

Monday, February 14, 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	
	CONSENT AGENDA	<i>Johnson</i>	6:02	ACTION
3	Approve draft annual meeting and board meeting minutes – January 10, 2022			
3	Approve Financials (12/31/21)			
3	Adopt Resolution FY2021-2022-09: updated Registered Agent form (in packet)			
1, 2, 3, 4	Approve FY23 Budget Calendar (in packet)			
	REGULAR AGENDA			
1, 2, 3, 4	Annual Civil Rights review for NRCS partners (in packet)	<i>Kaiser, NRCS</i>	6:03	
3	6-mo Financial Review (July 1 - Dec 31, 2021) General and Project Fund Graphs in packet	<i>Crosson/Ahr</i>	6:13	
1	2022 Native Plant Sale discussion	<i>Matteson</i>	6:23	
3, 4	Adopt Resolution No. FY2021-2022-08: updated Contracting Rules and Procedures (in packet)	<i>Crosson</i>	6:35	
3	Discuss which documents are used by Directors on Board webpages	<i>Board</i>	6:40	
	Meeting Adjourned	<i>Johnson</i>	6:45	

BSWCD Board and Outreach Events (subject to change)		
Date/Time	Event	Location
March 14, 6 – 7 pm	BSWCD Monthly Board Meeting	Zoom

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



Benton Soil and Water CONSERVATION DISTRICT

Benton Soil and Water Conservation District Directory

136 SW Washington Ave., Suite 201 Corvallis, OR 97333

Phone: (541) 753-7208

Directors	Term Ends	Zone	Address	Email	Phone
Nate Johnson Chair	2024*	At Large 1	6910 SW Plymouth Dr Corvallis, OR 97333	natojohnson@icloud.com	(c) 971-409-8009
Bob Morris Vice Chair	2024*	2	2265 NW Brownly Hts. Dr Corvallis, OR 97330	drbob1046@gmail.com	(c) 505-239-6641
Jerry Paul Treasurer	2024	3	1255 NW Highland Dell Dr Corvallis, OR 97330	jlpaul2006@msn.com	(h) 541-745-3934 (c) 541-740-6348
Kerry Hastings Secretary	2022	5	24027 Hawley Creek Rd Monroe, OR 97456	kerryhastings@gmail.com	(c) 317-800-1873
Henry Storch	2022	1	23990 Gellatly Way Philomath, OR 97370	storchfarrier@gmail.com	(c) 541-760-8266
Grahm Trask	2022	4	PO Box 1478 Corvallis, OR 97339	grahmtrask@gmail.com	(c) 541-231-4225
Eliza Mason	2024	At Large 2	301 N 10th St Monroe, OR 97456	lilliputopia@gmail.com	(c) 619-985-4607

* Appointed by the board to serve until the next general election, regardless of term

Associate & Emeritus Directors	Address	Email	Phone
Faye Yoshihara Emeritus	37461 Soap Creek Rd Corvallis, OR 97330	fayeswcd@gmail.com	(h) 541-730-3797 (c) 503-358-3871
David Barron Associate	39005 Marys River Rd Blodgett, OR 97326	davidbarronlight@gmail.com	(h) 503-781-4691
Rana Foster Associate	980 SE Mason Place Corvallis, OR 97333	tweet37@juno.com	(h) 541-753-7944
Marcella Henkels Associate	7540 NE Pettibone Dr Corvallis, OR 97330	corvallisHenkels@msn.com	(h) 541-760-6970



Benton Soil and Water CONSERVATION DISTRICT

Benton Soil and Water Conservation District Directory

136 SW Washington Ave., Suite 201 Corvallis, OR 97333

Phone: (541) 753-7208

BSWCD Employees	Title	Email	Phone
Michael Ahr	Natural Resources Conservation Program Manager	michael@bentonswcd.org	(o) 541-753-7208 ext. 202
Holly Crosson	Executive Director	hcrosson@bentonswcd.org	(o) 541-753-7208 ext. 201 (cell) 541-231-2522
Linda Lovett	Operations Manager	llovett@bentonswcd.org	(o) 541-753-7208 ext. 200
Teresa Matteson	Resource Conservationist	tmatteson@bentonswcd.org	(o) 541-753-7208 ext. 204
Donna Schmitz	Resource Conservationist	dschmitz@bentonswcd.org	(o) 541-753-7208 ext. 203
NRCS Employees	Title	Email	Phone
Amy Kaiser	NRCS District Conservationist	amy.kaiser@or.usda.gov	(o) 541-801-2671

Monday, January 10, 2022; 6:00-6:55 PM
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BSWCD ANNUAL MEETING MINUTES

The Benton Soil and Water Conservation District held its Annual Meeting on Monday, January 10, 2022, from 6:00-7:10 p.m. via Zoom video conferencing. The purpose of the meeting was to present the annual report and audit for the fiscal year ending June 30, 2021. The theme of the meeting was Land Management for Wildfire. Approximately 30 people attended the meeting.

A regular Board meeting was held immediately after the annual meeting.

ANNUAL MEETING AGENDA

Time	Speaker	Topic
6:00-6:03 PM	Holly Crosson	Welcome and Land Acknowledgement
6:04-6:09 PM	Holly Crosson/Faye Yoshihara	Staff and Board Introductions and Farewells
6:10 PM	Jerry Paul	Financial Report
6:11-6:51 PM	Amanda Rau - Donna Schmitz introduces Amanda and explains process for Q&A	Land Management for Wildfire
6:51-7:10 PM	Donna Schmitz moderates with Michael Ahr as backup	Q&A
7:10 PM	Faye Yoshihara	Adjourn and thanks for coming
7:10-7:15 PM		Break before Board Meeting

Monday, January 10, 2022; 7:15 – 7:30 PM
Phone: 1-669-900-6833
Meeting ID: 844 6825 0202
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BOARD OF DIRECTORS MEETING MINUTES

In Attendance

Board Members Present: Kerry Hastings, Jerry Paul, Henry Storch, Grahm Trask, Eliza Mason

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

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

Others Present: Faye Yoshihara, Bob Morris, Amy Kaiser

Call to Order

[Paul] 7:17 pm

Introductions, Public Comments, Announcements, Additions/Changes to Agenda - none

CONSENT AGENDA

- **Approve draft board meeting Minutes – December 13, 2021:** Discussion: none
- **Approve Financials for 11/30/21:** Discussion: none
- **Adopt FY21 Audit Corrective Action Plan:** Discussion: none

MOTION to approve Consent Agenda: Grahm/Henry (vote 5/5)

REGULAR AGENDA

Director appointments: Bob Morris to Zone 2; Nate Johnson to At Large 1; Faye Yoshihara to Director Emeritus

MOTION/2nd: Storch/Hastings (Unanimous 5/5)

Oath of Office: Bob Morris, Nate Johnson

Jerry Paul administered the Oath of Office to Bob and Nate. Prior to the meeting, Linda mailed the Oath of Office form to Bob and Nate to sign and return.

Appoint Nate Johnson as Board Chair

MOTION/2nd: Paul/Morris (Unanimous 5/5)

Other Announcements

Jerry thanked Faye for her service and let Nate chair the rest of the meeting. Nate said he is honored to assume the chair position and appreciates the vote of confidence. He has enjoyed having one-on-one conversations with people over the past few weeks and anticipates a lot of interesting opportunities in the future. He is available if anyone wants to talk about ideas or problems. He has been impressed with what he has seen the district do in the year that he has been associate director, so he wanted to get more involved.

Nate encouraged directors to volunteer at the plant sale because it is a great experience and will help ease the burden on staff during this time of transition. He asked how things are going with it and Teresa said she is working on the sign-up process and rearranging order pickup. She will pre-fill orders for pickup on February 10 and 11. Holly added that we have contracts with Nick Cavagnaro and Heath Keirstead to help with the sale.

Meeting Adjourned

[Johnson] 7:30 pm

Benton SWCD Board Meeting

February 14, 2022

Financial Report

Period ending December 30, 2021

The closing balance in our Oregon LGIP account was \$1,063,981.38, dividend paid was \$409.06. The Fiscal YTD dividend paid was \$2,045.13. Our average monthly balance has been \$1,070,312.20, with a monthly distribution yield of 0.45%. The previous month's balance was \$723,879.42. We received a payment of \$8,902.18 in tax revenue from the Benton County Finance Department.

Both Citizens Bank accounts were reconciled, and all checks were accounted for. The total balance of the two accounts was \$115,177.22. The previous month's balance was \$159,619.96.

I did not receive a Credit Card statement for this time period.

The Stripe account was reconciled. The starting balance was \$1,234.03. The net balance change from activity was \$558.75, less fees of -\$4.31. Total payouts were \$0.00, leaving an ending balance of \$1,788.47.

Respectfully submitted,



Jerry Paul, Treasurer

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

	Dec 31, 21	Dec 31, 20	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
10100 - Citizens Bank	92,397.31	121,525.13	-29,127.82
10150 - Citizens Bank #2	5,035.21	5,886.81	-851.60
10200 - LGIP	1,079,292.72	1,071,978.26	7,314.46
10300 - Stripe	1,656.96	1,036.39	620.57
10800 - Petty Cash	24.00	24.00	0.00
Total Checking/Savings	1,178,406.20	1,200,450.59	-22,044.39
Accounts Receivable			
11400 - Grants Receivable	16,251.52	70,122.47	-53,870.95
Total Accounts Receivable	16,251.52	70,122.47	-53,870.95
Other Current Assets			
100-1050 CashDue to/from Bld Fnd	-103,200.00	-93,200.00	-10,000.00
100-1500 Due to/from Proj Fund	-102,910.93	-210,171.93	107,261.00
200-1080 CashDue to/from Gen Fnd	102,910.93	210,171.93	-107,261.00
400-1505 Due to/from BR Fund	103,200.00	93,200.00	10,000.00
13000 - Prepaid expenses-Audit	3,564.02	6,651.42	-3,087.40
Total Other Current Assets	3,564.02	6,651.42	-3,087.40
Total Current Assets	1,198,221.74	1,277,224.48	-79,002.74
Other Assets			
18400 - Property Tax Receivable-Audit	10,110.00	10,528.00	-418.00
Total Other Assets	10,110.00	10,528.00	-418.00
TOTAL ASSETS	1,208,331.74	1,287,752.48	-79,420.74
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
20000 - General Accounts Payable	1,117.99	1,600.14	-482.15
20100 - Project Accts Payable	750.00	13,090.38	-12,340.38
Total Accounts Payable	1,867.99	14,690.52	-12,822.53
Credit Cards			
22000 - CITIZENS BANK MASTER CARD			
22200 - Holly's CC - 2995	720.60	418.99	301.61
22300 - Donna's CC - 3001	0.00	349.97	-349.97
22400 - Teresa's CC - 3019	30.22	124.99	-94.77
22500 - Heath's CC - 3027	30.99	297.40	-266.41
22520 - Linda's CC - 5980	587.70	101.94	485.76
Total 22000 - CITIZENS BANK MASTER CARD	1,369.51	1,293.29	76.22
Total Credit Cards	1,369.51	1,293.29	76.22
Other Current Liabilities			
24000 - PAYROLL LIABILITIES			
24010 - 941 Account	6,804.68	5,747.20	1,057.48
24020 - Oregon Withholding	1,785.00	1,502.00	283.00

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

	Dec 31, 21	Dec 31, 20	\$ Change
24030 · OR-WBF SUTA	589.34	280.16	309.18
24040 · Medical Employee	0.00	856.04	-856.04
24050 · Medical Employer	0.00	4,055.95	-4,055.95
24060 · 457b Contributions	0.00	3,171.95	-3,171.95
Total 24000 · PAYROLL LIABILITIES	9,179.02	15,613.30	-6,434.28
25800 · Deferred Revenue Grants-Audit	129,142.13	231,254.56	-102,112.43
25810 · Deferred Revenue Donations	246.72	0.00	246.72
25850 · Deferred Revenue - NPS Presales	29,044.10	23,829.68	5,214.42
Total Other Current Liabilities	167,611.97	270,697.54	-103,085.57
Total Current Liabilities	170,849.47	286,681.35	-115,831.88
Long Term Liabilities			
27050 · Deferred Revenue Taxes -Audit	8,261.09	8,440.09	-179.00
Total Long Term Liabilities	8,261.09	8,440.09	-179.00
Total Liabilities	179,110.56	295,121.44	-116,010.88
Equity			
31100 · Building Reserve Fund Balance	103,200.00	93,200.00	10,000.00
31200 · Project Fund Balance	10,210.00	10,210.00	0.00
32000 · General Fund Balance	666,461.80	604,005.70	62,456.10
Net Income	249,349.38	285,215.34	-35,865.96
Total Equity	1,029,221.18	992,631.04	36,590.14
TOTAL LIABILITIES & EQUITY	1,208,331.74	1,287,752.48	-79,420.74

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

	Building Reserve	General Fund	Project Fund	TOTAL
Ordinary Income/Expense				
Income				
43300 - Grant/Project Administration	0.00	0.00	102,629.39	102,629.39
44535 - Taxes Levied	0.00	458,201.27	0.00	458,201.27
44540 - ODA Operations	0.00	26,372.00	0.00	26,372.00
44545 - ODA Tech, LMA & Scope of Worl	0.00	30,767.37	0.00	30,767.37
45000 - Interest Income	0.00	2,196.61	0.00	2,196.61
46430 - MISCELLANEOUS	0.00	2,651.11	0.00	2,651.11
47200 - CREP, SQP-Fee for Services	0.00	4,576.00	0.00	4,576.00
47400 - Native Plant Sale Income	0.00	3,611.50	0.00	3,611.50
48000 - TRANSFERS IN	5,000.00	8,858.07	0.00	13,858.07
Total Income	5,000.00	537,233.93	102,629.39	644,863.32
Gross Profit	5,000.00	537,233.93	102,629.39	644,863.32
Expense				
60000 - MATERIALS & SERVICES	0.00	63,576.50	0.00	63,576.50
66000 - PAYROLL EXPENSES	0.00	223,323.73	13,225.55	236,549.28
68000 - PROJECTS-SVC-SUPP-MATERIA	0.00	0.00	81,530.09	81,530.09
69400 - TRANSFERS OUT	0.00	5,000.00	8,858.07	13,858.07
Total Expense	0.00	291,900.23	103,613.71	395,513.94
Net Ordinary Income	5,000.00	245,333.70	-984.32	249,349.38
Net Income	5,000.00	245,333.70	-984.32	249,349.38

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

	Building Reserve	General Fund	Project Fund	TOTAL
Ordinary Income/Expense				
Income				
43300 · Grant/Project Administration	0.00	0.00	102,629.39	102,629.39
44535 · Taxes Levied	0.00	458,201.27	0.00	458,201.27
44540 · ODA Operations	0.00	26,372.00	0.00	26,372.00
44545 · ODA Tech, LMA & Scope of Work	0.00	30,767.37	0.00	30,767.37
45000 · Interest Income	0.00	2,196.61	0.00	2,196.61
46430 · MISCELLANEOUS				
46432 · Contributions	0.00	674.00	0.00	674.00
46490 · Adjustment Account - Audit	0.00	1,977.11	0.00	1,977.11
Total 46430 · MISCELLANEOUS	0.00	2,651.11	0.00	2,651.11
47200 · CREP, SQP-Fee for Services	0.00	4,576.00	0.00	4,576.00
47400 · Native Plant Sale Income	0.00	3,611.50	0.00	3,611.50
48000 · TRANSFERS IN				
48100 · Building Reserve Fund	5,000.00	0.00	0.00	5,000.00
48400 · Transfer Admin from Project Fd	0.00	8,858.07	0.00	8,858.07
Total 48000 · TRANSFERS IN	5,000.00	8,858.07	0.00	13,858.07
Total Income	5,000.00	537,233.93	102,629.39	644,863.32
Gross Profit				
	5,000.00	537,233.93	102,629.39	644,863.32
Expense				
60000 · MATERIALS & SERVICES				
61300 · CONFERENCES AND TRAINING				
61330 · Registration	0.00	1,568.00	0.00	1,568.00
Total 61300 · CONFERENCES AND TRAINING	0.00	1,568.00	0.00	1,568.00
61500 · COMMUNITY CONSERVATION PROGRAMS				
61510 · Conservation Education (Youth)	0.00	5,762.97	0.00	5,762.97
61520 · Conservation Incentive Program	0.00	2,000.00	0.00	2,000.00
61540 · Native Plant Sale	0.00	2,734.04	0.00	2,734.04
61570 · Soil Quality Program	0.00	1,981.27	0.00	1,981.27
61585 · Conservation Leadership - EDI	0.00	1,600.00	0.00	1,600.00
Total 61500 · COMMUNITY CONSERVATION PROGRAMS	0.00	14,078.28	0.00	14,078.28
62100 · CONTRACTED AND PROF SERVICES				
62115 · Audit	0.00	3,750.00	0.00	3,750.00
62120 · Computer Support	0.00	449.70	0.00	449.70
62130 · PROFESSIONAL SERVICES				
62140 · Legal	0.00	200.00	0.00	200.00
62150 · Accounting	0.00	9,323.38	0.00	9,323.38
62160 · Facilitation	0.00	2,000.00	0.00	2,000.00
62170 · Web Design, Logo - Marketing	0.00	1,219.00	0.00	1,219.00
Total 62130 · PROFESSIONAL SERVICES	0.00	12,742.38	0.00	12,742.38
62190 · Misc Contracted Services	0.00	3,450.00	0.00	3,450.00
Total 62100 · CONTRACTED AND PROF SERVICES	0.00	20,392.08	0.00	20,392.08
62300 · Dues/Subscriptions/Fees	0.00	5,212.55	0.00	5,212.55

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

	Building Reserve	General Fund	Project Fund	TOTAL
62800 · OFFICE OCCUPANCY				
62820 · Rent & Parking	0.00	13,084.50	0.00	13,084.50
62830 · Utilities	0.00	2,520.76	0.00	2,520.76
Total 62800 · OFFICE OCCUPANCY	0.00	15,605.26	0.00	15,605.26
65000 · SUPPLIES AND MATERIALS				
65010 · COPIER AND SUPPLIES				
65014 · Lease	0.00	928.67	0.00	928.67
Total 65010 · COPIER AND SUPPLIES	0.00	928.67	0.00	928.67
65030 · Office Supplies	0.00	1,358.31	0.00	1,358.31
65050 · Software/Computer Accessories	0.00	909.00	0.00	909.00
Total 65000 · SUPPLIES AND MATERIALS	0.00	3,195.98	0.00	3,195.98
65110 · PRODUCTION COSTS				
65112 · Advertising and Website	0.00	156.72	0.00	156.72
Total 65110 · PRODUCTION COSTS	0.00	156.72	0.00	156.72
65120 · Insurance & Fidelity Bond	0.00	2,468.97	0.00	2,468.97
65320 · Mileage/travel related expenses	0.00	724.76	0.00	724.76
65400 · Meetings & Events	0.00	173.90	0.00	173.90
Total 60000 · MATERIALS & SERVICES	0.00	63,576.50	0.00	63,576.50
66000 · PAYROLL EXPENSES				
66200 · Wages	0.00	170,830.35	10,376.50	181,206.85
66410 · Health, Dental & Life Insurance	0.00	29,756.37	1,781.66	31,538.03
66420 · Retirement	0.00	8,873.17	162.16	9,035.33
66500 · Payroll Taxes				
66510 · FICA Employer	0.00	12,630.54	792.14	13,422.68
66520 · SUTA	0.00	1,099.07	109.83	1,208.90
66530 · OR-WBF	0.00	53.23	3.26	56.49
Total 66500 · Payroll Taxes	0.00	13,782.84	905.23	14,688.07
66800 · Fees	0.00	81.00	0.00	81.00
Total 66000 · PAYROLL EXPENSES	0.00	223,323.73	13,225.55	236,549.28
68000 · PROJECTS-SVC-SUPP-MATERIALS				
68010 · Project Contracted Services	0.00	0.00	58,956.09	58,956.09
68020 · Project Mileage & Travel	0.00	0.00	132.72	132.72
68040 · Project Supplies & Materials	0.00	0.00	22,441.28	22,441.28
Total 68000 · PROJECTS-SVC-SUPP-MATERIALS	0.00	0.00	81,530.09	81,530.09
69400 · TRANSFERS OUT				
69410 · Trf GF to Building Reserve Fd	0.00	5,000.00	0.00	5,000.00
69440 · Trf PF to General Fund	0.00	0.00	8,858.07	8,858.07
Total 69400 · TRANSFERS OUT	0.00	5,000.00	8,858.07	13,858.07
Total Expense	0.00	291,900.23	103,613.71	395,513.94
Net Ordinary Income	5,000.00	245,333.70	-984.32	249,349.38
Net Income	5,000.00	245,333.70	-984.32	249,349.38

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

	Jul - Dec 21	Jul - Dec 20	\$ Change
Ordinary Income/Expense			
Income			
43300 · Grant/Project Administration	102,629.39	157,000.75	-54,371.36
44535 · Taxes Levied	458,201.27	437,982.78	20,218.49
44540 · ODA Operations	26,372.00	24,994.75	1,377.25
44545 · ODA Tech, LMA & Scope of Work	30,767.37	43,741.89	-12,974.52
45000 · Interest Income	2,196.61	3,628.31	-1,431.70
46430 · MISCELLANEOUS			
46432 · Contributions	674.00	1,050.00	-376.00
46440 · Refunds and Reimbursements	0.00	7,246.55	-7,246.55
46490 · Adjustment Account - Audit	1,977.11	0.00	1,977.11
Total 46430 · MISCELLANEOUS	2,651.11	8,296.55	-5,645.44
47200 · CREP, SQP-Fee for Services	4,576.00	7,248.00	-2,672.00
47400 · Native Plant Sale Income	3,611.50	2,374.00	1,237.50
48000 · TRANSFERS IN			
48100 · Building Reserve Fund	5,000.00	10,000.00	-5,000.00
48400 · Transfer Admin from Project Fd	8,858.07	13,752.40	-4,894.33
Total 48000 · TRANSFERS IN	13,858.07	23,752.40	-9,894.33
Total Income	644,863.32	709,019.43	-64,156.11
Gross Profit	644,863.32	709,019.43	-64,156.11
Expense			
60000 · MATERIALS & SERVICES			
61300 · CONFERENCES AND TRAINING			
61330 · Registration	1,568.00	2,050.00	-482.00
61340 · Training and Education Material	0.00	199.96	-199.96
Total 61300 · CONFERENCES AND TRAINING	1,568.00	2,249.96	-681.96
61500 · COMMUNITY CONSERVATION PROGRAMS			
61510 · Conservation Education (Youth)	5,762.97	1,500.00	4,262.97
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	2,734.04	1,565.89	1,168.15
61570 · Soil Quality Program	1,981.27	336.49	1,644.78
61585 · Conservation Leadership - EDI	1,600.00	60.00	1,540.00
Total 61500 · COMMUNITY CONSERVATION PRO	14,078.28	4,465.12	9,613.16
62100 · CONTRACTED AND PROF SERVICES			
62115 · Audit	3,750.00	4,750.00	-1,000.00
62120 · Computer Support	449.70	600.60	-150.90
62130 · PROFESSIONAL SERVICES			
62140 · Legal	200.00	2,050.00	-1,850.00
62150 · Accounting	9,323.38	10,701.96	-1,378.58
62160 · Facilitation	2,000.00	0.00	2,000.00
62170 · Web Design, Logo - Marketing	1,219.00	388.00	831.00
Total 62130 · PROFESSIONAL SERVICES	12,742.38	13,139.96	-397.58
62190 · Misc Contracted Services	3,450.00	0.00	3,450.00

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

	Jul - Dec 21	Jul - Dec 20	\$ Change
Total 62100 · CONTRACTED AND PROF SERVICE	20,392.08	18,490.56	1,901.52
62300 · Dues/Subscriptions/Fees	5,212.55	4,929.72	282.83
62800 · OFFICE OCCUPANCY			
62810 · Alarm & Janitorial Services	0.00	886.24	-886.24
62820 · Rent & Parking	13,084.50	23,181.62	-10,097.12
62830 · Utilities	2,520.76	6,087.99	-3,567.23
Total 62800 · OFFICE OCCUPANCY	15,605.26	30,155.85	-14,550.59
65000 · SUPPLIES AND MATERIALS			
65010 · COPIER AND SUPPLIES			
65012 · Copies	0.00	376.45	-376.45
65014 · Lease	928.67	1,017.50	-88.83
Total 65010 · COPIER AND SUPPLIES	928.67	1,393.95	-465.28
65020 · Equipment	0.00	189.99	-189.99
65030 · Office Supplies	1,358.31	707.51	650.80
65040 · Postage	0.00	176.04	-176.04
65050 · Software/Computer Accessories	909.00	429.97	479.03
Total 65000 · SUPPLIES AND MATERIALS	3,195.98	2,897.46	298.52
65110 · PRODUCTION COSTS			
65112 · Advertising and Website	156.72	275.84	-119.12
65116 · Newsletters	0.00	293.39	-293.39
65118 · Publications	0.00	325.00	-325.00
Total 65110 · PRODUCTION COSTS	156.72	894.23	-737.51
65120 · Insurance & Fidelity Bond	2,468.97	1,919.13	549.84
65160 · Miscellaneous	0.00	75.00	-75.00
65320 · Mileage/travel related expenses	724.76	250.60	474.16
65400 · Meetings & Events	173.90	57.94	115.96
Total 60000 · MATERIALS & SERVICES	63,576.50	66,385.57	-2,809.07
66000 · PAYROLL EXPENSES			
66200 · Wages	181,206.85	172,320.21	8,886.64
66410 · Health, Dental & Life Insurance	31,538.03	27,696.37	3,841.66
66420 · Retirement	9,035.33	11,213.57	-2,178.24
66500 · Payroll Taxes			
66510 · FICA Employer	13,422.68	12,789.56	633.12
66520 · SUTA	1,208.90	539.33	669.57
66530 · OR-WBF	56.49	56.96	-0.47
Total 66500 · Payroll Taxes	14,688.07	13,385.85	1,302.22
66800 · Fees	81.00	81.00	0.00
Total 66000 · PAYROLL EXPENSES	236,549.28	224,697.00	11,852.28
68000 · PROJECTS-SVC-SUPP-MATERIALS			
68010 · Project Contracted Services	58,956.09	107,648.55	-48,692.46
68020 · Project Mileage & Travel	132.72	820.57	-687.85
68040 · Project Supplies & Materials	22,441.28	500.00	21,941.28
Total 68000 · PROJECTS-SVC-SUPP-MATERIALS	81,530.09	108,969.12	-27,439.03
69400 · TRANSFERS OUT			

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

	Jul - Dec 21	Jul - Dec 20	\$ Change
69410 · Trf GF to Building Reserve Fd	5,000.00	10,000.00	-5,000.00
69440 · Trf PF to General Fund	8,858.07	13,752.40	-4,894.33
Total 69400 · TRANSFERS OUT	13,858.07	23,752.40	-9,894.33
Total Expense	395,513.94	423,804.09	-28,290.15
Net Ordinary Income	249,349.38	285,215.34	-35,865.96
Net Income	249,349.38	285,215.34	-35,865.96

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

	Jul - Dec 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
43000 · Beginning Balance	0.00	576,051.00	-576,051.00	0.0%
44530 · Benton County Public Works	0.00	5,000.00	-5,000.00	0.0%
44535 · Taxes Levied	458,201.27	470,000.00	-11,798.73	97.49%
44540 · ODA Operations	26,372.00	26,372.00	0.00	100.0%
44545 · ODA Tech, LMA & Scope of Work	30,767.37	61,535.00	-30,767.63	50.0%
45000 · Interest Income	2,196.61	4,500.00	-2,303.39	48.81%
46430 · MISCELLANEOUS				
46432 · Contributions	674.00			
46490 · Adjustment Account - Audit	1,977.11			
46430 · MISCELLANEOUS - Other	0.00	7,250.00	-7,250.00	0.0%
Total 46430 · MISCELLANEOUS	2,651.11	7,250.00	-4,598.89	36.57%
47200 · CREP, SQP-Fee for Services	4,576.00	4,000.00	576.00	114.4%
47400 · Native Plant Sale Income	3,611.50	20,000.00	-16,388.50	18.06%
48000 · TRANSFERS IN				
48400 · Transfer Admin from Project Fd	8,858.07	43,110.00	-34,251.93	20.55%
Total 48000 · TRANSFERS IN	8,858.07	43,110.00	-34,251.93	20.55%
Total Income	537,233.93	1,217,818.00	-680,584.07	44.11%
Gross Profit	537,233.93	1,217,818.00	-680,584.07	44.11%
Expense				
60000 · MATERIALS & SERVICES				
61300 · CONFERENCES AND TRAINING				
61330 · Registration	1,568.00			
61300 · CONFERENCES AND TRAIN	0.00	12,000.00	-12,000.00	0.0%
Total 61300 · CONFERENCES AND TRA	1,568.00	12,000.00	-10,432.00	13.07%
61500 · COMMUNITY CONSERVATION PROGRAMS				
61510 · Conservation Education (Yo	5,762.97	8,200.00	-2,437.03	70.28%
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	2,734.04	20,000.00	-17,265.96	13.67%
61560 · Scholarships/Internships	0.00	600.00	-600.00	0.0%
61570 · Soil Quality Program	1,981.27	3,000.00	-1,018.73	66.04%
61585 · Conservation Leadership - E	1,600.00	2,000.00	-400.00	80.0%
Total 61500 · COMMUNITY CONSERVA	14,078.28	39,800.00	-25,721.72	35.37%
62100 · CONTRACTED AND PROF SERVICES				
62115 · Audit	3,750.00	5,000.00	-1,250.00	75.0%
62120 · Computer Support	449.70	4,000.00	-3,550.30	11.24%
62130 · PROFESSIONAL SERVICES				
62140 · Legal	200.00			
62150 · Accounting	9,323.38			
62160 · Facilitation	2,000.00	12,000.00	-10,000.00	16.67%
62170 · Web Design, Logo - Mart	1,219.00			

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

	Jul - Dec 21	Budget	\$ Over Budget	% of Budget
62130 · PROFESSIONAL SERVIC	0.00	31,020.00	-31,020.00	0.0%
Total 62130 · PROFESSIONAL SERV	12,742.38	43,020.00	-30,277.62	29.62%
62190 · Misc Contracted Services	3,450.00	5,750.00	-2,300.00	60.0%
Total 62100 · CONTRACTED AND PROF	20,392.08	57,770.00	-37,377.92	35.3%
62300 · Dues/Subscriptions/Fees	5,212.55	13,000.00	-7,787.45	40.1%
62800 · OFFICE OCCUPANCY				
62810 · Alarm & Janitorial Services	0.00	1,500.00	-1,500.00	0.0%
62820 · Rent & Parking	13,084.50	27,000.00	-13,915.50	48.46%
62830 · Utilities	2,520.76	5,900.00	-3,379.24	42.73%
62840 · Other	0.00	1,000.00	-1,000.00	0.0%
Total 62800 · OFFICE OCCUPANCY	15,605.26	35,400.00	-19,794.74	44.08%
65000 · SUPPLIES AND MATERIALS				
65010 · COPIER AND SUPPLIES				
65014 · Lease	928.67			
65010 · COPIER AND SUPPLIES	0.00	3,500.00	-3,500.00	0.0%
Total 65010 · COPIER AND SUPPLIE	928.67	3,500.00	-2,571.33	26.53%
65020 · Equipment	0.00	5,000.00	-5,000.00	0.0%
65030 · Office Supplies	1,358.31	2,500.00	-1,141.69	54.33%
65040 · Postage	0.00	1,000.00	-1,000.00	0.0%
65050 · Software/Computer Accesso	909.00	3,000.00	-2,091.00	30.3%
Total 65000 · SUPPLIES AND MATERIAL	3,195.98	15,000.00	-11,804.02	21.31%
65110 · PRODUCTION COSTS				
65112 · Advertising and Website	156.72	1,500.00	-1,343.28	10.45%
65114 · Merchandise	0.00	1,000.00	-1,000.00	0.0%
65116 · Newsletters	0.00	3,000.00	-3,000.00	0.0%
65118 · Publications	0.00	500.00	-500.00	0.0%
Total 65110 · PRODUCTION COSTS	156.72	6,000.00	-5,843.28	2.61%
65120 · Insurance & Fidelity Bond	2,468.97	4,500.00	-2,031.03	54.87%
65160 · Miscellaneous	0.00	1,000.00	-1,000.00	0.0%
65320 · Mileage/travel related expenses	724.76	4,000.00	-3,275.24	18.12%
65400 · Meetings & Events	173.90	4,000.00	-3,826.10	4.35%
Total 60000 · MATERIALS & SERVICES	63,576.50	192,470.00	-128,893.50	33.03%
66000 · PAYROLL EXPENSES				
66200 · Wages	170,830.35	352,467.00	-181,636.65	48.47%
66410 · Health, Dental & Life Insurance	29,756.37	58,996.00	-29,239.63	50.44%
66420 · Retirement	8,873.17	19,075.00	-10,201.83	46.52%
66500 · Payroll Taxes				
66510 · FICA Employer	12,630.54			
66520 · SUTA	1,099.07			
66530 · OR-WBF	53.23			
66500 · Payroll Taxes - Other	0.00	30,851.00	-30,851.00	0.0%
Total 66500 · Payroll Taxes	13,782.84	30,851.00	-17,068.16	44.68%
66800 · Fees	81.00			

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

	Jul - Dec 21	Budget	\$ Over Budget	% of Budget
Total 66000 · PAYROLL EXPENSES	223,323.73	461,389.00	-238,065.27	48.4%
69100 · Capital Outlay	0.00	5,000.00	-5,000.00	0.0%
69200 · Contingency	0.00	40,000.00	-40,000.00	0.0%
69400 · TRANSFERS OUT				
69410 · Trf GF to Building Reserve Fd	5,000.00	5,000.00	0.00	100.0%
Total 69400 · TRANSFERS OUT	5,000.00	5,000.00	0.00	100.0%
69600 · Reserved for Future Expenditure	0.00	233,959.00	-233,959.00	0.0%
69800 · Unappropriated Fund Balance	0.00	280,000.00	-280,000.00	0.0%
Total Expense	291,900.23	1,217,818.00	-925,917.77	23.97%
Net Ordinary Income	245,333.70	0.00	245,333.70	100.0%
Net Income	245,333.70	0.00	245,333.70	100.0%

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

	Jul - Dec 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
43300 · Grant/Project Administration	102,629.39	494,267.00	-391,637.61	20.76%
Total Income	102,629.39	494,267.00	-391,637.61	20.76%
Gross Profit	102,629.39	494,267.00	-391,637.61	20.76%
Expense				
66000 · PAYROLL EXPENSES				
66200 · Wages	10,376.50	37,174.00	-26,797.50	27.91%
66410 · Health, Dental & Life Insurance	1,781.66	8,746.00	-6,964.34	20.37%
66420 · Retirement	162.16	1,487.00	-1,324.84	10.91%
66500 · Payroll Taxes				
66510 · FICA Employer	792.14	0.00	792.14	100.0%
66520 · SUTA	109.83	0.00	109.83	100.0%
66530 · OR-WBF	3.26	0.00	3.26	100.0%
66500 · Payroll Taxes - Other	0.00	4,106.00	-4,106.00	0.0%
Total 66500 · Payroll Taxes	905.23	4,106.00	-3,200.77	22.05%
Total 66000 · PAYROLL EXPENSES	13,225.55	51,513.00	-38,287.45	25.67%
68000 · PROJECTS-SVC-SUPP-MATERIALS				
68010 · Project Contracted Services	58,956.09	0.00	58,956.09	100.0%
68020 · Project Mileage & Travel	132.72	0.00	132.72	100.0%
68040 · Project Supplies & Materials	22,441.28	0.00	22,441.28	100.0%
68000 · PROJECTS-SVC-SUPP-MATERIAL	0.00	399,644.00	-399,644.00	0.0%
Total 68000 · PROJECTS-SVC-SUPP-MATERI	81,530.09	399,644.00	-318,113.91	20.4%
69400 · TRANSFERS OUT				
69440 · Trf PF to General Fund	8,858.07	43,110.00	-34,251.93	20.55%
Total 69400 · TRANSFERS OUT	8,858.07	43,110.00	-34,251.93	20.55%
Total Expense	103,613.71	494,267.00	-390,653.29	20.96%
Net Ordinary Income	-984.32	0.00	-984.32	100.0%
Net Income	-984.32	0.00	-984.32	100.0%

Dec 2021 Qtrly All Grant Projects Financial Report.xlsx

Project Name	Grant #	Funding Agency	Start Date	End Date	Status	Final Report Due Date	Fund Amount	(INCOME) Received to	Earned Income to	(EXPENSES) Spent to	Grant Receivabl	Remaining balance to	Grant Manager	Grant Report Dates	How grant funds are received	Admin Expected	Admin Earned	Admin Remaining
Effectiveness Monitoring WAHWG	2009-012-00	BPA	6/1/2020	5/31/2021	Open		157,527	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	6,087	6,087	21,655	0	MA	Interim Report: 1/1/2021 & 1/1/2022. Final Report 2/15/2023	100% of funds at beginning of grant	2,522	553	1,969
State of the River Synthesis	20010715	MMT	2/1/2020	10/31/2022	Open	3/15/2022	80,000	80,000	39,142	39,142	40,858	0	MA	Interim 2/1/2021 & Final 11/30/2022	100% of funds at beginning of grant	12,000	5,158	6,842
Willamette Mainstem Restoration Opportunities and Strategies for Engagement	20100515	MMT	11/1/2020	4/30/2023	Open	6/30/2023	70,164	70,164	3,938	3,938	66,226	0	MA	5/15/21 & 6/30/23	100% of funds at beginning of grant	6,379	358	6,021
Willamette River Aquatic Weed Management Phase 7	2020-33-010	ODA-OSWB	2/28/2020	9/30/2021	Open	6/30/2021	27,719	13,860	22,733	22,733	-8,873	13,860	MA		*50% of funds received at start of grant *25% of funds are received after interim grant report submitted and approved by ODA *final funds are received after final grant report submitted and approved by ODA	2,520	2,067	453
Purge the Spurge! EDRR and Community Outreach	2020-33-011	ODA-OSWB	2/28/2020	9/30/2021	Open	11/29/2021	8,808	6,606	7,870	7,870	-1,264	2,202	MA		*50% of funds received at start of grant *25% of funds are received after interim grant report submitted and approved by ODA *final funds are received after final grant report submitted and approved by ODA	801	715	86
Fackrell Soil & Water Imp	09-20-002	OWEB	12/5/2020	10/16/2022	Open	12/16/2022	10,123	2,370	2,370	2,370	0	7,753	DS	12/16/2022, 10/16/2024	no funds received at start of grant; funds received by reimbursement of invoices/receipts submitted by BWCD two times total; OWEB holds last 10% of funds until they receive and approve of Final Report.	1,012	215	797
Carson Riparian Buffer Access Control	09-20-003	OWEB	3/18/2021	1/26/2023	Open	3/26/2023	14,889	13,400	13,400	13,400	0	1,489	DS	3/26/2023, 3/26/2025	no funds received at start of grant; funds received by reimbursement of invoices/receipts submitted by BSWCD two times total (including final); OWEB holds last 10% of funds until they receive and approve of Final Report at end of grant.	1,353	1,218	135
100 Acre Wood Habitat Project - Plant Establishment	217-3002-14131	OWEB	10/25/2016	6/30/2022	Open	8/30/2022	25,278	14,910	14,910	15,101	-191	10,368	DS	Project completion only	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	2,298	1,545	753
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

Dec 2021 Qtrly All Grant Projects Financial Report.xlsx

Project Name	Grant #	Funding Agency	Start Date	End Date	Status	Final Report Due Date	Fund Amount	(INCOME) Received to	Earned Income to	(EXPENSES) Spent to	Grant Receivabl	Remaining balance to	Grant Manager	Grant Report Dates	How grant funds are received	Admin Expected	Admin Earned	Admin Remaining
2019 Supplemental Data Collection for WFIP Effectiveness Monitoring (Phase 3)	218-8390-17212	OWEB	2/4/2020	12/31/2021	Open	2/28/2022	100,000	57,791	57,791	57,930	-139	42,209	MA	Interim Report: 12/31/2020 & Final Report: 2/28/2022	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	9,091	5,266	3,825
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	1,936	3,431	3,431	-1,495	44,031	TM	Reports are submitted with Request for release of Funds; Final report due within 60 days of 6/15/2023 with final Request for release of Funds.	Fund requests (OWEB website/manage your grant/payments & budget. Request for Release of Funds form). Submit expense tracking spreadsheet for all OWEB expenses and approval of receipts or invoices for amounts \$250 or more (excluding admin). Final 10% payment after completion report approval.	4,179	312	3,867
J2E RTR Project	220-3303-17504	OWEB	4/22/2020	6/30/2025	Open	6/30/2025	239,915	44,035	44,035	44,035	0	195,881	DS	6/30/2028 and 6/30/2030		23,084	4,003	19,081
Willamette FIP Effectiveness Monitoring Program Phase 4: Data Collection 2020-2021 and Reporting	220-8201-17233	OWEB	1/1/2020	12/31/2022	Open	2/28/2023	119,988	89,344	89,344	89,998	-655	30,644	MA	Interim Report: 6/30/2021 & Final Report: 2/28/2023	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	10,908	8,182	2,726
Regenerative Landscape Project		Donation			Open		2,980	2,980	2,577	2,577	403	0	TM			0	0	0
Total							1,184,083	763,003				421,080					50,402	52,793

NOTICE OF DESIGNATION
OF SPECIAL DISTRICT
REGISTERED OFFICE AND REGISTERED AGENT

I, Jerry L. Paul, Treasurer of the Board of this District, a municipal corporation, organized under the provisions of ORS Chapter 198, certify that:

1. Pursuant to a resolution of the District Board, duly adopted, the registered office of this district is:

136 SW Washington Ave, Ste 201; Corvallis, Oregon 97333

(Street Address of Registered Office, City, Zip)

2. The registered agent in Oregon at such registered office is:

Nathan Johnson

(Name of Registered Agent)

IN WITNESS WHEREOF, this district has caused this instrument to be executed in its name by the Treasurer of the Board of the District this 26 day of JAN, 2022.

Benton Soil and Water Conservation District

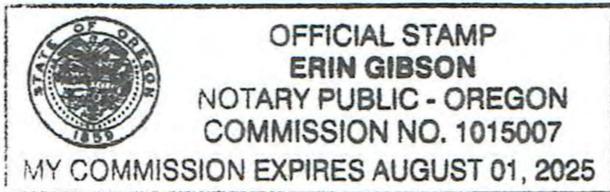
(Name of District)

By: [Signature]

Treasurer of the Board

STATE OF OREGON)
County of Benton) ss.

Signed before me on 11/26/2022 by Jerry L Paul



[Signature]
Notary Public - Oregon
My Commission Expires: August 01, 2025

INSTRUCTIONS: A new form must be filed each time a change is made in either the registered agent or the registered office. There is no fee for filing this form. Please send the form to:

Secretary of State
Archives Division
800 Summer St. NE
Salem, OR 97310

SIGNED THIS 14th day of February 2022
Benton Soil and Water Conservation District
Entity Name
Benton SWCD Board of Directors
Governing Body



FY2022-2023 BUDGET CALENDAR

Budget Year: July 1, 2022 - June 30, 2023

Proposed Budget Prepared.....May 16, 2022

Publish first notice of Budget Committee Meeting.....May 9, 2022
(Submit by May 2 to Gazette Times – notice must appear 5 to 30 days before the meeting)

Publish second notice of Budget Committee Meeting.....May 9, 2022
(post on website for at least the 10 days before the meeting)

Budget Committee Meeting.....May 23, 2022
6:00-7:15 pm Virtual Meeting through Zoom Video Conference or Call-In
Approve Budget and Set Tax Rate or reconvene as agreed to by committee

Publish notice of 2nd Budget Committee Meeting (if needed).....per public meeting law

Second Budget Committee Meeting (if needed)May 30, 2022

Publish Budget Hearing Notice..... May 30, 2022
(Submit by May 23 – notice must appear 5 to 30 days before the hearing)

Hold Budget Hearing.....June 13, 2022

Enact Resolutions.....June 13, 2022
*Includes: Adopt budget, make appropriations,
Declare the tax levy by fund, and categorize the levy*

Certify Tax to Assessor.....by July 15, 2022

Budget (LB forms) to Benton County Clerk.....by September 30, 2022

NOTE: This budget calendar is based on Oregon Local Budget Requirements. Oregon law requires two notices for the budget committee meeting: only one in the newspaper if the notice is also posted on the website (ORS 294 421). The paper of record for Benton Soil and Water Conservation District is The Corvallis Gazette-Times.



Benton Soil and Water CONSERVATION DISTRICT

Date: January 31, 2022

To: Benton SWCD Directors

From: Holly Crosson, Executive Director

Re: January 2022 Monthly Report for February 2022 Board Packet

STRATEGIC PLANNING (SP)

- Met with strategic planning steering committee.
- Met with Amy Stork via phone about SP logistics; conducted 1.5 hour zoom interview with Amy. Having 2nd interview on 2/9.
- Sent email invitations and Doodle poll to 15 key partners for SP focus groups and SP phone interviews to be held Jan-March. Lots of logistical follow up.
- Sent additional background documents to Amy to help with planning.

THE CONFLUENCE

- No activity. Earliest completion date is 2024 but that is likely to stretch out.

COVID-19

- Conducted legal review of Covid language for our volunteer agreement and waiver.
- Worked with Linda on Covid policy changes. Reviewed policy updates from Centers for Disease Control (CDC) and Oregon Health Authority (OHA).

SAFETY/OSHA/IT Security

- Worked with Advantage Computing (AC) to make sure anti-virus software was updated (now using BitDefender; removed Kaspersky).
- Dealt with a whole host of computer updates, repairs, and new equipment needs. With Terry gone, now working with Jim, Diane, and Austen at AC.
- Discussed cybersecurity training needs for staff.

DEIJ

- Communicated with Confluence members about 2nd Tuesday Equity Group meetings; followed up with board/staff.

PROGRAMS/PROJECTS/PARTNERSHIPS

- Michael and I met with Kristen Larson of Luckiamute Watershed Council to brainstorm about future collaborations; assisted LWC with board recruitment.
- Assisted Michael and Teresa with 3 Native Plant Sale personal services contracts: Davis Family Farm, Heath Keirstead, and Nick Cavagnaro.

- Reviewed our website and made a list of all the critical updates needed and communicated with our web designer about getting those updates completed. We have a contract with retainer through June 30, 2022.
- Reviewed/distributed S. Corvallis Urban Renewal District Annual Report.
- Revised BSWD's Volunteer Agreement.
- Checked Heath's emails daily and followed up as necessary.
- Communicated about the future of Bee Buddies with Faye/Jerry.
- Signed up for an online subscription to the Gazette Times for the District so we can all stay current on local issues. Directors, please let me or Linda know if you would like access to this subscription.

FISCAL

- Developed FY23 Budget Calendar.
- Completed Audit Action Plan for Secretary of State.
- Tracked ACH deposits for grant payments and distributed reports to Jenny and appropriate project management staff.
- Reviewed/authorized/completed/submitted: staff timesheets, payroll, invoices, CIRs (check issuance requests), EFTs (electronic funds transfers) for bill payment, fiscal admin and accounting on grants, journal entry approvals, monthly financial reports, checks, credit card accounts, bank statements, account reconciliations, bank deposits, and LGIP balance.
- Held weekly meetings with bookkeeper.

PERSONNEL

- **HR Answers Compensation and Pay Equity Study:** follow up with HRA on pay ranges for positions.
- Heath's last day was 1/3 so worked on her final paycheck and other "separation from service" details. Began writing new job description for open position.
- Had weekly check-in meetings with Linda.
- Had two check-in meetings with Michael. Shared Local Budget training info from Dept. of Revenue so Michael can learn about municipal budgeting.
- Participated in weekly Zoom staff meetings.
- Took a week off and didn't answer the work cell phone or check emails!

BOARD

- Hosted our Annual Meeting along with Faye, Jerry, and staff. Attended January Board meeting. Developed February board meeting agenda. Reviewed December draft financials and January meeting minutes. Prepared 6-month financial review for February.
- Met with Faye and Michael to discuss District policy for staff review of county land use issues, and board decision-making process.

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



Conservation Program Manager

- Led 2 Planning Team Meetings with Donna and Teresa. Brittany Mills from ODA attended one of the planning meetings to update us on channel maintenance rules
- 2 check in meetings with Holly + a policy discussion meeting that included Faye Yoshihara
- 2 Site visits: 1) Bob Morris to create a conservation plan. Plan now complete! 2) Landowner in Alsea area to discuss releasing oak trees on the property
- Assisted Skyline West Firewise community with the submittal of a small Fire grant from ODF. Hosted a meeting related to this with several Firewise communities of Benton Co. represented.
- Attended a Strategic Planning Meeting, introduced the first partner focus group, and had 2 interviews with Amy Stock (1 interview actually, but needed to timeslots to finish)
- Held a partnership meeting with Luckiamute Watershed Council (Holly, Kristen Larson, me)
- Helped talk through the Native Plant Sale Budget that Teresa created and assisted with two contracts so she'd have adequate help. Helped onsite of sale for a couple hours of setup.

Willamette Mainstem Cooperative

- Scheduled a WMC meeting Feb. 8, 1-3 pm. All are welcome!
<https://us02web.zoom.us/j/3829840468>
- Spent time on a project funded by Meyer Memorial Trust (Strategies for landowner engagement) including a phone call to get to know River Design Group (RDG) a bit better and 2 partner meetings including Long Tom Watershed Council, USGS and RDG.

Invasive Species Program

- Attended the CWMA Pull Together which is a great conference that the 4-County CWMA delivers each year. This CWMA is in the Portland Metro Area
- Site visit to Grand Oaks with Stewart Holmes to talk about invasive species management in general and Firewise plantings. I'm interested to look for oblong spurge there in May/June.

Other

- Attended BSWCD Annual Meeting
- Met with an OSU Student about career opportunities

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



A. Office Administration

- Worked with Advantage Computing to upgrade anti-virus software on staff computers and resolve problem with server backups.
- Responded to public records requests about staff salaries and vendors.
- Reviewed BSWCD website to see what immediate changes were needed.
- Forwarded phone calls and emails to appropriate staff.
- Filed paperwork and organized files during visits to office.

B. Fiscal Administration

- Submitted Audit Corrective Action Plan to Oregon Secretary of State's office.
- Began process to change signing authority on bank and LGIP accounts from Faye to Nate.
- Worked with staff to get W-9s from all contractors so bookkeeper could complete and mail 1099s by January 31.
- Reviewed, authorized, and submitted Check Issuance Request and Credit Card Receipt forms; deposited checks.

C. Personnel/Staff Meetings

- Updated documents: Staff Emergency Contact Info, BSWCD template mileage form, Staff Contacts for FAQs, Comp Time spreadsheet
- Uploaded 2022 holiday hours to TSheets; updated Employee Data Sheet; reviewed timesheets and pay stubs for payroll, distributed pay stubs and W2s.
- Participated in and facilitated weekly staff meetings.

D. Training/Safety

- Reviewed and updated OSHA-required and District COVID-related documents.
- Native Plant Sale: Worked with Teresa to update COVID language in landowner permission form and volunteer liability waiver; purchased masks and hand sanitizer for volunteers and staff.
- Registered for SDAO Conference on February 10-11.

E. Board Support

- Coordinated with Sandi Hiatt at ODA about board and officer changes to make sure things were done correctly at the January 10 meeting.
- Completed form for change of Registered Agent from Faye to Nate and created resolution for February board packet.
- Informed Nate, Bob, and Jerry of process for administering oaths of office; uploaded signed oaths to ODA Dropbox.
- Updated Board Directory

- January annual and board meetings: submitted public notice to the G-T; added calendar items to agenda; compiled and emailed packets; submitted annual meeting legal notices to ODA.

Other

- Met with Amy Stork via Zoom to discuss BSWCD Strategic Planning.



Indian plum

Native Plant Sale (NPS)

This will be my 20th year working at the Benton SWCD Native Plant Sale. Even before I was hired in 2004, my son Chaz and I volunteered during order pick up. Through the years, some of the plant species and many of the people have changed. Some tried and true cast members continue to return year after year. Now in 2022, the second NPS COVID season, as NPS coordinator I am juggling the various actions that lead to a successful event. I keep my eye on what really matters: safety, customer satisfaction, and volunteer appreciation.

Why do I love the native plant sale so?

As I massage worksheets, communicate with nurseries, recruit volunteers, and facilitate order pick-ups, I reflect on the joyous community energy that fuels this annual event. It is the **willingness** of the 44 helpers who have signed up for 70 shifts to nest bare roots into moist sawdust, fill order after order, and put on a happy face as they greet customers in chilly February weather.

It is the **gratitude** of all the customers; especially those who are unable to pick-up their order. Sometimes I pot up the orphan bareroot items and

deliver the entire order into an agreed hiding place so the native plants will be there to welcome their travelers home.



Yarrow

It is the fact that, on this cold, gray January day while I sit at my computer organizing documents and pondering gaps in our service, my seemingly dormant garden of native plants is **bursting with life**. Spent seed heads of *Yarrow* and *Prunella* shatter to fulfil the promise of next generation and serve up sustenance for visiting birds. Early buds of Indian plum and Oregon grape survive snow fall. Red flowering current and Salmonberry peek out in anticipation of next season's fruit. On scaly leaves, Western red and incense cedar display glistening jewels of rain drops.



Salmonberry

DATE ACTIVITY

12/22	NPS meeting with Keirstead & Ahr
12/28	Outreach planning meeting
12/29	NPS transition from Keirstead
1/4	Nick Cavagnaro, NPS contract meeting
1/7	CIS meeting, Nathan Adelman NRCS
1/10	Annual Meeting—Wildfire
1/11	Planner meeting
1/11	Staff meeting
1/11	Strategic Planning, Amy Stork
1/12	Logan Bennett, OSU Extension reference
1/19	Davis Family Farm agreement
1/20	BSWCD Planners meeting

I **fondly** remember, years ago, when teenage Chaz planted a NPS 18" western red cedar in our yard. Now, I watch that 20-ft tree dance in the wind. That cedar and the other natives pictured herein provide habitat for squirrels, foxes, deer, cougar, bats, racoon, rabbits, frogs, snakes, butterflies, lots of insects, and many birds who share our urban home. It is a home where Chaz's two young children learn to appreciate nature and **live with intention**.



Western red cedar



Donna Schmitz: December 31 to January 2022

Federal Farm Programs implementation; CREP, EQIP, WHIP

- Working on monitoring documentation for CREP.
- Updating CREP documentation and electronic files. Met with NRCS/FSA to update files.
- CREP grant extended to March 31, 2022. Primarily will pay for monitoring.
- Coordination with NRCS and FSA regarding landowner's interest in the Forest Management Incentive program.
- Coordination with Alsea landowner and plant sale order. Coordination with nursery on availability and delivery.
- Training: Complying with Section 508-Rehabilitation Act of 1973; provide agency employees and customers with disabilities access to information and communication technology
- **Technical assistance contacts; telephone inquiries, office visits per resource concern. Project development and site visits for WQ technical assistance: (USDA) farm programs, AWQMP, GWMA, OWEB grants or other grants (site visits, evaluating resource concerns and project funding opportunities.**
- TA- Plant sale (5) NRCS funding for oak/fir landowner, Benton Co. planning on a presentation of District role regarding riparian landowner help, questions of no-net rise flood plain development.
- CIP funds: Worked with landowner on proposal development for \$1000 riparian plantings near Monroe. Approved.
- Site visit: Manure management near Airport. Working with landowner to submit OWEB small grant
- OWEB small grant: Developing OWEB small grant for riparian plantings along the Marys River.
- OWEB small grant: Current grant for manure management: working with landowner on scope of grant and identifying priorities.
- OWEB large grant: Working with NRCS, USFW, ODF and landowner to develop larger project and submit large OWEB restoration grant in Kings Valley.
- 100 Acre Wood: Payment processed for Integrated Pest Management work on brush management.
- J2E: coordinating plant acquisition and contract for planting crew.
- ODA-compiled expenses and tasks accomplished for quarterly District Capacity and Scope of work funds.
- Muddy Creek SIA:
 - Forwarded 6 week "Managing MUD on Small Horse Farms in Western Oregon" webinar by OSU Extension.
 - Following S. Benton Firewise Community activities which are within the SIA.
- Coordinated logistics with Annual Meeting presenter.
- Interview with the Strategic Planning facilitator.
- Assisted Teresa with Plant Sale.
- Attended planning meetings with Michael and Teresa.
- Attended staff meetings, provided safety information on Covid testing kits, Attended board meeting

NRCS is required to deliver USDA Civil Rights and Equal Opportunity requirements and information with institutions that participate in or administer USDA federally conducted and/or federally assisted programs. In an effort to fully comply with Federal, Departmental, and Agency governing Civil Rights laws and regulations, this check-list serves as an internal guide to assist with the Civil Rights responsibilities and expectation discussion between NRCS and Partners.

Board Membership Responsibilities

- Annual review of the Memorandum of Understanding (MOU) between NRCS and Board.
- SWCD Board Demographic Information - NRCS Plan of Action for Representation on Boards, Councils, and Committees, requires States to annually review current Board membership data with state conservation agencies and discuss the opportunities and benefits of having minority and female representatives on local boards/councils who are impacted by the board's/council's decisions regarding conservation programs.
- Prohibition disclosure of certain information by the USDA and its Cooperators - Applicants, participants, location, and any and all privacy information is not to be disclosed without a FOIA request. Upon Board membership ending, former Board members have the responsibility to protect any information.
- New and existing partners are invited and should attend NRCS sponsored Civil Rights Training.

Federally Assisted and Federally Conducted Program Delivery Responsibilities

- 1964 Civil Rights Act - Title VI is a federal law that prohibits discrimination on the basis of race, color or national origin in programs and activities that receive federal financial assistance. Unlawful/prohibited discrimination is unfair or unequal treatment based on a prohibited bases.
- NRCS employees and partners who work with USDA programs are required to guarantee fairness and equal treatment to all customers eligible to receive USDA/NRCS programs and services regardless of any of the cited prohibited bases enforced by USDA:
 - race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, familial/parental status, income derived from a public assistance program, political beliefs, reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.)

Program Outreach

- NRCS State and Field offices are required to establish and maintain outreach programs at the local level to ensure that all persons know about the availability of USDA/NRCS program services effectively and are encouraged to participate:
 - Board membership includes willingness to reach out to others, to reach out farther than others, to exceed normal communication expectation, or to go beyond existing limits to communicate with the under-served or under-resourced (women, minorities, persons with disabilities, historically underserved, limited resource, etc.)

Public Notification Responsibilities

- Governing documents relative to required equal opportunity public notification requirements that conservation partners must review:

• Secretary of Agriculture Civil Rights Policy Statement	• USDA Equal Employment Opportunity is the Law poster
• USDA Alternative Dispute Resolution Policy Statement	• NRCS Chief's Civil Rights Policy Statement
• USDA Anti-Harassment Policy Statement	• NRCS EEO Counseling poster
• USDA Nondiscrimination Statement	• NRCS LEP Policy Statement
• *"And Justice for All" poster	• NRCS LEP Services poster
• USDA "Sexual Harassment is Illegal" poster	• [RESERVED]

- The public notification requirements must be prominently and visibly displayed in all offices where there is a USDA presence and where viewing is accessible for employees and customers.
- Compliance with Section 504¹ and Section 508² of the Rehabilitation Act of 1973.
- Access public notification required documents at the following link:
http://www.nrcs.usda.gov/wps/portal/nrcs/detailfull/national/about/civilrights/?cid=nrcs143_022466
- Public notification documents attached: (Review description for partners)

1. Secretary of Agriculture Civil Rights Policy Statement – affirms USDA’s commitment to equality and civil rights for program delivery and employment with emphasize on USDA’s zero tolerance for any form of discrimination or reprisal.
2. USDA Alternative Dispute Resolution (ADR) Policy Statement – affirms USDA’s commitment to conflict prevention to increase customer satisfaction and employee morale.
3. USDA Anti-Harassment Policy Statement – affirms USDA’s commitment to maintaining an environment free from unlawful harassment (sexual and non-sexual).
4. USDA Nondiscrimination Statement – must be posted in all USDA offices and included on all materials produced by USDA for public information, public education, or public distribution. In addition to Section 504 and Section 508 requirements, the statement shall be made available in other languages appropriate to the local population served or directly affected by USDA program or activity.
5. “And Justice for All” poster – primary method utilized to inform customers or their civil rights. Institutions participating or administering USDA programs are required to display the appropriate poster in respective facilities where poster can be viewed by customers. (NRCS applicable versions: Form AD-475-A, relevant to assisted programs; and Form AD-475-C, relevant to conducted programs.)
6. USDA “Sexual Harassment is Illegal” poster – general preventive tips and guidance on filing sexual harassment claims.
7. USDA “EEO Is The Law” poster – employee information and guidance on filing an EEO complaint.
8. NRCS Chief’s Civil Rights Policy Statement – reaffirms Secretary of Agriculture’s Civil Rights policy and emphasizes that reprisal of any kind against customers or employees will not be tolerated.
9. NRCS “EEO Counseling” poster – contact information for employees filing an EEO complaint. (does not apply to customers)

¹ Federal facilities and locations must be accessible for the public to guarantee access to persons with a disability.

² Public and employee notices regarding events and activities sponsored, co-sponsored, hosted, and or co-hosted by USDA, NRCS contain NRCS POC information including name, telephone number, email address, and a respond by date for persons to request accommodations (for example – an interpreter, translator, seating arrangements, etc.) materials in an alternative format (for example – braille, large prints, audiotape – captioning, etc.)

10. NRCS Limited English Proficiency (LEP) Policy Statement – reaffirms USDA’s commitment and provides support to the provisions of federally conducted and federally assisted prohibited discrimination based on national origin. LEP applies to individuals who do not speak English as their primary language, and who have a limited ability to read, speak, write, or understand English.
11. NRCS LEP Services poster – provides notice to customers that LEP oral interpreting and written translation services are available at no cost to customer relative to NRCS federally assisted and federally conducted programs.

Affirmation of Review:

Field Office/State _____

SWCD Board _____

Board Member(s)- Printed Name:

Signature and Date:

1. _____

2. _____

3. _____

4. _____

5. _____

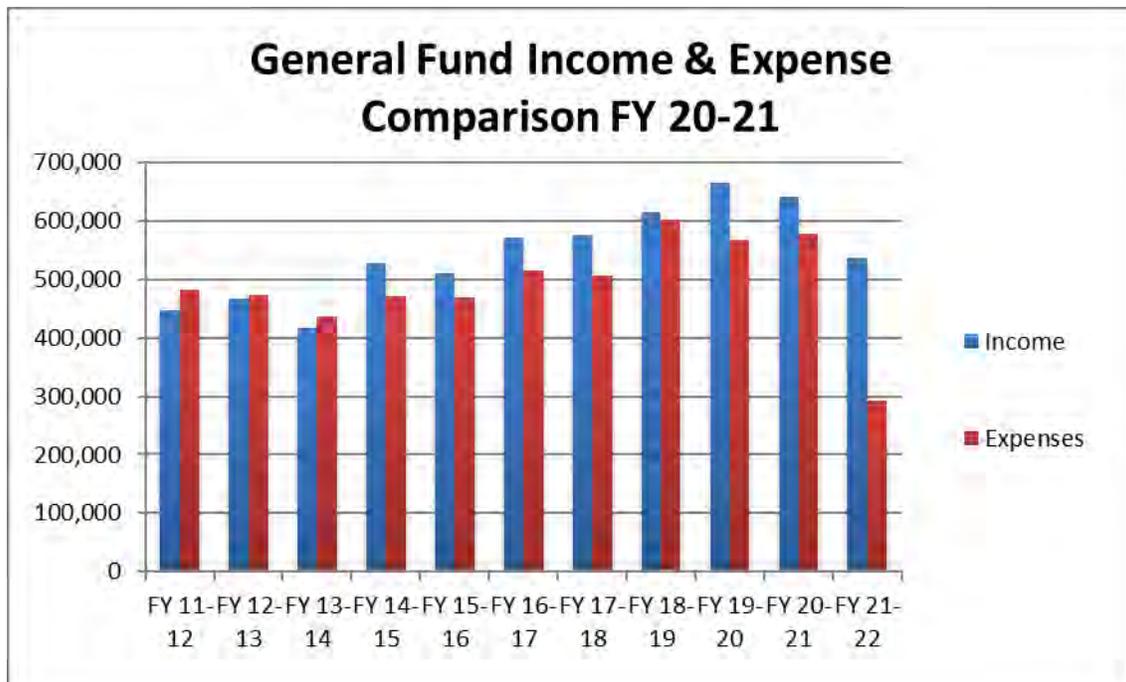
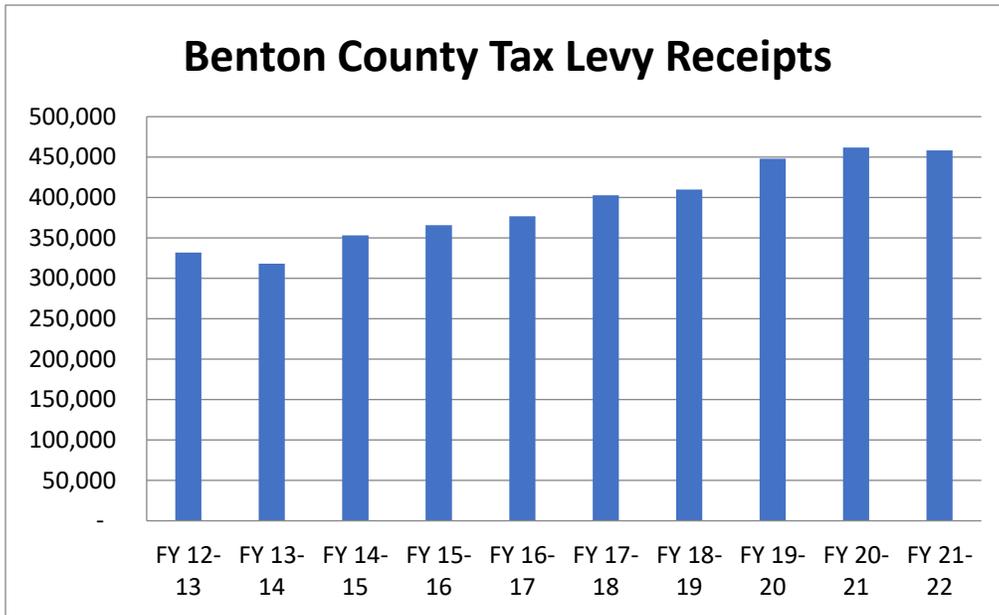
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NRCS Rep - Printed Name and Title:

Signature and Date:

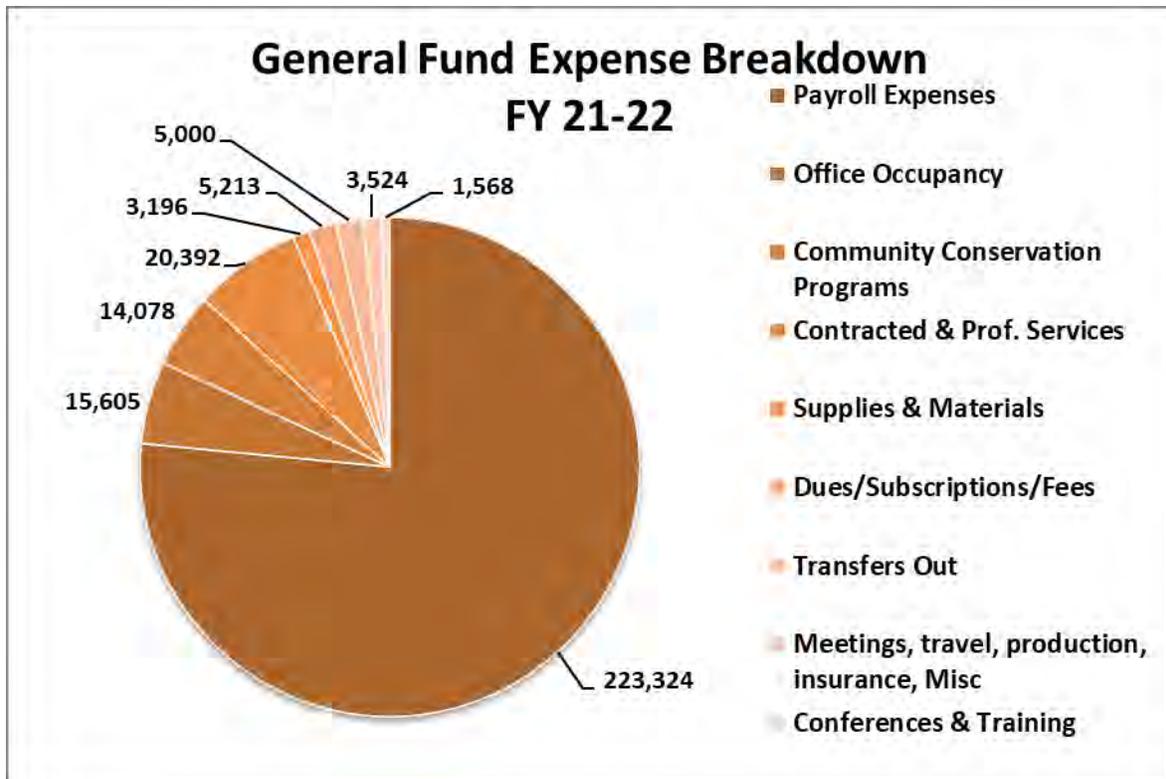
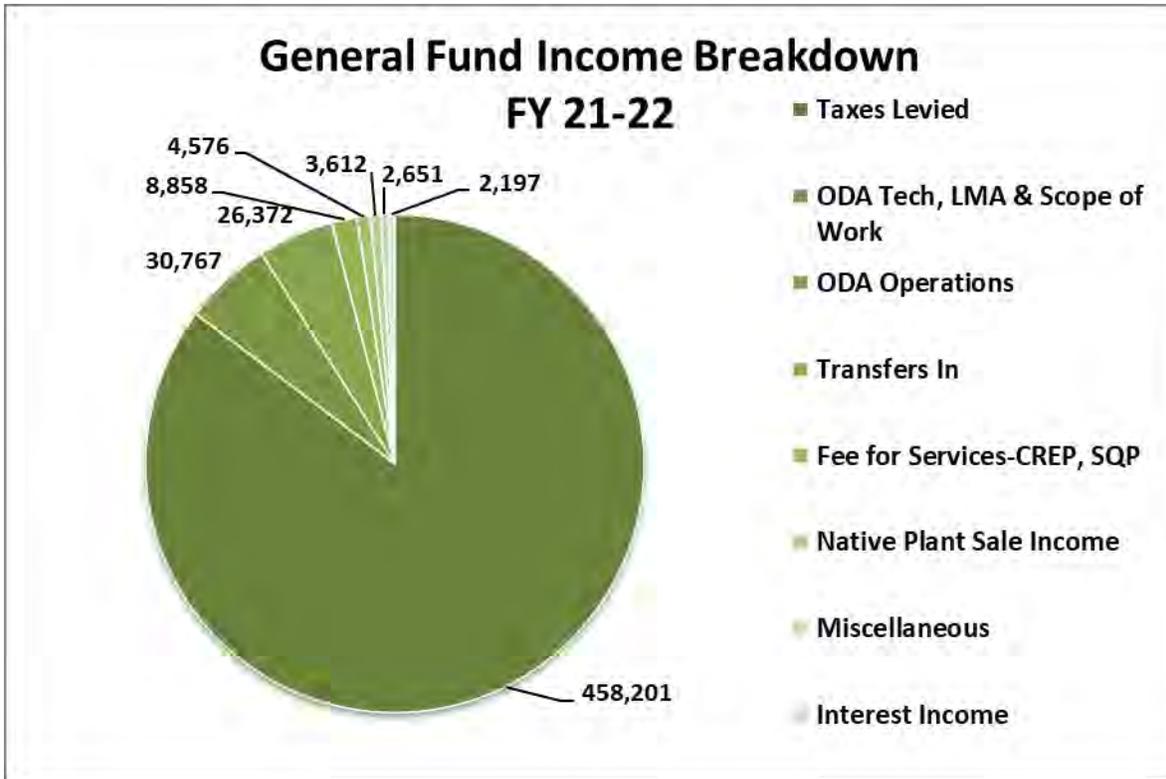
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BSWCD General Fund Graphs Qtr 2 FY 21-22



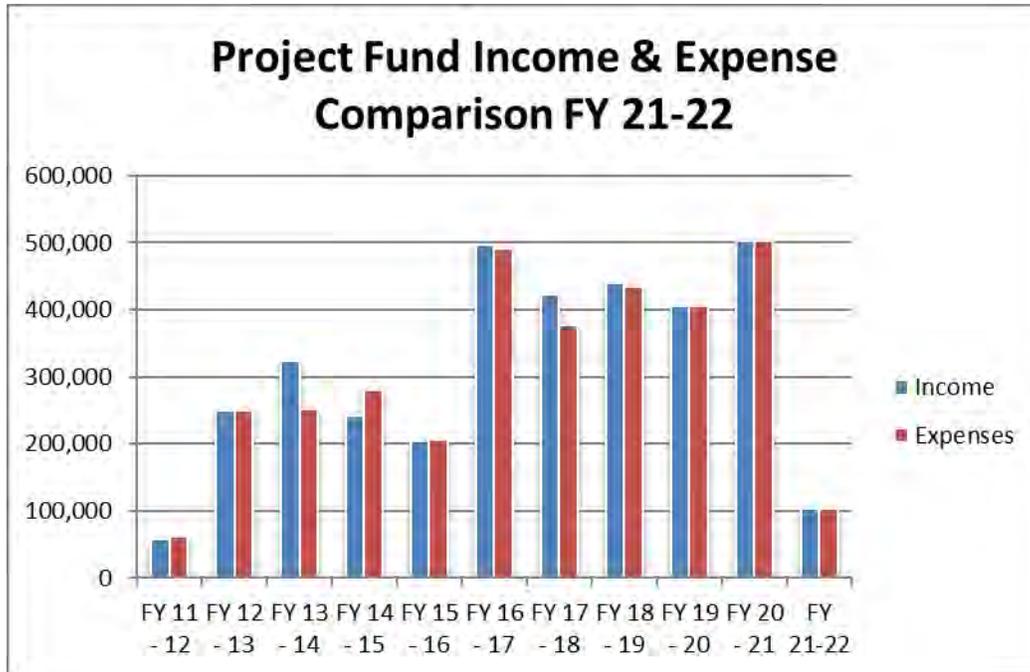
All data is from final audited financial information for FY2020-2021 and prior years

BSWCD General Fund Graphs Qtr 2 FY 21-22



All data is from final audited financial information for FY2020-2021 and prior years

BSWCD Project Fund Graphs Qtr 2 FY 21-22

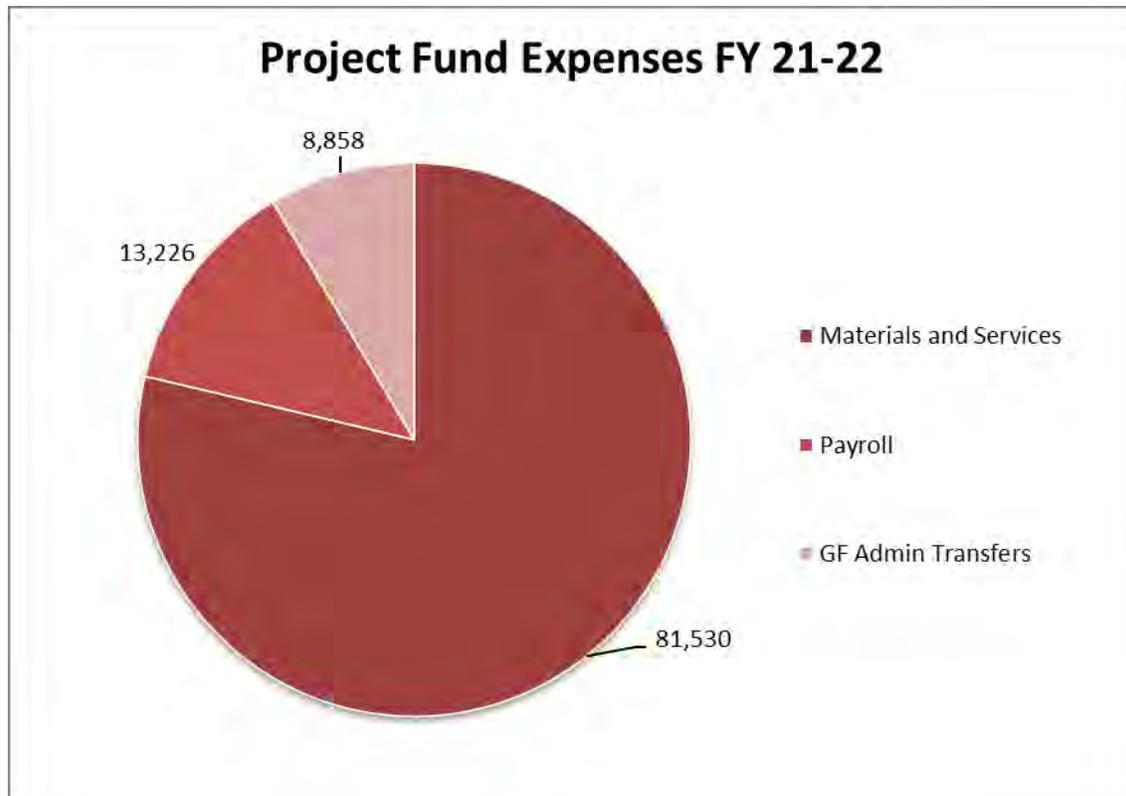
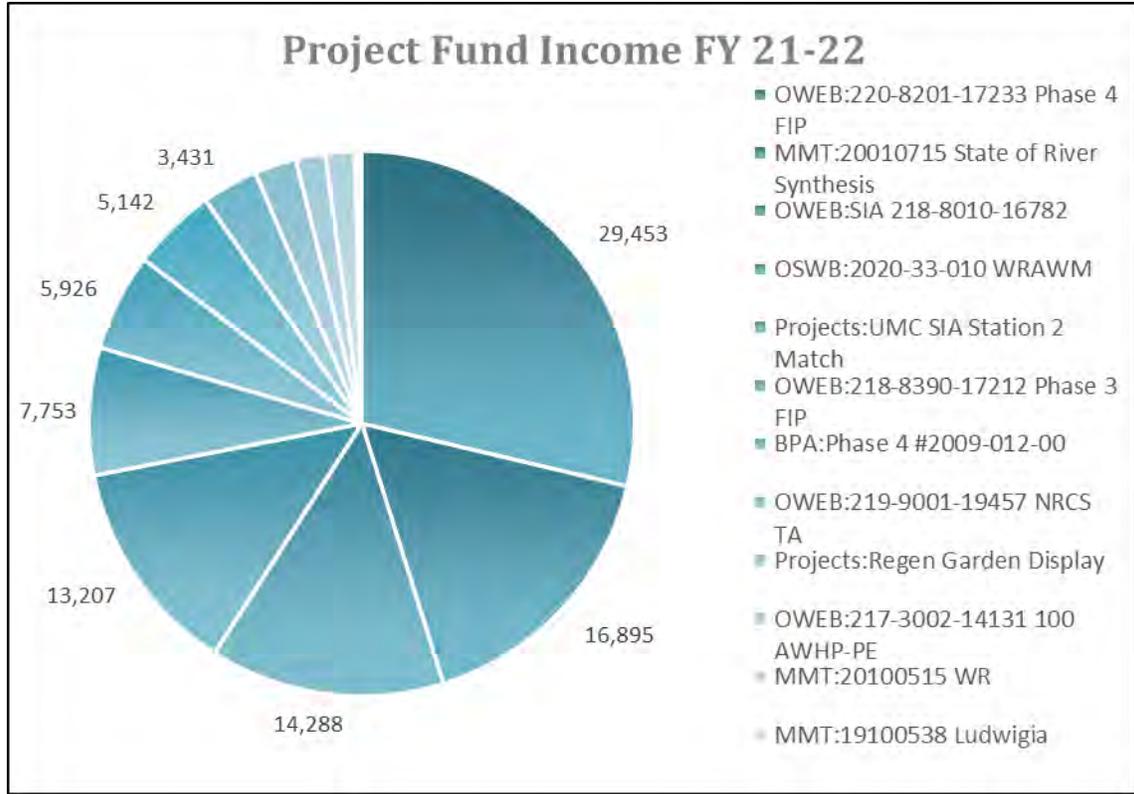


Grant Income Details

Project Name	Funds
OWEB:220-8201-17233 Phase 4 FIP	29,453
MMT:20010715 State of River Synthesis	16,895
OWEB:SIA 218-8010-16782	14,288
OSWB:2020-33-010 WRAWM	13,207
Projects:UMC SIA Station 2 Match	7,753
OWEB:218-8390-17212 Phase 3 FIP	5,926
BPA:Phase 4 #2009-012-00	5,142
OWEB:219-9001-19457 NRCS TA	3,431
Projects:Regen Garden Display	2,538
OWEB:217-3002-14131 100 AWHP-PE	1,796
MMT:20100515 WR	1,789
MMT:19100538 Ludwigia	257
OSWB:2020-33-011 Purge the Spurge	154
Total	102,629

All data is from final audited financial information for FY2020-2021 and prior years

BSWCD Project Fund Graphs Qtr 2 FY 21-22



All data is from final audited financial information for FY2020-2021 and prior years

**Benton Soil and Water Conservation District
RESOLUTION FY2021-2022-08**

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 February 14, 2022.

Kerry Hastings, Benton SWCD Board Secretary

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 \$100,000 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 District's Board of Directors 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 Board of Directors, including the authority to enter into emergency contracts pursuant to ORS 279B.080.
- 3) Consistent with paragraph B.2 of this section, the Executive Director or designee shall have the authority to approve any public contract up to \$50,000. Board approval is 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) Procurement contracts and public improvement 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 for goods and services 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 may be awarded according to the processes for intermediate procurements described in ORS 279B.070.
- 2) 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 in ORS 279C.412.
- 3) The District may amend a public contract for the purchase of goods and services 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.
- 4) The District may amend a contract for a public improvement awarded as an intermediate procurement according to the processes described in OAR 137-049-0160.

F. Contractor Certified Policy and Practice Against Sexual Harassment

1. Consistent with ORS 279A.112, for any contract with an estimated price of \$50,000 or more the District may require that the prospective contractor certify in a signed writing that the contractor has a written policy and practice preventing sexual harassment, sexual assault and discrimination against employees who are part of a protected class. This requirement shall be stated in the solicitation document.
2. 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.

3. 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.

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, including professional 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 \$100.00 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.

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.

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.

M. Contracts and Subcontracts with Businesses Owned or Controlled by Disadvantaged Persons or Disabled Veterans.

- 1) Consistent with ORS 279A.100 to 279A.110, for any public contract for goods and services, or for a public improvement contract estimated to cost \$50,000 or less, the District may limit competition to contracting entities owned or controlled by persons disadvantaged by reason of race, color, religion, sex, national origin, age or physical or mental disability, or may give a preference in awarding public contracts to a disabled veteran.
- 2) Regardless of contract amount, the District may require a contractor to subcontract some part of a contract to, or to obtain materials for use in performing the contract from, a business that is certified under ORS 200.055 as an emerging small business or as a business owned by a service-disabled veteran.
- 3) Regardless of contract amount, the District may require a contractor to subcontract some part of a contract to, or to obtain materials to be used in performing the contract from, a business that is certified under ORS 200.055 as an emerging small business and that is located in or draws its workforce from economically distressed areas, as designated by the Oregon Business Development Department.
- 4) If the District determines that the prospective contractor has made good faith efforts to comply with the requirements of this section, the District shall:
 - a. Provide as a material condition of the public contract that a contractor remain certified as a disadvantaged business enterprise, minority-owned business, woman-owned business, business that a service-disabled veteran owns or emerging small business under ORS 200.055 for the entire term of the public contract, if the District awarded the public contract, in whole or in part, on the basis of the contractor's certification.
 - b. Require a contractor to provide in the contractor's subcontracts that a subcontractor remain certified as a disadvantaged business enterprise, minority-owned business, woman-owned business, business that a service-disabled veteran owns or emerging small business under ORS 200.055 for the entire term of the subcontract, if the contractor awards the subcontract, in whole or in part, on the basis of the subcontractor's certification.
 - c. Verify the contractor's or subcontractor's compliance with the requirements set forth in paragraphs (a) and (b) of this subsection.

- d. Verify that a contractor is paying a subcontractor that is certified under ORS 200.055 promptly as provided in ORS 279B.220 or 279C.570, as appropriate.
5. If compliance with this section is a material term of the contract and the District determines at any time during the term of a public contract that a contractor to which the contracting agency awarded the public contract on the basis described in this section, or a subcontractor to which the contractor awarded a subcontract in connection with the public contract on the basis described in this section, is no longer certified, the District may:
 - a. Terminate the public contract;
 - b. Require the contractor to terminate the subcontract; or
 - c. Exercise any of the remedies for breach of contract that are reserved in the public contract.

N. Preference for Oregon Vendors and Contractors.

- 1) As used in this section:
 - a. “Nonresident Bidder” means a bidder who is not a Resident Bidder.
 - b. “Resident Bidder” means a bidder that has paid unemployment taxes or income taxes in this state during the 12 calendar months immediately preceding submission of the bid, has a business address in this state and has stated in the bid whether the bidder is a “resident bidder.”
- 2) Consistent with ORS 279A.120, when awarding a public contract, the District will:
 - a. Give preference to goods or services that have been manufactured or produced in Oregon if price, fitness, availability, and quality are otherwise equal; and
 - b. Add a percent increase to the bid of a nonresident bidder equal to the percent, if any, of the preference given to the bidder in the state in which the bidder resides.
 - c. Rely on the applicable list of states compiled by the Oregon Department of Administrative Services that give preference to in-state bidders with the percent increase applied in each state.
- 3) When a public contract is awarded to a nonresident bidder and the contract price exceeds \$10,000, before issuing final payment under the contract the District must satisfy itself that the bidder has promptly reported to the Department of Revenue on forms provided by the department the total contract price, terms of payment, length of contract and such other information as the department may require.
- 4) Consistent with ORS 279A.128, when procuring goods or services under ORS chapter 279B the District may give a preference to goods that are fabricated or processed, or services that are performed, entirely within the state of Oregon,

provided the goods or services cost no more than 10 percent more than goods fabricated or processed, or services that are performed, entirely outside of Oregon. If more than one bidder or proposer qualifies for the preference described in this subsection, the District may give a further preference to a qualifying bidder or proposer that resides in or is headquartered in Oregon.

The District board may set a higher percentage than the percentage set forth in this subsection if it makes a written determination that there is good cause to set the higher percentage and explains its reasons and evidence for the finding.

BSWCD Website – Board Documents

BSWCD Plans and Reports

Board Meeting Packets

FY2021-2022

FY2020-2021

FY2019-2020

5-Year Strategic Plan

[2015-2020 Strategic Plan](#)

Annual Budget

[FY22 Budget, PDF](#); [FY21 Budget, PDF](#)

Annual Report

[FY20 Annual Report, PDF](#)

Annual Work Plan

[FY22 Work Plan](#), [FY21 Work Plan](#)

Policies/Actions/Resolutions

Resolutions

FY 21-22

FY 20-21

FY 19-20

Personnel and Finance Committee

[2020- 10-26 Minutes](#), [2020-02-24 Minutes](#)

BSWCD Information

Board Roles and Responsibilities

- [Contact Information](#)
- [2021 BSWCD Roles and Responsibilities](#)
- [Zone and At-Large Roles and Responsibilities](#)
- [Associate Roles and Responsibilities](#)
- [Student Associate Director Roles and Responsibilities](#)

Staff Job Descriptions

- [Executive Director](#)
- [Operations Manager](#)
- [Communications and Community Engagement Manager](#)
- [Natural Resource Conservation Program Manager](#)
- [Resource Conservationist II](#)
- [Resources Conservationist I](#)
- [Employee Handbook](#)

Funding Opportunities

- [For Landowners](#)
- [For Educators](#)
- [For Watershed Councils](#)
- [2020 Final Reports](#)

Volunteer & Training Opportunities

- [Native Plant Sale](#)
- [Linn Benton Salmon Watch](#)
- [Willamette Mainstem Cooperative](#)
- [Corvallis Conservation Volunteer Calendar](#)

Federal and State Resources

- [NACD SWCD Video](#)
- [SDAO Special District Video](#)
- [SDAO Public Official's Ethics Guidebook](#)
- [ODA SWCD Guidebook](#)
- [OCEAN \(Oregon Conservation Education and Assistance Network\) Handbook](#)

Federal and State Trainings

- [ODA Director Training](#)
- [OCEAN CONNECT](#)
- [SDAO Annual Meeting](#)
- [SDAO Trainings and Events](#)
- [Nonprofit Association of Oregon Offerings](#)
- [Oregon Conservation Partnership Webinars](#)