

BURLINGTON WATER DISTRICT (BWD)
Budget Committee Meeting Minutes
April 18, 2018
6:45 pm

Scappoose Library
Scappoose Oregon, 97053
The meeting was called to order at 6:49 PM

Present were Juli Valeske, Ken Larson, Pattye Larson, Andy Tinkess, Deanna Tinkess, Steven Eudaly, and Craig Gibbons and Tunie Betchert from TSCC.

1. Election of Presiding Officer: Pattye Larson was nominated by Juli to act as presiding officer. It was unanimously agreed that Pattye would preside over the meeting.
2. Roll call of Juli, Ken and Pattye established a Quorum for this meeting.
3. A Budget Message was presented as edited by Craig Gibbons.
4. The Budget was presented and discussion followed.
 - a. There were several changes made to the budget as it was presented. Craig and Tunie made several comments to help us understand how we could change these items.
 - b. There are two functions for BWD. One is as a water utility and the second is as a fire service. So the budget has two items. One is the allocated, which includes Water utility and Fire utility, and the second is Unallocated, which includes debt service and contingency.
 - c. If we want to create a reserve line item, we make a board resolution to do so and identify the project. When we are ready to move forward on the project, we move it from the reserve to a capital line item, then continue with an amended budget. In that way we could modify the budget mid-year to use the cash for the project.
 - d. The board identifies a capital purchase as something under \$1,000 (usually office equipment, etc.). A capital project would be more than \$1,000.00.
 - e. Any identified the lease fees in our water utility program to be the pipelines under the railroad.
 - f. Craig impressed on us that the Fire Protection Program cannot be expanded without changing the budget. His recommendation was to increase that Fire protection contract budget item, if we don't use it all, it is ok.
5. Craig told us that there can be no change of more than 10% to a budget item. If there is a change, the budget must be amended and adopted. **Because the capital outlay for the telemetry system will be \$4,500 for the 2017-2018 year, and we only budgeted \$3,000 we will need a Motion from the Board for a budget adjustment or a Board Resolution to take money from the Contingency fund. Craig volunteered to help us go through the process of doing the budget adjustment.**
6. The meeting was opened to public comment. There was no public comment.
7. Pattye made the following motion regarding the budget: "I move that the budget committee of Burlington Water District approve the budget for the 2018-2019 fiscal year in the amount of \$504,780." Ken seconded, motion carried unanimously.
8. Pattye made the following motion regarding the Property Tax Levy: "I move that the budget committee of Burlington Water District approve property taxes for the 2018-2019 fiscal year at

the rate of \$3.4269 per \$1,000 of assessed value for the permanent rate tax levy.” Ken seconded, and motion carried unanimously.

Craig recommended that since the budget was required to be in his office by May 16, that the board update the report with the approved changes and forward to his office as soon as possible. Pattye volunteered to make the changes and give to the board members for review before sending, but to complete before the May 16 date. It was agreed that we would adopt the budget at the June 20th meeting.

Meeting adjourned at 8:25 PM?

Respectfully submitted

Pattye Larson
Acting Budget Presiding Officer