

Monday, November 8, 2021
 6:00-7:00 PM Board Meeting
 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	
	CONSENT AGENDA	<i>Yoshihara</i>	6:02	ACTION
3	Approve draft board meeting Minutes – October 12, 2021			
3	Approve Financials (9/30/21)			
3	Approve revised Travel Policy with updated mileage reimbursement section (in packet)			
	REGULAR AGENDA		6:03	
1, 2	Regenerative Landscaping: Urban Soil Conservation – Erik Swartzendruber, WVRLG	<i>Matteson/ Swartzendruber</i>		
1, 2, 3, 4	Discuss authority and role of SWCDs to weigh in on County land use issues; developing/updating clear policy and procedure for Board to follow (2009 Board Policy on Decision-making in packet)	<i>Yoshihara/ Crosson</i>	6:35	
1, 2, 3,	Oregon Association of Conservation Districts (OACD) Board election ballot/vote (info in packet)	<i>Lovett</i>	6:55	ACTION
	Meeting Adjourned	<i>Yoshihara</i>	7:00	

Continued →

BSWCD Board and Outreach Events (subject to change)		
Date/Time	Event	Location
Aug 15 – Dec 31	Native Plant Sale Ordering	https://bentonswcd.org/shop
Nov 6, 9:30 am – 1 pm	Salmon Watch Family Day	Clemens County Park 19910 Seeley Creek Road Alsea
Dec 13, 6 – 7 pm	BSWCD Monthly Board Meeting	Zoom

Check our website calendar regularly for additional items that are still being finalized:
<https://bentonswcd.org/activities/calendar/>

Monday, October 12, 2021; 6:00-7:00 PM
Phone: 1-669-900-6833
Meeting ID: 844 6825 0202
Passcode: 640956



BOARD OF DIRECTORS MEETING MINUTES

In Attendance

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

Board Members Absent: Faye Yoshihara, Graham Trask

Associate Directors Present: Rana Foster, Nate Johnson

Staff Present: Michael Ahr, Holly Crosson, Donna Schmitz, Teresa Matteson, Linda Lovett (minutes)

Others Present: Lexi Gardner (Acting District Conservationist, NRCS), David Barron (Associate Director candidate)

Call to Order

[Morris] 6:01 pm

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

There were introductions all around since Lexi and David were first-time attendees.

Additions/Changes to Agenda

Holly asked for an addition: Request the board appoint her as the QuickBooks Primary Administrator and remove Jennifer Floro, who has not worked at the District since 2015, from the account. QuickBooks requires these changes to be in the draft October board meeting minutes to take the action.

Jerry recommended putting this in the Consent Agenda. Jerry also asked to pull the resolution on the George Ice grant from the Consent Agenda for further discussion.

CONSENT AGENDA

- **Approve draft board meeting Minutes – September 13, 2021:** Discussion: none
- **Approve Financials for 8/31/21;** Discussion: none
- **Accept Board Member and Officer job descriptions;** Discussion: none
- **Adopt Resolution No. FY2021-2022-04 establishing the date of the Annual Meeting in 2022;** Discussion: none
- **Adopt Resolution No. FY2021-2022-05 to add \$1,750 to the FY22 General Fund budget for returned security deposit from prior lease of office space at 5th and Monroe;** Discussion: none

MOTION to approve Consent Agenda with addition of Holly Crosson as QuickBooks Primary Administrator, removal of Jennifer Floro from QuickBooks account, and pulling Resolution No. FY2021-2022-06: Jerry/Henry (vote 5 / 5)

- **Adopt Resolution No. FY2021-2022-06 to add \$8,000 to the FY22 Project Fund budget for George Ice grant/private donation for UMC SIA station 2 equipment/supplies:** Discussion:

Teresa provided detail on the project for the George Ice grant, the Upper Muddy Creek Strategic Implementation Area (UMC SIA). Station #2 will be located on George Ice's property. It is one of four stations where the District will be monitoring water quality. George donated \$8,000 for the equipment that will be on his property. This enabled an upgrade of the whole system to a product called In-Situ Aqua Troll, which will be placed in the streams to monitor dissolved oxygen and conductivity. Turbidity will also be monitored at George's site. He will have telemetry so that he can log in to his computer and see what is going on at his station. The other stations will have sensors in the streams that connect via Bluetooth. George will put in a stream-flow station to measure velocity and amount of water going through. Grab samples from streams will go to Edge Analytical Laboratory. Samples from Hammer Creek will also be monitored for E. coli and phosphorous because of concerns about livestock entering creek and fertilizer residue.

MOTION to approve Resolution No. FY2021-2022-06: Jerry / Eliza (vote 5 / 5)

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

REGULAR AGENDA

Appoint David Barron as Associate Director

Henry introduced David, whom he has known for about 10 years. Dave has a small farm where he has chickens and grows vegetables. His professional background is in firefighting/emergency response. Henry has been seeking a Zone 1 replacement but wants to remain an associate director if Dave moves on to the board. Dave learned about the District from Henry and his neighbor who did a stream restoration project with the District.

MOTION to appoint David Barron as Associate Director: Henry / Kerry (vote 5 / 5)

Overview of BSWCD's Invasive Species Program

Michael gave a presentation covering the definition of invasive species, the invasion curve, ODA "A" list weeds in Benton County, weed treatment, and integrated pest management. He also talked about the Cooperative Weed Management Area (CWMA) for Benton County and the District's designation as the County's weed entity, which makes us eligible for Oregon Weed Board funds. In response to questions, Michael explained that the program does cover invasive insects and animals (e.g., Asian longhorned beetles, emerald ash borer, nutria) and that there is money for contractor work to help property owners. We can use Weed Board funding to treat designated weeds for residents and in the public right of way. He is not aware of new information on controlling false brome, but we are still trying to control it if it is in sensitive habitat.

Update on Conservation Reserve Enhancement Program (CREP) Program

Michael said the NRCS told us several weeks ago that their workload is light enough to be able to handle the program in house during the next grant funding cycle. We have done this program since 2012 in partnership with Linn SWCD, but demand for projects has fallen. Donna does several each year, but she has many other job responsibilities as well. We don't have a CREP technician that can do a lot of contracts, so we may be less of a fit for the grant from OWEB's perspective. There may be opportunities to partner with other organizations on CREP projects in the future.

Bob wondered why fewer people want to do CREP projects. Michael said it can be a tough sell if someone has high-quality farmland and it is more beneficial financially to farm the land than to plant shrubs and trees. The program has been around for a long time, so we have probably picked the low-hanging fruit. Finally, it is difficult to do outreach because we may not have the staff for the contracts if there is a lot of interest.

Donna estimated that the District would bring in \$4,000 in FY22, but this quarter will ask for \$4,500 and probably get another \$1,000 after that. We will be able to fulfill what we had estimated for this budget year. Holly added that it has been nice to have CREP funds for our budget, but hopefully will be able to make up the income elsewhere.

Jerry mentioned that he is on the Mid-Willamette Small Grant team, which is another OWEB program. He would like to see the District's conservation planners work with this grant program so smaller landowners can do some of the same things that the CREP program has done. Maybe we can look at our watersheds and develop the small grant program in place of the CREP program.

Lexi said the NRCS workload fluctuates from year to year, so if it increases in the future, they may go back to working with districts. NRCS appreciates the help over the years from Donna and Deb Paul of Linn SWCD.

Final Comments

Eliza mentioned that the City of Monroe was planning to sell two acres known as Kyle Springs, which it used to use as a water source. Rana wrote a letter to the City Council asking them not to sell to a lumber company that would probably clear cut the old growth. Kerry also has been involved in making a case for Monroe to keep the property as a conservation area or historic site. She suggested the District look at it to see whether there are important species or other reasons for the City to retain ownership.

Meeting Adjourned

[Morris] 7:02 pm

Benton SWCD Board Meeting

November 8, 2021

Financial Report

Period ending September 30, 2021

The closing balance in our Oregon LGIP account was \$722,846.85, dividend paid was \$326.59. The Fiscal YTD dividend paid was \$1,026.72. Our average monthly balance has been \$722,462.28, with a monthly distribution yield of 0.55%. The previous month's balance was \$721,487.30. We received a payment of \$1,032.96 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 \$172,566.70. The previous month's balance was \$179,869.42.

Charges to the Credit Card account were \$1,338.59. These were verified and reconciled. The previous month's charges were \$1,890.28.

The Stripe account was reconciled. The starting balance was \$548.50, the net activity was \$6,172.81 less fees of -\$221.89, leaving an end-of-month balance of \$6,499.42.

Respectfully submitted,



Jerry Paul, Treasurer

Benton Soil & Water Conservation District
Balance Sheet
 As of September 30, 2021

	Sep 30, 21	Sep 30, 20	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
10100 - Citizens Bank	134,199.35	120,458.59	13,740.76
10150 - Citizens Bank #2	5,034.94	5,168.05	-133.11
10200 - LGIP	723,579.13	635,718.81	87,860.32
10300 - Stripe	6,420.70	2,505.34	3,915.36
10800 - Petty Cash	24.00	24.00	0.00
Total Checking/Savings	869,258.12	763,874.79	105,383.33
Accounts Receivable			
11000 - Accounts Receivable	15,832.76	46,454.75	-30,621.99
11400 - Grants Receivable	-4,500.84	49,502.40	-54,003.24
Total Accounts Receivable	11,331.92	95,957.15	-84,625.23
Other Current Assets			
100-1050 CashDue to/from Bld Fnd	-103,200.00	-93,200.00	-10,000.00
100-1500 Due to/from Proj Fund	-210,171.93	-210,171.93	0.00
200-1080 CashDue to/from Gen Fnd	210,171.93	210,171.93	0.00
400-1505 Due to/from BR Fund	103,200.00	93,200.00	10,000.00
12800 - Payroll Advance	0.00	0.02	-0.02
13000 - Prepaid expenses-Audit	3,564.02	7,767.86	-4,203.84
Total Other Current Assets	3,564.02	7,767.88	-4,203.86
Total Current Assets	884,154.06	867,599.82	16,554.24
Other Assets			
18400 - Property Tax Receivable-Audit	10,528.00	10,528.00	0.00
Total Other Assets	10,528.00	10,528.00	0.00
TOTAL ASSETS	894,682.06	878,127.82	16,554.24
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
20000 - General Accounts Payable	2,336.76	3,563.23	-1,226.47
20100 - Project Accts Payable	10,838.74	0.00	10,838.74
Total Accounts Payable	13,175.50	3,563.23	9,612.27
Credit Cards			
22000 - CITIZENS BANK MASTER CARD			
22150 - Laura's CC - 4777	0.00	219.59	-219.59
22200 - Holly's CC - 2995	770.60	769.00	1.60
22300 - Donna's CC - 3001	20.00	0.00	20.00
22400 - Teresa's CC - 3019	97.81	0.00	97.81
22500 - Heath's CC - 3027	94.47	22.00	72.47
22520 - Linda's CC - 5980	300.76	258.81	41.95
22530 - Michael's CC - 3266	161.95	0.00	161.95
Total 22000 - CITIZENS BANK MASTER CARD	1,445.59	1,269.40	176.19
Total Credit Cards	1,445.59	1,269.40	176.19

Benton Soil & Water Conservation District
Balance Sheet
 As of September 30, 2021

	Sep 30, 21	Sep 30, 20	\$ Change
Other Current Liabilities			
24000 - PAYROLL LIABILITIES			
24010 - 941 Account	6,835.32	6,988.02	-152.70
24020 - Oregon Withholding	1,791.00	1,714.00	77.00
24030 - OR-WBF SUTA	904.29	530.55	373.74
Total 24000 - PAYROLL LIABILITIES	9,530.61	9,232.57	298.04
24160 - Employee Reimbursable Expenses	0.00	-0.04	0.04
25800 - Deferred Revenue Grants-Audit	124,710.48	187,746.97	-63,036.49
25810 - Deferred Revenue Donations	246.72	0.00	246.72
25850 - Deferred Revenue - NPS Presales	31,340.35	23,646.08	7,694.27
Total Other Current Liabilities	165,828.16	220,625.58	-54,797.42
Total Current Liabilities	180,449.25	225,458.21	-45,008.96
Long Term Liabilities			
27050 - Deferred Revenue Taxes -Audit	8,440.09	8,440.09	0.00
Total Long Term Liabilities	8,440.09	8,440.09	0.00
Total Liabilities	188,889.34	233,898.30	-45,008.96
Equity			
31100 - Building Reserve Fund Balance	113,200.00	93,200.00	20,000.00
31200 - Project Fund Balance	12,187.11	10,210.00	1,977.11
32000 - General Fund Balance	656,700.80	603,861.15	52,839.65
Net Income	-76,295.19	-63,041.63	-13,253.56
Total Equity	705,792.72	644,229.52	61,563.20
TOTAL LIABILITIES & EQUITY	894,682.06	878,127.82	16,554.24

Benton Soil & Water Conservation District
Profit & Loss by Class
 July through September 2021

	<u>General Fund</u>	<u>Project Fund</u>	<u>TOTAL</u>
Ordinary Income/Expense			
Income			
43300 · Grant/Project Administration	0.00	80,659.19	80,659.19
44535 · Taxes Levied	3,609.45	0.00	3,609.45
44540 · ODA Operations	16,128.83	0.00	16,128.83
44545 · ODA Tech, LMA & Scope of Work	30,823.19	0.00	30,823.19
45000 · Interest Income	1,057.00	0.00	1,057.00
46430 · MISCELLANEOUS	174.00	0.00	174.00
48000 · TRANSFERS IN	6,755.99	0.00	6,755.99
Total Income	<u>58,548.46</u>	<u>80,659.19</u>	<u>139,207.65</u>
Gross Profit	58,548.46	80,659.19	139,207.65
Expense			
60000 · MATERIALS & SERVICES	29,304.15	0.00	29,304.15
66000 · PAYROLL EXPENSES	104,483.17	9,737.34	114,220.51
68000 · PROJECTS-SVC-SUPP-MATERIALS	13.44	65,208.75	65,222.19
69400 · TRANSFERS OUT	0.00	6,755.99	6,755.99
Total Expense	<u>133,800.76</u>	<u>81,702.08</u>	<u>215,502.84</u>
Net Ordinary Income	<u>-75,252.30</u>	<u>-1,042.89</u>	<u>-76,295.19</u>
Net Income	<u>-75,252.30</u>	<u>-1,042.89</u>	<u>-76,295.19</u>

Benton Soil & Water Conservation District
Profit & Loss by Class
 July through September 2021

	General Fund	Project Fund	TOTAL
Ordinary Income/Expense			
Income			
43300 · Grant/Project Administration	0.00	80,659.19	80,659.19
44535 · Taxes Levied	3,609.45	0.00	3,609.45
44540 · ODA Operations	16,128.83	0.00	16,128.83
44545 · ODA Tech, LMA & Scope of Work	30,823.19	0.00	30,823.19
45000 · Interest Income	1,057.00	0.00	1,057.00
46430 · MISCELLANEOUS			
46432 · Contributions	174.00	0.00	174.00
Total 46430 · MISCELLANEOUS	174.00	0.00	174.00
48000 · TRANSFERS IN			
48400 · Transfer Admin from Project Fd	6,755.99	0.00	6,755.99
Total 48000 · TRANSFERS IN	6,755.99	0.00	6,755.99
Total Income	58,548.46	80,659.19	139,207.65
Gross Profit	58,548.46	80,659.19	139,207.65
Expense			
60000 · MATERIALS & SERVICES			
61300 · CONFERENCES AND TRAINING			
61330 · Registration	968.00	0.00	968.00
Total 61300 · CONFERENCES AND TRAINING	968.00	0.00	968.00
61500 · COMMUNITY CONSERVATION PROGRAMS			
61510 · Conservation Education (Youth)	333.00	0.00	333.00
61530 · Invasives Program	250.00	0.00	250.00
61540 · Native Plant Sale	1,587.46	0.00	1,587.46
61570 · Soil Quality Program	222.21	0.00	222.21
Total 61500 · COMMUNITY CONSERVATION PROGR.	2,392.67	0.00	2,392.67
62100 · CONTRACTED AND PROF SERVICES			
62115 · Audit	2,750.00	0.00	2,750.00
62120 · Computer Support	210.20	0.00	210.20
62130 · PROFESSIONAL SERVICES			
62150 · Accounting	6,251.05	0.00	6,251.05
62170 · Web Design, Logo - Marketing	1,219.00	0.00	1,219.00
Total 62130 · PROFESSIONAL SERVICES	7,470.05	0.00	7,470.05
Total 62100 · CONTRACTED AND PROF SERVICES	10,430.25	0.00	10,430.25
62300 · Dues/Subscriptions/Fees	3,177.86	0.00	3,177.86
62800 · OFFICE OCCUPANCY			
62820 · Rent & Parking	6,449.75	0.00	6,449.75
62830 · Utilities	1,368.04	0.00	1,368.04
Total 62800 · OFFICE OCCUPANCY	7,817.79	0.00	7,817.79
65000 · SUPPLIES AND MATERIALS			
65010 · COPIER AND SUPPLIES			
65014 · Lease	593.45	0.00	593.45
Total 65010 · COPIER AND SUPPLIES	593.45	0.00	593.45

Benton Soil & Water Conservation District
Profit & Loss by Class
 July through September 2021

	General Fund	Project Fund	TOTAL
65030 · Office Supplies	1,180.40	0.00	1,180.40
65050 · Software/Computer Accessories	844.00	0.00	844.00
Total 65000 · SUPPLIES AND MATERIALS	2,617.85	0.00	2,617.85
65120 · Insurance & Fidelity Bond	1,655.83	0.00	1,655.83
65320 · Mileage/travel related expenses	70.00	0.00	70.00
65400 · Meetings & Events	173.90	0.00	173.90
Total 60000 · MATERIALS & SERVICES	29,304.15	0.00	29,304.15
66000 · PAYROLL EXPENSES			
66200 · Wages	79,746.98	7,711.77	87,458.75
66410 · Health, Dental & Life Insurance	14,050.11	1,297.28	15,347.39
66420 · Retirement	4,070.41	44.01	4,114.42
66500 · Payroll Taxes			
66510 · FICA Employer	5,878.58	589.44	6,468.02
66520 · SUTA	670.26	92.46	762.72
66530 · OR-WBF	26.33	2.38	28.71
Total 66500 · Payroll Taxes	6,575.17	684.28	7,259.45
66800 · Fees	40.50	0.00	40.50
Total 66000 · PAYROLL EXPENSES	104,483.17	9,737.34	114,220.51
68000 · PROJECTS-SVC-SUPP-MATERIALS			
68010 · Project Contracted Services	0.00	56,572.75	56,572.75
68020 · Project Mileage & Travel	13.44	132.72	146.16
68040 · Project Supplies & Materials	0.00	8,503.28	8,503.28
Total 68000 · PROJECTS-SVC-SUPP-MATERIALS	13.44	65,208.75	65,222.19
69400 · TRANSFERS OUT			
69440 · Trf PF to General Fund	0.00	6,755.99	6,755.99
Total 69400 · TRANSFERS OUT	0.00	6,755.99	6,755.99
Total Expense	133,800.76	81,702.08	215,502.84
Net Ordinary Income	-75,252.30	-1,042.89	-76,295.19
Net Income	-75,252.30	-1,042.89	-76,295.19

Benton Soil & Water Conservation District
Profit & Loss YTD Comparison
 July through September 2021

	Jul - Sep 21	Jul - Sep 20	\$ Change
Ordinary Income/Expense			
Income			
43300 · Grant/Project Administration	80,659.19	65,297.37	15,361.82
44535 · Taxes Levied	3,609.45	3,463.04	146.41
44540 · ODA Operations	16,128.83	24,994.75	-8,865.92
44545 · ODA Tech, LMA & Scope of Work	30,823.19	29,160.00	1,663.19
45000 · Interest Income	1,057.00	1,868.29	-811.29
46430 · MISCELLANEOUS			
46432 · Contributions	174.00	0.00	174.00
46440 · Refunds and Reimbursements	0.00	4,264.58	-4,264.58
Total 46430 · MISCELLANEOUS	174.00	4,264.58	-4,090.58
48000 · TRANSFERS IN			
48400 · Transfer Admin from Project Fd	6,755.99	5,655.34	1,100.65
Total 48000 · TRANSFERS IN	6,755.99	5,655.34	1,100.65
Total Income	139,207.65	134,703.37	4,504.28
Gross Profit	139,207.65	134,703.37	4,504.28
Expense			
60000 · MATERIALS & SERVICES			
61300 · CONFERENCES AND TRAINING			
61330 · Registration	968.00	725.00	243.00
Total 61300 · CONFERENCES AND TRAINING	968.00	725.00	243.00
61500 · COMMUNITY CONSERVATION PROGRAMS			
61510 · Conservation Education (Youth)	333.00	0.00	333.00
61530 · Invasives Program	250.00	233.04	16.96
61540 · Native Plant Sale	1,587.46	411.00	1,176.46
61570 · Soil Quality Program	222.21	285.30	-63.09
61585 · Conservation Leadership - EDI	0.00	60.00	-60.00
Total 61500 · COMMUNITY CONSERVATION PROGRA	2,392.67	989.34	1,403.33
62100 · CONTRACTED AND PROF SERVICES			
62115 · Audit	2,750.00	3,750.00	-1,000.00
62120 · Computer Support	210.20	417.60	-207.40
62130 · PROFESSIONAL SERVICES			
62140 · Legal	0.00	600.00	-600.00
62150 · Accounting	6,251.05	6,914.96	-663.91
62170 · Web Design, Logo - Marketing	1,219.00	388.00	831.00
Total 62130 · PROFESSIONAL SERVICES	7,470.05	7,902.96	-432.91
Total 62100 · CONTRACTED AND PROF SERVICES	10,430.25	12,070.56	-1,640.31
62300 · Dues/Subscriptions/Fees	3,177.86	3,027.21	150.65
62800 · OFFICE OCCUPANCY			
62810 · Alarm & Janitorial Services	0.00	470.64	-470.64
62820 · Rent & Parking	6,449.75	13,345.92	-6,896.17
62830 · Utilities	1,368.04	2,978.58	-1,610.54
Total 62800 · OFFICE OCCUPANCY	7,817.79	16,795.14	-8,977.35

Benton Soil & Water Conservation District
Profit & Loss YTD Comparison
 July through September 2021

	Jul - Sep 21	Jul - Sep 20	\$ Change
65000 · SUPPLIES AND MATERIALS			
65010 · COPIER AND SUPPLIES			
65012 · Copies	0.00	186.67	-186.67
65014 · Lease	593.45	566.39	27.06
Total 65010 · COPIER AND SUPPLIES	593.45	753.06	-159.61
65030 · Office Supplies	1,180.40	289.70	890.70
65040 · Postage	0.00	76.04	-76.04
65050 · Software/Computer Accessories	844.00	199.98	644.02
Total 65000 · SUPPLIES AND MATERIALS	2,617.85	1,318.78	1,299.07
65110 · PRODUCTION COSTS			
65112 · Advertising and Website	0.00	245.84	-245.84
Total 65110 · PRODUCTION COSTS	0.00	245.84	-245.84
65120 · Insurance & Fidelity Bond	1,655.83	977.70	678.13
65320 · Mileage/travel related expenses	70.00	32.78	37.22
65400 · Meetings & Events	173.90	7.99	165.91
Total 60000 · MATERIALS & SERVICES	29,304.15	36,190.34	-6,886.19
66000 · PAYROLL EXPENSES			
66200 · Wages	87,458.75	85,006.19	2,452.56
66410 · Health, Dental & Life Insurance	15,347.39	13,906.14	1,441.25
66420 · Retirement	4,114.42	5,394.23	-1,279.81
66500 · Payroll Taxes			
66510 · FICA Employer	6,468.02	6,306.51	161.51
66520 · SUTA	762.72	394.79	367.93
66530 · OR-WBF	28.71	28.78	-0.07
Total 66500 · Payroll Taxes	7,259.45	6,730.08	529.37
66800 · Fees	40.50	40.50	0.00
Total 66000 · PAYROLL EXPENSES	114,220.51	111,077.14	3,143.37
68000 · PROJECTS-SVC-SUPP-MATERIALS			
68010 · Project Contracted Services	56,572.75	43,833.98	12,738.77
68020 · Project Mileage & Travel	146.16	488.20	-342.04
68040 · Project Supplies & Materials	8,503.28	500.00	8,003.28
Total 68000 · PROJECTS-SVC-SUPP-MATERIALS	65,222.19	44,822.18	20,400.01
69400 · TRANSFERS OUT			
69440 · Trf PF to General Fund	6,755.99	5,655.34	1,100.65
Total 69400 · TRANSFERS OUT	6,755.99	5,655.34	1,100.65
Total Expense	215,502.84	197,745.00	17,757.84
Net Ordinary Income	-76,295.19	-63,041.63	-13,253.56
Net Income	-76,295.19	-63,041.63	-13,253.56

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

	Jul - Sep 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
43000 · Beginning Balance	0.00	576,051.00	-576,051.00	0.0%
44530 · Benton County Public Works	0.00	5,000.00	-5,000.00	0.0%
44535 · Taxes Levied	3,609.45	470,000.00	-466,390.55	0.77%
44540 · ODA Operations	16,128.83	26,372.00	-10,243.17	61.16%
44545 · ODA Tech, LMA & Scope of Work	30,823.19	61,535.00	-30,711.81	50.09%
45000 · Interest Income	1,057.00	4,500.00	-3,443.00	23.49%
46430 · MISCELLANEOUS				
46432 · Contributions	174.00			
46430 · MISCELLANEOUS - Other	0.00	6,750.00	-6,750.00	0.0%
Total 46430 · MISCELLANEOUS	174.00	6,750.00	-6,576.00	2.58%
47200 · CREP, SQP-Fee for Services	0.00	4,000.00	-4,000.00	0.0%
47400 · Native Plant Sale Income	0.00	20,000.00	-20,000.00	0.0%
48000 · TRANSFERS IN				
48400 · Transfer Admin from Project F	6,755.99	43,110.00	-36,354.01	15.67%
Total 48000 · TRANSFERS IN	6,755.99	43,110.00	-36,354.01	15.67%
Total Income	58,548.46	1,217,318.00	-1,158,769.54	4.81%
Gross Profit	58,548.46	1,217,318.00	-1,158,769.54	4.81%
Expense				
60000 · MATERIALS & SERVICES				
61300 · CONFERENCES AND TRAINING				
61330 · Registration	968.00			
61300 · CONFERENCES AND TRAI	0.00	12,000.00	-12,000.00	0.0%
Total 61300 · CONFERENCES AND TR	968.00	12,000.00	-11,032.00	8.07%
61500 · COMMUNITY CONSERVATION PROGRAMS				
61510 · Conservation Education (Y	333.00	7,700.00	-7,367.00	4.33%
61520 · Conservation Incentive Pro	0.00	3,000.00	-3,000.00	0.0%
61530 · Invasives Program	250.00	3,000.00	-2,750.00	8.33%
61540 · Native Plant Sale	1,587.46	20,000.00	-18,412.54	7.94%
61560 · Scholarships/Internships	0.00	600.00	-600.00	0.0%
61570 · Soil Quality Program	222.21	3,000.00	-2,777.79	7.41%
61585 · Conservation Leadership -	0.00	2,000.00	-2,000.00	0.0%
Total 61500 · COMMUNITY CONSERVA	2,392.67	39,300.00	-36,907.33	6.09%
62100 · CONTRACTED AND PROF SERVICES				
62115 · Audit	2,750.00	5,000.00	-2,250.00	55.0%
62120 · Computer Support	210.20	4,000.00	-3,789.80	5.26%
62130 · PROFESSIONAL SERVICES				
62150 · Accounting	6,251.05			
62160 · Facilitation	0.00	12,000.00	-12,000.00	0.0%
62170 · Web Design, Logo - Ma	1,219.00			
62130 · PROFESSIONAL SERVI	0.00	31,020.00	-31,020.00	0.0%
Total 62130 · PROFESSIONAL SER	7,470.05	43,020.00	-35,549.95	17.36%

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

	Jul - Sep 21	Budget	\$ Over Budget	% of Budget
62190 · Misc Contracted Services	0.00	5,750.00	-5,750.00	0.0%
Total 62100 · CONTRACTED AND PRO	10,430.25	57,770.00	-47,339.75	18.06%
62300 · Dues/Subscriptions/Fees	3,177.86	13,000.00	-9,822.14	24.45%
62800 · OFFICE OCCUPANCY				
62810 · Alarm & Janitorial Services	0.00	1,500.00	-1,500.00	0.0%
62820 · Rent & Parking	6,449.75	27,000.00	-20,550.25	23.89%
62830 · Utilities	1,368.04	5,900.00	-4,531.96	23.19%
62840 · Other	0.00	1,000.00	-1,000.00	0.0%
Total 62800 · OFFICE OCCUPANCY	7,817.79	35,400.00	-27,582.21	22.08%
65000 · SUPPLIES AND MATERIALS				
65010 · COPIER AND SUPPLIES				
65014 · Lease	593.45			
65010 · COPIER AND SUPPLIES	0.00	3,500.00	-3,500.00	0.0%
Total 65010 · COPIER AND SUPPLI	593.45	3,500.00	-2,906.55	16.96%
65020 · Equipment	0.00	5,000.00	-5,000.00	0.0%
65030 · Office Supplies	1,180.40	2,500.00	-1,319.60	47.22%
65040 · Postage	0.00	1,000.00	-1,000.00	0.0%
65050 · Software/Computer Access	844.00	3,000.00	-2,156.00	28.13%
Total 65000 · SUPPLIES AND MATERIA	2,617.85	15,000.00	-12,382.15	17.45%
65110 · PRODUCTION COSTS				
65112 · Advertising and Website	0.00	1,500.00	-1,500.00	0.0%
65114 · Merchandise	0.00	1,000.00	-1,000.00	0.0%
65116 · Newsletters	0.00	3,000.00	-3,000.00	0.0%
65118 · Publications	0.00	500.00	-500.00	0.0%
Total 65110 · PRODUCTION COSTS	0.00	6,000.00	-6,000.00	0.0%
65120 · Insurance & Fidelity Bond	1,655.83	4,500.00	-2,844.17	36.8%
65160 · Miscellaneous	0.00	1,000.00	-1,000.00	0.0%
65320 · Mileage/travel related expense:	70.00	4,000.00	-3,930.00	1.75%
65400 · Meetings & Events	173.90	4,000.00	-3,826.10	4.35%
Total 60000 · MATERIALS & SERVICES	29,304.15	191,970.00	-162,665.85	15.27%
66000 · PAYROLL EXPENSES				
66200 · Wages	79,746.98	352,467.00	-272,720.02	22.63%
66410 · Health, Dental & Life Insurance	14,050.11	58,996.00	-44,945.89	23.82%
66420 · Retirement	4,070.41	19,075.00	-15,004.59	21.34%
66500 · Payroll Taxes				
66510 · FICA Employer	5,878.58			
66520 · SUTA	670.26			
66530 · OR-WBF	26.33			
66500 · Payroll Taxes - Other	0.00	30,851.00	-30,851.00	0.0%
Total 66500 · Payroll Taxes	6,575.17	30,851.00	-24,275.83	21.31%
66800 · Fees	40.50			
Total 66000 · PAYROLL EXPENSES	104,483.17	461,389.00	-356,905.83	22.65%
68000 · PROJECTS-SVC-SUPP-MATERIALS				

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

	Jul - Sep 21	Budget	\$ Over Budget	% of Budget
68020 · Project Mileage & Travel	13.44			
Total 68000 · PROJECTS-SVC-SUPP-MATI	13.44			
69100 · Capital Outlay	0.00	5,000.00	-5,000.00	0.0%
69200 · Contingency	0.00	40,000.00	-40,000.00	0.0%
69400 · TRANSFERS OUT				
69410 · Trf GF to Building Reserve Fd	0.00	5,000.00	-5,000.00	0.0%
Total 69400 · TRANSFERS OUT	0.00	5,000.00	-5,000.00	0.0%
69600 · Reserved for Future Expenditure	0.00	233,959.00	-233,959.00	0.0%
69800 · Unappropriated Fund Balance	0.00	280,000.00	-280,000.00	0.0%
Total Expense	133,800.76	1,217,318.00	-1,083,517.24	10.99%
Net Ordinary Income	-75,252.30	0.00	-75,252.30	100.0%
Net Income	-75,252.30	0.00	-75,252.30	100.0%

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

	Jul - Sep 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
43300 · Grant/Project Administration	80,659.19	494,267.00	-413,607.81	16.32%
Total Income	80,659.19	494,267.00	-413,607.81	16.32%
Gross Profit	80,659.19	494,267.00	-413,607.81	16.32%
Expense				
66000 · PAYROLL EXPENSES				
66200 · Wages	7,711.77	37,174.00	-29,462.23	20.75%
66410 · Health, Dental & Life Insurance	1,297.28	8,746.00	-7,448.72	14.83%
66420 · Retirement	44.01	1,487.00	-1,442.99	2.96%
66500 · Payroll Taxes				
66510 · FICA Employer	589.44	0.00	589.44	100.0%
66520 · SUTA	92.46	0.00	92.46	100.0%
66530 · OR-WBF	2.38	0.00	2.38	100.0%
66500 · Payroll Taxes - Other	0.00	4,106.00	-4,106.00	0.0%
Total 66500 · Payroll Taxes	684.28	4,106.00	-3,421.72	16.67%
Total 66000 · PAYROLL EXPENSES	9,737.34	51,513.00	-41,775.66	18.9%
68000 · PROJECTS-SVC-SUPP-MATERIALS				
68010 · Project Contracted Services	56,572.75	0.00	56,572.75	100.0%
68020 · Project Mileage & Travel	132.72	0.00	132.72	100.0%
68040 · Project Supplies & Materials	8,503.28	0.00	8,503.28	100.0%
68000 · PROJECTS-SVC-SUPP-MATERIALS	0.00	399,644.00	-399,644.00	0.0%
Total 68000 · PROJECTS-SVC-SUPP-MATERIA	65,208.75	399,644.00	-334,435.25	16.32%
69400 · TRANSFERS OUT				
69440 · Trf PF to General Fund	6,755.99	43,110.00	-36,354.01	15.67%
Total 69400 · TRANSFERS OUT	6,755.99	43,110.00	-36,354.01	15.67%
Total Expense	81,702.08	494,267.00	-412,564.92	16.53%
Net Ordinary Income	-1,042.89	0.00	-1,042.89	100.0%
Net Income	-1,042.89	0.00	-1,042.89	100.0%

Sep 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	33,147	153,476	153,476	-120,329	124,380	MA			4,775	4,775	0
Ludwigia Management Alternatives	19100538	MMT	12/1/2019	12/31/2022	Open	2/15/2023	27,742	27,742	5,830	5,830	21,912	0	MA	Interim Report: 1/1/2021 & 1/1/2022. Final Report 2/15/2023	100% of funds at beginning of grant	2,522	530	1,992
State of the River Synthesis	20010715	MMT	2/1/2020	10/31/2022	Open	3/15/2022	80,000	80,000	38,922	38,922	41,078	0	MA	Interim 2/1/2021 & Final 11/30/2022	100% of funds at beginning of grant	12,000	5,129	6,871
Willamette Mainstem Restoration Opportunities and Strategies for Engagement	20100515	MMT	11/1/2020	10/31/2022	Open	12/15/2022	70,164	70,164	3,705	3,705	66,459	0	MA	5/15/21 & 12/15/22	100% of funds at beginning of grant	6,379	337	6,042
Willamette River Aquatic Weed Management Phase 7	2020-33-010	ODA-OSWB	2/28/2020	9/30/2021	Open	6/30/2021	27,719	13,860	22,733	22,733	-8,873	13,860	MA		*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	2,067	453
Purge the Spurge! EDRR and Community Outreach	2020-33-011	ODA-OSWB	2/28/2020	9/30/2021	Open	11/29/2021	8,808	6,606	7,870	7,870	-1,264	2,202	MA		*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	715	86
Fackrell Soil & Water Imp	09-20-002	OWEB	12/5/2020	10/16/2022	Open	12/16/2022	10,123	0	2,370	2,370	-2,370	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	215	797
Crestmont Land Trust Restoration and Enhancement Project	217-3030-14293	OWEB	4/26/2017	4/30/2020	Closed	4/30/2020	196,657	196,657	196,657	196,657	0	0	DS	None		17,878	17,878	0
Carson Riparian Buffer Access Control	09-20-003	OWEB	3/18/2021	1/26/2023	Open	3/26/2023	14,889	13,400	13,400	0	13,400	1,489	DS	3/26/2023, 3/26/2025	no funds received at start of grant; funds received by reimbursement of invoices/receipts submitted by BSWCD two times total (including final); OWEB holds last 10% of funds until they receive and approve of Final Report at end of grant.	1,353	1,218	135
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
OWEB SIA grant	218-8010-16782	OWEB	3/4/2019	12/22/2023	Open	12/22/2023	125,000	42,163	42,206	42,206	-43	82,837	DS	Multiple dates (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	3,832	7,532
UMC SIA Station 2 Match		Donation			Open		8,000	8,000	7,753	7,753	247	0	TM		Donation from George Ice	0	0	0

Sep 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
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	119,982	119,982	119,982	0	1	MA	2/28/2021	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	10,908	10,908	0
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	43,777	57,837	57,837	-14,060	56,223	MA	Interim Report: 12/31/2020 & Final Report: 2/28/2022	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	9,091	5,258	3,833
Building soil-minded relationships for resilient crop and pasture systems	219-9001-19457	OWEB	8/3/2021	6/15/2023	Open	6/15/2023	45,967	0	0	947	-947	45,967	TM	Reports are submitted with Request for release of Funds; Final report due within 60 days of 6/15/2023 with final Request for release of Funds.	Fund requests (OWEB website/manage your grant/payments & budget. Request for Release of Funds form). Submit expense tracking spreadsheet for all OWEB expenses and approval of receipts or invoices for amounts \$250 or more (excluding admin). Final 10% payment after completion report approval.	4,179	0	4,179
J2E RTR Project	220-3303-17504	OWEB	4/22/2020	6/30/2025	Open	6/30/2025	239,915	0	44,035	44,035	-44,035	239,915	DS	6/30/2028 and 6/30/2030		23,084	4,003	19,081
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	59,891	89,344	89,344	-29,453	60,097	MA	Interim Report: 6/30/2021 & Final Report: 2/28/2023	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	10,908	8,122	2,786
Regenerative Landscape Project		Donation			Open		2,980	2,980	789	789	2,191	0	TM			0	0	0
Total							1,380,740	731,483				649,257					66,177	54,895



Benton SWCD Travel Policy

Travel Request and Approval

Travel time shall be compensated as required by Oregon and Federal law. District-related travel requiring an employee to be away from their regular work location must be approved in advance by the employee's supervisor. Necessary work-related site visits and fieldwork-associated travel do not need to be pre-approved unless the travel is out-of-state or associated with in-state overnight travel. Approval and reimbursement of travel expenses will occur only when travel is necessary for official business and documented as outlined below.

Travel requests should be approved by the employee's supervisor at least two weeks in advance of travel (see exceptions above). If travel is related to employee training, the enrollment and associated costs for the training shall be approved by the employee's supervisor in advance of the employee making/paying for travel arrangements.

Employees are expected to conduct themselves in a way that protects their safety and the reputation of the District while on travel status.

Use of Personal Vehicle for Work

Prior to driving a vehicle for official business, employees shall provide the District with proof of auto insurance coverage and copy of a valid driver's license. Personal vehicles must be in good operating condition with all safety features in working order. Employees shall have an acceptable driving record established with the Oregon Department of Motor Vehicles.

Cell Phone Use

Oregon law requires that a person maintain both hands on the vehicle's steering wheel while driving. Employees shall not use hand-held cell phones while driving a vehicle for official business. Texting is not allowed while driving for official business.

Recording Travel

Employees traveling on approved District business and who claim reimbursement for expenses incurred while on work travel status shall submit a written, signed, and dated account of their travel expenses in a format designated by the District.



Expense reimbursement requests should be submitted to the Operations Manager for approval and payment via Check Issuance Request (CIR) as soon as possible. All

travel reimbursement requests must be submitted and paid for in the same fiscal year the travel took place.

Private Vehicle Mileage Reimbursement

Mileage will be reimbursed at the current mileage rate paid by the State of Oregon. Documentation of mileage must include date(s) of travel, reason for travel, location where travel started and the travel destination, starting and ending vehicle odometer readings, and total miles traveled.

Private vehicle mileage reimbursement is allowed for travel on official business based on the most direct route as follows:

- a. Between a traveler's primary workstation and a temporary workstation;
- b. Between a traveler's primary workstation and another primary workstation;
- c. Between temporary workstations;
- d. Between a traveler's residence and a temporary workstation, less an amount for commuting mileage (see non-reimbursable personal commuting below). However, employees are not required to deduct commuting mileage under the following limited circumstances:
 - When travel is between an employee's residence and an airport, bus terminal, or other common carrier.
 - When the employee leaves or returns to the residence during overnight travel.

Definitions

Residence: The place where the employee personally resides. Mileage between an employee's residence and the primary workstation is a personal commuting expense and not a reimbursable expense.

Primary workstation: Your regular or primary workstation or work location.

Temporary workstation: A place where your work assignment is realistically expected to last one year or less. A temporary workstation also includes meeting sites held away from the primary workstation.



General Examples

Private vehicle mileage that is reimbursable as a business expense:

- An employee drives from the primary workstation to a temporary workstation.
- An employee drives between temporary workstations.
- An employee works at two places in one day and drives between workstations.

Non-reimbursable personal commuting:

- An employee drives from the residence to the primary workstation(s).
- An employee drives from the residence to the primary workstation on the weekend.

Specific Examples

1. An employee's residence is in Salem, but the employee works in Portland. The employee's normal commute mileage is 90 miles roundtrip. The employee leaves in the morning from the residence to attend a meeting in Woodburn and then returns to Salem. The total distance travelled is 40 miles roundtrip.

Because the normal commute miles from Salem to Portland are longer than the distance from Salem to Woodburn, the employee is not reimbursed for the mileage. Under the same scenario, if the meeting is in Albany and the employee travels a total of 50 miles roundtrip, the employee would still not be entitled to a reimbursement.

The *direction* of the temporary workstation from the primary workstation is not factored into the reimbursement. The normal commute miles must always be subtracted when an employee travels from their residence to a temporary workstation.

2. An employee drives from the residence in Portland to the primary workstation in Salem. In the afternoon the employee drives to McMinnville to deliver work-related materials to a temporary workstation and then returns to the residence.

The trip between the employee's residence and primary workstation in Salem is personal commuting and not reimbursed. Reimbursement for the travel from the primary workstation to the temporary workstation in McMinnville and the return trip to the residence is reimbursed, less an amount equal to the commute miles (one way) between the residence and primary workstation in Salem.



Benton Soil and Water CONSERVATION DISTRICT

3. An employee travels from the residence to a temporary workstation for the day, driving past the primary workstation on the way. Is the reimbursement for the mileage from the residence to the temporary workstation reimbursable, or is it limited to the distance from the primary workstation if it is less?

Reimbursements for transportation for the mileage between the residence and the temporary workstation may be reimbursed, less an amount equal to the commute miles (round trip) between the residence and primary workstation.

Lodging

Hotel and motel accommodations should be appropriate to the purpose of the trip and reasonably priced for the area. Expenses for lodging must be supported by receipts.

Meals

Meals are reimbursed at the current per diem rate set by the State of Oregon.

Other Expenses

Additional expenses related to necessary work travel, such as parking fees, meeting/conference registration, etc. must be documented with receipts. Expenditures for alcoholic beverages consumed while on work-related travel will not be reimbursed by the District. Any expenses for family members who accompany the employee on a business trip are the responsibility of the employee and are not reimbursable by the District.



Benton Soil and Water CONSERVATION DISTRICT

Date: October 31, 2021

To: Benton SWCD Directors

From: Holly Crosson, Executive Director

Re: October 2021 Monthly Report for November 2021 Board Packet

STRATEGIC PLANNING (SP)

- Connected with Executive Directors of Marys River Watershed Council, Long Tom WC, Luckiamute WC, and Calapooia WC to invite them to meet with me and Michael to explore ways to strengthen our partnerships in 2022 and beyond.
- Prepared for Strategic Direction workshop by reading chapters in the book Nonprofit Strategy Revolution and selected readings on organizational values and developing a Theory of Change.
- Attended a 90-minute session on 10/25 with consultant Yee Won Chong about developing and implementing Strategic Direction (as opposed to a more static Strategic Plan).
- Had phone meetings with staff from several other SWCDs about how we are approaching strategic planning this time (Curry, Clackamas); reviewed other SWCD Strategic Plans.

THE CONFLUENCE

- Met with Jessica (GLT) to convey our updated space needs in the new building (no storage on 1st floor, using shared conference rooms, potential to have staffed program office only on 1st floor with up to 200 SF for active engagement with the public, increased accessibility, and interactive display area (with or without space on an upper floor-additional SF is cost-dependent).
- Met with Tom Kaye to hear about IAE's decision to leave the Confluence partnership (will not be in building or participate in DEIJ efforts with group).

COVID-19

- Worked with Linda on Covid procedure changes (policy update will be in November Board packet).

SAFETY/OSHA/IT Security

- Attended a League of Women's Voters webinar on Pesticides: Balancing the Benefits and Risks.
- Attended an SDAO webinar on Data Management and Security (disappointing as it was geared for much larger organizations with an internal IT staff).

DEIJ

- Met on 10/8 with Heath and Michael.
- Communicated with Peter Banwarth of Benton County Department of Health to request updated demographics (he will get data to me in early December).
- Completed reading for Learning Lunch (was not able to attend meeting).

PROGRAMS/PROJECTS/PARTNERSHIPS

- Had communications with Michael and Teresa about the new NRCS TA grant.
- Had conversations with Michael about District internships and how we might scale this up to address organizational knowledge transfer and succession planning.
- Read OACD Working Lands document that covers what they are, pros/cons, funding resources, which SWCDs have Working Lands Protection Programs, and intersection of Climate Change and Working Lands. Will attend session on Working Lands at the OACD Annual Meeting in November.
- Attended Champinefu lecture on Fire on the Landscape on 10/13.
- Followed up with a potential volunteer introduced to me by Faye.

FISCAL

- Met with Jenny and Jerry to resolve federally required QB admin account updates which resulted in challenges (resolved now).
- 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.

PERSONNEL

- Congratulations to Michael for becoming a Regular Employee in mid-October after 6 months as an Introductory Employee!
- Congratulations to Linda for completing her second year with the District in mid-October!
- Congratulations to Donna (aka our 'District Historian') who completed her 22nd year last month!
- **HR Answers Compensation and Pay Equity Study:** Met with HRA staff on 10/21 and 10/29. Reviewed raw data from market study and wage and benefit info. Suggested format changes for first draft and determined schedule:
 - Nov 11 HRA draft report due to HC
 - Nov 12 HC sends draft to PFC

- PFC reviews and either comments individually or meets to discuss (meeting must be noticed)
- Nov 22 PFC comments due to HRA
- HRA incorporates PFC comments and submits draft report for Board packet and staff review no later than Dec 3 (have 10 days to review)
- Dec 13 HRA presents final draft report to Board and staff at virtual Board meeting
- Board/staff submit final comments/questions to HRA after Board meeting (through HC)
- Dec 28 HRA submits final Compensation/Pay Equity Study Report
- Had weekly check-in meetings with Linda.
- Had 2 check-in meetings with Michael (10/12; 10/25).
- Both check-in meetings with Heath cancelled this month due to Salmon Watch.
- Participated in weekly Zoom staff meetings.

BOARD

- Updated District Travel Policy (in November Board packet).
- Drafted article on Preparedness for Annual Report.
- Reviewed Board's 2009 Decision-making Policy with Faye (in Nov packet).
- Received email from Cliff Hall regarding Coffin Butte Landfill Expansion and forwarded to Faye; reviewed documents and comments about expansion; met with Michael about objective staff technical review of issues; had conversation with ODA-SWCD Program staff about SWCD Boards weighing in on county Land Use issues (authority and best practice procedures for Directors).
- Developed November Board meeting agenda; reviewed September draft financials and October minutes.

Date: October 31, 2021
To: Benton SWCD Directors
From: Michael Ahr
Re: Staff Report for October 2021



Conservation Program Manager

- Spent each Thursday morning this month taking a “Supervisory Success” Training with HR Answers (virtual)
- Attended a meeting that Donna set up for future Oak and fire related workshops with OSU Extension (Amanda Rau, Brad Withrow-Robinson). Teresa also in attendance. This is a promising partnership that Donna is building!
- Met with Holly and followed up with Bureau of Labor and Industries related to use of interns and stipends
- Met with Teresa and Donna for 2 Planning Team Meetings and also connected with Teresa separately
- Attended Strategic Planning session with Yee Won and all staff
- Met with Heath and Holly re: DEIJ

Willamette Mainstem Cooperative

- Team meeting with the partners on a Willamette River based grant for landowner engagement (Long Tom WC, USGS)
- Tour of Truax Island with 3 partners from Willamette Mainstem Cooperative, let by Calapooia WC
- Phone call to introduce myself to Kristin Larson and learn more about her work (Luckiamute WC)
- Submitted a funds request for one of our Focused Investment Partnership grants and supplied Jenny with numbers for admin transfers and journal entries

Invasive Species Program

- Site Visit on Little Luckiamute River related to knotweed and knapweed. Connected onsite with landowner and Chris Baillie from Benton County Roads
- Phone call with Troy Abercrombie and follow up info for him to feature our work in his newsletter. Heath also put this on our [blog](#)
- Worked on reports for our 2 ODA – Oregon State Weed Board grants
- Informational meeting on writing the next ODA Weed Board Grant

Other

- Met with Brent Moeller re: retirement
- Attended a planning meeting for NW Innovative Forestry Summit, a conference to be held at Pack Forest in March 2022



NATIVE PLANT SALE

Including both the fall and winter sales, we are now up to 438 total orders. We have gross sales totaling of \$31,652.60. That includes a large order (\$4208.75 after 35% discount) by a landowner doing restoration in Alsea. Of that total, 87 are Fall Bulb and Seed Sale orders for a sales total of \$3,184.50.

The bulb order pick up event went smoothly. Special thanks to Teresa for her help bagging up bulbs and customer orders.

We still have plants for sale and orders trickling in. Thanks for the part **you** play in spreading the word to friends and neighbors about ordering native plants online at bentonswcd.org/shop/.

COMMUNICATIONS

E-news

Date sent	E-news Title	# Opens	FB/IG Reach
10/29	Power Outages, Family Day	176	119
10/22	The Salmon & Soil Fauna	203	226
10/15	Bird Safe Autumn Decorations	222	139
10/8	Emergency Preparedness Tips # 11	193	144
9/30	Bulb Sale Last Chance	500	111

TAKE ACTION

If you aren't receiving our e-news please sign yourself up now at bentonswcd.org/mailling-lists/.

LINN BENTON SALMON WATCH

We were given the green light for Salmon Watch field trips at Clemens Park. As of November 2, we have run 8 of the trips. Most of the trips are for one or two classes from the same school, except for the November 2 trip, which had students from Muddy Creek, Ashbrook, and Letitia Carson and was taught by students from College Hill Alternative High. This **Saturday, November 6, we are holding the first ever Salmon Watch Family Day, from 9:30-1 at Clemens Park** and everyone is welcome to come view the salmon and learn from the experts.

I'd love to see you out at Salmon Watch, if you are able. Sign up [here](#).

School	Grade	~# students
Kings Valley Charter	3&4	18
Lincoln (bilingual)	5	55
College Hill	9-12	23
Kathryn Jones Harrison	5	65
Bessie Coleman	5	75
Letitia Carson	5	75
Muddy Creek Charter	5	13
Ashbrook	5	11
Family Day	All ages	Nov. 6
Mountain View	5	65-70
Franklin	6	90
Garfield (bilingual)	5	75

Heath Keirstead - Staff Report



ABOVE: Student instructors from College Hill Alternative School teach 5th graders from Bessie Coleman a mnemonic device for remembering the five kinds of Pacific salmon.



A glorious fall walk out to Seeley Creek at Clemens Park (AT LEFT), where we taught Salmon Biology and Riparian Ecology on 11/2 at the site of the in-stream log placement project worked on by Grahm Trask this summer (PICTURED BELOW).



Date: October 29, 2021
To: Benton SWCD Directors
From: Linda Lovett, Operations Manager
Re: October Report for November 2021 Board Packet



A. Office Administration

- Reviewed documents for archiving/destruction per OR retention schedules.
- Forwarded phone calls and emails from office account to appropriate staff.
- Filed paperwork and organized files during visits to office.

B. Fiscal Administration

- Retrieved and filed FY21 audit documents.
- Drafted and submitted change of address letter to AIG Retirement Services.
- Reviewed, authorized, and submitted Check Issuance Request and Credit Card Receipt forms; deposited checks.

C. Personnel/Staff Meetings

- Completed BSWCD wage and benefits survey for HR Answers as part of the compensation study.
- Participated in strategic planning webinar with Yee Won and in weekly staff meetings.
- Updated Employee Data Sheet, reviewed timesheets for payroll, and printed paystubs.
- Responded to requests related to employee home purchases.

D. Training/Safety

- Provided language regarding proof of COVID-19 vaccination to Heath for updating the volunteer agreement waiver form.
- Solicited staff input for policy regarding verification of COVID-19 vaccine status of contractors and visitors to BSWCD office.
- Attended SDAO webinar on Data Management and Security.

E. Board Support

- Sent letter approved at September board meeting regarding rules for Climate Protection Program to DEQ.
- Registered four directors/associate directors for the OACD annual conference on November 9 and 10 (and yes, you can still register—just let me know!).
- Updated Board Service Application form with new address.
- Updated Board Directory.
- October meeting: submitted public notice to the G-T; added calendar items to agenda; compiled and emailed packets.

NRCS Soil Health and Pasture Management Trainings

Several learning opportunities this month align closely with the new two-year NRCS TA grant work. One such event was a two-day soil health training by NRCS that included one virtual day and a second day with actual field visit to the NRCS Corvallis Plant Materials Center (PMC). We visited a cover crop field trial with *Phacelia tanacetifolia* and sunflowers. The PMC crew showcased an army of tractor pulled implements. A valuable demonstration showed how to calibrate seeding application rates for types of seeders and planters.



I completed a virtual webinar series titled Best Field First by OSU Extension Regional Livestock and Forage specialist, Shelby Filley. The event focused on the NRCS Web Soil Survey, an online soil-mapping tool that is loaded with information about soils and their various characteristics, including forage crop productivity. I will share components from the workshop with pasture landowners during a 2022 pasture workshop.



Erosion Control Assistance

Donna and I visited a landowner who is new to Benton County. With good intentions to clean up his new land, he cleared an old junk heap and blackberries away from his riparian area leaving bare soil (photo above). These activities resulted in neighbor's complaint to the Oregon Department of Agriculture. This scenario is a good example of how SWCDs provide technical assistance to help folks help their land, protect surface water from sedimentation loads, and comply with state regulations. Donna provided a plant list to help him replant and recommended the Native Plant Sale.

DATE	EVENT
9/20	Avery Jones, farmer, CIS
9/21	BSWCD Planner meeting
9/21	WVRLC meeting
9/21	Joe Williams, NRCS, CIS
9/23	Best Field First workshop #2
9/22 - 10/6	vacation
10/7	GWMA mtg—Soil Health presentation
10/7	Best Field First workshop #4
10/8	Adrian Shannon site visit
10/12	Board meeting
10/12	check-in with Michael
10/13	Board/Staff communications
10/13	Bulb & Seed materials prep
10/14	Bulb & Seed order filling
10/14	Chrissy Lucas Woodruff, OSU Extension, CIS
10/14	Oak Woodland & Fire mtg
10/18	OSU Crops 101—course presentation
10/19	BSWCD Planner meeting
10/19	WVRLC mtg
10/20	Tom Snyder & Lexi Gardner, NRCS, CIS



Donna Schmitz: September 30 to Oct 31, 2021

Federal Farm Programs implementation; CREP, EQIP, WHIP

- Training: Farming with Soil Life Short Course
- Training: Pasture Management
- Working on monitoring documentation for CREP
- Working with CREP grant project manager on extension of current grant to June 2022.
- Met with FSA and NRCS for program updates to deliverables.
- Prepared and submitted CREP quarterly report and request for funds.
- Kings Valley CREP possible funding for riparian species along easement area.

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.

- TA- wetland restoration, Oak woodlands (2), fire resistant plants, plant sale recommendations (3), riparian plantings-Alsea.
- Site visit: Philomath, Wells Creek: riparian vegetation recommendations
- Site Visit: Soap Creek: riparian restoration, pond and swale project
- Site visit: South Corvallis: wetlands restoration
- Site visit: Dixon Creek, riparian restoration, pollinators
- Site visit: Marys River trib, drainage, wetland plants, invasives
- Submitted quarterly ODA Capacity grant documents and request for advance SOW payment and expense tracking..
- Conservation Incentive Program project for riparian blackberry work for preparation of planting along the Marys River completed.
- Groundwater Management Area (GWMA) and Teresa's Soil Health TA grant:
 - Attended GWMA biannual meeting
 - Attended DEQ well data and soil health in GWMA zoom meeting with DEQ
 - Worked with Teresa on additional soils mapping.
- J2E Restoration project –
 - Compiled post project photos of log placement locations. Working to update timeline and contract needs for project implementation.
- Muddy Creek SIA:
 - Several meetings with Teresa to discuss monitoring, mapping.
 - Meeting with OSU Extension for planning oak and fire resilience workshop for Alpine and Monroe area residents. First webinar in a future series will be for our annual meeting.
 - Updating landowner agreements.
- One Hundred Acre Wood:
 - Developed contract with restoration consultant to spray blackberries, cut canes, replant in spring and moisture conservation. Work this fall completed.

- Fackrell Soil and Water Improvement small grant:
 - Site visit with landowner, decided to improve other areas of project for remaining funds.
- Identified partners with future oak woodland restoration projects for a list for a future OWEB grant with the Willamette Partnership.
- Attended webinar: “Fire Since Time Immemorial”. Watched several online webinars regarding fire in the Willamette Valley.
- Reviewed the Coffin Butte Conditional Use Permit
- Attended a BSWCD Communication Meeting.
- Attended a BSWCD Strategic Planning Meeting.
- Attended staff meetings

●
 NRCS-Natural Resources Conservation Service
 NOAA-National Oceanic Atmospheric Administration
 FSA-Farm Service Agency
 ODA-Oregon Department of Agriculture
 ODFW-Oregon Department of Fish and Wildlife
 WRD-Oregon Water Resources Department
 GWMA- Groundwater Management Area
 FA-Focus Area
 MRWC-Marys River Watershed Council
 CIP-Conservation Incentive Program
 GLT-Greenbelt Land Trust

USFW-United States Fish and Wildlife Service
 FEMA-Federal Emergency Management Admin.
 USACE-Army Corps of Engineers
 DEQ-Department of Environmental Quality
 ODF-Oregon Department of Forestry
 OWEB-Oregon Watershed Enhancement Board
 SIA-Strategic Implementation Area
 LWC-Luckiamute Watershed Council
 LTWC-Long Tom Watershed Council
 CPRCD-Cascade Pacific Resource Cons. and Devel.
 CREP-Conservation Reserve Enhancement Program



Willamette River, Corvallis: Fall scene outside our office.

Benton SWCD Board Decision Making Process 12-8-09

The following decision making structure was reviewed by the Board at their meeting on November 2, 2009. No changes were suggested. In developing this structure the Directors identified an interest in:

- ◆ Avoiding on-the-spot decision making
- ◆ Providing advance notice to all Directors and the public of policy items to be considered
- ◆ Utilize staff to help frame the issue, gather information, and develop recommendations so Directors are aware of how the issue fits with work plans, budget, etc.

The Board typically operates in a modified consensus-building model where effort is made to develop an agreeable approach before motions are formed. As the Board works toward a motion there is typically open communication between Board members and staff. This general approach does not limit the authority of the Board Chair to move to a more formal structure as provided for in Robert's Rules.

1. An issue is identified by a...		
... BSWCD Director: Director may note issue during District meeting, but brings before Board for consideration through following route of staff review and agenda placement.	... BSWCD staff: Manager clarifies if policy or staff decision. Manager may consult with Chair &/or Board if added clarity is required. Policy-level decisions move on for Board consideration.	... BSWCD partner or community member(s): Issue is ideally brought through staff and agenda route, but may also be presented at meeting as business from the public.
2. Issue is prepared for Board consideration: <ul style="list-style-type: none"> - Staff gathers information and develops recommendation to Board <ul style="list-style-type: none"> - Issue is placed on upcoming meeting agenda - Written staff report may be included in agenda packet <ul style="list-style-type: none"> - "Sponsor" of issue is invited to meeting 		
3. Board reviews issue <ul style="list-style-type: none"> A. Staff provides verbal report at meeting B. "Sponsor" input (if sponsor is present) is requested by Board 		
4. Board discusses issue and sets steps for further consideration of issue		
Consideration at future meeting: Board directs staff to place decision item on a future meeting agenda, or decides not to consider further.	Consideration at same meeting: Board must unanimously vote that the issue is highly time-sensitive before they may consider an issue during the same meeting at which it was presented.	Tabling of issue*: Board may vote to table the issue.
5. Board discusses and then votes on issue		

** Robert's Rules provide process to remove item from the table at future meeting(s) if so desired.*

OACD Board Election

We are asking that each district complete the attached ballot and return it to OACD by **November 29**, allowing up to two board meetings for districts to vote based on discussion with their boards. Each district can submit one ballot by mail or electronically representing the district's choices. Alternatively, you may send an email stating your district's choices and that will be tallied in the same manner as a ballot. Director seats will be determined by the highest number of votes. With the mail issues lately, it is probably better to send responses back electronically and then confirmation of receipt of ballots will be provided. Votes will be tallied and results available by **December 1**. Elected directors will attend the **December 9th** board meeting and officers will be elected by the board at that time.

Note that there was not a candidate for the Columbia Plateau Region. Managers or directors from the following districts can consider being appointed by the board since the seat was not filled in the election: Sherman, Wasco, Hood River, Jefferson, Deschutes, Crook, Wheeler and Gilliam. Director Bailey from Wasco has served in that position but is not running for another term. Please let me know if you are interested in being appointed and I will provide your name to the OACD board for consideration. If we receive requests for appointment the board can make an appointment as early as the December 9 board meeting. If no candidates step forward before the board meeting, this position will remain open until filled.

OACD BOARD BALLOT FOR 2021 ELECTION

The following two candidates have self-nominated for the two positions listed. We received no other nominations. Please put a Y (yes) or N (no) on the line by the candidates' names and return, or you may send an email stating your choices. There is one vote per district and those votes are due by November 29 so that your board will have time to respond.

NORTHWEST REGION

_____ **Karin Stutzman, District Manager, Polk County SWCD**

I would be honored to continue in the Northwest Position. I will continue to work to foster collaborative partnerships and build solid programming for districts around the state.

- Polk SWCD District Manager 8 years
- Luckiamute Watershed Council Executive Board Member 9 years
- Chair Polk Extension Citizens Advisory Network 2 years
- Founding member and host for the Salt Creek Collaborative with Commissioner Craig Pope and OSU Water Resources Department finding solutions to ag water quality and quantity for land managers

Solid technical assistance and funding for Polk SWCD:

Fulltime CREP technician

- Fulltime ODA SOW/FAAP technician
- NRCS RCPP – with Confederated Tribes of Grand Ronde, USFWS, Institute for Applied Ecology, oak habitat restoration totaling \$2.5 million (2021-2025)
- Small Farms Outreach Coordinator share with OSU Extension Polk and Marion Counties
- Full-time Outreach Coordinator – wildlife and urban/suburban focus
- Quarterly magazine *CULTIVATING* -15,000 readers (partnership with OSU Extension Polk County and local newspaper Itemizer Observer)

SOUTHWEST REGION

_____ **Justin Ferrell, District Manager, Lakeview/Silver Lake SWCDs**

(The following information was supplied by one of Justin's board members.)

- Justin has been the district manager for the Lakeview and Fort Rock/Silver Lake SWCDs for the last 13 yrs. and has gained great respect from landowners and agencies he works with in this area.
- Justin is a valued asset to the Lakeview and Fort Rock/Silver Lake SWCDs, and I feel he would be a good representative for our region.
- Justin would bring to the board a very in-depth knowledge of the CCAA/RCCP issues related to Sage Grouse, which he has been involved with since its inception and in which OACD is involved.
- He is also very insightful into the intricacies of dealing with government agencies while implementing projects for the SWCD. In short, the OACD Board would benefit immensely from Justin's expertise.
- Justin has served on the OACD Board since 2018.

COLUMBIA PLATEAU REGION

No nominations were received for this board position. This position includes Sherman, Wasco, Hood River, Jefferson, Deschutes, Crook, Wheeler, Gilliam (Currently this position is filled by Ken Bailey, but he is not running for another term. The board will need to appoint a replacement. Information will be mailed soon so people can let the board know of their interest.