Budget Advisory Committee Meeting July 14th 2021 Minutes DRAFT

Meeting began at 4:17 as a quorum was assembled with members Rob Diefenbach and Mark Canfield. Gerry Panuczak was unable to attend.

Also in attendance was Judy Kinney, John Scruton, and Jaime Oldmixon.

The agenda was presented and adopted.

The chair requested input on the idea of adding two additional members to the committee. The idea was endorsed by both BAC members present. The chair will discuss with the commissioners. It was decided that a WEA board member would be a positive addition to the committee if a willing individual can be identified.

Role of the BAC was discussed. A proposed mission statement presented last September was reviewed. The following roles were identified:

- To develop the annual budget in close coordination with Management and to present the final version to the Commissioners.
- To assist management in training department leads on what is in their budget, how to assign expenditures to the appropriate line, to develop an annual budget, and how to support their budget recommendations during meetings with the BAC.
- Quarterly budget reviews with monthly reviews beginning in October. Report budget findings to the Commissioners.
- Advocate for the proposed budget at the annual meeting.

2020 Budget process postmortem

- A need to improve management input. Recommending that Judy Kinney be the point person on all budget discussions and have her attend all meetings of the BAC.
- A timeline must be established and followed. Mr. Scruton's suggestion was as follows: September- review the YTD budget numbers (8 months), in October 3rd quarter results and disseminate to all department leads and advise of their role and responsibilities for October's meetings; October begin weekly meetings of the BAC until the final proposed budget is presented to the commissioners. Meet individually with each department lead to review their proposed budgets. Begin to assemble the proposed final budget for presentation to the commissioners; November, target the end of the month to present the final budget to the commissioners; December, work with the commissioners, and department leads on any modifications necessary; January, at the end of the month present the budget to the community for their input; March, hold annual meeting to present the budget for voter approval.

Water Fee discussion:

- Mr. Oldmixon provided an overview of a possible fee structure to be implemented which will cover the expense of running the water department and not require funds which are currently supported by property taxes.

- The framework for the water fee includes availability (essentially a charge for the existing infrastructure) of water for every lot whether developed or not. Additionally, a charge will be made for the number of bedrooms in a residential structure (no discussion was presented on the water use charge to be assessed the community center or ski lodge). Finally, an assessment for bad debt provisions would complete the fee structure.
- Based on historical budget results, it has been determined that 60% of the water expense is associated with infrastructure and 40% actual water supply.
- An ordinance is being developed for presenting to the commissioners at the end of July. The actual water rate will be presented at another meeting.
- It must be noted that future additional expenses are likely due to the new water fee system and are related to administration costs to annually calculate the fee (updating the number of bedrooms in each dwelling) and do the billing. An additional water license is required (on Mr. Cory Smith has the necessary license at this time). Currently we are having to subcontract this responsibility with Lake's Region Water which is costing the community $5000 per month per Mr. Scruton.

Future meeting dates were established:

- August 11th 4PM
- September 15 4PM

Minutes prepared by Mark Canfield July 15th 2021