

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 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	
	<b>CONSENT AGENDA</b>	<i>Yoshihara</i>	6:05	ACTION
3	Approve draft board meeting Minutes – July 6, 2020 (no board meeting held in August 2020)			
3	Approve Financials (6/30/20 and 7/31/20)			
1, 2, 3	Adopt Budget Revision Resolution FY2020-2021-03 – appropriation transfer of funds for MMT Willamette Mainstem Cooperative (grant # 19010935)			
	<b>REGULAR AGENDA</b>			
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	
1, 2, 3, 4	Review/accept BSWCD Associate Director draft position description for OSU student representative from North American Youth Parliament for Water (10 minutes)	<i>Yoshihara/Keirstead/Brown</i>	6:30	ACTION
1, 3, 4	The Confluence Update: Steering Committee and DEI process (5 minutes)	<i>Paul, Keirstead</i>	6:40	
1, 2, 3, 4	Set date for 2021 BSWCD Annual Meeting – Monday, January 11 <sup>th</sup> or Wednesday, January 13 <sup>th</sup> ?	<i>Yoshihara</i>	6:50	ACTION
1, 2, 3	Staff telework stipend (\$75) for September 2020?	<i>Yoshihara</i>	6:55	ACTION
	Meeting Adjourned	<i>Yoshihara</i>	7:00	

Calendar Items →

<b>BSWCD Board Events</b>		
<b>Date/Time</b>	<b>Event</b>	<b>Location</b>
October 5, 6 – 7 pm	BSWCD Board of Directors meeting	Zoom

<b>BSWCD Outreach Events (subject to change)</b>		
September 16, 7 - 8 pm	Conservation Book Club Online – Nature’s Best Hope	Zoom – signup link on website calendar
September 1-30	Native Bulb and Seed Sale Online	Online sales with pick-up at various locations
October 3, Times vary by site	Great Willamette Cleanup (BSWCD & Willamette Riverkeeper)	Various locations
October 27, 4 – 9 pm	Salmon Watch Dine Out	Sky High Brewing, Corvallis

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

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

Monday July 6, 2020; 6:00-7:00 PM

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

Phone: 1-669-900-6833

Meeting ID: 868 1712 2845

Password: 806675



## BOARD OF DIRECTORS MEETING MINUTES

### In Attendance

Board Members Present: Faye Yoshihara, Jerry Paul, Bob Morris, Henry Storch, Eliza Mason, Larry Lee, Graham Trask (Larry and Graham called in after vote on Consent Agenda)

Board Members Absent:

Associate Directors Present:

Associate Directors Absent: Rana Foster, Mark Taratoot

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

Staff Absent:

Others Present: Amy Kaiser/NRCS

Others Absent: Eric Nusbaum, ODA SWCD Operations Specialist

### Call to Order

[Yoshihara] 6:00 pm

### Introductions, Public Comments, Announcements

### Additions/Changes to Agenda

Jerry: Add discussion of auditor's questionnaire

### CONSENT AGENDA

- **Approve draft budget hearing/board meeting minutes from June 1, 2020;** Discussion: none
- **Approve Financials (5/31/20);** Discussion: none
- **Approve Budget Resolution FY2020-2021-- Add \$239,915 in OWEB funds for the J2E River to Ridge Diversity Project (grant #220-3033-17054);** Discussion: none
- **Adopt revision to original budget categories for MMT grant # 18040175 (DEI Process for the Confluence);** Discussion: none

Approve Consent Agenda; MOTION/2<sup>nd</sup>: Henry/Jerry; (Unanimous 5/5)

### REGULAR AGENDA

#### NRCS/Staff Reports

Amy: Staff Updates: New engineer, Mark Snyder; Vacancy - Cultural Resource Specialist. Teresa created NRCS info page on BSWCD website. Updated CIS FY21 priority areas. Will know more about funding by end of July.

Holly: Working on fiscal year close-out; COVID-related info; Confluence issues.

Donna: CREP plans, closing out projects, writing reports.

Teresa: Finished soil sampling, getting ready to submit for SIA monitoring proposal.

Heath: NPS - 195 orders placed in last month; DEI - finalized funds distribution strategy, starting brownbag lunch series; all organizations have assessment reports completed and are working on interim or longer term action plans; will discuss all board and staff trainings.

Laura - Taking river site photos; working on reports; postponed Paddle and Pulls but brainstorming ways to get people on the river. Invasives program has slowed, but Benton County public works did a knapweed pull.

Linda - Learning about and preparing for audit.

#### Director Reports

Jerry: Captured and pinned carpenter bees in picnic table of Faye's neighbor. Killed the rest because they are invasive from Alabama.

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

Henry: Continuing DEI work with Heath, Holly, Laura.

Bob: Nothing to report.

Larry: Sheltering in place, working on farm, dealing with tansy ragwort.

Grahm: Working in Ashland, moving equipment to Molalla.

Faye: Jerry coming to talk about bees with neighbors doing permaculture work.

Eliza: Using iNaturalist app to identify insects.

#### **Addition to Agenda: Audit Letter**

Jerry: Three new questions this year, including one regarding conflict of interest. Does this pertain to Consent Agenda item where Grahm had to recuse himself from vote?

Holly: Clarified policy about stating a conflict and Grahm's situation.

Larry: Did not receive the Auditor letter; Linda will send Larry hard copy.

#### **The Confluence Update: Steering Committee, work with Lori Stephens - architect, and DEI process**

Holly: Meeting July 9: Steering Committee will vote on adding Benton Community Foundation as a core partner; redesigning to reduce costs, increase income. Alan Ayres anticipates completing building shell in December 2021, move-in six months later. Greenbelt hosting public tour with Alan July 8 at 3pm, tour for Steering Committee on July 29 at 3pm.

Jerry: We now have a contract with architect Lori Stephens for specific design work and to answer questions about costs to outfit our space.

Heath: Working on logo creation; updated DEI status for BSWCD and Confluence.

#### **OACD Director survey about eligibility criteria to serve on SWCD Boards in Oregon**

Faye: Survey is an opportunity to speak about revising eligibility criteria. It has been hard to fill seven positions with the 10-acre ownership requirement in place; forces some to be in Associate or At Large positions.

Holly: OACD wants all directors to fill out the survey. Linda will compile results anonymously for submission to OACD by August 20. We will get results for the entire state. These types of changes are done by statute or rule making, so this is not a fast process. Refer to background paper for more about zones and why we have them.

#### **Voter pamphlet information for upcoming November Director elections**

Faye: Recommend directors up for election submit statement to voter's pamphlet; costs \$25, good opportunity to promote the district. Can draw from BSWCD materials, needs photo less than two years old.

#### **Staff telework stipend (\$75) for July 2020?**

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

MOTION/2<sup>nd</sup>: Bob/Grahm; (Unanimous 7/7)

#### **Board meeting schedule - August recess? September meeting date of 9/8 or 9/9?**

All agreed to August recess and to suggestion to approve telework stipend for August.

Amend Motion: Approve a \$75/month stipend for each staff member for July and August 2020.

MOTION/2<sup>nd</sup>: Bob/Grahm; (Unanimous 7/7)

Because of Labor Day, September meeting will be on Tuesday, September 8.

#### **Meeting Adjourned**

**[Yoshihara]** 7:02 pm

**Benton SWCD Board Meeting**

September 8 2020

Financial Report

Period ending July 31, 2020

The closing balance in our Oregon LGIP account was \$731,411.19 dividend paid was \$750.37.  
The Fiscal YTD dividend paid was \$750.37.

Both Citizen Bank accounts were reconciled and all checks were accounted for.  
The total balance of the two accounts was \$186,423.97.

Charges to the Credit Card account were \$1,159.36. These were verified and reconciled.

The Stripe account was reconciled. The starting balance was \$3,161.62, the net activity was \$3,686.80 less fees of -121.08 and bank payout of \$ -6,628.90, leaving an end-of-month balance of \$98.44.

There were no adjustments to the April 2020 financials.

Respectfully submitted,

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

Jerry Paul, Treasurer

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

	<b>Jul 31, 20</b>	<b>Jul 31, 19</b>	<b>\$ Change</b>
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
10100 - Citizens Bank	117,733.99	156,065.44	-38,331.45
10150 - Citizens Bank #2	21,969.89	5,473.91	16,495.98
10200 - LGIP	732,625.83	569,405.17	163,220.66
10300 - Stripe	98.44	1,916.05	-1,817.61
10800 - Petty Cash	24.00	26.00	-2.00
<b>Total Checking/Savings</b>	<b>872,452.15</b>	<b>732,886.57</b>	<b>139,565.58</b>
<b>Accounts Receivable</b>			
11000 - Accounts Receivable	46,454.75	10,237.92	36,216.83
11400 - Grants Receivable	3,951.62	12,138.68	-8,187.06
<b>Total Accounts Receivable</b>	<b>50,406.37</b>	<b>22,376.60</b>	<b>28,029.77</b>
<b>Other Current Assets</b>			
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
12000 - Undeposited Funds	0.00	100.00	-100.00
13000 - Prepaid expenses-Audit	7,852.67	6,601.76	1,250.91
<b>Total Other Current Assets</b>	<b>7,852.67</b>	<b>6,701.76</b>	<b>1,150.91</b>
<b>Total Current Assets</b>	<b>930,711.19</b>	<b>761,964.93</b>	<b>168,746.26</b>
<b>Other Assets</b>			
18400 - Property Tax Receivable-Audit	10,187.00	10,187.00	0.00
<b>Total Other Assets</b>	<b>10,187.00</b>	<b>10,187.00</b>	<b>0.00</b>
<b>TOTAL ASSETS</b>	<b>940,898.19</b>	<b>772,151.93</b>	<b>168,746.26</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
20000 - General Accounts Payable	4,667.36	3,155.52	1,511.84
20100 - Project Accts Payable	3,482.55	36,508.28	-33,025.73
<b>Total Accounts Payable</b>	<b>8,149.91</b>	<b>39,663.80</b>	<b>-31,513.89</b>
<b>Credit Cards</b>			
<b>22000 - CITIZENS BANK MASTER CARD</b>			
22150 - Laura's CC - 4777	604.25	600.72	3.53
22200 - Holly's CC - 2995	119.00	245.24	-126.24
22400 - Teresa's CC - 3019	228.73	15.96	212.77
22500 - Heath's CC - 3027	188.82	106.00	82.82
22520 - Linda's CC - 5980	56.80	0.00	56.80
22600 - Janette's CC - 4108	0.00	17.99	-17.99
<b>Total 22000 - CITIZENS BANK MASTER CARD</b>	<b>1,197.60</b>	<b>985.91</b>	<b>211.69</b>
<b>Total Credit Cards</b>	<b>1,197.60</b>	<b>985.91</b>	<b>211.69</b>
<b>Other Current Liabilities</b>			

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

	<b>Jul 31, 20</b>	<b>Jul 31, 19</b>	<b>\$ Change</b>
<b>24000 · PAYROLL LIABILITIES</b>			
24010 · 941 Account	5,682.98	5,627.66	55.32
24020 · Oregon Withholding	1,377.00	1,480.00	-103.00
24030 · OR-WBF SUTA	159.35	454.83	-295.48
24040 · Medical Employee	0.00	1,563.16	-1,563.16
24050 · Medical Employer	0.00	4,473.90	-4,473.90
24060 · 457b Contributions	3,255.65	2,593.10	662.55
<b>Total 24000 · PAYROLL LIABILITIES</b>	<b>10,474.98</b>	<b>16,192.65</b>	<b>-5,717.67</b>
<b>25800 · Deferred Revenue Grants-Audit</b>	<b>207,195.45</b>	<b>142,874.27</b>	<b>64,321.18</b>
<b>25850 · Deferred Revenue - NPS</b>	<b>15,770.40</b>	<b>0.00</b>	<b>15,770.40</b>
<b>Total Other Current Liabilities</b>	<b>233,440.83</b>	<b>159,066.92</b>	<b>74,373.91</b>
<b>Total Current Liabilities</b>	<b>242,788.34</b>	<b>199,716.63</b>	<b>43,071.71</b>
<b>Long Term Liabilities</b>			
27050 · Deferred Revenue Taxes -Audit	-9,918.97	7,779.09	-17,698.06
<b>Total Long Term Liabilities</b>	<b>-9,918.97</b>	<b>7,779.09</b>	<b>-17,698.06</b>
<b>Total Liabilities</b>	<b>232,869.37</b>	<b>207,495.72</b>	<b>25,373.65</b>
<b>Equity</b>			
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	437.67	-41,763.80	42,201.47
<b>Total Equity</b>	<b>708,028.82</b>	<b>564,656.21</b>	<b>143,372.61</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>940,898.19</b>	<b>772,151.93</b>	<b>168,746.26</b>

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

	<b>General Fund</b>	<b>Project Fund</b>	<b>TOTAL</b>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
43300 · Grant/Project Administration	0.00	9,587.21	9,587.21
44535 · Taxes Levied	1,459.64	0.00	1,459.64
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	762.83	0.00	762.83
48000 · TRANSFERS IN	339.09	0.00	339.09
<b>Total Income</b>	<u>42,136.31</u>	<u>9,587.21</u>	<u>51,723.52</u>
<b>Gross Profit</b>	42,136.31	9,587.21	51,723.52
<b>Expense</b>			
60000 · MATERIALS & SERVICES	15,091.64	0.00	15,091.64
66000 · PAYROLL EXPENSES	26,597.22	5,599.03	32,196.25
68000 · PROJECTS-SVC-SUPP-MATERIALS	9.78	3,649.09	3,658.87
69400 · TRANSFERS OUT	0.00	339.09	339.09
<b>Total Expense</b>	<u>41,698.64</u>	<u>9,587.21</u>	<u>51,285.85</u>
<b>Net Ordinary Income</b>	<u>437.67</u>	<u>0.00</u>	<u>437.67</u>
<b>Net Income</b>	<u><u>437.67</u></u>	<u><u>0.00</u></u>	<u><u>437.67</u></u>



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

	<b>General Fund</b>	<b>Project Fund</b>	<b>TOTAL</b>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
43300 · Grant/Project Administration	0.00	9,587.21	9,587.21
44535 · Taxes Levied	1,459.64	0.00	1,459.64
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	762.83	0.00	762.83
48000 · TRANSFERS IN			
48400 · Transfer Admin from Project Fd	339.09	0.00	339.09
<b>Total 48000 · TRANSFERS IN</b>	<b>339.09</b>	<b>0.00</b>	<b>339.09</b>
<b>Total Income</b>	<b>42,136.31</b>	<b>9,587.21</b>	<b>51,723.52</b>
<b>Gross Profit</b>	<b>42,136.31</b>	<b>9,587.21</b>	<b>51,723.52</b>
<b>Expense</b>			
<b>60000 · MATERIALS &amp; SERVICES</b>			
<b>61300 · CONFERENCES AND TRAINING</b>			
61330 · Registration	725.00	0.00	725.00
<b>Total 61300 · CONFERENCES AND TRAINING</b>	<b>725.00</b>	<b>0.00</b>	<b>725.00</b>
<b>61500 · COMMUNITY CONSERVATION PROGRAMS</b>			
61530 · Invasives Program	29.25	0.00	29.25
61540 · Native Plant Sale	-144.55	0.00	-144.55
61570 · Soil Quality Program	270.35	0.00	270.35
61585 · Conservation Leadership - EDI	60.00	0.00	60.00
<b>Total 61500 · COMMUNITY CONSERVATION PROGRAM</b>	<b>215.05</b>	<b>0.00</b>	<b>215.05</b>
<b>62100 · CONTRACTED AND PROF SERVICES</b>			
62120 · Computer Support	417.60	0.00	417.60
<b>62130 · PROFESSIONAL SERVICES</b>			
62140 · Legal	600.00	0.00	600.00
62150 · Accounting	2,683.05	0.00	2,683.05
<b>Total 62130 · PROFESSIONAL SERVICES</b>	<b>3,283.05</b>	<b>0.00</b>	<b>3,283.05</b>
<b>Total 62100 · CONTRACTED AND PROF SERVICES</b>	<b>3,700.65</b>	<b>0.00</b>	<b>3,700.65</b>
62300 · Dues/Subscriptions/Fees	1,536.97	0.00	1,536.97
<b>62800 · OFFICE OCCUPANCY</b>			
62810 · Alarm & Janitorial Services	156.88	0.00	156.88
62820 · Rent & Parking	6,672.96	0.00	6,672.96
62830 · Utilities	932.54	0.00	932.54
<b>Total 62800 · OFFICE OCCUPANCY</b>	<b>7,762.38</b>	<b>0.00</b>	<b>7,762.38</b>
<b>65000 · SUPPLIES AND MATERIALS</b>			
<b>65010 · COPIER AND SUPPLIES</b>			
65012 · Copies	53.25	0.00	53.25
65014 · Lease	265.65	0.00	265.65
<b>Total 65010 · COPIER AND SUPPLIES</b>	<b>318.90</b>	<b>0.00</b>	<b>318.90</b>
65030 · Office Supplies	16.99	0.00	16.99

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

	<b>General Fund</b>	<b>Project Fund</b>	<b>TOTAL</b>
65040 · Postage	76.04	0.00	76.04
65050 · Software/Computer Accessories	199.98	0.00	199.98
<b>Total 65000 · SUPPLIES AND MATERIALS</b>	<b>611.91</b>	<b>0.00</b>	<b>611.91</b>
<b>65110 · PRODUCTION COSTS</b>			
65112 · Advertising and Website	225.84	0.00	225.84
<b>Total 65110 · PRODUCTION COSTS</b>	<b>225.84</b>	<b>0.00</b>	<b>225.84</b>
65120 · Insurance & Fidelity Bond	313.84	0.00	313.84
<b>Total 60000 · MATERIALS &amp; SERVICES</b>	<b>15,091.64</b>	<b>0.00</b>	<b>15,091.64</b>
<b>66000 · PAYROLL EXPENSES</b>			
66200 · Wages	20,343.18	4,238.08	24,581.26
66410 · Health, Dental & Life Insurance	3,374.12	797.74	4,171.86
66420 · Retirement	1,272.76	214.28	1,487.04
66500 · Payroll Taxes			
66510 · FICA Employer	1,496.72	318.26	1,814.98
66520 · SUTA	89.90	29.11	119.01
66530 · OR-WBF	7.04	1.56	8.60
<b>Total 66500 · Payroll Taxes</b>	<b>1,593.66</b>	<b>348.93</b>	<b>1,942.59</b>
66800 · Fees	13.50	0.00	13.50
<b>Total 66000 · PAYROLL EXPENSES</b>	<b>26,597.22</b>	<b>5,599.03</b>	<b>32,196.25</b>
<b>68000 · PROJECTS-SVC-SUPP-MATERIALS</b>			
68010 · Project Contracted Services	0.00	3,070.30	3,070.30
68020 · Project Mileage & Travel	9.78	78.79	88.57
68040 · Project Supplies & Materials	0.00	500.00	500.00
<b>Total 68000 · PROJECTS-SVC-SUPP-MATERIALS</b>	<b>9.78</b>	<b>3,649.09</b>	<b>3,658.87</b>
<b>69400 · TRANSFERS OUT</b>			
69440 · Trf PF to General Fund	0.00	339.09	339.09
<b>Total 69400 · TRANSFERS OUT</b>	<b>0.00</b>	<b>339.09</b>	<b>339.09</b>
<b>Total Expense</b>	<b>41,698.64</b>	<b>9,587.21</b>	<b>51,285.85</b>
<b>Net Ordinary Income</b>	<b>437.67</b>	<b>0.00</b>	<b>437.67</b>
<b>Net Income</b>	<b>437.67</b>	<b>0.00</b>	<b>437.67</b>

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

	<b>Jul 20</b>	<b>Jul 19</b>	<b>\$ Change</b>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
43300 · Grant/Project Administration	9,587.21	26,464.72	-16,877.51
44535 · Taxes Levied	1,459.64	1,598.03	-138.39
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	762.83	1,340.47	-577.64
47400 · Native Plant Sale Income	0.00	7,382.15	-7,382.15
48000 · TRANSFERS IN			
48400 · Transfer Admin from Project Fd	339.09	3,588.06	-3,248.97
<b>Total 48000 · TRANSFERS IN</b>	<b>339.09</b>	<b>3,588.06</b>	<b>-3,248.97</b>
<b>Total Income</b>	<b>51,723.52</b>	<b>40,373.43</b>	<b>11,350.09</b>
<b>Gross Profit</b>	<b>51,723.52</b>	<b>40,373.43</b>	<b>11,350.09</b>
<b>Expense</b>			
<b>60000 · MATERIALS &amp; SERVICES</b>			
<b>61300 · CONFERENCES AND TRAINING</b>			
61310 · Lodging	0.00	330.79	-330.79
61330 · Registration	725.00	0.00	725.00
61340 · Training and Education Material	0.00	4.99	-4.99
<b>Total 61300 · CONFERENCES AND TRAINING</b>	<b>725.00</b>	<b>335.78</b>	<b>389.22</b>
<b>61500 · COMMUNITY CONSERVATION PROGRAMS</b>			
61520 · Conservation Incentive Program	0.00	445.50	-445.50
61530 · Invasives Program	29.25	0.67	28.58
61540 · Native Plant Sale	-144.55	325.00	-469.55
61570 · Soil Quality Program	270.35	115.96	154.39
61585 · Conservation Leadership - EDI	60.00	0.00	60.00
<b>Total 61500 · COMMUNITY CONSERVATION PROGRA</b>	<b>215.05</b>	<b>887.13</b>	<b>-672.08</b>
<b>62100 · CONTRACTED AND PROF SERVICES</b>			
62120 · Computer Support	417.60	0.00	417.60
<b>62130 · PROFESSIONAL SERVICES</b>			
62140 · Legal	600.00	0.00	600.00
62150 · Accounting	2,683.05	2,587.20	95.85
62170 · Web Design, Logo - Marketing	0.00	388.00	-388.00
<b>Total 62130 · PROFESSIONAL SERVICES</b>	<b>3,283.05</b>	<b>2,975.20</b>	<b>307.85</b>
<b>Total 62100 · CONTRACTED AND PROF SERVICES</b>	<b>3,700.65</b>	<b>2,975.20</b>	<b>725.45</b>
62300 · Dues/Subscriptions/Fees	1,536.97	241.26	1,295.71
<b>62800 · OFFICE OCCUPANCY</b>			
62810 · Alarm & Janitorial Services	156.88	183.76	-26.88
62820 · Rent & Parking	6,672.96	6,711.42	-38.46
62830 · Utilities	932.54	567.36	365.18
<b>Total 62800 · OFFICE OCCUPANCY</b>	<b>7,762.38</b>	<b>7,462.54</b>	<b>299.84</b>
<b>65000 · SUPPLIES AND MATERIALS</b>			
<b>65010 · COPIER AND SUPPLIES</b>			
65012 · Copies	53.25	61.30	-8.05

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

	<b>Jul 20</b>	<b>Jul 19</b>	<b>\$ Change</b>
65014 · Lease	265.65	265.65	0.00
<b>Total 65010 · COPIER AND SUPPLIES</b>	<b>318.90</b>	<b>326.95</b>	<b>-8.05</b>
65030 · Office Supplies	16.99	22.95	-5.96
65040 · Postage	76.04	11.39	64.65
65050 · Software/Computer Accessories	199.98	0.00	199.98
<b>Total 65000 · SUPPLIES AND MATERIALS</b>	<b>611.91</b>	<b>361.29</b>	<b>250.62</b>
<b>65110 · PRODUCTION COSTS</b>			
65112 · Advertising and Website	225.84	58.00	167.84
<b>Total 65110 · PRODUCTION COSTS</b>	<b>225.84</b>	<b>58.00</b>	<b>167.84</b>
65120 · Insurance & Fidelity Bond	313.84	273.58	40.26
65320 · Mileage/travel related expenses	0.00	53.36	-53.36
65400 · Meetings & Events	0.00	104.59	-104.59
<b>Total 60000 · MATERIALS &amp; SERVICES</b>	<b>15,091.64</b>	<b>12,752.73</b>	<b>2,338.91</b>
<b>66000 · PAYROLL EXPENSES</b>			
66200 · Wages	24,581.26	23,941.68	639.58
66410 · Health, Dental & Life Insurance	4,171.86	3,578.78	593.08
66420 · Retirement	1,487.04	1,391.65	95.39
66500 · Payroll Taxes			
66510 · FICA Employer	1,814.98	1,711.94	103.04
66520 · SUTA	119.01	488.90	-369.89
66530 · OR-WBF	8.60	8.45	0.15
<b>Total 66500 · Payroll Taxes</b>	<b>1,942.59</b>	<b>2,209.29</b>	<b>-266.70</b>
66800 · Fees	13.50	61.50	-48.00
<b>Total 66000 · PAYROLL EXPENSES</b>	<b>32,196.25</b>	<b>31,182.90</b>	<b>1,013.35</b>
<b>68000 · PROJECTS-SVC-SUPP-MATERIALS</b>			
68010 · Project Contracted Services	3,070.30	34,374.28	-31,303.98
68020 · Project Mileage & Travel	88.57	145.00	-56.43
68030 · Project Other	0.00	40.00	-40.00
68040 · Project Supplies & Materials	500.00	54.26	445.74
<b>Total 68000 · PROJECTS-SVC-SUPP-MATERIALS</b>	<b>3,658.87</b>	<b>34,613.54</b>	<b>-30,954.67</b>
<b>69400 · TRANSFERS OUT</b>			
69440 · Trf PF to General Fund	339.09	3,588.06	-3,248.97
<b>Total 69400 · TRANSFERS OUT</b>	<b>339.09</b>	<b>3,588.06</b>	<b>-3,248.97</b>
<b>Total Expense</b>	<b>51,285.85</b>	<b>82,137.23</b>	<b>-30,851.38</b>
<b>Net Ordinary Income</b>	<b>437.67</b>	<b>-41,763.80</b>	<b>42,201.47</b>
<b>Net Income</b>	<b>437.67</b>	<b>-41,763.80</b>	<b>42,201.47</b>

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

	Jul 20	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
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	1,459.64	450,000.00	-448,540.36	0.32%
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	762.83	10,000.00	-9,237.17	7.63%
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 Fd	339.09	66,007.00	-65,667.91	0.51%
<b>Total 48000 · TRANSFERS IN</b>	<b>339.09</b>	<b>66,007.00</b>	<b>-65,667.91</b>	<b>0.51%</b>
<b>Total Income</b>	<b>42,136.31</b>	<b>1,200,031.00</b>	<b>-1,157,894.69</b>	<b>3.51%</b>
<b>Gross Profit</b>	<b>42,136.31</b>	<b>1,200,031.00</b>	<b>-1,157,894.69</b>	<b>3.51%</b>
<b>Expense</b>				
<b>60000 · MATERIALS &amp; SERVICES</b>				
<b>61300 · CONFERENCES AND TRAINING</b>				
61330 · Registration	725.00			
61300 · CONFERENCES AND TRAININ	0.00	12,000.00	-12,000.00	0.0%
<b>Total 61300 · CONFERENCES AND TRAIN</b>	<b>725.00</b>	<b>12,000.00</b>	<b>-11,275.00</b>	<b>6.04%</b>
<b>61500 · COMMUNITY CONSERVATION PROGRAMS</b>				
61510 · Conservation Education (Youth)	0.00	5,000.00	-5,000.00	0.0%
61520 · Conservation Incentive Program	0.00	3,000.00	-3,000.00	0.0%
61530 · Invasives Program	29.25	3,000.00	-2,970.75	0.98%
61540 · Native Plant Sale	-144.55	16,000.00	-16,144.55	-0.9%
61560 · Scholarships/Internships	0.00	600.00	-600.00	0.0%
61570 · Soil Quality Program	270.35	3,000.00	-2,729.65	9.01%
61585 · Conservation Leadership - ED	60.00	2,000.00	-1,940.00	3.0%
<b>Total 61500 · COMMUNITY CONSERVATION</b>	<b>215.05</b>	<b>32,600.00</b>	<b>-32,384.95</b>	<b>0.66%</b>
<b>62100 · CONTRACTED AND PROF SERVICES</b>				
62115 · Audit	0.00	5,000.00	-5,000.00	0.0%
62120 · Computer Support	417.60	4,000.00	-3,582.40	10.44%
<b>62130 · PROFESSIONAL SERVICES</b>				
62140 · Legal	600.00			
62150 · Accounting	2,683.05	45,000.00	-42,316.95	5.96%
62160 · Facilitation	0.00	6,000.00	-6,000.00	0.0%
<b>Total 62130 · PROFESSIONAL SERVICES</b>	<b>3,283.05</b>	<b>51,000.00</b>	<b>-47,716.95</b>	<b>6.44%</b>
62190 · Misc Contracted Services	0.00	28,084.00	-28,084.00	0.0%
<b>Total 62100 · CONTRACTED AND PROF SERVICES</b>	<b>3,700.65</b>	<b>88,084.00</b>	<b>-84,383.35</b>	<b>4.2%</b>
62300 · Dues/Subscriptions/Fees	1,536.97	13,000.00	-11,463.03	11.82%
62800 · OFFICE OCCUPANCY				

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

	Jul 20	Budget	\$ Over Budget	% of Budget
62810 · Alarm & Janitorial Services	156.88	3,500.00	-3,343.12	4.48%
62820 · Rent & Parking	6,672.96	46,000.00	-39,327.04	14.51%
62830 · Utilities	932.54	12,000.00	-11,067.46	7.77%
62840 · Other	0.00	1,500.00	-1,500.00	0.0%
<b>Total 62800 · OFFICE OCCUPANCY</b>	<b>7,762.38</b>	<b>63,000.00</b>	<b>-55,237.62</b>	<b>12.32%</b>
<b>65000 · SUPPLIES AND MATERIALS</b>				
<b>65010 · COPIER AND SUPPLIES</b>				
65012 · Copies	53.25			
65014 · Lease	265.65			
65010 · COPIER AND SUPPLIES - (	0.00	3,500.00	-3,500.00	0.0%
<b>Total 65010 · COPIER AND SUPPLIES</b>	<b>318.90</b>	<b>3,500.00</b>	<b>-3,181.10</b>	<b>9.11%</b>
65020 · Equipment	0.00	5,000.00	-5,000.00	0.0%
65030 · Office Supplies	16.99	2,000.00	-1,983.01	0.85%
65040 · Postage	76.04	1,000.00	-923.96	7.6%
65050 · Software/Computer Accessori	199.98	2,000.00	-1,800.02	10.0%
<b>Total 65000 · SUPPLIES AND MATERIALS</b>	<b>611.91</b>	<b>13,500.00</b>	<b>-12,888.09</b>	<b>4.53%</b>
<b>65110 · PRODUCTION COSTS</b>				
65112 · Advertising and Website	225.84	1,500.00	-1,274.16	15.06%
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%
<b>Total 65110 · PRODUCTION COSTS</b>	<b>225.84</b>	<b>5,000.00</b>	<b>-4,774.16</b>	<b>4.52%</b>
65120 · Insurance & Fidelity Bond	313.84	4,000.00	-3,686.16	7.85%
65160 · Miscellaneous	0.00	1,000.00	-1,000.00	0.0%
65320 · Mileage/travel related expenses	0.00	4,000.00	-4,000.00	0.0%
65400 · Meetings & Events	0.00	4,000.00	-4,000.00	0.0%
<b>Total 60000 · MATERIALS &amp; SERVICES</b>	<b>15,091.64</b>	<b>240,184.00</b>	<b>-225,092.36</b>	<b>6.28%</b>
<b>66000 · PAYROLL EXPENSES</b>				
66200 · Wages	20,343.18	305,807.00	-285,463.82	6.65%
66410 · Health, Dental & Life Insurance	3,374.12	48,675.00	-45,300.88	6.93%
66420 · Retirement	1,272.76	19,903.00	-18,630.24	6.4%
<b>66500 · Payroll Taxes</b>				
66510 · FICA Employer	1,496.72			
66520 · SUTA	89.90			
66530 · OR-WBF	7.04			
66500 · Payroll Taxes - Other	0.00	27,027.00	-27,027.00	0.0%
<b>Total 66500 · Payroll Taxes</b>	<b>1,593.66</b>	<b>27,027.00</b>	<b>-25,433.34</b>	<b>5.9%</b>
66800 · Fees	13.50			
<b>Total 66000 · PAYROLL EXPENSES</b>	<b>26,597.22</b>	<b>401,412.00</b>	<b>-374,814.78</b>	<b>6.63%</b>
<b>68000 · PROJECTS-SVC-SUPP-MATERIALS</b>				
68020 · Project Mileage & Travel	9.78			
<b>Total 68000 · PROJECTS-SVC-SUPP-MATERI</b>	<b>9.78</b>			
69100 · Capital Outlay	0.00	5,000.00	-5,000.00	0.0%

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

	<b>Jul 20</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
<b>69200 - Contingency</b>	0.00	50,000.00	-50,000.00	0.0%
<b>69400 - TRANSFERS OUT</b>				
<b>69410 - Trf GF to Building Reserve Fd</b>	0.00	10,000.00	-10,000.00	0.0%
<b>Total 69400 - TRANSFERS OUT</b>	0.00	10,000.00	-10,000.00	0.0%
<b>69600 - Reserved for Future Expenditure</b>	0.00	213,435.00	-213,435.00	0.0%
<b>69800 - Unappropriated Fund Balance</b>	0.00	280,000.00	-280,000.00	0.0%
<b>Total Expense</b>	41,698.64	1,200,031.00	-1,158,332.36	3.48%
<b>Net Ordinary Income</b>	437.67	0.00	437.67	100.0%
<b>Net Income</b>	<b>437.67</b>	<b>0.00</b>	<b>437.67</b>	<b>100.0%</b>

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

	Jul 20	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
43300 · Grant/Project Administration	9,587.21	794,011.00	-784,423.79	1.21%
<b>Total Income</b>	9,587.21	794,011.00	-784,423.79	1.21%
<b>Gross Profit</b>	9,587.21	794,011.00	-784,423.79	1.21%
<b>Expense</b>				
<b>66000 · PAYROLL EXPENSES</b>				
66200 · Wages	4,238.08	49,475.00	-45,236.92	8.57%
66410 · Health, Dental & Life Insurance	797.74	13,419.00	-12,621.26	5.95%
66420 · Retirement	214.28	5,213.00	-4,998.72	4.11%
66500 · Payroll Taxes				
66510 · FICA Employer	318.26			
66520 · SUTA	29.11			
66530 · OR-WBF	1.56			
66500 · Payroll Taxes - Other	0.00	6,704.00	-6,704.00	0.0%
<b>Total 66500 · Payroll Taxes</b>	348.93	6,704.00	-6,355.07	5.21%
<b>Total 66000 · PAYROLL EXPENSES</b>	5,599.03	74,811.00	-69,211.97	7.48%
<b>68000 · PROJECTS-SVC-SUPP-MATERIALS</b>				
68010 · Project Contracted Services	3,070.30			
68020 · Project Mileage & Travel	78.79			
68040 · Project Supplies & Materials	500.00			
68000 · PROJECTS-SVC-SUPP-MATERIALS - (	0.00	653,193.00	-653,193.00	0.0%
<b>Total 68000 · PROJECTS-SVC-SUPP-MATERIALS</b>	3,649.09	653,193.00	-649,543.91	0.56%
<b>69400 · TRANSFERS OUT</b>				
69440 · Trf PF to General Fund	339.09	66,007.00	-65,667.91	0.51%
<b>Total 69400 · TRANSFERS OUT</b>	339.09	66,007.00	-65,667.91	0.51%
<b>Total Expense</b>	9,587.21	794,011.00	-784,423.79	1.21%
<b>Net Ordinary Income</b>	0.00	0.00	0.00	0.0%
<b>Net Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>



**Benton Soil and Water Conservation District  
 RESOLUTION NO. FY-2020-2021-03  
 Budget Appropriation Transfer (Budget Revision)  
 Grant #19010935 (Willamette Mainstem Cooperative 2019-2021)**

BE IT RESOLVED that the Board of Directors of the Benton Soil and Water Conservation District (SWCD) hereby approves the transfer of \$800 of Project Funds from the Materials and Services/Contracted and Professional Services category to the Materials and Services/Supplies and Materials category. The revised Project Budget is as follows:

**Project Fund**

	Original	Remaining	Revised (Remaining)
Personnel Services	\$32,364.00	\$13,885.60	\$13,885.60
M&S/Contracted/Professional Services	\$4,000.00	\$1,800.00	\$1,000
M&S/Supplies and Materials	\$0.00	\$0.00	\$800.00
<u>Transfer to General Funds (Fiscal Admin)</u>	<u>\$3,636.00</u>	<u>\$1,578.16</u>	<u>\$1,578.16</u>
	\$40,000.00	\$17,263.76	\$17,263.76

**SIGNED THIS 8<sup>th</sup> day of September 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

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

### A. NEW INITIATIVES

- **Management of Recreational Lands in Benton County** – joined leadership group of advisory boards from organizations who own and manage Benton County lands used for recreation. Purpose of the group is to identify priority issues and increase land management communication and coordination.
- **COVID-19**
  - Sent Governor Brown's new face-covering guidelines for public and private office workspaces to staff and contractors that regularly use the office.
  - Continued to receive regular Covid updates from CDC, Oregon Health Authority, Governor's office, SDAO, Benton County, CEA, HR Answers, OACD, etc.
  - Gave a safety talk on maintaining respiratory health during the pandemic.
- **The Confluence** – attended sessions 2 and 3 of CBP's training on systemic racism and completed homework between sessions; provided marketing committee with review and feedback on Design contract for the Confluence logo; attended Confluence steering committee meeting; addressed how to go about decision process for who becomes a core partner/tenant (will develop selection criteria).
- **WRI/Willamette River Network (WRN)** – No activity with WRN this month.

### B. PROJECTS/PROGRAMS/PARTNERSHIPS

- Met with Teresa and Linda to discuss action items for update of our 5-year Strategic Plan; began research on and outreach to potential facilitators.
- Reviewed WAIN's draft aquatic invasive species action plan.
- Reviewed Donna's OWEB small grant application for soil/water improvement.
- Attended Laura's virtual aquatic plant ID tour with PSU staff.
- Responded to requests for information and guidance from other OR special districts and SWCDs about our DEI work; joined regional SWCD DEI leadership group.
- Connected with staff about their projects and grants, general grant oversight.
- Reviewed MOA with BEF for Donna (securing plants for 100-Acre Wood project).
- Connected with Heath about expenditure of Salmon Watch funds (\$1,500) from Corvallis School District (donated last year after season ended/will be spent this year).
- Reviewed/signed project invoices, reimbursement forms/grant funds requests, grant summary table update, etc.

## **NATIVE PLANT/ BULB/SEED SALE**

- Responded to customer questions about sale; emailed customers about new extended ordering deadline; staff planning.

## **C. FISCAL**

- Investigated legal and administrative ramifications of US Presidential directive for employee payroll tax deferral.
- Finished three days of FY2019-2020 audit field work with Jenny, Linda, and two auditors from Koontz and Blasquez. Lots of following up from field work.
- Created template for Budget Resolutions and Appropriations Transfers.
- Signed Grant Agreement with State of Oregon/Department of Administrative Services for Coronavirus Relief Funds reimbursement request through SDAO.
- Explored online bill payment and receipt tracking options with Jenny.
- Tracked monthly ACH deposits for OWEB grant payments and distributed reports to Jenny and appropriate project management staff.
- Reviewed/authorized/completed/filed/submitted: staff timesheets, payroll, bills, invoices, CIRs, EFTs, fiscal admin and other accounting on grants, monthly financial reports, checks, credit card accounts, bank statements, account reconciliations, bank deposits, and LGIP balance.
- Held weekly meetings with bookkeeper and Operations Manager.

## **D. PERSONNEL/STAFF MEETINGS/TRAINING**

- Participated in weekly Zoom staff meetings.
- Attended OACD legislative and advocacy training webinar.

## **E. BOARD**

- Investigated costs for adding Directors onto District's Workers Comp insurance policy; will provide summary and recommendation to board at October meeting.
- Provided Heath with revisions for OSU student Associate Director position roles and responsibilities.
- Contacted Mark Taratoot and Rana Foster about Associate Director roles and responsibilities (attend a minimum of four regular board meetings a year).
- Created September board meeting agenda and accompanying documents; reviewed draft financials; reviewed/edited draft meeting minutes; prepared budget resolution and other packet documents.

## **F. MISCELLANEOUS, SAFETY, INFORMATION TECHNOLOGY**

- Developed a draft Information Security Policy.
- Addressed IT needs and equipment upgrades.



**Date:** August 20, 2020

**To:** Benton SWCD Directors

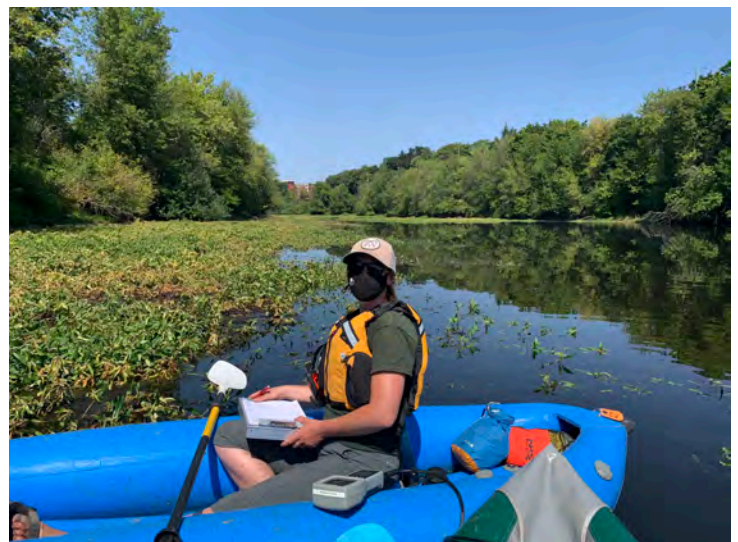
**From:** Laura Brown, River Restoration and Invasives Program Coordinator

**Re:** August 2020 Monthly Report for September 2020 Board Meeting

## Willamette Mainstem Cooperative

After a slow start to the WMC Outreach events this year, things really started picking up in August! Our Love Your River Virtual Site Tour was a hit, with over 130 people viewing the work that the WMC does along the Willamette River. That view was followed by our Aquatic Plant ID Virtual Training with Portland State University's Rich Miller. We've have 40 people tune in over the past week to learn tips and tricks to aquatic plant identification! We hope you have been able to take a peek at them, they're pretty great. We also were able to schedule both the yellow floating heart treatment for the Willamette, and treatment of Ludwigia at Collins Bay. We'll be checking back in at those sites to make sure treatment has been effective.

As part of the monitoring coordination I do with the Willamette Focused Investment Partnership, I went out with the US Geological Survey to four field sites along the Willamette this month to install temperature loggers. These loggers will help determine if the Willamette FIP is reaching it's restoration goals of creating more habitat for native fish species, as temperatures are often a limiting factor for these species. Two of the sites were close to home (Collins Bay and Bowers Rock State Park), but the other sites were Minto Brown Island Park in Salem and The Nature Conservancy's Confluence Preserve in Eugene. Minto Brown is a site that is dominated with Ludwigia, while the Confluence Preserve is a restored gravel pit. It's amazing to see the great work our partners are doing, and inspiring to see what can happen here in Benton County! We have numerous opportunities to engage with landowners up and down the river to improve habitat for native fishes.



Rose Wallick (left) and Heather Bervid (right) of USGS partner with Benton SWCD to monitor temperatures at Willamette River restoration sites.



## Invasives Program

To date I have surveyed from McCartney Boat Launch to Michael's Landing looking for aquatic invasive species with Willamette Riverkeeper. We partner with Willamette Riverkeeper each year to survey the entirety of the Willamette River in Benton County, which more or less extends from the Long Tom Confluence to the Calapooia Confluence. We paddle into each alcove and side channel to look for A-listed aquatic invasives plants, then track them on an app called Fulcrum. This app allows us to determine the location and extent of aquatic invasives, and how they change over time. We have found that the A-listed yellow floating heart has continued to spread along the Willamette and throughout Benton County. Most of these populations were not present last year, but will be treated through Willamette Riverkeeper's ODA grant and hopefully not return next year. We will continue to keep an eye on these populations and to hand pull small satellite populations where appropriate.

On a more positive note, Ludwigia populations are down significantly along the river. It seems like the flooding of April 2019 scoured out many areas and gave restoration practitioners a leg up with control. An interesting observation as well is that where there were significant Ludwigia populations, there now are robust populations of the native wapato! It's possible that while Ludwigia traps sediment, which is often viewed as a negative, it might be making more habitable space for wapato. Hopefully this is a trend that continues, and it is one that I sure can get behind!



*Surveying for A-listed aquatic weeds with Willamette Riverkeeper (center). Masks were removed for photo (left), and a patch of yellow floating heart (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
08/14	<a href="#">NPS Reopens</a>	193	255
08/07	<a href="#">Native Plants &amp; Bird Connection</a>	188	101
07/31	<a href="#">Love Your River Reminder</a>	158	93
07/24	<a href="#">Creek Tours</a>	182	108

I recently sent an irrigation efficiency e-news out and noticed that, aside from a chapter in the Rural Living Guide ([bentonswcd.org/resources/rural-living/](http://bentonswcd.org/resources/rural-living/)), we have very little relevant content available. Serendipitously, local landscape designer Owen Dell reached out to us this month with an idea to create a video series on irrigation efficiency in the landscape. Owen is a member of the Willamette Valley Regenerative Landscape Coalition, a group in which BSWCD participates. Owen and I met at his house to film the first video in the wise-water-use series on August 10, all about using a moisture meter to avoid over- or under-watering. Once it's edited I will post it to our new YouTube channel ([www.youtube.com/channel/UCrCUJ1pqabTpQ8VuXZp0mKQ](http://www.youtube.com/channel/UCrCUJ1pqabTpQ8VuXZp0mKQ)). Now that we have a YouTube Channel, it's going to be fun to create a library of short videos on a range of conservation topics!



### The Native Plant Program

1. **Winter Native Plant Sale** The online order platform is open again as of August 15! So many gorgeous native species! Please refer your friends and neighbors to **bentonplants.org**, which will take them straight to our online catalog! So easy!
2. **Fall Bulb and Seed Sale** - We WILL hold the fall bulb and seed sale, even though Fall Festival has been cancelled. We will hold an online order similar to the winter sale, and offer four pick-up times in mid-October for customer convenience and to allow for social distancing. I am researching the best way to run this online sale, since I don't want to mix the winter sales with the fall sales.
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/](http://bentonswcd.org/author/lpharr/)). After the February 6, 2021 plant pick up date we will switch to a two-year theme of **connectivity!** Join us for the reading of Nature's Best Hope, by Douglas Tallamy, a virtual discussion on September 16 held jointly with Greenbelt Land Trust. Go to <https://greenbeltlandtrust.org/events/> to sign up!

### Diversity, Equity, & Inclusion Process

Institute for Applied Ecology, Marys River Watershed Council, and Corvallis Environmental Center shared summaries of their DEI assessments at our August Equity Committee Meeting. After hearing from all 6 groups, trends indicate that board members may not have the same level of information about DEI in their organizations as staff. Also, most of the groups are in the range of "ready to start" to "launched" on their DEI journeys. Most groups also noted that, when we do another assessment, probably within the next year, we need to make sure it's very clear what the questions are asking.

The All Staff and Board Awareness Raising Trainings, which were scheduled for April and had to be postponed due to the onset of the pandemic, is going to take a different format this fall. Instead of a full day training on one day, held twice, it will be three online



trainings, held about 2 weeks apart. Each training will be 3.5 hours long with some lecture and some small group discussion. These will be scheduled in early October through mid-November. Final dates and times are still under discussion and I will share the times with you as soon as we have them.

This option is structured in response to the restrictions on in-person gatherings with which we are currently grappling and to allow time for conversations/interpersonal sharing. This 3-meeting option will not be the last or only chance our organizations' staff and board can access. As we continue to move the DEI work forward, other trainings and opportunities will continue to be offered. If it turns out that you are unable to attend this series but would like help finding other opportunities to dive deeper into awareness and understanding, I would be happy to assist you with that.

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).

Date: August 24, 2020  
To: Benton SWCD Directors  
From: Linda Lovett, Operations Manager  
Re: July 20 – August 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.
- Ordered office supplies.
- Met with telephone technician to secure phone system after voicemail hack and discuss additional security measures.
- Met with Heath to develop policy on social media posting, moderating, and archiving.

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

- FY20 audit: uploaded documents to auditors' online organizer; pulled invoices, credit card and bank statements, and deposit records and boxed for auditors to take to work remotely; responded to auditor questions via email and phone.
- Drafted a document for the auditors on FY20 internal control or process changes, including how the District increased segregation of duties, developed controls for journal entries, and improved processes for cash inflows/outflows and payroll.
- Responded to questions from State of Oregon Department of Administrative Services about the District's application for Coronavirus Relief Funds.
- Updated contact and budget information for SDAO to calculate property/casualty contributions.

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

- Reviewed and verified staff timesheets.
- Participated in weekly Zoom staff meetings.
- Attended OACD Advocacy Training webinar.
- Shared information and brainstormed ideas about SDAO Safety Grant at staff meeting.
- Presented monthly safety talk "Working Remotely During COVID" at staff meeting.

#### **D. Meetings and Events**

- September 8 board meeting: drafted public notice; added calendar items to agenda; compiled packets for August and September.
- Compiled results of Director Eligibility survey and sent to OACD.





## Conservation Planning for a Diverse Small Farm



### DIVERSITY IS THE NAME OF THE GAME AT LILLIPUTOPIA FARM IN MONROE OREGON

Eliza Mason and Thorin Nielson, farmers and entrepreneurs, rank high on the resourcefulness and creativity scale. Unique works of art from natural materials and useful contraptions, like solar dehydrator (right) and mobile chicken coop crafted from recycled materials, testify to the cleverness and intention of their work. The quaint farm store has evolved from a shack into a charming mercantile with an array of local products to eat or to gift or to take home and cherish.

The challenges of fruit, nut, and vegetable production on varied terrain along with the farmers' water conservation objectives provide fuel for a budding conversation planner, me, to prescribe practices that reduce erosion, improve soil



function, raise awareness of nutrient cycles, and enhance wildlife habitat, while improving labor and cost efficiency.

Water is a precious resource at Lilliputopia. I imagine a rain catchment reservoir at the corner of the greenhouse (left) with an irrigation pipeline up to cropped hillside terraces and down to fruit trees that dot the slope.

My task is to plan a real-life [FarmVille](#) that will help the farmers and protect the land.





## UMC SIA Monitoring Shifts Gears and is Picking Up Speed!

### THE UPPER MUDDY CREEK MONITORING PROPOSAL IS OUT OF MY HANDS!!

I've incorporated comments and revisions from the Local Monitoring Team and emailed the second draft proposal to Courtney Shaff, OWEB. In September, the Monitoring and Assessment Group will scrutinize submitted proposals and either approve or provide recommendations for further revision.

Once the proposal is approved, we are required to create a Sampling and Analysis Plan (SAP) for the Oregon Department of Environmental Quality Volunteer Monitoring Program. ODEQ has helpful online templates and resources to guide SAP writing. In fact, I'm already writing the SAP since my goal is for monitoring to begin in fall 2020.

Once the SAP is approved, we will purchase monitoring equipment, calibrate it, and perform quality control testing.

Then we will install four monitoring stations; two on Hammer Creek and two on Muddy Creek. One site will be where Williams Road crosses Hammer Creek (photo right above). Two will be on private property on Hammer and Muddy Creeks. Private owner permission is pending on the fourth site near Muddy Creek and Coon Road.

The Marys River Watershed Council would like to contract with BSWCD to perform the monthly monitoring activities, including grab sample and continuous data collection to document the following proposed parameters: dissolved oxygen, conductivity, temperature, *E. coli*, total suspended solids, and total phosphorus. A stream flow station will be installed on Muddy Creek. Monthly shots from photo points will track seasonal changes in creek size and bank conditions. The data will be reviewed by the Local Monitoring Team every six months along with the budget. At one year, the group may recommend changes in monitoring locations, frequency, or parameters.



Hammer Creek at Williams Road (TM)



Turn here to find the Hammer Creek monitoring site. (TM)

### Activities

DATE	EVENT (CONTACTS)
7/21	Nathan Adelman - Conservation Plan update
7/23	<a href="#">1000 Threats to Oregon's Farmland</a> - recommendations
7/27	K Fetcho, OWEB & E Hammond, ODA - SIA proposal
7/30	Webinar - Pollinator Gardens
8/5	Lilliputopia Conservation Plan - present alternatives
8/18	Pollinator webinar



## **Donna Schmitz: June 20 to August 20, 2020**

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

- Developing six CREP plans for the following locations:
  - Alsea River landowner; new 51.7 CREP buffers, Confirmed planting in county easement, Cultural resources and Endangered plants request (CR/TE) .
  - Alsea River: site visit for CREP for 54.7 acres buffers, new 6 possible CREP acres. Submitted eligibility map to FSA, CR/TE
  - Bull Run Creek: re-enrollment for CREP for 26 acres, CR/TE .
  - Unnamed Creek, near McFarland Road; New 9.1 CREP acres. CR/TE
  - Marys River, un-named Creek, new 21 CREP acres, CR/TE
  - Beaver Creek, 15.4 CREP acres. Landowner will wait until next year for contract.
  - Site visit: Conley-certification of site preparation.
  - Site visit: McFarland Road, ESA plant survey.
  - Site visit: new eligibility determination. Buffer maps developed.
  - Submitted CREP report and funding request for \$6880.
- Discussion with Amy about various farm programs and conservation practices funded.

### **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.**

- invasive weeds (2), compost bin (1) CREP funding, Irrigation efficiency, riparian-fencing cattle out, Land Stewardship Program, Native Plant Sale (3), gully erosion, riparian planting (2), 319 grant, historic habitats (2), Wildlife habitats (2), oak habitats, Site visits: Mud and Manure.
- 100 acre Wood: Submitted one year report.
- Crestmont Land Trust-submitted project completion report
- J2E Restoration project –Finalized grant agreement. Developed budget resolution, landowner agreement and Instream Contractor contract. Conducted several meetings with partners. Developed contract with Luckiamute Watershed Council. Working on revegetation contract and addendum to LWC contract.
- Developed a OWEB small grant for mud and manure management sacrifice areas
- Working with ODA to identify change in our focus area from Jackson-Frazier to the groundwater management area.
- Worked with ODA to revise the Focus Area and SOW updates.
- Worked on end-of-year closeouts.

- Strategic Implementation Area:
  - Working with ODA on buffer widths and compliance.
  - Site visit to landowner with pond and surface area drainage. Arranging future site visit with NRCS engineer for assistance.
  - working with Teresa in writing monitoring plan, help with budget page.
  - Submitted bi-annual report and request for funds.
  - Met with Teresa to discuss hours for upcoming SIA tasks and coordinating work.

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

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

- Attended staff meetings.
- Attended Confluence meeting.



## Student Associate Director Appointment, Roles, and Responsibilities

This document describes the appointment, roles, and responsibilities of the Oregon State University (OSU) - North American Youth Parliament for Water (NAYPW) **Student Associate Director** of Benton Soil & Water Conservation District (BSWCD).

Associate Directors are valuable contributors to **BSWCD**. They expand the knowledge base that supports **BSWCD**, provide additional community input, and strengthen the Board's decision-making process.

### Appointment

Associate Directors are volunteers appointed by the **BSWCD** Board of Directors and serve without pay. The **BSWCD** Board should record in its minutes when an Associate Director is appointed, removed, or resigns. The **Student Associate Director** must be a Benton County resident and of voting age.

### Roles and Responsibilities

The **Student Associate Director's** term of service is a minimum of one academic year and a full term maximum of two years. At the end of the term, the Student Associate Director could be reappointed for another term or a different student could be appointed. The **Student Associate Director** is required to attend at least four regular **BSWCD** Board meetings per academic year. The October Board meeting will be attended by the **Student Associate Director** and marks the beginning of the **Student Associate Director's** term of service.

Associate Directors, once officially appointed by the Board, are covered by the same general liability insurance as the Directors while doing **BSWCD** work. Associate Directors do not vote on **BSWCD** Board decisions. As an individual, the Student Associate Director does not speak for, or represent, the **BSWCD** Board. However, while serving in the role of Student Associate Director, they can augment the **BSWCD** Board's knowledge and experience level and assist with the **BSWCD** programs and activities.

The **Student Associate Director** will be a representative of the **NAYPW** network in the **OSU** community to **BSWCD**. The individual in this role will fulfill dual specifications and expectations from the two organizations they will link, **BSWCD** and the **OSU/NAYPW** club community.

### BSWCD Expectations of the Student Associate Director

Through their connection with the **OSU/NAYPW** club community, the **Student Associate Director** will participate in and support **BSWCD** activities in the following ways:

- Attend quarterly check-in meetings with designated **BSWCD** staff liaison to identify and coordinate joint efforts between **OSU/NAYPW-BSWCD** and to ensure that the expectations of this agreement are being met by both parties. These meetings will take place outside of **BSWCD** Board meetings.



- Serve as primary point of contact for organizing volunteer opportunities between the **NAYPW** club, **OSU** campus, and **BSWCD**.
- Participate in and support **BSWCD** activities and events by:
  - Coordinating directly with appropriate **BSWCD** staff person on program-specific volunteer opportunities;
  - Participation in training opportunities, where appropriate;
  - Attending annual budget committee meeting, if possible;
  - In partnership with BSWCD, helping to develop, promote\*, and contribute to **OSU/NAYPW/BSWCD** activities based on student community interest, experience level, and availability.

### **NAYPW Expectations of the Student Associate Director**

Within the **OSU/NAYPW** community, the **Student Associate Director** will:

- Promote, advertise, and coordinate any volunteer opportunities with **BSWCD**.\*
- Develop volunteer teams from campus students and set shifts to get volunteers to programs for volunteer partnerships with **BSWCD**.
- Secure university permission for driving and vanpool permissions. **BSWCD** does not provide vehicle insurance.
- Develop presentations/reports/summaries/announcements/and other communications for **OSU** campus **NAYPW** members about **BSWCD**'s priority conservation topics.\*
- Help raise awareness of **OSU/NAYPW-BSWCD** partnership activities and opportunities, including but not limited to developing oral and written reports to **BSWCD** and **NAYPW** Board members and club community, social media promotion, etc.\*

\*Any communications materials created by **NAYPW** students for the **NAYPW/BSWCD** partnership must be reviewed and approved by the **BSWCD** Communications Manager before being distributed. Any communications materials created by **BSWCD** featuring members of the **NAYPW** or World Youth Parliament for Water regarding the **NAYPW/BSWCD** partnership should be reviewed and approved by the **Student Associate Director** prior to distribution.