Polk Soil and Water Conservation District
May 17th, 2017 Budget Committee Meeting Minutes
6PM – 8PM

Polk County Fair Grounds, Arts and Crafts Center
520 S Pacific Hwy W, Rickreall, OR 97371

Attendance:

Directors	**Staff**	**Directors Emeritus/Associates/Guests**
David Simmons	Karin Stutzman	Tom Thomson – budget committee member/Emeritus
Frank Pender	Tom Wilson	Phil Walker- budget committee member
Chad Woods		Judy Beebe- budget committee member/Associate
David McKibben		Lowell Ford - budget committee member
Jock Dalton		Mel Chase- budget committee member/Associate
Matt Crawford		Tom Crawford- budget committee member
Mike Wilson		

BOARD MEETING

CALL TO ORDER- David Simmons, Chair, called the Board Meeting to order at 6:05 PM. Directors Simmons, Woods, Pender, McKibben, Dalton, Wilson and Crawford were all present to start the meeting.

INTRODUCTIONS- Introductions of all individuals were made.

ELECTION OF BUDGET COMMITTEE CHAIR AND SECRETARY**:** ***Director Pender moved for Mr. Phil Walker to be budget committee chair, 2nd by Director McKibben. No discussion, passed unanimously.***

As Chair, Mr. Walker recommended the secretary be from the board of directors**.** ***Director Dalton moved to nominate Director Woods as the secretary. 2nd by Director Simmons. No discussion, passed unanimously.***

APPROVAL OF MINUTES from May 04, 2016: The following corrections were requested by the committee: "the board can increase up to 10% of an individual fund (not 15%)" and add approves resources and "requirements" to final motions. ***Director Pender moved to accept the minutes as corrected. 2nd by Dalton. No Discussion passed unanimously.***

DUTIES OF THE BUDGET COMMITTEE – Budget Officer Stutzman read the following duties of the budget committee: The Budget Committee is an advisory group established by state statue. The committee is made up of the governing body of the local government and an equal number of appointed members. The budget committee has several purposes. It conducts public meetings to hear the budget message and review the budget proposed by the budget officer. One of its most important purposes is to listen to comments and questions from interested citizens. The committee considers public input as it deliberates on the budget. The committee can revise the proposed budget to reflect changes it wants to make in the local government's fiscal policy. The budget committee does not have the authority to negotiate employee salaries, but has the duty to manage and control the bottom line of the budget. When the budget committee is satisfied, they can then approve the budget and impose the tax. The purpose of the budget hearing is to allow an individual to comment or ask questions on the proposed budget by public testimony.

PRESENTATION OF THE BUDGET MESSAGE (see handout). She read the purpose and mission of the district. She described the programs of the District and posed a question for the committee. She recently found out the District probably won't be doing the planned mycorrhizal study and she wanted to know whether to leave it in

the budget or take it out. ***By consensus, the committee recommended leaving it in at this point.***

Discussion regarding reduced OWEB funding.

Stutzman recommended to the committee to levy a permanent rate and explained the process of estimating tax revenue.

GENERAL FUND
Stutzman explained the line items of the General Fund Resources.

Discussion regarding the $493,046 as beginning fund balance.

Stutzman said it contains unpaid rent, some grant funds, and some easement funds. Woods said that most of the tax base is spent every year. Mr. Ford asked about the adopted budget, and asked for a running YTD percentage for next year.

Discussion regarding public perception of saving tax revenue and the district not paying rent as a reason for the unspent tax base.

Beebe explained that the District has a "encumbered funds" not "liability", according to "government ease". Stutzman explained that the $493,046 is combined taxes and revenue most of which are encumbered funds.

Stutzman explained the General Fund Requirements. She described the new newsletter partnership with OSU Extension. Woods pointed out the administrative budget is $251,000 and taxes are about $274,000. He stated for the record that the district policy is to not use tax money for gifts, grants, scholarships or conservation.

At 6:50 PM Chair Walker stated the floor is open for public comment. None presented.

Discussion regarding the Conservation Services Department.

Walker suggested the board follow "contracted services" closely, as it has been reduced to one line item. He wanted to add a description on line 32 of page 4 (Cornerstone Property Fund). Stutzman said it was itemized on page 6 of 7.

Discussion regarding the origin of the Cornerstone Property Fund.

Walker stated that was a General Fund transfer to a Special Fund, and needs to be recorded as such.
Stutzman said she will check with the state agency that helped her draft the budget.
Stutzman said her intention was to not use the $10,000 from the General Fund for the Cornerstone maintenance and operation, but put funds there just in case she must for costs associated with outreach and education at the property. She explained monies given through a grant for The Cornerstone Project fund can only spent on maintenance and operations. Beebe explained that the number on line 32 (page 4) is pulled over from page 6.

Stutzman explained that last's year Capital Project Fund was for ODFW easement money to pass thru for a property purchase, named The Cornerstone Project, and it is not needed anymore. The property was purchased using funds given to the District thru a grant administered by ODFW, for the Bonneville Power Administration.

Beebe asked if Stutzman has received the notification of actual costs from PERS. Stutzman replied she had received a document similar to that.

Pender moved to approve General Fund resources and expenditures of $1,598,049. 2nd by Thomson. No Discussion, approved unanimously.

Dalton moved to approve the Cornerstone Property Fund resources and expenditures of $169,551. 2nd by Simmons. No Discussion, approved unanimously.

Dalton moved to levy a rate of .05/$1000 assed value. 2nd by Pender. No Discussion, approved unanimously.

Chair Simmons adjourned the meeting at 7:35 PM. *Respectfully submitted by Tom Wilson, District Clerk, May 24, 2017.*

Phil Walker-Chair

Date