

Monday June 1, 2020; 6:00-7:20 PM
 Zoom Video Conference: <https://zoom.us/join>
 Phone: 1-669-900-6833
 Meeting ID: 961 1209 6633
 Password: 595308



BUDGET HEARING & 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 | |
| 3 | Convene Budget Hearing (10 minutes) | <i>Yoshihara</i> | 6:05 | |
| 3 | Adopt BC-approved FY2020-2021 Budget; Make Appropriations; Impose/Categorize Tax (Resolution No. FY2019-2020-15) | <i>Yoshihara</i> | | ACTION |
| | Close Budget Hearing | <i>Yoshihara</i> | 6:15 | |
| | CONSENT AGENDA | <i>Yoshihara</i> | 6:15 | ACTION |
| 3 | Approve draft Minutes from May 4, 2020 | | | |
| 3 | Approve Financials (4/30/20) | | | |
| 3, 4 | Approve revised Contracting Rules and Procedures (Resolution No. FY2019-2020-16) | | | |
| | REGULAR AGENDA | | | |
| 2 | NRCS/Staff Reports (<i>Kaiser, Crosson, Schmitz, Matteson, Keirstead, Brown, Lovett</i>) | <i>Staff</i> | 6:16 | |
| 2 | Director Reports | <i>Directors</i> | | |
| 1, 2, 3, 4 | Presentation of Internal Culture and DEI Journey Assessment Report (30 minutes) | <i>Keirstead</i> | 6:30 | |
| 3 | Review/Update Building Reserve Fund Purpose (required by OR Dept of Revenue every 10 years) | <i>Board</i> | 7:00 | ACTION? |
| 1, 2, 3, 4 | Discuss next steps for Covid-19 response and address ways to serve public during pandemic | <i>Crosson and team</i> | | |
| | Meeting Adjourned | | 7:20 | |

| CALENDAR ITEMS - BSWCD Board Events | |
|-------------------------------------|---|
| July 6, 6-7 pm | BSWCD Board of Directors meeting – Virtual meeting via Zoom |
| August 3, TBD | BSWCD Board of Directors meeting – TBD |

More Calendar Items →

| CALENDAR ITEMS - BSWCD Outreach Events (subject to change) | | |
|---|---|-------------------------------|
| Date/Time | Event | Location |
| June 9, 6:30 pm | Managing Mud & Manure on Your Small Farm | Live Webinar |
| June 13, 2:30 – 4 pm | Gardening for Birds | Online Event |
| July 8, 4:30 - 7:30 pm | Ethnobotany River Trip with Grand Ronde | Willamette River, Corvallis |
| July 11, 1 – 4 pm | 2 nd Saturday Arts: Bird Banner Painting | The Arts Center, Corvallis |
| July 15, 9:30 am - 3:30 pm | Paddle and Pull Volunteer Event | Willamette River, Benton Co. |
| July 23, 9:30 am - 3:30 pm | Paddle and Pull Volunteer Event | Willamette River, Benton Co. |
| August 13, 9:30 am - 3:30 pm | Paddle and Pull Volunteer Event | Willamette River, Benton Co. |
| August 20, 12 – 4 pm | Salmon Watch Volunteer Training | Waterloo County Park, Lebanon |

RESOURCES
Benton SWCD General Fund

| | Historical Data | | | DESCRIPTION | FY21 Budget July 1, 2020 - June 30, 2021 | | | |
|----|---------------------------------------|--------------------------------------|--|---|---|---------------------------------|------------------------------|----|
| | Actual | | Adopted Budget This Year 2019-2020 | | Proposed By Budget Officer | Approved By Budget Committee | Adopted By Governing Body | |
| | Second Preceding Year 2017-2018 | First Preceding Year 2018-2019 | | | | | | |
| | | | | Beginning Fund Balance | | | | |
| 1 | | | | Available cash on hand* (cash basis) or | | | | 1 |
| 2 | \$ 364,601 | \$ 431,619 | \$ 461,640 | Net working capital (accrual basis) | \$ 558,709 | \$ 558,709 | | 2 |
| 3 | | | | Previously levied taxes estimated to be received | | | | 3 |
| 4 | \$ 9,463 | \$ 15,135 | \$ 8,000 | Interest | \$ 10,000 | \$ 10,000 | | 4 |
| 5 | | | | OTHER RESOURCES | | | | 5 |
| 6 | \$ 23,546 | \$ 23,546 | \$ 23,546 | ODA Operations | \$ 24,995 | \$ 24,995 | | 6 |
| 7 | \$ 54,942 | \$ 54,942 | \$ 54,942 | ODA Tech and LMA (SOW/Focus Area) | \$ 58,320 | \$ 58,320 | | 7 |
| 8 | \$ 3,096 | \$ 1,388 | \$ 3,000 | CREP, SQP-Fee for Services | \$ 9,000 | \$ 9,000 | | 8 |
| 9 | \$ 42,172 | \$ 37,842 | \$ 39,070 | Transfer from Project Fund (Grant Administration) | \$ 42,923 | \$ 42,923 | | 9 |
| 10 | \$ 18,284 | \$ 26,680 | \$ 18,200 | Native Plant Program | \$ 16,000 | \$ 16,000 | | 10 |
| 11 | \$ 18,654 | \$ 4,775 | \$ 3,000 | Miscellaneous | \$ 2,000 | \$ 2,000 | | 11 |
| 12 | \$ 5,000 | \$ 5,000 | \$ 5,000 | Benton County Public Works IGA | \$ 5,000 | \$ 5,000 | | 12 |
| 13 | | \$ 4,354 | \$ 10,833 | OWEB-NRCS TA (219-9001-16731) | | | | 13 |
| 14 | | \$ 4,393 | \$ 25,000 | OWEB-ODA SIA (218-8010-16782) | | | | 14 |
| 15 | | | | | | | | 15 |
| 16 | | | | | | | | 16 |
| 17 | | | | | | | | 17 |
| 18 | | | | | | | | 18 |
| 19 | | | | | | | | 19 |
| 20 | | | | | | | | 20 |
| 21 | | | | | | | | 21 |
| 22 | \$ 539,758 | \$ 609,675 | \$ 652,231 | Total resources, except taxes to be levied | \$ 726,947 | \$ 726,947 | \$ - | 22 |
| 23 | | | \$ 430,000 | Taxes estimated to be received | \$ 450,000 | \$ 450,000 | | 23 |
| 24 | \$ 402,812 | \$ 438,705 | | Taxes collected in year levied | | | | 24 |
| 25 | \$ 942,570 | \$ 1,048,380 | \$ 1,082,231 | TOTAL RESOURCES | \$ 1,176,947 | \$ 1,176,947 | \$ - | 25 |

REQUIREMENTS
Benton SWCD General Fund

| | Historical Data | | | DESCRIPTION | FY 21 Budget July 1, 2020 - June 30, 2021 | | | |
|----|---------------------------------------|--------------------------------------|--|--|--|---------------------------------|------------------------------|----|
| | Actual | | Adopted Budget This Year 2019-2020 | | Proposed by Budget Officer | Approved by Budget Committee | Adopted by Governing Body | |
| | Second Preceding Year 2017-2018 | First Preceding Year 2018-2019 | | | | | | |
| 1 | | | | 1 Personnel Allocated to Program | | | | 1 |
| 2 | \$ 33,931 | \$ 35,406 | \$ 134,502 | 2 Wages | \$ 110,918 | \$ 110,918 | | 2 |
| 3 | \$ 3,146 | \$ 3,695 | \$ 12,707 | 3 Payroll Taxes | \$ 10,339 | \$ 10,339 | | 3 |
| 4 | \$ 6,784 | \$ 5,980 | \$ 25,048 | 4 Non-Wage Benefits (medical, dental, life, STD) | \$ 19,470 | \$ 19,470 | | 4 |
| 5 | \$ 1,513 | \$ 583 | \$ 6,924 | 5 Retirement | \$ 8,041 | \$ 8,041 | | 5 |
| 6 | | | | 6 Fees | | | | 6 |
| 7 | \$ (63) | | | 7 | | | | 7 |
| 8 | \$ 45,311 | \$ 45,665 | \$ 179,181 | 8 Total Personnel Allocated to Program | \$ 148,768 | \$ 148,768 | | 8 |
| 9 | | | | 9 (balance of allocated Personnel costs in Project Fund) | | | | 9 |
| 10 | | | | 10 Total Full-Time Equivalent (FTE) = 2 | | | | 10 |
| 11 | | | | 11 Personnel Not Allocated to Program* | | | | 11 |
| 12 | \$ 65 | | | 12 | | | | 12 |
| 13 | \$ 282,934 | \$ 287,216 | \$ 187,963 | 13 Wages | \$ 185,425 | \$ 185,425 | | 13 |
| 14 | \$ 25,902 | \$ 25,570 | \$ 20,018 | 14 Payroll Taxes | \$ 16,688 | \$ 16,688 | | 14 |
| 15 | \$ 45,470 | \$ 47,807 | \$ 31,071 | 15 Non-Wage Benefits (medical, dental, life, STD) | \$ 29,205 | \$ 29,205 | | 15 |
| 16 | \$ 18,218 | \$ 18,928 | \$ 10,936 | 16 Retirement | \$ 11,862 | \$ 11,862 | | 16 |
| 17 | | \$ 191 | | 17 Fees | | | | 17 |
| 18 | \$ 372,589 | \$ 379,712 | \$ 249,988 | 18 Total Personnel Not Allocated to Program* | \$ 243,180 | \$ 243,180 | | 18 |
| 19 | | | | 19 | | | | 19 |
| 20 | | | | 20 Total Full-Time Equivalent (FTE) Not Allocated = 3 | | | | 20 |
| 21 | \$ 417,900 | \$ 425,376 | \$ 429,169 | 21 Total Personnel (allocated and unallocated) | \$ 391,948 | \$ 391,948 | | 21 |
| 22 | | | | 22 Merit and Incentive Pay | \$ 9,464 | \$ 9,464 | | 22 |
| 23 | \$ 417,900 | \$ 425,376 | \$ 429,169 | 23 Total All Personnel | \$ 401,412 | \$ 401,412 | | 23 |
| 24 | | | | 24 Materials & Services | | | | 24 |
| 25 | \$ (274) | | | 25 | | | | 25 |
| 26 | \$ 3,190 | \$ 4,301 | \$ 11,000 | 26 Conferences and Training | \$ 12,000 | \$ 12,000 | | 26 |
| 27 | \$ 29,830 | \$ 27,141 | \$ 39,800 | 27 Community Conservation Programs | \$ 32,600 | \$ 32,600 | | 27 |
| 28 | \$ 32,706 | \$ 39,793 | \$ 49,800 | 28 Contracted & Professional Services | \$ 65,000 | \$ 65,000 | | 28 |
| 29 | \$ 3,635 | \$ 4,567 | \$ 8,500 | 29 Dues/Subscriptions/Fees | \$ 13,000 | \$ 13,000 | | 29 |
| 30 | \$ 2,266 | \$ 2,552 | \$ 3,000 | 30 Insurance and Fidelity Bond | \$ 4,000 | \$ 4,000 | | 30 |
| 31 | \$ 1,601 | \$ 2,243 | \$ 2,800 | 31 Meetings & Events | \$ 4,000 | \$ 4,000 | | 31 |

REQUIREMENTS
Benton SWCD General Fund

| | Historical Data | | | DESCRIPTION | FY 21 Budget July 1, 2020 - June 30, 2021 | | | |
|----|---------------------------------------|--------------------------------------|--|-------------|--|---------------------------------|------------------------------|----|
| | Actual | | Adopted Budget This Year 2019-2020 | | Proposed by Budget Officer | Approved by Budget Committee | Adopted by Governing Body | |
| | Second Preceding Year 2017-2018 | First Preceding Year 2018-2019 | | | | | | |
| 32 | | \$ 3,358 | \$ 2,000 | 32 | Miscellaneous | \$ 1,000 | \$ 1,000 | 32 |
| 33 | \$ 47,703 | \$ 48,977 | \$ 56,000 | 33 | Office Occupancy | \$ 63,000 | \$ 63,000 | 33 |
| 34 | \$ 1,875 | \$ 4,015 | \$ 5,000 | 34 | Production Costs (Marketing) | \$ 5,000 | \$ 5,000 | 34 |
| 35 | \$ 6,672 | \$ 12,003 | \$ 13,100 | 35 | Supplies & Materials | \$ 13,500 | \$ 13,500 | 35 |
| 36 | \$ 4,158 | \$ 4,562 | \$ 5,000 | 36 | Travel | \$ 4,000 | \$ 4,000 | 36 |
| 37 | \$ 133,636 | \$ 153,512 | \$ 196,000 | 37 | Total Materials and Services | \$ 217,100 | \$ 217,100 | 37 |
| 38 | | | \$ 5,000 | 38 | Capital Outlay | \$ 5,000 | \$ 5,000 | 38 |
| 39 | \$ - | | \$ 50,000 | 39 | Contingency * | \$ 50,000 | \$ 50,000 | 39 |
| 40 | \$ 5,000 | \$ 5,000 | \$ 5,000 | 40 | Transfer to Reserve Fund (Building Fund)* | \$ 10,000 | \$ 10,000 | 40 |
| 41 | | | | 41 | Transfer to Project Fund* | | | 41 |
| 42 | \$ 5,000 | \$ 5,000 | \$ 5,000 | 42 | Total Transfers* | \$ 10,000 | \$ 10,000 | 42 |
| 43 | | | \$ 304,988 | 43 | Total Requirements Not Allocated* | \$ 312,644 | \$ 312,644 | 43 |
| 44 | | | \$ 380,181 | 44 | Total Program Requirements | \$ 370,868 | \$ 370,868 | 44 |
| 45 | | | \$ 197,062 | 45 | Reserved for Future Expenditure* | \$ 213,435 | \$ 213,435 | 45 |
| 46 | \$ 431,619 | \$ 507,798 | | 46 | Ending Balance (prior years) | | | 46 |
| 47 | | | | 47 | Components of Ending Fund Balance | | | 47 |
| 48 | | | \$ 75,000 | 48 | a) Committed for Program Reserve* | \$ 80,000 | \$ 80,000 | 48 |
| 49 | | | \$ 125,000 | 49 | b) Unappropriated Ending Fund Balance* | \$ 200,000 | \$ 200,000 | 49 |
| 50 | \$ 988,155 | \$ 1,091,686 | \$ 1,082,231 | 50 | TOTAL REQUIREMENTS | \$ 1,176,947 | \$ 1,176,947 | 50 |

Benton SWCD General Fund

| | Actual | | Adopted Budget This Year 2019-2020 | Budget Line Detail | 2020-2021 Details | Form LB-30 Expenditure Line # | |
|----|---------------------------------------|--------------------------------------|--|--|-------------------|-------------------------------------|----|
| | Second Preceding Year 2017-2018 | First Preceding Year 2018-2019 | | | | | |
| 1 | 29,831 | 27,141 | 39,800 | Community Conservation Programs | 32,600 | #27 | 1 |
| 2 | 4,980 | 4,975 | \$ 11,000 | Conservation Education - Grants to Youth and/or Watershed Councils | \$ 5,000 | | 2 |
| 3 | 600 | 600 | \$ 600 | Scholarships/Internships - Higher Ed | \$ 600 | | 3 |
| 4 | 1,865 | 1,199 | \$ 3,000 | Conservation Incentive Program | \$ 3,000 | | 4 |
| 5 | 20,052 | 14,861 | \$ 18,200 | Native Plant Program | \$ 16,000 | | 5 |
| 6 | 2,163 | 1,134 | \$ 3,000 | Invasives Program | \$ 3,000 | | 6 |
| 7 | 171 | 4,311 | \$ 3,000 | Soil Quality Program | \$ 3,000 | | 7 |
| 8 | | 60 | \$ 1,000 | Conservation Leadership - Equity, Diversity and Inclusion | \$ 2,000 | | 8 |
| 9 | 32,706 | 39,793 | \$ 49,800 | Contracted & Professional Services | \$ 65,000 | #28 | 9 |
| 10 | 4,300 | 4,500 | \$ 4,800 | Audit | \$ 5,000 | | 10 |
| 11 | 1,431 | 3,957 | \$ 4,000 | Computer Support | \$ 4,000 | | 11 |
| 12 | 26,975 | 28,054 | \$ 32,000 | Professional Services- (legal, account/payroll, website, etc) | \$ 45,000 | | 12 |
| 13 | | 3,282 | \$ 6,000 | HR Consultation | \$ 5,000 | | 13 |
| 14 | | | \$ 3,000 | Strategic Plan Update (2021-2025) | \$ 6,000 | | 14 |
| 15 | 47,703 | 48,977 | \$ 56,000 | Office Occupancy | \$ 63,000 | #33 | 15 |
| 16 | 39,483 | 40,321 | \$ 43,000 | Rent and parking | \$ 46,000 | | 16 |
| 17 | 6,272 | 6,508 | \$ 9,000 | Utilities (electricity, heat, phones/cell and internet) | \$ 12,000 | | 17 |
| 18 | 1,948 | 2,125 | \$ 2,500 | Services (alarm; janitorial) | \$ 3,500 | | 18 |
| 19 | | 23 | \$ 1,500 | Other | \$ 1,500 | | 19 |
| 20 | 1,875 | 4,015 | \$ 5,000 | Production Costs | \$ 5,000 | #34 | 20 |
| 21 | 234 | 767 | \$ 1,500 | Advertising | \$ 1,500 | | 21 |
| 22 | | 1,313 | \$ 500 | Publications | \$ 500 | | 22 |
| 23 | 1,275 | 1,818 | \$ 2,000 | Newsletters | \$ 2,000 | | 23 |
| 24 | 366 | 117 | \$ 1,000 | Merchandise | \$ 1,000 | | 24 |
| 25 | 6,672 | 12,003 | \$ 13,100 | Supplies & Materials | \$ 13,500 | #35 | 25 |
| 26 | 2,581 | 3,559 | \$ 3,500 | Copier | \$ 3,500 | | 26 |
| 27 | 757 | 4,675 | \$ 5,000 | Equipment | \$ 5,000 | | 27 |
| 28 | 1,443 | 1,525 | \$ 2,000 | Office Supplies | \$ 2,000 | | 28 |
| 29 | 696 | 642 | \$ 600 | Postage | \$ 1,000 | | 29 |
| 30 | 1,195 | 1,603 | \$ 2,000 | Software and Computer Accessories | \$ 2,000 | | 30 |

RESOURCES & REQUIREMENTS
Benton SWCD Project Fund

| | Historical Data | | | DESCRIPTION | FY21 Budget July 1, 2020 - June 30, 2021 | | | |
|----|---------------------------------------|--------------------------------------|--|--|---|------------------------------------|------------------------------|----|
| | Actual | | Adopted Budget This Year 2019-2020 | | Proposed by Budget Officer | Approved by Budget Committee | Adopted by Governing Body | |
| | Second Preceding Year 2017-2018 | First Preceding Year 2018-2019 | | | | | | |
| | | | | RESOURCES | | | | |
| 1 | \$ 17,215 | \$ 5,607 | | Beginning Fund Balance | | | | 1 |
| 2 | \$ 3,714 | \$ 4,925 | | OWEB SG (Forest Fractal Restoration 09-16-006) | | | | 2 |
| 3 | | | | OWEB FIP Effectiveness Monitoring (220-8201-17233) | \$ 53,550 | \$ 53,550 | | 3 |
| 4 | \$ 4,847 | \$ - | | ODA/OSWB - Willamette River Aquatic - Phase 3 (2016-29-601) | | | | 4 |
| 5 | \$ 7,995 | \$ 7,921 | | ODA/OSWB - Willamette River Aquatic - Phase 4 (2017-30-701) | | | | 5 |
| 6 | | \$ 16,865 | \$ 3,039 | ODA/OSWB - Willamette River Aquatic - Phase 5 (2018-31-818) | | | | 6 |
| 7 | | \$ - | \$ 32,990 | ODA/OSWB - Willamette River Aquatic - Phase 6 (2019-32-908) | | | | 7 |
| 8 | | | | ODA/OSWB - Oblong Spurge - EDRR & Outreach (2020-33-011) | \$ 1,084 | \$ 1,084 | | 8 |
| 9 | | | | ODA/OSWB - WR Aquatic Weed Manage. Ph 7 (2020-33-010) | \$ 23,167 | \$ 23,167 | | 9 |
| 10 | \$ 3,548 | \$ 3,349 | | OWEB SG - Ecosystem Functions in Ag Lands (09-16-007) | | | | 10 |
| 11 | | \$ 14,972 | | Landowner Water/Soil Improvement Project (09-18-001) | | | | 11 |
| 12 | \$ 22,735 | \$ 8,749 | | USDA/NRCS (Prairie Soils 68-0436-16-019) | | | | 12 |
| 13 | \$ 24,568 | \$ - | | USDA/RMED (IBPM 522C025) | | | | 13 |
| 14 | | \$ 7,754 | | US DOI FWS F18 AP 00393 Prairie Soils Veg survey | | | | 14 |
| 15 | \$ 44,050 | \$ 56,254 | | OWEB - 100 Acre Wood Restoration (217-3002-12835) | | | | 15 |
| 16 | \$ 3,668 | \$ 2,908 | \$ 15,525 | OWEB - 100 Acre Wood Plant Establishment (217-3002-14131) | \$ 8,341 | \$ 8,341 | | 16 |
| 17 | \$ 15,320 | \$ 116,855 | \$ 60,647 | OWEB - Crestmont Land Trust Restoration (217-3030-14293) | | | | 17 |
| 18 | \$ 55,457 | \$ 29,262 | \$ 34,718 | OWEB - SIP; WMC Restoration Phase 1 (214-3999-11532) | | | | 18 |
| 19 | \$ 27,438 | \$ 5,521 | | OWEB Willamette Mission Floodplain Restoration (216-8201-14087) | | | | 19 |
| 20 | \$ 14,344 | \$ 56,291 | \$ 59,319 | OWEB WR Anchor Habitat Monitor. Frame. Ph1 (216-8201-15838) | | | | 20 |
| 21 | | \$ - | \$ 59,992 | OWEB WR Anchor Habitat Monitor. Frame. Ph2 (218-8201-16520) | \$ 58,231 | \$ 58,231 | | 21 |
| 22 | | | | OWEB Supplemental Data Collection for WFIP Effectiveness Monitoring (218-8390-17212) | \$ 47,302 | \$ 47,302 | | 22 |

RESOURCES & REQUIREMENTS
 Benton SWCD Project Fund

| | Historical Data | | | DESCRIPTION | FY21 Budget July 1, 2020 - June 30, 2021 | | | |
|----|---------------------------------------|--------------------------------------|--|---|---|------------------------------------|------------------------------|----|
| | Actual | | Adopted Budget This Year 2019-2020 | | Proposed by Budget Officer | Approved by Budget Committee | Adopted by Governing Body | |
| | Second Preceding Year 2017-2018 | First Preceding Year 2018-2019 | | | | | | |
| 23 | | \$ 4,354 | | OWEB - NRCS Technical Assist. (219-9001-16731) | | | | 23 |
| 24 | | \$ 4,393 | | OWEB - ODA Strat. Implement. Area (218-8010-16782) | \$ 45,333 | \$ 45,333 | | 24 |
| 25 | | | | SDIS - Safety & First Responder Supplies for Field Work | | | | 25 |
| 26 | \$ 43,270 | \$ 9,401 | | MMT - USGS Geomorphic Mapping of Willamette Ph 2 (16070794) | | | | 26 |
| 27 | \$ 106,270 | \$ 18,077 | | MMT - USGS Cold Water Refuges Phase 1 (16070795) | | | | 27 |
| 28 | | \$ 30,018 | \$ 32,831 | MMT - USGS Cold Water Refuges Phase 2 (18080813) | \$ 4,455 | \$ 4,455 | | 28 |
| 29 | \$ 45,000 | \$ 42,207 | \$ 3,105 | MMT - Basin Wide Impact - WMC (16060748) | | | | 29 |
| 30 | | \$ - | \$ 20,000 | MMT - Basin Wide Impact - WMC (19010935) | \$ 20,000 | \$ 20,000 | | 30 |
| 31 | | \$ 8,197 | \$ 109,103 | MMT - EDI Process for Confluence (18040175) | \$ 80,011 | \$ 80,011 | | 31 |
| 32 | | | | MMT - Ludwigia Manage. Alternatives (19100538) | \$ 20,271 | \$ 20,271 | | 32 |
| 33 | | | | MMT - State of Willamette (19100539) | | | | 33 |
| 34 | | | | MMT - River Health Monitoring (20010715) | \$ 35,945 | \$ 35,945 | | 34 |
| 35 | | | | BPA Willamette FIP Monitoring for AHWG (2009-012-00) | \$ 155,906 | \$ 155,906 | | 35 |
| 36 | | | | First Alternative Co-op - WVRLC Central Park Landscape Garden | \$ 500 | \$ 500 | | 36 |
| 37 | \$ (27,084) | | | Accrual Changes | | | | 37 |
| 38 | \$ 412,355 | \$ 453,880 | \$ 431,269 | Total Resources except taxes to be levied | \$ 554,096 | \$ 554,096 | | 38 |
| 39 | | | \$ 109,389 | Reserved for Future Expenditures* | | | | 39 |
| 40 | \$ 412,355 | | \$ 540,658 | TOTAL RESOURCES | | | | 40 |

RESOURCES & REQUIREMENTS
Benton SWCD Project Fund

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|----|---------------------------------------|--------------------------------------|--|--|---|------------------------------------|------------------------------|----|
| | Actual | | Adopted Budget This Year 2019-2020 | | Proposed by Budget Officer | Approved by Budget Committee | Adopted by Governing Body | |
| | Second Preceding Year 2017-2018 | First Preceding Year 2018-2019 | | | | | | |
| | | | | REQUIREMENTS | | | | |
| 1 | \$ (63) | | | Personnel | | | | 1 |
| 2 | \$ 33,931 | \$ 35,406 | \$ 29,256 | Wages | \$ 48,723 | \$ 48,723 | | 2 |
| 3 | \$ 3,146 | \$ 3,695 | \$ 4,733 | Payroll Taxes | \$ 6,644 | \$ 6,644 | | 3 |
| 4 | \$ 6,784 | \$ 5,980 | \$ 6,023 | Non-Wage Benefits (medical, dental, STD, life, retirement) | \$ 13,288 | \$ 13,288 | | 4 |
| 5 | \$ 1,513 | \$ 583 | \$ 3,012 | Retirement | \$ 5,168 | \$ 5,168 | | 5 |
| 6 | \$ 45,311 | \$ 45,665 | \$ 43,024 | Total Personnel | \$ 73,823 | \$ 73,823 | | 6 |
| 7 | | | | Total Full-Time Equivalent (FTE) = 1 | | | | 7 |
| 8 | | | | Materials & Services | | | | 8 |
| 9 | \$ 274 | | | Administrative Fees | | | | 9 |
| 10 | \$ 3,377 | \$ 4,278 | | OWEB SG Forest Fractal Restoration (09-16-006) | | | | 10 |
| 11 | | | | BPA Willamette FIP Monitoring for AHWG (2009-012-00) | \$ 137,652 | \$ 137,652 | | 11 |
| 12 | \$ 4,918 | | | ODA/OSWB - Willamette River Aquatic - Phase 3 (2016-29-601) | | | | 12 |
| 13 | \$ 18,351 | \$ 6,008 | | ODA/OSWB - Willamette River Aquatic - Phase 4 (2017-30-701) | | | | 13 |
| 14 | | \$ 11,502 | \$ 2,286 | ODA/OSWB - Willamette River Aquatic - Phase 5 (2018-31-818) | | | | 14 |
| 15 | | | \$ 23,990 | ODA/OSWB - Willamette River Aquatic - Phase 6 (2019-32-908) | | | | 15 |
| 16 | | | | ODA/OSWB - Oblong Spurge - EDRR & Community Outreach (2020-33-011) | \$ 319 | \$ 319 | | 16 |
| 17 | | | | ODA/OSWB - WR Aquatic Weed Manage. Ph 7 (2020-33-010) | \$ 17,385 | \$ 17,385 | | 17 |
| 18 | \$ 3,226 | \$ 3,045 | | OWEB SG Ecosystem Functions in Agricultural Lands (09-16-007) | | | | 18 |
| 19 | | \$ 13,611 | | Landowner Water/Soil Improvement Project (09-18-001) | | | | 19 |
| 20 | \$ 25,155 | \$ 5,457 | | USDA/NRCS (Prairie Soils 68-0436-16-019) | | | | 20 |
| 21 | \$ 18,574 | | | USDA/RMED (IBPM 522C025) | | | | 21 |
| 22 | | \$ 7,049 | | US DOI FWS F18 AP 00393 | | | | 22 |
| 23 | \$ 35,367 | \$ 20,181 | \$ 29,932 | OWEB - SIP; WMC Restoration Phase 1 (214-3999-11532) | | | | 23 |
| 24 | \$ 24,845 | \$ 4,954 | | OWEB Willamette Mission Floodplain Restoration (216-8201-14087) | | | | 24 |
| 25 | \$ 40,047 | \$ 51,138 | | OWEB - 100 Acre Wood Restoration (217-3002-12835) | | | | 25 |
| 26 | \$ 3,335 | \$ 2,644 | \$ 14,053 | OWEB - 100 Acre Wood Plant Establishment (217-3002-14131) | \$ 7,583 | \$ 7,583 | | 26 |
| 27 | \$ 13,928 | \$ 106,233 | \$ 55,132 | OWEB - Crestmont Land Trust Restoration (217-3030-14293) | | | | 27 |

RESOURCES & REQUIREMENTS
Benton SWCD Project Fund

| | Historical Data | | | DESCRIPTION | FY21 Budget July 1, 2020 - June 30, 2021 | | | |
|----|---------------------------------------|--------------------------------------|--|---|---|------------------------------------|------------------------------|----|
| | Actual | | Adopted Budget This Year 2019-2020 | | Proposed by Budget Officer | Approved by Budget Committee | Adopted by Governing Body | |
| | Second Preceding Year 2017-2018 | First Preceding Year 2018-2019 | | | | | | |
| 28 | \$ 12,903 | \$ 49,654 | \$ 50,042 | OWEB WR Anchor Habitat Monit. Frame. Ph1 (216-8201-15838) | | | | 28 |
| 29 | | | \$ 52,000 | OWEB WR Anchor Habitat Mon. Frame. Ph2 (218-8201-16520) | \$ 50,400 | \$ 50,400 | | 29 |
| 30 | | | | OWEB WFIP Data Collection Effect Monit. (218-8390-17212) | \$ 34,434 | \$ 34,434 | | 30 |
| 31 | | | | OWEB - NRCS Technical Assistance (219-9001-16731) | | | | 31 |
| 32 | | | | OWEB - ODA Strategic Implementation Area (218-8010-16782) | \$ 25,114 | \$ 25,114 | | 32 |
| 33 | | | | OWEB WFIP Effect. Mon.Ph4 Data Collect. (220-8201-17233) | \$ 48,682 | \$ 48,682 | | 33 |
| 34 | \$ 28,203 | \$ 9,401 | | MMT - USGS Geomorp. Map of Willamette Phase 2 (16070794) | | | | 34 |
| 35 | \$ 74,332 | \$ 18,077 | | MMT - USGS Cold Water Refuges Phase 1 (16070795) | | | | 35 |
| 36 | | \$ 28,142 | \$ 28,141 | MMT - USGS Cold Water Refuges Phase 2 (18080813) | \$ 2,346 | \$ 2,346 | | 36 |
| 37 | \$ 11,278 | | | MMT - Willamette Mainstem Coop (14070234) | | | | 37 |
| 38 | \$ 1,152 | \$ 3,884 | | MMT Basin Wide Impact - WMC (16060748) | | | | 38 |
| 39 | | | \$ 2,000 | MMT Basin Wide Impact - WMC (19010935) | \$ 2,000 | \$ 2,000 | | 39 |
| 40 | | \$ 5,883 | \$ 91,599 | MMT - EDI Process for Confluence (18040175) | \$ 69,863 | \$ 69,863 | | 40 |
| 41 | | | | MMT - USGS Geomorphic Mapping of Willamette (Phase 1) | | | | 41 |
| 42 | | | | MMT - Ludwigia Management Alternatives (19100538) | \$ 10,799 | \$ 10,799 | | 42 |
| 43 | | | | MMT - State of Willamette (19100539) | | | | 43 |
| 44 | | | | MMT - River Health Monitoring (20010715) | \$ 30,273 | \$ 30,273 | | 44 |
| 45 | | | | SDIS - Safety & First Responder Supplies for Field Work | | | | 45 |
| 46 | | | | First Alt. Co-op - WVRLC Central Park Landscape Garden | \$ 500 | \$ 500 | | 46 |
| 47 | \$ 319,265 | \$ 351,141 | \$ 349,175 | Total Materials and Services | \$ 437,350 | \$ 437,350 | | 47 |
| 48 | \$ 42,172 | \$ 37,048 | \$ 39,070 | Transfer to General Fund: Administrative Fees | \$ 42,923 | \$ 42,923 | | 48 |
| 49 | \$ 42,172 | \$ 37,048 | \$ 39,070 | Total Transfers | \$ 42,923 | \$ 42,923 | | 49 |
| 50 | \$ 5,607 | \$ 10,421 | | Ending Balance Prior Years | | | | 50 |
| 51 | | | | Unappropriated Fund Balance (with accrual changes) | | | | 51 |
| 52 | | | \$ 109,389 | Reserved for Future Expenditures* | | | | 52 |
| 53 | | | \$ 540,658 | TOTAL REQUIREMENTS | \$ 554,096 | \$ 554,096 | | 53 |

RESOURCES & REQUIREMENTS
Benton SWCD Reserve Fund

| This fund is authorized and established by Resolution #2-2010 passed on April 5, 2010 for the following specified purpose: To purchase building(s) and/or land for use by Benton SWCD | | | | BUILDING RESERVE FUND | | | | Year this reserve fund will be reviewed to be continued or abolished. Date can not be more than 10 years after establishment. Review Year: 2020 | | |
|---|--------------------------------------|-----------|--|------------------------------|---|---------------------------------|------------------------------|---|----|--|
| Historical Data | | | | DESCRIPTION | FY21 Budget July 1, 2020 - June 30, 2021 | | | | | |
| Actual | | | Adopted Budget This Year 2019-2020 | | Proposed By Budget Officer | Approved By Budget Committee | Adopted By Governing Body | | | |
| Second Preceding Year 2017-2018 | First Preceding Year 2018-2019 | | | | | | | | | |
| | | | | RESOURCES | | | | | | |
| 1 | | | | 1 | Cash on hand* (cash basis) or | | | | 1 | |
| 2 | \$ 78,200 | \$ 83,200 | \$ 88,200 | 2 | Working Capital (accrual basis) | \$ 93,200 | \$ 93,200 | | 2 | |
| 3 | | | | 3 | Previously levied taxes estimated to be received | | | | 3 | |
| 4 | | | | 4 | Earnings from temporary investments | | | | 4 | |
| 5 | \$ 5,000 | \$ 5,000 | \$ 5,000 | 5 | Transferred from General Fund | \$ 10,000 | \$ 10,000 | | 5 | |
| 6 | | | | 6 | | | | | 6 | |
| 7 | | | | 7 | Total Resources, except taxes to be levied | | | | 7 | |
| 8 | | | | 8 | Taxes estimated to be received | | | | 8 | |
| 9 | | | | 9 | Taxes collected in year levied | | | | 9 | |
| 10 | \$ 83,200 | \$ 88,200 | \$ 93,200 | 10 | TOTAL RESOURCES | \$ 103,200 | \$ 103,200 | | 10 | |
| | | | | REQUIREMENTS | | | | | | |
| 11 | | | | 11 | | | | | 11 | |
| 12 | | | | 12 | | | | | 12 | |
| 13 | | | | 13 | | | | | 13 | |
| 14 | \$ 83,200 | \$ 88,200 | \$ 93,200 | 14 | RESERVED FOR FUTURE EXPENDITURE | \$ 103,200 | \$ 103,200 | | 14 | |
| 15 | \$ 83,200 | \$ 88,200 | \$ 93,200 | 15 | TOTAL REQUIREMENTS | \$ 103,200 | \$ 103,200 | | 15 | |

NOTE: Any Transfer to this fund will be made in December 2020, when property tax revenue is sufficient.

RESOLUTION No. FY2019-2020-15

ADOPTING THE FY2020-2021 BUDGET

BE IT RESOLVED that the Board of Directors of the Benton Soil and Water Conservation District hereby adopts the budget for fiscal year 2020-2021 in the total amount of \$1,834,243.00.

This budget is now on file at the Benton Soil and Water Conservation District, 456 SW Monroe Avenue, Suite 110, in Corvallis, Oregon.

MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2020, for the following purposes:

| | | | |
|---------------------------------|------------------|----------------------------|------------------|
| <u>General Fund</u> | | <u>Project Fund</u> | |
| Personnel Services..... | 401,412 | Personnel Services..... | 73,823 |
| Materials & Services.. | 217,100 | Materials & Services.... | 437,350 |
| Capital Outlay..... | 5,000 | Capital Outlay..... | 0 |
| Debt Service | 0 | Transfers Out | 42,923 |
| Transfers Out..... | 10,000 | Total..... | \$554,096 |
| Contingency..... | 50,000 | | |
| Total..... | \$683,512 | | |
| <u>Debt Service Fund</u> | | <u>Reserve Fund</u> | |
| Debt Service | 0 | Personnel Services..... | 0 |
| Total..... | \$0 | Materials & Services.... | 0 |
| | | Capital Outlay..... | 0 |
| | | Total..... | \$0 |

Total APPROPRIATIONS, All Funds **\$1,237,608**

Total Unappropriated and Reserve Amounts, All Funds 596,635

TOTAL ADOPTED BUDGET **\$1,834,243**

IMPOSING THE TAX

BE IT RESOLVED that the following ad valorem property taxes are hereby imposed upon the assessed value of all taxable property within the district for tax year 2020- 2021 :

- (1) In the amount **OR** at the rate of \$0.05 per \$1000 of assessed value for permanent rate tax;
- (2) In the amount of \$ _____ **OR** at the rate of \$ _____ per \$1000 of assessed value for local option tax; and
- (3) In the amount of \$ _____ for debt service on general obligation bonds;

CATEGORIZING THE TAX

BE IT RESOLVED that the taxes imposed are hereby categorized for purposes of Article XI section 11b as:

Subject to the General Government Limitation

Permanent Rate Tax.....**OR** \$ 0.05/\$1000
 Local Option Tax.....\$ _____ **OR** \$ _____/\$1000

Excluded from Limitation

General Obligation Bond Debt Service.....\$ _____

The above resolution statements were approved and declared adopted on June 1, 2020.

: X _____
 Faye Yoshihara, Benton SWCD Board Chair

Monday, May 4, 2020; 6:00 – 7:00 PM
Zoom Video Conference: <https://zoom.us/join>
Phone: 1-669-900-6833
Meeting ID: 273-258-688
Password: 019593



BOARD OF DIRECTORS MEETING MINUTES

In Attendance

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

Board Members Absent: Larry Lee

Associate Directors Present:

Associate Directors Absent: Rana Foster, Mark Taratoot

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

Staff Absent:

Others Present: Sandi Hiatt, SWCD Grants Administrative Officer, Oregon Dept. of Agriculture

Others Absent: Amy Kaiser/NRCS

Call to Order

[Yoshihara] 6:03 pm

Introductions, Public Comments, Announcements

- Holly: Linda passed her six-month mark, so is now a regular employee
- Eliza: Correction to Calendar item: the Monroe Farmer's Market is on 99, not Court Street

Additions/Changes to Agenda

- None

CONSENT AGENDA

- **Approve Draft Minutes from April 6, 2020 Board Meeting;** Discussion: Faye – Susanna is no longer an Associate Director, so her name should be deleted.
- **Approve Financials (3/31/20);** Discussion: none
- **Adopt Budget Resolution FY2019-2020-14 - \$157,527 from Bonneville Power Administration for Willamette FIP Effectiveness Monitoring Phase 4: Data Collection and Reporting Program;** Discussion: none
- **Approve FY21 Annual Workplan;** Discussion: Faye thanked staff for all the work that went into the work plan and expressed hope that it can be accomplished given the COVID-19 situation.

Approve Consent Agenda with correction to April minutes; MOTION/2nd: Henry/Jerry; (Unanimous 6/6)

REGULAR AGENDA

Update on ODA Funding/SWCD Program; Sandi Hiatt, ODA Grants Administrative Officer

Sandi: Jo Morgan Water, ODA Water Quality Specialist for the Willamette Region will retire at end of May. ODA has a hiring freeze, so SWCD Operations Specialist Eric Nusbaum and Riparian Specialist Cheryl Hummon will assume Jo's duties for now. Both should receive our agendas and minutes. Also, elections are coming up, but county elections offices are currently closed. She will send out information about how to collect signatures and submit petitions for Director positions.

Discussion: Holly asked about the ODA budget; heard that we will get all funding expected for FY20-21, but what about next biennium? How might we prepare given revenue losses due to COVID-19? Sandi said current grants are o.k. but she does not know what OWEB will do after this year. All she has heard is that state agencies are required to turn in budgets showing 8.5% cost/staff reduction. Faye noted that all Directors except Graham and Larry are up for reelection. Jerry, Henry, Bob, Faye and Eliza confirmed plans to run. Sandi will email confirmation about the positions up for election; please do not publish until she does.

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

NRCS/Staff Reports

Holly: Reviewing health plan info from Barker-Uerlings and SDAO; closing in on a decision for next year. Keeping up with COVID-19 information, revising contracting rules due to legislative changes, getting HR and legal review for new performance appraisal. Starting this week will be working with Willamette River Network on branding: reviewing/providing feedback on draft values, logo, and name.

Donna: Doing CREP work and some site visits. Closing the Crestmont grant and writing the final report.

Laura: Focused on oblong spurge outreach; found one of the largest spurge sites in the state—about half an acre—through outreach. Signing up private landowners and treating sites by hand pulling or using herbicide. Submitted a grant proposal to work with landowners on locating high-impact salmon habitat on the Willamette. Doing “Invasives in Your Backyard” Facebook Live on May 6.

Teresa: Submitted OWEB Technical Assistance grant final report. Working on the website and taking photos. Will be doing a site visit for forage assessment with Amy.

Heath: Update of water weed guide is on the website and at the printers. Working with Finley Refuge on a Wednesday’s virtual tour for Natural Areas Action week. Creating wish list of plants for Native Plant Sale, sending weekly e-news, started new book review feature on the blog to engage the community.

Linda: Helping Holly with operations cash flow report, LB forms, and meetings. Continuing to develop electronic processes to replace paper ones, such as creating fillable forms for check requests and credit card receipts.

Director Reports

Bob: Working on invasive weed eradication at home, bee project.

Jerry: Answering questions on mason bees; because people are staying home, they are watching boxes more. Working with landowners interested in collections done on property with Oregon bee Atlas. Waiting a week for property to come into bloom. Want to see if our restoration programs helping bees.

Grahm: Working on the farm and oak prairie, getting ready for planting this fall.

Henry: Working with bees, making packages for wholesale bee account in Portland. Noted news about Asiatic hornet that appeared on Vancouver Island, then in Blaine, WA. He breeds his bees to kill off such invasives, but most domesticated bees have defensive behavior bred out of them.

Eliza: Happy that feral honeybee hive has woken; she thought it had died. Opening store and planting fields.

Faye: Working on property, noticing more wildlife: had eight elk in her pond and neighbor had mink.

Confluence Update: Architecture Committee and DEI process

Heath: The committee working on branding for the collaborative aims to be done by the end of the school term. Moving forward with EDI work, but at a slower pace because of COVID-19: rescheduling things for fall and doing other trainings virtually. Working on collaborative fund sharing and distribution.

Holly: Attended March and April meetings, where the financial plan for operational costs was discussed. All numbers are in draft, but preliminary BSWCD rent estimate based on square footage was substantially more than what we now pay. Will form another committee to use the Equity Committee’s process for divvying up the rent for some of the circulation area amongst the whole group. Holly also raised potential Confluence design changes to consider in light of COVID-19: air filtration system, configuration of interior space for physical distancing requirements, reducing available touch surfaces, etc.

Jerry: Need to talk about all these issues. Design changes likely to slow construction and we can’t do a capital campaign in the current economic environment.

Holly: The required 10-year review of the building fund reserve is on the agenda for the June board meeting. The purpose of the fund is to purchase a building or land but the board can broaden the fund purpose at any time.

Final Comments

Faye: For now the board will continue to receive e-packets, but the Budget Committee will receive hard copy. Request that Zoom info be sent in an email separate from the packet to make it easier to find and access.

Meeting Adjourned

[Yoshihara] 6:58 pm

Benton SWCD Board Meeting

June 1, 2020

Financial Report

Period ending April 30, 2020

The closing balance in our Oregon LGIP account was \$815,444.03 dividend paid was \$1,172.90.
The Fiscal YTD dividend paid was \$13,198.75.

Both Citizen Bank accounts were reconciled and all checks were accounted for.
The total balance of the two accounts was \$162821.41.

Charges to the Credit Card account were \$1,085.72. These were verified and reconciled.

I did not see a monthly Stripe statement.

There were four adjustments to the April 2020 financials, all four were related to correcting postings to the wrong accounts.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Jerry Paul", is written over the typed name.

Jerry Paul, Treasurer

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

| | Apr 30, 20 | Apr 30, 19 | \$ Change |
|--|---------------------|-------------------|-------------------|
| ASSETS | | | |
| Current Assets | | | |
| Checking/Savings | | | |
| 10100 · Citizens Bank | 126,973.94 | 82,384.22 | 44,589.72 |
| 10150 · Citizens Bank #2 | 6,820.25 | 5,225.80 | 1,594.45 |
| 10200 · LGIP | 816,540.18 | 703,055.48 | 113,484.70 |
| 10400 · Pay Pal | 0.00 | 28.83 | -28.83 |
| 10800 · Petty Cash | 24.00 | 26.00 | -2.00 |
| Total Checking/Savings | 950,358.37 | 790,720.33 | 159,638.04 |
| Accounts Receivable | | | |
| 11000 · Accounts Receivable | 16,086.01 | 13,835.50 | 2,250.51 |
| 11400 · Grants Receivable | 42,145.70 | 37,302.90 | 4,842.80 |
| Total Accounts Receivable | 58,231.71 | 51,138.40 | 7,093.31 |
| Other Current Assets | | | |
| 100-1500 Due to/from Proj Fund | -121,884.13 | -109,065.13 | -12,819.00 |
| 100-1505 Due to/from BR Fund | -88,200.00 | -83,200.00 | -5,000.00 |
| 200-2400 Due to/from Gen Fund | 121,884.13 | 109,065.13 | 12,819.00 |
| 400-1505 Due to/from BR Fund | 88,200.00 | 83,200.00 | 5,000.00 |
| 13000 · Prepaid expenses-Audit | 8,481.70 | 10,293.87 | -1,812.17 |
| Total Other Current Assets | 8,481.70 | 10,293.87 | -1,812.17 |
| Total Current Assets | 1,017,071.78 | 852,152.60 | 164,919.18 |
| Other Assets | | | |
| 18400 · Property Tax Receivable-Audit | 10,187.00 | 23,960.00 | -13,773.00 |
| Total Other Assets | 10,187.00 | 23,960.00 | -13,773.00 |
| TOTAL ASSETS | 1,027,258.78 | 876,112.60 | 151,146.18 |
| LIABILITIES & EQUITY | | | |
| Liabilities | | | |
| Current Liabilities | | | |
| Accounts Payable | | | |
| 20000 · General Accounts Payable | 2,874.59 | 1,927.85 | 946.74 |
| 20100 · Project Accts Payable | 2,450.96 | 10,201.60 | -7,750.64 |
| Total Accounts Payable | 5,325.55 | 12,129.45 | -6,803.90 |
| Credit Cards | | | |
| 22000 · CITIZENS BANK MASTER CARD | | | |
| 22150 · Laura's CC - 4777 | 119.98 | 125.23 | -5.25 |
| 22200 · Holly's CC - 2995 | 356.22 | 333.89 | 22.33 |
| 22300 · Donna's CC - 3001 | 0.00 | -124.38 | 124.38 |
| 22400 · Teresa's CC - 3019 | 0.00 | 245.30 | -245.30 |
| 22500 · Heath's CC - 3027 | 186.49 | 250.00 | -63.51 |
| 22520 · Linda's CC - 5980 | 440.26 | 0.00 | 440.26 |
| 22600 · Janette's CC - 4108 | 0.00 | 55.04 | -55.04 |
| Total 22000 · CITIZENS BANK MASTER CA | 1,102.95 | 885.08 | 217.87 |
| Total Credit Cards | 1,102.95 | 885.08 | 217.87 |
| Other Current Liabilities | | | |
| 24000 · PAYROLL LIABILITIES | | | |

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

| | Apr 30, 20 | Apr 30, 19 | \$ Change |
|--|---------------------|-------------------|-------------------|
| 24010 · 941 Account | 6,811.10 | 6,323.92 | 487.18 |
| 24020 · Oregon Withholding | 1,677.00 | 1,647.00 | 30.00 |
| 24030 · OR-WBF SUTA | 255.65 | 821.76 | -566.11 |
| 24040 · Medical Employee | 1,065.57 | 0.00 | 1,065.57 |
| 24050 · Medical Employer | 4,722.48 | -8.58 | 4,731.06 |
| 24060 · 457b Contributions | 3,693.36 | 0.00 | 3,693.36 |
| Total 24000 · PAYROLL LIABILITIES | 18,225.16 | 8,784.10 | 9,441.06 |
| 24160 · Employee Reimbursable Expense | 42.72 | 0.00 | 42.72 |
| 25800 · Deferred Revenue Grants-Audit | 235,677.84 | 177,845.78 | 57,832.06 |
| Total Other Current Liabilities | 253,945.72 | 186,629.88 | 67,315.84 |
| Total Current Liabilities | 260,374.22 | 199,644.41 | 60,729.81 |
| Long Term Liabilities | | | |
| 27050 · Deferred Revenue Taxes -Audit | 7,779.09 | 22,775.09 | -14,996.00 |
| Total Long Term Liabilities | 7,779.09 | 22,775.09 | -14,996.00 |
| Total Liabilities | 268,153.31 | 222,419.50 | 45,733.81 |
| Equity | | | |
| 31100 · Building Reserve Fund Balance | 88,200.00 | 78,200.00 | 10,000.00 |
| 31200 · Project Fund Balance | 10,421.00 | 17,215.00 | -6,794.00 |
| 32000 · General Fund Balance | 507,799.01 | 425,009.57 | 82,789.44 |
| Net Income | 152,685.46 | 133,268.53 | 19,416.93 |
| Total Equity | 759,105.47 | 653,693.10 | 105,412.37 |
| TOTAL LIABILITIES & EQUITY | 1,027,258.78 | 876,112.60 | 151,146.18 |

Benton Soil & Water Conservation District
Profit & Loss by Class
July 2019 through April 2020

| | Building Reserve | General Fund | Project Fund | TOTAL |
|---------------------------------------|-----------------------------|-------------------------|-------------------------|-------------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| 43300 · Grant/Project Administration | 0.00 | 0.00 | 302,749.77 | 302,749.77 |
| 44535 · Taxes Levied | 0.00 | 436,620.07 | 0.00 | 436,620.07 |
| 44540 · ODA Operations | 0.00 | 24,994.75 | 0.00 | 24,994.75 |
| 44545 · ODA Tech, LMA & Scope of Work | 0.00 | 58,320.00 | 0.00 | 58,320.00 |
| 44550 · ODA - SIA | 0.00 | 5,135.29 | 0.00 | 5,135.29 |
| 44555 · NRCS - TA | 0.00 | 4,972.88 | 0.00 | 4,972.88 |
| 45000 · Interest Income | 0.00 | 13,515.97 | 0.00 | 13,515.97 |
| 46430 · MISCELLANEOUS | 0.00 | 1,986.00 | 0.00 | 1,986.00 |
| 47200 · CREP, SQP-Fee for Services | 0.00 | 16,392.70 | 0.00 | 16,392.70 |
| 47400 · Native Plant Sale Income | 0.00 | 17,520.20 | 0.00 | 17,520.20 |
| 48000 · TRANSFERS IN | 5,000.00 | 33,428.81 | 0.00 | 38,428.81 |
| Total Income | 5,000.00 | 612,886.67 | 302,749.77 | 920,636.44 |
| Gross Profit | 5,000.00 | 612,886.67 | 302,749.77 | 920,636.44 |
| Expense | | | | |
| 60000 · MATERIALS & SERVICES | 0.00 | 128,887.22 | 0.00 | 128,887.22 |
| 66000 · PAYROLL EXPENSES | 0.00 | 326,132.66 | 47,249.31 | 373,381.97 |
| 68000 · PROJECTS-SVC-SUPP-MATERIALS | 0.00 | 0.00 | 227,252.98 | 227,252.98 |
| 69400 · TRANSFERS OUT | 0.00 | 5,000.00 | 33,428.81 | 38,428.81 |
| Total Expense | 0.00 | 460,019.88 | 307,931.10 | 767,950.98 |
| Net Ordinary Income | 5,000.00 | 152,866.79 | -5,181.33 | 152,685.46 |
| Net Income | 5,000.00 | 152,866.79 | -5,181.33 | 152,685.46 |

Benton Soil & Water Conservation District
Profit & Loss by Class
July 2019 through April 2020

| | Building Reserve | General Fund | Project Fund | TOTAL |
|--|-----------------------------|-------------------------|-------------------------|--------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| 43300 · Grant/Project Administration | 0.00 | 0.00 | 302,749.77 | 302,749.77 |
| 44535 · Taxes Levied | 0.00 | 436,620.07 | 0.00 | 436,620.07 |
| 44540 · ODA Operations | 0.00 | 24,994.75 | 0.00 | 24,994.75 |
| 44545 · ODA Tech, LMA & Scope of Work | 0.00 | 58,320.00 | 0.00 | 58,320.00 |
| 44550 · ODA - SIA | 0.00 | 5,135.29 | 0.00 | 5,135.29 |
| 44555 · NRCS - TA | 0.00 | 4,972.88 | 0.00 | 4,972.88 |
| 45000 · Interest Income | 0.00 | 13,515.97 | 0.00 | 13,515.97 |
| 46430 · MISCELLANEOUS | | | | |
| 46432 · Contributions | 0.00 | 1,828.00 | 0.00 | 1,828.00 |
| 46440 · Refunds | 0.00 | 158.00 | 0.00 | 158.00 |
| Total 46430 · MISCELLANEOUS | 0.00 | 1,986.00 | 0.00 | 1,986.00 |
| 47200 · CREP, SQP-Fee for Services | 0.00 | 16,392.70 | 0.00 | 16,392.70 |
| 47400 · Native Plant Sale Income | 0.00 | 17,520.20 | 0.00 | 17,520.20 |
| 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 | 33,428.81 | 0.00 | 33,428.81 |
| Total 48000 · TRANSFERS IN | 5,000.00 | 33,428.81 | 0.00 | 38,428.81 |
| Total Income | 5,000.00 | 612,886.67 | 302,749.77 | 920,636.44 |
| Gross Profit | 5,000.00 | 612,886.67 | 302,749.77 | 920,636.44 |
| Expense | | | | |
| 60000 · MATERIALS & SERVICES | | | | |
| 61300 · CONFERENCES AND TRAINING | | | | |
| 61310 · Lodging | 0.00 | 1,101.12 | 0.00 | 1,101.12 |
| 61320 · Meals/per diem | 0.00 | 63.28 | 0.00 | 63.28 |
| 61330 · Registration | 0.00 | 708.45 | 0.00 | 708.45 |
| 61340 · Training and Education Materiz | 0.00 | 134.99 | 0.00 | 134.99 |
| Total 61300 · CONFERENCES AND TRAINI | 0.00 | 2,007.84 | 0.00 | 2,007.84 |
| 61500 · COMMUNITY CONSERVATION PROGRAMS | | | | |
| 61510 · Conservation Education (Youth) | 0.00 | 14,077.81 | 0.00 | 14,077.81 |
| 61520 · Conservation Incentive Progra | 0.00 | 1,773.21 | 0.00 | 1,773.21 |
| 61530 · Invasives Program | 0.00 | 4,358.43 | 0.00 | 4,358.43 |
| 61540 · Native Plant Sale | 0.00 | 11,425.63 | 0.00 | 11,425.63 |
| 61570 · Soil Quality Program | 0.00 | 946.86 | 0.00 | 946.86 |
| 61585 · Conservation Leadership - EDI | 0.00 | 197.68 | 0.00 | 197.68 |
| Total 61500 · COMMUNITY CONSERVATIC | 0.00 | 32,779.62 | 0.00 | 32,779.62 |
| 62100 · CONTRACTED AND PROF SERVICES | | | | |
| 62115 · Audit | 0.00 | 4,650.00 | 0.00 | 4,650.00 |
| 62120 · Computer Support | 0.00 | 1,351.24 | 0.00 | 1,351.24 |
| 62130 · PROFESSIONAL SERVICES | | | | |
| 62140 · Legal | 0.00 | 500.00 | 0.00 | 500.00 |
| 62150 · Accounting | 0.00 | 16,812.29 | 0.00 | 16,812.29 |

Benton Soil & Water Conservation District
Profit & Loss by Class
July 2019 through April 2020

| | Building Reserve | General Fund | Project Fund | TOTAL |
|---|---------------------|-------------------|------------------|-------------------|
| 62160 · Facilitation | 0.00 | 3,000.00 | 0.00 | 3,000.00 |
| 62170 · Web Design, Logo - Market | 0.00 | 776.00 | 0.00 | 776.00 |
| Total 62130 · PROFESSIONAL SERVIC | 0.00 | 21,088.29 | 0.00 | 21,088.29 |
| Total 62100 · CONTRACTED AND PROF SI | 0.00 | 27,089.53 | 0.00 | 27,089.53 |
| 62300 · Dues/Subscriptions/Fees | 0.00 | 5,704.06 | 0.00 | 5,704.06 |
| 62800 · OFFICE OCCUPANCY | | | | |
| 62810 · Alarm & Janitorial Services | 0.00 | 1,615.68 | 0.00 | 1,615.68 |
| 62820 · Rent & Parking | 0.00 | 37,726.65 | 0.00 | 37,726.65 |
| 62830 · Utilities | 0.00 | 6,359.66 | 0.00 | 6,359.66 |
| Total 62800 · OFFICE OCCUPANCY | 0.00 | 45,701.99 | 0.00 | 45,701.99 |
| 65000 · SUPPLIES AND MATERIALS | | | | |
| 65010 · COPIER AND SUPPLIES | | | | |
| 65012 · Copies | 0.00 | 947.15 | 0.00 | 947.15 |
| 65014 · Lease | 0.00 | 1,618.98 | 0.00 | 1,618.98 |
| Total 65010 · COPIER AND SUPPLIES | 0.00 | 2,566.13 | 0.00 | 2,566.13 |
| 65020 · Equipment | 0.00 | 1,310.99 | 0.00 | 1,310.99 |
| 65030 · Office Supplies | 0.00 | 1,334.71 | 0.00 | 1,334.71 |
| 65040 · Postage | 0.00 | 378.86 | 0.00 | 378.86 |
| Total 65000 · SUPPLIES AND MATERIALS | 0.00 | 5,590.69 | 0.00 | 5,590.69 |
| 65110 · PRODUCTION COSTS | | | | |
| 65112 · Advertising and Website | 0.00 | 214.75 | 0.00 | 214.75 |
| 65116 · Newsletters | 0.00 | 1,610.01 | 0.00 | 1,610.01 |
| 65118 · Publications | 0.00 | 178.32 | 0.00 | 178.32 |
| Total 65110 · PRODUCTION COSTS | 0.00 | 2,003.08 | 0.00 | 2,003.08 |
| 65120 · Insurance & Fidelity Bond | 0.00 | 2,901.27 | 0.00 | 2,901.27 |
| 65160 · Miscellaneous | 0.00 | 22.00 | 0.00 | 22.00 |
| 65320 · Mileage/travel related expenses | 0.00 | 3,083.60 | 0.00 | 3,083.60 |
| 65400 · Meetings & Events | 0.00 | 2,003.54 | 0.00 | 2,003.54 |
| Total 60000 · MATERIALS & SERVICES | 0.00 | 128,887.22 | 0.00 | 128,887.22 |
| 66000 · PAYROLL EXPENSES | | | | |
| 66200 · Wages | 0.00 | 250,973.26 | 36,633.56 | 287,606.82 |
| 66410 · Health, Dental & Life Insurance | 0.00 | 38,634.43 | 5,837.20 | 44,471.63 |
| 66420 · Retirement | 0.00 | 15,241.02 | 1,536.90 | 16,777.92 |
| 66500 · Payroll Taxes | | | | |
| 66510 · FICA Employer | 0.00 | 18,238.47 | 2,719.88 | 20,958.35 |
| 66520 · SUTA | 0.00 | 2,762.85 | 516.94 | 3,279.79 |
| 66530 · OR-WBF | 0.00 | 84.35 | 14.86 | 99.21 |
| 66500 · Payroll Taxes - Other | 0.00 | 10.03 | -10.03 | 0.00 |
| Total 66500 · Payroll Taxes | 0.00 | 21,095.70 | 3,241.65 | 24,337.35 |
| 66800 · Fees | 0.00 | 188.25 | 0.00 | 188.25 |
| Total 66000 · PAYROLL EXPENSES | 0.00 | 326,132.66 | 47,249.31 | 373,381.97 |
| 68000 · PROJECTS-SVC-SUPP-MATERIALS | | | | |
| 68010 · Project Contracted Services | 0.00 | 0.00 | 224,004.55 | 224,004.55 |

Benton Soil & Water Conservation District
Profit & Loss by Class
 July 2019 through April 2020

| | Building Reserve | General Fund | Project Fund | TOTAL |
|---|-----------------------------|-------------------------|-------------------------|-------------------|
| 68020 · Project Mileage & Travel | 0.00 | 0.00 | 241.98 | 241.98 |
| 68030 · Project Other | 0.00 | 0.00 | 1,534.49 | 1,534.49 |
| 68040 · Project Supplies & Materials | 0.00 | 0.00 | 789.13 | 789.13 |
| 68050 · Project Training | 0.00 | 0.00 | 682.83 | 682.83 |
| Total 68000 · PROJECTS-SVC-SUPP-MATERI/ | 0.00 | 0.00 | 227,252.98 | 227,252.98 |
| 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 | 33,428.81 | 33,428.81 |
| Total 69400 · TRANSFERS OUT | 0.00 | 5,000.00 | 33,428.81 | 38,428.81 |
| Total Expense | 0.00 | 460,019.88 | 307,931.10 | 767,950.98 |
| Net Ordinary Income | 5,000.00 | 152,866.79 | -5,181.33 | 152,685.46 |
| Net Income | 5,000.00 | 152,866.79 | -5,181.33 | 152,685.46 |

Benton Soil & Water Conservation District
Profit & Loss YTD Comparison
July 2019 through April 2020

| | Jul '19 - Apr 20 | Jul '18 - Apr 19 | \$ Change |
|--|-----------------------------|-----------------------------|-------------------|
| Ordinary Income/Expense | | | |
| Income | | | |
| 43300 · Grant/Project Administration | 302,749.77 | 373,023.61 | -70,273.84 |
| 44535 · Taxes Levied | 436,620.07 | 426,874.43 | 9,745.64 |
| 44540 · ODA Operations | 24,994.75 | 23,546.00 | 1,448.75 |
| 44545 · ODA Tech, LMA & Scope of Work | 58,320.00 | 54,942.00 | 3,378.00 |
| 44550 · ODA - SIA | 5,135.29 | 0.00 | 5,135.29 |
| 44555 · NRCS - TA | 4,972.88 | 0.00 | 4,972.88 |
| 45000 · Interest Income | 13,515.97 | 12,308.07 | 1,207.90 |
| 46430 · MISCELLANEOUS | | | |
| 46432 · Contributions | 1,828.00 | 3,295.00 | -1,467.00 |
| 46440 · Refunds | 158.00 | 0.00 | 158.00 |
| 46450 · In Kind Donation | 0.00 | -2,419.70 | 2,419.70 |
| Total 46430 · MISCELLANEOUS | 1,986.00 | 875.30 | 1,110.70 |
| 47200 · CREP, SQP-Fee for Services | 16,392.70 | 0.00 | 16,392.70 |
| 47400 · Native Plant Sale Income | 17,520.20 | 26,624.13 | -9,103.93 |
| 48000 · TRANSFERS IN | | | |
| 48100 · Building Reserve Fund | 5,000.00 | 5,000.00 | 0.00 |
| 48400 · Transfer Admin from Project Fd | 33,428.81 | 31,924.62 | 1,504.19 |
| Total 48000 · TRANSFERS IN | 38,428.81 | 36,924.62 | 1,504.19 |
| Total Income | 920,636.44 | 955,118.16 | -34,481.72 |
| Gross Profit | 920,636.44 | 955,118.16 | -34,481.72 |
| Expense | | | |
| 60000 · MATERIALS & SERVICES | | | |
| 61300 · CONFERENCES AND TRAINING | | | |
| 61310 · Lodging | 1,101.12 | 2,336.12 | -1,235.00 |
| 61320 · Meals/per diem | 63.28 | 81.18 | -17.90 |
| 61330 · Registration | 708.45 | 1,060.00 | -351.55 |
| 61340 · Training and Education Material | 134.99 | 355.00 | -220.01 |
| 61300 · CONFERENCES AND TRAINING - Other | 0.00 | 85.00 | -85.00 |
| Total 61300 · CONFERENCES AND TRAINING | 2,007.84 | 3,917.30 | -1,909.46 |
| 61500 · COMMUNITY CONSERVATION PROGRAMS | | | |
| 61510 · Conservation Education (Youth) | 14,077.81 | 3,551.03 | 10,526.78 |
| 61520 · Conservation Incentive Program | 1,773.21 | 565.49 | 1,207.72 |
| 61530 · Invasives Program | 4,358.43 | 672.03 | 3,686.40 |
| 61540 · Native Plant Sale | 11,425.63 | 14,662.37 | -3,236.74 |
| 61570 · Soil Quality Program | 946.86 | 1,619.68 | -672.82 |
| 61580 · Conservation Planning | 0.00 | 59.50 | -59.50 |
| 61585 · Conservation Leadership - EDI | 197.68 | 0.00 | 197.68 |
| Total 61500 · COMMUNITY CONSERVATION PROGRA | 32,779.62 | 21,130.10 | 11,649.52 |
| 62100 · CONTRACTED AND PROF SERVICES | | | |
| 62115 · Audit | 4,650.00 | 4,500.00 | 150.00 |
| 62120 · Computer Support | 1,351.24 | 3,449.40 | -2,098.16 |

Benton Soil & Water Conservation District
Profit & Loss YTD Comparison
July 2019 through April 2020

| | Jul '19 - Apr 20 | Jul '18 - Apr 19 | \$ Change |
|---|-----------------------------|-----------------------------|------------------|
| 62130 · PROFESSIONAL SERVICES | | | |
| 62140 · Legal | 500.00 | 2,842.00 | -2,342.00 |
| 62150 · Accounting | 16,812.29 | 16,663.89 | 148.40 |
| 62160 · Facilitation | 3,000.00 | 0.00 | 3,000.00 |
| 62170 · Web Design, Logo - Marketing | 776.00 | 1,780.00 | -1,004.00 |
| Total 62130 · PROFESSIONAL SERVICES | 21,088.29 | 21,285.89 | -197.60 |
| 62190 · Misc Contracted Services | 0.00 | 3,282.40 | -3,282.40 |
| Total 62100 · CONTRACTED AND PROF SERVICES | 27,089.53 | 32,517.69 | -5,428.16 |
| 62300 · Dues/Subscriptions/Fees | | | |
| 62304 · Membership Dues | 0.00 | 140.35 | -140.35 |
| 62300 · Dues/Subscriptions/Fees - Other | 5,704.06 | 3,976.39 | 1,727.67 |
| Total 62300 · Dues/Subscriptions/Fees | 5,704.06 | 4,116.74 | 1,587.32 |
| 62800 · OFFICE OCCUPANCY | | | |
| 62810 · Alarm & Janitorial Services | 1,615.68 | 1,864.70 | -249.02 |
| 62820 · Rent & Parking | 37,726.65 | 36,736.32 | 990.33 |
| 62830 · Utilities | 6,359.66 | 5,597.77 | 761.89 |
| 62800 · OFFICE OCCUPANCY - Other | 0.00 | 23.24 | -23.24 |
| Total 62800 · OFFICE OCCUPANCY | 45,701.99 | 44,222.03 | 1,479.96 |
| 65000 · SUPPLIES AND MATERIALS | | | |
| 65010 · COPIER AND SUPPLIES | | | |
| 65012 · Copies | 947.15 | 1,440.18 | -493.03 |
| 65014 · Lease | 1,618.98 | 1,650.84 | -31.86 |
| Total 65010 · COPIER AND SUPPLIES | 2,566.13 | 3,091.02 | -524.89 |
| 65020 · Equipment | 1,310.99 | 4,639.92 | -3,328.93 |
| 65030 · Office Supplies | 1,334.71 | 1,334.69 | 0.02 |
| 65040 · Postage | 378.86 | 534.93 | -156.07 |
| 65050 · Software/Computer Accessories | 0.00 | 1,432.95 | -1,432.95 |
| 65000 · SUPPLIES AND MATERIALS - Other | 0.00 | 28.07 | -28.07 |
| Total 65000 · SUPPLIES AND MATERIALS | 5,590.69 | 11,061.58 | -5,470.89 |
| 65110 · PRODUCTION COSTS | | | |
| 65112 · Advertising and Website | 214.75 | 766.69 | -551.94 |
| 65114 · Merchandise | 0.00 | 116.99 | -116.99 |
| 65116 · Newsletters | 1,610.01 | 1,818.00 | -207.99 |
| 65118 · Publications | 178.32 | 521.13 | -342.81 |
| Total 65110 · PRODUCTION COSTS | 2,003.08 | 3,222.81 | -1,219.73 |
| 65120 · Insurance & Fidelity Bond | 2,901.27 | 2,208.98 | 692.29 |
| 65160 · Miscellaneous | 22.00 | 30.00 | -8.00 |
| 65320 · Mileage/travel related expenses | 3,083.60 | 3,104.54 | -20.94 |
| 65400 · Meetings & Events | 2,003.54 | 2,038.78 | -35.24 |
| Total 60000 · MATERIALS & SERVICES | 128,887.22 | 127,570.55 | 1,316.67 |
| 66000 · PAYROLL EXPENSES | | | |
| 66200 · Wages | 287,606.82 | 264,667.76 | 22,939.06 |
| 66410 · Health, Dental & Life Insurance | 44,471.63 | 45,274.50 | -802.87 |

Benton Soil & Water Conservation District
Profit & Loss YTD Comparison
 July 2019 through April 2020

| | Jul '19 - Apr 20 | Jul '18 - Apr 19 | \$ Change |
|--|-----------------------------|-----------------------------|-------------------------|
| 66420 · Retirement | 16,777.92 | 16,170.71 | 607.21 |
| 66500 · Payroll Taxes | | | |
| 66510 · FICA Employer | 20,958.35 | 18,657.60 | 2,300.75 |
| 66520 · SUTA | 3,279.79 | 5,210.91 | -1,931.12 |
| 66530 · OR-WBF | 99.21 | 127.67 | -28.46 |
| 66500 · Payroll Taxes - Other | 0.00 | -469.68 | 469.68 |
| Total 66500 · Payroll Taxes | <u>24,337.35</u> | <u>23,526.50</u> | 810.85 |
| 66800 · Fees | 188.25 | 139.25 | 49.00 |
| Total 66000 · PAYROLL EXPENSES | <u>373,381.97</u> | <u>349,778.72</u> | 23,603.25 |
| 68000 · PROJECTS-SVC-SUPP-MATERIALS | | | |
| 68010 · Project Contracted Services | 224,004.55 | 289,166.58 | -65,162.03 |
| 68020 · Project Mileage & Travel | 241.98 | 1,401.46 | -1,159.48 |
| 68030 · Project Other | 1,534.49 | 300.00 | 1,234.49 |
| 68040 · Project Supplies & Materials | 789.13 | 16,162.70 | -15,373.57 |
| 68050 · Project Training | 682.83 | 545.00 | 137.83 |
| Total 68000 · PROJECTS-SVC-SUPP-MATERIALS | <u>227,252.98</u> | <u>307,575.74</u> | -80,322.76 |
| 69400 · TRANSFERS OUT | | | |
| 69410 · Trf GF to Building Reserve Fd | 5,000.00 | 5,000.00 | 0.00 |
| 69440 · Trf PF to General Fund | 33,428.81 | 31,924.62 | 1,504.19 |
| Total 69400 · TRANSFERS OUT | <u>38,428.81</u> | <u>36,924.62</u> | 1,504.19 |
| Total Expense | <u>767,950.98</u> | <u>821,849.63</u> | -53,898.65 |
| Net Ordinary Income | <u>152,685.46</u> | <u>133,268.53</u> | 19,416.93 |
| Net Income | <u><u>152,685.46</u></u> | <u><u>133,268.53</u></u> | <u><u>19,416.93</u></u> |

Benton Soil & Water Conservation District
P&L Budget vs. Actual GENERAL FUND
July 2019 through April 2020

| | Jul '19 - Apr 20 | Budget | \$ Over Budget | % of Budget |
|--|---------------------|---------------------|--------------------|----------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| 43000 · Beginning Balance | 0.00 | 461,640.00 | -461,640.00 | 0.0% |
| 44530 · Benton County Public Works | 0.00 | 5,000.00 | -5,000.00 | 0.0% |
| 44535 · Taxes Levied | 436,620.07 | 430,000.00 | 6,620.07 | 101.54% |
| 44540 · ODA Operations | 24,994.75 | 24,995.00 | -0.25 | 100.0% |
| 44545 · ODA Tech, LMA & Scope of Work | 58,320.00 | 58,320.00 | 0.00 | 100.0% |
| 44550 · ODA - SIA | 5,135.29 | 25,000.00 | -19,864.71 | 20.54% |
| 44555 · NRCS - TA | 4,972.88 | 10,833.00 | -5,860.12 | 45.91% |
| 45000 · Interest Income | 13,515.97 | 8,000.00 | 5,515.97 | 168.95% |
| 46430 · MISCELLANEOUS | | | | |
| 46432 · Contributions | 1,828.00 | | | |
| 46440 · Refunds | 158.00 | | | |
| 46430 · MISCELLANEOUS - Other | 0.00 | 3,000.00 | -3,000.00 | 0.0% |
| Total 46430 · MISCELLANEOUS | 1,986.00 | 3,000.00 | -1,014.00 | 66.2% |
| 47200 · CREP, SQP-Fee for Services | 16,392.70 | 3,000.00 | 13,392.70 | 546.42% |
| 47400 · Native Plant Sale Income | 17,520.20 | 18,200.00 | -679.80 | 96.27% |
| 48000 · TRANSFERS IN | | | | |
| 48400 · Transfer Admin from Project | 33,428.81 | 82,214.00 | -48,785.19 | 40.66% |
| Total 48000 · TRANSFERS IN | 33,428.81 | 82,214.00 | -48,785.19 | 40.66% |
| Total Income | 612,886.67 | 1,130,202.00 | -517,315.33 | 54.23% |
| Gross Profit | 612,886.67 | 1,130,202.00 | -517,315.33 | 54.23% |
| Expense | | | | |
| 60000 · MATERIALS & SERVICES | | | | |
| 61300 · CONFERENCES AND TRAINING | | | | |
| 61310 · Lodging | 1,101.12 | | | |
| 61320 · Meals/per diem | 63.28 | | | |
| 61330 · Registration | 708.45 | | | |
| 61340 · Training and Education M | 134.99 | | | |
| 61300 · CONFERENCES AND TRA | 0.00 | 11,000.00 | -11,000.00 | 0.0% |
| Total 61300 · CONFERENCES AND TI | 2,007.84 | 11,000.00 | -8,992.16 | 18.25% |
| 61500 · COMMUNITY CONSERVATION PROGRAMS | | | | |
| 61510 · Conservation Education (| 14,077.81 | 15,000.00 | -922.19 | 93.85% |
| 61520 · Conservation Incentive Pr | 1,773.21 | 3,000.00 | -1,226.79 | 59.11% |
| 61530 · Invasives Program | 4,358.43 | 4,801.00 | -442.57 | 90.78% |
| 61540 · Native Plant Sale | 11,425.63 | 18,200.00 | -6,774.37 | 62.78% |
| 61560 · Scholarships/Internships | 0.00 | 600.00 | -600.00 | 0.0% |
| 61570 · Soil Quality Program | 946.86 | 3,500.00 | -2,553.14 | 27.05% |
| 61585 · Conservation Leadership | 197.68 | 1,000.00 | -802.32 | 19.77% |
| Total 61500 · COMMUNITY CONSERV | 32,779.62 | 46,101.00 | -13,321.38 | 71.1% |
| 62100 · CONTRACTED AND PROF SERVICES | | | | |
| 62115 · Audit | 4,650.00 | 4,800.00 | -150.00 | 96.88% |
| 62120 · Computer Support | 1,351.24 | 4,000.00 | -2,648.76 | 33.78% |

Benton Soil & Water Conservation District
P&L Budget vs. Actual GENERAL FUND
July 2019 through April 2020

| | Jul '19 - Apr 20 | Budget | \$ Over Budget | % of Budget |
|---|---------------------|-------------------|-------------------|----------------|
| 62130 · PROFESSIONAL SERVICES | | | | |
| 62140 · Legal | 500.00 | | | |
| 62150 · Accounting | 16,812.29 | | | |
| 62160 · Facilitation | 3,000.00 | 3,000.00 | 0.00 | 100.0% |
| 62170 · Web Design, Logo - M | 776.00 | | | |
| 62130 · PROFESSIONAL SERV | 0.00 | 32,000.00 | -32,000.00 | 0.0% |
| Total 62130 · PROFESSIONAL SE | 21,088.29 | 35,000.00 | -13,911.71 | 60.25% |
| 62190 · Misc Contracted Services | 0.00 | 10,000.00 | -10,000.00 | 0.0% |
| Total 62100 · CONTRACTED AND PR | 27,089.53 | 53,800.00 | -26,710.47 | 50.35% |
| 62300 · Dues/Subscriptions/Fees | 5,704.06 | 10,500.00 | -4,795.94 | 54.32% |
| 62800 · OFFICE OCCUPANCY | | | | |
| 62810 · Alarm & Janitorial Service | 1,615.68 | 2,500.00 | -884.32 | 64.63% |
| 62820 · Rent & Parking | 37,726.65 | 43,908.00 | -6,181.35 | 85.92% |
| 62830 · Utilities | 6,359.66 | 12,449.00 | -6,089.34 | 51.09% |
| 62840 · Other | 0.00 | 1,500.00 | -1,500.00 | 0.0% |
| Total 62800 · OFFICE OCCUPANCY | 45,701.99 | 60,357.00 | -14,655.01 | 75.72% |
| 65000 · SUPPLIES AND MATERIALS | | | | |
| 65010 · COPIER AND SUPPLIES | | | | |
| 65012 · Copies | 947.15 | | | |
| 65014 · Lease | 1,618.98 | | | |
| 65010 · COPIER AND SUPPLIE | 0.00 | 3,500.00 | -3,500.00 | 0.0% |
| Total 65010 · COPIER AND SUPPLI | 2,566.13 | 3,500.00 | -933.87 | 73.32% |
| 65020 · Equipment | 1,310.99 | 7,000.00 | -5,689.01 | 18.73% |
| 65030 · Office Supplies | 1,334.71 | 3,000.00 | -1,665.29 | 44.49% |
| 65040 · Postage | 378.86 | 1,191.00 | -812.14 | 31.81% |
| 65050 · Software/Computer Acces | 0.00 | 3,000.00 | -3,000.00 | 0.0% |
| Total 65000 · SUPPLIES AND MATER | 5,590.69 | 17,691.00 | -12,100.31 | 31.6% |
| 65110 · PRODUCTION COSTS | | | | |
| 65112 · Advertising and Website | 214.75 | 1,500.00 | -1,285.25 | 14.32% |
| 65114 · Merchandise | 0.00 | 1,000.00 | -1,000.00 | 0.0% |
| 65116 · Newsletters | 1,610.01 | 2,000.00 | -389.99 | 80.5% |
| 65118 · Publications | 178.32 | 500.00 | -321.68 | 35.66% |
| Total 65110 · PRODUCTION COSTS | 2,003.08 | 5,000.00 | -2,996.92 | 40.06% |
| 65120 · Insurance & Fidelity Bond | 2,901.27 | 3,500.00 | -598.73 | 82.89% |
| 65160 · Miscellaneous | 22.00 | 2,000.00 | -1,978.00 | 1.1% |
| 65320 · Mileage/travel related expens | 3,083.60 | 6,027.00 | -2,943.40 | 51.16% |
| 65400 · Meetings & Events | 2,003.54 | 4,800.00 | -2,796.46 | 41.74% |
| Total 60000 · MATERIALS & SERVICES | 128,887.22 | 220,776.00 | -91,888.78 | 58.38% |
| 66000 · PAYROLL EXPENSES | | | | |
| 66200 · Wages | 250,973.26 | 339,885.00 | -88,911.74 | 73.84% |
| 66410 · Health, Dental & Life Insuranc | 38,634.43 | 59,157.00 | -20,522.57 | 65.31% |
| 66420 · Retirement | 15,241.02 | 18,881.00 | -3,639.98 | 80.72% |
| 66500 · Payroll Taxes | | | | |

Benton Soil & Water Conservation District
P&L Budget vs. Actual GENERAL FUND
 July 2019 through April 2020

| | Jul '19 - Apr 20 | Budget | \$ Over Budget | % of Budget |
|---|-----------------------------|---------------------|---------------------------|------------------------|
| 66510 · FICA Employer | 18,238.47 | | | |
| 66520 · SUTA | 2,762.85 | | | |
| 66530 · OR-WBF | 84.35 | | | |
| 66500 · Payroll Taxes - Other | 10.03 | 34,441.00 | -34,430.97 | 0.03% |
| Total 66500 · Payroll Taxes | 21,095.70 | 34,441.00 | -13,345.30 | 61.25% |
| 66800 · Fees | 188.25 | | | |
| Total 66000 · PAYROLL EXPENSES | 326,132.66 | 452,364.00 | -126,231.34 | 72.1% |
| 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 Fc | 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 | 197,062.00 | -197,062.00 | 0.0% |
| 69800 · Unappropriated Fund Balance | 0.00 | 200,000.00 | -200,000.00 | 0.0% |
| Total Expense | 460,019.88 | 1,130,202.00 | -670,182.12 | 40.7% |
| Net Ordinary Income | 152,866.79 | 0.00 | 152,866.79 | 100.0% |
| Net Income | 152,866.79 | 0.00 | 152,866.79 | 100.0% |

Benton Soil & Water Conservation District
P&L Budget vs. Actual PROJECT FUND
July 2019 through April 2020

| | Jul '19 - Apr 20 | Budget | \$ Over Budget | % of Budget |
|--|---------------------|--------------|-------------------|----------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| 43300 · Grant/Project Administration | 302,749.77 | 1,068,735.00 | -765,985.23 | 28.33% |
| Total Income | 302,749.77 | 1,068,735.00 | -765,985.23 | 28.33% |
| Gross Profit | 302,749.77 | 1,068,735.00 | -765,985.23 | 28.33% |
| Expense | | | | |
| 66000 · PAYROLL EXPENSES | | | | |
| 66200 · Wages | 36,633.56 | 75,752.00 | -39,118.44 | 48.36% |
| 66410 · Health, Dental & Life Insurance | 5,837.20 | 14,139.00 | -8,301.80 | 41.28% |
| 66420 · Retirement | 1,536.90 | 5,745.00 | -4,208.10 | 26.75% |
| 66500 · Payroll Taxes | | | | |
| 66510 · FICA Employer | 2,719.88 | | | |
| 66520 · SUTA | 516.94 | | | |
| 66530 · OR-WBF | 14.86 | | | |
| 66500 · Payroll Taxes - Other | -10.03 | 9,026.00 | -9,036.03 | -0.11% |
| Total 66500 · Payroll Taxes | 3,241.65 | 9,026.00 | -5,784.35 | 35.92% |
| Total 66000 · PAYROLL EXPENSES | 47,249.31 | 104,662.00 | -57,412.69 | 45.15% |
| 68000 · PROJECTS-SVC-SUPP-MATERIALS | | | | |
| 68010 · Project Contracted Services | 224,004.55 | | | |
| 68020 · Project Mileage & Travel | 241.98 | | | |
| 68030 · Project Other | 1,534.49 | | | |
| 68040 · Project Supplies & Materials | 789.13 | | | |
| 68050 · Project Training | 682.83 | | | |
| 68000 · PROJECTS-SVC-SUPP-MATERIALS | 0.00 | 772,470.00 | -772,470.00 | 0.0% |
| Total 68000 · PROJECTS-SVC-SUPP-MATERIALS | 227,252.98 | 772,470.00 | -545,217.02 | 29.42% |
| 69400 · TRANSFERS OUT | | | | |
| 69440 · Trf PF to General Fund | 33,428.81 | 82,214.00 | -48,785.19 | 40.66% |
| Total 69400 · TRANSFERS OUT | 33,428.81 | 82,214.00 | -48,785.19 | 40.66% |
| 69600 · Reserved for Future Expenditure | 0.00 | 109,389.00 | -109,389.00 | 0.0% |
| Total Expense | 307,931.10 | 1,068,735.00 | -760,803.90 | 28.81% |
| Net Ordinary Income | -5,181.33 | 0.00 | -5,181.33 | 100.0% |
| Net Income | -5,181.33 | 0.00 | -5,181.33 | 100.0% |

April 2020 Qtrly All Grant Projects Financial Report

| Project Name | Grant # | Funding Agency | Start Date | End Date | Status | Final Report Due Date | Fund Amount | (INCOME) Received to | Earned Income to | (EXPENSES) Spent to | CASH Balance | Remaining balance to | Grant Manager | Grant Report Dates | How grant funds are received | Admin Expected | Admin Received | Admin Remaining |
|--|----------------|--------------------|------------|------------|--------|-----------------------|-------------|----------------------|------------------|---------------------|--------------|----------------------|---------------|--|---|----------------|----------------|-----------------|
| USGS Coldwater Refuges | 18080813 | MMT | 10/1/2018 | 9/30/2020 | Open | 11/15/2020 | 43,150 | 43,150 | 36,115 | 36,115 | 7,035 | 0 | LB | 3/1/2019 & 11/15/2020 | 100% of funds at beginning of grant | 5,628 | 3,283 | 2,345 |
| Shared Space DEI Initiative | 18040175 | MMT | 1/1/2019 | 12/31/2020 | Open | 2/15/2021 | 149,388 | 76,344 | 52,621 | 52,621 | 23,723 | 73,044 | HK | 12/9/19 and 2/15/21 | two checks; one at the beginning of each calendar year | 12,300 | 4,071 | 8,229 |
| Ludwigia Management Alternatives | 19100538 | MMT | 12/1/2019 | 12/31/2022 | Open | 2/15/2023 | 27,742 | 27,742 | 1,985 | 1,985 | 25,757 | 0 | LB | 1/1/2021 & 1/1/2022. Final Report 2/15/2023 | 100% of funds at beginning of grant | 2,522 | 181 | 2,342 |
| 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 |
| State of Willamette | 19100539 | MMT | 12/1/2019 | 2/28/2020 | Open | NA | 5,800 | 5,800 | 5,800 | 5,800 | 0 | 0 | LB | NA | 100% of funds at beginning of grant | 527 | 527 | 0 |
| Willamette Mainstem Cooperative | 19010935 | MMT - Basinwide #3 | 3/1/2019 | 2/28/2021 | Open | 4/15/2021 | 40,000 | 40,000 | 19,998 | 19,998 | 20,002 | 0 | LB | Interim Report: 3/1/2020 & Final Report: 4/15/2021 | 100 % of funds at beginning of grant | 3,636 | 1,818 | 1,818 |
| Willamette River Aquatic Weed Management Phase 6 | 2019-32-908 | ODA-OSWB | 2/25/2019 | 4/30/2020 | Open | 6/30/2020 | 32,990 | 24,743 | 24,743 | 29,049 | -4,306 | 8,248 | LB | Interim Report: 8/25/2019 & Final Report: 6/30/2020 | *25% of funds are received after interim grant report submitted and approved by ODA | 2,999 | 2,421 | 578 |
| Willamette River Aquatic Weed Management Phase 7 | 2020-33-010 | ODA-OSWB | | | Open | | 27,719 | 0 | 0 | 981 | -981 | 27,719 | 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 | 89 | 2,431 |
| Purge the Spurge! EDRR and Community Outreach | 2020-33-011 | ODA-OSWB | | | Open | | 8,808 | 4,404 | 3,897 | 3,897 | 507 | 4,404 | 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 | 354 | 447 |
| 100 Acre Wood Habitat Project - Plant Establishment | 217-3002-14131 | OWEB | 12/13/2016 | 6/30/2022 | Open | 8/30/2022 | 25,278 | 11,526 | 11,526 | 12,970 | -1,444 | 13,752 | DS | Project completion only | When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted | 2,298 | 1,047 | 1,251 |
| Crestmont Land Trust Restoration and Enhancement Project | 217-3030-14293 | OWEB | 4/26/2017 | 4/30/2020 | Open | 4/30/2017 | 196,657 | 178,895 | 178,895 | 176,928 | 1,967 | 17,762 | DS | None | | 17,878 | 17,878 | 0 |
| 2019 Supplemental Data Collection for WFIP Effectiveness Monitoring | 218-8390-17212 | OWEB | 2/4/2020 | 12/31/2021 | Open | 2/28/2022 | 100,000 | 15,493 | 15,493 | 13,059 | 2,434 | 84,507 | LB | Interim Report: 12/31/2020 & Final Report: 2/28/2022 | When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted | 9,091 | 1,408 | 7,683 |
| 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 | 699 | 699 | 986 | -287 | 119,289 | 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 | 43,252 | 43,252 | 43,268 | -16 | 76,731 | 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 | 3,932 | 6,976 |
| Ecosystem Functions in Agricultural Lands | 09-16-007 | OWEB | 6/15/2017 | 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 |

April 2020 Qtrly All Grant Projects Financial Report

| Project Name | Grant # | Funding Agency | Start Date | End Date | Status | Final Report Due Date | Fund Amount | (INCOME) Received to | Earned Income to | (EXPENSES) Spent to | CASH Balance | Remaining balance to | Grant Manager | Grant Report Dates | How grant funds are received | Admin Expected | Admin Received | Admin Remaining |
|--|----------------|----------------|------------|------------|--------|-----------------------|------------------|----------------------|------------------|---------------------|--------------|----------------------|---------------|--|---|----------------|----------------|-----------------|
| OWEB-NRCS TA grant | 219-9001-16731 | OWEB | 2/4/2019 | 2/29/2020 | Open | 4/29/2020 | 10,833 | 9,327 | 9,327 | 10,629 | -1,302 | 1,506 | TM | 5/26/2019 & 5/26/2021 | by reimbursement of invoices; OWEB holds last 10% until final report received. | 984 | 984 | 0 |
| OWEB SIA grant | 218-8010-16782 | OWEB | 3/4/2019 | 12/22/2023 | Open | 12/22/2023 | 125,000 | 9,528 | 9,528 | 19,574 | -10,046 | 115,472 | 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 | 865 | 10,499 |
| Willamette Anchor Habitat Working Group Monitoring Framework | 216-8201-15838 | OWEB-FIP | 11/1/2017 | 6/30/2020 | Open | 8/29/2020 | 129,954 | 116,959 | 116,959 | 125,772 | -8,813 | 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 | 11,431 | 383 |
| Willamette Mainstem Cooperative Restoration, Phase 1 | 214-3999-11532 | OWEB-SIP | 2/19/2015 | 12/31/2019 | Open | 12/31/2019 | 221,643 | 218,620 | 218,620 | 221,620 | -3,000 | 3,023 | LB | Final Report due November 29, 2018 Post-Implementation Status Report due July 31, 2020 Post-Implementation Status Report due July 31, 2022 | no funds received at start of grant; funds received by reimbursement of invoices/receipts submitted by BSWCD; OWEB holds last 10% of funds until they receive and approve of Final Report at end of grant | 19,518 | 22,518 | -3,000 |
| Total | | | | | | | 1,474,925 | | | | | 561,546 | | | | | 73,624 | 64,981 |

**Benton Soil and Water Conservation District
RESOLUTION FY2019-2020-16**

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 June 1, 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 \$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.

- 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.



Benton Soil and Water CONSERVATION DISTRICT

Date: May 26, 2020
To: Benton SWCD Directors
From: Holly Crosson, Executive Director
Re: April-May Monthly Report for June 2020 Board Packet

A. NEW INITIATIVES

- **COVID-19**
 - Drafted a Social Distancing Policy.
 - Continued updates from CDC, Oregon Health Authority, Governor's office, SDAO, Benton County, CEA, HR Answers, OACD, etc.
 - Continued to investigate potential financial ramifications of pandemic.
 - Navigating Congressional legislation and Phase 1 Reopening and what that means for the District.
 - Participated in Benton County's City Club Covid Response meeting.
 - Responded to several surveys on Covid from CEA, SDAO, and OACD.
- **The Confluence** – working with new committee on: equitable cost distribution of common spaces; how much space will be up for rent to other parties including other nonprofits, shared space individuals, and/or hot desks; what rent to charge for non-Confluence members, including commercial occupants (such as the coffee shop), other organizations, individuals, and hot desks; how to estimate income from the event space(s) and conference rooms. Had meeting with BSWCD DEI committee and cohort. Preparing to present Assessment Report to Board.
- **WRI/Willamette River Network (WRN)** – met with WRN board member to provide comments on branding (new name, values, logo); had follow up interview with Dialogues in Action; provided recommendations and lessons learned from WRI and transition ahead.

B. PROJECTS/PROGRAMS/PARTNERSHIPS

- Met with Laura several times on her projects with USGS, BPA, City of Corvallis to address various issues.
- Working with Teresa on her Central Park Demo Garden project with WVRLC and City of Corvallis.
- Oversight of District grants (coordinate with staff/partners).
- Reviewed/signed project contracts, contract modifications, invoices, grant proposal support letters, grant agreements and extensions, landowner agreements, reimbursement forms/grant funds requests, grant summary table update, etc.

NATIVE PLANT/ BULB/SEED SALE

- No activity this month except to promote our outreach themes to community.

FISCAL

- Set dates for FY20 audit meeting for August 12-14, 2020.
- Held FY21 Budget Committee meeting and presented Budget Message on May 18.
- Prepared for June 1 Budget Hearing.
- Tracked ACH deposits for OWEB grant payments and distributed reports to Jenny and appropriate project management staff.
- Reviewed/authorized/completed/filed/submitted: staff timesheets, payroll, bills, invoices, CIRs, EFTs, fiscal admin and other accounting on grants, monthly financial reports, checks, credit card accounts, bank statements, account reconciliations, bank deposits, and LGIP balance.
- Held weekly meetings with bookkeeper and Operations Manager.

C. PERSONNEL/STAFF MEETINGS/TRAINING

- Wrote letter to Linda after six months of employment as an Introductory Employee confirming she is now a Regular Employee.
- Had quarterly meeting with Faye.
- Finalized options for new employee Health Plans (renewal starting July 1).
- Finalized FY21 Annual Workplan and submitted to board for approval.
- Coaching Linda on renewal of Workers Comp insurance.
- Facilitated legal and HR review of new performance evaluation form.

D. BOARD

- Attended board meetings on 4/6 and 5/4.
- Created May and June board meeting agendas and accompanying documents; reviewed draft financials; reviewed/edited draft meeting minutes; prepared budget resolution and other packet documents.

E. MISCELLANEOUS, SAFETY, INFORMATION TECHNOLOGY

- Authorized purchase of new computer and monitors for Heath
- Responded to another public records request
- Worked with Heath on BSWCD advertisement on new Corvallis City Map.



Benton Soil and Water CONSERVATION DISTRICT

Date: May 18, 2020

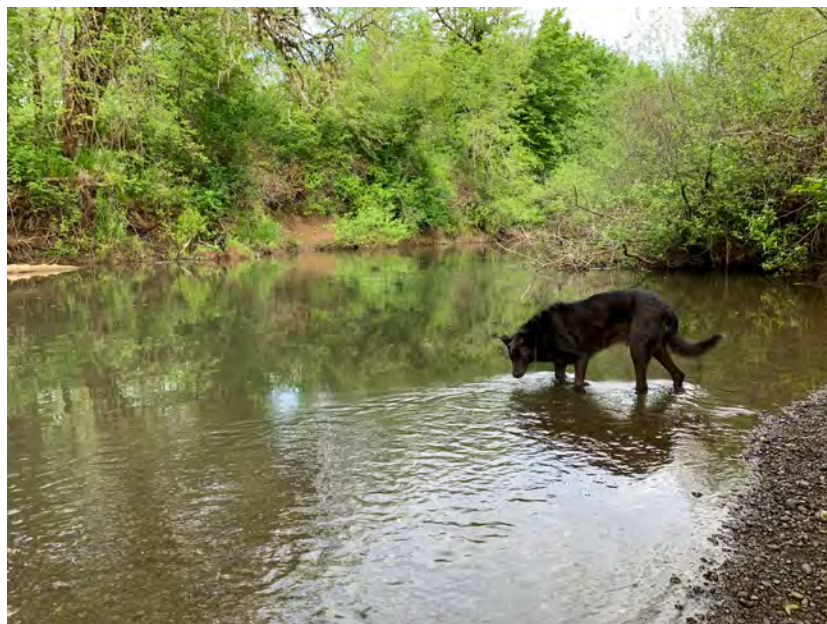
To: Benton SWCD Directors

From: Laura Brown, River Restoration and Invasives Program Coordinator

Re: May 2020 Monthly Report for June 2020 Board Meeting

Willamette Mainstem Cooperative

Despite the barriers that the COVID-19 situation brings, I was able to build new partnerships and rekindle old ones. Partnering with Long Tom, Luckiamute, Marys River, Calapooia, and McKenzie River Watershed Councils, as well as McKenzie River Trust, I applied for a Willamette Mainstem Anchor Habitat Investment grant to identify high impact salmonid rearing habitat and to prioritize restoration and conservation actions by landowners willingness to engage in our area. Ultimately this project will provide a better understanding of new data available, new opportunities to engage with landowners, and a way to prioritize sites based on potential ecological uplift and likelihood of landowner engagement. Once we have prioritized sites, we will develop specific strategies for engaging landowners in a way that allows for them to meet their own conservation and land management goals. So many of the restoration projects that have occurred on the Willamette Mainstem have been on public lands - which makes sense as it is a lot easier to get support and approval. This project will target private lands and come up with creative ways to garner landowner engagement. We intend to share resources with private landowners to build relationships and tell a story. An example could be a landowner that has a culvert that could be replaced to increase side channel habitat availability, but also needs help with bank erosion on a separate part of their property. Another example is simply identifying where there already is great native fish rearing habitat, highlighting that to the landowner, and sharing their success story. Funds are requested in this proposal to also initiate outreach strategies with landowners in Benton County.



Haven't gotten out on the Willamette yet this spring, but here's my dog in Marys River.

Invasives Program

The Invasive Species Program has been rockin and rollin during the COVID-19 restrictions. Turns out, the more people that stay in their homes, yards, and neighborhoods, the more they start to see the invasive species that are around them. We had over 400 views of our "Invasives In Your Backyard" webinars, which is a much higher number than I was anticipating for what were originally going to be in-person community meetings - I think partly because these are recorded and people can view when its convenient for them. We've had four applications submitted for funds to treat invasive species through our new Invasive Species Grant Program, and I've been responding to at least three phone calls a week regarding species identification and control. Poison hemlock (*Conium maculatum*) has been the topic of at least four of these calls (up from zero calls on this species last year). It seems to be having a great year in the Willamette Valley, which is unfortunate because it is can kill humans, pets, and livestock. This species is often confused with Queen Anne's Lace (*Daucus carota*), which is also invasive. A couple of the best distinguishing factors are that poison hemlock has a hairless stem and purple blotches, while Queen Anne's lace has a hairy stem without the purple. The flowers of the two species are also different - Queen Anne's lace flowers have a single purplish flower in the center of the umbel and is flat-topped, while poison hemlock has a more rounded top.



Queen Anne's lace (left) has hairy stems and a flat umbel. Poison hemlock (right) has a hairless stem with purple spots and a more rounded umbel. Both are invasive species, but poison hemlock is toxic.

We have continued moving forward with our treatment of oblong spurge (*Euphorbia oblongata*). More and more sites have been called in, including the largest known site in the state of Oregon. While my postcard mailing was a success, the Facebook posts seem to bring in the most reports. We've been able to maintain social distance and wear masks while still engaging with private landowners and educating them on the impacts of these species, as well as how invasive species spread in the first place. All of the known sites have been treated either through hand-pulling or herbicide, helping us to meet our obligations for our State Weed Board grant and helping us control this A-listed species! Overall, I think we have reached a new audience for the Invasive Program as we've developed new ways of engaging Benton County residents.

Outreach Continues

We've been sending out weekly e-news since the shift to working from home and having to cancel more than 15 in-person events we had planned. I send the e-mail to the 651 people on our e-news list, it is automatically shared on our Facebook and Instagram pages, and Teresa forwards it to the 297 people on the announce google group list. The number of email opens and people reached via Facebook and Instagram are listed below. I don't have access to data related to the announce list.

| Date sent | E-news Title | # Opens | Facebook/ Instagram Reach |
|-----------|--|---------|---------------------------|
| 05/15 | Pulling together (weeds) | 193 | 111 |
| 05/08 | Holding it together (roots) | 205 | 120 |
| 05/01 | Let's visit Finley Refuge together... | 226 | 211 |
| 04/24 | The river beckons... | 240 | 116 |
| 04/17 | Give your soil a check-up! | 197 | 107 |
| 04/10 | What to do about weeds | 256 | 124 |
| 04/03 | Bee Friendly to Pollinators | 238 | 223 |
| 03/27 | Birds! Watch, Feed, Shelter, and Listen! | 264 | 154 |
| 03/23 | A message from Benton SWCD | 316 | 136 |

According to statistics tracked on our Facebook page, we have reached 55,700 people and had 2,500 responses to our events over the last 90 days.

Laura has spearheaded Benton SWCD's foray into Facebook Live Stream events and Zoom webinars. See her report for data related to attendance at those innovative outreach efforts. I partnered with US Fish & Wildlife's Sam Bartling and Corvallis Audubon Society's board chair at an attempted Facebook Livestream at Finley Refuge. Although Sam and I practiced the event at all locations a week ahead, and scripted an agenda for the event, we learned that the signal strength is not strong enough to do a Live Stream from Finley. Next time we will try a "mock live" event, where we pre-record and post at scheduled time. The June 13 Gardening for Birds Tour is likely to be a "mock live" event. The presenters will watch the video with the audience so they are able to answer questions in real time.

The Native Plant Program

A few exciting updates for you regarding the native plant program.

1. Online ordering opens **June 1**. I am in the process of finalizing the plant list, so don't check the catalog until June 1! We have a new "vanity url" for easy access of the catalog. Please refer your friends and neighbors to **bentonplants.org**, which will take them straight to our online catalog! So easy!
2. Promotional video - Thorin Nielson is creating a promo video for the native plant sale using footage he filmed at the 2019 winter sale. We will run the ad on Facebook and Youtube. Trying something new - should be fun!
3. Water Weed Guide rev. 2020 includes 47 invasive, non-native, and native aquatic plant species. Special thanks to Rich Miller, Center for Lakes and Reservoirs at Portland State University for technical review, and to Laura for her help as an editor and collector of photos. The water-resistant, spiral-bound guides have been printed! Connect with Laura to get your copy, or view online here: bentonswcd.org/programs/willamette-main-stem/water-weed-guide/.

Diversity, Equity, & Inclusion Process

In light of the need for social distancing, some changes have been made to the DEI planning process to allow our work to continue safely.

1. BSWCD Internal DEI Assessment - Our assessment report (based on survey results) is complete. BSWCD's Equity Committee (Henry, Holly, Heath, & Laura) will share the report with the board at the June meeting. BSWCD DEI Committee will create an interim action plan in June and a longer term plan by end of 2020.
2. All Staff and Board Awareness Raising Trainings are being postponed until the fall.
3. Confluence DEI Committee has developed a Collaborative Funds Distribution strategy to allocate funds from the Meyer grant. We hope it will serve as a template for distribution of other Confluence income and expenses.

Date: May 21, 2020
To: Benton SWCD Directors
From: Linda Lovett, Operations Manager
Re: April 21 – May 20, 2020



A. Office Administration

- Processed staff Check Issuance Request (CIR) and Credit Card Receipt (CCR) forms and deposited incoming checks.
- Created fillable CIR and CCR forms and drafted instructions for their use by staff.
- Ordered supplies and investigated sources of COVID-19 related items (disposable masks, hand sanitizer) for eventual office use.
- Created mailboxes for each member of staff so no one has to enter individual offices to distribute mail and other paperwork.
- Filed paperwork (financial, personnel, board meeting, etc.) during weekly visit to office.

B. Personnel/Staff Meetings/Training

- Updated Operations Manager section of annual Work Plan.
- Updated staff insurance preferences for Barker-Uerlings.
- Registered Laura for Cascade Employers Association's Basics of Supervision class.

C. Budget

- Assisted Holly with cash-flow projections for FY20-21.
- Researched impact of COVID-19 crisis on local property taxes by discussing with City of Monmouth Finance Director and attending City of Corvallis Budget Meeting.
- Updated LB forms following Budget Committee approval.

D. Meetings and Events

- Submitted public notice for May 4 board meeting; drafted legal notice for May 18 Budget Committee meeting and posted to calendar and website.
- Compiled calendar items for May board meeting agenda.
- Compiled packet for May board meeting into pdf document and emailed to Directors and Associate Directors.
- Compiled paper and pdf packets for May 18 Budget Committee meeting and mailed/emailed to Committee members.
- Recorded minutes at board meeting and Budget Committee meetings.
- Contacted ODA and Benton County Elections office to clarify process for gathering and submitting signatures for Director election petitions; informed Directors of findings.



A social-distanced site visit with Amy Kaiser, NRCS, and Sarah & Ken Edwardsson, dedicated and conscientious oak restorationists and pasture managers.

The partnership between NRCS and Benton SWCD provides a wealth of opportunities to work with landowners, gain knowledge on conservation topics, learn NRCS online tools, and develop skills to better serve Benton County residents.

On May 6th and 7th, I participated in a NRCS/Xerces Society Pollinator Training that highlighted EQIP practices 420 Wildlife Habitat Planting and 422 Hedgerow Planting. NRCS and Xerces worked for years on the importance of beneficial insects and this training melded the best of both, bugs and technical assistance.

In preparation for a pasture assessment site visit, Amy Kaiser recommended that I take an online NRCS Pasture Condition Training. It was an excellent primer that helped me as we walked with the landowner through several pastures and discussed desirable forage functional groups, percent cover, plant residue, uniformity of use (by the livestock), and plant vigor with relevant causative factors.

On May 18th, I joined a NRCS Webinar titled, "What are the Economic, Water Quality, and Climate Impacts of Soil Health?" Eight successful farmer' case studies showcased the use of the NRCS partial budget analysis to help growers understand the return on investment when changing practices to improve soil health. This tool may be helpful in the Upper Muddy Creek Strategic Implementation Area as we talk with growers about conservation practices.

We found this lupine along the road north of Edwardsson's pasture.

They had not noticed lupine in the area before.

Could it be Kincaid's lupine?



ZOOM and Go To Meeting - the new reality

It is remarkable how quickly society has adapted to online meetings and virtual trainings, and honestly, it is working well. Here are examples.

- I have participated in several UMC SIA meetings with ODA, Marys River Watershed Council, and DEQ to discuss water quality issues of concern, a strategy to approach specific landowners, and conservation practices that can be recommended.
- Donna and I are collaborating with Melissa Fery and Teagan Moran, OSU Extension Small Farms, to offer a live webinar on June 9th titled Mud & Manure Management on Your Small Farm. Our original intention was to host this in person at the Alpine Community Center and target a small UMC SIA group. By offering it online, the audience is now expanded to include literally anyone with WiFi. OSU will record the session and make it available later on their website. The Benton County Farm Bureau and 4-H leaders are helping us spread the word about the event.
- Each month one of our staff discusses a safety topic during a staff meeting. Working from home involves so much sitting and computer work, which is hard on the body, so for the May safety topic I made a video on simple mobility movements and blended them with photos of native plants from my yard and, of course, my cute grandkids. Email me for a link to the video!
- On May 20th, the North American Invasive Species Management Association shared a webinar titled Public Gardens as Sentinels Against Invasive Plants. A group of public gardens, think big arboretums around the country, are creating a database to track exotic plants that "escape cultivation" and become problematic and potentially invasive. Email me if you want webinar link.
- Via email and ZOOM, we are working with Corvallis Parks & Rec on the Central Park Willamette Valley Regenerative Landscape Coalition Garden Plot. We will cover the site with wood chips soon and pre-purchase plants for a dense planting next fall.



Find the Mason bee zooming above my tubes!

Noteworthy Accomplishments

The OWEB Technical Assistance Grant Final Report was approved and the last payment received. That is good!

I submitted the draft UMC SIA Monitoring Proposal. The local monitoring team provided feedback and I am working on revisions. Yay!

Four farmers have signed up for soil tests. In the next few weeks, I'll schedule site visits to meet them and collect soil samples. SQP lives on!!

It is my second year on the OSU Benton County Extension Budget Committee. On May 4th via ZOOM, Extension updated the committee on Extension programs and their outreach during these uncertain times. We approved the Extension budget!

I worked with Heath and Amy Kaiser to make a [NRCS webpage](#) on the BSWCD website. I've also helped with some photos and content for the weekly e-news. Team work!



Donna Schmitz: March 20 to May 20, 2020

Federal Farm Programs implementation; CREP, EQIP, WHIP

- Participating in online courses to update Conservation Planner Certification and training on Conservation Desktop.
- Developing six CREP plans for the following locations:
 - Alsea River landowner; signed up for new possible 51.7 CREP buffers, updated buffer map.
 - Alsea River: re-enrollment for CREP for 54.7 acres buffers, new 6 possible CREP acres
 - Bull Run Creek: re-enrollment for CREP for 26 acres, site visit to determine eligibility, developed map for addition of new areas to plan.
 - Unnamed Creek, near McFarland Road; New 9.1 CREP acres, received planting plan from ODF
 - Marys River, un-named Creek, new possible 21 CREP acres, received planting plan from ODF
 - Beaver Creek, New possible 15.4 CREP acres. Site visit to determine eligibility
 - Conley-certified site prep
- Participated in training for pollinators and implementation requirements for 420-Wildlife Planting and 422-Hedgerow

Technical assistance contacts; telephone inquiries, office visits per resource concern.

- Cheatgrass, Wetland conversion complaint-Maltby creek, soil sterilization, plant id, community food, OWEB funds for composting
- 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.
- 100 acre Wood: planted an additional 960 trees and shrubs in the riparian areas. Contracted additional spraying around trees and pasture. Requested funds.
- Crestmont Land Trust grant: Project completed. Working on project completion report and budget.
- J2E Restoration project - OWEB submitted grant: OWEB staff had recommended funding to OWEB board. However, OWEB put a halt to all future funding until they identify future projected Lottery Funds available. Participated in meeting with OWEB to discuss the next steps. Now working with partners to identify any impacts on delayed funding for our grant request. OWEB board meeting to decide funding is June 11th.
- Working on a OWEB small grant for mud and manure management sacrifice areas
- Participated in MRWC Oak Creek working group meeting.
- Provided comment to Corvallis Water Action Team culvert replacement proposal on Dunawi Creek.
- Compiled and submitted quarterly ODA report.

- Strategic Implementation Area:
 - Teleconference with ODA on strategies on working in the SIA and compliance issues.
 - Participated in statewide SIA meeting.
 - Two landowners working with NRCS for funding through the Conservation Implementation Strategies. Identified conservation practices that are funded by NRCS for CIS and AFO.
 - Participated in monitoring group meeting and working with Teresa in writing monitoring plan, provided edits, monitoring locations and map, help with budget page.
 - Revised budget and timeline for SIA grant, will submit revised budget to OWEB once the monitoring plan is approved.
- Discussed Confluence building office equipment and annual costs for utilities/services for the building with Holly and Jerry. Researched past documents identifying reasons for needs and opportunities to collaborate on co-location.

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

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

- ODA Agricultural Water Quality Plan meeting Local Advisory Committee has been canceled. Discussion to identify next Focus Area after end of fiscal year.
- Participated in tele-meeting with partners to plan and then cancel Leadership Corvallis Natural Resources tour in May.
- Attended staff meetings and board meetings.



Benton Soil and Water Conservation District

Roadmap and Recommendations
Internal Culture & DEI Journey Assessment
Completed April 6, 2020

Process Overview

The Benton Soil and Water Conservation District (BSWCD) is part of a budding collaborative called **"The Confluence"**. This collaboration is a network of five organizations that are choosing to co-locate in 2021. In addition, they have made a commitment to work together to support mission success. As part of this work, The Confluence has committed itself to a Diversity, Equity, and Inclusion change process – both as individual organizations and with the hope of influencing The Confluence as it emerges as its own entity.

As part of this work, each organization is engaging in a Diversity, Equity, and Inclusion (DEI) Assessment. The assessment was designed to evaluate where the organization is in its journey towards more equitable outcomes, as well as an internal culture audit to examine how DEI is showing up, or not showing up, in the internal culture of the organization.

The first section, titled **"Assessing DEI in your Organization,"** was based on the [Diversity, Equity, and Inclusion Spectrum Tool developed by Meyer Memorial Trust in 2018](#). The tool is designed to help organizations assess where they are in their DEI journey, develop a shared language, and identify potential areas for future work within 12 different DEI dimensions:

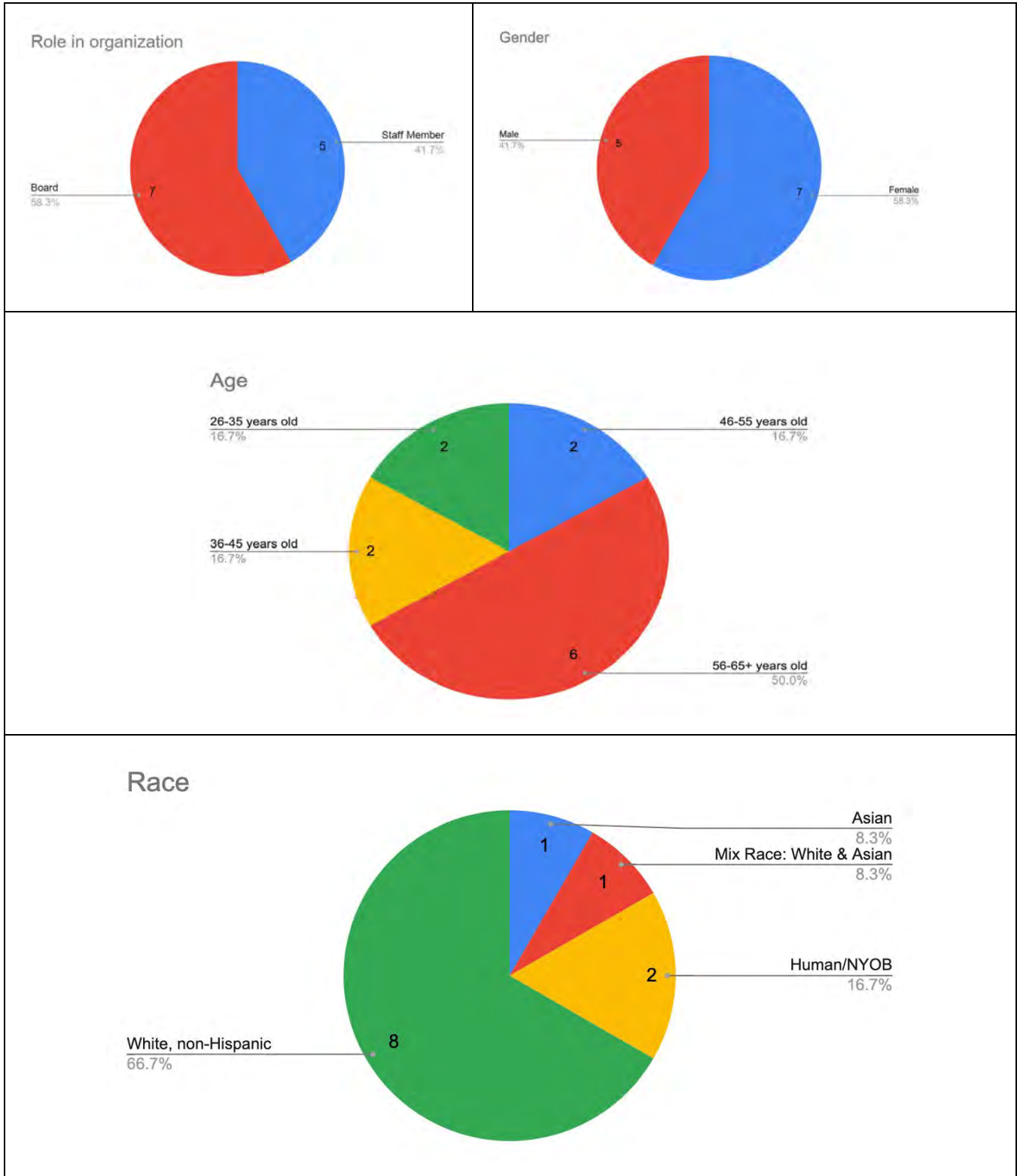
- Vision
- Commitment
- Leadership
- Policies
- Infrastructure
- Training
- Organizational diversity
- Data collection and analysis
- Community partnerships
- Decision making
- Accountability
- Inclusion

The second section, titled **"Your Organization's Climate,"** was created by Capacity Building Partnership and is meant to assess the internal cultural dynamics and practices within the organization. These questions ask individual staff and board members to assess their own experiences related to DEI within the organization.

Each organization disseminated the survey to its board and staff, with minor adaptations to meet their unique needs. BSWCD had a 100 percent participation rate with a total of 12 responses (five staff and seven board members/associates). The results were charted by the consultant, Yee Won Chong. The Equity Committee, consisting of three staff and one board member, worked with Yee Won, meeting twice to analyze and synthesize the results. The sense-making statements in this report are co-created by the committee and Yee Won. Using the synthesis, Yee Won generated the road map for moving forward.

Demographics

Below is the demographic information of the people who participated.



Assessing DEI in the BSWCD

For the following six dimensions, ratings are spread within two to three spots on the spectrum, indicating stronger agreement.

The **Diversity** dimension has the clearest agreement with ratings clustered within **“launched”** and **“well on the way”**.

Explanation of ratings:

BSWCD actively works to increase diversity of board and staff, resulting in growing diversity; has begun to identify and institute retention strategies for diverse board and staff, but may not know how to do it effectively or have strategies and systems in place; may not result in growing diversity.

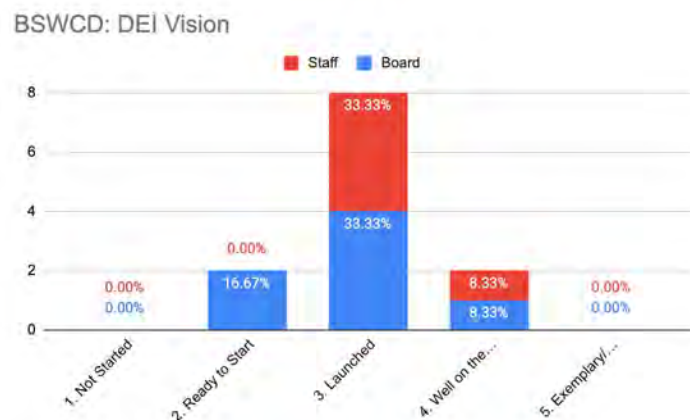
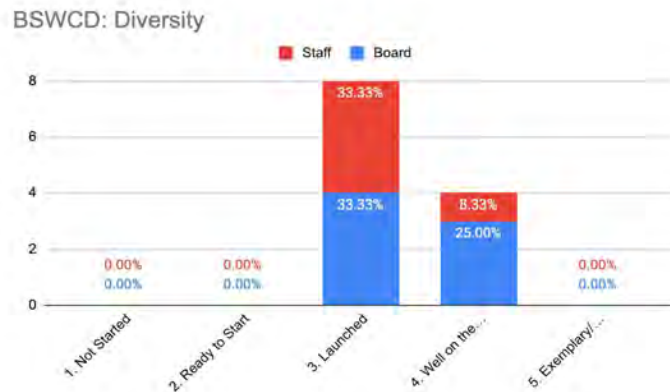
What the data may also tell us:

Respondents may be looking at gender only when answering this question. BSWCD DEI efforts also aspire to diversify in other ways, such as race.

In the areas of **Vision, Community, and Training**, ratings clustered in the center, ranging from “ready to start” to “well on the way”, with the majority of respondents choosing **“launched”**.

Explanation of rating:

BSWCD recognizes the importance of DEI to its work and is in the process of developing a shared DEI vision.



Explanation of rating:

Some staff or board of BSWCD have participated in DEI-related training.

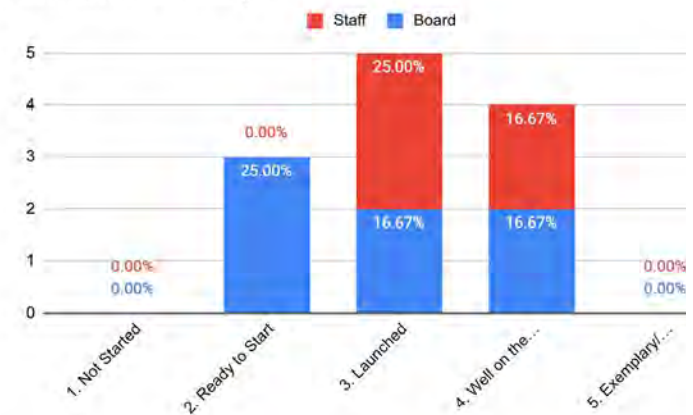
BSWCD: Training



Explanation of rating:

BSWCD is beginning to build partnerships with communities facing disparities, but has not yet established accountability to and meaningful partnerships with these communities and may approach it in a tokenistic way.

BSWCD: Community



Explanation of rating:

Individuals or small groups are guiding internal DEI discussions at BSWCD, but aren't integrated into the organization as a whole.

BSWCD: Infrastructure



What the data may also tell us:

Not as many board members went through DEI Training, therefore staff may understand the vision more than the board. Board may also have less awareness of community efforts and infrastructure of DEI work compared to staff.

Even though ratings also clustered in the center that ranged from “ready to start” to “well on the way”, the majority of respondents rated **Leadership** as “**ready to start**”.

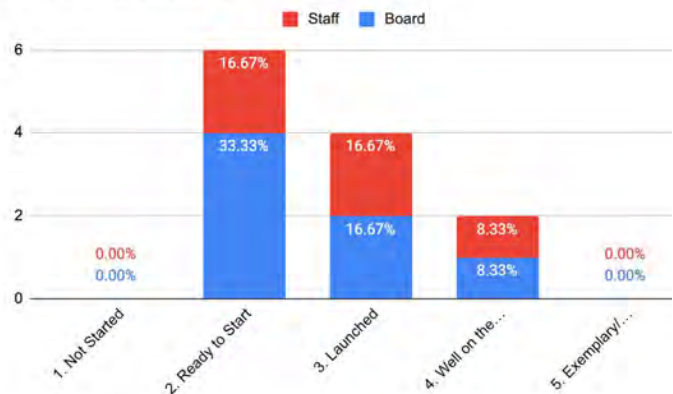
Explanation of rating:

A few members of BSWCD management, staff, or board are leading the DEI discussion and a DEI point person or team is leading the organization’s DEI work.

What the data may also tell us:

There may not be a clear understanding of what “leadership” means. Some people may see it as the Executive Director and Chair, others may see it as a verb instead of a noun.

BSWCD: Leadership



In the dimensions below, ratings are spread across four points on the spectrum.

Despite the ratings spread, **Policies**, **Decisions**, and **Accountability** are clearly clustered on “**launched**”, ranging from 50 to 66 percent.

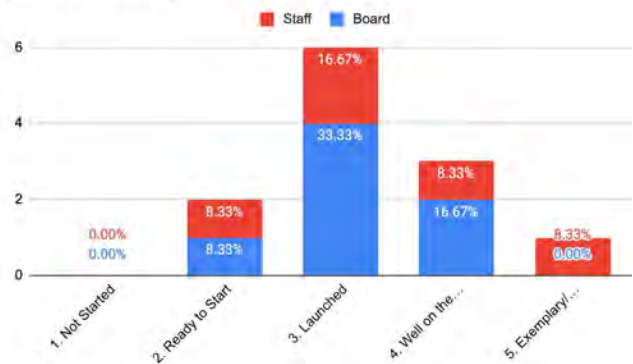
Explanation of rating:

BSWCD may have some DEI-related language in some of its organizational policies.

What the wide range could mean:

Since the DEI work has been led by a point person or team with more involvement from staff (see leadership rating), BSWCD as a whole may not experience progress when only individual staff are advancing the DEI work.

BSWCD: Policies



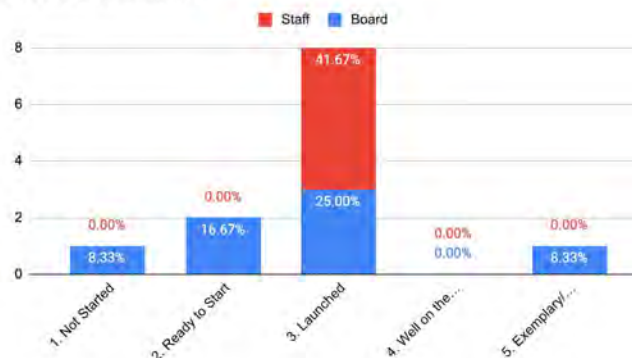
Explanation of rating:

Decisions are occasionally influenced by DEI considerations in an ad hoc way.

What the wide range could mean:

Staff involvement in DEI creates a clearer agreement on progress. The board is just starting to make progress, which may explain the uneven observations and experience.

BSWCD: Decisions



Explanation of rating:

BSWCD is preparing to include or is currently including DEI-related metrics in a few aspects of the organization, such as staff and/or board representation and evaluations of specific projects.

What the data may also tell us:

The staff is more aware than the board about the policy work because it has just begun, and there is still a long way to go. For example, the requirements for individuals running for a board seat excludes certain communities, bringing up issues of accountability and institutional oppression.

BSWCD: Accountability



A majority of the ratings for the **Commitment** dimension are spread between “ready to start” and “launched”.

Explanation of rating:

BSWCD is interested in advancing its DEI work and in considering how to do so has put some strategies or actions into motion.

What the wide range could mean:

Staff that are more involved experience strong commitment while staff that are less involved may not. The work with the board also lags behind staff progress.

BSWCD: Commitment



The majority of the ratings for the **Data** dimension spread across three categories, from “not started” to “launched”.

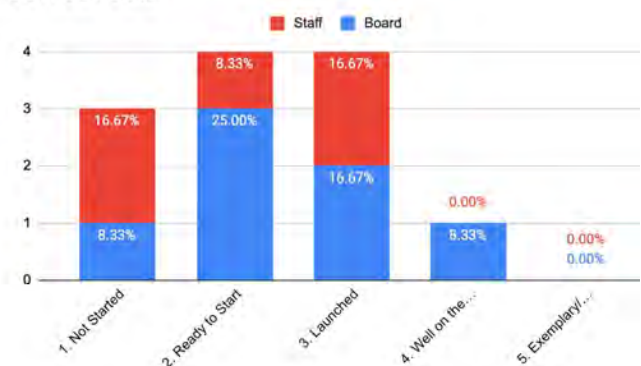
Explanation of rating:

BSWCD does not collect demographic data in its programmatic or operational work, but views this as a future goal.

What the wide range could mean:

Because any current data collection is not systematic or comprehensive, staff and board may not be aware of certain efforts.

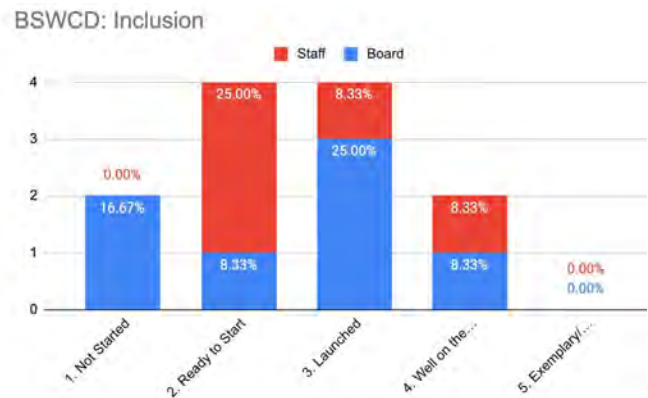
BSWCD: Data



The **Inclusion** dimension is spread even wider across four categories, from **“not started”** to **“well on the way”**.

Explanation of rating:

No explicit effort is made, but BSWCD values the idea of creating an inclusive atmosphere where the voice and perspective of staff and board members from communities facing disparities are appreciated. While staff and board members from these communities are encouraged to participate, they are expected to conform to the dominant culture.



What the wide range could mean:

Because the attempts are not organization-wide, awareness and observations are uneven.

Summary of DEI in BSWCD

Overall, the responses confirm that the organization has a clear commitment to the work and plenty of space for improvement.

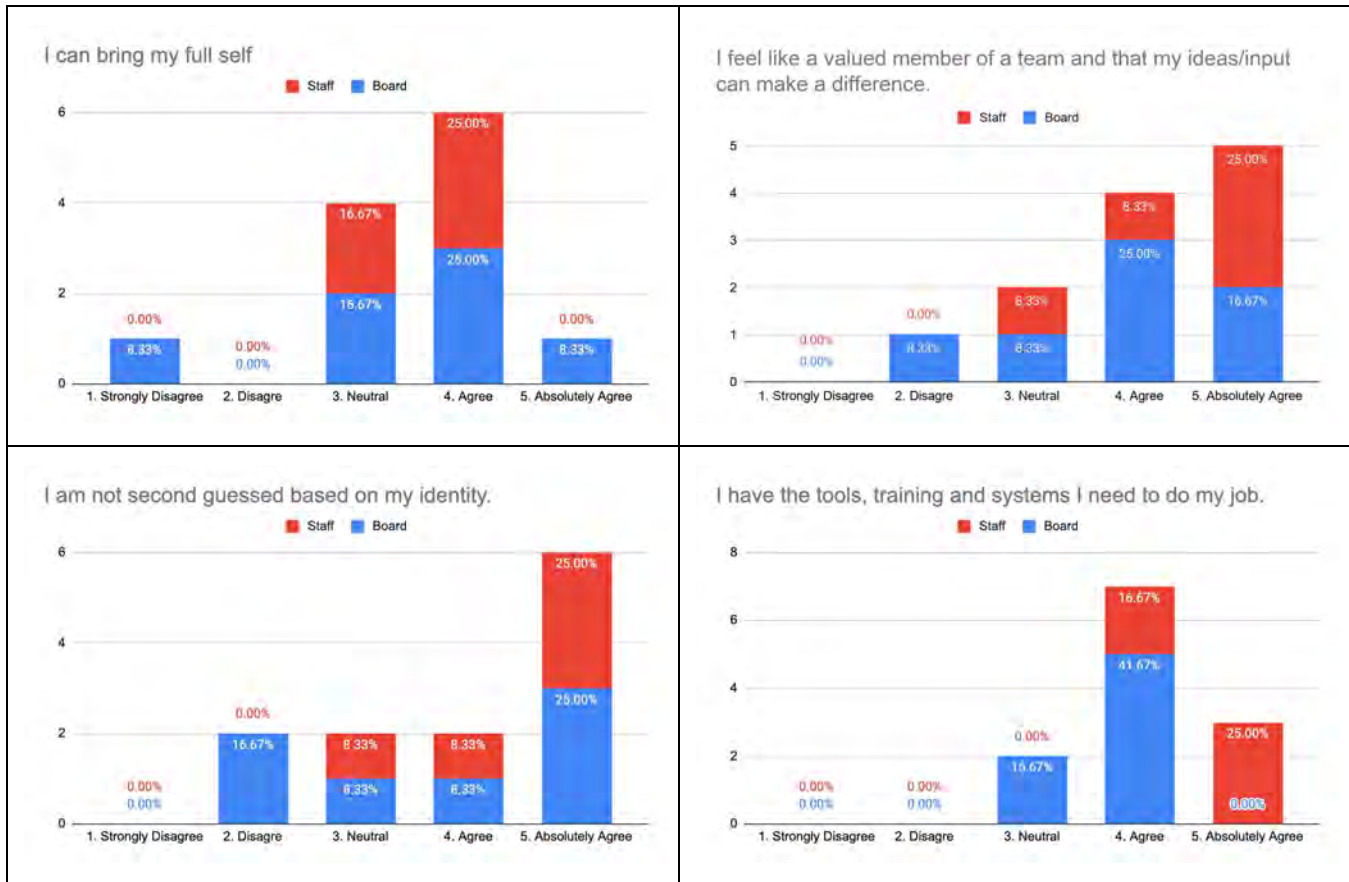
| 12 Dimensions ↓ | Stages → | Not Started | Ready to Start | Launched | Well on the Way | Exemplary |
|-----------------|----------|-------------|----------------|----------|-----------------|-----------|
| Diversity | | | | | | |
| Vision | | | | | | |
| Training | | | | | | |
| Community | | | | | | |
| Infrastructure | | | | | | |
| Leadership | | | | | | |
| Policies | | | | | | |
| Decisions | | | | | | |
| Accountability | | | | | | |
| Commitment | | | | | | |
| Data | | | | | | |
| Inclusion | | | | | | |

BSWCD's Organizational Climate

The Organizational Climate section of the survey is to give the group a sense of how individuals feel about serving and working for the BSWCD. It provides key insights in how the organization may or may not be internally implementing diversity, equity, and inclusion. Climate surveys provide key insights from non-leadership level staff on how they are impacted at work and reflect on specific leadership challenges and opportunities related to DEI implementation and integration. **While we use these results to analyze the majority perspective, we do not want to lose sight of the experiences of the minority in these statements.**

Overall, staff and board feel **valued for their contribution to BSWCD and equipped to succeed in their role**—over 58.33 percent rated “agree” or “absolutely agree” in this area:

- I can bring my full self to this organization.
- I am not second guessed based on my identity.
- I have the tools, training, and systems I need to do my job.
- I feel like a valued member of a team and that my ideas/input can make a difference.



The perception of the **leaderships' skills** in creating equity, diversity, and inclusion efforts is overall **"neutral"** in these areas:

- Supervisors' ability to work with different cultural backgrounds
- Leadership's willingness to diversity staff

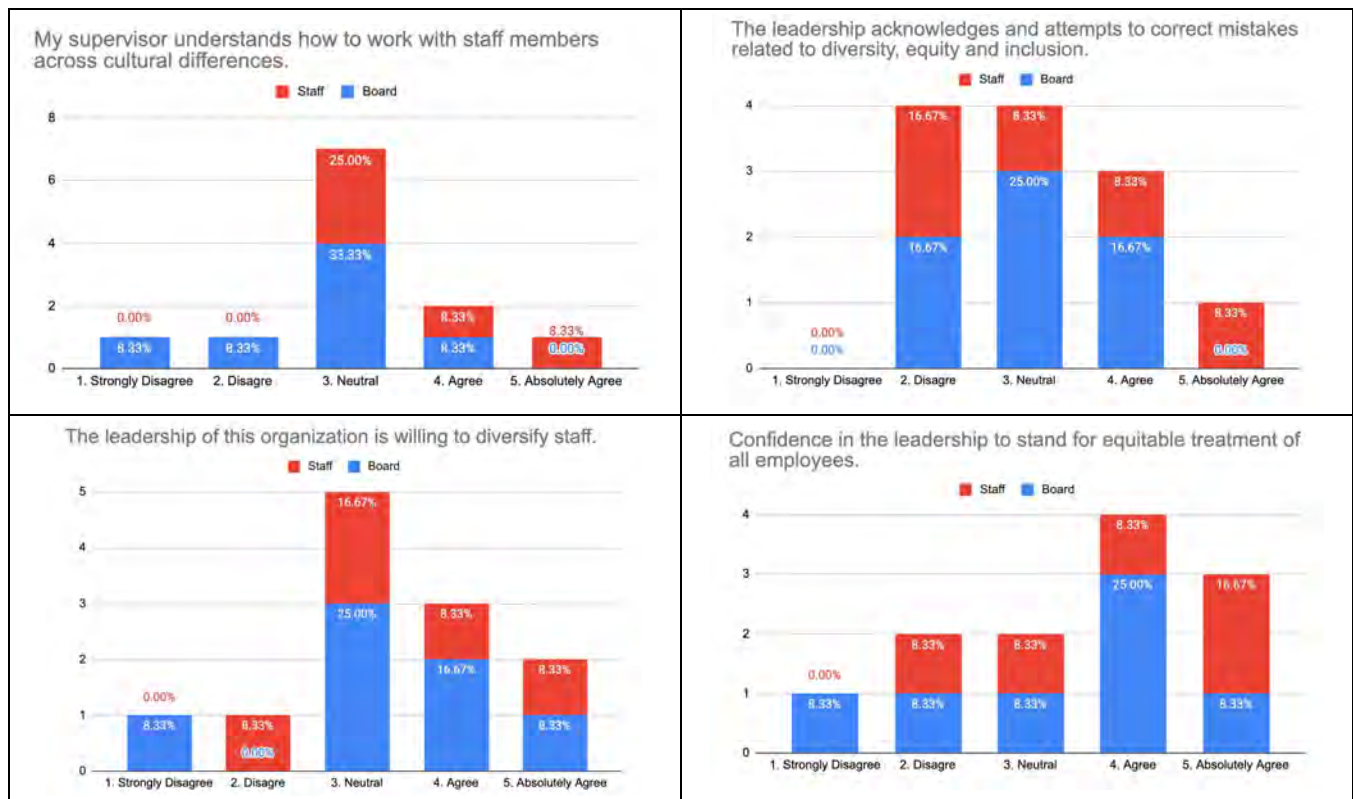
The small staff and low turnover rate does not provide many opportunities to diversify staff and is likely the reason most people responded "neutral" to that question.

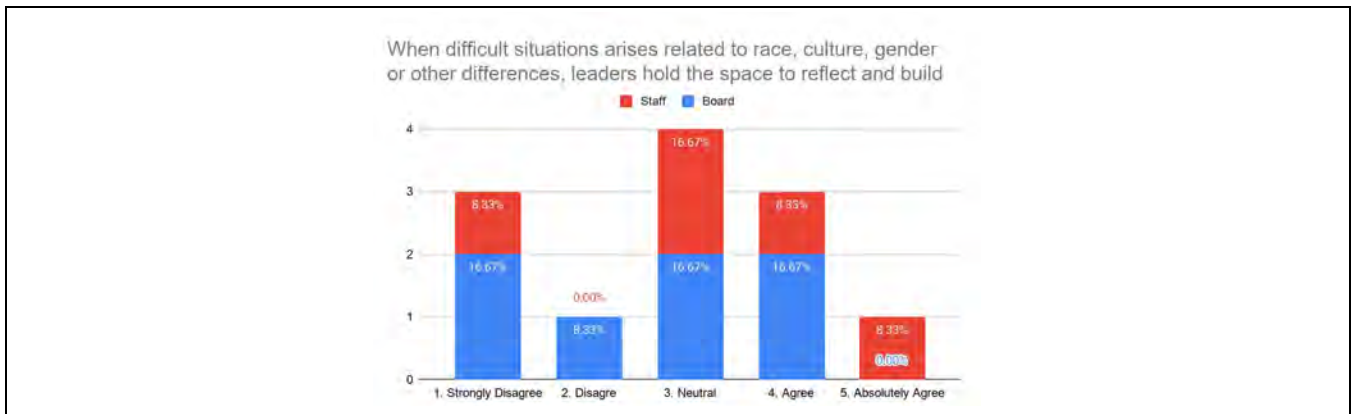
While a majority (58.33 percent) **"agree"** to **"absolutely agree"** that they have:

- Confidence in the leadership to stand for equitable treatment of all employees, they also feel **"neutral"** when it comes to how:
 - Bias statements and behaviors are effectively interrupted.

They are also unsure that leaders have the ability to:

- Hold space to reflect on difficult situations related to race, culture, gender, and other differences



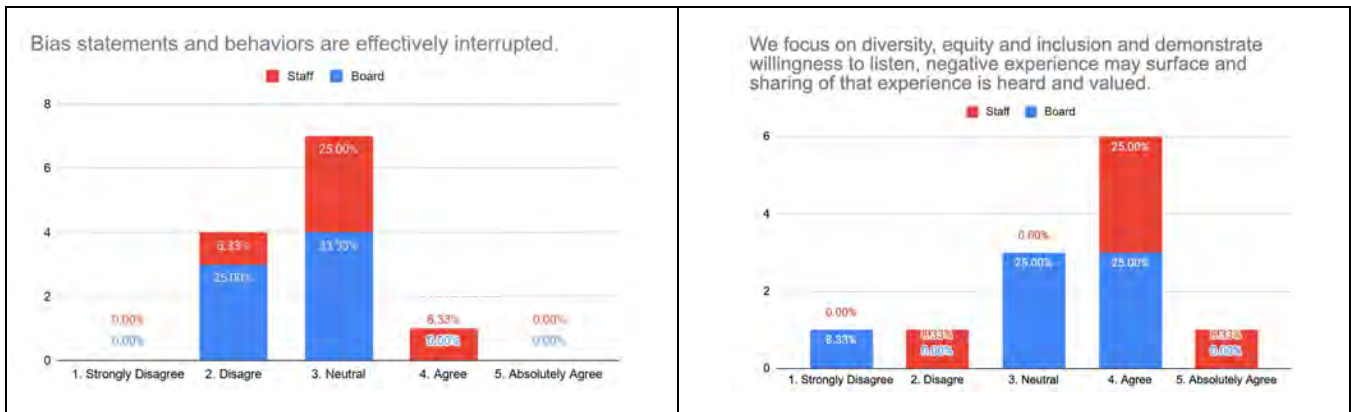


This is due generally to **the lack of collectively agreed upon ways to educate and increase each other's awareness** around unconscious bias and microaggression, which explains why a majority rated (75 percent) **“neutral”** to **“disagree”** that:

- Bias statements and behaviors are effectively interrupted.

However, there is a strong sense that staff and board have good intentions with a majority (over 58.33 percent) of staff and board selecting **“agree”** or **“absolutely agree”** that

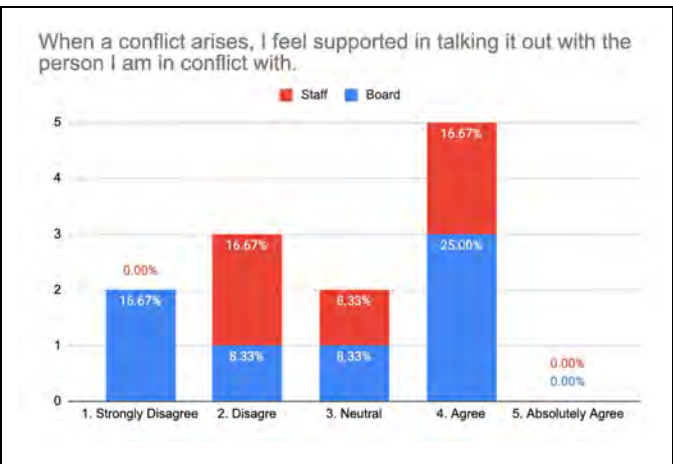
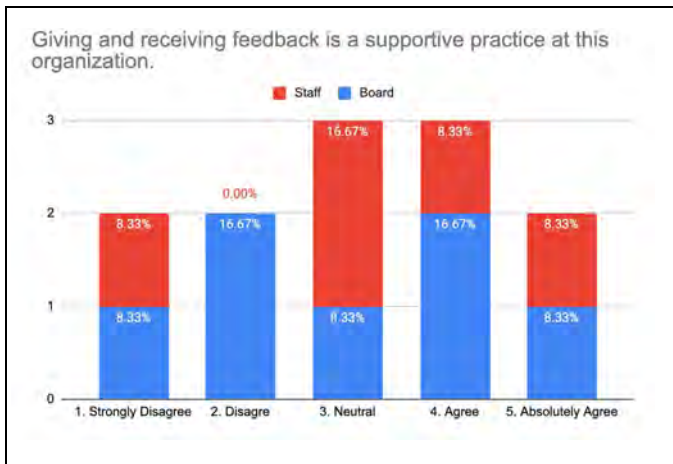
- BSWCD focuses on diversity, equity, and inclusion and demonstrates a willingness to listen; negative experiences may surface and the sharing of those experiences is heard and valued.



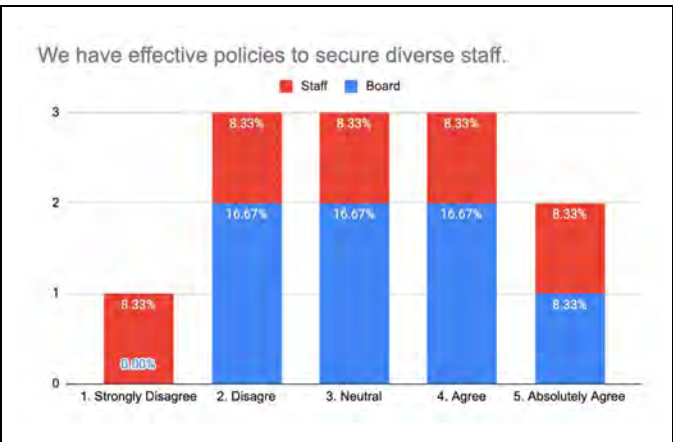
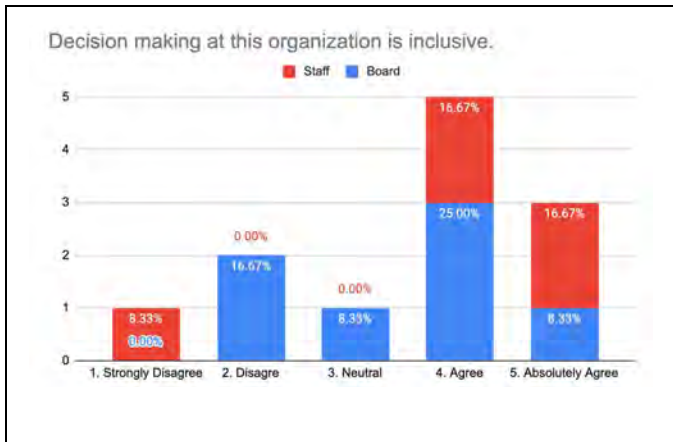
There are several areas of varied experiences with staff and board ratings at almost every point of the spectrum from **“strongly disagree”** to **“strongly agree”**:

- Giving and receiving feedback is a supportive practice at this organization.
- When a conflict arises, I feel supported in talking it out with the person I am in conflict with.
- This organization has effective policies to secure diverse staff.
- When difficult situations arise related to race, culture, gender or other differences, leaders hold the space to reflect and build understanding.

This wide range of opinions is most likely based on varied individual experiences instead of a **collectively understood view around conflict and feedback**.

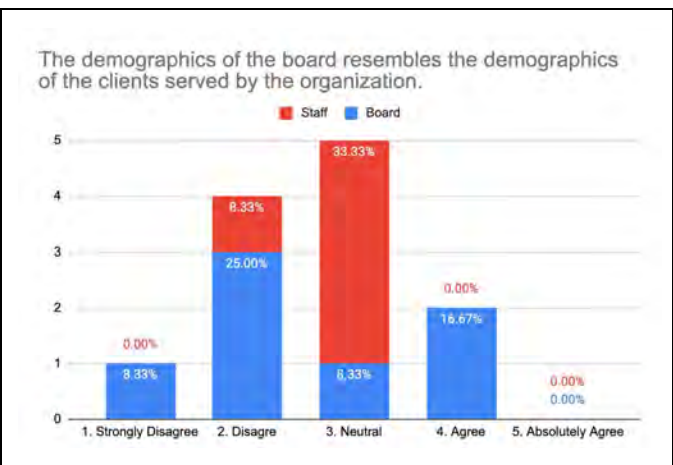
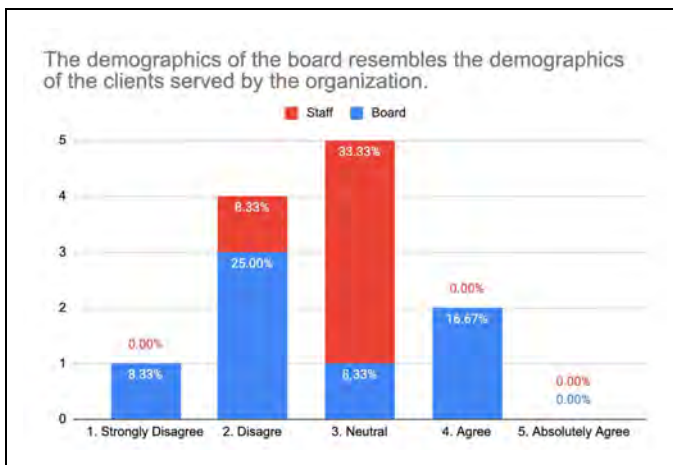


While a majority (66.67 percent) experience the decision-making process as inclusive, the view around policies ranged widely due to uneven involvement from staff and board.



The way board members are elected and the small size of the board proves to be a **barrier for BSWCD to represent its constituencies on the board and staff**. This challenge affects all Soil and Water Conservation Districts, not just BSWCD. Most rated "disagree" or "neutral" that:

- The demographics of the board resembles the demographic of the clients served.
- The demographics of the staff resembles the demographic of the clients served.



Summary of Organizational Climate in BSWCD

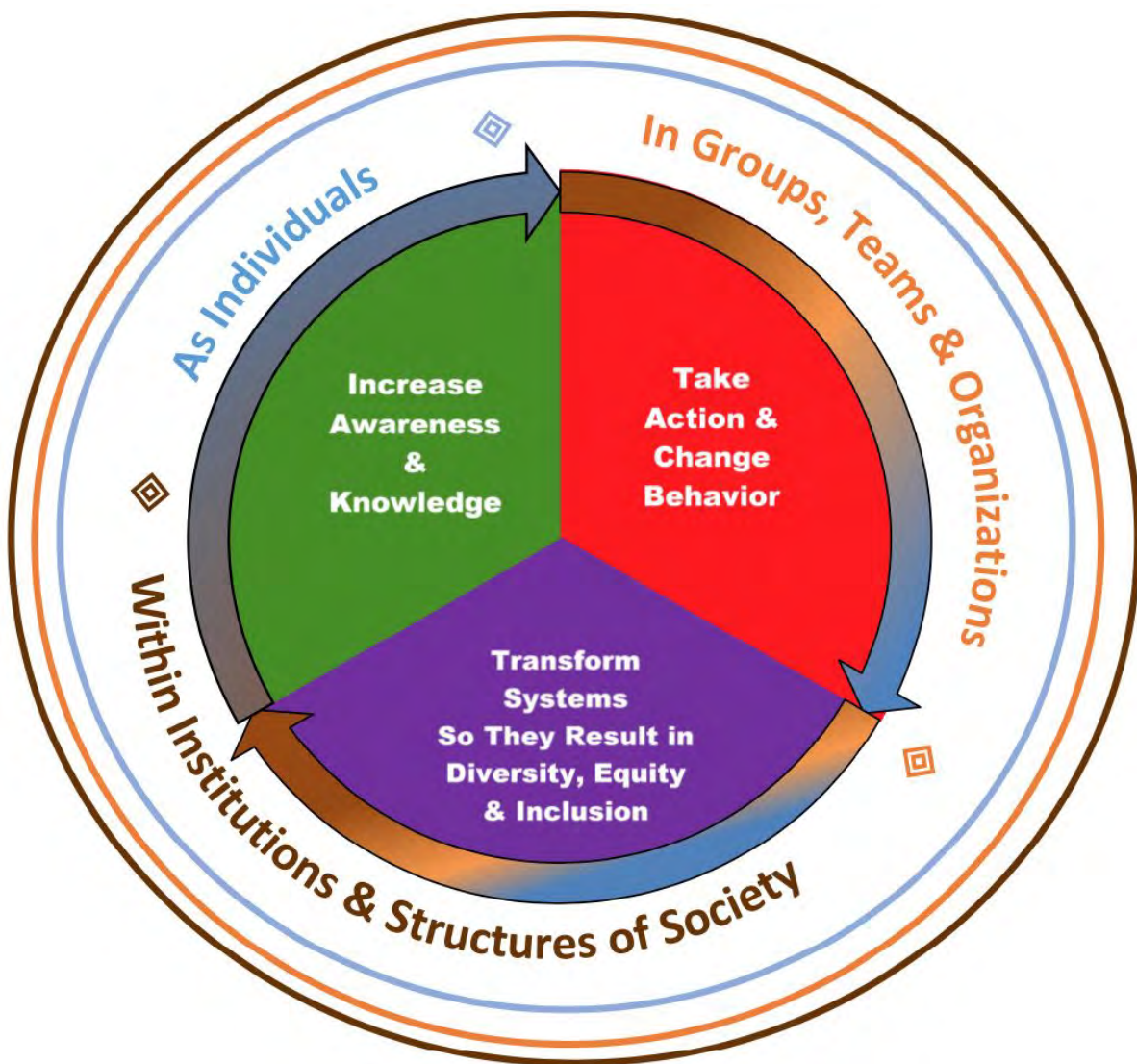
Overall, the responses confirm that the organization has a clear commitment to DEI work and plenty of space for improvement.

| Experience → Areas ↓ | Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree |
|---|-------------------|----------|---------|-------|----------------|
| Individual Level experience | | | | | |
| - I can bring my full self | | | | | |
| - I am valued member | | | | | |
| - I am not second guessed based on my identity | | | | | |
| - I have the tools, training to succeed | | | | | |
| Leaderships' DEI skills | | | | | |
| - Supervisor know how to work across differences | | | | | |
| - Leadership acknowledges mistakes | | | | | |
| - Leadership willing to diversify staff | | | | | |
| - Confident in leaders in equitable treatment | | | | | |
| - Able to hold space for difficult conversations | | | uneven | | |
| Organizational Culture as a condition address DEI | | | | | |
| - Interrupting bias moments | | | | | |
| - Willingness to listen | | | | | |
| Group dynamics as a condition for DEI success | | | | | |
| - Giving and receiving feedback | | | uneven | | |
| - Handling conflict as a group | | | uneven | | |
| Processes as a condition for DEI success | | | | | |
| - Inclusive decision making | | | | | |
| - Effective policies | | | uneven | | |
| Representation and Inclusion | | | | | |
| - Staff reflecting Constituencies | | | | | |
| - Board reflecting Constituencies | | | | | |

Roadmap and Recommendation

The organization has many areas to work on, which can be overwhelming. It is our recommendation that the organization start with creating buy-in, commitment, and shared language. It is essential for the organization to clearly articulate why DEI work is crucial for mission success and create a specific vision to integrate DEI principles into organizational impact.

The Three DEI Leadership and Capacity Building Framework can be used as a roadmap to organize the areas of work and keep the process from becoming overwhelming



This framework outlines key competencies (increase awareness and knowledge, take action and change behavior, and transform systems so they result in DEI) from three points of views, or levels (as individuals, in groups, teams, and organizations, and of/within institutions and structures of society). The work for BSWCD over the coming year will be to build capacity at the individual and groups, teams, and organizations level. Specifically, change agents will have the opportunity to build their individual leadership capacity and think together about the groups, teams, and organizations level.

The diagram below is similar to the circular framework, and is presented in a matrix format:

| Points of View ⇨ Competencies ⚡ | As Individuals <i>(Section One)</i> | In Groups, Teams & Organizations <i>(Section Two)</i> | Within Institutions & Structures of Society <i>(Section Three)</i> |
|--|---|--|--|
| Increase Awareness and Knowledge | Increase cultural awareness and awareness of how advantage and disadvantage become attached to cultural identity. | Notice the impact of cultural differences on how you engage others and become more aware of ways group identities impact teams and provide or deny access and voice. | Increase your awareness of the history of relevant institutions and structures and apply systems thinking in understanding their role in producing disparate outcomes. |
| Take Action And Change Behavior | Track insider and outsider dynamics and more deeply understand bias to build partnerships across differences and within your own groups. | Engage in difficult conversations, become more comfortable with being uncomfortable and with others, craft shared vision of the world you want. | Challenge dominant cultural narratives as well as institutions and structures in society that privilege you. Remove parts of systems that create disparities. |
| Transform Systems So They Result in Diversity, Equity and Inclusion | Face systemic advantage, disadvantage and disparities and examine how our lived experience is impacted by complex and systemic cultural bias. | Become fluent about the impact of oppressive systems and the policies, practices and procedures that advance diversity, equity and inclusion. | Examine how systems do and don't change and actively seek to challenge inequitable outcomes. Add elements to systems that create equity and inclusion. |

Here are questions to inform the DEI planning moving forward into the near future:

As Individuals...

- How do we deal with a variety of expectations about what it means to do DEI work?
- How do we address lack of awareness about key DEI issues, purpose, and close the information gap?
- How do we build skills to address difficult situations?

In Groups, Teams, and Organizations...

- What does 'diversity' mean to this organization? How do we develop shared language?
- What is our vision for DEI as an organization?
- How do we effectively communicate? How do we build teams with trust and values, focus on relationship building, and ensure that people can bring their full selves to work?
- How do we deliberately and intentionally do outreach?
- How do we ensure each person's voice is heard during meetings?
- How do we improve hiring and performance management practices to support a more diverse staff and eliminate bias in our processes? How do we do this with limited HR resources?
- How do we ensure staff and board are aware of this DEI work? What are ways to consistently communicate between the DEI committee and staff/board?

- How do we clarify decision-making processes and authority within the organization? What assumptions and expectations do we need to surface? Can we create one to two strategies to move towards more inclusive leadership and decision-making, and ensure this is widely communicated?
- How do we examine power dynamics?
- How do we create a shared understanding of feedback and conflict?
- How do we evaluate our efforts and define success?
- What is our understanding of leadership? What conditions can we create so that everyone see themselves as leaders?

BSWCD has a long road ahead, but with exciting opportunities for increased mission impact and success through DEI learning and implementation. Keeping the long-term goal and vision in focus will be important, as it takes time and patience to fully implement and integrate DEI policies, practices, and behaviors and transform an organizational culture.

As the DEI committee examines these questions and begins to strategize and plan, it will also be important to identify high leverage points—places where a small amount of energy will have great impact and lasting change. It is also crucial to consider how institutional knowledge around DEI will be documented and put into policy to ensure long-term success.

Another critical point is to understand what it means to lead. Leadership is not necessarily defined by hierarchy or position. Leadership is a set of skills that every individual holds and can develop. However, within the hierarchy of the organization, leaders who possess more power in the form of decision-making authority, supervision roles and responsibilities, and program development may hold a greater responsibility to set examples and develop accountability around DEI in the organization. Other staff and board in moments of leadership have the opportunity to send strong messages about why this work is important, set expectations, and lead by example. This means building everyone's ability to integrate DEI into their behaviors, while also investing in building the leadership capacity of all staff and board.



To: Benton SWCD Staff and Board
From: Holly Crosson, Executive Director
Date: June 1, 2020
Re: Update on BSWCD Covid Response

The purpose of this memo is to update the BSWCD board on the District's response to the Covid-19 pandemic and to offer my recommendations for District operations right now, based on Phase One of the Governor's Public Health Framework for reopening Oregon and consulting with staff.

The health, safety, and well being of BSWCD staff, Directors, and our constituents is our highest priority. Employees recognize that we serve the public and must be good stewards of the financial resources that have been entrusted to us by the taxpayers of Benton County. For the last 10 weeks, though our office has been physically closed, we have creatively remained open for business and accessible to the public.

After meeting with staff to discuss potential next steps, my recommendation to the board is that we continue to operate with staff on telework status at this time. Staff go into the office as necessary and arrange their schedules with other staff (and Jerry who signs checks weekly) to ensure that physical distancing requirements are met. I spend one day a week in the office when Jenny comes in for bookkeeping, Linda goes in for a partial day every week to get checks out, distribute mail, and complete other administrative tasks, and other staff stop in as they need to. Requiring staff to be physically present in the office for 8 hours, even on a staggered daily schedule, will not increase our availability to the public. It does have the potential to increase risk for exposure to the virus. When the Governor announces the next phase of her plan, and Benton County has been approved for Phase 2 reopening, we will reevaluate office procedures and make changes as necessary.

We will continue to follow updates from the Governor's Office, Oregon Health Authority, CDC, and Benton County to ensure we remain in compliance with Covid-related Orders and guidelines. SDAO has developed Strategies to Limit Spread of Covid in Workplace Settings which provides information on public access, work schedules, travel, workplace safety, and other pertinent topics for Special Districts. Benton County has also produced a guide for reopening. The situation remains fluid and District employees and board should frequently check websites of the above organizations to stay current on new developments.

General Operations

The District's Telework Policy and Social Distancing Policy should remain in effect until further notice. This recommendation is in alignment with Phase One of the Governor's reopening plan. While the Social Distancing Policy allows for two people to be in the office at the same time, it is permissible to have an additional staff or board member

briefly stop in to pick up work materials, use the photocopier, get mail, or in Jerry's case, sign checks.

Public Access

The front door will remain locked and there will be no public access to the office until further notice. An updated sign will be posted on the front door letting people know how to connect with us. The message on the phone will also be updated to make sure the public has easy access to staff direct lines. Staff should remotely check their voicemail messages daily during the work week and return phone calls within 48 hours.

The District conference room remains closed for public use. Due to the small size of our conference room it will not be possible to use it for board meetings until physical distancing requirements are lifted. Our regular contractors (IT, bookkeeping, copier and phone repair, etc.) are allowed in the office to complete their work as long as physical distancing guidelines are followed.

I will continue to work with staff and board to explore ways that enable us to remain as accessible as possible to the public we serve.

Travel

Non-essential work travel should be minimized. Only one person should occupy a vehicle when traveling for field work or to conduct site visits. The District's Social Distancing Policy will be followed when conducting off-site field work.

We recognize that staff and board members may have plans for personal travel, including by air, public transportation, and other methods that may increase their risk of contracting and thus spreading the virus. To protect others, we must have a plan for re-entry into the workplace whenever someone travels out of state for personal reasons. This will likely include a 14-day quarantine period at home before being able to come into the office. I anticipate having more guidance on this scenario in the next week.

Other Considerations

Certain groups of people are at greater risk for getting severely ill should they contract Covid-19. It is recommended that if there are individuals in this group, they should stay at home and telework as much as possible. This group includes:

- People 65 years and older
- People of all ages with underlying medical conditions including chronic lung disease or moderate to severe asthma
- People who have a serious heart condition

- People who are immunocompromised (many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications).
- People with severe obesity
- People with diabetes
- People with chronic kidney disease undergoing dialysis
- People with liver disease

Additional consideration must be given to employees who have children at home due to Covid-19 related school closures.

Future Decisions

Once subsequent phases of the Governor's reopening plans are in place the District may also need to consider making physical changes in the office, such as adding a plexiglass window for the reception area. The District will continue its locked door policy to control random public traffic flow even after eventual reopening. The majority of people who come to our door requesting assistance do not have business with BSWCD and are instead asking about the Greyhound bus schedule, wondering when Chance Recovery is going to open, wanting to know how to pay a city water bill, or are looking for City Hall.

There is the possibility that the safety concerns and uncertainty caused by Covid will last for some time. If so, we will need to assess if long term office closure makes financial sense. Our monthly expenses to occupy 5th and Monroe for FY21 will be over \$5,000 per month. I have asked our landlord about a possible rent reduction, am looking at the cost of getting out of our lease early (currently good through June 30, 2021) and other related matters.

I welcome feedback from the board on reopening safely during these unprecedented circumstances. As always, staff and I appreciate your support of the District and the work we do! This is indeed a challenging time for all of us; however, I have already seen glimmers of new opportunities coming out of this crisis and I believe we will come out the other side a stronger organization as a result.

Strategies to Limit Spread in Workplace Settings

By Jason Jantzi, Risk Management Consultant – Fire | jjantzi@sdao.com 503-559-0389 or 800-285-5461

As workers are returning to district-owned facilities, our goal is to implement strategies that reduce the spread of the COVID-19 virus. These strategies are best practices and will match up with guidance from Oregon OSHA and OHA. Please review the official guidance from those groups to ensure compliance. Links to relevant documents can be found on the [SDAO COVID-19 webpage](#). As always, SDAO is willing to assist your district with specific questions related to reopening your district.

General considerations for your workplace (with none or extremely limited public access to buildings)

- Districts should strive to comply with any of the Governor’s executive orders that are in effect. (<https://govstatus.egov.com/or-covid-19>)
- Know the signs and symptoms of COVID-19 and what to do if employees develop symptoms at the workplace. (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>)
- Understand how COVID-19 is transmitted from one person to another—namely, through coughing, sneezing, talking, touching, or via objects touched by someone with the virus.
- Make health and safety a priority by implementing safeguards to protect employees and the public. Federal and state guidelines, including sector-specific guidance, will help you determine which safeguards are recommended or are required, for example, use of personal protective measures such as face coverings or masks.
- CDC has detailed general guidance to help employers and employees prepare for the effects of COVID-19. (<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>)
- Oregon has specific guidelines for the following sectors:
 - Health care
 - Transit
 - Retail
 - Childcare/Early childhood education
 - Personal services
 - Outdoor recreation
 - Restaurants(<https://govstatus.egov.com/OR-OHA-COVID-19#collapseOHAGuidance>)
- Consider modifying employee schedules and travel to reduce unnecessary close physical contact (physical distance of less than six (6) feet between people). **Employees who have been working from home or alternative isolated worksites should continue to do so until the Governor’s orders allow (likely phase two).**
- Be aware of protected leave requirements and plan ahead for any anticipated workforce adjustments.
- Require employees with symptoms to remain home and use appropriate leave. Guidance on leave can be found on the SDAO COVID-19 HR webpage. (<http://www.sdao.com/s4/announcements/covid-19-hr-resources.aspx>)
- Implement a social distancing coordinator or team to ensure compliance with distancing requirements.

Considerations for districts who allow public access to their building

In addition to the general considerations above, districts with public access to their buildings should:

- Limit the number of individuals in the district facility and focus on maintaining at least six (6) feet of distance between people and employees. District management should determine maximum occupancy to maintain at

least six (6) feet of physical distancing, considering areas of the facility prone to crowding (like hallways and kiosks) and limit entry to the building accordingly. This is likely less than 50% of normal capacity.

- Post clear signs listing COVID-19 symptoms, asking employees and patrons with symptoms to stay home, and listing who to contact if they need assistance. (Available at <http://www.sdao.com/s4/announcements/covid-19-reopening.aspx>)
- Post signs at entrances, exits and common areas (seating areas, lobbies, etc.) to discourage groups from congregating, and remind patrons and employees to keep six (6) feet of physical distance between individuals or parties while waiting.
- Designate specific entrances and exits to the district facilities to constrain traffic flow and encourage physical distancing between customers. For entrances with a single door or single pair of doors, consider designating it entrance only or exit only if another entrance/exit exists and one-way flow through the area is feasible. Do not block egress for fire exits. Consider how to monitor these doorways to ensure the proper building occupancy.
- Keep any common area settings such as seating areas configured to support at least six (6) feet physical distance between parties (chairs, benches, tables).
- Frequently clean and sanitize common areas, work areas, high-traffic areas, and commonly touched surfaces in all areas of the facility. Wipe down high touch items such as doorknobs, walls, and seating between each patron's use.
- Require all employees to wear cloth, paper, or disposable face coverings. Districts must provide cloth, paper, or disposable face coverings for employees. Employee can purchase or make their own if the district approves them. These are not considered PPE as they are not a NIOSH approved respirator. They can cause negative health effects for some individuals who have respiratory or heart conditions. Considerations should be made for these individuals who cannot tolerate the mask due to medical concerns. Work with an HR professional or legal counsel in these instances.

To the extent possible, districts should, but are not required to:

- Strongly encourage all patrons to wear cloth, paper, or disposable face coverings through signage. District management should consult with their legal counsel to determine whether such a requirement can be enforced.
- Consider placing clear plastic or glass barriers in front of customer service counters, or in other places where maintaining six (6) feet of physical distance between employees and patrons is more difficult.
- Encourage one-way flow with marked entrances and exits, but do not block egress for fire exits. Use signs to direct one-way flow of traffic.
- Use signs and tape on the floor to maintain physical distancing while waiting for customer service reps.
- When processing payments or interacting with patrons, employees should wash hands or use hand sanitizer before and after handling items. The district may set items aside for a day or longer if concerned about perceived risks of exposure. Gloves may also be used only after employees are trained on the proper methods of donning and doffing this PPE. Gloves improperly used may increase the spread of the virus and provide a false sense of security to staff.
- Consider offering alternative order ahead and pick up options, such as curbside pickup as appropriate and applicable.

Modification of employee schedules and travel

- Consider modifying employee schedules and travel as feasible.
- Identify positions appropriate for telework or partial telework, including consideration of telework for employees who are at higher risk for severe COVID-19 complications due to underlying medical conditions identified by the CDC. If employees are currently working these alternative methods, the district should continue the practice. Telework is the preferred method and justification should be considered if not continuing telework.
- Stagger or rotate work schedules or shifts at worksites to ensure employees are able to sufficiently maintain physical distancing.

- Limit non-essential work travel.

Workplace safety

- Implement workplace safeguards as feasible or when required. [See sector-specific guidance here.](#)
- Implement physical distancing measures consistent with the Governor's executive orders and state guidance.
- Increase physical space between workers. This may include modifications such as markings on the floor demonstrating appropriate spacing or installing plexiglass shields, tables, or other barriers to block airborne particles and maintain distances. Review and follow any sector-specific guidance issued by the state that recommends or requires specific physical distancing measures.
- Restrict use of any shared areas, items, or equipment and **require disinfection of equipment between each user.**
- Reinforce that meticulous hand hygiene (frequent and proper handwashing) is of utmost importance for all employees. Ensure that soap and water or alcohol-based (60-95%) hand sanitizer is provided in the workplace. Consider staging additional hand washing facilities and hand sanitizer for employee and patron use, if applicable, in and around the workplace.
- Regularly disinfect commonly touched surfaces (workstations, keyboards, telephones, handrails, doorknobs, faucets, toilet handles, etc.), as well as high traffic areas and perform other environmental cleaning.
- Employers may encourage or require employee use of cloth or disposable face coverings as indicated by sector-specific guidance. If employers require use of cloth face coverings, employers must provide cloth or disposable face coverings for employees. Employees can purchase or make their own appropriate face coverings.
- Consider upgrades to facilities that may reduce exposure to the coronavirus, such as no-touch faucets and hand dryers, increasing fresh-air ventilation and filtration or disinfection of recirculated air, etc. Consider touchless payment method when possible and if needed.
- Limit the number of employees gathering in shared spaces. Restrict use of shared spaces such as conference rooms and break rooms by limiting occupancy or staggering use. Disinfect between uses.
- Restrict non-essential meetings and conduct meetings virtually as much as possible. If in-person meetings are necessary, follow physical distancing requirements.
- Consider regular health checks (e.g. temperature and respiratory symptom screening) or symptom self-report of employees, if job-related and consistent with business necessity. Sick employees should be required to stay home and use appropriate leave.
- Train all employees in safety requirements and expectations at physical worksites. Provide documented training to employees on the following topics:
 - PPE use (including donning and doffing), cleaning/disinfecting, and limitations
 - Cleaning and disinfecting procedures including a discussion of the SDS information
 - Expectations for distancing, use of protective measures, and reporting of concerns
 - How the virus is spread
 - Industry specific guidance that is applicable, such as gyms, transit, or healthcare

Employee leave and health insurance

- Be aware of federal and state protected leave and paid leave laws (if applicable) and requirements for health insurance coverage.
- **Advise employees to stay home and notify their supervisor when sick.**
- Review and comply with any applicable requirements for maintaining employee health insurance coverage.
- Healthcare provider documentation is generally not required to qualify under federal and state leave laws due to COVID-19 related circumstances or to return to work.
- Review and comply with any applicable required federal and state leave law protections for employees who are unable to work due to COVID-19 related circumstances.

- Determine whether your business can extend paid or unpaid leave and if feasible, adopt a temporary flexible time off policy to accommodate circumstances where federal or state law does not provide for protected or paid leave.
- Develop an action plan consistent with federal and state guidance if an employee develops symptoms while in the workplace, tests positive for COVID-19 or is determined to be presumptively positive by a public health authority.

Downsizing and layoffs

- If downsizing or other workforce adjustment measures are necessary, adhere to applicable state and federal requirements regarding notice of layoffs and recalls for affected workers.
- Determine whether alternatives to layoff may be feasible such as furloughs or reduced schedules.
- Refer employees to resources including filing for unemployment benefits and community services.
- Create a plan for recalling employees back to work.

Union workplaces

If you have a unionized workforce, determine obligations to bargain with the union or unions which represent your employees. Seek professional HR or legal advice before making alterations.

Links to additional information

For the most up to date information from Public Health and the CDC:

<http://www.sdao.com/s4/announcements/covid-2019.aspx>