

Tuesday, November 2, 2020; 6:00-7:00 PM
 Zoom Video Conference: <https://zoom.us/join>
 Phone: 1-669-900-6833
 Meeting ID: 895 8659 3792
 Passcode: 476617



BOARD OF DIRECTORS MEETING AGENDA

1. Deliver Adaptive Programs and Strengthen Partnerships

Address natural resource issues and build partnerships that promote conservation.

2. Effectively Spread Our Message

Inform residents of the services available to them.

3. Strengthen Our Capacity

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

4. Diversity, Equity, and Inclusion (DEI)

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

Goal	Item	Lead	Time	ACTION
	Call to Order, Introductions, Public Comments, Announcements, Additions to Agenda	<i>Yoshihara</i>	6:00	
	CONSENT AGENDA	<i>Yoshihara</i>	6:03	ACTION
3	Approve draft meeting Minutes – October 5, 2020			
3	Approve Financials (9/30/20)			
1, 2, 3, 4	Adopt Budget Resolution FY2020-2021-06. Updated Public Contracting Rules and Procedures (from September board meeting discussion)			
1, 2, 3	Adopt Budget Resolution FY2020-2021-07. Add \$10,123 in OWEB Small Grant Funds for Fackrell Soil and Water Improvement			
1, 2, 3	Approve staff telework stipend (\$75) for November			
	REGULAR AGENDA	<i>Yoshihara</i>		
2, 3	<i>NRCS/Staff Reports (Kaiser, Crosson, Schmitz, Matteson, Keirstead, Brown, Lovett) – 10 minutes</i>	<i>Staff</i>	6:05	
2, 3	Director Reports (10 minutes)	<i>Directors</i>	6:15	
1, 2, 3, 4	Approve Employee Handbook update – 10 minutes		6:25	ACTION
1, 2, 3	Approve Social Media Policy (draft in packet) - 5 minutes	<i>Crosson</i>	6:35	ACTION
3	Approve moving Board of Directors meeting to second Monday of the month – 10 minutes	<i>Crosson</i>	6:45	ACTION
1, 3, 4	The Confluence Building Update	<i>Paul/Crosson</i>	6:50	
1, 3, 4	The Confluence DEI Trainings – board or staff feedback after 10/8 and 10/29?	<i>DEI Committee</i>	6:55	
	Meeting Adjourned	<i>Yoshihara</i>	7:00	

BSWCD Board and Outreach Events (subject to change)		
Date/Time	Event	Location
November 18, 6:30 – 8 pm	Climate change and assisted migration: who's calling the shots? Luckiamute Watershed Council Sips 'n' Science Event	Zoom – see BSWCD website calendar to register
November 19, 1 – 4:30 pm	DEIJ Awareness Raising Workshop #3	Zoom
December 7, 6 – 7 pm	BSWCD Board of Directors meeting	Zoom
December 8, 3 – 9 pm	Block 15 Tap Room: Dine Out to support Linn Benton Salmon Watch	Block 15 Brewery & Tap Room

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

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

Monday, October 5, 2020; 6:00-7:00 PM

Zoom Video Conference: <https://zoom.us/join>

Phone: 1-669-900-6833

Meeting ID: 834 2251 2949

Passcode: 078902



BOARD OF DIRECTORS MEETING MINUTES

In Attendance

Board Members Present: Faye Yoshihara, Bob Morris, Henry Storch, Graham Trask

Board Members Absent: Jerry Paul, Eliza Mason

Associate Directors Present: Sierra Linnan Smith

Associate Directors Absent: Rana Foster

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

Others Present:

Others Absent: Amy Kaiser/NRCS, Eric Nusbaum/ODA

Call to Order

[Yoshihara] 6:03 pm

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

Staff and Board members introduced themselves to new Student Associate Director Sierra Linnan Smith. Sierra is a senior at OSU studying Ecological Engineering. Some of her projects include restoration of Lamprey Creek and storm water and urban storm water management. She looks forward to working more with the Corvallis community.

CONSENT AGENDA

- **Approve draft board meeting Minutes – Sept 8, 2020;** Discussion: none
- **Approve Financials (8/31/20);** Discussion: none
- **Adopt Budget Resolution FY2020-2021-04. Add \$816.00 from Willamette Riverkeeper for aquatic plant survey Fee for Service;** Discussion: none
- **Adopt Budget Resolution FY2020-2021-05. Add \$4,264.58 in Coronavirus Relief Funds from Oregon Emergency Board through CARES Act;** Discussion: none
- **Adopt Information Security Policy;** Discussion: none
- **Staff telework stipend (\$75) for October 2020;** Discussion: none

Approve Consent Agenda; MOTION/2nd: Bob/Henry; (Unanimous 4/4)

REGULAR AGENDA

NRCS/Staff Reports

Holly: Working with architect Lori Stephens on space allocation drawings; with Linda and Teresa on strategic planning; reviewing draft audit report; attending DEI meetings; looking at operational expenses and doing contingency planning, discontinuing things we don't need to spend money on; reviewing action items from team-building retreat.

Donna: Finished CREP plans, updating others; working focus areas from Jackson Frazier to Monroe, east of Hwy 99 to the Willamette.

Teresa: OWEB and the statewide Monitoring and Assessment Group (MAG) approved the UMC SIA water quality monitoring proposal; planting Central Park plot to build regenerative landscape.

Heath: Working on bulb sale; packaging seeds and figuring out pick-up times. Developed in-home six-week Salmon Watch curriculum for 5th grade teachers.

Laura: Led Great Willamette River Cleanup on October 3rd. Only had six on the river out of 16 available slots, but good for social distancing. Interesting to see less trash than last year when volunteers picked trash out of trees because of the flooding. This year the City is allowing unhoused community to remain in place, so trash is accumulating at campsites. It is hard to see that much trash on the river but also important to recognize that the camps are part of the river ecosystem.

Linda: Working with Holly and Teresa on strategic planning; with Heath on developing social media policy.

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

Director Reports

Bob: Signed up for DEIJ workshops.

Grahm: Implementing projects as fast as possible, working around fires and getting things done before rain starts.

Henry: Working with bees; lost a lot because smoke prevented getting treatments on and bees were not getting resources.

Faye: Lots of planting of native seed.

Review FY20 Year-end Graphs

No specific questions from directors. Holly explained that she estimates conservatively for Benton County tax levy receipts, so BSWCD ended the year with \$18k more than budgeted for. Also had additional LGIP income and \$20k more than estimated from CREP projects. Funds from 10 grants resulted in a net gain in FY20. Faye noted that FY21 budget situation should not be as dire as feared, but next year could be worse as we see downstream effects of health and economic crises.

Workers Comp Insurance Coverage for Directors

Faye moved to reaffirm decision from 2018 to NOT insure any BSWCD volunteers under the District's workers compensation insurance policy.

MOTION/2nd: Grahm/Bob; (Unanimous 4/4)

The Confluence Update: Steering Committee

Holly: New drawings from Lori Stephens in packet. Our space reduced to 1200 sf from more than 3000 sf because of cost and COVID, but still on 1st floor mezzanine with storage on ground floor. Confluence Steering Committee meets again on October 15. Holly has the drawings for the other floors if anyone wants to see them.

Faye: Bottom line is that we are getting back into the affordable zone, thanks to Holly and Jerry. Need to schedule a tour of the new building so we can visualize how to move into and use the space.

Holly: Current lease up end of June, need to decide by April; will probably go month to month until move into Confluence.

The Confluence Update: DEI Trainings in Oct-Nov (desired outcomes/questions?). Confluence Equity Committee bi-monthly summary in packet

Holly: First training on October 8. Staff appreciate board taking training with us; great opportunity to connect with board members of the other organizations and get aligned on this issue. Will have breakout sessions where people can engage.

Donation of SQP oven and equipment to OSU Soil Science program

Teresa: See two-pager in packet. Seeking permission to donate these items to Soil Health Laboratory, where they have been housed since we bought them.

Motion: Henry/Bob 4/4

Further discussion: Holly noted that this had to go to the board because the donation policy says anything valued over \$100 must be board approved. Faye suggested the board look at raising the amount to \$500 because \$100 is not very much and we may be donating more in the next few months as we clean up and vacate space (e.g., furniture).

Motion: Raise donation value requiring board approval from \$100 to \$500

Bob /Henry 4/4

Holly will revise the contracting rules and procedures accordingly and bring to the November meeting for approval.

Faye set Personnel and Finance Committee meeting for 6:00-7:00pm on October 26; Linda will notice the meeting.

Meeting Adjourned

[Yoshihara] 6:51 pm

Benton SWCD Board Meeting

November 2 2020

Financial Report

Period ending September 30, 2020

The closing balance in our Oregon LGIP account was \$635,131.45 dividend paid was \$520.11.
The Fiscal YTD dividend paid was \$1,839.00.

Both Citizen Bank accounts were reconciled and all checks were accounted for.
The total balance of the two accounts was \$156,009.22.

Charges to the Credit Card account were \$1,261.41 if. These were verified and reconciled.

The Stripe account was reconciled. The starting balance was \$3,390.86, the net activity was \$4,369.18 less fees of -155.39 and bank payout of \$ -5,099.31, leaving an end-of-month balance of \$2,505.34

Respectfully submitted,



Jerry Paul, Treasurer

Benton Soil & Water Conservation District
Balance Sheet
 As of September 30, 2020

	Sep 30, 20	Sep 30, 19	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
10100 - Citizens Bank	120,458.59	122,935.58	-2,476.99
10150 - Citizens Bank #2	5,168.05	9,066.10	-3,898.05
10200 - LGIP	635,718.81	523,983.84	111,734.97
10300 - Stripe	2,505.34	237.66	2,267.68
10800 - Petty Cash	24.00	24.00	0.00
Total Checking/Savings	763,874.79	656,247.18	107,627.61
Accounts Receivable			
11000 - Accounts Receivable	46,454.75	558.66	45,896.09
11400 - Grants Receivable	49,502.40	30,522.71	18,979.69
Total Accounts Receivable	95,957.15	31,081.37	64,875.78
Other Current Assets			
100-1050 CashDue to/from Bld Fnd	-93,200.00	-88,200.00	-5,000.00
100-1500 Due to/from Proj Fund	-206,738.13	-121,884.13	-84,854.00
200-1080 CashDue to/from Gen Fnd	206,738.13	121,884.13	84,854.00
400-1505 Due to/from BR Fund	93,200.00	88,200.00	5,000.00
12800 - Payroll Advance	0.02	0.00	0.02
13000 - Prepaid expenses-Audit	7,767.86	7,454.77	313.09
Total Other Current Assets	7,767.88	7,454.77	313.11
Total Current Assets	867,599.82	694,783.32	172,816.50
Other Assets			
18400 - Property Tax Receivable-Audit	10,528.00	10,187.00	341.00
Total Other Assets	10,528.00	10,187.00	341.00
TOTAL ASSETS	878,127.82	704,970.32	173,157.50
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
20000 - General Accounts Payable	3,563.23	5,563.92	-2,000.69
20100 - Project Accts Payable	0.00	20,072.20	-20,072.20
Total Accounts Payable	3,563.23	25,636.12	-22,072.89
Credit Cards			
22000 - CITIZENS BANK MASTER CARD			
22150 - Laura's CC - 4777	219.59	264.15	-44.56
22200 - Holly's CC - 2995	769.00	1,058.34	-289.34
22400 - Teresa's CC - 3019	0.00	47.19	-47.19
22500 - Heath's CC - 3027	22.00	115.36	-93.36
22520 - Linda's CC - 5980	258.81	0.00	258.81
22600 - Janette's CC - 4108	0.00	17.99	-17.99
Total 22000 - CITIZENS BANK MASTER CARD	1,269.40	1,503.03	-233.63
Total Credit Cards	1,269.40	1,503.03	-233.63
Other Current Liabilities			

Benton Soil & Water Conservation District
Balance Sheet
 As of September 30, 2020

	Sep 30, 20	Sep 30, 19	\$ Change
24000 · PAYROLL LIABILITIES			
24010 · 941 Account	6,988.02	6,735.68	252.34
24020 · Oregon Withholding	1,714.00	1,729.00	-15.00
24030 · OR-WBF SUTA	530.55	1,624.30	-1,093.75
24040 · Medical Employee	0.00	1,563.16	-1,563.16
24050 · Medical Employer	0.00	4,010.75	-4,010.75
24060 · 457b Contributions	0.00	3,711.99	-3,711.99
Total 24000 · PAYROLL LIABILITIES	9,232.57	19,374.88	-10,142.31
24160 · Employee Reimbursable Expenses	-0.04	0.00	-0.04
25800 · Deferred Revenue Grants-Audit	187,746.97	110,241.99	77,504.98
25850 · Deferred Revenue - NPS	23,646.08	0.00	23,646.08
Total Other Current Liabilities	220,625.58	129,616.87	91,008.71
Total Current Liabilities	225,458.21	156,756.02	68,702.19
Long Term Liabilities			
27050 · Deferred Revenue Taxes -Audit	8,440.09	7,779.09	661.00
Total Long Term Liabilities	8,440.09	7,779.09	661.00
Total Liabilities	233,898.30	164,535.11	69,363.19
Equity			
31100 · Building Reserve Fund Balance	93,200.00	88,200.00	5,000.00
31200 · Project Fund Balance	10,210.00	10,421.00	-211.00
32000 · General Fund Balance	603,862.15	507,799.01	96,063.14
33100 · 100-3000 Unres NA Genl	-1.00	0.00	-1.00
Net Income	-63,041.63	-65,984.80	2,943.17
Total Equity	644,229.52	540,435.21	103,794.31
TOTAL LIABILITIES & EQUITY	878,127.82	704,970.32	173,157.50

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

	General Fund	Project Fund	TOTAL
Ordinary Income/Expense			
Income			
43300 · Grant/Project Administration	0.00	65,297.37	65,297.37
44535 · Taxes Levied	3,463.04	0.00	3,463.04
44540 · ODA Operations	24,994.75	0.00	24,994.75
44545 · ODA Tech, LMA & Scope of Work	29,160.00	0.00	29,160.00
45000 · Interest Income	1,868.29	0.00	1,868.29
46430 · MISCELLANEOUS	4,264.58	0.00	4,264.58
48000 · TRANSFERS IN	5,655.34	0.00	5,655.34
Total Income	69,406.00	65,297.37	134,703.37
Gross Profit	69,406.00	65,297.37	134,703.37
Expense			
60000 · MATERIALS & SERVICES	36,190.34	0.00	36,190.34
66000 · PAYROLL EXPENSES	92,681.74	18,395.40	111,077.14
68000 · PROJECTS-SVC-SUPP-MATERIALS	0.00	44,822.18	44,822.18
69400 · TRANSFERS OUT	0.00	5,655.34	5,655.34
Total Expense	128,872.08	68,872.92	197,745.00
Net Ordinary Income	-59,466.08	-3,575.55	-63,041.63
Net Income	-59,466.08	-3,575.55	-63,041.63

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

	General Fund	Project Fund	TOTAL
Ordinary Income/Expense			
Income			
43300 · Grant/Project Administration	0.00	65,297.37	65,297.37
44535 · Taxes Levied	3,463.04	0.00	3,463.04
44540 · ODA Operations	24,994.75	0.00	24,994.75
44545 · ODA Tech, LMA & Scope of Work	29,160.00	0.00	29,160.00
45000 · Interest Income	1,868.29	0.00	1,868.29
46430 · MISCELLANEOUS			
46440 · Refunds and Reimbursements	4,264.58	0.00	4,264.58
Total 46430 · MISCELLANEOUS	4,264.58	0.00	4,264.58
48000 · TRANSFERS IN			
48400 · Transfer Admin from Project Fd	5,655.34	0.00	5,655.34
Total 48000 · TRANSFERS IN	5,655.34	0.00	5,655.34
Total Income	69,406.00	65,297.37	134,703.37
Gross Profit	69,406.00	65,297.37	134,703.37
Expense			
60000 · MATERIALS & SERVICES			
61300 · CONFERENCES AND TRAINING			
61330 · Registration	725.00	0.00	725.00
Total 61300 · CONFERENCES AND TRAINING	725.00	0.00	725.00
61500 · COMMUNITY CONSERVATION PROGRAMS			
61530 · Invasives Program	233.04	0.00	233.04
61540 · Native Plant Sale	411.00	0.00	411.00
61570 · Soil Quality Program	285.30	0.00	285.30
61585 · Conservation Leadership - EDI	60.00	0.00	60.00
Total 61500 · COMMUNITY CONSERVATION PROGRAMS	989.34	0.00	989.34
62100 · CONTRACTED AND PROF SERVICES			
62115 · Audit	3,750.00	0.00	3,750.00
62120 · Computer Support	417.60	0.00	417.60
62130 · PROFESSIONAL SERVICES			
62140 · Legal	600.00	0.00	600.00
62150 · Accounting	6,914.96	0.00	6,914.96
62170 · Web Design, Logo - Marketing	388.00	0.00	388.00
Total 62130 · PROFESSIONAL SERVICES	7,902.96	0.00	7,902.96
Total 62100 · CONTRACTED AND PROF SERVICES	12,070.56	0.00	12,070.56
62300 · Dues/Subscriptions/Fees	3,027.21	0.00	3,027.21
62800 · OFFICE OCCUPANCY			
62810 · Alarm & Janitorial Services	470.64	0.00	470.64
62820 · Rent & Parking	13,345.92	0.00	13,345.92
62830 · Utilities	2,978.58	0.00	2,978.58
Total 62800 · OFFICE OCCUPANCY	16,795.14	0.00	16,795.14
65000 · SUPPLIES AND MATERIALS			
65010 · COPIER AND SUPPLIES			

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

	General Fund	Project Fund	TOTAL
65012 · Copies	186.67	0.00	186.67
65014 · Lease	566.39	0.00	566.39
Total 65010 · COPIER AND SUPPLIES	753.06	0.00	753.06
65030 · Office Supplies	289.70	0.00	289.70
65040 · Postage	76.04	0.00	76.04
65050 · Software/Computer Accessories	199.98	0.00	199.98
Total 65000 · SUPPLIES AND MATERIALS	1,318.78	0.00	1,318.78
65110 · PRODUCTION COSTS			
65112 · Advertising and Website	245.84	0.00	245.84
Total 65110 · PRODUCTION COSTS	245.84	0.00	245.84
65120 · Insurance & Fidelity Bond	977.70	0.00	977.70
65320 · Mileage/travel related expenses	32.78	0.00	32.78
65400 · Meetings & Events	7.99	0.00	7.99
Total 60000 · MATERIALS & SERVICES	36,190.34	0.00	36,190.34
66000 · PAYROLL EXPENSES			
66200 · Wages	71,154.63	13,851.56	85,006.19
66410 · Health, Dental & Life Insurance	11,396.26	2,509.88	13,906.14
66420 · Retirement	4,507.02	887.21	5,394.23
66500 · Payroll Taxes			
66510 · FICA Employer	5,259.66	1,046.85	6,306.51
66520 · SUTA	300.41	94.38	394.79
66530 · OR-WBF	23.26	5.52	28.78
Total 66500 · Payroll Taxes	5,583.33	1,146.75	6,730.08
66800 · Fees	40.50	0.00	40.50
Total 66000 · PAYROLL EXPENSES	92,681.74	18,395.40	111,077.14
68000 · PROJECTS-SVC-SUPP-MATERIALS			
68010 · Project Contracted Services	0.00	43,833.98	43,833.98
68020 · Project Mileage & Travel	0.00	488.20	488.20
68040 · Project Supplies & Materials	0.00	500.00	500.00
Total 68000 · PROJECTS-SVC-SUPP-MATERIALS	0.00	44,822.18	44,822.18
69400 · TRANSFERS OUT			
69440 · Trf PF to General Fund	0.00	5,655.34	5,655.34
Total 69400 · TRANSFERS OUT	0.00	5,655.34	5,655.34
Total Expense	128,872.08	68,872.92	197,745.00
Net Ordinary Income	-59,466.08	-3,575.55	-63,041.63
Net Income	-59,466.08	-3,575.55	-63,041.63

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

	Jul - Sep 20	Jul - Sep 19	\$ Change
Ordinary Income/Expense			
Income			
43300 · Grant/Project Administration	65,297.37	98,114.23	-32,816.86
44535 · Taxes Levied	3,463.04	3,706.98	-243.94
44540 · ODA Operations	24,994.75	24,994.75	0.00
44545 · ODA Tech, LMA & Scope of Work	29,160.00	14,580.00	14,580.00
45000 · Interest Income	1,868.29	3,823.23	-1,954.94
46430 · MISCELLANEOUS			
46432 · Contributions	0.00	200.00	-200.00
46440 · Refunds and Reimbursements	4,264.58	0.00	4,264.58
Total 46430 · MISCELLANEOUS	4,264.58	200.00	4,064.58
47400 · Native Plant Sale Income	0.00	12,537.00	-12,537.00
48000 · TRANSFERS IN			
48400 · Transfer Admin from Project Fd	5,655.34	7,648.90	-1,993.56
Total 48000 · TRANSFERS IN	5,655.34	7,648.90	-1,993.56
Total Income	134,703.37	165,605.09	-30,901.72
Gross Profit	134,703.37	165,605.09	-30,901.72
Expense			
60000 · MATERIALS & SERVICES			
61300 · CONFERENCES AND TRAINING			
61310 · Lodging	0.00	330.79	-330.79
61330 · Registration	725.00	105.00	620.00
61340 · Training and Education Material	0.00	84.99	-84.99
Total 61300 · CONFERENCES AND TRAINING	725.00	520.78	204.22
61500 · COMMUNITY CONSERVATION PROGRAMS			
61510 · Conservation Education (Youth)	0.00	55.23	-55.23
61520 · Conservation Incentive Program	0.00	445.50	-445.50
61530 · Invasives Program	233.04	284.40	-51.36
61540 · Native Plant Sale	411.00	4,190.82	-3,779.82
61570 · Soil Quality Program	285.30	527.10	-241.80
61585 · Conservation Leadership - EDI	60.00	197.68	-137.68
Total 61500 · COMMUNITY CONSERVATION PRO	989.34	5,700.73	-4,711.39
62100 · CONTRACTED AND PROF SERVICES			
62115 · Audit	3,750.00	1,500.00	2,250.00
62120 · Computer Support	417.60	106.20	311.40
62130 · PROFESSIONAL SERVICES			
62140 · Legal	600.00	500.00	100.00
62150 · Accounting	6,914.96	4,444.40	2,470.56
62170 · Web Design, Logo - Marketing	388.00	776.00	-388.00
Total 62130 · PROFESSIONAL SERVICES	7,902.96	5,720.40	2,182.56
Total 62100 · CONTRACTED AND PROF SERVICE	12,070.56	7,326.60	4,743.96
62300 · Dues/Subscriptions/Fees	3,027.21	2,563.76	463.45
62800 · OFFICE OCCUPANCY			
62810 · Alarm & Janitorial Services	470.64	517.52	-46.88

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

	Jul - Sep 20	Jul - Sep 19	\$ Change
62820 · Rent & Parking	13,345.92	13,647.84	-301.92
62830 · Utilities	2,978.58	1,523.04	1,455.54
Total 62800 · OFFICE OCCUPANCY	16,795.14	15,688.40	1,106.74
65000 · SUPPLIES AND MATERIALS			
65010 · COPIER AND SUPPLIES			
65012 · Copies	186.67	249.22	-62.55
65014 · Lease	566.39	566.39	0.00
Total 65010 · COPIER AND SUPPLIES	753.06	815.61	-62.55
65020 · Equipment	0.00	272.00	-272.00
65030 · Office Supplies	289.70	277.40	12.30
65040 · Postage	76.04	123.02	-46.98
65050 · Software/Computer Accessories	199.98	0.00	199.98
Total 65000 · SUPPLIES AND MATERIALS	1,318.78	1,488.03	-169.25
65110 · PRODUCTION COSTS			
65112 · Advertising and Website	245.84	78.00	167.84
Total 65110 · PRODUCTION COSTS	245.84	78.00	167.84
65120 · Insurance & Fidelity Bond	977.70	839.47	138.23
65160 · Miscellaneous	0.00	22.00	-22.00
65320 · Mileage/travel related expenses	32.78	969.63	-936.85
65400 · Meetings & Events	7.99	283.62	-275.63
Total 60000 · MATERIALS & SERVICES	36,190.34	35,481.02	709.32
66000 · PAYROLL EXPENSES			
66200 · Wages	85,006.19	80,122.04	4,884.15
66410 · Health, Dental & Life Insurance	13,906.14	11,741.96	2,164.18
66420 · Retirement	5,394.23	4,820.65	573.58
66500 · Payroll Taxes			
66510 · FICA Employer	6,306.51	5,770.55	535.96
66520 · SUTA	394.79	1,569.25	-1,174.46
66530 · OR-WBF	28.78	28.04	0.74
Total 66500 · Payroll Taxes	6,730.08	7,367.84	-637.76
66800 · Fees	40.50	88.50	-48.00
Total 66000 · PAYROLL EXPENSES	111,077.14	104,140.99	6,936.15
68000 · PROJECTS-SVC-SUPP-MATERIALS			
68010 · Project Contracted Services	43,833.98	84,001.72	-40,167.74
68020 · Project Mileage & Travel	488.20	223.00	265.20
68030 · Project Other	0.00	40.00	-40.00
68040 · Project Supplies & Materials	500.00	54.26	445.74
Total 68000 · PROJECTS-SVC-SUPP-MATERIALS	44,822.18	84,318.98	-39,496.80
69400 · TRANSFERS OUT			
69440 · Trf PF to General Fund	5,655.34	7,648.90	-1,993.56
Total 69400 · TRANSFERS OUT	5,655.34	7,648.90	-1,993.56
Total Expense	197,745.00	231,589.89	-33,844.89
Net Ordinary Income	-63,041.63	-65,984.80	2,943.17
Net Income	-63,041.63	-65,984.80	2,943.17

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

	Jul - Sep 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
43000 · Beginning Balance	0.00	558,709.00	-558,709.00	0.0%
44530 · Benton County Public Works	0.00	5,000.00	-5,000.00	0.0%
44535 · Taxes Levied	3,463.04	450,000.00	-446,536.96	0.77%
44540 · ODA Operations	24,994.75	24,995.00	-0.25	100.0%
44545 · ODA Tech, LMA & Scope of Work	29,160.00	58,320.00	-29,160.00	50.0%
45000 · Interest Income	1,868.29	10,000.00	-8,131.71	18.68%
46430 · MISCELLANEOUS				
46440 · Refunds and Reimbursements	4,264.58			
46430 · MISCELLANEOUS - Other	0.00	6,264.58	-6,264.58	0.0%
Total 46430 · MISCELLANEOUS	4,264.58	6,264.58	-2,000.00	68.07%
47200 · CREP, SQP-Fee for Services	0.00	9,816.00	-9,816.00	0.0%
47400 · Native Plant Sale Income	0.00	16,000.00	-16,000.00	0.0%
48000 · TRANSFERS IN				
48400 · Transfer Admin from Project Fd	5,655.34	66,007.00	-60,351.66	8.57%
Total 48000 · TRANSFERS IN	5,655.34	66,007.00	-60,351.66	8.57%
Total Income	69,406.00	1,205,111.58	-1,135,705.58	5.76%
Gross Profit	69,406.00	1,205,111.58	-1,135,705.58	5.76%
Expense				
60000 · MATERIALS & SERVICES				
61300 · CONFERENCES AND TRAINING				
61330 · Registration	725.00			
61300 · CONFERENCES AND TRAIN	0.00	12,000.00	-12,000.00	0.0%
Total 61300 · CONFERENCES AND TRA	725.00	12,000.00	-11,275.00	6.04%
61500 · COMMUNITY CONSERVATION PROGRAMS				
61510 · Conservation Education (Yo	0.00	5,000.00	-5,000.00	0.0%
61520 · Conservation Incentive Prog	0.00	3,000.00	-3,000.00	0.0%
61530 · Invasives Program	233.04	3,000.00	-2,766.96	7.77%
61540 · Native Plant Sale	411.00	16,000.00	-15,589.00	2.57%
61560 · Scholarships/Internships	0.00	600.00	-600.00	0.0%
61570 · Soil Quality Program	285.30	3,000.00	-2,714.70	9.51%
61585 · Conservation Leadership - E	60.00	2,000.00	-1,940.00	3.0%
Total 61500 · COMMUNITY CONSERVA1	989.34	32,600.00	-31,610.66	3.04%
62100 · CONTRACTED AND PROF SERVICES				
62115 · Audit	3,750.00	5,000.00	-1,250.00	75.0%
62120 · Computer Support	417.60	4,000.00	-3,582.40	10.44%
62130 · PROFESSIONAL SERVICES				
62140 · Legal	600.00			
62150 · Accounting	6,914.96	45,000.00	-38,085.04	15.37%
62160 · Facilitation	0.00	6,000.00	-6,000.00	0.0%
62170 · Web Design, Logo - Mar	388.00			
Total 62130 · PROFESSIONAL SERV	7,902.96	51,000.00	-43,097.04	15.5%

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

	Jul - Sep 20	Budget	\$ Over Budget	% of Budget
62190 · Misc Contracted Services	0.00	30,348.58	-30,348.58	0.0%
Total 62100 · CONTRACTED AND PROF	12,070.56	90,348.58	-78,278.02	13.36%
62300 · Dues/Subscriptions/Fees	3,027.21	13,000.00	-9,972.79	23.29%
62800 · OFFICE OCCUPANCY				
62810 · Alarm & Janitorial Services	470.64	3,500.00	-3,029.36	13.45%
62820 · Rent & Parking	13,345.92	46,000.00	-32,654.08	29.01%
62830 · Utilities	2,978.58	12,000.00	-9,021.42	24.82%
62840 · Other	0.00	1,500.00	-1,500.00	0.0%
Total 62800 · OFFICE OCCUPANCY	16,795.14	63,000.00	-46,204.86	26.66%
65000 · SUPPLIES AND MATERIALS				
65010 · COPIER AND SUPPLIES				
65012 · Copies	186.67			
65014 · Lease	566.39			
65010 · COPIER AND SUPPLIES	0.00	3,500.00	-3,500.00	0.0%
Total 65010 · COPIER AND SUPPLIE	753.06	3,500.00	-2,746.94	21.52%
65020 · Equipment	0.00	5,000.00	-5,000.00	0.0%
65030 · Office Supplies	289.70	2,000.00	-1,710.30	14.49%
65040 · Postage	76.04	1,000.00	-923.96	7.6%
65050 · Software/Computer Access	199.98	2,000.00	-1,800.02	10.0%
Total 65000 · SUPPLIES AND MATERIAL	1,318.78	13,500.00	-12,181.22	9.77%
65110 · PRODUCTION COSTS				
65112 · Advertising and Website	245.84	1,500.00	-1,254.16	16.39%
65114 · Merchandise	0.00	1,000.00	-1,000.00	0.0%
65116 · Newsletters	0.00	2,000.00	-2,000.00	0.0%
65118 · Publications	0.00	500.00	-500.00	0.0%
Total 65110 · PRODUCTION COSTS	245.84	5,000.00	-4,754.16	4.92%
65120 · Insurance & Fidelity Bond	977.70	4,000.00	-3,022.30	24.44%
65160 · Miscellaneous	0.00	1,000.00	-1,000.00	0.0%
65320 · Mileage/travel related expenses	32.78	4,000.00	-3,967.22	0.82%
65400 · Meetings & Events	7.99	4,000.00	-3,992.01	0.2%
Total 60000 · MATERIALS & SERVICES	36,190.34	242,448.58	-206,258.24	14.93%
66000 · PAYROLL EXPENSES				
66200 · Wages	71,154.63	307,922.00	-236,767.37	23.11%
66410 · Health, Dental & Life Insurance	11,396.26	49,044.00	-37,647.74	23.24%
66420 · Retirement	4,507.02	20,027.00	-15,519.98	22.51%
66500 · Payroll Taxes				
66510 · FICA Employer	5,259.66			
66520 · SUTA	300.41			
66530 · OR-WBF	23.26			
66500 · Payroll Taxes - Other	0.00	27,235.00	-27,235.00	0.0%
Total 66500 · Payroll Taxes	5,583.33	27,235.00	-21,651.67	20.5%
66800 · Fees	40.50			
Total 66000 · PAYROLL EXPENSES	92,681.74	404,228.00	-311,546.26	22.93%

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

	Jul - Sep 20	Budget	\$ Over Budget	% of Budget
69100 - Capital Outlay	0.00	5,000.00	-5,000.00	0.0%
69200 - Contingency	0.00	50,000.00	-50,000.00	0.0%
69400 - TRANSFERS OUT				
69410 - Trf GF to Building Reserve Fd	0.00	10,000.00	-10,000.00	0.0%
Total 69400 - TRANSFERS OUT	0.00	10,000.00	-10,000.00	0.0%
69600 - Reserved for Future Expenditure	0.00	213,435.00	-213,435.00	0.0%
69800 - Unappropriated Fund Balance	0.00	280,000.00	-280,000.00	0.0%
Total Expense	128,872.08	1,205,111.58	-1,076,239.50	10.69%
Net Ordinary Income	-59,466.08	0.00	-59,466.08	100.0%
Net Income	-59,466.08	0.00	-59,466.08	100.0%

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

	Jul - Sep 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
43300 · Grant/Project Administration	65,297.37	794,011.00	-728,713.63	8.22%
Total Income	<u>65,297.37</u>	<u>794,011.00</u>	<u>-728,713.63</u>	<u>8.22%</u>
Gross Profit	65,297.37	794,011.00	-728,713.63	8.22%
Expense				
66000 · PAYROLL EXPENSES				
66200 · Wages	13,851.56	49,475.00	-35,623.44	28.0%
66410 · Health, Dental & Life Insurance	2,509.88	13,419.00	-10,909.12	18.7%
66420 · Retirement	887.21	5,213.00	-4,325.79	17.02%
66500 · Payroll Taxes				
66510 · FICA Employer	1,046.85			
66520 · SUTA	94.38			
66530 · OR-WBF	5.52			
66500 · Payroll Taxes - Other	0.00	6,704.00	-6,704.00	0.0%
Total 66500 · Payroll Taxes	<u>1,146.75</u>	<u>6,704.00</u>	<u>-5,557.25</u>	<u>17.11%</u>
Total 66000 · PAYROLL EXPENSES	<u>18,395.40</u>	<u>74,811.00</u>	<u>-56,415.60</u>	<u>24.59%</u>
68000 · PROJECTS-SVC-SUPP-MATERIALS				
68010 · Project Contracted Services	43,833.98			
68020 · Project Mileage & Travel	488.20			
68040 · Project Supplies & Materials	500.00			
68000 · PROJECTS-SVC-SUPP-MATERIALS	0.00	653,193.00	-653,193.00	0.0%
Total 68000 · PROJECTS-SVC-SUPP-MATERIALS	<u>44,822.18</u>	<u>653,193.00</u>	<u>-608,370.82</u>	<u>6.86%</u>
69400 · TRANSFERS OUT				
69440 · Trf PF to General Fund	5,655.34	66,007.00	-60,351.66	8.57%
Total 69400 · TRANSFERS OUT	<u>5,655.34</u>	<u>66,007.00</u>	<u>-60,351.66</u>	<u>8.57%</u>
Total Expense	<u>68,872.92</u>	<u>794,011.00</u>	<u>-725,138.08</u>	<u>8.67%</u>
Net Ordinary Income	<u>-3,575.55</u>	<u>0.00</u>	<u>-3,575.55</u>	<u>100.0%</u>
Net Income	<u><u>-3,575.55</u></u>	<u><u>0.00</u></u>	<u><u>-3,575.55</u></u>	<u><u>100.0%</u></u>

September 2020 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	CASH Balance	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	16,100	16,130	16,130	-31	141,427	LB			4,775	1,464	3,311
USGS Coldwater Refuges	18080813	MMT	10/1/2018	9/30/2020	Open	11/15/2020	43,150	43,150	43,150	43,150	0	0	LB	3/1/2019 & 11/15/2020	100% of funds at beginning of grant	5,628	5,628	0
Shared Space EDI Initiative	18040175	MMT	1/1/2019	12/31/2020	Open	2/15/2021	149,388	149,388	86,760	86,760	62,628	0	HK	12/9/19 and 2/15/21	two checks; one at the beginning of each calendar year	12,300	6,922	5,378
Ludwigia Management Alternatives	19100538	MMT	12/1/2019	12/31/2022	Open	2/15/2023	27,742	27,742	4,282	4,282	23,460	0	LB	Interim Report: 1/1/2021 & 1/1/2022. Final Report 2/15/2023	100% of funds at beginning of grant	2,522	389	2,133
State of the Science	20010715	MMT	2/1/2020	1/31/2022	Open	3/15/2022	80,000	80,000	360	360	79,640	0	LB	Interim 2/1/2021 & Final 3/15/2022	100% of funds at beginning of grant	12,000	100	11,900
Willamette Mainstem Cooperative	19010935	MMT - Basinwide #3	3/19/2019	2/28/2021	Open	4/15/2021	40,000	40,000	28,132	28,132	11,868	0	LB	Interim Report: 3/1/2020 & Final Report: 4/15/2021	100 % of funds at beginning of grant	3,636	2,561	1,076
Willamette River Aquatic Weed Management Phase 6	2019-32-908	ODA-OSWB	2/25/2019	4/30/2020	Open	6/30/2020	32,990	32,988	32,988	32,988	0	2	LB	Interim Report: 8/25/2019 & Final Report: 6/30/2020	*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	2,999	3,000	-1
Willamette River Aquatic Weed Management Phase 7	2020-33-010	ODA-OSWB	2/28/2020	4/30/2021	Open	6/30/2021	27,719	13,860	6,176	6,176	7,683	13,860	LB		*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	562	1,959
Purge the Spurge! EDRR and Community Outreach	2020-33-011	ODA-OSWB	2/28/2020	4/30/2021	Open	6/30/2021	8,808	6,606	6,115	6,115	491	2,202	LB		*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	556	245
100 Acre Wood Habitat Project - Plant Establishment 2019 Supplemental Data Collection for WFIP	217-3002-14131	OWEB	10/25/2016	6/30/2022	Open	8/30/2022	25,278	13,114	13,114	13,114	0	12,164	DS	Project completion only	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	2,298	1,191	1,107
Effectiveness Monitoring	218-8390-17212	OWEB	2/4/2020	12/31/2021	Open	2/28/2022	100,000	23,078	23,144	23,144	-66	76,922	LB	Interim Report: 12/31/2020 & Final Report: 2/28/2022	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	9,091	2,098	6,993
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	986	986	986	0	119,002	LB	Interim Report: 6/30/2021 & Final Report: 2/28/2023	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	10,908	90	10,818
2019 data collection for WFIP Effectiveness Monitoring	218-8201-16520	OWEB	1/1/2019	12/31/2020	Open	2/28/2021	119,983	81,057	81,769	81,769	-712	38,926	LB	2/28/2021	no funds received at start of grant; funds 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 of grant	10,908	7,433	3,475
Ecosystem Functions in Agricultural Lands	09-16-007	OWEB	6/23/2017	5/26/2019	Open	5/26/2019	9,992	6,897	6,897	6,897	0	3,095	DS	5/26/2019 & 3/26/2021		908	626	282

September 2020 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	CASH Balance	Remaining balance to	Grant Manager	Grant Report Dates	How grant funds are received	Admin Expected	Admin Earned	Admin Remaining
OWEB SIA grant	218-8010-16782	OWEB	3/4/2019	12/22/2023	Open	12/22/2023	125,000	26,161	27,706	27,706	-1,546	98,839	DS	(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	2,377	8,987
JZE RTR Project	220-3303-17504	OWEB	4/22/2020	6/30/2025	Open	6/30/2025	239,915	0	28,517	28,517	-28,517	239,915	DS	6/30/2028 and 6/30/2030		23,084	2,592	20,492
Willamette Anchor Habitat Working Group Monitoring Framework	216-8201-15838	OWEB-FIP	11/1/2017	12/31/2020	Open	2/28/2021	129,954	116,959	129,954	129,954	-12,995	12,995	LB	Final report due August 29, 2020.	no funds received at start of grant; funds received by reimbursement of invoices/receipts for amounts of \$250 or more submitted by BSWCD; OWEB holds last 10% of funds (\$12,995) until they receive and approve of Final Report at end of grant	11,814	11,814	0
Total							1,437,434	678,085				759,349					49,402	78,154

**Benton Soil and Water Conservation District
RESOLUTION FY2020-2021-06**

A RESOLUTION UPDATING PUBLIC CONTRACTING RULES AND PROCEDURES

WHEREAS, Benton Soil and Water Conservation District ("District") is an Oregon special district which is subject to Oregon's public contracting laws,

NOW, THEREFORE, BE IT RESOLVED:

That the District adopts the updated public contracting rules described in Exhibit A, which is attached to this Resolution and incorporated herein by reference.

APPROVED AND ADOPTED by Benton SWCD Board of Directors on November 2, 2020.

Faye Yoshihara, Benton SWCD Board Chair

EXHIBIT A

PUBLIC CONTRACTING RULES AND PROCEDURES

A. Personal Services.

- 1) **Definition.** "Personal Services" shall be defined to include those services that require specialized technical, creative, professional or communication skills or talents, unique and specialized knowledge, or the exercise of discretionary judgment, and for which the quality of the service depends on attributes that are unique to the service provider. Such services shall include but are not limited to include a project manager who qualifies as an independent contractor under applicable tax laws.
- 2) **Contracts for Personal Services Other than Architectural, Engineering and Surveying Services and Related Services.**
 - a. A personal services contract totaling less than \$50,000 in either a calendar year or a fiscal year may be awarded by direct appointment, without three informal quotes or competitive bidding.

- b. A personal services contract totaling between \$50,000 and \$150,000 in either a calendar year or a fiscal year may be awarded after obtaining at least three informal quotes, according to the procedures for Intermediate Procurement described in ORS 279B.070.
- c. A personal services contract totaling more than \$150,000 in either a calendar year or a fiscal year shall be awarded using competitive sealed proposals as provided in ORS 279B.060, unless exempted from competitive bidding by resolution of the Local Contract Review Board according to the requirements of ORS 279B.085.
- d. Personal service contracts exempted from competitive proposal processes may be awarded in any manner authorized by the Local Contract Review Board.
- e. Personal services contracts under this section existing on the effective date of these Rules may be extended by direct appointment, without competitive bidding.

3) Contracts with Architects, Engineers, Land Surveyors, and Photogrammetrists.

- a. A contract for Architectural, Engineering, Surveying, and Photogrammetry services may be entered into by direct appointment if such contract is estimated not to exceed \$50,000 in a calendar year or a fiscal year, or if the project described in the contract consists of work that has been substantially described, planned or otherwise previously studied or rendered in an earlier contract with the consultant that was awarded under these Rules, and the new contract is a continuation of that project.
- b. Unless otherwise provided in this Section, contracts for Architectural, Engineering, Surveying, and Photogrammetry Services shall be awarded according to the procedure for competitive proposals described in ORS 279B.060 and these rules.
- c. All contracts for architectural, engineering, surveying, photogrammetry and related services shall be entered into consistent with the qualification-based selection processes in ORS 279C.110.

B. Delegation.

- 1) The powers and duties of the Local Contract Review Board under the Public Contracting Code must be exercised and performed by the Board of Directors.
- 2) Unless expressly limited by the Local Contract Review Board or these Rules, all powers and duties given or assigned to contract agencies by the Public Contracting Code may be exercised or performed by the Executive Director

or designee without further approval of the District's Board of Directors, including the authority to enter into emergency contracts pursuant to ORS 279B.080.

- 3) The Executive Director or designee shall have the authority to approve any public contract up to \$50,000. Board approval will be required for public contracts over this amount.

C. Special Procurements and Exemptions.

- 1) The Local Contract Review Board may exempt from competitive bidding certain contracts or classes of contracts for procurement of goods and services according to the procedures described in ORS 279B.085.
- 2) The Local Contract Review Board may exempt certain contracts or classes of contracts for public improvements from competitive bidding according to the procedures described in ORS 279C.335. When exempting a public improvement from competitive bidding, the Local Contract Review Board may authorize the contract to be awarded using a Request for Proposal process for public improvements, according to the processes described in the Model Rules.

D. Small Procurements (Under \$10,000).

- 1) Small procurement contracts under \$10,000 are not subject to competitive bidding requirements. The Executive Director or designee shall make a reasonable effort to obtain competitive quotes in order to ensure the best value for the District.
- 2) The District may amend a public contract awarded as a small procurement beyond the \$10,000 limit in accordance with OAR 137-047-0800, provided the cumulative amendments do not increase the total contract price to a sum that is greater than one hundred twenty-five percent (125%) of the original contract price.

E. Intermediate Procurements.

- 1) A contract for procurement of goods and services estimated to cost between \$10,000 and \$150,000 in a calendar year, or a contract for a public improvement that is estimated to cost between \$10,000 and \$100,000 in a calendar year, may be awarded according to the processes for intermediate procurements described in ORS 279B.070.
- 2) The District may amend a public contract awarded as an intermediate procurement in accordance with OAR 137-047-0800, provided the cumulative amendments do not increase the total contract price to a sum that exceeds \$150,000 or one hundred twenty-five percent (125%) of the original Contract Price, whichever is greater.

F. Contractor Certified Policy and Practice Against Sexual Harassment

- 1) Prior to entering into any contract with an anticipated price of \$150,000 or more, the District's Board of Directors must verify that the prospective contractor has certified in a signed writing that they have a written policy and practice preventing sexual harassment, sexual assault and discrimination against employees who are part of a protected class.
- 2) The prospective contractor's policy and practice must meet the minimum requirements set forth in ORS 279A.112(2)(b).
- 3) Every contract under this subsection must include, as a material term of the contract, a statement that the contractor has certified that they have a written policy and practice that meets the minimum requirements of ORS 279A.112(2) and that they will maintain that policy and practice during the entire term of the contract.
- 4) Certification will not be required if:
 - a. The procurement was conducted under ORS 279B.075, 279B.080 or 279B.085; or
 - b. Only one prospective contractor submitted a bid or proposal in response to the solicitation.

G. Methods for Awarding Contracts Using Request for Proposal Process.

- 1) In making an award using the request for proposal process in ORS 279B.060, the District may use any evaluation method determined to be most appropriate for the selection process, including, but not limited to, the processes described in ORS 279B.060(8), as well as direct appointment of personal services contracts if direct appointment is determined to be most advantageous to the District. The evaluation process(es) to be used shall be stated in the Request for Proposals.

H. Emergency Contracts.

- 1) "Emergency" shall be defined as follows: "Circumstances that (a) could not have reasonably been foreseen; (b) create a substantial risk of loss, damage, or interruption of services or a substantial threat to property, public health, welfare or safety; and (c) require prompt execution of a contract to remedy the condition."
- 2) The Board Chair, the Executive Director, or a designee of the Executive Director shall have authority to determine when emergency conditions exist

sufficient to warrant an emergency contract. The nature of the emergency and the method used for the selection of the contractor shall be documented.

3) Emergency contracts may be awarded as follows:

- a. **Goods and Services.** Emergency contracts for procurement of goods and services may be awarded pursuant to ORS 279B.080 and section B, "Delegation," of these Rules.
- b. **Public Improvements.** The District hereby adopts OAR 137-049-0150 as its contracting rules for awarding a public improvement contract under emergency conditions.

I. Disposal of Surplus Property

- 1) "Surplus Property" is defined as any personal property of the District that has been determined by the Executive Director or designee as being of no use or value to the District.
- 2) The Executive Director or designee may dispose of surplus property as in the manner that is, in the discretion of the Executive Director, deemed most advantageous to the District or the community at large.
- 3) Disposal of surplus items valued at greater than \$500.00 shall be approved by the Board of Directors.

J. Appeals of Prequalification Decisions and Debarment Decisions.

- 1) Review of the District's prequalification and debarment decisions shall be as set forth in ORS 279B.425. The following additional procedures shall apply to hearings on such decisions by the LCRB as provided in LCRB Resolution No. 2012-3.
 - a. Notices shall be submitted in writing to the Executive Director. Appeals filed after three (3) business days shall not be heard.
 - b. Upon opening of the hearing, District staff shall explain the District's decision being appealed and the justification thereof. The appellant shall then be heard. Time for the appellant's testimony shall be established by the Board Chair. The appellant may submit any testimony or evidence relevant to the decision or the appeal. Any party requesting time to testify in support of the appeal shall then be heard, subject to time limits established by the Board Chair.
 - c. Once all testimony and evidence in support of the appeal is heard, any party requesting time to testify in support of the District's decision shall be provided time to be heard, with time limits

established by the Board Chair. Any party testifying in opposition to the appeal may submit any testimony or evidence relevant to the decision or the appeal. Once all testimony in opposition to the appeal has been heard, the appellant may request time to provide rebuttal testimony. At the conclusion of the rebuttal testimony, if any, the Board Chair shall close the hearing.

- d. When issued in writing according to the requirements of ORS 279B.425, the LCRB's decision and order shall be final.

K. Purchases from Federal Catalogues.

- 1) By LCRB Resolution No. 2012-03, the LCRB has adopted the following rules for procurement of goods through federal programs:

Subject to applicable Board approval requirements stated in the District's Contracting Rules, the District may purchase goods through federal programs without competitive bidding when the procurement is pursuant to 10 USC 381, the Electronic Government Act of 2002 (Public Law 107-347). Purchases under other federal laws will be permitted upon a finding by the Local Contract Review Board that the law is similar to such Act in effectuating or promoting transfers of property to contracting agencies.

L. Public Improvement Contracts.

- 1) Subject to the applicable provisions of these Rules, public improvement (construction) contracts shall be entered into as provided in ORS chapter 279C and applicable Oregon Administrative Rules.

FY20-21 Budget Resolution
Resolution No. (FY2020-2021-07)

BE IT RESOLVED that the Board of Directors of the Benton Soil and Water Conservation District (SWCD) hereby approves the addition of \$10,123 from OWEB to the Benton SWCD FY20-21 Budget as follows:

Project Fund

Add \$10,123 in Resources to the Project Fund for the Fackrell Water and Soil Improvement Grant No. OWEB-09-20-002.

Add \$10,123 in Requirements to the Project Fund as follows:

Materials and Services

Contracted/Professional Services	\$9,203
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Transfer to General Fund (Fiscal Admin)	\$920
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General Fund

Add \$920 in Resources

Transfer from Project Fund (Fiscal Admin)	\$920
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Add \$920 in Requirements to the General Fund as follows:

Personnel Services	\$920
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SIGNED THIS 2nd day of November 2020

Benton Soil and Water Conservation District
Entity Name

Benton SWCD Board of Directors
Governing Body

Signature: Faye Yoshihara, BSWCD Board Chair



Date: October 19, 2020

To: Benton SWCD Directors

From: Laura Brown, River Restoration and Invasives Program Coordinator

Re: October 2020 Monthly Report for November 2020 Board Meeting

Willamette Mainstem Cooperative

We helped host the Great Willamette Clean Up on October 3rd for the third year in a row. We float from Crystal Lake to Michael's Landing each year cleaning up trash from the Willamette River. Trash is similar to invasives species, as it doesn't matter how frequently you pull a bottle from the river, more bottles will continue to "grow" until you address the root issue. This is such a great opportunity for community engagement, and it's a great way to engage with partners as well. Willamette Riverkeeper always organizes, Oregon Parks and Recreation Department always helps us on our reach with safety and clean up, and Corvallis Parks and Recreation Department disposes of the trash we collect. It's a great way for Benton SWCD to continue to show up for our community and improve river health.

I also was able to finally sit down with Stan and Louise Snyder, and our contractor with IRM, to chat about our realistic restoration goals for Collins Bay after seven years of *Ludwigia* control. We were able to discuss more of the history of the site, how we think treatment of *Ludwigia* is going, and what our next steps moving forward are. Our overall vision for Collins Bay is a diverse plant community in the rare open marsh habitat that is present there, and a winter slow water refuge for native fish. From there, we were able to develop goals and objectives around how to achieve that vision. The restoration plan for Collins Bay will be complete by the end of the year. The Snyder's have been amazing landowners to work with. They both have the best interest for the land at heart, and Stan mentioned how much he loved his property, and how it continues to teach him something new everyday.



Our small but mighty Great Willamette Clean Up crew - mid jump (left), and starting on our adventure in the morning fog (right).

Invasives Program

I was able to schedule our semiannual Benton County Cooperative Weed Management (CWMA) fall meeting for **November 2nd from 10:00 AM until noon**. This meeting is open to the public, if you have any interest in joining! It is a group of local land managers (county, city, state, federal, private, and tribal partners) that work together to combat invasive species in Benton County. We are planning to discuss how COVID-19 restrictions have impacted our ability to control invasive species in Benton County, our creative solutions around them, and what to do about potential shortcomings in funding for invasive species control for the next few years. It will be great to brainstorm with partners about how to continue to work of invasive species control in a time where funding is limited and volunteer activities are not recommended.

This spring and summer really highlighted for me the impact that our volunteers have, not just on our events, but on the actual ecosystem of Benton County. Between the canceling of our meadow knapweed pull at Lupine Meadows, our Let's Pull Together events throughout the county, and our annual Paddle and Pull events, our invasive species work took a pretty hard hit. And those are just the events hosted by Benton SWCD - imagine that impact spread across the county to other organizations! The ground lost by not being able to host these events to curb the spread of invasives was significant. But, we also had significant success engaging with private landowners through our "Invasives in Your Backyard" series. So maybe while we lost some ground with invasives on public lands, we gained some ground with invasives on private lands. To be certain, the work we do can't take place without individual involvement. For example, I was happy to receive a call earlier this month from a person at OSU who just wants to pull ivy. I was able to link him to a group at Grand Oaks neighborhood that focuses on pulling the ivy there. He'll be helping them with their ivy, and he's joining the CWMA to learn about more opportunities to engage! We each have a part to play, we just have to jump in and get involved!



Reminiscing on the amazing volunteer opportunities we usually have, and how impactful they are. Philomath High School students clear ivy from a Philomath city park (left), and amazing volunteers help us round up Italian thistle from downtown Corvallis (right).

Communications and Engagement

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

Date sent	E-news Title	#Opens	Facebook/Instagram Reach
10/16	Events from Our Partners	162	114
10/09	Lookout for Spotted Lanternfly	199	136
10/02	Birds - Migration & Floodplains	169	122
09/25	Student Assoc. Director & Luckiamute Meadows	186	122

Many webinars are being held by our conservation partners. We are curious to hear from you, Board Members, what kinds of events and topics you'd like BSWCD to offer this winter?

Some possible ideas the staff has been tossing around include:

- 1) A monthly webinar series with bird specialists (November, December and January—Jan. would be held at the annual meeting)
- 2) A Confluence-wide book discussion, probably in January. Would be advertised through media outlets of all Confluence organizations.
- 3) Advertising and support of our local watershed council's outreach activities. For example, Luckiamute Watershed Council lists us as sponsors of their Sips 'n' Science talks this year because of the watershed council support we gave them.

As the COVID calendar continues, your ideas help us offer programming that is of interest to our community. Thanks for sharing your thoughts!

The Native Plant Program

1. **Winter Native Plant Sale** Please refer your friends and neighbors to bentonplants.org, which will take them straight to our online catalog! We have received 339 orders, about 75 of which included fall bulbs and seeds, for a gross total of \$24,328.18!
2. **Fall Bulb and Seed Sale** - Holding a pre-order sale is much more complicated than holding a market event! We scheduled the pick ups back in August when we set up the bulb sale online, and then found out the week before the first pick up that the bulbs weren't going to be ready until AFTER our first scheduled day of pickups! Laura and Teresa and I called everyone who needed to reschedule and successfully got all the orders to the right people. I staffed the Saturday pickup and all the customers seemed very happy not to have to wait in a line and that their orders were pre-bagged and ready to go. Special thanks to Laura and Teresa for help with bagging bulbs & orders and for staffing the pickup stations on Wednesday October 21!
3. **Thematic Outreach:** See ideas listed at left. Please contact me if you have suggestions.



Here I am all masked up and ready to distribute bulb and seed sale orders.

Diversity, Equity, & Inclusion Process

Fourth Friday Learning Lunch -

The second session in this series was held on October 23, and the topic is “Examining the links between racism and climate change.” If you weren't able to attend, the selected article can be found [here](#):

[https://www.sierraclub.org/sierra/racism-killing-planet?](https://www.sierraclub.org/sierra/racism-killing-planet?fbclid=IwAR3B0J8zt7Cpk4CIDGeYKmjIE3Ju2wxsV_Bs8M0His93BBn2ib3Jms1ohGQ)

[fbclid=IwAR3B0J8zt7Cpk4CIDGeYKmjIE3Ju2wxsV_Bs8M0His93BBn2ib3Jms1ohGQ](https://www.sierraclub.org/sierra/racism-killing-planet?fbclid=IwAR3B0J8zt7Cpk4CIDGeYKmjIE3Ju2wxsV_Bs8M0His93BBn2ib3Jms1ohGQ)

All Confluence Awareness Raising Trainings

During the first training of this series, we covered implicit bias, culture and identity, microaggressions, and lifelong learning . and All Staff and Board trainings in October and November! View the Equity Committee Summary report for details. Resources from the first session are available [here](#).

For the first two trainings, everyone is strongly urged to attend the live (virtual) session, but they will both be recorded, and if a staff or board member cannot attend one of those sessions, they can watch the recording instead. Attending all three either synchronously or asynchronously is important because of the sequential nature of the trainings (you can't build a house without a foundation). The third and final session will only be offered live (no recorded option), but it will be offered twice - on a Saturday and a Thursday to hopefully accommodate most people's schedules. Our consultants will send us an email in the next couple weeks with an outline for the training series.

- **Session 1** - Oct 8, Thu – 1:00 -4:30 pm
- **Session 2** – Oct 29, Thu – 1:00-4:30 pm (must attend training 1 first -synchronous attendance encouraged whenever possible)
- **Session 3** – Nov 14, Sat – 1:00-4:30 pm (must attend training 2 first -synchronous attendance encouraged whenever possible)
- OR
- **Session 3 repeat** – Nov 19, Thu – 1:00-4:30 pm (must attend training 2 first -synchronous attendance encouraged whenever possible)

Developing a DEI Action Plan for The Confluence

The Confluence DEI Action Plan Process workgroup has met with Capacity Building Partnerships consultant Alexis Millett to develop a plan for creating a DEI Action Plan for The Confluence collaborative. As a reminder, this is one of the actions we laid out in the 2-year DEI Process grant we received from Meyer Memorial Trust.

Draft Process Summary:

- The Confluence will be establishing its own Equity Action Plan, in addition to each of the individual partner organizations' Equity Action Plans.
- The Confluence Equity Action Plan has the opportunity to be more ‘systems level’ (bigger, bolder!) than the action plans of our individual organizations.
- We are proposing that the Change Agent Cohort hold a special workshop (potentially 3 hour) in November or early December to co-develop the goals and framework for The Confluence Action Plan. This workshop would be facilitated by CBP.
- A sub-committee made up of Change Agents will utilize the outcomes of the workshop to then draft The Confluence Equity Action Plan, which will be brought back for review and discussion to the full Change Agent group and ultimately to the Steering Committee of The Confluence.

If you have questions or would like to be part of the sub-committee that drafts the plan, please contact me, as I am one of the workgroup members.

Date: October 24, 2020
To: Benton SWCD Directors
From: Linda Lovett, Operations Manager
Re: September 20 – October 21, 2020



A. Office Administration

- Filed paperwork (financial, personnel, board meeting, etc.) during visits to office.
- Investigated lost/uncashed OACD membership dues check.
- Confirmed with SDAO that discontinuing security alarm service would not affect District's insurance coverage or premium, then canceled alarm service and notified Corvallis Police Department; savings = \$32/month.
- Updated Board Directory to include Student Associate Director.
- Arranged with landlord to pressure wash outside office door.

B. Fiscal Administration

- Reviewed and authorized staff Check Issuance Request (CIR) and Credit Card Receipt (CCR) forms; submitted CIRs and CCRs to Holly; deposited cash and checks.
- Updated Treasurer's monthly reconciliation form for FY21.
- Created a monthly reconciliation checklist for Holly similar to the Treasurer's form.
- Worked with Benton County Tax Office to address levy and assessment question from title company in Bend.

C. Personnel/Staff Meetings/Training

- Reviewed and verified staff timesheets.
- Participated in weekly Zoom staff meetings.
- Attended Session 1 of the Diversity, Equity, Inclusion, and Justice Awareness Raising Workshops for The Confluence.
- Registered all staff for Cascade Employers Association "Leading with Strength" training on October 28.

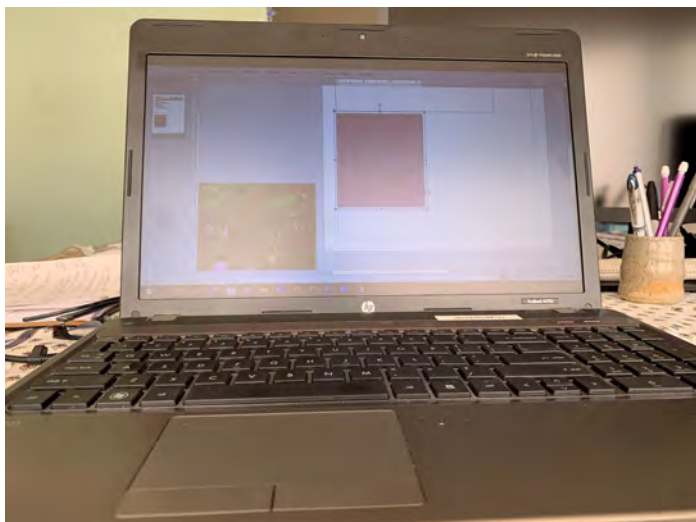
D. Meetings and Events

- Attended Confluence Fourth Friday Learning Lunch.
- Attended SDAO's HR Alliance Virtual Roundtable.
- October 5 board meeting: drafted public notice; added calendar items to agenda; compiled packet; drafted budget resolution for Coronavirus Relief Fund reimbursement.
- Noticed October 26 Personnel and Finance Meeting.

E. Miscellaneous/Information Technology

- With Heath, completed draft of Social Media Policy (posting, moderating, archiving) for review by Holly and attorney.
- Met with Holly and Teresa and facilitator Susan Howlett regarding update to District's 5-year Strategic Plan; created spreadsheet to track planning partners, reviewers, and interview questions.
- Election: Responded to public inquiries about director eligibility requirements and BSWCD zones.

ALL THINGS MANAGEMENT with a side of fun



For someone who loves to be outdoors, especially considering our beautiful fall weather, this long month at the laptop was a reminder that conservation work is grounded in planning, documentation, meetings, proposals, tracking worksheets, payment requests, webinars, and reports. The behind-the-scenes work comes to fruition as we engage the public in more tangible activities: phone calls, emails, site visits, photo ops, blog posts, events, and on-the-ground projects.

DATE EVENT (CONTACTS)

9/22	Aryeh Frankfurter site visit
9/23	Lexi Gardner NRCS file review
9/30	Mid Will Ag WQ planning
10/1	Post Wildfire webinars x 2
10/5	Focus Area planning meeting
10/5	Oak Cr OR Explorer meeting
10/5	Board meeting
10/8	DEI Training #1
10/9	Bulb & Seed orders prep
10/9	Strategic Planning w/ S. Howlett
10/14	Oak Cr Stakeholders Mtg
10/14	Focus Area partners meeting
10/16	Strategic Planning meeting
10/16	SOW FA SIA meeting
10/16	Bulb & Seed orders prep
10/20	WVRLC Central Park meeting

Management tasks I worked on this month:

BSWCD Annual Report, a rewarding reflection on a year's worth of activities.

Mid Willamette Valley Ag Water Quality Management Plan, Biennial Review, and Local Advisory Committee (LAC) meeting, my further immersion into our partnership with ODA and the plethora of plans, agencies, meetings, reports, and outreach opportunities that are in place to help ag landowners address water quality issues. Several past District directors serve on the LAC, Eric Horning (chair), Frank Nusbaum, and George Ice.

ODA Strategic Implementation Area (SIA), Scope of Work, and Focus Area, reading plans, attending meetings, creating worksheets, and writing the UMC SIA Sampling and Analysis Plan that will be edited and approved by Oregon Department of Environmental Quality. I am recruiting landowners to host four water quality monitoring sites in the SIA. See the recruitment flyer included in your packet. Feedback greatly appreciated.

For the past two years, I have participated in the **Oak Creek Stakeholders Group**, a diverse and dedicated collection of supporters who meet, plan, and implement activities for the benefit of the Oak Creek watershed. I encourage you to visit the [Oregon Explorer](#), a fantastic digital library, full of myriad resources, that documents our amazing state. It has been enlightening to work with partners on the Oregon Explorer Oak Creek landing page that will be public-ready next spring.

Integral to BSWCD function, **board and staff meetings** with related activities and reports, help us stay on course and connected for the District's unified vision, delivery, and support. I work with Holly and Linda on the **Strategic Planning Committee** with an over-arching goal to be efficient and effective throughout the planning process.



Amidst all the computer time, I did manage to escape into the great outdoors for a few fun, social-distanced and masked activities, two site visits and an office work session.

Fun side dish number one was a site visit with Donna to Aryeh Frankfurter's land located in the UMC SIA. Thanks to my work last year certifying NRCS practices, I have a keen appreciation for the onerous work Aryeh had already invested to clear a thick growth of blackberries from under his trees (panorama above). We walked among the trees and then we moved to Aryeh's pasture, that is currently managed with time- and fuel-consuming mowing to control weeds.

When the conversation with Aryeh turned to livestock grazing as an alternative to mowing, Donna and I realized a golden opportunity! Aryeh has a rural neighbor, RD Mosier, who is the central pivot in a community grazing partnership. We have since connected Aryeh with RD, who will be featured in my upcoming Conservation Neighbor blog post.



One of RD Mosier's grazers (TM)

Later this month, I met WVRLC members to check the stump-grinding status of the Central Park Garden site across from the Benton County Public Library. We finalized details for Friday, October 30th when, in COVID-appropriate 3 to 4-person shifts, we will install 260 plants at the site. This project will showcase a "regenerative landscape" and inspire urban gardeners to improve soil health and control weeds through dense plantings.

The Benton SWCD Native Plant Program has been a key component of community engagement for decades. For the 2020 fall Native Bulb and Seed sale, I worked with Heath and Laura to prepare and distribute orders. Our customers are very appreciative of the extra communication and care that we invest in our native plant events.

Looking ahead, the February 2021 Native Plant Sale challenge will be to follow COVID guidelines and maximize staff time efficiency while we provide quality service. This annual event helps us encourage the use of native plants for wildlife habitat, erosion control, and to create a network of beautiful, low cost, and reduced input landscapes.

Upper Muddy Creek Strategic Implementation Area (UMC SIA)

A call for water quality monitoring hosts

Water quality monitoring in your area

Benton SWCD is working with the Oregon Department of Agriculture to collect water quality information in the Upper Muddy Creek Strategic Implementation Area (UMC SIA).

The information we collect will help track water quality changes over time. Based on the findings, we will host webinars and tours to help the community understand and address identified water quality concerns.

Monitoring timeline and the WQ tests

We will work with OSU to install four monitoring stations in winter 2021. See page 2 for a map of the proposed Phase 1 monitoring sites. Monitoring stations may be moved to other locations as the results and SIA needs are evaluated. Monitoring will continue throughout the UMC watershed for four to ten years.

The following water quality data will be collected monthly: total suspended solids, total phosphorus, conductivity, dissolved oxygen, *E.coli*, and stream flow. The monitoring equipment will be customized at each station to address conditions for each specific creek.

Please host a monitoring station.

This letter is to request permission to place a monitoring site on your property.

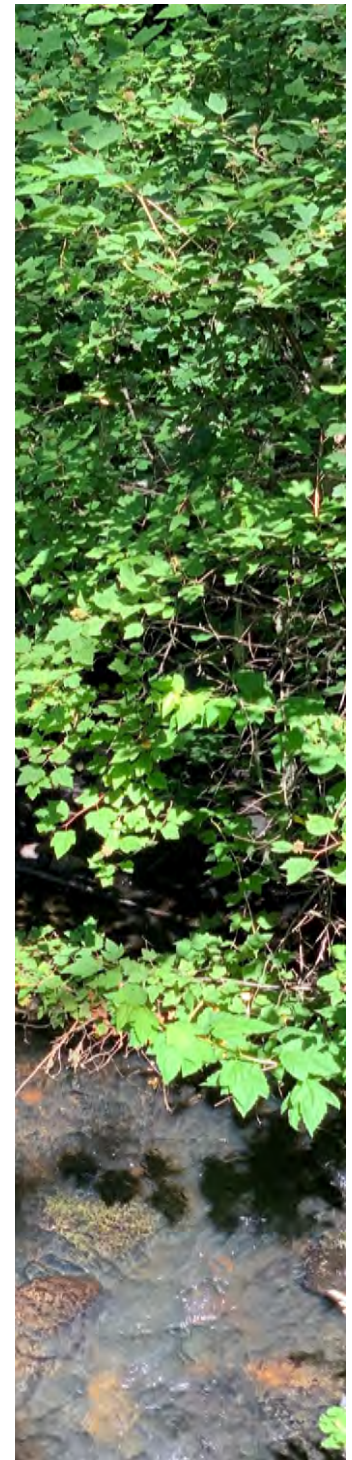
To get more information or to reply to this request, please contact Teresa Matteson at Benton SWCD tmatteson@bentonswcd.org or call 541-840-3616 (COVID cell).

Why on private land?

Experience shows that monitoring stations located on public lands, for example near roads and at bridges or culverts, are more susceptible to vandalism and theft compared to stations on private land. Stations on private land, away from roads, provide safer, traffic-free work conditions for the monitoring crew.

To learn more about Strategic Implementation Areas, visit:

- [ODA SIA Website](#)
- [ODA Landowner Self Assessment Tool](#)
- [Benton SWCD Upper Muddy Creek SIA](#)



Benton SWCD's mission is to engage Benton County residents in the conservation and stewardship of natural resources for current and future generations.

Upper Muddy Creek Strategic Implementation Area — Monitoring Location Map



Station 1

Hammer Creek crossing at Williams Road

Station 2

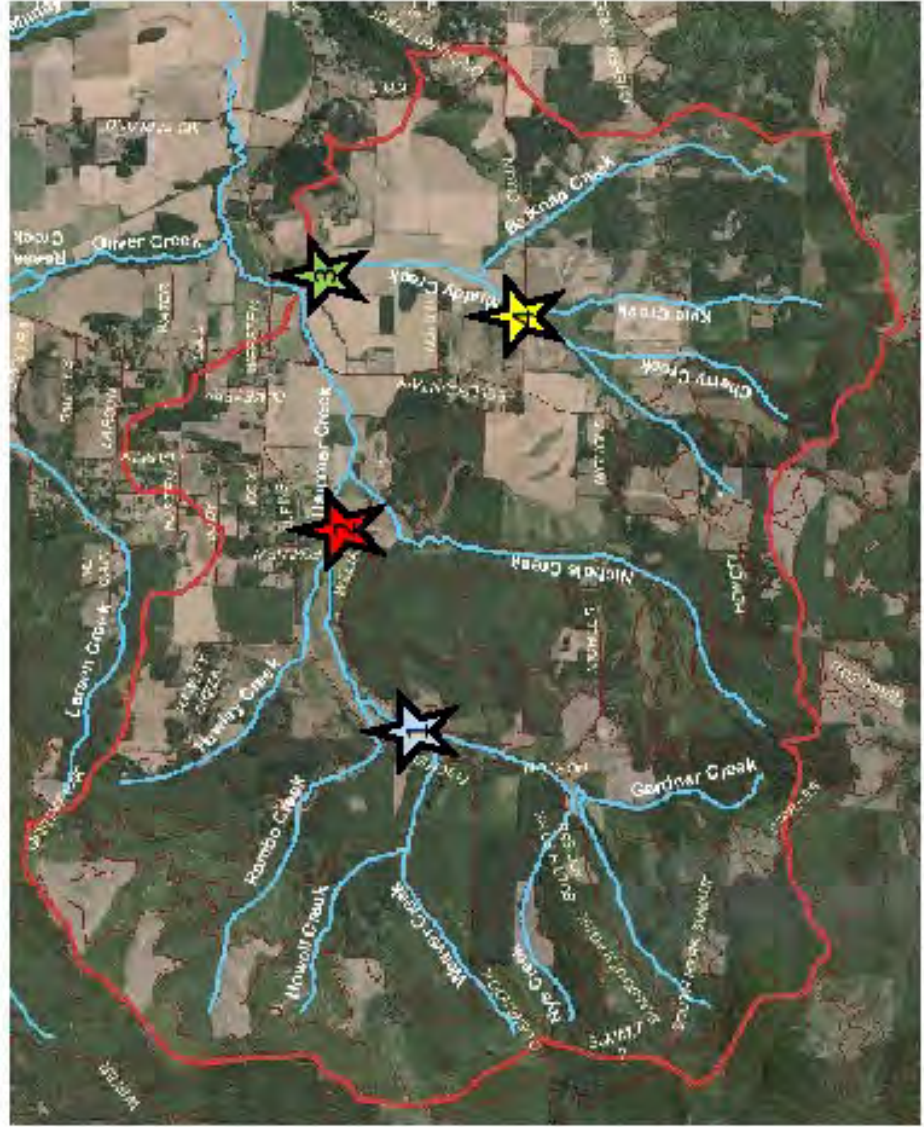
Hammer Creek private property between the confluences of Hawley Creek and Nichols Creek

Station 3

Muddy Creek private property upstream of Hammer Creek confluence

Station 4

Muddy Creek crossing at Coon Road





Donna Schmitz: September 20 to October 20, 2020

Federal Farm Programs implementation; CREP, EQIP, WHIP

- Met with NRCS several times to work out software problems and legacy files with Conservation Toolkit and conservation plan development. Developed timeline for revisions.

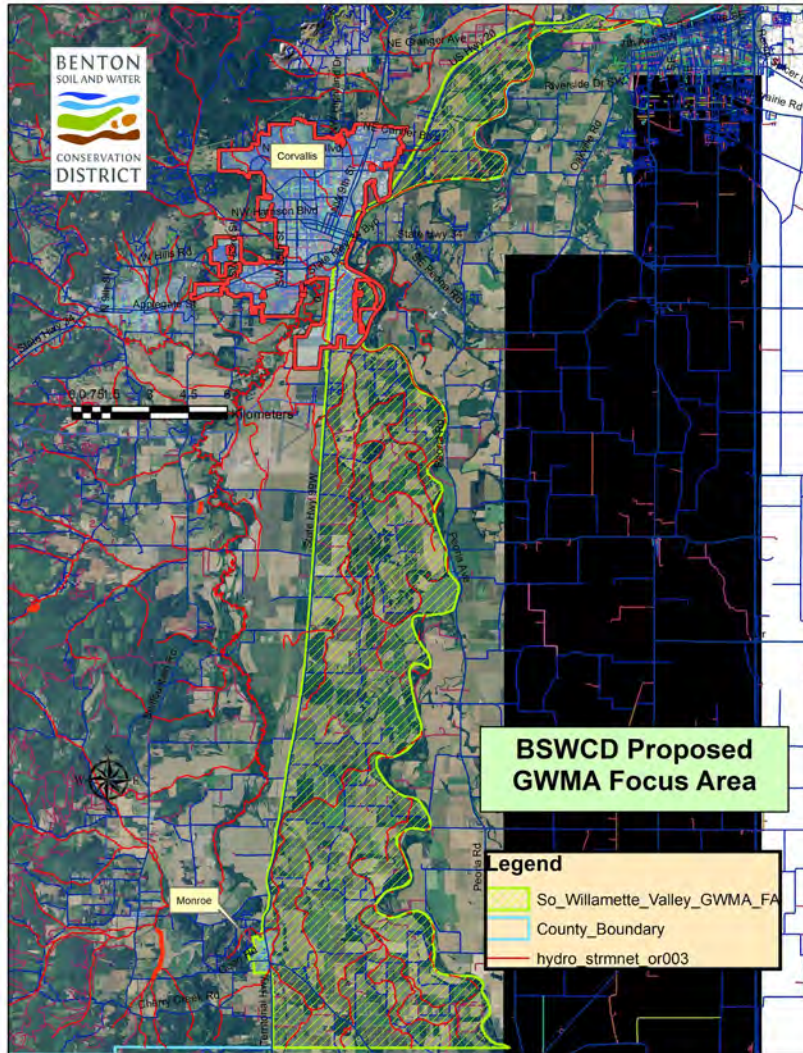
Technical assistance contacts; telephone inquiries, office visits per resource concern. Project development and site visits for WQ technical assistance: (USDA) farm programs, AWQMP, GWMA, OWEB grants or other grants (site visits, evaluating resource concerns and project funding opportunities).

- Native Plant Sale (2), stream erosion, dams, solar pump for watering planted trees.
- J2E Restoration project –Arranged engineering analysis of project for Benton County. Reviewing MOA with Bonneville Environmental Foundation for ordering plants. Developed modification to Instream contract for engineering work. Developed modification to contract with Luckiamute Watershed Council.
- OWEB small grant for mud and manure management sacrifice areas in Greasy Creek watershed approved by small grant team. Developed resolution for the November board meeting to add \$10,639 to the budget.
- Heath and I presented interactive exercise with staff on office culture.
- Several meetings with ODA regarding the agenda and shade calculator presentation for Mid Willamette Ag Water Quality Plan Local Advisory Committee (LAC) meeting. Participated in LAC meeting for the Biennial Review of the plan. Suggested changes to document regarding BSWCD work for the next two years.
- Submitted District Operations and Scope of Work (SOW) expenses and SOW and Focus Area quarterly report (July 1, 2020-September 30, 2020) to ODA
- Coordinated meeting with Long Tom Watershed Council. Upper Willamette SWCD, NRCS (Amy Kaiser), Laura Brown, Teresa Matteson for discussion of coordination of work in the GWMA and Monroe area once the new Focus Area is approved.
- Submitted the new Groundwater Management Area (GWMA) Focus Area Action plan to ODA.
- Attended a “Post fire recovery” webinar hosted by NRCS and ODA.
- Attended the Oak Creek Stakeholders’ meeting
- Strategic Implementation Area:
 - Site visit to landowner who is interested in the grazing community and someone grazing on his land. He is interested in getting neighbors together to coordinate restoration opportunities.
 - Meeting with Teresa once a week to coordinate and plan work in the SIA. Discussing need for education and outreach plan and tracking hours and work.

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

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

- Attended staff meetings.
- Participated in DEI training.
- Wrote article for Annual Report.



1. Map above shows proposed GWMA Focus Area, where we are going to focus efforts to work with landowners to improve agricultural water quality.



Natural Resources Conservation Service

District Conservationist Report – Benton & Linn Counties
November 2020

Announcements:

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

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

NRCS Farm Bill Programs:

Application Deadlines:

October 30th – EQIP Western Oregon Wildfire Emergency Stabilization

<https://www.nrcs.usda.gov/wps/portal/nrcs/detail/or/programs/financial/eqip/?cid=nrcseprd1660818>

November 20th – General EQIP Initiatives and CIS

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

December 30th – EQIP Western Oregon Wildfire Emergency Stabilization

<https://www.nrcs.usda.gov/wps/portal/nrcs/detail/or/programs/financial/eqip/?cid=nrcseprd1660818>

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

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

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

https://www.nrcs.usda.gov/wps/portal/nrcs/detail/or/programs/?cid=nrcs142p2_044058

Summary of Significant Changes to Employee Handbook

- Update Record of Changes page.
- Update of Board of Director names.
- Add word supervisor where appropriate.
- General Employment Policies; Hiring: establish policy/procedure to hire qualified internal candidate if position becomes vacant or new position is created (p. 18).
- Employee Classification; Regular Full Time/Regular Part Time: change from 32 to 30 hours a week (p. 19).
- Work Week and Working Hours: include telework option and reference Telework Policy (p. 25).
- Update annual leave accrual language to reflect both exempt and non-exempt employee status (p. 33).
- Update inclement weather leave language to reflect both exempt and non-exempt employee status (p. 37).
- Add Information Security Policy language (p. 46-53).
- Revise Social Media section and reference Social Media Policy and Best Practice Guide (p. 53).
- Drug-Free Workplace; Searches: add reference to parking area being considered District property. (p, 56).
- Acknowledgement of Receipt of Handbook Page; revise to clarify at-will employment with no implied contract of employment (p. 74).



Benton Soil and Water CONSERVATION DISTRICT

Benton Soil and Water Conservation District Social Media Policy & Procedures

Purpose

This document defines the social media policy for Benton Soil and Water Conservation District (BSWCD). To address the fast-changing landscape of the Internet and the way the public communicates and obtains information online, BSWCD may use social media tools to reach a broader audience and to further its communication and public involvement goals.

General Information

“Social media” refers to interactive tools that integrate technology and social interaction for content creation and sharing, often in a collaborative manner. Interactive tools include, but are not limited to, RSS and other syndicated web feeds, blogs, wikis, photo-sharing, video-sharing, podcasts, social networking, virtual worlds, mashups, widgets, microblogs and more.

The most appropriate BSWCD uses of social media tools fall generally into two categories: a) as marketing/promotional channels that increase the BSWCD's ability to broadcast its messages to the widest possible audience, and b) as channels for disseminating legal and public meeting notices in compliance with Oregon law.

BSWCD social media content is subject to State of Oregon public records laws. Any content created and maintained in a social media format that is related to BSWCD business is a public record. BSWCD will preserve any record that is required to be maintained according to the relevant records retention schedule and in a format that preserves the integrity and accessibility of the original record. BSWCD will respond completely and accurately to any request for public records on a social media site.

Terms of Use and Disclaimers

Before a social media account is created, the Communications Manager will review the site to ensure that its purpose and audience is appropriate to the BSWCD mission. Once approved, accounts will be used and maintained by staff according to the Terms of Use of the social media host, the guidelines outlined in this policy, and the BSWCD Social Media Best Practices Guide.

Any social media account opened should use a BSWCD email address to ensure that:

- personal and professional communications remain separate;
- BSWCD can back up public conversations because of its ownership and control of the email address;



Benton Soil and Water CONSERVATION DISTRICT

- BSWCD can access the site when the employee is on vacation or otherwise away from the office or leaves employment; and
- BSWCD can determine that the account is legitimate and not a rogue account generated from a private email address.

BSWCD reserves the right to moderate comments and to restrict or remove any content that is deemed in violation of this Social Media Policy or any applicable law. BSWCD may block from the site members of the public who repeatedly violate this policy. Any content removed must be retained, including the time, date, and identity of the poster when available.

BSWCD will display or hyperlink to the following guidelines on all its social media sites:

This BSWCD social media site serves as a limited public forum. BSWCD does not endorse nor sponsor any advertising posted by the social media host, nor does BSWCD guarantee reliability and accuracy of any third-party links. Any comment is the opinion of the person/group posting and does not imply endorsement or agreement by BSWCD, its elected officials, or employees. BSWCD retains the right to monitor content published on its site and remove posts or comments that:

- *are unrelated to BSWCD matters and to the topics being discussed in the original post; contain spam, advertising, product promotions, or solicitations; infringe on copyrights, trademarks, or intellectual property rights of others;*
- *contain abusive or vulgar language, sexually explicit subject matter, hate speech, or other offensive content;*
- *contain personal identifying information or sensitive personal information;*
- *contain personal or defamatory remarks about a person's age, education, ethnicity, race, marital status, family status, gender or gender identity, national origin, class, mental or physical ability or qualities, religion, sexual orientation, personality or other protected status under applicable law;*
- *threaten, harass, or discriminate against others;*
- *incite or promote violence or illegal activities;*
- *contain information that reasonably could compromise individual or public safety; promote or endorse political campaigns, candidates, or stances on ballot measures.*

Employee Professional Use of Social Media

BSWCD employees recognize that the content and messages they post on social media websites are public and may be cited as official statements. Employees representing BSWCD through social media outlets or participating in social media features on BSWCD websites must maintain



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a high level of ethical conduct and professional decorum and standards (e.g., good grammar, spelling, clarity, accuracy). Social media posts hosted or maintained by District employees should bear a disclaimer stating that any views expressed by the employee are not necessarily those of the District.

Staff must comply with all BSWCD policies, including but not limited to the Employee Handbook, Personnel Policies, Information Security Policy, and all other BSWCD policies and procedures. They also must comply with applicable federal, state, county, and city laws, regulations, and policies, including but not limited to those related to privacy, copyright, the First Amendment, the Freedom of Information Act, Oregon Public Records Law, and the Oregon Identity Theft Protection Act.

1. Employees must not use BSWCD social media sites for political purposes, to conduct private commercial transactions, or to engage in private business activities.
2. Employees must not divulge confidential information or post information that would invade the privacy of others. Confidential information includes, but is not limited to, anything that is exempted from public disclosure under ORS § 192.501, 192.502, ORS 646.461 or otherwise applicable Oregon or federal law.
3. Staff engaged in social media activities must be familiar with the record retention schedules and preserve records in accordance with those schedules.

Employee Personal Use of Social Media

All BSWCD employees may have personal social media and networking sites. These sites must remain personal in nature and be used to share personal opinions or non-work-related information. This helps ensure a distinction between sharing personal views and BSWCD views. BSWCD employees should never use their BSWCD email account or password in conjunction with personal social media or networking sites.

Employees may comment on posts about official BSWCD business on their own social media and networking sites, but should:

- state one's name and, if relevant, role, when discussing BSWCD business; and
- use a disclaimer such as: "The postings on this site are my own and do not reflect or represent the opinions of the organization for which I work."

Records Retention Requirements for Social Media Content

BSWCD social media sites are subject to Oregon's Public Records Law (ORS 192.410 – 192.505) and must be managed accordingly. A "public record" includes, but is not limited to, a



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document, book, paper, photograph, file, sound recording or machine readable electronic record, regardless of physical form or characteristics, made, received, filed or recorded in pursuance of law or in connection with the transaction of public business, whether or not confidential or restricted in use. (ORS § 192.005)

BSWCD social media sites that allow public interaction receive content from outside resources that fits the definition of a public record. Public records law requires that BSWCD maintain this content for the period provided in the retention schedule for that type of record. While some public records are not required to be kept longer than needed for current purposes, many records must be preserved. Posted content that is required to be retained only as long as needed or superseded may be deleted when no longer needed.

All records created or received by BSWCD, except for those excluded by law, must be available for inspection and copying by the public for the period established by the applicable record retention schedule. BSWCD is responsible for responding completely and accurately to any public records request for social media content.

Managing Social Media Content

BSWCD will treat content posted or received using any social media technology as follows:

Content that is Officially Maintained Elsewhere

Under the ORS definition, a public record does not include: "Extra copies of a document, preserved only for convenience of reference" (ORS192.005(5)(d)). Any posted content that is a copy of a BSWCD record that exists in another location does not need to be separately preserved, provided that the original content is being retained in compliance with the appropriate retention schedule and media preservation requirements.

BSWCD can greatly simplify its retention responsibilities if it uses its social media applications primarily as a mechanism for providing its constituents with links or references to content that is maintained as an official record elsewhere. Using this approach, the links or references posted on a blog, Facebook or Instagram account would be considered convenience copies that need to be retained only "as needed" or "until superseded." For example, a Facebook post providing a link to the annual report would not need to be retained as a separate record.

Original Social Media Content

Any posted original content that constitutes a BSWCD record and that is not preserved and retained elsewhere in compliance with the appropriate retention schedule must be captured and retained according to the appropriate schedule and media preservation requirements. Most original content falls into one of the following categories and should be managed as such:



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Speeches/Statements/News Releases/Program Activity Records. For retention purposes, a blog post (for example) from a BSWCD staff member or director is the equivalent of a public speech. For example, a written or photographed account of a BSWCD event or summary of activities pushed out via social media should be considered a “report.” If the statement or report contains policy or historically significant content, it must be retained permanently. Otherwise, it has a two-year retention from the time it is “published.”

Correspondence. Incoming messages from the public that arrive via a BSWCD social media account should be treated as correspondence. If a message relates to BSWCD’s mission, activities, or functions it must be captured and retained per the retention category that most closely corresponds to the content of the message. However, if the message is completely unrelated it can be removed and discarded immediately.

For correspondence that originates on a BSWCD social media site and that merits a response to an individual (versus a public posting), BSWCD staff should take that correspondence “offline” and, if possible, communicate directly with the individual and maintain that correspondence using established procedures.

Content Associated with a Specific Function or Activity. If BSWCD uses social media as a public entry point to solicit specific information (e.g. conduct a poll) or launch a process (e.g. place an order), the information received should be retained along with other records associated with that function or activity using the appropriate retention schedule.

Content of a Transitional Nature

Posted content that lasts for only a short period of time; does not document communications created or received by BSWCD; and does not directly relate to a BSWCD program or administration is considered transitory and does not need to be retained. Examples are advertisements or drafts of a document that has been finalized.

Policy Updates

To keep pace with the evolving social media landscape and to maintain compliance with Oregon records retention laws and applicable BSWCD policies, this policy will be evaluated and revised every two years. Updates to this policy will be disseminated to all BSWCD staff upon incorporation of those changes.

Legally Protected Activity



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Nothing in this Policy shall be construed to restrict legally protected activity. However, representing the District in an inaccurate or defamatory way may result in disciplinary action, up to and including termination.

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Acknowledgement

I, _____, hereby acknowledge that I have received and read this Social Media Policy of the BSWCD and understand its contents. I am aware that this policy supersedes and replaces any earlier manual or other policies on this topic. I understand that this policy is not intended to cover every situation which may arise during my employment or other affiliation at BSWCD, but is simply a general guide to the policies, procedures, and mutual expectations of BSWCD. I understand that BSWCD reserves the right to change the policies and procedures contained in this manual at any time. By my signature below, I acknowledge that I am aware of and understand this policy, and to the extent that it establishes responsibilities and requirements of me, I accept and agree to abide by this policy.

Name (print) Title

Signature Date