

## **Mary's River Estates Road District Budget Planning Meeting**

**Date: March 20, 2023** Zoom meeting hosted by Debbie/Sandy

Meeting will be recorded for the purpose of note taking by secretary. Recording will be kept for one year on personal computer and approved written minutes will be kept on website indefinitely.

**Attendees:** Budget Committee Members: Joe Chambers (president) Debbie Jackson (treasurer) Sandy Chapman (secretary), TR Gregg, Kevin Cornelius, Val Bach; Community members: Rick Vernon, Barbara Schnake, Janet Cornelius, Yvette Spitz

**Call to order:** 7:00 PM by Joe

Joe: introduces Budget Committee members: Commissioners: Sandy Chapman, Debbie Jackson, himself; Joe Chambers and at large members are: TR Gregg, Kevin Cornelius and Val Bach. Joe turns meeting over to Debbie.

Debbie: We need to appoint a budget officer. Sandy: ask if Debbie wants to do a joint budget officer, and that would be Val? Val says she will an assistant if Debbie is willing to be budget officer. Sandys says then she nominates Debbie for budget officer. Debbie accepts nomination and says she has the time. No other nominations brought forth. Val seconds nomination. Joe: All in favor? Budget Committee: All agree.

Debbie: Screenshares last years budget document. Explains the map embedded into the budget refers to the different roads and segments of roads all in color coordination.

FY budget 2023 that we are in now. Update given Categories being Costly Project Outlay, Other Materials and Services (which basically is everything except road type construction), and contingency. These categories go on the LB-50 form where we certify to the County what our budget is and the tax rate we want to assess. As of March 6, FY 2022-2023 MRERD meeting we have spent approximately \$14,000.00 of the \$153,000.00. The purpose of prior assessing was to have the cash on hand for our projects up-coming starting FY 7/1/2023-24. Sweeping and stripping was done at a higher cost than budgeted the year prior for a TOTAL of \$29,000.00 spent this FY. As apposed to our adopted budget of \$198,000.00. Things still planned for this year are mowing and ditch maintenance. We will still get one more influx of money (from taxes in May). Right now, our balance in the banks are approximately \$170,000.00. This is to fund for what we still need to do for FY 2023 and then bring forward for after 7/1/2023, projects that need to be completed for FY24, before we get new taxes in November. Sandy: Clarification that the \$8,000.00 on the Daisy Rd. line, was for crack seal for MRE Rd from the Highway 20 to almost the end of Daisy. Debbie: brings up hidden hyperlinks explaining line items. Continues: Budgeted in 2023 for FY24 to chipseal MRE with carryover of \$118,000.00, repair Daisy \$15,000.00, Iris dust seal and ravel pothole repair. Val: have we gotten vendors or contractors inline for the projects. Debbie: we are just getting started on this. Right now, the chip seal is just supposed to go on MRE from Hwy 20 to Brightstar. We do not know what pricing is, we do not know what current prices are or how far we can go. Joe will be contacting contractors. Sandy brings up contractor list that Val made up several years ago, asking if Joe has seen it yet? Val confirms she made it up when the County stopped doing chip seal for the Road District. County was much easier, now we have to get three quotes for contractors. Only a few responded on the list. Debbie explains that we have to as a public entity, we have to document offers and responses, despite the fact that only 2 may respond.

**Setting future dates for Budget Committee:** By budget law we have to get a budget by 6/30/23 and certify our tax rate to the County by 7/15/2023. Every time we have a budget meeting we have to have a public meeting and advertise it 8-14 days before any meeting. Sandy: last year we had 3 meetings, 2 work sessions and then the regular. Val: historically we did not have an idea on what the projects cost would be, we went ahead and budgeted in hopes of getting quotes within the budgeted amounts, but it did not stop us from the budget process. Debbie agrees. Yes, hoping by May we would have a budget and if not we could go into June. So, we could try having a budget meeting on Monday April 17 at 7PM. All committee members agree that is a good date. TR suggests a Budget committee 'team' approach to contact the contractors. TR suggests a preliminary conversation with the contractors with a general summary on what we are needing and starting a verbiage for a formal document for the bid/RFP. He is willing to help and asking Val to assist along with helping Joe. Sandy: suggests that we add that we are seeking more work than just this for this year, but several more years hopefully as an incentive for the contractors to pay attention to us.

Debbie: continues on with explanation of Future Work to budget and plan for category on budget sheet: FY24 chip seal MRE to Brightstar, repair Daisy for chipseal FY24/25 and single layer chipseal Queen Anne.

Continues with picking a second date for Budget meetings: All agree on Monday May 15, 2023 at 7PM. Monday June 5, at 7 PM and saving June 19<sup>th</sup> as an additional day if needed.

**ACTION ITEM:** Sandy will send out notices 8-14 days prior to budget meetings on Google groups, post notice at mailboxes and on the website. Questions if we are going to have public comments or just email readings. Debbie says after this one we can have more public comment as well as emails.

**Potential Available Resources:** Debbie: it is going to be what we have in the bank, our fund balances. Debbie will check about possibly having to have an audit if we spend more than \$150,000.00. There was talk about raising the audit limit. Last time we had a review it was \$3,200.00. We may have to raise the amount in the audit line significantly over the zero it is now, if we have an audit with a CPA because that price would now be 2-3 times more. **ACTION ITEM:** Debbie will research the service threshold for audits, with the State Division of Audits and report back to the MRERD meeting on April 13, in advance of the next budget meeting.

### **Solicitation of Input:**

Yvette asks question about when the most recent works was done. Was it in a certain fiscal year versus the actual year? It is misleading after spending the money. Debbie: will check on that. When she says fiscal year, it means "fiscal year ending". Rick says that Benton Counties' current website has \$30,000.00 stated as a price for chip sealing.

### **RECAP OF NEXT BUDGET MEETINGS:**

Our budget meetings will be on Monday, April 17, Monday, May 15 and Monday, June 5<sup>th</sup>. All times are at 7:00 PM. An additional meeting on Monday, June 19, at 7:00 PM if needed.

7:57 PM Meeting adjourned by TR, Joe seconds motion. All agree.