



# Budget Committee Meeting Packet

March 17, 2022  
11:30 am - 12:30 pm

Zoom Video Conference  
[\*Click Here to Join\*](#)

**Next Budget Committee  
Meeting: April 21, 2022  
at 11:30 am**

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*The meeting locations are wheelchair accessible. If you need special assistance, please contact Oregon Cascades West Council of Governments at 541-967-8720 or [adminGA@ocwcog.org](mailto:adminGA@ocwcog.org), forty-eight (48) hours prior to the meeting.*



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**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS  
BUDGET COMMITTEE AGENDA  
March 17, 2022  
11:30 am – 12:30 pm**

**[Join Zoom Meeting](#)**

Meeting ID: 899 5748 2466

Passcode: 934664

***An Executive Session may be called as deemed necessary by the Chair, pursuant to ORS 192.660.***

**NOTE:** Please contact Leah Snodgrass at 541.967.8720 or [lsnodgrass@ocwcog.org](mailto:lsnodgrass@ocwcog.org), no later than noon on Wednesday, March 16th, to confirm your attendance.

1. **Welcome and Introductions** (*Chair, Commissioner Pat Malone*)  
(11:30 – 11:35 am)

2. **Public Comment** (*Chair, Commissioner Pat Malone*)  
(11:35 – 11:40 am)

Floor will be open to the public for comment.

3. **Consent Calendar** (*Chair, Commissioner Pat Malone*)  
(11:40 – 11:45 am)

Review of the January 20, 2022, Budget Committee minutes ([Page 4](#)).

**ACTION: Motion to approve the minutes of the January 20, 2022, Budget Committee meeting.**

4. **Forecasted Ending Budget Balances for FY 2022** (*Finance Director Marit Nelson*)  
(11:45 – 11:55 am)

Finance Director Nelson will discuss the *FY 2021-22 financials year-to-date forecasting to fiscal year end.*

**ACTION: Information only.**

5. **Department Goals and Objectives for FY 2022-23** (*Department Directors*)  
(11:55 am – 12:25 pm)

Department Directors will discuss their department goals and objectives for upcoming fiscal year 2022-23 and how those will affect their budgeting process.

- Senior, Disability, and Community Services Program Director, Randi Moore
- Community and Economic Development Director, Jenny Glass
- Technology Services Director, Jason Sele

- Human Resources Manager, Ryan Schulze
- Finance Director, Marit Nelson
- Executive Director, Ryan Vogt

**ACTION: Information only, feedback appreciated.**

**6. Next Meeting Format** (*Finance Director Marit Nelson*)  
(12:25 – 12:30 pm)

Workshop scheduled for April 21, 2022

**ACTION: Information only.**

**7. Other Business** (*Chair, Commissioner Pat Malone*)  
(12:30 – 12:35 pm)

**8. Adjournment** (*Chair, Commissioner Pat Malone*)  
(12:35 pm)

**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS  
BUDGET COMMITTEE MINUTES  
January 20, 2022  
Via Zoom Video and Audio Conferencing**

**Attendees:** Commissioner Claire Hall, Lincoln County; **CHAIR:** Commissioner Pat Malone, Benton County; Mayor Jim Lepin, Millersburg; Mayor Dean Sawyer, Newport; Councilor Alan Rowe, Adair Village; and Mitzi Naucler, SSAC.

**Absent:** Commissioner Roger Nyquist, CWACT; Commissioner Sherrie Sprenger, Linn County; Mayor Chas Jones, Philomath; Lee Lazaro, DSAC; and Britny Chandler, TBAC.

**Staff:** Executive Director, Ryan Vogt; Finance Director, Marit Nelson; and Executive Assistant, Leah Snodgrass

**1. Welcome and Introductions**

The Oregon Cascades West Council of Governments' (OCWCOG) Budget Committee Meeting was called to order by Commissioner Hall filling in for Chair Malone on January 20, 2022, at 11:31 am via Zoom Video and Audio Conferencing.

**2. Public Comment**

No comment.

**3. Approval of Previous Meeting Minutes**

Mayor Lepin moved to approve the meeting minutes from the May 20, 2021, Budget Committee Meeting. Mayor Sawyer seconded the motion. Miss Naucler abstained because she was not on the Budget Committee at the time the minutes were taken. With no objections, the minutes were voted upon and approved.

**4. Presentation and discussion of the FY 2021-2022 Supplemental Budget**

Finance Director Nelson summarized the Supplemental Budget memo for fiscal year 2021-2022 as attached to the meeting packet on page five (5), which also included the budget summary and charts also included in the meeting packet on page eight (8). Finance Director Marit stated in summary what is being requested in an adjustment to the revenue in the amount of \$4,738,262 that reflects the actual anticipated dollars and reallocating of the fund balances, reserve funding transfers, and adjustments of expenditures.

Miss Naucler asked for clarification on the reserve funding policy resolution. Finance Director Nelson explained the reserves come from amounts that were set aside from each program that would cover approximately two months' worth of personnel expenses. Other funding reserves would cover software, and other special projects such as building and sustainability. Finance Director Nelson will forward the approved resolution that outlines the reserve funds in greater detail to Miss Naucler for review.

Regarding Community and Economic Development (CED) revenue, Mayor Lepin asked Executive Director Vogt if there are planners currently contracted out to the cities in the region? Executive Director Vogt answered yes and explained there is not as many as in the past. There was a planner working in the coastal region with Yachats and Waldport but got hired on with Waldport exclusively. OCWCOG's past GIS person retired, came back in a temporary compacity, and OCWCOG is currently trying to fill that position. Executive Director Vogt stated there is still planning work being done including the housing barrier project tool kit. Waldport reached out recently for planning help regarding a buildable lands inventory project, and OCWCOG will be assisting them with that project.

Mayor Lepin asked if the significant increase in income from Federal funds in CED was from grants received? Executive Director Vogt answered yes and explained there was additional CARES grant money that came in that was not anticipated. \$1.7 million was received for AAMPO and CAMPO from ODOT as additional relief money. Executive Director Vogt believes the word is getting out about CED's strategy document as a catalyst for applying for and receiving grant money.

Mayor Lepin stated he thinks there is more activity in CED than he has ever seen in the past. Executive Director Vogt gave credit to CED Director Jenny Glass' leadership and for repairing relationships that have been damaged over the years.

With no further comments, Mayor Sawyer moved to approve the supplemental budget, Miss Naucler seconded the motion. With no objections, the supplemental budget was voted upon and approved.

Chair Malone joined at 11:49am.

## **5. Budget Calendar for Fiscal Year 2022-2023**

Finance Director Nelson presented the adoption of Supplemental Budget for Fiscal Year 2021-2022 Resolution number 2022-01-01, as attached in the meeting packet on page seven (7). Finance Director Nelson summarized the process and the proposed dates for workshops along with a timeline for the adoption at the May 19, 2022, meeting.

After Finance Director Nelson completed her summary, Chair Malone took over officiating the Budget Committee meeting. Chair Malone commented he was familiar with the budget process and thinks the calendar looks reasonable. Chair Malone particularly liked that the dates aligned with existing meetings.

Executive Director Vogt extended his appreciation for the committee's support.

Mayor Lepin commented that the level of detail prompts little questions and thinks the process is well done.

## **6. Other Business**

Executive Director Vogt clarified with Mayor Lepin about assisting local agencies in getting grants with the Economic Development Administration (EDA), that they were not reflected in the budget.

Finance Director Nelson mentioned another significant Federal fund source being received is Medicare for Ride Line.

**7. Adjournment**

Chair Malone adjourned the meeting at 12.01 p.m.

*Meeting minutes taken by Leah Snodgrass.*