

CLOVERDALE SANITARY DISTRICT
Budget Committee Meeting Minutes
May 11, 2022

1. Vice Chairman Warren called the meeting to order at 7:00 pm
2. Directors present were Dan Pengelly, Jon Warren, Brenda Cooper and Dan Pengelly.
Staff members present were Plant Operator Richard Nystrom, and Office Manager Heidi Reid. Guest present was Fred Bassett.
3. Budget Committee Meeting
Jon Warren volunteered to be the Chairman of the Budget Committee
Fred Bassett volunteered to be the Secretary of the Budget Committee
Dan Pengelly volunteered to be the Budget Officer

Mr. Warren asked Mrs. Reid to explain the layout and pages of the budget to the committee.

Mrs. Reid explained Form-LB11 - 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 \$147,500. The Committee did not have any questions.

Mrs. Reid explained Form-LB20 – 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 \$128,850. 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 she had increased some of the line items due to higher cost of doing business. She also pointed out that she had entered a line item to the payroll for a part time operator. There were no questions regarding Form-LB31.

Committee member Warren asked if we were going to need to do a significant rate increase to cover the cost of a new operator. Mrs. Reid explained at some point a significant increase was going to be needed to cover the additional cost of payroll.

There were no further questions regarding the proposed budget.

Motion

Budget committee member Mr. Pengelly moved to approve the FY 2022-2023 budget as written.

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

Budget Committee Meeting adjourned at 7:10