



**UMATILLA COUNTY
SPECIAL LIBRARY
DISTRICT**

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**Minutes
Fiscal Year 2023-2024 Budget Committee Meeting**

April 25, 2023 at 5:30 pm
425 S Main Street and via Zoom
Pendleton, Oregon

ATTENDANCE – BOARD:

Caty Clifton, Vice President
Nick Nash
John Thomas, President

ATTENDANCE – APPOINTED BUDGET COMMITTEE MEMBERS:

Cade Burnette, Stanfield (via Zoom)
Mary Finney, Pendleton
Sue Petersen, Pendleton (via Zoom)
Dave Richmond, Athena
Darcy Sexson, Stanfield (via Zoom)

ATTENDANCE – STAFF:

Heather Estrada, District Director
Dea Nowell, Technical Services Manager (via Zoom)

GUESTS:

None.

CALL TO ORDER:

The meeting was called to order by Board President John Thomas at 5:31 pm.

CALL THE ROLL & ESTABLISH QUORUM:

Roll was called by Heather Estrada: Board Members Nick Nash, Caty Clifton, and John Thomas were present in person, with Sharone McCann and Jubilee Barron absent; and Lay Budget Committee Members Mary Finney and Dave Richmond being present in person, and Cade Burnette via Zoom. Heather noted with 3 Lay Budget Committee Members and 3 Board Members present, there was a quorum. [Lay Budget Committee Members Sue Peterson arrived at the beginning of the Budget Presentation and Darcy Sexson following shortly thereafter.]

WELCOME & GROUND RULES & HOUSEKEEPING:

John Thomas and Heather Estrada welcomed everyone and thanked everyone for taking their time to be part of the budget process. Heather noted she had no housekeeping and shared the ground rules for the meeting.

INTRODUCTIONS:

[Heather and all the members of the Budget Committee introduced themselves as they arrived and before the meeting began.]

ELECTION OF BUDGET COMMITTEE CHAIR:

Board President John Thomas opened the floor for nominations for Budget Committee Chair. Nick Nash nominated John Thomas to Chair the Budget Committee Meeting. Mary

Finney seconded the motion. There were no other nominations. The nomination was unanimously approved.

BUDGET PRESENTATION:

Budget Committee Chair John Thomas asked Heather Estrada, as Budget Officer, to present the proposed FY2023-2024 budget. Heather gave an overview of the four budget funds, including a brief history of the District and then presented the proposed budget, explaining each of the funds; and explaining specific areas, as necessary.

PUBLIC COMMENTS:

There were no public comments, as there was no one from the public present and no communication had been received by email or phone.

DISCUSSION, APPROVAL, SET TAX RATE:

Questions and discussion among the committee included things such as “tax distribution to cities” on page 3 of the proposed budget includes the 80% of previously levied taxes and 80% of estimated taxes to be received; where on page 3 of the proposed budget do the “reserved for future expenditure” sit? - in lines 32 & 33 - and is contingency part of the District’s money? - yes, they are part of the “buffer”; \$100,000 contingency isn’t very high on a \$2.7 million budget. Following the questions and discussion, Dave Richmond moved to approve the proposed FY2023-2024 budget as proposed and presented. Sue Peterson seconded the motion. The motion passed unanimously. Mary Finney moved to set the tax rate of .3682 per \$1,000 of assessed value. Darcy Sexson seconded the motion. The motion passed unanimously.

ADJOURNMENT:

Nick Nash, as a Board Member, along with Caty Clifton and John Thomas voiced their thanks to everyone for their time in helping approve the District’s budget for next year. Heather Estrada also offered her thanks to everyone.

John Thomas entertained a motion for adjournment and Dave Richmond moved to adjourn the meeting. Darcy Sexson seconded the motion. The motion passed unanimously. John Thomas adjourned the meeting at 6:26 pm.

Respectfully submitted by Dea Nowell