

CLOVERDALE SANITARY DISTRICT
Budget Committee Meeting Minutes
May 13, 2026

1. Jeniffer Corcoran called the meeting to order at 7:04 pm
2. Members present were Candy Pengelly, Jeniffer Corcoran and Brenda Cooper. Staff members present were Office Administrators Heidi Reid and Jennifer Romero.
3. Budget Committee Meeting
Candy Pengelly volunteered to be the Chairman of the Budget Committee
Brenda Cooper volunteered to be the Secretary of the Budget Committee
Jeniffer Corcoran volunteered to be the Budget Officer

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

Mrs. Reid stated this is the proposed budget for the FY 2026-2027.

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 and the CIF. This is the account we have for capital improvements and is used for upgrades to the existing infrastructure and equipment. Mrs. Reid stated that this year there will be a transfer of \$6,000 from the General Fund. She stated that the fund this year will be approximately \$124,090. The taxes estimated to be received this year are \$3,100. 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 is estimated to be \$66,500. This could change depending on what we have for expenses and additional income at the end of the year. The user fees are estimated to be roughly \$171,000. The total projected budget is \$246,150. There were no questions regarding the LB-20.

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 \$246,150. She stated that line items one through seven are the personnel budget and the remainder of the line items are the monthly operating expenses. She let the Committee know she had

added a little extra to the payroll portion of the budget to cover any incidental additional hours. She stated she had increased some of the line items due to proposed increased costs for the next fiscal year. There were no questions regarding Form LB-31.

There were no other questions regarding the proposed budget.

Motion

Budget committee member Corcoran moved to approve the FY 2026-2027 budget as written.

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

Budget Committee Meeting adjourned at 7:09