



UPPER WILLAMETTE
SOIL & WATER CONSERVATION DISTRICT

Financial Committee Meeting Minutes

Tuesday November 14, 2022, at 10:30 AM - **DRAFT**

Meeting held via Zoom

Committee Members Present: Al Hrynshyn, Clarissa Berndt, Leslie Owens, Gary Jensen, and Malcolm Wilson. **No public or staff present.**

1. **Call meeting to order:** Meeting was called to order at 10:31 pm by Director Jensen.
 - a. **Approval of Minutes:** Clarissa suggested an edit to the footer, Leslie acknowledged the edit. Director Wilson moved to approve the August 23, 2022, as edited, () Gary seconded the motion. The motion passed unanimously with a vote of 5-0.
 - b. **Financial Reports:** [*Appropriated Expenses Budget v Actual Summary (for current fiscal year to last quarter ending); Budget v Actual for Funds and Programs (for current fiscal year to last quarter ending)*] Clarissa Berndt went over the financial reports with the committee and answered any questions they had. Director Wilson requested that they go over each report to understand how the financials are being appropriated. The committee made sure that the budget was in good standing. Majority of the work Techs are doing is grant funded, so there are lots of work being done in Natural Resources. Probably won't touch the tax funds from this year. Gary mentioned that the funds for staffing will be spent from our Tax base, and we have excess expenditures with a carry forward into FY 2024.
 - c. **Review the Budget Calendar:** The committee looked over the budget calendar and which meetings need to be posted and what dates the budget committee will be meeting. Clarissa gave an overview of the calendar and asked for any pertinent feedback. The committee reviewed the calendar. Clarissa went over her responsibilities for keeping the committee updated. Going to the Board of Directors in January.
 - d. **Discuss Resolution 04-2022:** Clarissa explained that the Upper Willamette Soil and Water Conservation District, Board of Directors, will hereby approve to transfer \$100,000 of appropriations from the General Fund to the Special Reserve Fund. The purpose of this transfer is to keep the Special Revenue Fund from going into a deficit before we receive the grant funding that has been expended. This was suggested by our auditor.
 - e. **Reimbursement/Compensation discussion:** The Finance committee discussed the reimbursement of up to \$50.00 for Board members each time they attend a Board Meeting. The overall feeling of the committee was that with hybrid meetings, costs for the Board Members for monthly meetings were not necessary but maybe more ethically sound. Gary suggested discussing with other Districts and getting feedback. Leslie Owens volunteered to get feedback and place on December's Agenda for discussion.
2. **No public present.**
3. **Meeting Adjourned:** Meeting was adjourned at 11:49 am.

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 to request copies.

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