Budget Advisory Committee Meeting – January 10, 2023 Called to order at 4:00
Attendees: Management - Ron Beard, Judy Kinney, Linda Brookner,
Committee Members – Mark Canfield, Ned McElroy, Dave Spinney, Denise Bujalski

Ms. Bujalski agreed to take minutes for the meeting. Mr. Canfield addressed a few additional non-agenda items first to include acceptance of previous meeting minutes from 1/4/2023. Previous meeting minutes were not read as all had reviewed and accepted with no amendments (motion by Mr. McElroy, seconded by Mr. Spinney). Mr. Canfield next presented a draft document of what the committee will submit to the commissioners for the annual report. All members agreed with the report as written and it will be submitted by Mr. Canfield.

The meeting moved on to agenda items. Recreational related salaries and rec-related expenses are covered by the rec revolving fund. Payment checks are written by WEVD. In the past, money used from the revolving fund has not been noted as income to WEVD. All agreed that this should be the case. Discussion was held on the idea of hiring a part-time comptroller to review and authorize weekly payroll and manifests. This position would need to be included in the 2023 budget. Staff felt that the new software was going to better allow them to properly oversee these processes, but it was expressed by several members this may not be sufficient. The committee decided to table this discussion and to consult with MRI about the necessity of this oversite position. Mr. Spinney stated that the commissioners have authorized a forensic financial report.

The committee moved on to a review of the updated proposed budget. Mr. Spinney and Mr. Beard met this past Saturday and closely reviewed where changes could be made to all department budgets from what had previously been agreed upon by the committee after meeting with department heads. Mr. Canfield noted that salaries and benefits for all departments represent 55% of the current budget. He also stated that the percentages allocated to General Government, Roads, and Building Infrastructure were 13%, 8%, and 14% respectively. Considering that Roads and maintaining buildings are primary concerns of the district, the roads and building percentages appear low. The concern is that the necessary improvements to roads and buildings are not being addressed adequately. Mr. Canfield stated that shortchanging these budgets reduces the monies which are enablers to get work done. It is recognized that we have limited staff. It was suggested we need to consider subcontracting some work and having our staff supervise instead of always doing it themselves. Review of projected budget expenses ensued with some suggestions and adjustment of certain line items. It was noted that some items from last year's budget were non-recurring expenses and were adjusted accordingly to reflect that.

The RMA is still being negotiated. It was agreed to by both parties that all full-time staff and recreation related expenses are to be shifted to the district budget. Mr. Canfield stated that the non-salary related expenses to operate recreational services amounted to $618K. The WEVD budget is being built around the fact that WEA needs to raise much more revenue from other than owners this year above the $400,000 already committed and currently in the budget. The committee wants to be sure that WEA is aware of the size of the cost of recreation and the

additional revenue that is needed (based on the budget just reviewed which is subject to change by the next meeting). Mr. McElroy mentioned the budget shows more than $5,000.00 dollars per day to operate our facilities. WEA needs to take this amount into consideration as a starting point for budgeting outside activities.

The meeting was adjourned at 6:08, motion by Ms. Bujalski, seconded by Mr. Canfield. The next meeting is scheduled for Monday, January 16, 2023.

Respectfully submitted,
Denise Bujalski