

SPRINGFIELD UTILITY BOARD
223 A Street, Suite F
Springfield, Oregon 97477
BUDGET COMMITTEE MINUTES
2018 PROPOSED BUDGET
November 7, 2017

ATTENDANCE: Budget Committee: Board: David Willis, Chair; Virginia Lauritsen, Pat Riggs-Henson. Lay Members: Robert Scherer, Budget Committee Chair; Bobbie Adams; Neal Forrester; William Belcher; Michelle Bronson; Kris McAlister. Staff: Jeff Nelson; Bob Fondren; Sanjeev King; Greg Miller; Janis Brew; Cindy Flaherty. Others: None.

CALL TO ORDER: Robert Scherer, Budget Committee Chairman, called the meeting to order at 5:59 p.m. and welcomed everyone present.

**ELECTION OF CHAIRMAN
FOR 2018 BUDGET
COMMITTEE**

Chairman Scherer called for nominations for a 2018 Budget Committee Chairman.

- * Virginia Lauritsen motioned, and Robert Scherer seconded, to appoint William Belcher as the Chairman of the 2018 Budget Committee. This motion **CARRIED** unanimously.

Chairman Scherer then turned the meeting over to William Belcher, who then led the Committee in the Pledge of Allegiance.

**REAPPOINTMENT OF
BUDGET COMMITTEE
MEMBERS**

Jeff Nelson noted that there were two members of the Budget Committee whose terms were expiring at the end of 2017. The following members were contacted and are interested in being reappointed: Robert Scherer and William Belcher.

Mr. Nelson added that the Board may take action at the November 8 Board meeting to reappoint Robert Scherer and William Belcher to a 3-year term that will expire on December 31, 2020.

Chairman Belcher then asked Jeff Nelson to begin the review of the proposed utility operating budget for 2018.

General Manager Nelson shared that input he received from the Budget Committee was that rather than have rate increases be incremental, the suggestion was to have the rate increases be lower and more consistent over time.

Jeff Nelson also shared that the original 2018 budget binder was missing page 16 and 17 of Efficiency Services. These were handed out to Budget Committee members at tonight's meeting.

REVIEW OF PROPOSED
2018 BUDGET:

Mr. Nelson expressed his appreciation of everyone's input and work on the budget. He explained tonight he will provide the presentation on the 2018 proposed budget for the first public hearing that will be during tomorrow's Board meeting on November 8, and referred everyone to his overheads (Exhibit A). There is a second Budget meeting scheduled for November 20, however, if the Budget Committee completes its deliberations tonight, then the November 20 Budget Committee meeting will be cancelled. The second public hearing with potential Board action is scheduled for the December 13 Board meeting.

Mr. Nelson shared that SUB has public hearings scheduled during tomorrow night's Board meeting, and then again at the December Board meeting for a proposed water rate increase. There will also be public hearings planned to be held in March and April of 2018 for both the proposed electric rate increase and the dark fiber rate increase.

Mr. Nelson shared a slide on the changes over time of the combination of electric, water, and sewer on customer bills. He explained that SUB bills for sewer on behalf of the City, and that SUB has no input on the rate that the City charges for its sewer and stormwater service. He then shared a slide that projected 2018 customer bill examples for local and regional utilities, which showed SUB still coming in lower than all the other local and regional utilities. Mr. Nelson shared information on SUB's capital plan that's similar to the summary he provided at the August midyear budget committee update regarding the investments in SUB's infrastructure. Bonneville power and transmission rates are a large part of SUB's electric utility cost. The progression of the Bonneville rate adjustments are expected to increase approximately 5.5% and that's a large driver to the proposed electric rate increase in 2018.

As summarized in the Proposed 2018 Budget binder, we are using reserves from the Electric Utility, but we're not borrowing any outside funds for the Electric Utility. The line of credit extended to the Water Utility from the Electric Utility is to maintain the minimum working reserves. Also, a 2% electric rate increase is proposed for May 2018.

Similarly for the Water Utility, there is the purchase of property which he explained more in the Budget Message located in the Proposed 2018 Budget binder. There's also the line of credit from the Electric Utility, and a 5% water rate increase proposed for January 2018.

Mr. Nelson shared that the proposed 2018 Budget includes a new Telecommunications Utility. The proposed 2018 Budget does assume a proposed 20% increase in Dark Fiber rates, and that the Electric Utility will provide approximately an additional \$40,000 to cover costs in excess of revenues to support the operations of the Telecommunications Utility.

In response to the Budget Committee's question regarding the Water Utility's line of credit and how they can become self-sufficient again, Mr. Nelson responded that the \$1.8 million loan from Electric to Water is, essentially, a line of credit and it's to bring the Water reserves up to the \$2.5 million target. That money isn't used unless Water needs it, and basically, is floating there unused. SUB has been in this situation before where we issued a line of credit, laid out a roadmap that the Budget Committee reviewed, and planned rate increases over time to bring us back to where we needed to be. Mr. Nelson referred to the interactive online rate model (Exhibit B). One of the reasons he provided this was for the Budget Committee, or anyone, to use for different options and scenarios that the Budget Committee could pursue.

Mr. Nelson also explained that, currently, Telecom is a department within the Electric Utility, so all of the expenses and revenues are covered by the Electric Utility. SUB is pulling the Telecom Department out into its own Telecommunications Utility and financial support that the Electric Utility was providing is still being carried forward. At this time, it is not proposed to have the Telecommunications Utility have its own reserves. Mr. Nelson responded to the question presented by the Budget Committee if reserves from the Telecom Utility could be put toward Water's reserves. Mr. Nelson explained that it would be up to the Board (if there were any fiber revenue) to have that flow in a different direction.

The Budget Committee shared discussion regarding possible outcomes of various percentages in order to come to a consensus on a proposal for water rate increase and electric rate increase for 2018.

- * Pat Riggs-Henson motioned, and Michelle Bronson seconded, that SUB's Budget Committee approve a proposed 5% water rate increase for 2018 and that this recommendation be forwarded to the Board. This motion **CARRIED** unanimously.
- * Kris McAlister motioned, and Bobbie Adams seconded, that SUB's Budget Committee approve a proposed 2% electric rate increase for 2018 and that this recommendation be forwarded to the Board. This motion **CARRIED** unanimously.

BUDGET SUMMARIES

Mr. Nelson briefly reviewed Comparative Budget Summaries in the 2018 Proposed Budget binder.

GENERAL MANAGER

Referring to the proposed budget for Department 10 – General Manager, Mr. Nelson reported there were no significant changes.

BOARD OF DIRECTORS

Jeff Nelson referred to the proposed budget for Department 11 – Board of Directors. This department has one significant change regarding Account 1470, Community Donations. This includes opportunity funds that the Board may want to apply to projects as they arise, which may include funding for failed underground street light feed repair, and/or other projects.

HUMAN RESOURCES

Mr. Nelson explained that Regular Salaries for the proposed budget did go up and that was a reflection of the market survey SUB does for all personnel. For non-union staff, SUB does a survey of those positions every other year. This is what's reflected in the proposed budget for 2018 and is the outcome of those surveys and the decision on compensation.

Human Resources Manager Janis Brew responded to Kris McAlister's question, if SUB is being competitive with compensation for staff, Ms. Brew explained that every year SUB does a survey for its non-union employee salaries. SUB surveys half of those positions each year, so every non-union position is evaluated every other year, but SUB does a survey every year. SUB has a policy that we want to be approximately at the midpoint for the market. Salaries are adjusted, based on if it has a similar job description with similar level of responsibility for an organization of similar size. SUB will adjust, if the employee is being paid below market; but SUB won't necessarily adjust the salary if the employee is being paid above market, however, we will adjust those positions when there is turnover.

Ms. Brew reviewed the budget for Department 25 – Human Resources. There were four significant changes for this department. There is an increase in Account 0700 – Professional Organizations, for membership in the Local Government Personnel Institute (LGPI), which offers legal services with reduced cost. There is a decrease in Account 1520, Professional Services-Legal, as these services are anticipated to be reduced, due to LGPI membership. There is a decrease in Account 0740, Subscriptions and Books, to reflect recent actual spending, as more and more of these are available online. There is an increase in Account 1650, Trainings and Seminars, which is to cover additional costs for facilitative leadership training in 2018 for SUB’s supervisors and managers. The company SUB has hired offers this training and supports the kind of culture we want at SUB. However due to the retirement of the local trainer, we will now have to pay for someone outside of the area to come in to do that training; so there’s an increased cost.

Ms. Brew reported there will be three significant changes in Department 27 - Safety and Risk Management. The first is a decrease in Account 0110, Regular Salaries, due to the retirement of the Safety and Environmental Manager in 2017. There was some overlap when SUB hired in a Coordinator rather than a Manager position, so there was a lot of savings there. There is an increase in Account 2020, Safety Materials and Supplies. SUB is looking at striving to achieve the OSHA Safety & Health Achievement Recognition Program (SHARP) certification. With that, it is anticipated we will need additional supplies as we evaluate SUB’s current safety programs and move toward implementing best practices.

RESOURCE MANAGEMENT

Jeff Nelson referred everyone to the Resource Management Division budgets and shared that some of the changes again reflect the personnel. The proposed budget for Department 15 – Director of Resource Management, has two significant changes. There is an adjustment to Account 0110, Regular Salaries. The FTE amount changes reflects two 0.05 of Utility Planner time being dedicated to the Telecommunications Department in the regular salaries. There’s also an increase in Account 7550, Purchased Power, which reflects increased cost under SUB’s purchased power and transmission contracts.

There’s a multi-year plan for Department 12 – Office Facilities, noted Mr. Nelson, as we are mapping in the needs of the

facilities of the Main Office, Water, and Electric. Mr. Nelson said there are specific projects proposed, as part of that multi-year plan.

There is a lot of information regarding Department 13 – Efficiency Services, on page 16. A lot of it is to explain the tactical and strategic way we approach energy efficiency, while trying to make sure that SUB is shifting and adjusting its program. As the Bonneville eligibility measures change, SUB has to adapt its strategy and provide guidance to staff. The overall and ideal goal is to make sure that SUB has the program design which offers enough products that all of the customer classes (residential, commercial, and industrial) can take advantage of.

In response to Chairman Belcher's comment regarding differences of the commercial efficiency programs and the industrial efficiency programs, Mr. Nelson explained that the efficiency products for commercial and industrial are often similar. It depends on how they're classified that Bonneville identifies how they report. Commercial and/or industrial efficiency programs may include lighting. Industrial efficiency may include motors and more process related efficiency that's not seen on the commercial side. Although on the commercial side there may be refrigeration or improvement that's not seen on the industrial side.

Mr. Nelson reported that the funding SUB receives from Bonneville is paid for in our rates. All utilities pay into the Bonneville program. Bonneville is statutorily required to provide efficiency for the region, so they imbed the cost of providing that efficiency in the rates. SUB pays those rates, and the way it's structured currently, there's a so called bucket of money with SUB's name on it, and SUB can tap it, or not. So the assumption is that SUB will tap that money every year. On page one of the Proposed 2018 Budget binder, under tab-2 for the Electric Utility, the combination of the Conservation Residential Reimbursement of about \$600,000, as well as the Conservation Commercial and Industrial Reimbursements of about \$365,000 for a total reimbursement of about \$965,000 every year. He explained that SUB assumes in the budget that it is going to expend all that money, and then collect all that money.

Referring to the proposed budget for Department 17 - Conservation Connection, Mr. Nelson noted there were no significant changes. He added that if a customer wanted to

reach out to SUB, this department is their first point of contact. This department provides for a Conservation Connection facility at SUB, designed to support Energy and Conservation Services by helping customers to make wise energy choices and by increasing awareness of the services that SUB offers.

Referring to the proposed budget for Department 18 – Key Accounts, there are no significant changes. This department handles the larger usage customers of SUB, said Mr. Nelson. Some of those larger key accounts include Hexion, Kingsford, and Swanson.

Mr. Nelson then referred everyone to Department 31 – Telecommunications. The propose budget for 2018 is zero. Again, because all those expenses are rolled into the utility.

CUSTOMER SERVICES AND MARKETING

Referring to the proposed budget for Customer Services and Marketing Division budgets, Mr. Nelson noted there were no significant changes for Department 24 – Customer Service, and also none for Department 29 – Marketing Communications. Mr. Nelson added that the Postage fund, Account 1110, is mainly used for SUB Reports that are mailed out to all of SUB’s customers. The Public Relations fund, Account 1440, is used for a combination of different opportunities for support for the community, such as the United Way Volunteer of the Year Awards Ceremony; but a large part of this fund is for SUB’s Light of Liberty event.

MANAGEMENT INFORMATION SERVICES

Management Information Services Director Bob Fondren reviewed the departmental budgets for his division. He noted that the Management Information Services Division covers Accounting, Information Technology, Billing, and Meter Reading departments. Management Information Services also administers the SUB pension plans and takes care of banking relationships and everything financial.

Referring to the proposed budget for Department 80 – Director of Management Information Services, and Department 26 – Billing, each had a .5 FTE Administrative Assistant position that has been eliminated. When this position was vacated, SUB evaluated the need for the Administrative Assistant position and was able to redistribute those duties while still being able to handle the work load efficiently. This was the only significant change to these departments.

Referring to the proposed budget for Department 81 – Accounting & Finance, there were no significant changes in this department. Mr. Fondren noted that Department 83 – Information Technology, there was no change in FTE's but there is an increase in Account 1160, Maintenance Contracts. SUB has a major software update to the Itron meter reading system. We are moving to an XML version that will enable SUB to take advantage of the more advanced radio-read features, and will also bring us up to the current version of software. The larger increases for Account 5100, Data Processing Hardware, is to allow for a new telephone system. Our current enterprise-wide phone system is at end of life, as it has become more and more difficult to find replacement parts on the secondary market, because it was more of a mechanical system. SUB is moving to a fully digital phone system that should never come into end of life, because this new system is able to be continually upgraded every year.

Jeff Nelson added that this particular process is another example of one of those enterprise-wide efforts, and with those types of efforts, SUB gathers input from all representation from all of our different divisions and departments. Mr. Nelson shared that Bob Fondren led that team and he felt it went very well.

Mr. Fondren then referred to the budget for Department 21 – Meter Reading, and shared that SUB has about 4,000 older Datamatic radio-read meters in which meter readers were picking up reads on their handheld units from those meters. It was older technology and required power to keep the memory. Those meters required a battery and when SUB had a power outage, it would keep the read in the meter, however those batteries are failing and whenever the battery would fail, we had to replace the meter. Mr. Fondren explained that we found out that if SUB were to have a large outage, there may be thousands of meters that may fail on us. Again, explained Mr. Fondren, it is end of life replacement. SUB plans to do a change out of approximately 4,000 of those meters in 2018. Right now, we are looking at several ways to do that, but we wanted to get a figure in the budget and add some FTE's to accomplish this in 2018. SUB is currently considering hiring several temporary employees for six months, at most.

ELECTRIC DIVISION

Electric Division Director Sanjeev King reviewed the departmental budgets for his division.

Referring to the proposed budget for Department 40 – Director of Electrical Engineering and Operations, Mr. King said there was only one significant change – the addition of the SUB Telecom Payment under Account 7433 for approximately \$40,000 for the new Telecommunications Division.

Mr. Belcher posed a question regarding the proposed budgeted amount for Account 5300, Land and Land Rights, in Department 40. Basically, Mr. King explained, this is budgeted for purchase of the transmission line right-of-way for the Glenwood substation that SUB has been working on for some time. We were hoping that this would happen in 2017, but that wasn't the case. So instead of spending that money in 2017, that money was moved forward and budgeted for 2018.

Referring to the proposed budget for Department 41 – Engineering, Mr. King wanted to point out that he transposed the FTE's for the Standards & Planning Engineer (should be 0.85 FTE) and the Staff Electrical Engineer (should be 0.75 FTE). This department has two significant changes. First there is a decrease in the amount budgeted for Account 0101, Hours Worked on Call. There is a decrease in the On Call budget to reflect the employees participating in the on-call rotation. The second is a decrease in Account 0110, Regular Salaries, due to reallocation with Department 32 – Telecommunications, for the Electric Engineering Tech position for the new Telecom Division, as well as a reallocation for the Staff Electrical Engineer position (from 0.85 FTE in 2017 to 0.75 FTE for 2018) with Department 44 – Substations, as this position will spend more time in the substation side of things.

The proposed budget for Department 43 – Tree Trimming, has a few significant changes. The budget for Account 0150, Temporary Help, and Account 0110, Regular Salaries, will decrease, due to the expiration of a 6-month temporary crew. SUB had a temporary crew that was made up of a trimmer from SUB's regular staff upgraded to a temporary foreman, as well as a trimmer from the union hall, and a groundman from a temp agency. This gave SUB an additional crew in 2017 to perform work, specifically in back yards to stay on top of keeping vegetation clear of electric lines. SUB's practice is to do this every three years, so we won't need temporary help to do this again in 2018. There is also a decrease in Account 1550, Safety Training, due to the OSHA crane certification in 2017. There is a decrease in Account 6200, Payments to Contractors. For 2017, SUB had budgeted for right-of-way clearing for Alvey-

Springfield and Alvey-10th Street, and both of these were completed in 2017. Mr. King explained that this right-of-way clearing only needs to be done about every six years, so there is no need for this expense in 2018.

Referring to the proposed budget for Department 44 – Substations, this department has several significant changes. There is an increase in Account 0110, Regular Salaries, due to reallocation of the Staff Electrical Engineer position with Department 41. There is a decrease in Account 1550, Safety Training, again due to the OSHA crane certification in 2017. There is an increase to Account 6200, Payments to Contractors, for anticipated site work at the Glenwood substation. There is an increase in Account 6400, Electric Materials, also due to anticipated site work at the Glenwood substation.

In response to Robert Scherer's question about EWEB's substation, Mr. King explained that EWEB did not have a substation in the Glenwood area, they only had an easement for their transmission lines. SUB is basically, doing the same thing that EWEB did, in terms of feeding lines from outside of that area. SUB is finding that there is benefit to SUB's whole system to have the Glenwood substation to help back up those feeders that feed throughout that portion of Springfield. Additionally, loads are growing, as with the development in Glenwood.

Referring to the proposed budget for Department 45 – Construction, this department has several significant changes. There is a decrease in FTE that reflects restructuring in Department 47, Materials and Fleet Management, due to a retirement. There is a decrease in Account 1550, Safety Training, again due to the OSHA crane certification in 2017. There is an increase in Account 6100, Equipment Rental, which reflects changes in work plan. There is a decrease in Account

6200, Payment to Contractors, which is a reflection of the changes in the work plan. There is a decrease in Account 6400, Electric Materials, which also reflects changes in the work plan.

Jeff Nelson asked Mr. King to update the Committee regarding SUB's Apprentice Program and the migration of personnel. Referring to the change in FTE's in Line Working Foreman, Mr. King noted that an example of personnel migration would be where an employee who was a Journeyman Lineman and after some experience moved into a Line Working Foreman position;

then based on their experience and after they spent some time in that position, we would expect that the next year that employee would be able to move into a Lineman Foreman position. The Apprentice Program is where we have an Apprentice who starts as a Groundman, and as they grow in experience, they go to First Step Apprentice and then Second Step Apprentice, and those changes in FTE's shows the progression of the Groundman to Apprentice Lineman.

Mr. King referred to the proposed budget for Department 46 – Metering. The only significant change in this department was an increase in Account 6400, Electric Material, due to accelerated meter replacement.

Referring to the proposed budget for Department 47 – Materials and Fleet Management, this department has three significant changes. There is an increase in FTE which reflects staff restructuring and reallocation due to a retirement. There is a decrease in Account 1550, Safety Training, due to the OSHA crane certification in 2017. Then there is an increase in Account 5000, Construction/Transportation Equipment, and that reflects the 5-year vehicle replacement plan.

WATER DIVISION

Water Division Director Greg Miller reviewed the departmental budgets for his division.

Referring to the proposed budget for Department 60 – Director of Water Engineering and Operations, Mr. Miller said there were two significant changes. There is an increase in Account 5100, Data Processing Hardware. This is for the addition of workstation at the Engineering/Customer Service counter in the WSC reception area and replacement of aging workstations and monitors at the Water Division. The other is an increase in Account 7510, Purchased Water Rainbow, which reflects a

33.3% rate increase for wholesale water purchased from RWD, per purchase agreement.

The proposed budget for Department 61 – Engineering, has four significant changes, said Mr. Miller. There is a decrease in the budget for Regular Salaries, which reflects open/unfilled Water Engineering Supervisor position. There is potential for development of opportunities, in-house, and he anticipates an FTE proposal in the 2019 budget. There is a decrease in Account 5200, Data Processing Software, which reflects some decrease in requirements for engineering workstation software,

as we are current on all major Engineering related software versions. There is a decrease in Account 5320, Construction/Work Permits, which reflects changes in the work plan for construction and projects from 2017 to 2018, as it relates to the 10-year plan. There is a decrease in Account 6300, Technical Consultants, which reflects change in scope of construction and engineering related projects.

The proposed budget for Department 62 – Warehouse, has one significant change, he said. There is a decrease in the budget for Regular Salaries regarding an unfilled Lead Storekeeper position. As Mr. King mentioned earlier, with the retirement of one of the staff in Materials and Fleet Management at the Electric Division, this is an opportunity to evaluate restructuring staffing at both the Electric Division and the Water Division and possibly incorporate this position into that new employee's role.

Mr. Miller said the proposed budget for Department 63 – Construction, has several significant changes. Mr. Miller said he listed an increase in Account 1650, Training & Seminars, however this increase is actually reflected in the 2017 year end totals that include mandated crane training for Water Construction and Maintenance crews. There will actually be a decrease in the proposed budget for 2018. There is an increase in Account 5000, Construction/Transportation Equipment, which reflects a 5-year vehicle replacement plan. There is an increase in Account 6200, Payment to Contractors, which reflects changes in construction projects scheduled for 2018, in accordance with the 10-year plan. There are adjustments in Accounts 6210-6230 and 6520-6570, which are made to respective accounts to reflect actual construction costs following revisions made in the 2017 budget preparation process. There is a decrease in Account 64, Electric/Water Materials/Supplies, which reflects changes in construction projects scheduled for 2018, in accordance with the 10-year plan.

The proposed budget for Department 64 – Production, also has several significant changes. There is an increase in Account 1160, Maintenance Contracts, which reflects an adjustment made to Fiber Optic lease costs. There is an increase in Account 1650, Training and Seminars. The 2017 year-end total includes mandated crane training for Water Production Operators. There is a decrease in the budget for Account 5100, Data Processing Hardware, which is a reduction in projected server costs associated with the SCADA system upgrade project. There is an increase in Account 5200, Data Processing

Software, which includes software required for major version upgrades to SCADA and security systems for Water Production facilities. There is an increase in the budget to Account 6200, Payment to Contractors; this reflects changes in Production projects scheduled for 2018, in accordance with the 10-year plan. There is an increase in Account 6540, Water Chemicals, which reflects an increase in water treatment chemical costs.

Mr. Miller noted there was just one significant change in the proposed budget for Department 65 – Water Quality. This department manages all of SUB’s regulatory compliance requirements, backflow program, and water quality monitoring and sampling. There is a decrease in Account 5320, Construction/Work Permits/Boli Fees, which reflects exemption from water system survey costs through SUB’s achievement of “Outstanding Performer” status with the Oregon Health Authority. This status extended out the requirement for inspection for the next five years.

TELECOMMUNICATIONS DIVISION

General Manager Jeff Nelson reviewed the departmental budgets for this division.

The proposed budget for Department 31/32 – Telecommunications, has two significant changes. Mr. Nelson explained that Department 32 was created to map Telecommunications Department funding to the 2018 budget. Department 31 will be cycled out over time in the budget system. The 2017 figures reflect Department 31. The FTE has been migrated to the 2018 budget and Account 0110, Regular Salaries, adds 0.05 FTE for time budgeted for the Utility Planner.

There is further documentation, added Mr. Nelson, in the last pages of the 2018 Proposed Budget binder, under tab-10, Supplemental Data. This section includes Debt Service Schedules, Personnel Summary, and Total Utility Expense Allocations, which gives a high level picture of different cost components.

Mr. Nelson reminded everyone that last year the Committee made a recommendation, which was conditioned on comments received from the first public hearing. The Budget Committee also scheduled a second Budget Committee meeting last year, however, if there were no public comments at the first public hearing, the Committee would not need to meet again. He

asked the committee if they wanted to follow the same process this year.

After some general discussion, Mr. Nelson asked the Budget Committee if they would like to make a recommendation to the Board at this time.

- * Robert Scherer motioned, and Kris McAlister seconded, that SUB's Budget Committee approve the proposed budget for 2018 and recommend that it be forwarded to the Board with a recommendation to adopt the Budget, as presented and with the Budget Committee's recommendations for 2018 rate increases, pending any public input during the November 8 Board meeting. This motion **CARRIED** unanimously.

Chairman Belcher and the members of the Budget Committee expressed their appreciation for everyone involved in the preparation and presentation of SUB's 2018 budget.

ADJOURNMENT:

The meeting was adjourned by consensus at 7:32 p.m.

David Willis, Board Chair

ATTEST:

Jeff Nelson, Board Secretary