

**CORBETT WATER DISTRICT  
BUDGET COMMITTEE MEETING  
Written Summary  
April 2, 2013**

---

**Board members present:** Jeff Hargens, Robert Gaughan, Robert Churnside, Kevin Wilhelm.

**Absent board members:** Sonny Boyd.

**Staff present:** James Jans, Shanti Burns.

**Budget committee members present:** Robert Telford, Malcolm Freund, Robert Kraai, Keith Lund.

**Absent budget committee members:** Tom Doty.

**Audience members present:** Dave Mysinger.

Budget Chairman **Robert Telford** called the meeting to order at 6:05 p.m.

**APPROVAL OF THE AGENDA**

**Robert Churnside** made a motion to approve the agenda, **Malcolm Freund** seconded, passed unanimously.

**APPROVAL OF THE MINUTES**

**Robert Gaughan** made a motion to approve the minutes of the budget meeting held on March 19, 2013, **Robert Churnside** 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:* **Malcolm Freund** said there is an extra \$48,000 in the budget; the 2012-2013 budget shows \$450,000 in water sales, and the 2013-2014 proposed budget shows \$350,000 in water sales and \$148,000 in base rate charges. He questioned if the difference between years was from the base rate increase. **Shanti Burns** replied that a portion of the \$48,000 difference was from the base rate increase, and the other portion was from the water rate increase.

*Personnel Services:* **Robert Kraai** has a conflict of interest in making decisions regarding personnel services due to relation of an employee pursuant to ORS 244.120.

**Shanti Burns** informed the budget committee that the education category was moved to materials and services since this is where the auditors categorize it at. She also pointed out that the pension and unemployment categories have been moved to separate line items for easier tracking.

**Robert Telford** feels that \$1,000 for temporary help is very low. **James Jans** said that the District has only used temporary help once in the past couple of years, and the temporary workers messed up more things than they helped fix. **Robert Telford** said it would be nice to have the funds there in case of an emergency. It was decided upon increasing this line item to \$3,000.

**CORBETT WATER DISTRICT  
BUDGET COMMITTEE MEETING  
Written Summary  
April 2, 2013**

---

**REVIEW OF THE PROPOSED BUDGET - (Cont.)**

*Materials & Services:* **Malcolm Freund** asked if the chemicals category has gone down due to using the accu-tab chlorine instead of liquid. **James Jans** said that while this has saved the District a small amount of money on chlorine, the reason the line item is less is because it has been very cushioned in the past. He would still like a large cushion in the category because new State regulations frequently come up and he would like there to be enough money in the budget for any surprises. He states however that the amount can be reduced slightly from the previous year's budgeted amount and will still have extra room for any new charges that come up.

**Malcolm Freund** would like to know how the budget officer decided upon the amount for the sanitary survey. **James Jans** replied that the sanitary survey will occur every three years. When this item was budgeted for in 2012-2013, we had thought that it would cost \$1,200 so we set aside \$400. We learned this year however that it will actually cost \$1,600 so it will be necessary to set aside \$533 per budget year. The \$933 on the budget includes the \$400 from 12-13 and \$533 added to it in 13-14. Next year we will need to budget \$533 as well as \$133 to make up for the amount that was set aside short in 2012-2013.

**Shanti Burns** said that the Tax Supervising and Conservation Commission fee was previously included in the audit category, however it now has its own line item for easier tracking.

**Robert Telford** asked James Jans if \$2,800 was enough for tools & shop expense. **Jeff Hargens** said that in previous years there has been much less spent in this category than what has been budgeted for, therefore he feels the budgeted amount is more than adequate. He said the District needs tools to work, however he does not want them to purchase any extra than needed.

**Robert Telford** questioned if \$5,500 was adequate for vehicle repairs and maintenance. **James Jans** said the clutch is going out on the F550, and the vehicles are getting old. It was decided upon increasing this category to \$7,500.

*Capital Outlay:* **James Jans** states the proposed budget shows \$30,000 set aside for the filter pond project. **Jeff Hargens** said the District plans to replace the plastic lined filter pond with a concrete pond.

**James Jans** states the \$5,000 under the hydro category is for the final FERC payments. The District still wants to do a study in the future to determine where other hydro generators can be installed.

**Robert Telford** would like \$10,000 to be included under the solar category. He said the Energy Trust of Oregon's incentives will go away in 2015 and he would like to see the District take advantage of this opportunity. **Jeff Hargens** said solar was already discussed in great detail at numerous meetings in the past and it was determined that the District is going to focus on hydro energy right now. **Robert Telford** said the solar panels at his house have been working for 8 years without any needed maintenance and they generally last for over 20 years. He would still like to see the District invest in solar panels.

**Jeff Hargens** made a motion to adjourn the budget committee meeting, **Malcolm Freund** seconded, passed unanimously. Meeting adjourned at 7:10 p.m.