

BUDGET COMMITTEE MEETING

May 1, 2024 7:00 p.m. NBWA Conference Room & Zoom

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The meeting was called to order by Board of Directors Chairman David Wilson at 7:00 pm. Board members present in the conference room were John Handler, Mike Sims, David Wilson, Mellissa Mumey, and Jim Hickey.

Also present in the conference room were appointed Budget Committee members: Ann Morgan, Laramie Myers, Chuck Winkelman, Amy Cram, and Jesse Walsh.

Staff present in the conference room were Budget Officer Bruce Halverson, and Executive Assistant Keri Scott.

WELCOME TO VISITORS

There were no visitors present in the room or on the Zoom.

ELECTION OF CHAIRMAN

Handler nominated Morgan for Chairman of the Budget Committee. The nomination was seconded by Winkelman. The nomination was approved unanimously and accepted by Morgan.

DELIBERATION

Morgan asked Halverson if there was anything he would like to highlight from the Management's Discussion and Analysis. Halverson noted the User fee increase of \$3.00/month effective July 1 2024.

Morgan addressed the revisions presented that had been made after the Proposed 2024-2025 Budget was mailed to the Budget Committee.

The committee reviewed the 01 General Fund Resources and Requirements. Winkelman asked for the math to be checked on the 01 General Fund Overview of Requirements. The Total Requirement was calculated and proven to be accurate at \$3,737,542. It was noted that the narrative for Requirement line 01-5900 Contingency did not match the proposed line of \$615,055. The narrative was corrected. Morgan asked why the 01-5609 Laboratory Supplies had not been increased to accommodate the upgrade of the influent/effluent flow-chart system and Scott explained that the line had been increased in the 2023-2024 Budget but the project had not been completed and so the budget line remained at \$11,000 for completion of the project in 2024-2025. Winkelman asked about the 01-5508 Grant Expenses line for \$240,000. Handler explained that the Agency had applied for the Oregon Department of Human Services Office of Resilience and Emergency Management (OREM) Resilience Hubs and Networks Grant. The intent is to purchase three portable restroom stations to accommodate the Emergency Septic Systems for the three cities. The grant was applied for in April and the announcement of award will be in June. The 01-5508 Grant Expense line is offset by the 01-4011 Grant Revenue line \$240,000.

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The committee reviewed the 05 & 06 Reserve Funds Resources and Requirements.

Morgan noted that the explanation listed for each fund in the narrative should include the renewal of each fund every ten years.

Morgan noted that on the 20 Year Facilities Plan for 06 Capital Improvement Projects, the Lagoon Flow Transfer Improvement (\$20,000) and the Neptune Way Pump Station Decommission (\$25,000) listed in the 2023-2024 Budget had been removed and the Replace Lateral A-7 (Echanie Courts) Adding Manholes (\$245,000) had been added. Halverson explained that the 20 Year Facilities Plan was a living document and adjusted as projects became obsolete or no longer feasible and new capital projects became known.

Morgan asked if the committee had any further questions or discussion. Cram asked about 01 General Fund Expenses – Personnel Services Salaries Detail, noting the 3% COLA increase did not account for the entire increase in salaries for three positions listed. Scott explained that those three positions were also earning a step increase this budget year.

VOTE ON BUDGET

Morgan called for a motion to approve the proposed budget as presented. Sims made a motion to approve the 2024-2025 proposed budget. The motion was seconded by Cram and the motion passed unanimously.

APPROVAL OF TAX RATE

Morgan called for a motion to approve the permanent tax rate for the Nehalem Bay Wastewater Agency of \$0.4088/1000 of assessed value. Hickey made a motion to approve the full permanent tax rate of \$0.4088/1000. The motion was seconded by Myers and the motion passed unanimously.

Morgan noted that Cram's term on the Budget Committee was ending this year and invited her to renew for the next term. Cram accepted.

There being no further discussion and business regarding the 2024-2025 proposed budget, Morgan adjourned the Budget Meeting at 7:32 p.m.

Ann Morgan

Ann Morgan, Chairman
NBWA Budget Committee

Signature: Ann Morgan
Ann Morgan (May 3, 2024 19:23 PDT)

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