

CLOVERDALE WATER DISTRICT
Budget Committee Meeting Minutes
May 11, 2020

1. Chairman Shepherd called the meeting to order at 6:50 pm
This meeting was held via net meeting due to COVID-19. For that same reason the Board acted as the Budget Committee.
2. Board Directors present Leroy Shepherd, Jeremy Alexander, Crissa Alexander, Maile Samek and Jon Warren.
Staff members present were Water Operator Larry Chitwood and Office Administrator Heidi Reid.
3. Budget Committee Meeting
Maile Samek elected to be the Budget Chairman
Jon Warren elected to be the Secretary
Jeremy Alexander elected to be the Budget Officer

Budget Chairman Samek gave the committee members time to review the budget. She then asked Mrs. Reid to explain each page to the members so they understood the documents.

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 District will transfer approximately \$10,000 this year to the fund. There were no questions or comments regarding Form-LB-11.

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. She stated that the revenues are derived from water use fees and small miscellaneous other fees. Mrs. Reid let the Committee know that due to COVID-19 the amount left in the bank at the end of the year could be significantly different then what is currently stated due to non-payment by customers. The Committee agreed this could happen but elected to leave the budget as written at this time. 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 amounts to the total on LB-20, of \$146,925. The Committee reviewed the line items and did not have any questions.

Motion

Budget Officer Jeremy Alexander moved to approve the FY 20-21 budget.

Budget Secretary Jon Warren seconded the motion carried with three ayes.

Budget Committee Meeting adjourned at 7:00