

Monday July 6, 2020; 6:00-7:00 PM
 Zoom Video Conference: <https://zoom.us/join>
 Phone: 1-669-900-6833
 Meeting ID: 868 1712 2845
 Password: 806675



BOARD OF DIRECTORS MEETING 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> | 6:05 | ACTION |
| 3 | Approve draft budget hearing/board meeting Minutes – June 1, 2020 | | | |
| 3 | Approve Financials (5/31/20) | | | |
| 1, 2, 3 | Adopt Budget Resolution FY2020-2021-01 – Add \$239,915 in OWEB funds for the J2E River to Ridge Diversity Project (grant #220-3033-17054) | | | |
| 1, 2, 3, 4 | Adopt revision to original budget categories for MMT grant # 18040175 (DEI Process for the Confluence) | | | |
| | REGULAR AGENDA | | | |
| 2, 3 | <i>NRCS/Staff Reports (Kaiser, Crosson, Schmitz, Matteson, Keirstead, Brown, Lovett) – 10 minutes</i> | <i>Staff</i> | 6:05 | |
| 2, 3 | Director Reports (10 minutes) | <i>Directors</i> | 6:15 | |
| 1, 3, 4 | The Confluence Update: Steering Committee, work with Lori Stephens - architect, and DEI process (10 minutes) | <i>Paul, Crosson, Keirstead</i> | 6:25 | |
| 1, 2, 3, 4 | OACD Director survey about eligibility criteria to serve on SWCD Boards in Oregon (15 minutes) | <i>Yoshihara/Crosson</i> | 6:35 | |
| 1, 2, 3, 4 | Voter pamphlet information for upcoming November Director elections (5 minutes) | <i>Yoshihara</i> | 6:50 | |
| | Staff telework stipend (\$75) for July 2020? | <i>Yoshihara</i> | 6:55 | ACTION |
| | Board meeting schedule – August recess? September meeting date of 9/8 or 9/9? | | | |
| | Meeting Adjourned | <i>Yoshihara</i> | 7:00 | |

| BSWCD Board Events | | |
|---------------------------|----------------------------------|-----------------|
| Date/Time | Event | Location |
| August 3, TBD | BSWCD Board of Directors meeting | TBD |

| BSWCD Outreach Events (subject to change) | | |
|--|---------------------------------|---|
| August 20, 12 – 4 pm | Salmon Watch Volunteer Training | Pending |
| September 17, 9 am – 1 pm | Salmon Watch Volunteer Training | Pending |
| September 18, 12 – 5:30 pm | PARK(ing) Day | BSWCD – 456 SW Monroe Ave |
| September – October – TBD | Native Bulb and Seed Sale | Online sales with pick-up at South Corvallis Farmers Market |

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

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

Monday June 1, 2020; 6:00-7:20 PM
Zoom Video Conference: <https://zoom.us/join>
Phone: 1-669-900-6833
Meeting ID: 961 1209 6633
Password: 595308



BOARD OF DIRECTORS MEETING MINUTES

In Attendance

Board Members Present: Faye Yoshihara, Jerry Paul, Bob Morris, Henry Storch, Eliza Mason, Graham Trask

Board Members Absent: Larry Lee

Associate Directors Present:

Associate Directors Absent: Rana Foster, Mark Taratoot

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

Staff Absent: Teresa Matteson

Others Present: Amy Kaiser/NRCS, Eric Nusbaum, ODA SWCD Operations Specialist

Others Absent:

Call to Order

[Yoshihara] 6:02 pm

Introductions, Public Comments, Announcements

- Eric Nusbaum introduced himself and his role with ODA.

Additions/Changes to Agenda

- None

BUDGET HEARING

- **Adopt BC-approved FY2020-2021 Budget; Make Appropriations; Impose/Categorize Tax (Resolution No. FY2019-2020-15)**

Adopt FY2020-2021 Budget: MOTION/2nd: Bob/Henry; (Unanimous 6/6)

CONSENT AGENDA

- **Approve Draft Minutes from May 4, 2020 Board Meeting;** Discussion: none
- **Approve Financials (4/30/20);** Discussion: none
- **Approve Revised Contracting Rules and Procedures (Resolution No. FY2019-2020-16);** Discussion: none

Approve Consent Agenda; MOTION/2nd: Eliza/Jerry; (Unanimous 6/6)

REGULAR AGENDA

NRCS/Staff Reports

Amy: Working on assessments and rankings for FY2020 Environmental Quality Incentives Program sign-up. Received 22 applications for Benton County; see her email for details. NRCS has been allocated nearly one million dollars for Linn, Lane, and Benton counties. Everyone at NRCS is healthy and coming to work. COVID-19 precautions include meeting clients in the parking lot, using MS Teams instead of meeting in person.

Heath: The Native Plant Sale opened today and already has 21 orders for a gross of \$2093.

Laura: Treating oblong spurge and knapweed. People are spending more time in their yards, so are reporting invasive species. Awarded four invasive species grants to remove Japanese knotweed and blackberries.

Holly, Donna, Linda: Deferred to their written reports so Eric could have more time to speak.

Eric: Still doing his regular work but has taken on some duties of retired ODA Water Quality Specialist Jo Morgan, such as becoming the point of contact for several districts. ODA is preparing for potential budget cuts in the general fund; the next step is to determine cuts due to the decline in lottery income. In March ODA stopped all recruiting and is holding positions open in the hope that it will not have to lay anyone off. The

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

Department is shifting work, such as having weed control staff cover the hemp program, and is anticipating reductions in rewarding grants. Eric is still offering board trainings through GoToMeeting. The Agricultural Channel Maintenance rules are out for public comment; email went to district managers and Eric can make it available to other people BSWCD works with.

Director Reports

Jerry: Picked up 39 Bee Buddy boxes and will get the rest tomorrow.

Henry: No news relating to the District. Holly noted that Henry has been active on the DEI committee.

Bob: Brought in his own mason bees and is doing outreach to neighbors about bees.

Grahm: Started first construction project of the season, a fish passage on the Long Tom south of Crow and Coyote creek.

Eliza: Finished planting, has opened the store by appointment but may open on Saturdays. Would like to make BSWCD pamphlets available.

Faye: Using brush hog to control false broom.

Presentation of Internal Culture and DEI Journey Assessment Report

Heath presented PPT "Internal Culture & DEI Journey Assessment: Roadmap and Recommendations." It includes background on the Confluence Collaborative and its DEI process; the Meyer Spectrum Took, which helps organizations assess where they are in their DEI journey; key findings from the Organizational DEI Self-Assessment; and next steps in DEI planning. She closed by asking board members and staff to share hopes and fears related to DEI using this form: <https://forms.gle/x6xD7fS4DYqMGAWX8>

Review/Update Building Reserve Fund Purpose

Faye asked Jerry to share his view: Jerry prefers to leave as is because the board has not fully committed to the Confluence and the issue needs more discussion. The Fund purpose can be changed later if we want. A Motion was made to Leave the building reserve fund as is with opportunity to review in future.

MOTION/2nd: Henry/Bob; (Unanimous 6/6)

Discuss next steps for Covid-19 response and address ways to serve public during pandemic

Holly recommended that staff continue telework for now and that we reevaluate when Benton County is approved for Phase 2 reopening. Holly noted a difference between NRCS and BSWCD is that all of USDA is considered essential. BSWCD is doing all regular business and staff go to the office as needed.

Discussion: Faye noted that as a public agency with a retail front, there is an expectation that staff be there. She is concerned that the office looks closed. On the other hand, if we are doing everything we did before and more, do we even need a retail front? Bob wondered if we are missing opportunities to serve the public, but staff (Laura, Heath) feel that they are connecting with even more people now through online platforms such as Facebook Live. It is an opportunity to innovate and be leaders in embracing change. Holly noted that we can meet people outside the office and that most people who show up unannounced have no business with the District (e.g., asking about Greyhound, wi-fi). It is risky to open the door because you cannot maintain distance.

Faye asked the board if it wants to recommend continuing telework and the monthly stipend. Jerry expressed concern about staff team building without face-to-face interaction and about taxpayers wondering where we are. Henry said it is an opportunity to build community and engage people in other ways and still fulfill the mission of the District. Holly noted that in the future there is likely to be a combination of telework and office work that makes financial sense as well as legislation to follow. We also need to rethink use of space in the Confluence and what to do when our lease ends in June 2021. Grahm suggested taking the stipend month by month. Holly will update the board on telework status each month and work on a prominent sign for the door.

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

MOTION/2nd: Grahm/Eliza; (Unanimous 6/6)

Meeting Adjourned

[Yoshihara] 7:36 pm

RESOURCES
Benton SWCD General Fund

| | Historical Data | | | DESCRIPTION | FY21 Budget July 1, 2020 - June 30, 2021 | | | |
|----|---------------------------------------|--------------------------------------|--|---|---|---------------------------------|------------------------------|----|
| | Actual | | Adopted Budget This Year 2019-2020 | | Proposed By Budget Officer | Approved By Budget Committee | Adopted By Governing Body | |
| | Second Preceding Year 2017-2018 | First Preceding Year 2018-2019 | | | | | | |
| | | | | Beginning Fund Balance | | | | |
| 1 | | | | Available cash on hand* (cash basis) or | | | | 1 |
| 2 | \$ 364,601 | \$ 431,619 | \$ 461,640 | Net working capital (accrual basis) | \$ 558,709 | \$ 558,709 | \$ 558,709 | 2 |
| 3 | | | | Previously levied taxes estimated to be received | | | | 3 |
| 4 | \$ 9,463 | \$ 15,135 | \$ 8,000 | Interest | \$ 10,000 | \$ 10,000 | \$ 10,000 | 4 |
| 5 | | | | OTHER RESOURCES | | | | 5 |
| 6 | \$ 23,546 | \$ 23,546 | \$ 23,546 | ODA Operations | \$ 24,995 | \$ 24,995 | \$ 24,995 | 6 |
| 7 | \$ 54,942 | \$ 54,942 | \$ 54,942 | ODA Tech and LMA (SOW/Focus Area) | \$ 58,320 | \$ 58,320 | \$ 58,320 | 7 |
| 8 | \$ 3,096 | \$ 1,388 | \$ 3,000 | CREP, SQP-Fee for Services | \$ 9,000 | \$ 9,000 | \$ 9,000 | 8 |
| 9 | \$ 42,172 | \$ 37,842 | \$ 39,070 | Transfer from Project Fund (Grant Administration) | \$ 42,923 | \$ 42,923 | \$ 42,923 | 9 |
| 10 | \$ 18,284 | \$ 26,680 | \$ 18,200 | Native Plant Program | \$ 16,000 | \$ 16,000 | \$ 16,000 | 10 |
| 11 | \$ 18,654 | \$ 4,775 | \$ 3,000 | Miscellaneous | \$ 2,000 | \$ 2,000 | \$ 2,000 | 11 |
| 12 | \$ 5,000 | \$ 5,000 | \$ 5,000 | Benton County Public Works IGA | \$ 5,000 | \$ 5,000 | \$ 5,000 | 12 |
| 13 | | \$ 4,354 | \$ 10,833 | OWEB-NRCS TA (219-9001-16731) | | | | 13 |
| 14 | | \$ 4,393 | \$ 25,000 | OWEB-ODA SIA (218-8010-16782) | | | | 14 |
| 15 | | | | | | | | 15 |
| 16 | | | | | | | | 16 |
| 17 | | | | | | | | 17 |
| 18 | | | | | | | | 18 |
| 19 | | | | | | | | 19 |
| 20 | | | | | | | | 20 |
| 21 | | | | | | | | 21 |
| 22 | \$ 539,758 | \$ 609,675 | \$ 652,231 | Total resources, except taxes to be levied | \$ 726,947 | \$ 726,947 | \$ 726,947 | 22 |
| 23 | | | \$ 430,000 | Taxes estimated to be received | \$ 450,000 | \$ 450,000 | \$ 450,000 | 23 |
| 24 | \$ 402,812 | \$ 438,705 | | Taxes collected in year levied | | | | 24 |
| 25 | 942,570 | 1,048,380 | \$ 1,082,231 | TOTAL RESOURCES | \$ 1,176,947 | \$ 1,176,947 | \$ 1,176,947 | 25 |

REQUIREMENTS
Benton SWCD General Fund

| | Historical Data | | | DESCRIPTION | FY 21 Budget July 1, 2020 - June 30, 2021 | | | |
|----|---------------------------------------|--------------------------------------|--|--|--|---------------------------------|------------------------------|----|
| | Actual | | Adopted Budget This Year 2019-2020 | | Proposed by Budget Officer | Approved by Budget Committee | Adopted by Governing Body | |
| | Second Preceding Year 2017-2018 | First Preceding Year 2018-2019 | | | | | | |
| 1 | | | | 1 Personnel Allocated to Program | | | | 1 |
| 2 | \$ 33,931 | \$ 35,406 | \$ 134,502 | 2 Wages | \$ 110,918 | \$ 110,918 | \$ 110,918 | 2 |
| 3 | \$ 3,146 | \$ 3,695 | \$ 12,707 | 3 Payroll Taxes | \$ 10,339 | \$ 10,339 | \$ 10,339 | 3 |
| 4 | \$ 6,784 | \$ 5,980 | \$ 25,048 | 4 Non-Wage Benefits (medical, dental, life, STD) | \$ 19,470 | \$ 19,470 | \$ 19,470 | 4 |
| 5 | \$ 1,513 | \$ 583 | \$ 6,924 | 5 Retirement | \$ 8,041 | \$ 8,041 | \$ 8,041 | 5 |
| 6 | | | | 6 Fees | | | | 6 |
| 7 | \$ (63) | | | 7 | | | | 7 |
| 8 | \$ 45,311 | \$ 45,665 | \$ 179,181 | 8 Total Personnel Allocated to Program | \$ 148,768 | \$ 148,768 | \$ 148,768 | 8 |
| 9 | | | | 9 (balance of allocated Personnel costs in Project Fund) | | | | 9 |
| 10 | | | | 10 Total Full-Time Equivalent (FTE) = 2 | | | | 10 |
| 11 | | | | 11 Personnel Not Allocated to Program* | | | | 11 |
| 12 | \$ 65 | | | 12 | | | | 12 |
| 13 | \$ 282,934 | \$ 287,216 | \$ 187,963 | 13 Wages | \$ 185,425 | \$ 185,425 | \$ 185,425 | 13 |
| 14 | \$ 25,902 | \$ 25,570 | \$ 20,018 | 14 Payroll Taxes | \$ 16,688 | \$ 16,688 | \$ 16,688 | 14 |
| 15 | \$ 45,470 | \$ 47,807 | \$ 31,071 | 15 Non-Wage Benefits (medical, dental, life, STD) | \$ 29,205 | \$ 29,205 | \$ 29,205 | 15 |
| 16 | \$ 18,218 | \$ 18,928 | \$ 10,936 | 16 Retirement | \$ 11,862 | \$ 11,862 | \$ 11,862 | 16 |
| 17 | | \$ 191 | | 17 Fees | | | | 17 |
| 18 | \$ 372,589 | \$ 379,712 | \$ 249,988 | 18 Total Personnel Not Allocated to Program* | \$ 243,180 | \$ 243,180 | \$ 243,180 | 18 |
| 19 | | | | 19 | | | | 19 |
| 20 | | | | 20 Total Full-Time Equivalent (FTE) Not Allocated = 3 | | | | 20 |
| 21 | \$ 417,900 | \$ 425,376 | \$ 429,169 | 21 Total Personnel (allocated and unallocated) | \$ 391,948 | \$ 391,948 | \$ 391,948 | 21 |
| 22 | | | | 22 Merit and Incentive Pay | \$ 9,464 | \$ 9,464 | \$ 9,464 | 22 |
| 23 | \$ 417,900 | \$ 425,376 | \$ 429,169 | 23 Total All Personnel | \$ 401,412 | \$ 401,412 | \$ 401,412 | 23 |
| 24 | | | | 24 Materials & Services | | | | 24 |
| 25 | \$ (274) | | | 25 | | | | 25 |
| 26 | \$ 3,190 | \$ 4,301 | \$ 11,000 | 26 Conferences and Training | \$ 12,000 | \$ 12,000 | \$ 12,000 | 26 |
| 27 | \$ 29,830 | \$ 27,141 | \$ 39,800 | 27 Community Conservation Programs | \$ 32,600 | \$ 32,600 | \$ 32,600 | 27 |
| 28 | \$ 32,706 | \$ 39,793 | \$ 49,800 | 28 Contracted & Professional Services | \$ 65,000 | \$ 65,000 | \$ 65,000 | 28 |
| 29 | \$ 3,635 | \$ 4,567 | \$ 8,500 | 29 Dues/Subscriptions/Fees | \$ 13,000 | \$ 13,000 | \$ 13,000 | 29 |
| 30 | \$ 2,266 | \$ 2,552 | \$ 3,000 | 30 Insurance and Fidelity Bond | \$ 4,000 | \$ 4,000 | \$ 4,000 | 30 |
| 31 | \$ 1,601 | \$ 2,243 | \$ 2,800 | 31 Meetings & Events | \$ 4,000 | \$ 4,000 | \$ 4,000 | 31 |

REQUIREMENTS
Benton SWCD General Fund

| | Historical Data | | | DESCRIPTION | FY 21 Budget July 1, 2020 - June 30, 2021 | | | | |
|----|---------------------------------------|--------------------------------------|--|-------------|--|---------------------------------|------------------------------|---------------------|----|
| | Actual | | Adopted Budget This Year 2019-2020 | | Proposed by Budget Officer | Approved by Budget Committee | Adopted by Governing Body | | |
| | Second Preceding Year 2017-2018 | First Preceding Year 2018-2019 | | | | | | | |
| 32 | | \$ 3,358 | \$ 2,000 | 32 | Miscellaneous | \$ 1,000 | \$ 1,000 | \$ 1,000 | 32 |
| 33 | \$ 47,703 | \$ 48,977 | \$ 56,000 | 33 | Office Occupancy | \$ 63,000 | \$ 63,000 | \$ 63,000 | 33 |
| 34 | \$ 1,875 | \$ 4,015 | \$ 5,000 | 34 | Production Costs (Marketing) | \$ 5,000 | \$ 5,000 | \$ 5,000 | 34 |
| 35 | \$ 6,672 | \$ 12,003 | \$ 13,100 | 35 | Supplies & Materials | \$ 13,500 | \$ 13,500 | \$ 13,500 | 35 |
| 36 | \$ 4,158 | \$ 4,562 | \$ 5,000 | 36 | Travel | \$ 4,000 | \$ 4,000 | \$ 4,000 | 36 |
| 37 | \$ 133,636 | \$ 153,512 | \$ 196,000 | 37 | Total Materials and Services | \$ 217,100 | \$ 217,100 | \$ 217,100 | 37 |
| 38 | | | \$ 5,000 | 38 | Capital Outlay | \$ 5,000 | \$ 5,000 | \$ 5,000 | 38 |
| 39 | \$ - | | \$ 50,000 | 39 | Contingency * | \$ 50,000 | \$ 50,000 | \$ 50,000 | 39 |
| 40 | \$ 5,000 | \$ 5,000 | \$ 5,000 | 40 | Transfer to Reserve Fund (Building Fund)* | \$ 10,000 | \$ 10,000 | \$ 10,000 | 40 |
| 41 | | | | 41 | Transfer to Project Fund* | | | | 41 |
| 42 | \$ 5,000 | \$ 5,000 | \$ 5,000 | 42 | Total Transfers* | \$ 10,000 | \$ 10,000 | \$ 10,000 | 42 |
| 43 | | | \$ 304,988 | 43 | Total Requirements Not Allocated* | \$ 312,644 | \$ 312,644 | \$ 312,644 | 43 |
| 44 | | | \$ 380,181 | 44 | Total Program Requirements | \$ 370,868 | \$ 370,868 | \$ 370,868 | 44 |
| 45 | | | \$ 197,062 | 45 | Reserved for Future Expenditure* | \$ 213,435 | \$ 213,435 | \$ 213,435 | 45 |
| 46 | \$ 431,619 | \$ 507,798 | | 46 | Ending Balance (prior years) | | | | 46 |
| 47 | | | | 47 | Components of Ending Fund Balance | | | | 47 |
| 48 | | | \$ 75,000 | 48 | a) Committed for Program Reserve* | \$ 80,000 | \$ 80,000 | \$ 80,000 | 48 |
| 49 | | | \$ 125,000 | 49 | b) Unappropriated Ending Fund Balance* | \$ 200,000 | \$ 200,000 | \$ 200,000 | 49 |
| 50 | \$ 988,155 | \$ 1,091,686 | \$ 1,082,231 | 50 | TOTAL REQUIREMENTS | \$ 1,176,947 | \$ 1,176,947 | \$ 1,176,947 | 50 |

Benton SWCD General Fund

| | Actual | | Adopted Budget This Year 2019-2020 | Budget Line Detail | 2020-2021 Details | Form LB-30 Expenditure Line # | |
|----|---------------------------------------|--------------------------------------|--|--|-------------------|-------------------------------------|----|
| | Second Preceding Year 2017-2018 | First Preceding Year 2018-2019 | | | | | |
| 1 | 29,831 | 27,141 | 39,800 | Community Conservation Programs | 32,600 | #27 | 1 |
| 2 | 4,980 | 4,975 | \$ 11,000 | Conservation Education - Grants to Youth and/or Watershed Councils | \$ 5,000 | \$ 5,000 | 2 |
| 3 | 600 | 600 | \$ 600 | Scholarships/Internships - Higher Ed | \$ 600 | \$ 600 | 3 |
| 4 | 1,865 | 1,199 | \$ 3,000 | Conservation Incentive Program | \$ 3,000 | \$ 3,000 | 4 |
| 5 | 20,052 | 14,861 | \$ 18,200 | Native Plant Program | \$ 16,000 | \$ 16,000 | 5 |
| 6 | 2,163 | 1,134 | \$ 3,000 | Invasives Program | \$ 3,000 | \$ 3,000 | 6 |
| 7 | 171 | 4,311 | \$ 3,000 | Soil Quality Program | \$ 3,000 | \$ 3,000 | 7 |
| 8 | | 60 | \$ 1,000 | Conservation Leadership - Equity, Diversity and Inclusion | \$ 2,000 | \$ 2,000 | 8 |
| 9 | 32,706 | 39,793 | \$ 49,800 | Contracted & Professional Services | \$ 65,000 | #28 | 9 |
| 10 | 4,300 | 4,500 | \$ 4,800 | Audit | \$ 5,000 | \$ 5,000 | 10 |
| 11 | 1,431 | 3,957 | \$ 4,000 | Computer Support | \$ 4,000 | \$ 4,000 | 11 |
| 12 | 26,975 | 28,054 | \$ 32,000 | Professional Services- (legal, account/payroll, website, etc) | \$ 45,000 | \$ 45,000 | 12 |
| 13 | | 3,282 | \$ 6,000 | HR Consultation | \$ 5,000 | \$ 5,000 | 13 |
| 14 | | | \$ 3,000 | Strategic Plan Update (2021-2025) | \$ 6,000 | \$ 6,000 | 14 |
| 15 | 47,703 | 48,977 | \$ 56,000 | Office Occupancy | \$ 63,000 | #33 | 15 |
| 16 | 39,483 | 40,321 | \$ 43,000 | Rent and parking | \$ 46,000 | \$ 46,000 | 16 |
| 17 | 6,272 | 6,508 | \$ 9,000 | Utilities (electricity, heat, phones/cell and internet) | \$ 12,000 | \$ 12,000 | 17 |
| 18 | 1,948 | 2,125 | \$ 2,500 | Services (alarm; janitorial) | \$ 3,500 | \$ 3,500 | 18 |
| 19 | | 23 | \$ 1,500 | Other | \$ 1,500 | \$ 1,500 | 19 |
| 20 | 1,875 | 4,015 | \$ 5,000 | Production Costs | \$ 5,000 | #34 | 20 |
| 21 | 234 | 767 | \$ 1,500 | Advertising | \$ 1,500 | \$ 1,500 | 21 |
| 22 | | 1,313 | \$ 500 | Publications | \$ 500 | \$ 500 | 22 |
| 23 | 1,275 | 1,818 | \$ 2,000 | Newsletters | \$ 2,000 | \$ 2,000 | 23 |
| 24 | 366 | 117 | \$ 1,000 | Merchandise | \$ 1,000 | \$ 1,000 | 24 |
| 25 | 6,672 | 12,003 | \$ 13,100 | Supplies & Materials | \$ 13,500 | #35 | 25 |
| 26 | 2,581 | 3,559 | \$ 3,500 | Copier | \$ 3,500 | \$ 3,500 | 26 |
| 27 | 757 | 4,675 | \$ 5,000 | Equipment | \$ 5,000 | \$ 5,000 | 27 |
| 28 | 1,443 | 1,525 | \$ 2,000 | Office Supplies | \$ 2,000 | \$ 2,000 | 28 |
| 29 | 696 | 642 | \$ 600 | Postage | \$ 1,000 | \$ 1,000 | 29 |
| 30 | 1,195 | 1,603 | \$ 2,000 | Software and Computer Accessories | \$ 2,000 | \$ 2,000 | 30 |

RESOURCES & REQUIREMENTS
Benton SWCD Project Fund

| | Historical Data | | | DESCRIPTION | FY21 Budget July 1, 2020 - June 30, 2021 | | | |
|----|---------------------------------------|--------------------------------------|--|--|---|------------------------------------|------------------------------|----|
| | Actual | | Adopted Budget This Year 2019-2020 | | Proposed by Budget Officer | Approved by Budget Committee | Adopted by Governing Body | |
| | Second Preceding Year 2017-2018 | First Preceding Year 2018-2019 | | | | | | |
| | | | | RESOURCES | | | | |
| 1 | \$ 17,215 | \$ 5,607 | | Beginning Fund Balance | | | | 1 |
| 2 | \$ 3,714 | \$ 4,925 | | OWEB SG (Forest Fractal Restoration 09-16-006) | | | | 2 |
| 3 | | | | OWEB FIP Effectiveness Monitoring (220-8201-17233) | \$ 53,550 | \$ 53,550 | \$ 53,550 | 3 |
| 4 | \$ 4,847 | \$ - | | ODA/OSWB - Willamette River Aquatic - Phase 3 (2016-29-601) | | | | 4 |
| 5 | \$ 7,995 | \$ 7,921 | | ODA/OSWB - Willamette River Aquatic - Phase 4 (2017-30-701) | | | | 5 |
| 6 | | \$ 16,865 | \$ 3,039 | ODA/OSWB - Willamette River Aquatic - Phase 5 (2018-31-818) | | | | 6 |
| 7 | | \$ - | \$ 32,990 | ODA/OSWB - Willamette River Aquatic - Phase 6 (2019-32-908) | | | | 7 |
| 8 | | | | ODA/OSWB - Oblong Spurge - EDRR & Outreach (2020-33-011) | \$ 1,084 | \$ 1,084 | \$ 1,084 | 8 |
| 9 | | | | ODA/OSWB - WR Aquatic Weed Manage. Ph 7 (2020-33-010) | \$ 23,167 | \$ 23,167 | \$ 23,167 | 9 |
| 10 | \$ 3,548 | \$ 3,349 | | OWEB SG - Ecosystem Functions in Ag Lands (09-16-007) | | | | 10 |
| 11 | | \$ 14,972 | | Landowner Water/Soil Improvement Project (09-18-001) | | | | 11 |
| 12 | \$ 22,735 | \$ 8,749 | | USDA/NRCS (Prairie Soils 68-0436-16-019) | | | | 12 |
| 13 | \$ 24,568 | \$ - | | USDA/RMED (IBPM 522C025) | | | | 13 |
| 14 | | \$ 7,754 | | US DOI FWS F18 AP 00393 Prairie Soils Veg survey | | | | 14 |
| 15 | \$ 44,050 | \$ 56,254 | | OWEB - 100 Acre Wood Restoration (217-3002-12835) | | | | 15 |
| 16 | \$ 3,668 | \$ 2,908 | \$ 15,525 | OWEB - 100 Acre Wood Plant Establishment (217-3002-14131) | \$ 8,341 | \$ 8,341 | \$ 8,341 | 16 |
| 17 | \$ 15,320 | \$ 116,855 | \$ 60,647 | OWEB - Crestmont Land Trust Restoration (217-3030-14293) | | | | 17 |
| 18 | \$ 55,457 | \$ 29,262 | \$ 34,718 | OWEB - SIP; WMC Restoration Phase 1 (214-3999-11532) | | | | 18 |
| 19 | \$ 27,438 | \$ 5,521 | | OWEB Willamette Mission Floodplain Restoration (216-8201-14087) | | | | 19 |
| 20 | \$ 14,344 | \$ 56,291 | \$ 59,319 | OWEB WR Anchor Habitat Monitor. Frame. Ph1 (216-8201-15838) | | | | 20 |
| 21 | | \$ - | \$ 59,992 | OWEB WR Anchor Habitat Monitor. Frame. Ph2 (218-8201-16520) | \$ 58,231 | \$ 58,231 | \$ 58,231 | 21 |
| 22 | | | | OWEB Supplemental Data Collection for WFIP Effectiveness Monitoring (218-8390-17212) | \$ 47,302 | \$ 47,302 | \$ 47,302 | 22 |

RESOURCES & REQUIREMENTS
 Benton SWCD Project Fund

| | Historical Data | | | DESCRIPTION | FY21 Budget July 1, 2020 - June 30, 2021 | | | |
|----|---------------------------------------|--------------------------------------|--|--|---|------------------------------------|------------------------------|----|
| | Actual | | Adopted Budget This Year 2019-2020 | | Proposed by Budget Officer | Approved by Budget Committee | Adopted by Governing Body | |
| | Second Preceding Year 2017-2018 | First Preceding Year 2018-2019 | | | | | | |
| 23 | | \$ 4,354 | | OWEB - NRCS Technical Assist. (219-9001-16731) | | | | 23 |
| 24 | | \$ 4,393 | | OWEB - ODA Strat. Implement. Area (218-8010-16782) | \$ 45,333 | \$ 45,333 | \$ 45,333 | 24 |
| 25 | | | | SDIS - Safety & First Responder Supplies for Field Work | | | | 25 |
| 26 | \$ 43,270 | \$ 9,401 | | MMT - USGS Geomorphic Mapping of Willamette Ph 2 (16070794) | | | | 26 |
| 27 | \$ 106,270 | \$ 18,077 | | MMT - USGS Cold Water Refuges Phase 1 (16070795) | | | | 27 |
| 28 | | \$ 30,018 | \$ 32,831 | MMT - USGS Cold Water Refuges Phase 2 (18080813) | \$ 4,455 | \$ 4,455 | \$ 4,455 | 28 |
| 29 | \$ 45,000 | \$ 42,207 | \$ 3,105 | MMT - Basin Wide Impact - WMC (16060748) | | | | 29 |
| 30 | | \$ - | \$ 20,000 | MMT - Basin Wide Impact - WMC (19010935) | \$ 20,000 | \$ 20,000 | \$ 20,000 | 30 |
| 31 | | \$ 8,197 | \$ 109,103 | MMT - EDI Process for Confluence (18040175) | \$ 80,011 | \$ 80,011 | \$ 80,011 | 31 |
| 32 | | | | MMT - Ludwigia Manage. Alternatives (19100538) | \$ 20,271 | \$ 20,271 | \$ 20,271 | 32 |
| 33 | | | | MMT - State of Willamette (19100539) | | | | 33 |
| 34 | | | | MMT - River Health Monitoring (20010715) | \$ 35,945 | \$ 35,945 | \$ 35,945 | 34 |
| 35 | | | | BPA Willamette FIP Monitoring for AHWG (2009-012-00) | \$ 155,906 | \$ 155,906 | \$ 155,906 | 35 |
| 36 | | | | First Alternative Co-op - WVRCLC Central Park Landscape Garden | \$ 500 | \$ 500 | \$ 500 | 36 |
| 37 | \$ (27,084) | | | Accrual Changes | | | | 37 |
| 38 | \$ 412,355 | \$ 453,880 | \$ 431,269 | Total Resources except taxes to be levied | \$ 554,096 | \$ 554,096 | \$ 554,096 | 38 |
| 39 | | | \$ 109,389 | Reserved for Future Expenditures* | | | | 39 |
| 40 | \$ 412,355 | | \$ 540,658 | TOTAL RESOURCES | | | | 40 |

RESOURCES & REQUIREMENTS
Benton SWCD Project Fund

| | Historical Data | | | DESCRIPTION | FY21 Budget July 1, 2020 - June 30, 2021 | | | |
|----|---------------------------------------|--------------------------------------|--|--|---|------------------------------------|------------------------------|----|
| | Actual | | Adopted Budget This Year 2019-2020 | | Proposed by Budget Officer | Approved by Budget Committee | Adopted by Governing Body | |
| | Second Preceding Year 2017-2018 | First Preceding Year 2018-2019 | | | | | | |
| | | | | REQUIREMENTS | | | | |
| 1 | \$ (63) | | | Personnel | | | | 1 |
| 2 | \$ 33,931 | \$ 35,406 | \$ 29,256 | Wages | \$ 48,723 | \$ 48,723 | \$ 48,723 | 2 |
| 3 | \$ 3,146 | \$ 3,695 | \$ 4,733 | Payroll Taxes | \$ 6,644 | \$ 6,644 | \$ 6,644 | 3 |
| 4 | \$ 6,784 | \$ 5,980 | \$ 6,023 | Non-Wage Benefits (medical, dental, STD, life, retirement) | \$ 13,288 | \$ 13,288 | \$ 13,288 | 4 |
| 5 | \$ 1,513 | \$ 583 | \$ 3,012 | Retirement | \$ 5,168 | \$ 5,168 | \$ 5,168 | 5 |
| 6 | \$ 45,311 | \$ 45,665 | \$ 43,024 | Total Personnel | \$ 73,823 | \$ 73,823 | \$ 73,823 | 6 |
| 7 | | | | Total Full-Time Equivalent (FTE) = 1 | | | | 7 |
| 8 | | | | Materials & Services | | | | 8 |
| 9 | \$ 274 | | | Administrative Fees | | | | 9 |
| 10 | \$ 3,377 | \$ 4,278 | | OWEB SG Forest Fractal Restoration (09-16-006) | | | | 10 |
| 11 | | | | BPA Willamette FIP Monitoring for AHWG (2009-012-00) | \$ 137,652 | \$ 137,652 | \$ 137,652 | 11 |
| 12 | \$ 4,918 | | | ODA/OSWB - Willamette River Aquatic - Phase 3 (2016-29-601) | | | | 12 |
| 13 | \$ 18,351 | \$ 6,008 | | ODA/OSWB - Willamette River Aquatic - Phase 4 (2017-30-701) | | | | 13 |
| 14 | | \$ 11,502 | \$ 2,286 | ODA/OSWB - Willamette River Aquatic - Phase 5 (2018-31-818) | | | | 14 |
| 15 | | | \$ 23,990 | ODA/OSWB - Willamette River Aquatic - Phase 6 (2019-32-908) | | | | 15 |
| 16 | | | | ODA/OSWB - Oblong Spurge - EDRR & Community Outreach (2020-33-011) | \$ 319 | \$ 319 | \$ 319 | 16 |
| 17 | | | | ODA/OSWB - WR Aquatic Weed Manage. Ph 7 (2020-33-010) | \$ 17,385 | \$ 17,385 | \$ 17,385 | 17 |
| 18 | \$ 3,226 | \$ 3,045 | | OWEB SG Ecosystem Functions in Agricultural Lands (09-16-007) | | | | 18 |
| 19 | | \$ 13,611 | | Landowner Water/Soil Improvement Project (09-18-001) | | | | 19 |
| 20 | \$ 25,155 | \$ 5,457 | | USDA/NRCS (Prairie Soils 68-0436-16-019) | | | | 20 |
| 21 | \$ 18,574 | | | USDA/RMED (IBPM 522C025) | | | | 21 |
| 22 | | \$ 7,049 | | US DOI FWS F18 AP 00393 | | | | 22 |
| 23 | \$ 35,367 | \$ 20,181 | \$ 29,932 | OWEB - SIP; WMC Restoration Phase 1 (214-3999-11532) | | | | 23 |
| 24 | \$ 24,845 | \$ 4,954 | | OWEB Willamette Mission Floodplain Restoration (216-8201-14087) | | | | 24 |
| 25 | \$ 40,047 | \$ 51,138 | | OWEB - 100 Acre Wood Restoration (217-3002-12835) | | | | 25 |
| 26 | \$ 3,335 | \$ 2,644 | \$ 14,053 | OWEB - 100 Acre Wood Plant Establishment (217-3002-14131) | \$ 7,583 | \$ 7,583 | \$ 7,583 | 26 |
| 27 | \$ 13,928 | \$ 106,233 | \$ 55,132 | OWEB - Crestmont Land Trust Restoration (217-3030-14293) | | | | 27 |

RESOURCES & REQUIREMENTS
Benton SWCD Project Fund

| | Historical Data | | | DESCRIPTION | FY21 Budget July 1, 2020 - June 30, 2021 | | | |
|----|---------------------------------------|--------------------------------------|--|---|---|------------------------------------|------------------------------|----|
| | Actual | | Adopted Budget This Year 2019-2020 | | Proposed by Budget Officer | Approved by Budget Committee | Adopted by Governing Body | |
| | Second Preceding Year 2017-2018 | First Preceding Year 2018-2019 | | | | | | |
| 28 | \$ 12,903 | \$ 49,654 | \$ 50,042 | OWEB WR Anchor Habitat Monit. Frame. Ph1 (216-8201-15838) | | | | 28 |
| 29 | | | \$ 52,000 | OWEB WR Anchor Habitat Mon. Frame. Ph2 (218-8201-16520) | \$ 50,400 | \$ 50,400 | \$ 50,400 | 29 |
| 30 | | | | OWEB WFIP Data Collection Effect Monit. (218-8390-17212) | \$ 34,434 | \$ 34,434 | \$ 34,434 | 30 |
| 31 | | | | OWEB - NRCS Technical Assistance (219-9001-16731) | | | | 31 |
| 32 | | | | OWEB - ODA Strategic Implementation Area (218-8010-16782) | \$ 25,114 | \$ 25,114 | \$ 25,114 | 32 |
| 33 | | | | OWEB WFIP Effect. Mon.Ph4 Data Collect. (220-8201-17233) | \$ 48,682 | \$ 48,682 | \$ 48,682 | 33 |
| 34 | \$ 28,203 | \$ 9,401 | | MMT - USGS Geomorp. Map of Willamette Phase 2 (16070794) | | | | 34 |
| 35 | \$ 74,332 | \$ 18,077 | | MMT - USGS Cold Water Refuges Phase 1 (16070795) | | | | 35 |
| 36 | | \$ 28,142 | \$ 28,141 | MMT - USGS Cold Water Refuges Phase 2 (18080813) | \$ 2,346 | \$ 2,346 | \$ 2,346 | 36 |
| 37 | \$ 11,278 | | | MMT - Willamette Mainstem Coop (14070234) | | | | 37 |
| 38 | \$ 1,152 | \$ 3,884 | | MMT Basin Wide Impact - WMC (16060748) | | | | 38 |
| 39 | | | \$ 2,000 | MMT Basin Wide Impact - WMC (19010935) | \$ 2,000 | \$ 2,000 | \$ 2,000 | 39 |
| 40 | | \$ 5,883 | \$ 91,599 | MMT - EDI Process for Confluence (18040175) | \$ 69,863 | \$ 69,863 | \$ 69,863 | 40 |
| 41 | | | | MMT - USGS Geomorphic Mapping of Willamette (Phase 1) | | | | 41 |
| 42 | | | | MMT - Ludwigia Management Alternatives (19100538) | \$ 10,799 | \$ 10,799 | \$ 10,799 | 42 |
| 43 | | | | MMT - State of Willamette (19100539) | | | | 43 |
| 44 | | | | MMT - River Health Monitoring (20010715) | \$ 30,273 | \$ 30,273 | \$ 30,273 | 44 |
| 45 | | | | SDIS - Safety & First Responder Supplies for Field Work | | | | 45 |
| 46 | | | | First Alt. Co-op - WVRLC Central Park Landscape Garden | \$ 500 | \$ 500 | \$ 500 | 46 |
| 47 | \$ 319,265 | \$ 351,141 | \$ 349,175 | Total Materials and Services | \$ 437,350 | \$ 437,350 | \$ 437,350 | 47 |
| 48 | \$ 42,172 | \$ 37,048 | \$ 39,070 | Transfer to General Fund: Administrative Fees | \$ 42,923 | \$ 42,923 | \$ 42,923 | 48 |
| 49 | \$ 42,172 | \$ 37,048 | \$ 39,070 | Total Transfers | \$ 42,923 | \$ 42,923 | \$ 42,923 | 49 |
| 50 | \$ 5,607 | \$ 10,421 | | Ending Balance Prior Years | | | | 50 |
| 51 | | | | Unappropriated Fund Balance (with accrual changes) | | | | 51 |
| 52 | | | \$ 109,389 | Reserved for Future Expenditures* | | | | 52 |
| 53 | | | \$ 540,658 | TOTAL REQUIREMENTS | \$ 554,096 | \$ 554,096 | \$ 554,096 | 53 |

RESOURCES & REQUIREMENTS
Benton SWCD Reserve Fund

| This fund is authorized and established by Resolution #2-2010 passed on April 5, 2010 for the following specified purpose: To purchase building(s) and/or land for use by Benton SWCD | | | | BUILDING RESERVE FUND | | | | Year this reserve fund will be reviewed to be continued or abolished. Date can not be more than 10 years after establishment. Review Year: 2020 | | | |
|---|--------------------------------------|-----------|--|------------------------------|---|---------------------------------|------------------------------|---|--|--|----|
| Historical Data | | | | DESCRIPTION | FY21 Budget July 1, 2020 - June 30, 2021 | | | | | | |
| Actual | | | Adopted Budget This Year 2019-2020 | | Proposed By Budget Officer | Approved By Budget Committee | Adopted By Governing Body | | | | |
| Second Preceding Year 2017-2018 | First Preceding Year 2018-2019 | | | | | | | | | | |
| | | | | RESOURCES | | | | | | | |
| 1 | | | | 1 | Cash on hand* (cash basis) or | | | | | | 1 |
| 2 | \$ 78,200 | \$ 83,200 | \$ 88,200 | 2 | Working Capital (accrual basis) | \$ 93,200 | \$ 93,200 | \$ 93,200 | | | 2 |
| 3 | | | | 3 | Previously levied taxes estimated to be received | | | | | | 3 |
| 4 | | | | 4 | Earnings from temporary investments | | | | | | 4 |
| 5 | \$ 5,000 | \$ 5,000 | \$ 5,000 | 5 | Transferred from General Fund | \$ 10,000 | \$ 10,000 | \$ 10,000 | | | 5 |
| 6 | | | | 6 | | | | | | | 6 |
| 7 | | | | 7 | Total Resources, except taxes to be levied | | | | | | 7 |
| 8 | | | | 8 | Taxes estimated to be received | | | | | | 8 |
| 9 | | | | 9 | Taxes collected in year levied | | | | | | 9 |
| 10 | \$ 83,200 | \$ 88,200 | \$ 93,200 | 10 | TOTAL RESOURCES | \$ 103,200 | \$ 103,200 | \$ 103,200 | | | 10 |
| | | | | REQUIREMENTS | | | | | | | |
| 11 | | | | 11 | | | | | | | 11 |
| 12 | | | | 12 | | | | | | | 12 |
| 13 | | | | 13 | | | | | | | 13 |
| 14 | \$ 83,200 | \$ 88,200 | \$ 93,200 | 14 | RESERVED FOR FUTURE EXPENDITURE | \$ 103,200 | \$ 103,200 | \$ 103,200 | | | 14 |
| 15 | \$ 83,200 | \$ 88,200 | \$ 93,200 | 15 | TOTAL REQUIREMENTS | \$ 103,200 | \$ 103,200 | \$ 103,200 | | | 15 |

NOTE: Any Transfer to this fund will be made in December 2020, when property tax revenue is sufficient.

Benton SWCD Board Meeting

July 6 2020

Financial Report

Period ending May 31, 2020

The closing balance in our Oregon LGIP account was \$818,504.64 dividend paid was \$1,029.33.
The Fiscal YTD dividend paid was \$14,228.08.

Both Citizen Bank accounts were reconciled and all checks were accounted for.
The total balance of the two accounts was \$138,653.40.

Charges to the Credit Card account were \$1,560.12 These were verified and reconciled.

The Stripe account was reconciled. The starting balance was \$0.00, the net activity was \$0.00 leaving
an end-of-month balance of \$0.00.

There were no adjustments to the April 2020 financials.

Respectfully submitted,



Jerry Paul, Treasurer

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

| | May 31, 20 | May 31, 19 | \$ Change |
|--|-------------------|-------------------|-------------------|
| ASSETS | | | |
| Current Assets | | | |
| Checking/Savings | | | |
| 10100 - Citizens Bank | 109,052.60 | 175,912.23 | -66,859.63 |
| 10150 - Citizens Bank #2 | 6,820.36 | 5,254.71 | 1,565.65 |
| 10200 - LGIP | 826,080.08 | 612,597.77 | 213,482.31 |
| 10800 - Petty Cash | 24.00 | 26.00 | -2.00 |
| Total Checking/Savings | 941,977.04 | 793,790.71 | 148,186.33 |
| Accounts Receivable | | | |
| 11000 - Accounts Receivable | 14,580.00 | 5,100.00 | 9,480.00 |
| 11400 - Grants Receivable | 6,988.76 | 20,807.90 | -13,819.14 |
| Total Accounts Receivable | 21,568.76 | 25,907.90 | -4,339.14 |
| Other Current Assets | | | |
| 100-1500 Due to/from Proj Fund | -121,884.13 | -109,065.13 | -12,819.00 |
| 100-1505 Due to/from BR Fund | -88,200.00 | -83,200.00 | -5,000.00 |
| 200-2400 Due to/from Gen Fund | 121,884.13 | 109,065.13 | 12,819.00 |
| 400-1505 Due to/from BR Fund | 88,200.00 | 83,200.00 | 5,000.00 |
| 13000 - Prepaid expenses-Audit | 7,836.38 | 10,750.63 | -2,914.25 |
| Total Other Current Assets | 7,836.38 | 10,750.63 | -2,914.25 |
| Total Current Assets | 971,382.18 | 830,449.24 | 140,932.94 |
| Other Assets | | | |
| 18400 - Property Tax Receivable-Audit | 10,187.00 | 23,960.00 | -13,773.00 |
| Total Other Assets | 10,187.00 | 23,960.00 | -13,773.00 |
| TOTAL ASSETS | 981,569.18 | 854,409.24 | 127,159.94 |
| LIABILITIES & EQUITY | | | |
| Liabilities | | | |
| Current Liabilities | | | |
| Accounts Payable | | | |
| 20000 - General Accounts Payable | 2,156.21 | 3,530.09 | -1,373.88 |
| 20100 - Project Accts Payable | 0.00 | 35,872.76 | -35,872.76 |
| Total Accounts Payable | 2,156.21 | 39,402.85 | -37,246.64 |
| Credit Cards | | | |
| 22000 - CITIZENS BANK MASTER CARD | | | |
| 22150 - Laura's CC - 4777 | 0.00 | -37.05 | 37.05 |
| 22200 - Holly's CC - 2995 | 178.02 | -40.00 | 218.02 |
| 22300 - Donna's CC - 3001 | 0.00 | -124.38 | 124.38 |
| 22400 - Teresa's CC - 3019 | 50.00 | 164.40 | -114.40 |
| 22500 - Heath's CC - 3027 | 1,046.03 | 46.12 | 999.91 |
| 22520 - Linda's CC - 5980 | 327.86 | 0.00 | 327.86 |
| 22600 - Janette's CC - 4108 | 0.00 | 55.04 | -55.04 |
| Total 22000 - CITIZENS BANK MASTER CARD | 1,601.91 | 64.13 | 1,537.78 |
| Total Credit Cards | 1,601.91 | 64.13 | 1,537.78 |
| Other Current Liabilities | | | |
| 24000 - PAYROLL LIABILITIES | | | |

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

| | May 31, 20 | May 31, 19 | \$ Change |
|--|-------------------|-------------------|-------------------|
| 24010 - 941 Account | 6,720.04 | 6,094.08 | 625.96 |
| 24020 - Oregon Withholding | 1,656.00 | 1,613.00 | 43.00 |
| 24030 - OR-WBF SUTA | 506.54 | 1,646.84 | -1,140.30 |
| 24040 - Medical Employee | 539.61 | 1,560.94 | -1,021.33 |
| 24050 - Medical Employer | 4,722.48 | 3,795.07 | 927.41 |
| 24060 - 457b Contributions | 3,523.73 | 2,748.09 | 775.64 |
| Total 24000 - PAYROLL LIABILITIES | 17,668.40 | 17,458.02 | 210.38 |
| 25800 - Deferred Revenue Grants-Audit | 241,205.96 | 177,845.78 | 63,360.18 |
| Total Other Current Liabilities | 258,874.36 | 195,303.80 | 63,570.56 |
| Total Current Liabilities | 262,632.48 | 234,770.78 | 27,861.70 |
| Long Term Liabilities | | | |
| 27050 - Deferred Revenue Taxes -Audit | 7,779.09 | 22,775.09 | -14,996.00 |
| Total Long Term Liabilities | 7,779.09 | 22,775.09 | -14,996.00 |
| Total Liabilities | 270,411.57 | 257,545.87 | 12,865.70 |
| Equity | | | |
| 31100 - Building Reserve Fund Balance | 88,200.00 | 78,200.00 | 10,000.00 |
| 31200 - Project Fund Balance | 10,421.00 | 17,215.00 | -6,794.00 |
| 32000 - General Fund Balance | 507,799.01 | 425,009.57 | 82,789.44 |
| Net Income | 104,737.60 | 76,438.80 | 28,298.80 |
| Total Equity | 711,157.61 | 596,863.37 | 114,294.24 |
| TOTAL LIABILITIES & EQUITY | 981,569.18 | 854,409.24 | 127,159.94 |

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

| | Building Reserve | General Fund | Project Fund | TOTAL |
|--|-----------------------------|-------------------------|-------------------------|-------------------|
| 68000 · PROJECTS-SVC-SUPP-MATERIALS | | | | |
| 68010 · Project Contracted Services | 0.00 | 0.00 | 244,985.46 | 244,985.46 |
| 68020 · Project Mileage & Travel | 0.00 | 0.00 | 241.98 | 241.98 |
| 68030 · Project Other | 0.00 | 0.00 | 1,078.49 | 1,078.49 |
| 68040 · Project Supplies & Materials | 0.00 | 0.00 | 1,764.69 | 1,764.69 |
| 68050 · Project Training | 0.00 | 0.00 | 682.83 | 682.83 |
| Total 68000 · PROJECTS-SVC-SUPP-MATERIA | 0.00 | 0.00 | 248,753.45 | 248,753.45 |
| 69400 · TRANSFERS OUT | | | | |
| 69410 · Trf GF to Building Reserve Fd | 0.00 | 5,000.00 | 0.00 | 5,000.00 |
| 69440 · Trf PF to General Fund | 0.00 | 0.00 | 34,561.70 | 34,561.70 |
| Total 69400 · TRANSFERS OUT | 0.00 | 5,000.00 | 34,561.70 | 39,561.70 |
| Total Expense | 0.00 | 506,013.34 | 335,096.99 | 841,110.33 |
| Net Ordinary Income | 5,000.00 | 123,671.49 | -23,933.89 | 104,737.60 |
| Net Income | 5,000.00 | 123,671.49 | -23,933.89 | 104,737.60 |

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

| | Building Reserve | General Fund | Project Fund | TOTAL |
|--|-----------------------------|-------------------------|-------------------------|-------------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| 43300 · Grant/Project Administration | 0.00 | 0.00 | 311,163.10 | 311,163.10 |
| 44530 · Benton County Public Works | 0.00 | 5,000.00 | 0.00 | 5,000.00 |
| 44535 · Taxes Levied | 0.00 | 445,125.51 | 0.00 | 445,125.51 |
| 44540 · ODA Operations | 0.00 | 24,994.75 | 0.00 | 24,994.75 |
| 44545 · ODA Tech, LMA & Scope of Work | 0.00 | 58,320.00 | 0.00 | 58,320.00 |
| 44550 · ODA - SIA | 0.00 | 5,135.29 | 0.00 | 5,135.29 |
| 44555 · NRCS - TA | 0.00 | 6,478.89 | 0.00 | 6,478.89 |
| 45000 · Interest Income | 0.00 | 14,557.19 | 0.00 | 14,557.19 |
| 46430 · MISCELLANEOUS | | | | |
| 46432 · Contributions | 0.00 | 1,828.00 | 0.00 | 1,828.00 |
| 46440 · Refunds | 0.00 | 158.00 | 0.00 | 158.00 |
| Total 46430 · MISCELLANEOUS | 0.00 | 1,986.00 | 0.00 | 1,986.00 |
| 47200 · CREP, SQP-Fee for Services | 0.00 | 16,392.70 | 0.00 | 16,392.70 |
| 47400 · Native Plant Sale Income | 0.00 | 17,132.80 | 0.00 | 17,132.80 |
| 48000 · TRANSFERS IN | | | | |
| 48100 · Building Reserve Fund | 5,000.00 | 0.00 | 0.00 | 5,000.00 |
| 48400 · Transfer Admin from Project Fd | 0.00 | 34,561.70 | 0.00 | 34,561.70 |
| Total 48000 · TRANSFERS IN | 5,000.00 | 34,561.70 | 0.00 | 39,561.70 |
| Total Income | 5,000.00 | 629,684.83 | 311,163.10 | 945,847.93 |
| Gross Profit | 5,000.00 | 629,684.83 | 311,163.10 | 945,847.93 |
| Expense | | | | |
| 60000 · MATERIALS & SERVICES | | | | |
| 61300 · CONFERENCES AND TRAINING | | | | |
| 61310 · Lodging | 0.00 | 1,101.12 | 0.00 | 1,101.12 |
| 61320 · Meals/per diem | 0.00 | 63.28 | 0.00 | 63.28 |
| 61330 · Registration | 0.00 | 708.45 | 0.00 | 708.45 |
| 61340 · Training and Education Materia | 0.00 | 349.99 | 0.00 | 349.99 |
| Total 61300 · CONFERENCES AND TRAINING | 0.00 | 2,222.84 | 0.00 | 2,222.84 |
| 61500 · COMMUNITY CONSERVATION PROGRAMS | | | | |
| 61510 · Conservation Education (Youth | 0.00 | 14,077.81 | 0.00 | 14,077.81 |
| 61520 · Conservation Incentive Program | 0.00 | 1,773.21 | 0.00 | 1,773.21 |
| 61530 · Invasives Program | 0.00 | 4,818.43 | 0.00 | 4,818.43 |
| 61540 · Native Plant Sale | 0.00 | 11,474.10 | 0.00 | 11,474.10 |
| 61570 · Soil Quality Program | 0.00 | 1,001.88 | 0.00 | 1,001.88 |
| 61585 · Conservation Leadership - EDI | 0.00 | 197.68 | 0.00 | 197.68 |
| Total 61500 · COMMUNITY CONSERVATION | 0.00 | 33,343.11 | 0.00 | 33,343.11 |
| 62100 · CONTRACTED AND PROF SERVICES | | | | |
| 62115 · Audit | 0.00 | 4,650.00 | 0.00 | 4,650.00 |
| 62120 · Computer Support | 0.00 | 1,387.84 | 0.00 | 1,387.84 |
| 62130 · PROFESSIONAL SERVICES | | | | |
| 62140 · Legal | 0.00 | 1,250.00 | 0.00 | 1,250.00 |

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

| | Building Reserve | General Fund | Project Fund | TOTAL |
|---|-----------------------------|-------------------------|-------------------------|-------------------|
| 62150 · Accounting | 0.00 | 19,791.29 | 0.00 | 19,791.29 |
| 62160 · Facilitation | 0.00 | 3,000.00 | 0.00 | 3,000.00 |
| 62170 · Web Design, Logo - Marketi | 0.00 | 1,552.00 | 0.00 | 1,552.00 |
| Total 62130 · PROFESSIONAL SERVICE | 0.00 | 25,593.29 | 0.00 | 25,593.29 |
| Total 62100 · CONTRACTED AND PROF SE | 0.00 | 31,631.13 | 0.00 | 31,631.13 |
| 62300 · Dues/Subscriptions/Fees | 0.00 | 6,100.99 | 0.00 | 6,100.99 |
| 62800 · OFFICE OCCUPANCY | | | | |
| 62810 · Alarm & Janitorial Services | 0.00 | 1,772.56 | 0.00 | 1,772.56 |
| 62820 · Rent & Parking | 0.00 | 41,201.80 | 0.00 | 41,201.80 |
| 62830 · Utilities | 0.00 | 8,360.26 | 0.00 | 8,360.26 |
| Total 62800 · OFFICE OCCUPANCY | 0.00 | 51,334.62 | 0.00 | 51,334.62 |
| 65000 · SUPPLIES AND MATERIALS | | | | |
| 65010 · COPIER AND SUPPLIES | | | | |
| 65012 · Copies | 0.00 | 1,022.69 | 0.00 | 1,022.69 |
| 65014 · Lease | 0.00 | 1,769.35 | 0.00 | 1,769.35 |
| Total 65010 · COPIER AND SUPPLIES | 0.00 | 2,792.04 | 0.00 | 2,792.04 |
| 65020 · Equipment | 0.00 | 1,310.99 | 0.00 | 1,310.99 |
| 65030 · Office Supplies | 0.00 | 1,334.71 | 0.00 | 1,334.71 |
| 65040 · Postage | 0.00 | 435.66 | 0.00 | 435.66 |
| 65050 · Software/Computer Accessorie | 0.00 | 140.00 | 0.00 | 140.00 |
| Total 65000 · SUPPLIES AND MATERIALS | 0.00 | 6,013.40 | 0.00 | 6,013.40 |
| 65110 · PRODUCTION COSTS | | | | |
| 65112 · Advertising and Website | 0.00 | 224.75 | 0.00 | 224.75 |
| 65116 · Newsletters | 0.00 | 1,610.01 | 0.00 | 1,610.01 |
| 65118 · Publications | 0.00 | 178.32 | 0.00 | 178.32 |
| Total 65110 · PRODUCTION COSTS | 0.00 | 2,013.08 | 0.00 | 2,013.08 |
| 65120 · Insurance & Fidelity Bond | 0.00 | 3,211.60 | 0.00 | 3,211.60 |
| 65160 · Miscellaneous | 0.00 | 22.00 | 0.00 | 22.00 |
| 65320 · Mileage/travel related expenses | 0.00 | 3,095.10 | 0.00 | 3,095.10 |
| 65400 · Meetings & Events | 0.00 | 2,053.54 | 0.00 | 2,053.54 |
| Total 60000 · MATERIALS & SERVICES | 0.00 | 141,041.41 | 0.00 | 141,041.41 |
| 66000 · PAYROLL EXPENSES | | | | |
| 66200 · Wages | 0.00 | 276,940.66 | 40,134.31 | 317,074.97 |
| 66410 · Health, Dental & Life Insurance | 0.00 | 42,767.95 | 6,426.16 | 49,194.11 |
| 66420 · Retirement | 0.00 | 16,828.75 | 1,690.71 | 18,519.46 |
| 66500 · Payroll Taxes | | | | |
| 66510 · FICA Employer | 0.00 | 20,188.04 | 2,983.33 | 23,171.37 |
| 66520 · SUTA | 0.00 | 2,941.22 | 541.05 | 3,482.27 |
| 66530 · OR-WBF | 0.00 | 93.53 | 16.31 | 109.84 |
| 66500 · Payroll Taxes - Other | 0.00 | 10.03 | -10.03 | 0.00 |
| Total 66500 · Payroll Taxes | 0.00 | 23,232.82 | 3,530.66 | 26,763.48 |
| 66800 · Fees | 0.00 | 201.75 | 0.00 | 201.75 |
| Total 66000 · PAYROLL EXPENSES | 0.00 | 359,971.93 | 51,781.84 | 411,753.77 |

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

| | Building Reserve | General Fund | Project Fund | TOTAL |
|---------------------------------------|-----------------------------|-------------------------|-------------------------|-------------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| 43300 · Grant/Project Administration | 0.00 | 0.00 | 311,163.10 | 311,163.10 |
| 44530 · Benton County Public Works | 0.00 | 5,000.00 | 0.00 | 5,000.00 |
| 44535 · Taxes Levied | 0.00 | 445,125.51 | 0.00 | 445,125.51 |
| 44540 · ODA Operations | 0.00 | 24,994.75 | 0.00 | 24,994.75 |
| 44545 · ODA Tech, LMA & Scope of Work | 0.00 | 58,320.00 | 0.00 | 58,320.00 |
| 44550 · ODA - SIA | 0.00 | 5,135.29 | 0.00 | 5,135.29 |
| 44555 · NRCS - TA | 0.00 | 6,478.89 | 0.00 | 6,478.89 |
| 45000 · Interest Income | 0.00 | 14,557.19 | 0.00 | 14,557.19 |
| 46430 · MISCELLANEOUS | 0.00 | 1,986.00 | 0.00 | 1,986.00 |
| 47200 · CREP, SQP-Fee for Services | 0.00 | 16,392.70 | 0.00 | 16,392.70 |
| 47400 · Native Plant Sale Income | 0.00 | 17,132.80 | 0.00 | 17,132.80 |
| 48000 · TRANSFERS IN | 5,000.00 | 34,561.70 | 0.00 | 39,561.70 |
| Total Income | 5,000.00 | 629,684.83 | 311,163.10 | 945,847.93 |
| Gross Profit | 5,000.00 | 629,684.83 | 311,163.10 | 945,847.93 |
| Expense | | | | |
| 60000 · MATERIALS & SERVICES | 0.00 | 141,041.41 | 0.00 | 141,041.41 |
| 66000 · PAYROLL EXPENSES | 0.00 | 359,971.93 | 51,781.84 | 411,753.77 |
| 68000 · PROJECTS-SVC-SUPP-MATERIALS | 0.00 | 0.00 | 248,753.45 | 248,753.45 |
| 69400 · TRANSFERS OUT | 0.00 | 5,000.00 | 34,561.70 | 39,561.70 |
| Total Expense | 0.00 | 506,013.34 | 335,096.99 | 841,110.33 |
| Net Ordinary Income | 5,000.00 | 123,671.49 | -23,933.89 | 104,737.60 |
| Net Income | 5,000.00 | 123,671.49 | -23,933.89 | 104,737.60 |

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

| | Jul '19 - May 20 | Jul '18 - May 19 | \$ Change |
|--|-----------------------------|-----------------------------|-------------------|
| Ordinary Income/Expense | | | |
| Income | | | |
| 43300 · Grant/Project Administration | 311,163.10 | 373,023.61 | -61,860.51 |
| 44530 · Benton County Public Works | 5,000.00 | 5,000.00 | 0.00 |
| 44535 · Taxes Levied | 445,125.51 | 434,986.17 | 10,139.34 |
| 44540 · ODA Operations | 24,994.75 | 23,546.00 | 1,448.75 |
| 44545 · ODA Tech, LMA & Scope of Work | 58,320.00 | 54,942.00 | 3,378.00 |
| 44550 · ODA - SIA | 5,135.29 | 0.00 | 5,135.29 |
| 44555 · NRCS - TA | 6,478.89 | 0.00 | 6,478.89 |
| 45000 · Interest Income | 14,557.19 | 13,746.84 | 810.35 |
| 46430 · MISCELLANEOUS | | | |
| 46432 · Contributions | 1,828.00 | 4,795.00 | -2,967.00 |
| 46440 · Refunds | 158.00 | 0.00 | 158.00 |
| 46450 · In Kind Donation | 0.00 | -2,419.70 | 2,419.70 |
| Total 46430 · MISCELLANEOUS | 1,986.00 | 2,375.30 | -389.30 |
| 47200 · CREP, SQP-Fee for Services | 16,392.70 | 0.00 | 16,392.70 |
| 47400 · Native Plant Sale Income | 17,132.80 | 26,642.13 | -9,509.33 |
| 48000 · TRANSFERS IN | | | |
| 48100 · Building Reserve Fund | 5,000.00 | 5,000.00 | 0.00 |
| 48400 · Transfer Admin from Project Fd | 34,561.70 | 32,463.62 | 2,098.08 |
| Total 48000 · TRANSFERS IN | 39,561.70 | 37,463.62 | 2,098.08 |
| Total Income | 945,847.93 | 971,725.67 | -25,877.74 |
| Gross Profit | 945,847.93 | 971,725.67 | -25,877.74 |
| Expense | | | |
| 60000 · MATERIALS & SERVICES | | | |
| 61300 · CONFERENCES AND TRAINING | | | |
| 61310 · Lodging | 1,101.12 | 2,330.12 | -1,229.00 |
| 61320 · Meals/per diem | 63.28 | 87.18 | -23.90 |
| 61330 · Registration | 708.45 | 1,560.00 | -851.55 |
| 61340 · Training and Education Material | 349.99 | 355.00 | -5.01 |
| 61300 · CONFERENCES AND TRAINING - Other | 0.00 | 85.00 | -85.00 |
| Total 61300 · CONFERENCES AND TRAINING | 2,222.84 | 4,417.30 | -2,194.46 |
| 61500 · COMMUNITY CONSERVATION PROGRAMS | | | |
| 61510 · Conservation Education (Youth) | 14,077.81 | 4,590.95 | 9,486.86 |
| 61520 · Conservation Incentive Program | 1,773.21 | 565.49 | 1,207.72 |
| 61530 · Invasives Program | 4,818.43 | 946.30 | 3,872.13 |
| 61540 · Native Plant Sale | 11,474.10 | 14,846.37 | -3,372.27 |
| 61560 · Scholarships/Internships | 0.00 | 600.00 | -600.00 |
| 61570 · Soil Quality Program | 1,001.88 | 1,880.90 | -879.02 |
| 61580 · Conservation Planning | 0.00 | 59.50 | -59.50 |
| 61585 · Conservation Leadership - EDI | 197.68 | 0.00 | 197.68 |
| Total 61500 · COMMUNITY CONSERVATION PROG | 33,343.11 | 23,489.51 | 9,853.60 |
| 62100 · CONTRACTED AND PROF SERVICES | | | |

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

| | Jul '19 - May 20 | Jul '18 - May 19 | \$ Change |
|---|-----------------------------|-----------------------------|------------------|
| 62115 · Audit | 4,650.00 | 4,500.00 | 150.00 |
| 62120 · Computer Support | 1,387.84 | 3,756.20 | -2,368.36 |
| 62130 · PROFESSIONAL SERVICES | | | |
| 62140 · Legal | 1,250.00 | 3,092.00 | -1,842.00 |
| 62150 · Accounting | 19,791.29 | 20,410.49 | -619.20 |
| 62160 · Facilitation | 3,000.00 | 0.00 | 3,000.00 |
| 62170 · Web Design, Logo - Marketing | 1,552.00 | 1,780.00 | -228.00 |
| Total 62130 · PROFESSIONAL SERVICES | 25,593.29 | 25,282.49 | 310.80 |
| 62190 · Misc Contracted Services | 0.00 | 3,282.40 | -3,282.40 |
| Total 62100 · CONTRACTED AND PROF SERVICES | 31,631.13 | 36,821.09 | -5,189.96 |
| 62300 · Dues/Subscriptions/Fees | | | |
| 62304 · Membership Dues | 0.00 | 140.35 | -140.35 |
| 62300 · Dues/Subscriptions/Fees - Other | 6,100.99 | 4,025.89 | 2,075.10 |
| Total 62300 · Dues/Subscriptions/Fees | 6,100.99 | 4,166.24 | 1,934.75 |
| 62800 · OFFICE OCCUPANCY | | | |
| 62810 · Alarm & Janitorial Services | 1,772.56 | 2,021.58 | -249.02 |
| 62820 · Rent & Parking | 41,201.80 | 40,096.44 | 1,105.36 |
| 62830 · Utilities | 8,360.26 | 6,120.24 | 2,240.02 |
| 62800 · OFFICE OCCUPANCY - Other | 0.00 | 23.24 | -23.24 |
| Total 62800 · OFFICE OCCUPANCY | 51,334.62 | 48,261.50 | 3,073.12 |
| 65000 · SUPPLIES AND MATERIALS | | | |
| 65010 · COPIER AND SUPPLIES | | | |
| 65012 · Copies | 1,022.69 | 1,654.24 | -631.55 |
| 65014 · Lease | 1,769.35 | 1,801.21 | -31.86 |
| Total 65010 · COPIER AND SUPPLIES | 2,792.04 | 3,455.45 | -663.41 |
| 65020 · Equipment | 1,310.99 | 4,659.92 | -3,348.93 |
| 65030 · Office Supplies | 1,334.71 | 1,427.00 | -92.29 |
| 65040 · Postage | 435.66 | 552.92 | -117.26 |
| 65050 · Software/Computer Accessories | 140.00 | 1,507.95 | -1,367.95 |
| 65000 · SUPPLIES AND MATERIALS - Other | 0.00 | 28.07 | -28.07 |
| Total 65000 · SUPPLIES AND MATERIALS | 6,013.40 | 11,631.31 | -5,617.91 |
| 65110 · PRODUCTION COSTS | | | |
| 65112 · Advertising and Website | 224.75 | 766.69 | -541.94 |
| 65114 · Merchandise | 0.00 | 116.99 | -116.99 |
| 65116 · Newsletters | 1,610.01 | 1,818.00 | -207.99 |
| 65118 · Publications | 178.32 | 521.13 | -342.81 |
| Total 65110 · PRODUCTION COSTS | 2,013.08 | 3,222.81 | -1,209.73 |
| 65120 · Insurance & Fidelity Bond | 3,211.60 | 2,279.23 | 932.37 |
| 65160 · Miscellaneous | 22.00 | 30.00 | -8.00 |
| 65320 · Mileage/travel related expenses | 3,095.10 | 3,189.70 | -94.60 |
| 65400 · Meetings & Events | 2,053.54 | 2,188.11 | -134.57 |
| Total 60000 · MATERIALS & SERVICES | 141,041.41 | 139,696.80 | 1,344.61 |
| 66000 · PAYROLL EXPENSES | | | |

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

| | Jul '19 - May 20 | Jul '18 - May 19 | \$ Change |
|--|-----------------------------|-----------------------------|------------------|
| 66200 · Wages | 317,074.97 | 291,424.98 | 25,649.99 |
| 66410 · Health, Dental & Life Insurance | 49,194.11 | 49,078.15 | 115.96 |
| 66420 · Retirement | 18,519.46 | 17,712.03 | 807.43 |
| 66500 · Payroll Taxes | | | |
| 66510 · FICA Employer | 23,171.37 | 20,585.14 | 2,586.23 |
| 66520 · SUTA | 3,482.27 | 5,992.00 | -2,509.73 |
| 66530 · OR-WBF | 109.84 | 137.67 | -27.83 |
| 66500 · Payroll Taxes - Other | 0.00 | -469.68 | 469.68 |
| Total 66500 · Payroll Taxes | 26,763.48 | 26,245.13 | 518.35 |
| 66800 · Fees | 201.75 | 152.75 | 49.00 |
| Total 66000 · PAYROLL EXPENSES | 411,753.77 | 384,613.04 | 27,140.73 |
| 68000 · PROJECTS-SVC-SUPP-MATERIALS | | | |
| 68010 · Project Contracted Services | 244,985.46 | 314,718.14 | -69,732.68 |
| 68020 · Project Mileage & Travel | 241.98 | 1,633.43 | -1,391.45 |
| 68030 · Project Other | 1,078.49 | 300.00 | 778.49 |
| 68040 · Project Supplies & Materials | 1,764.69 | 16,316.84 | -14,552.15 |
| 68050 · Project Training | 682.83 | 545.00 | 137.83 |
| Total 68000 · PROJECTS-SVC-SUPP-MATERIALS | 248,753.45 | 333,513.41 | -84,759.96 |
| 69400 · TRANSFERS OUT | | | |
| 69410 · Trf GF to Building Reserve Fd | 5,000.00 | 5,000.00 | 0.00 |
| 69440 · Trf PF to General Fund | 34,561.70 | 32,463.62 | 2,098.08 |
| Total 69400 · TRANSFERS OUT | 39,561.70 | 37,463.62 | 2,098.08 |
| Total Expense | 841,110.33 | 895,286.87 | -54,176.54 |
| Net Ordinary Income | 104,737.60 | 76,438.80 | 28,298.80 |
| Net Income | 104,737.60 | 76,438.80 | 28,298.80 |

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

| | Jul '19 - May 20 | Budget | \$ Over Budget | % of Budget |
|--|-----------------------------|---------------------|---------------------------|------------------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| 43000 · Beginning Balance | 0.00 | 461,640.00 | -461,640.00 | 0.0% |
| 44530 · Benton County Public Works | 5,000.00 | 5,000.00 | 0.00 | 100.0% |
| 44535 · Taxes Levied | 445,125.51 | 430,000.00 | 15,125.51 | 103.52% |
| 44540 · ODA Operations | 24,994.75 | 24,995.00 | -0.25 | 100.0% |
| 44545 · ODA Tech, LMA & Scope of Work | 58,320.00 | 58,320.00 | 0.00 | 100.0% |
| 44550 · ODA - SIA | 5,135.29 | 25,000.00 | -19,864.71 | 20.54% |
| 44555 · NRCS - TA | 6,478.89 | 10,833.00 | -4,354.11 | 59.81% |
| 45000 · Interest Income | 14,557.19 | 8,000.00 | 6,557.19 | 181.97% |
| 46430 · MISCELLANEOUS | | | | |
| 46432 · Contributions | 1,828.00 | | | |
| 46440 · Refunds | 158.00 | | | |
| 46430 · MISCELLANEOUS - Other | 0.00 | 3,000.00 | -3,000.00 | 0.0% |
| Total 46430 · MISCELLANEOUS | 1,986.00 | 3,000.00 | -1,014.00 | 66.2% |
| 47200 · CREP, SQP-Fee for Services | 16,392.70 | 3,000.00 | 13,392.70 | 546.42% |
| 47400 · Native Plant Sale Income | 17,132.80 | 18,200.00 | -1,067.20 | 94.14% |
| 48000 · TRANSFERS IN | | | | |
| 48400 · Transfer Admin from Project Fd | 34,561.70 | 82,214.00 | -47,652.30 | 42.04% |
| Total 48000 · TRANSFERS IN | 34,561.70 | 82,214.00 | -47,652.30 | 42.04% |
| Total Income | 629,684.83 | 1,130,202.00 | -500,517.17 | 55.71% |
| Gross Profit | 629,684.83 | 1,130,202.00 | -500,517.17 | 55.71% |
| Expense | | | | |
| 60000 · MATERIALS & SERVICES | | | | |
| 61300 · CONFERENCES AND TRAINING | | | | |
| 61310 · Lodging | 1,101.12 | | | |
| 61320 · Meals/per diem | 63.28 | | | |
| 61330 · Registration | 708.45 | | | |
| 61340 · Training and Education Mate | 349.99 | | | |
| 61300 · CONFERENCES AND TRAINI | 0.00 | 11,000.00 | -11,000.00 | 0.0% |
| Total 61300 · CONFERENCES AND TRAI | 2,222.84 | 11,000.00 | -8,777.16 | 20.21% |
| 61500 · COMMUNITY CONSERVATION PROGRAMS | | | | |
| 61510 · Conservation Education (Yo | 14,077.81 | 15,000.00 | -922.19 | 93.85% |
| 61520 · Conservation Incentive Prog | 1,773.21 | 3,000.00 | -1,226.79 | 59.11% |
| 61530 · Invasives Program | 4,818.43 | 4,801.00 | 17.43 | 100.36% |
| 61540 · Native Plant Sale | 11,474.10 | 18,200.00 | -6,725.90 | 63.05% |
| 61560 · Scholarships/Internships | 0.00 | 600.00 | -600.00 | 0.0% |
| 61570 · Soil Quality Program | 1,001.88 | 3,500.00 | -2,498.12 | 28.63% |
| 61585 · Conservation Leadership - E | 197.68 | 1,000.00 | -802.32 | 19.77% |
| Total 61500 · COMMUNITY CONSERVAT | 33,343.11 | 46,101.00 | -12,757.89 | 72.33% |
| 62100 · CONTRACTED AND PROF SERVICES | | | | |
| 62115 · Audit | 4,650.00 | 4,800.00 | -150.00 | 96.88% |
| 62120 · Computer Support | 1,387.84 | 4,000.00 | -2,612.16 | 34.7% |

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

| | Jul '19 - May 20 | Budget | \$ Over Budget | % of Budget |
|---|---------------------|-------------------|-------------------|----------------|
| 62130 · PROFESSIONAL SERVICES | | | | |
| 62140 · Legal | 1,250.00 | | | |
| 62150 · Accounting | 19,791.29 | | | |
| 62160 · Facilitation | 3,000.00 | 3,000.00 | 0.00 | 100.0% |
| 62170 · Web Design, Logo - Mark | 1,552.00 | | | |
| 62130 · PROFESSIONAL SERVIC | 0.00 | 32,000.00 | -32,000.00 | 0.0% |
| Total 62130 · PROFESSIONAL SERV | 25,593.29 | 35,000.00 | -9,406.71 | 73.12% |
| 62190 · Misc Contracted Services | 0.00 | 10,000.00 | -10,000.00 | 0.0% |
| Total 62100 · CONTRACTED AND PROF | 31,631.13 | 53,800.00 | -22,168.87 | 58.79% |
| 62300 · Dues/Subscriptions/Fees | 6,100.99 | 10,500.00 | -4,399.01 | 58.11% |
| 62800 · OFFICE OCCUPANCY | | | | |
| 62810 · Alarm & Janitorial Services | 1,772.56 | 2,500.00 | -727.44 | 70.9% |
| 62820 · Rent & Parking | 41,201.80 | 43,908.00 | -2,706.20 | 93.84% |
| 62830 · Utilities | 8,360.26 | 12,449.00 | -4,088.74 | 67.16% |
| 62840 · Other | 0.00 | 1,500.00 | -1,500.00 | 0.0% |
| Total 62800 · OFFICE OCCUPANCY | 51,334.62 | 60,357.00 | -9,022.38 | 85.05% |
| 65000 · SUPPLIES AND MATERIALS | | | | |
| 65010 · COPIER AND SUPPLIES | | | | |
| 65012 · Copies | 1,022.69 | | | |
| 65014 · Lease | 1,769.35 | | | |
| 65010 · COPIER AND SUPPLIES · | 0.00 | 3,500.00 | -3,500.00 | 0.0% |
| Total 65010 · COPIER AND SUPPLIE | 2,792.04 | 3,500.00 | -707.96 | 79.77% |
| 65020 · Equipment | 1,310.99 | 7,000.00 | -5,689.01 | 18.73% |
| 65030 · Office Supplies | 1,334.71 | 3,000.00 | -1,665.29 | 44.49% |
| 65040 · Postage | 435.66 | 1,191.00 | -755.34 | 36.58% |
| 65050 · Software/Computer Accesso | 140.00 | 3,000.00 | -2,860.00 | 4.67% |
| Total 65000 · SUPPLIES AND MATERIAL | 6,013.40 | 17,691.00 | -11,677.60 | 33.99% |
| 65110 · PRODUCTION COSTS | | | | |
| 65112 · Advertising and Website | 224.75 | 1,500.00 | -1,275.25 | 14.98% |
| 65114 · Merchandise | 0.00 | 1,000.00 | -1,000.00 | 0.0% |
| 65116 · Newsletters | 1,610.01 | 2,000.00 | -389.99 | 80.5% |
| 65118 · Publications | 178.32 | 500.00 | -321.68 | 35.66% |
| Total 65110 · PRODUCTION COSTS | 2,013.08 | 5,000.00 | -2,986.92 | 40.26% |
| 65120 · Insurance & Fidelity Bond | 3,211.60 | 3,500.00 | -288.40 | 91.76% |
| 65160 · Miscellaneous | 22.00 | 2,000.00 | -1,978.00 | 1.1% |
| 65320 · Mileage/travel related expenses | 3,095.10 | 6,027.00 | -2,931.90 | 51.35% |
| 65400 · Meetings & Events | 2,053.54 | 4,800.00 | -2,746.46 | 42.78% |
| Total 60000 · MATERIALS & SERVICES | 141,041.41 | 220,776.00 | -79,734.59 | 63.88% |
| 66000 · PAYROLL EXPENSES | | | | |
| 66200 · Wages | 276,940.66 | 339,885.00 | -62,944.34 | 81.48% |
| 66410 · Health, Dental & Life Insurance | 42,767.95 | 59,157.00 | -16,389.05 | 72.3% |
| 66420 · Retirement | 16,828.75 | 18,881.00 | -2,052.25 | 89.13% |
| 66500 · Payroll Taxes | | | | |

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

| | Jul '19 - May 20 | Budget | \$ Over Budget | % of Budget |
|---|-----------------------------|---------------------|---------------------------|------------------------|
| 66510 · FICA Employer | 20,188.04 | | | |
| 66520 · SUTA | 2,941.22 | | | |
| 66530 · OR-WBF | 93.53 | | | |
| 66500 · Payroll Taxes - Other | 10.03 | 34,441.00 | -34,430.97 | 0.03% |
| Total 66500 · Payroll Taxes | 23,232.82 | 34,441.00 | -11,208.18 | 67.46% |
| 66800 · Fees | 201.75 | | | |
| Total 66000 · PAYROLL EXPENSES | 359,971.93 | 452,364.00 | -92,392.07 | 79.58% |
| 69100 · Capital Outlay | 0.00 | 5,000.00 | -5,000.00 | 0.0% |
| 69200 · Contingency | 0.00 | 50,000.00 | -50,000.00 | 0.0% |
| 69400 · TRANSFERS OUT | | | | |
| 69410 · Trf GF to Building Reserve Fd | 5,000.00 | 5,000.00 | 0.00 | 100.0% |
| Total 69400 · TRANSFERS OUT | 5,000.00 | 5,000.00 | 0.00 | 100.0% |
| 69600 · Reserved for Future Expenditure | 0.00 | 197,062.00 | -197,062.00 | 0.0% |
| 69800 · Unappropriated Fund Balance | 0.00 | 200,000.00 | -200,000.00 | 0.0% |
| Total Expense | 506,013.34 | 1,130,202.00 | -624,188.66 | 44.77% |
| Net Ordinary Income | 123,671.49 | 0.00 | 123,671.49 | 100.0% |
| Net Income | 123,671.49 | 0.00 | 123,671.49 | 100.0% |

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

| | Jul '19 - May 20 | Budget | \$ Over Budget | % of Budget |
|---|---------------------|--------------|-------------------|----------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| 43300 · Grant/Project Administration | 311,163.10 | 1,068,735.00 | -757,571.90 | 29.12% |
| Total Income | 311,163.10 | 1,068,735.00 | -757,571.90 | 29.12% |
| Gross Profit | 311,163.10 | 1,068,735.00 | -757,571.90 | 29.12% |
| Expense | | | | |
| 66000 · PAYROLL EXPENSES | | | | |
| 66200 · Wages | 40,134.31 | 75,752.00 | -35,617.69 | 52.98% |
| 66410 · Health, Dental & Life Insurance | 6,426.16 | 14,139.00 | -7,712.84 | 45.45% |
| 66420 · Retirement | 1,690.71 | 5,745.00 | -4,054.29 | 29.43% |
| 66500 · Payroll Taxes | | | | |
| 66510 · FICA Employer | 2,983.33 | | | |
| 66520 · SUTA | 541.05 | | | |
| 66530 · OR-WBF | 16.31 | | | |
| 66500 · Payroll Taxes - Other | -10.03 | 9,026.00 | -9,036.03 | -0.11% |
| Total 66500 · Payroll Taxes | 3,530.66 | 9,026.00 | -5,495.34 | 39.12% |
| Total 66000 · PAYROLL EXPENSES | 51,781.84 | 104,662.00 | -52,880.16 | 49.48% |
| 68000 · PROJECTS-SVC-SUPP-MATERIALS | | | | |
| 68010 · Project Contracted Services | 244,985.46 | | | |
| 68020 · Project Mileage & Travel | 241.98 | | | |
| 68030 · Project Other | 1,078.49 | | | |
| 68040 · Project Supplies & Materials | 1,764.69 | | | |
| 68050 · Project Training | 682.83 | | | |
| 68000 · PROJECTS-SVC-SUPP-MATERIAL | 0.00 | 772,470.00 | -772,470.00 | 0.0% |
| Total 68000 · PROJECTS-SVC-SUPP-MATERI | 248,753.45 | 772,470.00 | -523,716.55 | 32.2% |
| 69400 · TRANSFERS OUT | | | | |
| 69440 · Trf PF to General Fund | 34,561.70 | 82,214.00 | -47,652.30 | 42.04% |
| Total 69400 · TRANSFERS OUT | 34,561.70 | 82,214.00 | -47,652.30 | 42.04% |
| 69600 · Reserved for Future Expenditure | 0.00 | 109,389.00 | -109,389.00 | 0.0% |
| Total Expense | 335,096.99 | 1,068,735.00 | -733,638.01 | 31.36% |
| Net Ordinary Income | -23,933.89 | 0.00 | -23,933.89 | 100.0% |
| Net Income | -23,933.89 | 0.00 | -23,933.89 | 100.0% |

FY21Budget Resolution

Resolution No. FY2020-2021-01

BE IT RESOLVED that the Board of Directors of the Benton Soil and Water Conservation District (BSWCD) hereby approves the addition of \$239,915.00 from OWEB to the Benton SWCD FY21 Budget as follows:

Project Fund

Add \$239,915 in Resources to the Project Fund for J2E River to Ridge Diversity Project (OWEB Restoration Grant #220-3033-17504)

Add \$239,915 in Requirements to the Project Fund as follows:

| | |
|---|-----------|
| Contracted Services | \$216,831 |
| Transfer to General Fund (Fiscal Admin) | \$23,084 |

General Fund

Add \$23,084 in Resources

| | |
|--|----------|
| Transfer from Project Fund (Grant Administration) | \$23,084 |
|--|----------|

Add \$23,084 in Requirements to the General Fund as follows:

| | |
|---|----------|
| Materials and Services/Contracted and Professional Services | \$23,084 |
|---|----------|

SIGNED THIS day of July 6, 2020

Benton Soil and Water Conservation District
Entity Name

Benton SWCD Board of Directors
Governing Body

Signature: Faye Yoshihara, BSWCD Board Chair

Benton Soil and Water Conservation District
RESOLUTION NO. FY-2020-2021-02 (Revision to original budget categories)
MMT Grant #18040175 (DEI Process for the Confluence)

BE IT RESOLVED that the Board of Directors of the Benton Soil and Water Conservation District (SWCD) hereby approves the transfer of \$988.00 of Project Funds from the Contracted Services category to the Personnel category in the MMT DEI Process for the Confluence grant (#18040175). The revised Project Budget is as follows:

Project Fund

| | Original | Remaining | Revised (Remaining) |
|---|------------------|--------------------|---------------------|
| Personnel | \$14,088 | \$4,443.52 | \$5,431.52 |
| Contracted Services | \$123,000 | \$60,460.41 | \$59,472.41 |
| Transfer to General Fund (Fiscal Admin) | \$12,300 | \$6,045.64 | \$6,045.64 |
| | <u>\$149,388</u> | <u>\$70,949.57</u> | <u>\$70,949.57</u> |

SIGNED THIS 6th day of July, 2020

Benton Soil and Water Conservation District
Entity Name

Benton SWCD Board of Directors
Governing Body

Signature: Faye Yoshihara, Board Chair



Benton Soil and Water CONSERVATION DISTRICT

Date: June 26, 2020
To: Benton SWCD Directors
From: Holly Crosson, Executive Director
Re: June Monthly Report for July 2020 Board Packet

A. NEW INITIATIVES

- **COVID-19**
 - Updated Social Distancing Policy.
 - Attended webinars and received Covid updates from CDC, Oregon Health Authority, Governor's office, SDAO, Benton County, CEA, HR Answers, OACD, etc.
 - Abided by Phase 2 Reopening guidance and what that means for the District.
 - Prepared Covid update for Board.
 - Facilitated process for (HK) getting new sign on office entry door based on board feedback.
 - Communicated with staff about Covid issues and how to address them.
 - Checked maintenance records on ventilation system in office.
- **The Confluence** – continued committee work on operating and capital costs; had two DEI meetings; received feedback from board after Assessment Report presented; identified action items to complete within next 6 months for DEI plan; met with Jerry and Faye, and staff, to discuss revising space needs; working with Jerry on architecture contract; recommended setting up building tour with Alan and steering committee.
- **WRI/Willamette River Network (WRN)** – No activity with WRN this month.

B. PROJECTS/PROGRAMS/PARTNERSHIPS

- Connected with staff about their projects and grants; general grant oversight.
- Reviewed/signed project contracts, contract modifications, invoices, grant proposal support letters, grant agreements and extensions, MOUs, landowner agreements, reimbursement forms/grant funds requests, grant summary table update, etc.

NATIVE PLANT/ BULB/SEED SALE

- Signed contract with Benton Co. Fairgrounds and paid deposit for use of facilities for 2021 sale.
- Reviewed Heath's contract with videographer to create NPS marketing video.
- Fall Festival is cancelled this year but Heath is working on getting us set up to continue the BSWCD Bulb and Seed sale.

FISCAL

- Attended webinar on Financial Strategies in Times of Crisis.
- Worked with Jenny and staff on fiscal year FY20 closeout.

- Signed Letter of Agreement with audit firm and worked with Jenny and Linda on FY20 audit preparation.
- Tracked monthly ACH deposits for OWEB grant payments and distributed reports to Jenny and appropriate project management staff.
- Reviewed/authorized/completed/filed/submitted: staff timesheets, payroll, bills, invoices, CIRs, EFTs, fiscal admin and other accounting on grants, monthly financial reports, checks, credit card accounts, bank statements, account reconciliations, bank deposits, and LGIP balance.
- Held weekly meetings with bookkeeper and Operations Manager.

C. PERSONNEL/STAFF MEETINGS/TRAINING

- Finalized and distributed new staff performance evaluation form; had 6-month review meeting with Linda; setting up rest of performance review meetings.
- Met with Faye and Bob to discuss my annual review.
- Created a list of top 10 priorities to address in FY21.
- Had quarterly review with staff on progress towards Team Building Action Items.

D. BOARD

- Attended June Budget Hearing (FY21 budget adopted) and board meeting.
- Created board meeting agenda and accompanying documents; reviewed draft financials; reviewed/edited draft meeting minutes; prepared budget resolutions and other packet documents.

E. MISCELLANEOUS, SAFETY, INFORMATION TECHNOLOGY

- Worked with Linda on some IT and security challenges related to VPN connectivity, office phone system hack; increase in email spam attacks, etc.
- Created a legally sound photo release form.
- Sent guidelines to Heath and Linda for developing a Social Media Records Retention Policy.
- Cancelled our five parking spaces for FY21 which will save \$3,000 for the year.
- Wrote book review for website.
- Started to investigate options for leasing space since our current lease is up at June 30, 2021.
- Responded to lots of information requests from the HR Alliance, several other Districts, Laja Twinning Partnership, and others.
- Looking into other options for phone system.



Benton Soil and Water CONSERVATION DISTRICT

Date: June 18, 2020

To: Benton SWCD Directors

From: Laura Brown, River Restoration and Invasives Program Coordinator

Re: June 2020 Monthly Report for July 2020 Board Meeting

Willamette Mainstem Cooperative

I've been working on the final report for the 2019 Oregon State Weed Board grant that funded our 2019 outreach, Ludwigia control at Collins Bay and Wapato Cove, and yellow floating heart treatment at Horseshoe Lake. It really amazes me what we are able to do with the small amount funds that we get, and the impact that it has on the community around us. As I've been writing this final report, I've been thinking about what happens next year. It's been implied that OSWB will not have a grant funding program next year. This impacts the WMC in a variety of ways. Right now, we are potentially canceling all of our Love Your River outreach events for 2020 - part of this is because while you can remain socially distant in a canoe, Willamette Riverkeeper still will have to wipe down all the equipment, and if someone falls in, obviously all social distancing is off. Additionally, potential participants have already voiced concerns about social distancing through emails. The WMC is weighing the possibility of canceling the events this year, to host them hopefully worry free in 2021 with 2020's funding. We will be able to continue the treatment of Ludwigia and yellow floating heart during the summer of 2020, which will help control those species this year. The big concern, though, is that there won't be funds to treat them in the summer of 2021 - which for invasive species can cause a significant challenge. Moving forward, 2020 will continue to be the year of creative outreach. I'm brainstorming creative ways to get people out on the river, and to allow for educational events at the same time. Look for opportunities to Love Your River this summer!



Looking forward to getting back on the river this summer!

Invasives Program

Invasive Species Awareness Week was May 18 - May 22, and each day we highlighted a different invasive species on our Facebook page, and included how to treat it and what to do if found. The species we covered were our featured species of the season: oblong spurge, yellow floating heart, ivy, Italian thistle, and Ludwigia. Heath and I also went to Marys River Park to create an outreach video about how to hand-pull ivy from trees, and what the park looks like one year after we hosted the "Let's Pull Together" event there. There are some ivy plants that had completely died, but others still needed to be revisited.

I also met with Benton County Public Works' Natural Resource liaison, and despite not having a volunteer crew to help, we were able to hand pull ~150 pounds of invasive meadow knapweed from the Special Management Area called Lupine Meadows. Meadow knapweed (*Centaurea moncktonii*) is a species found in numerous places in Benton County, especially along road sides. In areas like Lupine Meadows, it out competes native species like Kincaid's Lupine. This is especially problematic because the endangered species, Fender's Blue Butterfly, utilizes Kincaid's Lupine solely in it's evolutionary life history strategy. Special Management Areas are locations in Benton County where Public Works cannot just spray herbicide due to sensitive species. Through our partnership with Benton County, we work with them to develop strategies to still manage invasive species without harming sensitive species.

Meadow knapweed is identified by the upright stems that branch near the middle, and have leaves that are up to six inches long by more than an inch wide. They flower May to August, and flower heads are solitary at the tips of branches. Each flower is the size of a nickel, and is pink to purple.



Meadow knapweed found along road sides in Benton County.

Communications and Engagement

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

| Date sent | E-news Title | # Opens | Facebook/ Instagram Reach |
|-----------|---|---------|---------------------------|
| 06/22 | Plant Sale Update | | |
| 06/12 | Gardening for Birds Premiere... | 188 | 730 |
| 06/05 | Birds, People, Plants & BSWCD | 201 | 118 |
| 05/31 | Native Plant Sale | 251+ | 1056 |
| 05/22 | Bringing Prairies Home | 183 | 228 |
| 05/18 | Bee Buddies Pick Up Message | 30 | n/a |

According to statistics tracked on our Facebook page, we have reached 87,400 people and had 3,600 responses to our events over the last 90 days.

We ran the June 13 Gardening for Birds Tour as a YouTube premiere on Neighborhood Naturalist's YouTube channel (naturalist97333). The first video, featuring Bill Proebsting and his rural residential bird habitat garden, had 126 viewers at the time of the premiere. The second video, featuring Neighborhood Naturalist's suburban yard, had about 76 views at the time of airing. As of June 22, Bill's video has received 562 views and Neighborhood Naturalist's has received 377 views. In contrast, we were planning to take about 16 people on the in-person tours if it hadn't been for the pandemic forcing us to go virtual!

YouTube Feedback: "This is very well done! Thank you! The



videography is clear and patient, giving good views of the garden and plants. The bird sounds are great. The narration is clear and concise. The labeling with sci names as well as common warms my heart as a

The Native Plant Program

July 6 is the last day to place an order from the full catalog. We'll open back up in August with a streamlined inventory.

1. Sales Summary. As of 6/22, we have received 128 orders for a gross of \$10,479.60. Please refer your friends and neighbors to **bentonplants.org**, which will take them straight to our online catalog! So easy!
2. Promotional video - Our promo video for the native plant sale has reached 11,073 people and received 461 link clicks. The ad is being run on Facebook and has been shared in our e-news. View the video here: www.facebook.com/BentonSWCD/posts/3002829256439041
3. We were able to add more inventory for these popular species to respond to the high demand we're seeing this month:

- Red Columbine
- Red Flowering Currant
- Narrowleaf Mule Ears
- Common Selfheal
- Common Camas
- Broad-leaved Shooting Star
- Oregon Iris
- Ocean Spray
- Goldenrod
- Douglas Aster
- Kinnikinnik
- Sword Fern
- Columbian Larkspur

Diversity, Equity, & Inclusion Process

In light of the need for social distancing, some changes have been made to the DEI planning process to allow our work to continue safely.

1. BSWCD DEI Committee (H. Storch, H. Crosson, L. Brown, & H. Keirstead) are drafting an interim action plan.
2. We crafted and shared this statement, based on our Strategic Plan's Goal 4 and actions:

"We at Benton SWCD believe that everyone deserves to feel safe and supported in their exploration and enjoyment of the natural world. We are actively working to identify and remove barriers to participation in our organization and provide opportunities for all members of our community to engage in conservation and stewardship of natural resources.

(continued on page 2)

DEI Process *continued*



“Here are some of the actions we’ve taken:

- We added a Diversity, Equity, and Inclusion goal to our Strategic Action Plan.
- We have updated our job applications and performance review process to encourage a more diverse work force.
- We are working to develop partnerships with organizations that are led by people of color and other communities facing disparities.
- We are actively engaged in training where we strive to understand systemic barriers to equity and inclusion of subordinated groups.

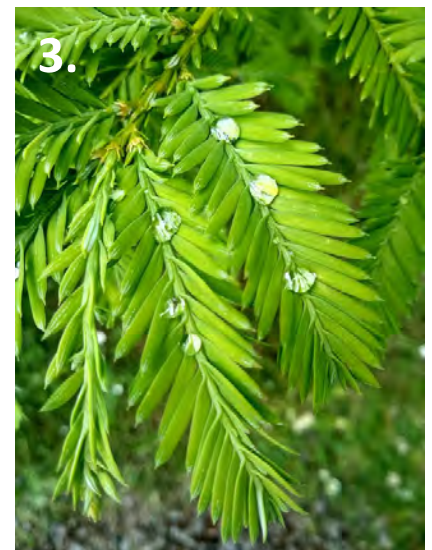
“We know we have more work to do. We are in the process of developing a road map forward. And we want you to know we’re here to listen and learn, and then find ways to help you meet your conservation needs in ways that work for you.”

Board members, thanks for your support. If you have any questions, please reach out to any of the members of the BSWCD Equity Committee.

Camas Seed Harvest Field Trip

On June 14, my daughters and I harvested camas seed at Marys River Park in support of Laura’s program. Our goal was 2.5 gallons of seed, but in 1.5 hours we ended up with less than 1 cup! It was a fun activity!

Photos: 1. Ketti harvesting camas seed; 2. Camas seeds ready for harvest; 3. Water droplets on new growth; 4. white tripletlily in the camas field at Marys River Park



Date: June 26, 2020
To: Benton SWCD Directors
From: Linda Lovett, Operations Manager
Re: May 21 – June 20, 2020



A. Office Administration

- Set up autopay on Verizon Wireless account, which will save \$20/month.
- Discovered and resolved fraudulent charges on Comcast phone account; worked with staff to make phone system more secure.
- Worked with Holly and Terry to resolve computer problems that caused staff connectivity problems and to update and maintain other equipment.
- Developed plan and timeline to prepare for audit, with a focus on maintenance of board meeting and financial records.
- Ordered and posted new poster from BOLI on Oregon and Federal labor laws.
- Printed COVID-related signage and posted in the office.
- Reviewed and authorized staff Check Issuance Request (CIR) and Credit Card Receipt (CCR) forms; submitted CIRs and CCRs to Holly; deposited cash and checks.
- Filed paperwork (financial, personnel, board meeting, etc.) during visits to office.

B. Personnel/Staff Meetings/Training

- Had six-month review meeting with Holly.
- Reviewed new staff performance evaluation and converted it to a fillable pdf for electronic use.
- Completed SDIS forms for workers' compensation update for policy year 2020-21.
- Worked with Barker-Uerlings and SDIS to update staff insurance preferences for policy year 2020-21.
- Met with Heath to discuss a Social Media Records Retention Policy.
- Reviewed staff timesheets.

C. Meetings and Events

- Drafted public and legal notices for June 1 board meeting and budget hearing; posted to calendar and website and filed screen shots in packet and binder.
- Compiled calendar items for June board meeting agenda.
- Compiled packet for June board meeting/budget hearing into pdf document and emailed to Directors and Associate Directors.
- Recorded minutes at board meeting/budget hearing.
- Updated LB forms following adoption at budget hearing.

Tools of the Trade



The Dickey-John compaction tester, pictured above, is an easy-to-use tool that gives landowners real-time information.

MANY FOLKS ARE INHERENTLY CURIOUS ABOUT SOIL. Therefore, a hands-on tool is a good way to engage a landowner. When I collect soil samples I include compaction readings. Properly collected when soil moisture is near field capacity, compaction data provides valuable information about the soil's capacity for water infiltration and plant root growth. The wet spring weather extended the 2020 compaction testing window into June.

During this work period, I visited six farms, collected eleven composite soil samples, and recorded 110 compaction readings, many with the help of the landowners—see photos below.

Landowners better understand their field observations once they probe the soil and hit a plow pan, clay layer, or shallow soil/rock interface.



Bre Oberfoell checked compaction in her garden, left.

Right, RD Mosier tested his pastures, under the supervision of son, Delton.

Below, Priya Thakkar and Julia Hall measured compaction in Raising Joy Farm's commercial flower beds.



Soil Insights Level Down

NATE AND YADIRA JOHNSON, SUNBOW PRODUCE, worked with NRCS to implement EQIP conservation practices in their vegetable production. They employ such practices as nutrient management, cover crops, and hedgerow plantings. This year, they expanded their vegetable production to leased fields in north Philomath. To better understand his new fields, Nate borrowed my Dutch auger and pulled his first-ever soil profile, see photo right.

He discovered that the east pasture soil, which had not been disturbed for decades, has 18" inches of very dark grayish brown silty clay that is hard, firm, and very sticky. Below that is a sharp transition to yellowish brown, crumbly, weathered basalt. See photo below.

This in-depth level of knowledge will help Nate and Yadira better plan their crops, be more efficient by saving labor, time, and money, and reduce their challenges and frustrations.



Data for Reports

LISTS OF ACTIVITIES, such as the date and event box, lower left, may not be all that interesting to Board members, but that format of information is very helpful for generating reports, such as the OWEB Upper Muddy Creek SIA quarterly report that Donna completes.

For my personnel evaluation, Holly has asked for a bullet list of my activities since January 2019, which I compiled from such staff report boxes.

Creating monthly summaries and project reports are satisfying exercises and good opportunities to reflect on the wonderful people I've worked with over the past month and 16.5 years. Board members included! Thanks for all you do!

Activities

| DATE | EVENT (CONTACTS) |
|------|--|
| 5/21 | Oak Creek Stakeholder meeting/Data Basin |
| 5/28 | Sunbow Produce 9th St fields - 4 samples (3) |
| 6/8 | Bre Oberfoell - 1 soil sample |
| 6/9 | Mud & Manure Webinar with OSU (184) |
| 6/10 | Raising Joy Farm - 4 soil samples (3) |
| 6/11 | Paul Goracke - SIA site visit (1) |
| 6/12 | American Farmland Trust - Women in Ag mtg |
| 6/16 | WVRLC meeting - Central Park planting (5) |
| 6/17 | RD Mosier - NRCS site visit (4) |
| 6/18 | Alice Fairfield - 2 samples(1) |
| 6/19 | Channel Maintenance Program update with ODA |



Donna Schmitz: May 20 to June 20, 2020

Federal Farm Programs implementation; CREP, EQIP, WHIP

- Participating in online courses to update Conservation Planner Certification and training on Conservation Desktop.
- Developing six CREP plans for the following locations:
 - Alesa River landowner; new 51.7 CREP buffers, Confirmed planting in county easement, Cultural resources and Endangered plants request (CR/TE) .
 - Alesa River: site visit for CREP for 54.7 acres buffers, new 6 possible CREP acres. Submitted eligibility map to FSA, CR/TE
 - Bull Run Creek: re-enrollment for CREP for 26 acres, CR/TE .
 - Unnamed Creek, near McFarland Road; New 9.1 CREP acres. CR/TE
 - Marys River, un-named Creek, new 21 CREP acres, CR/TE
 - Beaver Creek, 15.4 CREP acres. Working with landowner to help with project management of this project, CR/TE
 - Site visit: Trask- certification of site preparation, fencing and tree planting.
 - Developing CREP report and funding request.

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.

- Paddocks specs (2), invasive weeds (4), compost bin (2) OWEB funds for composting, wetlands restoration, permits (2), compost bins (2), footing through gate. Site visits: Mud and Manure and fencing-possible grant.
- 100 acre Wood: site visit for taking pictures for one year report.
- Crestmont Land Trust grant: submitted final request and project completion report
- J2E Restoration project – FUNDED for \$239,315. Received grant agreement, developed budget resolution and determined annual budget for the life of the grant. Working with partners to develop MOUs and landowner agreement.
- Working on a OWEB small grant for mud and manure management sacrifice areas
- Provided letter of support to UWSWCD for agroforestry funding project through NRCS which could include work in Monroe area. Working with UWSWCD on coordinating efforts on this grant.
- Attended Luckiamute WC annual meeting to hear OWEB presentation on future grant funding.
- Participated in a meeting with ODA on channel maintenance and our role in this new legislation in working with landowners.
- Working with ODA to identify change in our focus area from Jackson-Frazier to the groundwater management area.
- Working with ODA, DSL and a landowner on a compliance issue regarding vegetation removal along a stream.
- Worked with Benton County Fairgrounds to secure the site for the Native Plant Sale on February

- Strategic Implementation Area:
 - Teleconference with ODA on strategies on working in the SIA and compliance issues.
 - Site visit to landowner property that was identified by ODA of possible compliance issue. Talked with landowner about available funding opportunities and technical assistance.
 - Assisted with presenting Mud and Manure workshop in partnership with OSU Extension Small Farms (184 participants nationwide) Identified documents for sharing with participants.
 - working with Teresa in writing monitoring plan, elp with budget page.
 - Revised budget and timeline for SIA grant, will submit revised budget to OWEB once the monitoring plan is approved.

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

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

- Attended staff meetings and board meetings Presented safety topic of wearing and caring for cloth masks.
- Worked with Heath to develop office culture principles based on recommendations from our team building session.



100 Acre Wood project: good survival and growth of riparian planting of shrubs two years after planting.



Olympic Performance, Inc.

Oregon Soil and Water Conservation District (SWCD) Director Eligibility Review and Recommendations

Background

Oregon has 45 Soil and Water Conservation Districts (SWCDs) throughout Oregon's thirty-six counties. SWCDs promote and assist with natural resource conservation within their district boundaries. Each district is governed by a five- or seven-member board of directors comprised of "Zone" directors and two "At-large" directors. Elections for SWCD directors occur every two years. The next General Election will be November 3, 2020. The election process is overseen by the Oregon Department of Agriculture Natural Resources Program.¹

Rachelle Dixon, a citizen interested in becoming a district board member, raised a question regarding Soil and Water Conservation District director eligibility criteria. She worked with Representative Rob Nosse to develop House Bill 2958, which "Makes requirement that soil and water conservation district zone director own or manage 10 acres or more within district applicable only if majority of district lies within county that has population less than 50,000." Barbara Boyer, Chair of the Soil and Water Conservation Commission (SWCC), Chair and Zone 2 Director on the Yamhill Soil and Water Conservation District board, and member on the State Board of Agriculture, testified at a public hearing in front of the Agriculture and Land Use Committee requesting Representative Nosse table the proposed Bill OR HB 2958 and allow Barbara to form a workgroup to provide more clarity and information before submitting the legislation. His agreement triggered the formation of a workgroup to review the eligibility criteria.

The workgroup consists of:

Representative Rob Nosse

Barbara Boyer

Member of the State Board of Agriculture, Chair of the Soil and Water Conservation Commission (SWCC), Chair and Zone 2 Director of the Yamhill Soil and Water Conservation District (SWCD) Board member – located in McMinnville, Oregon

Gabrielle Rossi

Zone 1 Director of the East Multnomah SWCD – located in Portland, Oregon

Jan Lee

Member of the SWCC Advisors group and Executive Director Oregon Association of Conservation Districts (OACD), and At Large 1 Director of Clackamas SWCD Board member – located in Clackamas, Oregon

Stan Dean

Member of the SWCC, At Large 2 Director of Jackson SWCD Board member, – located in Ashland, Oregon

¹ Based on "Elections"

<https://www.oregon.gov/ODA/programs/NaturalResources/SWCD/Pages/Elections.aspx>

Tim Kerns

Member of the SWCC and Zone 3 Director for Baker Valley SWCD Board member –
located in Haines, Oregon

Rachelle Dixon – attended part of the first meeting, Citizen Portland, Oregon

The workgroup was supported by:

Eric Nusbaum

SWCD Operations Specialist

Marganne Allen

SWCD Program Manager and Water Quality Program Manager

Sandra Hiatt

SWCD Grants Administrator

Stephanie Page

ODA Director of Natural Resources Program Area

Ron Sarazin (Consultant to the effort)

President, Olympic Performance, Inc.

[Current Soil and Water Conservation District Director Eligibility Criteria](#)

Soil and Water Conservation District Director eligibility criteria is specified in ORS 568.520 *Oregon Revised Statute Related to SWCD Director Elections*. Relevant portions of ORS 568.520 are copied below.

- (1) The local governing body of the soil and water conservation district shall consist of a board of either five or seven directors elected or appointed as provided by law. To ensure proper representation of all the people in the district and to facilitate district functions, the State Department of Agriculture shall provide for the zoning of each district and shall provide each time directors are elected or appointed for the proper and equitable representation for each zone.
- (2) Two director positions shall be at-large positions. At-large directors must reside within the district and be registered voters.
- (3) Zone directors must own or manage 10 or more acres of land in the district, be involved in the active management of the property, reside within the boundaries of the district and be registered voters. Zone directors may either reside within the zone that is represented or own or manage 10 or more acres within the zone that is represented and be involved in the active management of the property. *An individual may also serve as a zone director when the individual, in lieu of the other requirements specified in this subsection, resides within the zone that is represented and indicates an interest in natural resource conservation as demonstrated by serving at least one year as a director or associate director of a district and having a conservation plan that is approved by the district. Candidates nominated for director from a specific zone shall be voted on by all electors within the district.*

Workgroup Observations and Findings Regarding Eligibility Criteria

The workgroup met via video several times during April and May of 2020. Below are observations and findings, not listed in priority order.

Ownership of land

- Ownership and management of land are two separate but related parts of the existing eligibility criteria.
- With ownership there is a question of whether ownership means a controlling interest or a partial interest.
- The statute does not specify the type of land that is owned. It could house an amusement park or be a parking lot. The predominant view of the workgroup generally is that soil and water issues will arise on any piece of land, so type probably does not matter.
- The statute does not specify if the total amount of land could be comprised by multiple separate parcels. Past practice has been to accept the summation of the acres of multiple parcels as qualifying. The predominant view of the workgroup was that this is a reasonable approach. .
- Owning property is an eligibility requirement for at least four official positions in Oregon including: irrigation districts, drainage districts, water improvement districts, and soil and water conservation districts (additional information is provided in the appendix).
- The predominant view of the workgroup was that land ownership should remain one path to SWCD Director eligibility, as it demonstrates knowledge and interest in soil and water issues.

“Active management”

- The term *active management* implies the individual has significant or substantial influence in decision making regarding the land they are managing. That is, the individual has “skin in the game with actual on the ground knowledge of what is going on.” The predominant view of the workgroup was that further definition of the term active management and making the connection of the management actions to natural resources would be helpful
- If someone is actively managing property, the predominant view of the workgroup was that their land ownership percentage is not important. For instance, in the case of someone actively managing public land, the individual might have no land ownership but a strong role in property decision making.
- The predominant view of the workgroup was that active management of land should be one path to SWCD Director eligibility, as it demonstrates knowledge and interest in natural resource issues.

The amount of land ownership or land actively managed

- The amount of land owned or managed that is needed to qualify was discussed. The predominant view of the workgroup was that in urban settings it makes sense that less land

should be required but defining how much less is complicated. Should it be based on available acres of land, population, or something else? Even the definition of urban versus rural based on zoning will be complicated and possibly inappropriate for some areas.

Potential of expanding eligibility based on additional pathways

- The goal of providing additional pathways to becoming a director is to create a larger pool of potential candidates for board membership while ensuring board members are focused on natural resources conservation.
- Three additional pathways (additional to land ownership or active land management) were discussed by the workgroup. Those new pathways options are to recognize: 1) a degree or work experience in natural resources, 2) public agency management experience or education or 3) experience in conservation outreach efforts. The workgroup did not have a predominant view on these additional pathways.
- For these additional pathways, the definition of qualifying degrees (e.g. would a general science degree be acceptable?) and the amount of work experience (e.g. is four years the right amount?) and the type of work experience (e.g. do you have to have a professional role or would a labor role be acceptable?) would need to be defined.
- There is also a question as to how these new pathways would work with the current Board positions. Would these pathways lead to at-large positions or a new type of position? If so, how many positions should be available to these paths?

Associate Director positions

- The predominant view of the workgroup was that holding an Associate Director or Director position for a year should continue to be a pathway to Director eligibility.
- The Associate Director position is helpful to most Boards, as it can provide additional expertise and viewpoints. It is a good way for someone interested in learning more about the Board activities to become formally involved.

Other topics not discussed in detail but recognized as important to consider include:

- Zones or no zones? How many?
- Should existing procedures for write-in candidates continue?
- Should existing procedures for appointment to vacancies apply?
- Should there be emeritus directors? If so, how many, and how long should their terms last?
- Should term limits be imposed? If so, how many terms should be allowed? If so, does a Board have the authority to waive term limits if there are no new candidates?
- Should the requirement of a conservation plan continue or not? If it continues, what is a conservation plan defined to be? Who reviews? Presently, each Board has liberty to define the scope of the plan and approve it. Should that continue?

- What is needed to encourage more diversity, equity, and inclusion for future Boards? Should there be new approaches embodied in statute, rule or policy? If so, what specific actions make most sense recognizing the need to reflect the demographic representation of the community served?
- Should translation services be provided? If so, how?

Statute Versus Rules

The workgroup deliberated in general on whether the various possible changes could best be done through changes in statute or through rulemaking. The predominant view was that some options must be done via statute, but that others could be addressed by rulemaking.

Illustrative Options Provided by Stan Dean

Stan Dean, member of the workgroup, provided the workgroup with several options that address various topics from the above observations and findings. They are included here not as recommendations, but as considerations.

Option 1A– Existing Statute

- Criteria remain as per ORS 568
- Clarify terms by rule

Option 1B – Existing Statute with Minimal Changes

- Add term limits to the statute to make the positions more accessible. Recognizing that it is often hard to find qualified candidates, include provisions that Boards have the authority to waive term limits if there are no new candidates.
- Delete the requirement for conservation plans

Option 2 – HB 2958

- Criteria per the house bill introduced in 2019.

Option 3A – Multiple Paths, No Zones

- Boards retain the option to have either 5 or 7 members
- All director positions have the same eligibility criteria
- Eligibility for every position can be met by any of the following paths:
 - Own or manage 10 acres or more of land
 - Expertise in natural resources issues and practices based on education and work experience
 - Expertise in public agency management based on education and work experience
 - Follow existing procedures for written candidates and appointment to vacancies by the governing Board. 568.530 and 568.560 (8) and (9)

- No path that allows time as an associate director to qualify
- Boards can appoint up to 5 associate / emeritus directors with 1-year terms

Option 3B - Multiple Paths, No Zones, Term Limits

- Same as option 3A but with term limits. Boards have the authority to waive term limits if there are no new candidates.

Option 4A – Multiple Paths, Zones, At-Large

- Boards retain the ability to have 7 or 5 positions
- 3 zone directors for 7 member boards and 2 for 5 member boards. These directors must own or manage 10 acres or more of land in their zone.
- 2 expert directors for 7 member boards and 1 for 5 member boards. These directors are eligible by any of the following paths:
 - Expertise in natural resources issues and practices based on education and work experience
 - Expertise in public agency management based on education and work experience
- 2 at large directors
- Follow existing procedures for write in candidates and appointment to vacancies by the governing Board. 568.530 and 568.560 (8) and (9)
- No path that allows time as an associate director to qualify
- Boards can appoint up to 5 associate/emeritus directors with 1-year terms

Option 4B - Multiple Paths, Zones, At- Large, Term Limits

- Same as option 4A but with term limits. Boards have the authority to waive term limits if there are no new candidates.

Rulemaking Considerations Provided by Jan Lee

Jan Lee, member of the workgroup, provided a list of possible administrative rules to address various topics from the above observations and findings. They are included here not as recommendations, but as considerations.

- 1) Definition of “lands” as in the 10-acre minimum
 - a) We need to make it clear that lands, as used in the statute, can be either private or public as that opens the seat to more people.
- 2) Define management of land
 - a) Clear ownership of the land or a document from the corporation or major landowner is required for voting in other kinds of districts where land ownership is required.
 - b) But using the “management” definition we pick up not only farm managers, but working managers from Metro, State Parks, USFS forests, city parks, managers of multiple Christmas tree farms, etc., and very much broaden who can run and most of the land managers have natural resource skills and knowledge, as well as management and business skills.

- 3) Conservation plan
 - a) The way it is used now, it is any plan a district provides, fitting the circumstances of the landowner as it is not defined in statute. If that requirement remains, this flexibility is important so that a conservation plan is not too stringent and limits accessibility to a board seat. The rules might provide a board decision to waive for a person in an apartment building. Currently no one oversees what a conservation plan includes other than the local district board. It has been flexible to maximize inclusion.
 - b) While the best option might be to get rid of it entirely, that means opening the statute.
- 4) Associate director
 - a) Currently each district defines its own guidelines as to what constitutes an associate director—term, duties, etc. That seems to work well.
 - b) Attached are the associate director guidelines from Clackamas SWCD as an example. While there are no “official” requirements of an associate director, they are usually people who come forward with interest in the district’s work.
- 5) Zones
 - a) Zones are adopted officially by the district, generally at its formation, and it is a fairly official process to make changes, involving filing with the county and ODA and is not an easy fix to restructure the zones. Voters vote for every zone on the county ballot, regardless of their location.
 - b) When HB 2958 was initiated, SWCDs were unanimous in one aspect—they wanted to keep the zones.
- 6) Term Limits

I expect we will find term limits have to be legislatively enacted. If that is not the case, term limits could be developed by rule.
- 7) DEI issues
 - a) A working group with ODA oversight could develop a DEI policy that districts would adopt to encourage diversity, equality, and inclusion.
 - b) Because districts work with NRCS as a federal agency, they are already required to adopt the NRCS standards related to civil rights and non-discrimination. Each board member must sign the NRCS document annually and NRCS provides training around the program each year. DEI could be incorporated annually into the process by adding a policy statement covering anything not included in the NRCS form.
 - c) Translation services
 - 1) ODA may have resources.
 - 2) Local nonprofits in many areas have translators that can provide a program.
 - 3) NRCS may have access to those resources.

Recommendations

The workgroup decided to suspend its effort and to make sure that directory eligibility criteria would continue to be evaluated. This was done because the issues and options are complex and adequate time is needed to thoroughly consider the matters. COVID-19 has hindered the

ability to fully consider the matters in a timely manner. Following are the recommendations for next steps:

- Hold off on introducing legislation in the 2021 session to allow more time to properly vet the issues.
- Refer the matter back to the Soil and Water Conservation Commission where it can be addressed in their planned comprehensive review of statutes related to Soil and Water Conservation Districts. Actively seek input into the discussions from diverse perspectives.
- Collect input from Soil Water Conservation Districts through the Oregon Association of Conservation Districts.
- After the foregoing, reconvene the work group to further vet the issues.

Appendix A

Provided by Jan Lee

Districts Requiring Land Ownership for Voting and Election of Directors

District statutory citations with land ownership requirements for serving on boards follows. These are just the special districts regarding water as I am not familiar with all the other districts who may have similar requirements. The four types of districts who require land ownership for election of directors and for voters are: 1) irrigation districts, 2) drainage districts, 3) water improvement districts, and 4) soil and water conservation districts.

Below is a brief discussion regarding constitutional validity of requiring land ownership for voting and election of Directors and 2019 ORS Citations for each of the four districts, followed by example of where land ownership is required for voting and election of Directors in Oregon.

Constitutional Validity

Constitutional validity of voting based on land ownership has been questioned. There is a court case decided in the U.S. Supreme Court in 1983 in favor of the Salt River Project in Arizona (irrigation delivery, power generation and drinking water purveyor) in which Salt River established weighted voting (more votes per acre of land owned versus one vote per landowner). That case provided the basis for ORS 545.007 cited below. That case and discussion regarding it are in the 1995 legislative archives for SB 263 from the Senate Water Committee file. More information can be obtained via a search from archives to find the 1995 legislative record for SB 263 and through FindLaw or a similar legal program to access the Supreme Court case.

2019 ORS Citations

There are four types of districts that require land ownership for election of directors and for voters. There might be more, as this review is only of special districts regarding water in Oregon. The four types of districts are: 1) irrigation districts, 2) drainage districts, 3) water improvement districts, and 4) soil and water conservation districts.

ORS Chapter 545 — Irrigation Districts

545.002 Definitions. As used in this chapter:

- (1) “Board” or “board of directors” means the governing body of a district.
- (2) “District” means an irrigation district organized or operating under this chapter.
- (3) “Owner of land” or “elector” includes every person 18 years of age or older, whether a resident of the district or state or not, who is an owner or a vendee under a contract of purchase of land situated within the district and subject to the charges or assessments of the district. [Amended by 1993 c.771 §3; 1995 c.42 §2

545.007 Voting rights.

(1) In any matter requiring or allowing a vote of the owners of land or the electors of a district:

(e) An owner of land or elector may vote according to the total amount of acreage within the district owned by the owner or elector that is subject to the charges or assessments of the district on the basis of:

(A) One vote for up to 40 acres;

(B) Two votes for 40 acres or more but not more than 160 acres; and

(C) Three votes for more than 160 acres.

(f) When a district is divided into divisions under ORS 545.033 or 545.207 and voting is by the qualified electors within a division for a director from that division, an elector who is permitted under ORS 545.207 to vote in that division may cast the number of votes under subsection (1)(e) of this section that represents the total amount of eligible acreage owned by the elector within the whole district.

(2) The weighted voting provisions of subsection (1)(e) of this section do not apply in an election for the formation of a district and for its initial board of directors under ORS 545.041 and 545.043 (1). In such an election, each owner of land is entitled to cast one vote. [1995 c.42 §3; 1995 c.754 §3; 1999 c.452 §4]

(Note: section [e] is the result of SB 263 in 1995 and supported by the Salt River Project case and was held as constitutional by the Governor's Counsel who oversaw constitutionality questions in 1995 and was asked at that time to assure the constitutionality of SB 263. The Salt River Project case was made of record.)

545.043 Qualifications of directors; terms of office; oath.

(1) At the election for the organization of an irrigation district one director, who is a resident of Oregon and a bona fide owner, or a shareholder of a bona fide corporate owner, of land situated in the division, shall be elected from each division into which the district has been divided by the county court. If no division has been made, the directors shall be elected from the district at large. Terms of the directors so elected shall expire in one, two and three years, respectively, from the first Tuesday in January next succeeding their election. Their respective terms shall be decided by lot.

ORS Chapter 547 – Drainage Districts

547.105 Election of supervisors; qualifications and terms of office; quorum for transaction of business at owners' meetings.

(1) Within 30 days after any drainage district has been organized under the provisions of the Drainage District Act, the county clerk of the county in which the petition was filed shall call a

meeting of the owners of land situated in the district for the purpose of electing a board of supervisors with three or five supervisors as determined by the owners of land within the district.

(2) The county clerk shall give notice of the meeting by publication in some newspaper published in each county in which lands of the district are situated, at least 10 days before the date of the meeting.

(3) **The supervisors must be owners of land in the district.**

(4)

(a) The owners, assembled at the place and time required by the notice, shall organize by the election of a chairperson and secretary of the meeting who shall conduct the election. Each owner is entitled to one vote in person or by proxy for each acre of land owned by the owner in the district. If an owner is not a natural person, the owner may appoint a designee, in a writing filed with the secretary, to exercise the authority of the owner, including the voting and serving as a supervisor of the district. The designee shall serve as a representative of the owner until the designee resigns, or the owner replaces the designee, in a writing filed with the secretary.

(b) Notwithstanding paragraph (a) of this subsection, at or before the organizing meeting, an owner that is not a natural person may appoint a designee in a writing filed with the county clerk.

(5) The three or five persons receiving the highest number of votes must be declared elected as supervisors. The supervisors shall determine the terms of their offices by lot. If three supervisors are elected, the supervisors shall serve, respectively, one, two and three years. If five supervisors are elected, one supervisor shall serve one year, two supervisors shall serve two years, and two supervisors shall serve three years. The supervisors first elected shall serve until their successors are elected and qualified.

(6) At a meeting of owners, **owners that represent at least a majority of the acreage in the district constitute a quorum for the transaction of district business.** In a year in which a quorum of owners is not achieved at the annual meeting called under ORS 547.110, owners representing at least 35 percent of the acreage in the district constitute a quorum for the annual meeting in the succeeding year. [Amended by 1959 c.379 §1; 2003 c.223 §1; 2015 c.544 §18]

547.110 Annual meeting; election of supervisors; owners entitled to vote. In the same month of each year after the election of the first board of supervisors, the board shall call a meeting of the owners of land in the district. The board shall give notice in the manner provided for in ORS 547.105. The owners shall meet at the time and place fixed by the board and elect one or two supervisors in the manner prescribed in ORS 547.105, who shall hold office for three years and until a successor is elected and qualified. However, after the report of the commissioners has been confirmed by the court under the provisions of ORS 547.235, **only the owners, or the designees of the owners, of the**

land having benefits attributed to the land are entitled to vote at the annual meetings held under the provisions of this section. [Amended by 1969 c.669 §14; 1991 c.459 §425b; 2003 c.223 §2; 2015 c.544 §19]

ORS Chapter 552 – Water Improvement Districts

552.208 Election of first board of directors; number; qualifications; terms; change of number of directors.

- (1) Electors of a district shall elect a board of directors whose number shall be fixed at five, seven or nine by the county board at the proceedings on formation. **Directors shall be owners of land within the district.** The directors need not reside within the district.

ORS Chapter 568 – Soil and Water Conservation Districts

568.560 Number of directors; director qualifications; officers; election; terms; vacancies

Excerpt for zone directors:

- (3) **Zone directors must own or manage 10 or more acres of land in the district,** be involved in the active management of the property, reside within the boundaries of the district and be registered voters. Zone directors may either reside within the zone that is represented or own or manage 10 or more acres within the zone that is represented and be involved in the active management of the property. An individual may also serve as a zone director when the individual, in lieu of the other requirements specified in this subsection, resides within the zone that is represented and indicates an interest in natural resource conservation as demonstrated by serving at least one year as a director or associate director of a district and having a conservation plan that is approved by the district. Candidates nominated for director from a specific zone shall be voted on by all electors within the district.

[Appendix B – Oregon Revised Statutes Related to Director Elections](#)

Attachment

[Appendix C – House Bill 2958](#)

Attachment

SWCD Director Criteria Survey June 2020

This survey is intended to be completed by Oregon Soil and Water Conservation Districts (SWCDs) and will be used to inform the Oregon Association of Conservation Districts (OACD) and the Soil and Water Conservation Commission (SWCC) in deliberations and actions related to potential revisions to eligibility criteria for SWCD directors.

Background

SWCD directors are elected in accordance Oregon Revised Statutes (ORS) which can be accessed at https://www.oregonlegislature.gov/bills_laws. The requirements in ORS 568.560 are summarized as follows:

- Boards consists of either 5 or 7 directors. Districts may choose to change their number of directors through a process implemented by the Oregon Department of Agriculture.
- All directors must be registered voters and reside within the district's boundaries.
- There are multiple pathways for being elected to a board seat:
 - Zone directors must be involved in active management of 10 or more acres of land in the zone that they are representing.
 - Zone directors without active management of 10 or more acres can qualify by residing in the zone and having served as an associate director or director for one year or more and having a conservation plan that is approved by the district board.
 - Each Board must have two at-large directors (i.e. no requirement for active management of property).

House Bill (HB) 2958 was introduced in the 2019 legislative session by Representative Nosse on behalf of an east Portland constituent. The bill would have required director position qualifications to be limited to voting registration and residing in district boundaries in counties with a population of 50,000 or more, removing the requirements to actively manage land. OACD and SWCC Chair Barbara Boyer met with the Representative and encouraged him to send the issue to a work group administered by the SWCC rather than taking legislative action. He and the legislative committee ultimately agreed to allow the SWCC to head a work group to further evaluate director eligibility criteria.

The Director Eligibility Work Group was formed and met five times in April and May 2020. The work group included members of the SWCC, OACD, district representatives and Representative Nosse. The committee vetted a wide range of issues and options but did not make recommendations on whether or not to change the existing criteria statutorily. The work group discussed whether legislation was needed or if some corrections could be formulated in rulemaking. The desire to have diverse representation on Boards was also an important topic of discussion. The work group

developed a white paper to summarize their discussion and the matter was referred back to the SWCC for continuing deliberation. Representative Nosse participated in the work group discussions and was willing to refrain from introducing legislation in the 2021 session to allow the SWCC time to continue deliberations.

At this time OACD and the SWCC need input on how SWCDs feel about the director eligibility criteria.

Survey Instructions

One compiled survey should be submitted per SWCD. Responses should be sent to Jan Lee, OACD Executive Director by August 20, 2020 at jan.lee@oacd.org.

The survey should be placed on the SWCD board agenda for discussion. It is recommended that the survey be discussed as a group to facilitate thoughtful deliberations. Then each board member (excluding associate and emeritus directors) should complete the survey individually and the individual results should be compiled. This is done to provide information on the average views of each board along with the range of views by the different members.

The survey includes statements which are to be rated on a scale of 1 to 5 as follows:

- 1 = strongly disagree 2 = disagree 3 = neutral
- 4 = agree. 5 = strongly agree

Following is an example:

Statement: Thanksgiving is the best holiday of the year.

An individual Board member’s response might look like the following:

Stronger Agreement >>>>>

| | | | | | |
|---------|---|---|---|---|---|
| Score | 1 | 2 | 3 | 4 | 5 |
| Opinion | | | | X | |

If 5 board members responded and there was one who assigned “2,” two who assigned “3,” and two who assigned “4.” The compiled results for the SWCD would be recorded as follows:

Stronger Agreement >>>>>

| | | | | | |
|---------|---|---|---|---|---|
| Score | 1 | 2 | 3 | 4 | 5 |
| Opinion | | 1 | 2 | 2 | |

SWCD Director Eligibility Survey - Benton SWCD

| Statement | 1 = strongly disagree | 2 = disagree | 3 = neutral | 4 = agree | 5 = strongly agree |
|---|-----------------------------|-----------------|----------------|--------------|--------------------------|
| 1: SWCD Board member eligibility should be open to all registered voters in the district and there should be no other requirements such as being actively involved in land management. | | | | | |
| 2: SWCD board members should have qualifications that demonstrate knowledge about the business of SWCDs. | | | | | |
| 3: Active management in 10 or more acres of land is a good criterion for a pathway to becoming a director. | | | | | |
| 4: Professional education and experience in a field related to the business of SWCDs, such as natural resources conservation, public agency management, or education / outreach would make a good criterion for a pathway to becoming a director. | | | | | |
| 5: Prior experience serving as an associate director or director is a good criterion for a pathway to becoming a director. | | | | | |
| 6: Having a conservation plan that is approved by the district is a good criterion for a pathway to becoming a director. | | | | | |
| 7: It is important to have some at-large director positions on each board. | | | | | |
| 8: If actively managing land is retained as a criterion for being a director further definition of the types of land and management responsibilities should be developed. | | | | | |

| Statement | 1 = strongly disagree | 2 = disagree | 3 = neutral | 4 = agree | 5 = strongly agree |
|--|-----------------------------|-----------------|----------------|--------------|--------------------------|
| 9: In an urban environment any requirement to actively manage land should have a reduced number of acres (less than 10). | | | | | |
| 10: It is important to have zone requirements for directors to make sure that board representation covers various parts of the district's service area. | | | | | |
| 11: In districts with large urban populations it is important to have some directors representing urban areas. | | | | | |
| 12: Board members should have term limits, and boards should have the ability to waive term limits in the event that there are no others interested in filling a position. | | | | | |
| 13: Diversity, equity and inclusion criterion for boards should be set in State statute. | | | | | |
| 14: Diversity, equity, and inclusion in board membership could benefit from statewide guidance, but individual boards should decide what is best for themselves. | | | | | |
| 15: Our SWCD has a deliberate and effective program that promotes diversity, equity and inclusion on our board. | | | | | |

Please provide any **additional input** here or on the reverse page.



Real-Time Risk



TIMELY NEWS AND TIPS TO HELP REDUCE RISK

May 2020

Logistical Guidance for Reopening Local Governments' Buildings to the Public

On May 7, 2020, Governor Brown announced plans to tentatively and slowly lift restrictions placed on citizens, businesses and employers pursuant to her stay-at-home order (Executive Order 20-12). These plans, developed by the Governor's policy advisors in consultation with others, addressed (among other issues) the use of face masks on a statewide basis and conditions individual businesses must comply with to reopen. The Governor's guidance and other resources can be found [here](#).

The Governor's plans were not specific to local governments who wish to reopen their buildings to the public. Local governments working in counties whose Phase 1 plans have been approved by the State of Oregon, however, may have questions about how they can reopen their buildings to provide in-person services while maintaining a safe workplace for the employees who would be providing these services.

¹Previously, on April 14, 2020, Governor Brown released "Reopening Oregon: A Public Health Framework for Restarting Public Life and Business while maintaining healthy Oregon communities" ("[Framework](#).")

Continued on next page



Continued from previous page

CIS provides this Logistical Guidance and checklist of considerations to assist local governments as they develop plans to reopen their buildings to the public. It is designed to be useful to the widest possible audience and may require personalization to address the unique needs of your organization or a particular department within your organization. If the local government works in a county whose Phase 1 plan has been approved by the State of Oregon, any reopening plans must be made in conformance with the Phase 1 plan.

The “Big Picture” and the Legal Requirements Placed on Local Governments

1. Lack of available testing, no reliable COVID-19 antibody test, no vaccine. Limited capacity for large-scale contact tracing.
2. Meanwhile, OR-OSHA requires local governments and all other employers to provide a safe workplace for their employees, even during a pandemic. See [Interim Guidance for Oregon OSHA Related to COVID-19](#) (“First and foremost, employers do need to understand that, even in unusual times like this, employees are still exposed to hazards and it is still the employers’ responsibility to ensure that their employees are adequately protected from those hazards.”).
3. Under Title II of the Americans with Disabilities Act, local governments are required to ensure (among other provisions) that qualified individuals with disabilities are protected against discrimination on the basis of disability in the “services, programs, or activities” of local governments. Similar provisions in other federal and state laws prohibit other kinds of discrimination with respect to the services, programs or activities provided by local governments.

Bottom Line: A local government must provide equal access to its services, programs, or activities. But there appears to be no law that gives a citizen a right to access local government buildings if the “services, programs or activities” located in those buildings are made available via other means. This is consistent with municipalities’ right to enact and enforce trespass ordinances.

Consider What Requirements (if any) the Local Government Will Impose on Visitors

1. **Identify which services require in-person contact.**

As a preliminary matter, the local government should identify essential services that require in-person attendance by members of the public as opposed to services members of the public may desire to conduct in person, but can be conducted other ways.

For example, a citizen might prefer to pay a utility bill in person, but such a service does not require in-person attendance or personal contact with a local government employee. Alternatively, a municipal court may have good reason to require in-person presence of a defendant in a criminal proceeding. In all cases, the local government must identify legitimate

Continued on next page



Continued from previous page

differences in the nature of the services that justify in-person presence by the citizen in one situation versus another, and provide equal access to services to those citizens who will be denied in-person contact with local government employees.

This is consistent with the State of Oregon's plan to gradually modify Governor Brown's stay-at-home order and re-open services and businesses to minimize the likelihood of further COVID-19 infection. See Executive Order No. 20-12; "[Reopening Oregon: Details on Restarting Public Life and Business](#)" (issued May 7, 2020). Similarly, OR-OSHA "encourages" local governments to:

close to the public to the maximum extent possible and to provide services by phone and online during regular business hours. When contact with the public must take place, social distancing measures must be enforced to the maximum extent possible . . . [and] requires teleworking to the maximum extent possible. (See [Interim Guidance for Oregon OSHA Related to COVID-19](#).)"

2. Identify which buildings will open.

It is recommended that local governments not open all of their buildings to the public at first. Instead, CIS recommends selecting one or two buildings where citizens are most likely to visit in person to conduct services, and where in-person services can be provided in a manner that protects both the visitor and employees as much as possible². This gives the local government time to test its procedures and safety and cleaning protocols, and to make adjustments as needed.

If there are more than two buildings that citizens frequently visit, consider temporarily moving the personnel from those buildings to the one or two selected by the local government for public access.

3. Identify which employees must be brought back into the workplace, if they are currently working remotely, and plan for those employees' return.

CIS will be issuing more detailed guidance on this in the near future. In the meantime, various government agencies have issued guidance that will be of assistance to local governments with this planning process:

- The CDC's "[Cleaning and Disinfection for Community Facilities](#)"
- The Oregon Health Authority's "[Oregon General Guidance for Employers on COVID-19](#)" (issued May 7, 2020)
- OR-OSHA's "[Interim Guidance for Oregon OSHA Related to COVID-19](#)"
- OSHA's "[Guidance on Preparing Workplaces for COVID-19](#)"
- The CDC's "[Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 \(COVID-19\)](#)"
- The EEOC's "[What You Should Know About COVID-19 and the ADA, the Rehabilitation Act, and Other EEO Laws](#)" and "[Pandemic Preparedness in the Workplace and the Americans with Disabilities Act](#)."

²For example, consider which building has the widest hallway so that social distancing guidelines (six feet apart) can be adhered to. Consider whether certain "front desks" can be equipped with plastic "walls" or protective shields to prevent transmission of the virus. Finally, consider whether a building can provide one-way signage to control the flow of foot traffic, and specific entrances for exiting and entrancing.



Continued from previous page

4. Decide what requirements (if any) will be imposed on in-person visitors.

CIS recommends that any member wishing to open their buildings to the public implement some level of safety protocols to protect their employees and minimize the likelihood of COVID-19 infection. Pursuant to Governor Brown's recent reopening plan, face masks are now recommended in most circumstances (see below). **Whether a member chooses to use some or all of the options below is up to the individual member; there may also be other options not listed here.**

Option a. Consider requiring, initially, that all in-person meetings will be arranged by appointment only; no walk-ins.

Limit appointments during normal business hours to ensure that the local government's cleaning and disinfecting protocols are applied between visits, and to adhere to social distancing guidelines.

Option b. Consider requiring visitors to wear masks before entering a building.

The wearing of "face coverings" is recommended by the Oregon Health Authority:

Consistent with the Centers for Disease Control and Prevention (CDC) recommendations, the Oregon Health Authority recognizes the use of face coverings may reduce the spread of COVID-19 among Oregonians. This includes viral spread from people who have the infection, but no symptoms. As businesses and public spaces reopen in Oregon, it may be difficult to always keep 6 feet between people. Therefore, OHA recommends that the public use face coverings in businesses and public settings.³

Similarly, Governor Brown's "Statewide Face Covering Policy" now "strongly recommends" that: (1) "businesses where employees are required to wear face coverings establish a mandatory face-covering policy for their customers as well⁴;" and (2) "a mask or cloth material that covers the nose and mouth be worn in any indoor public space, especially where six feet of physical distance cannot be maintained."

See [Reopening Oregon: Details on Restarting Public Life and](#)

³See <https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le2288K.pdf>. Dated May 2, 2020.

⁴An employer, per the EEOC, can require employees to wear masks because of "direct threat" implications during a pandemic such as this one. See "[Pandemic Preparedness in the Workplace and the Americans with Disabilities Act](#)" (dated March 21, 2020).

NOTE: Because local governments are subject to the public accommodation provisions of the Americans with Disabilities Act, accommodations may need to be provided to citizens who are unable to wear a face mask due to a legitimate health reason (e.g., a person with a respiratory condition who cannot have their breathing restricted). In that situation, the local government should attempt to accommodate that citizen in an alternative manner that would continue to protect the local government's employees and other visitors while also providing service to the citizen (e.g., assistance via online or telephone services).



Continued from previous page

Option c. Consider taking the temperature of all visitors.

Currently, neither the federal government nor the State of Oregon have issued any mandates to local governments or businesses to take the temperatures of visitors/customers.

In the employer-employee context, however, it is clear that employers can take the temperatures of employees returning to the workplace as a screening tool. See OR-OSHA's guidance ("[Interim Guidance for Oregon OSHA Related to COVID-19](#)") Under Oregon and federal disability law, an employer can require employees to undergo temperature testing because of "direct threat" implications during a pandemic such as this one. See, e.g., "[Pandemic Preparedness in the Workplace and the Americans with Disabilities Act](#)" (dated March 21, 2020).

Because local governments would be taking a visitor's temperature to screen out individuals who might pose a health risk from COVID-19 infection to employees or other visitors, such a practice appears acceptable under the law. CIS, however, does not take a position as to whether members should require visitors to have their temperature taken. CIS provides some best practices recommendations for implementing a program to take visitors' temperatures below for those members who wish to do so.

Option d. Consider requiring COVID-19 health information from all visitors (or those who have a particular temperature).

Currently, neither the federal government nor the State of Oregon have issued any mandates to local governments or businesses to conduct COVID-19-related health assessments of visitors/customers. The State of Oregon has imposed such a requirement on "personal services" businesses that would apply equally well in the local government setting. See [Guidance for Personal Services Providers](#) (issued May 11, 2020). Following the State's guidance, local governments could ask the following questions of anyone with an appointment (before entering the building):

- Have you had a cough?
- Have you had a fever?
- Have you had shortness of breath?
- Have you been in close contact with anyone with these symptoms or anyone who has been diagnosed with COVID-19 in the past 14 days?

If the visitor says "yes" to any of these questions, the local government would then deny access to the building until 14 days have passed or until the visitor presents information from a health care provider stating that the visitor has not tested positive for COVID-19.

NOTE: Oregon disability law and the Americans with Disabilities Act prohibits employers from taking the temperatures of **applicants**, even if they are being treated like all other visitors to a local government's building. Instead, interview applicants via telephone or video conferencing. Or implement an exception to the mask-wearing policy for applicants, but ensure that social distancing is used, and all cleaning protocols applied.

NOTE: If a local government wishes to ask such questions of visitors, it should do so only after consulting its county's contact tracing guidelines. Those guidelines should be consulted regarding whether specific questions might trigger reports to the county, and what the local government should do with the information it collects, particularly if a visitor answers "yes" to any of the questions asked.

Continued on next page



Continued from previous page

Option e. Consider refusing entry to any visitor who shows signs of COVID-19 infection.

A local government could choose to deny access to one of their buildings if the visitor is observed coughing, appearing short of breath, or showing any of the recognized signs and symptoms of COVID-19 infection. Signs outside the buildings open to the public could instruct visitors that they should leave if they show any of the signs or symptoms. Consult the latest CDC and OHA guidance for the recognized signs and symptoms of COVID-19 infection.

5. Publicize the local government’s plan for re-opening some buildings, and the requirements that will be imposed on visitors.

This helps educate visitors about what to expect, and how to prepare. From a legal perspective, notice about what procedures will be required (e.g., temperature taking, COVID-19-related questions) will make it more difficult for the visitor to argue that privacy rights were violated. It is extremely important to list all restrictions and requirements the local government will be implementing and using, and to discuss the consequences of a visitor who does not comply.

Some other suggestions:

- a. Use as many different means as possible to educate the public. Consider social media platforms, press releases, website updates, and email signatures. Post a sign at the entrance of each building that will be open to the public.
- b. If temperatures will be taken of all visitors, be clear about what happens if a visitor has a temperature above a certain number (discussed below).

- Specify why the testing is occurring and how the information will be used.

Example: “We’re taking the temperature [and asking COVID-19-related questions] because we want to provide a safe environment for our visitors and a safe workplace for our employees. We are not asking for general health histories or genetic information. We are not asking for personal identifying information, so nothing will be reported to health authorities.”

If the local government’s county has any contact tracing requirements in connection with the temperature taking, this should be noted in the announcement.

- c. If masks will be required, explain why — similar reasoning to temperature taking.
 - Consider whether the local government will provide masks to those who don’t bring them.

Continued on next page



Continued from previous page

- Note that exceptions to the policy will be provided to accommodate people with certain health conditions (discussed above), or children under two years of age.
 - Take into account that requiring people to wear face coverings affects people differently including people of color who may have heightened concerns about racial profiling and harassment due to wearing face coverings in public.
- d. If in-person appointments are allowed, provide information about how to request an appointment, how the appointments will be staggered, and describe what safety measures are in place to protect both the visitor and the local government's employees once the visitor is inside the building.
- If possible, during the scheduling of initial in-person visits, let potential visitors know about alternatives to in-person meetings. Remind the potential visitors that alternatives are provided out of the local government's interest in their own health and the health of their family members, and those who work for the local government.

Best Practices for Implementing a Program for Taking Visitors' Temperatures During the COVID-19 Pandemic

This "best practices" guidance will be updated as new information is received from Oregon and federal health authorities. See, e.g., [Interim Guidance for Oregon OSHA Related to COVID-19](#).

1. Find the most noninvasive manner in which to take someone's temperature.

Look for a device that eliminates or significantly minimizes contact between the employee who is taking the temperature and the visitor.

- What cleaning or disinfecting protocols need to be followed to re-use the temperature-taking instrument?

2. Regardless of the manner used, the employees who will be taking the temperatures should receive training and the local government should have proof of that training.

This is not a situation where an employee simply grabs a thermometer off the shelves of a local store and starts using it after reading the pamphlet that comes with the thermometer. It is possible — though not yet verified — that the Red Cross or a local health authority (maybe a county) could provide some kind of training.

- If training is not available, make sure that the employee administering the temperature check has ample time to review all instructional materials available relating to the device that will be used.



Continued from previous page

- Also, the local government should determine what the appropriate protocol will be if there is an error or a result that seems inconsistent with common sense (examples: the reading is below 97 degrees, or above 110 degrees).

The local government needs to designate a handful of people for this task — it can't just be anyone who is available on a day in question.

The local government must also provide adequate personal protective equipment for the employees who will be administering the temperature test.

3. There needs to be a decision about what temperature renders a visitor unable to enter a building.

- One suggested standard: 100.4 degrees or more, based on CDC guidance regarding what is a "fever."

4. The local government will need to decide what to do if a visitor has a temperature that meets or crosses the temperature threshold established by the local government.

A local government appears to be able to lawfully take one of two approaches if a visitor came to one of their buildings with a temperature higher than the local government's designated temperature:

- Ask follow-up questions limited to the symptoms typically shown for someone who is infected with COVID-19. Although this seems invasive, it is what the CDC and EEOC recommends for employees. With proper notice, and with proper limitations on the scope of the questions asked, this should be allowed by law⁵; or
- Don't let anyone in the buildings who has a temperature that is higher than 100.4, regardless of the reason. This would eliminate the need for asking questions about COVID-19 symptoms and avoid the concern about keeping information on a citizen's health.

In either situation, train employees to discreetly tell the visitor about their temperature reading and find out if there is an alternative way to provide the services the visitor seeks.

Alternatively, if the visitor came back to the building with a note from a health care provider indicating that they tested negative for COVID-19 within a certain reasonable time period, they would be allowed to enter.

Depending on the State's or local county's contact tracing requirements, the local government may need to keep a confidential record of the visitor's temperature reading and other personal identifying information. See discussion below regarding "Contact Tracing" for more discussion about possible record-keeping ramifications. Consider simply recording "no" (meaning the employee's temperature is under the appropriate

⁵There is so little a local government can ask under Title II of the ADA when it comes to citizens with disabilities who want access. Thus, the questions asked of a visitor who has a temperature that meets or exceeds the local government's temperature threshold must be limited in scope and limited to COVID-19-related situations.



Continued from previous page

threshold) or “yes” (meaning the visitor has a fever at 100.4 degrees or above) for each visitor, instead of recording each visitor’s individual temperature.

Responding to Visitors Who do Not Abide by the Local Government’s Restrictions

The local government should initially deny access to the visitor who refuses to comply with the published requirements for entering buildings. As noted above, the employee(s) denying the access should be prepared to explain to the visitor what must occur for the visitor to have access to the building (discussed above). Let the visitor know what the options are for accessing local government services without in-person participation.

Any employee who is confronted with a visitor who becomes angry or threatening should follow the local government’s policy and procedure on addressing potential and real acts of violence in the workplace. This may require the employee to be trained to contact local law enforcement for assistance and protection.

As a last resort, the local government may wish to issue a temporary trespass order against an individual who refuses to comply with the published requirements. Although this may not have yet been tested in an Oregon court during this pandemic, the argument would be that the local government needs to protect law-abiding citizens in their use of public buildings, and the employees who work there, and that by failing to follow the local government’s reasonable requirements for building use, the visitor is attempting to engage in conduct that is unsafe and disruptive. The local government should review their ordinance or charter provision relating to the exclusion of individuals from their public places to determine whether it could be used during the pandemic.

Contact Tracing

Governor Brown requires counties who seek to reopen under the phased reopening plans to “have a minimum of 15 contact tracers for every 100,000 people. Every county must be prepared to contact trace 95% of all new cases within 24 hours.” See [“Prerequisites for Phased Reopening of Oregon”](#) and [“COVID-19 Interim Investigative Guidelines”](#) (issued May 1, 2020).

Local governments wishing to reopen their buildings to the public must consult with their respective county health authorities to determine whether any reopening strategy implicates the county’s contact tracing requirements and to comply with those requirements, as needed. Some issues that will need to be considered:

1. Is a temperature above the reading identified by the local government enough to trigger the requirement to collect personal identifying information from the individual with a high temperature?

Continued on next page



Continued from previous page

- What if the individual has a high temperature but denies any other symptoms (and no other symptoms are observed)?
2. What information does the State/County require us to collect?
 3. What safeguards must be put in place to ensure that the maintenance of such information is not inadvertently disclosed? Does the State/County tell us anything about this?
 - Is such information protected from publication under Oregon's public records laws?
 4. How long is such information kept? Which [Oregon Secretary of State Record Retention Schedules](#) apply? If an employee collects contact tracing data or receives information from a visitor indicating possible COVID-19 infection an exposure to a "harmful physical agent" that requires recordkeeping pursuant to [OR-OSHA regulations](#)?
 5. How do we communicate to visitors what information is collected, and why it's being collected? Example: "This business is collecting basic information to share with public health in the event a COVID-19 case is identified associated with this business."

Parting Thoughts

Although there is great and understandable temptation to "return to normal," local governments do not have the luxury of reopening buildings without the potential for liability. Neither do local governments have the "luxury" of simply shutting down operations. Until and when adequate testing becomes available, until a vaccine can be administered on a widespread basis, all local governments should think twice before jumping to the conclusion that all buildings must be open to conduct business.

In addition to reopening buildings on a gradual basis with thoughtful planning and putting protocols in place, it is recommend that local governments do a review of how its existing services have been provided during the pandemic and find out where (if at all) there has been a shortcoming — and how can that shortcoming be addressed? Is opening a building up to the public the only way to address the service shortcoming?

CIS remains available to assist its members with questions regarding the reopening process.

