

San Juan River Village Metropolitan District Special Work Session Minutes

September 26, 2014

The meeting was called to order at 10:07 am by Bill Wittwer, Vice President. The directors present were Dennis Jeffrey, Steve Wilkins, Linda Gundelach and Carrie Wienckowski. Finance Committee members, Brian Sinnott, Joy Sinnott, Rus Weathers, Bonnie Weathers and Michelle Visel were present. Tim McRee, Operations, was also present. Cynthia Purcell, District Manager, took minutes.

The purpose of this meeting was to discuss the 2015 budget and review a draft budget. This draft was the result of a meeting between Cynthia, Brian and Michelle the week prior. The Finance Committee members marked specific line items that they wished to discuss with the board at the present meeting.

Cynthia and Brian reviewed the draft, line by line, with all present. Input was given from both the Metro Board members as well as Finance Committee members.

Some of the outcomes of this meeting were:

- Carrie asked that employee reviews be added to the next regular meeting agenda for discussion.
- A cost of living index of 1.7% was added to salaries.
- In the General Fund, 5002-Bonuses will be renamed to Merit Incentives.
- The Finance Committee suggested leasing a new truck for Tim next year. The board was not favorable.
- The Finance Committee suggested reading meters on a weekly basis. This will become a discussion item at a later date.
- In the General Fund, 603-Road Maintenance Labor and 624-Ditch Maintenance & Materials were eliminated.
- A line item will be added to the income side of both the Water and Sewer Funds to differentiate between base water/sewer fees and extra revenue from amounts over the base fee.
- Brian will provide information on using an 80% contingency (the highest amount of the 5 year average less the average x 80%) on each line item vs. an overall 8% contingency on the total expenses.
- A minimum beginning balance for each fund will consist of 3 months operating expenses.
- The retired loan payment savings will automatically be added to the Sewer Reserve Account (\$40,000 – bridge loan and \$20,000 well loan = \$60,000) each year.
- The board will prioritize capital improvement projects to include cost estimates, to be reviewed at the next regular meeting.
- The board will weigh funding capital improvement projects with the goal of saving \$300,000 to \$500,000 in the Sewer Reserve Account by the end of 2017.

Other Business:

There being no other business, the meeting was adjourned at 1:00 pm.

Respectfully submitted,

Cynthia Purcell
District Manager