



**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 4, 2022. The Meeting was held in person and broadcast by Zoom® Meeting.

**ROLL CALL**

**Budget Committee Members:**

**Present:** John Dunn, Rob Lieberman, Jerry Griese, Kelsey Wood, David Campos, Marc Chirrick, Robin VanWinkle, Mike Baker, Mike Jackson and Ron Thames

**Absent:**

---

**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 and Jacobs Project Manager Jade Mecham.

Budget Officers are as follows:

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

The Budget Message for the fiscal year 2022-2023 was presented by the Budget Officer, General Manager Jim Baird. There was discussion regarding the contents of the Budget Message and if everyone had had an opportunity to review the message. Budget Committee members stated they had reviewed the message sufficiently.

The Budget Officer noted a mistake on page 3 of the proposed Budget. The proposed SDC fee increase is a 6.24% increase rather than the stated 6.41%. The Budget Officer explained that budgeted wages increased due to newly implemented longevity/merit pay for employees who have reached 5 years of employment and have no opportunity for future raises.

Some Budget Committee members expressed concern over waiting to increase monthly sewer rates until the next fiscal year. It was suggested that the Board of Directors consider a monthly rate increase.

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. There were questions about the increase in Penalty Revenue and the decrease in Miscellaneous Revenue. Staff explained that the Penalty Revenue has increased as a result of no longer waiving late fees due to Covid and the Miscellaneous Revenue has decreased due to the Umpqua Dairy no longer disposing of Whey through the RUSA infrastructure. There also were questions regarding the proposed roof replacement at the Administration Building, specifically, when this was last done. Staff explained that it had been more than 13 years but they were uncertain of the exact date.

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 2022-2023 Budget, as presented.

Robin VanWinkle seconded the motion.

The motion passed unanimously.

There being no further business to come before the Budget Committee, the meeting adjourned at 12:53 p.m.

Respectfully submitted,

Kelsey Wood  
Budget Committee Secretary