

BUDGET COMMITTEE ORIENTATION MEETING ~ VIRTUAL MEETING VIA ZOOM
Tuesday, March 10, 2026, 5:00 p.m.

BUDGET COMMITTEE MEMBERS PRESENT: Michael Arion, Lauri Aunan, Erika Bronson, Matt Bruton, Dan Graff, Andrew Parker

BUDGET COMMITTEE MEMBERS ABSENT: Allen Cress, Angie Kimpo, Kelly Piper, Nina Sackett Kronberg

STAFF MEMBERS PRESENT: District Manager Andrew Dirks, District Clerk Heather McGivney, District Clerk Kelsey Zavoral

This was an informational meeting. We discussed the duties of Budget Committee members and the Budget Committee process. No Corbett Water District business was discussed or voted upon.

AGENDA

- 1. Call to Order** District Manager Andrew Dirks called the meeting to order at 5:00pm.
- 2. Roll Call** – Michael Arion, Lauri Aunan, Erika Bronson, Matt Bruton, Dan Graff, and Andrew Parker were present. Allen Cress, Angie Kimpo, Kelly Piper, Nina Sackett Kronberg were absent.

BUSINESS ITEMS

1. Overview of District

- Andrew Dirks provided an overview of the Corbett Water District and operations. Founded in 1932, Corbett Water District gets its water from the North and South Forks of Gordon Creek and serves around 2700 people through 1100 connections. We are governed by five elected Commissioners, with 6 employees, 60 miles of pipe. Our system is gravity-fed, using PRVs to regulate pressure. He highlighted our current infrastructure, which includes three filter ponds, a treatment plant, and five reservoirs. He discussed the District's future plans, emphasizing the need for redundancy and infrastructure upgrades, as well as the importance of streamlining processes and modernizing equipment. We are working on a capital improvement plan, and a rate study will follow to secure funding for these initiatives.

2. Your Role as a Member of the Budget Committee

- Heather McGivney explained the definition of a budget, emphasizing that, without a balanced budget and corresponding resolution to adopt it and set taxes, the District cannot legally spend money or collect property taxes. The budget also establishes legal spending limits for the fiscal year, which runs July 1 to June 30.
- Heather outlined the District's resources, including income from water sales, property taxes, interest income, and miscellaneous sources. She also described ongoing grants: the System Optimization Review grant for improving the water system, the Aquifer Storage and Recovery grant for investigating a secondary water source, the Drinking Water Source Protection grant for protecting the Gordon Creek watershed, and the Hazard Mitigation Grant Program for building new reservoir tanks, noting that the HMGP grant is currently on hold due to pending FEMA approval.

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- The Budget Committee consists of ten members, including five community volunteers and five Board members. The Committee's role is to set financial goals, oversee resource allocation, identify potential issues, promote fiscal responsibility, and provide transparency to the public.

3. Budget Committee Process and Timing/Calendar

- Heather presented a calendar of upcoming meetings and deadlines for adopting the budget. The next steps include receiving the proposed budget document and the budget message in the next meeting, followed by public deliberation, public comments, and approval of the budget and property tax rates. All of the budget documents are public records.
- Heather underlined the importance of 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.

4. Learn Some Budget Committee Lingo

- Heather explained important budget terms, including resources (bank balance and expected income), personnel services (wages, benefits, taxes), materials and services (repairs to assets and consumables), capital outlay (the purchase of long-term assets, or permanent upgrades to existing assets), and debt service (which has been paid off).
- She discussed the components of the budget document. There are 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 (2025-2026). There are three columns on the right side of the page: the Proposed budget for next fiscal year (2026-2027), the Approved budget, and the Adopted budget.
- The budget totals include a contingency fund for unexpected expenses, and an unappropriated ending fund balance, which is money that cannot be touched because it is reserved to start the next fiscal year. She emphasized the importance of balancing the budget, which means that all expenses add up to the expected resources.

5. Questions – None

Heather announced the dates and locations of the Budget Committee meetings.

ADJOURNMENT OF MEETING – The meeting was adjourned at approximately 5:30pm.

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