

CLOVERDALE SANITARY DISTRICT
Budget Committee Meeting Minutes
May 1, 2019

1. Chairman Bailey called the meeting to order at 7:00 pm
2. Directors present were Kenneth Bailey, Dan Pengelly, Jon Warren and Lawrence Sanders.
Staff members present were Plant Operator Richard Nystrom, and Office Manager Heidi Reid.
3. Budget Committee Meeting
Ken Bailey volunteered to be the Chairman of the Budget Committee
Heidi Reid volunteered to be the Secretary of the Budget Committee
Jon Warren volunteered to be the Budget Officer

Mrs. Reid explained Form-LB11 - This is the Capital Improvement fund. The Capital Improvement Fund is subsidized predominately by system development charges and fund transfers from the General Fund. This is the account we have for reserve and is predominately used for upgrades to the existing infrastructure and equipment. Mrs. Reid stated that the goal is to transfer \$8,000 this year to the fund, however the minimum to be transferred will be \$3,000 and if we can do a little more we will. Chairman Warren asked if we intended to have large expenditures for Capital Improvement this year, Mr. Nystrom stated that we did not at this time. He stated that we only utilize the Capital Improvement fund if we have to.

Mrs. Reid explained Form-LB20 – This shows where the income for the General Fund budget comes from. She explained that these figures are estimates; however, they are very close estimates. There were no questions regarding Form-LB20.

Mrs. Reid explained Form-LB-31 – This is a detailed list of itemized expenditures for the General Fund. The actuals are shown on the left and the proposed are shown on the right. The total of these general ledger accounts amount to the total on LB-20, of \$69,460. She stated that line items one through five are the personnel budget and the remainder of the line items are the monthly expenses to do business. She stated that the Utility and Sludge Hauling were increased this year due to a raise in the electric cost and that the District will have to utilize Zwald to haul sludge more often this year. There were no questions regarding Form-LB31.
There were no further questions regarding the proposed budget.

Motion

Budget committee member Mr. Warren moved to approve the FY 2019-2020 budget

Budget committee member Mr. Sanders seconded the motion carried with three ayes.

Budget Committee Meeting adjourned at 7:10