



# GRAND RONDE SANITARY DISTRICT

8630 Grand Ronde Road \* Grand Ronde, OR 97347  
P.O. Box 61 \* Dallas, OR 97338  
Phone: (503) 623-8173

*Board of Trustees:*  
Craig Pope  
Mike Ainsworth  
Jennifer Wheeler

*Interim Manager:*  
Gregory P. Hansen

## AGENDA

**DATE & TIME:** June 21, 2017, 9:15 a.m.  
**PLACE:** Commissioners' Conference Room, Polk County Courthouse

THE LOCATION OF THIS MEETING IS HANDICAPPED ACCESSIBLE. PLEASE ADVISE THE BOARD OF COMMISSIONERS (623-8173) IF YOU WILL NEED ANY SPECIAL ACCOMMODATIONS TO ATTEND OR PARTICIPATE IN THE MEETING, AT LEAST 24 HOURS IN ADVANCE.

1. **CALL TO ORDER AND NOTE OF ATTENDANCE**
2. **COMMENTS (for items not on this agenda)**
3. **APPROVAL OF AGENDA**
4. **APPROVAL OF MINUTES OF MARCH 15, 2017**
5. **STATUS OF THE DISTRICT - Greg Hansen, Interim District Manager**
6. **PUBLIC HEARING: ADOPTION OF FISCAL YEAR 2017-2018 BUDGET**
7. **RESOLUTION 17-01 – ADOPTION OF 2017-2018 BUDGET**  
Consider adoption of Resolution 17-01, adopting the 2017-2018 fiscal year budget.  
(Greg Hansen, Interim Manager)
8. **ADJOURNMENT**

**GRAND RONDE SANITARY DISTRICT**  
**BOARD OF TRUSTEES**

March 15, 2017, 9:15 a.m.

**1. CALL TO ORDER AND NOTE OF ATTENDANCE**

Trustee Pope declared the meeting of the Grand Ronde Sanitary District Board of Trustees to be in session at 9:30 a.m. Trustee Ainsworth was present. Trustee Wheeler was excused.

Staff present:           Greg Hansen, Interim Manager  
                              Morgan Smith, Legal Counsel

**2. ANNOUNCEMENTS**

- (a) A Budget Hearing for the Grand Ronde Sanitary District will be held on Wednesday, May 9, 2017 at 10:00 a.m. in the Courthouse conference room.

**3. COMMENTS FOR ITEMS NOT ON THE AGENDA**

**4. APPROVAL OF THE MINUTES OF DECEMBER 21, 2016**

MOTION:           TRUSTEE AINSWORTH MOVED, TRUSTEE POPE SECONDED, TO APPROVE THE MINUTES OF DECEMBER 21, 2016.

MOTION PASSED BY UNANIMOUS VOTE OF THE QUORUM.

**6. STATUS OF THE DISTRICT**

Greg Hansen reported that the District remains status quo. Current District Operator, Jared Nunley, no longer works for the Tribe, so has stepped up to 25 hours per week at the District. He is not actively pursuing other employment opportunities at this time.

The District is planning on some pump replacements starting in June. Greg anticipates these to cost approximately \$30,000 (which will need to be taken from savings). Todd and Heather are working on grant opportunities, which proves difficult since the District does not have a completed facilities plan.

Hearing no further business, Trustee Pope adjourned the meeting at 9:38 a.m.

Minutes: Heather Chase  
Approved: June 21, 2017



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*Board of Trustees:*  
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Jennifer Wheeler

*Interim Manager:*  
Gregory P. Hansen

**TO:** Board of Trustees  
**FROM:** Greg Hansen, Interim District Manager  
**DATE:** June 21, 2017  
**RE:** Adoption of the 2017-2018 Budget

**RECOMMENDATION:**

The Board adopt Resolution 17-01 in the matter of the adoption of the Grand Ronde Sanitary District budget for Fiscal Year 2017-2018

**ISSUE:**

Should the Board of Trustees adopt the recommended budget for fiscal year 2017-2018?

**HISTORY:**

The Grand Ronde Sanitary District budget committee met and formally approved the proposed budget on May 10, 2017. There are no recommended changes to the budget that was approved at that time.

**ALTERNATIVES:**

1. Adopt the budget as presented.
2. Modify the recommended budget with additions/deletions to the budget.

**FISCAL IMPACT:**

The total budget for the Grand Ronde Sanitary District is \$167,500

1  
2 **BEFORE THE BOARD OF TRUSTEES**  
3 **FOR THE GRAND RONDE SANITARY DISTRICT**  
4

5 In the Matter of the Adoption of the                    )  
6 District budget for Fiscal Year 2017-2018            )  
7  
8

9 RESOLUTION NUMBER 17-01  
10

11 SECTION I.  
12

13 ADOPTION OF BUDGET  
14

15 BE IT RESOLVED that the Board of Trustees for the Grand Ronde Sanitary District hereby  
16 adopts the Budget for 2017-2018 in the sum of \$167,500 now on file at the County Courthouse.  
17

18 SECTION II.  
19

20 ADOPTION OF APPROPRIATIONS  
21

22 BE IT FURTHER RESOLVED that the amounts for the fiscal year beginning July 1, 2017,  
23 and for the purposes shown below, are hereby appropriated as follows:  
24

25 GENERAL FUND  
26

27 DISTRICT SERVICES	\$ 144,500
28	
29 CONTINGENCY	<u>\$ 23,000</u>
30	
31 TOTAL GENERAL FUND	\$ 167,500
32	
33 TOTAL OF ALL FUND APPROPRIATIONS	\$ 167,500
34	

35 DATED this 21st day of June 2017, at Dallas, Oregon.  
36

37 BOARD OF TRUSTEES  
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40 \_\_\_\_\_  
41 Jennifer Wheeler, Trustee  
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45 Mike Ainsworth, Trustee  
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48 \_\_\_\_\_  
49 Craig Pope, Trustee  
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51 Approved as to Form:  
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53 \_\_\_\_\_  
54 Morgan Smith  
Legal Counsel

**Grand Ronde Sanitary District**  
**Proposed Budget**  
**Fiscal Year 2017-2018**  
**Beginning July 1, 2017**  
**Expenditures**

FY 14-15 Actual	FY 15-16 Actual	FY 16-17 Adopted	FTE	Description	FY 17-18 Proposed	FTE	FY 17-18 Approved	FTE	FY 17-18 Adopted	FTE
<b>Expenditures</b>										
31,424	34,156	35,000	1.10	District Operator	10,000	0.25	10,000	0.25	10,000	0.25
0	0	0	0.00	Temporary/Part time	23,000	0.75	23,000	0.75	23,000	0.75
<b>31,424</b>	<b>34,156</b>	<b>35,000</b>	<b>1.10</b>	<b>Total Salaries</b>	<b>33,000</b>	<b>1.00</b>	<b>33,000</b>	<b>1.00</b>	<b>33,000</b>	<b>1.00</b>
2,434	2,640	2,500		Payroll Taxes	2,500		2,500		2,500	
92	52	0		Unemployment	50		50		50	
0	1,435	750		Workers Comp. Insurance	1,000		1,000		1,000	
900	0	0		Health Insurance Reimbursement	0		0		0	
<b>34,849</b>	<b>38,282</b>	<b>38,250</b>	<b>1.10</b>	<b>Total Personal Services</b>	<b>36,550</b>	<b>1.00</b>	<b>36,550</b>	<b>1.00</b>	<b>36,550</b>	<b>1.00</b>
2,133	1,987	2,000		Office Supplies	2,000		2,000		2,000	
982	482	1,000		Printing	500		500		500	
943	954	1,250		Postage	1,000		1,000		1,000	
2,427	2,478	2,500		Telephone	2,500		2,500		2,500	
8,601	10,024	9,000		Utilities	9,500		9,500		9,500	
2,522	2,706	2,500		Dues and Fees	2,750		2,750		2,750	
675	1,032	1,000		Education and Training	1,000		1,000		1,000	
722	647	750		Fuel & Oil	750		750		750	
4,710	4,360	5,000		Line Testing	5,000		5,000		5,000	
4,062	6,325	4,000		Repairs and Maintenance	6,500		6,500		6,500	
7,034	9,642	7,000		System Supplies	9,000		9,000		9,000	
10,396	1,900	5,500		Minor Equipment	3,500		3,500		3,500	
0	0	250		Mileage	200		200		200	
164	512	250		Miscellaneous	500		500		500	
503	2,225	2,500		Septic Pumping	2,500		2,500		2,500	
3,119	3,026	3,250		Insurance	3,250		3,250		3,250	
11,962	10,020	9,000		Professional Services	10,000		10,000		10,000	
19,760	29,752	10,000		Contract Services	17,500		17,500		17,500	
<b>80,714</b>	<b>88,072</b>	<b>66,750</b>		<b>Total Materials and Services</b>	<b>77,950</b>		<b>77,950</b>		<b>77,950</b>	
436	0	40,000		Equipment	30,000		30,000		30,000	
<b>436</b>	<b>0</b>	<b>40,000</b>		<b>Total Capital Outlay</b>	<b>30,000</b>		<b>30,000</b>		<b>30,000</b>	
0	0	25,000		Contingency	23,000		23,000		23,000	
<b>0</b>	<b>0</b>	<b>25,000</b>		<b>Total Contingency</b>	<b>23,000</b>		<b>23,000</b>		<b>23,000</b>	
<b>115,999</b>	<b>126,355</b>	<b>170,000</b>	<b>1.10</b>	<b>Total Department Expenses</b>	<b>167,500</b>	<b>1.00</b>	<b>167,500</b>	<b>1.00</b>	<b>167,500</b>	<b>1.00</b>
<b>Revenues</b>										
158,418	135,122	90,000		Beginning Fund Balance	90,000		90,000		90,000	
92,212	91,249	80,000		Charges for Services	77,500		77,500		77,500	
491	675	0		Interest Income	0		0		0	
0	0	0		Miscellaneous	0		0		0	
<b>251,121</b>	<b>227,046</b>	<b>170,000</b>		<b>Total Revenues</b>	<b>167,500</b>		<b>167,500</b>		<b>167,500</b>	
<b>Net Cost of Program</b>										
(135,122)	(100,691)	0		Expenditures less Revenue	0		0			