Tualatin Soil and Water Conservation District

FISCAL YEAR 2027

Budget Message

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Budget Officer
May 05, 2026

Tualatin Soil and Water
CONSERVATION DISTRICT

Conservation is for everyone.

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Section 1 - Budgeting

The Budget Officer

As a taxing entity subject to Oregon Local Budget Law, Tualatin Soil and Water Conservation District (TSWCD or District) must appoint a budget officer to prepare (or supervise the preparation of) the budget document, as described in Oregon Revised Statute (ORS) 294.331:

> *"... The budget officer... shall prepare or supervise the preparation of the budget document. The budget officer shall act under the direction of the executive officer of the municipal corporation, or where no executive officer exists, under the direction of the governing body."*

For the development of the Fiscal Year July 1, 2026 – June 30, 2027 (FY27) budget, TSWCD's Board of Directors appointed TSWCD's Director of Finance and Operations as the Budget Officer on March 13, 2018, by Resolution 2018-1.

The Budget Message

A cornerstone of the public budgeting process is communicating the annual budget to the Budget Committee and to the public. The budget message identifies changes from the previous budget and identifies new initiatives and changes in TSWCD's programs and operations.

The budget message also communicates how TSWCD will implement TSWCD's *Strategic Plan for 2024 – 2028* (Strategic Plan) in the coming fiscal year.

Overview of Budget Process

- Budget Officer appointed.
- Budget Message communicates the proposed budget.
- Budget Committee established.
- Budget Committee approves (or modifies and approves) proposed budget.
- Board of Directors adopts (or modifies and adopts) proposed budget.

According to ORS 294.403,

> *A budget message shall be prepared by or under the direction of the executive officer of the municipal corporation or, where no executive officer exists, by or under the direction of the presiding officer of the governing body. The budget message shall be delivered at a meeting of the budget committee as provided in ORS 294.426 (1). The budget message shall:*
>
> - *Explain the budget document;*
> - *Contain a brief description of the proposed financial policies of the municipal corporation for the ensuing year or ensuing budget period;*
> - *Describe in connection with the financial policies of the municipal corporation, the important features of the budget document;*
> - *Set forth the reason for salient changes from the previous year or budget period in appropriation and revenue items;*
> - *Explain the major changes in financial policy; and*
> - *Set forth any change contemplated in the municipal corporation's basis of accounting and explain the reasons for the change and the effect of the change on the operations of the municipal corporation.*

The Budget Committee

ORS 294 requires public taxing entities to prepare a budget consistent with Oregon Local Budget Law.

TSWCD is a special district of the State of Oregon and a local unit of government, formed in 1955 under the authority of ORS 568, and with the powers and duties described in that law.

TSWCD must establish a Budget Committee (Committee) and must hold at least one public meeting to review and approve the upcoming year's budget. The Committee consists of TSWCD's Board of Directors, and an equal number of local registered voters appointed by the Board.

Budget Committee Members

The Committee for FY27 consists of 14 members: seven electors and the seven-member Board of Directors. This group provides wide representation on natural resource issues and opportunities throughout the District.

Members of the FY27 Budget Committee:

1. Thomas Dierickx	Serves while a Board member.
2. Olivia Duren	Serves while a Board member.
3. Eldon Jossi	Serves while a Board member.
4. Dean Moberg	Serves while a Board member.
5. Elaine Stewart	Serves while a Board member.
6. Luke Vanderzanden	Serves while a Board member.
7. Steve Vangrunsven	Serves while a Board member.
8. Chuck Meyer	Appointed in 2024: Final year of term.
9. Joe McArthur	Appointed in 2024: Final year of term.
10. Erik Lehr	Appointed in 2024: Final year of term.
11. Conner Duyck	Appointed in 2025: Second year of term.
12. Aaron Nichols	Appointed in 2025: Second year of term.
13. Jennie DeBunce	Appointed in 2026: First year of term.
14. Mark DeForge	Appointed in 2026: First year of term.

Terms of Service for Budget Committee Members

Citizen members are appointed by TSWCD's Board of Directors for three-year terms. Citizen member terms are staggered to ensure year-to-year continuity and to incorporate innovative ideas and perspectives into the Committee's deliberations.

Duties of the Budget Committee

The Committee reviews the proposed budget submitted by the Budget Officer and either approves it as proposed or modifies it. The Committee elects a presiding officer to help the Committee reach an affirmative vote to approve the budget proposal.

Specifically, the Budget Committee:

1. Receives the budget document from the Budget Officer.
2. Hears the budget message.
3. Hears and considers public comments.

4. Discusses and revises the budget as needed.
5. Approves the budget.
6. Approves the property taxes to be levied.

All meetings of the Budget Committee are subject to Oregon's Public Meetings Law (ORS 192.610 - 690). A quorum of the Committee is required to conduct business. A majority of the Committee members is required to act.

For this Budget Committee, a quorum and simple majority are the same: eight Committee members.

At any given time, additional information may be requested from Lacey Townsend, Executive Director, or Kelly Dawes, Budget Officer.

TSWCD anticipates at least one meeting of the Budget Committee in 2026. The proposed budget and budget message will be emailed to the Budget Committee and posted at http://www.tualatinswcd.org by the Budget Officer on May 05, 2026. At the Budget Committee meeting, the budget message letter will be read, public testimony on the proposed budget will be accepted, and the proposed budget will be discussed, and the committee may vote to approve the budget. At a second meeting, if needed, any changes requested by the Committee will be presented. Public testimony will not be taken at the second meeting. The Committee may vote to approve the budget.

Duties of the Board of Directors

Following approval of the budget by the Budget Committee, the Board of Directors holds a budget hearing on the budget approved by the Committee. Any person may comment on the approved budget at the hearing.

After the hearing, the Board of Directors can change the number of estimated expenditures for each fund by no more than $5,000 or 10% of the estimated expenditures, whichever is greater. The amount or rate of the total ad valorem property taxes to be certified by TSWCD to the assessor may not exceed the amount approved by the Budget Committee. [ORS 294.456]

June 30, 2026, is the deadline for the Board of Directors to enact a resolution that adopts the budget, makes appropriations, imposes tax levies, and categorizes each tax.

Budgeting by Funds

What are “funds”?

The budget is prepared by fund. TSWCD has three kinds of funds: general fund, special revenue fund, and reserve fund.

The Oregon Department of Revenue describes a general fund as shown below.

> The purpose of the general fund is to record financial transactions relating to all activities for which specific types of funds are not required. It is the general operating fund for the local government. Most local governments have a general fund. Many small districts have only a general fund. *ORS 293-105.*

The Oregon Department of Revenue describes a special revenue fund as shown below.

> Special revenue funds should be set up for dedicated local option tax levies, specific purpose grants, and other revenues when required by statute, charter provisions, or the terms of a grant…The general requirement is that dedicated revenues must be used for the specific purpose authorized, and separate funds should be established for them. *ORS 311.350*

The Oregon Department of Revenue describes a reserve fund as shown below.

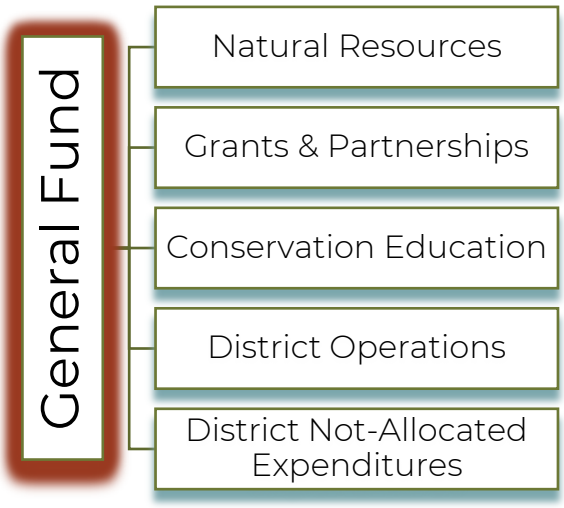
> A local government may set up a **reserve fund** to accumulate money for financing the cost of any service, project, property, or equipment that the district can legally perform or acquire. [ORS 294.346, renumbered from 294.525] Under Local Budget Law, a reserve fund is a way to save money from year to year. Expenditures can be appropriated and made directly from a reserve fund.
>
> The resolution or ordinance creating a reserve fund should state the purpose for which the money in the fund can be spent. At least every 10 years after the establishment of a reserve fund, the governing body must review the fund to decide if it should be continued or abolished. Any unexpended or unobligated balance left in the fund when it is abolished can be transferred to the general fund or any other fund designated by the governing body.
>
> Money in a reserve fund can only be used for the purpose for which the fund was established. Expenditures for the purpose may be budgeted and appropriated directly from the reserve fund. Transfers may not be made from a reserve fund unless the fund that receives the transfer uses the money for a purpose consistent with the purpose of the reserve fund. Interfund loans can be made from a reserve fund under ORS 294.468 (renumbered from 294.460).

Organization of TSWCD's Funds

TSWCD has established three funds: General Fund, Special Revenue Fund, and Reserve Fund.

General Fund

Four programs exist within the General Fund: Natural Resources, Grants and Partnerships, Conservation Education, and District Operations. The Not Allocated Expenditures portion of the General Fund is used to show transfers to other funds, contingencies, reserve for future expenditures, and the unappropriated fund balance.



Special Revenue Fund

TSWCD has three Special Revenue Funds:

Conservation Stewardship

The Special Reserve Fund-Conservation Stewardship is a special revenue fund that supports ecological enhancements throughout the watershed from donated funds. Examples of conservation actions that provide additional uplift include garbage and debris removal in natural areas, design and installation of wildlife habitat structures, instream habitat structure or erosion control projects, and scientific studies.

Easements

The Special Reserve Fund-Easements is a special revenue fund focused on the activities of the District regarding easements and funds received by TSWCD from state, federal, and private sources that are restricted to specific easement uses.

Grants

The Special Reserve Fund-Grants is a special revenue fund focused on the activities of the District regarding grant funds received by TSWCD from state, federal, and private sources that are restricted to specific project uses.

Reserve Fund - Opportunity

TSWCD has one Reserve Fund:

Opportunity

This fund was authorized and established by resolution number 2017-1 on April 11, 2017, for the following specified purpose: purchase of facilities, land, and for conservation opportunities that echo the District priorities.

Section 2 – Policies and Performance

Basis for Budgeting

TSWCD has always operated on a modified cash basis. Cash basis means revenue is recorded when received, and expenditures are recorded when money is spent. After consultation with both TSWCD's municipal auditor and the Oregon Department of Revenue, TSWCD has decided to continue operating under a modified cash basis.

Funds Held in Approved Institutions

All TSWCD funds are held in qualified public depositories approved by the Oregon State Treasury. For FY27, those institutions are Heritage Bank, Banner Bank, and the Oregon State Treasury's Local Government Investment Pool (LGIP). In general, long-term savings are held in LGIP accounts, while short-term operating capital is held in checking accounts at Heritage Bank and Banner Bank.

Expenditures

Expenditures follow a four-step process.

1. The Board of Directors authorizes the expenditures in the adopted budget.
2. The staff consults with the Director of Finance and Operations to manage expenditures according to the budget.
3. The Executive Director and/or Program Manager reviews and authorizes the expenditures.
4. The Director of Finance and Operations writes the checks or initiates an Automatic Clearing House (ACH) payment and presents those transactions for either signature or approval by two Directors.

The Executive Director, Director of Finance and Operations, and the Board Treasurer regularly monitor accounts and compare expenditures to limits authorized in the budget. Each month, the Board of Directors reviews and approves expenditures to make certain expenditures are necessary and appropriate. Monthly, the Board of Directors reviews the financial statements that include the budget-to-actual report.

Transparency

TSWCD regularly publishes the agenda for public meetings online. TSWCD will make meeting minutes and financial reports available upon request. To help residents stay informed about the activities of their soil and water conservation district, TSWCD utilizes newspapers, our website, and social media. Find our website at www.tualatinswcd.org or social media.

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TualatinSoilandWater ConservationDistrict

Section 3 – Services

Oregon Revised Statute 568 states two key purposes of conservation districts:

1. Determine problems.
2. Initiate solutions.

In evaluating resource concerns in the County, the District identifies problems we think should be addressed. These district-initiated projects can be in any of our program areas, usually involving one or more partners, and vary in duration, size, and cost.

In FY27, TSWCD will continue offering services which include conservation education, technical assistance, and financial assistance.

Conservation Education

Helping Washington County residents understand natural resource problems and implement practices to conserve natural resources is essential.

Education is provided to the community about natural resource concerns through:

- Workshops, events, presentations, and displays;
- Publications, including fact sheets, brochures, and newsletters;
- Traditional news media;
- Online media, including social media, website, and video production;

Technical Assistance

Technical assistance involves working with residents to implement sustainable solutions to conserve and enhance natural resources. It is provided through one-on-one site visits, consultation, and customized conservation or stewardship plans.

Financial Assistance

Funding for natural resource projects is delivered through a range of programs and partnerships, including direct resident assistance, partner agreements, grant programs and targeted initiatives such as the Farmer Training, Forestry, Habitat Conservation, Rural and Urban Programs.

Section 4 - Accomplishments

TSWCD provides technical assistance, financial assistance, and education to create a sustainable, productive, healthy environment in Washington County.

Conservation Priorities

Our conservation priorities in FY25 were related to water quality and conservation; healthy soil; habitat; vegetation; energy conservation; and working farms, forests, and community food. We educate the public on local natural resource concerns, teach best management practices to manage these resources, and provide conservation tools to create a healthy and livable community.

Technical Assistance and Conservation Planning

The accomplishments listed in this section reflect work completed in Fiscal Year 2025 (FY25). Fiscal Year 2024 marked the initiation of our new five-year strategic plan, in which we organize our actions around ten goals focused on our conservation priorities and organizational values. We focused on strengthening our established programs and initiatives and laying the foundation for new avenues of growth. Central to our progress has been the strength of partnerships with local organizations, agencies, and community members. These collaborations have been instrumental in advancing key initiatives and ensuring that our efforts are both effective and sustainable. Together, we have made important strides in protecting our natural resources, promoting environmental stewardship, and building a stronger, more resilient Washington County community.

Accomplishments from the current fiscal year (Fiscal Year 2026) will be reported in the FY26 annual report *(expected in fall 2026)*.

Strategic Plan Goals – FY25 Highlights

1 – Water Quality & Conservation

Our goal: Promote, support, and participate in efforts that ensure clean water is available for all Washington County residents and uses.

We enrolled five new projects on rural farms to protect water quality through mud and manure management and pasture improvements. These projects help ensure that pollutants, sediment, and excess nutrients don't enter our waterways. In the urban area, we initiated twelve new projects intended to

protect water quality, including waterwise landscaping improvements, native plant installations, irrigation reduction strategies, and rainwater harvest systems. To implement these projects, we provided project planning services, ongoing advice, and over $250,000 in cost-share support.

We also held an event to collect over six tons of unused and unwanted pesticides (at no cost to participants). This provided a safe way to dispose of chemicals that could otherwise pollute our local waterways.

2 – Healthy Soil

Our goal: Promote healthy soil practices to prevent erosion and to positively impact productivity, carbon sequestration, water infiltration and storage, and animal and plant use.

We provided one-on-one guidance and education to 42 residents about soil health, including recommendations about cover cropping, erosion control, soil testing, and soil protection practices. We rented our no-till seed drill out to small farms, supporting them in seeding 52 acres of cover crops and pasture improving species with minimal soil disturbance. Our annual Soil School event drew over 100 participants for a full-day event with demonstrations, presentations, and resources about soil health.

3 – Habitat

Our goal: Conserve diverse, resilient, and well-connected habitats that support healthy native populations of fish, wildlife, and beneficial insects.

We enrolled more than 16 acres of land into oak and prairie conservation projects across the county and added more than 10 acres of wetland and riparian habitats to our restoration portfolio. We provided advice and resources to 57 people about habitat conservation topics, including native plantings, pollinators, and coexistence with wildlife.

We planted over 100,000 native plants and distributed over 1,200 pounds of native seed throughout streamside, woodland, prairie, and wetland habitats in the Tualatin River watershed. We continued to procure and distribute diverse, climate-adapted tree species to support beginning woodland managers.

To expand our efforts to raise awareness of Oregon white oak habitat, we created a video highlighting an oak restoration project and distributed more than 200 oak seedlings through our annual giveaway event.

4 – Vegetation

Our goal: Foster robust plant communities that create resilient forests, support healthy crops, are protected from invasive species, sequester carbon, and provide for healthy communities.

We continued to manage invasive species throughout the Tualatin River watershed by actively surveying 3,000 acres and tracking and treating 22 priority species across 35 acres (view our treatment map). We surveyed and treated high-priority weeds for 854 landowners.

In our efforts to build climate-resilient forests and communities, we continued to work on the development of a guidebook providing strategy recommendations for climate-informed forestry. We also held three *Wildfire Ready* events to engage the community in creating defensible space around their homes and on their forest land. We contributed $30,000 to the Gaston Rural Fire Protection District to increase their capacity for conducting home wildfire preparedness assessments.

5 – Energy Conservation

Our goal: Support conservation practices that responsibly manage energy consumption.

We continued to assess existing local and state-level energy conservation initiatives. This work will be used to determine gaps in energy conservation services and where we can best contribute our services. We are being intentional about looking for opportunities to support existing efforts to encourage energy conservation, protect air quality, and reduce contributions to climate change.

6 – Working Farms, Forests & Community Food

Our goal: Foster a robust local food community where farms and gardens produce healthy crops, local food is accessible to all residents, agriculture and forestry are viable and celebrated, working lands are conserved, and the next generation of farmers and foresters are trained and supported.

We invested heavily in the local food production system by providing funding to three established farmer training programs at Adelante Mujeres, CAMPO, and Working Theory Farm. We continued our sponsorship of 11 local farmers markets to support increased access to local food. We established a new partnership with Growing Gardens, a non-profit organization providing materials and mentorship for home garden establishment.

We finalized a large conservation easement, resulting in the permanent protection of 134 acres of working forest in western Washington County.

7 – Diversity, Equity & Inclusion

Our goal: Listen to, learn from, and communicate with our diverse communities to deliver equitable services and programs.

We collaborated with a consultant on equity planning, which resulted in updates to our Strategic Plan, including addition of an equity vision and incorporation of DEI components into our planned actions. We began creating an *equity lens* tool to support staff in integrating and implementing equity and inclusion considerations in all aspects of our work.

8 – Community Engagement & Public Education

Our goal: Provide accessible, inclusive, and responsive education opportunities to motivate and empower residents to conserve natural resources.

We engaged with our communities both in-person and through digital channels to share news, provide education, and tell the story of conservation work in Washington County. Through workshops and presentations, we brought together over 500 people to connect and learn about community wildfire preparedness, soil health principles, oak habitat conservation, weed management, and more.

We continued to develop our suite of digital resources to engage with online learners. Our website and YouTube channel drew over 167,000 viewers, with frequent visits to our ever-expanding *Weed & Pest Directory* and our practical "how-to" features providing instructions for planting Oregon white oak acorns and assessing soil health.

We provided grant funding to nine organizations conducting educational activities and workforce development programs, and we continued our multi-year sponsorship of the Agriculture in the Classroom program.

9 – Partnerships

Our goal: Nurture robust partnerships with diverse stakeholders to further our shared goals related to community health and natural resource conservation.

We provided over $1.2 million in grants and sponsorships to support partners. Over 40 entities were awarded grants for educational programming, conservation research, and natural resource conservation projects.

Summaries of projects funded through our TWIG, CONE, and TREE grants can be found on our website.

We were awarded $310,648 through the Oregon Department of Forestry's Urban Community Forestry Sub-Award Grant Program to fund a *Cool Schools* initiative. This project includes working with Beaverton and Forest Grove School Districts and other local partners to increase tree canopy cover at schools and to educate school communities on how to steward trees. By prioritizing Title 1 schools and workforce development, the program seeks to empower communities, mitigate environmental harm, and create lasting green infrastructure in Washington County.

10 – Organizational Health

Our goal: Maintain an effective service organization through best practices in fiscal and workforce management and strong internal communication, while demonstrating a commitment to sustainable practices.

We secured over $3.5 million in outside funding to support our FY25 activities. In conjunction with our tax base funding, we put over $9 million back into our community through on-the-ground restoration work, education, and technical assistance.

We continued the design process for our new office building and are looking forward to breaking ground in the fall of 2026.

Employees and Consultants

Since we are a service organization, the success of our mission depends heavily on the work of our employees. The District follows three critical tenets to aid our employees. One, we use sophisticated processes to ensure we hire the best qualified candidates for job openings. Two, this proposed budget contains generous amounts designated to ongoing training for each employee. Investing in our employees is related to the quality of our programs and services. Three, each program requests contracting and consulting funds to augment and extend the work of the employees.

A major goal of TSWCD technical and financial assistance programs is to address a variety of resource concerns dealing with water quality and conservation, healthy soil, habitat, vegetation, energy, working lands, and community food throughout the watershed. Effectively addressing these resource concerns involves the ability to identify and implement complex solutions that require a considerable level of pre-project planning. The

planning process makes the most important impact on overall project success. TSWCD planners have the skills and tools to plan a variety of treatments. However, some solutions are at the level of complexity, risk, and cost that require other specialized professionals to ensure a project has a high probability of success.

Consultants either contribute highly specialized training and skills not available at the staff level, or their support adds capacity to the staff's ability to complete more projects. Often consultants can be hired to complete time-consuming and complex tasks, such as permitting, that allow TSWCD planners to develop and implement other projects.

Section 5 – Management

Growth in Property Values

TSWCD assumes the value of assessed real property will continue to increase. The Oregon State Constitution limits the annual increase in assessed property value for a property to three percent (3%).

Manage Costs while Increasing Services

TSWCD carefully manages expenditures and continually seeks more efficient delivery methods to improve service, improve safety, and reduce cost. The challenge is to improve services while managing cost, so the costs remain less than the expected growth in revenues.

Staffing is TSWCD's greatest single cost center, but it is also the primary way conservation assistance is provided to residents.

Provide Services to Residents

The FY27 budget will fund our technical, educational, and financial assistance to residents in the following areas:

- Natural Resources Program
    - Urban Conservation
    - Rural Conservation
    - Forest Conservation
    - Stream Enhancement
    - Habitat Conservation Program
    - Invasive Species Program
- Conservation Education Program
- Grants and Partnerships

Staffing Level in FY27

The staffing level will increase from 23 full-time equivalents to 25 full-time equivalents to accommodate our current programs.

Build Sustainable Financial Assistance Mechanisms

Seek more outside funding. TSWCD has access to funds from the Oregon Watershed Enhancement Board, Oregon Department of Agriculture, USDA-Natural Resources Conservation Service, USDA–Farm Service Agency (USDA-FSA), Clean Water Services (CWS), other state and federal agency funding, and private contributors. TSWCD has been extremely successful in leveraging funds for conservation work throughout Washington County. However, as TSWCD's engagement in the region increases and as our reputation for effective, efficient work continues to grow, our grant-seeking efforts will become even more successful. TSWCD will be positioned to be more competitive in seeking grant funding for conservation projects.

Financial assistance. With the tax levy funding, TSWCD offers financial assistance for both on-the-ground conservation and education efforts for partners, the Washington County community, and TSWCD-initiated projects.

Section 6 - Budget Scenario for FY27

TSWCD's budget for FY27 reflects the continued commitment to implement core components of the *Strategic Plan* and pursue the conservation priorities adopted by the Board of Directors. The *Strategic Plan* is available on the TSWCD website: www.tualatinswcd.org.

Priorities Addressed by Three Funds

The proposed budget is structured around three funds:

- General Fund
- Special Revenue Fund:
    - Easements
    - Conservation Stewardship
    - Grants
- Reserve Fund – Opportunity

TSWCD's top priority is to assure consistent, timely, professional service to Washington County residents. Collaborating with residents, we help our community implement sustainable solutions to conserve and enhance natural resources. We do this by providing technical assistance, education to residents, and District-generated financial assistance. Our work helps to create healthy, livable communities that are good places to work and to play. We continue to learn and grow to serve our community's needs. All employees are funded by the General Fund.

TSWCD's second highest priority is saving for any opportunity that will advance the mission and vision of TSWCD on a large scale. Examples of opportunities include land purchase for use as a demonstration site, purchase or construction of an education facility, purchase of a TSWCD office, conservation easements to protect farms and forests, and conservation projects that address multiple resource concerns on a large scale. The Reserve Fund- Opportunity is the savings account for these types of priorities.

Our third highest priority is to collaborate with partners to further support our mission and expand conservation throughout the County. Partnerships are an important part of our work and allow us to increase our reach to residents. We will maintain and build upon existing partnerships, as well as build

relationships with new partners. Partnerships allow us to get more conservation on the ground; expand education efforts throughout the County; and leverage state, federal, and private dollars to improve natural resources for all residents.

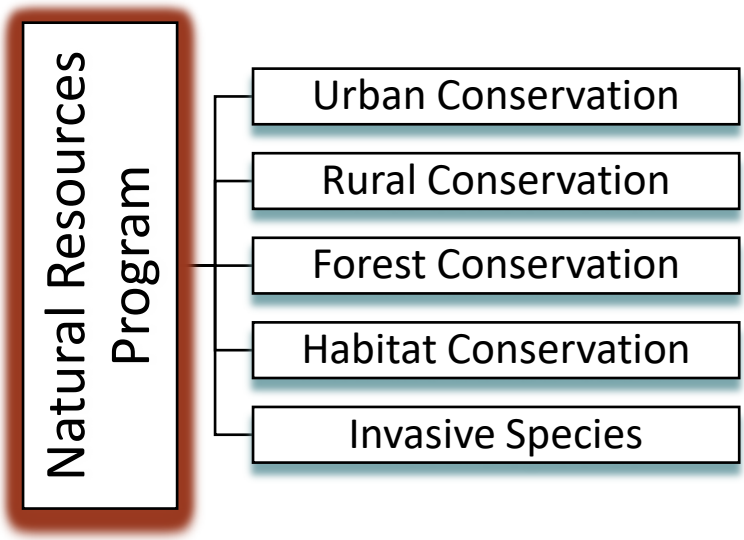
General Fund

TSWCD is a service organization. The budget reflects this commitment to service delivery.

Within the General Fund there are four programs: Natural Resources Program, Grants and Partnerships Program, Conservation Education Program, and District Operations. A fifth detail sheet in the budget shows expenditures not allocated to any program.

> According to the Oregon Department of Revenue ORS 293.105, *"A general fund contains the estimates of the revenues and expenditures needed to run the daily operations of the local government such as wages, supplies, rent, and utilities."*

The **Natural Resources Program** includes the costs associated with providing services to customers and partners. Urban conservation, rural conservation, forest conservation, habitat conservation, and invasive species activities are included in this program.



The **Grants and Partnerships Program** consists of all the grant awards and partnership sponsorships. It includes the Farmers Market Grant, TREE Grant, TWIG Grant, Conservation Education Grant, and partnership funding.

The **Conservation Education Program** includes the costs to provide education services to residents and partners. Events targeting both adults and children, development of education materials, and delivery of education are activities included in this program.

District Operations includes the costs associated with our work as a public entity. Holding meetings of the Board of Directors, maintaining an office and associated infrastructure, fiscal management, fleet vehicles, and other administrative costs are activities included in this program.

Special Revenue Fund-Grants

The Special Revenue Fund-Grants is a special revenue fund focused on the grants and funds received by TSWCD from state, federal, and private sources that are restricted to specific projects and uses.

> According to ORS 294.311(39), a special revenue fund is *"...a fund properly authorized and used to finance particular activities from the receipts of specific taxes or other revenues."*

Special Revenue Fund-Easements

The Special Revenue Fund-Easements is a special revenue fund focused on the activities to manage the conservation easements of TSWCD that are restricted to specific projects and uses.

> According to ORS 294.311(39), a special revenue fund is *"...a fund properly authorized and used to finance particular activities from the receipts of specific taxes or other revenues."*

Special Revenue Fund-Conservation Stewardship

The Special Reserve Fund-Conservation Stewardship is a special revenue fund that supports ecological enhancements throughout the watershed from donated funds that are restricted to specific projects and uses.

> According to ORS 294.311(39), a special revenue fund is *"...a fund properly authorized and used to finance particular activities from the receipts of specific taxes or other revenues."*

Reserve Fund - Opportunity

The Reserve Fund - Opportunity reserves funds for later purchase or lease of land and facilities for conservation opportunities such as a demonstration site, education facility, or office building and for conservation efforts consistent with the *Strategic Plan* priorities.

> ORS 294.346 says, in part, *"Any municipal corporation, by ordinance or resolution of its governing body, may establish one or more reserve funds to hold moneys to be accumulated and expended for the purposes specified in ORS 280.050."*

Tax Rate Determination and Amount to Levy

Current law allows taxing districts to establish their property tax revenue for a given budget period by either (a) requesting a special dollar amount or by (b) certifying a rate to be levied. If a specific dollar amount is requested, the maximum TSWCD can receive for that budget period is that dollar amount, even if new growth exceeds expectations and the assessed value of real property rises. If TSWCD certifies a rate, then it can receive the total amount generated by that rate.

Maximum Tax Rate Approved by Voters

TSWCD's permanent rate limit was established by voters in 2016 at nine cents per thousand ($0.09/$1,000) of assessed value of property in Washington County.

Dollar Amount Proposed in Budget

For FY27, the proposed budget uses the permanent rate tax of $.09/$1,000 of assessed value of property in Washington County to be levied.

Budget Detail Sheets

Budget documents are provided to the Budget Committee and to the public for their review. TSWCD is obligated to submit the final budget on standardized budget forms prescribed by the Oregon Department of Revenue.

The proposed budget for FY27 is categorized by a General Fund containing four programs plus a sheet for not allocated expenditures, three special revenue fund components (the Special Revenue Fund-Grants, the Special Revenue Fund-Easements, Special Revenue Fund – Conservation Stewardship) to hold resources for restricted purposes, and a reserve fund (the Reserve Fund - Opportunity) established to help TSWCD save for future opportunities that address TSWCD's conservation priorities.

All funds have a budget that includes a resources (revenue) section and a requirements section (expenditures). The totals for both sections must be balanced for each fund. Budgets include a variety of categories and line items specific to the needs of each fund.

Programs Shown

We are obligated to show programs and funds from the past few budget years, even when those programs or funds have been eliminated or superseded. This helps show enough history to identify changes between budget cycles.

All prior year municipal audits of TSWCD are available at the TSWCD office for public review.

General Fund

The primary source of revenue for the General Fund is TSWCD's permanent taxing authority. Other anticipated revenue sources include grants and contracts from federal, state, local, and private entities, as well as interest earned from funds in TSWCD accounts.

Within the General Fund there are four programs and a page for non-allocated expenditures. In general, the General Fund has programs and activities for financial assistance, technical assistance, conservation education, all employees, and district operations that support the *Strategic Plan*. Expenditures not allocated to a program are shown on a fifth sheet described "Not Allocated to Any Program."

Resources

The OR-LB-20 Resources page of the General Fund begins with the projected available cash on hand (cash basis) from FY26. This available cash will be the ending balance of the programs on projects that have begun in FY26 and will continue into FY27.

This value is particularly challenging to estimate because of so many unknown factors in spring seasonal project work and grant funds that may be awarded to TSWCD.

Other Resources

Other revenue comes from a variety of grants, contracts, and interest generated from investment accounts. We also anticipate receiving donations. From time to time, TSWCD may apply for grants to leverage its tax revenue by bringing in supplemental funds to support our work.

Requirements

The program expenditures pages on form OR-LB-30 (Natural Resources Program, Grants and Partnerships Program, Conservation Education Program, and District Operations) and the Not Allocated Expenditures page are all summarized and balanced to the requirements of these programs on form OR-LB-20 Resources: General Fund.

Page 2 – Conservation Education

Page 3 – District Operations

Page 4 – Grants and Partnerships

Page 5 – Natural Resources

Page 6 – Not Allocated to Any Program

Required Categories in the General Fund

Categories that are required in the General Fund include:

- Personnel services;
- Materials and services;
- Capital outlay;
- Operating contingency;
- Unappropriated ending fund balance.

Personnel Services

The proposed budget for salaries and wages reflects 25 full-time equivalent employees.

In FY19, TSWCD added short-term/long-term disability and life insurance. TSWCD pays 100% of these benefits.

TSWCD's health insurance plan is through Regence Blue Cross Blue Shield. The TSWCD dental insurance is through Ameritas. In recent years, medical and dental insurance plan costs have increased annually. TSWCD is anticipating a 15% increase at the July 1, 2026, renewal. TSWCD pays 100% of the employee and additional family members.

TSWCD will continue to contribute 5% of the employee's annual gross wage to the 457(b)-retirement plan. Employees will have the option to contribute any amount they choose to the plan pre-taxed up to the maximum amount allowed.

Merit Raises

To provide recognition of exemplary service and assure uninterrupted service to TSWCD customers, a nominal amount for merit raises is included in the proposed budget. The Executive Director reviews recommendations with the Personnel Committee.

Materials and Services

Materials and Services is the broad expense category that supports TSWCD operations and program requirements. The proposed budget increases the amount available for materials and services. This is due to increases in contracted services, dues and subscriptions, financial assistance, conservation education grants, TWIG and TREE grants, farmers markets grants, habitat conservation, and staff training. The cost for dues and subscriptions includes software licenses.

Capital Outlay

Capital Outlay describes larger purchases of $500 or more with a useful life past one year. Purchases generally become listed as fixed assets of TSWCD.

Transferred to Other Funds

To allocate resources from the General Fund needed by another fund (such as a special revenue fund or a reserve fund), a transfer of money is budgeted from the General Fund to the receiving fund. The transfer is shown as a requirement of the General Fund. We detail these transfers on the "Not Allocated to Any Program" sheet.

Contingency

Oregon Local Budget law supports the contingency category to manage unforeseen or unexpected operation situations. Contingency funds can be used to cover shortfalls in any of the General Fund budget categories described above.

Special Revenue Fund

The Special Revenue Fund is the primary vehicle for TSWCD to manage all restricted funds awarded to TSWCD.

Reserve Fund - Opportunity

The Reserve Fund – Opportunity is a fund in which TSWCD reserves funds for later purchase or lease of land and facilities for conservation opportunities such as a demonstration site, education facility, or office building and for conservation efforts consistent with the *Strategic Plan* priorities.

Section 7 – Regional Conservation Partnership Program Funding

The Natural Resources Conservation Service (NRCS) Regional Conservation Partnership Program, or RCPP, is a program associated with the 2018 USDA Farm Bill that provides financial resources to support conservation projects and partnerships nationwide. The Tualatin SWCD, in conjunction with project partners that include the Tualatin River Watershed Council, Clean Water Services, Oregon Department of Fish and Wildlife and Oregon Department of Forestry, was awarded 1.5 million dollars over five years (2023 – 2027) to address fish and wildlife habitat improvements, specifically fish passage projects identified in the Tualatin River Watershed Council's 2015 Gales Creek Action Plan.

The action plan identified up to seven undersized or impassible barriers that obstruct migration access for native fish species attempting to access summer refuge from high water temperatures, as well as spawning and rearing habitat. RCPP funding and match funds provided by project partners allowed TSWCD to complete five projects to expand spawning and rearing accessibility for anadromous species across approximately 17.4 acres of instream habitat.

Section 8 – New District Headquarters

Since the approval of the permanent tax levy in 2016, the District's Board of Directors has prioritized establishing a permanent facility to better serve customers and partners. The planned building represents a long-term investment in the District's ability to support Washington County residents through conservation, education, and community engagement. It will accommodate a growing staff and expanded programs, while providing dedicated space for collaboration, firsthand learning, and public outreach. The project is designed to reflect the District's commitment to sustainability, accessibility, and public benefit.

In spring 2024, the District acquired a 1.27-acre site in Hillsboro and has partnered with Woodblock Architecture and Kirby Nagelhout Construction to design and build the facility. The current design includes a 20,000-square-foot building incorporating sustainable features such as an eco-roof, solar energy, native landscaping, on-site stormwater management, and the use of highly sustainable wood materials.

Fiscal Year 2027 will focus on permitting, material procurement, and the start of construction, with groundbreaking anticipated in fall 2026. Project completion is expected in December 2027, aligning with the expiration of the District's current office lease in January 2028.

Following completion of final design and cost estimates, the District will assess available cash reserves to determine the amount of external financing required. The proposed budget assumes a building loan of approximately $18,000,000. Financing is expected to be pursued in the first quarter of FY27, at which time the budget will be updated to reflect final project costs and the confirmed loan amount.

Appendix A – About Tualatin SWCD

Mission

The Tualatin Soil and Water Conservation District provides technical assistance, financial assistance, and education to create a sustainable, productive, healthy environment for the Washington County community. We identify natural resource challenges and use both time-tested methods and innovative research to determine solutions. Collaborating with residents, we help our community implement sustainable solutions to conserve and enhance natural resources.

Our Three Principles

TSWCD has three principles which represent the core aspects of our organization: livable community, wise conservation, and practical innovation.

Livable Community. Our work helps to create healthy, livable communities that are good places to work and to play. We form partnerships to achieve stewardship, provide conservation education, and bring communities together in shared responsibility. We believe in being inclusive and sharing resources. We see economic health, human health, and environmental health as interconnected and necessary for livable communities.

Wise Conservation. We believe conservation is based on knowledge and practice. Our organization guides the Washington County community to conserve and enhance all-natural resources. We create educational opportunities and help community members better understand and connect to conservation resources. Wise Conservation makes sustainability attainable for individuals and communities.

Practical Innovation. Our practices are based on science and practical experience. We implement new knowledge and technology as well as reliable, established practices. We continue to learn and grow to serve our community's needs.

Values

TSWCD has values that direct how we treat each other, our work, and our residents. Our values are:

- Excellent Customer Service
- Collaborative Partnerships
- Honesty, Integrity, and Fairness
- Diversity, Equity, and Inclusion
- Professional and Technical Competence
- Trustworthiness
- Openness and Transparency

Key Characteristics of TSWCD

TSWCD has identified four key characteristics that define our organization.

We serve everyone. We serve all residents of Washington County. From farmers to apartment dwellers, we provide education, connect people to resources, and work together to make our community a good place to live.

We are local. While we must follow certain federal and state laws, our focus is always local – to those who largely fund us and those who need our services to benefit all of Washington County.

We are connectors. We partner with many organizations and can help residents connect with the resources they need to achieve community conservation goals.

We are non-regulatory. We do not enforce any laws, though we can assist residents in understanding and complying with them.

History of the Tualatin SWCD

On June 20, 1955, the Washington Soil Conservation District was legally organized "to work out, on a cooperative basis, problems having to do with erosion control, irrigation improvement and development, drainage improvement, and farm planning."

Through the years, TSWCD has expanded its boundary to be the same as the Washington County boundary and has changed its name several times to accurately reflect its changing service areas and responsibilities.

In March 2003, TSWCD officially changed its name from Washington County Soil and Water Conservation District to the Tualatin Soil and Water Conservation District.

In 2016, Washington County voters passed Measure 34-269, granting a permanent property tax rate limit to TSWCD, making TSWCD a public taxing entity subject to Oregon Local Budget Law.

Governed by Seven-Member Board of Directors

TSWCD is governed by a seven-member, unpaid Board of Directors. Individual directors are publicly elected in the November General Election held on even-numbered years. Directors serve four-year terms. Five directors are elected to represent specific zones in the District. Two directors are elected "at large," meaning they do not represent a designated zone.

The TSWCD boundary is identical to that of Washington County. The District office is in Hillsboro to balance easy access by most Washington County residents and to be near active farming areas.

Assistance Provided by Technical and Professional Employees

TSWCD has 25 full-time equivalent (FTE) positions. These employees work to ensure the proper management and administration of TSWCD, to educate and inform our constituents, and to provide conservation services to our customers.

The majority of TSWCD's employees are engaged in providing conservation services to the residents, with specialized skills addressing large and small farms, streams and the health of streamside vegetation, conservation in the urban environment, wildlife needs, outreach and education services, invasive species, and forest health.

Five employees provide management and administration: Executive Director, Director of Finance and Operations, Director of Natural Resources, Information Systems Coordinator, and Operations Assistant. All work is supervised by the Executive Director who reports to the Board of Directors.

Contracted Work

TSWCD also utilizes specialized contractors to provide additional service. For example, vegetation management contractors are used to treat invasive species and plant streamside buffers.

Appendix B – The Tualatin River Watershed

The boundaries of Washington County approximate the boundaries of the Tualatin River Watershed (Figure 1). The 84-mile-long Tualatin River drains over 900 miles of tributary streams and a land area of 712 square miles. The Tualatin River Watershed is bordered by the Coast Range Mountains to the west, the Tualatin Mountains to the north and east, and the Chehalem-Parrett Mountains to the south.

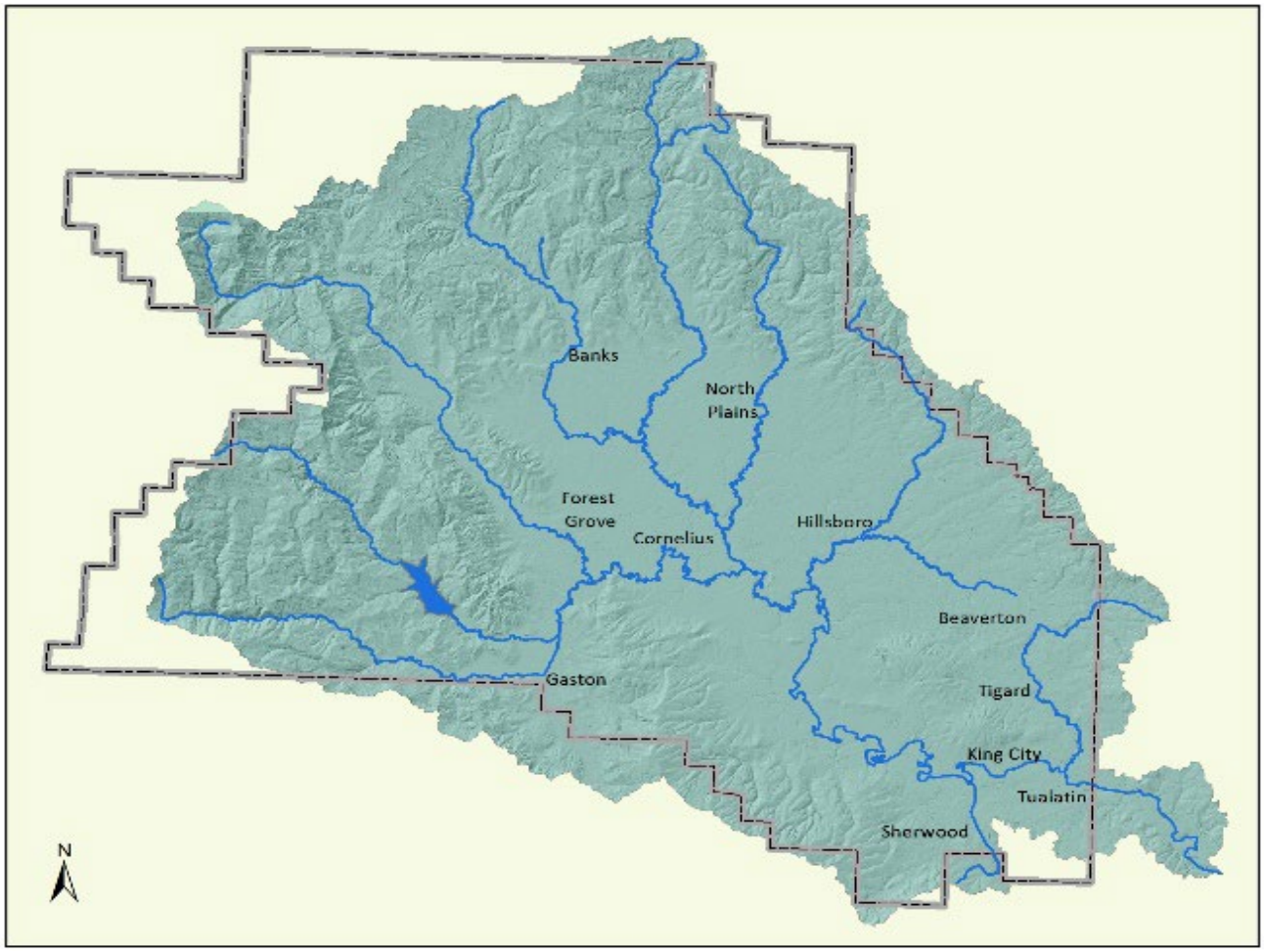


Figure 1. The boundaries of Washington County are shown by the solid, grey line. The extent of the Tualatin River Watershed is shown in green.

Land Use – Forest, Rural, and Urban

The Tualatin River Watershed includes a wealth of timber resources in the upland forests; some of the most productive agriculture land on earth; and a thriving urban area with industry, commercial districts, and residential areas. Home to over 600,176 people, the watershed is approximately 15% urban, 35% rural (including agriculture, natural areas and non-farmland uses), and 50% forest (Figure 2).

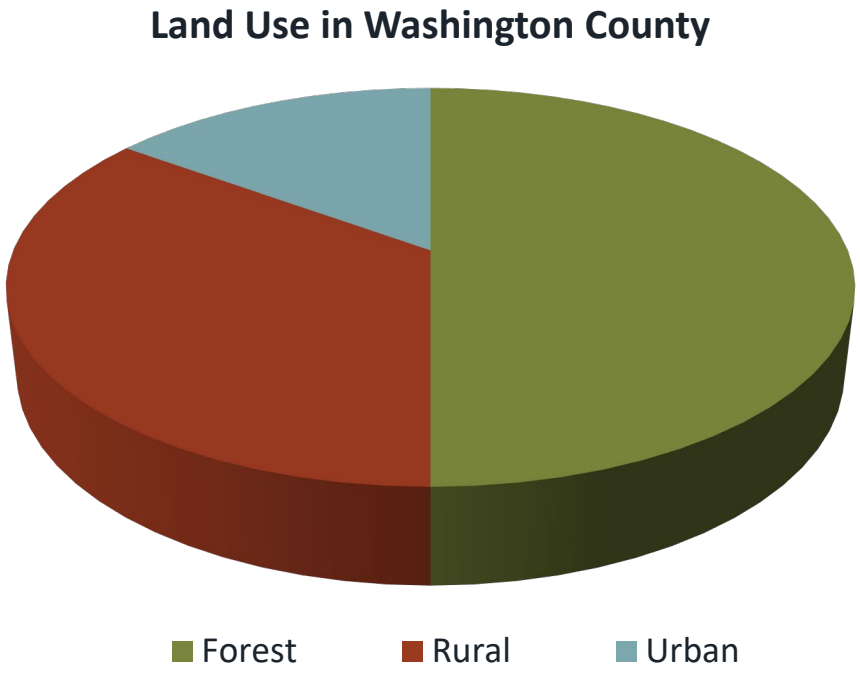


Figure 2. Land Use in Washington County.

Forest

Approximately half of the County (over 230,000 acres) is commercial forestland. Most of the forested land of the watershed lies in the mountains and foothills of the Coast Range, where the Tualatin River headwaters originate. Healthy, functioning forests are dynamic systems that decompose organic matter, cycle nutrients, and provide habitat for diverse wildlife.

Rural

Agriculture is a significant land use in Washington County. The soils of the watershed are very fertile in the flood plains of the Tualatin River and its tributary creeks, leading to rich agriculture diversity.

Urban

Washington County is the second most populous county in Oregon. The number of residents has doubled in the past 25 years. As of 2023, there were an estimated 600,176 people and 240,499 households living in the County. As of 2020, there was a population density of 828.9 people per square mile. Urban development poses many challenges for natural resource conservation. With over 60 years of experience in rural conservation, the Tualatin Soil and Water Conservation District is well-positioned to provide the same solutions to resource conservation problems in urban areas that we have historically provided to farms and rural properties.

TSWCD can be a leader in partnership with existing groups to provide technical assistance, conservation planning, and community education in urban areas using evidence-based, field-tested conservation practices already developed that can be scaled to the urban setting, as well as conservation education programs available to all Washington County residents.

Resource Priorities

TSWCD's *Strategic Plan* names ten goals to address through conservation programs.

1. Water Quality & Conservation
2. Healthy Soil
3. Habitat
4. Vegetation
5. Energy Conservation
6. Working Farms, Forests & Community Food
7. Diversity, Equity & Inclusion
8. Community Engagement & Public Education
9. Partnerships
10. Organizational Health

Appendix C - Line-Item Review

Materials and Services Category

Advertising/Announcements – legal notices, announcements, and Washington County voter pamphlet cost.

Bank Fees/Interest – bank service charge and loan interest paid.

Audit/Legal/Insurance – annual municipal audit, State of Oregon fees, bookkeeping charges above the audit contract, District liability insurance, and legal counsel.

Conservation Education – annual meeting, outreach education, displays, educational financial awards, and publications.

Dues/Memberships – membership dues and software subscriptions.

Directors' Expenses – director's training and meeting expenses.

Employee Development Costs – employee training and registration costs, training mileage, lodging, and meals.

Facilities – electricity, gas, sanitation, rent, IT services, interest expense, security, telecommunications, building maintenance, and janitorial.

Conservation Incentives – cost share/matching funds, contracted services for on-the-groundwork, financial assistance, landowner incentive payments, and professional project consulting.

Office Expense – office supplies, postage/shipping, printing/copying, small office equipment with a value less than $500 (e.g., small printer, computer monitor).

Small Field Equipment – field equipment rental, repairs and maintenance, field flags, small tools, measuring and monitoring devices.

Vehicles – fuel, insurance, maintenance, mileage, and state fees.

Line-Item Review: Capital Outlay

Fixed Assets – office equipment and furniture with a value greater than $500 and a life expectancy of more than one year, fleet vehicles, and tenant improvements.

Appendix D – Acronyms

AITC. Agricultural in the Classroom

BHCP. Backyard Habitat Certification Program

CWS. Clean Water Services

ECREP. Enhanced Conservation Reserve Enhancement Program

FSA. Farm Service Agency

FY. Fiscal Year

HCP. Habitat Conservation Program

LGIP. Local Government Investment Pool

NRCS. Natural Resources Conservation Service

OAR. Oregon Administrative Rules

ORS. Oregon Revised Statute

RCPP. Regional Conservation Partnership Program

SNAP. Supplemental Nutrition Assistance Program

SWCD. Soil and Water Conservation District

TSWCD. Tualatin Soil and Water Conservation District

USDA. United States Department of Agriculture

VEGBAC. Vegetated Buffer Areas for Conservation

WIC. Supplemental Nutrition Program for Women, Infants, Children

Appendix E - Glossary

Accrual basis. Method of accounting recognizing transactions when they occur without regard to cash flow timing [ORS 294.311(1)]

Activity. That part of the work of an organizational unit relates to a specific function or class of functions, a project or program, a subproject or subprogram, or any convenient division of these. [ORS 294.311(2)]

Adopted budget. Financial plan that is the basis for appropriations. Adopted by the governing body. [ORS 294.456]

Ad valorem tax. A property tax is computed as a percentage of the value of taxable property. See "Assessed Value".

Appropriation. Authorization for spending a specific amount of money for a specific purpose during a fiscal year. It is based on the adopted budget, including supplemental budgets, if any. It is presented in a resolution or ordinance adopted by the governing body. [ORS 294.311(3)]

Approved budget. The budget that has been approved by the budget committee. The data from the approved budget is published in the Financial Summary before the budget hearing. [ORS 294.428]

Assessed value. The value is set on real and personal property as a basis for imposing taxes. It is the lesser of the property's maximum assessed value or real market value. The growth is limited to 3% unless an exception applies (e.g., new or enlarged structure).

Assessment date. The date on which the real market value of property is set – January 1.

Audit. The annual review and appraisal of a municipal corporation's accounts and fiscal affairs conducted by an accountant under contract or the Secretary of State. [ORS 297.425]

Audit report. A report in a form prescribed by the Secretary of State made by an auditor expressing an opinion about the propriety of a local government's financial statements, and compliance with requirements, orders and regulations.

Billing rate. A district's tax rate is used to compute ad valorem taxes for each property. The billing rate is expressed in dollars per $1,000 of assessed property value.

Budget. Written document showing the local government's comprehensive financial plan for one fiscal year or biennium. It must include a balanced statement of actual revenues and expenditures during each of the last two years, and estimated revenues and expenditures for the current and upcoming year. [ORS 294.311(5)]

Budget committee. Fiscal planning board of a local government, consisting of the governing body plus an equal number of registered voters appointed from the district. [ORS 294.414]

Budget message. Written explanation of a local government's budget and financial policies, including any changes from the prior fiscal year. It is prepared and presented under the direction of the executive officer or chairperson of the governing body. [ORS 294.403]

Budget officer. A person appointed by the governing body to assemble budget material and information and to physically prepare the proposed budget. [ORS 294.331]

Budget transfers. Amounts moved from one fund to finance activities in another fund. They are shown as expenditures in the originating fund and revenues in the receiving fund.

Capital outlay. Items which generally have a useful life of one or more years, such as machinery, land, furniture, equipment, or buildings.

Cash basis. System of accounting under which revenues are accounted for only when received in cash, and expenditures are accounted for only when paid. [ORS 294.311(9)]

Contingency. An amount appropriated in anticipation that some operating expenditures will become necessary which cannot be foreseen and planned in the budget. A general operating fund may hold one line for operation contingency. [ORS 294.388]

District. See "Local government." A local government entity that imposes property taxes (e.g., county, city, K-12 school district).

Expenditures. Total amount incurred if accounts are kept on an accrual basis; total amount paid if accounts are kept on cash basis. Does not include amounts budgeted for interfund transfers, contingency, reserved for future expenditure or unappropriated ending fund balance. [ORS 294.311(16)]

Fiscal year. A 12-month period to which the annual operating budget applies. The fiscal year is July 1 through June 30 for local governments. [ORS 294.311(17)]

Fund. A fiscal and accounting entity with self-balancing accounts to record cash and other financial resources, related liabilities, balances, and changes, all segregated for specific, regulated activities and objectives.

Fund balance. The excess of the assets of a fund over its liabilities and reserves. [ORS 294.311(18)]

Fund type. One of nine fund types: General, special revenue, debt service, capital projects, special assessment, enterprise, internal service, trust and agency, and reserve. [OAR 150-294.0420]

General fund. A fund used to account for most fiscal activities except for those activities required to be accounted for in another fund. [OAR 150-294.0420(2)(a)]

Governing body. County court or board of commissioners, city council, school board, board of trustees, board of directors, or other managing board of a local government unit. [ORS 294.311(20)]

Grant. A donation or contribution in cash by one governmental unit to another unit may be made to support a specified purchase or function, or general purpose. [ORS 294.311(21)]

Interfund loan. Loan made from one fund to another and authorized by resolution or ordinance. [ORS 294.468]

Interfund transfer. Transfer from one existing appropriation category to another within the same fund. [ORS 294.463]

Intra-fund transfer. Transfer from an existing appropriation category in one fund to another existing appropriation category in another fund. [ORS 294.463]

Levy. Amount of ad valorem tax certified by a local government for the support of governmental activities.

Liability. Debt or other legal obligation arising from transactions in the past which must be liquidated, renewed, or refunded at a future date; does not include encumbrances. [ORS 294.311(24)]

Local government. Any city, county, port, school district, community college, public or quasi-public corporation (including a municipal utility or dock commission) run by a separate board or commission; a municipal corporation or municipality. [ORS 294.311(26)]

Materials and services. Expenses for operating costs and supplies and contracted services, such as utilities, rent, liability insurance, repair parts, fuel, accountant's fees, etc.

Net working capital. The sum of the cash balance, accounts receivable expected to be realized during the ensuing year, inventories, supplies, prepaid expenses minus current liabilities and, if encumbrance method of accounting is used, reserve for encumbrances. [ORS 294.311(27)]

Object classification. A grouping of expenditures, such as personnel services, materials and services, capital outlay, debt services, and other types of requirements. [ORS 294.311(29)]

Ordinance. A formal enactment by the governing board of a municipality.

Organizational unit. Any administrative subdivision of the local government, especially one charged with carrying on one or more specific functions such as a department, office, or division. [ORS 294.311(3)]

Personnel services. Expenses related to the compensation of salaried employees, such as health and accident insurance premiums, Social Security and retirement contributions, civil service assessments.

Permanent rate limit. The maximum rate of ad valorem property taxes that a local government can impose. Taxes generated from the permanent rate limit can be used for any purpose. No action of the local government or its voters can increase or decrease a permanent rate limit. A district can levy any rate or amount up to their permanent rate authority each year.

Prior year's tax levies. Taxes levied for fiscal years preceding the current one.

Program. A group of related activities to carry out a major service or function for which the local government is responsible. [ORS 294.311(33)]

Property taxes. An ad valorem tax, another other "tax on property", or fees, charges and assessments that are specifically authorized by statute to be certified to the county assessor by a local government unit.

Proposed budget. Financial and operating plan prepared by the budget officer. It is given to the public and the budget committee for review.

Publication. Public notice given by publication in a newspaper of general circulation within the boundaries of the local government; mailing through the U.S. Postal Service by first class mail to each street address, PO Box and Rural Route within the boundaries of the local government; or hand delivery

to each street address, PO Box and Rural Route address within the boundaries of the local government.

Real market value. The amount in cash which could reasonably be expected by an informed seller from an informal buyer in an arm's-length transaction as of the assessment date (Jan 1). [ORS 308.205]

Reserve for future expenditure. An amount budgeted, but not appropriated, that is not expected to be spent in the fiscal year but rather carried forward into future fiscal years. The correct way to "save" money under Local Budget Law.

Reserve fund. Established to accumulate money from year to year for a specific purpose, such as purchase of new equipment. [ORS 294.346; 280.050]

Resolution. A formal order of a governing body; lower legal status than an ordinance.

Resource. Estimated beginning funds on hands plus anticipated receipts. [ORS 294.361]

Special revenue fund. A fund used to account for the proceeds of specific revenue sources that are legally restricted to expenditure for specific purposes. [OAR 150-294.0420(2)(b)]

Supplemental budget. A revised financial plan prepared to meet unexpected needs or to spend revenues not anticipated when the regular budget was adopted. It cannot be used to authorize additional taxes. [ORS 294.471]

Tax on property. Any tax, fee, charge, or assessment imposed by any government unit upon property or upon a property owner as a direct consequence of ownership of that property. [ORS 310.140(18)]

Tax rate. The amount of tax stated in terms of a unit of tax for each $1,000 of assessed value of taxable property.

Tax year. The fiscal year is from July 1 through June 30.

Unappropriated ending fund balance. Amount set aside in the budget is to be used as a cash carryover to next year's budget. It provides the local government with operating cash until tax money is received from the county treasurer in November. This amount cannot be transferred by resolution or used through a supplemental budget, unless necessitated by a qualifying emergency. [ORS 294.398]