

CLOVERDALE SANITARY DISTRICT
Budget Committee Meeting Minutes
May 10, 2023

1. Board Director Corcoran called the meeting to order at 7:00 pm
2. Directors present were Candy Pengelly, Kathy Garner and Jeniffer Corcoran. Jon Warren and Brenda Cooper were absent.
Staff members present were Plant Operator Richard Nystrom, Jeremy Alexander and Office Manager Heidi Reid and Jennifer Romero.
3. Budget Committee Meeting
Kathy Garner volunteered to be the Chairman of the Budget Committee
Jeniffer Corcoran volunteered to be the Secretary of the Budget Committee
Candy Pengelly volunteered to be the Budget Officer

Director Corcoran asked Mrs. Reid to explain the layout and pages of the budget to the committee.

Mrs. Reid explained Form LB-11 - This is the Capital Improvement fund. The Capital Improvement Fund is subsidized predominately by system development charges, tax revenue and fund transfers from the General Fund. This is the account we have for capital improvements and is used for upgrades to the existing infrastructure and equipment. Mrs. Reid stated that the goal is to transfer \$3,000 this year to the fund. She stated that the fund this year will be approximately \$160,560. The Committee did not have any questions.

Mrs. Reid explained Form LB-20 – This shows where the income for the General Fund budget comes from. She explained that these figures are estimates derived from user fees and rents income. She stated that the cash on hand could go up or down depending on who pays their bills and what we have for expenditures over the next month.

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 amounts to the total on LB-20, of \$158,665. She stated that line items one through seven are the personnel budget and the remainder of the line items are the monthly expenses to do business. She stated she had increased some of the line items due to higher cost of doing business. She also pointed out that she had increased the part time operator pay and hours for this fiscal year. There were no questions regarding Form LB3-1.

There were no questions regarding the proposed budget.

Motion

Budget committee member Garner moved to approve the FY 2023-2024 budget as written.

Budget committee member Pengelly seconded the motion carried with three ayes.

Budget Committee Meeting adjourned at 7:09