

# ROSEBURG URBAN SANITARY AUTHORITY

## Budget 2017-2018

### BUDGET COMMITTEE

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Jim Baird	General Manager
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Ellen Montgomery	Administrative Assistant
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Dave Fromdahl	Information Systems Supervisor
Greg O'Neill	Engineering Technician II/Inspector
Ryon Kershner	Engineering Technician III/Inspector
Steve Lusch	Collection System Superintendent
Tom Nigh	Lead/Collection Crew
Dean Ronk	CCTV Operator
Matthew Chasteen	Collection Maintenance II
Rick Cox	Collection Maintenance I
Kyle Bartlett	Collection Maintenance I
Scott Ough	Utility Worker

# ROSEBURG URBAN SANITARY AUTHORITY

## BUDGET SUMMARY FOR 2017-2018

As Proposed to the Budget Committee

Fund Name	Beginning Fund Balance	Resources	Requirements & Contingency	Transfers In	Transfers Out	Ending Fund Balance	Totals
General Fund #1	2,946,000	5,818,700	5,744,960	0	300,000	2,719,740	8,764,700
Diamond Lake LID Fund #2	59,000	22,600	0	0	50,000	31,600	81,600
Collection System Expansion Fund #3	1,189,100	1,191,135	2,380,235	0	0	0	2,380,235
Infrastructure Replacement Reserve Fund #4	61,300	259,555	1,020,855	700,000	0	0	1,020,855
Treatment Plant Expansion Reserve Fund #6	235,400	44,520	979,920	700,000	0	0	979,920
Asset Acquisition and Replacement Fund #7	1,285,000	1,028,620	0	0	1,050,000	1,263,620	2,313,620
Plant Equipment Replacement Fund #10	1,000,000	7,200	1,007,200	0	0	0	1,007,200
Administration Building Fund #11	64,800	780	20,000	0	0	45,580	65,580
<b>TOTALS FOR ALL FUNDS</b>	<b>6,840,600</b>	<b>8,373,110</b>	<b>11,153,170</b>	<b>1,400,000</b>	<b>1,400,000</b>	<b>4,060,540</b>	<b>16,613,710</b>

# **MEMORANDUM**

**TO: RUSA Budget Committee**

**FROM: James V. Baird  
General Manager/Budget Officer**

**RE: Budget Message and Description  
Of Proposed 2017-2018 Budget**

**DATE: April 21, 2017**

I am pleased to present the proposed 2017-2018 Roseburg Urban Sanitary Authority budget for your consideration. The budget is a tool used by the Staff and the Board to provide adequate funding to meet the operations, maintenance and improvements of the sanitary sewer system. The challenges of an aging system and increasing regulatory requirements drive the funding levels needed to provide service to our customers.

The proposed budget has been prepared in compliance with the requirements of the current Oregon Budget Law as enforced by the Department of Revenue.

Resources to support expenditures are as follows:

Interest income, sewer service fees, miscellaneous income, permits, miscellaneous collection services, title clearances, utility billing (UB) renter fees, penalties, new account fees, grants, sale of assets and system development charges (SDC). The Budget is submitted in balanced form.

The 2017-2018 General Fund Budget is up from last year's Budget by approximately \$2,859,900

Increases in revenue are anticipated primarily from beginning fund balance, interest income, miscellaneous income and proceeds from sale of assets.

We are not proposing any rate increases for the General Fund Budget in the 2017-2018 Budget, as submitted. Revenues are adequate as anticipated to meet necessary expenditures.

The average annual inflationary rate of approximately 3% continues to increase the cost of materials and services. RUSA continues to do major plant upgrades while still maintaining an aggressive annual collection system rehabilitation program. During the past six years RUSA has completed the following projects:

- Built the biosolids dewatering and storage facility
- Installed a new grit compactor in the pretreatment building
- Re-sided the bio-tower
- Rehabilitated the two (2) primary and two (2) secondary clarifiers
- Constructed the anammox system in the aeration basin #3
- Replaced the Flat roofs at the Wastewater Treatment Plant.

While the above work was being completed RUSA continued our annual collection system rehabilitation projects in the Goedeck Drainage Basin in the W. Harvard area.

RUSA's sewer service fee of \$30.00 per Equivalent Dwelling Unit (EDU) per month is the lowest in Douglas County and one of the lowest in Oregon. In order to keep up with inflation and also build a reserve for both expected and unknown projects in the future, RUSA will be conducting a rate study during the 2017-2018 fiscal year. We will present the results of the study to the Board for their consideration

The General Fund consists of the following departments: Administration and Engineering, Treatment, Collection, and Finance.

Other important elements in the General Fund include: contingency, transfers, and unappropriated ending fund balance.

Each department budget consists of the following three (3) categories: Personnel Services, Materials and Services, and Capital Outlay (except for Treatment, due to contract services with CH2M).

Other funds within the budget, but outside the General Fund are:

- Diamond Lake LID Fund #2
- Collection System Expansion Fund #3
- Infrastructure Replacement Reserve Fund #4
- Treatment Plant Expansion Fund #6
- Asset Acquisition and Replacement Fund #7
- Plant Equipment Replacement Fund #10
- Administration Building Fund #11

## **GENERAL FUND #1**

The General Fund is the primary operating fund of the Authority. The 2017-2018 General Fund Budget is proposed to be \$8,764,700. The Budget is up approximately \$2,859,900 from last year.

The General Fund operating contingency is proposed at \$500,000, which is \$350,000 greater than last year. The Budget proposes an unappropriated ending fund balance of \$2,719,740, up \$1,946,540 from last year.

The transfer to the Infrastructure Replacement Reserve Fund is proposed at \$300,000, the same as last year.

The General Fund is comprised of several regular departments, each with three (3) budget line item categories (except Treatment, which only has two (2) categories because of contracting the operation with CH2M), which are:

- Personnel Services
- Materials and Services
- Capital Outlay

An overview of those three (3) categories by department is provided for your review, on the following pages:

## **ADMINISTRATION AND ENGINEERING**

### **Personnel Services**

Personnel services for the Administration and Engineering Department are proposed to decrease for the 2017-2018 Budget by \$33,700. This includes salary and other fringe benefits for the Administration and Engineering Department. A part-time student intern is again planned for this year. The proposed net decrease in personnel services is due to moving the Administrative Assistant to the Finance Department to more accurately reflect the position's duties as they have evolved over time. PERS' average rate for Tier 1/Tier 2 and OPSRP is 11.37% for the current 2016-2017 Budget and will increase to 14.53% in the 2017-2018 Budget.

### **Materials and Services**

The Materials and Services category for the 2017-2018 Budget has been increased by \$7,000. This increase is due mainly to additions in the equipment/software agreements and professional services/consulting both attributed to the network and server modernization.

A customer education program will be continued to help inform our customers about such items as the reduction of fats, oils and greases (FOG) and non-used drug disposal. This program will also be used to continue to educate our customers concerning the function and operation of our Natural Treatment System (NTS). The new RUSA website will also be funded from this category.

### **Capital Outlay**

This category is proposed to be increased for the 2017-2018 Budget by \$21,400.

Major purchases include:

- Four replacement computers
- Network and server modernization
- Staff vehicle
- Siding and window repair for the Administrative building.

## **TREATMENT**

This Department budget is the only one in the General Fund that does not have all the categories. It does not have a Personnel Services category because there are no Sanitary Authority employees within this department. All employees are contract employees that work for CH2M.

### **Materials and Services**

There are nine (9) line items within this category. They are permits, utilities–power (plant/lift stations), utilities–power (NTS), utilities–other (telemetry & cameras), engineering services, rental house expense, monitoring & testing–NTS, NTS site maintenance, and contract services–CH2M. Monitoring & testing–NTS will continue to provide a line item to cover cost of a monitoring, testing, evaluation, and reporting program at the NTS per the Department of State Lands and the Department of Environmental Quality (DEQ) requirements.

An amount of \$60,000 is budgeted for permits, including our National Pollutant Discharge Elimination System (NPDES) DEQ Permit. This amount has remained the same in the 2017-2018 Budget because of anticipated consulting fees for negotiating our new 5 year NPDES permit with DEQ.

Contract Services, in the amount of \$1,447,000, is for CH2M's operation of the treatment plant and lift stations. CH2M also provides the pre-treatment program for the Sanitary Authority. CH2M's contract services are proposed to be about the same as the prior year. CH2M has indicated that the proposed contract amount will be slightly less than the 2016-2017 Budget. The total Materials and Services category is up \$1,000.

### **Capital Outlay**

Proposed expenditures are \$25,000 for Capital Outlay in the General Fund. Included are miscellaneous and minor non-plant equipment replacement and new items.

Items to be replaced at the plant are budgeted in Capital Outlay of the Plant Equipment Replacement Fund #10.



## **COLLECTION**

### **Personnel Services**

Personnel Services for the Collection Department are up \$50,710 from last year. This includes salary and other fringe benefits for the collection department. A part-time seasonal employee is again planned for this year.

### **Materials and Services**

Materials and Services are up \$2,300 for the proposed 2017-2018 Budget.

### **Capital Outlay**

This category, Capital Outlay, has been increased by \$365,000 for the 2017-2018 Budget. Major expenditures for Collection equipment include:

- Replacement laptop computer
- Replacement Workstation
- Replacement CCTV Van

## **FINANCE**

### **Personnel Services**

Personnel services for the Finance Department are up \$109,250 for the 2017-2018 Budget. A majority of the increase is due to moving the Administrative Assistant to this Department. This category includes salary and other fringe benefits for the Finance Department. A part-time student intern is again planned for this year.

### **Materials and Services**

The Materials and Services category for the 2017-2018 Budget shows a slight increase of \$400.

### **Capital Outlay**

The Capital Outlay category for the Finance Department has decreased by \$10,000 for the 2017-2018 Budget.

## **OTHER FUNDS**

### **DIAMOND LAKE LID FUND #2**

This fund was originally for the purpose of accommodating construction of a new sewer system on East Diamond Lake Blvd.

It has been converted to a fund to account for the receipt of Local Improvement District (LID) assessment payments. The debt service related to this project was retired in the 2015-2016 Budget.

For the 2017-2018 Budget, we are proposing total resources of \$81,600.

We plan to transfer \$50,000 from Fund #2 to the Infrastructure Replacement Reserve Fund #4.

### **COLLECTION SYSTEM EXPANSION FUND #3**

This fund is for the deposit of Collection System Development Charges (SDC). These monies are restricted to expansion of capacity in the collection system. We anticipate a beginning fund balance of \$1,189,100, interest income of \$12,000 and approximately \$78,900 from SDC fees. In this fund, we are showing the grants and miscellaneous income attributed to the Back Nine Sanitary Sewer Extension Project. The total resources proposed are \$2,380,235.

The total expenditure budget is proposed at \$2,380,235 to be spent only on a project or projects specifically approved by the Board of Directors.

### **INFRASTRUCTURE REPLACEMENT RESERVE FUND #4**

We are continuing to place dollars in this reserve fund for our current repair and replacement program for our collection system as needs are noted in the Master Plan and/or identified during routine maintenance.

#### **INFRASTRUCTURE REPLACEMENT RESERVE FUND #4 (continued)**

All replacement projects are authorized and approved by the Board of Directors. This year we will continue working in the Fairhaven-Brown Neighborhood. We are proposing a transfer from the General Fund of \$300,000, a transfer from Fund #2 of \$50,000 and a transfer from Fund #7 of \$350,000.

Total resources for this fund for the 2017-2018 Budget are proposed to be \$1,020,855. This includes a beginning fund balance of \$61,300, interest income of \$4,000, sewer services fees of \$255,555 and the \$700,000 in transfers from the General Fund, Fund #2 and Fund #7.

The total expenditure budget is proposed at \$1,020,855.

#### **TREATMENT PLANT EXPANSION FUND #6**

Fund #6 is used to house Treatment Plant SDC Fees and to save for any necessary treatment plant expansion, including development of the Natural Treatment System at the farm.

We are anticipating a beginning fund balance of \$235,400, interest earned of \$3,000 and system development charges of \$41,520. This year we are proposing a transfer from Fund #7 of \$700,000. The total resources for this fund for 2017-2018 are proposed to be \$979,920. The total expenditure budget is proposed at \$979,920. This is being allocated to pay for the repayment of the debt service, expansion of the biosolids dewatering facility, and miscellaneous plant expansion projects.

#### **ASSET ACQUISITION AND REPLACEMENT FUND #7**

The purpose of this fund is to provide a place to build a reserve for future major asset acquisition and/or asset replacements which are projected. The intent is to transfer, in the future, from this fund to the appropriate fund where an asset is to be budgeted and acquired. We are anticipating a beginning fund balance of \$1,285,000, interest income of \$6,420, and sewer service fees of \$1,022,200. The total resources for this fund for the 2017-2018 Budget are proposed to be \$2,313,620. The total expenditures are proposed to be a \$350,000 transfer to Fund #4 and a \$700,000 transfer to Fund #6 for the 2017-2018 Budget. Unappropriated ending fund balance is proposed to be \$1,263,620.

## **PLANT EQUIPMENT REPLACEMENT FUND #10**

We are budgeting \$1,007,200 in 2017-2018 Budget for replacement of plant equipment. Total resources include beginning fund balance of \$1,000,000 and interest income of \$7,200. The total expenditure budget is proposed at \$1,007,200.

Items suggested by CH2M are:

- Repair of the Bio-filter pump #1
- Additional portable generator for the pump stations
- Ammonia probes to monitor the Anammox basins
- Replacement UTV for the NTS
- New rotary lobe pump for draining the secondary clarifiers
- Asphalt repair and sealing
- Additional Zeolite for the Anammox basin #3
- New level sensors for Wilbur I & II
- IR Camera
- Replacement ceiling tiles for the Operations building

## **ADMINISTRATION BUILDING FUND #11**

This Fund is a holdover from the development and construction of the existing Administration, Engineering and Collection Crew facility. At one point in time, Grandview Drive, west of the building, was a gravel street and in very poor condition. When the Authority developed the property for this facility, the City of Roseburg required us to participate in a Local Improvement District (LID), along with other abutting property owners, to improve the street according to City standards.

However, the City was unable to get enough votes from the local abutting property owners to form a LID, and therefore a chip seal was applied and the street was improved. We do not anticipate a resurgence of the LID process.

Therefore, this money is planned to be used for future administration building and facility improvements. This year we have budgeted \$20,000 for improvements and repairs.

# ROSEBURG URBAN SANITARY AUTHORITY

## GENERAL FUND

### FUND #1

HISTORICAL DATA		ADOPTED BUDGET	Budget Account Number	RESOURCE DESCRIPTION	PROPOSED BUDGET	APPROVED BUDGET	ADOPTED BUDGET
AUDITED 2014-2015	AUDITED 2015-2016						
				Beginning Fund Balance:			
2,920,543	2,960,817	1,500,000	4890	Net Working Capital (Modified Accrual Basis)	2,946,000		
12,726	16,651	17,000	4010	Interest Income	19,200		
4,239,594	4,200,919	4,202,000	4040	Sewer Service Fees (Net)	5,490,000		
14,896	15,990	13,000	4050	Miscellaneous Income	13,000		
2,090	1,775	1,400	4060	Permits	1,900		
5,139	7,428	6,000	4070	Miscellaneous Collection Services	4,200		
7,210	8,160	8,000	4080	Title Clearances	8,000		
16,340	15,515	15,700	4100	UB Renter Fees	15,700		
129,358	121,248	123,000	4110	Penalties	123,000		
1,050	975	700	4120	New Account Fees	700		
6,000	3,000	13,000	4300	Grants	13,000		
53,441	1,577	5,000	4880	Proceeds from Sale of Assets	130,000		
<u>7,408,387</u>	<u>7,354,055</u>	<u>5,904,800</u>		TOTAL RESOURCES	<u>8,764,700</u>	<u>0</u>	<u>0</u>

# ROSEBURG URBAN SANITARY AUTHORITY

Budget 2017-2018

## GENERAL FUND #1

### Resources

<b>Account Number</b>	<b>Account Name</b>	<b>Description of Resource or Requirements</b>
4010	Interest Income	Income earned on money invested in the Local Government Investment Pool or local banks.
4040	Sewer Service Fees	Money collected from users of the system for operation and maintenance costs, including administration and engineering, treatment, collection and finance. This amount is reported net of the vacancy credit granted to customers.
4050	Miscellaneous Income	Consists of fees from rebates, gray water disposal, and other miscellaneous cash receipts.
4060	Permits	Income from demo, relay and building sewer permits issued.
4070	Miscellaneous Collection Services	Consists of fees charged for tap cut, core drilling, flushing, TV work and any other miscellaneous services provided by the Collection Crew. (Includes equipment rental).
4080	Title Clearances	Fees charged to the Title Companies for title clearance requests.
4100	UB Renter Fees	Fee for mailing a copy of the sewer service bill to the renter of a billing customer.



# ROSEBURG URBAN SANITARY AUTHORITY

Budget 2017-2018

## GENERAL FUND #1

Resources (Continued)

<b>Account Number</b>	<b>Account Name</b>	<b>Description of Resource or Requirements</b>
4110	Penalties	Consists of late payment fees charged on the sewer service bills, penalties added to the property tax turnovers at fiscal year end, and other penalties, as appropriate.
4120	New Account Fees	One time charge for set-up of a new sewer service customer account.
4300	Grants	Includes both safety and internship grants from Special Districts Association of Oregon (SDAO).
4880	Proceeds From Sale of Assets	Income from disposal of surplus property.

# ROSEBURG URBAN SANITARY AUTHORITY

## GENERAL FUND

### FUND #1

#### EXPENDITURE SUMMARY BY ORGANIZATIONAL UNIT & OBJECT

HISTORICAL DATA		ADOPTED BUDGET 2016-2017	Budget Account Number	REQUIREMENT DESCRIPTION	PROPOSED BUDGET 2017-2018	APPROVED BUDGET 2017-2018	ADOPTED BUDGET 2017-2018
AUDITED 2014-2015	AUDITED 2015-2016						
672,712	721,963	755,100		<b>Personnel Services</b>			
593,240	607,655	690,600		ADMINISTRATION & ENGINEERING	721,400	0	0
217,096	230,815	238,600		COLLECTION	741,310	0	0
				FINANCE	347,850	0	0
1,483,048	1,560,433	1,684,300		Total Personnel Services	1,810,560	0	0
				<b>Materials &amp; Services</b>			
232,756	235,118	287,600		ADMINISTRATION & ENGINEERING	294,600	0	0
1,810,644	1,914,182	2,069,500		TREATMENT	2,070,500	0	0
97,276	95,917	141,700		COLLECTION	144,000	0	0
68,559	70,060	78,900		FINANCE	79,300	0	0
2,209,235	2,315,277	2,577,700		Total Materials & Services	2,588,400	0	0
				<b>Capital Outlay</b>			
67,490	21,970	113,100		ADMINISTRATION & ENGINEERING	134,500	0	0
8,849	8,137	25,000		TREATMENT	25,000	0	0
377,078	90,310	259,000		COLLECTION	624,000	0	0
1,870	10,169	22,500		FINANCE	12,500	0	0
455,287	130,586	419,600		Total Capital Outlay	796,000	0	0
				<b>Transfers to Other Funds &amp; Contingency</b>			
300,000	300,000	300,000	8010	Transfer to Infrastructure Replacement Reserve Fund #4	300,000		
0	0	0	8010	Transfer to Plant Equipment Replacement Fund #10	0		
0	0	150,000	7890	General Operating Contingency	550,000		
300,000	300,000	450,000		Total Transfers & Contingency	850,000	0	0
4,447,570	4,306,296	5,131,600		<b>TOTAL EXPENDITURES</b>	6,044,960	0	0
2,960,817	3,047,759	773,200	8920	<b>UNAPPROPRIATED ENDING FUND BALANCE</b>	2,719,740	0	0
7,408,387	7,354,055	5,904,800		<b>TOTAL REQUIREMENTS</b>	8,764,700	0	0

# ROSEBURG URBAN SANITARY AUTHORITY

Budget 2017-2018

## GENERAL FUND #1

Requirements

<b>Account Number</b>	<b>Account Name</b>	<b>Description of Resource or Requirements</b>
		<i>Expenditures from the General Fund are budgeted by the various departments. Expenditure details may be found under the specific department budget.</i>
7890	General Operating Contingency	Money budgeted to be available to use for unforeseen expenses and emergencies. Appropriation of this money requires a Resolution passed by the Board of Directors.
8920	Unappropriated Ending Fund Balance	A conservative estimate of the amount of working capital to be carried over to the next fiscal year. Absolutely no expenditures may be made from this line item except in an emergency situation created by civil disturbance or natural disaster.

# ROSEBURG URBAN SANITARY AUTHORITY

## GENERAL FUND

FUND #1

ADMINISTRATION & ENGINEERING - (DEPT. 5)

HISTORICAL DATA		ADOPTED BUDGET 2016-2017	Budget Account Number		PERSONNEL SERVICES	PROPOSED BUDGET 2017-2018	APPROVED BUDGET 2017-2018	ADOPTED BUDGET 2017-2018
AUDITED 2014-2015	AUDITED 2015-2016							
458,622	468,752	486,600	6110	Salaries		451,000		
1,217	1,057	5,000	6120	Overtime		5,000		
0	7,282	8,000	6140	Part Time		8,000		
123,518	131,466	137,000	6210	Health Insurance		130,900		
1,378	1,218	1,200	6220	Life Insurance		900		
1,700	1,107	1,400	6230	Workers' Compensation		1,200		
35,225	36,555	37,800	6240	Social Security		36,000		
3,278	2,790	2,800	6250	Unemployment Insurance		2,400		
47,774	71,736	75,300	6260	State Retirement (PERS)		86,000		
672,712	721,963	755,100		SUBTOTALS		721,400	0	0
6.00	6.25	6.25		Total Full-Time Equivalent (FTE)		5.25		

# ROSEBURG URBAN SANITARY AUTHORITY

Budget 2017-2018

## GENERAL FUND #1

Administration and Engineering

Personnel Services

<b>Account Number</b>	<b>Account Name</b>	<b>Description of Resource or Requirements</b>
	Salaries, Benefits & Payroll Obligations	Salary, benefits and other payroll obligations for the General Manager, the Engineering & Operations Manager, the Information Systems Supervisor, the Engineering Technician II/Inspector and the Engineering Technician III/Inspector.
6140	Part-Time Wages	Wages for a student intern to assist the Engineering Department.

# ROSEBURG URBAN SANITARY AUTHORITY

## GENERAL FUND

FUND #1

ADMINISTRATION & ENGINEERING - (DEPT. 5)

HISTORICAL DATA		ADOPTED	Budget		PROPOSED	APPROVED	ADOPTED
AUDITED	AUDITED	BUDGET	Account		BUDGET	BUDGET	BUDGET
2014-2015	2015-2016	2016-2017	Number	<u>MATERIALS &amp; SERVICES</u>	2017-2018	2017-2018	2017-2018
3,179	-7	500	6280	Sewer Bill Refunds	500		
11,112	12,858	15,000	6310	Office Supplies	15,000		
0	0	3,000	6330	Printing & Binding	3,000		
27,017	26,805	32,000	6350	Equipment/Software Agreements	38,000		
100	265	800	6380	Personal Equipment	800		
0	0	4,800	6400	Automobile Allowance	4,800		
4,895	7,969	10,000	6410	Dues & Memberships	11,000		
15,000	17,800	20,000	6420	Audit	20,000		
18,763	22,290	20,000	6430	Travel & Training	20,000		
91,358	94,047	99,000	6460	Insurance - Property & Liability	91,500		
11,117	11,518	13,000	6470	Utilities - Power	13,000		
16,090	16,190	19,000	6480	Utilities - Other	20,000		
12,128	1,320	10,000	6490	Legal	10,000		
2,293	2,615	10,000	6500	Professional Services/Consulting	16,000		
14,128	12,167	15,000	6570	Building & Grounds Maintenance	15,500		
3,299	5,334	5,500	6790	Field Tech Materials & Supplies	5,500		
2,277	3,947	10,000	6800	Customer/Public Education	10,000		
232,756	235,118	287,600		SUBTOTALS	294,600	0	0

# ROSEBURG URBAN SANITARY AUTHORITY

Budget 2017-2018

## GENERAL FUND #1

Administration and Engineering

Materials and Services

<b>Account Number</b>	<b>Account Name</b>	<b>Description of Resource or Requirements</b>
6310	Office Supplies	Supplies and miscellaneous items for operating the office, for the Administration and Engineering staff.
6350	Equipment/ Software Agreements	Equipment maintenance and software agreements for the office, including the Engineering Department. It includes agreements for Lucity, GPS, Autocad, Samsung copy machine, wide format printer, Wincan (TV), ESRI, antivirus and MS Office 365.
6380	Personal Equipment	Rain gear and work boots for Engineering personnel for inspections, locates and I & I work.
6400	Automobile Allowance	Automobile allowance for the General Manager.
6410	Dues & Memberships	Memberships in Pacific Northwest Clean Water Association (PNCWA), American Public Works Association (APWA), Association of Clean Water Agencies (ACWA), Chamber of Commerce, Rotary, Special Districts Association of Oregon (SDAO), Oregon Government Finance Officers Association (OGFOA), and other organizations, as appropriate.
6420	Audit	Estimated cost of the Sanitary Authority's annual audit.

# ROSEBURG URBAN SANITARY AUTHORITY

Budget 2017-2018

## GENERAL FUND #1

Administration and Engineering

Materials and Services (Continued)

<b>Account Number</b>	<b>Account Name</b>	<b>Description of Resource or Requirements</b>
6430	Travel & Training	Expenses for professional conferences and seminars, training and educational materials for the General Manager and Engineering personnel. All costs associated with Board training including the SDAO conference and various workshops are paid from this line item.
6460	Insurance	Liability and property insurance for the Sanitary Authority.
6470	Utilities-Power	Electricity and natural gas for heating and air conditioning at the administration office building.
6480	Utilities-Other	Cost of telephones, garbage, water and other utility services for the administrative office building.
6490	Legal	Attorney's fees, plus the cost of legal notices and publications required for the budget, purchasing, etc. in accordance with Oregon law.
6500	Professional Services/ Consulting	This line item will be used as necessary for assistance in preparing new rate structure, new job descriptions, new performance evaluation process, rewriting our contract review policies and procedures, and facilitating employee training for the Quality Team, Safety and Health Achievement Recognition Program (SHARP), OSHA Voluntary Protection Programs (VPP), in-house training needs and outside computer consulting and support, as needed.



# ROSEBURG URBAN SANITARY AUTHORITY

Budget 2017-2018

## GENERAL FUND #1

Administration and Engineering

Materials and Services (Continued)

<b>Account Number</b>	<b>Account Name</b>	<b>Description of Resource or Requirements</b>
6570	Building & Grounds Maintenance	Cost of janitorial services, security system, grounds maintenance and heating, pest control and air conditioning maintenance. In addition, non-routine maintenance (as needed) such as bark mulch, restriping of the parking lot, interior painting and pavement sealing.
6790	Field Tech Materials and Supplies	Supplies and miscellaneous items for operating in the field for the Engineering Department.
6800	Customer/ Public Education	Used to fund programs for informing our customers concerning issues such as fats, oils and greases (FOG) reduction, non-used drug disposal, and function and operation of our Natural Treatment System (NTS). Website costs are also included.

# ROSEBURG URBAN SANITARY AUTHORITY

## GENERAL FUND

FUND #1

ADMINISTRATION & ENGINEERING - (DEPT. 5)

HISTORICAL DATA		ADOPTED	Budget		PROPOSED	APPROVED	ADOPTED
AUDITED	AUDITED	BUDGET	Account		BUDGET	BUDGET	BUDGET
2014-2015	2015-2016	2016-2017	Number	<u>CAPITAL OUTLAY</u>	2017-2018	2017-2018	2017-2018
23,868	8,889	40,100	7080	Miscellaneous Office Equipment	62,000		
536	11,434	8,000	7280	Field Tech Equipment	12,000		
31,903	0	35,000	7360	Pick-up Truck/Vehicle	30,500		
11,183	1,647	30,000	7570	Improvements to Buildings & Grounds	30,000		
<u>67,490</u>	<u>21,970</u>	<u>113,100</u>		SUBTOTALS	<u>134,500</u>	<u>0</u>	<u>0</u>
<u>972,958</u>	<u>979,051</u>	<u>1,155,800</u>		TOTAL EXPENDITURES - ADMINISTRATION & ENGINEERING	<u>1,150,500</u>	<u>0</u>	<u>0</u>

# ROSEBURG URBAN SANITARY AUTHORITY

Budget 2017-2018

## GENERAL FUND #1

Administration and Engineering

Capital Outlay

<b>Account Number</b>	<b>Account Name</b>	<b>Description of Resource or Requirements</b>
7080	Miscellaneous Office Equipment	Miscellaneous office equipment for the General Manager and the Engineering Department. Specific requests for the upcoming fiscal year include four replacement workstations and the network and server modernization.
7280	Field Tech Equipment	Miscellaneous testing equipment for sewer lines, drafting tools, and equipment used in the field.
7360	Pick-Up Truck/Vehicle	Staff vehicle for General Manager and staff use.
7570	Improvements to Building & Grounds	This line item includes major miscellaneous maintenance and repairs. Specific requests for the upcoming fiscal year include siding and window repairs at the administration office building.

# ROSEBURG URBAN SANITARY AUTHORITY

## GENERAL FUND

FUND #1

TREATMENT - (DEPT. 6)

HISTORICAL DATA		ADOPTED	Budget		PROPOSED	APPROVED	ADOPTED
AUDITED	AUDITED	BUDGET	Account		BUDGET	BUDGET	BUDGET
2014-2015	2015-2016	2016-2017	Number	<u>MATERIALS AND SERVICES</u>	2017-2018	2017-2018	2017-2018
22,019	23,168	60,000	6370	Permits	60,000		
276,002	281,325	296,000	6470	Utilities - Power (Plant/Lift Stations)	296,000		
78,519	84,821	100,000	6475	Utilities - Power (NTS)	100,000		
6,257	10,226	10,000	6480	Utilities - Other (Telemetry & Cameras)	11,000		
0	0	13,500	6540	Engineering Services	13,500		
0	0	10,000	6550	Rental Houses Expense	10,000		
51,101	64,823	70,000	6560	Monitoring & Testing - NTS	70,000		
7,364	14,585	63,000	6570	NTS Site Maintenance	63,000		
1,369,382	1,435,234	1,447,000	6770	Contract Services - CH2M	1,447,000		
1,810,644	1,914,182	2,069,500		SUBTOTALS	2,070,500	0	0

# ROSEBURG URBAN SANITARY AUTHORITY

Budget 2017-2018

## GENERAL FUND #1

Treatment

Materials and Services

<b>Account Number</b>	<b>Account Name</b>	<b>Description of Resource or Requirements</b>
6370	Permits	This line item includes Oregon DEQ NPDES discharge permit, City of Roseburg and storm drain permits, boiler permits at the treatment plant, and the fuel pump station. Money is also included to cover negotiations with DEQ to renew our NPDES discharge permit.
6470	Utilities - Power (Plant/ Lift Stations)	Electricity for operating the plant and lift stations. The Sanitary Authority pays these costs directly instead of them being covered in the Contract Services-CH2M line item.
6475	Utilities - Power (NTS)	Electricity for operating the NTS. The Sanitary Authority pays these costs directly.
6480	Utilities - Other (Telemetry & Cameras)	Includes remote telemetry unit annual service cost for our seven (7) lift stations.
6540	Engineering Services	Includes design costs associated with the wastewater treatment plant and lift stations.

# ROSEBURG URBAN SANITARY AUTHORITY

Budget 2017-2018

## GENERAL FUND #1

Treatment

Materials and Services (Continued)

<b>Account Number</b>	<b>Account Name</b>	<b>Description of Resource or Requirements</b>
6550	Rental House Expenses	Costs associated with the rental house on Long Meadows Lane.
6560	Monitoring and Testing - NTS	Cost to do monitoring, testing, evaluation, and reporting of the operation of the NTS.
6570	NTS Site Maintenance	Covers site maintenance at the NTS.
6770	Contract Services	Cost to have CH2M operate the wastewater treatment plant, NTS, Pretreatment program, and lift stations under contract with the Sanitary Authority.

# ROSEBURG URBAN SANITARY AUTHORITY

## GENERAL FUND

FUND #1

TREATMENT - (DEPT. 6)

HISTORICAL DATA		ADOPTED BUDGET 2016-2017	Budget Account Number		CAPITAL OUTLAY	PROPOSED BUDGET 2017-2018	APPROVED BUDGET 2017-2018	ADOPTED BUDGET 2017-2018
AUDITED 2014-2015	AUDITED 2015-2016							
7,426	6,955	20,000	7080	Miscellaneous Capital Equipment	20,000			
1,423	1,182	5,000	7700	RUSA Improvements & Equipment	5,000			
<u>8,849</u>	<u>8,137</u>	<u>25,000</u>		SUBTOTALS	<u>25,000</u>	<u>0</u>	<u>0</u>	
<u>1,819,493</u>	<u>1,922,319</u>	<u>2,094,500</u>		TOTAL EXPENDITURES - TREATMENT DEPARTMENT	<u>2,095,500</u>	<u>0</u>	<u>0</u>	

# ROSEBURG URBAN SANITARY AUTHORITY

Budget 2017-2018

## GENERAL FUND #1

Treatment

Capital Outlay

<b>Account Number</b>	<b>Account Name</b>	<b>Description of Resource or Requirements</b>
7080	Miscellaneous Capital Equipment	Miscellaneous capital improvements to the plant and lift stations, and other improvements, as necessary. Each individual item will be personally approved by the General Manager before the expense is incurred.
7700	RUSA Improvements and Equipment	For minor improvements and equipment at the NTS and lift stations.



# ROSEBURG URBAN SANITARY AUTHORITY

## GENERAL FUND

FUND #1

COLLECTION - (DEPT. 7)

HISTORICAL DATA		ADOPTED BUDGET 2016-2017	Budget Account Number		PERSONNEL SERVICES	PROPOSED BUDGET 2017-2018	APPROVED BUDGET 2017-2018	ADOPTED BUDGET 2017-2018
AUDITED 2014-2015	AUDITED 2015-2016							
366,826	366,529	398,200	6110	Salaries	424,000			
13,470	15,090	20,000	6120	Overtime	20,000			
495	4,285	7,000	6140	Part-Time	7,000			
135,419	135,972	166,500	6210	Health Insurance	171,400			
1,565	1,060	1,000	6220	Life Insurance	1,100			
10,284	8,060	10,100	6230	Workers' Compensation	10,000			
29,176	29,560	32,600	6240	Social Security	35,000			
3,845	3,224	3,200	6250	Unemployment Insurance	3,310			
32,160	43,875	52,000	6260	State Retirement (PERS)	69,500			
593,240	607,655	690,600		SUBTOTALS	741,310	0	0	
7.00	7.25	7.25		Total Full-Time Equivalent (FTE)	7.25			

# ROSEBURG URBAN SANITARY AUTHORITY

Budget 2017-2018

## GENERAL FUND #1

Collection

Personnel Services

<b>Account Number</b>	<b>Account Name</b>	<b>Description of Resource or Requirements</b>
	Salaries, Benefits & Payroll Obligations	Salaries, benefits and other payroll obligations for the Collection System Superintendent and the Collection Crew.
6140	Part-Time Wages	Wages for a seasonal employee to work with the Collection Crew during the summer.

# ROSEBURG URBAN SANITARY AUTHORITY

## GENERAL FUND

FUND #1

COLLECTION - (DEPT. 7)

HISTORICAL DATA		ADOPTED	Budget		PROPOSED	APPROVED	ADOPTED
AUDITED	AUDITED	BUDGET	Account		BUDGET	BUDGET	BUDGET
2014-2015	2015-2016	2016-2017	Number	<u>MATERIALS AND SERVICES</u>	2017-2018	2017-2018	2017-2018
3,483	11,260	8,000	6340	Miscellaneous Equipment Rental	8,000		
18,006	16,464	23,000	6350	Equipment Maintenance	23,000		
31,684	24,711	40,000	6360	Vehicle Maintenance	40,000		
164	60	500	6370	Permits	500		
1,181	1,093	3,000	6380	Personal Equipment	3,000		
814	1,923	1,200	6410	Dues, Subscriptions, & Memberships	1,500		
7,104	7,327	9,000	6430	Travel & Training	10,500		
2,422	2,693	6,500	6480	Utilities - Other	6,500		
4,370	5,532	15,500	6540	Engineering Services/Administration	15,500		
3,851	4,071	5,000	6730	Safety Materials & Services	5,500		
24,197	20,783	30,000	6790	Materials & Supplies	30,000		
97,276	95,917	141,700		SUBTOTALS	144,000	0	0

# ROSEBURG URBAN SANITARY AUTHORITY

Budget 2017-2018

## GENERAL FUND #1

Collection

Materials and Services

<b>Account Number</b>	<b>Account Name</b>	<b>Description of Resource or Requirements</b>
6340	Equipment Rental	Cost of miscellaneous rental equipment for sewer line repairs and maintenance. This line item also includes uniform rental for the Collection Department.
6350	Equipment Maintenance	Maintenance and repair of collection equipment.
6360	Vehicle Maintenance	Operation and maintenance costs of all vehicles owned by the Sanitary Authority. It includes tires, fuel, oil, parts and repairs, etc.
6370	Permits	Street cut permits, sidewalk permits, and other permits, as required.
6380	Personal Equipment	Replacement, as necessary, on a fair wear and tear basis, of rain gear, gloves, and safety shoes for the field crew.
6410	Dues, Subscriptions & Memberships	Membership fees for professional organizations such as Umpqua Basin Operators Section (UBOS) and Douglas County Utilities Coordinating Council (DCUCC) for the Collection Department personnel.

# ROSEBURG URBAN SANITARY AUTHORITY

Budget 2017-2018

## GENERAL FUND #1

Collection

Materials and Services (Continued)

<b>Account Number</b>	<b>Account Name</b>	<b>Description of Resource or Requirements</b>
6430	Travel & Training	Training and educational materials including professional conferences, short schools and related traveling expenses for the Collection Department. Other expenses include out of area costs for other business purposes.
6480	Utilities-Other	Cost of the answering service, cell phones, pagers, bulk water, DC landfill, and etc. for the Collection Department. Included here is the cost of locates to the Sanitary Authority from the Oregon Utilities Coordinating Council.
6540	Engineering Services/ Administration	Engineering services not directly related to the NTS project or projects specified in other funds.
6730	Safety Materials & Services	Safety related materials, examinations, and training services. This includes commercial driver license (CDL) testing, drug screening, first aid, hepatitis vaccinations, and other necessary safety materials and services.
6790	Materials & Supplies	Items such as manhole rings, risers, covers, pipe, rock, smoke bombs, test plugs, paint and miscellaneous parts and supplies used by the Collection Department.

# ROSEBURG URBAN SANITARY AUTHORITY

## GENERAL FUND

FUND #1

COLLECTION - (DEPT. 7)

<u>HISTORICAL DATA</u>		<u>ADOPTED</u>	<u>Budget</u>				<u>PROPOSED</u>	<u>APPROVED</u>	<u>ADOPTED</u>
<u>AUDITED</u>	<u>AUDITED</u>	<u>BUDGET</u>	<u>Account</u>				<u>BUDGET</u>	<u>BUDGET</u>	<u>BUDGET</u>
<u>2014-2015</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>Number</u>	<u>CAPITAL OUTLAY</u>			<u>2017-2018</u>	<u>2017-2018</u>	<u>2017-2018</u>
6,018	6,944	8,000	7030	Safety Equipment		8,000			
19,772	31,015	10,000	7080	Miscellaneous Capital Equipment		15,000			
37,744	31,519	120,000	7140	I & I Sewer Separation		120,000			
31,500	20,832	100,000	7250	Capital Projects & Misc. Repairs		100,000			
279,877	0	0	7260	Combination Truck		0			
0	0	0	7290	CCTV Van		375,000			
2,167	0	21,000	7530	Asset Management System Upgrade		6,000			
<u>377,078</u>	<u>90,310</u>	<u>259,000</u>	SUBTOTALS			<u>624,000</u>	<u>0</u>	<u>0</u>	
<u><u>1,067,594</u></u>	<u><u>793,882</u></u>	<u><u>1,091,300</u></u>	TOTAL EXPENDITURES - COLLECTIONS DEPARTMENT			<u><u>1,509,310</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	

# ROSEBURG URBAN SANITARY AUTHORITY

Budget 2017-2018

## GENERAL FUND #1

Collection

Capital Outlay

<b>Account Number</b>	<b>Account Name</b>	<b>Description of Resource or Requirements</b>
7030	Safety Equipment	Miscellaneous equipment needed for employee safety and Occupational Safety and Health Administration (OSHA) compliance.
7080	Miscellaneous Capital Equipment	Proposed purchases include a B6 Camera system, Locator & Accessories, replacement laptop and a replacement workstation.
7140	I & I Sewer Separation	Construction projects to correct problems with excessive inflow and infiltration into the sanitary sewer system.
7250	Capital Projects & Miscellaneous Repairs	Miscellaneous projects includes raising and patching of manholes and other construction projects and repairs identified, as necessary.
7290	CCTV Van	Replacement CCTV Van
7530	Asset Management Upgrade	Proposed asset management modifications to include Lucity licensing and Adobe.

# ROSEBURG URBAN SANITARY AUTHORITY

## GENERAL FUND

FUND #1

FINANCE - (DEPT. 8)

HISTORICAL DATA		ADOPTED BUDGET 2016-2017	Budget Account Number		PROPOSED BUDGET 2017-2018	APPROVED BUDGET 2017-2018	ADOPTED BUDGET 2017-2018
AUDITED 2014-2015	AUDITED 2015-2016						
<u>PERSONNEL SERVICES</u>							
138,223	145,302	149,700	6110	Salaries	213,000		
0	0	0	6120	Overtime	1,000		
6,513	8,822	9,000	6140	Part-Time	9,000		
48,582	51,707	54,000	6210	Health Insurance	78,500		
127	138	200	6220	Life Insurance	500		
273	212	300	6230	Workers' Compensation	350		
11,077	11,796	12,200	6240	Social Security	17,000		
1,216	1,070	1,000	6250	State Unemployment	1,500		
11,085	11,768	12,200	6260	State Retirement (PERS)	27,000		
217,096	230,815	238,600	SUBTOTALS		347,850	0	0
2.25	2.25	2.25	Total Full-Time Equivalent (FTE)		3.25		



# ROSEBURG URBAN SANITARY AUTHORITY

Budget 2017-2018

## GENERAL FUND #1

Finance

Personnel Services

<b>Account Number</b>	<b>Account Name</b>	<b>Description of Resource or Requirements</b>
	Salaries, Benefits & Payroll Obligations	Salaries, benefits and other payroll obligations for the Finance Director, Accounting Clerk and Administrative Assistant.
6140	Part-Time Wages	Wages for a student intern to assist the Finance Department.

# ROSEBURG URBAN SANITARY AUTHORITY

## GENERAL FUND

FUND #1

FINANCE - (DEPT. 8)

HISTORICAL DATA		ADOPTED BUDGET 2016-2017	Budget Account Number		PROPOSED BUDGET 2017-2018	APPROVED BUDGET 2017-2018	ADOPTED BUDGET 2017-2018
AUDITED 2014-2015	AUDITED 2015-2016						
<b><u>MATERIALS &amp; SERVICES</u></b>							
6,321	6,931	8,000	6310	Office Supplies	8,000		
33,825	34,218	35,000	6320	Postage	35,000		
526	526	1,000	6350	Equipment Maintenance	1,000		
7,656	5,688	9,500	6400	Bank Fees	8,400		
675	635	900	6410	Dues, Subscriptions, & Memberships	900		
2,539	3,159	4,000	6430	Travel & Training	5,000		
17,017	18,903	20,500	6530	Computer Maintenance	21,000		
68,559	70,060	78,900	SUBTOTALS		79,300	0	0

# ROSEBURG URBAN SANITARY AUTHORITY

Budget 2017-2018

## GENERAL FUND #1

Finance

Materials and Services

<b>Account Number</b>	<b>Account Name</b>	<b>Description of Resource or Requirements</b>
6310	Office Supplies	Billing cards, checks, computer paper, and items relating to utility billing, financial reporting and payroll.
6320	Postage	Cost of postage for utility billing cards and various other mailings of the Sanitary Authority.
6350	Equipment Maintenance	Updating and maintenance of the computer network, work stations and Finance Department equipment.
6400	Bank Fees	Costs the bank charges for administering our accounts.
6410	Dues, Subscriptions & Memberships	Membership in the Oregon Government Finance Officers Association (OGFOA), the Springbrook Software User Group and other organizations, as appropriate.
6430	Travel & Training	Expenses for professional seminars, conferences, training and related travel for the Finance Director, Accounting Clerk and Administrative Assistant.
6530	Computer Maintenance	Annual maintenance agreement for the financial accounting software, check scanner and electronic filing program.

# ROSEBURG URBAN SANITARY AUTHORITY

## GENERAL FUND

FUND #1

FINANCE - (DEPT. 8)

HISTORICAL DATA			ADOPTED	Budget		PROPOSED	APPROVED	ADOPTED
AUDITED	AUDITED		BUDGET	Account		BUDGET	BUDGET	BUDGET
2014-2015	2015-2016		2016-2017	Number	<u>CAPITAL OUTLAY</u>	2017-2018	2017-2018	2017-2018
1,330	1,330		1,500	7070	Computer Programs	1,500		
540	5,239		17,000	7080	Office Equipment	7,000		
0	3,600		4,000	7390	Computer System Upgrade	4,000		
1,870	10,169		22,500		SUBTOTALS	12,500	0	0
287,525	311,044		340,000		TOTAL EXPENDITURES - FINANCE DEPARTMENT	439,650	0	0

# ROSEBURG URBAN SANITARY AUTHORITY

Budget 2017-2018

## GENERAL FUND #1

Finance

Capital Outlay

<b>Account Number</b>	<b>Account Name</b>	<b>Description of Resource or Requirements</b>
7070	Computer Programs	Computer software, as needed, to facilitate the use of our financial accounting and utility billing systems, and to produce desired reports and other financial data.
7080	Office Equipment	Items include office equipment upgrades and replacements. Included this year is two workstations and an electric mail opener.
7390	Computer System Upgrade	Upgrade of the Springbrook software.

# ROSEBURG URBAN SANITARY AUTHORITY

SPECIAL FUND  
RESOURCES AND REQUIREMENTS

## DIAMOND LAKE LID FUND #2

HISTORICAL DATA		ADOPTED BUDGET	Budget Account Number		PROPOSED BUDGET	APPROVED BUDGET	ADOPTED BUDGET
AUDITED 2014-2015	AUDITED 2015-2016				2016-2017	2017-2018	2017-2018
<b><u>RESOURCES</u></b>							
115,353	128,181	76,000	4890	Beginning Fund Balance: Working Capital (Modified Accrual Basis)	59,000		
7,200	5,489	6,760	4010	Interest Income	3,600		
29,018	23,970	16,800	4520	LID Assessments	19,000		
<b>151,571</b>	<b>157,640</b>	<b>99,560</b>		<b>TOTAL RESOURCES</b>	<b>81,600</b>	<b>0</b>	<b>0</b>
<b><u>REQUIREMENTS</u></b>							
<b><u>Debt Service</u></b>							
3,569	1,767	0	6580	Interest Expense	0	0	0
19,821	75,371	0	7990	Principal Payment of DEQ Loan	0	0	0
23,390	77,138	0		Total Debt Service	0	0	0
<b><u>Transfers to Other Funds</u></b>							
0	0	50,000	8010	Transfer to Infrastructure Replacement Reserve Fund #4	50,000		
0	0	50,000		Total Transfers to Other Funds	50,000	0	0
23,390	77,138	50,000		SUBTOTALS	50,000	0	0
128,181	80,502	49,560	8920	<b>UNAPPROPRIATED ENDING FUND BALANCE</b>	31,600	0	0
<b>151,571</b>	<b>157,640</b>	<b>99,560</b>		<b>TOTAL REQUIREMENTS</b>	<b>81,600</b>	<b>0</b>	<b>0</b>

# ROSEBURG URBAN SANITARY AUTHORITY

Budget 2017-2018

## DIAMOND LAKE LID FUND #2

<b>Account Number</b>	<b>Account Name</b>	<b>Description of Resource or Requirements</b>
<b>Resources</b>		
4010	Interest Income	Income earned on money invested in the Local Government Investment Pool or local banks and the interest portion of the quarterly assessment billings.
4520	LID Assessments	Estimates of Local Improvement District (LID) assessment principal payments due from property owners to be received during the fiscal year.  Total LID assessment balances due from property owners at the beginning of the 2017-2018 budget year is expected to be approximately \$64,200.
<b>Requirements</b>		
7990	Principal Repayment of DEQ Loan	Retired the entire remaining debt in the 2015-2016 Budget.
8100	Transfer to Fund #4	This transfer of \$50,000 to the Infrastructure Replacement Reserve Fund will help fund the Fairhaven-Brown Neighborhood Rehab Projects.

# ROSEBURG URBAN SANITARY AUTHORITY

*RESERVE FUND  
RESOURCES AND REQUIREMENTS*

## COLLECTION SYSTEM EXPANSION FUND FUND #3

<u>HISTORICAL DATA</u>		<u>ADOPTED</u>	<u>Budget</u>				<u>PROPOSED</u>	<u>APPROVED</u>	<u>ADOPTED</u>
<u>AUDITED</u>	<u>AUDITED</u>	<u>BUDGET</u>	<u>Account</u>				<u>BUDGET</u>	<u>BUDGET</u>	<u>BUDGET</u>
<u>2014-2015</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>Number</u>	<u>RESOURCES</u>			<u>2017-2018</u>	<u>2017-2018</u>	<u>2017-2018</u>
924,505	1,012,639	1,090,400	4890	Beginning Fund Balance:					
				Working Capital (Modified Accrual Basis)			1,189,100		
13,955	14,384	14,700	4010	Interest Income			12,000		
74,179	71,128	63,000	4030	System Development Charge			78,900		
0	0	0	4050	Miscellaneous Income			512,000		
0	0	70,588	4300	Grants			588,235		
<hr/>							<hr/>		
<u>1,012,639</u>	<u>1,098,151</u>	<u>1,238,688</u>		TOTAL RESOURCES			<u>2,380,235</u>	<u>0</u>	<u>0</u>
 				<u>REQUIREMENTS</u>					
0	0	1,238,688	7250	<u>Capital Outlay</u>					
				Construction Projects			2,380,235		
<hr/>							<hr/>		
0	0	1,238,688		Total Capital Outlay			2,380,235	0	0
<hr/>							<hr/>		
0	0	1,238,688		SUBTOTALS			2,380,235	0	0
1,012,639	1,098,151	0	8920	<b>UNAPPROPRIATED ENDING FUND BALANCE</b>			0	0	0
<hr/>							<hr/>		
<u>1,012,639</u>	<u>1,098,151</u>	<u>1,238,688</u>		TOTAL REQUIREMENTS			<u>2,380,235</u>	<u>0</u>	<u>0</u>



# ROSEBURG URBAN SANITARY AUTHORITY

Budget 2017-2018

## COLLECTION SYSTEM EXPANSION FUND #3

<b>Account Number</b>	<b>Account Name</b>	<b>Description of Resource or Requirements</b>
<b>Resources</b>		
4010	Interest Income	Income earned on money invested in the Local Government Investment Pool or local banks.
4030	System Development Charges	The estimated system development charges levied on new construction for the expansion of the Sanitary Authority's Collection System.
4050	Miscellaneous Income	The Developers contribution to the Back Nine Sanitary Sewer Extension Project.
4300	Grants	Grants from Infrastructure Finance Authority (IFA) and Douglas County for the Back Nine Sanitary Sewer Extension Project.
<b>Requirements</b>		
7250	Construction Projects	Projects approved by the Board of Directors in the 2017-2018 Budget.

# ROSEBURG URBAN SANITARY AUTHORITY

SPECIAL FUND  
RESOURCES AND REQUIREMENTS

## INFRASTRUCTURE REPLACEMENT RESERVE FUND FUND #4

HISTORICAL DATA		ADOPTED BUDGET 2016-2017	Budget Account Number		PROPOSED BUDGET 2017-2018	APPROVED BUDGET 2017-2018	ADOPTED BUDGET 2017-2018
AUDITED 2014-2015	AUDITED 2015-2016						
<b><u>RESOURCES</u></b>							
1,053,301	671,893	250,000	4890	Beginning Fund Balance: Working Capital (Modified Accrual Basis)	61,300		
3,905	2,254	1,900	4010	Interest Income	4,000		
252,909	253,883	253,800	4040	Sewer Service Fees	255,555		
300,000	300,000	300,000	4210	Transfer from General Fund #1	300,000		
0	0	50,000	4220	Transfer from Diamond Lake LID Reserve Fund #2	50,000		
0	0	450,000	4280	Transfer from Asset Acquisition and Replacement Fund #7	350,000		
<b><u>1,610,115</u></b>	<b><u>1,228,030</u></b>	<b><u>1,305,700</u></b>		<b>TOTAL RESOURCES</b>	<b><u>1,020,855</u></b>	<b><u>0</u></b>	<b><u>0</u></b>
<b><u>REQUIREMENTS</u></b>							
938,222	992,043	1,305,700	7250	<b>Capital Outlay</b> Construction Projects	1,020,855		
938,222	992,043	1,305,700		Total Capital Outlay	1,020,855	0	0
938,222	992,043	1,305,700		SUBTOTALS	1,020,855	0	0
671,893	235,987	0	8920	<b>UNAPPROPRIATED ENDING FUND BALANCE</b>	0	0	0
<b><u>1,610,115</u></b>	<b><u>1,228,030</u></b>	<b><u>1,305,700</u></b>		<b>TOTAL REQUIREMENTS</b>	<b><u>1,020,855</u></b>	<b><u>0</u></b>	<b><u>0</u></b>

# ROSEBURG URBAN SANITARY AUTHORITY

Budget 2017-2018

## INFRASTRUCTURE REPLACEMENT RESERVE FUND #4

<b>Account Number</b>	<b>Account Name</b>	<b>Description of Resource or Requirements</b>
<b>Resources</b>		
4010	Interest Income	Income earned on money invested in the Local Government Investment Pool and local banks.
4040	Sewer Service Fees	Fee (\$1.25/EDU/month) implemented in the 2008-2009 Budget to all users as part as part of their monthly sewer bill. This became effective with the expiration of the the rehab fee. This amount is reported net of vacancy credits granted to customers.
4210	Transfer from General Fund	Transfer of \$300,000 from the General Fund.
4220	Transfer from Fund #2	Transfer of \$50,000 from the Diamond Lake LID Fund.
4280	Transfer from Fund #7	Transfer of \$350,000 from the Asset Acquisition and Replacement Fund.
<b>Requirements</b>		
7250	Construction Projects	Major infrastructure replacement projects will be undertaken with these funds with the Board's approval. The Fairhaven-Brown Neighborhood Rehab Projects are being funded out of this line item.

# ROSEBURG URBAN SANITARY AUTHORITY

RESERVE FUND  
RESOURCES AND REQUIREMENTS

## TREATMENT PLANT EXPANSION FUND FUND #6

<u>HISTORICAL DATA</u>		<u>ADOPTED</u>	<u>Budget</u>				<u>PROPOSED</u>	<u>APPROVED</u>	<u>ADOPTED</u>
<u>AUDITED</u>	<u>AUDITED</u>	<u>BUDGET</u>	<u>Account</u>				<u>BUDGET</u>	<u>BUDGET</u>	<u>BUDGET</u>
<u>2014-2015</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>Number</u>	<u>RESOURCES</u>			<u>2017-2018</u>	<u>2017-2018</u>	<u>2017-2018</u>
-21,332	377,276	20,000	4890	Beginning Fund Balance:					
				Working Capital (Modified Accrual Basis)			235,400		
2,277	1,621	1,600	4010	Interest Income			3,000		
39,036	37,430	33,300	4030	Systems Development Charge			41,520		
750,000	250,000	600,000	4280	Transfer From Asset Acquisition and Replacement Fund #7			700,000		
<u>769,981</u>	<u>666,327</u>	<u>654,900</u>		<b>TOTAL RESOURCES</b>			<u>979,920</u>	<u>0</u>	<u>0</u>
<b><u>REQUIREMENTS</u></b>									
				<b><u>Capital Outlay</u></b>					
87,033	0	0	7230	Skid Steer			0		
102	90,205	100,000	7250	Miscellaneous Plant Expansion Projects			37,170		
12,358	207,971	100,000	7500	Biosolids Dewatering			650,000		
473	46,513	161,400	7600	Natural Treatment System Project			0		
99,966	344,689	361,400		Total Capital Outlay			687,170	0	0
				<b><u>Debt Service</u></b>					
55,422	45,929	36,500	6580	Interest Expense			25,800		
237,317	246,810	257,000	7980	Principle Payments on Loan(s)			266,950		
292,739	292,739	293,500		Total Debt Service			292,750	0	0
392,705	637,428	654,900		SUBTOTALS			979,920	0	0
377,276	28,899	0	8920	<b>UNAPPROPRIATED ENDING FUND BALANCE</b>			0	0	0
<u>769,981</u>	<u>666,327</u>	<u>654,900</u>		<b>TOTAL REQUIREMENTS</b>			<u>979,920</u>	<u>0</u>	<u>0</u>

# ROSEBURG URBAN SANITARY AUTHORITY

Budget 2017-2018

## TREATMENT PLANT EXPANSION FUND #6

<b>Account Number</b>	<b>Account Name</b>	<b>Description of Resource or Requirements</b>
<b>Resources</b>		
4010	Interest Income	Income earned on money invested in the Local Government Investment Pool and local banks.
4030	System Development Charge	The systems development charges levied on new construction is earmarked for the upgrade and expansion of the Sanitary Authority's wastewater treatment plant, and for development of the NTS.
4280	Transfer from Fund #7	Transfer of \$700,000 from the Asset Acquisition and Replacement Fund.

# ROSEBURG URBAN SANITARY AUTHORITY

Budget 2017-2018

## TREATMENT PLANT EXPANSION FUND #6

<b>Account Number</b>	<b>Account Name</b>	<b>Description of Resource or Requirements</b>
		<b>Requirements</b>
7250	Miscellaneous Plant Expansion	Major plant expansion, land acquisition and development projects will be undertaken with use of these funds by the approval of the Board of Directors.
7500	Biosolids Dewatering	Biosolids dewatering structure and equipment (conveyors).
7600	Natural Treatment System Project	Construction of the NTS Project.
6580 7980	Debt Service	Payment of principal and interest on the NTS loan.

# ROSEBURG URBAN SANITARY AUTHORITY

## SPECIAL FUND RESOURCES AND REQUIREMENTS

### ASSET ACQUISITION AND REPLACEMENT FUND FUND #7

<u>HISTORICAL DATA</u>		<u>ADOPTED</u>	<u>Budget</u>				<u>PROPOSED</u>	<u>APPROVED</u>	<u>ADOPTED</u>
<u>AUDITED</u>	<u>AUDITED</u>	<u>BUDGET</u>	<u>Account</u>				<u>BUDGET</u>	<u>BUDGET</u>	<u>BUDGET</u>
<u>2014-2015</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>Number</u>	<b><u>RESOURCES</u></b>			<u>2017-2018</u>	<u>2017-2018</u>	<u>2017-2018</u>
1,015,496	1,031,595	1,303,400	4890	Beginning Fund Balance: Working Capital (Modified Accrual Basis)			1,285,000		
4,476	8,968	6,600	4010	Interest Income			6,420		
1,011,623	1,015,520	1,020,000	4040	Sewer Service Fees			1,022,200		
<b><u>2,031,595</u></b>	<b><u>2,056,083</u></b>	<b><u>2,330,000</u></b>		<b>TOTAL RESOURCES</b>			<b><u>2,313,620</u></b>	<b><u>0</u></b>	<b><u>0</u></b>
<b><u>REQUIREMENTS</u></b>									
<b><u>Transfers to Other Funds</u></b>									
0	0	0	8010	Transfer to General Fund #1			0		
0	0	450,000	8010	Transfer to Infrastructure Replacement Reserve Fund #4			350,000		
1,000,000	750,000	600,000	8010	Transfer to Treatment Plant Expansion Fund #6			700,000		
0	0	500,000	8010	Transfer to Plant Equipment Replacement Fund #10			0		
<b><u>1,000,000</u></b>	<b><u>750,000</u></b>	<b><u>1,550,000</u></b>		<b>Total Transfers to Other Funds</b>			<b><u>1,050,000</u></b>	<b><u>0</u></b>	<b><u>0</u></b>
1,000,000	750,000	1,550,000		<b>SUBTOTALS</b>			1,050,000	0	0
1,031,595	1,306,083	780,000	8920	<b>UNAPPROPRIATED ENDING FUND BALANCE</b>			1,263,620	0	0
<b><u>2,031,595</u></b>	<b><u>2,056,083</u></b>	<b><u>2,330,000</u></b>		<b>TOTAL REQUIREMENTS</b>			<b><u>2,313,620</u></b>	<b><u>0</u></b>	<b><u>0</u></b>

# ROSEBURG URBAN SANITARY AUTHORITY

Budget 2017-2018

## ASSET ACQUISITION AND REPLACEMENT FUND #7

<b>Account Number</b>	<b>Account Name</b>	<b>Description of Resource or Requirements</b>
<b>Resources</b>		
4010	Interest Income	Income earned on money invested in the Local Government Investment Pool and local banks.
4040	Sewer Service Fees	Money collected from users of the system for operation and maintenance costs. This amount is reported net of vacancy credits granted to customers.
<b>Requirements</b>		
8010	Transfer to Fund #4	This transfer of \$350,000 to the Infrastructure Replacement Reserve Fund is necessary in order to fund the Fairhaven-Brown Neighborhood Rehab Project and design costs for future rehab projects.
8010	Transfer to Fund #6	This transfer of \$700,000 to the Treatment Plant Expansion Fund is necessary in order to fund the expansion of the biosolids dewatering facility and NTS debt service.
8010	Transfer to Fund #10	No transfer is necessary for the current fiscal year from this fund.
8920	Unappropriated Ending Fund Balance	The money is reserved for future expenditures. This money cannot be spent during the upcoming budget year unless a supplemental budget is adopted.



# ROSEBURG URBAN SANITARY AUTHORITY

SPECIAL FUND  
RESOURCES AND REQUIREMENTS

## PLANT EQUIPMENT REPLACEMENT FUND FUND #10

<u>HISTORICAL DATA</u>		<u>ADOPTED</u>	<u>Budget</u>				<u>PROPOSED</u>	<u>APPROVED</u>	<u>ADOPTED</u>
<u>AUDITED</u>	<u>AUDITED</u>	<u>BUDGET</u>	<u>Account</u>				<u>BUDGET</u>	<u>BUDGET</u>	<u>BUDGET</u>
<u>2014-2015</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>Number</u>	<u>RESOURCES</u>			<u>2017-2018</u>	<u>2017-2018</u>	<u>2017-2018</u>
1,256,680	1,182,362	1,426,100	4890	Beginning Fund Balance:					
				Working Capital (Modified Accrual Basis)			1,000,000		
5,800	6,885	6,600	4010	Interest Income			7,200		
0	0	0	4210	Transfer from General Fund #1			0		
250,000	500,000	500,000	4280	Transfer from Asset Acquisition and Replacement Fund #7			0		
<u>1,512,480</u>	<u>1,689,247</u>	<u>1,932,700</u>		<b>TOTAL RESOURCES</b>			<u>1,007,200</u>	<u>0</u>	<u>0</u>
 <b>REQUIREMENTS</b>									
				<b>Capital Outlay</b>					
330,118	265,861	1,932,700	7080	Miscellaneous Plant Equipment Replacement			1,007,200		
<u>330,118</u>	<u>265,861</u>	<u>1,932,700</u>		Total Capital Outlay			<u>1,007,200</u>	<u>0</u>	<u>0</u>
330,118	265,861	1,932,700		SUBTOTALS			1,007,200	0	0
1,182,362	1,423,386	0	8920	<b>UNAPPROPRIATED ENDING FUND BALANCE</b>			<u>0</u>	<u>0</u>	<u>0</u>
<u>1,512,480</u>	<u>1,689,247</u>	<u>1,932,700</u>		<b>TOTAL REQUIREMENTS</b>			<u>1,007,200</u>	<u>0</u>	<u>0</u>

# ROSEBURG URBAN SANITARY AUTHORITY

Budget 2017-2018

## PLANT EQUIPMENT REPLACEMENT FUND #10

<b>Account Number</b>	<b>Account Name</b>	<b>Description of Resources or Requirements</b>
<b>Resources</b>		
4010	Interest Income	Income earned on money invested in the Local Government Investment Pool and local banks.
4280	Transfer from Fund #7	No transfer was considered necessary for the current fiscal year.

# ROSEBURG URBAN SANITARY AUTHORITY

Budget 2017-2018

## PLANT EQUIPMENT REPLACEMENT FUND #10

<u>Account Number</u>	<u>Account Name</u>	<u>Description of Resource or Requirements</u>
		<b>Requirements</b>
7080	Miscellaneous Plant Equipment Replacement	Funds are budgeted here to pay for plant and lift station equipment replacement and for minor repairs to the treatment plant buildings, as needed. Major items included in the budget for the upcoming year are:  Repair of the Bio-filter pump #1 Additional portable generator for the pump stations Ammonia probes to monitor the Anammox basins Replacement UTV for the NTS New rotary lobe pump for draining the secondary clarifiers Asphalt repair and sealing Additional Zeolite for the Anammox basin #3 New level sensors for Wilbur I & II IR Camera Replacement ceiling tiles for the Operations building

# ROSEBURG URBAN SANITARY AUTHORITY

SPECIAL FUND  
RESOURCES AND REQUIREMENTS

## ADMINISTRATION BUILDING FUND FUND #11

HISTORICAL DATA		ADOPTED BUDGET 2016-2017	Budget Account Number		<u>RESOURCES</u>	PROPOSED BUDGET 2017-2018	APPROVED BUDGET 2017-2018	ADOPTED BUDGET 2017-2018
AUDITED 2014-2015	AUDITED 2015-2016					2017-2018	2017-2018	2017-2018
62,877	63,508	64,100	4890	Beginning Fund Balance: Working Capital (Modified Accrual Basis)	64,800			
631	639	650	4010	Interest Income	780			
<u>63,508</u>	<u>64,147</u>	<u>64,750</u>		<b>TOTAL RESOURCES</b>	<u>65,580</u>	<u>0</u>	<u>0</u>	
 <b><u>REQUIREMENTS</u></b>								
0	0	20,000	7770	<b>Capital Outlay</b> Administration Building Improvements	20,000			
0	0	20,000		Total Capital Outlay	20,000	0	0	
0	0	20,000		SUBTOTALS	20,000	0	0	
63,508	64,147	44,750	8920	<b>UNAPPROPRIATED ENDING FUND BALANCE</b>	45,580	0	0	
<u>63,508</u>	<u>64,147</u>	<u>64,750</u>		<b>TOTAL REQUIREMENTS</b>	<u>65,580</u>	<u>0</u>	<u>0</u>	

# ROSEBURG URBAN SANITARY AUTHORITY

Budget 2017-2018

## ADMINISTRATION BUILDING FUND #11

<b>Account Number</b>	<b>Account Name</b>	<b>Description of Resource or Requirements</b>
<b>Resources</b>		
4010	Interest Income	Income earned on money invested in the Local Government Investment Pool and local banks.
<b>Requirements</b>		
7770	Administration Building Improvements	This money is budgeted for street improvements and other necessary improvements/replacements at the Administration Building during the 2017-2018 Budget.
8920	Unappropriated Ending Fund Balance	The money is reserved for future improvements to the Administration Building and surrounding grounds. This money cannot be spent during the upcoming budget year unless a supplemental budget is adopted.