



**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 3, 2023. The Meeting was held in person and broadcast by Zoom® Meeting.

#### **ROLL CALL**

##### **Budget Committee Members:**

**Present:** John Dunn, Kelsey Wood, David Campos, Marc Chirrick, Mike Baker, Mike Jackson and Ron Thames

**Absent:** Jerry Griese, Rob Lieberman and Robin VanWinkle

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**Others present:** General Manager Jim Baird, Finance Director Christine Morris, Office Assistant II Harmony Williams, Collection System Superintendent Steve Lusch, Engineering Technician III Ryon Kershner, Information Technology Systems Administrator Dave Fromdahl and Jacobs Interim Project Manager Caleb Trammell.

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. David Campos seconded the motion. The motion passed unanimously.
- **Budget Committee Secretary:** David Campos nominated Kelsey Wood as the Budget Committee Secretary. Marc Chirrick seconded the motion. The motion passed unanimously.

The Budget Message for the fiscal year 2023-2024 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 a proposed rate increase and key expenses for each department.

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 #2      Diamond Lake LID Fund
- Fund #3      Collection System Expansion Fund
- Fund #4      Infrastructure Replacement Reserve Fund
- Fund #6      Treatment Plan Expansion Fund
- Fund #7      Asset Acquisition and Replacement 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 seven Other Funds. John Dunn questioned the increase to the Finance Materials & Service line item. The increase was explained as being a result of the cost to upgrade software, an increase in credit card processing fees, a postage rate increase due to the current postcard sized billing statement moving to a full page statement and the cost to produce full page statements. David Campos questioned the Administration & Engineering Professional Services line item and the Capital Outlay Miscellaneous Office Equipment line item. Dave Fromdahl explained these increases are due to the cost of outside labor to upgrade the server and the actual server upgrade. John Dunn questioned if the Health Benefits increase falls within the Board of Directors guideline. Staff stated that the increase is 5% which does meet the guideline.

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

No public comment was made.

Kelsey Wood made a motion to approve the 2023-2024 Budget, as presented.

Ron Thames seconded the motion.

The motion passed unanimously.

#### Vote By Roll Call

Roll call was requested by John Dunn for the motion to approve the 2023-2024 Budget, as presented:

John Dunn	Yes
Rob Lieberman	
Jerry Griese	
Kelsey Wood	Yes
David Campos	Yes
Marc Chirrick	Yes

Mike Jackson      Yes  
Mike Baker        Yes  
Robin VanWinkle  
Ron Thames        Yes

The motion was passed with a 7/0 vote.

There being no further business to come before the Budget Committee, the meeting adjourned at 1:04 p.m.

Respectfully submitted,



Kelsey Wood  
Budget Committee Secretary