



UPPER WILLAMETTE

SOIL & WATER CONSERVATION DISTRICT

FY25 Budget Calendar

Date / Time	Action	Deadline Date
Board Meeting Tues, Feb 13, 2024 12:00 pm	1. Appoint Budget Committee (BC) <ul style="list-style-type: none"> Review Budget Committee recommendations from Budget Officer Budget Committee consists of all elected Board members plus community members appointed by the Board. Community members serve a 3-year staggered term 	February 28
Feb – Mar 2024 March 29th - Budget posted online	2. Prepare proposed budget <ul style="list-style-type: none"> Budget Officer works with District Manager to prepare FY25 proposed budget Must be posted on website by March 29th 	March 29
March 29, 2024	3. Publish notice of BC meeting <ul style="list-style-type: none"> Publish in Eugene Weekly and on District website Newspaper notice must be published 5-30 days before first meeting, and must include website address Website notice must be published at least 10 days before first meeting 	
Budget Committee Meeting Wed, April 10, 2024 5:30 pm	4. Budget Committee meeting 1 <ul style="list-style-type: none"> No public questions or comments taken at this meeting A quorum of the Budget Committee is required Appoint Presiding Officer of Budget Committee Review budget message and make revisions in budget if needed 	
Budget Committee Meeting Mon, April 15, 2024 5:30 pm	5. Budget Committee meeting 2 <ul style="list-style-type: none"> A quorum of the Budget Committee is required Public questions and comments welcome Final discussion and revisions to budget if needed Approve expenditures for each fund Approve overall budget 	

	<ul style="list-style-type: none"> • Approve property tax rate to be levied • Forward the budget and tax rate to the District Board 	
May 3, 2024	6. Publish notice of budget hearing <ul style="list-style-type: none"> • Publish in Eugene Weekly and on District website • Must be published between 5 and 30 days ahead of public hearing 	
Public Hearing Tues, May 14, 2024 11:45 am	7. Hold budget hearing <ul style="list-style-type: none"> • Board will receive public comment and respond to questions about the budget and the fiscal policy decisions reflected in the budget • A quorum of the Board is required • Hearing will be held prior to monthly BOD meeting 	
Board Meeting Tues, May 14, 2024 12:00 pm	8. Enact Resolutions to adopt, etc <ul style="list-style-type: none"> • Make final revisions to Budget if needed. 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 	June 30
July 8, 2024	9. Submit tax certification documents <ul style="list-style-type: none"> • LB-50 • Budget Resolution 	July 15*
Aug 19, 2024	10. Send complete budget document to county clerk <ul style="list-style-type: none"> • Complete budget document (pg 64 of LBM) 	Sept 30*

**ORS 305.820(2) states that if any deadline that needs to be filed to tax collector or county falls on a weekend or holiday, then the deadline is extended to the next business day.*

NOTE: No member of the Budget Committee, including Board members, may receive compensation for serving on the Committee.

All board meetings, Budget Committee meetings, and the Public Hearing will be held virtually as well as in person. For information, meeting times and login information email admin@uwsxcd.org at least four hours prior to meeting.