



**Budget and Finance Committee
Meeting Minutes
Monday, February 1st at 4:30 pm**

Meeting called to order at 4:30 pm by Chairman Fitterer with Wurth present and Nieves virtually. Motion for approval of January 2020 minutes by Fitterer, second by Wurth. Motion passes 3-0.

1. Fiscal Year 2020-2021 update – Tonya Travis

An email was sent out earlier today showing we are doing very well. If you look at the general fund we are at 69% of our revenue received to budget to actual so far and this is through January 31st. Our expenses are at 55% in the general fund so we are little over halfway which is good. Some items to note in the general fund, the Maury County property taxes we have collected 59% of the 5.4 million billed. We collected 3.2 million on the Williamson County side of the 8.4 million billed. One thing I would like to point out in the summary, we have expenses in the sanitation fund of \$1,616,000 this is getting very close to exceeding our revenues and one thing that is causing this revenue and expense to be very close is waste management taking the recycling to River Hills instead of going to Marshall County. We were spending about \$5000 a month recycling with Marshall County when those recyclables got moved to Riverside then went to about 3 times the expense and we've been doing that since about October. We are taking our recyclables back to Marshall County now but if we do go through another audit this could be an issue. Wurth stated we need to evaluate them in the future board because recycling is a dying industry and it's costing us a fortune to recycle.

2. Discussion on Resolution 21-27, Sourcewell purchasing program – Tonya Travis

This item is just housekeeping to make sure that we are covered when we purchase from Sourcewell cooperative purchasing program. We have used them in the past but going back we cannot find a resolution where we actually adopted and approved the use of Sourcewell as a purchasing program. We're asking that you formally approve the resolution to let us purchase from them.

3. Status update on 2019-2020 Audit – Tonya Travis

I want to say thank you to Patty and other staff because they have worked very hard to get us to this point. Fitterer stated he was very pleased with the audit and thanked staff for their work on this as well as did Wurth and Nieves.

4. Discussion on tentative schedule for 2021-2022 Budget preparation and adoption– Tonya Travis

a. Finance and Department Head preparations – Current

- b. Tentative Special Call BFAC - April 9, 16 and 23
- c. Tentative First Reading - May 17
- d. Tentative Second Reading - June 21.

Fitterer stated he wanted us to start putting some things together for some special called BFAC meetings on April 9th, 16th and 23rd. Travis will be discussing these dates further with Caskie. Caskie stated she plans on calling a special meeting which BOMA and elected candidates will be given information to participate fully in the called BFAC meetings.

5. 2021-2022 Employee Health Insurance– Tonya Travis

Fitterer inquired if the BFAC wanted to pursue any large changes to the employee health insurance package for the next fiscal year. The consensus was to not pursue this item for the next fiscal year.

6. Update on Water and Wastewater Board – Chuck Downham

As we continue to narrow in on projects the cost estimates that we're seeing are higher than some of the estimates that we've been carrying in our budget and so I think it's going to be important that you go in and review water sewer rates especially for the capital projects. Obviously, we've got water plant expansions, different water distribution projects, sewer, and obviously the sewer plant expansion and some of the different improvements we're going to need especially for dealing with. It would be very important that we have sufficient funds to cover that so my recommendation is to consider a rate analysis either at the start of the next fiscal year.

7. Update on Water and Wastewater Board – Chuck Downham

As far as the please waste update, nothing really new to report. We had filed our report with the water wastewater finance board sometime back received confirmation of this receipt we're tracking very well in terms of revenues and expenses through the halfway point of the fiscal year will continue to monitor with the goal of preparing a submittal for the March follow up that will be doing so will keep you posted on how that works. Our hope is to demonstrate that we're in good financial position as we head into the end of the fiscal year. One of the things that we may be recommending if nothing if not during this fiscal year certainly in the next fiscal year would be to go back and do it an updated rate analysis to figure out whether we need to make any additional adjustments in either water or sewer rates.

8. Items from the Floor

Wurth stated all the items in the BOMA packet tonight were under budget with the exception of a few departments they were going to do an internal budget transfer for those items. Downham said the biggest item is Tom Lunn Rd that we're going to talk about that being over estimation, but we discussed some contingencies, and you may be able to realize some cost savings if you don't spend the contingency budget of \$100,000. We also had a reserve that we had set aside for utility work, not knowing what the utility work might be you may have to dip into that because you are still going to be short.

9. Adjourn at 4:53 pm



Matt Fitterer, Chairman



Tonya Travis, Finance Director