

# Rim Trail Domestic Water Improvement District Rate Hearing and Budget Meeting Minutes

Date: November 14, 2024

Location: Virtual (MS Teams)

## DRAFT (until approved at next Board Meeting)

1. The meeting was called to order at 6:34 PM by Chairman Will Regg
2. Roll was called – Chairman Will Regg - (WR), Vice Chairman JT Driscoll (JTD), Secretary John Tanner (JT), Ray Tanner (RT) were present and a quorum was established.

Dan Utz (DU), District Water Operator, was in attendance.

Public attendance included Harry Jones, and Jesse Richardson

3. RT reported that there will be no rate increases.
4. RT reviewed the following proposed budget by line.

### Operating Revenues:

Water Fees	85,865
Meter Installation Fee	3,000
Late Charges	100
Transfer Fees for New Owners	200
Total Revenues:	89,165

### Operating Expenses:

#### Administration:

Professional Services	(6,000)
District Management	(18,000)
Insurance	(4,895)
Legal Fees	(600)
Administration-Other	(6,400)

#### Water Operations:

Depreciation – Water System	(18,428)
Electricity	(5,500)
Water Operator	(24,000)
Repair/Maintenance-Labor & Material	(8,900)
Infrastructure-Labor & Material	(3,500)

Testing Lab Fees	(2,000)
Chemicals	(225)
Water Operations-Other	(20,228)
Operating Income:	(11,758)
Other Income/Expense:	600
Net Income:	(11,158)
Cash Position:	
Eliminate Non-Cash Expenses-Depreciation from Above:	18,428
Positive Cash Flow from Operations	7,270
Proceeds from WIFA Loan & Tax Credit 150,100	
Less Reduction of Principal-WIFA Loans (1,600)	
Less Capital Projects:	
Solar System for Well #4	(70,000) * 79% Paid by WIFA loan
AMR/AMI Meter System Replacement	(84,000) * 79% Paid by WIFA loan
loan	
Resolve WTP Turbidity Issue	(25,000) *
Water Rights	(20,000) *
Replace Belluzzi Water Main	(36,000) * 79% Pd by WIFA loan
Emergency & Elective Capital Expenses	(25,000) *May Incl Poss SCADA System
Net Change in Cash	(106,754)
Cash at Beginning of Year	<u>114,270</u>
Ending Cash Balance	7,516

JM questioned if the low ending cash balance was normal or a concern to the treasurer. RT pointed out that there is \$12,000 built into the budget that could be used for elective expenses like solar backup.

JM requested a breakdown of the professional services.

administrative assistant is budgeted to 6000.

Ach bank charges 400.

Advertising for 50.

Consulting website \$800.

District manager 18,000.  
District manager discretionary fund \$525.  
Dues and subscriptions 300.  
Insurance, general public and public officials forty 895.  
That's \$48195.  
Legal fees administrative \$600.  
Licenses and permits 125.  
Miscellaneous \$50.  
Office supplies, including printing three \$350.00.  
Postage \$500. Professional services finance, \$600.  
Public education communications \$400.  
Software purchase and support \$700.00 telephone \$1200.  
The total of 35,895.

JM questioned if that includes insurance premium for the current year. RT responded that it became due in January and that he had accounted for a 10% increase from last year. WR stated that he had received the renewal notice for January 9<sup>th</sup>. JM offered to communicate with Terry Larson, the insurance broker.

JTD questioned if the \$25,000 in labor and materials was an increase from the prior budget. RT pointed out that this budget was created by the previous DM and did not include additional labor and material. JTD stated his concern that DU has stated on multiple occasions that the budget for non maintenance labor is not sufficient and impeding getting work done.

JTD questioned the district manager and operator compensation. Both are the same as last year. DU and WR stated that the contracts end in July 2025 and can be addressed at that time.

JTD expressed concern about there not being enough budget for labor. JT asked what JTD thought it should be raised to. JTD suggested a 20% raise. WR stated that labor was \$5,900 and materials is \$3,000 for a total of \$8,900. WR agreed that we need to make sure we have the funds for labor. JT suggested that we reallocate \$1,00 from material to labor. WR noted that no vote was needed to make the change since it was a line item called labor and materials. RT suggested a vote to be sure we were compliant with all applical laws. JT motioned to change \$2,00 from materials to labor. JTD seconded. It passed unanimously.

WR called for a motion to accept the budget as presented. JM motioned to approve the budget as presented. JT seconded the motion.

5. Adjournment: WR motioned that the budget and rate meeting be adjourned. JTD seconded. The vote was unanimous that the a