



WEST MULTNOMAH
Soil & Water Conservation District

Proposed Budget Fiscal Year 2019-2020

Budget Committee Meeting held on April 17, 2019

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Clean Water, Healthy Soil, Diverse Habitat

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SECTION 1: BUDGET PROCESS AND BUDGET COMMITTEE

Purpose and Structure of the Budget Message

This Budget Message explains the West Multnomah Soil & Water Conservation District (District) budget proposed for July 1, 2019, through June 30, 2020 (Fiscal Year (FY) 2019-2020). The budget is submitted for consideration under Oregon Budget Law, which guides the District through the budgeting process and is defined in Oregon Revised Statutes (ORS) Chapter 294.305 to 294.565 of Oregon State Law. This document is organized into three sections. Section 1 contains background information for a better understanding of the budgeting process. Section 2 provides a review of all our programs, which change slightly from year to year, as well as details about next year's special initiatives. Section 3 provides a written explanation of the proposed budget and the assumptions used.

Requirements of a Special District with a Voter-Approved Tax Base

The District is a special district of the State of Oregon. It is a local unit of government formed under the authority of, and with the powers and duties described under, ORS chapter 568. The District is governed by an elected Board of Directors representing five geographical zones and two at-large positions. The Board includes four appointed non-voting Associate Directors.

District voters approved a tax base in 2006, ensuring a stable revenue source for programs delivered to District constituents beginning in FY 2007-08. The permanent rate limit is set at 7.5 cents per \$1,000 of assessed value. The District's classification as a public taxing entity requires compliance with Oregon Local Budget Law.

The District is required to establish a Budget Committee, hold public meetings, and approve the proposed budget. These meetings are normally in early April, with the option to extend deliberations into late April if necessary. All meetings of the Budget Committee are subject to Oregon's Public Meetings Law (ORS 192.610 through ORS 192.690). Our Budget Calendar (see Appendix) reflects all actions and due dates required to ensure we are in compliance with Oregon Budget Law.

The Budget Message and accompanying worksheets and supporting data are provided to the Budget Committee and the public for review and are intended to explain the proposed budget and highlight any significant changes in the District's financial position. These documents will be available at the District office and on the District website (www.wmswcd.org) throughout the budget process.

Budget Committee

The Budget Committee (see table below) is composed of the District's seven-member Board of Directors and an equal number of local registered voters (Electors) residing within the District's boundary. Electors are appointed by the District's Board of Directors to serve three-year terms. Terms of Electors are staggered to help provide continuity from year to year and to allow new ideas and perspectives to be part of the Committee's deliberations.

Name	Position	Status
Finlay Anderson	Elector	Re-appointed in 2018, in second year of term
Rachel Dvorsky	Elector	Appointed in 2017, in third year of term
Jan Hamer	Elector	Re-appointed in 2018, in second year of term
Sydney Scout	Elector	Appointed in 2018, in second year of term
Xuan Sibell	Elector	Re-appointed in 2019, in first year of term
Patrick Willis	Elector	Re-appointed in 2017, in third year of term
Edward Woods	Elector	Re-appointed in 2017, in third year of term
Jane Hartline	Board, Zone 2	Elected Board member through 12.31.20
Brian Lightcap	Board Secretary, Zone 4	Elected Board member through 12.31.22
Shawn Looney	Board Vice Chair, At-Large	Elected Board member through 12.31.22
Weston Miller	Board Treasurer, At-Large	Elected Board member through 12.31.20
Kim Peterson	Board, Zone 1	Elected Board member through 12.31.20
Terri Preeg Riggsby	Board Chair, Zone 5	Elected Board member through 12.31.22
George Sowder	Board, Zone 3	Elected Board member through 12.31.20

Duties of the Budget Committee

The official duties of the Budget Committee are to:

1. Meet publicly to review the proposed budget document and message;
2. Provide an opportunity for public input and discussion on the proposed budget; and
3. Approve the budget and the necessary property tax rate as proposed or as modified with all funds in balance.

The Committee elects a presiding officer to help the Committee reach an affirmative vote in approving the budget. In order to perform its duties, the Committee must have a quorum present, which is defined as a majority (eight or more) of the total Committee membership (14). In order to take formal action, the Committee must have an affirmative vote at least equal to a quorum.

After the Budget Committee has approved the budget, set the property tax levy and submitted the Approved Budget to the Board of Directors, their work as the Budget Committee is done.

Duties of the Board of Directors

Following approval of the budget by the Budget Committee, the District's Board of Directors holds a budget hearing on the budget as approved by the Committee. Any person may comment on the approved budget at the hearing.

After the hearing, the Board of Directors may change the budget expenditures approved by the Budget Committee. However, if the Board increases expenditures in either the General Fund or the Sturgeon Lake Fund by 10 percent or more, the District must republish the amended budget summary and hold another budget hearing.

The deadline for the Board of Directors to enact a resolution that adopts the budget, makes appropriations, and imposes a tax levy is June 30.

Post-Adoption Budget Changes

Once the budget is adopted, the District is bound by the resources and requirements for each fund as detailed in the budget document and summarized in the resolution. The resolution makes appropriations in total for District operations, which includes requirements by category: personnel, material & services, and capital outlay. Budget law allows transfers of budgeted funds between line-item categories as long as the appropriated funds in total are not exceeded; however District policy requires Board of Directors approval for these types of transfers. It is illegal to overspend an appropriation in total.

There are a number of ways to amend the budget should it become necessary during the fiscal year. The process will vary depending on the nature and magnitude of the change. In all cases, action is required prior to an appropriated amount being exceeded. Some changes require the Board of Directors to pass a resolution; many changes require a supplemental budget; and certain changes require that a public hearing be held before the Board can make the change.

SECTION 2: DISTRICT STRATEGIC GOALS AND STRATEGIES

Mission and Goals

The District's mission is to conserve and protect soil and water resources for people, wildlife, and the environment. The District operates around six strategic goals to fulfill our mission: (1) improve water quality in our watersheds; (2) minimize erosion and build healthy soils; (3) enhance habitats, biodiversity and ecosystem function; (4) enhance the productivity and sustainability of working lands; (5) cultivate land stewards of all ages; and (6) ensure that the District is a vibrant agency. The District's annual budget supports our mission and strategic goals, and it is guided by our annual work plans. Our annual work plans address the long-term conservation opportunities and associated concerns that are discussed in our [Long Range Business Plan](#). In developing the budget, we considered both our long-term goals and the short-term factors (see Section 3) that influenced our annual work plans and our key performance measures related to fulfilling our mission, meeting our goals and making progress on our priorities.

Racial Equity

In recognition of the need to address unconscious bias, remove cultural barriers in our programs and eliminate disparities in our work, the District's Board of Directors adopted a [Racial Equity Statement](#) for the District in 2017. The Racial Equity Statement contains the Board's vision for racial equity, the need for it, and how the District will hold itself accountable to it. Our practices within all program areas honor our ongoing efforts to make equity a central principle and component of all we do.

Vision and Outcomes

The District provides educational, technical and financial conservation assistance to private landowners, businesses, schools, non-governmental organizations, residents and other members of the public within its service area; which consists of Multnomah County west of the Willamette River and all of Sauvie Island (including the Columbia County portion of the island) and a portion of the Bonny Slope area of the Tualatin Mountains in Washington County. Specific programs include conservation planning, healthy streams, urban habitats, neighborhood demonstration projects, early detection – rapid response and management and control of invasive species, rural farms, forest conservation, environmental education, healthy habitats, and wetland conservation. The District's signature project is the recently completed multi-million dollar Sturgeon Lake Restoration Project on Sauvie Island, in partnership with the U.S. Army Corps of Engineers, the Bonneville Power Administration, Columbia River Estuary Study Taskforce, Multnomah County, Metro Parks and Nature, Oregon Department of Fish and Wildlife (ODFW), the Oregon Wildlife Foundation and the Oregon Watershed Enhancement Board.

Our budget supports the following outcomes:

- More urban and rural landowners will be knowledgeable about invasive weeds and will be diligent about controlling them on their property.
- Horses, cows, goats and sheep will enjoy lush pastures and their feces won't pollute our streams and rivers.
- Our streams, rivers and watersheds will be healthier and support threatened and endangered fish species such as salmon and steelhead.

- Wildlife will thrive with ample food and shelter, and will co-exist with people on farms and in suburban backyards.
- Rare habitats, such as oak savannahs and prairies, ash swales, wet meadows and ponds will be appreciated and restored.
- Forests and farms will be stewarded thoughtfully and knowledgeably based on a conservation plan written around private landowner goals for owning the lands.
- Residents and neighborhoods will enthusiastically tackle small-scale stormwater catchment projects like de-paving or de-lawning, building healthy soils, native plant landscaping including planting trees and biodegradable erosion control.
- Pollinator hedgerow projects both big and small will abound and support our native bee populations and other pollinators such as moths and butterflies through a variety of native flora that bloom throughout the season from later winter to late fall.
- We'll enjoy more locally-grown food, farmed with methods that contribute to the long-term health of the land.
- Historically-underserved communities will be safe, comfortable and rich in healthy soil, clean water and diverse habitats.

Our work will only be successful if we are able to truly partner with all facets of the community, engage with respect, authentically listen, and have the courage to share decision making, control and resources with others. The District is committed to continuously evaluating and updating our programs to better serve communities of color. Our goal is to welcome, engage and include people of color in all facets of our organization.

Partners

The District achieves our vision by working with people, communities, residents, landowners, agencies, schools, churches and other community organizations, non-governmental organizations and businesses. Partners (with example references to our shared interests) include, but are not limited to:

- ❖ Audubon Society of Portland (Backyard Habitat Certification Program, collaborative efforts, education and outreach, landowner outreach)
- ❖ American Forest Foundation (education and outreach)
- ❖ Bonneville Power Administration (Sturgeon Lake, wetland restoration)
- ❖ Build Local Alliance (forestry, working lands)
- ❖ Center for Diversity and the Environment (diversity equity and inclusion)
- ❖ City of Portland, Bureau of Environmental Services (BES) (invasive species, habitat restoration, volunteer support, funding support, stormwater management)
- ❖ City of Portland, Office of Equity and Human Rights (diversity, equity and inclusion)
- ❖ City of Portland, Parks and Recreation (forestry, canopy weeds, habitat diversity, green workforce development)
- ❖ Clackamas Soil and Water Conservation District (shared programs)
- ❖ Clean Water Services (invasive species, understory seeding)
- ❖ Coalition of Communities of Color (diversity equity and inclusion)

- ❖ Columbia Land Trust (Backyard Habitat Certification Program, collaborative efforts, education and outreach, landowner outreach)
- ❖ Columbia River Estuary Study Taskforce (CREST) (Sturgeon Lake Restoration & McCarthy Creek Wetland Reserve projects, other wetland restoration)
- ❖ Columbia Soil and Water Conservation District (shared programs)
- ❖ DEPAVE (stormwater, habitat restoration)
- ❖ East Multnomah Soil and Water Conservation District (shared programs)
- ❖ Forest Park Conservancy (forestry, habitat diversity, invasive species, green workforce development)
- ❖ Forest Park Neighborhood Association (invasive species, outreach, collaborative efforts)
- ❖ Forest Stewards Guild (landowner education, forest habitat)
- ❖ Friends of Marquam (volunteer support, landowner outreach, collaborative efforts)
- ❖ Friends of Terwilliger (volunteer support, landowner outreach, collaborative efforts)
- ❖ Friends of Tryon Creek (environmental and cultural education)
- ❖ 4-County Cooperative Weed Management Area (invasive species, education and outreach, mapping, technical collaboration)
- ❖ Green workforce development organizations such as Verde, Wisdom of the Elders and the Blueprint Foundation (diversity, equity and inclusion)
- ❖ Government Finance Officers Association (fiscal management, budgeting)
- ❖ The Intertwine Alliance (education and outreach, diversity equity and inclusion, oak habitats, strategic conservation planning, urban and residential programs)
- ❖ Lower Columbia River Estuary Partnership (wetland conservation)
- ❖ Linnton Neighborhood Association (invasive species, native landscapes)
- ❖ Metro Parks and Nature (forestry, oak mapping, strategic planning, habitat restoration, invasive species education, diversity equity and inclusion, education, collaborative efforts)
- ❖ Northwest Natural Resource Group (forestry assistance)
- ❖ Oregon Association of Conservation Districts (regional and statewide coordination)
- ❖ Oregon Bee Project (strategic planning, pollinator education)
- ❖ Oregon Department of Agriculture (ODA) (capacity, governance, authorities, water quality, invasive species)
- ❖ Oregon Department of Environmental Quality (water quality related grant funding)
- ❖ Oregon Department of Fish and Wildlife (Sturgeon Lake Restoration, Sauvie Island habitats, wildlife habitat related tax deferral programs)
- ❖ Oregon Department of Forestry (forestry, wildfire protection)
- ❖ Oregon iMap Invasives (invasive species, mapping)
- ❖ Oregon Invasive Species Council (invasive species)
- ❖ Oregon Parks and Recreation Department (invasive weeds, conservation education)
- ❖ Oregon State University Extension Service (Master Gardeners, Forestry, Agriculture, Soil, Oregon Integrated Pest Management Website, Soil School)
- ❖ Oregon Tree Farm System (education, forest certification)

- ❖ Oregon Wildlife Foundation (fundraising for conservation)
- ❖ Oregon Zoo Education Center (education, outreach)
- ❖ Pinchot Institute of Conservation (forestry, forest carbon offsets)
- ❖ PKS International LLC Community Engagement Liaison Services (community engagement, listening surveys, diversity, equity and inclusion)
- ❖ Portland State University, Center for Lakes and Reservoirs (monitoring)
- ❖ Portland State University, Mark O. Hatfield School of Government, Center for Public Service, Executive Master of Public Administration Program (urban program development initiative)
- ❖ River View Cemetery (forests, healthy streams, native habitats)
- ❖ Samara Group (education and outreach)
- ❖ Sauvie Island Center (education, organic farming)
- ❖ Sauvie Island Community Association (education and outreach)
- ❖ Sauvie Island Drainage Improvement Company (agriculture, habitat restoration, water quality)
- ❖ Sauvie Island Grange (education, community)
- ❖ Sauvie Island Habitat Partnership (invasive weeds, canopy weeds, habitat restoration, frogs, turtles, pond habitat, education, strategic planning)
- ❖ Scappoose Bay Watershed Council (wetland restoration, strategic conservation planning, moorages, community science & water quality, outreach & education)
- ❖ Skyline Ridge Neighbors (forestry, invasive plants, canopy weeds, education)
- ❖ Southwest Watershed Resource Center (habitat restoration, stormwater management, volunteer and neighborhood support)
- ❖ Special Districts Association of Oregon (administrative, legal and human resources)
- ❖ Tax Supervising and Conservation Commission (budgeting)
- ❖ Tryon Creek Watershed Council (healthy streams, restoration, invasive species)
- ❖ Tualatin River Watershed Council (water quality, fish passage, habitat restoration)
- ❖ Tualatin Soil and Water Conservation District (Soil School, shared programs)
- ❖ U.S. Department of Agriculture, Natural Resources Conservation Service (forestry, agriculture, wetlands, soil health, drainage and irrigation districts, oak woodland and prairie)
- ❖ West Willamette Restoration Partnership (invasive species, habitat restoration, volunteer, neighborhood support and collaborative efforts)
- ❖ Western Invasives Network (invasive species)
- ❖ Willamette Partnership (ecosystem services, market incentives for conservation)
- ❖ World Forest Institute International Fellowship Program (diversity equity and inclusion, forestry)

Partners having a significant impact on the budget are discussed in more detail in Section 3.

Summary of Programs

Conservation Planning

District conservationists work with landowners to develop individualized conservation plans that achieve their conservation goals in the context of their overall goals for their property. The plans identify practices to best protect soil and water quality, enhance plant and animal health, restore and maintain diverse natural habitats, and financially benefit landowners. The conservation planning process offers a number of tools landowners can use to meet these ends, whether they have forests, farms, or other types of properties.

Rural Programs

Farms

The District partners with the U.S. Department of Agriculture's Natural Resources Conservation Service (NRCS), the ODA and Oregon State University (OSU) Extension Service to provide farmers the education, technical and financial assistance they need to prevent soil erosion, improve soil health and maintain water quality while operating their farm. Historically the District has worked mostly with produce, livestock and horse farms on Sauvie Island. This coming fiscal year staff, board members, partners and community members will collaborate to broaden this with the aim to assist any farm, anywhere within the District – including urban farms and operations of all size and scope. As Portland continues to grow, both the population and “local food” movement have diversified. As a result, the farms and farmers within the district have changed in the last 10 years. A revamped farms program that also better aligns with the District's diversity, equity and inclusion goals is due.

The District helps farmers by providing comprehensive conservation plans and by getting them connected to financial resources to help them get started with soil building practices. These include NRCS Farm Bill conservation programs as well as small amounts of District funding. The District also assists livestock, horse barns and other animal operations with issues such as mud, compaction, invasive plants, forage production, and manure management. Farm and livestock owners also host District conservation projects implemented through Healthy Streams and Special Habitats programs.

Forests

The District is the lead management planning, technical and financial assistance provider to private non-industrial forest landowners in its service area. The overall goal is to help landowners understand their opportunities and responsibilities in owning forestland and encourage them to actively manage their forests to these ends so as to keep forests healthy and working. Specific programs focus on managing unhealthy overcrowded tree stocking through selective thinning that promotes the development of larger trees, the development of important structural wildlife habitats through dead and down wood and standing dead trees as well as practices that remove hazardous wildfire fuels and create defensible space in case of a wildfire. Diverse native trees and shrubs are planted in our restoration projects to offer habitat and resiliency. There's an emphasis on incorporating pollinator habitat into our forestry plantings. An emerging priority emphasis area in the north Tualatin Mountains – the Greater Forest Park Conservation Initiative – is centered around partnerships with the Forest Park Conservancy, Metro Parks and Nature, Oregon Department of Forestry, Oregon State University Forestry and Natural Resource Extension and other non-governmental forestry organizations.

Special Habitats

By providing technical and financial assistance, the District helps private landowners enhance and expand regionally significant habitats such as Oregon white oak woodlands, savanna and prairie; wetlands and ponds. The assistance provides resources to conduct site preparation, secure planting materials, and provide maintenance from competing vegetation until planted forbs, shrubs and trees become established. Oak habitat restoration includes removing competing vegetation such as overtopping Douglas-fir and invasive weeds and planting oaks and associated native understory and savanna / prairie species. The District works with partners such as NRCS to develop funding sources and projects for oak habitat and wetland restoration, enhancement and expansion on private lands. The District supports and participates in landscape level strategic conservation planning. The District works with partners through The Intertwine Alliance to map and prioritize Oregon white oak habitat across the region, develop a strategic plan for oak conservation, educate the public about the value of this declining habitat, offer educational workshops and publications, and financially support such efforts. The District also provides and supports other education and outreach related to rare or significant habitats, including habitat for pollinators, within the District.

The District assists private landowners who own wetland habitats, including floodplain, emergent wetland, wet prairie, off-channel habitat for salmon, and large ponds to enhance them. The District has a multiple-year Cooperative Agreement with NRCS to implement fish passage and restoration of riparian and other native habitats, including oak savanna and pollinator hedgerows on private land near the confluence of McCarthy Creek and the Multnomah Channel. The landowner also has requested a Compatible Use Agreement from NRCS so as to implement additional wetland restoration practices that will enhance the area for juvenile salmonid habitat. The District and our partner CREST is assisting with this effort.

The District collaborates with the Sauvie Island Habitat Partnership & Scappoose Bay Watershed Council to present educational workshops and create educational documents and plans – such as the newly published *Sauvie Island and Multnomah Channel Bottomlands Conservation Opportunities* resource -- around special habitats; to oversee wildlife surveys and construct basking structures for native turtles; engage the moorage community along the Multnomah Channel to monitor and protect water quality, and improve special habitats including pond, shoreline and oak. In partnership with SBWC and the moorage community, the *Living on the Water Guide* developed by the District and SBWC will be updated this coming fiscal year. The District also works directly with the floating community to identify and implement projects.

Healthy Streams

Financial and technical assistance is provided to landowners for streamside (aka “riparian”) restoration to improve water quality, fish and wildlife habitat and to minimize streambank erosion. Focus areas for the District’s full-funding Healthy Streams Program include McCarthy Creek, Abbey and Rock Creek in the rural West Hills, and the canals and ditches on Sauvie Island. The District provides conservation planning, secures plant materials and other project supplies, directs and manages native plant establishment, does short to long-term maintenance -- including work by paid crews, and provides ongoing monitoring and adaptive management to maximize project success – all on behalf of enrolled Healthy Streams Program landowners. To optimize conservation results, priority for technical and funding support is given to projects that are larger, involve contiguous properties, and are in watersheds supporting salmonid fish or other priority wildlife or resource concerns. Other geographic

areas of interest for technical assistance and partial funding include the Crabapple watershed and shoreline areas of Multnomah Channel.

The District supports the Sauvie Island Drainage Improvement Company to identify and implement improved canal maintenance practices and to survey for aquatic invasive weeds. In Partnership with SBWC and with funding secured by DEQ, water quality monitoring has occurred on the canals on Sauvie Island and an operations & maintenance Plan for the canals was developed for SIDIC. Work on the plan will continue, as will research and partnership around funding opportunities for best management practices, such as light-tough sediment removal, bank stabilization and planting.

Urban Programs

The recently completed Urban Programs Development Initiative conducted an analysis of urban programs centered on improvement strategies in the realms of program effectiveness, organizational development, policies and procedures, and equity. The analysis pointed to the need to increase efficiencies, ensure effectiveness, respond to external changes, and intentionally address equity and inclusion. Implementation of the Urban Program Development initiative requires a look back at program on-the-ground conservation results, internal work to address identified efficiency and effectiveness measures, a strengthened staff and board presence on policies and procedures that are directly impacting desired outcomes and a proactive approach to equitable and inclusive partnership and program development. The specifics of this implementation are discussed within each urban program area as described below.

Canopy Weeds

In cooperation with the Forest Park Conservancy and Portland Parks & Recreation, this program offers treatment of invasive canopy weeds ivy and clematis growing up trees in priority habitat areas in the Greater Forest Park Conservation Initiative area. To participate in this program residents must agree to keep these invasive plants from re-establishing on treated trees. Although this program has been in operation since 2012, we have not yet completed a holistic review of its effectiveness at reducing ivy seed spread, saving trees and engaging as well as educating residents. To review this program more fully, previously treated sites will be monitored and landowners will be surveyed regarding how this program impacted management of their land as well as how well they have been able to achieve their maintenance obligations.

Demonstration Projects

Urban Demonstration Projects provide technical and funding assistance to groups of neighbors, neighborhood associations, community organizations and businesses focused on engaging and educating community members through implemented conservation practices, interpretive signage and/or art. Examples include demonstration of stormwater projects, pollinator hedgerows and meadowscapes that also serve as education and outreach tools. Projects that proactively engage, collaborate with and/or are led by historically underserved communities and/or community members, including communities of color, will be prioritized for funding assistance. Past participants of this program will be surveyed to understand if their demonstration sites are actively maintained and used for education and engagement purposes. Identified opportunities to streamline processes and materials as well as collaborate on outreach will be pursued with the Education Coordinator and Communications and Outreach Manager.

Healthy Watersheds

The District works with land managers including residential homeowners, renters, homeowner associations, commercial land managers and educational institutions to develop and implement plans focused on invasive plant removal, native plant establishment, stormwater management and wildlife enhancements. This program historically has prioritized funding and project management support to assist with implementation of these plans through a ranking of the overall acreage impacted, unique critical habitats protected or enhanced, adjacency to natural areas and/or other restored properties and number of residents impacted. Although this program has been actively providing planning and funding assistance since 2008, a holistic review of its objectives in removing invasive plants, installing native plants, enhancing wildlife habitat, improving stormwater outcomes and engaging as well as educating residents in land management has not been conducted. In response to the Urban Programs Development Initiative, a more holistic review of previously assisted sites ecological outcomes along with a survey of landowners assisted will be conducted. This work will be conducted in collaboration with culturally-specific green workforce development organizations to compliment diversity, equity and inclusion goals and to strengthen this effort's outcomes.

Urban Partners

This program aims to support strategic partnerships to maximize our resources and minimize duplication with other organizations. The challenge the District faces when servicing residents, businesses and other private landowners in heavily urbanized areas of the District is that the number of individuals we would like to reach exceeds our capacity. The District addresses this challenge by providing funding to partner organizations that can leverage the District's efforts by efficiently and effectively performing on-the-ground work, as well as education, outreach and planning that supports our mission. The partner organizations which receive partner funding from the District are the Backyard Habitat Certification Program (BHCP), Forest Park Conservancy (FPC), Tryon Creek Watershed Council (TCWC), Southwest Watershed Resource Center (SWRC) and the West Willamette Restoration Partnership (WWRP).

The District serves as a funding and training partner for Portland Audubon and the Columbia River Land Trust in the delivery of the BHCP to urban residents that own an acre or less. This program provides onsite assistance and resources with a follow-up certification that participants have successfully controlled invasive weeds, installed native plants, enhanced wildlife habitat, and addressed stormwater impacts.

In addition to delivering the Canopy Weeds program, the FPC helps us focus on critical habitat corridor issues, invasive species, volunteer engagement and green infrastructure in northwest Portland.

The TCWC focuses on riparian and upland habitat restoration, water quality, invasive species, community engagement and fish passage in the Tryon Creek watershed through monitoring, watershed planning, workshops, volunteer work parties, community events and the coordination of partnerships.

The SWRC works with southwest Portland neighborhood associations, residents, businesses and community organizations to connect residents with technical information and referrals for invasive plant removal, native plant landscaping, stormwater management, natural gardening and other practices that enhance the health of the Fanno Creek, Tryon Creek, Stephens Creek, and other Willamette River sub-watersheds. The SWRC has taken on program coordination and implementation of the Stormwater Stars program which provides hands-on learning opportunities, community events

and online resources to residents focused on stormwater management practices suitable for Portland's challenging west hills.

The WWRP supports habitat enhancement and stewardship efforts in southwest Portland's Willamette River sub-watersheds to provide a key link in the wildlife corridor connecting Forest Park and Tryon Creek State Natural Area.

All partners are now actively working on equity outcomes and this program will continue to encourage such by including it as a ranking criterion.

Invasive Species Programs

Early Detection, Rapid Response (EDRR) Invasive Plants

This program promotes removing invasive and noxious weeds through a prevention campaign combined with early detection and rapid response through surveying and timely control measures. Priority invasive targets are garlic mustard, false brome, knotweed, spurge laurel, giant hogweed, orange hawkweed, and common reed. The goal is to avoid introductions through prevention and eradicate where possible in the event of an introduction. If eradication is not possible, our goal is to contain or slow the spread of these weeds. This management strategy is designed to limit the spread of new infestations while populations are small and while establishment can be prevented. If prevention isn't possible, the most time and cost-effective way to manage new invasive weeds is through aggressive and targeted eradication control of newly discovered and localized infestations. District staff utilize a customizable mobile data collection platform application called "Fulcrum" to map and track all our EDRR survey, control and data records. These include absence or presence data, locations of infestations and extent, site data information, herbicide treatment information, annual status, and more. Additionally, staff and contractors alike use it as a historical record-keeping device to locate past sites and monitor them (and perform any necessary follow-up measures).

Native Plant Revegetation

These funds are used on cost-share projects with landowners to implement full-scale restoration plans, assisted by contractors, at priority sites where EDRR efforts are being performed. These projects implement written conservation plans that the Invasive Species Program Coordinator creates with landowners and require a 50-50 cash/in-kind match that is provided by the participating landowner. Another aspect of this program, which aims to expand revegetation efforts beyond what the District can implement through contractors, is to provide landowners that have an EDRR treatment site with access to restoration kits such as native plants and native seed mixes. Landowners are expected to perform any additional site preparation and are responsible for sowing the seed and/or installing the native plants.

Partner Support

Three partner organizations currently receive funding support through the Invasives Species Program: iMap Invasives, OSU Extension Service's non-agricultural Integrated Pest Management *Solve Pest Problems* website, and the 4-County Cooperative Weed Management Area.

Education Programs

Educational efforts include installing demonstration gardens and habitats in high visibility areas at schools and community centers as well as delivering conservation education through workshops, training, and other events such as Soil School, Weed Watchers, Tree School and Stormwater Stars. The District is continuing a partnership with the Oregon Zoo Education Center to design and implement interpretive programs that provide information to the public on a wide array of conservation-related topics including but not limited to invasive species identification and removal, native plants for pollinators, oak and other habitat restoration, soil health, and clean water practices.

The District has also been participating on the advisory committee for the Oregon Bee Project's strategic planning effort, and participating in their Oregon Bee Atlas project to identify and map native bees via a community science campaign. The District also aims to provide funding support to key environmental education organizations such as Friends of Tryon Creek and Sauvie Island Center, which is building sustainable capacity to provide farm education for schools and will be participating in our 75th Anniversary Celebration at Howell Territorial Park on Sauvie Island.

Sturgeon Lake Restoration Project

Situated between the Columbia River and Multnomah Channel the 3,200 acres of Sturgeon Lake forms the core of the Sauvie Island Wildlife Area managed by the Oregon Department of Fish and Wildlife (ODFW). Sturgeon Lake is important habitat for endangered salmon, sturgeon and Pacific lamprey and is an integral part of the Pacific flyway for pacific coast migratory waterfowl. It is one of the premier natural and biologically significant aquatic and wildlife habitats in the state. The lake is threatened with sediment infill due to the lack of sediment flushing during tidal floods and high flow events. Sturgeon Lake is identified in the Oregon Conservation Strategy as a "Conservation Opportunity Area" and restoring hydrological flows from the Columbia River to the lake for salmon habitat restoration is specifically named as a state strategy. Principal partners in the project are the Bonneville Power Administration, the US Army Corps of Engineers, the Columbia River Estuary Study Taskforce, PC Trask and Associates, the Oregon Department of Fish and Wildlife, the Oregon Department of State Lands, Multnomah County, the Oregon Wildlife Foundation and four cooperating private landowners.

After over a decade of partnership building, planning, fundraising, and engineering, and just over four months of construction, the Dairy Creek channel reopened to tidal flow between the Columbia River and Sturgeon Lake on Sauvie Island. The Columbia River Estuary Study Taskforce (CREST) oversaw the construction of the project to replace two failing culverts under Reeder Road and remove the sediment and debris clogging the channel. CREST awarded the final design and engineering to Wolfe Water Resources (who subcontracted the bridge design to HDR Inc.) and awarded the construction contract to Elting Northwest, Inc. On November 1, 2018 the new bridge became open to all vehicle, bicycle, and pedestrian traffic and on the following day, November 2nd, for the first time in 22 years, the tidally influenced waters of the Columbia River were once again fully connected to Sturgeon Lake.

Despite these milestones, work necessary to complete the project will continue in FY 2019-20. Specifically, the District needs to budget for a contingency irrigation reconfiguration project for one of the cooperating primary landowners should the District's primary reconfiguration -- the digging of an irrigation well -- not fully meet the needs of the landowner. The District's implementation of the contingency project -- should it be needed -- was a condition of the landowner's consent to the project.

The District also needs to negotiate a permanent access agreement with the Oregon Department of State Lands (DSL) so as to be able to perform monitoring and maintenance of the Dairy Creek channel below the ordinary, tidally influenced high water mark. Our current authorization – set in a temporary access agreement with DSL – is set to expire on July 1, 2020. The District needs to budget further the necessary due diligence and attorney work.

Since 2017, the District and CREST have been actively restoring approximately 13 acres of riparian habitat along Dairy Creek. This work will continue during the FY 2019-20 budget year. Some of the costs for this work will be reimbursable by an Oregon Watershed Enhancement Board Local Small Grant obtained by the District. Both CREST and the District will monitor those plantings for survival as well as to observe natural wetland plant regeneration within the Dairy Creek channel.

The District is also partnering with the Scappoose Bay Watershed Council (SBWC) to conduct biennial aquatic invasive plant surveys within Sturgeon Lake. SBWC is also leading the coordination of community science volunteers to monitor the Lake and surrounding areas throughout the year. As part of the overall monitoring effort, ODFW and the US Army Corps of Engineers will be installing a Passive Integrated Transponder (PIT) tag array at the Reeder Road crossing for the purpose of monitoring juvenile salmonid fish access to Sturgeon Lake from the Columbia River. CREST and the District will be responsible for the management of the data collected from the PIT tag array.

Support for Conservation Programs

Communications & Outreach

The District's communications and outreach program greatly enhances our ability to remain a vibrant agency. We regularly distribute success stories and information about conservation opportunities and practices to media outlets, neighborhood organizations, partner agencies, and residents of the District. Our communication tools include social media, website, email newsletters, annual reports, news releases, workshops, articles in community newsletters, and outreach activities including event tabling, presentations, and public speaking engagements. The District's 75th anniversary falls during fiscal year 2019-2020, and to mark the occasion we are producing a special event and a collection of oral histories about the District.

The communications and outreach program engages partner organizations and individuals in a collaborative effort to educate and inform District residents about conservation issues facing them and their communities. The District produces a wide variety of products to help educate residents, landowners, and homeowners about priority program areas and conservation activities, including books, brochures, flyers, mailers, videos, banners, signs, stickers, and other creative materials.

The communications program maintains consistent conservation messaging and operates in a strategic manner to reach constituents who will benefit from District conservation education and practices.

Administrative Operations

To maximize efficiencies and staff capacity, the administrative operations team - consisting of the Office Manager, Controller, and District Manager - provides grants and contracts administrative support, coordination of vehicle fleet needs, and up-to-date technology for use in the office and out in the field. To ensure a productive, rewarding and safe work environment, the District offers competitive

benefits and supportive human resources policies and programs. This support is critical to ensuring that the District gets its vital conservation work done and continues as a vibrant agency.

Fiscal Oversight

The District Manager, Controller, and Board Treasurer regularly monitor accounts and compare expenditures to limits authorized in the budget. Each month, the Board of Directors reviews the District's financial statements and obtains explanations for any variances from budget or changes in financial position. Financially, the District has done a good job of substantially increasing activity while controlling costs.

All District funds are held in Qualified Public Depositories approved by the Oregon State Treasury: the Oregon State Treasury's Local Government Investment Pool (LGIP) and US Bank. In general, long-term savings are held in the LGIP account, while short-term operating capital is held in the US Bank account.

The District's financial statements are audited annually. The audit report is filed with the Oregon Secretary of State, Division of Audits. A strong and effective system of internal controls is employed to protect the public funds entrusted to the care of the District.

Special Initiatives

Diversity, Equity and Inclusion

Our Diversity, Equity and Inclusion work began in 2014 with an introductory equity training. In 2016, the board of directors approved a standing Diversity, Equity and Inclusion (DEI) committee comprised of both board and staff with a dedicated budget cost center beginning in FY 2016-17. In 2017, the DEI Committee began work on developing an equity lens and launched its initial draft in March 2018. An equity lens is a series of questions that are applied to a particular policy, program or procedure, that when asked and answered, reveal if that policy, program, procedure or service leads to equitable outcomes. The whole idea behind using an equity lens is to slow down the decision process so as to ensure the removal of bias and disparities that result in barriers or unfavorable outcomes to historically marginalized cultures, communities and peoples. Since its launch, the District has conducted both staff and Board trainings in using the equity lens. Operationally, the use of the equity lens has become standard in our development, review and implementation of District hiring practices for both temporary and permanent staff positions.

Besides our work on developing equitable hiring practices, other diversity, equity and inclusion activities include introductory work in demographic analysis, developing relations with new partners and efforts to become more culturally responsive in our program delivery with significant gains being achieved in our urban programs through the Connect SW PDX project. This work will continue during FY 2019-20.

75th Anniversary Celebration

In September of 2019, the District will be celebrating our 75th anniversary with a "Sauvie Island Jubilee" at Howell Territorial Park on Sauvie Island in recognition that the District first started out as the Sauvie Island Soil and Water Conservation District in 1944. The goals of the celebration are:

- 1) Honor the work of the District and our partners and teach others about our role in contributing to the environmental, economic and social health of the region,
- 2) Strengthen partnerships,
- 3) Reflect the beauty, spirit and history of Sauvie Island, and
- 4) Create a friendly space that attracts a diverse range of participants.

The Sauvie Island Jubilee will be a free, public event with booths, exhibits, and activities that educate and celebrate the broad and interconnected cultural, economic and ecological services that our work provides. The event embodies the spirit of the former Wintering-In Harvest Festival held annually on Sauvie Island with local food, music, and fun for all ages. Metro Parks & Nature is kindly re-opening the first floor of the historic Bybee-Howell House where we will show oral history videos about the District. Bybee-Howell House was formerly the home of Thomas Howell, a largely self-taught botanist who made an important scientific contribution to the region by publishing the first “Flora of the Pacific Northwest.” The FY 2019-20 budget dedicates a portion of the funding for the event to equity so as to ensure access and a welcoming environment for participation by historically marginalized or underrepresented groups in our district as well as to recognize the many contract laborers and workforce development employees who accomplish a great deal of our conservation work.

The organizing of the celebration is a great opportunity to reengage, build, and further a sense of community that was celebrated with past Wintering In festivals. To this end we have reached out to and are working with local community organizations including the Sauvie Island Community Association, Sauvie Island Center, Sauvie Island School, and the Sauvie Island Grange. Metro Parks and Nature granted us a permit for the event and are contributing in-kind staff and equipment support. The Oregon Historical Society, which owned and operated Bybee-Howell House as a pioneer museum for decades, is generously providing historic photographs for house exhibits. OSU Extension is coordinating a variety of fun and educational activities for all ages as well as a corn-on-the-cob fundraiser for the Sauvie Island School. The Sauvie Island Center is creating a scavenger hunt for kids. Safety and managing island traffic are also of primary importance, and we are working with the Sauvie Island Fire Department, Multnomah County Sheriff's Office and Oregon State Police to make necessary arrangements.

Sauvie Island is an important place for its current residents and many throughout the greater Portland region, but it is also sacred ground for regional American Indian tribes. The Multnomah tribe had villages throughout the island. The Confederated Tribes of the Grand Ronde and possibly other tribes from around the area will participate in the Sauvie Island Jubilee.

Long Range Business Plan (LRBP) Update and Financial Sustainability Index Project

Since passage of the District's tax levy in 2006, the District has grown into a high caliber organization that is fully staffed with five full-time Conservationists and a part-time Senior Conservationist (0.90 Full Time Equivalent (FTE)), a full-time District Manager, a full-time Office Manager, a part-time Controller (0.80 FTE), a part-time Communications and Outreach Manager (0.625 FTE), and a permanent full-time Seasonal Conservation Technician eight months of the year. In addition, each year the District hires a half-time Field Intern and a half-time Field/GIS Intern for the busiest six-month period of the year to provide us further capacity in implementing our conservation programs.

Over this same period, the District has experienced a slower growth in revenues compared to our growth in personnel costs; for the first time, our growth in revenues will not even cover necessary cost-of-living increases in salaries. This trend, combined with the cost overruns for the Sturgeon Lake

Restoration Project, has resulted in the District having to cut into the core of priority conservation program projects and services; this means that for us to deliver the level of service we have planned in our annual work plans, the District will need to obtain more outside funding through grants and other sources of revenue. The situation calls for the District to strategically evaluate and prioritize the breadth of conservation programs and services we can provide and the level of staffing the District can financially sustain over the long run.

The District will conduct this evaluation through an update of the District's LRBP and through completion of the Government Finance Officer Association's Financial Sustainability Index protocol. So as to ensure alignment of the strategic direction of our programs with long-term financial sustainability, the two efforts will be combined into a single integrated project. The FY 2019-20 budget has dedicated funding to hire a consultant with the appropriate expertise needed to help develop and facilitate this process as well as funds for hiring Community Engagement Liaisons to allow us to be culturally responsive in our work and to solicit meaningful participation in this process by historically marginalized or underrepresented groups in our district.

Another key component of our LRBP work this fall will be a deeper consideration of climate change on our conservation planning. The region's changing climate highlights the importance of the District's efforts to create healthy and resilient ecosystems, including enhanced upland and riparian forest, floodplains, wet meadow, marsh and other wetland and aquatic habitats, all of which can help provide flood relief. We'll be evaluating ways to help the farmers in our District become more resilient to climate change and its effects on crop production, water usage, rotations, species selection, soil management, and pest control, as well as find solutions to erosion control on slopes and in farm fields. The potential for increased wildfire risk in the Pacific Northwest will increase the importance of creating healthy forests in the District and empowering residents and communities to plan and implement wildfire risk reduction practices. We will also work with woodland owners to manage healthy and diverse forests that store carbon to slow climate change as well as build resiliency to the deleterious effects of warmer temperatures, altered hydrologic regimes, and increased insect, pathogen and invasive species pressure.

SECTION 3: BUDGET AND ASSUMPTIONS

Budget Preparation

The proposed FY 2019-20 budget is in balance and complies with Oregon Local Budget Law, state statutes, and generally accepted accounting principles. The budget supports implementation of the District's annual work plans and programs for FY 2019-20 as summarized in Section 2 and is consistent with the District's mission, vision, and desired outcomes. It is prepared on a modified accrual basis (recognizing revenues when they become available and measurable, and recognizing expenditures when liabilities are incurred), which is consistent with how the District's audited financial statements are prepared.

Key Short-term Factors Guiding Development of Budget

Although the local economy and property values remain healthy with continued growth, albeit at a slower pace than in recent years, the District continues to have pressure on its costs due to escalating PERS rates, the correction of wage disparities as required by the Oregon Pay Equity Law, and the need to cover cost of living increases and reward performance. As discussed under the Long Range Business Plan Update and Financial Sustainability Index Project description in Section 2 and under our Priorities and Issues for the Upcoming Year below, the District needs to take steps to ensure that our growth in personnel costs does not eventually outpace our property tax revenue growth.

Although one-time in need, the large shifts in resources taken from our conservation programs to cover cost overruns incurred for the Sturgeon Lake Restoration Project (\$95,000 in the current year and \$100,000 in the coming year) have not only impacted these programs, but also eaten into available built up reserves from prior budget years. The result was that deferred conservation projects and some new initiatives can only occur if the District is successful in obtaining outside funds. In addition, some important conservation program areas such as early detection, rapid response for invasive weeds, healthy streams, and special habitats, canopy weeds and education partner funding had to be cut in order to find resources to cover cost of living increases in salary, our commitments to equity pay adjustments, and special initiatives such as the 75th Anniversary Celebration and the outside consulting resources necessary to support the Long Range Business Plan update.

Priorities and Issues for the Upcoming Year

Although our annual budget is by its nature focused on the short-term, our priorities reflect not just the immediate issues of the next year, but also include factors effecting the long-term health of the District and the communities it serves. Our priority this fall we will be updating our Long Range Business Plan (LRBP), which is set to expire on December 31, 2019. Integrated with that update is our work on the financial sustainability index project we began in 2017 with the help of the Government Finance Officers Association (GFOA). As we work on our LRBP and map out a plan through 2025, our intent is to apply a financial sustainability lens to all our decisions with the hope of enhancing our resiliency in the face of budget shortfalls and the next recession.

Budget Documents and Funds

Budget documents are provided to the Budget Committee and to the public for their review. The District is required to submit the final budget on standardized Local Budget (LB) forms prescribed by the Oregon Department of Revenue.

The LB forms contain FY 2016-17 and FY 2017-18 audited financial results, FY 2018-19 Adopted Budget, FY 2018-19 Estimated Actuals and FY 2019-20 Proposed Budget. The District has a General Fund and one Special Fund for the Sturgeon Lake Restoration Project (Sturgeon Lake Fund). The purpose of the General Fund is to account for operations and general services of the District; it can be used whenever a specific type of fund is not required. The Sturgeon Lake Fund is used to record revenue dedicated for the specific expenditures related to the Sturgeon Lake Restoration Project. Resources and requirements within each fund are equal, creating a balanced fund.

Specific forms submitted by the District are: General Fund Resources (Form LB-20); General Fund Requirements (Form LB-30); Special Fund (Sturgeon Lake) Resources and Requirements (Form LB-10). Each is described below.

General Fund Resources (Form LB-20)

The primary source of revenue for the General Fund is the District’s permanent taxing authority established by voters in the 2006 General Election. The maximum permanent rate limit is set at 7.5 cents per \$1,000 of assessed value. After the taxes extended amount is reduced for estimated Measure 5 tax revenue compression (due to Portland’s expansive urban renewal program costs and increases in other local government spending) and a presumed delinquency rate of 4.55%, the property taxes estimated to be received are approximately \$1,597,000. All assumptions are in a range consistent with prior years and have been reviewed by Multnomah County’s Tax Supervising & Conservation Commission (TSCC).

Assumptions	FY 2019-2020	Source
Actual Prior Year Assessed Value	\$ 22,556,900,311	Multnomah Co. Assessor
Assumed Growth	3 %	TSCC
Calculated Assumed Assessed Value	23,233,607,320	
Taxes Extended using Permanent Rate	1,742,521	\$0.075/\$1,000 AV
Assumed Measure 5 Compression	(69,701)	TSCC – increasing at a higher rate in coming years
Calculated Taxes Imposed	1,672,820	
Assumed Discount and Delinquency Rate	(76,113)	TSCC - 4.55 %
Property Taxes Estimated to be Received	\$ 1,596,707	

The LB-20 Resources page of the General Fund begins with the projected working capital on 7/1/19, conservatively estimated to be \$948,298. This figure is calculated by taking current cash balances and adding projected revenue and subtracting estimated spending from the current date through 6/30/19. From the expected working capital at 6/30/19, the portion allocated specifically to the Sturgeon Lake Special Fund is subtracted to arrive at the amount expected to be in the General Fund at 7/1/19.

Additional resources added to the beginning working capital are property tax revenues levied in earlier years of \$29,414, which are estimated to be received only in FY 2019-20, and interest of \$24,000 earned on LGIP funds.

Other resources include grant funding and cooperative agreements as well as contributions received from partners for shared projects. These funding sources are detailed below.

Type of Funding		FY 2018-19	FY 2019-20	Increase/ (Decrease)	%	Funding Description
Federal	NRCS Forestry	24,030	15,019	(9,011)	(37)	Conservation Innovation Grant to assess forest health in part by focusing on understory species and shrub cover
	NRCS Rural	25,212	14,651	(10,561)	(42)	Cooperative Agreement to fund the District's implementation of practices under the federal Wetland Reserve Program (WRP) for a lower McCarthy Creek WRP easement property
	BLM Forestry	6,477	6,477	0	0	Assist Upper East Fork McKay watershed woodland owners with habitat health
	Sub-total	55,719	36,147	(19,572)	(35)	
State	ODA Rural	78,488	78,488	0	0	Support water quality programs, including riparian habitat enhancements, technical projects and administrative costs
	OSWB Invasive Species	32,300	34,638	2,338	7	Fund garlic mustard control programs
	ODF	36,797	-	(36,797)	(100)	Grant for Greater Forest Park Ecosystem
	OWEB Rural	-	22,500	22,500	-	Oak habitat enhancement and riparian project in Crabapple Creek watershed
	OWEB Urban	-	41,030	41,030	-	For collaboration with culturally-specific green workforce development organizations
	Sub-total	147,585	176,656	29,071	20	
Local/ Regional	Metro Urban	10,000	22,500	12,500	125	Has included Metro's Nature-in Neighborhoods grants; future funding to strengthen urban habitat restoration outcomes and engage/ educate residents
Other	PP&R, BES, workshops attendees, misc.	13,050	15,350	2,300	18	Projected reimbursements from workshops and trainings provided by the District and also from contributions to WWRP
Total		226,354	250,653	24,299	11	

Not all of the above additional resources have necessarily been secured. The FY 2019-20 budget has identified those expenditures that are conditioned on receiving these additional grant resources so should the additional resource not be obtained, those corresponding expenditures will not be authorized as part of the fiscal oversight of the budget.

General Fund Requirements (Form LB-30)

Categories in the General Fund requirements and their increase from prior year's budget are reflected in the table below and discussed in detail within each section.

Category	FY 2018-19	FY 2019-20	Increase/ (Decrease)	%	Reason for Change
Personnel services	1,187,610	1,229,450	41,839	4	2.5% COLA; varied increases resulting from Oregon Pay Equity Law analysis; PERS increase; all partially offset by decrease in insurance expense
Materials & services: Administrative Operations	253,590	272,300	18,710	7	Additional spending on 75 th Anniversary celebration and necessary consulting services and use of Community Engagement Liaisons in support of the long-range business plan update/financial sustainability index project
Materials & services: Conservation Programs	431,571	434,570	2,999	1	Minimal change overall; see detail by conservation area in table below
Capital outlay	7,500	2,500	(5,000)	(67)	Only minimal IT replacements or upgrades planned
Transfer Out to Sturgeon Lake Fund	95,000	100,000	5,000	5	Contingency irrigation system reconfiguration costs, continuing legal fees to secure permanent access for monitoring and maintenance and vegetative management costs.
Contingency	10,000	50,000	40,000	400	Replaces amounts used in FY 18-19; proposed amount considered prudent
Reserve for future expenditures	25,000	-	(25,000)	(100)	Unable to save for future opportunities due to current year cost pressures
Unappropriated ending fund balance	760,354	760,544	190	-	Used to cover the District's cash flow needs prior to receipt of tax revenues, spending in fall 2020 expected to be similar to fall 2019 balance adequate given stable spending

Personnel services

Personnel services of \$1,229,450 include salaries and wages of \$854,043, health and workers' compensation insurance of \$113,769, PERS retirement plan contributions of \$174,579, and payroll taxes of \$87,059.

Staffing:

The budget includes seven full-time and four part-time permanent staff, as well as two part-time seasonal conservation interns. Our staffing levels will remain essentially the same for FY 2019-20.

The majority of the District's employees (Senior Conservationist, Urban Conservationist, Invasive Species Coordinator, Rural Conservationist, Forestry Conservationist, Conservationist and Education Coordinator, Seasonal Conservation Technician, and Field/GIS Interns) are engaged in providing conservation services as

outlined in Section 2. The Field/GIS interns assist staff with planting and weed eradication work in the spring and fall and with GIS (Geographic Information System) data, database management and technical analyses during the summer.

The remaining four employees (District Manager, Controller, Office Manager, and Communications & Outreach Manager) provide management and administrative services, ensuring that the organization is fully compliant with all laws and regulations pertaining to public funds, including having a comprehensive system of fiscal and budgetary controls and reporting functions; additional support services include help with planning workshops and events, as well as creating marketing and educational materials.

All work occurs under the supervision of the District Manager, who reports to the Board of Directors and supports the District’s conservation mission by working directly with a wide variety of organizations and individuals, such as local, regional, state and federal government agencies, non-profits, citizens, community groups, elected officials, and private businesses, to move forward the goals and initiatives of the District. In particular, the District Manager is instrumental in all fundraising goals and overall program management related to the multi-year Sturgeon Lake Restoration Project. The District Manager also contributes directly to all program areas (conservation programs as well as administrative and operational areas).

The District operates under the principal of shared leadership through the District’s Leadership Team which is comprised of the District Manager, Controller, Communications & Outreach Manager, Office Manager and Senior Conservationist.

Summary of full-time equivalent (FTE) employees:

Category	FY 2017-18	FY 2018-19	FY 2019-20
Administrative staff, including communications	3.4	3.4	3.4
Conservation staff, including seasonal workers	7.4	7.4	7.4
Total	10.8	10.8	10.8

Merit, Step, and COLA Wage Increases:

As the basis for determining a cost of living adjustment (COLA), we use the Bureau of Labor Statistics’ published CPI for Urban Wage Earners and Clerical Workers in the West, size class A, (CPI-W), which is 2.5% for the last 12-month period. The overall increase of 8% in Salaries and Wages also reflects adjustments related to the Oregon Pay Equity Law, but no merit or step increases due to an effort to control rising personnel costs.

Health and Workers’ Compensation Insurance:

For employee benefits, the budget assumes the overall health care benefit cost, including contributions to employees’ Health Reimbursement Arrangement Voluntary Employees’ Beneficiary Association (HRA VEBA) accounts, will decrease by 39%. Estimates are based on our insurance agent’s estimates of favorable market factors when our plans are renewed on July 1, 2019, and on estimates of employees enrolled. Employees use their HRA VEBA account for qualified out-of-pocket medical care costs that are not covered by the medical plan. The current and proposed employer contribution is \$70 per month per permanent employee eligible for medical coverage plus an incremental amount determined by the difference between the cost of the medical plan that is the most expensive to the District and the plan chosen by the employee. Additionally, staff made a

group decision to contribute, beginning on July 1, 2019, \$25 per month from their pay to HRA VEBA; the budget proposes an increase in everyone's pay by this amount, with an overall impact of approximately \$4,000 on personnel costs. Workers' Compensation insurance rates are not expected to increase.

Public Employees Retirement System (PERS):

The District participates in PERS, a cost sharing, multiple-employer defined benefit pension plan administered by the State of Oregon. PERS funding policy requires the District to contribute monthly at an actuarially determined rate, established biennially. These contributions, expressed as a percentage of covered payroll, are intended to accumulate sufficient assets to pay retirement benefits when due. The budget increases for PERS reflect the rates that will take effect July 1, 2019. Rates are locked for two years. The FY 2019-20 budget assumes the District will be contributing 24.51% for Tier I / Tier II employees (those hired before August 28, 2003) and 20.21% for all other eligible employees hired after August 29, 2003. The District is budgeting \$174,579, an increase of 38% from the prior year amount of \$126,780; of the increase, 8% is due to wage increases and 29%, or \$37k, is due to rate increases.

Oregon lawmakers passed Senate Bill 1566 in March 2018 to help public employers defray rising public pension costs. The Bill provides incentives for employers to make extra, one-time contributions to pay down unfunded liabilities faster. The Bill establishes a fund that will match by 25 cents on the dollar any extra contributions an employer makes to the pension fund beyond required contributions. Those extra contributions and the state funds would go into employers' individual accounts, be invested alongside existing pension assets, and be gradually drawn down to reduce those employers' contributions. This would be a low-risk plan, which, barring a severe stock market downturn, would result in an immediate 25 percent return for the District on extra contributions. The problem is that the side accounts are only minimally funded as of April 2019 and lawmakers are still working on the details of implementation. So far, the only identified source of revenue for the employer incentive fund is a portion of the state tax revenue generated by repatriation of corporate profits due to recent changes in the federal tax code. Those revenues are not expected until after July 1, 2021, and they may only amount to tens of millions of dollars, which would be inadequate to offset much PERS costs. The District will be evaluating potential extra contributions as part of its Long Range Business Plan update and its financial sustainability project. No action is expected until the fall of 2021.

Payroll Taxes:

Employer payroll taxes increased by 8%, in proportion to salary and wage increases.

Materials and Services - Operations

Materials and services is the broad expense category that supports general operations and conservation programs and services. Within general operations are expenses such as rent, computer and IT services, vehicle maintenance, insurance, telephone and internet services, staff and board training, audits, printing, signage and displays, all of which will remain relatively stable. New in the proposed budget are funds of \$30,000 for consultation services to help develop and facilitate the process of updating our Long-Range Business Plan, which expires this year. The process will include working with Community Engagement Liaisons to allow us to be culturally responsive in our work and to solicit meaningful participation in this process by historically marginalized or underrepresented groups in our district. There is also an increase of \$7,900 in event costs for the District's 75th anniversary celebration in September 2019. Both of these initiatives are described more fully in Section 2.

Materials and Services – Conservation Programs

The remaining Materials and Services costs are dedicated to conservation programs and services and represent 68% of the costs in this category. The table below highlights changes from the prior year. See section 2 above for more details about these conservation programs and services.

Conservation Area	FY 2018-2019	FY 2019-2020	Increase / (Decrease)	%	Reason for Change
Rural Farms and Healthy Habitats and Streams	60,462	81,151	20,689	34	Increase in grant supported riparian projects as well as oak and other mixed woodland savanna enhancement projects. Increase subject to the District's ability to obtain grants.
Forests	73,338	50,897	(22,441)	(31)	Completion of ODF Greater Forest Park Ecosystem grant and cuts that prevented taking on some new projects.
Urban	54,250	102,580	48,330	89	Resumption of the canopy weed program in and around Forest Park. Roughly 85% of the increase is dependent of getting outside grant funding for the urban healthy watershed restoration program.
Invasive Species	87,600	63,800	(23,800)	(27)	Cuts to the EDRR and restoration program areas due to budget constraints.
Education	16,220	9,400	(6,820)	(42)	Planned suspension of the pollinator monitoring program and cuts to the community gardens program.
OSU Ext. Support	9,500	7,500	(2,000)	(21)	Decrease due to planned reduction in computer support for Master Gardeners.
Partner Support	130,201	119,242	(10,959)	(8)	Decrease in partner support due to budget constraints; primarily in Education program area.
Total	431,571	434,570	2,999	1	If necessary grant resources are not obtained, there could be an overall decrease in program expenditures.

Capital outlay

Capital outlay is for purchases of capital assets, defined as assets that have a value of \$2,000 or more and have a useful life of more than one year. Capital outlay requirements in the past have primarily been for office equipment (computers and other technology related upgrades) and vehicles. The proposed capital outlay budget for FY 2019-20 is minimal, \$2,500, as no vehicle purchase or significant technology purchases are planned. As part of our LRBP update this fall, we will be considering a policy of replacing our gasoline powered vehicles with electric vehicles in future years; until policy direction is decided, we will be repairing our current vehicles as necessary and may see an uptick in maintenance expense in the coming year.

Contingency

The Contingency category is supported by Oregon Local Budget Law to manage unforeseen or unexpected operating situations. Contingency funds can be used to cover shortfalls in any of the General Fund budget categories described above. We don't expect to use contingency funds, but \$50,000, an amount considered prudent, is included to manage unforeseen events.

Debt

The District has no debt and does not anticipate taking on any debt obligations in the near or long-term future.

Unappropriated ending fund balance

This category represents the amount of money the District needs to cover expenses after the new fiscal year ends and before substantial tax revenue is received. This period is from July 1, 2020 until tax revenue is received in mid-November 2020. It is called "unappropriated" because we cannot appropriate funds beyond the end of the fiscal year, but we know we will need to have those funds to meet expenses for the July-through-mid-November 2020 period.

The unappropriated ending fund balance for a given fiscal year is carried forward as a Resource (cash on hand or working capital) to begin the following fiscal year. For the General Fund, the unappropriated ending balance for FY 2019-20 is budgeted at \$760,544, representing cash flow requirements and anticipated expenditures for the first four and a half months of the following fiscal year (FY 2019-20), assuming spending of approximately \$169,000 per month.

Special Fund Resources and Requirements – Sturgeon Lake (Form LB-10)

The Sturgeon Lake Fund is a separate distinct fund from the General Fund. The purpose of the fund is to clearly identify, track and account for external funds contributed to the Sturgeon Lake Restoration Project by third party partners such as Metro Parks and Nature, the Oregon Wildlife Foundation, Multnomah County and the Oregon Department of Fish and Wildlife (ODFW). A portion of the Sturgeon Lake Fund contains specifically assigned amounts in an account called the Sturgeon Lake Stewardship Account. The Sturgeon Lake Stewardship Account was established in 1993 by a Memorandum of Agreement with the Oregon Department of Environmental Quality, the ODFW and the District for the purpose of performing maintenance and monitoring of the Sturgeon Lake Restoration Project. The Sturgeon Lake Stewardship Account has remained a separate and dedicated account since then.

Table 1 shows the sources and the amounts of the non-federal funding over multiple year for the Sturgeon Lake Fund, reflecting the total amount of \$1,335,945 raised by the District and partners. Of this amount, \$1,160,076 will have been expended through June 30, 2019.

Table 1: Sources of Funding for Non-Federal Funding	Total	Prior to 6/30/16 Actuals	FY 2016-17 Actuals	FY 2017-18 Actuals	FY 2018-19 Budgeted	FY 2019-20 Budgeted	Future Ongoing O&M
WMSWCD - General Fund	\$ 197,918	\$ 2,918	\$ -	\$ -	\$ 95,000	\$ 100,000	\$ -
WMSWCD - Sturgeon Lake Stewardship Fund	\$ 86,269				\$ 10,400	\$ 16,000	\$ 59,869
Oregon Watershed Enhancement Board	\$ 60,758	\$ 31,875	\$ -	\$ 9,661	\$ 19,222	\$ -	\$ -
Multnomah County	\$ 300,000	\$ -	\$ -	\$ 110,445	\$ 189,555	\$ -	\$ -
Metro Parks and Nature	\$ 100,000	\$ -	\$ 94,691	\$ 5,309	\$ -	\$ -	\$ -
Oregon Wildlife Foundation Save Sturgeon Lake Campaign	\$ 266,000	\$ -	\$ 236	\$ 192,790	\$ 72,974	\$ -	\$ -
Oregon Wildlife Foundation Help Fund the Bridge Campaign	\$ 225,000	\$ -	\$ -	\$ 225,000	\$ -	\$ -	\$ -
Oregon Department of Fish and Wildlife Fish Passage Grant	\$ 100,000	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -
Total Funds	\$ 1,335,945	\$ 34,793	\$ 94,927	\$ 643,205	\$ 387,151	\$ 116,000	\$ 59,869

Table 2 shows the projected full cost of the Sturgeon Lake Restoration Project. The total cost of the project is expected to be just over \$6.7 million dollars: 19.8% came from the non-federal partners including the \$95,000 of District General Funds approved in the current year and an additional \$100,000 being requested for the FY 2019-20 budget year. Again, remaining expenses for the project for the FY 2019-20 budget year are related to contingency irrigation reconfiguration costs, further due diligence and legal expense associated with securing permanent access for monitoring and maintenance from the Oregon Department of State Lands and continued revegetation of the site.

Table 2: Sturgeon Lake Restoration Project Costs	Total	Prior to 6/30/16 Actuals	FY 2016-17 Actuals	FY 2017-18 Actuals	FY 2018-19 Budgeted	FY 2019-20 Budgeted	Future Ongoing O&M
Phase of Project		Feasibility Study, Detailed Design Report	Project Design & Pre-Project Monitoring, Real Estate Due Diligence	Plans & Specifications, Permits, Construction Easements, Outreach, Begin Vegetation Work, Permits, Outreach	Construction, Engineering On-Site, Cultural Resource On-Site, Permanent Easement Acquisition, Vegetation Management	Contingency for Irrigation Reconfiguration, Final Access Agreements, Vegetation Management	Monitoring, Operations & Maintenance, Adaptive Management
Non-Federal Funding of Cash	\$ 1,335,945	\$ 34,793	\$ 94,927	\$ 643,205	\$ 387,151	\$ 116,000	\$ 59,869
Federal US Army Corps of Engineers Funding	\$ 2,073,580	\$ 1,653,623	\$ 419,957	\$ -	\$ -	\$ -	\$ -
Bonneville Power Administration Funding	\$ 3,330,708	\$ 442,230	\$ 107,478	\$ 175,000	\$ 2,606,000	\$ -	\$ -
Total Project Costs	\$ 6,740,233	\$ 2,130,646	\$ 622,362	\$ 818,205	\$ 2,993,151	\$ 116,000	\$ 59,869

Status of the Sturgeon Lake Special Fund

Form LB-10 shows the resources and requirements within the Sturgeon Lake Special Fund. Resources include Working Capital, Investment Earnings, and Grants and Contributions. The FY 2019-20 beginning fund balance for the Sturgeon Lake Special Fund is \$74,019, all of which is in the Stewardship Account. This reflects the

accumulation of investment earnings for all the years the fund has been in place and the \$10,400 of maintenance expenditures for the current year. Additional resources are earnings of \$1,850 from investments and \$100,000 of funds transferred in from the General Fund. Expenditures expected in FY 2019-20 will be \$116,000. Of this amount, \$100,000 will be for contracted services, including \$25,000 for revegetation and \$75,000 for legal fees associated with due diligence related to irrigation reconfiguration costs; the remaining \$16,000 is specific to capital expenses relating to maintenance and monitoring. The resources used for the \$16,000 of maintenance and monitoring will come from the Sturgeon Lake Stewardship Account. The expected unappropriated ending fund balance on June 30, 2020 is \$59,869, all of which represents the funds held in the Sturgeon Lake Stewardship Account.

Supporting Budget Documents contained in Appendix:

General Fund Resources (Form LB-20)

General Fund Requirements (Form LB-30)

Special Fund (Sturgeon Lake) Resources and Requirements (Form LB-10)

Detailed Resources and Expenditures

Budget Calendar

FORM					RESOURCES			
LB-20					General Fund		West Multnomah SWCD	
					(Fund)			
Historical Data					RESOURCE DESCRIPTION	Budget for Next Year 2019-20		
Actual		Adopted Budget (updated for Supplemental Budget) This Year 2018-19	Estimated This Year 2018-19	Proposed By Budget Officer		Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 2016-17	First Preceding Year 2017-18							
					Beginning Fund Balance:			
1					1. Available cash on hand* (cash basis) or			1
2	941,975	955,296	1,018,020	1,018,020	2. Net working capital (modified accrual basis)	948,298		2
3	21,975	19,621	48,000	48,000	3. Previously levied taxes estimated to be received	29,413		3
4	11,194	18,171	23,000	23,000	4. Interest	24,000		4
5					5			5
6					6. OTHER RESOURCES			6
7					7.			7
8	1,498	61,421	55,719	55,719	8. Federal Funding	36,147		8
9	145,922	131,740	147,585	147,585	9. State Funding	176,656		9
10	52,471	13,033	10,000	10,000	10. Local/Regional Funding	22,500		10
11	-	5,137	-	-	11. Other Funding	-		11
12					12.			12
13					13.			13
14	15,641	16,546	13,050	25,000	14. Reimbursements & Misc	15,350		14
15					15			15
16					16			16
17					17			17
18					18			18
19					19			19
20					20			20
21					21			21
22					22			22
23					23			23
24					24			24
25					25			25
26					26			26
27					27			27
28					28			28
29	1,190,676	1,220,965	1,327,324	1,327,324	29. Total resources, except taxes to be levied	1,252,363	-	-
30			1,595,000	1,550,721	30. Taxes estimated to be received	1,597,000		30
31	1,436,904	1,513,348			31. Taxes collected in year levied			31
32	2,627,580	2,734,313	2,770,625	2,878,045	32. TOTAL RESOURCES	2,849,363	-	-

REQUIREMENTS SUMMARY									
FORM		BY FUND, ORGANIZATIONAL UNIT OR PROGRAM							
LB-30		General Fund						West Multnomah SWCD	
(name of organizational unit - fund)									
Historical Data					Budget for Next Year 2019-20				
Actual		Adopted Budget (updated for Supplemental Budget) This Year 2018-19	Estimated This Year 2018-19	EXPENDITURE DESCRIPTION	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
Second Preceding Year 2016-17	First Preceding Year 2017-18								
PERSONNEL SERVICES									
1	954,451	1,067,209	1,187,610	1,166,098	1. Personnel Services	1,229,450			1
2					2.				2
3					3.				3
4					4				4
5					5				5
6					6				6
7	954,451	1,067,209	1,187,610	1,166,098	7 TOTAL PERSONNEL SERVICES	1,229,450	-	-	7
	9.8	10.8	10.8	10.8	Total Full-Time Equivalent (FTE)	10.8			
MATERIALS AND SERVICES									
8	200,535	203,152	253,590	237,649	8. Operations	272,300			8
9	494,602	438,732	431,571	431,000	9. Conservation Programs & Services	434,570			9
10					10				10
11					11				11
12					12				12
13					13				13
14	695,137	641,884	685,161	668,649	14 TOTAL MATERIALS AND SERVICES	706,870	-	-	14
CAPITAL OUTLAY									
15	22,696	7,200	7,500	-	15 Capital Outlay	2,500			
16					16				16
17					17				17
18					18				18
19					19				19
20					20				20
21	22,696	7,200	7,500	-	21 TOTAL CAPITAL OUTLAY	2,500	-	-	21
Interfund Transfer and Other									
22	-	-	95,000	95,000	22 Transfer Out to Sturgeon Lake Special Fund	100,000			22
23					23				23
24			25,000	-	24 Reserved for Future Expenditures	-			24
25			10,000	-	25 General Operating Contingency	50,000			25
26	-	-	130,000	95,000	26 TOTAL TRANSFERS, RESERVES AND CONTIN	150,000	-	-	26
27	1,672,284	1,716,293	2,010,271	1,929,747	27 TOTAL EXPENDITURES	2,088,820	-	-	27
28	955,296	1,018,020	760,354	948,298	28 UNAPPROPRIATED ENDING FUND BALAN	760,544			28
29	2,627,580	2,734,313	2,770,625	2,878,045	29 TOTAL	2,849,364	-	-	29

FORM		SPECIAL FUND			RESOURCES AND REQUIREMENTS			
LB-10		Sturgeon Lake			West Multnomah Soil & Water Conservation District			
		(Fund)						
Historical Data				Estimated This Year 2018-19	DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2019-20		
Actual		Adopted Budget (updated for Supplemental Budget) This Year 2018-19	Proposed By Budget Officer			Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 2016-17	First Preceding Year 2017-18							
RESOURCES								
Beginning Fund Balance:								
1				1. Cash on hand * (cash basis), or				1
2	64,081	74,677	276,339	276,339	2. Working Capital* (modified accrual basis)	74,019		2
3					3. Previously levied taxes estimated to be received			3
4	709	1,331	1,857	1,857	4. Earnings from temporary investments	1,850		4
5			95,000	95,000	5. Transferred In from General Fund	100,000		5
6	94,927	611,363	87,974	87,974	6. Project Grants and Contributions	-		6
7					7.			7
8					8.			8
9	159,717	687,371	461,170	461,170	9. Total Resources, except taxes to be levied	175,869	-	-
10					10. Taxes estimated to be received			10
11					11. Taxes collected in year levied			11
12	159,717	687,371	461,170	461,170	12. TOTAL RESOURCES	175,869	-	-
MATERIALS AND SERVICES								
13	85,040	411,032	322,151	322,151	13 Contracted Services	84,000		13
14					14 Contracted Expenditures from Stewardship Acct.	16,000		14
15	85,040	411,032	322,151	322,151	15 TOTAL MATERIALS AND SERVICES	100,000	-	-
CAPITAL OUTLAY								
16			65,000	65,000	16 Capital Outlay	16,000		16
17					17			17
18					18			18
19					19			19
20					20			20
21					21			21
22	-	-	65,000	65,000	22 TOTAL CAPITAL OUTLAY	16,000	-	-
TRANSFERRED TO OTHER FUNDS								
23	-	-	-	-	23			23
24					24			24
25					25			25
26					26			26

WEST MULTNOMAH SOIL & WATER CONSERVATION DISTRICT BUDGET DETAIL	Admin. & Commun & DEI	DEI	Education & OSU Support	Forest Programs	Rural Programs (includes Healthy Streams)	Invasive Weeds Programs	Urban Programs	General Fund (LB-20 & 30)	Sturgeon Lake (LB-10)	Proposed Budget FY 2019-20
Working Capital	948,298							948,298	74,019	1,022,317
Previously Levied Taxes estimated to be rec'd	29,414							29,414		29,414
Earnings from temporary investments	24,000							24,000	1,850	25,850
Total Beginning Fund Balance	1,001,711							1,001,711	75,869	1,077,581
								0		
Federal Funding (NRCS)				21,496	14,651			36,147		36,147
State Funding (ODA, OWEB, OSWB, ODF)	23,546				77,442	34,638	41,030	176,656		176,656
Local/Regional Funding (Metro)							22,500	22,500		22,500
Other Funding								0		-
Sturgeon Lake Related Grants & Contributions								0		-
Transfer from General Fund to Sturgeon Lake Fund								0	100,000	100,000
Reimb & Misc & Contributions (workshops, cost-share, BES, Parks)	5,250						10,100	15,350		15,350
Total Other Resources	28,796			21,496	92,093	34,638	73,630	250,653	100,000	350,653
										-
Taxes Estimated to be Received - at assumed tax rate of 7.50%	1,597,000							1,597,000		1,597,000
Total Resources	2,627,507			21,496	92,093	34,638	73,630	2,849,364	175,869	3,025,233
										-
Expenditures										
Salaries & Wages	313,988		80,233	92,977	169,500	104,368	92,977	854,043		854,043
Insurance: Medical, Life, Vision, Dental	33,609		9,038	19,146	14,330	20,719	13,490	110,332		110,332
Worker's Comp	1,872		147	246	567	346	259	3,437		3,437
PERS	62,578		16,215	16,215	37,061	24,574	17,935	174,579		174,579
Payroll Taxes	32,007		8,179	9,478	17,278	10,639	9,478	87,059		87,059
Total Personnel Services	444,054		113,811	138,062	238,737	160,645	134,140	1,229,450		1,229,450
Forest Projects				50,897				50,897		50,897
Rural Projects (includes Healthy Streams and Habitats)					81,151			81,151		81,151
Urban Projects							102,580	102,580		102,580
Invasives Projects						63,800		63,800		63,800
Sturgeon Lake								-	100,000	100,000
Education Programs			9,400					9,400		9,400
										-
OSU Ext. (Master Grdnrs) and Metro (IPM website) support						7,500		7,500		7,500
Partner Funding			15,242		10,000	9,000	85,000	119,242		119,242
Total Conservation Funding/Support/Grants and Education Program			24,642	50,897	91,151	80,300	187,580	434,570	100,000	534,570
Events & Supplies	9,000							9,000		9,000
Printing/Production/Signage, Banners, Displays	5,500							5,500		5,500
75th Anniv. Event & Video Production	12,900							12,900		12,900
Cultural History Project	1,350							1,350		1,350
Sponsorship of Community Events	7,500							7,500		7,500
Graphic Designer	2,500							2,500		2,500
Media, Advertising, Marketing	500							500		500
Postage and Delivery	2,000							2,000		2,000
LRBP Listening Sessions and Consultant	30,000							30,000		30,000
DEI - outreach / material in other languages, event speakers	2,500							2,500		2,500
Website (total Design and videos)	1,500							1,500		1,500
Total Communication & Outreach Expenses	75,250							75,250		75,250
Rent (includes office space, storage facilities, employee parking)	76,400							76,400		76,400
Computers/Maintenance (monthly support and add-ons)	19,100							19,100		19,100
District Vehicle - Gas/Maintenance/Fees/Parking	13,000							13,000		13,000
Telephone (include landline & cell reimb. from 40-50/ mo)	12,000							12,000		12,000
Membership & Profess. Organizational Dues	7,288							7,288		7,288
Insurance (general liab., auto, property, crime)	9,548							9,548		9,548
Office supplies (includes field supplies used across programs)	8,240							8,240		8,240
Audit	4,800							4,800		4,800
Refreshments for office & Internal (Staff & Board) Meeting Snacks	3,084							3,084		3,084
Furniture / Office Equipment	7,000							7,000		7,000
Professional Contracted Non-Employee Services	2,040	6,000						8,040		8,040
Program related meeting meals & snacks for conserv. programs	1,500							1,500		1,500
Payroll Service Fee	2,300							2,300		2,300
TriMet option incentive for staff	1,800							1,800		1,800
Biking & walking incentive option for staff	0							-		-
Program related mileage and parking	2,400							2,400		2,400
Legal Notices	2,300							2,300		2,300
Field Supplies - non-program specific	1,100							1,100		1,100
Licensing/Fees	1,200							1,200		1,200
Bank & LGIP Fees	300							300		300
Recruiting	400							400		400
Total Admin Operating Expenses	175,800	6,000						181,800		181,800
Travel & Food (per diem) for workshops / training	2,250							2,250		2,250
Board Development	2,000							2,000		2,000
Staff Development (includes tuition for approved programs)	6,000	5,000						11,000		11,000
Total Board/Staff Training Expenses	10,250	5,000						15,250		15,250
										190,550
Total Operations Expenses	261,300	11,000						272,300		272,300
Total Materials and Services Expenses	261,300	11,000	24,642	50,897	91,151	80,300	187,580	706,870	100,000	806,870
Misc. Capital Purchases	2,500							2,500	16,000	18,500
Total Capital Outlay	2,500							2,500	16,000	18,500
Inter-fund Transfer Out	100,000							100,000		100,000
General Operating Contingency	50,000							50,000		50,000
Reserve for Future Expenses or Economic Stabilization Reserve										
Total Transfers and Contingencies	150,000							150,000		150,000
Total Expenditures	857,855	11,000	138,453	188,959	329,888	240,945	321,720	2,088,820	116,000	2,204,820
Unappropriated Ending Fund Balance Required								760,544	59,869	820,413
Total Requirements								2,849,364	175,869	3,025,233
Total Appropriated (includes Contingency)								2,088,820	116,000	2,204,820
Total Unappropriated (includes Special Reserve)								760,544	59,869	820,413

Budget Calendar FY2019-20

Item	Notes	Dates
Confirm budget committee members and solicit new public members if necessary	The budget committee is composed of the elected governing board and an equal number of electors appointed by the governing body.	December through 1/25/2019
Post notice of Budget Committee openings on website and other media if openings	There is not a specific requirement to publish/post, but it would be helpful for recruiting public members.	1/7/2019
Prepare Budget Calendar	Calendar posted on website and sent to TSCC	1/16/2019
Appoint Budget Officer by resolution at Board Meeting	Required by ORS 294.331. Controller to serve as Budget Officer.	2/13/2019
Appoint new public members of Budget Committee at Board Meeting	Budget Committee consists of all Board members plus an equal number (7) of public members.	3/13/2019
Publish Notice of Budget Committee Meeting	In accordance with Local Budget Law, the first notice is published in a newspaper (5-30 days prior to meeting date); if second notice will be posted on District website, the newspaper notice must give the website address where the notice will be posted.	3/22/2019
Publish 2 nd Notice of Budget Committee Meeting	At least 10 days prior to the meeting. The second notice can be published on our website. It does not need to be published in a newspaper a second time.	3/22/2019
Prepare Proposed Budget and Budget Message	Prepared by Budget Officer. Post on Website and send link to Budget Committee Members.	4/15/2019
Budget Committee Meeting 1	Public Comments taken at this time.	4/17/2019
Budget Committee Meeting 2	Second meeting, if necessary, to approve budget.	4/24/2019
File Approved Budget with TSCC	The sooner of May 15 th , or at least 30 days before Budget Hearing; TSCC reviews and prepares Certification Letter.	5/13/2019
Publish Notice of Budget Hearing	To be published in widely-distributed newspaper 5 to 30 days before hearing.	5/22/2019
Budget Hearing	For acceptance of Public Comment on the Budget.	6/12/2019
Enact Resolutions	Adopt budget, make appropriations, impose & categorize tax by June 30. These may be adopted the same day as the Budget Hearing, but it's possible to delay adoption if necessary in order to consider any public testimony given at the Hearing and make appropriate adjustments.	6/12/2019
File Adopted Budget with TSCC	Due within 15 days of adoption. Include response, if applicable, to Certification Letter.	6/27/2019
Submit resolutions and tax certification documents to County Assessor's Office	Copies must be sent to Multnomah, Columbia and Washington Counties by July 15.	7/15/2019
File copies of budget with County Clerk	Copies must be sent to TSCC (in lieu of Multnomah County), Columbia and Washington Counties by September 30.	9/30/2019