

Monday, March 8, 2021; 6:00-7:00 PM  
 Zoom Video Conference: <https://zoom.us/join>  
 Phone: 1-669-900-6833  
 Meeting ID: 844 6825 0202  
 Passcode: 640956



## BOARD OF DIRECTORS MEETING AGENDA

### 1. Deliver Adaptive Programs and Strengthen Partnerships

Address natural resource issues and build partnerships that promote conservation.

### 2. Effectively Spread Our Message

Inform residents of the services available to them.

### 3. Strengthen Our Capacity

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

### 4. Diversity, Equity, and Inclusion (DEI)

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

Goal	Item	Lead	Time	ACTION
	Call to Order, Introductions, Public Comments, Announcements, Additions to Agenda	<i>Yoshihara</i>	6:00	
	<b>CONSENT AGENDA</b>	<i>Yoshihara</i>	6:02	<b>ACTION</b>
3	Approve draft Minutes – February 8, 2021			
3	Approve Financials (1/31/21)			
3	Approve staff telework stipend (\$75) for March 2021			
3	Approve FY2021-2022 Budget Calendar			
	<b>REGULAR AGENDA</b>	<i>Yoshihara</i>	6:03	
2, 3	<i>NRCS/Staff Reports (Kaiser, Crosson, Schmitz, Matteson, Keirstead, Lovett) – 10 minutes</i>		6:03	
2, 3	Director Reports (10 minutes)		6:13	
1, 2, 3, 4	Review checklist and collect signatures for NRCS “Civil Rights for Partners” document (10 minutes)	<i>Amy Kaiser NRCS</i>	6:23	
1, 2, 3, 4	2021 Native Plant Sale highlights (10 minutes)	<i>Keirstead and Matteson</i>	6:33	
1, 2, 3, 4	DEIJ update (7 minutes)	<i>Keirstead</i>	6:43	
1, 2, 3, 4	Office Move (10 minutes)	<i>Paul and Crosson</i>	6:50	
	Meeting Adjourned	<i>Yoshihara</i>	7:00	

Continued →

<b>BSWCD Board and Outreach Events (subject to change)</b>		
<b>Date/Time</b>	<b>Event</b>	<b>Location</b>
March 26, 12—1 pm	Confluence Fourth Friday Learning Lunch	Zoom
April 12, 6 – 7 pm	BSWCD Monthly Board Meeting	Zoom
May 24, 6 – 7 pm	Budget Committee Meeting	Zoom

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

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

Hi Everyone,

When I went into the office Thursday to sign checks, I found this thank you from Anna Beasley in the mail. Even though it is addressed to me, it is all of you that make this happen. What makes this really special is that I do not know Anna but she knows about the Benton Soil and Water conservation District.



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Phone: 1-669-900-6833  
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## BOARD OF DIRECTORS MEETING MINUTES

### In Attendance

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

Board Members Absent: Grahm Trask

Associate Directors Present: Sierra Linnan Smith, Rana Foster, Marcella Henkels

Associate Directors Absent: Nate Johnson

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

Others Present: Eric Nusbaum/ODA

Others Absent: Amy Kaiser/NRCS

### Call to Order

[Yoshihara] 6:00 pm

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

Eric said he hoped directors, especially new ones, will attend ODA's SWCD training later in the month. There are day and evening sessions for directors and staff. Anyone with supervisory authority can attend the training for managers.

### CONSENT AGENDA

- **Approve draft Minutes – January 11, 2021;** Discussion: none
- **Approve Financials (12/31/21);** Discussion: none
- **Adopt Budget Resolution FY2020-2021-14. Add \$14,889 from OWEB Small Grant #09-20-003 for Riparian Buffer Access Control;** Discussion: none
- **Staff telework stipend (\$75) for February 2021;** Discussion: none
- **Appoint Ed Easterling to the FY2022 Budget Committee for a three-year term;** Discussion: none

MOTION to approve Consent Agenda /2nd: Paul/Morris (Unanimous 7/7)

### REGULAR AGENDA

#### NRCS/Staff Reports (Kaiser, Crosson, Schmitz, Matteson, Keirstead, Lovett)

Holly: Ed Easterling has agreed to join the Budget Committee. He is familiar with local government budgets because of another committee he is on.

Donna: Defer to staff report.

Teresa: Working on plant sale.

Heath: Working on plant sale.

Linda: Helping with recruitment for the Natural Resource Conservation Program Manager position.

#### Director Reports

Jerry: Helped Teresa and Heath transport materials to plant sale and helped for a few hours; making trays for mason bees.

Bob: Spent a few hours on plant sale; attended several Zoom meetings.

Kerry: Signed up for ODA training; working on woodland property; talked to Holly about site visit once plant sale is over.

Eliza: Gave neighbor Bee Buddy information; weeding garden, planting trees—persimmons, mulberries, kiwi berries.

Henry: Returned from California; put bees in the orchards.

Marcella: Volunteered at plant sale; impressed with organization, quality high, and care; pulling blackberries from forest.

Sierra: Got into grad school; working on hydraulic modeling for Lamprey Creek.

Rana: Volunteered at plant sale; enjoyed looking at the plants already packaged.

Faye: Also volunteered at plant sale; happy to be in warm, sunny space.

### **Website overhaul questionnaire and discussion**

Heath provided an overview of the current home page to orient everyone. She then put everyone into Zoom breakout rooms for 10 minutes to discuss the discovery questions provided in the packet. Someone in each group was to take notes on the discussion and send them to Heath after the meeting.

### **Six-month Financial Review for FY21**

The packet contained four pages of summary graphs. In response to Rana's question about payroll expenses, Holly explained that it includes more than staff salaries: non-wage benefits (medical, dental, vision premiums; life insurance; short-term disability insurance; retirement contributions match) payroll taxes, etc. Holly said to contact her with further questions because she wanted to use the time to provide an update on challenges for the rest of the fiscal year.

Holly is not concerned about going over budget: she budgets conservatively, ODA capacity funding is stable for the coming biennium, and we have \$50k in contingency funds. However, the District is taking in less revenue as expenses have increased.

- Oregon State Weed Board Funds were frozen and lottery funds are reduced, so we are getting less from OWEB grants.
- Funds through MMT (Willamette River Initiative), OWEB SIP and OWEB W-FIP, have ended or are on the last biennium.
- We have recouped roughly \$7k from the Coronavirus Relief Fund, but it does not cover all our COVID-related expenses. For example, utilities are overbudget because of the monthly \$75 per staff stipend for telework.
- We do not have internal capacity to work on one of Laura's grants so will spend \$13,500 on a contractor (Holly is temporarily managing 11 of her other grants until she can hire a new employee).
- There will be expenses associated with our move: moving and storage, possibly paying for two spaces for a short time.

Holly concluded that FY22 may be the leanest year we have had in the last 9 years. Faye said we need to think about being a lean organization for the indefinite future. Eric reiterated that ODA capacity funds will be the same, but other grant programs will be sharply reduced. ODA has reinstated some grant cycles because people are playing the lottery again and OWEB has more funding than it anticipated last spring. However, ODA has also been hit hard by the loss of three positions.

### **Confluence Update**

Holly said the vote to not be a Confluence core partner has been communicated to the other organizations. They were supportive and understand the reason for our vote. The Steering Committee may consider how to deal with partners (the other being Benton Community Foundation) at its next meeting, so asked us to not attend. Jerry and Holly have been meeting with real estate agent Gary Pond to find a space closer to 1000 sf and have looked at seven other office spaces. Holly said we are keeping all options open and want to move as few times as possible.

Heath provided a DEI update. Committees have been meeting to create a one-to-two-year action plan and an equity lens that the Confluence organizations can use if they do not have time to create their own. BSWCD will meet with our DEI consultant to discuss our equity lens, which will also be part of our strategic planning process. Faye acknowledged Jerry, Holly, and Heath for all their Confluence and DEI work.

### **Meeting Adjourned**

**[Yoshihara]** 7:06 pm

## **Benton SWCD Board Meeting**

March 8, 2021

### Financial Report

Period ending December 31, 2020

The closing balance in our Oregon LGIP account was \$1,022,634.69, dividend paid was \$656.43. The Fiscal YTD dividend paid was \$4,169.30. Our average monthly balance has been \$1,030,658.92 with a monthly distribution yield of 0.75%. The previous months balance was \$1,067,282.71. We received another payment of \$4,695.55 in tax revenue from the Benton County Finance Department.

Both Citizen Bank accounts were reconciled and all checks were accounted for. The total balance of the two accounts was \$136,493.13. The previous months balance was \$131,777.38.

Charges to the Credit Card account were \$678.16. These were verified and reconciled. The previous months chargers were \$1,043.32.

The Stripe account was reconciled. The starting balance was \$1,036.39, the net activity was \$202.00 less fees of -11.78 and bank payout of \$ -1,226.61, leaving an end-of-month balance of \$0.00

Respectfully submitted,



Jerry Paul, Treasurer

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

	Jan 31, 21	Jan 31, 20	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
10100 - Citizens Bank	116,877.69	199,598.98	-82,721.29
10150 - Citizens Bank #2	7,113.54	6,470.45	643.09
10200 - LGIP	1,025,179.34	800,487.60	224,691.74
10300 - Stripe	0.00	354.61	-354.61
10800 - Petty Cash	24.00	324.00	-300.00
<b>Total Checking/Savings</b>	<b>1,149,194.57</b>	<b>1,007,235.64</b>	<b>141,958.93</b>
<b>Accounts Receivable</b>			
11000 - Accounts Receivable	0.00	38,441.57	-38,441.57
11400 - Grants Receivable	60,943.30	38,109.37	22,833.93
<b>Total Accounts Receivable</b>	<b>60,943.30</b>	<b>76,550.94</b>	<b>-15,607.64</b>
<b>Other Current Assets</b>			
100-1050 CashDue to/from Bld Fnd	-93,200.00	-88,200.00	-5,000.00
100-1500 Due to/from Proj Fund	-210,171.93	-121,884.13	-88,287.80
200-1080 CashDue to/from Gen Fnd	210,171.93	121,884.13	88,287.80
400-1505 Due to/from BR Fund	93,200.00	88,200.00	5,000.00
12800 - Payroll Advance	0.00	50.00	-50.00
13000 - Prepaid expenses-Audit	7,213.59	9,421.00	-2,207.41
<b>Total Other Current Assets</b>	<b>7,213.59</b>	<b>9,471.00</b>	<b>-2,257.41</b>
<b>Total Current Assets</b>	<b>1,217,351.46</b>	<b>1,093,257.58</b>	<b>124,093.88</b>
<b>Other Assets</b>			
18400 - Property Tax Receivable-Audit	10,528.00	10,187.00	341.00
<b>Total Other Assets</b>	<b>10,528.00</b>	<b>10,187.00</b>	<b>341.00</b>
<b>TOTAL ASSETS</b>	<b>1,227,879.46</b>	<b>1,103,444.58</b>	<b>124,434.88</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
20000 - General Accounts Payable	8,794.21	8,457.59	336.62
20100 - Project Accts Payable	0.00	35,032.00	-35,032.00
<b>Total Accounts Payable</b>	<b>8,794.21</b>	<b>43,489.59</b>	<b>-34,695.38</b>
<b>Credit Cards</b>			
22000 - CITIZENS BANK MASTER CARD			
22150 - Laura's CC - 4777	0.00	71.97	-71.97
22200 - Holly's CC - 2995	7.49	-998.74	1,006.23
22300 - Donna's CC - 3001	0.00	228.75	-228.75
22400 - Teresa's CC - 3019	0.00	301.43	-301.43
22500 - Heath's CC - 3027	51.97	302.61	-250.64
22520 - Linda's CC - 5980	431.51	1,303.75	-872.24
<b>Total 22000 - CITIZENS BANK MASTER CARD</b>	<b>490.97</b>	<b>1,209.77</b>	<b>-718.80</b>
<b>Total Credit Cards</b>	<b>490.97</b>	<b>1,209.77</b>	<b>-718.80</b>
<b>Other Current Liabilities</b>			

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

	<b>Jan 31, 21</b>	<b>Jan 31, 20</b>	<b>\$ Change</b>
<b>24000 · PAYROLL LIABILITIES</b>			
24010 · 941 Account	5,481.34	6,618.84	-1,137.50
24020 · Oregon Withholding	1,433.00	1,622.00	-189.00
24030 · OR-WBF SUTA	326.83	243.97	82.86
24040 · Medical Employee	856.04	1,065.57	-209.53
24050 · Medical Employer	4,055.95	4,722.48	-666.53
24060 · 457b Contributions	3,086.69	3,533.92	-447.23
<b>Total 24000 · PAYROLL LIABILITIES</b>	<b>15,239.85</b>	<b>17,806.78</b>	<b>-2,566.93</b>
<b>25800 · Deferred Revenue Grants-Audit</b>	<b>222,396.73</b>	<b>179,719.67</b>	<b>42,677.06</b>
<b>25850 · Deferred Revenue - NPS Presales</b>	<b>24,831.68</b>	<b>0.00</b>	<b>24,831.68</b>
<b>Total Other Current Liabilities</b>	<b>262,468.26</b>	<b>197,526.45</b>	<b>64,941.81</b>
<b>Total Current Liabilities</b>	<b>271,753.44</b>	<b>242,225.81</b>	<b>29,527.63</b>
<b>Long Term Liabilities</b>			
<b>27050 · Deferred Revenue Taxes -Audit</b>	<b>8,440.09</b>	<b>7,779.09</b>	<b>661.00</b>
<b>Total Long Term Liabilities</b>	<b>8,440.09</b>	<b>7,779.09</b>	<b>661.00</b>
<b>Total Liabilities</b>	<b>280,193.53</b>	<b>250,004.90</b>	<b>30,188.63</b>
<b>Equity</b>			
<b>31100 · Building Reserve Fund Balance</b>	<b>103,200.00</b>	<b>88,200.00</b>	<b>15,000.00</b>
<b>31200 · Project Fund Balance</b>	<b>10,210.00</b>	<b>10,421.00</b>	<b>-211.00</b>
<b>32000 · General Fund Balance</b>	<b>594,005.70</b>	<b>507,799.01</b>	<b>86,206.69</b>
<b>Net Income</b>	<b>240,270.23</b>	<b>247,019.67</b>	<b>-6,749.44</b>
<b>Total Equity</b>	<b>947,685.93</b>	<b>853,439.68</b>	<b>94,246.25</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,227,879.46</b>	<b>1,103,444.58</b>	<b>124,434.88</b>



**Benton Soil & Water Conservation District**  
**Profit & Loss by Class**  
 July 2020 through January 2021

	<b>Building Reserve</b>	<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	0.00	166,845.07	166,845.07
44535 · Taxes Levied	0.00	440,525.70	0.00	440,525.70
44540 · ODA Operations	0.00	24,994.75	0.00	24,994.75
44545 · ODA Tech, LMA & Scope of Work	0.00	43,740.00	0.00	43,740.00
45000 · Interest Income	0.00	4,292.81	0.00	4,292.81
46430 · MISCELLANEOUS	0.00	7,496.55	0.00	7,496.55
47200 · CREP, SQP-Fee for Services	0.00	7,248.00	0.00	7,248.00
47400 · Native Plant Sale Income	0.00	2,474.00	0.00	2,474.00
48000 · TRANSFERS IN	10,000.00	14,556.20	0.00	24,556.20
<b>Total Income</b>	<b>10,000.00</b>	<b>545,328.01</b>	<b>166,845.07</b>	<b>722,173.08</b>
<b>Gross Profit</b>	<b>10,000.00</b>	<b>545,328.01</b>	<b>166,845.07</b>	<b>722,173.08</b>
<b>Expense</b>				
60000 · MATERIALS & SERVICES	0.00	82,881.58	0.00	82,881.58
66000 · PAYROLL EXPENSES	0.00	222,176.20	35,281.75	257,457.95
68000 · PROJECTS-SVC-SUPP-MATERIALS	0.00	0.00	117,007.12	117,007.12
69400 · TRANSFERS OUT	0.00	10,000.00	14,556.20	24,556.20
<b>Total Expense</b>	<b>0.00</b>	<b>315,057.78</b>	<b>166,845.07</b>	<b>481,902.85</b>
<b>Net Ordinary Income</b>	<b>10,000.00</b>	<b>230,270.23</b>	<b>0.00</b>	<b>240,270.23</b>
<b>Net Income</b>	<b>10,000.00</b>	<b>230,270.23</b>	<b>0.00</b>	<b>240,270.23</b>

**Benton Soil & Water Conservation District**  
**Profit & Loss by Class**  
July 2020 through January 2021

	<b>Building Reserve</b>	<b>General Fund</b>	<b>Project Fund</b>	<b>TOTAL</b>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>43300 · Grant/Project Administration</b>	0.00	0.00	166,845.07	166,845.07
<b>44535 · Taxes Levied</b>	0.00	440,525.70	0.00	440,525.70
<b>44540 · ODA Operations</b>	0.00	24,994.75	0.00	24,994.75
<b>44545 · ODA Tech, LMA &amp; Scope of Work</b>	0.00	43,740.00	0.00	43,740.00
<b>45000 · Interest Income</b>	0.00	4,292.81	0.00	4,292.81
<b>46430 · MISCELLANEOUS</b>				
<b>46432 · Contributions</b>	0.00	250.00	0.00	250.00
<b>46440 · Refunds and Reimbursements</b>	0.00	7,246.55	0.00	7,246.55
<b>Total 46430 · MISCELLANEOUS</b>	0.00	7,496.55	0.00	7,496.55
<b>47200 · CREP, SQP-Fee for Services</b>	0.00	7,248.00	0.00	7,248.00
<b>47400 · Native Plant Sale Income</b>	0.00	2,474.00	0.00	2,474.00
<b>48000 · TRANSFERS IN</b>				
<b>48100 · Building Reserve Fund</b>	10,000.00	0.00	0.00	10,000.00
<b>48400 · Transfer Admin from Project Fd</b>	0.00	14,556.20	0.00	14,556.20
<b>Total 48000 · TRANSFERS IN</b>	10,000.00	14,556.20	0.00	24,556.20
<b>Total Income</b>	10,000.00	545,328.01	166,845.07	722,173.08
<b>Gross Profit</b>	10,000.00	545,328.01	166,845.07	722,173.08
<b>Expense</b>				
<b>60000 · MATERIALS &amp; SERVICES</b>				
<b>61300 · CONFERENCES AND TRAINING</b>				
<b>61330 · Registration</b>	0.00	2,050.00	0.00	2,050.00
<b>61340 · Training and Education Materie</b>	0.00	249.95	0.00	249.95
<b>Total 61300 · CONFERENCES AND TRAINI</b>	0.00	2,299.95	0.00	2,299.95
<b>61500 · COMMUNITY CONSERVATION PROGRAMS</b>				
<b>61510 · Conservation Education (Youth</b>	0.00	5,100.00	0.00	5,100.00
<b>61520 · Conservation Incentive Progra</b>	0.00	769.70	0.00	769.70
<b>61530 · Invasives Program</b>	0.00	233.04	0.00	233.04
<b>61540 · Native Plant Sale</b>	0.00	3,344.15	0.00	3,344.15
<b>61570 · Soil Quality Program</b>	0.00	336.49	0.00	336.49
<b>61585 · Conservation Leadership - EDI</b>	0.00	60.00	0.00	60.00
<b>Total 61500 · COMMUNITY CONSERVATIO</b>	0.00	9,843.38	0.00	9,843.38
<b>62100 · CONTRACTED AND PROF SERVICES</b>				
<b>62115 · Audit</b>	0.00	4,750.00	0.00	4,750.00
<b>62120 · Computer Support</b>	0.00	722.60	0.00	722.60
<b>62130 · PROFESSIONAL SERVICES</b>				
<b>62140 · Legal</b>	0.00	2,150.00	0.00	2,150.00
<b>62150 · Accounting</b>	0.00	12,109.96	0.00	12,109.96
<b>62170 · Web Design, Logo - Marketi</b>	0.00	388.00	0.00	388.00
<b>Total 62130 · PROFESSIONAL SERVI</b>	0.00	14,647.96	0.00	14,647.96
<b>Total 62100 · CONTRACTED AND PROF SE</b>	0.00	20,120.56	0.00	20,120.56
<b>62300 · Dues/Subscriptions/Fees</b>	0.00	5,276.83	0.00	5,276.83

**Benton Soil & Water Conservation District**  
**Profit & Loss by Class**  
July 2020 through January 2021

	<b>Building Reserve</b>	<b>General Fund</b>	<b>Project Fund</b>	<b>TOTAL</b>
<b>62800 · OFFICE OCCUPANCY</b>				
62810 · Alarm & Janitorial Services	0.00	1,016.24	0.00	1,016.24
62820 · Rent & Parking	0.00	26,493.28	0.00	26,493.28
62830 · Utilities	0.00	7,137.24	0.00	7,137.24
<b>Total 62800 · OFFICE OCCUPANCY</b>	<b>0.00</b>	<b>34,646.76</b>	<b>0.00</b>	<b>34,646.76</b>
<b>65000 · SUPPLIES AND MATERIALS</b>				
<b>65010 · COPIER AND SUPPLIES</b>				
65012 · Copies	0.00	397.85	0.00	397.85
65014 · Lease	0.00	1,167.87	0.00	1,167.87
<b>Total 65010 · COPIER AND SUPPLIES</b>	<b>0.00</b>	<b>1,565.72</b>	<b>0.00</b>	<b>1,565.72</b>
65020 · Equipment	0.00	189.99	0.00	189.99
65030 · Office Supplies	0.00	934.95	0.00	934.95
65040 · Postage	0.00	176.04	0.00	176.04
65050 · Software/Computer Accessorie	0.00	429.97	0.00	429.97
<b>Total 65000 · SUPPLIES AND MATERIALS</b>	<b>0.00</b>	<b>3,296.67</b>	<b>0.00</b>	<b>3,296.67</b>
<b>65110 · PRODUCTION COSTS</b>				
65112 · Advertising and Website	0.00	433.92	0.00	433.92
65116 · Newsletters	0.00	2,407.39	0.00	2,407.39
65118 · Publications	0.00	325.00	0.00	325.00
<b>Total 65110 · PRODUCTION COSTS</b>	<b>0.00</b>	<b>3,166.31</b>	<b>0.00</b>	<b>3,166.31</b>
65120 · Insurance & Fidelity Bond	0.00	3,556.73	0.00	3,556.73
65160 · Miscellaneous	0.00	75.00	0.00	75.00
65320 · Mileage/travel related expenses	0.00	341.45	0.00	341.45
65400 · Meetings & Events	0.00	257.94	0.00	257.94
<b>Total 60000 · MATERIALS &amp; SERVICES</b>	<b>0.00</b>	<b>82,881.58</b>	<b>0.00</b>	<b>82,881.58</b>
<b>66000 · PAYROLL EXPENSES</b>				
66200 · Wages	0.00	170,633.14	26,597.74	197,230.88
66410 · Health, Dental & Life Insurance	0.00	26,977.56	4,774.76	31,752.32
66420 · Retirement	0.00	11,080.12	1,779.43	12,859.55
<b>66500 · Payroll Taxes</b>				
66510 · FICA Employer	0.00	12,630.93	1,998.80	14,629.73
66520 · SUTA	0.00	707.41	120.57	827.98
66530 · OR-WBF	0.00	54.29	10.45	64.74
<b>Total 66500 · Payroll Taxes</b>	<b>0.00</b>	<b>13,392.63</b>	<b>2,129.82</b>	<b>15,522.45</b>
66800 · Fees	0.00	92.75	0.00	92.75
<b>Total 66000 · PAYROLL EXPENSES</b>	<b>0.00</b>	<b>222,176.20</b>	<b>35,281.75</b>	<b>257,457.95</b>
<b>68000 · PROJECTS-SVC-SUPP-MATERIALS</b>				
68010 · Project Contracted Services	0.00	0.00	115,686.55	115,686.55
68020 · Project Mileage & Travel	0.00	0.00	820.57	820.57
68040 · Project Supplies & Materials	0.00	0.00	500.00	500.00
<b>Total 68000 · PROJECTS-SVC-SUPP-MATERIA</b>	<b>0.00</b>	<b>0.00</b>	<b>117,007.12</b>	<b>117,007.12</b>
<b>69400 · TRANSFERS OUT</b>				
69410 · Trf GF to Building Reserve Fd	0.00	10,000.00	0.00	10,000.00

**Benton Soil & Water Conservation District**  
**Profit & Loss by Class**  
July 2020 through January 2021

	<b>Building Reserve</b>	<b>General Fund</b>	<b>Project Fund</b>	<b>TOTAL</b>
<b>69440 · Trf PF to General Fund</b>	0.00	0.00	14,556.20	14,556.20
<b>Total 69400 · TRANSFERS OUT</b>	0.00	10,000.00	14,556.20	24,556.20
<b>Total Expense</b>	0.00	315,057.78	166,845.07	481,902.85
<b>Net Ordinary Income</b>	10,000.00	230,270.23	0.00	240,270.23
<b>Net Income</b>	<b>10,000.00</b>	<b>230,270.23</b>	<b>0.00</b>	<b>240,270.23</b>

**Benton Soil & Water Conservation District**  
**Profit & Loss YTD Comparison**  
July 2020 through January 2021

	<b>Jul '20 - Jan 21</b>	<b>Jul '19 - Jan 20</b>	<b>\$ Change</b>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
43300 - Grant/Project Administration	166,845.07	194,904.88	-28,059.81
44535 - Taxes Levied	440,525.70	424,604.51	15,921.19
44540 - ODA Operations	24,994.75	24,994.75	0.00
44545 - ODA Tech, LMA & Scope of Work	43,740.00	43,740.00	0.00
44550 - ODA - SIA	0.00	5,135.29	-5,135.29
44555 - NRCS - TA	0.00	4,972.88	-4,972.88
45000 - Interest Income	4,292.81	9,453.74	-5,160.93
46430 - MISCELLANEOUS			
46432 - Contributions	250.00	1,828.00	-1,578.00
46440 - Refunds and Reimbursements	7,246.55	0.00	7,246.55
<b>Total 46430 - MISCELLANEOUS</b>	<b>7,496.55</b>	<b>1,828.00</b>	<b>5,668.55</b>
47200 - CREP, SQP-Fee for Services	7,248.00	16,392.70	-9,144.70
47400 - Native Plant Sale Income	2,474.00	15,515.80	-13,041.80
48000 - TRANSFERS IN			
48100 - Building Reserve Fund	10,000.00	5,000.00	5,000.00
48400 - Transfer Admin from Project Fd	14,556.20	21,543.20	-6,987.00
48500 - Transfer Admin from Gen Fund	0.00	466.00	-466.00
<b>Total 48000 - TRANSFERS IN</b>	<b>24,556.20</b>	<b>27,009.20</b>	<b>-2,453.00</b>
<b>Total Income</b>	<b>722,173.08</b>	<b>768,551.75</b>	<b>-46,378.67</b>
<b>Gross Profit</b>	<b>722,173.08</b>	<b>768,551.75</b>	<b>-46,378.67</b>
<b>Expense</b>			
<b>60000 - MATERIALS &amp; SERVICES</b>			
<b>61300 - CONFERENCES AND TRAINING</b>			
61310 - Lodging	0.00	782.50	-782.50
61320 - Meals/per diem	0.00	44.28	-44.28
61330 - Registration	2,050.00	708.45	1,341.55
61340 - Training and Education Material	249.95	84.99	164.96
<b>Total 61300 - CONFERENCES AND TRAINING</b>	<b>2,299.95</b>	<b>1,620.22</b>	<b>679.73</b>
<b>61500 - COMMUNITY CONSERVATION PROGRAMS</b>			
61510 - Conservation Education (Youth)	5,100.00	4,062.54	1,037.46
61520 - Conservation Incentive Program	769.70	487.87	281.83
61530 - Invasives Program	233.04	1,507.94	-1,274.90
61540 - Native Plant Sale	3,344.15	9,079.42	-5,735.27
61570 - Soil Quality Program	336.49	768.83	-432.34
61585 - Conservation Leadership - EDI	60.00	197.68	-137.68
<b>Total 61500 - COMMUNITY CONSERVATION PROGR.</b>	<b>9,843.38</b>	<b>16,104.28</b>	<b>-6,260.90</b>
<b>62100 - CONTRACTED AND PROF SERVICES</b>			
62115 - Audit	4,750.00	4,650.00	100.00
62120 - Computer Support	722.60	767.00	-44.40
<b>62130 - PROFESSIONAL SERVICES</b>			
62140 - Legal	2,150.00	500.00	1,650.00

**Benton Soil & Water Conservation District**  
**Profit & Loss YTD Comparison**  
July 2020 through January 2021

	Jul '20 - Jan 21	Jul '19 - Jan 20	\$ Change
62150 · Accounting	12,109.96	11,844.40	265.56
62170 · Web Design, Logo - Marketing	388.00	776.00	-388.00
<b>Total 62130 · PROFESSIONAL SERVICES</b>	<b>14,647.96</b>	<b>13,120.40</b>	<b>1,527.56</b>
<b>Total 62100 · CONTRACTED AND PROF SERVICES</b>	<b>20,120.56</b>	<b>18,537.40</b>	<b>1,583.16</b>
62300 · Dues/Subscriptions/Fees	5,276.83	4,348.59	928.24
<b>62800 · OFFICE OCCUPANCY</b>			
62810 · Alarm & Janitorial Services	1,016.24	1,145.04	-128.80
62820 · Rent & Parking	26,493.28	27,376.20	-882.92
62830 · Utilities	7,137.24	4,166.25	2,970.99
<b>Total 62800 · OFFICE OCCUPANCY</b>	<b>34,646.76</b>	<b>32,687.49</b>	<b>1,959.27</b>
<b>65000 · SUPPLIES AND MATERIALS</b>			
<b>65010 · COPIER AND SUPPLIES</b>			
65012 · Copies	397.85	634.28	-236.43
65014 · Lease	1,167.87	1,167.87	0.00
<b>Total 65010 · COPIER AND SUPPLIES</b>	<b>1,565.72</b>	<b>1,802.15</b>	<b>-236.43</b>
65020 · Equipment	189.99	1,031.00	-841.01
65030 · Office Supplies	934.95	1,041.53	-106.58
65040 · Postage	176.04	285.26	-109.22
65050 · Software/Computer Accessories	429.97	0.00	429.97
<b>Total 65000 · SUPPLIES AND MATERIALS</b>	<b>3,296.67</b>	<b>4,159.94</b>	<b>-863.27</b>
<b>65110 · PRODUCTION COSTS</b>			
65112 · Advertising and Website	433.92	184.75	249.17
65116 · Newsletters	2,407.39	1,610.01	797.38
65118 · Publications	325.00	0.00	325.00
<b>Total 65110 · PRODUCTION COSTS</b>	<b>3,166.31</b>	<b>1,794.76</b>	<b>1,371.55</b>
65120 · Insurance & Fidelity Bond	3,556.73	1,970.28	1,586.45
65160 · Miscellaneous	75.00	22.00	53.00
65320 · Mileage/travel related expenses	341.45	2,779.99	-2,438.54
65400 · Meetings & Events	257.94	1,893.04	-1,635.10
<b>Total 60000 · MATERIALS &amp; SERVICES</b>	<b>82,881.58</b>	<b>85,917.99</b>	<b>-3,036.41</b>
<b>66000 · PAYROLL EXPENSES</b>			
66200 · Wages	197,230.88	198,513.44	-1,282.56
66410 · Health, Dental & Life Insurance	31,752.32	30,304.19	1,448.13
66420 · Retirement	12,859.55	11,607.24	1,252.31
<b>66500 · Payroll Taxes</b>			
66510 · FICA Employer	14,629.73	14,387.24	242.49
66520 · SUTA	827.98	2,678.50	-1,850.52
66530 · OR-WBF	64.74	67.79	-3.05
<b>Total 66500 · Payroll Taxes</b>	<b>15,522.45</b>	<b>17,133.53</b>	<b>-1,611.08</b>
66800 · Fees	92.75	147.75	-55.00
<b>Total 66000 · PAYROLL EXPENSES</b>	<b>257,457.95</b>	<b>257,706.15</b>	<b>-248.20</b>
<b>68000 · PROJECTS-SVC-SUPP-MATERIALS</b>			

**Benton Soil & Water Conservation District**  
**Profit & Loss YTD Comparison**  
 July 2020 through January 2021

	<b>Jul '20 - Jan 21</b>	<b>Jul '19 - Jan 20</b>	<b>\$ Change</b>
<b>68010 · Project Contracted Services</b>	115,686.55	149,833.63	-34,147.08
<b>68020 · Project Mileage &amp; Travel</b>	820.57	223.00	597.57
<b>68030 · Project Other</b>	0.00	496.00	-496.00
<b>68040 · Project Supplies &amp; Materials</b>	500.00	69.25	430.75
<b>68050 · Project Training</b>	0.00	276.86	-276.86
<b>Total 68000 · PROJECTS-SVC-SUPP-MATERIALS</b>	<b>117,007.12</b>	<b>150,898.74</b>	<b>-33,891.62</b>
<b>69400 · TRANSFERS OUT</b>			
<b>69410 · Trf GF to Building Reserve Fd</b>	10,000.00	5,000.00	5,000.00
<b>69440 · Trf PF to General Fund</b>	14,556.20	21,543.20	-6,987.00
<b>69450 · Trf GF to General Fund</b>	0.00	466.00	-466.00
<b>Total 69400 · TRANSFERS OUT</b>	<b>24,556.20</b>	<b>27,009.20</b>	<b>-2,453.00</b>
<b>Total Expense</b>	<b>481,902.85</b>	<b>521,532.08</b>	<b>-39,629.23</b>
<b>Net Ordinary Income</b>	<b>240,270.23</b>	<b>247,019.67</b>	<b>-6,749.44</b>
<b>Net Income</b>	<b>240,270.23</b>	<b>247,019.67</b>	<b>-6,749.44</b>

**Benton Soil & Water Conservation District**  
**P&L Budget vs. Actual GENERAL FUND**  
July 2020 through January 2021

	Jul '20 - Jan 21	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	440,525.70	450,000.00	-9,474.30	97.9%
44540 · ODA Operations	24,994.75	24,995.00	-0.25	100.0%
44545 · ODA Tech, LMA & Scope of Work	43,740.00	58,320.00	-14,580.00	75.0%
45000 · Interest Income	4,292.81	10,000.00	-5,707.19	42.93%
<b>46430 · MISCELLANEOUS</b>				
46432 · Contributions	250.00			
46440 · Refunds and Reimbursements	7,246.55			
46430 · MISCELLANEOUS - Other	0.00	9,467.60	-9,467.60	0.0%
<b>Total 46430 · MISCELLANEOUS</b>	<b>7,496.55</b>	<b>9,467.60</b>	<b>-1,971.05</b>	<b>79.18%</b>
47200 · CREP, SQP-Fee for Services	7,248.00	9,816.00	-2,568.00	73.84%
47400 · Native Plant Sale Income	2,474.00	16,000.00	-13,526.00	15.46%
<b>48000 · TRANSFERS IN</b>				
48400 · Transfer Admin from Project Fd	14,556.20	74,659.00	-60,102.80	19.5%
<b>Total 48000 · TRANSFERS IN</b>	<b>14,556.20</b>	<b>74,659.00</b>	<b>-60,102.80</b>	<b>19.5%</b>
<b>Total Income</b>	<b>545,328.01</b>	<b>1,216,966.60</b>	<b>-671,638.59</b>	<b>44.81%</b>
<b>Gross Profit</b>				
	545,328.01	1,216,966.60	-671,638.59	44.81%
<b>Expense</b>				
<b>60000 · MATERIALS &amp; SERVICES</b>				
<b>61300 · CONFERENCES AND TRAINING</b>				
61330 · Registration	2,050.00			
61340 · Training and Education Mater	249.95			
61300 · CONFERENCES AND TRAININ	0.00	12,000.00	-12,000.00	0.0%
<b>Total 61300 · CONFERENCES AND TRAI</b>	<b>2,299.95</b>	<b>12,000.00</b>	<b>-9,700.05</b>	<b>19.17%</b>
<b>61500 · COMMUNITY CONSERVATION PROGRAMS</b>				
61510 · Conservation Education (You	5,100.00	5,250.00	-150.00	97.14%
61520 · Conservation Incentive Progr	769.70	3,000.00	-2,230.30	25.66%
61530 · Invasives Program	233.04	3,000.00	-2,766.96	7.77%
61540 · Native Plant Sale	3,344.15	16,000.00	-12,655.85	20.9%
61560 · Scholarships/Internships	0.00	600.00	-600.00	0.0%
61570 · Soil Quality Program	336.49	3,000.00	-2,663.51	11.22%
61585 · Conservation Leadership - EE	60.00	2,000.00	-1,940.00	3.0%
<b>Total 61500 · COMMUNITY CONSERVATI</b>	<b>9,843.38</b>	<b>32,850.00</b>	<b>-23,006.62</b>	<b>29.97%</b>
<b>62100 · CONTRACTED AND PROF SERVICES</b>				
62115 · Audit	4,750.00	5,000.00	-250.00	95.0%
62120 · Computer Support	722.60	4,000.00	-3,277.40	18.07%
<b>62130 · PROFESSIONAL SERVICES</b>				
62140 · Legal	2,150.00			
62150 · Accounting	12,109.96	45,000.00	-32,890.04	26.91%
62160 · Facilitation	0.00	6,000.00	-6,000.00	0.0%



**Benton Soil & Water Conservation District**  
**P&L Budget vs. Actual GENERAL FUND**  
July 2020 through January 2021

	Jul '20 - Jan 21	Budget	\$ Over Budget	% of Budget
62170 · Web Design, Logo - Marke	388.00			
<b>Total 62130 · PROFESSIONAL SERVI</b>	<b>14,647.96</b>	<b>51,000.00</b>	<b>-36,352.04</b>	<b>28.72%</b>
62190 · Misc Contracted Services	0.00	33,301.60	-33,301.60	0.0%
<b>Total 62100 · CONTRACTED AND PROF S</b>	<b>20,120.56</b>	<b>93,301.60</b>	<b>-73,181.04</b>	<b>21.57%</b>
62300 · Dues/Subscriptions/Fees	5,276.83	13,000.00	-7,723.17	40.59%
<b>62800 · OFFICE OCCUPANCY</b>				
62810 · Alarm & Janitorial Services	1,016.24	3,500.00	-2,483.76	29.04%
62820 · Rent & Parking	26,493.28	46,000.00	-19,506.72	57.59%
62830 · Utilities	7,137.24	12,000.00	-4,862.76	59.48%
62840 · Other	0.00	1,500.00	-1,500.00	0.0%
<b>Total 62800 · OFFICE OCCUPANCY</b>	<b>34,646.76</b>	<b>63,000.00</b>	<b>-28,353.24</b>	<b>55.0%</b>
<b>65000 · SUPPLIES AND MATERIALS</b>				
<b>65010 · COPIER AND SUPPLIES</b>				
65012 · Copies	397.85			
65014 · Lease	1,167.87			
65010 · COPIER AND SUPPLIES -	0.00	3,500.00	-3,500.00	0.0%
<b>Total 65010 · COPIER AND SUPPLIES</b>	<b>1,565.72</b>	<b>3,500.00</b>	<b>-1,934.28</b>	<b>44.74%</b>
65020 · Equipment	189.99	5,000.00	-4,810.01	3.8%
65030 · Office Supplies	934.95	2,000.00	-1,065.05	46.75%
65040 · Postage	176.04	1,000.00	-823.96	17.6%
65050 · Software/Computer Accessor	429.97	2,000.00	-1,570.03	21.5%
<b>Total 65000 · SUPPLIES AND MATERIALS</b>	<b>3,296.67</b>	<b>13,500.00</b>	<b>-10,203.33</b>	<b>24.42%</b>
<b>65110 · PRODUCTION COSTS</b>				
65112 · Advertising and Website	433.92	1,500.00	-1,066.08	28.93%
65114 · Merchandise	0.00	1,000.00	-1,000.00	0.0%
65116 · Newsletters	2,407.39	2,000.00	407.39	120.37%
65118 · Publications	325.00	500.00	-175.00	65.0%
<b>Total 65110 · PRODUCTION COSTS</b>	<b>3,166.31</b>	<b>5,000.00</b>	<b>-1,833.69</b>	<b>63.33%</b>
65120 · Insurance & Fidelity Bond	3,556.73	4,000.00	-443.27	88.92%
65160 · Miscellaneous	75.00	1,000.00	-925.00	7.5%
65320 · Mileage/travel related expenses	341.45	4,000.00	-3,658.55	8.54%
65400 · Meetings & Events	257.94	4,000.00	-3,742.06	6.45%
<b>Total 60000 · MATERIALS &amp; SERVICES</b>	<b>82,881.58</b>	<b>245,651.60</b>	<b>-162,770.02</b>	<b>33.74%</b>
<b>66000 · PAYROLL EXPENSES</b>				
66200 · Wages	170,633.14	314,419.10	-143,785.96	54.27%
66410 · Health, Dental & Life Insurance	26,977.56	50,178.25	-23,200.69	53.76%
66420 · Retirement	11,080.12	20,407.53	-9,327.41	54.29%
<b>66500 · Payroll Taxes</b>				
66510 · FICA Employer	12,630.93			
66520 · SUTA	707.41			
66530 · OR-WBF	54.29			
66500 · Payroll Taxes - Other	0.00	27,875.12	-27,875.12	0.0%
<b>Total 66500 · Payroll Taxes</b>	<b>13,392.63</b>	<b>27,875.12</b>	<b>-14,482.49</b>	<b>48.05%</b>

**Benton Soil & Water Conservation District**  
**P&L Budget vs. Actual GENERAL FUND**  
 July 2020 through January 2021

	<b>Jul '20 - Jan 21</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
66800 · Fees	92.75			
<b>Total 66000 · PAYROLL EXPENSES</b>	<b>222,176.20</b>	<b>412,880.00</b>	<b>-190,703.80</b>	<b>53.81%</b>
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%
<b>69400 · TRANSFERS OUT</b>				
69410 · Trf GF to Building Reserve Fd	10,000.00	10,000.00	0.00	100.0%
<b>Total 69400 · TRANSFERS OUT</b>	<b>10,000.00</b>	<b>10,000.00</b>	<b>0.00</b>	<b>100.0%</b>
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%
<b>Total Expense</b>	<b>315,057.78</b>	<b>1,216,966.60</b>	<b>-901,908.82</b>	<b>25.89%</b>
<b>Net Ordinary Income</b>	<b>230,270.23</b>	<b>0.00</b>	<b>230,270.23</b>	<b>100.0%</b>
<b>Net Income</b>	<b>230,270.23</b>	<b>0.00</b>	<b>230,270.23</b>	<b>100.0%</b>

**Benton Soil & Water Conservation District**  
**P&L Budget vs. Actual PROJECT FUND**  
 July 2020 through January 2021

	<b>Jul '20 - Jan 21</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
43300 · Grant/Project Administration	166,845.07	889,187.00	-722,341.93	18.76%
<b>Total Income</b>	<u>166,845.07</u>	<u>889,187.00</u>	<u>-722,341.93</u>	<u>18.76%</u>
<b>Gross Profit</b>	166,845.07	889,187.00	-722,341.93	18.76%
<b>Expense</b>				
<b>66000 · PAYROLL EXPENSES</b>				
66200 · Wages	26,597.74	53,417.00	-26,819.26	49.79%
66410 · Health, Dental & Life Insurance	4,774.76	14,107.00	-9,332.24	33.85%
66420 · Retirement	1,779.43	5,447.00	-3,667.57	32.67%
66500 · Payroll Taxes				
66510 · FICA Employer	1,998.80			
66520 · SUTA	120.57			
66530 · OR-WBF	10.45			
66500 · Payroll Taxes - Other	0.00	7,020.00	-7,020.00	0.0%
<b>Total 66500 · Payroll Taxes</b>	<u>2,129.82</u>	<u>7,020.00</u>	<u>-4,890.18</u>	<u>30.34%</u>
<b>Total 66000 · PAYROLL EXPENSES</b>	<u>35,281.75</u>	<u>79,991.00</u>	<u>-44,709.25</u>	<u>44.11%</u>
<b>68000 · PROJECTS-SVC-SUPP-MATERIALS</b>				
68010 · Project Contracted Services	115,686.55			
68020 · Project Mileage & Travel	820.57			
68040 · Project Supplies & Materials	500.00			
68000 · PROJECTS-SVC-SUPP-MATERIALS	0.00	734,537.00	-734,537.00	0.0%
<b>Total 68000 · PROJECTS-SVC-SUPP-MATERIALS</b>	<u>117,007.12</u>	<u>734,537.00</u>	<u>-617,529.88</u>	<u>15.93%</u>
<b>69400 · TRANSFERS OUT</b>				
69440 · Trf PF to General Fund	14,556.20	74,659.00	-60,102.80	19.5%
<b>Total 69400 · TRANSFERS OUT</b>	<u>14,556.20</u>	<u>74,659.00</u>	<u>-60,102.80</u>	<u>19.5%</u>
<b>Total Expense</b>	<u>166,845.07</u>	<u>889,187.00</u>	<u>-722,341.93</u>	<u>18.76%</u>
<b>Net Ordinary Income</b>	0.00	0.00	0.00	0.0%
<b>Net Income</b>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.0%</u></u>

January 2021 Qtrly All Grant Projects Financial Report.xlsx

Project Name	Grant #	Funding Agency	Start Date	End Date	Status	Final Report Due Date	Fund Amount	(INCOME) Received to	Earned Income to	(EXPENSES) Spent to	Grant Receivabl	Remaining balance to	Grant Manager	Grant Report Dates	How grant funds are received	Admin Expected	Admin Earned	Admin Remaining
Effectiveness Monitoring WAHWG	2009-012-00	BPA	6/1/2020	5/31/2021	Open		157,527	19,947	19,947	19,947	0	137,580	LB			4,775	1,813	2,962
Shared Space EDI Initiative	18040175	MMT	1/1/2019	12/31/2020	Open	2/15/2021	149,388	149,388	113,366	113,366	36,022	0	HK	12/9/19 and 2/15/21	two checks; one at the beginning of each calendar year	12,300	9,144	3,156
Willamette Mainstem Restoration Opportunities and Strategies for Engagement	20100515	MMT	11/1/2020	10/31/2022		12/15/2022	70,164	70,164	0	0	70,164	0	LB	5/15/21 & 12/15/22	100% of funds at beginning of grant	6,379	0	6,379
Ludwigia Management Alternatives	19100538	MMT	12/1/2019	12/31/2022	Open	2/15/2023	27,742	27,742	5,440	5,440	22,302	0	LB	Interim Report: 1/1/2021 & 1/1/2022. Final Report 2/15/2023	100% of funds at beginning of grant	2,522	495	2,027
State of the River Synthesis	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	33,771	33,771	6,229	0	LB	Interim Report: 3/1/2020 & Final Report: 4/15/2021	100 % of funds at beginning of grant	3,636	3,046	590
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	8,788	8,788	5,072	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	598	1,922
Purge the Spurge! EDRR and Community Outreach	2020-33-011	ODA-OSWB	2/28/2020	4/30/2021	Open	6/30/2021	8,808	6,606	6,115	6,115	491	2,202	LB		*50% of funds received at start of grant *25% of funds are received after interim grant report submitted and approved by ODA *final funds are received after final grant report submitted and approved by ODA	801	556	245
100 Acre Wood Habitat Project - Plant Establishment	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 (Phase 3)	218-8390-17212	OWEB	2/4/2020	12/31/2021	Open	2/28/2022	100,000	23,485	37,850	37,850	-14,365	76,515	LB	Interim Report: 12/31/2020 & Final Report: 2/28/2022	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	9,091	3,441	5,650
Willamette FIP Effectiveness Monitoring Program Phase 4: Data Collection 2020-2021 and Reporting	220-8201-17233	OWEB	1/1/2020	12/31/2022	Open	2/28/2023	119,988	986	986	986	0	119,002	LB	Interim Report: 6/30/2021 & Final Report: 2/28/2023	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	10,908	90	10,818
2019 data collection for WFIP Effectiveness Monitoring (Phase 2)	218-8201-16520	OWEB	1/1/2019	6/30/2021	Open	2/28/2021	119,983	107,995	119,982	119,982	-11,988	11,988	LB		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	10,908	0
OWEB SIA grant	218-8010-16782	OWEB	3/4/2019	12/22/2023	Open	12/22/2023	125,000	35,921	36,504	36,504	-583	89,079	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	3,261	8,103

January 2021 Qtrly All Grant Projects Financial Report.xlsx

Project Name	Grant #	Funding Agency	Start Date	End Date	Status	Final Report Due Date	Fund Amount	(INCOME) Received to	Earned Income to	(EXPENSES) Spent to	Grant Receivabl	Remaining balance to	Grant Manager	Grant Report Dates	How grant funds are received	Admin Expected	Admin Earned	Admin Remaining
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	0	23,084
Fackrell Soil & Water Imp	09-20-002	OWEB	12/5/2020	10/16/2022	Open	12/16/2022	10,123	0	0	0	0	10,123	DS	12/16/2022, 10/16/2024	no funds received at start of grant; funds received by reimbursement of invoices/receipts submitted by BWCD two times total; OWEB holds last 10% of funds until they receive and approve of Final Report.	1,012	0	1,012
Willamette Anchor Habitat Working Group Monitoring Framework (Phase 1)	216-8201-15838	OWEB-FIP	11/1/2017	12/31/2020	Open	2/28/2021	129,954	116,959	129,954	129,954	-12,995	12,995	LB	Final report due August 29, 2020.	no funds received at start of grant; funds received by reimbursement of invoices/receipts for amounts of \$250 or more submitted by BSWCD; OWEB holds last 10% of funds (\$12,995) until they receive and approve of Final Report at end of grant	11,814	11,814	0
<b>Total</b>							<b>1,431,589</b>	<b>706,166</b>				<b>725,423</b>					<b>46,457</b>	<b>78,956</b>



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**FY2021-2022 BUDGET CALENDAR**

**Budget Year: July 1, 2021 - June 30, 2022**

- Proposed Budget Prepared.....May 17, 2021
- Publish first notice of Budget Committee Meeting.....May 10, 2021  
*(Submit by May 3 to Gazette Times – notice must appear 5 to 30 days before the meeting)*
- Publish second notice of Budget Committee Meeting.....May 10, 2021  
*(post on website for at least the 10 days before the meeting)*
- Budget Committee Meeting.....May 24, 2021**  
**6:00-7:15 pm Virtual Meeting through Zoom Video Conference or Call-In**  
*Approve Budget and Set Tax Rate or reconvene as agreed to by committee*
- Publish notice of 2<sup>nd</sup> Budget Committee Meeting (if needed).....per public meeting law
- Second Budget Committee Meeting (if needed) .....June 2, 2021**
- Publish Budget Hearing Notice..... May 26, 2021  
*(Submit by May 19 – notice must appear 5 to 30 days before the hearing)*
- Hold Budget Hearing.....June 14, 2021**
- Enact Resolutions.....June 14, 2021  
*Includes: Adopt budget, make appropriations,  
Declare the tax levy by fund, and categorize the levy*
- Certify Tax to Assessor.....by July 15, 2021
- Budget (LB forms) to Benton County Clerk.....by September 30, 2021

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



## Benton Soil and Water CONSERVATION DISTRICT

**Date:** February 28, 2021

**To:** Benton SWCD Directors

**From:** Holly Crosson, Executive Director

**Re:** February 2021 Monthly Report for March 2021 Board Packet

### **COVID-19**

- Sent vaccination information to staff.
- Cleaned up a lot of debris in office post vent-cleaning.
- Continued to receive regular Covid updates from CDC, Oregon Health Authority, Governor's office, SDAO, Benton County, CEA, and HR Answers.

### **OFFICE MOVE**

- Looked at six additional office spaces with Jerry and commercial realtor.
- Met with IT contractor about considerations in new office spaces.
- Developed new contract with Lori Stephens, architect, to design potential office space.
- Met with architect and Jerry to discuss design.

### **THE CONFLUENCE**

- Phone call with Kirk to get update on 2/18 steering committee meeting.
- Phone call with Diane to get update on CEC second floor mezzanine plan.

### **DEIJ**

- Attended DEIJ Equity Lens development meeting with Yee Won, Henry, Teresa, and Heath.
- Attended DEIJ Change Agent meeting with Alexis.
- Read Friday Learning Lunch article but had another meeting so couldn't attend lunch.

### **PROGRAMS/PROJECTS/PARTNERSHIPS**

- Attended meeting with ODA's WQ staff to share programmatic updates and future plans (Donna and Teresa also attended).
- *Completed tasks for Laura's position:* weekly emails; grant management on 11 projects; finalized and signed contracts; received OWEB payments; submitted new USGS invoices for payment; coordinated with grant partners; phone meeting with BPA staff to set up new account in their system; updated tracking documents; met with Jenny about grant fiscal admin.
- NPS - filled NPS orders prior to sale; followed up on emails sent by volunteers; sent thank yous.

## **FISCAL**

- Had a phone meeting with Ed Easterling about roles and responsibilities of Budget Committee members.
- Read Oregon Treasury Report on Short Term Rate decline (result is a decrease in interest income on our LGIP funds).
- Began coordinating FY22 budget-related tasks with Jenny and Linda.
- Attended Conservation Finance Webinar.
- Tracked ACH deposits for grant payments and distributed reports to Jenny and appropriate project management staff.
- Reviewed/authorized/completed/submitted: staff timesheets, payroll, bills, invoices, CIRs, EFTs, fiscal admin and other accounting on grants, Jenny's journal entry approvals, monthly financial reports, checks, credit card accounts, bank statements, account reconciliations, bank deposits, and LGIP balance.
- Held weekly meetings with bookkeeper and Operations Manager.

## **PERSONNEL**

- Attended 3-hr SDAO HR Alliance Round Table.
- Attended SDAO/SDIS Benefits meeting with updates for 2021 medical/dental/vision plans and other benefits (life insurance, STDI).
- Attended 2 days of SDAO Annual Conference (virtual) sessions on Hiring and Management in the Digital World; Effective Performance Management; The Changing Workplace; Storytelling/Marketing; Legislative Session.
- *Open Staff Position*: continued recruitment; reviewed applications; developed interview questions; updated interview guidelines; conducted interview; developed questions to ask applicant's references; connected with BioMed about criminal background checks; follow up response to applicant questions.
- Had check-in meeting with Donna on 2/18.
- Attended two Team Building sessions with staff and facilitator; reviewed and commented on draft documents.
- Attended 4 ODA trainings: Coaching for Managers, Time and Stress Management, and two separate Manager Round Tables with SWCD ED/DMs.
- Participated in weekly Zoom staff meetings.
- Prepared safety talk on safety at the home workstation during telework status; requested that staff do a safety self-assessment using checklist.

## **BOARD**

- Board Meeting: developed March agenda; reviewed draft January financials; reviewed draft February minutes; updated budget calendar.

## **MISCELLANEOUS**

- Reviewed Linda's new records destruction log.



The e-news topics and number of email opens and people reached via Facebook and Instagram are listed below. Because I was working out at Davis Family Farm for the plant sale from January 29 through February 13, I did not send out e-news for three Fridays.

Date sent	E-news Title	# Opens	Facebook/ Instagram Reach
2/19	<a href="#">Making the Outdoors a More Welcoming &amp; Inclusive Space</a>	182	174

**Winter Wildlife Field Days – March 1-14**

The activities for this family-friendly event can be accessed on the Finley Refuge website [here](#). Get your passport at one of the parks listed [here](#). Our entry is the Bird and Tree BINGO.

**NATIVE PLANT SALE**

During the Native Plant Sale extravaganza, Teresa and I spent more time with BSWCD volunteers, customers, and vendors than we had during the whole past year put together! It was heart-warming and fulfilling to work hard together for a great cause. Even with the icy weather, all but 20 customers came for their plants during the scheduled pick-up days. And as of this writing, only two customers haven't rescheduled their pick up time.

The pandemic sparked an uptick in gardening projects across the country, and we saw evidence of that here at the District. Between June 1 and December 31, 2020, 267 customers placed 348 orders for 7,675 native plants and 249 packets of native seeds! (These numbers exclude the Fall Bulb and Seed Sale.)

Because we order the plants from the wholesale nurseries and don't know how many plants we will sell, we always end up with some plants leftover. This year we had 162 plants left over, and were able to donate them, along with 80 seed packets, to North Santiam Watershed Council. The Council is giving the plants to private landowners whose properties were hit by the Beachie Creek Fire.

When the winter arrived and the pandemic was still looming large, we realized we needed to totally restructure how we unite our customers with their plants. To offer a contactless pick-up event, we needed a new venue where we could spend a lot more time pre-packaging everyone's orders, so we reached out to Russell and Betsy Davis of [Davis Family Farm](#). They have

been loaning us garden cards for the plant sale for years and were happy to help us create a safe and successful event by generously offering the use of their nursery, retail shop, and parking area. We are so grateful to Russell and Betsy!

The next critical ingredient was an army of willing volunteers! Teresa developed a thorough plan for



Teresa with married volunteers Al and Sue on a pick-up day.

rotating small shifts of masked, social-distancing volunteers to help us label, sort, and prepare the plants, fill all 348 orders, run the contactless pick-up days, and clean up the greenhouse. All told, 38 volunteers filled more than 60 volunteer slots over eleven days! With this amazing group of native plant enthusiasts and District supporters, we successfully distributed plants to all but 20 of the 267 customers during the plant pick up extravaganza at Davis Family Farm. The last twenty customers couldn't get there due to the icy weather, and so they have rescheduled to pick up their plants directly from me.

I sent all our 267 customers an email expressing our gratitude and asked them to submit feedback via a survey. The survey also asked them to share what inspired them to grow native plants. Already, 50 customers have submitted a response!

Here are a few of our customers' stories:

"I was raised in a yard full of trilliums and sword ferns. My parents bought one of the first houses in a subdivision and my very pregnant mom spent weeks going around the neighborhood and saving native plants from the bulldozer. Picture a small woman with an enormous stomach hauling a wheelbarrow and a toddler around in the rain. It definitely inspires one to get off their duff. I've been slowly removing non-native plants from my yard and replacing them as time and



All the plants pictured here are part of our largest order with a retail value over \$700.

money allows.”

“I have been interested in native plants for a long time, and always included some native plants in my garden. But I didn’t fully appreciate the importance of having a native garden until last spring, when I watched a lecture by Doug Tallamy, and subsequently read two of his books. From his work, I became aware of the connection between restoring native plants and supporting native pollinator and butterfly populations. Since that time, my spouse and I have been replacing much of our existing garden areas with native plantings, and also have taken out large areas of our lawn to create native plantings. “

“To improve the health of my local ecosystem. I want to see wildlife thrive on my patch of land. I want to create a safe space where they have what they need to survive. I want all of our native insects, flora and fauna to have the ecosystem they evolved to live in. I can’t erase all of the damage we’ve done to the planet, but I can try to improve my small corner.”

This year has presented many new challenges and opportunities. We felt very fortunate to be supported in the native plant sale by so many people. Teresa and I extend heartfelt thanks to our Board of Directors, our coworkers, the native plant nurseries ([SevenOaks Native Nursery](#), [Champoeg Nursery](#), [Willamette Gardens LLC](#), and [Heritage Seedlings](#)) who grow the plants we offer, Russell and Betsy of Davis Family Farms, the dedicated native plant sale volunteers, and all of the customers who contribute to a more vibrant future with every native plant they put in the ground.

## Diversity, Equity, & Inclusion Process

### Fourth Friday Learning Lunch -

Our learning lunch workgroup invites all members of The Confluence to participate in the topic selection process.

[Sign up here](#) to help with topic selection in 2021!

Thanks!!

### Developing a DEI Action Plan for The Confluence and for BSWCD

The Confluence has developed a draft equity lens, vision and values, and DEI action plan. Workgroups are meeting in February to make final edits and will submit to Confluence Steering Committee for approval in March or April at the latest.

### Draft BSWCD Plan Development Summary

BSWCD equity committee met with our DEI consultant, Yee Won, on February 19 to develop an equity lens . [An equity lens](#) is “a tool used to improve planning, decision-making, and resources allocation leading to more equitable policies and programs. We have a follow up meeting scheduled for March 10.



Date: February 26, 2021  
To: Benton SWCD Directors  
From: Linda Lovett, Operations Manager  
Re: February 2021 Report for March 2021 Board Packet



#### **A. Office Administration**

- Updated monthly office duties schedule.
- Checked with Oregon State Archives on requirements regarding retention of permanent records and destruction of documents no longer requiring retention. Created record destruction log and boxed and documented two boxes of CIRs for destruction.
- Filed paperwork (financial, personnel, board meeting, etc.) during visits to office.

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

- Began updating LB forms for FY22 budget.
- Reviewed and authorized staff Check Issuance Request (CIR) and Credit Card Receipt (CCR) forms; submitted CIRs and CCRs to Holly; deposited cash and checks.

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

- NRCPM position recruitment: developed spreadsheet for reviewing applications, reviewed applications and responded to applicant emails, reviewed interview questions, and participated in interview.
- Updated payroll schedule for 2021 and reviewed timesheets
- Participated in and facilitated weekly Zoom staff meetings.
- Participated in two teambuilding sessions; reviewed draft internal communications plan.

#### **D. Training**

- Oregon Dept. of Revenue 2021 Local Budget Law virtual trainings "Propose the Budget" and "Approve the Budget."
- SDAO HR Roundtable: "Surviving the Rollercoaster of Change"
- SDAO Annual Conference virtual sessions: "District Response and Lessons Learned During the COVID-19 Pandemic," "A Return to Abnormal," "Cultural Diversity: What is it and Why Does it Matter?" and "Basic Budgeting and Finance Concepts"
- ODA training on "Time and Stress Management"

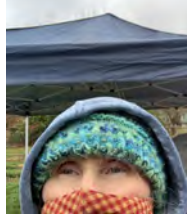
#### **E. Board Support**

- Checked with Sandi Hiatt on requirements for board officer appointments.
- February board meeting: added calendar items; compiled packet; took minutes.

#### **F. Meetings and Events**

- Native Plant Sale: purchased PPE and cleaning supplies, reviewed NPS volunteer COVID poster, updated volunteer waiver with COVID information, assisted with pre-sale order filling and other on-site tasks

## BEHIND THE SCENES OF THE 2021 NATIVE PLANT SALE



Left: Heath & Teresa led the charge!

Right: THANK YOU for hosting, Russel & Betsy Davis of Davis Family Farm!



The 2021 NPS was a COVID compliant event powered by more than 60 staff, directors, and volunteers!

Thank you to the BSWCD core members who helped: Holly Crosson, Linda Lovett, Jenny Brausch, Jerry Paul, Faye Yoshihara, Bob Morris, Rana Foster, Marcella Henkels, Sierra Smith, Deb Merchant, and Maya Abels.

We are grateful to the dedicated volunteers who have helped day after day and year after year!

Patrick Emblidge, Nick Cavagnaro, Al Kitzman, Lorie Bailey, Lindy Seip, Kelly Albers, Jan Sitarz, Rita Vinal, Cayd Erickson, Diane Arney, Jackie Calvert, Louisa Shelby, Stewart Holmes, Sally Shaw, Susan Pachuta, Fred Berman, Ann Geyer, Jas Moyer, Jenna Deibel, Kate Felman, Julie Halter, Simone Gibson, Sandy Riverman, Judy Dugan, Lauren Merrill, Dawn Daniels, and Sue Tangeman.



To Donna Schmitz, Grahm Trask, Lexi Gardner, Lianna Lovett, Miriam Edell, Esther McEvoy, Betsy Davis, and Tom Pfleeger:

I apologize that I did not capture your images. Please know that your contributions are no less appreciated than those pictured here.



2021 NATIVE PLANT SALE - DONE AND DONE...



Containers



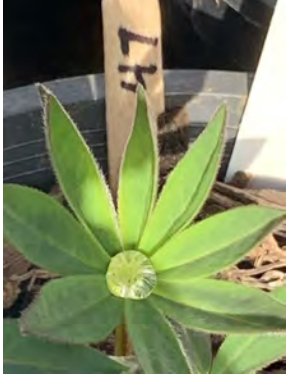
Venue set up



Sawdust and cones



Boxes, boxes, boxes!



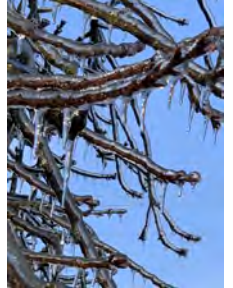
Native plants from nurseries, in orders, and headed to new landscapes.



Volunteers in action!!!

DATE EVENT (CONTACTS)

- 1/21 Dawn Daniels - weed wrench loan, composting
- 1/22 SOW FA SIA meeting with D Schmitz
- 1/26 ODA SIA call-in meeting
- 1/26 facilitated staff meeting
- 1/28 MRWC LTWC Urban Waters Collaborative
- 1/29 NPS sawdust delivery, supplies transport, set up
- 2/1 Plants—inventory and move to stations
- 2/2 Plant preparation—bare root teasing and tags
- 2/3 to 2/10 fill orders
- 2/11 to 2/13 order distribution
- 2/14 NPS clean up
- 2/16 staff meeting and WVRLC meeting
- 2/17 Camas planting at Central Park regenerative garden
- 2/17 Interview Erik Swartzendruber Conservation Neighbor
- 2/18 Equity Lens meeting
- 2/18 SIA FA SOW meeting with D Schmitz



Special NPS weather



Extra inventory to wildfire impacted neighbors.





**Donna Schmitz January 20, 2021 to February 20, 2021**

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

- CREP re-enrollment 1.8 acres along Oak Creek eligibility acres sent to FSA
- New CREP enrollment eligibility acres sent to FSA ~7 acres in Alsea
- Discussion with CREP technician in SW Oregon regarding tasks and hours spent per CREP plan development.

**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.**

- Technical Assistance: Funding opportunities for Kings Valley property, Oak Creek wetlands, plant id, restoration contractors, ivy control, plant sale (3), funding for fencing, pollinator plants, funding for beaver habitats.
- Site visits: Thornton Lake for Azolla concerns in lake. Will follow-up with new BSWCD invasives employee.
- Site Visit: landowner along Marys River south of Avery Park. She applied for a Conservation Incentive Program funds for riparian plants for her 3 acres.
- Prepared BSWCD budget resolution for OWEB small grant for goat fencing along a newly installed CREP buffer near Monroe.
- J2E Restoration project –
  - Developed contract with an environmental firm to assist in development of Army Corps of Engineers NW-27 permit for instream work. Providing information and maps.
  - Discussion with OWEB regarding County Floodplain permit requirements and impacts on future restoration projects.
  - Met with Benton County Planning Department and Watershed Council representatives about newly implemented Floodplain Permits and restoration impacts to hydrology and endangered species. New requirements implemented by FEMA through the statewide county permit system.
- Working various tasks of the plant sale.
- Focus Area: Connected with Paul Measles of ODA regarding a well in the watershed which has elevated nitrates. We will work with landowners who live upgradient to this well to improve water quality by taking soil samples and make recommendations for practices to reduce nitrate leaching into groundwater. Sent previous NRCS Conservation Innovation Strategy to Amy Kaiser to work on shifting EQIP funding to the Groundwater Management Area Focus Area. Discussion with Sarah Sauter of Department of Environmental Quality regarding the Groundwater Management Area and our future activities there. She is the Coordinator for the GWMA
- Met with Cheryl Hummons (ODA), Holly and Teresa to go over staff and program changes at Oregon Department of Agriculture.
- Muddy Creek SIA: Teresa and I met discuss monitoring progress and landowner monitoring location strategies. Landowner agreement templates for monitoring discussed.
- Discussion with OSU Extension on upcoming Mud and Manure webinar and need to provide outreach to landowners in SIA and Focus Area.

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

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

- Attended staff meetings and board meeting
- Participated in Team Building sessions.
- Meeting with staff and Laura Brown.



East Thornton Lake: *Azolla* sp. growing on the surface covers the whole lake. Landowner is concerned because it has never happened before and has discouraged geese from landing and wood ducks from nesting in the trees nearby.



**Natural Resources Conservation Service**

District Conservationist Report – Benton & Linn Counties

March 2021

Annual CR/EEO Review

NRCS is required to deliver USDA Civil Rights and Equal Opportunity requirements and information with institutions that participate in or administer USDA federally conducted and federally assisted programs. In an effort to fully comply with federal, departmental, and agency governing Civil Rights laws and regulations, this checklist serves as an internal guide to assist with the Civil Rights responsibilities and expected discussions between NRCS and partners.

(Checklist attached)

Annual Local Workgroup Meeting via Zoom

Benton County: Tuesday, February 23rd at 1pm

<https://www.zoomgov.com/j/1605493403?pwd=bTBPOEtubFB1c3l5M0tlSUhMcHU4Zz09>

Linn County: Thursday, February 25th at 1pm

<https://www.zoomgov.com/j/1607877390?pwd=eE9teVdQVWxaQIV5SFVkSEQzTTlidz09>

FY 2021 Upcoming Application Deadlines:

April 16th – EQIP Sign-up #2

<https://www.nrcs.usda.gov/wps/portal/nrcs/detail/or/programs/financial/eqip/?cid=stelprd1193512>





## United States Department of Agriculture

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

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

To receive USDA announcements about program deadlines, sign-up for GovDelivery.

The screenshot shows the NRCS Oregon website homepage. At the top, there is a banner that says "NEW this week" with a Wi-Fi icon, followed by the text "How to subscribe to GovDelivery for NRCS Oregon and NHQ". Below this is the main navigation bar with "USDA Natural Resources Conservation Service Oregon" and "United States Department of Agriculture". The main content area features a large image of a person in a greenhouse. A red arrow points to a red envelope icon in the bottom right corner of the main content area, which is circled in red. Below the main content area, there is a section titled "Did you know you can subscribe to GovDelivery topics for Oregon and for NRCS NHQ?" with instructions to click on the red envelope icon on the NRCS OR website homepage.

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

[https://www.nrcs.usda.gov/wps/portal/nrcs/detail/or/programs/?cid=nrcs142p2\\_044055](https://www.nrcs.usda.gov/wps/portal/nrcs/detail/or/programs/?cid=nrcs142p2_044055)

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

[https://www.nrcs.usda.gov/wps/portal/nrcs/detail/or/programs/?cid=nrcs142p2\\_044058](https://www.nrcs.usda.gov/wps/portal/nrcs/detail/or/programs/?cid=nrcs142p2_044058)

### How we will know the website works...

- People come back, we get feedback, calls, emails, traffic.
- People say I loved your website, it was the best I have ever seen it was so easy to navigate I found everything I needed, the photos were beautiful, the work is inspiring. I got excited and took action.
- Benton County residents and people outside of Benton County contact me about content or opportunities with BSWCD.

### Who uses our website? Who is it for?

- Anyone who uses/manages/cares about natural resources (soil, water, air, etc)
- It's for the staff and board of BSWCD – a tool for us to use when engaging with the people we serve, a place to point people for resources, technical info, handouts, articles, announcements, applications/forms...
- Anyone who is interested in conservation may visit our website. In particular, people who live in Benton County are one “target audience” and we could break that down to people who tend or manage any natural resources, like river and streamside landowners, grass seed farmers, lifestyle/hobby farmers, community garden gardeners, urban landowners, volunteers ranging in age from high school to retirees, forest owners/managers
- We also provide curriculum and grants for educators who teach about natural resources (preschool thru college educators, community educators, etc).
- Potential employees
- Funders are other users of the website
- Our colleagues from other conservation organizations
- Other audiences are landscapers, nursery workers, conservation contractors and their crews. Another potential audience could be farm workers.

### Websites we like and what we like about them

- <https://oregonlandtrusts.org/>
- <https://www.nature.org/en-us/>
- <https://www.oregonzoo.org/>
- Clackamas SWCD- what do you manage? <https://conservationdistrict.org/>
- East Multnomah SWCD- in your yard, on your land. <https://emswcd.org/>
- Audubon Society update recently. <https://www.audubon.org/>
- ODA redesigned few years ago –[www.oregon.gov/oda/Pages/default.aspx](http://www.oregon.gov/oda/Pages/default.aspx)
- <https://wmswcd.org/>
- Simple; Easy to navigate
- Easy to access in as few clicks as possible.
- Easy navigation. Really paying attention to where things go.

- Inspiring messaging focused on why

### **Most important design features**

#### **CLEAN and SIMPLE**

- Important to find things without searching a lot.
- Make it easy for volunteers to find opportunities
- Things that draw people back again, creating an allure to get people to revisit. Something is coming, check back in two weeks, creating mystery. Making you really want to check back.
- Accessibility - making it dinosaur friendly
- Simple
- Easy to navigate
- Easy to add content
- Ease of access with as few clicks as possible to get where you want to be, know.
- Well organized with clean navigation paths

#### **LOGICAL NAVIGATION**

- I would like to think of the best ways to get people to the content they want- is it by resource type (SWAPAH)? Habitat type (upland prairie, wet prairie, mixed forest, conifer forest, wetland, oak savannah, riparian area, etc)? User type (largescale farmer, smallscale farmer, organic farmer, urban farmer, gardener, nature-lover, recreationist, educator, etc)? or by environmental concern (climate change/resilience, pollinator support, bird support, water pollution, air pollution, etc)
- Track where people go now and make those forward in click cycle
- Would like to see new information updated and highlighted more frequently - e.g. upcoming event, hiring, etc. Maybe as a ticket tape or text of home page photo.
- Consider tabs based on what users are trying to find. Consider different approaches e.g.
- Get Involved title tab on current website makes me think volunteer or board, not landowner services.
- Struggled to find the mission -could that be highlighted on Home Page - maybe with a rotating story of how the District is serving the residents of Benton County.

#### **HIGH CONTRAST/COLORS**

- Uncluttered with lots of white space (no unnecessary elements)
- Effective and easily digestible headlines (because with a 7-second max attention span, people generally scan instead of read)
- Accessible and easily read from all types of devices (phone, tablet, desktop, etc.)
- high contrast to make it easy to print a page, reference on a plant etc. in black and white or have a printer friendly feature that removes colored backgrounds
- - like our color palette - prefer to keep it clean looking - white background would make printing easier than the yellow
- Uses our color palette to give a nature - feel
- Website looks dated - the yellow color looks washed out.

### **AESTHETICALLY PLEASING/CONNECTED**

- Exceptional, high quality images and visuals that engage and build trust
- Videos
- Social media feeds
- Links to additional info on other sites (OSU Extension, Audubon, Xerces, other experts)
- More connections with Confluence and other partners - where to go for information that we might not have, etc.

### **EMPHASIS ON ACTION**

- Not to bury the stuff that people can do right away.
- Other call to action items that need to be really highly visible.
- Highly visible call-to-action buttons
- Calendar is incomplete it should include all activities

## **Content**

### **START WITH WHY**

- Why they pay tax base?
- What is our noble cause – the WHY for our existence? The story told should include our WHY (not just what we do and how we do it)

### **USE STORIES**

- Tell a compelling story; take the reader on a journey that makes them feel like a part of the story; connect people with the District
- We should highlight the people we serve and get some testimonials about using the District's services; include a community survey feature to get feedback
- "This is the past we stand on; this is the future we stand for". This is the story we could tell with our website. I believe the website is better than social media to communicate our message because we can control the narrative.
- This statement could be applied, I think, to the purpose of the District: "An investment in community always comes back to you in some way. The gift builds relationship, and that's always a good thing. That's what we really produce here—relationship, with each other and with the farm." ([Link](#)) For the District, perhaps the statement is "what we really do at the District is produce relationship, with each other and with the land."
- Start each section with the "essential idea" and make it interesting right away with a fact, question, quote, or story

### **USE VIDEOS**

- Consider incorporating very short video clips like the one in this link – scroll to "Hello my name is SESD": <https://www.sesdofutah.org/about-sesd> because a good picture or graphic is worth a thousand words. This was created for a special district in Utah for a few hundred bucks by this company: <https://avalaunchmedia.com/>. We could create an incredible video about our District, our work, and our amazing conservation community – 65 years and running!

**OTHER/MISC. COMMENTS**

- Underutilized spot on our website is the donate button.
- Something for forestry owners - see West Multnomah Michael Ahrs pieces.
- wondering if it would be helpful for you to have a small user experience group to give input as you proceed?
- Native Plant List - start with pictures rather than names, add a link to a key.
- The website should always remain up-to-date and make the viewer want to visit it again and again – include things that get them to check back about something
- I'm really looking forward to the website overhaul! I see it as an even bigger leap forward than the one we took in 2013 when we began our last overhaul.

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

### **Board Membership Responsibilities**

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

### **Federally Assisted and Federally Conducted Program Delivery Responsibilities**

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

### **Program Outreach**

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

### **Public Notification Responsibilities**

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

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

- The public notification requirements must be prominently and visibly displayed in all offices where there is a USDA presence and where viewing is accessible for employees and customers.
- Compliance with Section 504<sup>1</sup> and Section 508<sup>2</sup> of the Rehabilitation Act of 1973.
- Access public notification required documents at the following link:  
[http://www.nrcs.usda.gov/wps/portal/nrcs/detailfull/national/about/civilrights/?cid=nrcs143\\_022466](http://www.nrcs.usda.gov/wps/portal/nrcs/detailfull/national/about/civilrights/?cid=nrcs143_022466)
- Public notification documents attached: (Review description for partners)

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

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

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

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

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**Affirmation of Review:**

Field Office/State \_\_\_\_\_

SWCD Board \_\_\_\_\_

Board Member(s)- Printed Name:

Signature and Date:

1. \_\_\_\_\_

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2. \_\_\_\_\_

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3. \_\_\_\_\_

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4. \_\_\_\_\_

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5. \_\_\_\_\_

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6. \_\_\_\_\_

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NRCS Rep - Printed Name and Title:

Signature and Date:

1. \_\_\_\_\_

\_\_\_\_\_

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