



Tualatin River Watershed Council Meeting Minutes June 3, 2020

Stakeholders Present

Kristel Griffith	Drinking Water Provider Primary Representative (shared position), City of Hillsboro Water Department
Bob Baumgartner	Services Districts (Sewerage) Primary Representative, Clean Water Services
Briita Pajunas	Soil and Water Conservation District Secondary Representative, Tualatin SWCD
Tom Nygren	Small Woodland Owners Primary Representative, Washington County Small Woodlands Association
Stephen Cruise	Washington County, Primary Representative
Ashley Short	Environmental Organizations Primary Representative, Tualatin Riverkeepers
Jan Miller	Citizen-at-Large
Rich Van Buskirk	Education Primary Representative, Pacific University
Ross Van Loo	Citizen-at-Large

Staff Present

Scott McEwen	TRWC Executive Director
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Guests Present

Brian Creutzburg	Oregon Department of Environmental Quality
Kellyn Baez	Clean Water Services

Welcome and Introductions

Scott McEwen, Chair, opened the meeting at 7:05 pm. Brian Creutzburg with Oregon Department of Environmental Quality introduced himself. He has taken over for Wade Peerman as representative on the TRWC, and is a resource for monitoring, information on status and trends in water quality, GIS data access and other services as needed. The meeting was held remotely via Zoom. Scott reviewed the agenda.

May 2020 TRWC Minutes

Jan Miller presented motion to adopt May meeting minutes. Tom Nygren seconded motion to adopt meeting minutes. Bob Baumgartner called for a vote to adopt meeting minutes. **Adopted by consensus.**

FY21 budget process and overview

Scott presented the FY 20-21 budget development process. Scott worked with Kelly Dawes (TSWCD) and Jan Miller to put together the budget. The first draft budget was presented to the steering committee on May 20 for comments and discussion. Scott described examples of restricted funds associated with grants and unrestricted funds within the proposed budget. Six active grants will continue into the FY20-21 budget year and be completed by end of FY. After having expensed all grants and money intended to spend in FY19-20 the final carry over is estimated at \$155,000. Highest cost unrestricted expenses are associated with two full time staff salaries and operating expenses associated with those positions.

Contingency Planning

There are some opportunities to adjust for any unforeseen revenue loss associated with Covid-19. Within Bureau of Reclamation contract an amendment could be drafted to move funds from contractors to staff to offset unrestricted expenditures. Scott and Sam could allow billable work as way to offset any loss in revenue.

TRWC plans to enroll in federal Paycheck Protection Program, which is a forgivable loan program. Tualatin Riverkeepers has been approved for this same program.

Tualatin SWCD TREE grant proposal submission is frozen until Jan 2021. TRWC TREE grant proposal was to cover some staff salary and travel funds.

Discretionary funds (i.e. legal, graphic artist, copying, food costs, etc) can be reduced if needed but not recommend at this time.

FY21 budget discussion

Tom asked re: \$7000 allotted for website. Jan and Scott explained the TRWC website is currently not supported making routine updates and maintenance challenging. The money will be spent on a new website.

Tom asked about completing an audit. This past year, Jan put together Form 990 with Kelly Dawes and sent to a CPA for review. Not a formal audit but it was handled effectively this way. If we want to pay for an audit Scott is willing to pursue that in future but hold off for now until systems are improved. Plan to budget for this in FY21-22.

Ashley presented motion that professional training be earmarked to include DEI training for the board and staff. Kellyn seconded motion. Bob Baumgartner called for a vote to adopt this motion. **Adopted by consensus.**

Kristel asked if steering committee has reviewed full budget. Scott affirmed that yes, on May 20th steering committee had reviewed.

Kellyn asked about Paycheck Protection Program confirming it was a loan program not a grant program. Ashley explained from TRK experience that as long as TRWC is able to retain staffing levels at same amount during the duration of the loan period, loan is forgiven. 75% has to be used directly for payroll. Briita explained TSWCD stance on grant and Direct FA programs freeze and rationale from the TSWCD Board as to why those decisions were made. Until TSWCD Board receives more information on expected property tax revenues later this November, these funding programs are frozen. All TREE grant applicants

June 2020 TRWC Minutes

will be contacted in fall or winter to communicate if proposals can be submitted. Likely new submittal deadline will be in January 2021 if decision is made to reinstate program funding.

Stephen asked that regular check ins be instituted to keep board members informed of any potential decreases in funding that can affect the TRWC budget.

Three months reserve is recommended in the TRWC Financial Procedures. \$49,906 is current cash flow reserve amount. Rich thinks we are in a good position noting that we have net positive and funds available to carry over into next FY. No need to reduce discretionary funds at this time.

Bob wants to look at plans to review discretionary budget and earmark those towards items listed in the TRWC plan. Plan to take that up at a future steering committee meeting.

FY21 budget vote

Scott sought a motion to recommend the FY 2020- 2021 budget for adoption.

Jan Miller approved budget as presented. Tom Nygren seconded the budget. With no further discussion heard Bob Baumgartner called for a vote and the **FY 2020-2021 budget was adopted by consensus.**

Adjournment

The meeting adjourned at 7:56 pm.

Respectfully submitted,

Briita Pajunas, Co-Secretary