

**Polk Soil and Water Conservation District**  
**May 6th, 2015 APPROVED**  
**Budget Committee Meeting Minutes**

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

Date and Time: May 6, 2015 at 6 PM

**Attendance:**

**Directors**

David Simmons  
Frank Pender  
Chad Woods  
David McKibben  
Jock Dalton  
Kelly Gordon

**Staff**

Karin Stutzman  
Tom Wilson

**Directors Emeritus/Associates/Guests**

Tom Thomson – budget committee member/Emeritus  
Phil Walker- budget committee member  
Judy Beebe- budget committee member/Associate  
Rudolph White- budget committee member  
Mel Chase- budget committee member/Associate  
Tom Crawford- budget committee member

**BOARD MEETING**

**CALL TO ORDER-** David Simmons, Chair, called the Board Meeting to order at 6:00 PM. Directors Simmons, Woods, Pender, McKibben, Dalton and Gordon were all present to start the meeting.

**INTRODUCTIONS-** Introductions of all individuals were made.

**ELECTION OF BUDGET COMMITTEE CHAIR AND SECRETARY:** Moved by Mr. White for Mr. Walker to be budget committee chair, 2<sup>nd</sup> by Director Pender. Mr. Walker wished to discuss the motion and explained that there were many other qualified people in the room, and he has served as chair before. Moved by Director Dalton to close the nomination, 2<sup>nd</sup> by Director Woods. Passed unanimously.

As Chair, Mr. Walker recommended the secretary be from the board of directors. Dalton nominated Woods, who declined and Woods moved to nominate Pender, who volunteered. Moved by White, 2<sup>nd</sup> by Director McKibben to close nominations. No discussion, passed unanimously.

**APPROVAL OF MINUTES** from May 07, 2014. Director Simmons moved to accept the minutes as presented (with possible grammatical corrections), 2<sup>nd</sup> by Pender. No Discussion, passed unanimously.

*At this time Tom Finegan NRCS (National Resource Conservation District) arrived.*

**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 statute. 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. When the budget committee is satisfied, they can then approve the budget. The budget committee does not have the authority to negotiate employee salaries.

Walker explained that the committee has the obligation and responsibility to go over every line in the budget, but only has authority over the bottom line, not individual line items. He stated the committee has the authority to cut or raise the bottom line, and the responsibility of levying the tax. The board can increase 10% in either given fund and decrease by as much as they want after the committee has approved.

Walker noted that he will open the floor to public comment at 6:25 PM as is stated in the agenda, but he would like the budget officer to present the budget message now.

PRESENTATION OF THE BUDGET MESSAGE (see handout).

Stutzman explained the source of funding and potential partnerships. There are now 2 certified NRCS Planners to help build partnerships and intergovernmental agreements with Ash Creek Water Control District and the Yamhill SWCD. There is anticipated \$249,001 tax revenue for the FY 15-16, based on 3.5% growth.

PUBLIC COMMENT: none, and Walker will keep the floor open to the public if any appear.

GENERAL FUND: Stutzman explained it includes overhead, operations, and certain contracted services. White asked if the district has insurance to cover errant pesticide spraying and Stutzman responded that the Special District Association of Oregon (the districts insurance carrier) has said they do cover errant spraying, and Simmons and Woods suggested getting a letter from them as a matter of record. Walker asked that the board examine line item 5 (Interfund Transfers - Project Fund Admin Fees) and change the way it is reported from a transfer, to an allocation to the general fund for the contracted service of grant administration by the District. Stutzman went over the line items and answered questions about payroll and rent, and explained the district has no valid contract with the NRCS and that the budget shows the district is keeping that money available for paying past rent once a contract is agreed upon between NRCS and the District. Beebe pointed out a \$2000 discrepancy between budget message total resources and what was on the budget as total resources. Stutzman explained she had made a change to reflect new contracted work secured by Lucas Hunt. Walker would like to see more in the contingency fund and less in unallocated funds for next year.

PROJECT FUND: Stutzman went over the line items. She reported that the district is putting \$2500 away for an Early Detection, Rapid Response (EDRR) fund to deal with emergency weed eradication. Finegan asked about the .75 FTE Stewardship Forester, and where the other .25 FTE comes from, and it was pointed out it was line 18 as the Rickreall Watershed Council Coordinator, under the resources section of the Project Fund. She moved it from General to the Project fund this year.

CAPITAL PROJECT FUND: special fund for closing costs to procure a conservation easement.

Moved by Pender to approve general fund resources of \$590,312. 2<sup>nd</sup> by White. No Discussion, approved unanimously.

Moved by Pender to approve project fund resources of \$612,131. 2<sup>nd</sup> by White. No Discussion, approved unanimously.

Moved by Pender to approve capital project fund resources and requirements of \$20,000, 2<sup>nd</sup> by Thomson. No Discussion, approved unanimously.

Moved by Woods to levy a rate of .05/\$1000 assed value. 2<sup>nd</sup> by Dalton. No Discussion, approved unanimously.

Chair Walker adjourned the meeting at 7:09 PM.

Respectfully submitted by Tom Wilson, District Clerk, May 12, 2015.

  
Phil Walker-Chair

MAY 4, 2016  
Date