

**West Multnomah Soil & Water Conservation District
Budget Committee Meeting Minutes
Meeting held via Zoom video conference
4/20/2020 6:00 p.m.**

- 1. The following members of the budget committee were present:**
 - a. The seven members of the Board of Directors of West Multnomah Soil & Water Conservation District: Members present were Hartline, Lightcap, Looney, Miller, Peterson, Preeg Riggsby, and Sowder.
 - b. The seven members of the public appointed by the Board: Members present were Rachel Dvorsky, Laura Foster, Genevieve Fu, April Gutierrez, Jan Hamer, and Xuan Sibell. Member Edward Woods was absent.
- 2. Additional attendees:** Staff members Cathcart, Levis, and Razalenti.
- 3. Meeting called to order** at 6:04 p.m. by Terri Preeg Riggsby, Chair of WMSWCD Board of Directors.
- 4. Election of Chair:** Director Sowder nominated Director Miller as Chair of the WMSWCD Budget Committee. Director Looney seconded the motion. Director Miller was elected as Chair of the WMSWCD Budget Committee by unanimous vote.
- 5. Presentation of Budget Message and Committee Discussion:** Budget Officer Levis presented the Proposed Budget for Fiscal Year 2021-2022 (FY22), which covers the period July 1, 2021 through June 30, 2022 and includes the Budget Message and Local Budget Forms LB-20, LB-30, and LB-10. Budget Officer Levis highlighted the changes in the General Fund and the Sturgeon Lake Special Fund (which is being closed-out in FY21) from the prior year, as well as assumptions used. Details covered included key factors guiding FY22 budget development; general fund resources anticipated for the upcoming fiscal year, including federal, state and local/regional grants; general fund requirements; and the financial forecast through FY27. The Committee reviewed all Local Budget forms and discussed the various programming planned for FY22, as detailed in the Proposed Budget document¹. Specific items discussed by the committee that will be addressed in the coming year are a fuller and more transparent tracking of diversity, equity and inclusion (DEI) related spending in the budget. Currently DEI items are integrated into different departmental budgets; however, having that broken out and tracked by year would be helpful. Additionally, the committee agreed that it would be beneficial to track minority-owned and women-owned businesses we contract with (both with respect to the number of contracts and with respect to the overall dollar amount awarded). District Manager Cathcart stated that we are starting to collect this information and will look into adding that metric to report our progress along these lines in our annual report going forward.
- 6. Public Comment Period:** No public comments received.
- 7. Budget Approved & Tax Levy Set:** Budget Committee member Gutierrez made a motion to approve the Proposed Budget of \$2,253,314 for the General Fund, representing \$2,203,314 for Administration and Conservation Programs and \$50,000 for contingencies, and to approve the property tax levy at the full permanent rate of \$0.0750 per \$1,000 of assessed value. Budget Committee member Sibell seconded the motion. The Budget Committee approved the FY 2021-22 Budget and the property tax levy by unanimous vote.
- 8. Meeting adjourned** by Budget Committee Chair Miller at 7:54 p.m.

¹ West Multnomah Soil & Water Conservation District Proposed Budget Fiscal Year 2021-2022.