

ARCH CAPE WATER & SANITARY DISTRICTS BUDGET COMMITTEE - FISCAL 2018 – 2019

20 April 2018

The following members were present on behalf of their respective districts.

Water District: Ron Schiffman, Director – Vice-President
Debra Birkby, Director – Treasurer
Linda Murray, Director
Dan Seifer, Director
Cathy D’Onofrio, Arch Cape Community
Richard D’Onofrio, Arch Cape Community

Excused Absent: Virginia Birkby, Director - President
Heather Newman, Arch Cape Community
Chris Anderson, Arch Cape Community

Sanitary District: Ron Schiffman, Director - President
Debra Birkby, Director - Treasurer
Casey Short, Director
Darr Tindall, Director
Cathy D’Onofrio, Arch Cape Community
Richard D’Onofrio, Arch Cape Community

Excused Absent: Virginia Birkby, Director - Vice-President
Heather Newman, Arch Cape Community
Chris Anderson, Arch Cape Community

Staff: Phil Chick, District Manager
Steve Hill, Secretary

Mr. Schiffman opened the meeting at 4:00pm.

Election of Budget Committee Chairman: Mr. Ron Schiffman nominated Mr. Casey Short as Budget Committee Chairman which was seconded by Ms. Linda Murray. All in favor Motion carried.

Appointment of Budget Officer: Mr. Phil Chick was appointed as the Budget Officer by common assent and without objection was so ordered by Mr. Short.

Publishing of Budget Message: Mr. Phil Chick reviewed for each district his 2018-19 Fiscal Budget Message (attached) with the committee.

Consideration of Proposed 2018-19 Fiscal Budgets: Mr. Chick explained that version 1 of the staff proposed budget would be reviewed at this meeting and the results reflected in the version 2 column which would be forwarded to the committee for their continued

consideration and modification at the next meeting taking place on May 4th. The expectation is for a budget committee recommendation for a 2018-19 Fiscal Budget adoption including final adoption of any recommended resolution revising rates at the May 18, 2017 regular meetings.

Water District: The Long Range Financial Plan (LRFP) for the district was reviewed first for general plan assumptions, the rate increase to \$152.00 on July 1, 2018, progressive rate adjustments and expected capital expenditures. Version 1 of the proposed budget from staff was then reviewed with the following actions taken.

- Review of 2018-19 beginning cash balance
- Calculate the 3 year average of excess usage revenues received.
- Preliminary move to \$26K for excess usage charges.
- \$800 for interest income.
- Calculation of 15% increase of medical expense on one half year.
- Check PERS percentage charges for 2018-19 fiscal year.
- Vehicle expense from \$5K to \$4K.
- Adjust liability increase by 7% from 2017-18 actual.
- Increase Legal expense by \$200
- Mr. Chick to review timber cruise estimate for watershed expense.
- Change 'Liability Insurance' account title to 'Liability & Property Insurance'
- Watershed increased from \$50K to \$55K.
- Reflect 2017-18 adopted capital outlay of \$45K.

Sanitary District: The LRFP for the district was reviewed first for general plan assumptions, progressive rate adjustments and expected capital expenditures. Version 1 of the proposed budget from staff was then reviewed with the following actions taken.

- Review of 2018-19 beginning cash balance and EOY Projection beg balance.
- Adjust 2018-19 Bonded Debt Reserve to \$9K from \$9003.
- Calculate the 3 year average of excess usage revenues received.
- Revise 2018-19 proposed interest.
- Change 'Liability Insurance' account title to 'Liability & Property Insurance'
- Reduce Inflow & Infiltration to \$5K from \$10K.
- Reduce Utilities to \$46K from \$49K.
- Check EOY \$26,433 capital fund appropriation.
- Determine when \$15,256 ODEQ Irrigation Site Loan#11432 reserve expires.
- Ensure appropriation of 2018-19 general fund expenditures & contingency.
- Appropriate \$25K Other capital fund.

All changes to be reflected in new long range financial plans for further consideration. The committee to consider the pairing of a non-source pollution project 1% DEQ loan with a substantial loan for watershed acquisition.

2018-19 Budget Public Hearing: Mr. Short opened the public hearing at 5:55pm to take comments or questions from the public and hearing none closed the hearing at 5:58pm.

The meeting was recessed by Mr. Casey Short at 5:59pm to be reconvened at 4:00pm May 4, 2018.

Respectfully submitted,



Steve Hill

Attest



Mr. Casey Short, Committee Chairman