

**CORBETT WATER DISTRICT  
BUDGET COMMITTEE MEETING  
Written Summary  
April 5, 2011**

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**Board members present:** Robert Gaughan.

**Absent board members:** Jeff Hargens, Sonny Boyd, Victor Schmidt, Robert Churnside.

**Budget committee members present:** Barbara Adams, Robert Colclessor, Malcolm Freund, Dale Anderson, Kevin Wilhelm.

**Staff present:** James Jans, Shanti Kraai, Pamela Volk, Jeffery Busto.

Budget chairman **Barbara Adams** called the meeting to order at 6:08 p.m.

**APPROVAL OF THE AGENDA**

**Barbara Adams** would like to include a discussion on the budget timeline as item 5a. **Dale Anderson** would like a list of projects to be completed during the upcoming budget year. **James Jans** states that the District has a water master plan which all the board members should have. **Shanti Kraai** states she will make sure Dale Anderson receives a copy of the water master plan, as well as all new board members that get elected. **Barbara Adams** requested that the budget committee members receive minutes from the prior 12 months before the first budget committee meeting so they can review the events that have taken place within the District. **Dale Anderson** made a motion to approve the agenda as modified, **Robert Gaughan** seconded, passed unanimously.

**APPROVAL OF THE MINUTES**

**Barbara Adams** would like the statements “no further questions or concerns were stated” to just read “no further questions were stated”. She would also like the description of the merit raises to be rewritten to accurately reflect the policy. **Barbara Adams** thought she recalled Jeff Hargens stating that COLA would be useful if an employee is at the top of their wage scale. **James Jans** states that when COLA is issued it cannot just be to one employee, every employee would receive the cost of living adjustment. **James Jans** states that per the wage and salary policy, adopted in February 1999, a bonus may be issued to an employee that has performed exceptional work or saved the District a considerable amount of money. **Robert Colclessor** made a motion to approve the minutes of March 29, 2011 as modified, **Dale Anderson** seconded, passed unanimously.

**REVIEW OF THE PROPOSED BUDGET**

**Review of Personal Services:** **Barbara Adams** states that according to the budget tracking sheet produced by the District Clerk, the District has only spent approximately 50% of both of the materials and services fund and the capital outlay fund, as of the end of February 2011. She inquired as to where the left over funds will go if not spent by the end of the fiscal year. **James Jans** states they will get carried over into the net working capital fund. **Barbara Adams** requested that the personal services fund for the 2010-2011 fiscal year be closely monitored to

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**REVIEW OF THE PROPOSED BUDGET – Review of Personal Services (Cont.)**

assure the fund remains below budget. **Malcolm Freund** states money may be transferred into other funds if needed so the District does not go above budget. **Barbara Adams** states that according to the District Clerk, the employer pays 6.2% for social security, 1.45% for medicare, and 11.11% for PERS contributions. The employee pays 4% for social security, 1.45% for medicare, and 6% for PERS contributions. **Malcolm Freund** states that the wage scale needs to be reviewed as the Utility Worker AP increase between step scales is larger than 5%. **Barbara Adams** would like the budget committee to be involved if a new wage scale resolution is to be considered by the board. She states that she feels comfortable with the proposed personal services funds because James Jans has done a tremendous job in saving the District money, and continues to make that effort. **Robert Gaughan** states he has watched James Jans fight to get the best prices from vendors and says that he really does try to save money in every possible way. **Dale Anderson** made a motion to approve the personal services category, **Kevin Wilhelm** seconded, passed unanimously.

**Review of the General Fund:** **Barbara Adams** stated the District receives property taxes which are paid by the residents of the community and not all Districts have that advantage. She said the District should keep this in mind when considering a rate increase.

**BUDGET COMMITTEE ADOPTION OF 2011-2012 BUDGET**

**Robert Collessner** made a motion to adopt the Corbett Water District's budget for fiscal year 2011-2012 at \$1,145,547, **Robert Gaughan** seconded, passed unanimously.

**BUDGET COMMITTEE APPROVAL OF LEVY**

**Malcolm Freund** made a motion that the 2011-2012 budget be approved by the Budget Committee, certifying that the permanent tax rate of 0.5781 per \$1,000 of assessed value be used to calculate taxes necessary to balance the budget in the General Fund Resources category, **Dale Anderson** seconded, passed unanimously.

**BUDGET TIMELINE**

**Barbara Adams** would like the budget committee meetings to be scheduled earlier on in the year to allow time for more budget meetings if necessary. **Shanti Kraai** states that even with starting the meetings in March, there is still plenty of time to include extra meetings since the budget hearing is not until June 21, 2011. The District just needs to allow the Tax Supervising and Conservation Commission enough to review the budget before the hearing. **Malcolm Freund** would like to know about the three year plan for the construction of filter pond 3. **James Jans** replied that all that is planned to be done this fiscal year is to receive the permits and partial engineering.

**Robert Collessner** made a motion to adjourn the budget committee meeting, **Malcolm Freund** seconded, passed unanimously. Meeting adjourned at 8:30 p.m.