

Monday, May 10, 2021; 6:00-7:00 PM  
 Zoom Video Conference: <https://zoom.us/join>  
 Phone: 1-669-900-6833  
 Meeting ID: 844 6825 0202  
 Passcode: 640956



## BOARD OF DIRECTORS MEETING AGENDA

### 1. Deliver Adaptive Programs and Strengthen Partnerships

Address natural resource issues and build partnerships that promote conservation.

### 2. Effectively Spread Our Message

Inform residents of the services available to them.

### 3. Strengthen Our Capacity

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

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

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

Goal	Item	Lead	Time	ACTION
	Call to Order, Introductions, Public Comments, Announcements, Additions to Agenda	<i>Yoshihara</i>	6:00	
	<b>CONSENT AGENDA</b>	<i>Yoshihara</i>	6:01	<b>ACTION</b>
3	Approve draft Minutes – April 12, 2021			
3	Approve Financials (3/31/21)			
3	Approve staff telework stipend (\$75) for May 2021			
3	Approve updated Telework Policy (in packet)			
3	Accept PFC meeting minutes - 4/26/21 (in packet)			
	<b>REGULAR AGENDA</b>	<i>Yoshihara</i>	6:02	
1, 2, 3	<i>NRCS/Staff Reports (Kaiser, Crosson, Ahr, Lovett, Schmitz, Matteson, Keirstead) – 15 minutes</i>	<i>Staff</i>		
1, 2, 3	Director Reports - 10 minutes	<i>Directors</i>	6:17	
3	Approve updated ED job description to clarify roles and responsibilities (in packet) – 5 minutes	<i>Crosson</i>	6:27	<b>ACTION</b>
3	Discuss updated Signature Matrix	<i>Crosson</i>	6:32	
3	Approve Employee Handbook updates (in packet) – 10 minutes	<i>Crosson</i>	6:34	<b>ACTION</b>
3	Discussion of BSWCD involvement in The Confluence – 5 minutes	<i>Yoshihara</i>	6:44	
3	Update on office move – 11 minutes	<i>Lovett</i>	6:49	
	Meeting Adjourned	<i>Yoshihara</i>	7:00	

Continued →

<b>BSWCD Board and Outreach Events (subject to change)</b>		
<b>Date/Time</b>	<b>Event</b>	<b>Location</b>
May 17, 4:30-6:30 pm	DEIJ Learning Opportunity: Group Agreements/Norms and Accountability	Zoom
May 24, 6 – 7 pm	Budget Committee Meeting	Zoom
June 1, 1 – 3 pm	DEIJ Learning Opportunity: Outreach and Community Engagement mindsets and approaches	Zoom
June 2	Second Budget Committee Meeting (if needed)	Zoom
June 14, 6 – 7 pm	BSWCD Monthly Board Meeting / Budget Hearing	Zoom
June 21, 11:30 – 1:30 pm	DEIJ Learning Opportunity: Policies, Procedures, and Practices that Advance DEIJ	Zoom

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

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

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

### In Attendance

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

Board Members Absent: Graham Trask

Associate Directors Present: Nate Johnson, Rana Foster, Sierra Linnan Smith

Associate Directors Absent: Marcella Henkels

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

Staff Absent: Teresa Matteson (left after brief check-in)

Others Present:

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

### Call to Order

[Yoshihara] 6:00 pm

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

Agenda included introduction of new Natural Resource Conservation Program Manager Michael Ahr, but his start was delayed until April 13. He will attend May 11 meeting.

### CONSENT AGENDA

- **Approve draft Minutes – March 8, 2021;** Discussion: Jerry had the following corrections: Under second paragraph of Office Move, put a period after "The 10-year lease would be triple net," removing reference to \$5,000. Revise next sentence to say, "Jerry will meet with the owners on Thursday to see what our costs might be."
- **Approve Financials (2/28/21);** Discussion: none
- **Staff telework stipend (\$75) for April 2021;** Discussion: none
- **Appoint David Patte to Budget Committee to finish Kent Daniels' term (through Dec 2022);** Discussion: none

Faye thought it was a good time to appoint board officers as well. She proposed: Kerry take over from Graham as Secretary; Bob and Jerry serve out the year in current positions (Vice Chair and Treasurer, respectively); Faye remain as Chair.

MOTION to approve slate of officers: Henry/Bob (Unanimous 6/6)

MOTION to approve Consent Agenda minus minutes: Bob/Eliza (Unanimous 6/6)

MOTION to approve minutes as corrected: Jerry/Kerry (Unanimous 6/6)

### REGULAR AGENDA

#### NRCS/Staff Reports

Holly: Signed FY21 audit contract for \$4900. Working on Michael's onboarding and transitioning grants. He will be in Corvallis on Friday and will set up computer. Latest property tax report shows district only \$1000 away from hitting the \$450k mark in the budget. On April 16, Confluence Steering Committee will discuss how to define core partners vs. members. New Wapato Revival Plan saved on U drive. This excellent resource was developed by WAIN partners with BSWCD staff involvement.

Donna: Starting field work.

Heath: Shared login information and reviewed Board section of website. Faye asked if it is possible to search the packets. There is not right now, but Holly and Linda have been discussing documenting high-level actions in a directory. Heath noted that there is a spreadsheet of resolutions that could be updated to include policies, resolutions, and other board actions.

Linda: Helping with Michael's onboarding; working on detailed move plan and will inform Board what we need help with.

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

### **Director Reports**

Bob: Attended webinar on fire mitigation; pulling scotch broom and planting native plants and trees at home.

Kerry: Pulling Himalayan blackberry, tidying up woodlands, planting natives.

Jerry: Installed 43 Bee Buddy boxes, including for 10 new participants; attended Luckiamute Watershed Council meeting to listen to DEIJ presentation; registered for SDAO webinar on Incident Response Preparedness for cyberattacks.

Henry: Completed preparations for queen bee and mating season.

Eliza: Received national young farmer grant for rainwater collection system; preapproved to do high tunnel and native hedgerow; worried about dry farming because it is already getting hot.

Nate: Busy at farm, especially because weather has been warm, but soil is still cool so waiting for it to warm up. Attended Board's Equity Lens meeting; unable to attend the learning lunch but read the excellent essay.

Sierra: In week three of new OSU term, finishing research and analysis on beavers, creating model for Klamath river.

Rana: Helping at Audubon's Hesthaven Nature Center.

Faye: Attended NW Innovative forestry summit. Still cleaning up ice storm damage on property, deciding which invasive weeds to focus on.

### **Review, discuss Draft Equity Lens**

Heath reviewed key points from Yee Won's presentation at the March 29 meeting. The equity lens is meant to be a starting place to get us thinking in a different way. It is based on a four forces framework to show different ways that oppression shows up in society. Heath invited board members to work with the equity committee and Yee Won to develop the equity lens, but she also would like staff to start using the draft lens to see what we can learn from it and how to refine it.

Faye: Struggling with how the equity lens addresses climate justice and income disparities. Wants to slow down the process and see it developed in the context of the strategic plan and to ensure it can be applied by the board.

Holly: The timing is good to wrap the climate justice discussion into developing our strategic direction. The equity lens can be revisited at that time. The Board has an introduction to the lens now which should help in 2022 strategic planning.

### **Board Documents Page on website**

Covered in Heath's oral staff report.

### **Approve Contingency Transfer Resolution No. FY2020-2021-15 to spend Contingency funds**

Holly: Every year we budget \$50k for contingency, but we have never spent any of it. With the office move there may be unanticipated expenses.

MOTION to approve Resolution No. FY2020-2021-15 /2nd: Jerry/Henry (Unanimous 6/6)

### **Office Move to the Renaissance Building (2-year lease)**

Holly signed a two-year lease for the Renaissance building space that will save the district \$1300/month plus utilities. We have April, May, and June to transition. Linda is working on a move schedule.

### **Meeting Adjourned**

[Yoshihara] 7:01 pm

## **Benton SWCD Board Meeting**

May 10, 2021

### Financial Report

Period ending February 28, 2021

The closing balance in our Oregon LGIP account was \$975,743.22, dividend paid was \$563.93. The Fiscal YTD dividend paid was \$4,733.23. Our average monthly balance has been \$980,233.33 with a monthly distribution yield of 0.75%. The previous month's balance was \$1,022,634.69. We received another payment of \$2,544.65 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 \$183,008.70. The previous month's balance was \$136,493.13.

Charges to the Credit Card account were \$1020.85. These were verified and reconciled. The previous month's charges were \$678.16.

The Stripe account was reconciled. The starting balance was \$0.00, the net activity was \$583.00 less fees of \$27.33 and bank payout of \$297.00, leaving an end-of-month balance of \$852.67.

Respectfully submitted,



Jerry Paul, Treasurer

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

	<b>Mar 31, 21</b>	<b>Mar 31, 20</b>	<b>\$ Change</b>
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
10100 · Citizens Bank	99,540.83	171,665.84	-72,125.01
10150 · Citizens Bank #2	6,816.76	6,820.14	-3.38
10200 · LGIP	933,872.14	813,054.53	120,817.61
10300 · Stripe	1,831.77	0.00	1,831.77
10800 · Petty Cash	24.00	24.00	0.00
<b>Total Checking/Savings</b>	<b>1,042,085.50</b>	<b>991,564.51</b>	<b>50,520.99</b>
<b>Accounts Receivable</b>			
11000 · Accounts Receivable	0.00	30,972.70	-30,972.70
11400 · Grants Receivable	49,612.44	5,669.64	43,942.80
<b>Total Accounts Receivable</b>	<b>49,612.44</b>	<b>36,642.34</b>	<b>12,970.10</b>
<b>Other Current Assets</b>			
100-1050 CashDue to/from Bld Fnd	-93,200.00	-88,200.00	-5,000.00
100-1500 Due to/from Proj Fund	-210,171.93	-121,884.13	-88,287.80
200-1080 CashDue to/from Gen Fnd	210,171.93	121,884.13	88,287.80
400-1505 Due to/from BR Fund	93,200.00	88,200.00	5,000.00
12000 · Undeposited Funds	0.00	90.00	-90.00
12800 · Payroll Advance	0.00	-50.00	50.00
13000 · Prepaid expenses-Audit	7,619.36	9,102.02	-1,482.66
<b>Total Other Current Assets</b>	<b>7,619.36</b>	<b>9,142.02</b>	<b>-1,522.66</b>
<b>Total Current Assets</b>	<b>1,099,317.30</b>	<b>1,037,348.87</b>	<b>61,968.43</b>
<b>Other Assets</b>			
18400 · Property Tax Receivable-Audit	10,528.00	10,187.00	341.00
<b>Total Other Assets</b>	<b>10,528.00</b>	<b>10,187.00</b>	<b>341.00</b>
<b>TOTAL ASSETS</b>	<b>1,109,845.30</b>	<b>1,047,535.87</b>	<b>62,309.43</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
20000 · General Accounts Payable	1,036.04	5,004.65	-3,968.61
<b>Total Accounts Payable</b>	<b>1,036.04</b>	<b>5,004.65</b>	<b>-3,968.61</b>
<b>Credit Cards</b>			
<b>22000 · CITIZENS BANK MASTER CARD</b>			
22150 · Laura's CC - 4777	0.00	765.77	-765.77
22200 · Holly's CC - 2995	115.00	281.48	-166.48
22400 · Teresa's CC - 3019	0.00	61.49	-61.49
22500 · Heath's CC - 3027	209.10	680.83	-471.73
22520 · Linda's CC - 5980	547.71	480.94	66.77
<b>Total 22000 · CITIZENS BANK MASTER CARD</b>	<b>871.81</b>	<b>2,270.51</b>	<b>-1,398.70</b>
<b>Total Credit Cards</b>	<b>871.81</b>	<b>2,270.51</b>	<b>-1,398.70</b>
<b>Other Current Liabilities</b>			
24000 · PAYROLL LIABILITIES			

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

	<b>Mar 31, 21</b>	<b>Mar 31, 20</b>	<b>\$ Change</b>
<b>24010 · 941 Account</b>	5,290.26	6,386.08	-1,095.82
<b>24020 · Oregon Withholding</b>	1,375.00	1,577.00	-202.00
<b>24030 · OR-WBF SUTA</b>	1,010.23	732.82	277.41
<b>Total 24000 · PAYROLL LIABILITIES</b>	7,675.49	8,695.90	-1,020.41
<b>24160 · Employee Reimbursable Expenses</b>	0.00	42.72	-42.72
<b>25800 · Deferred Revenue Grants-Audit</b>	208,325.64	245,400.34	-37,074.70
<b>Total Other Current Liabilities</b>	216,001.13	254,138.96	-38,137.83
<b>Total Current Liabilities</b>	217,908.98	261,414.12	-43,505.14
<b>Long Term Liabilities</b>			
<b>27050 · Deferred Revenue Taxes -Audit</b>	8,440.09	7,779.09	661.00
<b>Total Long Term Liabilities</b>	8,440.09	7,779.09	661.00
<b>Total Liabilities</b>	226,349.07	269,193.21	-42,844.14
<b>Equity</b>			
<b>31100 · Building Reserve Fund Balance</b>	103,200.00	88,200.00	15,000.00
<b>31200 · Project Fund Balance</b>	10,210.00	10,421.00	-211.00
<b>32000 · General Fund Balance</b>	594,005.70	507,799.01	86,206.69
<b>Net Income</b>	176,080.53	171,922.65	4,157.88
<b>Total Equity</b>	883,496.23	778,342.66	105,153.57
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,109,845.30</b>	<b>1,047,535.87</b>	<b>62,309.43</b>

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

	<b>Building Reserve</b>	<b>General Fund</b>	<b>Project Fund</b>	<b>TOTAL</b>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
43300 · Grant/Project Administration	0.00	0.00	225,876.40	225,876.40
44535 · Taxes Levied	0.00	448,167.86	0.00	448,167.86
44540 · ODA Operations	0.00	24,994.75	0.00	24,994.75
44545 · ODA Tech, LMA & Scope of Work	0.00	43,740.00	0.00	43,740.00
45000 · Interest Income	0.00	5,358.24	0.00	5,358.24
46430 · MISCELLANEOUS	0.00	8,296.55	0.00	8,296.55
47200 · CREP, SQP-Fee for Services	0.00	7,248.00	0.00	7,248.00
47400 · Native Plant Sale Income	0.00	27,080.68	0.00	27,080.68
48000 · TRANSFERS IN	10,000.00	19,192.10	0.00	29,192.10
<b>Total Income</b>	<b>10,000.00</b>	<b>584,078.18</b>	<b>225,876.40</b>	<b>819,954.58</b>
<b>Gross Profit</b>	<b>10,000.00</b>	<b>584,078.18</b>	<b>225,876.40</b>	<b>819,954.58</b>
<b>Expense</b>				
60000 · MATERIALS & SERVICES	0.00	119,457.00	0.00	119,457.00
66000 · PAYROLL EXPENSES	0.00	288,533.08	36,661.93	325,195.01
68000 · PROJECTS-SVC-SUPP-MATERIALS	0.00	0.00	170,029.94	170,029.94
69400 · TRANSFERS OUT	0.00	10,000.00	19,192.10	29,192.10
<b>Total Expense</b>	<b>0.00</b>	<b>417,990.08</b>	<b>225,883.97</b>	<b>643,874.05</b>
<b>Net Ordinary Income</b>	<b>10,000.00</b>	<b>166,088.10</b>	<b>-7.57</b>	<b>176,080.53</b>
<b>Net Income</b>	<b>10,000.00</b>	<b>166,088.10</b>	<b>-7.57</b>	<b>176,080.53</b>



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

	<b>Building Reserve</b>	<b>General Fund</b>	<b>Project Fund</b>	<b>TOTAL</b>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
43300 · Grant/Project Administration	0.00	0.00	225,876.40	225,876.40
44535 · Taxes Levied	0.00	448,167.86	0.00	448,167.86
44540 · ODA Operations	0.00	24,994.75	0.00	24,994.75
44545 · ODA Tech, LMA & Scope of Work	0.00	43,740.00	0.00	43,740.00
45000 · Interest Income	0.00	5,358.24	0.00	5,358.24
<b>46430 · MISCELLANEOUS</b>				
46432 · Contributions	0.00	1,050.00	0.00	1,050.00
46440 · Refunds and Reimbursements	0.00	7,246.55	0.00	7,246.55
<b>Total 46430 · MISCELLANEOUS</b>	<b>0.00</b>	<b>8,296.55</b>	<b>0.00</b>	<b>8,296.55</b>
47200 · CREP, SQP-Fee for Services	0.00	7,248.00	0.00	7,248.00
47400 · Native Plant Sale Income	0.00	27,080.68	0.00	27,080.68
<b>48000 · TRANSFERS IN</b>				
48100 · Building Reserve Fund	10,000.00	0.00	0.00	10,000.00
48400 · Transfer Admin from Project Fd	0.00	19,192.10	0.00	19,192.10
<b>Total 48000 · TRANSFERS IN</b>	<b>10,000.00</b>	<b>19,192.10</b>	<b>0.00</b>	<b>29,192.10</b>
<b>Total Income</b>	<b>10,000.00</b>	<b>584,078.18</b>	<b>225,876.40</b>	<b>819,954.58</b>
<b>Gross Profit</b>	<b>10,000.00</b>	<b>584,078.18</b>	<b>225,876.40</b>	<b>819,954.58</b>
<b>Expense</b>				
<b>60000 · MATERIALS &amp; SERVICES</b>				
<b>61300 · CONFERENCES AND TRAINING</b>				
61330 · Registration	0.00	2,050.00	0.00	2,050.00
61340 · Training and Education Mater	0.00	589.95	0.00	589.95
<b>Total 61300 · CONFERENCES AND TRAIN</b>	<b>0.00</b>	<b>2,639.95</b>	<b>0.00</b>	<b>2,639.95</b>
<b>61500 · COMMUNITY CONSERVATION PROGRAMS</b>				
61510 · Conservation Education (You	0.00	5,100.00	0.00	5,100.00
61520 · Conservation Incentive Progr	0.00	769.70	0.00	769.70
61530 · Invasives Program	0.00	947.04	0.00	947.04
61540 · Native Plant Sale	0.00	15,801.60	0.00	15,801.60
61570 · Soil Quality Program	0.00	429.78	0.00	429.78
61585 · Conservation Leadership - ED	0.00	60.00	0.00	60.00
<b>Total 61500 · COMMUNITY CONSERVATI</b>	<b>0.00</b>	<b>23,108.12</b>	<b>0.00</b>	<b>23,108.12</b>
<b>62100 · CONTRACTED AND PROF SERVICES</b>				
62115 · Audit	0.00	4,750.00	0.00	4,750.00
62120 · Computer Support	0.00	791.00	0.00	791.00
<b>62130 · PROFESSIONAL SERVICES</b>				
62140 · Legal	0.00	2,800.00	0.00	2,800.00
62150 · Accounting	0.00	15,083.46	0.00	15,083.46
62170 · Web Design, Logo - Marke	0.00	2,842.25	0.00	2,842.25
<b>Total 62130 · PROFESSIONAL SERVIC</b>	<b>0.00</b>	<b>20,725.71</b>	<b>0.00</b>	<b>20,725.71</b>
62190 · Misc Contracted Services	0.00	5,765.00	0.00	5,765.00

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

	<b>Building Reserve</b>	<b>General Fund</b>	<b>Project Fund</b>	<b>TOTAL</b>
<b>Total 62100 · CONTRACTED AND PROF S</b>	0.00	32,031.71	0.00	32,031.71
<b>62300 · Dues/Subscriptions/Fees</b>	0.00	6,046.26	0.00	6,046.26
<b>62800 · OFFICE OCCUPANCY</b>				
<b>62810 · Alarm &amp; Janitorial Services</b>	0.00	1,276.24	0.00	1,276.24
<b>62820 · Rent &amp; Parking</b>	0.00	33,116.60	0.00	33,116.60
<b>62830 · Utilities</b>	0.00	9,118.58	0.00	9,118.58
<b>62840 · Other</b>	0.00	13.42	0.00	13.42
<b>Total 62800 · OFFICE OCCUPANCY</b>	0.00	43,524.84	0.00	43,524.84
<b>65000 · SUPPLIES AND MATERIALS</b>				
<b>65010 · COPIER AND SUPPLIES</b>				
<b>65012 · Copies</b>	0.00	490.16	0.00	490.16
<b>65014 · Lease</b>	0.00	1,468.61	0.00	1,468.61
<b>Total 65010 · COPIER AND SUPPLIES</b>	0.00	1,958.77	0.00	1,958.77
<b>65020 · Equipment</b>	0.00	189.99	0.00	189.99
<b>65030 · Office Supplies</b>	0.00	1,448.79	0.00	1,448.79
<b>65040 · Postage</b>	0.00	176.04	0.00	176.04
<b>65050 · Software/Computer Accessori</b>	0.00	429.97	0.00	429.97
<b>Total 65000 · SUPPLIES AND MATERIALS</b>	0.00	4,203.56	0.00	4,203.56
<b>65110 · PRODUCTION COSTS</b>				
<b>65112 · Advertising and Website</b>	0.00	610.92	0.00	610.92
<b>65116 · Newsletters</b>	0.00	2,407.39	0.00	2,407.39
<b>65118 · Publications</b>	0.00	325.00	0.00	325.00
<b>Total 65110 · PRODUCTION COSTS</b>	0.00	3,343.31	0.00	3,343.31
<b>65120 · Insurance &amp; Fidelity Bond</b>	0.00	3,531.01	0.00	3,531.01
<b>65160 · Miscellaneous</b>	0.00	75.00	0.00	75.00
<b>65320 · Mileage/travel related expenses</b>	0.00	658.10	0.00	658.10
<b>65400 · Meetings &amp; Events</b>	0.00	295.14	0.00	295.14
<b>Total 60000 · MATERIALS &amp; SERVICES</b>	0.00	119,457.00	0.00	119,457.00
<b>66000 · PAYROLL EXPENSES</b>				
<b>66200 · Wages</b>	0.00	221,345.97	27,644.12	248,990.09
<b>66410 · Health, Dental &amp; Life Insurance</b>	0.00	34,919.35	4,944.87	39,864.22
<b>66420 · Retirement</b>	0.00	14,402.30	1,852.67	16,254.97
<b>66500 · Payroll Taxes</b>				
<b>66510 · FICA Employer</b>	0.00	16,381.66	2,076.68	18,458.34
<b>66520 · SUTA</b>	0.00	1,295.78	132.77	1,428.55
<b>66530 · OR-WBF</b>	0.00	71.77	10.82	82.59
<b>Total 66500 · Payroll Taxes</b>	0.00	17,749.21	2,220.27	19,969.48
<b>66800 · Fees</b>	0.00	116.25	0.00	116.25
<b>Total 66000 · PAYROLL EXPENSES</b>	0.00	288,533.08	36,661.93	325,195.01
<b>68000 · PROJECTS-SVC-SUPP-MATERIALS</b>				
<b>68010 · Project Contracted Services</b>	0.00	0.00	168,701.80	168,701.80
<b>68020 · Project Mileage &amp; Travel</b>	0.00	0.00	820.57	820.57

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

	<b>Building Reserve</b>	<b>General Fund</b>	<b>Project Fund</b>	<b>TOTAL</b>
68030 · Project Other	0.00	0.00	7.57	7.57
68040 · Project Supplies & Materials	0.00	0.00	500.00	500.00
<b>Total 68000 · PROJECTS-SVC-SUPP-MATERI</b>	<b>0.00</b>	<b>0.00</b>	<b>170,029.94</b>	<b>170,029.94</b>
<b>69400 · TRANSFERS OUT</b>				
69410 · Trf GF to Building Reserve Fd	0.00	10,000.00	0.00	10,000.00
69440 · Trf PF to General Fund	0.00	0.00	19,192.10	19,192.10
<b>Total 69400 · TRANSFERS OUT</b>	<b>0.00</b>	<b>10,000.00</b>	<b>19,192.10</b>	<b>29,192.10</b>
<b>Total Expense</b>	<b>0.00</b>	<b>417,990.08</b>	<b>225,883.97</b>	<b>643,874.05</b>
<b>Net Ordinary Income</b>	<b>10,000.00</b>	<b>166,088.10</b>	<b>-7.57</b>	<b>176,080.53</b>
<b>Net Income</b>	<b>10,000.00</b>	<b>166,088.10</b>	<b>-7.57</b>	<b>176,080.53</b>

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

	<b>Jul '20 - Mar 21</b>	<b>Jul '19 - Mar 20</b>	<b>\$ Change</b>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
43300 · Grant/Project Administration	225,876.40	248,405.36	-22,528.96
44535 · Taxes Levied	448,167.86	434,308.34	13,859.52
44540 · ODA Operations	24,994.75	24,994.75	0.00
44545 · ODA Tech, LMA & Scope of Work	43,740.00	58,320.00	-14,580.00
44550 · ODA - SIA	0.00	5,135.29	-5,135.29
44555 · NRCS - TA	0.00	4,972.88	-4,972.88
45000 · Interest Income	5,358.24	12,333.86	-6,975.62
46430 · MISCELLANEOUS			
46432 · Contributions	1,050.00	1,828.00	-778.00
46440 · Refunds and Reimbursements	7,246.55	158.00	7,088.55
<b>Total 46430 · MISCELLANEOUS</b>	<b>8,296.55</b>	<b>1,986.00</b>	<b>6,310.55</b>
47200 · CREP, SQP-Fee for Services	7,248.00	16,392.70	-9,144.70
47400 · Native Plant Sale Income	27,080.68	17,520.20	9,560.48
48000 · TRANSFERS IN			
48100 · Building Reserve Fund	10,000.00	5,000.00	5,000.00
48400 · Transfer Admin from Project Fd	19,192.10	26,374.95	-7,182.85
<b>Total 48000 · TRANSFERS IN</b>	<b>29,192.10</b>	<b>31,374.95</b>	<b>-2,182.85</b>
<b>Total Income</b>	<b>819,954.58</b>	<b>855,744.33</b>	<b>-35,789.75</b>
<b>Gross Profit</b>	<b>819,954.58</b>	<b>855,744.33</b>	<b>-35,789.75</b>
<b>Expense</b>			
60000 · MATERIALS & SERVICES			
61300 · CONFERENCES AND TRAINING			
61310 · Lodging	0.00	1,101.12	-1,101.12
61320 · Meals/per diem	0.00	63.28	-63.28
61330 · Registration	2,050.00	983.45	1,066.55
61340 · Training and Education Material	589.95	134.99	454.96
<b>Total 61300 · CONFERENCES AND TRAINING</b>	<b>2,639.95</b>	<b>2,282.84</b>	<b>357.11</b>
61500 · COMMUNITY CONSERVATION PROGRAMS			
61510 · Conservation Education (Youth)	5,100.00	14,077.81	-8,977.81
61520 · Conservation Incentive Program	769.70	1,773.21	-1,003.51
61530 · Invasives Program	947.04	2,186.83	-1,239.79
61540 · Native Plant Sale	15,801.60	11,195.23	4,606.37
61570 · Soil Quality Program	429.78	946.86	-517.08
61585 · Conservation Leadership - EDI	60.00	197.68	-137.68
<b>Total 61500 · COMMUNITY CONSERVATION PROGR</b>	<b>23,108.12</b>	<b>30,377.62</b>	<b>-7,269.50</b>
62100 · CONTRACTED AND PROF SERVICES			
62115 · Audit	4,750.00	4,650.00	100.00
62120 · Computer Support	791.00	985.24	-194.24
62130 · PROFESSIONAL SERVICES			
62140 · Legal	2,800.00	500.00	2,300.00
62150 · Accounting	15,083.46	15,414.29	-330.83

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

	<b>Jul '20 - Mar 21</b>	<b>Jul '19 - Mar 20</b>	<b>\$ Change</b>
62160 · Facilitation	0.00	3,000.00	-3,000.00
62170 · Web Design, Logo - Marketing	2,842.25	776.00	2,066.25
<b>Total 62130 · PROFESSIONAL SERVICES</b>	<b>20,725.71</b>	<b>19,690.29</b>	<b>1,035.42</b>
62190 · Misc Contracted Services	5,765.00	0.00	5,765.00
<b>Total 62100 · CONTRACTED AND PROF SERVICES</b>	<b>32,031.71</b>	<b>25,325.53</b>	<b>6,706.18</b>
62300 · Dues/Subscriptions/Fees	6,046.26	4,978.13	1,068.13
62800 · OFFICE OCCUPANCY			
62810 · Alarm & Janitorial Services	1,276.24	1,458.80	-182.56
62820 · Rent & Parking	33,116.60	34,276.50	-1,159.90
62830 · Utilities	9,118.58	5,662.80	3,455.78
62840 · Other	13.42	0.00	13.42
<b>Total 62800 · OFFICE OCCUPANCY</b>	<b>43,524.84</b>	<b>41,398.10</b>	<b>2,126.74</b>
65000 · SUPPLIES AND MATERIALS			
65010 · COPIER AND SUPPLIES			
65012 · Copies	490.16	902.16	-412.00
65014 · Lease	1,468.61	1,468.61	0.00
<b>Total 65010 · COPIER AND SUPPLIES</b>	<b>1,958.77</b>	<b>2,370.77</b>	<b>-412.00</b>
65020 · Equipment	189.99	1,091.00	-901.01
65030 · Office Supplies	1,448.79	1,291.02	157.77
65040 · Postage	176.04	378.86	-202.82
65050 · Software/Computer Accessories	429.97	0.00	429.97
<b>Total 65000 · SUPPLIES AND MATERIALS</b>	<b>4,203.56</b>	<b>5,131.65</b>	<b>-928.09</b>
65110 · PRODUCTION COSTS			
65112 · Advertising and Website	610.92	204.75	406.17
65116 · Newsletters	2,407.39	1,610.01	797.38
65118 · Publications	325.00	178.32	146.68
<b>Total 65110 · PRODUCTION COSTS</b>	<b>3,343.31</b>	<b>1,993.08</b>	<b>1,350.23</b>
65120 · Insurance & Fidelity Bond	3,531.01	2,590.94	940.07
65160 · Miscellaneous	75.00	22.00	53.00
65320 · Mileage/travel related expenses	658.10	3,083.60	-2,425.50
65400 · Meetings & Events	295.14	2,003.54	-1,708.40
<b>Total 60000 · MATERIALS &amp; SERVICES</b>	<b>119,457.00</b>	<b>119,187.03</b>	<b>269.97</b>
66000 · PAYROLL EXPENSES			
66200 · Wages	248,990.09	257,227.32	-8,237.23
66410 · Health, Dental & Life Insurance	39,864.22	39,749.15	115.07
66420 · Retirement	16,254.97	14,987.27	1,267.70
66500 · Payroll Taxes			
66510 · FICA Employer	18,458.34	18,715.80	-257.46
66520 · SUTA	1,428.55	3,074.58	-1,646.03
66530 · OR-WBF	82.59	87.69	-5.10
<b>Total 66500 · Payroll Taxes</b>	<b>19,969.48</b>	<b>21,878.07</b>	<b>-1,908.59</b>
66800 · Fees	116.25	174.75	-58.50
<b>Total 66000 · PAYROLL EXPENSES</b>	<b>325,195.01</b>	<b>334,016.56</b>	<b>-8,821.55</b>

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

	<b>Jul '20 - Mar 21</b>	<b>Jul '19 - Mar 20</b>	<b>\$ Change</b>
<b>68000 · PROJECTS-SVC-SUPP-MATERIALS</b>			
68010 · Project Contracted Services	168,701.80	197,001.71	-28,299.91
68020 · Project Mileage & Travel	820.57	241.98	578.59
68030 · Project Other	7.57	527.49	-519.92
68040 · Project Supplies & Materials	500.00	789.13	-289.13
68050 · Project Training	0.00	682.83	-682.83
<b>Total 68000 · PROJECTS-SVC-SUPP-MATERIALS</b>	<b>170,029.94</b>	<b>199,243.14</b>	<b>-29,213.20</b>
<b>69400 · TRANSFERS OUT</b>			
69410 · Trf GF to Building Reserve Fd	10,000.00	5,000.00	5,000.00
69440 · Trf PF to General Fund	19,192.10	26,374.95	-7,182.85
<b>Total 69400 · TRANSFERS OUT</b>	<b>29,192.10</b>	<b>31,374.95</b>	<b>-2,182.85</b>
<b>Total Expense</b>	<b>643,874.05</b>	<b>683,821.68</b>	<b>-39,947.63</b>
<b>Net Ordinary Income</b>	<b>176,080.53</b>	<b>171,922.65</b>	<b>4,157.88</b>
<b>Net Income</b>	<b>176,080.53</b>	<b>171,922.65</b>	<b>4,157.88</b>

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

	Jul '20 - Mar 21	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
43000 · Beginning Balance	0.00	558,709.00	-558,709.00	0.0%
44530 · Benton County Public Works	0.00	5,000.00	-5,000.00	0.0%
44535 · Taxes Levied	448,167.86	450,000.00	-1,832.14	99.59%
44540 · ODA Operations	24,994.75	24,995.00	-0.25	100.0%
44545 · ODA Tech, LMA & Scope of Work	43,740.00	58,320.00	-14,580.00	75.0%
45000 · Interest Income	5,358.24	10,000.00	-4,641.76	53.58%
<b>46430 · MISCELLANEOUS</b>				
46432 · Contributions	1,050.00			
46440 · Refunds and Reimbursements	7,246.55			
46430 · MISCELLANEOUS - Other	0.00	9,467.60	-9,467.60	0.0%
<b>Total 46430 · MISCELLANEOUS</b>	<b>8,296.55</b>	<b>9,467.60</b>	<b>-1,171.05</b>	<b>87.63%</b>
47200 · CREP, SQP-Fee for Services	7,248.00	9,816.00	-2,568.00	73.84%
47400 · Native Plant Sale Income	27,080.68	16,000.00	11,080.68	169.25%
<b>48000 · TRANSFERS IN</b>				
48400 · Transfer Admin from Project Fd	19,192.10	74,659.00	-55,466.90	25.71%
<b>Total 48000 · TRANSFERS IN</b>	<b>19,192.10</b>	<b>74,659.00</b>	<b>-55,466.90</b>	<b>25.71%</b>
<b>Total Income</b>	<b>584,078.18</b>	<b>1,216,966.60</b>	<b>-632,888.42</b>	<b>48.0%</b>
<b>Gross Profit</b>	<b>584,078.18</b>	<b>1,216,966.60</b>	<b>-632,888.42</b>	<b>48.0%</b>
<b>Expense</b>				
<b>60000 · MATERIALS &amp; SERVICES</b>				
<b>61300 · CONFERENCES AND TRAINING</b>				
61330 · Registration	2,050.00			
61340 · Training and Education Mate	589.95			
61300 · CONFERENCES AND TRAINI	0.00	12,000.00	-12,000.00	0.0%
<b>Total 61300 · CONFERENCES AND TRAI</b>	<b>2,639.95</b>	<b>12,000.00</b>	<b>-9,360.05</b>	<b>22.0%</b>
<b>61500 · COMMUNITY CONSERVATION PROGRAMS</b>				
61510 · Conservation Education (Yo	5,100.00	5,250.00	-150.00	97.14%
61520 · Conservation Incentive Prog	769.70	3,000.00	-2,230.30	25.66%
61530 · Invasives Program	947.04	3,000.00	-2,052.96	31.57%
61540 · Native Plant Sale	15,801.60	16,000.00	-198.40	98.76%
61560 · Scholarships/Internships	0.00	600.00	-600.00	0.0%
61570 · Soil Quality Program	429.78	3,000.00	-2,570.22	14.33%
61585 · Conservation Leadership - E	60.00	2,000.00	-1,940.00	3.0%
<b>Total 61500 · COMMUNITY CONSERVAT</b>	<b>23,108.12</b>	<b>32,850.00</b>	<b>-9,741.88</b>	<b>70.34%</b>
<b>62100 · CONTRACTED AND PROF SERVICES</b>				
62115 · Audit	4,750.00	5,000.00	-250.00	95.0%
62120 · Computer Support	791.00	4,000.00	-3,209.00	19.78%
<b>62130 · PROFESSIONAL SERVICES</b>				
62140 · Legal	2,800.00			
62150 · Accounting	15,083.46	0.00	15,083.46	100.0%
62160 · Facilitation	0.00	6,000.00	-6,000.00	0.0%

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

	Jul '20 - Mar 21	Budget	\$ Over Budget	% of Budget
62170 · Web Design, Logo - Mark	2,842.25			
62130 · PROFESSIONAL SERVIC	0.00	45,000.00	-45,000.00	0.0%
<b>Total 62130 · PROFESSIONAL SERV</b>	<b>20,725.71</b>	<b>51,000.00</b>	<b>-30,274.29</b>	<b>40.64%</b>
62190 · Misc Contracted Services	5,765.00	33,301.60	-27,536.60	17.31%
<b>Total 62100 · CONTRACTED AND PROF</b>	<b>32,031.71</b>	<b>93,301.60</b>	<b>-61,269.89</b>	<b>34.33%</b>
62300 · Dues/Subscriptions/Fees	6,046.26	13,000.00	-6,953.74	46.51%
62800 · OFFICE OCCUPANCY				
62810 · Alarm & Janitorial Services	1,276.24	3,500.00	-2,223.76	36.46%
62820 · Rent & Parking	33,116.60	46,000.00	-12,883.40	71.99%
62830 · Utilities	9,118.58	12,000.00	-2,881.42	75.99%
62840 · Other	13.42	1,500.00	-1,486.58	0.9%
<b>Total 62800 · OFFICE OCCUPANCY</b>	<b>43,524.84</b>	<b>63,000.00</b>	<b>-19,475.16</b>	<b>69.09%</b>
65000 · SUPPLIES AND MATERIALS				
65010 · COPIER AND SUPPLIES				
65012 · Copies	490.16			
65014 · Lease	1,468.61			
65010 · COPIER AND SUPPLIES ·	0.00	3,500.00	-3,500.00	0.0%
<b>Total 65010 · COPIER AND SUPPLIE</b>	<b>1,958.77</b>	<b>3,500.00</b>	<b>-1,541.23</b>	<b>55.97%</b>
65020 · Equipment	189.99	5,000.00	-4,810.01	3.8%
65030 · Office Supplies	1,448.79	2,000.00	-551.21	72.44%
65040 · Postage	176.04	1,000.00	-823.96	17.6%
65050 · Software/Computer Accesso	429.97	2,000.00	-1,570.03	21.5%
<b>Total 65000 · SUPPLIES AND MATERIAL</b>	<b>4,203.56</b>	<b>13,500.00</b>	<b>-9,296.44</b>	<b>31.14%</b>
65110 · PRODUCTION COSTS				
65112 · Advertising and Website	610.92	1,500.00	-889.08	40.73%
65114 · Merchandise	0.00	1,000.00	-1,000.00	0.0%
65116 · Newsletters	2,407.39	2,000.00	407.39	120.37%
65118 · Publications	325.00	500.00	-175.00	65.0%
<b>Total 65110 · PRODUCTION COSTS</b>	<b>3,343.31</b>	<b>5,000.00</b>	<b>-1,656.69</b>	<b>66.87%</b>
65120 · Insurance & Fidelity Bond	3,531.01	4,000.00	-468.99	88.28%
65160 · Miscellaneous	75.00	1,000.00	-925.00	7.5%
65320 · Mileage/travel related expenses	658.10	4,000.00	-3,341.90	16.45%
65400 · Meetings & Events	295.14	4,000.00	-3,704.86	7.38%
60000 · MATERIALS & SERVICES - Othe	0.00	29,829.00	-29,829.00	0.0%
<b>Total 60000 · MATERIALS &amp; SERVICES</b>	<b>119,457.00</b>	<b>275,480.60</b>	<b>-156,023.60</b>	<b>43.36%</b>
66000 · PAYROLL EXPENSES				
66200 · Wages	221,345.97	329,567.10	-108,221.13	67.16%
66410 · Health, Dental & Life Insurance	34,919.35	52,820.25	-17,900.90	66.11%
66420 · Retirement	14,402.30	21,295.53	-6,893.23	67.63%
66500 · Payroll Taxes				
66510 · FICA Employer	16,381.66			
66520 · SUTA	1,295.78			
66530 · OR-WBF	71.77			



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

	Jul '20 - Mar 21	Budget	\$ Over Budget	% of Budget
66500 · Payroll Taxes - Other	0.00	29,368.12	-29,368.12	0.0%
<b>Total 66500 · Payroll Taxes</b>	<b>17,749.21</b>	<b>29,368.12</b>	<b>-11,618.91</b>	<b>60.44%</b>
66800 · Fees	116.25			
<b>Total 66000 · PAYROLL EXPENSES</b>	<b>288,533.08</b>	<b>433,051.00</b>	<b>-144,517.92</b>	<b>66.63%</b>
69100 · Capital Outlay	0.00	5,000.00	-5,000.00	0.0%
<b>69400 · TRANSFERS OUT</b>				
69410 · Trf GF to Building Reserve Fd	10,000.00	10,000.00	0.00	100.0%
<b>Total 69400 · TRANSFERS OUT</b>	<b>10,000.00</b>	<b>10,000.00</b>	<b>0.00</b>	<b>100.0%</b>
69600 · Reserved for Future Expenditure	0.00	213,435.00	-213,435.00	0.0%
69800 · Unappropriated Fund Balance	0.00	280,000.00	-280,000.00	0.0%
<b>Total Expense</b>	<b>417,990.08</b>	<b>1,216,966.60</b>	<b>-798,976.52</b>	<b>34.35%</b>
<b>Net Ordinary Income</b>	<b>166,088.10</b>	<b>0.00</b>	<b>166,088.10</b>	<b>100.0%</b>
<b>Net Income</b>	<b>166,088.10</b>	<b>0.00</b>	<b>166,088.10</b>	<b>100.0%</b>

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

	Jul '20 - Mar 21	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
43300 · Grant/Project Administration	225,876.40	889,187.00	-663,310.60	25.4%
<b>Total Income</b>	225,876.40	889,187.00	-663,310.60	25.4%
<b>Gross Profit</b>	225,876.40	889,187.00	-663,310.60	25.4%
<b>Expense</b>				
<b>66000 · PAYROLL EXPENSES</b>				
66200 · Wages	27,644.12	53,417.00	-25,772.88	51.75%
66410 · Health, Dental & Life Insurance	4,944.87	14,107.00	-9,162.13	35.05%
66420 · Retirement	1,852.67	5,447.00	-3,594.33	34.01%
<b>66500 · Payroll Taxes</b>				
66510 · FICA Employer	2,076.68			
66520 · SUTA	132.77			
66530 · OR-WBF	10.82			
66500 · Payroll Taxes - Other	0.00	7,020.00	-7,020.00	0.0%
<b>Total 66500 · Payroll Taxes</b>	2,220.27	7,020.00	-4,799.73	31.63%
<b>Total 66000 · PAYROLL EXPENSES</b>	36,661.93	79,991.00	-43,329.07	45.83%
<b>68000 · PROJECTS-SVC-SUPP-MATERIALS</b>				
68010 · Project Contracted Services	168,701.80			
68020 · Project Mileage & Travel	820.57			
68030 · Project Other	7.57			
68040 · Project Supplies & Materials	500.00			
68000 · PROJECTS-SVC-SUPP-MATERIALS	0.00	734,537.00	-734,537.00	0.0%
<b>Total 68000 · PROJECTS-SVC-SUPP-MATERIALS</b>	170,029.94	734,537.00	-564,507.06	23.15%
<b>69400 · TRANSFERS OUT</b>				
69440 · Trf PF to General Fund	19,192.10	74,659.00	-55,466.90	25.71%
<b>Total 69400 · TRANSFERS OUT</b>	19,192.10	74,659.00	-55,466.90	25.71%
<b>Total Expense</b>	225,883.97	889,187.00	-663,303.03	25.4%
<b>Net Ordinary Income</b>	-7.57	0.00	-7.57	100.0%
<b>Net Income</b>	<b>-7.57</b>	<b>0.00</b>	<b>-7.57</b>	<b>100.0%</b>

March 2021 Qtrly All Grant Projects Financial Report

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	33,147	33,147	0	124,380	MA			4,775	3,013	1,762
Shared Space EDI Initiative	18040175	MMT	1/1/2019	12/31/2020	Open	2/15/2021	149,388	149,388	116,418	116,418	32,970	0	HK	12/9/19 and 2/15/21	two checks; one at the beginning of each calendar year	12,300	9,598	2,702
Ludwigia Management Alternatives	19100538	MMT	12/1/2019	12/31/2022	Open	2/15/2023	27,742	27,742	5,440	5,440	22,302	0	MA	Interim Report: 1/1/2021 & 1/1/2022. Final Report 2/15/2023	100% of funds at beginning of grant	2,522	495	2,027
State of the River Synthesis	20010715	MMT	2/1/2020	10/31/2022	Open	3/15/2022	80,000	80,000	9,867	9,867	70,134	0	MA	Interim 2/1/2021 & Final 11/30/2022	100% of funds at beginning of grant	12,000	100	11,900
Willamette Mainstem Cooperative	19010935	MMT - Basinwide #3	3/19/2019	2/28/2021	Open	4/15/2021	40,000	40,000	34,001	34,001	5,999	0	MA	Interim Report: 3/1/2020 & Final Report: 4/15/2021	100 % of funds at beginning of grant	3,636	3,076	560
Willamette River Aquatic Weed Management Phase 7	2020-33-010	ODA-OSWB	2/28/2020	4/30/2021	Open	6/30/2021	27,719	13,860	8,788	8,788	5,072	13,860	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	598	1,922
Purge the Spurge! EDRR and Community Outreach	2020-33-011	ODA-OSWB	2/28/2020	4/30/2021	Open	6/30/2021	8,808	6,606	6,115	6,115	491	2,202	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	556	245
100 Acre Wood Habitat Project - Plant Establishment	217-3002-14131	OWEB	10/25/2016	6/30/2022	Open	8/30/2022	25,278	13,114	13,114	13,114	0	12,164	DS	Project completion only	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	2,298	1,191	1,107
2019 Supplemental Data Collection for WFIP Effectiveness Monitoring (Phase 3)	218-8390-17212	OWEB	2/4/2020	12/31/2021	Open	2/28/2022	100,000	37,850	37,850	37,850	0	62,150	MA	Interim Report: 12/31/2020 & Final Report: 2/28/2022	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	9,091	3,441	5,650
Willamette FIP Effectiveness Monitoring Program Phase 4: Data Collection 2020-2021 and Reporting	220-8201-17233	OWEB	1/1/2020	12/31/2022	Open	2/28/2023	119,988	30,439	30,439	30,439	0	89,549	MA	Interim Report: 6/30/2021 & Final Report: 2/28/2023	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	10,908	2,767	8,141
2019 data collection for WFIP Effectiveness Monitoring (Phase 2)	218-8201-16520	OWEB	1/1/2019	6/30/2021	Open	2/28/2021	119,983	107,995	119,982	119,982	-11,988	11,988	MA	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	10,908	0
OWEB SIA grant	218-8010-16782	OWEB	3/4/2019	12/22/2023	Open	12/22/2023	125,000	35,921	37,662	37,662	-1,740	89,079	DS	(6/17/2019, 12/16/2019, 6/14/2020, 12/14/2020, 6/14/2021, 12/13/2021, 6/13/2022, 12/13/2020)		11,364	3,261	8,103
J2E RTR Project	220-3303-17504	OWEB	4/22/2020	6/30/2025	Open	6/30/2025	239,915	0	0	0	0	239,915	DS	6/30/2028 and 6/30/2030		23,084	0	23,084

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Fackrell Soil & Water Imp	09-20-002	OWEB	12/5/2020	10/16/2022	Open	12/16/2022	10,123	0	0	0	0	10,123	DS	12/16/2022, 10/16/2024	no funds received at start of grant; funds received by reimbursement of invoices/receipts submitted by BWCD two times total; OWEB holds last 10% of funds until they receive and approve of Final Report.	1,012	0	1,012
Carson Riparian Buffer Access Control	09-20-003	OWEB	3/18/2021	1/26/2023	Open	3/26/2023	14,889	0	0	0	0	14,889	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	0	1,353
<b>Total</b>							<b>1,246,360</b>	<b>576,061</b>				<b>670,299</b>					<b>39,004</b>	<b>69,569</b>



# Benton Soil and Water CONSERVATION DISTRICT

## **Benton Soil and Water Conservation District Telework Policy**

The purpose of this policy is to establish guidelines and procedures for telework by District employees, including use of District equipment, software, and platforms/applications.

Telework is a privilege. Benton SWCD reserves the right to modify the Telework Policy at any time, or revoke telework privileges at any time. The Executive Director is responsible for establishing staff work schedules and by that authority may require a minimum number of days per week employees will work from the office (i.e., establish a maximum number of days per week employees may telework).

While on telework status, all employees are responsible for compliance with the District's Employee Handbook, established procedures and policies, performance standards, expectations for work products and productivity, and time accountability.

Any employee who is on telework status must be available during established work hours and provide timely response to emails, phone calls, picking up mail delivered to the office, etc. Absences, including unavailability during work hours, must be pre-approved by the employee's supervisor. Failure to comply with the District's Telework Policy may result in disciplinary action, up to and including termination of employment.

Employees must account for all time worked and take their required daily lunch breaks and rest periods while on telework status.

Employee wages, non-wage benefits, and insurance coverage do not change as a result of telework.

Employees are expected to have sufficient and secure internet and telephone access while on telework status.

All employees are responsible for utilization of the Benton SWCD Network and VPN to work from home in a safe and secure manner as directed by the District through its established policies and procedures.

Benton SWCD employees are the only authorized users of the District's Network/VPN and teleworking equipment (laptop, monitor, keyboard, etc.). No unauthorized use of the equipment, or the BSWCD Network and VPN, is allowed.



Login information and passwords should always be protected. District teleworking equipment must always remain in a secure location.

Account information for use of Benton SWCD software such as Zoom, GoToMeeting, WebEx, etc. should not be shared with any other person or organization outside Benton SWCD. The highest security settings should be used, and software kept updated to maintain the highest security possible.

District employees will not hold business visits or in-person meetings with stakeholders or co-workers at the home worksite during telework status.

All employees will provide and maintain a clean and safe home workspace. Any injury that occurs during work hours must be reported immediately to the employee's supervisor, the Executive Director, and the Operations Manager.

The District is not responsible for loss, damage, repair, replacement, or wear of personal property or equipment used while an employee is on telework status.

During a mandatory office closure such as during a health pandemic, natural disaster, or an emergency declaration by Benton County or the State of Oregon, the Benton SWCD Board of Directors may vote to provide a monthly stipend to employees for use of their home utilities while on telework status. Employee stipends will not be paid when the office is not under official closure and telework is voluntary.

Adopted by the Benton SWCD Board of Directors on April 6, 2020.  
Revised May 10, 2021

**Personnel & Finance Committee (PFC) Meeting Minutes**  
**April 26, 2021; 6:00 - 7:00 PM**  
**Virtual Meeting via Zoom**

In Attendance:

Committee Members: Bob Morris, Jerry Paul, Kerry Hastings, Faye Yoshihara

Others: Holly Crosson, Donna Schmitz, Teresa Matteson

Call to Order

[Morris] 6:07pm

PFC and Executive Director (delegated) authority from board. Discussion regarding the inefficient process for Holly to make small policy changes, for example telework and mileage policies. As the governing body, policies adopted by the board must go back to the board for changes. Specific needs have come up in which Holly had to make quick decisions that could not wait until the next board meeting. The board needs to write policy so that it is clear what authority and discretion is delegated to the ED, in alignment with the job description. In addition, what authority should be delegated from the Board to the PFC? Holly will write up a proposal (Faye to support) for delegation of authority to the ED and the PFC, with the objective to ensure the ED can make timely decisions that keep District operations running.

Telework policy. Discussion of changes to the Telework policy once pandemic restrictions are lifted. Plan to include a minimum number of days in the office and to do away with the stipend when remote work becomes optional rather than required. Our stipend has been higher than other SWCDs, with most not offering any stipend. Committee members in agreement. Holly asked for specific feedback on proposed changes to the policy, including the role of the board in this policy.

SDIS employee health increase. Discussion about cost increases and plan options, including the pros and cons of moving away from SDAO to Bend Chamber of Commerce (used by GLT and IAE). Holly is estimating a cost of \$10,088 per employee, which pulls out life insurance and short-term disability. The District has tried to keep costs for health care under \$10,000 per employee the past several years. Discussion regarding which benefits are used, increases in deductibles and out of pocket maximums. Vision comes with medical and dental is well used. Costs continue to increase, so we should find out what employees value most. Our retirement benefits at 7% are higher than the County at 6%. We will reevaluate comp and benefits package holistically at the time of the market comp study, knowing that costs are likely to continue to increase.

Michael Ahr. Joined District on April 13, with 14 years experience at SWCD and 20+ years in conservation. The hiring process brought to light the need to clarify ED decision making authority and discretion in negotiating comp package and benefits. In this case, it included a deviation from the Employee Handbook annual leave policy. Discussion regarding the need to review the Employee Handbook and other board approved policies. We should clarify wording in policies to ensure the ED has the discretion and decision making authority as approved in the job description.

Linda Lovett. Holly has reviewed similar Operations Manager jobs and believes Linda is underpaid. This position was a new role with expanded responsibilities at the time Linda was hired. Holly is recommending the salary increase be incorporated into the 2021-22 budget. It has already been approved in the contingency budget for FY 2020-21. No objections. The upcoming market compensation study will verify any pay inequities. We should also evaluate a possible cap on wages for positions to ensure pay equity. Committee members see these topics as being within ED authority.

COLA for 2021-22 Budget. Discussion of whether there should be a COLA this year, given the drop in revenues, increases in health care costs and uncertainty in funding. Some special districts are doing a COLA, but this includes organizations that are larger with a more secure funding base. We will look at comp and benefits in a holistic manner when the market comp study is done this coming year.

Records retention. Discussed recommendation from legal counsel to retain personnel records of employees for a minimum of three years after an employee separates from District service. Public records law that require 3 and 10 year minimums for specific records, but Holly felt it should be more explicit in the Employee Handbook. Amendments will be made to Employee Handbook.

All changes discussed to Employee Handbook will be summarized and brought to the board for a vote at the same time.

Meeting Adjourned  
[Morris] 7:25pm

Submitted by Faye Yoshihara

Join Zoom Meeting  
<https://us02web.zoom.us/j/89153038595?pwd=ODBtQkFCZE0zcmYwbGtKeUNmZDdCZz09>

Meeting ID: 891 5303 8595  
Passcode: 748633

<b>Time</b>	<b>Topic</b>	<b>Lead</b>
6:00 - 6:05	Call into session, introductions, public comments, changes and/or additions to agenda	Bob
6:05 - 6:15	PFC and Executive Director authority from BSWCD Board	Holly/ PFC



6:15 – 6:20	SDIS employee health benefit increase for FY22	Holly
6:20 – 6:30	Employee monthly stipend of \$75 for home utilities during Covid telework, and review of telework policy	Holly
6:30 – 6:35	Compensation package for Michael Ahr	Holly
6:35 – 6:40	Proposed hourly wage increase for Linda Lovett starting April 2021	Holly
6:40 – 6:45	COLA (cost of living increase) for FY22. SSA=1.3%; CPI=2.6%; poll of special districts-giving employees from 1.2%-2.5%	Holly/ PFC
6:45 – 6:55	Personnel Records Retention Policy (ORS: 166-150-0160) Recommendation from legal counsel to retain personnel records of employees for a minimum of three years after employee separates from District service.	Holly
6:55 - 7:00	Other business for the PFC - Adjourn	Bob



## Benton Soil and Water CONSERVATION DISTRICT

**Date:** April 30, 2021

**To:** Benton SWCD Directors

**From:** Holly Crosson, Executive Director

**Re:** April 2021 Monthly Report for May 2021 Board Packet

### **COVID-19**

- Continued to receive regular Covid updates from CDC, Oregon Health Authority, Governor's office, SDAO, Benton County, CEA, and HR Answers.

### **OFFICE MOVE**

- Reviewed files/documents/reports for recycling or retention; labeled furniture for keeping or donating; began packing; discussed aspects of the move with staff; met with Linda and Comcast sales/technical reps to discuss new phone system options; met with Gary Pond about showing office to prospective new tenants.

### **DEIJ**

- Attended a meeting with Yee Won, Bob, Nate, and DEIJ Equity Committee staff to update Draft DEIJ Action Plan for BSWCD.
- Signed a MMT grant support letter drafted by Heath for the Confluence.
- Attended an Equitable Hiring webinar hosted by OSU and forwarded resources and contacts to Confluence organization EDs.
- Met with Heath.
- Attended virtual OSU Provost Lecture with Ibram X Kendi.

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

- Met with Teresa about BSWCD matching funds needed for the SIA monitoring equipment purchase.
- Forwarded ODA Capacity Grant application and supporting materials to Donna for completion.
- Met with Donna, Teresa, and Michael for updates on SIA and Focus Area.
- Signed MMT grant extension for State of the River Synthesis Project.
- Processed DEQ annual NPDES pesticide permit fee invoice.
- Responded to OACD's Working Lands survey.
- Signed donation letters for Teresa.
- Met with Donna to discuss situation with her J2E Project where lack of sign-off on a permit is holding up OWEB payments on contractor invoices where work was done in 2020.
- Met with Heath about the new website.
- Signed BPA grant extension and contract modification for FIP Phase 4 Project.

## **FISCAL**

- FY22 budget preparation.
- Signed/mailed contract for FY21 audit to begin July 1.
- Signed quarterly forms for payroll taxes.
- Reviewed Linda's public depositor update for LGIP.
- Tracked ACH deposits for grant payments and distributed reports to Jenny and appropriate project management staff.
- Reviewed/authorized/completed/submitted: staff timesheets, payroll, bills, invoices, CIRs, EFTs, fiscal admin and other accounting on grants, Jenny's journal entry approvals, monthly financial reports, checks, credit card accounts, bank statements, account reconciliations, bank deposits, and LGIP balance.
- Held weekly meetings with bookkeeper and Operations Manager.

## **PERSONNEL**

- Began orienting Michael on grants/contracts, partners introductions, and BSWCD documents/policies/procedures.
- Had a check-in meeting with Donna.
- Met with Kristi and Linda about health plan renewals and costs.
- Met with CEA's consultant and Linda on their health plans to compare costs.
- Commented on draft documents for Team Building session.
- Participated in weekly Zoom staff meetings.

## **BOARD**

- Met with PFC on 4/26.
- Revised ED job description to clarify roles and responsibilities (PFC meeting).
- Made recommendations for Employee Handbook updates (PFC meeting).
- Updated Telework Policy for Board review and adoption.
- For Board meeting: developed May agenda; reviewed draft March financials; reviewed draft April minutes; followed up with Rana on her email request after April meeting.

## **MISCELLANEOUS**

- Signed lease for new copier with CTX.

**Date:** May 4, 2021

**To:** Benton SWCD Director

**From:** Michael Ahr, Natural Resources Conservation Program Manager

**Re:** Staff Report for April 2021



### **Conservation Program Manager**

- Met with Teresa and Donna individually to learn about the work they focus on at BSWCD
- We've scheduled a team check-in every 2 weeks, and held our first meeting
- Discussed ODA Focus areas and began planning the ODA Scope of Work

### **Willamette Mainstem Cooperative**

- Working to gain familiarity with 12 grants. One of these is for oblong spurge, so more of a "Invasive Species Program" project, but the others relate to the Willamette River.
- Met with several partners related to grants and the WMC (Long Tom Watershed Council, USGS, Willamette Riverkeeper, Benton County Public Works/Natural Areas)
- Completed Project Fund Worksheet to help with budgeting based on these grants
- Processed 3 invoices for various grants

### **Invasive Species Program**

- Contacted landowners who had **oblong spurge** treated last year. Toured sites with contractor (Integrated Resource management) and came up with a spring treatment plan on several sites. Heath assisted with some outreach over Email/social media and 6 new populations were reported. Of the 6 reports, 2 are very likely to be oblong spurge while 4 are definitely not. Matt with IRM also reports a new site on Tampico Road.
- Many sightings of spurge laurel with a possible concentration of this weed around NW Highland Drive to the east near Owens Farm and Good Samaritan Hospital
- Working on Intergovernmental Agreement (IGA) with Benton County for invasive weed collaboration
- Attended meeting/training on Oregon State Weed Board Grants presented by ODA

### **Other**

- Keeping in touch with contacts outside of the above realms as we look ahead to future strategic planning
- Attended OSU Webinar on Fire risk reduction projects around the state
- Attended a Build Local Alliance Meeting



*A patch of oblong spurge found on NW 31<sup>st</sup> and NW Lincoln in Corvallis*

## E-NEWS

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

Date sent	E-news Title	# Opens	Facebook/Instagram Reach
4/16	<a href="#">Hot, dry, and gusty: time to prepare for smoke and fire</a>	188	295
4/9	<a href="#">Getting your garden ready: work from the ground up</a>	184	175
4/2	<a href="#">Bird Songs 101</a>	158	109
3/26	<a href="#">Wildfires and Feral Rabbits</a>	189	108

## DIVERSITY, EQUITY, & INCLUSION PROCESS

### **Learning Opportunities**

On March 26, we discussed [Full Moon Rising](#) by Peter Forbes. This article covers many fascinating concepts with an emphasis on centering Indigenous voice in the field of conservation.

In May and June, our equity consultants will offer three sessions, open to all members of The Confluence, on the following topics:

- 1) **Monday May 17, 4:30-6:30 pm - Group Agreements/Norms and Accountability**
- 2) **Tuesday, June 1, 1-3 pm - Outreach and Community Engagement mindsets and approaches**
- 3) **Monday, June 21, 11:30-1:30 pm -Policies, Procedures, and Practices that Advance DEI**

### **BSWCD Equity Effort**

We are pausing on the Equity Lens process as it has been suggested that it should instead be developed as part of the strategic planning process.

On April 30, the Equity Committee, Bob Morris, and Nate Johnson will meet with our equity consultant to dive into DEI Action Planning. Special thanks to Bob, Nate, and Henry for volunteering to help with this process.

## NATIVE PLANT SALE

It's already time to start planning for the next Native Plant Sale! **Please email me** with your suggestions for native species to offer this time around. (heathk@bentonswcd.org)

Please share your story! Please take a moment to share the story of how/why you came to be a proponent of native plants. [Click here now.](#) (<https://forms.gle/GU9pYdRggBh5pUu59>)

For inspiration, here is what some of our native plant sale customers shared:

"I have always wanted to have a beautiful yard but have had a lot of setbacks and felt overwhelmed by too many choices. I found a native plant landscape design on your website that I could follow and it gave me more confidence. I also wanted to use native plants because I am a bird lover and wanted to provide habitat for more species."

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

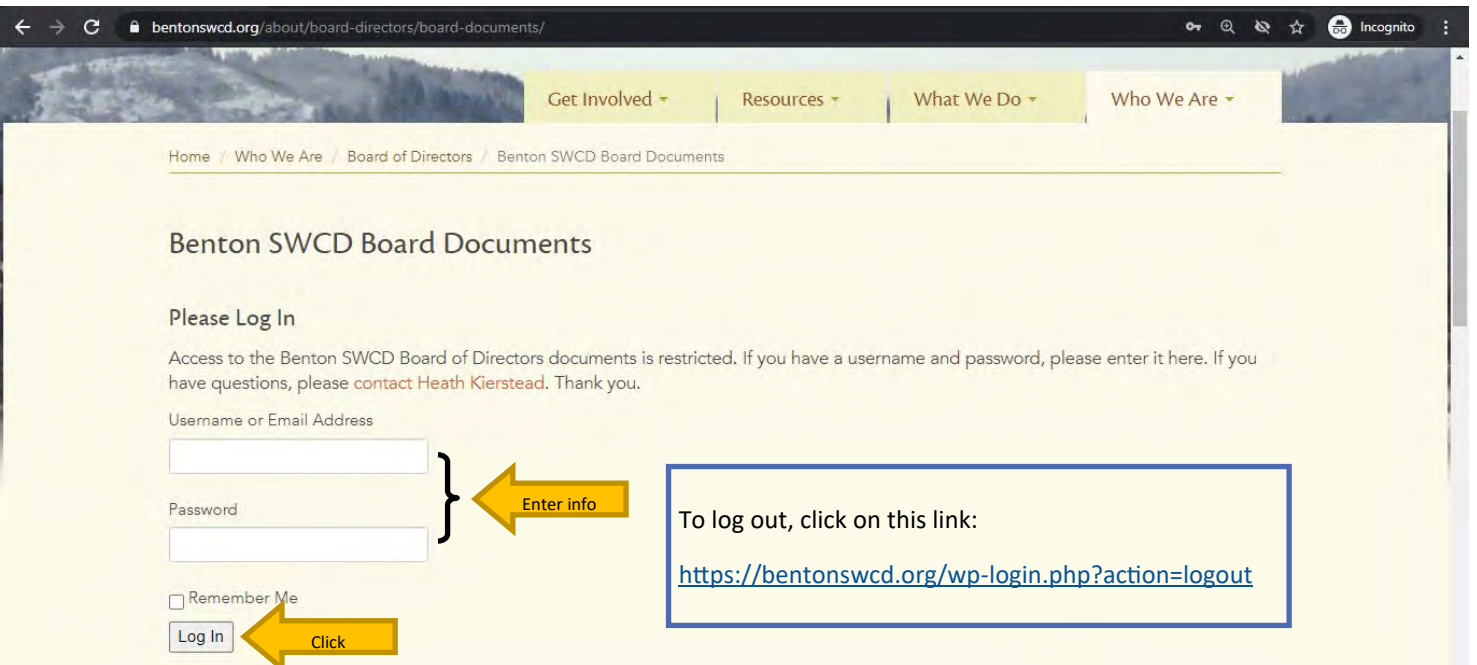
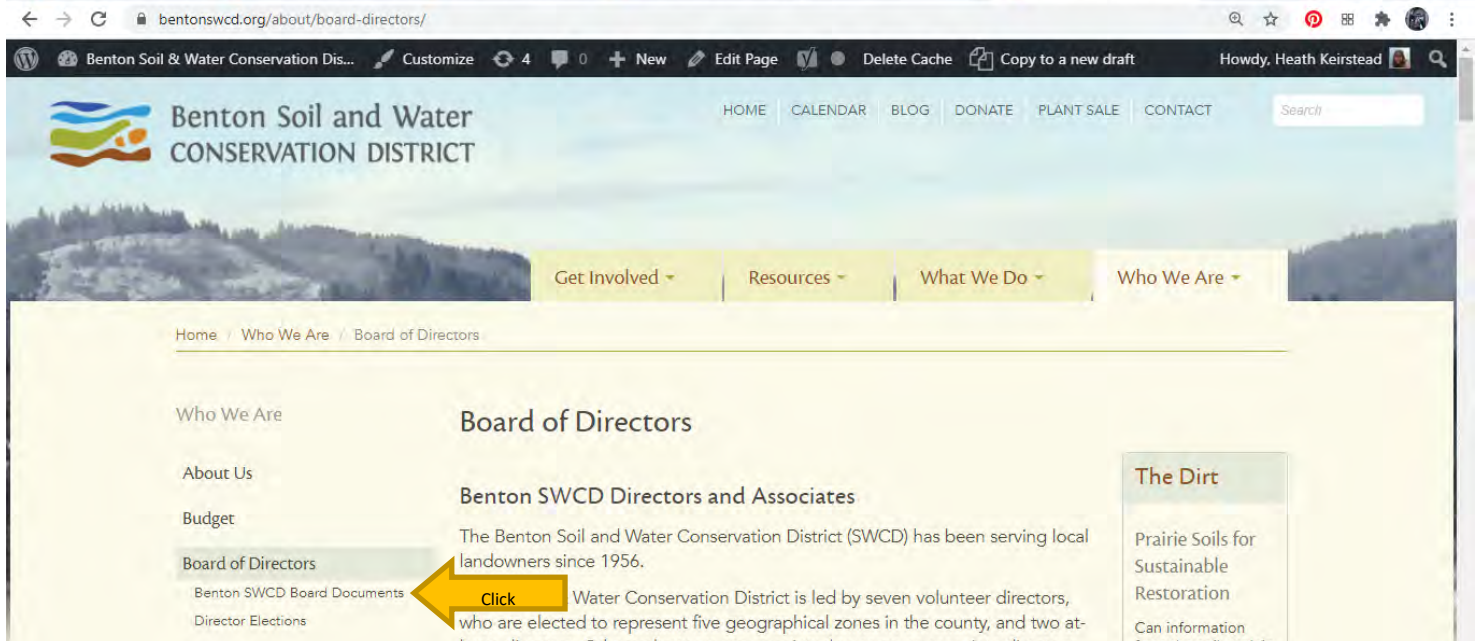
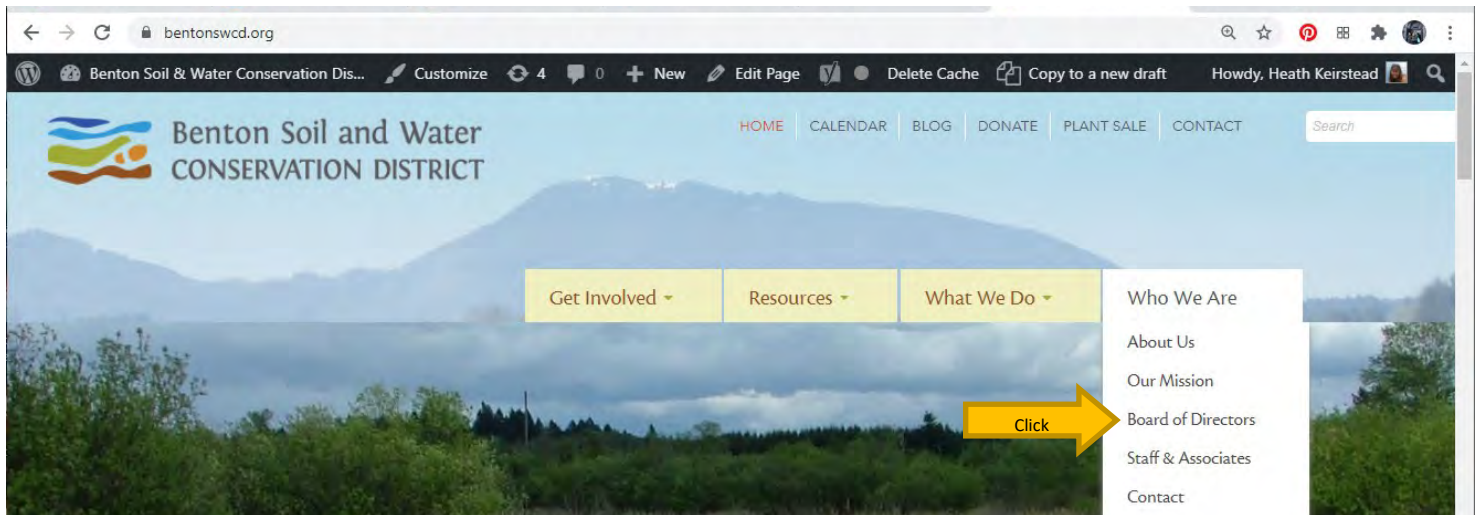
## BSWCD WEBSITE REDESIGN

The website redesign process is underway. Thanks for your comments! The new design is based largely on these two websites: 1) the [Coalition of Oregon Land Trusts](#) and 2) [Tualatin SWCD](#). Special thanks to Marcella for helping with the new layout, page hierarchy, and blog post tags.

For the new website, we need beautiful, high quality photos taken in or near Benton County of birds, pollinators, native plants, gardens, farms, forests, rivers, wildlife, domestic animals, people in nature/on farms/on the river/volunteering, etc.. Do you have any you would be willing to share?

**HOW TO NAVIGATE TO THE NEW PASSWORD PROTECTED DIRECTOR DOCUMENTS PAGE** [https://](https://bentonswcd.org/about/board-directors/board-documents/)

[bentonswcd.org/about/board-directors/board-documents/](https://bentonswcd.org/about/board-directors/board-documents/)



Date: April 30, 2021  
To: Benton SWCD Directors  
From: Linda Lovett, Operations Manager  
Re: April 2021 Report for May 2021 Board Packet



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

- Met with Comcast reps to discuss Internet and phone service for new office.
- Discussed printer upgrade with CTX-Xerox sales rep; coordinated with him and Holly to get new contract in place; took delivery of new printer.
- Filed paperwork (financial, personnel, board meeting, etc.) during visits to office.

#### **B. Office Move**

- Provided notice of non-renewal of lease to current landlord.
- Collected keys to new office space (office, garage storage fob and padlock) and reviewed with landlord security protocol for access to garage storage unit; provided landlord with staff vehicle information for designated parking spaces.
- Added new office to liability insurance.
- Labeled furniture for keeping or donating; met with Jerry to measure furniture going to new space and discuss tasks that board might help with.
- Coordinated with Benton Habitat ReStore on furniture donations.
- Updated staff and outlined upcoming tasks and deadlines.
- Filled three banker boxes with documents for shredding; sent destruction log to Oregon State Archives.

#### **C. Fiscal Administration**

- FY22 budget: coordinated with staff and Jenny to estimate expenses for dues/subscriptions/fees; investigating operational costs (e.g., Internet/phone, cleaning).
- Submitted public depositor information to LGIP.
- Reviewed, authorized, and submitted Check Issuance Request and Credit Card Receipt forms; deposited cash and checks.

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

- Coordinated with Michael him on his start date; submitted insurance information; reviewed and began working on new employee orientation checklist; initiated process for credit card; registered him for free CEA supervisory training.
- Insurance renewal: completed employee census to get health insurance quotes from CSNW Benefits and SDIS; met with CSNW consultant and Hub about health plans costs; attended SDIS Benefit Coverage Meeting.
- Reviewed timesheets.
- Participated in and facilitated weekly Zoom staff meetings.

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

- Set up Zoom meeting for April 26 PFC meeting; noticed meeting.
- Noticed April board meeting: added calendar items; compiled packet; took minutes.



## NATIVE & INVASIVE PLANT AWARENESS



Sometimes our most helpful service is pointing out native plants and identifying invasives that the landowner may not recognize. Michael and Kerry Hastings (below left) have worked to control invasive plants, such as blackberry, along the creek and in wet areas (below center). On the hillslope they thin fir, pull Scotch broom, and maintain the meadow area shown above. A mix of native plants, such as snowberry (right), are growing under the aggressive exotics.

The Hastings' community is an ideal target area for an Oregon white oak habitat workshop.



A landowner in southeast Benton County wants to improve pollinator and bird habitat near grass seed and row crop fields. In a wet area to the south of his proposed habitat acreage and hidden behind a thicket of blackberries we could spot native trees and shrubs, including Indian plum (below) and red osier dogwood. Those will be a solid foundation for his enhancement project. Donna shared a CREP tool with him that provides plant species and spacing recommendations for his habitat planting design. I helped connect him with an OSU pollinator researcher looking for local grass seed fields.



DATE	EVENT (CONTACTS)
3/24	SOW FA SIA meeting with Donna
3/25	Thanks for the new laptop!
3/29	DEIJ Lens meeting
3/30	DEIJ Equity Committee meeting
4/1	Bradshaw, Hans, and cutthroat trout
4/5	Flicker & Fir Farm soil health samples
4/6	southeast Benton Co site visit
4/7	Brigette Goetze site visit
4/7	Soil Health in New Mexico!
4/14	Staff DEIJ meeting
4/20	Bummer Creek Farm soil health samples



## DIG. PUSH. MIX.

Oh spring! It is the lovely season when I combine two of my favorite BSWCD services, site visits and soil sampling. I am fortunate this year to be assisted by Simone Gibson, OSU student and 2021 Native Plant Sale volunteer, who rivals me in passion for all things soil. Pictured on left below, Simone learned about soil sampling, including the mix-and-quarter method used to create a representative composite sample from ten shovels of soil.



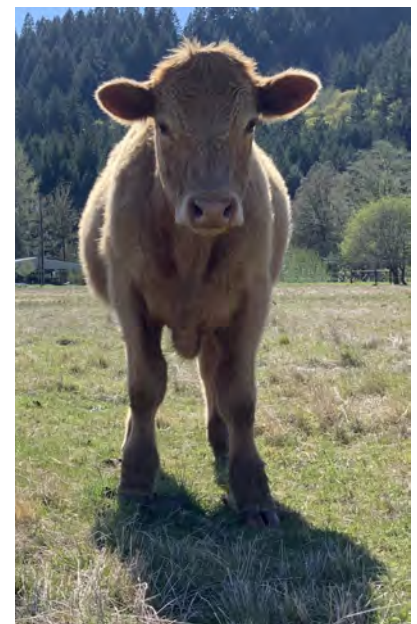
We started this season with Cheryl Good (right) at [Flicker & Fir](#), an urban farm and location of Corvallis SOUTHTOWN Farmstand and Tuesday Evening Market.

It is costly to submit samples from each management unit on small diversified farms like Flicker and Fir. We worked with Cheryl to address her immediate nutrient management interests and pulled a composite from like-managed plots. Next year we will sample a different unit. Each result will be a piece of the Flicker & Fir overall fertility plan.



We also visited Grahm Trask (left) at Bummer Creek Farm south of Alsea to pull two samples for pasture soil health. Grahm, Simone, and I spent a few hours with the curious cows (right), digging sample holes and pushing the compaction tester.

Ten slices of soil are mixed and quartered three times to leave soil for a one-quart composite sample. Ten penetrometer pushes provide a baseline measure of the force that grass roots must exert to get into the soil where they pull nutrients and water for growth and excrete carbohydrates. The soil moisture was perfect for compaction reading.





### **Donna Schmitz: March 20 to April 20, 2021**

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

- CREP 848's certification of planting tubes near Monroe.
- Updates to Alsea CREP plan
- Discussion with Forester about number trees/acre requirement for Bellfountain CREP and planting plan adjustment.
- Discussion with NRCS plant specialist about Threatened and Endangered Species proximity to Oak Creek CREP.
- Mid-Management practice added for Bolte CREP

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

- Technical Assistance: agroforestry. Stream erosion, wildlife management plan, tile drainage . EQIP funding, Alsea ODA complaint, Alsea riparian planting will follow-up in August,
- Site visit: drainage, pollinator habitat, meadowscaping, forestry near Philomath
- Site visit: Forestry, land use urban growth boundary, native plant diversity, management plan, invasives control.
- Site visit: riparian plantings, stream erosion, invasives control near Monroe.
- Small grants: Budget request Carson riparian project near Monroe. Working with landowner for riparian plantings along Marys River.
- Attended Leadership Corvallis Natural Resources Day meeting to coordinate event.
- Submitted Quarterly Scope of Work, Focus Area Action Plans (Jackson-Frazier and Groundwater Management Area) to ODA. Submitted request for remaining Scope of Work funds and budget tracking sheet for grant including District Capacity grant.
- Meeting with Michael regarding District programs which I manage.
- Wrote letter of support for Greenbelt Land Trust acquisition of Oak Creek Preserve
- J2E Restoration project –
  - Submitted with environmental consultant, the ACOE NW-27 permit for instream work.
  - Drafted contract with consultant. Provided project documents. Several meetings regarding moving forward.
- Focus Areas:
  - Completed ODA survey on Focus Area requirement of the Scope of Work. Discussion with Teresa and Michael regarding FA inclusion and relationship to District work.
  - Assisted Teresa with NRCS TA grant which will highlight Soil Health as future EQIP funding.
  - Site visit: riparian plantings, pollinators, developed planting plan for buffer along Willamette River near Monroe.
  - Discussion with NRCS regarding tile drainage practices.
  - Discussion with Teresa and Michael about biennial ODA application and the prosed focus area exclusion. We would highlight a District priority for Soil Health and target the Groundwater Management Area for water quality, as well.

- Developed maps for historic oak habitat for Benton County. Sent to Amy requesting revision of the NRCS EQIP funding Oak Habitat Conservation Incentive Strategy geography
- Met several times with Teresa regarding hours and monitoring budget.
- Submitted Budget Amendment to OWEB. It was approved.

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

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

- Attended staff meetings and board meeting.
- Participated in the BSWCD Equity Lens discussion.



Also New CREP: It will be challenging for this landowner to control the reed canary grass, prior to planting natives in the riparian zone. Oregon Department of Forestry will make recommendations of water safe chemical to apply for site preparation.



**Natural Resources Conservation Service**

District Conservationist Monthly Report – Benton & Linn Counties  
May 2021

FY 2021 Upcoming Application Deadlines:

Always accepting EQIP and CSP applications. Next sign-up Fall 2021.

May 7th – Conservation Innovation Grants (CIG)

[https://www.nrcs.usda.gov/wps/portal/nrcs/detail/or/programs/financial/cig/?cid=nrcs142p2\\_044081](https://www.nrcs.usda.gov/wps/portal/nrcs/detail/or/programs/financial/cig/?cid=nrcs142p2_044081)

May 28th – Regional Conservation Partner Program (RCPP)

<https://www.nrcs.usda.gov/wps/portal/nrcs/detail/or/programs/farmbill/rcpp/?cid=stelprdb1249315>

Announcements:

NRCS staff is currently working on EQIP and CSP applications for contract obligation (sign-up #1) and ranking (sign-up #2). We will know by the end of May which participants will be funded for FY2021. A report will be sent out in June.

Meet our new NRCS employee: Natalie Edward

*I am Natalie Edward, a newly hired Soil Conservationist at the Tangent Service Center in Oregon. I am a graduate of Oregon State University. I studied Spanish and soil science, with a research emphasis in soil health. For nearly 6 years, I worked at Stahlbush Island Farms in Corvallis, Oregon. My time at Stahlbush was developing a filtration system for liquid digestate to be applied to organic berries through drip irrigation. Later, I became the Annual Crops Irrigation Manager. Working in sustainable agriculture, while utilizing my Spanish skills was a wonderful fulfillment of a dream. Outside of work I love being active; I enjoy biking, walking, hiking, and running. However, these days I am mostly running after a toddler and a preschooler!*





COVID-19: The Benton/Linn County USDA Service Center is open for business at 50% capacity. Closed to all walk-ins. All visitors wishing to conduct business with Natural Resources Conservation Service, Farm Service Agency or Rural Development should call the Service Center at 541-967-5925 to schedule an appointment.

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

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



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

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

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

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



## Position Description: Executive Director

### Position Summary

The Executive Director position is a full-time, at-will position. Because of the managerial duties required, this position is exempt from the overtime provisions of the Fair Labor Standards Act.

The Executive Director functions as the chief executive officer of the District and has the responsibility of providing overall leadership for personnel, technical and program planning, finances, public outreach, and project management and implementation. The Executive Director position is highly complex, requiring familiarity with a wide range of state and federal laws that govern District operations. The Executive Director acts on behalf of the Board of Directors and represents the District to public and private partner organizations.

The Executive Director ensures that adequate technical, financial, and educational resources are available to meet the conservation needs of constituents. This job entails continually monitoring and improving the District's ability to assist constituents in implementing conservation practices using voluntary, incentive-based programs, and technical support. The expected end result is to effectively address natural resource needs in Benton County.

### Job Qualifications

The Executive Director must be a highly motivated self-starter with demonstrated ability to successfully lead a productive and talented team.

The Executive Director is required to have the following personal qualifications:

- Sufficient education and/or experience to accomplish the essential functions of the position
- Cognitive ability to manage multiple tasks and priorities and to solve problems effectively
- Effective communication skills, both oral and written
- Professional demeanor both in the workplace and while representing the District in the field and at job-related functions
- Ability to work nights and weekends if necessary
- Physical capacity to safely perform both office and field work as required, with reasonable accommodation if needed

## Supervision of the Executive Director

The Chair of the Board of Directors serves as the primary supervisor of the Executive Director. Annual performance evaluations are developed and administered by the Chair of the Personnel and Finance Committee with input from the Committee, and the Chair of the Board of Directors. Decisions regarding compensation for the Executive Director are made by the Committee. The Executive Director remains in close contact with both chairpersons concerning questions of authority, District involvement and commitment, or other intended actions.

The Executive Director reports to the Board of Directors regularly at monthly Board meetings, through monthly reports, and through Committee meetings.

The Executive Director acts on behalf of the Board of Directors, within the authorities described in this position description, in the District's Employee Handbook, and as otherwise delegated by the Board of Directors.

## Supervision by the Executive Director

The Executive Director has supervisory authority for all staff positions. Responsibilities include assigning duties, day-to-day supervision, informal and formal performance evaluations, and ensuring that staff receive proper training and are informed of District policies. The Executive Director may delegate supervisory responsibilities as appropriate based on organizational structure.

Working with the Personnel and Finance Committee, the Executive Director makes decisions regarding promotions, demotions, wage changes, and the District's employee benefits package.

The Executive Director has the authority to hire employees, with discretion to negotiate salary and set annual leave accrual depending on experience and qualifications of the candidate. The Executive Director has authority to terminate employment, and to discipline employees when necessary. The Executive Director is expected to consult with the Personnel and Finance Committee of the Board and the District's insurer before taking significant personnel actions, and to report personnel actions to the Board of Directors.

## Major responsibilities

### Lead personnel to accomplish the District's mission, goals, and objectives

- Establish, review, and update job descriptions, performance standards, and performance evaluation forms for employees.
- Oversee/approve timesheets and payroll; set employee work schedules.
- Provide performance feedback to employees on an informal basis and through formal annual performance evaluations, consistent with employee job descriptions, and annual work plan goals and strategies.
- Identify training needs and provide opportunities to employees for professional growth.

- Address and resolve staff conflicts, concerns, and issues as needed to ensure a productive workplace.
- Facilitate a non-discriminatory, positive, productive, equitable, and safe working environment.
- Apply and enforce District policies.

### **Manage District fiscal operations**

- Unless otherwise designated by the Board of Directors, serve as the Budget Officer for preparation of the annual budget.
- Prepare the annual budget to conform with Oregon Local Budget Law.
- Provide oversight of day-to-day administrative and operations functions.
- Review program and overall budgets, ensuring that expenditures are consistent with the adopted budget and approved spending limits.
- Establish internal controls, and follow accounting standards approved by a certified, independent auditor; oversee and review annual audit.
- Review the District's financial reports in preparation of monthly, quarterly, and annual reporting to the Board.
- Ensure that the District's contractors have up-to-date service contracts in place.
- Regularly evaluate the District's insurance coverages to ensure that they are compliant with legal requirements and adequate to cover the District's risks of liability.
- Coordinate with legal counsel as needed for District operation and communicate potential legal risks and issues to the Board.

### **Plan, implement and report on District programs**

- Prepare, review, and update the District's strategic and annual work plans.
- Solicit and receive input from agencies, the public, staff, and others to formulate conservation strategies that will address priority concerns.
- Serve as the primary liaison to the media and the general public pertaining to District programs and activities.
- Oversee and provide support to staff as needed to implement all District programs, projects and activities.
- Regularly report on the progress of programs, projects, activities, and outcomes to the Board.

### **Manage contracts, agreements and grants**

- Serve as the signing authority for the District's contracts, leases, and agreements as authorized by the Board-adopted signature matrix.



- Manage leases entered into, by, or with the District.
- Evaluate opportunities for the District to own/manage real property, as necessary, and consistent with the District's mission, which could be related to bequests, purchase, sale, improvements, and uses.
- With staff and project partners, develop grant proposals, scopes of work, agreements, contracts, project budgets, and reporting formats.
- Oversee tracking of project progress, financial status, deadlines, deliverables, and evaluations.
- Oversee grants and contracts to ensure that projects are completed on time and within budget with all deliverables met.
- Serve as the District contracting officer, ensuring that all aspects of contracting are done in accordance with statutory requirements and the District's adopted public contracting rules and procedures. Under the District's current contracting rules and procedures, the Executive Director may approve purchases and other contracts up to the policy limit without board approval. Purchases and contracts beyond the established policy limit amount must be approved by the Board.

### **Provide support to the Board of Directors**

- Provide support, information, and recommendations to the Board of Directors.
- Work with staff to coordinate orientation and training of new Directors and Associate Directors.
- Assist the Board of Directors in determining which tasks should be done by Board members and which tasks should be done by staff.
- Identify Board development opportunities.
- Develop meeting agendas in coordination with the Chair of the Board of Directors.
- Assist committees in accomplishing goals and tasks as assigned by the Chair of the Board of Directors.
- Review Board minutes and materials sent to Directors and Associate Directors.

### **Represent the District**

- Represent the District to the public, partner organizations, and funders.
- Assume the lead in representing the District as needed.
- Coordinate with staff/Board members to ensure that the District's relationships with partners, community organizations, agencies, and funders are maintained and that the District is appropriately represented at relevant meetings.
- Maintain sound public relations on behalf of the District. Meet periodically with County Commissioners, state and federal agency directors, legislators, and other public officials

to discuss how the District is accomplishing its goals and objectives. May occasionally give legislative testimony at the State House when requested by other officials, and upon Board approval.

- Provide leadership by serving on various local, state, and regional Steering Committees and Technical Advisory Committees.

## Other functions and duties

- Maintain a working knowledge of USDA Natural Resources Conservation Service conservation practices commonly employed within the District. Ensure that operating agreements are current and that the District's commitments are achieved.
- Ensure that the District meets its statutory obligations under Oregon Revised Statutes chapter 568 to prepare long-range and annual work plans, and to hold an annual meeting at which its annual report and audit are presented.
- Oversee meetings of the Safety Committee as required by law and District policy.
- Conduct the following reviews annually and report results and recommendations to the Board of Directors:
  - Risk management
  - District policies including Employee Handbook and Benefits Programs
  - Agreements and Contracts
- Serve as the principal point of contact for the District with local, state, federal, and tribal agencies.
- Follow state and federal laws and regulations and interagency agreements in addition to the policies that the Board of Directors has established for operational issues. The Executive Director may receive policy guidance from the Board of Directors and is expected to exercise sound judgment in making operational decisions in the absence of such guidance.
- Exercise initiative in carrying out the District's responsibilities, implementing the approved work plan within the approved budget and dealing with situations as they arise, keeping the Board of Directors informed as appropriate.
- Oversee maintenance of project records, capital equipment depreciation schedules, and a current list of non-capital equipment. The Executive Director may delegate authority for maintenance of various records to other District employees or representatives.
- Attend to other duties as assigned by the Board of Directors.

## Job conditions

- Work hours may be unpredictable and may include some evening and weekend hours.
- Field and office work are required in this position.

- Field work may include working in and around such locations as: farms and ranches; rivers, streams, and ponds; properties with dense vegetation or woodlands; and other areas with steep, slippery, muddy, rocky, or other hazardous conditions. Appropriate attire shall be worn in the field.
- Office work may include working at a desk, using a computer, or standing at a table. Must be able to work with frequent interruptions; to sit or stand for periods of up to two hours; and to lift 30 pounds. Business casual attire is expected.
- Frequent travel is required to conferences, workshops, training sessions, and daytime or evening meetings outside the office. Travel may occur outside the normal workday and may be as long as one week in duration. Appropriate attire is required.
- Operation of a motor vehicle is required to perform the duties of this position, during daylight hours and after dark. A valid driver's license issued by the Executive Director's state of residence is required.
- Safety protocols must be followed, and all duties shall be performed in a prudent and sensible manner.

Document needing approval signature	Board	Executive Director	Operations Manager	Communications Manager	Resource Conservationist	NRC Program Manager	Notes
<b>Administration/Operations</b>							
Annual Work Plan	by motion						
Five Year Strategic Plan	by motion						
Board Resolutions	officer with quorum						
BSWCD Policies	officer with quorum						
Office Building Lease	Chair if \$50K and over	if under \$50k					
Other lease agreements	officer	X	if designated by ED				
Registered Agent	Chair	X alternate to Chair					
ODA Capacity Grant Agreement and funds requests		X	if designated by ED			ODA funds requests	
Records Destruction Log		X	X				
<b>Personnel</b>							
Staff Performance Evaluation		X				X	
Executive Director Performance Evaluation	Chair, PFC						
Employee Handbook	by motion						
Letter of hire	X for ED	X for staff					
Letter of termination	X for ED	X for staff					
Change in employment status (Intro to Regular)		X					
Wellness and Annual Vacation Leave form		X	if designated by ED			X	
Comp Time leave		X	if designated by ED			X	
Leave of Absence		X					
Workers Comp leave		X				X	
Return to Work after Injury		X				X	
Other types of leave		X					
Timesheets and payroll approval		X	if designated by ED				
Employee benefit plan change (medical, dental, life, STD)	officer	X					
HRA VEBA agreement	officer	X					
SDIS Joinder of Trust	officer						
Employee withholding - medical/dental benefits		X staff decides	X staff decides	X staff decides	X staff decides	X staff decides	
Employee withholding - retirement contribution		X staff decides	X staff decides	X staff decides	X staff decides	X staff decides	
Change in personal data		X staff decides	X staff decides	X staff decides	X staff decides	X staff decides	
Health Benefits enrollment (for qualifying plan choice)		X staff decides	X staff decides	X staff decides	X staff decides	X staff decides	
Change of beneficiary on benefits		X staff decides	X staff decides	X staff decides	X staff decides	X staff decides	
<b>Financial</b>							
CIR (check issuance request)		X	if designated by ED				
Credit card expense form		X	if designated by ED				
BSWCD check signature	bank designated signer						
Petty Cash disbursements	Treasurer	X	X	X	X	X	
Payroll tax payments (state and federal)		X	if designated by ED				
Audit contract		X	if designated by ED				
Audit fraud questionnaire	Treasurer						

Bank account signers	designated						
Local Government Investment Pool (LGIP)	designated	X	X annual depositor verification				
LGIP transfers to District bank account	designated	X					
Budget - make appropriations/adopt budget	by resolution						
Budget - impose and categorize tax	by resolution						
<b>Program</b>							
Landowner access permission form		X	X	X	X	X	
Volunteer waiver form		X	X	X	X	X	
Internship agreements		X	X			X	
Grant applications (if funder allows)		X	X	X	X	X	
Grant letters of support		X	X	X	X	X	
Grant funds requests and grant reimbursements		X	if designated by ED			X	
<b>Professional Services Contracts and Agreements</b>							
Grant Award Agreements	Chair, Treasurer	X					
Joint Funding Agreements (JFA)		X					
SWCD MOUs		X					
Vendor contracts under \$500		X	X	X	X	X	
Vendor contracts between \$500 and \$49,999		X				X	
Vendor contracts \$50,000 and over	by motion						
Benton County IGA		X					
Misc Partnership Agreements		X				X	

## Summary of updates to Employment Handbook - May 10, 2021 Board meeting

1. Add Record of Changes for May 2021 updates.
2. Hiring and Introductory Period, page 17 add: Under the Executive Director's authority to hire employees, discretion is given to the Executive Director to negotiate rate of pay and accrual of annual leave at the time of hire.
3. Personnel Files, page 22 add: Employee personnel files will generally be kept for a minimum of three years after the employee separates from service, except in cases where Oregon law requires longer minimum retention.
4. Work Week and Working Hours, page 24 add: Under the Executive Director's authority to set employee work schedules, the Executive Director has discretion to set a minimum number of days employees must work from the office (also see Telework Policy).
5. Wage Compensation, page 25 add: Employee performance will be formally reviewed annually. Wage increases and performance-based bonuses are not automatic and are at the discretion of the Executive Director with input from the employee's supervisor. Any wage increase will be within the established range determined by an independent compensation study approved by the Board. The Personnel and Finance Committee establishes the compensation package of the Executive Director.
6. Non-wage Compensation - Retirement Benefit, page 27 add: The District will contribute a % of the employee's gross salary to the Retirement Plan based on length of employment and contributions from the employee. Retirement benefits are subject to the requirements of law and the policies of the plan chosen by the District. Employees who have questions about the retirement benefit should contact the Executive Director or the Operations Manager. The employee's retirement benefit is subject to the District's budgetary process and may be changed or eliminated by the Board at any time due to financial considerations.

The current retirement benefit is outlined below:

**Year 1:** When an employee ends their introductory period and becomes a regular employee, based on their anniversary date, the District will contribute 2% of a regular employee's gross wages through their first anniversary, with no match requirement from the employee.

**Year 2:** At the beginning of their second year of employment, the District will contribute 4% of the employee's gross wages through their second anniversary, with no match requirement from the employee.

**Year 3 and beyond:** At the beginning of their third year of employment, the District will continue to contribute 4% without any additional match from the employee. For each 1% the employee contributes, the District will increase their contribution by the same amount, up to an additional 2%, for a total District contribution not to exceed 6% of the employee's gross income.

7. Performance Evaluations, page 28 add: The Board Chair and Personnel and Finance Committee Chair complete performance reviews of the Executive Director. The Personnel and Finance Committee determines compensation (salary and benefits) for the Executive Director. Remove: PFC makes recommendations where appropriate or necessary to the Board.
8. Time Records, page 27 add: Submitting an electronic time sheet for supervisor approval constitutes verification from the employee that they have accurately recorded all hours worked and have taken all meal and rest periods as required by law.