



## **Budget Committee Meeting Packet**

**May 21, 2020, 12:15 pm**

Zoom Video Conference  
<https://zoom.us/j/5813135120>  
Meeting ID: 581-313-5120  
Phone Number: 669.900.9128

**Next OCWCOG Budget  
Committee Meeting:  
June - TBD**

---

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

*This page is intentionally left blank.*



1400 Queen Ave SE • Suite 201 • Albany, OR 97322  
(541) 967-8720 • FAX (541) 967-6123

---

**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS  
BUDGET COMMITTEE AGENDA  
May 21, 2020  
12:15 – 12:45 pm**

Zoom Video Conference  
<https://zoom.us/j/5813135120>  
Meeting ID: 581-313-5120  
Phone Number: 346-248-7799

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

1. **Election of Budget Chair and Secretary** (*Finance Chair Sharon Konopa*)  
(12:15 – 12:20 pm)

In order to meet State Budget law, the Committee must elect a Chairperson and Secretary at the first meeting.

**ACTION: Motion to elect a Chairperson and Secretary as nominated.**

2. **Public Comment** (*Budget Committee Chair*)  
(12:20 – 12:25 pm)

Floor will be open to the public for comment.

**ACTION: No action, Information only.**

3. **Minutes of Previous Meetings** (*Budget Committee Chair*)  
(12:25 – 12:30 pm)

Review of the July 17, 2019 Budget Committee minutes (Page 5).

**ACTION: Motion to approve the minutes of the July 17, 2019 Budget Committee meeting.**

4. **Fiscal Year (FY) Annual Work Program and Budget Review** (Finance Director Sue Forty)  
(12:30 – 12:35 pm)

Finance Director Forty will present the *FY2020-2021 Annual Work Program and Budget* that has been prepared to meet the budget requirements of ORS 294.900 to 294.930. This budget document is presented for review and action.

A copy of the *FY2020-2021 Annual Work Program and Budget* (separate attachment) is included in your Committee packet with this agenda.

**ACTION:**        **Motion to recommend approval of the *FY2020-2021 Annual Work Program and Budget* to the Board of Directors for final approval and adoption.**

**ACTION:**        **Motion to approve Official Budget and recommend adoption of Resolution #2020-05-4 (Page 7).**

5. **Discussion Regarding FY2019-2020 Supplemental Budget** (Finance Director Sue Forty)  
(12:35 – 12:40 pm)

Finance Director Forty will discuss the *FY2019-2020 Supplemental Budget*, which will be presented to the Committee in June during a Special Meeting of the Budget Committee.

**ACTION:**        **No action, information only.**

6. **Other Business** (Budget Committee Chair)  
(12:40 – 12:45 pm)

7. **Adjournment** (Budget Committee Chair)  
(12:45 pm)

**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS  
BUDGET COMMITTEE MINUTES  
July 17, 2019**

**MEMBERS:** Commissioner Annabelle Jaramillo, Benton County and Cascades West Area Commission on Transportation Chair; Commissioner Pat Malone, Benton County; Mayor Sharon Konopa, City of Albany; Mayor Jim Lepin, City of Millersburg; Mayor Dann Cutter, City of Waldport; and Mayor Biff Traber, City of Corvallis.

**STAFF:** Executive Director Fred Abousleman; Finance Director Sue Forty; Community Services Program Director (CSP) Jennifer Moore; Community and Economic Development (CED) Director Phil Warnock; Senior and Disability Services (SDS) Director Randi Moore; and CED Executive Administrative Assistant Emma Chavez.

The OCWCOG's Budget Committee Meeting was called to order by Chair Sharon Konopa at 1:02 pm at the Cascades West Center in Albany.

**1. Public Comment**

No comments.

**2. Minutes of the Previous Meeting**

Mayor Jim Lepin made a motion to approve the minutes of the May 16, 2019 Budget Committee minutes. Commissioner Pat Malone seconded. Motion passed unanimously.

**3. Fiscal Year (FY) 2019 – 2020 Supplemental Budget**

Finance Director Sue Forty briefed members on the need for a supplemental budget approval. She advised that OCWCOG was waiting for the *Stand by Me* program to be approved, as well as the value of the Benton County service contract.

Executive Director Fred Abousleman advised that a second supplemental budget is anticipated when *Special Transportation Improvement Funds (STIF)* are received. He noted that this is unusual, but needed due to the additional funding.

Mayor Biff Traber questioned if the Veteran dollars are considered contract dollars. Finance Director Forty responded that for the supplemental budget it is. However, OCWCOG also receives State dollars for the Veterans program.

Mayor Dan Cutter questioned if the Budget Committee could adopt the *FY2019-2020 Supplemental Budget*. Executive Director Abousleman advised that the Finance and Budget Committee do not have authority to adopt the *FY2019-2020 Supplemental Budget*, only the Executive Committee and OCWCOG Board does. He stated that with the recommendation of the Budget Committee, an electronic meeting of the OCWCOG Board can be held for approval of the *FY2019-2020 Supplemental Budget*.

Finance Director Forty indicated that the reason why it is important to move the *FY2019-2020 Supplemental Budget* forward is that the *Stand by Me* program would be on hold until this occurs.

Mayor Traber made a motion to recommend to the Board of Directors (Board) to adopt the *FY2019-2020 Supplemental Budget* via electronic vote. Motion seconded by Mayor Lepin. Motion passed unanimously.

Executive Director Abousleman proposed for OCWCOG to set a timeframe for the electronic vote of the Board to take place. He indicated that an open public comment period would need to take place at least five days, prior to the vote. Upon closing of the public comment period, comments submitted will be shared with the Board for review, and a call for a vote on the *FY2019-2020 Supplemental Budget* will be made. The voting period will be set for two days. A majority of votes from the Board would indicate approval.

Mayor Cutter suggested a blog for the process. Mayor Traber advised that the challenge with such a process is deliberation amongst decision makers. Executive Director Abousleman advised that it would be best to proceed with the OCWCOG's proposed process through electronic, website, newspaper, and social media means.

Mayor Konopa questioned if OCWCOG had polled members to try and reach quorum. Executive Director Abousleman advised that OCWCOG had done so, and the Board would have been a member short.

Mayor Traber stated that the City of Corvallis only needs to do a 48-hour notice to the public. Finance Director Forty advised that the OCWCOG prefers this process in order to be as transparent as possible.

#### **4. Other Business**

No other business to discuss.

#### **5. Adjournment**

No further business, the meeting was adjourned at 1:17 pm.

*Meeting notes taken by Emma Chavez.*



## **RESOLUTION #2020-05-04**

*Adoption of the Agency Budget for Fiscal Year 2020-2021*

---

**WHEREAS**, the Oregon Cascades West Council of Governments' Budget Committee has reviewed and approved on the 21st day of May 2020 a Fiscal Year 2020-2021 budget and recommended adoption to the Board of Directors; and

**WHEREAS**, the Board of Directors has reviewed that Budget and had an opportunity to hear public comment on that Budget at Board meeting on the 21st day of May;

### **NOW THEREFORE, BE IT RESOLVED:**

1. That the Oregon Cascades West Council of Governments' Board of Directors does hereby adopt the Budget as approved and recommended by the Budget Committee and presented by the Chair, and
2. That the following amounts are hereby appropriated for the purposes specified for the Fiscal Year beginning the 1st of July 2020:

Personnel	\$18,794,943
Materials and Services	\$27,502,452
Principal Payment	\$43,333
Interest Payments	\$5,157
Total Appropriation	\$46,345,885

**ADOPTED** this 21st day of May 2020 at the Oregon Cascades West Council of Governments' Board meeting in Albany, Oregon.

---

Biff Traber  
Chair

---

Sue Forty  
Finance Director



Cascades West Center  
1400 Queen Avenue, SE Suite 201  
Albany, OR 97322  
541.967.8720