

Monday April 6, 2020

Zoom Video Conference: <https://zoom.us/join>

Phone: 1-669-900-6833.

Meeting ID: 826 472 465

Password: 217858



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>	6:30	
	CONSENT AGENDA	<i>Yoshihara</i>	6:35	ACTION
3	Approve draft meeting Minutes – March 2			
3	Approve Financials (2/29/20)			
1, 2, 3	Adopt Budget Resolution FY2019-2020-13 – ODA-OSWB Phase 7 Willamette River Aquatic Weed Management - \$27,719			
	REGULAR AGENDA			
2, 3	<i>NRCS/Staff Reports (Kaiser, Crosson, Schmitz, Matteson, Keirstead, Brown, Lovett) – 15 minutes</i>	<i>Staff</i>	6:40	
2, 3	Director Reports (15 minutes)	<i>Directors</i>	6:55	
1, 2, 3	Benton SWCD as Designated Weed Entity for Benton County (10 minutes)	<i>Brown</i>	7:10	ACTION
3	Going digital (board packet, bill.com, e-signatures, etc.) (10 minutes)	<i>Lovett</i>	7:20	
3	New Telework Policy (5 minutes)	<i>Crosson</i>	7:30	ACTION
3	Emergency Declaration Guidelines (5 minutes)	<i>Crosson</i>	7:35	
	Service Projects and connecting with community during Covid outbreak (10 minutes)	<i>Faye, staff</i>	7:40	ACTION
1,3	The Confluence Update: Architecture Committee and DEI process (10 minutes)	<i>Paul and Keirstead</i>	7:50	
	Meeting Adjourned	<i>Yoshihara</i>	8:00	

Calendar Items →

Calendar Items

BSWCD Board Events	
May 4, 7-9pm	Budget Committee Meeting – Virtual meeting via Zoom
May 4, 9-9:30pm	BSWCD Board of Directors meeting – Virtual meeting via Zoom
May 11	Second Budget Committee Meeting (if needed)
June 1, 6:30-6:50pm	Budget Hearing – TBD
June 1, 6:50-8:30pm	BSWCD Board of Directors meeting – TBD

BSWCD Outreach Events (subject to change)		
Date/Time	Event	Location
April 8, 6-7pm	Invasives in Your Backyard	Webinar
April 14, 6:30-7:30pm	Invasives in Your Backyard	Webinar
April 18, 11:30am-2:30pm	Handouts at Shonnard's	Shonnard's Nursery
May 6, 6-7pm	Invasives in Your Backyard	Webinar
June 4, Details TBD	Community Aquatic Plant ID Event	Willamette River, Benton Co.
June 13, 2:30-5pm	Bird Garden Tour	2 sites in Corvallis
June 20, 10am - 4pm	Dancing Oaks Pollinator Festival	Dancing Oaks Nursery, Monmouth
July 8, evening	River float with C.T. Grand Ronde	Willamette River, Corvallis
July 11, 1-4pm	2 nd Saturday Arts: Bird Banner Painting	The Arts Center, Corvallis
July 15, Details TBD	Paddle and Pull Volunteer Event	Willamette River, Benton Co.
July 23, Details TBD	Paddle and Pull Volunteer Event	Willamette River, Benton Co.
August 13, Details TBD	Paddle and Pull Volunteer Event	Willamette River, Benton Co.

Monday, March 2, 2020
6:30 - 8:30 PM
456 SW Monroe, Suite 110, Corvallis



BOARD OF DIRECTORS MEETING MINUTES

In Attendance

Board Members Present: Faye Yoshihara (notes), Jerry Paul, Bob Morris, , Larry Lee, Eliza Mason (by phone)

Board Members Absent: Henry Storch, Gram Trask

Associate Directors Present:

Associate Directors Absent: Rana Foster, Susanna Pearlstein, Mark Taratoot

Staff Present: Holly Crosson

Staff Absent: Laura Brown, Heath Keirstead, Linda Lovett, Teresa Matteson, Donna Schmitz

Others Present: Amy Kaiser/NRCS

Call to Order

[Yoshihara] 6:30 pm

Introductions, Public Comments, Announcements

- Holly had two announcements.
 - Email from Associate Director Susanna Pearlstein is stepping down.
 - Met with Benton County Public Works and Benton County Natural Areas and Parks and working on a 3-way Inter-Governmental Agreement (IGA)

Additions/Changes to Agenda

- Pulled draft minutes from Consent Agenda
- Added Treasurer's report
- Added plan/response to COVID19

CONSENT AGENDA

- **Approve Financials (1/31/20);** Discussion:
- **Adopt Budget Resolution FY2019-2020-10 - SDIS Safety Grant;** Discussion:
- **Adopt Budget Resolution FY2019-2020-11 - MMT State of the Willamette River synthesis;** Discussion:
- **Adopt Budget Resolution FY2019-2020-12 - ODA Oblong Spurge EDRR/outreach;** Discussion:

Approve Consent Agenda; MOTION/2nd: Bob/Jerry; (Unanimous 5/5)

REGULAR AGENDA

Draft Minutes from February 3, 2020 Board Meeting;

Discussion: top of page 2 should read "Jerry - Bee Buddies - hopefully 7 new applicants. The Bee Atlas members are looking for habitat restoration sites to see if they are attracting native pollinators."

Mid-year financial review for FY20

Holly reviewed the first half results for the fiscal year. On track with some possible upside on tax levies. Increased funding to 4 watershed councils \$10,000 (\$2500 each). A report is available from South Corvallis Urban Renewal District, which shows no impact this year, but impact in the future.

NRCS/Staff Reports

Amy - The 4-week outreach, Plan for your Land, well received in Linn. Linn SWCD working on National Water Quality Program (NWQI), Drinking Water Plan (Albany as focus). Both are successful initiatives that BSWCD could consider, the NWQI with Corvallis as focus (e.g. Rock Creek water supply).

Holly - Budgeting is starting. Team building training today was productive and well worth the time and effort.

Teresa - Focused on monitoring report. A successful Willamette Valley Ag Soil Health workshop.

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

Civil Rights responsibilities for NRCS partners; Section 1619 Farm Bill Compliance; NRCS Cooperative Working Agreement

Amy reviewed responsibilities and directors present agreed to sign this annual affirmation. Directors not present need to sign and return electronically to Amy

MOTION/2nd: Bob/Larry; (unanimous 5/5).

Director Reports

Larry - Winter Wildlife Field Day at Finley coming up.

Bob - attended the Seattle NW Flower, Plant and Garden show. Impressive ecological themed event.

Jerry - working on Bee Buddy boxes. OSU is doing a research project placing and monitoring wooden blocks with differing size holes across the state.

Eliza - went to Small Farms Conference. On a microbes in soil panel.

Faye - notice from ODF that OSWA members can sign up for on-line training for Bee Atlas.

PFC recommendations to the board

Bob reviewed the PFC recommendations on the SWCD collaborative survey, Health Care Benefits & Costs, Retirement Benefits, COLA and Merit Pool. Holly provided detail and analysis of overall non-wage benefit costs, with a 15% increase in health care costs.

MOTION/2nd: Larry/Bob; (unanimous 5/5)

Discussion of new performance evaluation form. Holly would like to revisit based on the team building session.

Decision to move forward with the updated form, allowing Holly to make modifications based on staff input.

MOTION/2nd: Bob/Jerry (unanimous 5/5)

Review of Authorized Signature Matrix and approval as proposed.

MOTION/2nd: Larry/Bob (unanimous 5/5)

Holly highlighted needed Employee Handbook Updates based on feedback from Judy Clark at HR Answers. Approval to update legal requirements and obligations, with Directors' review prior to April board meeting.

Confluence Update

Jerry highlighted cost estimate delays which would impact timing of the capital campaign. Need to be aware of and monitor these challenges.

COVID19

Discussed the COVID19 threat. Approval for Holly to develop a plan, based on existing policies and procedures, as to how the District will respond if an outbreak occurs.

MOTION/2nd: Larry/Jerry (unanimous 5/5)

Meeting Adjourned

[Yoshihara] 8:10 pm

Benton SWCD Board Meeting

April 6, 2020

Financial Report

Period ending February 29, 2020

The closing balance in our Oregon LGIP account was \$801,913.64 dividend paid was \$1,426.09.
The Fiscal YTD dividend paid was \$10,600.65.

Both Citizen Bank accounts were reconciled and all checks were accounted for.
The total balance of the two accounts was \$233,924.12.

Charges to the Credit Card account were \$1,740.14 These were verified and reconciled.

I did not receive a statement for our Stripe account.

Respectfully submitted,



Jerry Paul, Treasurer

Benton Soil & Water Conservation District
Balance Sheet
As of February 29, 2020

	Feb 29, 20	Feb 28, 19	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
10100 - Citizens Bank	209,679.96	135,877.39	73,802.57
10150 - Citizens Bank #2	6,817.41	5,740.80	1,076.61
10200 - LGIP	810,218.44	694,951.90	115,266.54
10300 - Stripe	0.00	-1.94	1.94
10800 - Petty Cash	24.00	2,626.00	-2,602.00
Total Checking/Savings	1,026,739.81	839,194.15	187,545.66
Accounts Receivable			
11000 - Accounts Receivable	21,630.65	13,735.50	7,895.15
11400 - Grants Receivable	25,575.37	50,355.06	-24,779.69
Total Accounts Receivable	47,206.02	64,090.56	-16,884.54
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	8,972.34	10,595.95	-1,623.61
Total Other Current Assets	8,972.34	10,595.95	-1,623.61
Total Current Assets	1,082,918.17	913,880.66	169,037.51
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	1,093,105.17	937,840.66	155,264.51
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
20000 - General Accounts Payable	5,192.92	6,058.14	-865.22
20100 - Project Accts Payable	21,873.48	36,853.86	-14,980.38
Total Accounts Payable	27,066.40	42,912.00	-15,845.60
Credit Cards			
22000 - CITIZENS BANK MASTER CARD			
22150 - Laura's CC - 4777	22.95	66.95	-44.00
22200 - Holly's CC - 2995	139.48	122.92	16.56
22300 - Donna's CC - 3001	31.25	44.69	-13.44
22400 - Teresa's CC - 3019	77.06	0.00	77.06
22500 - Heath's CC - 3027	13.00	971.50	-958.50
22520 - Linda's CC - 5980	180.74	0.00	180.74
22600 - Janette's CC - 4108	0.00	632.84	-632.84
Total 22000 - CITIZENS BANK MASTER CARD	464.48	1,838.90	-1,374.42
Total Credit Cards	464.48	1,838.90	-1,374.42
Other Current Liabilities			

Benton Soil & Water Conservation District
Balance Sheet
 As of February 29, 2020

	Feb 29, 20	Feb 28, 19	\$ Change
24000 · PAYROLL LIABILITIES			
24010 · 941 Account	6,717.04	5,820.70	896.34
24020 · Oregon Withholding	1,650.00	1,547.00	103.00
24030 · OR-WBF SUTA	492.42	1,564.81	-1,072.39
24040 · Medical Employee	1,065.57	2,762.62	-1,697.05
24050 · Medical Employer	4,722.48	4,796.73	-74.25
24060 · 457b Contributions	3,559.12	2,804.26	754.86
Total 24000 · PAYROLL LIABILITIES	18,206.63	19,296.12	-1,089.49
25800 · Deferred Revenue Grants-Audit	249,805.21	137,785.56	112,019.65
Total Other Current Liabilities	268,011.84	157,081.68	110,930.16
Total Current Liabilities	295,542.72	201,832.58	93,710.14
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	303,321.81	224,607.67	78,714.14
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	183,363.35	192,808.42	-9,445.07
Total Equity	789,783.36	713,232.99	76,550.37
TOTAL LIABILITIES & EQUITY	1,093,105.17	937,840.66	155,264.51

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

	Building Reserve	General Fund	Project Fund	TOTAL
Ordinary Income/Expense				
Income				
43300 · Grant/Project Administration	0.00	0.00	212,940.66	212,940.66
44535 · Taxes Levied	0.00	432,901.32	0.00	432,901.32
44540 · ODA Operations	0.00	24,994.75	0.00	24,994.75
44545 · ODA Tech, LMA & Scope of Work	0.00	43,740.00	0.00	43,740.00
44550 · ODA - SIA	0.00	5,135.29	0.00	5,135.29
44555 · NRCS - TA	0.00	4,972.88	0.00	4,972.88
45000 · Interest Income	0.00	10,895.70	0.00	10,895.70
46430 · MISCELLANEOUS				
46432 · Contributions	0.00	1,828.00	0.00	1,828.00
Total 46430 · MISCELLANEOUS	0.00	1,828.00	0.00	1,828.00
47200 · CREP, SQP-Fee for Services	0.00	16,392.70	0.00	16,392.70
47400 · Native Plant Sale Income	0.00	16,077.40	0.00	16,077.40
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	24,907.99	0.00	24,907.99
48500 · Transfer Admin from Gen Fund	0.00	466.00	0.00	466.00
Total 48000 · TRANSFERS IN	5,000.00	25,373.99	0.00	30,373.99
Total Income	5,000.00	582,312.03	212,940.66	800,252.69
Gross Profit	5,000.00	582,312.03	212,940.66	800,252.69
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	983.45	0.00	983.45
61340 · Training and Education Mater	0.00	134.99	0.00	134.99
Total 61300 · CONFERENCES AND TRAINING	0.00	2,282.84	0.00	2,282.84
61500 · COMMUNITY CONSERVATION PROGRAMS				
61510 · Conservation Education (You	0.00	14,062.54	0.00	14,062.54
61520 · Conservation Incentive Progr	0.00	487.87	0.00	487.87
61530 · Invasives Program	0.00	1,563.59	0.00	1,563.59
61540 · Native Plant Sale	0.00	11,194.03	0.00	11,194.03
61570 · Soil Quality Program	0.00	904.14	0.00	904.14
61585 · Conservation Leadership - ED	0.00	197.68	0.00	197.68
Total 61500 · COMMUNITY CONSERVATI	0.00	28,409.85	0.00	28,409.85
62100 · CONTRACTED AND PROF SERVICES				
62115 · Audit	0.00	4,650.00	0.00	4,650.00
62120 · Computer Support	0.00	887.64	0.00	887.64
62130 · PROFESSIONAL SERVICES				
62140 · Legal	0.00	500.00	0.00	500.00
62150 · Accounting	0.00	13,783.17	0.00	13,783.17

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

	Building Reserve	General Fund	Project Fund	TOTAL
62170 · Web Design, Logo - Marke	0.00	776.00	0.00	776.00
Total 62130 · PROFESSIONAL SERVICE	0.00	15,059.17	0.00	15,059.17
Total 62100 · CONTRACTED AND PROFESSIONAL SERVICES	0.00	20,596.81	0.00	20,596.81
62300 · Dues/Subscriptions/Fees	0.00	4,509.91	0.00	4,509.91
62800 · OFFICE OCCUPANCY				
62810 · Alarm & Janitorial Services	0.00	1,301.92	0.00	1,301.92
62820 · Rent & Parking	0.00	30,826.35	0.00	30,826.35
62830 · Utilities	0.00	4,778.53	0.00	4,778.53
Total 62800 · OFFICE OCCUPANCY	0.00	36,906.80	0.00	36,906.80
65000 · SUPPLIES AND MATERIALS				
65010 · COPIER AND SUPPLIES				
65012 · Copies	0.00	713.31	0.00	713.31
65014 · Lease	0.00	1,318.24	0.00	1,318.24
Total 65010 · COPIER AND SUPPLIES	0.00	2,031.55	0.00	2,031.55
65020 · Equipment	0.00	1,091.00	0.00	1,091.00
65030 · Office Supplies	0.00	1,118.14	0.00	1,118.14
65040 · Postage	0.00	319.06	0.00	319.06
Total 65000 · SUPPLIES AND MATERIALS	0.00	4,559.75	0.00	4,559.75
65110 · PRODUCTION COSTS				
65112 · Advertising and Website	0.00	194.75	0.00	194.75
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	1,983.08	0.00	1,983.08
65120 · Insurance & Fidelity Bond	0.00	2,280.61	0.00	2,280.61
65160 · Miscellaneous	0.00	22.00	0.00	22.00
65320 · Mileage/travel related expenses	0.00	2,866.82	0.00	2,866.82
65400 · Meetings & Events	0.00	1,956.34	0.00	1,956.34
Total 60000 · MATERIALS & SERVICES	0.00	106,374.81	0.00	106,374.81
66000 · PAYROLL EXPENSES				
66200 · Wages	0.00	199,114.55	29,373.15	228,487.70
66410 · Health, Dental & Life Insurance	0.00	30,376.32	4,650.35	35,026.67
66420 · Retirement	0.00	12,107.81	1,222.21	13,330.02
66500 · Payroll Taxes				
66510 · FICA Employer	0.00	14,419.38	2,179.38	16,598.76
66520 · SUTA	0.00	2,413.40	467.48	2,880.88
66530 · OR-WBF	0.00	65.56	11.73	77.29
66500 · Payroll Taxes - Other	0.00	10.03	-10.03	0.00
Total 66500 · Payroll Taxes	0.00	16,908.37	2,648.56	19,556.93
66800 · Fees	0.00	161.25	0.00	161.25
Total 66000 · PAYROLL EXPENSES	0.00	258,668.30	37,894.27	296,562.57
68000 · PROJECTS-SVC-SUPP-MATERIALS				
68010 · Project Contracted Services	0.00	0.00	182,512.86	182,512.86
68020 · Project Mileage & Travel	0.00	0.00	223.00	223.00

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

	Building Reserve	General Fund	Project Fund	TOTAL
68030 · Project Other	0.00	0.00	496.00	496.00
68040 · Project Supplies & Materials	0.00	0.00	69.25	69.25
68050 · Project Training	0.00	0.00	276.86	276.86
Total 68000 · PROJECTS-SVC-SUPP-MATER	0.00	0.00	183,577.97	183,577.97
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	24,907.99	24,907.99
69450 · Trf GF to General Fund	0.00	466.00	0.00	466.00
Total 69400 · TRANSFERS OUT	0.00	5,466.00	24,907.99	30,373.99
Total Expense	0.00	370,509.11	246,380.23	616,889.34
Net Ordinary Income	5,000.00	211,802.92	-33,439.57	183,363.35
Net Income	5,000.00	211,802.92	-33,439.57	183,363.35

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

	Building Reserve	General Fund	Project Fund	TOTAL
Ordinary Income/Expense				
Income				
43300 · Grant/Project Administration	0.00	0.00	212,940.66	212,940.66
44535 · Taxes Levied	0.00	432,901.32	0.00	432,901.32
44540 · ODA Operations	0.00	24,994.75	0.00	24,994.75
44545 · ODA Tech, LMA & Scope of Work	0.00	43,740.00	0.00	43,740.00
44550 · ODA - SIA	0.00	5,135.29	0.00	5,135.29
44555 · NRCS - TA	0.00	4,972.88	0.00	4,972.88
45000 · Interest Income	0.00	10,895.70	0.00	10,895.70
46430 · MISCELLANEOUS	0.00	1,828.00	0.00	1,828.00
47200 · CREP, SQP-Fee for Services	0.00	16,392.70	0.00	16,392.70
47400 · Native Plant Sale Income	0.00	16,077.40	0.00	16,077.40
48000 · TRANSFERS IN	5,000.00	25,373.99	0.00	30,373.99
Total Income	5,000.00	582,312.03	212,940.66	800,252.69
Gross Profit	5,000.00	582,312.03	212,940.66	800,252.69
Expense				
60000 · MATERIALS & SERVICES	0.00	106,374.81	0.00	106,374.81
66000 · PAYROLL EXPENSES	0.00	258,668.30	37,894.27	296,562.57
68000 · PROJECTS-SVC-SUPP-MATERIALS	0.00	0.00	183,577.97	183,577.97
69400 · TRANSFERS OUT	0.00	5,466.00	24,907.99	30,373.99
Total Expense	0.00	370,509.11	246,380.23	616,889.34
Net Ordinary Income	5,000.00	211,802.92	-33,439.57	183,363.35
Net Income	5,000.00	211,802.92	-33,439.57	183,363.35

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

	Jul '19 - Feb 20	Jul '18 - Feb 19	\$ Change
Ordinary Income/Expense			
Income			
43300 · Grant/Project Administration	212,940.66	337,443.55	-124,502.89
44535 · Taxes Levied	432,901.32	421,989.34	10,911.98
44540 · ODA Operations	24,994.75	23,546.00	1,448.75
44545 · ODA Tech, LMA & Scope of Work	43,740.00	41,206.50	2,533.50
44550 · ODA - SIA	5,135.29	0.00	5,135.29
44555 · NRCS - TA	4,972.88	0.00	4,972.88
45000 · Interest Income	10,895.70	9,075.86	1,819.84
46430 · MISCELLANEOUS			
46432 · Contributions	1,828.00	3,295.00	-1,467.00
46450 · In Kind Donation	0.00	-2,419.70	2,419.70
Total 46430 · MISCELLANEOUS	1,828.00	875.30	952.70
47200 · CREP, SQP-Fee for Services	16,392.70	0.00	16,392.70
47400 · Native Plant Sale Income	16,077.40	19,384.33	-3,306.93
48000 · TRANSFERS IN			
48100 · Building Reserve Fund	5,000.00	5,000.00	0.00
48400 · Transfer Admin from Project Fd	24,907.99	30,189.84	-5,281.85
48500 · Transfer Admin from Gen Fund	466.00	0.00	466.00
Total 48000 · TRANSFERS IN	30,373.99	35,189.84	-4,815.85
Total Income	800,252.69	888,710.72	-88,458.03
Gross Profit	800,252.69	888,710.72	-88,458.03
Expense			
60000 · MATERIALS & SERVICES			
61300 · CONFERENCES AND TRAINING			
61310 · Lodging	1,101.12	1,871.04	-769.92
61320 · Meals/per diem	63.28	60.18	3.10
61330 · Registration	983.45	1,060.00	-76.55
61340 · Training and Education Material	134.99	355.00	-220.01
61300 · CONFERENCES AND TRAINING - Other	0.00	260.00	-260.00
Total 61300 · CONFERENCES AND TRAINING	2,282.84	3,606.22	-1,323.38
61500 · COMMUNITY CONSERVATION PROGRAMS			
61510 · Conservation Education (Youth)	14,062.54	3,515.49	10,547.05
61520 · Conservation Incentive Program	487.87	453.00	34.87
61530 · Invasives Program	1,563.59	58.03	1,505.56
61540 · Native Plant Sale	11,194.03	10,126.43	1,067.60
61570 · Soil Quality Program	904.14	1,467.10	-562.96
61580 · Conservation Planning	0.00	59.50	-59.50
61585 · Conservation Leadership - EDI	197.68	0.00	197.68
Total 61500 · COMMUNITY CONSERVATION PROGR	28,409.85	15,679.55	12,730.30
62100 · CONTRACTED AND PROF SERVICES			
62115 · Audit	4,650.00	4,500.00	150.00
62120 · Computer Support	887.64	1,762.80	-875.16

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

	Jul '19 - Feb 20	Jul '18 - Feb 19	\$ Change
62130 · PROFESSIONAL SERVICES			
62140 · Legal	500.00	192.00	308.00
62150 · Accounting	13,783.17	13,485.89	297.28
62170 · Web Design, Logo - Marketing	776.00	1,335.00	-559.00
Total 62130 · PROFESSIONAL SERVICES	15,059.17	15,012.89	46.28
62190 · Misc Contracted Services	0.00	336.00	-336.00
Total 62100 · CONTRACTED AND PROF SERVICES	20,596.81	21,611.69	-1,014.88
62300 · Dues/Subscriptions/Fees			
62304 · Membership Dues	0.00	140.35	-140.35
62300 · Dues/Subscriptions/Fees - Other	4,509.91	2,993.18	1,516.73
Total 62300 · Dues/Subscriptions/Fees	4,509.91	3,133.53	1,376.38
62800 · OFFICE OCCUPANCY			
62810 · Alarm & Janitorial Services	1,301.92	1,550.94	-249.02
62820 · Rent & Parking	30,826.35	30,016.08	810.27
62830 · Utilities	4,778.53	4,491.04	287.49
62800 · OFFICE OCCUPANCY - Other	0.00	23.24	-23.24
Total 62800 · OFFICE OCCUPANCY	36,906.80	36,081.30	825.50
65000 · SUPPLIES AND MATERIALS			
65010 · COPIER AND SUPPLIES			
65012 · Copies	713.31	1,119.69	-406.38
65014 · Lease	1,318.24	1,350.10	-31.86
Total 65010 · COPIER AND SUPPLIES	2,031.55	2,469.79	-438.24
65020 · Equipment	1,091.00	3,523.96	-2,432.96
65030 · Office Supplies	1,118.14	1,123.43	-5.29
65040 · Postage	319.06	396.72	-77.66
65050 · Software/Computer Accessories	0.00	875.00	-875.00
65000 · SUPPLIES AND MATERIALS - Other	0.00	28.07	-28.07
Total 65000 · SUPPLIES AND MATERIALS	4,559.75	8,416.97	-3,857.22
65110 · PRODUCTION COSTS			
65112 · Advertising and Website	194.75	766.69	-571.94
65114 · Merchandise	0.00	116.99	-116.99
65116 · Newsletters	1,610.01	1,818.00	-207.99
65118 · Publications	178.32	321.21	-142.89
Total 65110 · PRODUCTION COSTS	1,983.08	3,022.89	-1,039.81
65120 · Insurance & Fidelity Bond	2,280.61	1,681.90	598.71
65160 · Miscellaneous	22.00	30.00	-8.00
65320 · Mileage/travel related expenses	2,866.82	2,285.59	581.23
65400 · Meetings & Events	1,956.34	1,849.97	106.37
Total 60000 · MATERIALS & SERVICES	106,374.81	97,399.61	8,975.20
66000 · PAYROLL EXPENSES			
66200 · Wages	228,487.70	209,635.99	18,851.71
66410 · Health, Dental & Life Insurance	35,026.67	36,665.54	-1,638.87
66420 · Retirement	13,330.02	12,893.83	436.19

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

	Jul '19 - Feb 20	Jul '18 - Feb 19	\$ Change
66500 · Payroll Taxes			
66510 · FICA Employer	16,598.76	14,778.43	1,820.33
66520 · SUTA	2,880.88	3,638.96	-758.08
66530 · OR-WBF	77.29	101.61	-24.32
66500 · Payroll Taxes - Other	0.00	-469.68	469.68
Total 66500 · Payroll Taxes	19,556.93	18,049.32	1,507.61
66800 · Fees	161.25	112.25	49.00
Total 66000 · PAYROLL EXPENSES	296,562.57	277,356.93	19,205.64
68000 · PROJECTS-SVC-SUPP-MATERIALS			
68010 · Project Contracted Services	182,512.86	267,985.93	-85,473.07
68020 · Project Mileage & Travel	223.00	1,149.66	-926.66
68030 · Project Other	496.00	300.00	196.00
68040 · Project Supplies & Materials	69.25	15,975.33	-15,906.08
68050 · Project Training	276.86	545.00	-268.14
Total 68000 · PROJECTS-SVC-SUPP-MATERIALS	183,577.97	285,955.92	-102,377.95
69400 · TRANSFERS OUT			
69410 · Trf GF to Building Reserve Fd	5,000.00	5,000.00	0.00
69440 · Trf PF to General Fund	24,907.99	30,189.84	-5,281.85
69450 · Trf GF to General Fund	466.00	0.00	466.00
Total 69400 · TRANSFERS OUT	30,373.99	35,189.84	-4,815.85
Total Expense	616,889.34	695,902.30	-79,012.96
Net Ordinary Income	183,363.35	192,808.42	-9,445.07
Net Income	183,363.35	192,808.42	-9,445.07

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

	Jul '19 - Feb 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	0.00	5,000.00	-5,000.00	0.0%
44535 · Taxes Levied	432,901.32	430,000.00	2,901.32	100.68%
44540 · ODA Operations	24,994.75	24,995.00	-0.25	100.0%
44545 · ODA Tech, LMA & Scope of Work	43,740.00	58,320.00	-14,580.00	75.0%
44550 · ODA - SIA	5,135.29	25,000.00	-19,864.71	20.54%
44555 · NRCS - TA	4,972.88	10,833.00	-5,860.12	45.91%
45000 · Interest Income	10,895.70	8,000.00	2,895.70	136.2%
46430 · MISCELLANEOUS				
46432 · Contributions	1,828.00			
46430 · MISCELLANEOUS - Other	0.00	3,000.00	-3,000.00	0.0%
Total 46430 · MISCELLANEOUS	1,828.00	3,000.00	-1,172.00	60.93%
47200 · CREP, SQP-Fee for Services	16,392.70	3,000.00	13,392.70	546.42%
47400 · Native Plant Sale Income	16,077.40	18,200.00	-2,122.60	88.34%
48000 · TRANSFERS IN				
48400 · Transfer Admin from Project Fd	24,907.99	74,919.00	-50,011.01	33.25%
48500 · Transfer Admin from Gen Fund	466.00			
Total 48000 · TRANSFERS IN	25,373.99	74,919.00	-49,545.01	33.87%
Total Income	582,312.03	1,122,907.00	-540,594.97	51.86%
Gross Profit	582,312.03	1,122,907.00	-540,594.97	51.86%
Expense				
60000 · MATERIALS & SERVICES				
61300 · CONFERENCES AND TRAINING				
61310 · Lodging	1,101.12			
61320 · Meals/per diem	63.28			
61330 · Registration	983.45			
61340 · Training and Education Mate	134.99			
61300 · CONFERENCES AND TRAIN	0.00	11,000.00	-11,000.00	0.0%
Total 61300 · CONFERENCES AND TRA	2,282.84	11,000.00	-8,717.16	20.75%
61500 · COMMUNITY CONSERVATION PROGRAMS				
61510 · Conservation Education (Yo	14,062.54	15,000.00	-937.46	93.75%
61520 · Conservation Incentive Prog	487.87	3,000.00	-2,512.13	16.26%
61530 · Invasives Program	1,563.59	4,801.00	-3,237.41	32.57%
61540 · Native Plant Sale	11,194.03	18,200.00	-7,005.97	61.51%
61560 · Scholarships/Internships	0.00	600.00	-600.00	0.0%
61570 · Soil Quality Program	904.14	3,500.00	-2,595.86	25.83%
61585 · Conservation Leadership - E	197.68	1,000.00	-802.32	19.77%
Total 61500 · COMMUNITY CONSERVAT	28,409.85	46,101.00	-17,691.15	61.63%
62100 · CONTRACTED AND PROF SERVICES				
62115 · Audit	4,650.00	4,800.00	-150.00	96.88%

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

	Jul '19 - Feb 20	Budget	\$ Over Budget	% of Budget
62120 · Computer Support	887.64	4,000.00	-3,112.36	22.19%
62130 · PROFESSIONAL SERVICES				
62140 · Legal	500.00			
62150 · Accounting	13,783.17			
62160 · Facilitation	0.00	3,000.00	-3,000.00	0.0%
62170 · Web Design, Logo - Mark	776.00			
62130 · PROFESSIONAL SERVICE	0.00	32,000.00	-32,000.00	0.0%
Total 62130 · PROFESSIONAL SERVICE	15,059.17	35,000.00	-19,940.83	43.03%
62190 · Misc Contracted Services	0.00	10,000.00	-10,000.00	0.0%
Total 62100 · CONTRACTED AND PROFESSIONAL SERVICES	20,596.81	53,800.00	-33,203.19	38.28%
62300 · Dues/Subscriptions/Fees	4,509.91	10,500.00	-5,990.09	42.95%
62800 · OFFICE OCCUPANCY				
62810 · Alarm & Janitorial Services	1,301.92	2,500.00	-1,198.08	52.08%
62820 · Rent & Parking	30,826.35	43,908.00	-13,081.65	70.21%
62830 · Utilities	4,778.53	12,449.00	-7,670.47	38.39%
62840 · Other	0.00	1,500.00	-1,500.00	0.0%
Total 62800 · OFFICE OCCUPANCY	36,906.80	60,357.00	-23,450.20	61.15%
65000 · SUPPLIES AND MATERIALS				
65010 · COPIER AND SUPPLIES				
65012 · Copies	713.31			
65014 · Lease	1,318.24			
65010 · COPIER AND SUPPLIES	0.00	3,500.00	-3,500.00	0.0%
Total 65010 · COPIER AND SUPPLIES	2,031.55	3,500.00	-1,468.45	58.04%
65020 · Equipment	1,091.00	7,000.00	-5,909.00	15.59%
65030 · Office Supplies	1,118.14	3,000.00	-1,881.86	37.27%
65040 · Postage	319.06	1,191.00	-871.94	26.79%
65050 · Software/Computer Access	0.00	3,000.00	-3,000.00	0.0%
Total 65000 · SUPPLIES AND MATERIALS	4,559.75	17,691.00	-13,131.25	25.77%
65110 · PRODUCTION COSTS				
65112 · Advertising and Website	194.75	1,500.00	-1,305.25	12.98%
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	1,983.08	5,000.00	-3,016.92	39.66%
65120 · Insurance & Fidelity Bond	2,280.61	3,500.00	-1,219.39	65.16%
65160 · Miscellaneous	22.00	2,000.00	-1,978.00	1.1%
65320 · Mileage/travel related expenses	2,866.82	6,027.00	-3,160.18	47.57%
65400 · Meetings & Events	1,956.34	4,800.00	-2,843.66	40.76%
Total 60000 · MATERIALS & SERVICES	106,374.81	220,776.00	-114,401.19	48.18%
66000 · PAYROLL EXPENSES				
66200 · Wages	199,114.55	334,406.00	-135,291.45	59.54%
66410 · Health, Dental & Life Insurance	30,376.32	58,201.00	-27,824.68	52.19%

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

	Jul '19 - Feb 20	Budget	\$ Over Budget	% of Budget
66420 · Retirement	12,107.81	18,560.00	-6,452.19	65.24%
66500 · Payroll Taxes				
66510 · FICA Employer	14,419.38			
66520 · SUTA	2,413.40			
66530 · OR-WBF	65.56			
66500 · Payroll Taxes - Other	10.03	33,902.00	-33,891.97	0.03%
Total 66500 · Payroll Taxes	16,908.37	33,902.00	-16,993.63	49.87%
66800 · Fees	161.25			
Total 66000 · PAYROLL EXPENSES	258,668.30	445,069.00	-186,400.70	58.12%
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%
69450 · Trf GF to General Fund	466.00			
Total 69400 · TRANSFERS OUT	5,466.00	5,000.00	466.00	109.32%
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	370,509.11	1,122,907.00	-752,397.89	33.0%
Net Ordinary Income	211,802.92	0.00	211,802.92	100.0%
Net Income	211,802.92	0.00	211,802.92	100.0%

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

	Jul '19 - Feb 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
43300 · Grant/Project Administration	212,940.66	883,489.00	-670,548.34	24.1%
Total Income	212,940.66	883,489.00	-670,548.34	24.1%
Gross Profit	212,940.66	883,489.00	-670,548.34	24.1%
Expense				
66000 · PAYROLL EXPENSES				
66200 · Wages	29,373.15	60,068.00	-30,694.85	48.9%
66410 · Health, Dental & Life Insurance	4,650.35	11,398.00	-6,747.65	40.8%
66420 · Retirement	1,222.21	4,817.00	-3,594.79	25.37%
66500 · Payroll Taxes				
66510 · FICA Employer	2,179.38			
66520 · SUTA	467.48			
66530 · OR-WBF	11.73			
66500 · Payroll Taxes - Other	-10.03	7,769.00	-7,779.03	-0.13%
Total 66500 · Payroll Taxes	2,648.56	7,769.00	-5,120.44	34.09%
Total 66000 · PAYROLL EXPENSES	37,894.27	84,052.00	-46,157.73	45.08%
68000 · PROJECTS-SVC-SUPP-MATERIALS				
68010 · Project Contracted Services	182,512.86			
68020 · Project Mileage & Travel	223.00			
68030 · Project Other	496.00			
68040 · Project Supplies & Materials	69.25			
68050 · Project Training	276.86			
68000 · PROJECTS-SVC-SUPP-MATERIALS	0.00	615,129.00	-615,129.00	0.0%
Total 68000 · PROJECTS-SVC-SUPP-MATERIAL	183,577.97	615,129.00	-431,551.03	29.84%
69400 · TRANSFERS OUT				
69440 · Trf PF to General Fund	24,907.99	74,919.00	-50,011.01	33.25%
Total 69400 · TRANSFERS OUT	24,907.99	74,919.00	-50,011.01	33.25%
69600 · Reserved for Future Expenditure	0.00	109,389.00	-109,389.00	0.0%
Total Expense	246,380.23	883,489.00	-637,108.77	27.89%
Net Ordinary Income	-33,439.57	0.00	-33,439.57	100.0%
Net Income	-33,439.57	0.00	-33,439.57	100.0%

February 2020 Qtrly All Grant Projects Financial Report.xlsx

Project Name	Grant #	Funding Agency	Start Date	End Date	Status	Final Report Due Date	Fund Amount	(INCOME) Received to	Earned Income to	(EXPENSES) Spent to	CASH Balance	Remaining balance to	Grant Manager	Grant Report Dates	How grant funds are received	Total Admin Expected	Total Admin Received	FY 18-19 Admin
USGS Coldwater Refuges	18080813	MMT	10/1/2018	9/30/2020	Open	11/15/2020	43,150	43,150	33,535	33,535	9,615	0	LB	3/1/2019 & 11/15/2020	100% of funds at beginning of grant	5,628	3,049	2,579
Shared Space DEI Initiative	18040175	MMT	1/1/2019	12/31/2020	Open	2/15/2021	149,388	76,344	44,259	44,259	32,085	73,044	HK	12/9/19 and 2/15/21	two checks; one at the beginning of each calendar year	12,300	3,169	9,131
Ludwigia Management Alternatives	19100538	MMT	12/1/2019	12/31/2022	Open	2/15/2023	27,742	27,742	390	390	27,352	0	LB	Interim Report: 1/1/2021 & 1/1/2022.	100% of funds at beginning of grant			0
State of the Science	20010715	MMT	2/1/2020	1/31/2022	Open	3/15/2022	80,000	80,000	0	0	80,000	0	LB	Interim 2/1/2021 & Final 3/15/2022	100% of funds at beginning of grant	12,000		12,000
State of Willamette	19100539	MMT	12/1/2019	2/28/2020	Open	NA	5,800	5,800	5,800	5,800	0	0	LB	NA	100% of funds at beginning of grant	527	527	0
Willamette Mainstem Cooperative	19010935	MMT - Basinwide #3	3/1/2019	2/28/2021	Open	4/15/2021	40,000	40,000	18,261	18,261	21,739	0	LB	Interim Report: 3/1/2020 & Final Report: 4/15/2021	100 % of funds at beginning of grant	3,636	1,583	2,053
Willamette River Aquatic Weed Management Phase 6	2019-32-908	ODA-OSWB	2/25/2019	4/30/2020	Open	6/30/2020	32,990	24,743	24,743	26,444	-1,702	8,248	LB	Interim Report: 8/25/2019 & Final Report: 6/30/2020	*50% of funds received at start of grant *25% of funds are received after interim grant report submitted and approved by	2,999	2,231	768
Willamette River Aquatic Weed Management Phase 7	2020-33-010	ODA-OSWB			Open		27,719	0	0	0	0	27,719	LB		*50% of funds received at start of grant *25% of funds are received after interim grant report submitted and approved by ODA *final funds are received after final grant report submitted and approved by ODA	2,520	0	2,520
Purge the Spurge! EDRR and Community Outreach	2020-33-011	ODA-OSWB			Open		8,808	0	0	0	0	8,808	LB		*50% of funds received at start of grant *25% of funds are received after interim grant report submitted and approved by ODA *final funds are received after final grant report submitted and approved by ODA	801	0	801
100 Acre Wood Habitat Project - Plant Establishment	217-3002-14131	OWEB	12/13/2016	6/30/2022	Open	8/30/2022	25,278	6,575	6,575	7,025	-450	18,703	DS	Project completion only	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	2,298	1,047	1,251
Crestmont Land Trust Restoration and Enhancement Project	217-3030-14293	OWEB	4/26/2017	4/30/2020	Open	4/30/2017	196,657	153,055	153,055	176,928	-23,873	43,602	DS	None		17,818	15,911	1,907
2019 Supplemental Data Collection for WFIP Effectiveness Monitoring	218-8390-17212	OWEB	2/4/2020	12/31/2021	Open	2/28/2022	100,000	0	0	163	-163	100,000	LB	Interim Report: 12/31/2020 & Final Report: 2/28/2022	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	9,091	0	9,091
Willamette FIP Effectiveness Monitoring Program Phase 4: Data Collection 2020-2021 and Reporting	220-8201-17233	OWEB	1/1/2020	12/31/2022	Open	2/28/2023	119,988	0	0	98	-98	119,988	LB	Interim Report: 6/30/2021 & Final Report: 2/28/2023	When expenses >\$250 occur; invoices and financial tracking spreadsheet submitted	10,908	0	10,908
2019 data collection for WFIP Effectiveness Monitoring	218-8201-16520	OWEB	1/1/2019	12/31/2020	Open	2/28/2021	119,983	22,000	22,000	24,454	-2,454	97,983	LB	2/28/2021	no funds received at start of grant; funds received by reimbursement of invoices/receipts for amounts of \$250 or more submitted by BSWCD; OWEB holds last 10% of funds (\$11,983) until they receive and approve of Final Report at end of grant	10,908	2,164	8,744
Ecosystem Functions in Agricultural Lands	09-16-007	OWEB	6/15/2017	5/26/2019	Open	5/26/2019	9,992	6,897	6,897	6,897	0	3,095	DS	5/26/2019 & 3/26/2021		908	626	282
Forest Fractal Wetland Restoration	09-16-006	OWEB	6/23/2017	5/26/2019	Open	5/26/2017	9,836	8,640	8,640	8,640	0	1,196	DS	Completed		984	984	0
OWEB-NRCS TA grant	219-9001-16731	OWEB	2/4/2019	2/29/2020	Open	4/29/2020	10,833	9,327	9,327	10,415	-1,088	1,506	TM	5/26/2019 & 5/26/2021 (6/17/2019, 12/16/2019, 6/14/2020, 12/14/2020, 6/14/2021, 12/13/2021, 6/13/2022, 12/13/2020)	by reimbursement of invoices; OWEB holds last 10% until final report received.	984	847	137
OWEB SIA grant	218-8010-16782	OWEB	3/4/2019	12/22/2023	Open	12/22/2023	125,000	9,528	9,528	12,084	-2,556	115,472	DS			11,364	865	10,499

February 2020 Qtrly All Grant Projects Financial Report.xlsx

Project Name	Grant #	Funding Agency	Start Date	End Date	Status	Final Report Due Date	Fund Amount	(INCOME) Received to	Earned Income to	(EXPENSES) Spent to	CASH Balance	Remaining balance to	Grant Manager	Grant Report Dates	How grant funds are received	Total Admin Expected	Total Admin Received	FY 18-19 Admin
Willamette Anchor Habitat Working Group Monitoring Framework	216-8201-15838	OWEB-FIP	11/1/2017	6/30/2020	Open	8/29/2020	129,954	114,723	107,101	116,223	-1,500	15,231	LB	Final report due August 29, 2020.	no funds received at start of grant; funds received by reimbursement of invoices/receipts for amounts of \$250 or more submitted by BSWCD; OWEB holds last 10% of funds (\$12,995) until they receive and approve of Final Report at end of grant	11,814	10,429	1,385
Willamette Mainstem Cooperative Restoration, Phase 1	214-3999-11532	OWEB-SIP	2/19/2015	12/31/2019	Open	12/31/2019	221,643	218,620	218,620	221,620	-3,000	3,023	LB	Final Report due November 29, 2018 Post-Implementation Status Report due July 31, 2020 Post-Implementation Status Report due July 31, 2022	no funds received at start of grant; funds received by reimbursement of invoices/receipts submitted by BSWCD; OWEB holds last 10% of funds until they receive and approve of Final Report at end of grant	19,518	22,518	-3,000
Total							1,484,761					637,617					65,950	71,057

**Benton Soil and Water Conservation District
RESOLUTION NO. FY-2019-2020-13 (Budget Revision)
Oregon Department of Agriculture State Weed Board Grant # 2020-33-010
Willamette River Aquatic Weed Management, Phase 7**

BE IT RESOLVED that the Board of Directors of the Benton Soil and Water Conservation District (SWCD) hereby approves the addition of \$27,719 to the Benton SWCD FY20 Budget as follows:

Project Fund

Add \$27,719 in Resources to the Project Fund for Oregon Department of Agriculture State Weed Board Grant #2020-33-010: "Willamette River Aquatic Weed Management, Phase 7".

Add \$27,719 in Requirements to the Project Fund as follows:

Personnel	\$5,510
Contracted Services	\$18,950
Materials & Services (weed guides/travel/weed disposal)	\$739
Transfer to General Fund (Fiscal Admin)	\$2,520

General Fund

Add \$2,520 in Resources

Transfer from Project Fund (Grant Administration) \$2,520

Add \$2,520 in Requirements to the General Fund as follows:

Payroll Expenses (wages, benefits, retirement, payroll taxes)	\$2,520
---	---------

SIGNED THIS 6th day of April 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

Date: March 31, 2020
To: Benton SWCD Directors
From: Holly Crosson, Executive Director
Re: March Monthly Report for April 2020 Board Packet

A. NEW INITIATIVES

- **COVID-19** –I addressed numerous issues in March related to the new coronavirus. Here is a summary of highlights:
 - Met with staff/provided news releases from CDC and Oregon Health Authority so everyone was informed about health and safety issues.
 - Closed office and worked with staff to craft language for front door and website.
 - Purchased disinfectants for office and discussed office cleaning protocols and social distancing requirements with staff.
 - Arranged for staff to get set up with laptops/VPNs to enable work from home.
 - Developed a Telework Policy.
 - Authorized purchase of Zoom subscription to enable video conferencing.
 - Stayed up-to-date on state/federal executive orders; kept staff/board informed; communicated with board about District powers under Emergency Declaration.
 - Participated in several webinars related to Covid-19 (SDAO, HR Answers, others).
 - Connected with funders (OWEB, Meyer Memorial Trust), Oregon State Treasury (LGIP) and Benton County about potential financial ramifications of pandemic.
 - Worked with staff to streamline administrative processes to better accommodate telework; brainstormed creative ways to continue to reach our community.
 - Monitored Dept of Labor, BOLI, Oregon Employment Dept and other sites to review new laws and determine how they will impact the District as an employer.
 - Investigated steps District has to take to comply with Families First Coronavirus Response Act - FFCRA.
 - Informed staff of their rights under FFCRA via new poster requirement.
 - Looking into federal CARES ACT to see how it may affect the District; connecting with Senator Merkley's office through OACD to get questions answered.
 - Communicated with SDAO, Cascade Employers Association, HR Answers and others to keep up with rapidly changing scenarios related to Covid-19.
- **The Confluence** – Attended DEI meeting with Heath and Laura; attended DEI Change Agent Cohort meeting with Confluence cohort and consultants; met with Jerry about Architecture Committee financial plan; reviewed financial plan and provided feedback; attended March 30 Steering Committee meeting.
- **WRI/Willamette River Network (WRN)** – communicated with Meyer and staff about end of WRI and current grant obligations; communicated to Meyer and WRN about the award presented by OPRD to Benton SWCD/Laura for the WMC.

B. PROJECTS/PROGRAMS/PARTNERSHIPS

- Discussed with Laura BSWCD becoming designated weed entity for Benton County.
- Reviewed and commented on MOU with Laja Twinning project.

- Oversight of District grants (coordinate with staff/partners).
- Reviewed/signed project contracts, contract modifications, invoices, support letters, grant agreements and extensions, landowner agreements, reimbursement forms/grant funds requests, grant summary table update, etc.

NATIVE PLANT/ BULB/SEED SALE

- No activity this month except to promote our outreach themes to community.

FISCAL

- Continued FY21 budgeting process; LB forms; Project Fund worksheet.
- Tracked 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

- Held staff Team Building Retreat at Bald Hill Farm with facilitator from Triangle Associates; followed up with facilitator and reviewed notes from retreat; began integrating outcomes from retreat into office operations and organizational culture.
- Attended SDAO/SDIS virtual meeting about employee health plan renewals; informed staff of options from SDIS; continued to research other options for health care benefit.
- Began review of Annual Workplan for FY21.

D. BOARD

- Attended board meeting on 3/2; provided mid-year financial review.
- Created April 2020 board meeting agenda and accompanying documents; reviewed draft financials; reviewed/edited draft meeting minutes; prepared budget resolution and other packet documents.

E. MISCELLANEOUS, SAFETY, INFORMATION TECHNOLOGY

- Met with city employee to discuss City of Corvallis's plan to remove three parking spaces near our entrance to be used by Greyhound as a bus stop; provided comments to the city; informed staff of the changes.



Benton Soil and Water CONSERVATION DISTRICT

Date: March 18, 2020

To: Benton SWCD Directors

From: Laura Brown, River Restoration and Invasives Program Coordinator

Re: March 2020 Monthly Report for April 2020 Board Meeting

Willamette Mainstem Cooperative

I was able to take advantage of a lovely sixty degree February day and go out with Brian Bangs and Matt Coliver from Oregon Department of Fish and Wildlife to sample for fish at sites Benton SWCD treats for Ludwigia. Winter sampling is not often done, as usually weather is poor and water is too high or fast, but we were able to find the sweet spot where we still had winter conditions, but a pleasant day. We were sampling to see how fish use changes over the course of a year in a site that has been treated for Ludwigia. There is less systemic data on which fishes are using these habitats throughout the year, and when we only target summer or fall, we likely miss other species or life stages that are using these sites at different times. Even when we don't find fish we are still filling in the data gaps on fish use. It is also incredibly useful to link fish use to varying flow and temperature regimes to better understand the year-round impacts of Ludwigia treatment. This is our 3rd year partnering with ODFW to monitoring fish populations at these sites. The data collected will be summarized and included in the Collins Bay Restoration Plan, helping to guide what happens next at that site after 7 years of herbicide treatment. I also worked with partners up and down the river to plan our Love you River events for 2020.

We are hosting three Paddle and Weed Pulls to hand pull aquatic invasives - July 15, July 23, and August 13, 2020. Bring your own boat or borrow one from Willamette Riverkeeper!

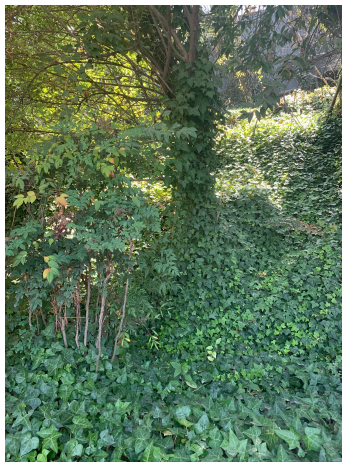


We caught native fish such as juvenile salmonids, suckers, and lamprey using our sites in the winter.

Invasives Program

I was hiking along a trail in the Patagonia region of Chile recently, enjoying the 30 mph wind in my face, when I first spotted it... scotch broom (*Cytisus scoparius*). What?! I was 7,312 miles from Oregon, and more importantly 8,455 miles from Scotland! What was it doing here?! There among the Andes Mountains, glaciers, lakes, Andean condors, and guanacos, I found not only scotch broom, but also ivy (*Hedera spp*) and velvetgrass (*Holcus lanatus*) among other things. Even Pablo Neruda, one of the most influential 20th century poets who lived in Santiago, Chile, was influenced by the invasives around him.

“And I watch my words from a long way off.
They are more yours than mine.
They climb on my old suffering like ivy.”



I love to travel, and in the past I've traveled to places that were so different from Oregon that I didn't recognize the invaders. Indonesia, Ecuador, the Middle East – all these places had amazing biota that were new and unfamiliar to me. Maybe these species were invasive, but I couldn't tell! If anything, the species I did recognize were actually invasive in Oregon or my home state of North Carolina, but I was seeing them in their native habitat. For example, lionfish (*Pterois volitans*) are an invasive species in North Carolina, but endemic to Indonesia, so when I saw them in their native habitat of Indonesia, I couldn't get the negative invasive association out of my head! But the thing about Chile is that the 45th parallel also runs through it, so the climate, conditions, and plant composition can be quite similar to Oregon's.

The Invasive Eye is something that we often talk about in the world of invaders. It's the idea that once you learn to identify an invasive species, you suddenly start seeing it everywhere! Think about ivy... once you learn that it is an invasive species, you start to see it along the riverfront downtown Corvallis, in the neighborhood parks in Philomath, and all along the Willamette River. I won't even mention the amount of ivy on Interstate 205 northbound... The Invasive Eye can be a curse, for sure, but also a benefit. We work to rapidly respond to new sightings of invasives, striving to eliminate any invaders early.

Another example of Benton SWCD responding to invasive species reports was this last spring when someone came into our office to report Italian thistle (*Carduus pycnocephalus*) growing around the parking lots in downtown Corvallis. We were able to gather a great group of volunteers within days to run out and pull the Italian thistle from the known areas prior to seeds dispersal. We are working to continue to control this species in the downtown area and hosted another weed pull on March 18th. We also hope to see you at our Let's Pull Together on May 16, 2020!

Heath Keirstead - Staff Report

February 21, 2020 - March 20, 2020

Changes to Our Outreach Approach

While Bob and I were able to bring a bird beak activity to the students of North Albany at their science night on March 5, most of our other planned outreach events have been cancelled. Although this is a disappointment, it's also an opportunity to innovate!

BSWCD staff have been brainstorming ways to connect while still maintaining physical distance. Some ideas include:

1. More frequent emails with ideas for activities and resources people can use at home and in their yards/farms.
2. Facebook Live events (see Laura's Italian Arum removal video!)
3. Webinars instead of in-person meetings.
4. Using Little Free Libraries to share conservation resources (handouts, activity books, etc.)
5. Leaving chalk art messages in strategic places to alert people to resources we have placed in Little Free Libraries, etc. (thinking about people who can't access internet)
6. What ideas do you have?



The new Oak Grove Elementary School, where the North Albany Science Night was held on March 5

BSWCD Outreach Events (not a complete list!)

Date/Time	Event	Location
March 5 6:30-8 pm	N. Albany Science Night	Oak Grove Elem., N. Albany
April 8 6-7 pm	Invasives in Your Backyard	Webinar
April 14 6:30-7:30 pm	Invasives in Your Backyard	Webinar
April 18 11:30-2:30	Handouts at Shonnard's	Shonnard's Nursery
May 6 6-7 pm	Invasives in Your Backyard	Webinar
June 4 Details TBD	Community Aquatic Plant ID Event	Willamette River, Benton Co.
June 13 2:30-5 pm	Bird Garden Tour	2 sites in Corvallis
June 20 10 am - 4 pm	Dancing Oaks Pollinator Festival	Dancing Oaks Nursery, Monmouth
July 8, evening	River float with C.T. Grand Ronde	Willamette River, Corvallis
July 11 1-4 pm	2 nd Saturday Arts: Bird Banner Painting	The Arts Center, Corvallis
July 15 Details TBD	Paddle and Pull Volunteer Event	Willamette River, Benton Co.
July 23 Details TBD	Paddle and Pull Volunteer Event	Willamette River, Benton Co.
August 13 Details TBD	Paddle and Pull Volunteer Event	Willamette River, Benton Co.



Dawson, a Lincoln 5th grader participating in the Twinning exchange, shows off his migration map.

Diversity, Equity, and Inclusion

This table summarizes the work done to date. One or more of the consultants have attended our committee meetings and have had additional emails and phone conversations with Confluence staff.

Assessments	
Assessments are moving along at individual org/consultant paces. Goal to have all individual org assessments completed by end of March, and combined final report to committee by mid to late April.	
Organization	Status
BSWCD	Survey completed; presented to full staff/board; discussed in depth with BSWCD Equity Committee. Two more assessment meetings are planned for April to develop the report and create an interim action plan (for May through Fall, 2020)
CEC	Survey completed; presented to equity committee; report in progress.
IAE	Survey completed; presented to small group of staff/board; report in progress.
MRWC	Newly added member; assigned to Yee Won, beginning stages.
GBLT	In process of refining Assessment questions.
CPRCD	Sent out to board/staff, collecting responses.
Change Agent Cohort	
Change Agent cohort dates are all set. Session one was held Jan. 21. Coaching sessions will be set up following Session I.	
Awareness Raising Trainings	
Awareness Raising dates were set for April 1 and 25. These have been postponed due to Coronavirus. The Confluence Equity Committee is meeting with our consultants in mid-April to determine how best to proceed in light of the unpredictable circumstances.	

Change Agent Cohort Trainings

The four trainings are scheduled for January 21, March 10, May 13, and September 15. The trainings will help prepare us to carry our equity plans into fruition- a very long term process. BSWCD Change agents are Holly Crosson, Laura Brown, and Heath Keirstead.

Equity Committee Meeting Summary

In December, we reviewed the project plan and committee member job description, and current and potential funding for Confluence equity work. We discussed and agreed to bring MRWC into the process and committee. In January, we appointed a work group to develop a 2020 work plan for the Equity Committee. We came up with five goals for the 2020 Work Plan, summarized here: 1) Resolve the collaborative distribution of funds; 2) Shepherd the DEI grant process to ensure success; 3) Serve as a learning community to support each other/each organization; 4) Develop the Confluence DEI work – how to move forward? Are we the change agents for Confluence?; and 5) Financial Planning for the “group” to ensure full participation of each member. A Work Plan Work Group (Heath K., Kim Townsend, David Zahler) came up with a sixth workplan goal: establish operational procedures.

Please ask questions if you have any! Here is a link to the shared folder where all the Equity Committee Materials can be found: <https://drive.google.com/drive/folders/142GsbQjxWwr8QJ481DQbyTL4MMYRtyBW?usp=sharing>

Date: March 21, 2020
To: Benton SWCD Directors
From: Linda Lovett, Operations Manager
Re: February 21 – March 20, 2020



- **Office & Fiscal Administration**
 - Daily reception and administrative duties
 - Worked on records retention plan and reviewed CIRs for destruction.
 - Updated LB forms for FY21 budget process.
 - Purchased Adobe Acrobat Team/Business plan so all staff can edit and sign pdf documents, enabling us to digitize paper processes.

- **Personnel/Staff Meetings/Training**
 - Met with VALIC Financial Advisor Brent Moeller to discuss setting up retirement account.
 - Attended team-building retreat at Bald Hill Farm.

- **Meetings and Events**
 - Created minutes template for Faye to use for March board meeting.
 - Drafted and submitted public notice for March board meeting.

- **COVID-19 Related**
 - Attended webinar on “Special District Communication and Meetings During a Crisis” hosted by SDAO. The focus was on how to comply with public meeting law when doing virtual and phone meetings.
 - Worked with Faye and Holly on messaging to board and public about virtual meetings.
 - Led staff meeting discussion on developing paperless processes for routine tasks such as ordering supplies, making payments (CIRs, credit card forms), depositing funds.
 - Drafted wording for front door sign and phone message notifying public that due to District staff would be working remotely and how to make contact.
 - Discussed options for deep cleaning\disinfecting office if we suspect contamination with coronavirus.



I captured this panoramic at Silver Falls State Park, North Falls, during the Oregon Society of Soil Scientists' Winter Meeting, March 1, 2020. The view could epitomize a COVID-19 perspective, standing in the darkness of our unknow with hope for the distant light of normality. The two-day event, although not on BSWCD time, still provided networking opportunities. I connected with presenter, Mariah Dawson, the Oregon Parks and Rec

Dept. Statewide Interpretive Specialist. Mariah is in charge of curriculum development for the Oregon [Junior Ranger](#) program and expressed an interest in soil activities for kids. She appreciated the links I shared to the BSWCD tried-and-true [Teachers Guide to Soil Lessons](#) that Heath and I compiled years ago. In a normal future, Mariah will visit the BSWCD office storeroom to see the hands-on materials we use to teach youth about soils.

Conservation in Uncertain Times

For the past two weeks, my calendar has become plagued with cancellations and closures. It is disheartening to miss a season of my favorite annual presentations, such as the Master Gardeners' Soil & Compost lecture.

On the flipside, I've started working from home in a room flooded with natural light, which is refreshing compared to my BSWCD converted broom closet. Humming birds visit the feeder and rain clouds mask the noon day sun. I have a long list of BSWCD tasks to catch up on, such as my GIS online studies, the Lilliputopia Conservation Plan, and polishing the PSSR project report for public release.

The last task I completed before leaving the office was to submit the Upper Muddy Creek Strategic Implementation Area Monitoring Proposal. Here are some tidbits from the proposal.

- Muddy Creek, as a whole, was 303 (d) listed for biocriteria, temperature, and dissolved oxygen, yet there is little historical water quality data for the Upper Muddy section.
- ODA has identified 29 tax lots with issues related to livestock access to the creek, lack of riparian vegetation, and manure management.
- I recommend monitoring water at seven locations for continuous temperature, conductivity, turbidity, and dissolved oxygen. *E. coli* at two sites. Stream flow at one site.
- The monitoring budget contains \$23K for wages, plus mileage and equipment/supplies over four years. There is approximately \$1,500 balance for unforeseen expenses.

When the proposal is approved, I'll write the Sampling Analysis Plan. Onward!

Farming, Restoration, Education



Feb 21 - WV Ag Soil Health meeting - Small but mighty, this group of 10 has started something BIG! The next meeting of tall fescue farmers, soil scientists and SWCD staff slated for 2020 fall or winter.

Feb 22 - OSU Small Farms Conference - In retrospect, I think back on how much I took for granted that day when nearly 900 participants shared networking, educational sessions, and food.

Feb 25 - Site Visit - Donna and I visited Garrin Hitner, a landowner in the UMC SIA on Hammer Creek. Garrin has a large pond and will be pasturing cattle. He previously worked with NRCS to receive EQIP assistance when he lived on the southern coast. Winter sacrifice area, pasture improvement, and riparian restoration are practices that interest him.

Feb 26 - 2020 WV Habitat and Management Restoration - I was honored to represent BSWCD at this regional meeting. I learned about our partners' good work in prairies and oak savannas.

Mar 7 - Rural Living Day - With my box of soil health demos (TRY THIS AT HOME) and a fistful of handouts, I met with 20 people who asked themselves, "What else should I understand about soil?" We enjoyed a 45-minute exchange; me, spewing soil science facts agglomerated with practical hands-on activities. We fired questions and answers to collectively explore such topics such as pH, cover crops, soil clay content, and container potting mix drainage.

Urban Conservation

Mar 11 - Erik Swartzendruber, Willamette Valley Regenerative Landscape Coalition (WVRLC), and I shared information about our recent Oregon Invasive Species Council (OISC) proposal with Laura's CWMA work group.

Mar 17 - By this date, meetings were switching from face-to-face groups to online formats. Signe Danler set up a Zoom event for the monthly WVRLC meeting.



Mar 18 - Three cheers for Laura!!! She conscientiously facilitated the Italian thistle (*Carduus pycnocephalus*) weed pull, instructing participants to meet at the 5th & Jefferson parking lot (instead of BSWCD office) and practice social distancing. Around 15 staff and volunteers worked to fill the back of Jerry's pickup with bagged thistle (above). Battling this villainous plant (left) and mobilizing volunteers to defend public spaces are some of the activities we proposed in the OISC grant application. The weed pull will be BSWCD's last public event until the COVID-19 infestation subsides.



Donna Schmitz: Feb. 20th to March 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:
 - Alsea River landowner; signed up for new possible 51.7 CREP buffers
 - Alsea River: re-enrollment for CREP for 54.7 acres buffers, new 6 possible CREP acres
 - Bull Run Creek: re-enrollment for CREP for 26 acres
 - Unnamed Creek, near McFarland Road; New 9.1 CREP acres
 - Marys River, un-named Creek, new possible 21 CREP acres
 - Beaver Creek, New possible 15.4 CREP acres.

Technical assistance contacts; telephone inquiries, office visits per resource concern.

- Native plants (5), invasive ID and control (1), riparian restoration (2). Pond development (2), mud and manure (2). wetland restoration. permits. soil testing.

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.

- 100 acre Wood: Spraying invasive plants in prairie and riparian areas. Requested funds. Developed contract for planting and acquired 960 trees and shrubs for replanting in areas where mortality occurred in the riparian areas.



Left: Hammer Creek and Williams Road: one of several water quality sampling locations in the Muddy Creek SIA.
Right: Oregon grape

- Crestmont Land Trust grant: Requested funds and OWEB is withholding 10% of funds until end of project April 2020.
- SIA: working on two small OWEB grants for manure and mud.
- SIA Met with Teresa several times to discuss and help with writing monitoring plan, provided edits, help with budget page.
- SIA: visited potential WQ monitoring sites looking for access and taking pictures.
- SIA: Met with Jo Morgan of ODA and Teresa about monitoring plan.
- SIA: site visit with landowner about sacrifice areas and rotational grazing, pasture management.
- FA: Researching middle Muddy Creek as a focus area, observing vegetation along Creeks. This part of Muddy Creek and its tributaries seems very well vegetated. Met with Jo at ODA about using Long Tom Watershed as a focus area in southern Benton County. She wanted to present it to the Local Advisory Committee for ideas. Contacted Long Tom Watershed about their ideas of partnering on this effort.
- Met with personnel from several departments at Benton County to discuss the IGA and our programs and how we could work together.
- Attended Confluence Architecture meeting, reviewed costs lists for office equipment and annual costs for utilities/services for the building.

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

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

- Researching another watershed to use as a new focus area for ODA.
- Training survey and attended staff training for working together.
- Prepared tables of the last two years of accomplishments and tasks for the next four years for the upcoming ODA Agricultural Water Quality Plan meeting Local Advisory Committee, which has been postponed.
- Attended two meetings for planning Leadership Corvallis Natural Resources tour.
- Attended staff meetings and board meetings



March 12, 2020

Subject: County Resolution to name Benton Soil and Water Conservation District as the "designated weed entity" for Benton County

Dear Benton SWCD Board Members,

I am requesting your support for Benton SWCD to work with Benton County Commissioners to designate Benton SWCD as the county's "designated weed entity."

Benton SWCD's current role, through Benton SWCD's Intergovernmental Agreement (IGA) with Benton County, is to provide Benton County Public Works with six Weed Spotters trainings for the Public Works Road crew each year focusing on EDRR species, host two Special Management Area (SMA) weed pulls in Benton County, share invasive species information with the county, and report to the Board of Commissioners after the submittal of an annual report on work completed. For this service, Benton County pays Benton SWCD \$5000 annually. In addition to the IGA, Benton SWCD currently acts as a point person between private landowners and the Oregon Department of Agriculture in Benton County. For example, when the A-listed Noxious Weed, oblong spurge (*Euphorbia oblongata*) was first spotted in Benton County, Benton SWCD contacted ODA immediately and worked with ODA to reach out to the landowners and have the species treated.

By default, counties are the primary entities to deal with noxious weeds, but there is no requirement that they have a weed program. They can designate their authority to respond to weed issues to another entity. This does not require the entity to respond to noxious weeds, but allows them to serve as the primary "go to" place for consultation for ODA.

The official designation by the Benton County Commissioners as the "designated weed entity" for Benton County would make Benton SWCD eligible for grant funding that is only open to one agency per county (i.e. less competitive) without increasing the responsibility or workload of Benton SWCD. We essentially already fill the role of the designated weed entity, but what we need is a letter of support from the County Commissioners. They are willing to do this and provide us with that designation without increasing our responsibilities. This would ensure that we have funds to treat Early Detection Rapid Response (EDRR) species such as oblong spurge. I have also attached a letter of support from the Benton County CWMA supporting this decision.

Thank you for your consideration!

A handwritten signature in blue ink, appearing to be "Laura Brown", with a long, sweeping underline.

Laura Brown
Invasive Species
Program Coordinator
Benton SWCD





Benton Soil and Water
CONSERVATION DISTRICT

P 541.753.7208 F 541.753.1871
bentonswcd.org
456 SW Monroe Ave., Suite 110
Corvallis, Oregon 97333

November 8, 2019

Benton County Board of Commissioners
205 NW 5th Street
Corvallis, OR 97330

Subject: *Designation of the Benton Soil and Water Conservation District as the County Weed Entity.*

Dear Benton County Board of Commissioners,

I am writing to express the Benton County Cooperative Weed Management Area (CWMA)'s support for the Benton County Board of Commissioners designation of the Benton Soil and Water Conservation District (SWCD) as the county weed entity. During our bi-annual meeting on November 6th, 2019, the CWMA unanimously voted to support this great opportunity.

Benton Soil and Water Conservation District (Benton SWCD) works to control invasive species throughout Benton County by connecting private landowners with organizations and agencies that are able to treat Oregon Department of Agriculture's listed species and provides Early Detection and Rapid Response training and outreach throughout the county.

Thank you for your time and please contact me at 541-753-7208 or lbrown@bentonswcd.org as soon as possible.

Sincerely,

A blue ink handwritten signature, appearing to be 'L. Brown', with a long horizontal flourish extending to the right.

Laura Brown
Invasives Program
Coordinator
Benton SWCD
541-753-7208
lbrown@bentonswcd.org



BENTON COUNTY
Cooperative Weed
Management Area

Benton County Cooperative Weed Management Partners (CWMA) 3/13/2020

Alliance for Recreation and Natural Areas
Alsea Watershed Council
Benton County Farm Bureau
Benton County Public Works
Benton County Natural Areas and Parks
Benton County Small Woodlands Association
Benton Soil and Water Conservation District
Bureau of Land Management
Calapooia Watershed Council
Cascade Pacific RC&D
City of Albany
City of Corvallis
City of Philomath
Greenbelt Land Trust
Institute for Applied Ecology
Integrated Resource Management
Luckiamute Watershed Council
Marys River Watershed Council
Natural Resources Conservation Service
Oregon Department of Fish and Wildlife
Oregon Department of Forestry
Oregon Department of Transportation
Oregon Military Department
Oregon State University College Forests
Oregon State University Extension Service, Benton County
Philomath Park Advisory Board
US Forest Service
US Fish & Wildlife Service
Western Invasives Network



Benton Soil and Water
CONSERVATION DISTRICT



Benton SWCD Telework Policy

The purpose of this policy is to establish guidelines and procedures for teleworking by District employees.

Telework is a privilege. Benton SWCD reserves the right to modify the telework policy at any time, or revoke telework privileges at any time.

Working from home is a temporary work option for non-exempt employees when the office has been officially closed by the Executive Director or the Board of Directors. Examples of official closure may include, but are not limited to: inclement weather, natural disaster, emergency declaration, or health pandemic. Non-exempt employees are not approved to work from home as part of their regular work schedule when the office is open, except on an occasional or irregular basis and only when approved in advance by the employee's supervisor.

Those employees in exempt positions may work at home for some of their hours on a regular basis but must also maintain regularly scheduled work hours at the office (unless the office has officially closed under one of the above circumstances).

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

Any employee who is teleworking must be available during established work hours and provide timely response to email, phone calls etc. Absences, including unavailability during work hours, must be pre-approved by the Executive Director who may consider an employee's request to alter regular work hours on a telework day.

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

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

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

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

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

equipment, or the BSWCD Network, is allowed. Login information and passwords should be protected.

District teleworking equipment must remain in a secure location at all times.

District teleworking equipment and software are to be used for work purposes only.

District employees will not hold business visits or in-person meeting with stakeholders or co-workers during telework status.

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

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

DRAFT

Guidelines for Special Districts in Declaring a State of Emergency

By: Tommy A. Brooks and Laura Westmeyer, Cable Huston, LLP

Introduction

Since the Governor declared a state of emergency in Oregon on March 8, 2020, many local governing bodies have been acting to declare their own state of emergency within their jurisdictions. The process for cities and counties to make an emergency declaration is laid out in statute, but special districts have little guidance for doing the same, and some may be wondering whether they should consider making a local declaration, and what the import and effect of a declaration would be for their district.

Purpose of Emergency Declarations

The primary purpose of an emergency declaration is to maintain continuity of service in situations where the normal decision-making process may be unavailable. Emergency declarations allow governments to quickly mobilize to minimize, respond to, or recover from the emergency presented. While each emergency will present its own unique set of facts and needs, the common purpose for a declaration is when the risks of delay or inability to take certain actions outweighs the public benefits from following the ordinary procedure. An emergency declaration functions as the triggering action for a government to activate a menu of powers and authority that may not be ordinarily available, or to use processes that may not be ordinarily used, in order to respond to the emergency circumstance. Special districts should consider the type of powers, processes, and authority that it would want to authorize in the event of an emergency.

Authorized Actions in a State of Emergency

Declaring a state of emergency allows special districts to make adjustments to a variety of functions. Below are some of the more common actions and functions that may be authorized or adjusted through an emergency declaration:

1. ***Provide additional sources of funding.*** Divert funds appropriated for certain purposes to meet the needs of the emergency.
2. ***Designate a line of succession for the governing body and district staff / Authorize individuals to take action that they would not otherwise be authorized to take.*** In an emergency, a quorum of the governing body may be unable or unavailable to take an action that is needed to protect the district. Or the administrative or executive head of a district may be unavailable to make day-to-day decisions. An emergency declaration may designate a line of succession for individuals authorized to perform the needed functions in their place.
3. ***Authorize the suspension or waiver of local policies or ordinances.***
4. ***Suspend local procurement rules and spending authority limits.***
5. ***Allow for greater cooperation among local governments.*** Authorize the district's entrance into contracts and agreements with other governments. Provide and receive resources with or without a formal contract.
6. ***Prioritize certain district activities and functions.***
7. ***Demonstrate eligibility for certain funding.*** Some emergency funding sources require documentation of the existence of an emergency and spending during that time.

8. Raise public awareness.

9. Provide legal protection for actions taken during a state of emergency.

Process for Declaring an Emergency

Unlike for the state, cities, and counties, there is no statutory process in place for special districts to declare an emergency. Special districts do, however, generally have broad authority to adopt local rules and regulations and to take all action that is necessary or proper to perform the functions and purposes for which the district was formed. For special districts, a two-step process is recommended.

First, the governing body should act to generally authorize declarations of local states of emergency. This may be in the form of an ordinance or resolution. This first action should identify, at a minimum: (i) what would constitute a local emergency; (ii) who is authorized to make a declaration of a state of emergency; (iii) delegations to individuals for actions that the governing body as a board may be unable to make; (iv) a line of succession of board officers and district staff; (v) the additional powers and authorities; and, (vi) any processes that are authorized to be revised or suspended during the emergency.

The next step would be to declare a state of emergency that is specific to the circumstances presented at the time of the declaration – for example, to respond to the threats imposed by the COVID-19 outbreak. This would be in the form of a resolution or declaration. This second action should contain, at a minimum, the following elements: (i) findings of the criteria meeting the definition of a local emergency; (ii) the actions that are authorized as appropriate for the current emergency; (iii) the individuals who are ordered or authorized to take the authorized actions; (iv) the method for keeping the governing body apprised of all actions taken pursuant to the emergency powers that are taken other than by the governing body; (v) the duration of the emergency during which time the actions would be authorized.

Limitations on Emergency Declarations / Conclusion

While declaring a state of emergency has multiple purposes and value for a special district, and can assist it to respond to the emergency at hand, districts should also keep in mind that a declaration is about continuing operations and does not provide a district with authority beyond the reasonable protection of district assets and resources. Such a declaration does not serve to override federal law. Further, state statutory requirements for special districts will continue to remain in place, such as the requirement to hold public meetings and hearings, and to adopt a budget before the start of the fiscal year. A special district may additionally be restricted by its unionized collective bargaining. This makes it imperative for each special district to take into account the authorities it has pursuant to its organizing statute, along with any other limits it may have placed on itself through policies, rules, or contracts.