

MARYS RIVER ESTATES ROAD DISTRICT BUDGET MEETING FY24-25

April 15, 2024

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: Joe Chambers, (President), Debbie Jackson (Treasurer), Sandy Chapman (Secretary), Budget Members: Kevin Cornelius, TR Gregg, Adam Schultz

Call to order: 12:00 PM by Joe

Nominate and Appoint Budget Officer: Discussion: Debbie states that all six of the members of the Budget Committee are active members. Adam asks what are the duties of the Budget Officer? Debbie says: Update the assignments, update the spread sheet, file the papers with the appropriate offices at the county, keep track of the calendar. Kevin nominates Debbie Jackson as Budget Officer. Debbie says she is willing to serve as the Budget Officer. Sandy Seconds the motion. Joe: All in Favor? All budget members agree. Nomination for Debbie as Budget officer passes.

Consider whether a Supplemental Budget is needed for FY2024: Debbie wants to review this budget and consider what we need to do. In our regular MRERD meeting April 11, she was looking at the wrong budget year when talking about the balance of our funds in this budget year FY24, (which gave us less than we actually have left in the current budget). Debbie screenshares FY2024 budgeted and actual spending amounts. We adopted a budget \$201,845.00 with actual spending of \$166,888, with \$34,956.00 left for the budget year. Projects we have approved and not completed total \$44,037.00. Some may not be paid before June 30. We will be short about \$9,000.00 if we do need to pay them before June 30, 2024. We can adopt additional funds that would come from our fund balance. We carried forward more than we adopted in our full authority. We can adopt another \$30,000.00 to give us that buffer. That would give us approximately \$20,000.00, above current proposals, if we were to have to pay all of our project proposals (before June 30,2024). Discussion on the engineering study for Daisy: cost is \$15,000.00 and time frame for plans to be completed unknown yet. Surveying and electric locate are done. Discussion on Iris grading/gravel/ditches are stated priority because of the timing needed for proper type weather. Debbie makes motion to amend a supplemental budget, with the source being from the fund balance, of an additional \$30,000.00 in material and services. Kevin seconds the motion. Debbie: All in favor? All Budget committee members agree 6-0 vote. Motion for amended budget passes.

Sources of Monies: We have received from Benton County taxes in the amount of \$126,00.00 for FY24 and with the 3% estimated (property tax) increase we could receive \$129,780.00 for FY25. Interest is at least \$4,600. And estimated carry forward is \$100,000.00. Estimated money from all sources for FY25 is \$232,780.00.

Information included in the FY25 template on FY24 Budget to Actual tab: Discussion: On what we have done/paid out versus what was budgeted and what we may or may not need budgeted for FY25. Via email, the budget committee has been sent the template to review.

Review possible simplified budget categories for definitions:

Explanation given on budget spreadsheet for multi-6-year plan under COSTLY PROJECTS and less expensive projects and basic needs under MATERIALS AND SERVICES, with the third category as CONTINGENCY. Debbie says we could put it all under one category. Without hearing from the engineers what we are looking at down on Daisy or what needs to be done on MRE, legally we can put everything under one major heading of PROJECTS and when we know what we need to do, we can fix it. Discussion: We do not need to be compelled spend everything we have either in one year. We can build up a reserve to deal with more disastrous projects that we do not know about. If we can enter into a longer-term contractual relationship with a contractor so we are not panicked to get the next chip seal done. We will be in better shape to determine what needs to be done and when. Another input: agree with past statement, but it also depends on the size of the project when we try to get contractors to come for a job. We can think about doing one-half of the road district one year and the other, the next year. We can think about getting these things done in regularly scheduled large scale projects to get the reputable contractors. Info given that Chinook Road District uses Gibson (who is a contractor living in our district). If we can piggyback on to projects with other districts, we may look more attractive (to contractors). We have the 6-year budget plan that was developed several years ago and we keep adding what needs to be done to the roads each year. Suggestion received that we leverage that plan into where we tangibly negotiate long term contracts. Set into motion an action plan and road map to how we negotiate concrete contracts or obligations where we get the better contractors. Agreement that the lowest is not always the best. Input by another: It may actually take time to find the right contractor for the project that is put into the budget. Projects may have to be delayed because we are not going to rush into a project with whoever responds quickly.

Review preliminary budget spreadsheet template – shared by Debbie prior to the meeting:

- a) Decide to continue using multi-year methodology or not:

With discussion heard, Debbie thinks the majority seems to like the multi-year plan and it works for a number of reasons.

- b) Consider priorities for upcoming year: **ACTION ITEM: Debbie suggest we all formulate a strategy on what we thinks is priority to get done for the year. IE: Striping, structural repairs on Daisy and other projects. Submit an email to everyone in the budget committee in advance of the next meeting with decisions on thoughts and priority of projects for a FY25 working budget.**

Information Gathering assignments??: We had input earlier, in regards to the contractor in our district stating he did not want to do any work in our district. He stated he had conflicts with previous commissioners. Question asked: What can we do to make amends to the contractor in our district that says he does not want to work in our district for reasons that went on with past commissioners? Suggestions is: that action more than words is better. Maybe a proposal with an RFP and saying that we are looking at long term plans for projects. Starting with our Daisy project?? Conversations needed with contractor to see if he would be willing to try us again for projects we are planning.

ACTION ITEM: Debbie has information for Chinook Winds contractor. Sandy will get a list of all the contractors that the other road districts use. TR to get info on new tree cutter and send to commissioners. Another arborist said to do good work is Adam May.

Confirm previously set budget meeting dates remaining:

Monday May 13, 2024 5:00 PM; Thursday June 06, 2024 7:00 PM;

Thursday June 13, 2024 Joint budget and monthly meeting

Additional info on audit threshold is that it has been raised to \$250,000.00 for FY24. And we will be under that. It was capped previously at \$150,000.00 and we may have met that this year.

Meeting adjourned at 12:50