



# UPPER WILLAMETTE

## SOIL & WATER CONSERVATION DISTRICT

### BUDGET COMMITTEE MEETING MINUTES

Wednesday, April 19, 2022, beginning at 5:00 pm - **DRAFT**  
Meeting held via Zoom

Committee Members Present: Chuck Arrera, Al Hrynshyn, Ralph Perkins, Abel Kloster, Clinton Begley, Austin Meeks, Gary Jensen, Malcolm Wilson, Corrie Parrish, Craig Gibbons. District Staff present: Dave Downing, Clarissa Berndt, and Leslie Owens. Public Present: None.

1. Mr. Gibbons called the meeting to order at 5:04 pm. It was verified that there was a quorum (10/12), and a majority was present. Mr. Gibbons asked if any public comment would like to be made, he mentioned seeing no hands and moved on. Mr. Gibbons presented the March 22, 2022, Budget Committee Meeting minutes for approval. Director Arrera moved to accept the minutes as presented, and Director Hrynshyn seconded the motion. With some further discussion, the motion was approved 9-0, with Clinton Begley abstaining from the vote.

2. Mr. Gibbons then turned to Mrs. Berndt to ask if any public comment had been received; Mrs. Berndt stated that no written comments had been received for this meeting, but that there had been mention of an emergency fund to use in the likely event that there may be a fire in our area at our last board meeting and a request had been made to look into the legality of implementing such a fund. Mrs. Berndt called the Department of Revenue for advice. The contact said that The District could create a Reserve fund for emergencies, but he does not advise it. Instead suggested putting any emergency monies in the Reserve for Future Expenditure (RFE) line in the General Fund. More discussion followed on the technicalities of setting up such a fund, and definitions of emergencies. Director Wilson brought up a point of putting the Emergency Fund in an Unallocated Fund such as the RFE line of the General Fund to be able to recycle the fund yearly to reallocate. Mr. Begley then asked how the discussion of setting up an emergency fund came about. Director Wilson mentioned that the idea was brought up at the board of directors' board meeting on 4/12/2022. Director Arrera mentioned that the issue may be with the labeling of the Building Fund which could be brought to the Board of Directors for discussion. Director Kloster pointed out that the Building Fund is an opportunity for acquisition or conservation and could be used for many things and that the money is set aside for an undetermined future project. More discussion followed.

3. Mr. Gibbons then referred to Mrs. Berndt to explain the amendments she was proposing with regards to the proposed budget. Mrs. Berndt explained that there were three revisions made:

- i. Lines 2 & 3 under the District Operations Program were adjusted to account for an addition error that was discovered and corrected (approx. \$3,000), as well as an adjustment to the estimated salary to account for a full-time outreach employee, rather than part time as was estimated in the original proposed budget. This resulted in an increase for Personnel Services of \$32,363 and an increased FTE of 10.75.
- ii. Line 11 under the District Operations Program was increased by \$15,000 to account for a grant management system expected to be set up during the fiscal year.
- iii. Line 12 under the District Operations Program was increased by \$8,000 under the direction of the District Manager. The DM is currently drafting a proposal to be brought to the board regarding a Board of Director stipend for board and committee meetings (with the exception of the Budget Committee).

Discussions continued pertinent to the proposed stipends for Board members to attract a diverse group of people into the District, which concluded to differing the topic to the next Board or JEDI Committee meeting. Mrs. Berndt was asked to share an email from Karen Wildish in regard to the budget for her voice to be heard, as she could not attend the meeting. Discussion followed on the Farms, Food, Soil program, which will contract with the Working Lands Group that has a technical team that is working to understand the needs and gaps are out there within the Farm, Foods, and Soil program. Mr. Begley asked where in the budget we could see that; the reflections are on Pg 5 line 8, Conservation Incentives, which would sponsor or contract the work.

Mr. Gibson asked if anybody wanted to introduce any new issues, or talking points, about the proposed budget. Mr. Begley wanted to clarify that any monies not used this year will be moved forward into the next. Mrs. Berndt confirmed that his thinking is correct.

Mr. Gibbons then moved forward to discuss the proposed budget as amended.

4. Mr. Gibson asked for the committee to move forward to reviewing the modified proposed budget, to find out if anyone has objections to the modifications proposed. Director Perkins motioned to accept the proposed modifications as presented, Ms. Parrish seconded the motion, and discussions followed. The committee went through each modification. The motion passed with a vote of 10-0, all in favor, none opposed. Mr. Gibson then asked the committee to move on to the proposed budget as a whole and asked for anyone who had a motion for change to come forward.

Director Wilson motioned to zero out the transfer to the Reserve Fund – Conservation Building and Mr. Meeks seconded the motion. Discussions followed. Ms. Parrish mentioned that the need to save for such an expense is pertinent and the amount already saved would not be enough to purchase anything. Pointing out that it takes time to save up the money for buying property. Director Hrynyshyn agreed with Ms. Parrish, and more discussion followed. Mr. Meeks pointed out that the need for funding in other areas outweighs the need to save for the future. He went on to say that having that funding allocated for the immediate concerns of our district, such as wildfires, and it'd make a better use to have ability to access these funds for more pressing and immediate concerns. The committee then voted and the motion was denied with a vote of 3-6. Opposed were Chuck Arrera, Al Hrynyshyn, Ralph Perkins, Abel Kloster, Corrie Parrish, and Craig Gibons. Abstained: Clinton Begley.

Director Perkins motioned to accept the Reserve Fund – Conservation Building with the remaining \$169,637 and Director Arrera seconded. The motion passed with a vote of 6-3 with Austin Meeks, Gary Jensen, Malcolm Wilson, opposed and Clinton Begley abstaining. Discussions followed.

Ms. Parrish motioned to accept the unappropriated funds as proposed and Director Hrynyshyn seconded. After further discussion, Mr. Gibons called for the vote. The motion passed with a vote of 9-1 with Malcolm Wilson opposed.

Director Arrera motioned to accept the unappropriated funds as proposed and director Hrynyshyn seconded. After further discussion, Mr. Gibons called for the vote. The motion passed with a vote of 9-1 with Malcolm Wilson opposed.

Ms. Parrish moved that the budget committee of Upper Willamette SWCD approve the proposed budget as revised for the 2022-23 fiscal year in the amount of \$5,073,381. Director Hrynyshyn seconded the motion. With no further discussion, Mr. Perkins called for the vote. The motion was approved with a vote of 9-1, with Director Wilson opposed.

5. Ms. Parrish moved that the budget committee of UWSWCD approve property taxes for the 2022-23 fiscal year at the rate of \$0.07 per \$1,000 of assessed value for the permanent rate tax levy. Director Perkins seconded the motion. Mr. Gibons asked for a vote. The motion was approved with a vote of 9-1 with Director Wilson opposed.

6. Mr. Gibons asked if there were any other matters wished to be discussed. Director Hrynyshyn thanked the five public members of the committee for giving their time to this process. Mr. Downing echoed his sentiments and thought that all brought outstanding perspectives to the discussion. Director Wilson expressed the need for more meetings and time next year to discuss the budget. More members agreed and a discussion on how many meetings the committee should have continued.

7. Mr. Gibons adjourned the meeting at 7:02 pm.

*Documents presented and discussed: Proposed FY22-23 Budget Message, FY22-23 Proposed Draft Budget, Draft 3/22/2022 Meeting Minutes.*

*All supporting documents mentioned in the minutes are a part of the official record, and are available upon request. Please contact the office at [admin@uwsxcd.org](mailto:admin@uwsxcd.org) to request copies.*

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