



Roseburg Urban Sanitary Authority
1297 N.E. Grandview Drive
Roseburg, OR 97470

BUDGET COMMITTEE MEETING ROSEBURG URBAN SANITARY AUTHORITY

The Budget Committee Meeting was called to order at 12:00 p.m. on May 1, 2024. The Meeting was held in person and broadcast by Zoom® Meeting.

ROLL CALL

Robin Van Winkle

Budget Committee Members:

Present: John Dunn, Rob Lieberman, Kelsey Wood, David Campos, Tom Dole, Mike Baker, Mike Jackson, Robin VanWinkle and Ron Thames

Absent: None

Others present: General Manager Jim Baird, Finance Director Christine Morris, Accounting Specialist Angie Allen, Collection IV Supervisor Kyle Bartlett, Engineering Technician III Ryon Kershner and Information Technology Systems Administrator Dave Fromdahl

Budget Officers are as follows:

- **Budget Officer:** Jim Baird, General Manager, Roseburg Urban Sanitary Authority.
- **Budget Committee Chair:** Kelsey Wood nominated Mike Baker as the Budget Committee Chair. Ron Thames seconded the motion.
The motion passed unanimously.
- **Budget Committee Secretary:** Kelsey Wood nominated Robin VanWinkle as the Budget Committee Secretary. Mike Baker seconded the motion.
The motion passed unanimously.

Sewer Service Fees Discussion:

The Board has requested that a rate increase for sewer service fees be discussed by the Budget Committee at the meeting. A discussion was opened regarding a rate increase proposed by Staff of \$10.00 per Equivalent Dwelling Unit (EDU) per month. The committee was presented with a graph regarding the revenues, expenditures and ending fund balance along with the rate structure to account for the needs presented to the Board previously in the Capital Improvement Plan. There were questions regarding how the increase would be used, how frequently rates would need to increase to meet needs. The Committee reviewed the sewer service rates paid by surrounding communities in Douglas County and Jim presented what those communities had done for improvements that contributed to their rates. Then, the Committee reviewed the rates charged by communities of similar size for comparison. After

a lengthy discussion, it was decided that the Committee would recommend to the Board a \$10.00 increase this year and review where inflation and other costs stand next year before committing to recommending further increases with the understanding that \$80.00 is currently the goal in the next few years.

Budget Presentation:

The Budget Message for the fiscal year 2024-2025 was presented by the Budget Officer, General Manager Jim Baird. There was discussion regarding the contents of the Budget Message and if everyone had an opportunity to review the message. Budget Committee members stated they had reviewed the message. The Budget Officer presented a highlight presentation to the Budget Committee. This presentation detailed changes in revenue due to applying sewer service fees to the General Fund instead of the General Fund, Fund 04 and Fund 07, a \$200,000 grant from the State with funds from the Federal Government, increased cost to build the building at the Wastewater Reclamation Facility for keeping equipment for disaster preparedness, new line items, new Fund 08 and the solar project at all facilities.

The Budget Chair directed the Committee to review all the below listed General and Other Funds:

General Fund has 4 departments:

- Administration and Engineering
- Treatment
- Collection
- Finance

Other Funds:

- Fund 02 Diamond Lake LID Fund
- Fund 03 Collection System Expansion Fund
- Fund 04 Infrastructure Replacement Reserve Fund
- Fund 06 Treatment Plan Expansion Fund
- Fund 07 Asset Acquisition and Replacement Fund
- Fund 08 Capital Projects Fund
- Fund 10 Plant Equipment Replacement Fund
- Fund 11 Administration Building Fund

Discussion was held by Committee members on the four General Fund Departments as well as the eight Other Funds. There was a question about the increase in Interest Income, it is a result of higher interest being earned in the Local Government Investment Pool (LGIP) and this was a conservative estimate based on what is currently being earned. There was discussion about the General Fund Sewer Service Fees line item and that it did not include the proposed rate increase but did show an increase due to eliminating the automatic distribution to Fund 04 and Fund 07 which will allow funds to be moved where needed when they are needed. There was a question about the new Professional Services/Consulting line item in Treatment, this is to work on cyber security at the Wastewater Reclamation Facility. There was a discussion regarding the decrease in the Equipment/Software Agreements line item in Collection, the decrease was a result of moving some of the funds to a new dedicated Equipment Maintenance line item to better track those expenditures. Additionally, there was discussion about the new Fund 08 and how it will be used. Currently it is planned for the solar

projects, then will be used to fund other capital projects in future years. This is the last year that Fund 02, and Fund 11 will be in the budget.

At this time, the Budget Committee considered the budget in its entirety, and the public was invited to comment.

No public comment was made.

Ron Thames made a motion to approve the 2024-2025 Budget, as presented.
David Campos seconded the motion.
The motion passed unanimously.

There being no further business to come before the Budget Committee, the meeting adjourned at 1:28 p.m.

Respectfully submitted,

Robin Van Winkle

Robin VanWinkle
Budget Committee Secretary