

**BUDGET ORIENTATION MEETING**

**HYBRID MEETING: IN-PERSON ~ VIRTUAL MEETING VIA ZOOM**

**Wednesday, December 11, 2024, 4:00 p.m. ~ CWD Office 36120 E Hist. Col. Riv. Hwy**

**BUDGET COMMITTEE MEMBERS PRESENT: In-Person: Lauri Aunan, Matt Bruton, Allen Cress, Sara Grigsby, Nina Sackett Kronberg, Jonathan Scott**

**BUDGET COMMITTEE MEMBERS PRESENT VIA ZOOM: Angie Kimpo, Michael Arion**

**BUDGET COMMITTEE MEMBERS ABSENT: Dan Graff, Kelly Piper**

**STAFF MEMBERS PRESENT: District Manager Ana Linden, District Clerk Heather McGivney, District Clerk Kelsey Zavoral**

**AGENDA**

**1. Call to Order** District Manager Ana Linden called the meeting to order at 4:00pm.

**2. Roll Call** –Allen Cress, Sara Grigsby, Lauri Aunan, Matt Bruton, Nina Sackett Kronberg, Jonathan Scott were present. Angie Kimpo and Michael Arion joined via Zoom.

**NEW BUSINESS**

**1. Overview of District**

- Ana Linden presented a slide show about the Corbett Water District. The District was founded by volunteers in 1932, serves about 2,700 people, and has about 1,100 connections. We are governed by 5 Board members elected by the community, and the main goal is to comply with Safe Drinking Water requirements set by EPA and OHA. Our water source is Gordon Creek, and the District has two intakes, at South Fork and North Fork. The water quality is excellent, with very low turbidity. The District has about 60 miles of pipe, a gravity-fed system, and 5 tanks. The water is treated with soda ash to raise the pH, which prevents corrosion in pipes; and chlorinated to disinfect. The District maintains service connections, water meters, fire hydrants, and is currently working on upgrading its infrastructure and properties.
- Ana spoke about the financial aspects of the District, focusing on revenue sources, expenses, and potential funding options. The main revenue sources are water sales, property taxes, and interest income.
- Lauri Aunan explained that the District also explored potential funding through grants and low-interest government loans, with the caveat that these are not guaranteed and are subject to funding by the U.S. Congress or the Oregon Legislature. The District does not qualify for low-income grants due to its median household income. The conversation ended with a discussion on the types of projects that grants typically fund, such as planning and design for improvements, water management, and disaster response.

**2. Your Role as a Member of the Budget Committee**

- Heather McGivney outlined the budget process and the committee members' responsibilities. The committee consists of 10 members, including 5 community volunteers and 5 Board members. Their role is to set financial goals, oversee resource allocation, identify potential issues, promote fiscal responsibility, and provide transparency to the

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public. The committee members are expected to attend all meetings, participate in discussions, and vote on all measures.

- The next steps include receiving the proposed budget document and the budget message in the next meeting, followed by public deliberation and approval of the budget. All of the budget documents are public records.
- Heather discussed the budget document and its components and explained that the document contains three columns on the left side of the page: the first two represent the actual revenue and expense numbers taken from the previous two years' audit results, and the third column represents the Adopted budget for the current fiscal year (2024-2025). There are three columns on the right side of the page: the Proposed budget for next fiscal year (2025-2026), the Approved budget, and the Adopted budget.
- She also outlined the six parts of the budget, including resources (bank balance and expected income), personnel services, materials and services, capital outlay, debt service, and budget totals. The budget totals include a contingency fund for unexpected expenses, and an unappropriated ending fund balance, which is money reserved to start the next fiscal year and cannot be touched. She emphasized the importance of balancing the budget, which means that all expenses add up to the expected resources.
- Heather underlined the importance of public transparency and the need for all business to be conducted in public meetings. She clarified that while discussions about the budget should not occur outside of meetings, it's acceptable to seek information from District staff to better understand the budget.

### **3. Budget Committee Process and Timing/Calendar**

- Heather presented a calendar of upcoming meetings. We are aiming for more frequent meetings than in previous years to encourage community input and understanding of the budget process.
- Ana asked committee members to schedule a tour of the District, with options for a full-day tour or a shorter 2-hour tour. The longer tour will include the treatment plant, the reservoirs, and the possibly the headworks, where water enters the system.

### **4. Learn Some Water District Lingo and Priorities**

- Ana Linden discussed the ongoing development of a glossary document to clarify industry terms.
- The Corbett Water District Budget Committee talked about CWD's financial situation and future plans. The budgetary process was discussed with a suggestion to include a 5-year budget forecast. Ana mentioned that they have been raising rates since 2021 and have had three rate increases since then. She also discussed a lawsuit that they won, which resulted in a \$500,000 settlement.
- Ana discussed the need for upgrades to Treatment Plant. Our turbidity meters and controllers are becoming obsolete. The District is considering whether to continue with the current system or switch to a digital system.
- Ana also highlighted the need for a prioritized list of projects and maintenance needs, with a focus on infrastructure assessment and improvement. The District is working on a grant project to create a GIS map and prioritize projects, with a potential timeline of 2026. The District is also making progress on a communication plan to keep the community informed about their projects.

**ADJOURNMENT OF MEETING** – The meeting was adjourned at approximately 5:15pm.

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