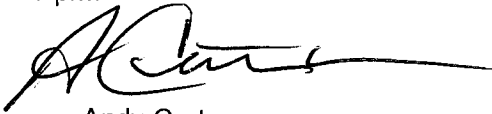


MWSD Budget and Board Meeting Minutes

October 15, 2019

- 1) Call meeting to order and verify quorum.
 - a. Meeting called to order at 5:53 pm.
 - b. Directors Carter, Feenstra, Rons, Wade, and Swanson were in attendance. Manager Warinner and Attorney Erb were also in attendance.
- 2) 2020 Budget Proposal presented by Manager Warinner.
 - a. 2019 Forecast
 - i. Beginning Balance \$835,812
 - ii. Total Revenues \$884,252
 - iii. Total Expenditures \$886,902
 - iv. Ending Balance \$765,571 (\$70,241 from Reserves)
 - b. 2020 Capital & Expense Project Plan
 - i. \$150,000 Capital Budget for WW Main Repairs
 - ii. \$50,000 Expense Budget for possible projects such as...WTP Uranium Canisters Removal, Office Windows Replace, Exterior Office Painting
 - c. Property Tax Assessment
 - i. \$13,378,247 total assessed valuation
 - ii. 9.326 operating property tax mill levy
 - iii. 12.377 debt service property tax mill levy to assist with the repayment of loans
 - d. 2020 Budget Proposal Data
 - i. 4% increase in usage fees – approximately \$22,000 funds for 2020
 - ii. General revenue and expenditure inflation rate of 3%
 - iii. No tap and capital improvement fee revenue
 - e. 2020 Budget Proposal Summary
 - i. Total revenues \$876,318
 - ii. Total Expenditures \$992,169
 - iii. From Reserves \$115,851
 - f. Personnel
 - i. 2019 Forecast is high because of extra overtime to handle 3 inspections, e-filing records, first time budget actions, new employees training and adjustment to staff responsibilities
 - ii. Draft Evaluations of staff are enclosed for review
 - iii. 3% cost-of-living raise proposed for all 4 employees for 2020
 - g. Next Steps
 - i. Prepare Budget Forms, Budget Resolutions and Budget Message
 - ii. Discuss Budget Proposal at 11/5 and 11/19 Board Meetings
 - iii. Receive November total assessed valuation and adjust Certification of Tax Levies if needed as is required
 - iv. Approve Budget Resolutions and accept budget at the November 19, 2019
 - v. Submit all budget documents by 12/10/19 as required
- 3) Board discussion regarding the budget proposal.
 - a. Budget discussion will continue at the November 5 meeting.
- 4) The budget hearing was closed at 8:07 pm; there was no public comment. Meeting was adjourned at 8:09 pm.
- 5) Regularly scheduled meeting called to order at 8:10 pm.
- 6) Approval of meeting minutes.
 - a. Director Carter moved to approve, with revision, the October 1, 2019 meeting minutes. Director Rons seconded and the minutes were approved.
- 7) Treasurer's report.
 - a. Director Feenstra presented payables of \$10,796.36. Director Feenstra moved for approval of the payables. Director Rons seconded and the payables were approved.

- 8) Manager's report.
 - a. Ms. Warinner presented and discussed the September District Report.
 - b. A completed Boundary Map is enclosed.
 - c. Ms. Warinner presented and discussed the September monthly budget report.
- 9) Attorney's report.
 - a. Attorney Erb reported that the El Pico Exclusion is complete and the order will be recorded.
 - b. Attorney Erb also updated the Board that we are not moving forward on the lot line encroachment since there has not been any contact from the property owners.
- 10) Board Actions.
 - a. Director Swanson moved to change the training policy to reimburse employees for all approved expenses. This motion is retroactive to January 1, 2019 and training and testing costs will be reimbursed after proof of receipts and test scores. Director Feenstra seconded and the motion passed.
- 11) Other business.
 - a. None.
- 12) Documents signed.
 - a. October 1, 2019 meeting minutes.
 - b. Checks.
 - c. AP Authorization Form.
 - d. 3rd Quarter 940 & 941 forms.
- 13) Director Swanson moved to adjourn. Director Feenstra seconded and the meeting was adjourned at 8:40 pm.



Andy Carter
Secretary