

# BURLINGTON WATER DISTRICT

Manager: Hiland Water - P.O. Box 699 Newberg, OR 97132 Phone: 503-554-8333; 1-855-554-8333 (TF)  
Internet: BWD Website <https://burlingtonwater.specialdistrict.org/>

## Budget Committee Meeting

April 15, 2020

Due to the health emergency resulting from the COVID-19 pandemic, meeting held by GoToMeeting videoconference.

### MINUTES

Ron Yann, BWD chairperson, called the meeting to order at 6:18 pm.

Present: Ron Yann, Dan Johnson, Christine Nelson, Amanda Schehr, Mark Oakley; board members Dan Zimmerman, bookkeeper; JJ Olson, Hiland Water manager; Tunie Betschart, Multnomah County TSCC; Edward Hodges, Engineer, Curran-McLeod

- 1) Election of presiding Officer  
Christine Nelson nominated Mark Oakley to serve in the role of presiding officer for the budget committee, Dan J. seconded, and the motion passed unanimously.
- 2) Roll Call to establish Quorum  
Ron called the roll; while there were no community members in attendance, all five board members were present, constituting a quorum.
- 3) Reading of Budget Message  
Mark read the FY20/21 Management Comments and Budget Message in its entirety.
- 4) Public Comment  
There were no public comments.
- 5) Budget Presentation and Discussion  
At Mark's request, Dan Z., BWD bookkeeper, did a thorough, line by line, worksheet by worksheet presentation of the proposed budget for FY20/21, leading discussion and addressing questions and comments throughout. BWD water sales income projections were based on actual sales, presuming a 20% increase in both base and water rates. Upon review and discussion, amendments were requested to the following budget line items:
  - a) Accounting: add cost of annual external audit; and
  - b) Consultants: include costs of rate and leak detection studies.To balance the budget with these additions, it will be necessary to decrease the reserve funds.
- 6) Motion to Approve the Budget and Motion to Approve the Property Tax Levy  
Given that there were budget changes requested, these motions were not considered at this meeting. A second Budget Committee meeting will be held on May 20 at 6:15pm to review and approve the amended budget.
- 7) Adjourn  
Mark proposed and Amanda seconded a motion to adjourn the meeting. The motion carried unanimously and the meeting ended at 7:32 pm.