

Benton SWCD Board Meeting

September 8, 2020

Financial Report

Period ending June 30, 2020

The closing balance in our Oregon LGIP account was \$730,411.19, dividend paid was \$833.16. The Fiscal YTD July-June dividend paid was \$15,061.19. Our average monthly balance was \$781,914.49 with a monthly distribution yield of 1.30%.

Both Citizen Bank accounts were reconciled and all checks were accounted for.

Charges to the Credit Card account were \$831.23. These were verified and reconciled.

The Stripe account was reconciled. The starting balance was \$0.00, the net activity was \$12,083.60 less fees of -401.87 and bank payout of \$ -8,520.11, leaving an end-of-month balance of \$3,161.62.

Respectfully submitted,

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

Jerry Paul, Treasurer

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

	Jun 30, 20	Jun 30, 19	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
10100 · Citizens Bank	163,495.92	103,063.65	60,432.27
10150 · Citizens Bank #2	15,340.66	5,673.44	9,667.22
10200 · LGIP	730,411.19	616,474.40	113,936.79
10300 · Stripe	3,161.62	3,654.43	-492.81
10800 · Petty Cash	24.00	26.00	-2.00
Total Checking/Savings	912,433.39	728,891.92	183,541.47
Accounts Receivable			
11000 · Accounts Receivable	23,512.18	10,337.92	13,174.26
11400 · Grants Receivable	30,540.24	52,337.43	-21,797.19
Total Accounts Receivable	54,052.42	62,675.35	-8,622.93
Other Current Assets			
100-1500 Due to/from Proj Fund	-121,884.13	-121,884.13	0.00
100-1505 Due to/from BR Fund	-93,200.00	-88,200.00	-5,000.00
200-2400 Due to/from Gen Fund	121,884.13	121,884.13	0.00
400-1505 Due to/from BR Fund	93,200.00	88,200.00	5,000.00
13000 · Prepaid expenses-Audit	11,040.40	10,600.31	440.09
Total Other Current Assets	11,040.40	10,600.31	440.09
Total Current Assets	977,526.21	802,167.58	175,358.63
Other Assets			
18400 · Property Tax Receivable-Audit	10,187.00	10,187.00	0.00
Total Other Assets	10,187.00	10,187.00	0.00
TOTAL ASSETS	987,713.21	812,354.58	175,358.63
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
20000 · General Accounts Payable	3,718.92	5,224.02	-1,505.10
20100 · Project Accts Payable	36,422.36	20,925.54	15,496.82
Total Accounts Payable	40,141.28	26,149.56	13,991.72
Credit Cards			
22000 · CITIZENS BANK MASTER CARD			
22150 · Laura's CC - 4777	41.75	25.00	16.75
22200 · Holly's CC - 2995	119.00	91.69	27.31
22400 · Teresa's CC - 3019	253.57	809.81	-556.24
22500 · Heath's CC - 3027	307.16	24.15	283.01
22520 · Linda's CC - 5980	186.12	0.00	186.12
22600 · Janette's CC - 4108	0.00	67.99	-67.99
Total 22000 · CITIZENS BANK MASTER CARD	907.60	1,018.64	-111.04
Total Credit Cards	907.60	1,018.64	-111.04
Other Current Liabilities			
24000 · PAYROLL LIABILITIES			

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

	Jun 30, 20	Jun 30, 19	\$ Change
24010 · 941 Account	9,520.64	6,679.26	2,841.38
24020 · Oregon Withholding	2,398.72	1,789.00	609.72
24030 · OR-WBF SUTA	788.25	2,437.37	-1,649.12
24040 · Medical Employee	856.04	1,563.16	-707.12
24050 · Medical Employer	5,446.54	4,583.19	863.35
24060 · 457b Contributions	563.93	3,129.03	-2,565.10
Total 24000 · PAYROLL LIABILITIES	19,574.12	20,181.01	-606.89
24200 · Accrued Expenses	43.89	133.24	-89.35
24205 · Accrued Payroll	5,367.39	3,586.41	1,780.98
25800 · Deferred Revenue Grants-Audit	213,817.39	142,874.27	70,943.12
25850 · Deferred Revenue - NPS	12,228.15	4,212.35	8,015.80
Total Other Current Liabilities	251,030.94	170,987.28	80,043.66
Total Current Liabilities	292,079.82	198,155.48	93,924.34
Long Term Liabilities			
27050 · Deferred Revenue Taxes -Audit	-11,957.76	7,779.09	-19,736.85
Total Long Term Liabilities	-11,957.76	7,779.09	-19,736.85
Total Liabilities	280,122.06	205,934.57	74,187.49
Equity			
31100 · Building Reserve Fund Balance	88,200.00	83,200.00	5,000.00
31200 · Project Fund Balance	10,421.00	5,607.00	4,814.00
32000 · General Fund Balance	507,799.01	431,618.57	76,180.44
Net Income	101,171.14	85,994.44	15,176.70
Total Equity	707,591.15	606,420.01	101,171.14
TOTAL LIABILITIES & EQUITY	987,713.21	812,354.58	175,358.63

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

	Building Reserve	General Fund	Project Fund	TOTAL
Ordinary Income/Expense				
Income				
43300 · Grant/Project Administration	0.00	0.00	405,359.86	405,359.86
44530 · Benton County Public Works	0.00	5,000.00	0.00	5,000.00
44535 · Taxes Levied	0.00	448,514.83	0.00	448,514.83
44540 · ODA Operations	0.00	24,994.75	0.00	24,994.75
44545 · ODA Tech, LMA & Scope of Work	0.00	58,320.00	0.00	58,320.00
44550 · ODA - SIA	0.00	21,767.47	0.00	21,767.47
44555 · NRCS - TA	0.00	6,478.89	0.00	6,478.89
45000 · Interest Income	0.00	15,505.54	0.00	15,505.54
46430 · MISCELLANEOUS	0.00	1,986.00	0.00	1,986.00
47200 · CREP, SQP-Fee for Services	0.00	23,272.70	0.00	23,272.70
47400 · Native Plant Sale Income	0.00	17,144.80	0.00	17,144.80
48000 · TRANSFERS IN	5,000.00	41,354.61	0.00	46,354.61
Total Income	5,000.00	664,339.59	405,359.86	1,074,699.45
Gross Profit	5,000.00	664,339.59	405,359.86	1,074,699.45
Expense				
60000 · MATERIALS & SERVICES	0.00	155,256.06	0.00	155,256.06
66000 · PAYROLL EXPENSES	0.00	407,712.39	56,998.49	464,710.88
68000 · PROJECTS-SVC-SUPP-MATERIALS	0.00	0.00	307,206.76	307,206.76
69400 · TRANSFERS OUT	0.00	5,000.00	41,354.61	46,354.61
Total Expense	0.00	567,968.45	405,559.86	973,528.31
Net Ordinary Income	5,000.00	96,371.14	-200.00	101,171.14
Net Income	5,000.00	96,371.14	-200.00	101,171.14

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

	Building Reserve	General Fund	Project Fund	TOTAL
Ordinary Income/Expense				
Income				
43300 · Grant/Project Administration	0.00	0.00	405,359.86	405,359.86
44530 · Benton County Public Works	0.00	5,000.00	0.00	5,000.00
44535 · Taxes Levied	0.00	448,514.83	0.00	448,514.83
44540 · ODA Operations	0.00	24,994.75	0.00	24,994.75
44545 · ODA Tech, LMA & Scope of Work	0.00	58,320.00	0.00	58,320.00
44550 · ODA - SIA	0.00	21,767.47	0.00	21,767.47
44555 · NRCS - TA	0.00	6,478.89	0.00	6,478.89
45000 · Interest Income	0.00	15,505.54	0.00	15,505.54
46430 · MISCELLANEOUS				
46432 · Contributions	0.00	1,828.00	0.00	1,828.00
46440 · Refunds	0.00	158.00	0.00	158.00
Total 46430 · MISCELLANEOUS	0.00	1,986.00	0.00	1,986.00
47200 · CREP, SQP-Fee for Services	0.00	23,272.70	0.00	23,272.70
47400 · Native Plant Sale Income	0.00	17,144.80	0.00	17,144.80
48000 · TRANSFERS IN				
48100 · Building Reserve Fund	5,000.00	0.00	0.00	5,000.00
48400 · Transfer Admin from Project Fd	0.00	41,354.61	0.00	41,354.61
Total 48000 · TRANSFERS IN	5,000.00	41,354.61	0.00	46,354.61
Total Income	5,000.00	664,339.59	405,359.86	1,074,699.45
Gross Profit	5,000.00	664,339.59	405,359.86	1,074,699.45
Expense				
60000 · MATERIALS & SERVICES				
61300 · CONFERENCES AND TRAINING				
61310 · Lodging	0.00	1,101.12	0.00	1,101.12
61320 · Meals/per diem	0.00	63.28	0.00	63.28
61330 · Registration	0.00	708.45	0.00	708.45
61340 · Training and Education Mate	0.00	349.99	0.00	349.99
Total 61300 · CONFERENCES AND TRAI	0.00	2,222.84	0.00	2,222.84
61500 · COMMUNITY CONSERVATION PROGRAMS				
61510 · Conservation Education (Yo	0.00	14,077.81	0.00	14,077.81
61520 · Conservation Incentive Prog	0.00	1,773.21	0.00	1,773.21
61530 · Invasives Program	0.00	4,818.43	0.00	4,818.43
61540 · Native Plant Sale	0.00	12,417.87	0.00	12,417.87
61570 · Soil Quality Program	0.00	2,689.07	0.00	2,689.07
61585 · Conservation Leadership - E	0.00	197.68	0.00	197.68
Total 61500 · COMMUNITY CONSERVAT	0.00	35,974.07	0.00	35,974.07
62100 · CONTRACTED AND PROF SERVICES				
62115 · Audit	0.00	4,650.00	0.00	4,650.00
62120 · Computer Support	0.00	2,107.64	0.00	2,107.64
62130 · PROFESSIONAL SERVICES				
62140 · Legal	0.00	1,600.00	0.00	1,600.00

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

	Building Reserve	General Fund	Project Fund	TOTAL
62150 · Accounting	0.00	21,606.31	0.00	21,606.31
62160 · Facilitation	0.00	3,000.00	0.00	3,000.00
62170 · Web Design, Logo - Mark	0.00	1,552.00	0.00	1,552.00
Total 62130 · PROFESSIONAL SERV	0.00	27,758.31	0.00	27,758.31
Total 62100 · CONTRACTED AND PROF	0.00	34,515.95	0.00	34,515.95
62300 · Dues/Subscriptions/Fees	0.00	6,861.53	0.00	6,861.53
62800 · OFFICE OCCUPANCY				
62810 · Alarm & Janitorial Services	0.00	1,902.56	0.00	1,902.56
62820 · Rent & Parking	0.00	41,476.80	0.00	41,476.80
62830 · Utilities	0.00	9,313.45	0.00	9,313.45
Total 62800 · OFFICE OCCUPANCY	0.00	52,692.81	0.00	52,692.81
65000 · SUPPLIES AND MATERIALS				
65010 · COPIER AND SUPPLIES				
65012 · Copies	0.00	1,119.67	0.00	1,119.67
65014 · Lease	0.00	1,804.44	0.00	1,804.44
Total 65010 · COPIER AND SUPPLIE	0.00	2,924.11	0.00	2,924.11
65020 · Equipment	0.00	1,310.99	0.00	1,310.99
65030 · Office Supplies	0.00	2,006.86	0.00	2,006.86
65040 · Postage	0.00	435.66	0.00	435.66
65050 · Software/Computer Accesso	0.00	1,582.77	0.00	1,582.77
Total 65000 · SUPPLIES AND MATERIAL	0.00	8,260.39	0.00	8,260.39
65110 · PRODUCTION COSTS				
65112 · Advertising and Website	0.00	273.75	0.00	273.75
65116 · Newsletters	0.00	1,610.01	0.00	1,610.01
65118 · Publications	0.00	178.32	0.00	178.32
Total 65110 · PRODUCTION COSTS	0.00	2,062.08	0.00	2,062.08
65120 · Insurance & Fidelity Bond	0.00	3,521.93	0.00	3,521.93
65160 · Miscellaneous	0.00	3,455.80	0.00	3,455.80
65320 · Mileage/travel related expenses	0.00	3,635.12	0.00	3,635.12
65400 · Meetings & Events	0.00	2,053.54	0.00	2,053.54
Total 60000 · MATERIALS & SERVICES	0.00	155,256.06	0.00	155,256.06
66000 · PAYROLL EXPENSES				
66200 · Wages	0.00	314,483.25	44,131.75	358,615.00
66410 · Health, Dental & Life Insurance	0.00	47,617.27	7,139.26	54,756.53
66420 · Retirement	0.00	19,144.69	1,871.56	21,016.25
66500 · Payroll Taxes				
66510 · FICA Employer	0.00	23,003.70	3,280.00	26,283.70
66520 · SUTA	0.00	3,132.42	568.20	3,700.62
66530 · OR-WBF	0.00	105.78	17.75	123.53
66500 · Payroll Taxes - Other	0.00	10.03	-10.03	0.00
Total 66500 · Payroll Taxes	0.00	26,251.93	3,855.92	30,107.85
66800 · Fees	0.00	215.25	0.00	215.25
Total 66000 · PAYROLL EXPENSES	0.00	407,712.39	56,998.49	464,710.88

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

	Building Reserve	General Fund	Project Fund	TOTAL
68000 · PROJECTS-SVC-SUPP-MATERIALS				
68010 · Project Contracted Services	0.00	0.00	303,767.45	303,767.45
68020 · Project Mileage & Travel	0.00	0.00	354.11	354.11
68030 · Project Other	0.00	0.00	1,120.24	1,120.24
68040 · Project Supplies & Materials	0.00	0.00	1,282.13	1,282.13
68050 · Project Training	0.00	0.00	682.83	682.83
Total 68000 · PROJECTS-SVC-SUPP-MATERIALS	0.00	0.00	307,206.76	307,206.76
69400 · TRANSFERS OUT				
69410 · Trf GF to Building Reserve Fd	0.00	5,000.00	0.00	5,000.00
69440 · Trf PF to General Fund	0.00	0.00	41,354.61	41,354.61
Total 69400 · TRANSFERS OUT	0.00	5,000.00	41,354.61	46,354.61
Total Expense	0.00	567,968.45	405,559.86	973,528.31
Net Ordinary Income	5,000.00	96,371.14	-200.00	101,171.14
Net Income	5,000.00	96,371.14	-200.00	101,171.14

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

	Jul '19 - Jun 20	Jul '18 - Jun 19	\$ Change
Ordinary Income/Expense			
Income			
43300 · Grant/Project Administration	405,359.86	439,524.65	-34,164.79
44530 · Benton County Public Works	5,000.00	5,000.00	0.00
44535 · Taxes Levied	448,514.83	438,704.53	9,810.30
44540 · ODA Operations	24,994.75	23,546.00	1,448.75
44545 · ODA Tech, LMA & Scope of Work	58,320.00	54,942.00	3,378.00
44550 · ODA - SIA	21,767.47	4,393.15	17,374.32
44555 · NRCS - TA	6,478.89	4,354.11	2,124.78
45000 · Interest Income	15,505.54	15,134.90	370.64
46430 · MISCELLANEOUS			
46432 · Contributions	1,828.00	4,795.00	-2,967.00
46434 · Copies	0.00	-18.66	18.66
46440 · Refunds	158.00	0.00	158.00
46450 · In Kind Donation	0.00	-2,419.70	2,419.70
46430 · MISCELLANEOUS - Other	0.00	-1.00	1.00
Total 46430 · MISCELLANEOUS	1,986.00	2,355.64	-369.64
47200 · CREP, SQP-Fee for Services	23,272.70	1,388.00	21,884.70
47400 · Native Plant Sale Income	17,144.80	26,680.13	-9,535.33
48000 · TRANSFERS IN			
48100 · Building Reserve Fund	5,000.00	5,000.00	0.00
48400 · Transfer Admin from Project Fd	41,354.61	37,841.78	3,512.83
Total 48000 · TRANSFERS IN	46,354.61	42,841.78	3,512.83
Total Income	1,074,699.45	1,058,864.89	15,834.56
Gross Profit	1,074,699.45	1,058,864.89	15,834.56
Expense			
60000 · MATERIALS & SERVICES			
61300 · CONFERENCES AND TRAINING			
61310 · Lodging	1,101.12	2,330.12	-1,229.00
61320 · Meals/per diem	63.28	73.95	-10.67
61330 · Registration	708.45	1,560.00	-851.55
61340 · Training and Education Material	349.99	355.00	-5.01
61350 · Transportation & Mileage	0.00	-102.66	102.66
61300 · CONFERENCES AND TRAINING - Otl	0.00	85.00	-85.00
Total 61300 · CONFERENCES AND TRAINING	2,222.84	4,301.41	-2,078.57
61500 · COMMUNITY CONSERVATION PROGRAMS			
61510 · Conservation Education (Youth)	14,077.81	4,974.55	9,103.26
61520 · Conservation Incentive Program	1,773.21	1,199.49	573.72
61530 · Invasives Program	4,818.43	1,134.48	3,683.95
61540 · Native Plant Sale	12,417.87	14,861.45	-2,443.58
61560 · Scholarships/Internships	0.00	600.00	-600.00
61570 · Soil Quality Program	2,689.07	4,311.11	-1,622.04
61580 · Conservation Planning	0.00	59.50	-59.50

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

	Jul '19 - Jun 20	Jul '18 - Jun 19	\$ Change
61585 · Conservation Leadership - EDI	197.68	0.00	197.68
Total 61500 · COMMUNITY CONSERVATION PR	35,974.07	27,140.58	8,833.49
62100 · CONTRACTED AND PROF SERVICES			
62115 · Audit	4,650.00	4,500.00	150.00
62120 · Computer Support	2,107.64	3,956.80	-1,849.16
62130 · PROFESSIONAL SERVICES			
62140 · Legal	1,600.00	4,192.00	-2,592.00
62150 · Accounting	21,606.31	22,082.29	-475.98
62160 · Facilitation	3,000.00	0.00	3,000.00
62170 · Web Design, Logo - Marketing	1,552.00	1,780.00	-228.00
Total 62130 · PROFESSIONAL SERVICES	27,758.31	28,054.29	-295.98
62190 · Misc Contracted Services	0.00	3,282.40	-3,282.40
Total 62100 · CONTRACTED AND PROF SERVIC	34,515.95	39,793.49	-5,277.54
62300 · Dues/Subscriptions/Fees			
62304 · Membership Dues	0.00	140.35	-140.35
62300 · Dues/Subscriptions/Fees - Other	6,861.53	4,426.95	2,434.58
Total 62300 · Dues/Subscriptions/Fees	6,861.53	4,567.30	2,294.23
62800 · OFFICE OCCUPANCY			
62810 · Alarm & Janitorial Services	1,902.56	2,124.70	-222.14
62820 · Rent & Parking	41,476.80	40,321.44	1,155.36
62830 · Utilities	9,313.45	6,507.91	2,805.54
62800 · OFFICE OCCUPANCY - Other	0.00	23.24	-23.24
Total 62800 · OFFICE OCCUPANCY	52,692.81	48,977.29	3,715.52
65000 · SUPPLIES AND MATERIALS			
65010 · COPIER AND SUPPLIES			
65012 · Copies	1,119.67	1,722.55	-602.88
65014 · Lease	1,804.44	1,836.30	-31.86
Total 65010 · COPIER AND SUPPLIES	2,924.11	3,558.85	-634.74
65020 · Equipment	1,310.99	4,674.87	-3,363.88
65030 · Office Supplies	2,006.86	1,516.59	490.27
65040 · Postage	435.66	641.61	-205.95
65050 · Software/Computer Accessories	1,582.77	1,582.95	-0.18
65000 · SUPPLIES AND MATERIALS - Other	0.00	28.07	-28.07
Total 65000 · SUPPLIES AND MATERIALS	8,260.39	12,002.94	-3,742.55
65110 · PRODUCTION COSTS			
65112 · Advertising and Website	273.75	766.69	-492.94
65114 · Merchandise	0.00	116.99	-116.99
65116 · Newsletters	1,610.01	1,818.00	-207.99
65118 · Publications	178.32	1,312.89	-1,134.57
Total 65110 · PRODUCTION COSTS	2,062.08	4,014.57	-1,952.49
65120 · Insurance & Fidelity Bond	3,521.93	2,551.77	970.16
65160 · Miscellaneous	3,455.80	3,357.75	98.05
65320 · Mileage/travel related expenses	3,635.12	4,562.15	-927.03

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

	Jul '19 - Jun 20	Jul '18 - Jun 19	\$ Change
65400 · Meetings & Events	2,053.54	2,242.69	-189.15
Total 60000 · MATERIALS & SERVICES	155,256.06	153,511.94	1,744.12
66000 · PAYROLL EXPENSES			
66200 · Wages	358,615.00	322,622.21	35,992.79
66410 · Health, Dental & Life Insurance	54,756.53	53,787.07	969.46
66420 · Retirement	21,016.25	19,510.84	1,505.41
66500 · Payroll Taxes			
66510 · FICA Employer	26,283.70	22,852.16	3,431.54
66520 · SUTA	3,700.62	6,734.41	-3,033.79
66530 · OR-WBF	123.53	148.15	-24.62
66500 · Payroll Taxes - Other	0.00	-469.68	469.68
Total 66500 · Payroll Taxes	30,107.85	29,265.04	842.81
66800 · Fees	215.25	191.25	24.00
Total 66000 · PAYROLL EXPENSES	464,710.88	425,376.41	39,334.47
68000 · PROJECTS-SVC-SUPP-MATERIALS			
68010 · Project Contracted Services	303,767.45	332,406.09	-28,638.64
68020 · Project Mileage & Travel	354.11	1,559.16	-1,205.05
68030 · Project Other	1,120.24	300.00	820.24
68040 · Project Supplies & Materials	1,282.13	16,330.07	-15,047.94
68050 · Project Training	682.83	545.00	137.83
Total 68000 · PROJECTS-SVC-SUPP-MATERIALS	307,206.76	351,140.32	-43,933.56
69400 · TRANSFERS OUT			
69410 · Trf GF to Building Reserve Fd	5,000.00	5,000.00	0.00
69440 · Trf PF to General Fund	41,354.61	37,841.78	3,512.83
Total 69400 · TRANSFERS OUT	46,354.61	42,841.78	3,512.83
Total Expense	973,528.31	972,870.45	657.86
Net Ordinary Income	101,171.14	85,994.44	15,176.70
Net Income	101,171.14	85,994.44	15,176.70

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

	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
43000 · Beginning Balance	0.00	461,640.00	-461,640.00	0.0%
44530 · Benton County Public Works	5,000.00	5,000.00	0.00	100.0%
44535 · Taxes Levied	448,514.83	430,000.00	18,514.83	104.31%
44540 · ODA Operations	24,994.75	24,995.00	-0.25	100.0%
44545 · ODA Tech, LMA & Scope of Work	58,320.00	58,320.00	0.00	100.0%
44550 · ODA - SIA	21,767.47	25,000.00	-3,232.53	87.07%
44555 · NRCS - TA	6,478.89	10,833.00	-4,354.11	59.81%
45000 · Interest Income	15,505.54	8,000.00	7,505.54	193.82%
46430 · MISCELLANEOUS				
46432 · Contributions	1,828.00			
46440 · Refunds	158.00			
46430 · MISCELLANEOUS - Other	0.00	3,000.00	-3,000.00	0.0%
Total 46430 · MISCELLANEOUS	1,986.00	3,000.00	-1,014.00	66.2%
47200 · CREP, SQP-Fee for Services	23,272.70	3,000.00	20,272.70	775.76%
47400 · Native Plant Sale Income	17,144.80	18,200.00	-1,055.20	94.2%
48000 · TRANSFERS IN				
48400 · Transfer Admin from Project Fd	41,354.61	82,214.00	-40,859.39	50.3%
Total 48000 · TRANSFERS IN	41,354.61	82,214.00	-40,859.39	50.3%
Total Income	664,339.59	1,130,202.00	-465,862.41	58.78%
Gross Profit	664,339.59	1,130,202.00	-465,862.41	58.78%
Expense				
60000 · MATERIALS & SERVICES				
61300 · CONFERENCES AND TRAINING				
61310 · Lodging	1,101.12			
61320 · Meals/per diem	63.28			
61330 · Registration	708.45			
61340 · Training and Education Matr	349.99			
61300 · CONFERENCES AND TRAIN	0.00	11,000.00	-11,000.00	0.0%
Total 61300 · CONFERENCES AND TRA	2,222.84	11,000.00	-8,777.16	20.21%
61500 · COMMUNITY CONSERVATION PROGRAMS				
61510 · Conservation Education (Yo	14,077.81	15,000.00	-922.19	93.85%
61520 · Conservation Incentive Prog	1,773.21	3,000.00	-1,226.79	59.11%
61530 · Invasives Program	4,818.43	4,801.00	17.43	100.36%
61540 · Native Plant Sale	12,417.87	18,200.00	-5,782.13	68.23%
61560 · Scholarships/Internships	0.00	600.00	-600.00	0.0%
61570 · Soil Quality Program	2,689.07	3,500.00	-810.93	76.83%
61585 · Conservation Leadership - E	197.68	1,000.00	-802.32	19.77%
Total 61500 · COMMUNITY CONSERVA	35,974.07	46,101.00	-10,126.93	78.03%
62100 · CONTRACTED AND PROF SERVICES				
62115 · Audit	4,650.00	4,800.00	-150.00	96.88%
62120 · Computer Support	2,107.64	4,000.00	-1,892.36	52.69%

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

	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget
62130 · PROFESSIONAL SERVICES				
62140 · Legal	1,600.00			
62150 · Accounting	21,606.31	0.00	21,606.31	100.0%
62160 · Facilitation	3,000.00	3,000.00	0.00	100.0%
62170 · Web Design, Logo - Marl	1,552.00			
62130 · PROFESSIONAL SERVIC	0.00	32,000.00	-32,000.00	0.0%
Total 62130 · PROFESSIONAL SERV	27,758.31	35,000.00	-7,241.69	79.31%
62190 · Misc Contracted Services	0.00	10,000.00	-10,000.00	0.0%
Total 62100 · CONTRACTED AND PROF	34,515.95	53,800.00	-19,284.05	64.16%
62300 · Dues/Subscriptions/Fees	6,861.53	10,500.00	-3,638.47	65.35%
62800 · OFFICE OCCUPANCY				
62810 · Alarm & Janitorial Services	1,902.56	2,500.00	-597.44	76.1%
62820 · Rent & Parking	41,476.80	43,908.00	-2,431.20	94.46%
62830 · Utilities	9,313.45	12,449.00	-3,135.55	74.81%
62840 · Other	0.00	1,500.00	-1,500.00	0.0%
Total 62800 · OFFICE OCCUPANCY	52,692.81	60,357.00	-7,664.19	87.3%
65000 · SUPPLIES AND MATERIALS				
65010 · COPIER AND SUPPLIES				
65012 · Copies	1,119.67			
65014 · Lease	1,804.44			
65010 · COPIER AND SUPPLIES	0.00	3,500.00	-3,500.00	0.0%
Total 65010 · COPIER AND SUPPLIE	2,924.11	3,500.00	-575.89	83.55%
65020 · Equipment	1,310.99	7,000.00	-5,689.01	18.73%
65030 · Office Supplies	2,006.86	3,000.00	-993.14	66.9%
65040 · Postage	435.66	1,191.00	-755.34	36.58%
65050 · Software/Computer Accessc	1,582.77	3,000.00	-1,417.23	52.76%
Total 65000 · SUPPLIES AND MATERIAL	8,260.39	17,691.00	-9,430.61	46.69%
65110 · PRODUCTION COSTS				
65112 · Advertising and Website	273.75	1,500.00	-1,226.25	18.25%
65114 · Merchandise	0.00	1,000.00	-1,000.00	0.0%
65116 · Newsletters	1,610.01	2,000.00	-389.99	80.5%
65118 · Publications	178.32	500.00	-321.68	35.66%
Total 65110 · PRODUCTION COSTS	2,062.08	5,000.00	-2,937.92	41.24%
65120 · Insurance & Fidelity Bond	3,521.93	3,500.00	21.93	100.63%
65160 · Miscellaneous	3,455.80	2,000.00	1,455.80	172.79%
65320 · Mileage/travel related expenses	3,635.12	6,027.00	-2,391.88	60.31%
65400 · Meetings & Events	2,053.54	4,800.00	-2,746.46	42.78%
Total 60000 · MATERIALS & SERVICES	155,256.06	220,776.00	-65,519.94	70.32%
66000 · PAYROLL EXPENSES				
66200 · Wages	314,483.25	339,885.00	-25,401.75	92.53%
66410 · Health, Dental & Life Insurance	47,617.27	59,157.00	-11,539.73	80.49%
66420 · Retirement	19,144.69	18,881.00	263.69	101.4%
66500 · Payroll Taxes				

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

	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget
66510 · FICA Employer	23,003.70			
66520 · SUTA	3,132.42			
66530 · OR-WBF	105.78			
66500 · Payroll Taxes - Other	10.03	34,441.00	-34,430.97	0.03%
Total 66500 · Payroll Taxes	26,251.93	34,441.00	-8,189.07	76.22%
66800 · Fees	215.25			
Total 66000 · PAYROLL EXPENSES	407,712.39	452,364.00	-44,651.61	90.13%
69100 · Capital Outlay	0.00	5,000.00	-5,000.00	0.0%
69200 · Contingency	0.00	50,000.00	-50,000.00	0.0%
69400 · TRANSFERS OUT				
69410 · Trf GF to Building Reserve Fd	5,000.00	5,000.00	0.00	100.0%
Total 69400 · TRANSFERS OUT	5,000.00	5,000.00	0.00	100.0%
69600 · Reserved for Future Expenditure	0.00	197,062.00	-197,062.00	0.0%
69800 · Unappropriated Fund Balance	0.00	200,000.00	-200,000.00	0.0%
Total Expense	567,968.45	1,130,202.00	-562,233.55	50.25%
Net Ordinary Income	96,371.14	0.00	96,371.14	100.0%
Net Income	96,371.14	0.00	96,371.14	100.0%

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

	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
43300 · Grant/Project Administration	405,359.86	1,068,735.00	-663,375.14	37.93%
Total Income	405,359.86	1,068,735.00	-663,375.14	37.93%
Gross Profit	405,359.86	1,068,735.00	-663,375.14	37.93%
Expense				
66000 · PAYROLL EXPENSES				
66200 · Wages	44,131.75	75,752.00	-31,620.25	58.26%
66410 · Health, Dental & Life Insurance	7,139.26	14,139.00	-6,999.74	50.49%
66420 · Retirement	1,871.56	5,745.00	-3,873.44	32.58%
66500 · Payroll Taxes				
66510 · FICA Employer	3,280.00			
66520 · SUTA	568.20			
66530 · OR-WBF	17.75			
66500 · Payroll Taxes - Other	-10.03	9,026.00	-9,036.03	-0.11%
Total 66500 · Payroll Taxes	3,855.92	9,026.00	-5,170.08	42.72%
Total 66000 · PAYROLL EXPENSES	56,998.49	104,662.00	-47,663.51	54.46%
68000 · PROJECTS-SVC-SUPP-MATERIALS				
68010 · Project Contracted Services	303,767.45			
68020 · Project Mileage & Travel	354.11			
68030 · Project Other	1,120.24			
68040 · Project Supplies & Materials	1,282.13			
68050 · Project Training	682.83			
68000 · PROJECTS-SVC-SUPP-MATERI.	0.00	772,470.00	-772,470.00	0.0%
Total 68000 · PROJECTS-SVC-SUPP-MATE	307,206.76	772,470.00	-465,263.24	39.77%
69400 · TRANSFERS OUT				
69440 · Trf PF to General Fund	41,354.61	82,214.00	-40,859.39	50.3%
Total 69400 · TRANSFERS OUT	41,354.61	82,214.00	-40,859.39	50.3%
69600 · Reserved for Future Expenditure	0.00	109,389.00	-109,389.00	0.0%
Total Expense	405,559.86	1,068,735.00	-663,175.14	37.95%
Net Ordinary Income	-200.00	0.00	-200.00	100.0%
Net Income	-200.00	0.00	-200.00	100.0%

June 2020 Qtrly All Grant Projects Financial Report updated.xlsx

Project Name	Grant #	Funding Agency	Start Date	End Date	Status	Final Report Due Date	Fund Amount	(INCOME) Received to	Earned Income to	(EXPENSES) Spent to	CASH Balance	Remaining balance to	Grant Manager	Grant Report Dates	How grant funds are received	Admin Expected	Admin Earned	Admin Remaining
USGS Coldwater Refuges	18080813	MMT	10/1/2018	9/30/2020	Open	11/15/2020	43,150	43,150	40,570	40,570	2,580	0	LB	3/1/2019 & 11/15/2020	100% of funds at beginning of grant	5,628	5,393	235
Shared Space EDI Initiative	18040175	MMT	1/1/2019	12/31/2020	Open	2/15/2021	149,388	149,388	78,439	78,439	70,949	0	HK	12/9/19 and 2/15/21	two checks; one at the beginning of each calendar year	12,300	6,254	6,046
Ludwigia Management Alternatives	19100538	MMT	12/1/2019	12/31/2022	Open	2/15/2023	27,742	27,742	3,899	3,899	23,843	0	LB	Interim Report: 1/1/2021 & 1/1/2022.	100% of funds at beginning of grant	2,522	354	2,168
Willamette River Aquatic Weed Managemet Phase 5	2018-31-818	ODA-OSWB	2/27/2018	4/30/2019	Open	6/30/2019	19,232	19,213	19,213	19,213	0	19	LB		Watch for payments received to match expenses incurred.	1,748	1,747	1
State of the Science	20010715	MMT	2/1/2020	1/31/2022	Open	3/15/2022	80,000	80,000	360	360	79,640	0	LB	Interim 2/1/2021 & Final 3/15/2022	100% of funds at beginning of grant	12,000	100	11,900
State of Willamette	19100539	MMT	12/1/2019	2/28/2020	Open	NA	5,800	5,800	5,800	5,800	0	0	LB	NA	100% of funds at beginning of grant	527	527	0
Willamette Mainstem Cooperative	19010935	MMT - Basinwide #3	3/19/2019	2/28/2021	Open	4/15/2021	40,000	40,000	19,998	19,998	20,002	0	LB	Interim Report: 3/1/2020 & Final Report: 4/15/2021	100 % of funds at beginning of grant	3,636	1,818	1,818
Effectiveness Monitoring WAHWG	2009-012-00	BPA	6/1/2020	5/31/2021	Open		157,527	0	1,580	1,580	-1,580	157,527	LB			4,775	144	4,631
Willamette River Aquatic Weed Management Phase 6	2019-32-908	ODA-OSWB	2/25/2019	4/30/2020	Open	6/30/2020	32,990	24,743	32,988	32,988	-8,245	8,248	LB	Interim Report: 8/25/2019 & Final Report: 6/30/2020	*50% of funds received at start of grant *25% of funds are received after interim grant report submitted and approved by	2,999	3,000	-1
Willamette River Aquatic Weed Management Phase 7	2020-33-010	ODA-OSWB	2/28/2020	4/30/2021	Open	6/30/2021	27,719	13,860	2,533	2,533	11,327	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	230	2,290
Purge the Spurge! EDRR and Community Outreach	2020-33-011	ODA-OSWB	2/28/2020	4/30/2021	Open	6/30/2021	8,808	4,404	6,115	6,115	-1,711	4,404	LB		*50% of funds received at start of grant *25% of funds are received after interim grant report submitted and approved by ODA *final funds are received after final grant report submitted and approved by ODA	801	556	245
100 Acre Wood Habitat Project - Plant Establishment	217-3002-14131	OWEB	10/25/2016	6/30/2022	Open	8/30/2022	25,278	13,114	13,114	13,114	0	12,164	DS	Project completion only	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	2,298	1,191	1,107
Crestmont Land Trust Restoration and Enhancement Project	217-3030-14293	OWEB	4/26/2017	4/30/2020	Open	4/30/2020	196,657	196,657	196,657	176,928	19,729	0	DS	None		17,878	17,878	0
2019 Supplemental Data Collection for WFIP Effectiveness Monitoring	218-8390-17212	OWEB	2/4/2020	12/31/2021	Open	2/28/2022	100,000	15,493	17,532	17,532	-2,039	84,507	LB	Interim Report: 12/31/2020 & Final Report: 2/28/2022	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	9,091	1,594	7,497
Willamette FIP Effectiveness Monitoring Program Phase 4: Data Collection 2020-2021 and Reporting	220-8201-17233	OWEB	1/1/2020	12/31/2022	Open	2/28/2023	119,988	0	986	986	-986	119,988	LB	Interim Report: 6/30/2021 & Final Report: 2/28/2023	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	10,908	90	10,818

June 2020 Qtrly All Grant Projects Financial Report updated.xlsx

Project Name	Grant #	Funding Agency	Start Date	End Date	Status	Final Report Due Date	Fund Amount	(INCOME) Received to	Earned Income to	(EXPENSES) Spent to	CASH Balance	Remaining balance to	Grant Manager	Grant Report Dates	How grant funds are received	Admin Expected	Admin Earned	Admin Remaining
2019 data collection for WFIP Effectiveness Monitoring	218-8201-16520	OWEB	1/1/2019	12/31/2020	Open	2/28/2021	119,983	61,750	61,750	61,750	0	58,233	LB	2/28/2021	no funds received at start of grant; funds received by reimbursement of invoices/receipts for amounts of \$250 or more submitted by BSWCD; OWEB holds last 10% of funds (\$11,983) until they receive and approve of Final Report at end of grant	10,908	5,614	5,294
Ecosystem Functions in Agricultural Lands	09-16-007	OWEB	6/23/2017	5/26/2019	Open	5/26/2019	9,992	6,897	6,897	6,897	0	3,095	DS	5/26/2019 & 3/26/2021		908	626	282
Forest Fractal Wetland Restoration	09-16-006	OWEB	6/23/2017	5/26/2019	Open	5/26/2017	9,836	8,640	8,640	8,640	0	1,196	DS	Completed		984	984	0
OWEB-NRCS TA grant	219-9001-16731	OWEB	2/4/2019	2/29/2020	Open	4/29/2020	10,833	10,833	10,833	10,833	0	0	TM	5/26/2019 & 5/26/2021	by reimbursement of invoices; OWEB holds last 10% until final report received.	984	984	0
OWEB SIA grant	218-8010-16782	OWEB	3/4/2019	12/22/2023	Open	12/22/2023	125,000	26,161	26,161	26,161	0	98,839	DS	(6/17/2019, 12/16/2019, 6/14/2020, 12/14/2020, 6/14/2021, 12/13/2021, 6/13/2022, 12/13/2020)		11,364	2,397	8,967
Willamette Anchor Habitat Working Group Monitoring Framework	216-8201-15838	OWEB-FIP	11/1/2017	12/31/2020	Open	2/28/2021	129,954	116,959	116,959	129,946	-12,987	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	11,813	1
JZE RTR Project	220-3303-17504	OWEB	4/22/2020	6/30/2025	Open	6/30/2025	239,915				0	239,915	DS	6/30/2028 and 6/30/2030		23,084	11,813	11,271
Willamette Mainstem Cooperative Restoration, Phase 1	214-3999-11532	OWEB-SIP	2/19/2015	12/31/2019	Open	12/31/2019	221,643	221,620	218,620	218,620	3,000	23	LB	Final Report due November 29, 2018 Post-Implementation Status Report due July 31, 2020 Post-Implementation Status Report due July 31, 2022	no funds received at start of grant; funds received by reimbursement of invoices/receipts submitted by BSWCD; OWEB holds last 10% of funds until they receive and approve of Final Report at end of grant	19,518	22,518	-3,000
Total							1,901,435	1,086,422				815,013					97,626	71,570



Benton Soil and Water CONSERVATION DISTRICT

Date: July 31, 2020
To: Benton SWCD Directors
From: Holly Crosson, Executive Director
Re: July Monthly Report for September 2020 Board Packet (no August meeting)

A. NEW INITIATIVES

- **COVID-19**
 - Received Covid updates from CDC, Oregon Health Authority, Governor's office, SDAO, Benton County, CEA, HR Answers, OACD, etc.
 - Communicated with staff about Covid issues and how to address them.
 - Assisted Linda with Covid Relief Fund reimbursement from SDAO.
 - Facilitated process for telework stipend for staff.
 - Completed SDAO cash flow-borrowing survey
- **The Confluence** – Attended 2 tours of building – one public tour sponsored by GLT and another with Confluence steering committee and Alan Ayers; attended two DEI Change Agent Cohort meetings with CBP (consultant); attended CBP training on systemic racism; continued to discuss BSWCD layout in building with staff and Jerry; signed contract between BSWCD and architect Lori Stephens; sent further space revisions to Lori; attended meeting with core members to plan for submitting grant application to Doris Duke Foundation for DEI funding; attended Confluence steering committee meeting; provided marketing committee with recommendation for graphic designer for Confluence logo and development of branding materials.
- **WRI/Willamette River Network (WRN)** – No activity with WRN this month.

B. PROJECTS/PROGRAMS/PARTNERSHIPS

- Interviewed Heather Medina Saucedo of NRCS for BSWCD Conservation Neighbor.
- Conducted legal review of Graham Trask draft contract for J2E project and incorporated changes to draft /signed the contract.
- Conducted review of Dave Ehlers Agreement for J2E project; revised and signed Agreement.
- Facilitated OACD's request for District response to Director Eligibility Criteria survey.
- Attended Laura's virtual Willamette River tour.
- Connected with staff about their projects and grants; general grant oversight.
- 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; staff planning.

C. FISCAL

- Continued preparing for FY20 audit: forwarded audit questionnaire to all Directors; completed review of 24 grant revenue confirmations/Citizen's Bank year-end balance confirmations/LGIP year-end balance confirmation.
- Updated LGIP authorized users to remove Cliff Hall, past board Chair.
- Signed new contract with Jenny Brausch, bookkeeper, for FY21.
- 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

- Completed performance reviews for, and held annual evaluation meetings with Laura, Teresa, and Heath.
- Participated in weekly Zoom staff meetings.

E. BOARD

- Met with Jerry and Gary Pond (commercial real estate broker) to discuss office space rental opportunities.
- Initiated transition readiness planning efforts including consultation with HR firm.
- Connected with Linda about Director training opportunities through ODA and SDAO.
- Communicated with board Chair about Director Larry Lee stepping down.
- Worked with Heath and Faye on student Associate Director position.
- Attended July 6th board meeting via Zoom.
- Received/filed 2020 election notices from ODA; reviewed election notice for publication in legal section of newspaper.
- Created board meeting agenda and accompanying documents; reviewed draft financials; reviewed/edited draft meeting minutes; prepared two budget resolutions and other packet documents.

F. MISCELLANEOUS, SAFETY, INFORMATION TECHNOLOGY

- Addressed IT needs and equipment upgrades.
- Worked with IT contractor to deal with Malware attack on Heath's computer.



Benton Soil and Water CONSERVATION DISTRICT

Date: July 20, 2020

To: Benton SWCD Directors

From: Laura Brown, River Restoration and Invasives Program Coordinator

Re: July 2020 Monthly Report for September 2020 Board Meeting

Willamette Mainstem Cooperative

I was finally able to get out on the river to see how our sites were fairing this summer. Wapato Cove, a small alcove on the east side of the river, looks amazing! I saw only one strand of Ludwigia present, which I rapidly handpulled. This site is special due to the density of wapato (a First Food of Tribes in the Willamette Valley). We have been using integrated methods of handpulling in dense wapato stands and using herbicide in areas of dense Ludwigia. We will continue to monitor this site this summer to ensure Ludwigia populations stay low. I was also able to visit Collins Bay, where I continue to think we are simply maintaining status quo. There is more open water than there has historically been, and there are numerous native plants at the site, making it a high priority for restoration. I was happy to run into the landowner that we've been working with for the past seven years while I was out there. We are going to work to get together in the September/October timeframe to host a small site visit with ODA and our contractors to decide what we think our restoration goal should be for this site. We have gathered a lot of information about this particular site and about Ludwigia since we began treating this location in 2014. It might be time to reevaluate where we are and where we want to go, given the response of this species. This information will go into the Collins Bay Restoration Plan, which I have been working on this spring through funding from Meyer Memorial Trust.

I also hope you had a chance to check out our awesome virtual river events!



Wapato Cove (left) and Collins Bay (right) on July 6, 2020. Both sites have significant native species present.

Invasives Program

I popped out to Horseshoe Lake in North Albany to surveying the lake for yellow floating heart - an A-listed Noxious Weed here in the state of Oregon. Horseshoe Lake has been a roller-coaster of a site since we began treating it back in 2014. This site hosted the first documented occurrence of yellow floating heart in Benton County. Benton SWCD jumped on it with their usual enthusiasm and expertise. After three years of herbicide, there was no big change in populations. In 2017, after significant research by the coordinator at the time, a new chemical was used. Upon our survey in 2018, there was no yellow floating heart to be found! Alas - in 2019 it had returned to Horseshoe Lake, though in much smaller population sizes. ODA notes that for a species to be counted as "eradicated", it has to be gone from an area for a minimum of five years, indicating to me that we will need to continue to fight at this site and survey each year. When I surveyed the site in 2020, I was happy to not see any yellow floating heart. What I saw instead were two green herons, a blue heron, and an osprey. On my way out of the neighborhood, however, I stopped at a detention pond that flows into Horseshoe Lake. That's where I spotted the yellow floating heart. We have an agreement with the HOA at Horseshoe Lake that we will take care of the lake if they can treat the detention pond. I'll be continuing to work with the HOA to ensure that our good work continues and that we ultimately defeat yellow floating heart!

Keep an eye out for it if you're on the river this summer. It has five, small, bright yellow petals with fringed edges. The leaves float and are heart shaped.



Yellow floating heart found in the detention pond near Horseshoe Lake in north Albany on July 16, 2020.



Communications and Engagement

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

Date sent	E-news Title	# Email Opens	Facebook/Instagram Reach
07/17	Summer Irrigation	184	105
07/10	Love Your River Summer 2020	155	99
07/02	Guest blogger, birds, & books	186	128
06/26	Pollinators	181	115

For me, the most fun work event in July was kayaking down the river with Laura Brown to help her film the Willamette River Virtual Tour, which has been viewed 130 times! You can watch the tour here: [https://](https://youtu.be/Ndvlwzupe88)



youtu.be/Ndvlwzupe88.

Kudos to Laura on a well-received film. According to one viewer, Linford King, "This was very informative. It was great to learn about these long term efforts, their importance and the results to date. I really appreciate the beauty of the Willamette that is in our backyard and now have greater appreciation for sustaining these precious areas. I also was pleased to learn that volunteers can help out as well as become more educated about the many plant species (native and invasive). Thank you for making this video. Great progress on your efforts!"

The Native Plant Program

Winter Native Plant Sale

During the month of July, I reviewed the sales from our initial round of orders and used that information to increase our inventory for the second round opening on August 15.

Fall Bulb and Seed Sale

The staff is having conversations about the fall bulb and seed sale. Since Fall Festival has been cancelled, we are coming up with an alternative format for this year. We are planning to offer bulbs and seeds for sale online with four small scheduled pick-up opportunities in mid-October.

Diversity, Equity, & Inclusion Process

1. BSWCD, Greenbelt Land Trust, and Cascade Pacific RC&D shared summaries of our DEI assessments at our July Equity Committee meeting.
2. In July, the Confluence submitted a grant application to Doris Duke Charitable Foundation to continue the equity work we've begun with funds from Meyer Memorial Trust. If we receive this grant, it would provide funding to continue working with consultants on trainings and equity plan implementation for the next two years beginning in October. Institute for Applied Ecology is the lead for this grant. Because BSWCD is not a 501 (c) 3 organization, we cannot receive funds from this grant for our time, but we are able to work with a consultant who is paid through this grant.

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

Date: July 26, 2020
To: Benton SWCD Directors
From: Linda Lovett, Operations Manager
Re: June 20 – July 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.
- Worked with Comcast to troubleshoot computer outages, resulting in Comcast crediting the District \$150.
- Contacted Oregon State Archives to clarify policy on retention of accounts payable records related to the expenditure of grant funds.
- Uploaded annual work plan to ODA Dropbox.
- Updated the BSWCD directory.
- Worked with Heath to develop new email signature with bilingual graphic promoting mask wearing to protect our community from COVID-19.

B. Fiscal Administration

- Completed draft minutes of Budget Committee meeting.
- Filed tax certification LB-50 form and supporting documentation with Benton County Tax Assessor.
- Updated Operations Manual to include budget information and how to apply for tax exemption and certify tax with the Assessor.
- Continued preparations for FY20 audit and began uploading documents to auditors' online organizer.
- Compiled information on BSWCD expenses related to COVID-19 and applied for State of Oregon Coronavirus Relief Funds; eligible expenses totaled \$4264.58 for telework equipment and software and disinfecting and protective supplies.
- Investigated electronic options for vendor payments as alternative to checks.
- Worked with staff to develop CIR/CCR tracking process and spreadsheet.

C. Personnel/Staff Meetings/Training

- Reviewed staff timesheets.
- Participated in weekly Zoom staff meetings.

D. Meetings and Events

- July 6 board meeting: drafted public notice; added calendar items to agenda; compiled packet and emailed to Directors and Associates; attended via Zoom; recorded minutes.
- November 3 election: contacted Sandi Hiatt regarding the vacating and filling of Zone 5 position; drafted legal notice and submitted to Gazette Times; as point of contact on the legal notice, researched election information to provide the public.



Growing Relationships



Yadira Ruiz, Sunbow Produce, thins carrot seedlings on a cool July morning.

THIS MONTH,

I visited two farms, Sunbow Produce and Raising Joy Farm, to share soil test results, thanks to the BSWCD Soil Quality Program.

Subsequent visits strengthen the BSWCD bond with landowners and demonstrate our dedication to their success through the implementation of conservation practices, such as tracking nutrient management.

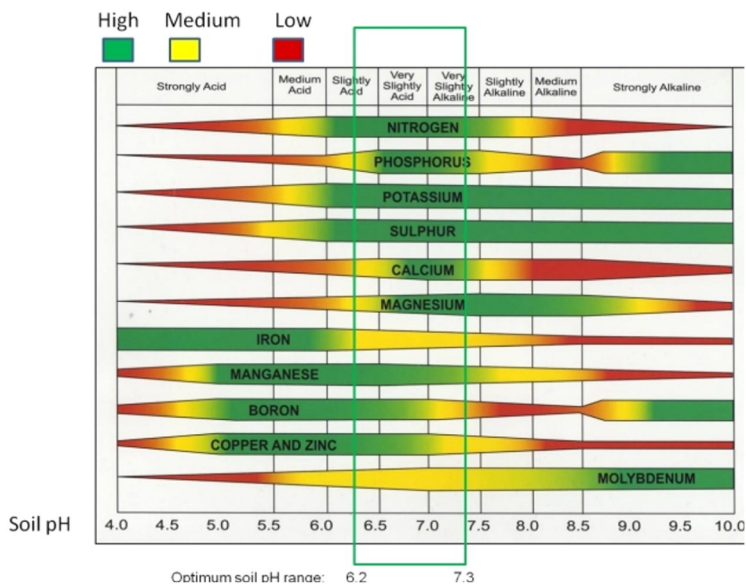


Priya Thakkar, Raising Joy Farm, harvests commercial flowers for delivery.

SOIL TEST FOLLOW UP Not an agronomist, I am unable to recommend nutrient prescriptions to farmers based on soil tests. I am able to talk with them about soil function. For example, few people appreciate clay soil, so I share information about the positive characteristics of clay (nutrient and water holding). To help farmers better value basic soil testing, I share how pH is of fundamental importance in nutrient availability to crops. I provide a pH chart, like the one shown left, which clearly illustrates this complex pH concept. Read about liming to increase soil pH [here](#).

I learn from the farmers, too. At Sunbow Produce, Yadira found aphids on carrot seedlings at the junction where green top meets orange root. During her discussion with Nate Johnson, husband and farming partner, I learned that watering the carrots will disturb the aphids and the ants that tend them. [Learn more](#) about carrots, aphids, and ants from OSU Ask an Expert.

How soil pH affects availability of plant nutrients



BSWCD Education Encourages Rural Residence Prairie Restoration

I had the pleasure to visit the rural residence and prairie restoration site of Marge and Ralph Alig. Inspired by attending our past prairie tours and fueled by Heath's [video](#) with Bill Proebsting this spring, the Aligs are turning lawn areas of their Oak Creek property into patches of prairie. Here is a summary of the Alig's multi-year plot preparation process.

- summer #1 - terminate the existing vegetation by solarizing and/or smothering with cardboard.
- fall and winter - cover cardboard with a foot of leaves. They get a 20-yard delivery of leaves every year or two from Republic Services. **Teresa's note of CAUTION:** leaf contents vary from load to load and may be contaminated with plastics, unwanted wastes, AND invasive weeds that might infect your space!!!
- spring #1 / summer #2 - spread several inches of wood chips over the decomposed cardboard/leaves for continued weed suppression.
- spring #2 and into the foreseeable future - native prairie plants, rooted into the soil below the layers, are nurtured and monitored for survival, reseeding, and the potential to thrive versus take over.

Marge and Ralph Alig deserve golden badges for their hard work and prairie restoration success. They are rewarded when a Monarch butterfly or bluebirds visit their site.



Clarkia amoena, Farewell to spring, grows well at the Alig's site.

"...there are other folks we know, both friends and through our garden club, who are putting a lot of time and hard work into trying to change the way they garden and landscape. It feels great to be part of that close community of landowners, experts, and nurseries, that are making this possible and provide encouragement." ~ Marge Alig

Subterranean Beasts

This spring I've talked with growers who are dealing with soil-dwelling pests know as SYMPHYLANS (photo below). Symphylans proliferate in moist soils with high organic matter. Usually associated with the addition of manure, these beasts are nearly impossible to conquer. Read more about symphylans in this excellent [ATTRA publication](#).



<https://www.gardeningknowhow.com/wp-content/uploads/2008/08/garden-symphylan2.jpg>

Activities

DATE EVENT (CONTACTS)

- 6/22 Mosier pasture soil samples (4)
- 6/24 NRCS EQIP practices meeting Amy K and Donna
- 6/25 Goracke residence—document delivery (3)
- 6/25 traveled the SIA monitoring route
- 6/29 Kings Valley Charter School—site visit (4)
- 7/3 Sunbow Produce—soil test results (2)
- 7/7 SIA budget discussion—Ellen Hammond ODA
- 7/14 SIA budget discussion—Courtney Shaff, OWEB
- 7/16 Marge & Ralph Alig—residential prairie restoration (2)
- 7/16 Raising Joy Farm—soil test results (1)