



## Marion Soil and Water Conservation District (MSWCD)

Board of Directors February 5, 2025,

### Special Meeting-Budget Work Session Minutes

5:11 PM to 6:17 PM

Facilitator: Vice-Chair Plowhead

Recorded by: Brenda Sanchez and Peggy Hart

Approved 03-05-25

Directors & Record of Attendance		Associate Directors
At Large 1-Peggy Hart (Secretary-Treasurer)	Present	Leland Hardy
At Large 2-Scott Walker	Present	Noah Justice
Zone 1-Vacant	Vacant	
Zone 2-Nik Ochinnikov	Present	
Zone 3-Darin Olson (Chair)	Absent	
Zone 4-Angela Plowhead (Vice-Chair)	Present	
Zone 5-Rochelle Koch	Present	
Staff		Guests
Brenda Sanchez		

**Note:** All documents and materials displayed or referenced are retained in the Board of Directors Meeting file at the Marion Soil and Water Conservation District (Marion SWCD or District).

## Minutes

**Vice-Chair Plowhead Call to Order:** 5:11 PM

**Public Comment** – No Comments

### 1. Unified Budget & Five-Year Budget Forecast (FY 2025-2030)

Sanchez led a discussion on the unified budget for fiscal year 2025-2026, outlining the proposed budget and five-year forecast. She detailed the process of unifying budget categories, introducing new classifications while eliminating outdated ones to improve financial clarity.

#### Key points included:

- **Income Forecast:** Sanchez reviewed revenue projections, including anticipated grant income and other funding sources.
- **Native Plant Sale Budget:** Expected to grow by 3% annually. Any surplus revenue from the sale is first reinvested into the sales spending account, with remaining funds transferred to the general fund.
- **Oregon Watershed Enhancement Small Grant Program:** Sanchez explained that this program functions as a pass-through fund, where received funds are directly disbursed to landowners.

## 2. FY 2025-26 Proposed Budget Draft

Sanchez provided an overview of the proposed budget for the upcoming fiscal year, explaining key budgeting processes and fund allocations:

- I. **Unappropriated Balances:** These funds are reserved to cover the first few months of expenses before tax revenues are received.
- II. **General Fund vs. Reserves:** The general fund supports daily operations, whereas reserves serve as long-term savings.
- III. **Financial Adjustments:** The budget will be adjusted to ensure a more accurate forecast of spending and carryover.
- IV. **Salary & Staffing:**
  - Projected annual salary growth rate of 0-5%.
  - Staff consolidation: Two positions will be merged following an upcoming retirement, reducing staff from 11.5 to 10.5 FTE.
  - Employee benefits include bonuses, appreciation expenses, and retirement contributions.
- V. **Operational & Capital Investments**

Sanchez highlighted several planned investments and improvements:

  - Vehicle Purchase: The District is considering acquiring a new vehicle.
  - Blacktop repairs and possible room expansion.
  - Landscaping and painting of the building.
- VI. **Program Development:**
  - Fund Reallocations & Grant Programs: Proposal to reallocate \$20,000 from the special projects grant program to a new program development or pilot program fund. The Board emphasized the need to explore a range of options for the District's grant programs before the next meeting.

Discussion ended on whether to dissolve the multi-purpose fund, transferring its balance into the general fund as a contingency.

**Adjourn:** Vice-Chair Plowhead adjourned the meeting at 6:17 PM



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