

# Polk Soil and Water Conservation District

May 16, 2019

## Budget Committee Minutes

Volunteer Hall 144 S. Warren St. Monmouth, OR 97361

*\*Attachments available on request\**

### In Attendance:

#### Directors

Judy Beebe (Chair)  
Chad Woods (Vice Chair)  
Mike Wilson (Secretary)  
Jock Dalton (Treasurer)  
Matt Crawford  
David Simmons

#### Staff

Karin Stutzman (DM)  
Patti Gray (Admin)

#### Directors Emeritus/Associates/Guests

Jim Clawson  
Tom Thomson  
Brant Wolf  
Blair Wasson

### BOARD MEETING

**CALL TO ORDER & INTRODUCTIONS:** Judy Beebe Chair, called the Budget Committee Meeting to order at 6:13 PM. Directors Beebe, Woods, Wilson, Dalton, Crawford and Simmons were present to start the meeting. Introductions were made.

### Election of Budget Committee Chair:

Crawford nominated Wolf as Budget Committee Chair, Wilson 2nd. No Discussion; passed.

### Election of Budget Committee Secretary:

Crawford nominated Beebe as Budget Committee Secretary Thomson 2nd. No Discussion; passed.

### ACTION ITEMS:

#### Approval of May 16, 2018 Budget Committee Minutes: (see attachment A):

Dalton made a motion to accept the May 16, 2018 Budget Committee Minutes Board Crawford 2nd. No Discussion; passed.

#### Duties of Budget Committee: (see attachment B):

Wolf read the Duties of Budget Committee.

#### Presentation of the Budget Message: (attachment C)

Stutzman informed the group that Woods over saw the creation of the Budget over the past four weeks. She went on to explain the LB-20 D-1 takes in all the resources even funds that will be transferred out to Special Funds. Stutzman read the Budget Message in its entirety.

#### PUBLIC COMMENT: None

#### Presentation of Budget: (attachment D)

Woods asked the group if they had any questions and he explained the color coding used was to help identify the pathways of the funds. Woods stated this is a good faith Budget with the information on hand at the time.

#### General Fund LB20: (attachment D-1)

Woods stated that on page D-1 line # 3 \$20,000.00 are past taxes to help supplement the tax base for this year. Wilson asked on page 2-line 10 Cell Phone Allowance \$300.00, why not listed? Stutzman replied the Administration Department doesn't get a Cell Phone Allowance. The techs that go out into the field get it and it is listed on page 4 line 8-9.

**Special Fund/Special Projects Fund LB:10:** (attachment D-6)

Woods informed the group this is the 1<sup>st</sup> year for this LB-10. The reason for this is so each line item can be accounted for and the details can be whatever the board and the treasurer decide. Simmons asked about Project Opportunities (instead of calling it miscellaneous) line # 27. Were there any resources of revenue for that? Woods replied that is money that is from the \$424,873.00 line # 9 that was transferred in which is up to the board's discretion to apply to any project that comes before us.

**Reserve Fund Cornerstone Property Fund LB 11:** (attachment D-8)

Wilson wondered where it all sums up in the totals. Beebe explained that on page D-8 line 2 shows the cash on hand for Cornerstone. Woods explained these funds cannot be comingled that is why they have their own fund. Wilson questioned page D-8, lines 6 & 7, money transferred in from the plant sale. Stutzman explained the money came into the fund via transfer from the General Fund and is reflected on page 5 line 23. Woods stated there are a couple rationales for transferring the Native Plant funds. 1. BPA will not allow us to pay taxes out of the legacy money. 2. Even though we could have been exempt from paying the taxes the board is going to pay them.

**Smithfield Oaks Property Fund LB-11:** (see attachment D10):

Woods stated on page D10 line 2, Smithfield it is a legacy endowment, money to be put in reserves for maintenance for the property according to the limitations and restrictions of BPA. Wolf stated it's pretty straight forward and asked if there were any questions, there was none.

**Resolution #086-061219 Adopting the Budget – 1<sup>st</sup> Reading:**

Dalton moved to adopt the Budget Resolution #086-061219 as presented Clawson 2<sup>nd</sup>. No Discussion; passed.

**Resolution Making Appropriations:**

Thomson moved to accept the Resolution #086-061219 Making Appropriations and Dalton 2<sup>nd</sup> No Discussion; passed.

**Resolution Imposing the Tax:**

Crawford moved to accept the Resolution #086-061219 Imposing the Tax as presented, Simmons 2<sup>nd</sup>. No Discussion; passed.

**Resolution Categorizing the Tax:**

Clawson moved to accept the Resolution #086-061219 Categorizing the Tax, Thomson 2<sup>nd</sup>. No Discussion; passed.

**ADJOURNED 7:45 PM**

Respectfully submitted by Administrative Assistant Patti Gray on May 24, 2019.

  
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Judy Beebe - Chair

  
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Date