

**CORBETT WATER DISTRICT
BUDGET COMMITTEE MEETING
Written Summary
April 1, 2014**

Budget committee members present: Jeff Hargens, Robert Gaughan, Sonny Boyd, Kevin Wilhelm, Robert Telford, Keith Lund, Sara Grigsby, Robert Churnside (attended by phone), Malcolm Freund (arrived at 6:05 p.m.)

Staff present: James Jans, Shanti Burns, Gail Griffith.

Absent budget committee members: Dave Ranieri.

Audience members present: Louis Chartrand.

Budget Committee Chairman **Robert Telford** called the meeting to order at 6:00 p.m.

APPROVAL OF THE AGENDA

Sara Grigsby made a motion to approve the agenda, **Sonny Boyd** seconded, passed unanimously.

APPROVAL OF THE MINUTES

Robert Gaughan made a motion to approve the minutes of the budget meeting held on March 25, 2014 as written, **Jeff Hargens** seconded, passed unanimously.

REVIEW OF THE PROPOSED BUDGET

The members of the budget committee reviewed and discussed each line item on the budget sheets.

General Fund: **Keith Lund** questioned what items were categorized as miscellaneous income. **Shanti Burns** informed him that any scrap metal sales would be included in this category, as well as grant money received. She informed the budget committee that she would email an itemized report to show what has gone into this category for the 2013-2014 fiscal year to date.

Personnel Services: **Malcolm Freund** asked how much the District has spent so far on overtime hours during the 2013-2014 fiscal year. She informed the budget committee that she would email this information to them the following day.

Robert Telford asked why the District Clerk's and Assistant Clerk's wages are proposed for a lower amount than the 2013-2014 fiscal year. **Shanti Burns** informed him that she used to work 30 hours per week plus training, however since she recently had a baby she is working slightly less hours than before. She said she only plans on working reduced hours for half of the 2014-2015 fiscal year, after which she will return to working her regular hours again. **Shanti Burns** informed the budget committee that the Assistant Clerk's wages are proposed for a lower amount due to a new staff member in the position. The prior Assistant Clerk was at the top of the pay scale, and the new employee is at the bottom.

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REVIEW OF THE PROPOSED BUDGET - Personnel Services (Cont.)

Robert Telford feels that \$4,402 for temporary help is low. **James Jans** said the District has used all the allowed funds for temporary help in the 2013-2014 budget year. He would like to hire a couple of interns, as we could use the help and Clackamas Community College will pay for their insurance. **Robert Telford** would like to increase the temporary help category to \$6,000.

Materials & Services: **Robert Telford** inquired as to why the proposed funds for legal services have increased. **Shanti Burns** said this is due to a recent employee termination.

James Jans said the utilities category is proposed for less than the 2013-2014 fiscal year since the hydro generator has greatly reduced our electricity bill at the Treatment Plant.

Capital Outlay: **James Jans** said the funds in the hydrant category has increased since the District is now planning on installing six fire hydrants per year instead of four.

Shanti Burns encouraged the budget committee members to call the office with any questions or requests for documentation prior to the next budget committee meeting.

Sara Grigsby made a motion to adjourn the budget committee meeting, **Sonny Boyd** seconded, passed unanimously. Meeting adjourned at 7:14 p.m.