

**CLOVERDALE WATER DISTRICT**  
**Budget Committee Meeting Minutes**  
**May 13, 2024**

1. Chairman C. Alexander called the meeting to order at 7:02 pm
2. Budget Committee members present were Jeremy Alexander, Crissa Alexander and Maile Samek and Jon Warren  
Staff members present were Water Operator Larry Chitwood and Office Administrator Heidi Reid.
3. Budget Committee Meeting  
Jon Warren elected to be the Budget Chairman  
Maile Samek elected to be the Secretary  
Crissa Alexander elected to be the Budget Officer

Budget Chairman Warren gave the committee members time to review the budget. He then asked Mrs. Reid to explain each page to the members so they understood the documents.

Mrs. Reid explained Form LB-11 - This is the Capital Improvement fund. The Capital Improvement Fund is subsidized predominately by system development charges and fund transfers from the General Fund. This is the account we have for reserve and is predominately used for upgrades to the existing infrastructure and equipment. Mrs. Reid stated that the District will transfer approximately \$10,000 this year to the fund. She added additional interest from the LGIP fund as we are making approximately \$900 per month in interest now that line item is budgeted at \$8,500. The total budget for the 24-25 FY is \$252,800. She let the Board know the bottom half of the form are the projected expenses for capital improvements should there be any. Committee Member Samek asked if we could spend the funds in any line items or if we had to stick with the ones we have budgeted. Mrs. Reid explained it's a best guess and as long as we don't go over the budget it can be spent where it is needed. She also asked if water system improvements would be the meters. Mrs. Reid stated it would. Director J. Alexander asked if we had to pay taxes on the interest received. Mrs. Reid stated we did not, the only taxes we pay are payroll taxes. There were no other questions or comments regarding Form-LB-11.

Mrs. Reid explained Form LB-20 – This shows where the income for the General Fund budget comes from. She estimates roughly \$68,500 in the fund at the beginning of the fiscal year. This could change depending on expenses paid out at the end of the year. She explained that these figures are close estimates. She stated that the revenues are derived from water use fees, taxes received and small miscellaneous other fees. The estimated taxes for the year are roughly \$26,400 for the year. The total budget for the FY 24-25 is \$153,150. There were no questions regarding Form LB-20.

Mrs. Reid explained Form LB-31 – This is a detailed list of itemized expenditures for the General Fund, our operating costs. The actuals are shown on the left and the proposed are shown on the right. The estimates are derived from prior years actual expenditures with a slight increase for inflation. The top half of the form are the payroll expenses and the bottom half are operating costs. She made the proposed changes to increase payroll for the year. The total of these general ledger accounts amounts to the total on LB-20, of \$153,150. The Committee reviewed the line items and did not have any questions.

**Motion**

Budget Chairman Warren moved to approve the FY 24-25 budget as written.

Budget Officer C. Alexander seconded the motion carried with three ayes.

Budget Committee Meeting adjourned at 7:13pm