

Tuesday, October 5, 2020; 6:00-7:00 PM
 Zoom Video Conference: <https://zoom.us/join>
 Phone: 1-669-900-6833
 Meeting ID: 834 2251 2949
 Passcode: 078902



BOARD OF DIRECTORS MEETING AGENDA

1. Deliver Adaptive Programs and Strengthen Partnerships

Address natural resource issues and build partnerships that promote conservation.

2. Effectively Spread Our Message

Inform residents of the services available to them.

3. Strengthen Our Capacity

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

4. Diversity, Equity, and Inclusion (DEI)

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

Goal	Item	Lead	Time	ACTION
	Call to Order, Introductions, Public Comments, Announcements, Additions to Agenda	<i>Yoshihara</i>	6:00	
	CONSENT AGENDA	<i>Yoshihara</i>	6:03	ACTION
3	Approve draft board meeting Minutes – Sept 8, 2020			
3	Approve Financials (8/31/20)			
1, 2, 3	Adopt Budget Resolution FY2020-2021-04. Add \$816.00 from Willamette Riverkeeper for aquatic plant survey Fee for Service			
1, 2, 3	Adopt Budget Resolution FY2020-2021-05. Add \$4,264.58 in Coronavirus Relief Funds from Oregon Emergency Board through CARES Act			
1,	Adopt Information Security Policy (draft in packet)			
1, 2, 3	Approve staff telework stipend (\$75) for October	<i>Yoshihara</i>		
	REGULAR AGENDA			
2, 3	<i>NRCS/Staff Reports (Kaiser, Crosson, Schmitz, Matteson, Keirstead, Brown, Lovett) – 15 minutes</i>	<i>Staff</i>	6:05	
2, 3	Director Reports (10 minutes)	<i>Directors</i>	6:20	
3	Review FY20 year-end graphs	<i>Crosson</i>	6:30	
2, 3, 4	Workers Comp Insurance coverage for Directors (see info in packet with explanation)	<i>Crosson</i>	6:35	ACTION
1, 3, 4	The Confluence Update: Steering Committee	<i>Paul/Crosson</i>	6:40	
1, 3, 4	The Confluence Update: DEI Trainings in Oct-Nov (desired outcomes/questions?). Confluence Equity Committee bi-monthly summary in packet	<i>DEI Comm./ Yoshihara</i>	6:45	
1, 2	Donation of SQP oven and equipment to OSU Soil Science program (background in packet)	<i>Matteson</i>	6:55	ACTION
	Meeting Adjourned	<i>Yoshihara</i>	7:00	

Calendar Items →

BSWCD Board and Outreach Events (subject to change)		
Date/Time	Event	Location
Oct 14 & 17 times vary	Native Bulb and Seed order pick-ups	Sign up when you buy seeds
October 27, 4 – 9 pm	Salmon Watch Dine Out	Sky High Brewing, Corvallis
November 2, 6 – 7 pm	BSWCD Board of Directors meeting	Zoom

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

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



Benton Soil and Water CONSERVATION DISTRICT

Benton Soil and Water Conservation District Directory

456 SW Monroe Ave., Suite 110 Corvallis, OR 97333

Phone: (541) 753-7208

Directors	Term Ends	Zone	Address	Email	Phone
Faye Yoshihara Chair	2020	2	37461 Soap Creek Road Corvallis, OR 97330	fayeswcd@gmail.com	(h) 541-730-3797 (c) 503-358-3871
Bob Morris Vice Chair	2020	At Large 1	2265 NW Brownly Hts. Dr. Corvallis, OR 97330	drbob1046@gmail.com	(c) 505-239-6641
Jerry Paul Treasurer	2020	3	1255 NW Highland Dell Dr. Corvallis, OR 97330	jl paul2006@msn.com	(h) 541-745-3934 (c) 541-740-6348
Grahm Trask Secretary	2022	4	PO Box 1478 Corvallis, OR 97339	grahmtrask@gmail.com	(c) 541-231-4225
Henry Storch	2020	1	23990 Gellatly Way Philomath, OR 97370	storchfarrier@gmail.com	(c) 541-760-8266
Vacant	2022	5			
Eliza Mason	2020	At Large 2	301 N 10th St. Monroe, OR 97456	lilliputopia@gmail.com	(c) 619-985-4607
Associate Directors			Address	Email	Phone
Rana Foster			980 SE Mason Place Corvallis, OR 97333	tweet37@juno.com	(h) 541-753-7944
Student Associate Director					
Sierra Linnan Smith			1218 SE Marshland Ave Corvallis, OR 97333	smitsier@oregonstate.edu	(c) 503-477-0372



Benton Soil and Water CONSERVATION DISTRICT

Benton Soil and Water Conservation District Directory

456 SW Monroe Ave., Suite 110 Corvallis, OR 97333

Phone: (541) 753-7208

BSWCD Employees	Title	Email	Phone
Holly Crosson	Executive Director	hcrosson@bentonswcd.org	(o) 541-753-7208 ext. 203 (cell) 541-231-2522
Donna Schmitz	Resource Conservationist	dschmitz@bentonswcd.org	(o) 541-753-7208 ext. 201
Teresa Matteson	Resource Conservationist	tmatteson@bentonswcd.org	(o) 541-753-7208 ext. 204
Heath Keirstead	Communications and Community Engagement Manager	hkeirstead@bentonswcd.org	(o) 541-753-7208 ext. 205
Laura Brown	River Restoration and Invasive Species Coordinator	lbrown@bentonswcd.org	(o) 541-753-7208 ext. 202
Linda Lovett	Operations Manager	llovett@bentonswcd.org	(o) 541-753-7208 ext. 200 (cell) 541-231-2615
NRCS Employees	Title	Email	Phone
Amy Kaiser	NRCS District Conservationist	amy.kaiser@or.usda.gov	(o) 541-801-2671

Tuesday, September 8, 2020; 6:00-7:00 PM
Zoom Video Conference: <https://zoom.us/join>
Phone: 1-669-900-6833
Meeting ID: 864 8810 7483
Password: 296990



BOARD OF DIRECTORS MEETING MINUTES

In Attendance

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

Board Members Absent: Grahm Trask

Associate Directors Present: Rana Foster

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

Staff Absent: Holly Crosson

Others Present: Lynn Porta, OSU Water Resources graduate student; President, North American Youth Parliament for Water

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

Call to Order

[Yoshihara] 6:04 pm

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

Heath introduced Lynn Porta, who had reached out to BSWCD in June to discuss partnership opportunities. North American Youth Parliament for Water (NAYPW) is a continental sub-chapter of the World Youth Parliament for Water. Discussions with the District yielded the idea to create a student Associate Director position, which Lynn views as an opportunity for students to bring their energy and technical expertise to the District.

CONSENT AGENDA

- **Approve draft budget hearing/board meeting minutes from July 6, 2020;** Discussion: none
- **Approve Financials (6/30/20 and 7/31/20);** Discussion: none
- **Adopt Budget Revision Resolution FY2020-2021-03 – appropriation transfer of funds for MMT Willamette Mainstem Cooperative (grant # 19010935);** Discussion: none

Approve Consent Agenda; MOTION/2nd: Jerry / Bob; (Unanimous 5/5)

REGULAR AGENDA

NRCS/Staff Reports

Donna: Working on five CREP plans; hope to have them done by end of month.

Teresa: Working with Donna on upper Muddy Creek watershed and with ODA to get landowners to adopt water quality plans; working on spreadsheets to track staff hours and for strategic planning.

Laura: Field work on the Willamette: surveying invasive species, monitoring equipment for water temperature.

Heath: Opened pre-order for bulb and seed sale; created virtual and at-home learning unit for Salmon Watch since field trips are not happening due to COVID; worked with Henry to present Salmon Watch materials in Spanish; co-hosting September 16 book discussion with Greenbelt Land Trust.

Linda: Wrapped up annual audit; using it as opportunity to update files and archive according to public records law; working with Holly and Teresa on strategic planning.

Director Reports

Eliza: Fruit tree picking and processing and working in store on weekend

Henry: Triaging after honey season; moving bees, on standby to move bees out of Silverton

Bob: Nothing to report

Jerry: On OWEB's mid-Willamette West small grants team. Last month granted a large nursery \$15k to remove one of two dams on a tributary where there are salmon. Nursery will apply next year to remove second dam.

Faye: Not very active on conservation front because of family commitments.

Rana: Watering garden

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

Review/accept BSWCD Associate Director draft position description for OSU student representative from North American Youth Parliament for Water (NAYPW)

Heath, Faye, Laura, and Lynn developed student Associate Director job description. Lynn appreciates that the position was so welcomed and sought after and is excited to grow the relationship. Lynn is president of NAYPW, so another student may take the Associate Director position.

Faye noted that Associate Directors have no voting authority and that the position will not be exclusive to NAYPW. It is a pilot for working with many OSU organizations. Developing the job description prompted re-thinking the Associate Director positions and need to comply with existing description of those roles. Lynn said this is also the goal of NAPFW, which has students in many fields and colleges.

MOTION/2nd: Bob/Henry; (Unanimous 5/5)

The Confluence Update: Steering Committee and DEI process

Jerry reviewed his Confluence memo. The main roadblock to getting cost estimates is that the building will not be completed until 2022. We cannot do fundraising or answer funding questions until we know who the partners will be and how costs will be divvied up. Confluence members have come up with some figures, but they are soft.

Architect Lori Stephens is finalizing changes that Confluence members want to floorplans. Alan Ayers will submit plans to the City, which will take at least a month to respond. We will not know preliminary costs for at least a year. Cost of building materials going up, so it will be hard to estimate costs for this time window.

Discussion about where the District will be housed in the interim since the lease expires in June 2021: going month to month preferable to moving multiple times; directors will need to vote on this eventually; with COVID, we need to anticipate and shift our model; situation is dynamic with shortages and logistical difficulties; keep talking to staff about how working remotely impacts work and office space needs.

DEI

Heath emailed board and staff on 9/4 with the schedule for virtual Confluence All Staff and Board DEI Awareness Raising Trainings. Some sessions will be recorded but attending live is encouraged. The Fourth Fridays Learning Lunch series for all Confluence organizations starts on September 25th. The focus will be equity as it relates to environmental or conservation topics. Heath is working with Jessica McDonald of Greenbelt Land Trust and Carolyn Menke of Institute for Applied Ecology on a DEI action plan for the Confluence.

Set date for 2021 BSWCD Annual Meeting – Monday, January 11th or Wednesday, January 13th?

Discussion/decision – January 11; meeting will be virtual, staff already planning for virtual meeting.

MOTION/2nd: Jerry/ Henry; (Unanimous 5/5)

Staff telework stipend (\$75) for September 2020?

Motion: Approve a \$75 stipend for each staff member for the month of September 2020.

MOTION/2nd: Henry/Bob; (Unanimous 5/5)

Meeting Adjourned

[Yoshihara] 7:01 pm

Benton SWCD Board Meeting

October 5 2020

Financial Report

Period ending August 31, 2020

The closing balance in our Oregon LGIP account was \$633,818.04 dividend paid was \$568.52.
The Fiscal YTD dividend paid was \$1,318.89.

Both Citizen Bank accounts were reconciled and all checks were accounted for.
The total balance of the two accounts was \$201003.42.

Charges to the Credit Card account were \$587.37. These were verified and reconciled.

The Stripe account was reconciled. The starting balance was \$98.44, the net activity was \$3506.50 less fees of -115.64 and bank payout of \$ -98.44, leaving an end-of-month balance of \$3390.86

Respectfully submitted,



Jerry Paul, Treasurer

Benton Soil & Water Conservation District
Balance Sheet
 As of August 31, 2020

	Aug 31, 20	Aug 31, 19	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
10100 - Citizens Bank	183,301.65	85,420.16	97,881.49
10150 - Citizens Bank #2	7,068.59	8,141.94	-1,073.35
10200 - LGIP	634,611.39	572,254.99	62,356.40
10300 - Stripe	3,390.86	505.69	2,885.17
10800 - Petty Cash	24.00	26.00	-2.00
Total Checking/Savings	828,396.49	666,348.78	162,047.71
Accounts Receivable			
11000 - Accounts Receivable	46,454.75	102.66	46,352.09
11400 - Grants Receivable	22,973.84	56,143.59	-33,169.75
Total Accounts Receivable	69,428.59	56,246.25	13,182.34
Other Current Assets			
100-1500 Due to/from Proj Fund	-121,884.13	-121,884.13	0.00
100-1505 Due to/from BR Fund	-93,200.00	-88,200.00	-5,000.00
200-2400 Due to/from Gen Fund	121,884.13	121,884.13	0.00
400-1505 Due to/from BR Fund	93,200.00	88,200.00	5,000.00
13000 - Prepaid expenses-Audit	8,015.32	6,778.27	1,237.05
Total Other Current Assets	8,015.32	6,778.27	1,237.05
Total Current Assets	905,840.40	729,373.30	176,467.10
Other Assets			
18400 - Property Tax Receivable-Audit	10,187.00	10,187.00	0.00
Total Other Assets	10,187.00	10,187.00	0.00
TOTAL ASSETS	916,027.40	739,560.30	176,467.10
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
20000 - General Accounts Payable	5,924.50	957.72	4,966.78
20100 - Project Accts Payable	16,976.35	8,345.62	8,630.73
Total Accounts Payable	22,900.85	9,303.34	13,597.51
Credit Cards			
22000 - CITIZENS BANK MASTER CARD			
22150 - Laura's CC - 4777	161.74	478.25	-316.51
22200 - Holly's CC - 2995	194.00	278.06	-84.06
22400 - Teresa's CC - 3019	49.24	25.00	24.24
22500 - Heath's CC - 3027	240.77	261.00	-20.23
22520 - Linda's CC - 5980	58.50	0.00	58.50
22600 - Janette's CC - 4108	0.00	67.99	-67.99
22000 - CITIZENS BANK MASTER CARD - Other	11.09	0.00	11.09
Total 22000 - CITIZENS BANK MASTER CARD	715.34	1,110.30	-394.96
Total Credit Cards	715.34	1,110.30	-394.96
Other Current Liabilities			

Benton Soil & Water Conservation District
Balance Sheet
 As of August 31, 2020

	Aug 31, 20	Aug 31, 19	\$ Change
24000 · PAYROLL LIABILITIES			
24010 · 941 Account	6,721.04	6,137.54	583.50
24020 · Oregon Withholding	1,648.00	1,624.00	24.00
24030 · OR-WBF SUTA	353.41	1,046.43	-693.02
24040 · Medical Employee	856.04	0.00	856.04
24050 · Medical Employer	4,867.14	-8.58	4,875.72
24060 · 457b Contributions	3,625.79	2,871.01	754.78
Total 24000 · PAYROLL LIABILITIES	18,071.42	11,670.40	6,401.02
25800 · Deferred Revenue Grants-Audit	180,068.12	125,747.92	54,320.20
25850 · Deferred Revenue - NPS	19,276.90	0.00	19,276.90
Total Other Current Liabilities	217,416.44	137,418.32	79,998.12
Total Current Liabilities	241,032.63	147,831.96	93,200.67
Long Term Liabilities			
27050 · Deferred Revenue Taxes -Audit	7,779.09	7,779.09	0.00
Total Long Term Liabilities	7,779.09	7,779.09	0.00
Total Liabilities	248,811.72	155,611.05	93,200.67
Equity			
31100 · Building Reserve Fund Balance	93,200.00	88,200.00	5,000.00
31200 · Project Fund Balance	10,421.00	10,421.00	0.00
32000 · General Fund Balance	603,970.15	507,799.01	96,171.14
Net Income	-40,375.47	-22,470.76	-17,904.71
Total Equity	667,215.68	583,949.25	83,266.43
TOTAL LIABILITIES & EQUITY	916,027.40	739,560.30	176,467.10

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

	<u>General</u> <u>Fund</u>	<u>Project</u> <u>Fund</u>	<u>TOTAL</u>
Ordinary Income/Expense			
Income			
43300 · Grant/Project Administration	0.00	40,108.59	40,108.59
44535 · Taxes Levied	2,876.01	0.00	2,876.01
44540 · ODA Operations	24,994.75	0.00	24,994.75
44545 · ODA Tech, LMA & Scope of Work	14,580.00	0.00	14,580.00
45000 · Interest Income	1,340.05	0.00	1,340.05
48000 · TRANSFERS IN	2,840.85	0.00	2,840.85
Total Income	<u>46,631.66</u>	<u>40,108.59</u>	<u>86,740.25</u>
Gross Profit	46,631.66	40,108.59	86,740.25
Expense			
60000 · MATERIALS & SERVICES	26,241.90	0.00	26,241.90
66000 · PAYROLL EXPENSES	58,495.03	12,457.15	70,952.18
68000 · PROJECTS-SVC-SUPP-MATERIALS	0.00	27,080.79	27,080.79
69400 · TRANSFERS OUT	0.00	2,840.85	2,840.85
Total Expense	<u>84,736.93</u>	<u>42,378.79</u>	<u>127,115.72</u>
Net Ordinary Income	<u>-38,105.27</u>	<u>-2,270.20</u>	<u>-40,375.47</u>
Net Income	<u><u>-38,105.27</u></u>	<u><u>-2,270.20</u></u>	<u><u>-40,375.47</u></u>

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

	General Fund	Project Fund	TOTAL
Ordinary Income/Expense			
Income			
43300 · Grant/Project Administration	0.00	40,108.59	40,108.59
44535 · Taxes Levied	2,876.01	0.00	2,876.01
44540 · ODA Operations	24,994.75	0.00	24,994.75
44545 · ODA Tech, LMA & Scope of Work	14,580.00	0.00	14,580.00
45000 · Interest Income	1,340.05	0.00	1,340.05
48000 · TRANSFERS IN			
48400 · Transfer Admin from Project Fd	2,840.85	0.00	2,840.85
Total 48000 · TRANSFERS IN	2,840.85	0.00	2,840.85
Total Income	46,631.66	40,108.59	86,740.25
Gross Profit	46,631.66	40,108.59	86,740.25
Expense			
60000 · MATERIALS & SERVICES			
61300 · CONFERENCES AND TRAINING			
61330 · Registration	725.00	0.00	725.00
Total 61300 · CONFERENCES AND TRAINING	725.00	0.00	725.00
61500 · COMMUNITY CONSERVATION PROGRAMS			
61530 · Invasives Program	96.14	0.00	96.14
61540 · Native Plant Sale	-76.20	0.00	-76.20
61570 · Soil Quality Program	285.30	0.00	285.30
61585 · Conservation Leadership - EDI	60.00	0.00	60.00
Total 61500 · COMMUNITY CONSERVATION PROGR	365.24	0.00	365.24
62100 · CONTRACTED AND PROF SERVICES			
62115 · Audit	2,750.00	0.00	2,750.00
62120 · Computer Support	417.60	0.00	417.60
62130 · PROFESSIONAL SERVICES			
62140 · Legal	600.00	0.00	600.00
62150 · Accounting	5,231.05	0.00	5,231.05
Total 62130 · PROFESSIONAL SERVICES	5,831.05	0.00	5,831.05
Total 62100 · CONTRACTED AND PROF SERVICES	8,998.65	0.00	8,998.65
62300 · Dues/Subscriptions/Fees	2,055.18	0.00	2,055.18
62800 · OFFICE OCCUPANCY			
62810 · Alarm & Janitorial Services	313.76	0.00	313.76
62820 · Rent & Parking	10,009.44	0.00	10,009.44
62830 · Utilities	1,957.94	0.00	1,957.94
Total 62800 · OFFICE OCCUPANCY	12,281.14	0.00	12,281.14
65000 · SUPPLIES AND MATERIALS			
65010 · COPIER AND SUPPLIES			
65012 · Copies	95.55	0.00	95.55
65014 · Lease	416.02	0.00	416.02
Total 65010 · COPIER AND SUPPLIES	511.57	0.00	511.57
65030 · Office Supplies	132.83	0.00	132.83

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

	General Fund	Project Fund	TOTAL
65040 · Postage	76.04	0.00	76.04
65050 · Software/Computer Accessories	199.98	0.00	199.98
Total 65000 · SUPPLIES AND MATERIALS	920.42	0.00	920.42
65110 · PRODUCTION COSTS			
65112 · Advertising and Website	235.84	0.00	235.84
Total 65110 · PRODUCTION COSTS	235.84	0.00	235.84
65120 · Insurance & Fidelity Bond	627.65	0.00	627.65
65320 · Mileage/travel related expenses	32.78	0.00	32.78
Total 60000 · MATERIALS & SERVICES	26,241.90	0.00	26,241.90
66000 · PAYROLL EXPENSES			
66200 · Wages	44,849.70	9,450.84	54,300.54
66410 · Health, Dental & Life Insurance	7,291.81	1,747.19	9,039.00
66420 · Retirement	2,803.39	474.51	3,277.90
66500 · Payroll Taxes			
66510 · FICA Employer	3,307.60	715.40	4,023.00
66520 · SUTA	200.87	65.46	266.33
66530 · OR-WBF	14.66	3.75	18.41
Total 66500 · Payroll Taxes	3,523.13	784.61	4,307.74
66800 · Fees	27.00	0.00	27.00
Total 66000 · PAYROLL EXPENSES	58,495.03	12,457.15	70,952.18
68000 · PROJECTS-SVC-SUPP-MATERIALS			
68010 · Project Contracted Services	0.00	26,297.87	26,297.87
68020 · Project Mileage & Travel	0.00	282.92	282.92
68040 · Project Supplies & Materials	0.00	500.00	500.00
Total 68000 · PROJECTS-SVC-SUPP-MATERIALS	0.00	27,080.79	27,080.79
69400 · TRANSFERS OUT			
69440 · Trf PF to General Fund	0.00	2,840.85	2,840.85
Total 69400 · TRANSFERS OUT	0.00	2,840.85	2,840.85
Total Expense	84,736.93	42,378.79	127,115.72
Net Ordinary Income	-38,105.27	-2,270.20	-40,375.47
Net Income	-38,105.27	-2,270.20	-40,375.47

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

	Jul - Aug 20	Jul - Aug 19	\$ Change
Ordinary Income/Expense			
Income			
43300 · Grant/Project Administration	40,108.59	60,608.30	-20,499.71
44535 · Taxes Levied	2,876.01	3,168.41	-292.40
44540 · ODA Operations	24,994.75	24,994.75	0.00
44545 · ODA Tech, LMA & Scope of Work	14,580.00	14,580.00	0.00
45000 · Interest Income	1,340.05	2,627.39	-1,287.34
47400 · Native Plant Sale Income	0.00	8,819.00	-8,819.00
48000 · TRANSFERS IN			
48400 · Transfer Admin from Project Fd	2,840.85	4,546.06	-1,705.21
Total 48000 · TRANSFERS IN	2,840.85	4,546.06	-1,705.21
Total Income	86,740.25	119,343.91	-32,603.66
Gross Profit	86,740.25	119,343.91	-32,603.66
Expense			
60000 · MATERIALS & SERVICES			
61300 · CONFERENCES AND TRAINING			
61310 · Lodging	0.00	330.79	-330.79
61330 · Registration	725.00	0.00	725.00
61340 · Training and Education Material	0.00	84.99	-84.99
Total 61300 · CONFERENCES AND TRAINING	725.00	415.78	309.22
61500 · COMMUNITY CONSERVATION PROGRAMS			
61510 · Conservation Education (Youth)	0.00	55.23	-55.23
61520 · Conservation Incentive Program	0.00	445.50	-445.50
61530 · Invasives Program	96.14	68.17	27.97
61540 · Native Plant Sale	-76.20	390.58	-466.78
61570 · Soil Quality Program	285.30	455.26	-169.96
61585 · Conservation Leadership - EDI	60.00	197.68	-137.68
Total 61500 · COMMUNITY CONSERVATION PROGRAMS	365.24	1,612.42	-1,247.18
62100 · CONTRACTED AND PROF SERVICES			
62115 · Audit	2,750.00	0.00	2,750.00
62120 · Computer Support	417.60	59.00	358.60
62130 · PROFESSIONAL SERVICES			
62140 · Legal	600.00	500.00	100.00
62150 · Accounting	5,231.05	2,587.20	2,643.85
62170 · Web Design, Logo - Marketing	0.00	388.00	-388.00
Total 62130 · PROFESSIONAL SERVICES	5,831.05	3,475.20	2,355.85
Total 62100 · CONTRACTED AND PROF SERVICES	8,998.65	3,534.20	5,464.45
62300 · Dues/Subscriptions/Fees	2,055.18	567.60	1,487.58
62800 · OFFICE OCCUPANCY			
62810 · Alarm & Janitorial Services	313.76	360.64	-46.88
62820 · Rent & Parking	10,009.44	10,179.63	-170.19
62830 · Utilities	1,957.94	1,045.19	912.75
Total 62800 · OFFICE OCCUPANCY	12,281.14	11,585.46	695.68
65000 · SUPPLIES AND MATERIALS			

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

	Jul - Aug 20	Jul - Aug 19	\$ Change
65010 · COPIER AND SUPPLIES			
65012 · Copies	95.55	156.85	-61.30
65014 · Lease	416.02	416.02	0.00
Total 65010 · COPIER AND SUPPLIES	511.57	572.87	-61.30
65020 · Equipment	0.00	260.00	-260.00
65030 · Office Supplies	132.83	121.38	11.45
65040 · Postage	76.04	79.38	-3.34
65050 · Software/Computer Accessories	199.98	0.00	199.98
Total 65000 · SUPPLIES AND MATERIALS	920.42	1,033.63	-113.21
65110 · PRODUCTION COSTS			
65112 · Advertising and Website	235.84	68.00	167.84
Total 65110 · PRODUCTION COSTS	235.84	68.00	167.84
65120 · Insurance & Fidelity Bond	627.65	547.07	80.58
65160 · Miscellaneous	0.00	20.00	-20.00
65320 · Mileage/travel related expenses	32.78	768.61	-735.83
65400 · Meetings & Events	0.00	128.55	-128.55
Total 60000 · MATERIALS & SERVICES	26,241.90	20,281.32	5,960.58
66000 · PAYROLL EXPENSES			
66200 · Wages	54,300.54	50,835.34	3,465.20
66410 · Health, Dental & Life Insurance	9,039.00	7,722.63	1,316.37
66420 · Retirement	3,277.90	3,037.52	240.38
66500 · Payroll Taxes			
66510 · FICA Employer	4,023.00	3,649.71	373.29
66520 · SUTA	266.33	1,037.14	-770.81
66530 · OR-WBF	18.41	18.07	0.34
Total 66500 · Payroll Taxes	4,307.74	4,704.92	-397.18
66800 · Fees	27.00	75.00	-48.00
Total 66000 · PAYROLL EXPENSES	70,952.18	66,375.41	4,576.77
68000 · PROJECTS-SVC-SUPP-MATERIALS			
68010 · Project Contracted Services	26,297.87	50,366.82	-24,068.95
68020 · Project Mileage & Travel	282.92	150.80	132.12
68030 · Project Other	0.00	40.00	-40.00
68040 · Project Supplies & Materials	500.00	54.26	445.74
Total 68000 · PROJECTS-SVC-SUPP-MATERIALS	27,080.79	50,611.88	-23,531.09
69400 · TRANSFERS OUT			
69440 · Trf PF to General Fund	2,840.85	4,546.06	-1,705.21
Total 69400 · TRANSFERS OUT	2,840.85	4,546.06	-1,705.21
Total Expense	127,115.72	141,814.67	-14,698.95
Net Ordinary Income	-40,375.47	-22,470.76	-17,904.71
Net Income	-40,375.47	-22,470.76	-17,904.71

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

	Jul - Aug 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
43000 · Beginning Balance	0.00	558,709.00	-558,709.00	0.0%
44530 · Benton County Public Works	0.00	5,000.00	-5,000.00	0.0%
44535 · Taxes Levied	2,876.01	450,000.00	-447,123.99	0.64%
44540 · ODA Operations	24,994.75	24,995.00	-0.25	100.0%
44545 · ODA Tech, LMA & Scope of Work	14,580.00	58,320.00	-43,740.00	25.0%
45000 · Interest Income	1,340.05	10,000.00	-8,659.95	13.4%
46430 · MISCELLANEOUS	0.00	2,000.00	-2,000.00	0.0%
47200 · CREP, SQP-Fee for Services	0.00	9,000.00	-9,000.00	0.0%
47400 · Native Plant Sale Income	0.00	16,000.00	-16,000.00	0.0%
48000 · TRANSFERS IN				
48400 · Transfer Admin from Project F	2,840.85	66,007.00	-63,166.15	4.3%
Total 48000 · TRANSFERS IN	2,840.85	66,007.00	-63,166.15	4.3%
Total Income	46,631.66	1,200,031.00	-1,153,399.34	3.89%
Gross Profit	46,631.66	1,200,031.00	-1,153,399.34	3.89%
Expense				
60000 · MATERIALS & SERVICES				
61300 · CONFERENCES AND TRAINING				
61330 · Registration	725.00			
61300 · CONFERENCES AND TRAI	0.00	12,000.00	-12,000.00	0.0%
Total 61300 · CONFERENCES AND TR	725.00	12,000.00	-11,275.00	6.04%
61500 · COMMUNITY CONSERVATION PROGRAMS				
61510 · Conservation Education (Y	0.00	5,000.00	-5,000.00	0.0%
61520 · Conservation Incentive Prc	0.00	3,000.00	-3,000.00	0.0%
61530 · Invasives Program	96.14	3,000.00	-2,903.86	3.21%
61540 · Native Plant Sale	-76.20	16,000.00	-16,076.20	-0.48%
61560 · Scholarships/Internships	0.00	600.00	-600.00	0.0%
61570 · Soil Quality Program	285.30	3,000.00	-2,714.70	9.51%
61585 · Conservation Leadership -	60.00	2,000.00	-1,940.00	3.0%
Total 61500 · COMMUNITY CONSERV/	365.24	32,600.00	-32,234.76	1.12%
62100 · CONTRACTED AND PROF SERVICES				
62115 · Audit	2,750.00	5,000.00	-2,250.00	55.0%
62120 · Computer Support	417.60	4,000.00	-3,582.40	10.44%
62130 · PROFESSIONAL SERVICES				
62140 · Legal	600.00			
62150 · Accounting	5,231.05	45,000.00	-39,768.95	11.63%
62160 · Facilitation	0.00	6,000.00	-6,000.00	0.0%
Total 62130 · PROFESSIONAL SER	5,831.05	51,000.00	-45,168.95	11.43%
62190 · Misc Contracted Services	0.00	28,084.00	-28,084.00	0.0%
Total 62100 · CONTRACTED AND PRO	8,998.65	88,084.00	-79,085.35	10.22%
62300 · Dues/Subscriptions/Fees	2,055.18	13,000.00	-10,944.82	15.81%
62800 · OFFICE OCCUPANCY				

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

	Jul - Aug 20	Budget	\$ Over Budget	% of Budget
62810 · Alarm & Janitorial Services	313.76	3,500.00	-3,186.24	8.97%
62820 · Rent & Parking	10,009.44	46,000.00	-35,990.56	21.76%
62830 · Utilities	1,957.94	12,000.00	-10,042.06	16.32%
62840 · Other	0.00	1,500.00	-1,500.00	0.0%
Total 62800 · OFFICE OCCUPANCY	12,281.14	63,000.00	-50,718.86	19.49%
65000 · SUPPLIES AND MATERIALS				
65010 · COPIER AND SUPPLIES				
65012 · Copies	95.55			
65014 · Lease	416.02			
65010 · COPIER AND SUPPLIES	0.00	3,500.00	-3,500.00	0.0%
Total 65010 · COPIER AND SUPPLIES	511.57	3,500.00	-2,988.43	14.62%
65020 · Equipment	0.00	5,000.00	-5,000.00	0.0%
65030 · Office Supplies	132.83	2,000.00	-1,867.17	6.64%
65040 · Postage	76.04	1,000.00	-923.96	7.6%
65050 · Software/Computer Access	199.98	2,000.00	-1,800.02	10.0%
Total 65000 · SUPPLIES AND MATERIALS	920.42	13,500.00	-12,579.58	6.82%
65110 · PRODUCTION COSTS				
65112 · Advertising and Website	235.84	1,500.00	-1,264.16	15.72%
65114 · Merchandise	0.00	1,000.00	-1,000.00	0.0%
65116 · Newsletters	0.00	2,000.00	-2,000.00	0.0%
65118 · Publications	0.00	500.00	-500.00	0.0%
Total 65110 · PRODUCTION COSTS	235.84	5,000.00	-4,764.16	4.72%
65120 · Insurance & Fidelity Bond	627.65	4,000.00	-3,372.35	15.69%
65160 · Miscellaneous	0.00	1,000.00	-1,000.00	0.0%
65320 · Mileage/travel related expense	32.78	4,000.00	-3,967.22	0.82%
65400 · Meetings & Events	0.00	4,000.00	-4,000.00	0.0%
Total 60000 · MATERIALS & SERVICES	26,241.90	240,184.00	-213,942.10	10.93%
66000 · PAYROLL EXPENSES				
66200 · Wages	44,849.70	305,807.00	-260,957.30	14.67%
66410 · Health, Dental & Life Insurance	7,291.81	48,675.00	-41,383.19	14.98%
66420 · Retirement	2,803.39	19,903.00	-17,099.61	14.09%
66500 · Payroll Taxes				
66510 · FICA Employer	3,307.60			
66520 · SUTA	200.87			
66530 · OR-WBF	14.66			
66500 · Payroll Taxes - Other	0.00	27,027.00	-27,027.00	0.0%
Total 66500 · Payroll Taxes	3,523.13	27,027.00	-23,503.87	13.04%
66800 · Fees	27.00			
Total 66000 · PAYROLL EXPENSES	58,495.03	401,412.00	-342,916.97	14.57%
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				

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

	Jul - Aug 20	Budget	\$ Over Budget	% of Budget
69410 · Trf GF to Building Reserve Fd	0.00	10,000.00	-10,000.00	0.0%
Total 69400 · TRANSFERS OUT	0.00	10,000.00	-10,000.00	0.0%
69600 · Reserved for Future Expenditure	0.00	213,435.00	-213,435.00	0.0%
69800 · Unappropriated Fund Balance	0.00	280,000.00	-280,000.00	0.0%
Total Expense	84,736.93	1,200,031.00	-1,115,294.07	7.06%
Net Ordinary Income	-38,105.27	0.00	-38,105.27	100.0%
Net Income	-38,105.27	0.00	-38,105.27	100.0%

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

	Jul - Aug 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
43300 · Grant/Project Administration	40,108.59	794,011.00	-753,902.41	5.05%
Total Income	<u>40,108.59</u>	<u>794,011.00</u>	<u>-753,902.41</u>	<u>5.05%</u>
Gross Profit	40,108.59	794,011.00	-753,902.41	5.05%
Expense				
66000 · PAYROLL EXPENSES				
66200 · Wages	9,450.84	49,475.00	-40,024.16	19.1%
66410 · Health, Dental & Life Insurance	1,747.19	13,419.00	-11,671.81	13.02%
66420 · Retirement	474.51	5,213.00	-4,738.49	9.1%
66500 · Payroll Taxes				
66510 · FICA Employer	715.40			
66520 · SUTA	65.46			
66530 · OR-WBF	3.75			
66500 · Payroll Taxes - Other	0.00	6,704.00	-6,704.00	0.0%
Total 66500 · Payroll Taxes	<u>784.61</u>	<u>6,704.00</u>	<u>-5,919.39</u>	<u>11.7%</u>
Total 66000 · PAYROLL EXPENSES	<u>12,457.15</u>	<u>74,811.00</u>	<u>-62,353.85</u>	<u>16.65%</u>
68000 · PROJECTS-SVC-SUPP-MATERIALS				
68010 · Project Contracted Services	26,297.87			
68020 · Project Mileage & Travel	282.92			
68040 · Project Supplies & Materials	500.00			
68000 · PROJECTS-SVC-SUPP-MATERIALS -	0.00	653,193.00	-653,193.00	0.0%
Total 68000 · PROJECTS-SVC-SUPP-MATERIALS	<u>27,080.79</u>	<u>653,193.00</u>	<u>-626,112.21</u>	<u>4.15%</u>
69400 · TRANSFERS OUT				
69440 · Trf PF to General Fund	2,840.85	66,007.00	-63,166.15	4.3%
Total 69400 · TRANSFERS OUT	<u>2,840.85</u>	<u>66,007.00</u>	<u>-63,166.15</u>	<u>4.3%</u>
Total Expense	<u>42,378.79</u>	<u>794,011.00</u>	<u>-751,632.21</u>	<u>5.34%</u>
Net Ordinary Income	<u>-2,270.20</u>	<u>0.00</u>	<u>-2,270.20</u>	<u>100.0%</u>
Net Income	<u><u>-2,270.20</u></u>	<u><u>0.00</u></u>	<u><u>-2,270.20</u></u>	<u><u>100.0%</u></u>

August 2020 Qtrly All Grant Projects Financial Report.xlsx

Project Name	Grant #	Funding Agency	Start Date	End Date	Status	Final Report Due Date	Fund Amount	(INCOME) Received to	Earned Income to	(EXPENSES) Spent to	CASH Balance	Remaining balance to	Grant Manager	Grant Report Dates	How grant funds are received	Admin Expected	Admin Earned	Admin Remaining
Effectiveness Monitoring WAHWG	2009-012-00	BPA	6/1/2020	5/31/2021	Open		157,527	1,580	4,275	4,275	-2,695	155,947	LB			4,775	389	4,386
USGS Coldwater Refuges	18080813	MMT	10/1/2018	9/30/2020	Open	11/15/2020	43,150	43,150	40,570	40,570	2,580	0	LB	3/1/2019 & 11/15/2020	100% of funds at beginning of grant	5,628	5,393	235
Shared Space EDI Initiative	18040175	MMT	1/1/2019	12/31/2020	Open	2/15/2021	149,388	149,388	85,107	85,107	64,281	0	HK	12/9/19 and 2/15/21	two checks; one at the beginning of each calendar year	12,300	6,254	6,046
Ludwigia Management Alternatives	19100538	MMT	12/1/2019	12/31/2022	Open	2/15/2023	27,742	27,742	3,899	3,899	23,843	0	LB	Interim Report: 1/1/2021 & 1/1/2022. Final Report 2/15/2023	100% of funds at beginning of grant	2,522	354	2,168
State of the Science	20010715	MMT	2/1/2020	1/31/2022	Open	3/15/2022	80,000	80,000	360	360	79,640	0	LB	Interim 2/1/2021 & Final 3/15/2022	100% of funds at beginning of grant	12,000	100	11,900
Willamette Mainstem Cooperative	19010935	MMT - Basinwide #3	3/19/2019	2/28/2021	Open	4/15/2021	40,000	40,000	25,832	25,832	14,168	0	LB	Interim Report: 3/1/2020 & Final Report: 4/15/2021	100 % of funds at beginning of grant	3,636	2,348	1,288
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	32,988	32,988	-8,245	8,248	LB	Interim Report: 8/25/2019 & Final Report: 6/30/2020	*50% of funds received at start of grant *25% of funds are received after interim grant report submitted and approved by	2,999	3,000	-1
Willamette River Aquatic Weed Management Phase 7	2020-33-010	ODA-OSWB	2/28/2020	4/30/2021	Open	6/30/2021	27,719	13,860	6,083	6,083	7,776	13,860	LB		*50% of funds received at start of grant *25% of funds are received after interim grant report submitted and approved by ODA *final funds are received after final grant report submitted and approved by ODA	2,520	540	1,980
Purge the Spurge! EDRR and Community Outreach	2020-33-011	ODA-OSWB	2/28/2020	4/30/2021	Open	6/30/2021	8,808	4,404	6,115	6,115	-1,711	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	556	245
100 Acre Wood Habitat Project - Plant Establishment	217-3002-14131	OWEB	10/25/2016	6/30/2022	Open	8/30/2022	25,278	13,114	13,114	13,114	0	12,164	DS	Project completion only	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	2,298	1,191	1,107
2019 Supplemental Data Collection for WFIP Effectiveness Monitoring	218-8390-17212	OWEB	2/4/2020	12/31/2021	Open	2/28/2022	100,000	17,532	17,532	17,532	0	82,468	LB	Interim Report: 12/31/2020 & Final Report: 2/28/2022	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	9,091	1,594	7,497
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	0	986	986	-986	119,988	LB	Interim Report: 6/30/2021 & Final Report: 2/28/2023	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	10,908	90	10,818
2019 data collection for WFIP Effectiveness Monitoring	218-8201-16520	OWEB	1/1/2019	12/31/2020	Open	2/28/2021	119,983	81,057	81,057	81,057	0	38,926	LB	2/28/2021	no funds received at start of grant; funds received by reimbursement of invoices/receipts for amounts of \$250 or more submitted by BSWCD; OWEB holds last 10% of funds (\$11,983) until they receive and approve of Final Report at end of grant	10,908	7,369	3,539
Ecosystem Functions in Agricultural Lands	09-16-007	OWEB	6/23/2017	5/26/2019	Open	5/26/2019	9,992	6,897	6,897	6,897	0	3,095	DS	5/26/2019 & 3/26/2021		908	626	282
OWEB SIA grant	218-8010-16782	OWEB	3/4/2019	12/22/2023	Open	12/22/2023	125,000	26,161	27,706	27,706	-1,546	98,839	DS	6/17/2019, 12/16/2019, 6/14/2020, 12/14/2020, 6/14/2021, 12/13/2021, 6/13/2022, 12/13/2020)		11,364	2,377	8,987

August 2020 Qtrly All Grant Projects Financial Report.xlsx

Project Name	Grant #	Funding Agency	Start Date	End Date	Status	Final Report Due Date	Fund Amount	(INCOME) Received to	Earned Income to	(EXPENSES) Spent to	CASH Balance	Remaining balance to	Grant Manager	Grant Report Dates	How grant funds are received	Admin Expected	Admin Earned	Admin Remaining
J2E RTR Project	220-3303-17504	OWEB	4/22/2020	6/30/2025	Open	6/30/2025	239,915	0	0	0	0	239,915	DS	6/30/2028 and 6/30/2030		23,084	11,813	11,271
Willamette Anchor Habitat Working Group Monitoring	216-8201-15838	OWEB-FIP	11/1/2017	12/31/2020	Open	2/28/2021	129,954	116,959	129,954	129,954	-12,995	12,995	LB	Final report due August 29, 2020.	no funds received at start of grant; funds received by reimbursement of	11,814	11,814	0
Total							1,437,434	646,586				790,848					55,809	71,748

FY21 Budget Resolution
Resolution No. FY2020-2021-04

BE IT RESOLVED that the Board of Directors of the Benton Soil and Water Conservation District (SWCD) hereby approves the addition of \$816.00 from Willamette Riverkeeper for aquatic plant survey Fee for Services to the Benton SWCD FY21 Budget as follows:

General Fund

Add \$816.00 in Resources – Fee for Services

Add \$816.00 in Requirements to the General Fund as follows:

Personnel Services	\$816.00
(wages, benefits, retirement, payroll taxes)	

SIGNED THIS 5th day of October 2020

Benton Soil and Water Conservation District
Entity Name

Benton SWCD Board of Directors
Governing Body

Signature: Faye Yoshihara, BSWCD Board Chair

FY21 Budget Resolution
Resolution No. FY2020-2021-05

BE IT RESOLVED that the Board of Directors of the Benton Soil and Water Conservation District (SWCD) hereby approves the addition of \$4,264.58 from the Oregon Department of Administrative Services Grant #1435 (Coronavirus Relief Fund) to the Benton SWCD FY21 Budget as follows:

General Fund

Add \$4,264.58 in Resources (Miscellaneous)

Add \$4,264.58 in Requirements to the General Fund as follows:

Personnel Services	\$2,000.00
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Materials and Services

Contracted/Professional Services	\$2,264.58
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SIGNED THIS 5th day of October 2020

Benton Soil and Water Conservation District
Entity Name

Benton SWCD Board of Directors
Governing Body

Signature: Faye Yoshihara, BSWCD Board Chair



Benton Soil and Water CONSERVATION DISTRICT

Benton Soil and Water Conservation District Information Security Policy & Procedures

Introduction and Purpose:

Electronic communications and technology are important to the internal and external operations of Benton Soil and Water Conservation District (BSWCD) and its ability to serve an effective role in the community. As security risks associated with ever changing technologies continue to grow, the issue of information security must be given priority in order to protect the organization. In this document, information security refers to protection of BSWCD's data, applications, networks, and computer systems from unauthorized access, alteration, damage, destruction, or loss through other means.

This policy/procedure document has been prepared to establish technology information security standards and procedures for BSWCD in order to protect the organization's information resources and reduce the risk of exposure to cyber-attacks intending to steal, corrupt, modify, or otherwise violate internal information assets. The policies and procedures outlined in this document shall apply to all new and existing employees, Board Directors, contractors, and other representatives (interns, students, volunteers, etc.) of BSWCD, with access to internal information. All such individuals shall be given a copy of this policy and any revisions thereafter, and shall be asked to acknowledge their receipt of, and to affirm they have read, understand, and agree to abide by its contents through signature on the final page.

Information Assets – What we are trying to protect:

Confidential and sensitive information related to all matters of official business, internal organizational issues, and matters affecting past and current district representatives including but not limited to:

- Personal identification information
- Correspondence records and documents
- Customer records
- Member or donor lists
- Funding proposals and reports
- Fiscal information and records
- Internal financial information; account numbers, records, and documents
- Sensitive internal operations, strategy, and planning information and documents

Responsibility to Protect:



Benton Soil and Water CONSERVATION DISTRICT

All staff, and other authorized representatives of BSWCD must take every effort to protect the organization's critical information assets outlined above. While there is no such thing as 100% security, this organization expects that the risks be reduced to an absolute minimum. BSWCD will work with technology service professional(s) to establish procedures, implement policies, and to monitor compliance, yet it is up to individuals to understand and take personal responsibility for information security.

General Policy:

To ensure the protection and safety of BSWCD's interests, equipment, and internal information and data, employees and representatives shall minimize and limit personal use of all BSWCD-owned electronic equipment including: laptops, removable electronic media, software, telephone systems/lines, email, wireless technologies, and internet connections. Exceptions may be made during extraordinary circumstances such as an official declaration of emergency or health pandemic. Under no circumstances may any employee or representative use such devices to view, obtain, or disseminate any inappropriate electronic communication inconsistent with organizational policies and procedures. BSWCD employee email accounts, voice mail systems and internet connection services are owned by BSWCD and employees shall therefore have no expectation of privacy in their use or storage on BSWCD equipment.

Limited access permissions may be provided to authorized representatives of BSWCD such as students, interns, volunteers, contractors, and other temporary personnel as needed, with BSWCD staff oversight.

System Access Control

- BSWCD employees may access computers, networks, server, and telephone systems through use of individual and unique logins and passwords.
- When not in use, computers and systems shall be turned off, disabled, or otherwise locked with password protected measures available to eliminate unauthorized access.
- Strong password creation techniques shall be utilized, including a mixture of lower-case (small) and upper-case (capital) letters, and numbers. It is recommended that passwords also contain a special character (!,@,#,\$,%,&,* or +). Passwords should have a minimum length of at least 8 characters. The same password should not be used on multiple computers and should be updated periodically.

Remote Connections

- BSWCD VPN and other Remote Connection access shall be approved by the Executive Director. These connections shall be set up and maintained by BSWCD-contracted tech



Benton Soil and Water CONSERVATION DISTRICT

support service provider (BSWCD IT personnel) to ensure their creation and operation is handled in the best, most up-to-date, and secure manner.

- All access to such systems shall be via secure password protected and encrypted connections only. Utmost care must be taken to protect access to these systems at all times. Connections and attempted connections to these systems shall be monitored by BSWCD IT personnel.
- Mobile or external devices owned by the organization and provided to staff for their use shall be protected by anti-malware software and a 4-digit passcode or better security if available. The passcode should repeat an individual digit no more than twice consecutively. If such a mobile device is lost, staff should notify the Executive Director within 3 days of the loss, and the device will be wiped remotely to remove any organizational files or email.

Virus Prevention

- All servers, workstations, and other computers that connect to any BSWCD system must be protected with an approved, licensed anti-virus software product that is kept updated according to the IT vendor's recommendations.
- Virus definition signature files should be updated regularly, and automated where possible. Full system scans for viruses and other security risks and threats (malware: adware, spyware) shall be performed on all workstations and server computers regularly through use of BSWCD provided software. Such scans shall be conducted at least weekly, and automated, where possible, to run on a daily basis on system start-up. If a virus or other security threat is identified through these scans, staff shall contact BSWCD IT personnel immediately to determine best course of action to eliminate the threat.

Email

- BSWCD email systems shall be provided through software with security protection from viruses and other malicious threats. Employees should be trained to recognize phishing scams or emails containing malware or other potentially harmful content. Any suspicious email attachments should not be opened, no matter what the extension is (.exe, .bat, .com, .doc, .xls, etc.). If a suspicious email is received from a known contact, verify first that the individual has sent you a file, before opening attachments or clicking on any hyperlinks.
- BSWCD's IT personnel should not email the latest updates of any software. If you detect suspicious activity, do not delete the email received and contact the tech support service provider immediately.



Benton Soil and Water CONSERVATION DISTRICT

Internet Security / Web Browsing

- All online business communications should be conducted primarily in BSWCD's offices where secure network systems are in place unless otherwise authorized by the Executive Director. Communications conducted outside the office, in particular through wireless internet connections, should be as limited as possible, but when necessary (such as in special circumstances that are authorized due to emergency or pandemic), all steps shall be taken to ensure the system and internet connection being used are secure and password protected.
- Sensitive information such as passwords, confidential financial information, account numbers, and sensitive personal data shall NOT be transmitted via email or other method unless done over a secure, encrypted, and password protected connection.
- Safe web browsing practices must be adhered to at all times. Simply accessing an insecure website may activate a malicious act; in some instances, a file does not even need to be downloaded to cause damage. Do not access potentially malicious websites.
- All BSWCD staff and representatives should use an up-to-date internet browser (Firefox, Google Chrome, Explorer) with latest updates installed on their computer. Download scanning features shall be activated and utilized. Features to activate warning screens for "unidentified" or "potentially insecure" security certificates or other forms of verification shall also be turned on and employed at all times. If an employee receives such notification from an untrusted source or otherwise unexpected action, they must cancel out of the action immediately and contact BSWCD IT personnel immediately to determine the best course of action before proceeding.

Software

- All servers, workstations, and other computers that connect to any BSWCD system must be protected with the latest operating system and software security patches and updates.
- BSWCD staff and representatives should refrain from the download and use of unnecessary file-sharing applications, such as entertainment or freeware software obtained or downloaded from unknown and untrustworthy sources. Downloading these programs can expose BSWCD's systems and networks to potential threats from malicious codes (virus/trojans/worms/malware). All freeware software shall be approved by BSWCD IT personnel prior to installation to ensure its validity.
- All BSWCD staff shall check with IT personnel before installing software requiring payment and licensing agreements to ensure safety of application and compatibility with server system.



Benton Soil and Water CONSERVATION DISTRICT

Media Protection

- All files on personal USB/removable media (CDs, DVDs, memory sticks, jump drives, external hard drives, etc.) shall be scanned using latest and updated virus and malware protection software prior to access/use on any BSWCD system.

Telephone Security

- BSWCD is responsible for securing its phone system and paying for any usage charges that may occur through fraudulent activity. Therefore, it must take precautions to deter perpetrators and thereby avoid the cost and information security risk of unauthorized phone system access.
- One common type of toll fraud is unauthorized voicemail access. This occurs when perpetrators access voicemail illegally by determining an access password and placing outbound calls from the system.
- To prevent this type of fraud, staff should change phone system passwords, including voicemail and system access, frequently. Every 60-120 days is recommended.
- Password settings for former staff should be changed upon their leaving employment to ensure they do not have access to the phone system.
- If unauthorized phone activity is suspected, the BSWCD's telephone service provider (currently Comcast) and maintenance technician should be contacted immediately.

Physical & Environmental Protection (Covers physical access to the office)

- Issue door keys and document to whom keys have been issued. Inventory keys annually.
- Issue alarm security code and document to whom code have been issued.
- Maintain fire extinguishers in the same facility as the network hardware and server.

System Backups

- All business related data stored on server computers shall be backed up daily, throughout the work week, using automatic backup software. Backups shall be stored on external hard drive(s) and rotated on at least a weekly basis with an alternative drive. At least one staff member in each office shall have a full understanding of the backup system and process, conduct external hard drive inspections to ensure backups are running properly, and conduct weekly drive switch and storage. BSWCD IT personnel shall be responsible for setting up and maintaining the automated backup systems/devices to ensure all critical files are being backed up and in the best manner possible.



Benton Soil and Water CONSERVATION DISTRICT

- Files stored on individual computers (laptops, off-network) shall be backed up by the employee on at least a weekly basis utilizing an external hard drive, memory stick, jump drive, CDs or DVDs, or online cloud storage, and shall be stored in a safe location.
- Employees shall contact BSWCD IT personnel if they encounter any problems with backup systems, or if they need help putting systems and/or equipment in place to ensure file protection.

System Maintenance / Intrusion Detection

- Server computers and network equipment must be serviced and maintained consistently by BSWCD IT personnel. Server computers must be kept up to date at all times with latest technology available to minimize security risks (firewall, encryption, and intrusion detection methods).
- Security reviews (monitoring access logs and results of intrusion detection software) of servers, firewalls, routers, and monitoring platforms must be conducted on a regular basis. Where possible, automated reviews should be enabled, and alerts should be transmitted to the system administrator when a serious security intrusion is detected.
- Vulnerability and risk assessment tests of external network connections should be conducted on a regular basis by a third-party service provider.
- All passwords and computer access profiles for former staff should be removed from network computers.
- Before equipment is removed for off-site maintenance, all confidential data will be removed or transferred to secure network storage, or otherwise protected from access. All contractors with access to sensitive data must sign a non-disclosure agreement.
- Ongoing planning tasks will evaluate the expected lifespan of critical devices – server, printers, workstations, etc. – and plan for replacement before they are expected to fail.

Handling Potential Security Incidents

- Staff shall contact BSWCD IT personnel if they have any doubts or questions regarding any procedures prior to engaging in any action in which they do not fully understand. This way, staff will prevent any potential devastating mishaps, due to inappropriate and erroneous handling of dangerous and harmful incidents.
- In the event that a District employee or representative suspects or discovers that a potential security event has occurred, the affected individual shall disconnect their computer from any internal and remote network connections and contact BSWCD IT personnel immediately. Include a report of what the event was (opened a suspicious email, program download or activation, strange computer activity), when it occurred,



Benton Soil and Water CONSERVATION DISTRICT

what happened, and any messages that may have been displayed prior to or immediately following the event.

- In the event of a data breach of client information, the District Operations Manager will contact the client(s) by telephone or written letter to 1) explain what happened, 2) communicate what the District is doing to remedy the situation, 3) provide details about what information was involved in the data breach, 4) explain what actions the client(s) can take to protect their information, and 5) provide District contact information regarding the incident in case there are further questions.
- In the event of a cyber attack where the District's financial resources are being held for ransom, the Executive Director must be contacted immediately. The Special District's Association of Oregon should also be contacted as they can assist in any investigations and determining next steps.

Information Protection (Sensitive/Financial)

- All BSWCD sensitive information (information protected from unauthorized access to safeguard the privacy and/or security of an individual or organization) shall be stored and maintained in a password protected database and/or files/locked filing cabinet.
- All staff and representatives of BSWCD must employ any and all security measures necessary, as outlined above in this policy, in order to protect customer credit card holder information from malicious and unauthorized use. As a credit card merchant, BSWCD is required to uphold and maintain the security of this information at any and all cost. BSWCD may be potentially held liable for any unintentional fraud experienced by a credit card holder if the policies and procedures in this manual are not strictly followed.
- If any staff member or volunteer comes in contact with a customer's credit card account number or other sensitive data, it must NOT be transmitted via email or any other form of unsecure, or otherwise encrypted fashion.
- Customer information and credit card account numbers and sensitive data shall not be stored internally on any BSWCD computer databases or other documents to eliminate potential risk of unauthorized exposure, use or abuse. Any such information shall be transmitted to, processed, and maintained by secure third-party contracted services only (Stripe, PayPal).

Policy Updates

In order to be up-to-date with the latest security weaknesses, this policy shall be reviewed at least once per year and updated when any procedures are modified, or the technology environment at BSWCD changes. All updates to this policy shall be disseminated to BSWCD staff and IT personnel upon incorporation of those changes.



Acknowledgement

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

Name (print) Title

Signature Date



Benton Soil and Water CONSERVATION DISTRICT

Date: September 28, 2020
To: Benton SWCD Directors
From: Holly Crosson, Executive Director
Re: September Monthly Report for October 2020 Board Packet

A. NEW INITIATIVES

- **Management of Recreational Lands in Benton County** – Our originally scheduled meeting was postponed to Oct or Nov due to wildfires. Purpose of the group is to identify priority issues and increase land management communication and coordination.
- **COVID-19**
 - Received \$4,264.58 from Coronavirus Relief Fund to reimburse us for Covid-related expenses in FY20.
 - Continued to receive regular Covid updates from CDC, Oregon Health Authority, Governor's office, SDAO, Benton County, CEA, HR Answers, OACD, etc.
- **The Confluence** – Attended Confluence Steering Committee meeting on 9/17. Received and reviewed updated drawings from architect for all four floors, and calculation of building square footage for all organizations. BSWCD's space has been reduced to 1,289 SF including storage and we're still on the first floor mezzanine.
- **DEI** – Attended session 4 (last one in the series) of CBP's training on systemic racism. Attended Change Agent Cohort meeting with Heath and Laura. Participated in an individual DEI coaching session with consultant. Attended DEI regional meeting with other SWCDs. Attended first Learning Lunch series on Wildfire through a DEI lens. Met with Heath and Laura to discuss upcoming all board/staff DEI trainings.

B. PROJECTS/PROGRAMS/PARTNERSHIPS

- Had another strategic planning meeting with Teresa and Linda; updated staff. Contacted a dozen people in attempt to locate facilitator who does not lead from the dominant white culture perspective. Following up on some possibilities.
- Reviewed Donna's contract modifications for J2E project.
- Signed website contract for FY21 with Donna McMaster.
- Connected with staff about their projects and grants, general grant oversight.
- Reviewed/signed project invoices, reimbursement forms/grant funds requests, etc.
- E-news review with Heath.

NATIVE PLANT/ BULB/SEED SALE

- Staff planning for sales.

C. FISCAL

- Received draft audit report for FY20 and beginning review.

- Completed June 30 financial graphs with Jenny for year-end review.
- Tracked monthly ACH deposits for 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.

D. PERSONNEL/STAFF MEETINGS/TRAINING

- Responded to OR Employment Department about an unemployment claim.
- Participated in weekly Zoom staff meetings.
- Held second quarterly meeting to follow up with staff on Team Building Action Items.
- Attended three training webinars: Harassment and Discrimination in the Workplace, Implicit Bias, and Collaborative Fundraising (upcoming 9/30).
- Meeting with ED of Marys River Watershed Council on 9/30.

E. BOARD

- Quarterly meeting with Faye on 9/30.
- Continuing with Transition Readiness Planning.
- Wrote summary for board packet about Workers Comp and liability insurance policies.
- Created October board meeting agenda and accompanying documents; reviewed draft financials; reviewed draft meeting minutes; prepared budget resolutions and other packet documents.

F. MISCELLANEOUS, SAFETY, INFORMATION TECHNOLOGY

- Communicated with Kings Valley Community Land Trust about Luckiamute Meadows property.
- Discussed donation of SQP equipment to OSU Soils Lab.
- Authorized staff to use up to 8 hours of District time to volunteer on wildfire recovery efforts in Benton County to assist evacuees.



Benton Soil and Water CONSERVATION DISTRICT

Date: September 21, 2020
To: Benton SWCD Directors
From: Laura Brown, River Restoration and Invasives Program Coordinator
Re: September 2020 Monthly Report for October 2020 Board Meeting

Willamette Mainstem Cooperative

Last November, when the WMC updated its Action Plan, the Steering Committee recommended that we reach out to the over 40 landowners who allowed the WMC to survey their property for invasive species back in 2012-2013. This survey is what launched the WMC and as I began working on the draft of this letter to send out to our Steering Committee, it has been so amazing to see all the progress. The survey covered 2,500 acres of riparian lands and mapped priority invasive plants and high quality habitat. I'm looking forward to re-engaging with these landowners to let them know the progress that's been made all because they allowed the WMC to survey their property eight years ago!

Speaking of river landowners, I was able to meet up with Peter Kenagy at his property and check out his amazing patches of the native wapato. These patches have been expanding up and down the Willamette over the past few years. It's so great to have the perspective of someone who has been on the same piece of property for the last 40 years and can see the changes overtime.

We finished up our Virtual River Events and had a winner for the Virtual Weed Pull! One of our volunteers went out with her two sons and they hand-pulled Ludwigia from our Lower Kiger Alcove site! We are so grateful to our volunteers, and a summer without them has really highlighted the role they play here at the District. I am looking forward to getting folks back out on the river! We are still hosting the Great Willamette Clean Up on October 3rd! We will be cleaning trash from the Willamette from Crystal Lake to Michael's Landing - bring your own boat!



The Humphrey family hand-pulling Ludwigia at Lower Kiger Alcove (left) and wapato along the Willamette River at Peter Kenagy's property (right).

Invasives Program

Our amazing conservation neighbor, Jenny Meisel, spotted yet another EDRR species for Benton County - spotted knapweed (*Centaurea maculosa*). She found it at Irish Bend County Park towards Monroe along the Willamette River. In the Willamette Valley, we expect to see meadow knapweed (*C. jacea*), but finding spotted knapweed on the west side of the Cascades is uncommon. This species has pink to purplish flowers with prominent black spots on the bracts beneath. It is a short-lived perennial forb that commonly grows to 2-4 feet in height. It has one to 10 upright stems, and has a stout, elongated taproot. The leaves are pale to grayish green, and the stems are slender and hairy. Spotted knapweed generates between 400 - 25,000 seeds per plant and makes the soil around it inhospitable to other plants.

Our hypothesis for why this plant is here in Benton County is that it was found just above high water on a gravel bar in direct sunlight. That would be a location that drains quickly and heats up quite a bit - similar to eastern Oregon where spotted knapweed dominates the landscape. This population had unfortunately already gone to seed, but I was able to take photos. As it is a county park, I was able to contact the Benton County Natural Areas and Parks Department and they now have it on their rotation for treatment. To me, this continues to highlight the impact our volunteers have on our Invasives Program. Having people in the county who know what the invasive species are greatly increases our chances of finding these species. Jenny has found invasives on her days relaxing by the river, on her drive to work, and while enjoying a cook-out in a friends backyard. She's one of the best Conservation Neighbors! I also traveled to Bend to visit my in-laws and found their field full of spotted knapweed -which they knew about and were treating. We chatted about how they learned about it and I was able to better understand from their perspective how to engage with the 5-acre landowner. They received some mailings from their SWCD, but most of it was through neighbors talking to neighbors.



Spotted knapweed already gone to seed at Irish Bend County Park(left). Spotted knapweed when flowering (right).

Communications and Engagement

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

Date sent	E-news Title	# Opens	Facebook/Instagram Reach
09/18	Fire Resources 2	192	267
09/10	Fire Resources	236	105
09/01	Fall Bulb and Seed Sale	120	207
08/21	Hedgerows	1214	118

Thanks for allowing the staff to volunteer for 8 hours to help with the fire recovery effort. I spent three shifts at Vina Moses helping with the clothing donations that came in for and went out to evacuees. I think it is really great for the District to show up in that way when our Oregon human community and wildlife habitats have been hit so hard by these destructive fires.

The Native Plant Program

1. **Winter Native Plant Sale** The online order platform is open again! So many gorgeous native species! Please refer your friends and neighbors to **bentonplants.org**, which will take them straight to our online catalog! We have received 318 orders for a gross total of \$22,947.08! This includes the winter sale and the bulb and seed sale.
2. **Fall Bulb and Seed Sale** - Online orders are accepted through September 30. Pick up dates are October 14 and 17.
3. **Thematic Outreach:** We are on our second year of “**gardening for birds**” thematic outreach. View monthly blog posts by ornithologist and guest blogger Lauren Pharr (bentonswcd.org/author/lpharr/). After the February 6, 2021 plant pick up date we will switch to a two-year theme of **connectivity**! We partnered with Greenbelt Land Trust to discuss Nature’s Best Hope by Douglas Tallamy and I created a list of resources, which I have included on the back of this staff report. We have some great resources on our website so if anyone asks you about birds or bees or native plant garden designs, you can point them in the right direction!

Diversity, Equity, & Inclusion Process

We held the very first “Fourth Friday Learning Lunch” and it was very well attended with over 20 people showing up and representation from all six Confluence organizations.

Looking forward to seeing you at the All Staff and Board trainings in October and November! View the Equity Committee Summary report for details.

We had our first Board members, thanks for your support. When you have questions, please reach out to any of the members of the BSWCD Equity Committee (Henry Storch, Holly Crosson, Laura Brown, and Heath Keirstead).

Conservation Book Club Resource List

On September 16, 2020, Greenbelt Land Trust hosted a virtual book club discussion of Nature's Best Hope by Douglas Tallamy. Benton SWCD, a local conservation partner and coordinator of two annual native plants

Native Plant Gardening Resources

Webpages

[Gardening for pollinators](#)

[Native plants for butterfly gardening](#)

[Caring for mason bees](#)

[Meadowscaping](#)

[Gardening for birds](#)

Native plant sale catalogs: [Fall bulb & seed sale](#) and
[Winter sale catalog](#)

[Native plant database](#) with info about even more
plants than what we have for sale

[Invasive plant database](#)

Printable Handouts

[Native plant bloom time and color chart](#)

[Site conditions plant lists](#)

[Native plant garden plans](#)

[Gardening for birds handout](#)

[Newsletter issue focused on local pollinators](#)

[Newsletter issue focused on local birds](#)

Videos

[BSWCD YouTube Channel](#) - *new this year!*

Gardening for birds videos ([Neighborhood Naturalist](#)
& [Bill Proebsting](#))

Facebook Groups

[Oregon Native Plants:](#)
[Corvallis Chapter of the Native Plant Society of Oregon:](#)



greenbeltlandtrust.org



Benton Soil and Water
CONSERVATION DISTRICT

www.bentonswcd.org

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



A. Office Administration

- Reviewed and authorized staff Check Issuance Request (CIR) and Credit Card Receipt (CCR) forms; submitted CIRs and CCRs to Holly; deposited cash and checks.
- Filed paperwork (financial, personnel, board meeting, etc.) during visits to office.
- Investigated cancellation of alarm service—whether it would change insurance rate, costs and equipment return.

B. Fiscal Administration

- Re-filed paperwork pulled during FY20 audit: archived FY20 CIRs and credit card statements and receipts; created new file folders for FY21.
- Submitted signed grant document to Oregon Department of Administrative Services for \$4,264.58 in Coronavirus Relief Funds; created grant folder to maintain records.

C. Personnel/Staff Meetings/Training

- Reviewed and verified staff timesheets.
- Completed and returned SDIS Workers' Compensation Final Audit Update form.
- Participated in and facilitated weekly Zoom staff meetings.
- Attended SDAO webinar on Harassment and Discrimination in the Workplace.

D. Meetings and Events

- Attended Corvallis Sustainability Coalition's virtual town hall.
- Attended Wildfire Listening Session conducted by OSU's Forestry & Natural Resources Extension team and partners.

E. Board

- October 5 board meeting: drafted public notice; added calendar items to agenda; compiled packet.
- Compiled and submitted results for the OACD SWCD Director Eligibility Survey.
- Responded to questions from Benton County Elections Manager about candidate filings.

F. Miscellaneous/Safety/Information Technology

- Reviewed draft Information Security Policy and drafted text on telephone security.
- Submitted request for free masks and gloves available under the Coronavirus Aid, Relief, and Economic Security (CARES) Act.
- Worked with Heath to develop Social Media Policy (posting, moderating, archiving).
- Met with Holly and Teresa regarding action items for update to District's 5-year Strategic Plan. Created spreadsheets for partner interviews and external reviewers.
- Responded to Sandi Hiatt about a public records request for SWCD annual reports.



AN INVENTORY OF COMMUNITY

Reflection on my past month's work sheds light on the varied services that the Benton SWCD offers and the energizing community collaboration that supports our work.

My three site visits this month each served a different group of partners with varied meeting intentions. During a rural residential site visit, my conversation with landowners began with soil and unfolded to include gardening, wildlife, pest management, and community connections.

On another site visit, I helped collect soil samples with NRCS and a farmer who I had worked with during the OWEB TA grant. This follow up provided continuity of service, from year to year and from agency to agency. That flow is an important aspect of an effective conservation community.

Thirdly, I visited Central Park to meet with City of Corvallis Parks and Rec staff and WVRLC volunteers. We finalized the details for a late-October planting in a community-shared plot that will educate passers-by and encourage them to regenerate soil and reduce weeds through dense plantings.

In addition to site visits, I participated in the two-day virtual Soil Health Summit sponsored by Acres USA. The online format enabled me to interact with a global community of soil enthusiasts, most memorably a fella in New York state, whose farm I visited in 2009 during a Cornell workshop, and another gentleman in Brazil who works with farmers there.

I'm writing my annual report and Conservation Neighbor articles about RD Mosier, a landowner in the UMC SIA who has started a community grazing network. His work with his neighbors may well be the foundation for a grazing work group, including virtual workshops and tours. **Note to self:** find a pool of funds to support the community grazing movement!



Mahonia aquifolium
Oregon Grape

Drought, low humidity, wind, and smoke urged Oregon grape and red-flowering currant senescence, as this dry summer turns a refreshingly damp corner to fall.



Ribes sanguineum
Red-flowering currant

DATE EVENT (CONTACTS)

8/24	Elizabeth & David Patte site visit
8/25-26	Acres USA Soil Health Summit
8/27	Strategic Plan
9/1	Sunbow Farm—NRCS soil samples
9/2	Local Advisory Council - planning
9/3	Central Park meeting
9/14	RD Mosier Conservation Neighbor
9/16	Strategic Plan



Donna Schmitz: August 20 to September 20, 2020

Federal Farm Programs implementation; CREP, EQIP, WHIP

- Finished five CREP plans for the following locations:
 1. Alsea River landowner; new 51.7 CREP buffers, Confirmed planting in county easement, Cultural resources and Endangered plants request (CR/TE) .
 2. Alsea River: site visit for CREP for 54.7 acres buffers, new 6 possible CREP acres. Submitted eligibility map to FSA, CR/TE
 3. Bull Run Creek: re-enrollment for CREP for 26 acres, CR/TE .
 4. Unnamed Creek, near McFarland Road; New 9.1 CREP acres. CR/TE
 5. Marys River, un-named Creek, new 21 CREP acres, CR/TE
 - Site visit: Brugato for conservation plan and planting plan review.
- Renewed LincPass for access to NRCS computer systems.

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

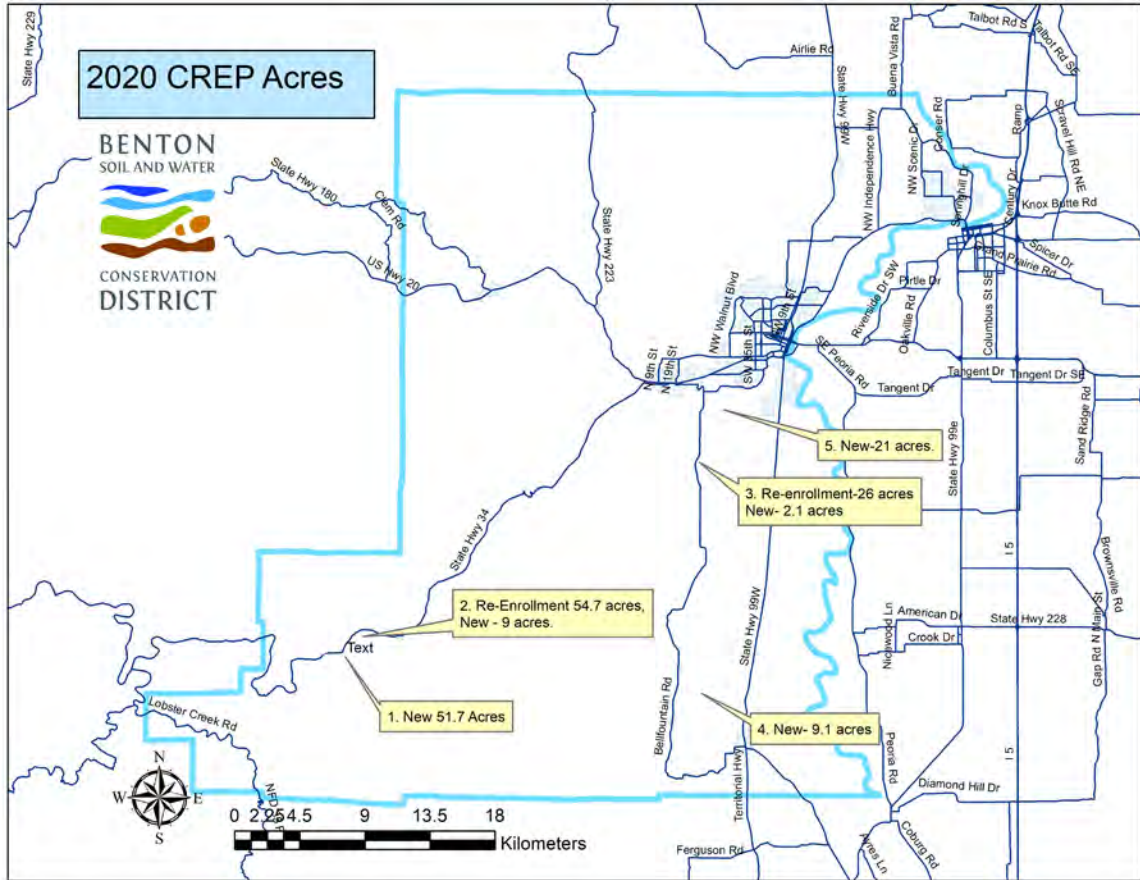
- Native Plant Sale (3), tree removal, Wetland delineation and consultants, riparian planting (2), OAK RCPP,
- J2E Restoration project – Developing before project photos. Submitted Land use form to Benton County. Conducted several meetings with partners. Reviewing MOA with Bonneville Environmental Foundation for ordering plants. Developed modification to Instream contract for engineering work. Developed modification to contract with Luckiamute Watershed Council. Developed revegetation contract.
- Submitted a OWEB small grant for mud and manure management sacrifice areas in Greasy Creek watershed.
- Researching drone images for Leadership Corvallis Natural Resources class.
- Worked with Heath on Office culture exercise for staff.
- Reviewed one small grant for OWEB team.
- Meeting with ODA regarding the Local Advisory Committee meeting early October
- Researching the change in Focus Area from Jackson-Frazier to the Long Tom River and groundwater management area.
- Submitted the Focus Area and SOW updates to ODA.

- Strategic Implementation Area:
 - Site visit to pond and surface area drainage with NRCS engineer. Engineer designed spillway, drop inlet and swale for hillside drainage.

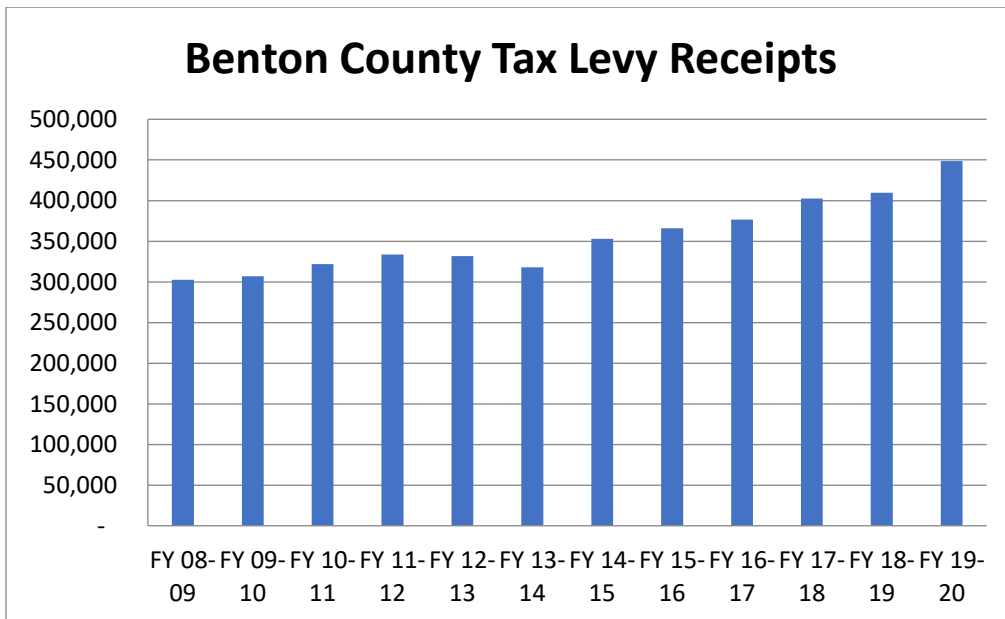
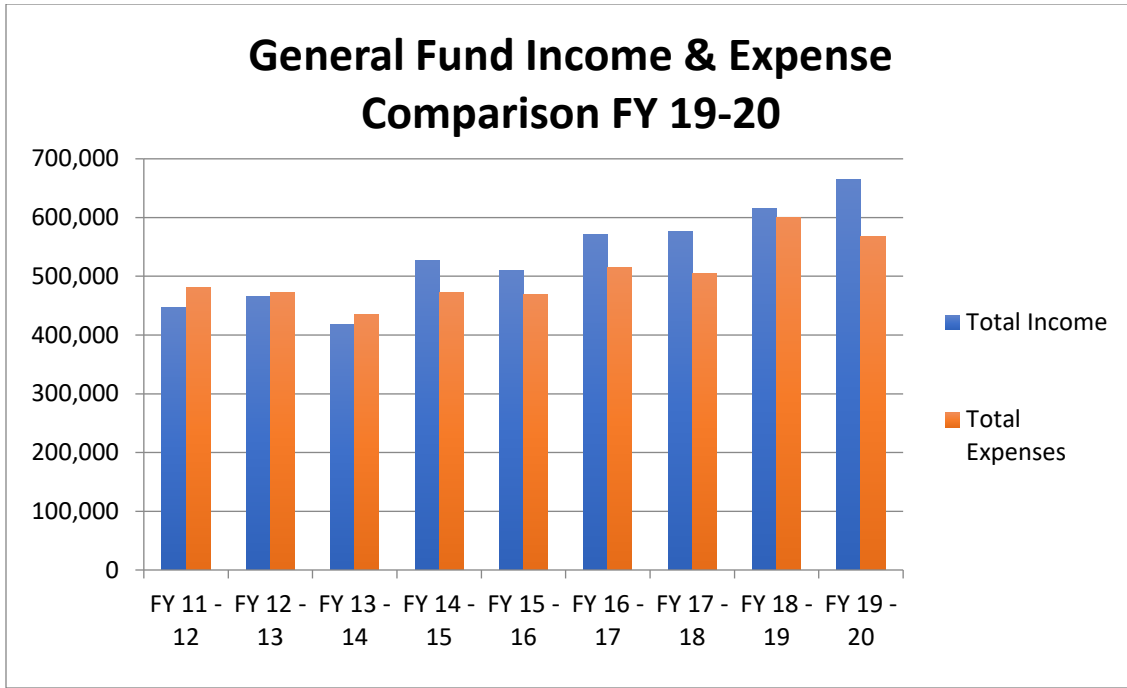
WQ Outreach and Education assistance (tours, workshops, presentations).

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

- Attended staff meetings.



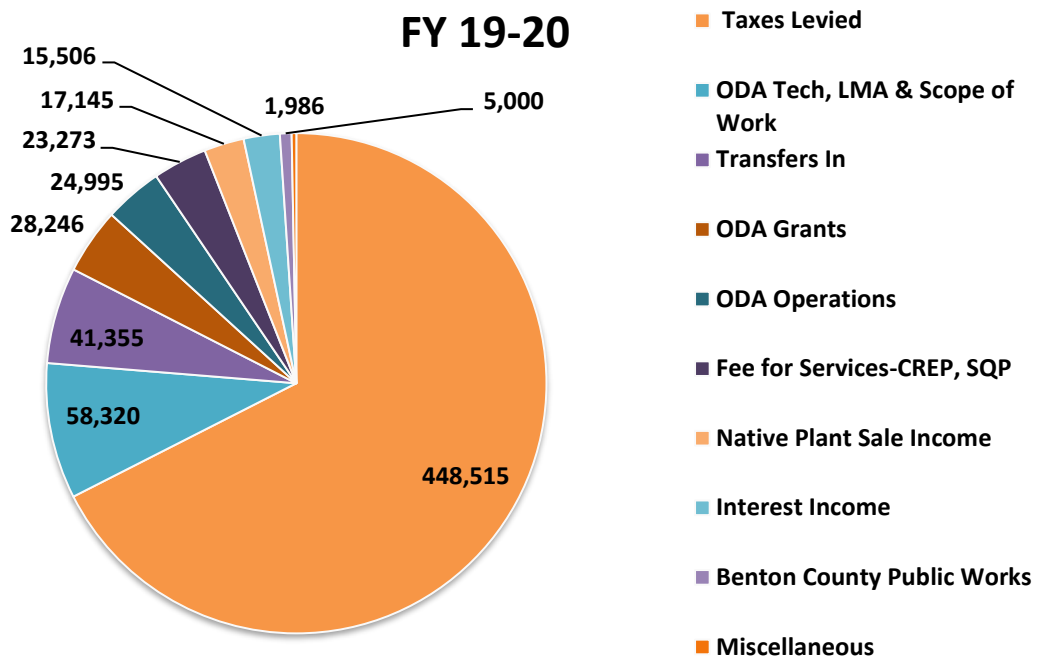
BSWCD General Fund Graphs June FY 19-20



BSWCD General Fund Graphs June FY 19-20

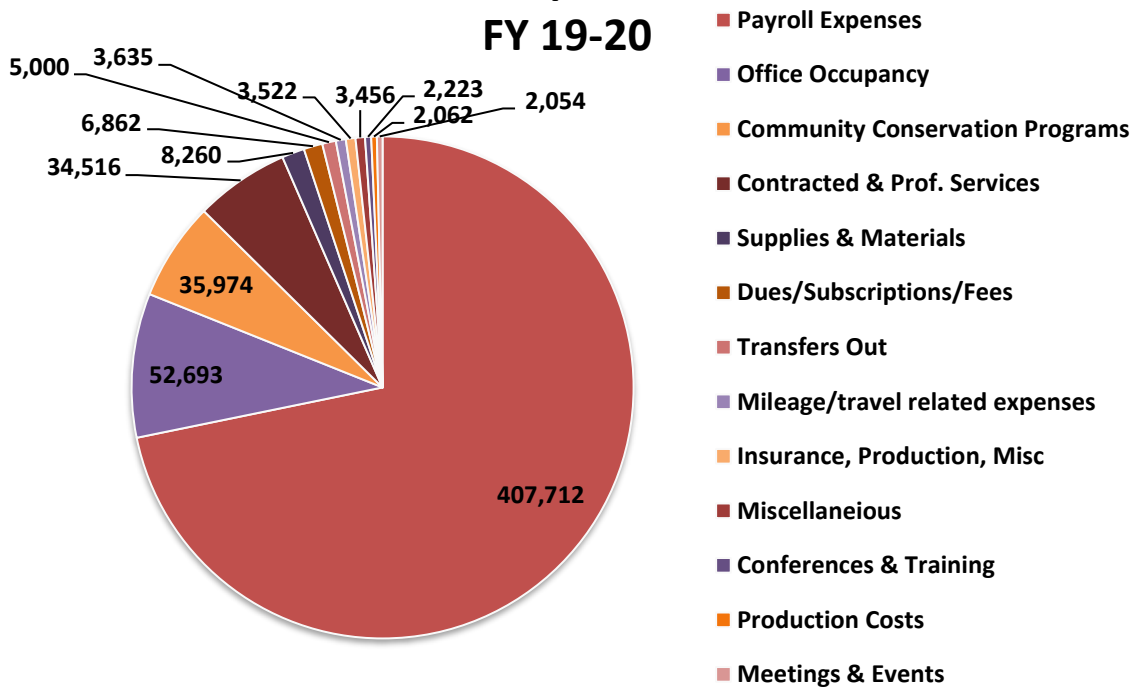
General Fund Income Breakdown

FY 19-20

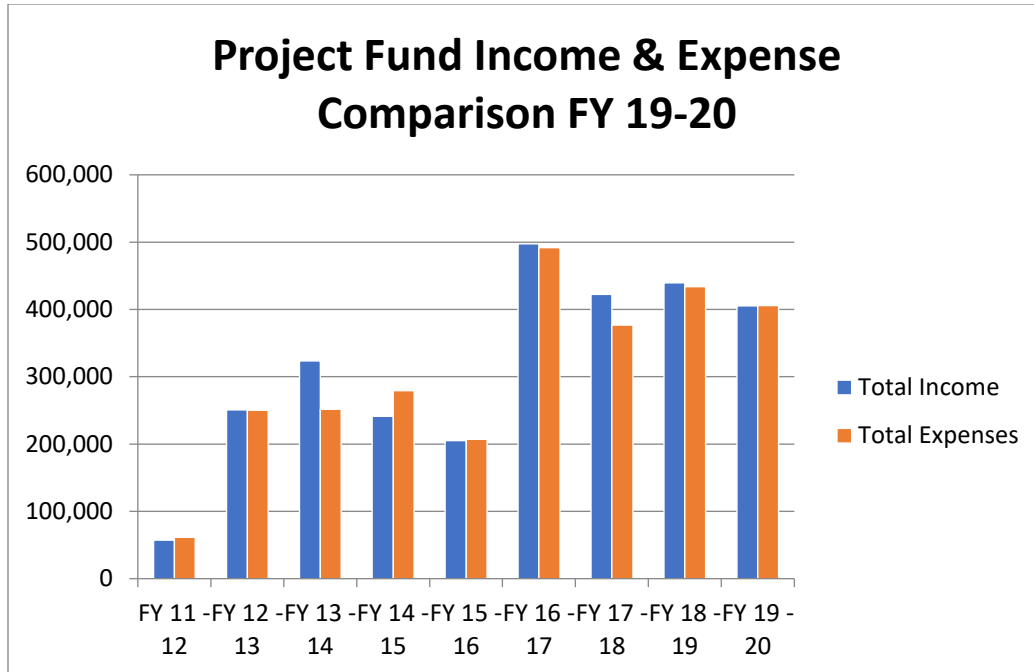


General Fund Expense Breakdown

FY 19-20



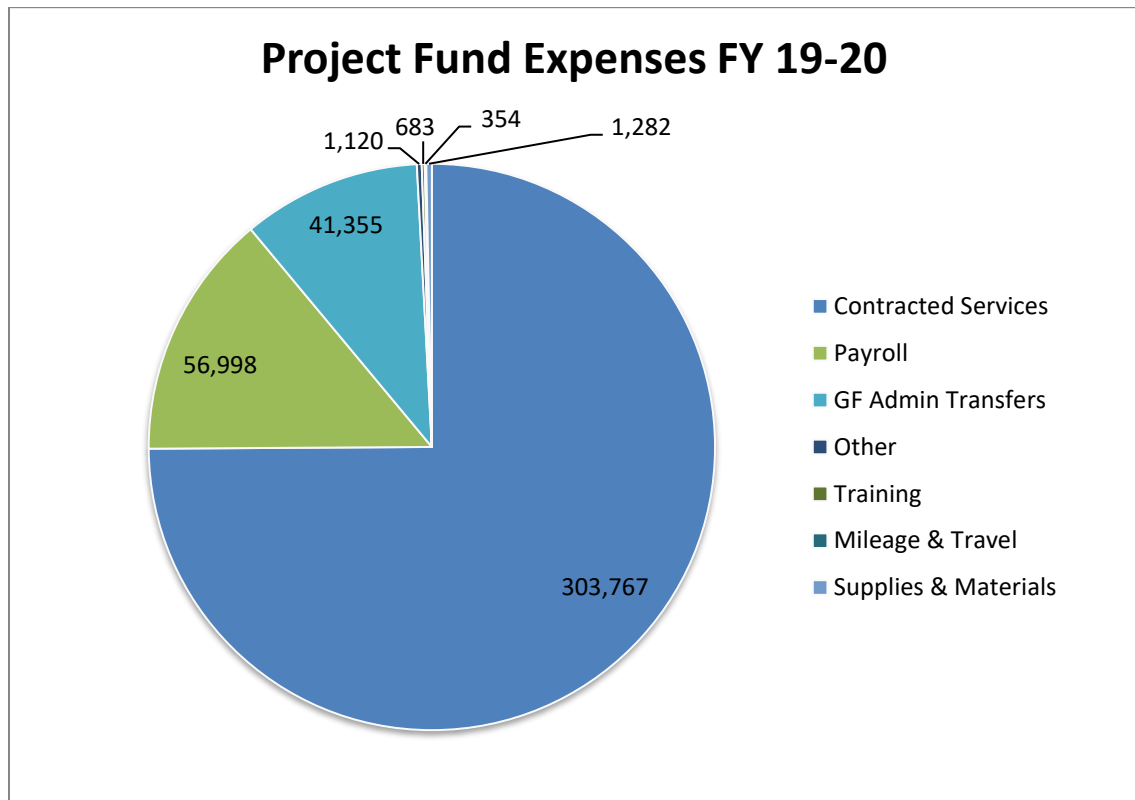
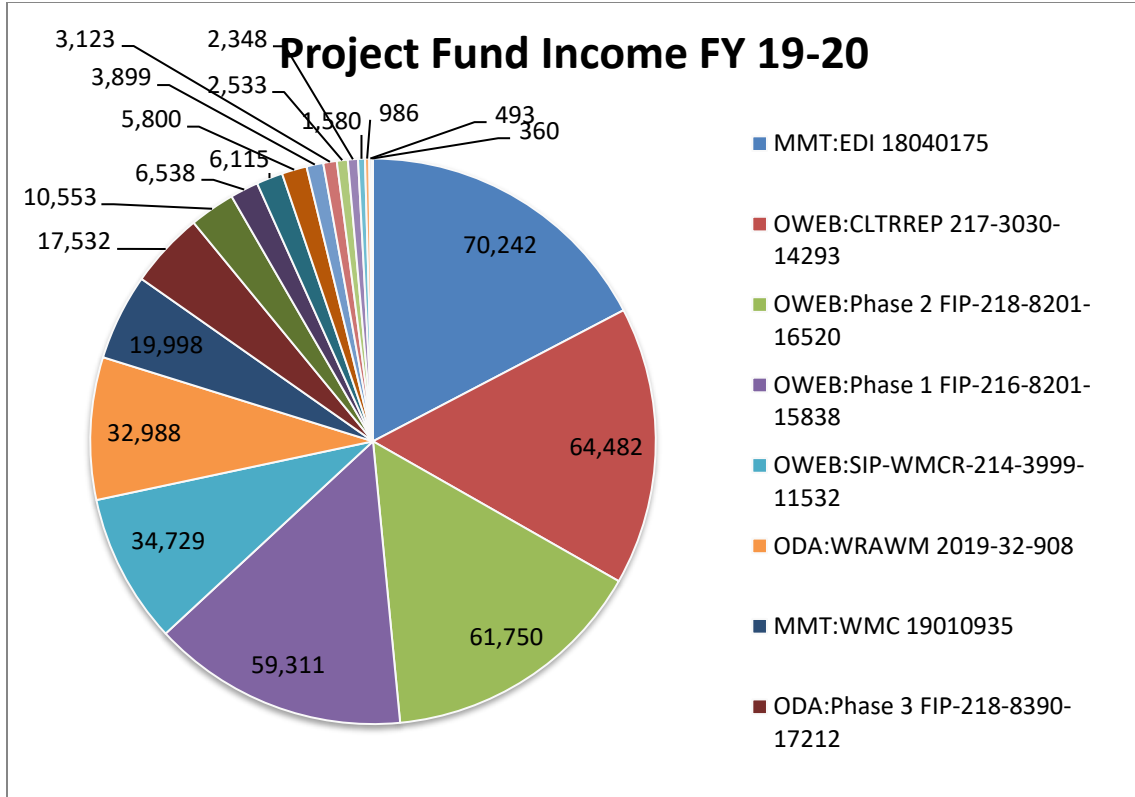
BSWCD Project Fund Graphs June FY 19-20



Grant Income Details

Project Name	Amount Funded
MMT:EDI 18040175	70,242
OWEB:CLTRREP 217-3030-14293	64,482
OWEB:Phase 2 FIP-218-8201-16520	61,750
OWEB:Phase 1 FIP-216-8201-15838	59,311
OWEB:SIP-WMCR-214-3999-11532	34,729
ODA:WRAWM 2019-32-908	32,988
MMT:WMC 19010935	19,998
ODA:Phase 3 FIP-218-8390-17212	17,532
MMT:CWR 18080813	10,553
OWEB:100 AWHP-PE 217-3002-14131	6,538
ODA:Purge the Spurge 2020-33-011	6,115
MMT:19100539	5,800
MMT:Ludwigia-19100538	3,899
MMT:WMC 16060748	3,123
ODA:WRAWM 2020-33-010	2,533
ODA:WRAWM 2018-31-818	2,348
BPA:Phase 4 #2009-012-00	1,580
OWEB:Phase 4 FIP-220-8201-17233	986
SDIS SDAO Safety & Security Grant	493
OWEB:State of River-20010715	360
Total	405,360

BSWCD Project Fund Graphs June FY 19-20



Board insurance coverage under Workers Compensation

Currently our volunteer Board is covered under the District's general liability insurance policy with SDAO/SDIS for crime (fraud, theft), data disclosure liability, and claims related to ethics, and EEOC/BOLI defense while performing authorized duties as elected officials.

The Board is not covered for injury under the District's Workers Compensation insurance policy, per vote of the Board at their meeting on April 2, 2018 to continue the policy of not insuring volunteers.

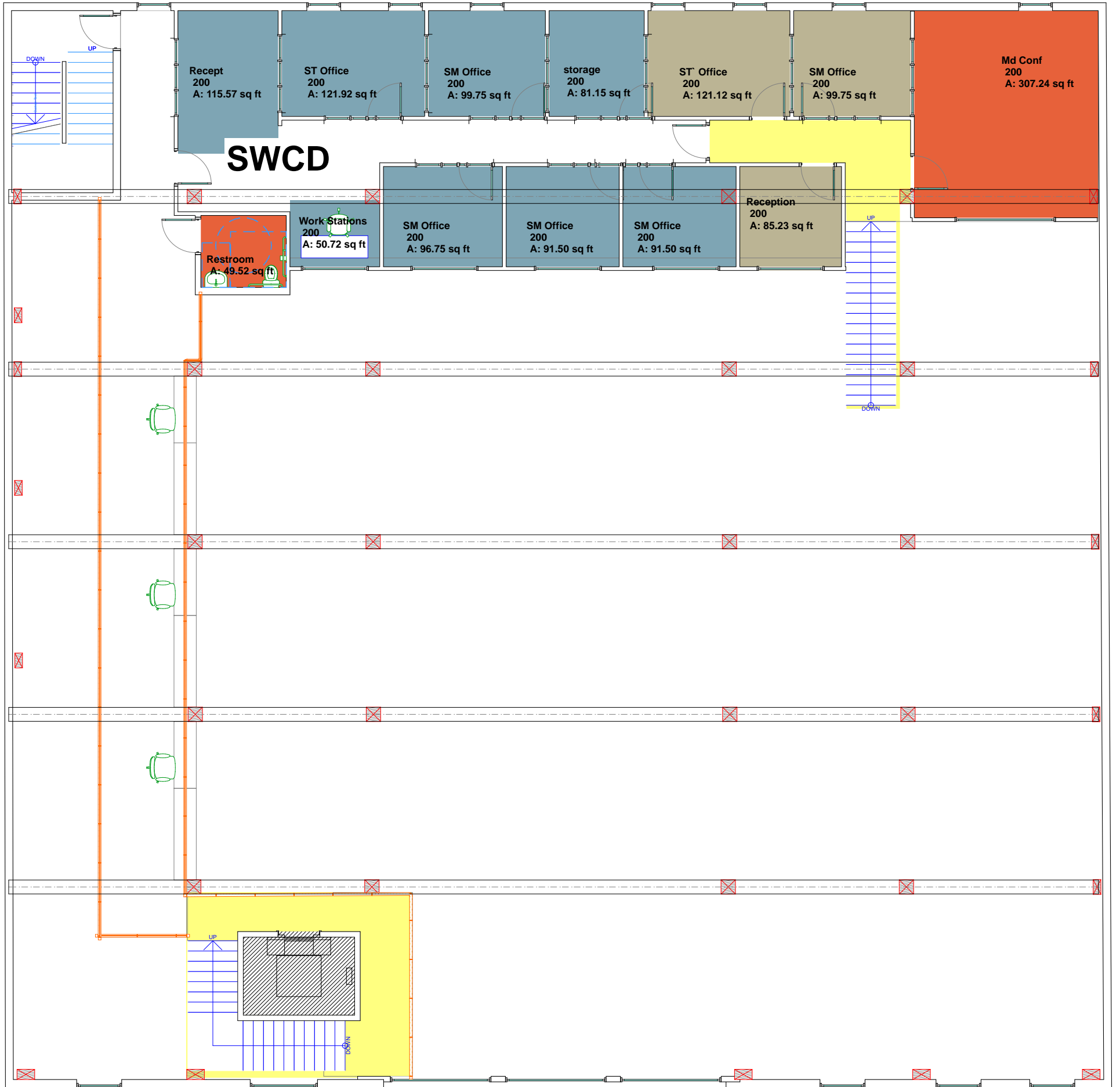
Since it has been 2.5 years since the last vote, and we have some new Board members, it's advisable that Directors either reaffirm that decision made in 2018 or change it to add the Board to the District's Workers Compensation Policy. It should be noted that Barker Uerlings (now HUB) does not recommend insuring volunteers.

Here are the steps to add Director coverage under Workers Comp if the Board chooses to do so:

- Determine assumed volunteer wages
- Determine class of volunteers
- Pass Board Resolution making the District's volunteer Board Subject Workers
- Coverage would be **only** for administrative and clerical functions while performing authorized duties
- The cost would be approximately \$50.00 per year to cover seven Directors and three Associate Directors
- The policy would begin July 1, 2021

The Executive Director agrees with the determination of the Board in 2018 that covering the Board under Workers Compensation is not necessary given the extremely low risk to injury while performing administrative and clerical functions.

The Board's liability coverage is renewed annually and should always remain in force.



Zone List

Zone Number	Zone Category	Zone Name	Area
001	Cafe	1st Cafe Kitchen	223.59
001	Cafe	1st Cafe Seating	768.43
002	Shared	1st Bike Storage 22	194.58
002	Shared	1st Kitchen	197.18
002	Shared	1st Restroom	41.37
002	Shared	1st Restroom	46.69
002	Shared	1st Server	124.22
002	Shared	2nd Restroom	49.52
002	Shared	3rd Copier	99.35
002	Shared	3rd Kitchen	397.28
002	Shared	3rd Restroom	41.37
002	Shared	3rd Restroom	46.69
002	Shared	4th Restroom	46.28
003	Common Circ	1st Circulation	124.86
003	Common Circ	1st Circulation	142.11
003	Common Circ	1st Circulation	360.39
003	Common Circ	1st Circulation	394.7
003	Common Circ	2nd Circulation	178.93
003	Common Circ	2nd Circulation	337.03
003	Common Circ	2nd Circulation	418.12
003	Common Circ	3rd Circulation	346.41
003	Common Circ	3rd Circulation	516.27
003	Common Circ	4th Circulation	342.43
003	Common Circ	4th Circulation	1247.63
004	Rentable Space	1st Event	1725.99
004	Rentable Space	1st Event Storage	102.34
004	Rentable Space	2 Hot Desk	38.54
004	Rentable Space	2 Hot Desk	38.65
004	Rentable Space	2 Hot Desk	38.65
004	Rentable Space	2 Hot Desk	38.85
004	Rentable Space	2 Hot Desk	38.85
004	Rentable Space	2 Hot Desk	38.96
004	Rentable Space	2nd Reception	85.23
004	Rentable Space	2nd SM Office	99.75
004	Rentable Space	2nd ST Office	121.12
004	Rentable Space	3rd Hot Desks	1494.06
004	Rentable Space	4th LG Office	205.53

300	GBLT	Sm Storage	20
400	IAE	Circ	466.45
400	IAE	Double Office	195.55
400	IAE	Double Office	195.55
400	IAE	Double Office	200.58
400	IAE	Double Office	202.75
400	IAE	Double Office	255.21
400	IAE	Hot Desks	292.11
400	IAE	IAE Storage	283.15
400	IAE	Recept	125.63
400	IAE	ST Office	115.84
400	IAE	ST Office	118.07
400	IAE	Shared Office	197.5
400	IAE	Sm Office	99
400	IAE	Sm Office	99
400	IAE	Sm Office	100.14
400	IAE	Sm Office	104.28
400	IAE	Sm Office	105.25
400	IAE	Work Stations	250.01
500	07 Shared	Upper Deck	1881.72
500	Common Circ	Circulation	269.22
500	MRWC	Circ	65.78
500	MRWC	Double Office	259.49
500	MRWC	Sm Office	118.71
500	MRWC	Sm Storage	162.76
600	CEC	CEC Storage	315.45
600	CEC	ST Office	120
600	CEC	Sm Conf	119.14
600	CEC	Sm Office	111.75
600	CEC	Sm Office	114.57
600	CEC	Sm Stor	47.93
600	CEC	Work Stations	567.8
700	RCD	Circ.	70.54
700	RCD	ST Office	124.3
700	RCD	Sm Office	101.81
700	RCD	Sm Office	109.99
700	RCD	Sm Storage	40.95
700	RCD	Work Stations	63.68

7/20/20-9/17/20

For the Confluence Steering Committee

Link to Equity Committee shared folder:

<https://drive.google.com/drive/folders/142GsbQjxWwr8QJ481DQbyTL4MMYRtyBW?usp=sharing>

Link to Equity Committee work plan:

<https://docs.google.com/spreadsheets/d/1g79Vsm11hrZIClhlaemCoPsarOS7XzmutifV4GOSjHs/edit?usp=sharing>

Important Update: In July, IAE submitted a [proposal to the Doris Duke Charitable Foundation](#) to continue the DEI change process for Confluence member organizations and the collaborative.

Summary of [Equity Committee Workplan](#) Achievements

- a) Collaborative Distribution of Funds
 - i) Done - [see link](#)
- b) Establish Operational Procedures
 - i) Done - [see link](#)
- c) Shepherd DEI process for success
 - i) Ongoing - [see summary table below](#)
- d) Learning Community/ Mutual Support
 - i) all confluence discussion group = 4th Friday Learning Lunches
 - 1) This group is for all staff and board of all Confluence organizations
 - 2) Workgroup, [Google group](#), [recurring zoom meeting](#), and [google folder](#) created
 - 3) We will meet at **noon on the fourth Friday of every month** to discuss DEI topics - especially related to conservation and environment.
 - 4) Participation is optional; join in when you can.
 - ii) Change Agents invited to 4-part Systems Change training with CBP;
 - iii) intraorganizational discussions are beginning
- e) Develop Confluence DEI Work
 - i) Confluence DEI Plan Workgroup appointed;
 - ii) Workgroup (Carolyn M., Jessica M., Heath K., Alexis M.(CBP) first meeting 9/17
 - iii) Draft Process Suggestion (may change)
 - 1) Workgroup meets with CPB consultant (Alexis) to discuss Action Plan process and anything they would recommend we consider.
 - 2) We create the Action Plan Framework Goals, meet to discuss what Objectives/Outcomes might look like.
 - 3) We finalize rough draft of Goals, Objectives, Outcomes – share with EDI Committee (maybe most of one of our monthly meeting agenda in October?)
 - 4) We update/finalize draft and share with Steering Committee in November?
 - 5) For Action Planning, see this example, which keeps the goals and outcomes pretty high-level, but still impactful:
<https://earthjustice.org/sites/default/files/files/DEI-Plan-2018.pdf>
- f) Ensure Integration into Steering Committee Financial Planning
 - i) Ongoing

7/20/20-9/17/20

For the Confluence Steering Committee

A Summary of DEI Process with Capacity Building Partnerships	
All individual organizational assessments have been completed, final reports are written, and organizations are sharing their results at July and August Equity Committee meetings. Organizations are moving forward with creation of Action Plans in a variety of ways	
Organization	Status
BSWCD	BSWCD presented assessment report to Board and to Confluence Equity Committee. BSWCD Equity committee is working with Yee Won to create an interim DEI action plan with two main actions. Final DEI plan creation by end of 2020. Coaching in progress.
CEC	Survey completed; presented to equity committee; report final. DEI Committee working on Workplan with coaching support from Alexis. Coaching in progress. Assessment report shared with Equity Committee.
IAE	Survey completed. Will present to Equity Committee, as well as to board and staff at August meetings. Created a workplan group consisting of DEI cohort and other IAE staff and board interested in DEI. The workplan group worked with Alexis Millet to create a list of DEI goals for IAE, and met in July to start prioritizing goals and will meet again in August. We are engaging with all staff in reading articles related to DEI topics and having small group discussions at staff meetings. A group including education and outreach staff will meet in August to make a strategic plan around how to expand the communities we serve. We will create a path forward for engaging with communities that we are not currently serving and prioritize creating new or enhancing existing programs to better serve a wider range of people, especially communities that are underrepresented in the outdoors and may have difficulty accessing nature. Assessment report shared with Equity Committee.
MRWC	Survey completed; report final. Presented to full staff and board in June 2020. Continuing conversations with board and staff July 2020 and beginning workplan development. Coaching in progress. Assessment report shared with Equity Committee.
GLT	Survey complete. Finalizing report and working with staff/board on workplan development. In June held Board/Staff session on survey and DEIJ Framework. Board/Staff broke into 3 core competencies (Raising Awareness, Taking Action, Systems) to create learning cohorts between July-October, with at least (2) 90-minute cohort meetings each with Cliff. Cohorts are focused on learning about that competency and bringing lessons learned back to the full group to help move GLT towards vision statement and action plans. Coaching in progress. Assessment report shared with Equity Committee.
CPRCD	Survey complete. Final report nearing completion. Coaching in progress. - Review Personnel policies -with an equity lens. -Hold Zoom sessions - to be facilitated by the Latina and Hispanic organizations which are fiscally sponsored by CPRCD. Assessment report shared with Equity Committee.
Change Agent Cohort	

7/20/20-9/17/20

For the Confluence Steering Committee

Session one was held Jan. 21. Session 2 was held on March 10. Session 3 was converted to two sessions, held May 13 (half day) and June 17 (2.5 hours). Session 4 also converted to 2 online sessions held September 15 and October 15. Coaching sessions are in progress.

Awareness Raising Trainings

Overview:

The DEIJ Awareness Raising workshops are a series of 3 workshops for the board and staff of organizations in The Confluence. The series is intended to build awareness and understanding of introductory DEIJ concepts and frameworks, and to build some common language and analysis across the organizations.

Structure:

There are three, sequential workshops are offered.

Workshop 1:

- **Focus:** Micro-level – setting the stage, exploring concepts and the interpersonal level of DEIJ.
- **Structure:** offered 1 time live and will be recorded. Must be attended or watched to attend Workshop 2. This session will cover an array of topics and will also include activities, so live participation is encouraged for the full benefit.
- **Date:** Thursday October 8, 8:30 a.m. – 12:00 p.m.

Workshop 2:

- **Focus:** Macro-level – moving from the interpersonal to the structural level of DEIJ.
- **Structure:** offered 1 time live and will be recorded. Must be attended or watched to attend Workshop 3. This session will cover an array of topics and will also include activities, so live participation is encouraged for the full benefit.
- **Date:** Thursday October 29, 8:30 a.m. – 12:00 p.m.

Workshop 3:

- **Focus:** Building capacity, skills, and leadership to build DEIJ analysis and action.
- **Structure:** offered 2 times live to encourage everyone to participate. Will not be recorded. This session will be highly participatory, and discussion based.
- **Date:** Two options for live attendance
 - Saturday November 14, 1:00 – 4:30 p.m.
 - Thursday November 19, 8:30 a.m. – 12:00 p.m.

Change Agents

Organization	Change Agents
BSWCD	Laura Brown, Holly Crosson, Heath Keirstead
CEC	Serene Mellenthin, Meg Mobley, Kim Townsend
CPRCD	Jeff Powers, Kirk Shimeall, Troy Abercrombie
GLT	Claire Feigener, Jessica McDonald, David Zahler
IAE	Tom Kaye, Dionné Mejia, Carolyn Menke
MRWC	Holly Purpura, Bill Blakney, Peter Nelson

Change agent trainings are for the members of each of our organization’s change agent teams. Up to three people from each organization are able to participate. The trainings will help prepare us to carry our equity plans into fruition- a very long term process.

Equity Committee Meeting Summary

Confluence Equity Committee Bi-Monthly Summary
7/20/20-9/17/20
For the Confluence Steering Committee

The **May Committee Meeting** minutes are here:

<https://drive.google.com/file/d/1qTItD032zzDcVvQr6TBXIFho3I5wPSYA/view?usp=sharing>

Using the trial 4 parameters, we distributed the first ¾ of the grant funds for “staff participation in DEI process” to the partner organizations. View all five trials here: <https://docs.google.com/spreadsheets/d/1JWj4-xyBylbhtuEow9wJ2GL8zG3oOTFKiNca5jI5vHU/edit?usp=sharing>

The **June Committee Meeting** minutes are here:

<https://docs.google.com/document/d/1ZJRYCOhrJhusJLtaBijoolXQa-h3bDcdbqK8h0zhg3Y/edit?usp=sharing>

We discussed the impact the Black Lives Matter protests in response to recent murders of black men and women has impacted our efforts. Then we discussed the Collaborative Funds Distribution strategy and decided to use the parameters in Trial 4 to distribute funds for the Meyer DEI grant.

The **July Committee Meeting** minutes are here: <https://docs.google.com/document/d/1qBflwZhhg1pp-blV2zot0TLG9OK9IKbbJA8G20lBF0/edit?usp=sharing>

BSWCD, CPRCD, and GLT shared reports on their DEI assessments. We discussed the awareness raising training for all staff and board and Alexis is going to present a few scenarios for us to consider.

Equity Committee Budget Update

See Expenditures Summary for the Meyer Equity Grant (#18040175) below. Report shows invoices received through 6/15/20. See table on following pages.

<u>MMT 18040175</u>	Report for 1/1/2019 - 9/17/20	Total Budget YR 1			\$76,344
		+ Budget YR 2			\$73,044
Budget Category	DATE	VENDOR	INVOICE	COST	Remaining funds
Project Personnel Expenses				\$15,076.00	
Sub-total personnel expenses				\$9,644.48	\$5,431.52
Non-personnel Expenses				\$123,000.00	
Sub-total contr/prof services				\$55,017.58	\$44,982.42
Sub-total Meetings & Trainings				\$697.82	\$3,302.18
Sub-total staff partic. in DEI work				\$13,509.00	\$4,503.00
Sub-total non-personnel expenses				\$69,224.400	\$52,787.601
Indirect/Overhead				\$12,300.00	
Sub-total Indirect/Overhead				\$6,254.36	\$6,045.64
			TOTALS	\$85,123.24	\$64,264.76

BSWCD and OSU - the SQP Partnership

This fact sheet is support for Teresa Matteson's request, to the Benton SWCD Board, to donate equipment purchased during the Soil Quality Project to the Oregon State University Soil Health Lab.

In 2009, BSWCD began a key partnership with OSU built around the Soil Quality Project. SQP activities expanded the BSWCD's capacity to reach landowners, provide education to youth and adults, and to network with partners. The SQP launched a cascade of grant awards and projects. OSU professors, students, and administrators have supported BSWCD and our valuable soil work for the past eleven years. Thanks to a 2016 **NRCS Cooperative Ecosystem Studies Unit agreement with OSU**, the SQP lab work is now completed by OSU Soil Health Lab staff and OSU students. That agreement has also helped to create a database for SQP results and additional regional soil health data. Today, the BSWCD SQP continues to provide soil tests and soil health technical assistance to landowners.

Soil Quality Project 2009-2016

- NRCS Conservation Innovation Grant 2009 - \$46,682
- **OSU provided free lab space for 2324 days at \$15/d = \$34,860**
- Processed 248 soil samples
- Reached 67 landowners

Partners:

- OSU Central Analytical Lab
- OSU Professor - Dan Sullivan
- Cornell University
- EPA / DEQ Lysimeter Study
- Content for OSU courses taught by seven instructors
- OSU Dry Farming Collaborative

Prairie Soils for Sustainable Restoration 2016-2018

- NRCS \$69,554
- US Fish and Wildlife \$7,754
- **OSU provided free lab space for 218 days at \$15/d = \$3,270**
- Processed 136 soil samples
- Worked with 24 landowners

Partners:

- Upper Willamette SWCD
- Yamhill SWCD
- Benton County Natural Areas
- Red Hill Soils
- Fitzpatrick Ecological Consulting
- Lorena Becker, geospatial contractor
- OSU Central Analytical Lab
- OSU Professors - Dave Myrold & Jennifer Parke

The SQP was the foundation for three subsequent projects:

- **2011- 2013 USDA SARE funded Soil Quality Network \$56,992**

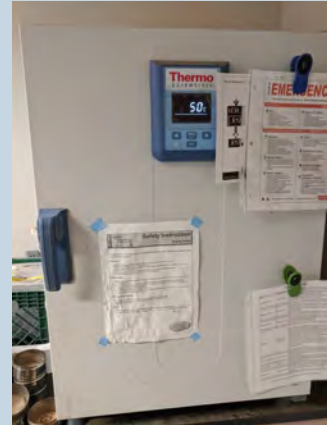
Partners:

- OSU Small Farms
 - Oregon Soil & Water Conservation Society
 - Oregon Society of Soil Scientists
 - Conservation Biology Institute
 - Reached over 150 agricultural professionals
- **2014 - USDA RMA funded Reduce Agricultural Risk through Soil Health Education \$96,034** 8 partners!!!
 - **2016 - USDA RMA funded Reduce Farm Risk through Integrated Biological Pest Management Education \$99,612** 15 partners!!!

Proposed donation of Sartorius Balance and Heratherm Oven



Sartorius Balance purchased 2011
Cost with shipping \$1,837.87



Heratherm Oven/racks purchased 2013
Cost with shipping \$1,690.38.

"We do use both of these items, and it would be great to have them as officially ours.

The oven and balance have been extremely valuable. They are used at least on a weekly basis, and a daily basis during our busy season. We use them most importantly as part of the wet aggregate stability method, one of the most important methods when we are assessing soil health. They are also useful as general "overflow" equipment when we have additional students working on their own projects in the lab. The oven is particularly useful in that it maintains a much more accurate and precise temperature than our other ovens."

~ Gloria Ambrowiak, SH Lab manager

"...many thanks for your support on so many levels, with out your visionary dedication to soil health idea, the SOIL HEALTH LAB (former CAL) would probably not exist anymore."

~ Markus Kleber, SH Lab Director

BSWCD - OSU Partnership Deliver Programs & Strengthen Capacity

The OSU-SQP partnership provided an interface for more than 25 OSU students to apply their classroom education to field and lab components of soil science and to explore real-world natural resource conservation. SQP work also helped several students build their career path in soils and agriculture.

Row 1 2011 intern, Leslie Michel pulled soil samples at Nusbaum Farm. After graduation, she was employed as a Soil Scientist for Okanogan Conservation District. Leslie is a WA State Soil Health leader and is working towards her Masters in Soils at WSU. Natalie Allen started with SQP as undergrad, then worked with Dr. Jennifer Parke, OSU, on her Masters in Soils with a focus on Soil Health. Natalie is shown in a local meadowfoam field with intern, Fran Lacroix. Natalie now works for Stahlbush Island Farms. During her SQP internship, Fran worked with the USDA Agricultural & Resource Economics to write a cover cropping cost-benefit analysis.

Row 2 Natalie mentored several undergrad SQP field team members, including Henry Cakebread. Natalie recruited farmers for her Masters work, including Peter Kenagy,

Row 3 SQP interns helped BSWCD deliver youth education (2014 Girl Scout Camp). Brian Donovan and Abby Findley (2014 interns) pulled soil samples during the EPA/DEQ 319 Grant lysimeter study.

Row 4 Kathleen Knight and Amanda Pennino pulled pasture soil samples in 2016. Kathleen is now a NRCS Soil Conservationist in Colorado. Amanda received her Masters in Soils at University of Wyoming and is pursuing her PhD in Soils at Virginia Tech. Grace Tillotson and Zoe Ash, both BSWCD interns, learned about native plant seed harvest and processing on Gilmour Farm. Grace worked with Heath and Crystal. Zoe, a SQP intern who got her Masters in Soils at University of Wyoming, is now a NRCS soil scientist in Alaska.

Row 5 Shannon Andrews and Gloria Ambrowiak, OSU CAL staff, on their first SQP field visit with landowners. NRCS provided funding for OSU to absorb the SQP work into the OSU Soil Health Initiative. Shannon now has her PhD in Soils and works for the Soil Health Institute. Gloria is the OSU Soil Health Laboratory manager. Logan Bennett, undergrad PSSR team member, received his Masters in Soil Science at OSU and works for Oregon Vineyard Supply.



Thank you, Benton SWCD Board,
for your consideration of the
Sartorius Balance and Heratherm Oven
donation to the Oregon State University
Soil Health Laboratory

Most sincerely,
Teresa Matteson