



MINUTES
DEVILS LAKE WATER IMPROVEMENT DISTRICT
BUDGET COMMITTEE MEETING
Lincoln City Council Chambers
May 13, 2016
10:00 am

I. Introductions

Budget Officer, Kent Norris called the DLWID Budget Committee FY 2016-2017 meeting to order at 10:06 am

Roll Call: Mark Christie, Susan Wahlke, Mitchell Moore, Brian Green, David Skirvin, Robert Landhuis, Kent Norris

Committee Members Absent: Bill Sexton, Tina French, Douglas Holbrook

II. Election of Officers

- a. Chair: Mark Christie nominated Mitch Moore as Chair. Brian Green seconded the motion. Motion unanimously passed.

Mitch Moore, Chair of the Budget Committee for FY 2016-2017.

- b. Vice Chair: David Skirvin nominated Mark Christie as Vice Chair. Brian Green seconded the motion. Motion unanimously passed.

Mark Christie, Vice Chair of the Budget Committee for FY 2016-2017.

III. Presentation of the Budget (Kent Norris, Budget Officer)

Kent Norris presented a power point to the Committee showing the DLWID Budget for FY 2016-2017

The purpose of the meeting is to receive the budget message and to receive comment from the public on the budget. This is a public meeting where deliberation of the Budget Committee will take place. Any person may appear at the meeting and discuss the proposed programs with the Budget Committee.

At the June meeting there will be the budget hearing and public comment.

District Mission Statement:

- Improve and Maintain the Water Quality in Devils Lake
- Improve the Environmental for Fish, Wildlife, and Humans in Devils Lake and its Watershed
- Improve Recreational Opportunities in and on Devils Lake
- Improve and Maintain Safe and Efficient Navigation Through Devils Lake
- Improve the Economy of North Lincoln County Through the Restoration and Maintenance of Devils Lake
- Increase Public Awareness and Public Education of Devils Lake

District Established Priorities:

HABS, Septic, Sewer

Other Programs & Activities:

Communications, Conferences and Trainings, Emergency Preparedness, Internship Program, Lake Level Management, Outreach Programs, Property and Planning Issues, Safety Program, Save our Shorelines (SOS) Signage, Total Maximum Daily Load (TMDL) Stakeholder Process, Water Quality Monitoring Programs,

Major Variances Projects

Harmful Algal Bloom Project

2015 -2016 Budget

2016-2017 Budget

Variances Process

Worked with Oregon Department of Revenue

Adopted ODOR Recommendations

Estimated on Monthly Basis

Brian Green asked a question about the recommendation of the Oregon Dept. of Revenue; Abandoned Use of the Place Holders as he has been a fan of this to avoid a supplemental budget process in the future. What is the reason for not using this?

Mitch Moore said that he attended a full day training on Government Budget Process and their recommendation was that if a category doesn't exist you can't transfer funds into it without going into a supplementary budget.

Mark Christie asked what would trigger holding a public meeting?

Mitch Moore said his understanding is if moving more than \$5000.

Year in Brief

General Fund

- 3% Increased Funding
- Personnel Service Equal
- Materials and Services Slight Decrease
- No Debt Service
- Contingency
- Capital Purchases
- Transfers
- Reserved for Future

Improvement Fund

- Aeration – Oxidation
- Vegetation Management
- Sewer and SOS
- Fish & Wildlife
- Monitoring
- Recreation
- Capital Purchase
- Transfers
- Reserved for Future

General Fund Resources (LB20)

Sources

In Previous Budgets

Net Working Capital \$114,871.00

Total Resources \$457,702.00 in the General Fund

Brian Green pointed out that the date on the form should read March 07, 2016 not 2015.

General Fund Requirements (LB30)

Total Allocated to District Operations \$200,322

Total Requirements \$457,702

Material and Services (LB-31)

Total Material and Services \$111,161

Mark Christie read from Page 16 of the Budget explaining Accounting and asked the question that we pay a lot of money for an audit that we are doing services properly based on standard accounting principles. He understands there was a previous problem of separation of duties and powers and would like to ask the accounting firm why the separation of duties and powers was not caught or mentioned in the audit. We paid for a service and as a committee member why was this not noted?

Budget Officer Kent Norris said that he would check on why this was not noted. Outsourcing the accounting should also help take care of the duties and powers issue.

Capital Outlay

Total Capital Outlay \$3,840

Improvement Fund Resources (LB-11)

Total Improvement Fund Resources \$497,829

Improvement Fund Requirements \$497,829

Projects

- Aeration-Oxidation for HABS \$120,000
After some discussion it was decided to Change the amount to \$99,500 with an additional \$20,000.
- Vegetation Management
Total Vegetation Management \$15,480
- Sewer and Septic
Total Sewer and Septic \$30,000

Save Our Shorelines

Total Save Our Shorelines \$7,5000

Education and Communication

Total Education and Communication \$3,000

Fish and Wildlife

Total Fish and Wildlife \$20,000

Categorization (LB 11)

Total Categorization of LB-11 \$497,829

Transportation Fund Resources (LB-11)

This is new and the Board will need to make a Resolution for this at the June meeting to create this fund. The Oregon Department of Revenue recommended a dedicated Reserve Fund.

- Reserve for Vehicle and Boat Replacement
 - Creation of Transportation Fund
 - Continued Growth
- Total Resources Fund \$42,500

Financial Summary (LB-1)

Resources
Total Financial Summary \$960,531
Requirements by Classification
Total Requirements by Classification \$960,531
Requirements by Organization
Total Requirements by Organization \$960,531

Budget Officer Kent Norris said that there needs to be some Date and Verbiage changes on pages 12, 19 and 25 change the date to 2016 and verbiage change on page 20.

David Skirvin motion, "Recommends to adopt the DLWID budget with changes identified."
Mark Christie seconded the motion. Motion unanimously passed.

David Skirvin motion, "Recommends to adopt the budget and Tax Levy 0.2499 inside the watershed and 0.1280 outside the watershed."

Mark Christie seconded the motion. Motion unanimously passed.

IV. Questions & Comments from Budget Committee

The Committee appreciated and Thanked Kent Norris for all the work that went into putting together the budget.

V. Public Comment

This is an opportunity for members of the audience to comment on the budget. Comments are limited to five (5) minutes per citizen, and the Board of Directors may use the light system. Speakers may not yield their times to others, and as a general rule this is not a time for exchange of questions. At the conclusion of this agenda item, a board member may discuss or raise questions regarding an item presented by a citizen. The Chair has the authority to reduce the time allowed for comment in accordance with the number of persons present and signed up to speak.

Miles Schlesinger said that he would like to see more dollars in the Special Events Committee for the economic development of Lincoln City. Special Events needs more money for fireworks, and other events like the fishing derby, jet ski committee, look at funding for the community and getting support from the Visitors and Convention Bureau can aid in making an off season event.

Chair Mitch Moore said fireworks and boat parade will be happening and permits have been filed.

VI. Committee Discussion

There was no discussion by the Committee.

VII. Adjournment

Chair Mitch Moore adjourned the DLWID Budget Committee meeting at 11:08 am.

Substituting for Rick Mark,
Respectfully Submitted,
Joann Glass