



Approved May 19, 2020

Clackamas SWCD Budget Committee Meeting Minutes for April 28, 2020

PRESENT	Directors:	Jeff Becker (Chair), Roger Fantz (Treasurer), Don Guttridge (Secretary) Jim Johnson, Jan Lee, Jesse Nelson (Vice-chair), Joan Zuber
	Budget Committee:	Dave Albrecht, John Borden (Budget Committee Chair), Steve Fedje, Rennie Squier, Mike Weinberg
	Staff:	Nicole Ahr, Jason Faucera (Budget Officer), Tami Guttridge, Lisa Kilders, Clair Klock, Sam Leininger, Cathy McQueeney, Eann Rains, Jenne Reische, Nathan Tucker
	Public:	Rita Baker, Alexis Barton, Sara Ennis, Jack Halsey, Cheryl McGinnis, Gerald Murphy, Doug Neeley, Daniel Newberry, Susie Peterson, Anna Rankin, Dan Royce, Bob Sallinger, Neil Schulman, Bill Taylor, Megan Van de Mark, Stephanie Wagner, Asako Yamamuro
NOT PRESENT:		Terry Muilenberg, Jim Toops (Budget Committee)

1 – CALL TO ORDER and ACCEPT AGENDA / PUBLIC COMMENT / DIRECTOR REPORTS / MANAGER’S REPORT ON COMMITTEES

Call to order – Budget Committee Chair Borden called the meeting to order with a quorum present at 2:30 p.m., April 28, 2020, on a “Go to Meeting” video/conference call originating from the home office of Budget Officer Jason Faucera.

Staff Guttridge took a roll call of the Budget Committee and District Staff. Names of the attending public were listed from the website and those calling in identified themselves.

2 – Agenda

Budget Officer Faucera reviewed the agenda with the attendees. Chair Borden advised attendees that public comments were going to be recorded for the purposes of minute taking. Borden then turned the meeting back over to Faucera to provide meeting ground rules, an explanation of the local budget process, and revisions made to the first proposed budget.

3 –Budget Revisions

Faucera reviewed the funds within the budget, and changes that were made to individual funds from the first proposed budget. Changes affected the General Fund, the Conservation Grants Fund, the Conservation Loans Fund, the Working Lands Legacy Fund, and the Unappropriated Ending Fund Balance and Reserved for Future Expenditures lines in the General Fund.

Faucera noted that there would be another opportunity for the public to comment at the May 19, 2020, Budget hearing.

Faucera then reviewed how the budget was developed with attendees. The District knew that there would be limited resources for the upcoming budget due to investments the District made in the Eagle Creek Community Forest and the new Conservation Resource Center. The limited resources significantly impacted District programs including an 80% cut in conservation planning dollars, and the cancellation of 12 proposed on the ground conservation projects for the next fiscal year. A 75% decrease in the WeedWise program will result in lost investment in many of the areas that have benefitted from weed control efforts for the past several years.

Faucera paused to ask if anyone had questions regarding how the budget was developed. The committee was asked what savings there would be if the District did not hire a new General Manager. Budget Officer Faucera noted that this question was something that the Board would have to address and not something which should be included in today's discussion.

4 –Public Comment

Budget Officer Faucera informed attendees that the public comment portion of the meeting would be recorded for the purpose of minute taking. All written comments had been reviewed by the Budget Committee prior to the meeting and were not going to be read at the meeting. Faucera informed attendees that there would be another opportunity at the May 19, 2020 Budget hearing for public comment. Faucera asked that those attending with access to the chat box please ask there to make comments, and they would be called upon one at a time. He would then ask for those on the phone if they wished to make comments. Attendees were asked not to read written comments that they had previously submitted, as those had already been reviewed.

The following attendees made comments: Neil Schulman, Doug Neeley, Gerald Murphy, Bob Sallinger, Alexis Barton, and Sara Ennis. No other attendees made public comments.

Please see attached addendum of public comments, both verbal and written

Faucera thanked the public for their comments. He noted that it was with heavy hearts that the cuts to partner funding support were made. Faucera asked at this time that the public refrain from making comment during the rest of the meeting to allow the Budget Committee to be able to deliberate without interruption.

5 – Discussion

Budget Officer Faucera asked the Budget Committee if they had revisions to discuss other than support to partners and funding reserves. The committee had no questions at this time.

Faucera reviewed the budget spreadsheets and reported on the Unappropriated Ending Fund Balance (UEFB) and Reserved for Future Expenditures (RFE) lines. He described these as funds to cover expenses from the end of the proposed FY 2020-21 budget until November of the following fiscal year.

Faucera reviewed three possible scenarios with the Budget Committee that would lower the balances of the UEFB line by appropriating some monies to budget lines where spending was most likely to exceed appropriations, potential on-the-ground work by the District and partner support.

Faucera was asked what level the proposed budget provided for grant supports versus in previous years. Faucera reported that the proposed budget has \$20,775 for partner support versus \$245,000 from the current fiscal year, \$118,000 of which went to Watershed Council Support Grants. Backyard Habitat was budgeted at \$40,000 and Farmers markets were budgeted at \$25,000 in the current year. Faucera was asked if there were savings in the current fiscal year from the 5 months our general manager vacancy has remained unfilled. Faucera noted that when an employee leaves the district is obligated to pay out for accrued vacation and the past general manager was carrying a large balance of vacation time.

Faucera was asked about the impact of additional loan funding to help bridge the gap. Faucera asked Fiscal Agent Tucker to address this. Tucker noted that he had been looking at additional loans, but that this type of funding would be on shorter terms and would have to be paid back sooner. Tucker also noted that a discussion of this type of funding is outside the scope of the budget committee.

Committee members discussed the need to support partners, but noted that it was a tough call as the District needs substantial funding to operate. It was noted that the district is making very large cuts to its own programs and that the district needs to remain flexible due to possible impacts of the COVID-19 pandemic. Substantial impacts will be felt across both the urban and rural areas of the district. It was noted that the third option of the scenarios presented by Budget Office Faucera, would provide an additional \$30,000 to the partner support line in the budget.

Fiscal Agent Tucker reminded the committee that the budget is a frame-work that can change. Unallocated dollars can be allocated through a supplemental budget later in the year if funding becomes available. The district may also have more dollars available once the annual audit is done and the beginning fund balances have been confirmed. Tucker noted that if the contingency funds being held in reserve are lowered more than the proposed scenarios the district may not have funds to operate later in the 2020-2021 fiscal year.

Don Guttridge/Chair John Borden moved/seconded to accept option 3 of the funding scenarios proposed by Budget Officer Faucera to provide operational funding for the District and more partner support for fiscal year 2020-2021. Motion carried unanimously per the following roll call: In favor: Jeff Becker, Roger Fantz, Don Guttridge, Jim Johnson, Jan Lee, Jesse Nelson, Joan Zuber, John Borden, Dave Albrecht, Steve Fedje, Rennie Squier, Mike Weinberg

Faucera noted that this decision was not the end of the budgeting process, but was only setting the beginning in place. Faucera asked Chair Borden to call a recess at 4: 40 p.m., with a plan to reconvene at 4:50 p.m. He asked all callers to remain on the line while he and Staff Rains made the requested changes to the proposed budget. Chair Borden called for the recess.

Faucera returned to the call and noted it was taking more time than expected to make the changes and asked that callers please continue to hold.

The meeting was reconvened at 5:06 p.m.

6 – Final Revisions

Faucera and Rains returned to the meeting; and Faucera reviewed the budget lines affected by the motion to adopt the proposed changes.

7 – Action to adopt budget and levy tax rate

There being no further discussion the following motions were made:

Dave Albrecht/Don Guttridge moved/seconded that the Budget Committee of the Clackamas Soil and Water Conservation District approve the budget for the 2020-2021 fiscal year in the amount of \$5,355,352.

Budget to be calculated as follows:

General Fund	\$4,038,719
Conservation Grants Fund	\$ 493,190
Conservation Loans Fund	\$ 670,456
Working Lands Legacy Fund	\$ 124,987
Building Reserve Fund	<u>\$ 28,000</u>
Total	\$5,355,352

Motion carried unanimously by polled vote as follows: In Favor: Jeff Becker, Roger Fantz, Don Guttridge, Jim Johnson, Jan Lee, Jesse Nelson, Joan Zuber, Dave Albrecht, John Borden, Steve Fedje, Rennie Squier, Mike Weinberg.

Dave Albrecht/Roger Fantz moved/seconded that the Budget Committee of the Clackamas Soil and Water Conservation District approve property taxes for the 2020-2021 fiscal year at the rate of \$.05 per \$1,000.00 of assessed value for the permanent rate tax levy. Motion carried unanimously by polled vote as follows: In Favor: Jeff Becker, Roger Fantz, Don Guttridge, Jim Johnson, Jan Lee, Jesse Nelson, Joan Zuber, Dave Albrecht, John Borden, Steve Fedje, Rennie Squier, Mike Weinberg.

8 – Adjourn

Budget Officer Faucera thanked everyone who attended the meeting. The hard work put in by all participating was appreciated.

Chair John Borden also thanked everyone to for their comments.

Faucera reminded the meeting attendees, that there will be another opportunity to provide public comment at the May 19, 2020 budget hearing. This hearing is scheduled for 4:00 p.m.

Thanks were given to Budget Officer Faucera for his work on the Budget and to Chair Borden for his handling of the difficult decisions of the meeting.

Rennie Squier/Roger Fantz moved/seconded to adjourn the meeting

- There being no further business, Chair Borden adjourned the meeting at 5:18 p.m.

Respectfully submitted,



Tami L. Guttridge
Office Administrator