

**Rivergrove Water District
Budget Committee Meeting Minutes
Thursday, May 21, 2020**

A meeting of the Budget Committee was held on Thursday, May 21, 2020 at 5:30 p.m. in the District Office at 17661 Pilkington Road. Attendees included Commissioners Roth, McDowell, Johnson and Magura as well as Budget Committee members Curtis Calonder, Bonnie Robb and Jerry Thacker. Budget Committee members Peter Klaebe and Brian Gerritz attended via teleconferencing. Senior Operator Tom Edwards, Utility 1 Operator Tony Lopez and Finance Specialist Janine Casey were also in attendance. Commissioner Patterson arrived at a later time. No public attended.

1. **Call to Order:** Chair Roth called the meeting to order at 5:40 p.m.
2. **Introductions:** Members from the Board and Budget Committee introduced themselves.
3. **Review and Approval of Minutes:** The Budget Meeting Minutes of May 13, 2019 were reviewed. *Commissioner Johnson moved to approve the minutes, seconded by Commissioner Magura and passed by a unanimous vote.*
4. **Appointment of Budget Committee Chair and Secretary:** Peter Klaebe was appointed Committee Chair and Bonnie Rabb was appointed Committee Secretary. *Budget Committee Member Brian Gerritz moved the appointments, seconded by Commissioner Magura and passed by a unanimous vote.*
5. **Budget Officer Overview and Message:** Assistant Budget Officer Janine Casey provided an overview of the budget process. The Board of Commissioners of the Rivergrove Water District holds the responsibility to provide safe drinking water in an environmentally sustainable manner and at a cost-effective rate to generate adequate revenue consistent with our 20-year Master Plan.
6. **Budget Details, Discussion and Questions:** The District operates under a fiscal year beginning July 1 and ending June 30. The budget document includes the actual financial history of revenues and expenses for the past two years as well as this year's estimates. The estimates for each fund contained in the proposed budget is based on assessing the expected benefits and the related costs.

- **Upcoming Projects for new Fiscal Year:**

- Install 150 Automatic Meters with a focus on complete change-out of upper zone
- Install 100 backflow devices to coincide with meter change-outs
- Oversee the Reservoir #3 Landslide Remediation and Seismic Upgrade Project and provide operational assistance with water main shutdowns as needed
- Implement a recurring Maintenance Program for Valve Exercising and Maintenance
- Implement a Hydrant Flushing and Maintenance Program
- Complete FY19/20 Annual Audit and Special Single Audit for Government Funds
- Complete Development Review Plan identifying current and future developments
- Complete Risk and Resiliency Assessment
- Complete Emergency Response Plan in accordance with new federal mandates

- **Highlights from ending Fiscal Year:**

- Installed 100 backflow/meter combinations on current District services
- Reimbursed customers for septic system repairs using funds from the Source Water Protection Grant
- Inspected all fire hydrants within the District, repairing 3 and painting over 40
- Upgrade the water line running from the intersection of Childs and 65th to the intersection of 65th and Dawn
- Awarded the Reservoir #3 Landslide & Seismic Upgrade Project to Emery & Sons LLC with construction starting April 2020
- Purchased Valve/Vacuum Trailer to utilize in various water maintenance operations
- Processed an amendment to our Safe Drinking Water Loan to help fund our Reservoir #3 Landslide & Seismic Upgrade Project
- Hired two new highly credentialed Water Operators
- Installed 100 Automatic Meters
- Upgraded our Continental Utility Billing System to Version 2.0
- Introduced a new Recurring Credit Card Autopay feature
- Successfully completed Fiscal Year 2018-2019 Audit

- **Discussions and Questions**

- Revenue
 - It is too early to determine whether COVID-19 will have an impact on revenue
- Personnel Services
 - Operator wages and medical coverage will increase due to hiring two extremely experienced full-time employees
- Material Services
 - Telemetry-Scada - Funding increases are due to upgrading an aging system
 - Cross Connection Program - Decreased funding is due to inventory on hand
- Professional Services
 - Engineer – Funding increases are results of completing a Development Review Plan and updating the Emergency Response Plan due to new federal mandates
- Capital Outlay
 - Fire Hydrants – No new installations are scheduled for the upcoming fiscal year; we will inventory and inspect existing hydrants to determine a plan for FY21/22
 - Truck Purchase – A new truck is being purchased; the Chevrolet will be sold

Budget Committee Member Brian Gerritz moved to approve the proposed budget for 2020-2021, seconded by Budget Committee Secretary Bonnie Rabb and passed by a unanimous vote.

7. Adjournment: Budget Committee Chair Klaebe adjourned the meeting at 6:40 p.m.

Christine K Roth

Christine K. Roth
Chair, Board of Commissioners

6-22-2020

Date