

**Ash Creek Water Control District
Board of Directors
REGULAR MEETING**

**Thursday, February 3, 2022
7:00 A.M.**

MEETING NOTICE & AGENDA

1. Call to order
2. Roll Call
3. Approval of previous meeting minutes: January 6, 2022
4. Audience Comments
5. Director Comments
6. Reports
 - A. Finance
 - a. Monthly Report
 - B. Phone
 - C. Nutria
 - D. Engineer's Report
 - E. Subcommittee Report: Outreach
7. Unfinished Business
 - A. Website update
 - B. Policy Manual Update
8. New Business
 - A. Budget Officer / Budget Calendar
 - B. Other
9. Miscellaneous Business/Information Items
 - A. Correspondence
 - i. Monmouth Urban Renewal Agency Annual Report
 - ii. Independence Urban Renewal Agency Annual Report
 - B. Task Log
10. Adjourn

Notice of Regular Meeting

The Board of Directors of Ash Creek Water Control District will hold a Regular Meeting at 7:00 a.m. on Thursday, February 3, 2022. The meeting will be conducted via video conference. To provide comments in advance or to get videoconference attendance information, email the District Secretary at DistSec@ashcreekwcd.com, no later than 5:00 pm, February 2, 2022.

**Ash Creek Water Control District
Board of Directors
REGULAR MEETING**

Thursday, January 6, 2022

1. Call to order. 7:04 am by Dan
2. Roll Call. Board Present: Dan, Andrea, Madeline, Donna, Roger, Mancil, Tom (arr. 7:23) Ed (arr. 7:23). Others present: Karin Johnson
3. Approval of previous meeting minutes: December 2, 2021. Madeline asked to add the website URL in the minutes. Dan stated that under the engineer's report, that Todd noted the sloughing problem and referred to engineer. Mancil moved to approve the minutes as amended; Madeline seconded. Motion passed 6-0-0.
4. Audience Comments. None.
5. Director Comments.
 - a. Andrea. They have had high water twice since last meeting, Gun Club Rd closed. It is good to see – it has been years since flooded, so we are back into a rainy year.
 - b. Madeline. Precipitation report sent out (attachment #1) – summary of last four years; she reviewed with board. Have had usual collection of birds. Riddle Rd was closed due to high water. Discussion of rainfall averages.

Anne Scheck arrived 7:14 am

- c. Mancil. Asked if there is a mechanism that tracks the high of the creek. Madeline suggested a recording stream gauge. Mancil asked who would be responsible for letting folks know that a surge is coming? Discussion.
 - d. Dan. Two items to discuss; budget year. We may need to pay more for items, account for rising prices. Also, omicron variation of corona virus is accelerating; we will continue to use Zoom meetings. It is billed on his personal credit card; he will get together with Andrea to submit cost to District. Will look at a district account. This (virus) may also affect personnel to do work in summer (scarcity of labor).
6. Reports
 - A. Finance
 - a. Monthly Report. Andrea summarized report (att. #2)
LGIP \$381,027.34; PTB \$4,655.05. Ck #2211, \$40, Ascension Acct; #2212, OGEC, \$43.90; #2213, \$147.50, Ascension Acct; #2214 Karin Johnson, \$400.00.

(Tom and Ed arr. 7:23 am)

Andrea would like to write checks to accounting for 6 months rather than monthly for Quickbooks. Agreement. Mancil moved to approve writing checks to Ascension Accounting for 6 months of Quickbooks; Andrea seconded. Motion passed 8-0-0.

B. Phone. Mancil has the phone, still; we are getting lots of phone calls from area code 458. Also got one from Denmark.

Called Cathy Bush back. She got an engineer to look at her property; has not received a report yet. She will let us know when received.

Dan reported he looked at it; it looks like it has sloughed off all the way to the garage; looks like big job. We will need to wait for an engineer's report. Andrea wondered if water, when high, if it bounces off the retaining wall that was installed and hits the opposite side. Brief discussion. Andrea asked Tom what he saw at his property. Tom said they moved in in May 2019; it is not as bad as he thought it could be so far. Tom asked if there could be other houses with same problem. Discussion.

C. Nutria. Ed summarized report (Attachment #3). 2 were caught in old town. Haven't seen any near his house nor at inspiration garden. A few are still visible in Dallas. Discussion of seasonality of catching nutria.

D. Engineer's Report (none)

1. Madeline would like to have information about stream gauging, information about notices. Tom asked if the board has seen the NOAA predictive forecast of river flow; one on the Luckiamute and one on the Willamette. Marion SWCD was working w/USGS, sponsoring a few flow meters for a specific project. Could be very valuable for us to have data. Dan agreed it would be good for us to have, the question would be how much it would cost, who would monitor it. Andrea noted David Beatly bought and installed gauges behind TMS; she could ask if they're still monitored. Dan will contact Todd to see if this would be good info to have.

7. Unfinished Business

A. Website update. Tom reported he is still trying to figure out the best way to make updates from the last meeting. When Karin sends out the agenda, he will post it; when minutes are approved, he will post them. He would like to have an imbedded link to flow station; would like to post nutria numbers, Madeline's rain updates. Our website address is www.ashcreekwcd.org. Madeline suggested the drone photos; Madeline said Beatly also has a drone to take photos. Andrea and Tom discussed Streamline invoice. Dan said we need to tell Streamline the official address to send invoices to; Tom will do.

Dan said we need to have discussion regarding updating the manual, and put it on the website. Will need to think about how we want to rewrite, what form it should take.

Madeline also suggested the website should have a map showing the extent of district. Discussion. Karin suggested she or Todd could contact Polk Co. GIS for the map layer, list of addresses. Dan will contact Todd.

B. Other. None.

8. New Business

A. SDAO Conference. Tom noted they have annual conference in February in Eugene; it will be hybrid (in person and online). Sessions on governance, transparency, outreach, succession plans; he would like to attend. Would encourage all to attend. Karin noted district has training budget. Dan noted he and Ed had attended in a previous year; it is helpful to know the duties of a director and the responsibilities of the district. He would appreciate info on succession planning. Tom also noted one of the suggestions is to downsize the board.

B. Other.

1. Karin confirmed this is a budget year, and at the next meeting, board will need to appoint a budget officer and approve a budget calendar.

2. Tom will send out a draft policy manual.

9. Miscellaneous Business/Information Items

A. Correspondence. No action required.

B. Task Log.

1. Grants update: Andrea. Nice write up in Oregonian re: Dan Gorman at high school. Book of poetry regarding creek. TMS teacher Kevin Harry – got a grant for 3 trail grants, 2 are up; looking to find owner of preferred 3rd site (north of creek on west side). Data collection will start in February.

2. Dan. Outreach - how to do. This won't start until spring; be thinking how to do outreach, incorporate website, etc. Tom has a rough draft of the flyer/brochure; Tom thinking of something to mail. Asked if the current tri-fold is still current. All info on website could put into a mailer. Will bring a draft to board. Consider to mail/hand out at Saturday market/rack at library? Discussion. Dan proposes setting up committee to organize outreach effort; Tom, Ed and Donna volunteered. Tom will spearhead.

3. Madeline asked what the process would be needed to get permission to post on the website. Discussion.

Roger excused at 8:30 am

Discussion continued. Dan – as far as children concerned (names/faces) need to ensure privacy rules (videos/photos, etc). Question for outreach committee to research.

4. Ed asked about Chestnut St bridge; Karin noted it is for planning, not immediate build.

5. Tom would like to have meeting of the new committee before next board meeting.

10. Adjourn. Mancil moved to adjourn; Ed seconded. Motion passed 7-0-0. Meeting adjourned 8:34 am. Next meeting is February 3rd. The outreach subcommittee will meet 1/12 at 11:00 am. via Zoom. Dan will send Zoom info to Tom.

ASH CREEK WATER CONTROL DISTRICT

BUDGET CALENDAR FY 2020-22

1. Budget Officer Appointed February 3, 2022
2. Proposed Budget Prepared March/April, 2022
3. Budget Officer Publishes Notice (2x)
'Notice of Budget Committee Meeting'
Once/week for two weeks
prior to meeting (no sooner
than 5 days prior to meeting.)
4. Budget Committee Meets, 6:30 p.m. April 21, 2022
Additional meetings as needed
5. Budget Committee Approves Budget
(it can be done at the first meeting, above)
No later than May 13, 2022
(Although, it can be approved
later – the June 4th Budget
Hearing* would be pushed to
later date.)
6. Notice Published
'Budget Summary and Notice of Budget Hearing'
May 25, 2022 (due to IO 5/20)
7. *Budget Hearing Held June 2, 2022
Budget Adopted, Appropriations Made, Taxes Imposed & Categorized
8. Taxes Certified to County Assessor No later than July 15, 2022
9. Copy of Budget to County Clerk No later than Sept. 30, 2022



City of Monmouth Urban Renewal District Annual Report—FY 2021 (ending 6/30/21)

Each year, under ORS 457.460, an Urban Renewal Agency must prepare a report on finances and file that report by January 31st with the governing body of the municipality and all overlapping agencies within which it is located. ORS 457.460 requires an Urban Renewal Agency to provide specific financial information in the annual report.

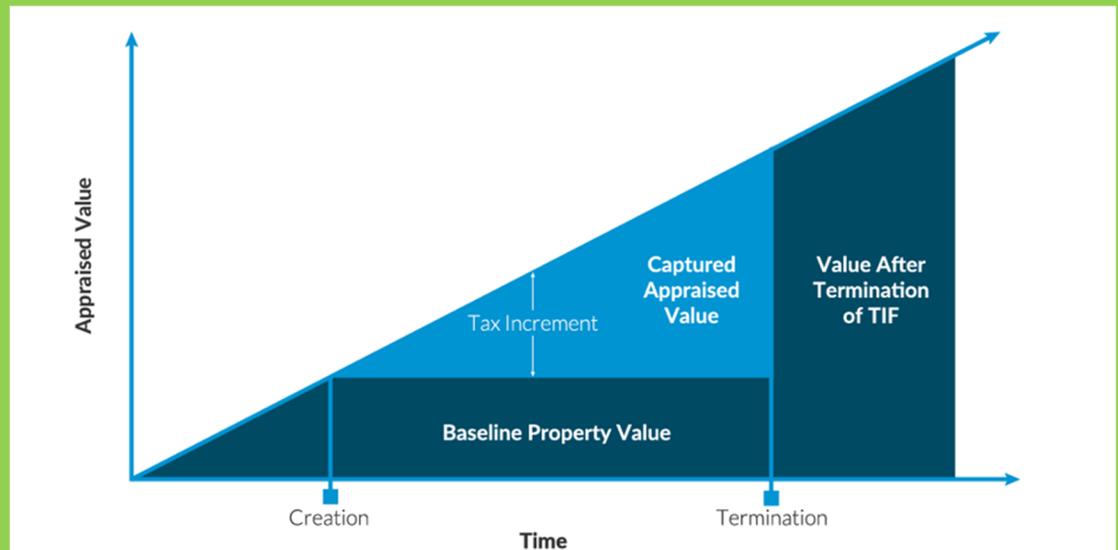
This report provides a summary of financial information required by ORS 457.460, along with general information about the Monmouth Urban Renewal District, and information about some of the project activities that took place in FY 20-21.

The Monmouth Urban Renewal Agency looks forward to building on the past successes and completing many more catalyst projects to spur additional investment that will ultimately benefit each of the tax districts upon completion of the Monmouth Urban Renewal Plan and retirement of the Monmouth Urban Renewal District in the future.

Monmouth Urban Renewal District at a Glance

- ◆ Established in December 2005
- ◆ Mission: Encourage and assist with economic development of core areas of the downtown, Highway 99, and the “S-Curves”
- ◆ Size: 311.40 acres
- ◆ Assessed Value in FY ‘06 (Frozen Base): \$34,718,870
- ◆ Assessed Value in FY ‘21: \$65,969,918
- ◆ Maximum Indebtedness (the amount which can be expended in total): \$12,000,000
- ◆ Total Spending To Date: \$4,223,823

How is Urban Renewal Funded?



MONMOUTH URBAN RENEWAL PLAN

The Monmouth Urban Renewal District is comprised of part of the Downtown Main Street District and some adjacent residential area, a portion of the Commercial Highway District, adjacent Industrial Districts, and the properties adjacent to Highway 51 from Highway 99 east to the ‘S’ Curves at the eastern City Limits.

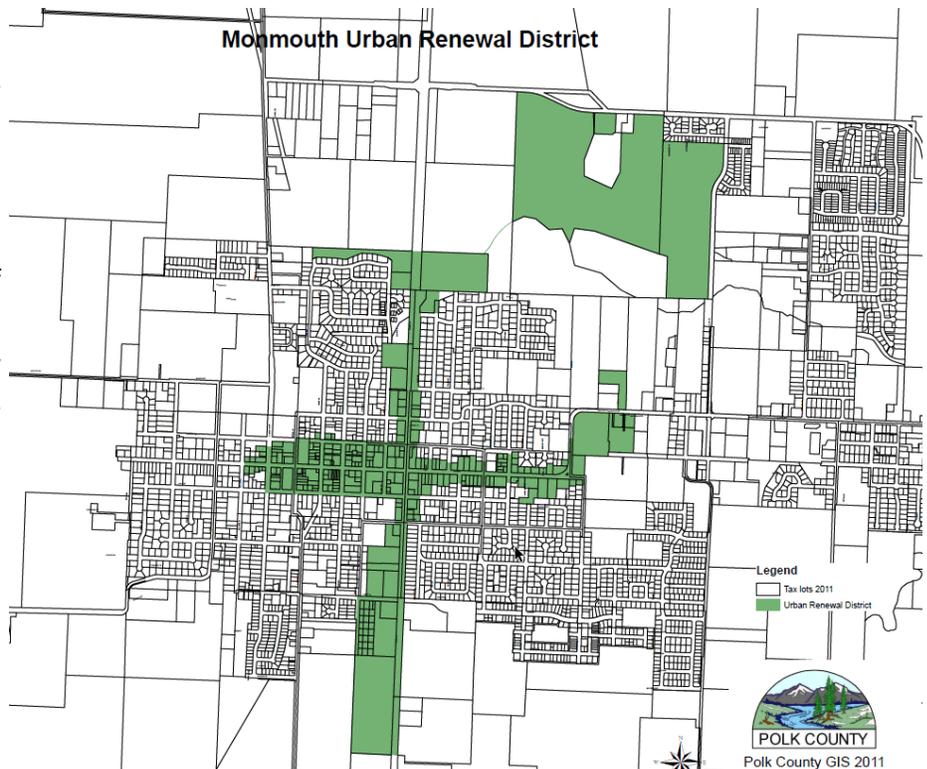
The purpose of the Monmouth Urban Renewal Plan is to use the tools provided by Urban Renewal to overcome obstacles to development of the District. These tools include tax increment financing, which means that the property taxes resulting from the growth in property value within the District can be used to finance development and improvement projects within the District.

This Plan is administered by the City of Monmouth Urban Renewal Agency which is established by the City of Monmouth specifically for the purpose of execution of the Urban Renewal Plan. The Urban Renewal Agency consists of all elected members of the Monmouth City Council.

The goals of the Monmouth Urban Renewal Plan include:

- ◆ **GOAL 1: Promote the development of a unified and cohesive Downtown Main Street Sub Area.**
- ◆ **GOAL 2: Promote the redevelopment and new development of properties located adjacent to Highway 99, the Commercial Highway Sub Area.**
- ◆ **GOAL 3: Promote the development of underutilized or vacant Industrial properties within the Urban Renewal District.**
- ◆ **GOAL 4: Promote and manage the development and redevelopment of properties adjacent to Highway 51 from Highway 99 east to the ‘S’ Curves at the eastern City Limits.**
- ◆ **GOAL 5: Increase business activity and employment opportunities in the Downtown Main Street Sub Area, Commercial Highway Sub Area, Industrial Sub Area, and all other commercially designated areas within the Urban Renewal District.**

A copy of the entire Monmouth Urban Renewal Plan is available on the City of Monmouth website at: www.ci.monmouth.or.us under “City Departments,” “Community Development,” “Urban Renewal District.”



MONMOUTH URBAN RENEWAL CONTINUES TO EXPERIENCE STRONG GROWTH

Fiscal Year 20-21 continued to see strong growth and development throughout the urban renewal district.

Three (3) new buildings were constructed at Ash Creek Station: Papa Murphy's, Starbucks, and O'Reilly Auto Parts Store. Additionally, work began on the much anticipated Monmouth Commons, a four (4) story mixed use building in Downtown Monmouth that contains 27 apartment units and three (3) commercial spaces.

New housing development also began in Hoffman Estates, a 67-lot subdivision.



Monmouth development continues

Audrey Caro Sep 1, 2020 0



Construction of a four-story commercial and residential building will begin this fall.

Audrey Caro | Itemizer-Observer



Itemizer-Observer

MONMOUTH — Business and residential development has continued in Monmouth, while some recreational activities have adapted to restrictions put in place to slow the spread of the pandemic.

"The biggest commercial development activity continues to be on the S-Curves at Ash Creek Station," said Community Development Director Suzanne Dufner. "After much anticipation, we celebrated Roth's and Tractor Supply Company's grand openings early this summer."

MONMOUTH COMMONS



MONMOUTH URBAN RENEWAL DISTRICT

2020-2021 ACCOMPLISHMENTS

- ◆ Three new commercial buildings were constructed at **Ash Creek Station** totaling 15,706 square feet (sf) and \$2,482,000 in new investment.
- ◆ Construction began on **Monmouth Commons**, a new mixed use building adding 7,100 sf of commercial tenant space, 27 two (2) bedroom apartment units and valued at \$7,000,000. The project leveraged additional needed public infrastructure upgrades including:
 - ◆ Replace an existing undersized **water line** in Main St to a 12-in line. Improvements will provide additional water capacity and fire flow to the downtown core.
 - ◆ Construct city **sewer line** in Warren St between Clay and Jackson St. Provides sufficient sanitary sewer facilities for developable downtown parcels that currently do not have sanitary sewer facilities. Current facilities in this area are undersized to serve any additional development.
- ◆ **Sidewalk improvements** were completed to install safe, ADA accessible walkways in the downtown around the heavily trafficked library, and at the northwest corner of Main and Knox St to support the recent development of the Windermere Office Building, which includes two (2) apartment units and Dry Town Tap Station, a new food cart pod next to Main Street Park.
- ◆ Construction began on **Hoffman Estates**, a 67 lot subdivision, with homes valued at \$425,000 - 599,000.



MONMOUTH URBAN RENEWAL DISTRICT

FINANCIAL REPORTING

MONEY RECEIVED

The amount of moneys received during the preceding fiscal year under ORS 457.420 to 457.460 and from indebtedness incurred under ORS 457.420 to 457.460.

Below is the total revenue collected by the agency from tax increment and debt issuance for FY 20-21 and the previous year.

Total Tax Increment Received in FY 20-21	\$392,809
Total Tax Increment Received in FY 19-20	\$340,574
Total Revenue from Debt Issuance in FY 20-21	\$4,000,000

MONEY EXPENDED

The purposes and amounts for which any moneys received under ORS 457.420 to 457.60 and from indebtedness incurred under ORS 457.420 to 457.460 expended during the preceding fiscal year. Expenditures must be authorized by the individual area plans and may include construction projects and programs.

Materials and Services (incl Admin Special Pmt to Gen Fund)	\$212,982
Total Improvement Expenditures	\$323,828
Total Debt Service Expenditures	\$247,258

Questions? Please contact us at (503) 751-0147 or sdufner@ci.monmouth.or.us.

MONMOUTH URBAN RENEWAL DISTRICT

FINANCIAL REPORTING

ESTIMATED REVENUE

An estimate of moneys to be received during the current fiscal year (FY 21-22) under ORS 457.420 to 457.460 and from indebtedness incurred under ORS 457.420 to 457.460.

Audited Beginning Fund Balance	\$448,357
Total Tax Increment Projected to be received for FY 21-22	\$403,088
Estimated Grant and Miscellaneous Revenue for FY 21-22	\$400
Estimated Investment Interest Earnings for FY 21-22	\$10,000
Total Revenue from Debt Issuance Projected to be received	\$0

PROPOSED BUDGET

A budget setting forth the purposes and estimated amounts, for which the money will be received under ORS 457.420 to 457.460 and from indebtedness incurred under ORS 457.420 to 457.460, to be expended during the current fiscal year (as Amended as of December 31, 2021).

Materials and Services (incl Special Pmts for Admin support)	\$124,050
Improvements Budget (Capital - incl Special Pmts for CIP in Other Funds)	\$3,192,298
Total Debt Service Budget	\$380,230
Operating Contingencies	\$111,322
Total Expenditures Budget (before Reserves)	\$3,807,900

Questions? Please contact us at (503) 751-0147 or sdufner@ci.monmouth.or.us.

MONMOUTH URBAN RENEWAL DISTRICT

FINANCIAL REPORTING

MAXIMUM INDEBTEDNESS

The maximum indebtedness for the MURA, including the amount of indebtedness incurred through the end of the immediately preceding fiscal year of FY 20-21.

Maximum indebtedness approved under the MURA	\$12,000,000
Indebtedness (spending) incurred to June 30, 2021 under MURA	\$4,223,823

IMPACT ON TAXING DISTRICTS

An analysis of the impact, if any, of carrying out the urban renewal plan on the tax collections for the preceding year for all taxing districts included under ORS 457.430.

The Urban Renewal Agency (URA) receives revenue by applying property tax rates to the current fiscal year assessed value above the frozen assessed value in FY 05-06 (\$34,718,870). This analysis shows the amount of tax revenue that would be available to other governments if the URA had not been in place during FY 20-21.

The table below summarizes this information for the entire agency by tax district. The difference between the total below (\$402,790) and the sum from #1 (\$392,809) is because the discounts and uncollected amounts have not been figured in.

Monmouth Urban Renewal Area	2020-2021 Tax Year
<u>Taxing District</u>	<u>Impact</u>
Polk County	53,617
Chemeketa Community College	19,543
Chemeketa Regional Library	2,505
Willamette Education Service District	9,242
City of Monmouth	112,802
Polk County Fire District #1	46,992
Fire Crest CD	1,448
Polk Soil/Water CD	1,559
Ash Creek WCD	522
Central School District 13J	152,556
4-H/M Garden/AG/Forest Ext District	2,004
Grand Total	\$402,790

Questions? Please contact us at (503) 751-0147 or sdufner@ci.monmouth.or.us.

ANNUAL REPORT FOR FISCAL YEAR ENDING JUNE 30TH, 2021

2020-2021

Independence Urban Renewal
Agency

This report fulfills the requirements, prescribed in ORS 457.460, for the filing of an annual report detailing the financial activity of an urban renewal area established in Oregon.



INDEPENDENCE
Oregon's Story Begins Here

Annual Report for Fiscal Year Ending June 30th, 2021

INDEPENDENCE URBAN RENEWAL AGENCY

URBAN RENEWAL AREA BACKGROUND

The Independence Urban Renewal Plan (Plan) was adopted by the City of Independence on September 25, 2001.

The frozen base assessed value (“Frozen Base”) of the Urban Renewal Area is \$33,349,131. The FY 2020/2021 total assessed value is \$97,331,406. The excess value, or the value on which taxes are paid to the urban renewal agency in FY 2020/2021 is \$63,982,275.¹

The Independence Urban Renewal Agency (“IURA”) was established by the City of Independence in 2001 as a long-term investment strategy to fund and construct capital improvement projects in the Independence Urban Renewal Area (“Area”). The Area is approximately 293 acres, or 17.20% of the 1,703 acres within the city limits.

IURA is a separate legal and financial entity, governed by the members of the City of Independence City Council.

Oregon state law allows cities to create urban renewal districts in size not to exceed twenty-five percent (25%) of the total assessed property value within the city limits. The frozen base value of the Urban Renewal Area when established in 2005 was \$33,349,131, and does not exceed this limit.

The entire Independence Urban Renewal Plan and Report can be found on Independence Urban Renewal Agency’s website, <https://www.ci.independence.or.us/ed/urban-renewal-district>.

FY 2020/2021 Projects

The URA is not currently completing any projects. The URA finished some commitments related to the Independence Landing project.

¹Polk County Assessor Tax FY 2020/21 Table 4e

FINANCIAL REPORTING

Pursuant to ORS 457.460, a detailed accounting of the financial activity related to urban renewal areas is required to be reported on an annual basis. The following financial information responds to the requirements of this statute.

Money Received

In FY 2020/2021, the Independence Urban Renewal Agency received \$682,509 from division of taxes.² The detailed earnings of the Independence Urban Renewal Agency can be seen in Table 1.

Table 1. Money Received During FY 2020/2021

Receipt Category	2020/2021 Amount
Debt Service Fund	
Division of Taxes	511,838
Interest Earnings	2,429
Transfers In	423,720
TOTAL:	\$937,987
Capital Projects Fund	
Division of Taxes	170,671
Loan Proceeds	1,467,537
Transfers In	25,000
Interest	2,246
Rent	847
TOTAL:	\$1,666,301

Source: Independence Urban Renewal Agency Financial Statement FYE 2021

Money Expended

Revenue received through urban renewal and spent on urban renewal activities is shown in Table 2.

Table 2. Expenditures During FY 2020/2021

Expenditure Category	2020/2021 Amount
Debt Service Fund	
Urban Renewal Debt Service Principal	395,000
Urban Renewal Debt Service Interest	452,456
TOTAL:	\$847,456
Capital Projects Fund	
General Government	839
Capital Outlay	825
Transfers Out	232,384
TOTAL:	\$234,048

Source: Independence Urban Renewal Agency Financial Statement FYE 2021

Estimated Revenues

The estimated tax increment revenues including current and prior years from the FY 2021/2022 adopted Independence Urban Renewal Agency budget are \$779,700.³

² Independence Urban Renewal Agency Financial Statement FYE 2021

³ The City of Independence FY 2021/2022 Urban Renewal Budget Spreadsheet

Proposed Budget for Current Fiscal Year, FY 2021/2022

A compiled budget listing the money to be received due to urban renewal, money to be spent, and what projects/expenses the money will fund is shown in Table 3 below.

Table 3. Budget FY 2021/22 Urban Renewal Fund

Budget Category (Expenditures)	2021/2022 Amount
Debt Service Fund	
Transfers, Debt Service and Contingency	1,180,051
TOTAL:	\$1,180,051
Urban Renewal Projects Fund	
Materials and Services	500
Transfers, Debt Service and Contingency	1,917,848
TOTAL:	\$1,918,348

Budget Category (Revenues)	2021/2022 Amount
Debt Service Fund	
Beginning Balance	170,921
Division of Taxes	556,000
Prior Year Taxes	29,000
Interest Income	1,500
Transfers In for Debt Service	422,630
TOTAL:	\$1,180,051
Urban Renewal Projects Fund	
Beginning Balance	1,722,448
Division of Taxes	185,500
Prior Year Taxes	9,700
Interest	1,200
TOTAL:	\$1,918,348

Source: City of Independence FY 2021/2022 Urban Renewal Budget spreadsheet

Impact on Taxing Districts

The revenues foregone by local taxing districts due to urban renewal are shown in Table 4. This information is from Polk County Assessor records, Table 4a and 4e and is after losses of \$14.91 to compression and truncation.

Tax increment revenue derived from permanent rate levies results in an impact to taxing districts. These are “foregone revenues” that result in decreased property tax collections for the affected taxing districts. Tax increment revenue derived from general obligation bonds does not have the same impact on taxing districts. Instead, the general obligation bond tax rates are adjusted upwards to ensure that the full amount of annual debt service payments can be made. Thus, the foregone revenue associated with general obligation bond tax rates does not have an impact on taxing districts, but instead impacts taxpayers countywide through a slightly higher property tax rate.

Once the urban renewal area is terminated, the taxing jurisdictions receive the full permanent rate of taxes. The Central School District 13J and Willamette Education Service District are funded through the State School Fund on a per pupil allocation. There is no *direct* impact of urban renewal on their funding. The State School Fund is funded through property tax allocations, but also through other state resources.

Table 4 includes the revenue foregone to urban renewal for each taxing district as a percent of the taxing district’s total permanent rate levy collections.

Table 4. Impact on Taxing Districts FY 2020/2021

Taxing Jurisdiction	Foregone Revenues Permanent Rate Levy	Bond Impacts
Polk County	\$90,914	
Willamette ESD	\$15,715	
Chemeketa CC	\$33,145	
Polk County Fire District #1	\$79,626	
City of Independence	\$243,139	
Chemeketa Library	\$4,316	
Hilltop CD	\$5,955	
Polk Soil/Water	\$2,601	
4H & Extension	\$3,431	
Ash Creek WCD	\$5,083	
Central SD 13J	\$258,688	

Source: FY 2020/2021 Sal 4a and 4e from Polk County Assessor

Maximum Indebtedness

The maximum indebtedness (MI) for the Independence Urban Renewal Plan is \$17,948,950. The MI is the total amount of funds that can be spent on projects, programs, and administration in the urban renewal area over the life of the urban renewal plan. The balance expended as of June 30, 2021 is \$8,237,270.

ACWCD Board of Directors Tracking Log 2021-22

Project	Assigned	Person Assigned	Status		Comments
			Pending	Completed	
Buy laptop	05/07/2020	Karin	x		Purchase laptop & Office 365
Policy binder to Tom	11/04/2021	Karin		x	emailed
Website, records	11/04/2021	Karin/Tom/Andrea			Go to storage unit/Karin to put agenda packets & minutes on website
Topics of Board importance	11/04/2021	Board			bring ideas to Dec meeting
Take old laptop to Tom	11/04/2021	Karin			
Geo engineer report	12/2/2021	Todd			
Outreach	-12/2/2021 1/6/2022	-Andrea/Board -Tom/Ed/Donna			-Farmer's Market booth; mailings; car in parade -Subcommittee formed
Grants update	12/2/2021			x	
Vegetation survey	12/2/2021				
Update Policy Manual	01/06/2022	Board			