



**Clackamas**  
**Soil and Water Conservation District**

**FY 2021-2022 Budget Calendar: Meetings Summary**  
**Approved at February 23, 2021 Board meeting**

Budget Process Item	Notes and Comments	Preferred timeline	Deadline date
<p><b>Board Meeting</b> <b>Tues, February 23 4:00 pm</b></p> <p>Appoint Budget Officer (Done). Appoint Budget Committee. Approve Budget Calendar.</p>	<p>Budget Officer: No action needed. Chris Lapp was appointed Budget Officer for FY 2021-2022 at the 12/15/2020 Board meeting.</p> <p>Budget Committee: Review Budget Committee terms and vacancies, and seek replacements if necessary. Budget Officer/General Manager may ask for suggestions for new members of the Budget Committee.</p> <p>Budget Committee consists of all Board members plus community members, appointed by the Board. Community members serve staggered 3-year terms. May include new appointments and/or existing/last year's members.</p> <p>Budget Calendar: Prepared by Budget Officer. Minutes of Board meeting should reflect receipt of Budget Calendar from Budget Officer.</p>	<p><b>February 23</b></p>	<p><b>March 16</b></p>
<p><b>Board Meeting</b> <b>Tues, March 16 4:00 pm</b></p> <p>Appoint Budget Committee if not done on February 23. Approve Budget Calendar if not done on February 23.</p>	<p>If at the February 23 Board meeting the Budget Committee is not appointed and/or the Budget Calendar is not approved, those actions will be scheduled for this meeting.</p>	<p><b>March 16</b></p>	<p><b>March 16</b></p>
<p><b>Budget Committee Mtg</b> <b>Tues, March 30 2:30 pm</b></p> <p>1<sup>st</sup> Meeting</p>	<p>Budget Committee discussion – No public questions or comments taken. Appoint Presiding Officer of Budget Committee. Review Budget Message and receive Proposed Budget. Make revisions in Budget if needed. Decide on procedure for taking public comment at 2nd Budget Committee meeting. A quorum of the Budget Committee is required.</p>	<p><b>March 30</b></p>	<p><b>March 30</b></p>
<p><b>Budget Committee Mtg</b> <b>Tues, April 27 2:30 pm</b></p> <p>2<sup>nd</sup> (Final) Meeting</p>	<p>Budget Committee takes questions and comments from the public. Budget Committee discusses the Budget; makes revisions if needed. Approve expenditures for each fund, the Budget overall, and the property tax rate or amount to be levied. Forward the Budget and tax rate to the District Board. A quorum of the Budget Committee is required.</p>	<p><b>April 27</b></p>	<p><b>April 27</b></p>

<p><b>Public Hearing</b>  <b>Tues, May 18</b>      <b>4:00 pm</b></p>	<p>Board will receive public comment and respond to questions from all interested parties about the Budget and the fiscal policy decisions reflected in the Budget. Hearing is held on the day of a regular Board meeting. A quorum of the Board is required.</p>	<p><b>May 18</b></p>	<p><b>June 15</b></p>
<p><b>Board Meeting</b>  <b>Tues, May 18</b>      <b>4:15 pm</b>                  Adopt Budget &amp; Resolutions</p>	<p>Make any final revisions to the Budget. Some revisions can be approved by a vote; others require republishing the Budget and holding another Public Hearing. Resolutions to adopt Budget, make appropriations, impose and categorize tax. All tasks must be finished by June 30. This meeting is held on a Regular Board meeting date and time.</p>	<p><b>May 18</b></p>	<p><b>June 15 alternate date for adoption</b>                  if major changes are made to the Approved Budget</p>

**Note:** No member of the Budget Committee, including Board members, may receive compensation for serving on the Committee. Reimbursement of expenses is permitted.

**It is assumed that all Board meetings, Budget Committee meetings, and the Public Hearing will be held as Zoom meetings, due to coronavirus precautions.**

**If meetings are held in person, they will be held at the District office, located at:  
 22055 S. Beaver Creek Rd., Beaver Creek, Oregon 97004**