	0.00	2,024.66	0.00	2,024.66
<b>Total 65110 · PRODUCTION COSTS</b>	0.00	2,338.10	0.00	2,338.10
65120 · Insurance & Fidelity Bond	0.00	4,489.97	0.00	4,489.97
65320 · Mileage/travel related expenses	0.00	1,177.95	0.00	1,177.95
65400 · Meetings & Events	0.00	173.90	0.00	173.90
<b>Total 60000 · MATERIALS &amp; SERVICES</b>	0.00	104,540.88	0.00	104,540.88
<b>66000 · PAYROLL EXPENSES</b>				
66200 · Wages	0.00	233,373.22	11,477.45	244,850.67
66410 · Health, Dental & Life Insurance	0.00	38,569.25	1,963.58	40,532.83
66420 · Retirement	0.00	12,190.72	196.59	12,387.31
66500 · Payroll Taxes				
66510 · FICA Employer	0.00	17,408.75	876.15	18,284.90
66520 · SUTA	0.00	1,661.21	119.70	1,780.91
66530 · OR-WBF	0.00	69.39	3.61	73.00
<b>Total 66500 · Payroll Taxes</b>	0.00	19,139.35	999.46	20,138.81
66800 · Fees	0.00	104.50	0.00	104.50
<b>Total 66000 · PAYROLL EXPENSES</b>	0.00	303,377.04	14,637.08	318,014.12
<b>68000 · PROJECTS-SVC-SUPP-MATERIALS</b>				
68010 · Project Contracted Services	0.00	0.00	93,039.05	93,039.05
68020 · Project Mileage & Travel	0.00	0.00	132.72	132.72
68040 · Project Supplies & Materials	0.00	0.00	22,844.60	22,844.60
<b>Total 68000 · PROJECTS-SVC-SUPP-MATERI/</b>	0.00	0.00	116,016.37	116,016.37
<b>69400 · TRANSFERS OUT</b>				
69410 · Trf GF to Building Reserve Fd	0.00	5,000.00	0.00	5,000.00
69440 · Trf PF to General Fund	0.00	0.00	12,466.44	12,466.44
<b>Total 69400 · TRANSFERS OUT</b>	0.00	5,000.00	12,466.44	17,466.44
<b>Total Expense</b>	0.00	412,917.92	143,119.89	556,037.81
<b>Net Ordinary Income</b>	5,000.00	186,713.27	-839.56	190,873.71

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

	<b>Building Reserve</b>	<b>General Fund</b>	<b>Project Fund</b>	<b>TOTAL</b>
<b>Net Income</b>	<b>5,000.00</b>	<b>186,713.27</b>	<b>-839.56</b>	<b>190,873.71</b>

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

	<b>Jul '21 - Feb 22</b>	<b>Jul '20 - Feb 21</b>	<b>\$ Change</b>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
43300 · Grant/Project Administration	142,280.33	222,755.48	-80,475.15
44535 · Taxes Levied	469,833.03	446,642.78	23,190.25
44540 · ODA Operations	26,372.00	24,994.75	1,377.25
44545 · ODA Tech, LMA & Scope of Work	46,151.00	43,740.00	2,411.00
45000 · Interest Income	2,940.30	4,866.46	-1,926.16
<b>46430 · MISCELLANEOUS</b>			
46432 · Contributions	674.00	1,050.00	-376.00
46440 · Refunds and Reimbursements	0.00	7,246.55	-7,246.55
46490 · Adjustment Account - Audit	1,977.11	0.00	1,977.11
<b>Total 46430 · MISCELLANEOUS</b>	<b>2,651.11</b>	<b>8,296.55</b>	<b>-5,645.44</b>
47200 · CREP, SQP-Fee for Services	7,176.00	7,248.00	-72.00
47400 · Native Plant Sale Income	32,041.31	26,138.68	5,902.63
<b>48000 · TRANSFERS IN</b>			
48100 · Building Reserve Fund	5,000.00	10,000.00	-5,000.00
48400 · Transfer Admin from Project Fd	12,466.44	18,917.10	-6,450.66
<b>Total 48000 · TRANSFERS IN</b>	<b>17,466.44</b>	<b>28,917.10</b>	<b>-11,450.66</b>
<b>Total Income</b>	<b>746,911.52</b>	<b>813,599.80</b>	<b>-66,688.28</b>
<b>Gross Profit</b>	<b>746,911.52</b>	<b>813,599.80</b>	<b>-66,688.28</b>
<b>Expense</b>			
<b>60000 · MATERIALS &amp; SERVICES</b>			
<b>61300 · CONFERENCES AND TRAINING</b>			
61330 · Registration	1,568.00	2,050.00	-482.00
61340 · Training and Education Material	0.00	249.95	-249.95
<b>Total 61300 · CONFERENCES AND TRAINING</b>	<b>1,568.00</b>	<b>2,299.95</b>	<b>-731.95</b>
<b>61500 · COMMUNITY CONSERVATION PROGRAMS</b>			
61510 · Conservation Education (Youth)	8,162.97	5,100.00	3,062.97
61520 · Conservation Incentive Program	2,000.00	769.70	1,230.30
61530 · Invasives Program	0.00	233.04	-233.04
61540 · Native Plant Sale	18,694.89	15,182.90	3,511.99
61570 · Soil Quality Program	2,009.33	429.78	1,579.55
61585 · Conservation Leadership - EDI	1,600.00	60.00	1,540.00
<b>Total 61500 · COMMUNITY CONSERVATION PROGR.</b>	<b>32,467.19</b>	<b>21,775.42</b>	<b>10,691.77</b>
<b>62100 · CONTRACTED AND PROF SERVICES</b>			
62115 · Audit	4,900.00	4,750.00	150.00
62120 · Computer Support	1,228.30	791.00	437.30
<b>62130 · PROFESSIONAL SERVICES</b>			
62140 · Legal	1,450.00	2,150.00	-700.00
62150 · Accounting	12,940.41	13,852.46	-912.05
62160 · Facilitation	2,000.00	0.00	2,000.00
62170 · Web Design, Logo - Marketing	1,419.00	776.00	643.00
<b>Total 62130 · PROFESSIONAL SERVICES</b>	<b>17,809.41</b>	<b>16,778.46</b>	<b>1,030.95</b>

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

	<b>Jul '21 - Feb 22</b>	<b>Jul '20 - Feb 21</b>	<b>\$ Change</b>
62190 · Misc Contracted Services	5,050.00	0.00	5,050.00
<b>Total 62100 · CONTRACTED AND PROF SERVICES</b>	<b>28,987.71</b>	<b>22,319.46</b>	<b>6,668.25</b>
62300 · Dues/Subscriptions/Fees	5,784.65	6,020.46	-235.81
<b>62800 · OFFICE OCCUPANCY</b>			
62810 · Alarm & Janitorial Services	0.00	1,146.24	-1,146.24
62820 · Rent & Parking	19,405.25	29,804.94	-10,399.69
62830 · Utilities	3,247.60	8,134.32	-4,886.72
62800 · OFFICE OCCUPANCY - Other	34.48	0.00	34.48
<b>Total 62800 · OFFICE OCCUPANCY</b>	<b>22,687.33</b>	<b>39,085.50</b>	<b>-16,398.17</b>
<b>65000 · SUPPLIES AND MATERIALS</b>			
<b>65010 · COPIER AND SUPPLIES</b>			
65012 · Copies	0.00	468.34	-468.34
65014 · Lease	1,241.01	1,318.24	-77.23
<b>Total 65010 · COPIER AND SUPPLIES</b>	<b>1,241.01</b>	<b>1,786.58</b>	<b>-545.57</b>
65020 · Equipment	0.00	189.99	-189.99
65030 · Office Supplies	1,639.10	1,356.44	282.66
65040 · Postage	58.38	176.04	-117.66
65050 · Software/Computer Accessories	1,927.59	429.97	1,497.62
<b>Total 65000 · SUPPLIES AND MATERIALS</b>	<b>4,866.08</b>	<b>3,939.02</b>	<b>927.06</b>
<b>65110 · PRODUCTION COSTS</b>			
65112 · Advertising and Website	313.44	600.92	-287.48
65116 · Newsletters	2,024.66	2,407.39	-382.73
65118 · Publications	0.00	325.00	-325.00
<b>Total 65110 · PRODUCTION COSTS</b>	<b>2,338.10</b>	<b>3,333.31</b>	<b>-995.21</b>
65120 · Insurance & Fidelity Bond	4,489.97	3,622.87	867.10
65160 · Miscellaneous	0.00	75.00	-75.00
65320 · Mileage/travel related expenses	1,177.95	511.38	666.57
65400 · Meetings & Events	173.90	257.94	-84.04
<b>Total 60000 · MATERIALS &amp; SERVICES</b>	<b>104,540.88</b>	<b>103,240.31</b>	<b>1,300.57</b>
<b>66000 · PAYROLL EXPENSES</b>			
66200 · Wages	244,850.67	224,785.85	20,064.82
66410 · Health, Dental & Life Insurance	40,532.83	35,808.27	4,724.56
66420 · Retirement	12,387.31	14,662.64	-2,275.33
<b>66500 · Payroll Taxes</b>			
66510 · FICA Employer	18,284.90	16,672.21	1,612.69
66520 · SUTA	1,780.91	1,148.36	632.55
66530 · OR-WBF	73.00	73.98	-0.98
<b>Total 66500 · Payroll Taxes</b>	<b>20,138.81</b>	<b>17,894.55</b>	<b>2,244.26</b>
66800 · Fees	104.50	104.50	0.00
<b>Total 66000 · PAYROLL EXPENSES</b>	<b>318,014.12</b>	<b>293,255.81</b>	<b>24,758.31</b>
<b>68000 · PROJECTS-SVC-SUPP-MATERIALS</b>			
68010 · Project Contracted Services	93,039.05	166,442.80	-73,403.75
68020 · Project Mileage & Travel	132.72	820.57	-687.85

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

	<b>Jul '21 - Feb 22</b>	<b>Jul '20 - Feb 21</b>	<b>\$ Change</b>
68040 · Project Supplies & Materials	22,844.60	500.00	22,344.60
<b>Total 68000 · PROJECTS-SVC-SUPP-MATERIALS</b>	<b>116,016.37</b>	<b>167,763.37</b>	<b>-51,747.00</b>
69400 · TRANSFERS OUT			
69410 · Trf GF to Building Reserve Fd	5,000.00	10,000.00	-5,000.00
69440 · Trf PF to General Fund	12,466.44	18,917.10	-6,450.66
<b>Total 69400 · TRANSFERS OUT</b>	<b>17,466.44</b>	<b>28,917.10</b>	<b>-11,450.66</b>
<b>Total Expense</b>	<b>556,037.81</b>	<b>593,176.59</b>	<b>-37,138.78</b>
<b>Net Ordinary Income</b>	<b>190,873.71</b>	<b>220,423.21</b>	<b>-29,549.50</b>
<b>Net Income</b>	<b>190,873.71</b>	<b>220,423.21</b>	<b>-29,549.50</b>

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

	Jul '21 - Feb 22	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
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	469,833.03	470,000.00	-166.97	99.96%
44540 · ODA Operations	26,372.00	26,372.00	0.00	100.0%
44545 · ODA Tech, LMA & Scope of Work	46,151.00	61,535.00	-15,384.00	75.0%
45000 · Interest Income	2,940.30	4,500.00	-1,559.70	65.34%
<b>46430 · MISCELLANEOUS</b>				
46432 · Contributions	674.00			
46490 · Adjustment Account - Audit	1,977.11			
46430 · MISCELLANEOUS - Other	0.00	7,250.00	-7,250.00	0.0%
<b>Total 46430 · MISCELLANEOUS</b>	<b>2,651.11</b>	<b>7,250.00</b>	<b>-4,598.89</b>	<b>36.57%</b>
47200 · CREP, SQP-Fee for Services	7,176.00	4,000.00	3,176.00	179.4%
47400 · Native Plant Sale Income	32,041.31	20,000.00	12,041.31	160.21%
<b>48000 · TRANSFERS IN</b>				
48400 · Transfer Admin from Project Fd	12,466.44	44,139.00	-31,672.56	28.24%
<b>Total 48000 · TRANSFERS IN</b>	<b>12,466.44</b>	<b>44,139.00</b>	<b>-31,672.56</b>	<b>28.24%</b>
<b>Total Income</b>	<b>599,631.19</b>	<b>1,218,847.00</b>	<b>-619,215.81</b>	<b>49.2%</b>
<b>Gross Profit</b>	<b>599,631.19</b>	<b>1,218,847.00</b>	<b>-619,215.81</b>	<b>49.2%</b>
<b>Expense</b>				
<b>60000 · MATERIALS &amp; SERVICES</b>				
<b>61300 · CONFERENCES AND TRAINING</b>				
61330 · Registration	1,568.00			
61300 · CONFERENCES AND TRAINI	0.00	12,000.00	-12,000.00	0.0%
<b>Total 61300 · CONFERENCES AND TRAI</b>	<b>1,568.00</b>	<b>12,000.00</b>	<b>-10,432.00</b>	<b>13.07%</b>
<b>61500 · COMMUNITY CONSERVATION PROGRAMS</b>				
61510 · Conservation Education (You	8,162.97	8,200.00	-37.03	99.55%
61520 · Conservation Incentive Prog	2,000.00	3,000.00	-1,000.00	66.67%
61530 · Invasives Program	0.00	3,000.00	-3,000.00	0.0%
61540 · Native Plant Sale	18,694.89	20,000.00	-1,305.11	93.47%
61560 · Scholarships/Internships	0.00	600.00	-600.00	0.0%
61570 · Soil Quality Program	2,009.33	3,000.00	-990.67	66.98%
61585 · Conservation Leadership - El	1,600.00	2,000.00	-400.00	80.0%
<b>Total 61500 · COMMUNITY CONSERVAT</b>	<b>32,467.19</b>	<b>39,800.00</b>	<b>-7,332.81</b>	<b>81.58%</b>
<b>62100 · CONTRACTED AND PROF SERVICES</b>				
62115 · Audit	4,900.00	5,000.00	-100.00	98.0%
62120 · Computer Support	1,228.30	4,000.00	-2,771.70	30.71%
<b>62130 · PROFESSIONAL SERVICES</b>				
62140 · Legal	1,450.00			
62150 · Accounting	12,940.41			
62160 · Facilitation	2,000.00	12,000.00	-10,000.00	16.67%
62170 · Web Design, Logo - Mark	1,419.00			



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

	Jul '21 - Feb 22	Budget	\$ Over Budget	% of Budget
62130 · PROFESSIONAL SERVICES	0.00	31,020.00	-31,020.00	0.0%
<b>Total 62130 · PROFESSIONAL SERVICES</b>	<b>17,809.41</b>	<b>43,020.00</b>	<b>-25,210.59</b>	<b>41.4%</b>
62190 · Misc Contracted Services	5,050.00	6,779.00	-1,729.00	74.5%
<b>Total 62100 · CONTRACTED AND PROFESSIONAL SERVICES</b>	<b>28,987.71</b>	<b>58,799.00</b>	<b>-29,811.29</b>	<b>49.3%</b>
62300 · Dues/Subscriptions/Fees	5,784.65	13,000.00	-7,215.35	44.5%
62800 · OFFICE OCCUPANCY				
62810 · Alarm & Janitorial Services	0.00	1,500.00	-1,500.00	0.0%
62820 · Rent & Parking	19,405.25	27,000.00	-7,594.75	71.87%
62830 · Utilities	3,247.60	5,900.00	-2,652.40	55.04%
62840 · Other	0.00	1,000.00	-1,000.00	0.0%
62800 · OFFICE OCCUPANCY - Other	34.48			
<b>Total 62800 · OFFICE OCCUPANCY</b>	<b>22,687.33</b>	<b>35,400.00</b>	<b>-12,712.67</b>	<b>64.09%</b>
65000 · SUPPLIES AND MATERIALS				
65010 · COPIER AND SUPPLIES				
65014 · Lease	1,241.01			
65010 · COPIER AND SUPPLIES - Other	0.00	3,500.00	-3,500.00	0.0%
<b>Total 65010 · COPIER AND SUPPLIES</b>	<b>1,241.01</b>	<b>3,500.00</b>	<b>-2,258.99</b>	<b>35.46%</b>
65020 · Equipment	0.00	5,000.00	-5,000.00	0.0%
65030 · Office Supplies	1,639.10	2,500.00	-860.90	65.56%
65040 · Postage	58.38	1,000.00	-941.62	5.84%
65050 · Software/Computer Accessory	1,927.59	3,000.00	-1,072.41	64.25%
<b>Total 65000 · SUPPLIES AND MATERIALS</b>	<b>4,866.08</b>	<b>15,000.00</b>	<b>-10,133.92</b>	<b>32.44%</b>
65110 · PRODUCTION COSTS				
65112 · Advertising and Website	313.44	1,500.00	-1,186.56	20.9%
65114 · Merchandise	0.00	1,000.00	-1,000.00	0.0%
65116 · Newsletters	2,024.66	3,000.00	-975.34	67.49%
65118 · Publications	0.00	500.00	-500.00	0.0%
<b>Total 65110 · PRODUCTION COSTS</b>	<b>2,338.10</b>	<b>6,000.00</b>	<b>-3,661.90</b>	<b>38.97%</b>
65120 · Insurance & Fidelity Bond	4,489.97	4,500.00	-10.03	99.78%
65160 · Miscellaneous	0.00	1,000.00	-1,000.00	0.0%
65320 · Mileage/travel related expenses	1,177.95	4,000.00	-2,822.05	29.45%
65400 · Meetings & Events	173.90	4,000.00	-3,826.10	4.35%
<b>Total 60000 · MATERIALS &amp; SERVICES</b>	<b>104,540.88</b>	<b>193,499.00</b>	<b>-88,958.12</b>	<b>54.03%</b>
66000 · PAYROLL EXPENSES				
66200 · Wages	233,373.22	352,467.00	-119,093.78	66.21%
66410 · Health, Dental & Life Insurance	38,569.25	58,996.00	-20,426.75	65.38%
66420 · Retirement	12,190.72	19,075.00	-6,884.28	63.91%
66500 · Payroll Taxes				
66510 · FICA Employer	17,408.75			
66520 · SUTA	1,661.21			
66530 · OR-WBF	69.39			
66500 · Payroll Taxes - Other	0.00	30,851.00	-30,851.00	0.0%
<b>Total 66500 · Payroll Taxes</b>	<b>19,139.35</b>	<b>30,851.00</b>	<b>-11,711.65</b>	<b>62.04%</b>

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

	<b>Jul '21 - Feb 22</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
<b>66800 · Fees</b>	104.50			
<b>Total 66000 · PAYROLL EXPENSES</b>	303,377.04	461,389.00	-158,011.96	65.75%
<b>69100 · Capital Outlay</b>	0.00	5,000.00	-5,000.00	0.0%
<b>69200 · Contingency</b>	0.00	40,000.00	-40,000.00	0.0%
<b>69400 · TRANSFERS OUT</b>				
<b>69410 · Trf GF to Building Reserve Fd</b>	5,000.00	5,000.00	0.00	100.0%
<b>Total 69400 · TRANSFERS OUT</b>	5,000.00	5,000.00	0.00	100.0%
<b>69600 · Reserved for Future Expenditure</b>	0.00	233,959.00	-233,959.00	0.0%
<b>69800 · Unappropriated Fund Balance</b>	0.00	280,000.00	-280,000.00	0.0%
<b>Total Expense</b>	412,917.92	1,218,847.00	-805,929.08	33.88%
<b>Net Ordinary Income</b>	186,713.27	0.00	186,713.27	100.0%
<b>Net Income</b>	<b>186,713.27</b>	<b>0.00</b>	<b>186,713.27</b>	<b>100.0%</b>

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

	Jul '21 - Feb 22	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
43300 · Grant/Project Administration	142,280.33	505,586.00	-363,305.67	28.14%
<b>Total Income</b>	142,280.33	505,586.00	-363,305.67	28.14%
<b>Gross Profit</b>	142,280.33	505,586.00	-363,305.67	28.14%
<b>Expense</b>				
<b>66000 · PAYROLL EXPENSES</b>				
66200 · Wages	11,477.45	37,174.00	-25,696.55	30.88%
66410 · Health, Dental & Life Insurance	1,963.58	8,746.00	-6,782.42	22.45%
66420 · Retirement	196.59	1,487.00	-1,290.41	13.22%
66500 · Payroll Taxes				
66510 · FICA Employer	876.15	0.00	876.15	100.0%
66520 · SUTA	119.70	0.00	119.70	100.0%
66530 · OR-WBF	3.61	0.00	3.61	100.0%
66500 · Payroll Taxes - Other	0.00	4,106.00	-4,106.00	0.0%
<b>Total 66500 · Payroll Taxes</b>	999.46	4,106.00	-3,106.54	24.34%
<b>Total 66000 · PAYROLL EXPENSES</b>	14,637.08	51,513.00	-36,875.92	28.41%
<b>68000 · PROJECTS-SVC-SUPP-MATERIALS</b>				
68010 · Project Contracted Services	93,039.05	0.00	93,039.05	100.0%
68020 · Project Mileage & Travel	132.72	0.00	132.72	100.0%
68040 · Project Supplies & Materials	22,844.60	0.00	22,844.60	100.0%
68000 · PROJECTS-SVC-SUPP-MATERIALS	0.00	409,934.00	-409,934.00	0.0%
<b>Total 68000 · PROJECTS-SVC-SUPP-MATERIALS</b>	116,016.37	409,934.00	-293,917.63	28.3%
<b>69400 · TRANSFERS OUT</b>				
69440 · Trf PF to General Fund	12,466.44	44,139.00	-31,672.56	28.24%
<b>Total 69400 · TRANSFERS OUT</b>	12,466.44	44,139.00	-31,672.56	28.24%
<b>Total Expense</b>	143,119.89	505,586.00	-362,466.11	28.31%
<b>Net Ordinary Income</b>	-839.56	0.00	-839.56	100.0%
<b>Net Income</b>	<b>-839.56</b>	<b>0.00</b>	<b>-839.56</b>	<b>100.0%</b>

Feb 2022 Qtrly All Grant Projects Financial Report

Project Name	Grant #	Funding Agency	Start Date	End Date	Status	Final Report Due Date	Fund Amount	(INCOME) Received to	Earned Income to	(EXPENSES) Spent to	Grant Receivabl	Remaining balance to	Grant Manager	Grant Report Dates	How grant funds are received	Admin Expected	Admin Earned	Admin Remaining
Effectiveness Monitoring WAHWG	2009-012-00	BPA	6/1/2020	5/31/2021	Open		157,527	153,476	153,476	153,476	0	4,051	MA			4,775	4,775	0
Ludwigia Management Alternatives	19100538	MMT	12/1/2019	12/31/2022	Open	2/15/2023	27,742	27,742	6,367	6,367	21,375	0	MA	Interim Report: 1/1/2021 & 1/1/2022. Final Report 2/15/2023	100% of funds at beginning of grant	2,522	579	1,943
State of the River Synthesis	20010715	MMT	2/1/2020	10/31/2022	Open	3/15/2022	80,000	80,000	45,925	45,925	34,075	0	MA	Interim 2/1/2021 & Final 11/30/2022	100% of funds at beginning of grant	12,000	6,042	5,958
Willamette Mainstem Restoration Opportunities and Strategies for Engagement	20100515	MMT	11/1/2020	4/30/2023	Open	6/30/2023	70,164	70,164	5,931	5,931	64,233	0	MA	5/15/21 & 6/30/23	100% of funds at beginning of grant	6,379	539	5,840
Willamette River Aquatic Weed Management Phase 7	2020-33-010	ODA-OSWB	2/28/2020	9/30/2021	Open	6/30/2021	27,719	22,733	22,733	22,733	0	4,986	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	7,870	7,870	7,870	0	938	MA		*50% of funds received at start of grant *25% of funds are received after interim grant report submitted and approved by ODA *final funds are received after final grant report submitted and approved by ODA	801	715	86
Fackrell Soil & Water Imp	09-20-002	OWEB	12/5/2020	10/16/2022	Open	12/16/2022	10,123	2,370	2,370	2,370	0	7,753	DS	12/16/2022, 10/16/2024	no funds received at start of grant; funds received by reimbursement of invoices/receipts submitted by BWCD two times total; OWEB holds last 10% of funds until they receive and approve of Final Report.	1,012	215	797
Carson Riparian Buffer Access Control	09-20-003	OWEB	3/18/2021	1/26/2023	Open	3/26/2023	14,889	13,400	13,400	13,400	0	1,489	DS	3/26/2023, 3/26/2025	no funds received at start of grant; funds received by reimbursement of invoices/receipts submitted by BSWCD two times total (including final); OWEB holds last 10% of funds until they receive and approve of Final Report at end of grant.	1,353	1,218	135
100 Acre Wood Habitat Project - Plant Establishment	217-3002-14131	OWEB	10/25/2016	6/30/2022	Open	8/30/2022	25,278	18,057	18,057	18,057	0	7,221	DS	Project completion only	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	2,298	1,639	659
OWEB SIA grant	218-8010-16782	OWEB	3/4/2019	12/22/2023	Open	12/22/2023	125,000	56,408	56,451	56,451	-43	68,592	DS	Multiple dates (6/17/2019, 12/16/2019, 6/14/2020, 12/14/2020, 6/14/2021, 12/13/2021, 6/13/2022, 12/13/2020)		11,364	5,127	6,237
UMC SIA Station 2 Match		Donation			Open		8,000	8,000	7,753	7,753	247	0	TM		Donation from George Ice	0	0	0
2019 data collection for WFIP Effectiveness Monitoring (Phase 2)	218-8201-16520	OWEB	1/1/2019	6/30/2021	Open	2/28/2021	119,983	119,982	119,982	119,982	0	1	MA	2/28/2021	received by reimbursement of invoices/receipts for amounts of \$250 or more submitted by BSWCD; OWEB holds last 10% of funds (\$11,983) until they receive and approve of Final Report at end	10,908	10,908	0

**Feb 2022 Qtrly All Grant Projects Financial Report**

Project Name	Grant #	Funding Agency	Start Date	End Date	Status	Final Report Due Date	Fund Amount	(INCOME) Received to	Earned Income to	(EXPENSES) Spent to	Grant Receivabl	Remaining balance to	Grant Manager	Grant Report Dates	How grant funds are received	Admin Expected	Admin Earned	Admin Remaining
2019 Supplemental Data Collection for WFIP Effectiveness Monitoring (Phase 3)	218-8390-17212	OWEB	2/4/2020	12/31/2021	Open	2/28/2022	100,000	66,849	66,849	66,849	0	33,151	MA	Interim Report: 12/31/2020 & Final Report: 2/28/2022	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	9,091	6,077	3,014
Building soil-minded relationships for resilient crop and pasture systems	219-9001-19457	OWEB	8/3/2021	6/15/2023	Open	6/15/2023	45,967	3,431	3,846	3,846	-415	42,536	TM	Reports are submitted with Request for release of Funds; Final report due within 60 days of 6/15/2023 with final Request for release of Funds.	Fund requests (OWEB website/manage your grant/payments & budget. Request for Release of Funds form). Submit expense tracking spreadsheet for all OWEB expenses and approval of receipts or invoices for amounts \$250 or more (excluding admin). Final 10% payment after completion report approval.	4,179	312	3,867
J2E RTR Project	220-3033-17504	OWEB	4/22/2020	6/30/2025	Open	6/30/2025	239,915	44,619	44,619	44,619	0	195,296	DS	6/30/2028 and 6/30/2030		23,084	4,056	19,028
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	107,149	107,149	107,149	0	12,839	MA	Interim Report: 6/30/2021 & Final Report: 2/28/2023	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	10,908	9,741	1,167
Regenerative Landscape Project		Donation			Open		2,980	2,980	2,577	2,577	403	0	TM			0	0	0
<b>Total</b>							<b>1,184,083</b>	<b>805,231</b>				<b>378,852</b>					<b>54,010</b>	<b>49,184</b>

**FY22 Budget Resolution**  
Resolution No. FY2021-2022-11

BE IT RESOLVED that the Board of Directors of the Benton Soil and Water Conservation District (SWCD) hereby approves the addition of \$12,100 to the Benton SWCD FY2021-2022 Budget as follows:

**Project Fund**

Add \$12,100 in Resources to the Project Fund for Horse Island restoration from OWEB Small Grant No. 09-22-002-20225.

Add \$12,100 in Requirements to the Project Fund as follows:

**Materials and Services**

Contracted/Professional Services	\$11,000
----------------------------------	----------

<b>Transfer to General Fund</b> (Fiscal Admin)	\$1,100
------------------------------------------------	---------

**General Fund**

Add \$1,100 in Resources

<b>Transfer from Project Fund (Fiscal Admin)</b>	\$1,100
--------------------------------------------------	---------

Add \$1,100 in Requirements to the General Fund as follows:

<b>Personnel Services (wages and benefits)</b>	\$1,100
------------------------------------------------	---------

SIGNED THIS 11 Day of April, 2022

Benton Soil and Water Conservation District  
*Entity Name*

Benton SWCD Board of Directors  
*Governing Body*

\_\_\_\_\_  
*Signature: Kerry Hastings, BSWCD Board Secretary*



## Benton Soil and Water CONSERVATION DISTRICT

**Date:** March 31, 2022  
**To:** Benton SWCD Directors  
**From:** Holly Crosson, Executive Director  
**Re:** March 2022 Monthly Report for April 2022 Board Packet

### **STRATEGIC PLANNING (SP)**

- Participated in and assisted with planning for a 4-hour SP retreat on 3/2.
- Met with SP facilitator throughout March to plan, and review documents.
- Sent Survey Monkey questionnaire link with reminder to staff/board about 4/7 2-hour meeting on values, teamwork, and strategic direction.
- Planned for/sent information on Revenue Strategy meeting with staff for 4/11.
- Reviewed draft strategic direction document and provided comments to facilitator.

### **THE CONFLUENCE**

- No activity in March.

### **COVID-19**

- Continued to monitor information from Centers for Disease Control (CDC), Oregon Health Authority (OHA), and Benton County and forward to staff as needed.

### **SAFETY/OSHA/IT**

- Planning with Linda for OSHA safety inspection.
- Reloaded Microsoft Office in attempt to address functionality issues; coordinated upgrade of QuickBooks files on computers; followed up on need to complete installation of Bitdefender on rest of computers.

### **DEIJ**

- Attended Confluence Equity Committee meeting on 3/8.

### **PROGRAMS/PROJECTS/PARTNERSHIPS**

- **Native Plant Sale:** Had meetings with Michael about NPS 2023; set up several meetings with potential contractor for 2023 sale; reviewed yearlong NPS task list; reviewed rental options at Fairgrounds (dates, locations).
- **Contracts:** Developed/ signed the following Contracts for Services:
  - Deb Merchant Contract for Communications and Website updates.
  - Benton County Fairgrounds for NPS in 2023 (2/21-2/25/2023) from Donna.
  - Abide Web Design Contract for Website Hosting and Maintenance in FY23.
  - Koontz, Blasquez, and Associates Contract for Audits in 2022, 2023, and 2024 (3-year contract keeps price down).

- Coordinated with staff/board for what they need related to website updates and spring communications.
- Removed ivy from trunk of Legacy Oak tree.
- Continued to monitor/respond to incoming emails for previous Communications position.
- Reviewed OWEB's information about climate change considerations for new grant funding.
- Provided support to Luckiamute Watershed Council's anniversary celebration with BSWCD gift certificate.

## **FISCAL**

- Tracked ACH deposits for grant payments and distributed reports to Jenny and appropriate project management staff.
- Reviewed/authorized/completed/submitted: staff timesheets, payroll, invoices, CIRs (check issuance requests), EFTs (electronic funds transfers) for bill payment, fiscal admin and accounting on grants, journal entry approvals, monthly financial reports, checks, credit card accounts, bank statements, account reconciliations, bank deposits, and LGIP balance.
- Held weekly meetings with bookkeeper.

## **PERSONNEL**

- **PFC Meeting:** prepared documents on proposed compensation and policy updates (retirement, health insurance, STDI, life insurance, annual leave, wellness leave, COLA, personnel cost as % of budget, etc.). Attended PFC meeting on 3/30. Reviewed and commented on draft minutes.
- Revised Communication and Community Engagement Coordinator job description.
- Attended SDIS/SDAO Health Benefits meeting.
- Participated in 4-hour Oregon Department of Agriculture Manager's Roundtable and training.
- Had weekly check-in meetings with Linda.
- Had weekly check-in meetings with Michael.
- Participated in weekly Zoom staff meetings.

## **BOARD**

- Attended informal zoom chat with Directors and staff on 3/9.
- Developed April board meeting agenda; reviewed February draft financials; reviewed draft March minutes.
- Met with Nate on 3/3; met with Jerry on 3/3; met with Faye on 3/28; connected with Kerry about Adobe sign for resolutions; responded to Rana's email.
- Prepared resolution for Donna for OWEB small grant (riparian/prairie restoration).



**Date:** March 31, 2022  
**To:** Benton SWCD Directors  
**From:** Michael Ahr  
**Re:** Staff Report for March 2022



### **Conservation Program Manager**

- Reviewed iterations of the strategic plan documents and completed a survey related to values. Attended our second strategic planning retreat.
- Set up a bi-monthly meeting with NRCS where their county staff will meet with Donna, Teresa, and me every other month. Topics will range from check in on workload to planning ways to collaborate on funding pools and outreach.
- Met with Holly 4 times this month to discuss plant sale, communications position, and other ongoing work
- Led 2 planning team meetings with Donna and Teresa
- Attended NRCS Local Work Group Meeting
- Attended quarterly ODA SIA check in
- Attended DEQ Water Quality Monitoring check in. This is work that Teresa has managed, but I wanted to better understand what was expected of the collection process.
- Organized the Project Fund Worksheet with the help of Teresa and Donna
- Met with Brad Withrow-Robinson at OSU Extension to catch up on things
- Attended PFC Meeting

### **Willamette Mainstem Cooperative**

- Participated in 2 meetings with Long Tom Watershed Council related to applying for additional Oregon State Weed Board Grants to assist Willamette River landowners with weed control. One of the meetings was with staff from ODA who were enthusiastic about the grant request. Application was submitted March 15
- Attended a partner meeting focused on monitoring work with Willamette Focused Investment Partnership group

### **Invasive Species Program**

- Held a full Benton Cooperative Weed Management Area (CWMA) meeting with all partners invited. Fourteen people attended
- Met with subgroup of CWMA to begin planning the Let's Pull Together Event. This will be held on Saturday May 21 with at least 2 locations. Two locations so far: East Thornton Lake Natural Area (North Albany) and (Witham Hills Natural Area (co-hosted with Marys River Watershed Council and Corvallis Parks & Recreation).
- Met with Jay Sharpe, City of Albany, and recruited him onto the Willamette Mainstem Cooperative and Benton CWMA
- Attended part of a Columbia Gorge CWMA conference (virtual)

### **Other**

- Attended Confluence DEI meeting
- Took one week of vacation for Spring Break

Date: March 31, 2022  
To: Benton SWCD Directors  
From: Linda Lovett, Operations Manager  
Re: March Report for April 2022 Board Packet



#### **A. Office Administration**

- Submitted change of Registered Agent form to Oregon Secretary of State, ODA, and Benton County.
- Arranged service call for printer paper jams.
- Forwarded phone calls and emails to appropriate staff.
- Filed paperwork and organized files during visits to office.

#### **B. Fiscal Administration**

- Worked with Jerry, Bob, and Nate to change authorized signers on Citizens Bank and LGIP accounts.
- Reviewed, authorized, and submitted Check Issuance Request and Credit Card Receipt forms; responded to staff inquiries about payments; deposited checks.

#### **C. Personnel/Staff Meetings**

- Submitted insurance renewal survey form to Hub International.
- Updated Employee Data Sheet; reviewed timesheets for payroll; distributed pay stubs.
- Participated in and facilitated weekly staff meetings.

#### **D. Training/Safety**

- Attended SDAO Benefit Coverage Virtual Regional Meeting.

#### **E. Board Support**

- March 9 Informal Meeting: Created Doodle poll; set up Zoom meeting; submitted notice to G-T; took minutes.
- Personnel and Finance Committee Meeting: submitted notice to G-T; arranged use of Conservation Biology Institute conference room and computer technology for Zoom; compiled employee wellness and annual leave balances; emailed packets.
- March board meeting: submitted public notice to G-T; added calendar items to agenda; compiled and emailed packet; took minutes.

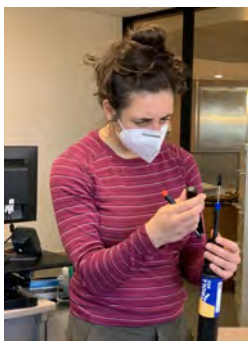
#### **Other**

- Attended BSWCD strategic planning retreat facilitated by Amy Stork.

**Water Quality Monitoring** is a component of the Upper Muddy Creek Strategic Implementation Area (UMC SIA) that I have worked on for over two years. This month brought long-awaited DEQ and Aqua TROLL trainings for the Marys River Watershed Council monitoring contractors and landowner George Ice.



Each of the monitoring team members constructed a sensor unit, called a sonde. Dissolved oxygen and specific conductivity will be measured in Hammer Creek and Muddy Creek. George Ice added turbidity to the parameters at the station on his property. Each creek will have two stations that are strategically located up and downstream of Oregon Department of Agriculture properties of interest.



My next challenge is to design and construct lower profile weights for tubes in shallow creeks.

Each month for four years, the team will collect data and perform accuracy checks with hand-held meters to determine the quality of the continuous data collected by the sondes.



*Clockwise from upper left: 1. Aubrey Cloud, MRWC monitoring coordinator, secures a sensor. 2. Jazmin Garcia, MRWC, & Bill Mann, In-Situ, build Aqua TROLL sonde. 3. George Ice, landowner and generous donor, lubricates sensor prior to inserting into sonde unit. 4. Each sonde will be secured in the creek flow in weighted pvc tube. 5. Clara Eshaghpour, MRWC intern, constructs a sonde.*

### Another busy month...

#### DATE ACTIVITY

- 2/23 Strategic Planning #1
- 2/25 Michael Ahr—check in
- 3/1 NRCS Local Workgroup—recorded PowerPoint soil health presentation
- 3/2 BSWCD Planners meeting
- 3/2 Strategic Planning #2
- 3/3 Virtual meeting with Erik Swartzendruber—status of BSWCD support for WVRLC
- 3/7 NRCS & BSWCD check-in
- 3/8 ODA SIA state-wide check-in
- 3/9 Dept of Environment Quality water quality monitoring training with MRWC
- 3/10 Visit to Edge Analytical Lab; SIA contractor for E.coli, Total Suspended Solids, Total Phosphorus testing
- 3/11 In-Situ Aqua Troll training and visit to station #1 with MRWC and In-Situ sales rep
- 3/14 Resubmitted UMC SIA Sampling and Analysis Plan to Department of Environmental Quality
- 3/14 BSWCD Board meeting
- 3/15 Native Plant Sale final orphan order picked up
- 3/20 Master Gardener training—led six short training sessions on composting

**Strategic planning** - I benefit from strategic planning through inspiration and gaining guidance for my work. During the planning process this year, I have gleaned three gold nuggets:

**Prioritize      Focus      IMPACT**

The first two, **prioritize** and **focus**, have helped me regain soil health and ODA SIA water quality monitoring momentum that was

severely disrupted during the native plant sale. Regarding impact, I constantly ask myself these questions. What impact is resulting from this work? How is the impact measured? What story can I tell about the work's impact? Below, please enjoy a Native Plant Sale customer impact story.

**IMPACT — 2022 Native Plant Sale**

Several customers reported that there was no apparent plant material, bulb, root, stem, nada, in the potting media of their purchased pots.

Of course, I refunded empty-pot customers, but also offered them native seed from the BSWCD's aging accumulation. No customer declined the opportunity to grow their own.

One customer, Teiya Inokuma, emailed that the seeds inspired her to make "seed balls". See photo on right. *"I recently learned about "seed balls" and had a vision of spreading native seed in areas [of her property] that seem like a fit for the particular plants. So, my landmates and I made the majority of the seeds you gifted...into these seed balls to toss in various places that would benefit from this seed mix."*

**Want to grow or distribute native seed? Please contact Teresa!**



**Master Gardener (MG) Composting Short Sessions**

Instead of droning on with the same 25-minute monologue six times, I created composting teaching cards. Each MG trainee received 5-7 cards that prompted compost discussion. As shown to the left, a trainee would read a card and the group would share their composting experiences based on the card content. It was a fun way to empower the trainees and saved my voice. We met at the Benton County fairgrounds' MG Garden composting area that I had prepped with feedstocks and various tools as props for the discussions. I shared my favorite worm bin as a grand finale for each session. Dumping a container of worm castings with a squirm of red wigglers is guaranteed to evoke oohs and aahs.

**LOOK AHEAD**

DATE	ACTIVITY
3/29	BSWCD Planners Mtg
3/29	Unveiling the Central Park Display panel (not the entire display)
3/30	SWCD Education & Outreach Collaboration meeting 10:30 AM to Noon
3//31	SIA training for MRWC—monitoring field logistics and use of hands-on accuracy meters
4/7	Board Strategic Planning
4/14	BSWCD revenue strategic planning
4/30	Monroe Festival 10 AM to 6 PM—visit the soil health booth!!!
5/2	Natural Areas Celebration—native plant propagation tour with Institute for Applied Ecology 10 AM
5/9	NRCS & BSWCD—check-in meeting
May TBD	Strip tilling—a field demonstration at Eric Horning's farm
May TBD	Field tour of GO-Seed cover crop trials—east of Keizer, OR



## **Donna Schmitz: February 28, to March 31, 2022**

### **Federal Farm Programs implementation; CREP, EQIP, WHIP**

- Completed monitoring documentation requirement for CREP.
- Participated in the NRCS Local Working Group meeting.
- Attended the NRCS/SWCD partnership meeting.
- **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- building in a forest to maintain healthy forest, native plant sale, invasive plants, oak woodland.
- Site visit: Monroe, pollinator hedgerow. Will follow up this summer about possible funding opportunity.
- OWEB small grant: Developed and submitted small grant for horse paddock hard rock surface for team review.
- OWEB small grant: developed board resolution for Watenpaugh Farm Riparian grant.
- 100 Acre Wood: Discussion with partners on vegetation management needed. Scheduled upcoming pest management work. Integrated Resource Management conducted post planting spray.
- J2E: Completion of planting. Submitted Request for funding for planting contractors.
- ODA-Discussion with WQ planner on climate resilience work through the Scope of Work.
- ODA-participated in webinar for possible funding for soil sequestration projects.
- Or Department of Energy webinar on Community Renewable Energy Program opportunities. Mostly geared towards city and county governments.
- Muddy Creek SIA-
  - Submitted Benton County Right of Way permit for two monitoring sites.
  - Attended OWEB sponsored SIA statewide discussions of projects successes and opportunities
  - Attended Department of Environmental Quality water quality monitoring training.
  - Coordinating partners for Oak Workshop.
- Attended Leadership Corvallis connection for May Natural Resource Day.
- Discussion with representative of American Forests on possibility of grant funded oak trees to offer to landowners to plant.
- Participated in Strategic Planning survey.
- Attended Board informal meeting.
- Prepared slide presentation for Board meeting: March 14<sup>th</sup>.
- Updated project worksheet with FY 22 closeout numbers for seven grants and CREP closeout.
- Attended planning meetings with Michael and Teresa.
- Attended staff meetings,
- Attended board meeting and PFC meeting.