

CLOVERDALE SANITARY DISTRICT
Budget Committee Meeting Minutes
May 08, 2024

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

Director J. 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 and now along with 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 not be a transfer from the General Fund as the money is simply not there. She stated that the fund this year will be approximately \$98,000. She let the Committee know there will be a capital improvement purchase of approximately \$44,000 for new pumps but we are not sure when that invoice will be coming in. Mr. Alexander asked if the expense portion was set or if the money can be moved around. Mrs. Reid explained it can be moved around; it's not set in stone as long as we don't go over the budget. The Committee did not have any other 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. She let the Committee know this included an estimation for the rate increase that will take place in July. The total projected income is \$188,165. 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 \$188,165. 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 J. Garner moved to approve the FY 2024-2025 budget as written.

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

Budget Committee Meeting adjourned at 7:09