

# OTTER ROCK WATER DISTRICT BUDGET COMMITTEE

## APPROVED MEETING MINUTES

### Budget Committee Meeting - June 11, 2019

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**A . Call to Order:** The Budget Committee Meeting of the Otter Rock Water District was held on June 11, 2019. The meeting convened at 6:00 p.m., with Commissioner Bradley, Water Board Treasurer, presiding.

**B. Roll Call:**

**Members In Attendance:** Commissioners T. Anderson, Boston, Bradley, Gleason and Zawalski were present.

**ORWD Staff Members Present:** Water Superintendent Osburn and Office Manager/ Bookkeeper/Secretary Erskine were present.

**Budget Committee Members in Attendance:** Dale Powers; Graece Gabriel; Lisa Hall; Kenny Hunt; and Joknee DeMott were present.

**Community Members in Attendance:** Attorney Appicello, Pat Anderson, Cheryl Powers.

**C. Committee Appointments:**

- A motion was made by Commissioner Zawalski to appoint Buck Boston as Budget Committee Chair and Dale Powers as Vice Chair; Commissioner T. Anderson seconded. **Motion carried.**

- Joknee DeMott was sworn in by Commissioner Bradley as a new member.

**D. Budget Message:**

- Attorney Appicello read the budget message for the 2019-2020 budget. (Copy on file.)

**E. Review of Proposed Budget:**

- Commissioner Bradley reviewed the budget form LB11 (copy in file).

- Commissioner Anderson and Superintendent Osburn gave a report on the year's installation of water meters. Twenty-nine meters have been installed to date, and water usage has dropped considerably as a result of finding and repairing leaks.

- Community Center: The community center's refrigerator/freezer is no longer operable. A freezer is required for the upcoming water samples, which are to be taken before July 20. There was agreement that a freezer should be purchased, and formal authorization by the board was deferred to the Board Meeting after the Budget Committee meeting.

- Commissioner Bradley recommended that the money which has been transferred from the ORWD Oregon Program Fund account to the ORWD checking account remain in the checking account to pay the water tank maintenance bills which are expected.

#### **F. Recommended Changes:**

- After discussion, the following changes were recommended to the proposed budget:

Resources: Website Grant line item to be added at **\$600**.

Materials and Services: System Repair and Maintenance be increased from \$4,000 to **\$10,000** .

Contingencies line item: Increased from \$10,000 to **\$11,000** ;

Contracted Services line item be added at **\$6,000**

- Budget committee members will review all year-to-date accounting numbers and review revised the final budget numbers at the June 25th meeting, prior to final approval to the Board.

A motion was made by Ms. DeMott to recommend changes to the budget; Mr. Powers seconded. **Motion carried** .

Action Item: Place adjusted budget on website for public review. Joknee DeMott

**G. Adjournment:**

The 2019-2020 Annual ORWD Budget Meeting to approve the proposed budget is scheduled for June 25, 2019, at 6:00 pm in the Otter Rock Community Center. The regular monthly board meeting will immediately follow.

The meeting was adjourned at 7:11 p.m.

Respectfully Submitted by Whitney Erskine, OM

Date of Approval: July 9, 2019

Date Approved Minutes were placed on website: July 10, 2019