

# DETAILED REQUIREMENTS

**FORM  
LB-31**

GENERAL FUND

Historical Data				REQUIREMENTS DESCRIPTION	# of employees	Budget For Next Year 2015-2016			
Actual		Adopted Budget				Proposed By	Approved By	Adopted By	
Second Preceding	First Preceding	This Year				Budget Officer	Budget Committee	Governing Body	
2012-2013	2013-2014	2014-2015							
<b>PERSONNEL SERVICES</b>									
1	\$48,250.00	\$64,740.00	\$65,520.00	1 District Manager	1	\$71,530.00	\$71,530.00		1
2	\$33,000.00	\$45,819.00	\$46,800.00	2 Operations Administrator	1	\$53,875.00	\$53,875.00		2
3	\$46,000.00	\$50,555.00	\$53,040.00	3 Resource Conservationist	2	\$105,980.00	\$105,980.00		3
4	\$0.00	\$0.00	\$0.00	4 Office Assistant	1	\$22,880.00	\$22,880.00		4
5	\$0.00	\$0.00	\$0.00	5 Conservation Technician	1	\$35,360.00	\$35,360.00		5
6	\$32,051.00	\$36,134.00	\$39,520.00	6 Riparian Specialist/Conservation Specialist	0	\$0.00	\$0.00		6
7	\$28,374.00	\$28,875.00	\$39,000.00	7 Watershed Council Coordinator	1	\$25,000.00	\$25,000.00		7
8	\$3,778.00	\$1,636.00	\$0.00	8 Weed Technician	0	\$0.00	\$0.00		8
9	\$22,039.00	\$31,492.00	\$26,000.00	9 Payroll liabilities (district share of taxes)		\$41,161.00	\$41,161.00		9
10	\$29,420.00	\$24,603.00	\$30,000.00	10 Employee benefits		\$34,000.00	\$34,000.00		10
11	\$0.00	\$0.00	\$6,500.00	11 Retirement - employer contribution		\$9,500.00	\$9,500.00		11
12	\$1,977.00	\$0.00	\$10,000.00	12 Temporary employees and interns		\$10,000.00	\$10,000.00		13
13	\$0.00	\$0.00	\$10,000.00	13 Salary adjustments		\$0.00	\$0.00		14
14	\$2,348.00	\$2,593.00	\$3,212.00	14 worker's comp insurance		\$3,600.00	\$3,600.00		15
15	\$8,821.00	\$16,678.00	\$10,000.00	15 Overtime		\$3,000.00	\$3,000.00		16
16	<b>\$256,058.00</b>	<b>\$303,125.00</b>	<b>\$339,592.00</b>	16 <b>TOTAL PERSONNEL SERVICES</b>		<b>\$415,886.00</b>	<b>\$415,886.00</b>	<b>\$0.00</b>	17
<b>MATERIALS AND SERVICES</b>									
18	\$31,643.00	\$51,606.00	\$50,000.00	18 Professional services		\$50,000.00	\$50,000.00		19
19	\$10,456.00	\$15,389.00	\$22,000.00	19 Office - utilities, telco, storage, maintenance, etc		\$25,000.00	\$25,000.00		20
20	\$0.00	\$7,981.00	\$15,000.00	20 Fuel/maint/repair of district vehicle and equipment		\$15,000.00	\$15,000.00		21
21	\$1,540.00	\$2,888.00	\$5,000.00	21 Meetings, workshops, events		\$5,000.00	\$5,000.00		22
22	\$2,198.00	\$3,848.00	\$9,000.00	22 Insurance		\$6,000.00	\$6,000.00		23
23	\$0.00	\$3,518.00	\$6,000.00	23 Office Supplies and non-capital equipment		\$6,000.00	\$6,000.00		24
24	\$8,974.00	\$13,977.00	\$12,557.00	24 Program supplies		\$12,000.00	\$12,000.00		25
25	\$4,027.00	\$1,370.00	\$6,000.00	25 Postage/delivery		\$12,000.00	\$12,000.00		26
26	\$1,969.00	\$5,138.00	\$6,000.00	26 Printing/production		\$12,000.00	\$12,000.00		27
27	\$9,515.00	\$10,120.00	\$8,000.00	27 Media, advertising, marketing		\$10,000.00	\$10,000.00		28
28	\$7,477.00	\$9,449.00	\$10,000.00	28 Dues, Subscriptions, licenses		\$10,000.00	\$10,000.00		29
29	\$5,253.00	\$14,351.00	\$13,000.00	29 Staff training and related expenses		\$13,000.00	\$13,000.00		30
30	\$0.00		\$5,000.00	30 Director training and related expenses		\$5,000.00	\$5,000.00		31
31	\$16,978.00	\$22,219.00	\$10,000.00	31 Staff transportation and related expenses		\$10,000.00	\$10,000.00		32
32	\$0.00	\$2,264.00	\$2,000.00	32 Volunteer/cooperator recognition		\$2,000.00	\$2,000.00		33
33	\$180.00	\$319.00	\$300.00	33 Bank fees and interest paid		\$300.00	\$300.00		34
34	\$0.00	\$4,246.00	\$4,000.00	34 miscellaneous operational costs		\$4,000.00	\$4,000.00		35
35	\$534,270.00	\$688,711.00	\$1,351,871.00	35 Contracted services		\$1,260,412.00	\$1,260,412.00		36
36		\$117,867.00	\$185,000.00	36 Building Loan Payments and service fees		\$200,000.00	\$200,000.00		37
45	<b>\$634,480.00</b>	<b>\$975,261.00</b>	<b>\$1,720,728.00</b>	45 <b>TOTAL MATERIALS AND SERVICES</b>		<b>\$1,657,712.00</b>	<b>\$1,657,712.00</b>	<b>\$0.00</b>	46

46				46	CAPITAL OUTLAY				47
47	\$0.00		\$5,000.00	47	Office equipment	\$5,000.00	\$5,000.00		48
48	\$2,738.00	\$27,500.00	\$5,000.00	48	Field equipment	\$5,000.00	\$5,000.00		49
50	\$0.00		\$10,000.00	50	Property improvements	\$15,000.00	\$15,000.00		51
52	<b>\$2,738.00</b>	<b>\$27,500.00</b>	<b>\$20,000.00</b>	52	<b>21 TOTAL CAPITAL OUTLAY</b>	<b>\$25,000.00</b>	<b>\$25,000.00</b>	<b>\$0.00</b>	53
53				53	TRANSFERRED TO OTHER FUNDS				54
54	\$0.00	0		54	Building Fund	\$0.00	\$0.00		55
55	\$0.00	0		55	Vehicle Fund	\$0.00	\$0.00		56
56	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	56	<b>TOTAL TRANSFERS</b>		<b>\$0.00</b>	<b>\$0.00</b>	57
57			\$45,000.00	57	<b>OPERATING CONTINGENCY</b>	\$45,000.00	\$45,000.00	\$45,000.00	58
58	\$248,785.00	\$164,403.00		58	Ending balance (prior years)				59
59			\$80,000.00	59	<b>UNAPPROPRIATED ENDING FUND BALANCE</b>	\$80,000.00	\$80,000.00	\$80,000.00	60
60	<b>\$1,142,061.00</b>	<b>\$1,470,289.00</b>	<b>\$2,205,320.00</b>	60	<b>TOTAL REQUIREMENTS</b>	<b>\$2,223,598.00</b>	<b>\$2,223,598.00</b>	<b>\$125,000.00</b>	61

**FORM  
LB-20**

**RESOURCES  
GENERAL FUND  
(Fund)**

**Columbia Soil and Water Conservation District**

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2015-2016			
	Actual		Adopted Budget This Year 2014-2015		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2012-2013	First Preceding Year 2013-2014						
1	\$209,682.00	\$164,403.00	\$200,000.00	1. Available cash on hand* (cash basis) or	\$200,000.00	\$200,000.00		1
2				2. Net working capital (accrual basis)				2
3	\$18,828.00	\$26,792.00	\$18,000.00	3. Previously levied taxes estimated to be received	\$18,000.00	\$18,000.00		3
4	\$703.00	\$886.00	\$600.00	4. Interest	\$600.00	\$600.00		4
5	\$0.00			5. Transferred IN, from other funds				5
6				<b>6 OTHER RESOURCES</b>				6
7	\$1,965.00	\$916.00	\$8,926.00	7 Miscellaneous Income	\$5,000.00	\$5,000.00		7
8	\$74,433.00	\$75,891.00	\$80,000.00	8 OWEB/ODA - WTS grant	\$80,000.00	\$80,000.00		8
9	\$45,588.00	\$54,392.00	\$40,500.00	9 OWEB - LCRWC council support	\$42,000.00	\$42,000.00		9
10	\$35,919.00	\$35,997.00	\$0.00	10 OWEB - CREP grant	\$0.00	\$0.00		10
11	\$108,370.00	\$146,500.00	\$822,000.00	11 OWEB - Project grants	\$430,718.00	\$430,718.00		11
12	\$39,485.00	\$0.00	\$30,000.00	12 OWEB - small grants	\$65,000.00	\$65,000.00		12
13	\$0.00	\$0.00	\$0.00	13 OWEB/ODA - weed grants	\$19,000.00	\$19,000.00		13
14	\$64,498.00	\$431,082.00	\$260,000.00	14 Estuary Partnership - project grants	\$463,857.00	\$463,857.00		14
15	\$11,359.00	\$0.00	\$86,000.00	15 USFWS - partnership funds	\$141,120.00	\$141,120.00		15
16	\$56,866.00	\$40,745.00	\$0.00	16 BLM - Firewise	\$0.00	\$0.00		16
17	\$12,145.00	\$0.00	\$33,000.00	17 BLM - Invasive/native plant project	\$31,659.00	\$31,659.00		17
18	\$0.00	\$5,408.00	\$150,000.00	18 other federal/state/local grants	\$195,000.00	\$195,000.00		18
19	\$0.00	\$0.00	\$44,000.00	19 ODFW R&E Program	\$69,850.00	\$69,850.00		19
20	\$27,294.00	\$27,924.00	\$27,294.00	20 Rent from NRCS	\$27,294.00	\$27,294.00		20
21	\$228,839.00	\$0.00	\$0.00	21 NW Natural Gass	\$0.00	\$0.00		21
22	\$30,700.00	\$0.00	\$10,000.00	22 landowner contribution	\$10,000.00	\$10,000.00		22
23				23 DEQ 319	\$14,500.00	\$14,500.00		23
24				24 ODF - Lidar project	\$5,000.00	\$5,000.00		24
25				25				25
26				26				26
27				27				27
28				28				28
29	\$966,674.00	\$1,010,936.00	\$1,810,320.00	29. Total resources, except taxes to be levied	\$1,818,598.00	\$1,818,598.00		29
30			\$395,000.00	30. Taxes estimated to be received	\$405,000.00	\$405,000.00		30
31	\$377,445.00	\$381,249.00		31. Taxes collected in year levied				31
<b>32</b>	<b>\$1,344,119.00</b>	<b>\$1,392,185.00</b>	<b>\$2,205,320.00</b>	<b>32. TOTAL RESOURCES</b>	<b>\$2,223,598.00</b>	<b>\$2,223,598.00</b>	<b>\$0.00</b>	<b>32</b>

\*Includes ending balance from prior year

**FORM  
LB-30**

**REQUIREMENTS SUMMARY  
BY FUND, ORGANIZATIONAL UNIT OR PROGRAM  
GENERAL FUND**

	Historical Data			REQUIREMENTS DESCRIPTION	Budget For Next Year 2015-2016				
	Actual		Adopted Budget This Year 2014-2015		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2012-2013	First Preceding 2013-2014							
				PERSONNEL SERVICES					
1	\$112,450.00	\$142,820.00	\$154,120.00	1	District Operations	\$194,406.00	\$194,406.00		1
2	\$143,608.00	\$160,305.00	\$185,472.00	2	Field Operations	\$221,480.00	\$221,480.00		2
<b>3</b>	<b>\$256,058.00</b>	<b>\$303,125.00</b>	<b>\$339,592.00</b>	<b>3</b>	<b>7 TOTAL PERSONNEL SERVICES</b>	<b>\$415,886.00</b>	<b>\$415,886.00</b>	<b>\$0.00</b>	<b>3</b>
					MATERIALS AND SERVICES				
4	\$112,688.00	\$286,550.00	\$368,857.00	4	District operations (including building loan)	\$377,300.00	\$377,300.00		4
5	\$521,792.00	\$688,711.00	\$1,351,871.00	5	Field Operations	\$1,280,412.00	\$1,280,412.00		5
<b>6</b>	<b>\$634,480.00</b>	<b>\$975,261.00</b>	<b>\$1,720,728.00</b>	<b>6</b>	<b>14 TOTAL MATERIALS AND SERVICES</b>	<b>\$1,657,712.00</b>	<b>\$1,657,712.00</b>	<b>\$0.00</b>	<b>6</b>
					CAPITAL OUTLAY				
7	\$0.00		\$15,000.00	7	District Operations	\$20,000.00	\$20,000.00		7
8	\$2,738.00	\$27,500.00	\$5,000.00	8	Field Operations	\$5,000.00	\$5,000.00		8
<b>9</b>	<b>\$2,738.00</b>	<b>\$27,500.00</b>	<b>\$20,000.00</b>	<b>9</b>	<b>21 TOTAL CAPITAL OUTLAY</b>	<b>\$25,000.00</b>	<b>\$25,000.00</b>	<b>\$0.00</b>	<b>9</b>
					TRANSFERRED TO OTHER FUNDS				
10	\$0.00	\$0.00	\$0.00	10	Transfer to Building Fund	\$0.00	\$0.00		10
11	\$0.00	\$0.00	\$0.00	11	Transfer to Vehicle Fund	\$0.00	\$0.00		11
<b>12</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>12</b>	<b>25 TOTAL TRANSFERS</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>12</b>
13			\$45,000.00	13	<b>26 OPERATING CONTINGENCY</b>	\$45,000.00	\$45,000.00		13
14	\$248,785.00	\$164,403.00		14	27 Ending balance (prior years)				14
15			\$80,000.00	15	<b>28 UNAPPROPRIATED ENDING FUND BALANCE</b>	\$80,000.00	\$80,000.00		15
<b>16</b>	<b>\$1,142,061.00</b>	<b>\$1,470,289.00</b>	<b>\$2,205,320.00</b>	<b>16</b>	<b>29 TOTAL REQUIREMENTS</b>	<b>\$2,223,598.00</b>	<b>\$2,223,598.00</b>	<b>\$0.00</b>	<b>16</b>