

UMATILLA MORROW RADIO & DATA DISTRICT  
BUDGET COMMITTEE MEETING  
Media Room, Umatilla County Justice Center  
May 23, 2022 10:00am

Committee Members: Mike Roxbury, Ken Matlack, Karen Primmer, Mark Pratt, Keith Kennedy, Rita Allman, Ray Denny, Scott Stanton, Mike Hughes, Justin Russell

Present: Mark Pratt, Mike Hughes, Scott Stanton, Karen Primmer, Rita Allman (telephonically), Ray Denny, Keith Kennedy

Absent: Justin Russell, Ken Matlack, Mike Roxbury

Guests: None

Staff: Brett Mueller, Rosanna Brown

- I. Call to Order and Recognition of Guests: The meeting was called to order at 10:00am  
Brett introduced the Budget Committee members and the Board members.

- II. Chairperson Election

Ray Denny nominated Scott Stanton to act as chairperson of the meeting. Karen Primmer seconded the nomination.

Ray Denny: Aye

Rita Allman: Aye

Mike Hughes: Aye

Karen Primmer: Aye

Mark Pratt: Aye

Keith Kennedy: Aye

- III. Budget Message

Brett noted that much of the language in the Budget Message was taken from previous years. The committee asked Brett to review the highlights of the message, instead of reading it in full.

This budget was the 12<sup>th</sup> budget since the District was formed. Brett noted that there were some unknown numbers due to Inflation, so the numbers included were based on a best guess. As usual, 4 months of costs were put into the unallocated line, to cover regular expenses until the District stated receiving tax funding in November. There was an expected carryover of about \$1.3 million. Brett reviewed the taxes received during the FY2021-2022 year. Based on a conservative increase, the District expected to receive \$1.6 million in property tax revenue in FY2022-2023.

The Personnel services lines regarding salaries were increased, based on industry standards for the District Administrator and Communications Technician. Brett also included an increase for the Administrative Assistant position, to account for 8.5% COLA, and a proposed longevity increase. The payroll tax estimate was based on the updated salary numbers and the PERS estimate was based on an expected increase of 11%.

The Professional services line was increased to account for additional services from vendors and consultants, while the District was understaffed.

The Maintenance lines covered support for the LMR and microwave systems.

Two of the Board Director positions would be on the ballot in May 2023, so funding was included in the elections line to cover those costs.

In response to recent breaks-ins at some of the sites, a line called Site Security was created. Brett included \$100,000 in the line to fund professional consultation, equipment, and installation of video, alarms, and lighting at the District sites.

Brett noted that he planned to buy equipment to address some of the larger coverage holes and to outfit at least one of the District vehicles to provide another coverage fill option.

#### IV. Discussion

In response to Scott Stanton's question, Brett confirmed that the FICA amounts were included in the payroll tax amount.

In response to Ray Denny's question about security, Brett reported that a few sites had been broken into in mid-April. There was property damage and copper theft.

In response to Scott's question regarding the non-allocated amounts for payroll also being included in the year's budget line, Brett responded that this was the way Shawn had prepared the budget in the past, to cover the 4 months of the fiscal year that occurred before the tax payments were received.

Scott also noted that the Total Resources and Total Requirements lines did not balance. After review, the difference in the amounts was found on the Consolidated Budget Summary, as taxes "less not collected". The amount was corrected on LB-20 (resources).

Ray asked if there should have been an increase in the vehicle expenses to account for the hike in fuel prices. It was decided to rely on the Contingency line to cover any overage.

In response to Scott's question about insurance (LB-31, line 13), Brett confirmed it covered property, liability, and the vehicles.

In response to Mike Hughes's question about the fluctuation of carryover, Brett noted that the line included funds that came in as a loan and out as system payments, so it varied over the past couple of years.

#### V. Additional Questions or Comments: None

#### VI. Budget Approval

A motion to approve the Umatilla Morrow Radio & Data District 2022-2023 budget, with the amendment on page 1 to balance the resources page, was made by Ray Denny and seconded by Mike Hughes.

Ray Denny: Aye

Rita Allman: Aye

Mike Hughes: Aye

Karen Primmer: Aye

Mark Pratt: Aye

Keith Kennedy: Aye

Scott Stanton: Aye

#### VII. Adjourn

The budget committee meeting was adjourned at 10:25am.

FISCAL YEAR 2022-2023 BUDGET HEARING  
& Board of Directors Meeting  
Tuesday, June 7, 2022 @ 1:30pm  
UCFD1, Station 23