

CLOVERDALE SANITARY DISTRICT
Budget Committee Meeting Minutes
May 14, 2025

1. Board Director Warren called the meeting to order at 7:02 pm
2. Directors present, Jon Warren, Jeniffer Corcoran and Fred Basset. Staff members present were Jeremy Alexander, Heidi Reid and Jennifer Romero and Carl Dietz.
3. Budget Committee Meeting
Jon Warren volunteered to be the Chairman of the Budget Committee
Fred Basset volunteered to be the Secretary of the Budget Committee
Jeniffer Corcoran volunteered to be the Budget Officer

Director Warren gave the Committee time to review the budget. He asked Mrs. Reid to explain each page 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. She explained the top half is the income and the bottom half are the estimated expenses. Mrs. Reid stated that this year there will be a transfer from the General Fund of \$6,000. She stated that the total fund this year will be approximately \$130,600. 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. The total projected income is \$216,115. Mr. Alexander asked if the lease income was from the Boat Launch, Mrs. Reid stated it was. There were no other 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 \$216,115. 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 stated she had increased some of

the line items due to proposed increased costs for the next fiscal year. She budgeted the majority of the money into the maintenance and repairs line item. Director Warren asked how the \$25,000 in maintenance and repairs reflects back on the Capital Improvement Fund. Mrs. Reid explained they were two separate funds independent of each other. There were no questions regarding Form LB-31.

There were no other questions regarding the proposed budget.

Motion

Budget committee member Warren moved to approve the FY 2025-2026 budget as written.

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

Budget Committee Meeting adjourned at 7:10