



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

GRAND RONDE SANITARY DISTRICT BUDGET HEARING MAY 18, 2016

TIME	AGENDA ITEM
9:15	CALL TO ORDER/NOTE OF ATTENDANCE Jennifer Wheeler, BOC Chair ELECTION OF CHAIRMAN AND SECRETARY
9:18	APPROVE BUDGET COMMITTEE MINUTES a) May 27, 2015
9:20	BUDGET MESSAGE - FY 2016-2017 Greg Hansen, Budget Officer
9:30	PUBLIC COMMENT
9:35	BUDGET COMMITTEE ACTION a) Approve 2016-2017 Budget ADJOURNMENT



GRAND RONDE SANITARY DISTRICT
BUDGET HEARING MINUTES
May 27, 2015

CALL TO ORDER AND NOTE OF ATTENDANCE

At 9:15 a.m., Trustee Mike Ainsworth declared the meeting of the Grand Ronde Sanitary District Budget Committee to be in session. Trustee Pope and Trustee Wheeler were present.

Staff present: Greg Hansen, Interim Manager
 Heather Merrill, District Secretary

Greg Hansen explained that the Sanitary District has advertised to recruit for members to serve on the Budget Committee, but none have volunteered, so the District is proceeding with the Budget Process with just the Trustees.

ELECTION OF CHAIRMAN

MOTION: TRUSTEE POPE MOVED, TRUSTEE AINSWORTH SECONDED, TO APPOINT TRUSTEE WHEELER AS THE GRAND RONDE SANITARY DISTRICT BUDGET COMMITTEE CHAIRMAN FOR FISCAL YEAR 2015-2016.

MOTION PASSED UNANIMOUSLY.

ELECTION OF SECRETARY

MOTION: TRUSTEE WHEELER MOVED, TRUSTEE POPE SECONDED, TO APPOINT TRUSTEE AINSWORTH AS THE GRAND RONDE SANITARY DISTRICT BUDGET COMMITTEE SECRETARY FOR FISCAL YEAR 2015-2016.

MOTION PASSED UNANIMOUSLY.

APPROVE BUDGET COMMITTEE MINUTES

MOTION: TRUSTEE AINSWORTH MOVED, TRUSTEE POPE SECONDED, TO APPROVE THE MINUTES OF THE GRAND RONDE SANITARY DISTRICT BUDGET COMMITTEE MEETINGS OF MAY 16, 2013 AND MAY 15, 2014.

MOTION PASSED UNANIMOUSLY.

BUDGET MESSAGE - FISCAL YEAR 2015-2016

Fiscal year 2015-16 will be an exploratory year for the District as we look at future management/oversight/operations options for the entity. Recently revitalized in its general oversight, the District has refined its collections activities, developed an operating budget and will hopefully develop a short term management/operations plan for the next 1-3 years.

The operating budget for the upcoming year will be as follows:

Revenues:

The total revenues for the District this year are projected to be \$175,000. The primary source of revenue is beginning fund balance and charges for services. The beginning fund balance is projected to be approximately \$75,000 less than the current fiscal year due to facility improvements.

Expenditures:

The 2015-16 budget is proposed at \$175,000, which includes \$36,750 in Personal Services costs (1 full-time employee), \$90,150 in Materials & Services which covers the main operational needs of the system, \$40,000 in Capital Outlay for system upgrades, and \$38,100 for Contingency.

District Operator Roy Bradley recently passed his Wastewater certification test. Once he receives the certificate, the contract for Operator of Record services with the Oregon Association of Water Utilities can be cancelled. The Board discussed providing a salary increase to Roy once his certification is received.

The overall assessment for the Sanitary District is very positive. Financially the District is very stable, but the District is burning up reserves by making improvements to the infrastructure. Planned facility upgrades for the next year include installation of an emergency generator, replacing panels and controls at the remote pump stations, pump maintenance, Telemetry & SKADA remote monitoring project, and influent screening.

User rates have not changed in the last 25 years and customer satisfaction is high.

The future for the District is a big unknown. As total users of the system become less (tribal hook-ups are being reduced annually) the direction the District takes on as the sanitary provider in the area will most likely have to change.

PUBLIC COMMENT

At 9:30 a.m. Trustee Wheeler opened the meeting to Public Comment. No members of the public were in attendance. Hearing no public comment, Trustee Wheeler closed the public hearing.

BUDGET COMMITTEE ACTION

MOTION: TRUSTEE AINSWORTH MOVED, TRUSTEE POPE SECONDED, TO APPROVE THE 2015-2016 BUDGET FOR THE GRAND RONDE SANITARY DISTRICT.

MOTION PASSED UNANIMOUSLY.

Trustee Wheeler adjourned the meeting at 9:35 a.m.



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**TO: GRAND RONDE SANITARY DISTRICT
BUDGET COMMITTEE**

FROM: GREG HANSEN, BUDGET OFFICER

DATE: MAY 6, 2016

SUBJECT: BUDGET MESSAGE – FISCAL YEAR 2016-2017

Fiscal year 2016-17 will be an exploratory year for the District as we look at future management/oversight/operations options for the entity. Recently revitalized in its general oversight, the District has refined its collections activities, developed an operating budget and will hopefully develop a short term management/operations plan for the next 1-3 years.

The operating budget for the upcoming year will be as follows:

Revenues:

The total revenues for the District this year are projected to be \$170,000. The primary source of revenue is beginning fund balance and charges for services.

Expenditures:

The 2016-17 budget is proposed at \$170,000, which includes \$38,250 in Personal Services costs (1.1 full-time employee), \$68,750 in Materials & Services which covers the main operational needs of the system, \$40,000 in Capital Outlay for system upgrades, and \$25,000 for Contingency.

The overall assessment for the Sanitary District is still very positive. Financially the District is stable, but the District has been burning up reserves by making improvements to the infrastructure (emergency generator, pumps, etc.). User rates have not changed in the last 30 years and customer satisfaction is high.

The future for the District is still a big unknown. As total users of the system become less (tribal hook-ups are being reduced annually) the direction the District takes on as the sanitary provider in the area will most likely have to change operationally.

Grand Ronde Sanitary District
Proposed Budget
Fiscal Year 2016-2017
Beginning July 1, 2016
Expenditures

FY 13-14	FY 14-15	FY 15-16			FY 16-17		FY 16-17		FY 16-17	
Actual	Actual	Adopted	FTE	Description	Proposed	FTE	Approved	FTE	Adopted	FTE
Expenditures										
16,511	31,423	33,000	1.10	District Operator	35,000	1.10				
0	2,525	0	0.00	Temporary/Part time	0	0.00				
16,511	33,948	33,000	1.10	Total Salaries	35,000	1.10				
1,340	2,528	2,500		Payroll Taxes	2,500					
0	0	0		Unemployment	0					
1,075	533	1,250		Workers Comp. Insurance	750					
900	900	0		Health Insurance Reimbursement	0					
19,826	37,909	36,750	1.10	Total Personal Services	38,250	1.10				
1,050	2,133	2,000		Office Supplies	2,000					
522	981	800		Printing	1,000					
729	943	1,250		Postage	1,250					
1,753	2,426	2,600		Telephone	2,500					
8,979	8,600	9,000		Utilities	9,000					
2,137	2,522	2,500		Dues and Fees	2,500					
848	675	250		Education and Training	1,000					
581	722	750		Fuel & Oil	750					
3,230	4,710	4,500		Testing	5,000					
2,950	4,061	4,000		Repairs and Maintenance	4,000					
5,467	7,034	7,000		System Supplies	7,000					
-909	10,395	5,000		Minor Equipment	5,500					
0	0	250		Mileage	250					
36	15	250		Miscellaneous	250					
125	503	2,500		Septic Pumping	2,500					
2,775	3,118	3,000		Insurance	3,250					
6,215	11,961	7,000		Professional Services	9,000					
9,430	19,760	7,500		Contract Services	10,000					
45,916	80,559	60,150		Total Materials and Services	66,750					
0	0	40,000		Equipment	40,000					
0	0	40,000		Total Capital Outlay	40,000					
0	0	38,100		Contingency	25,000					
0	0	38,100		Total Contingency	25,000					
65,741	118,468	175,000	1.10	Total Department Expenses	170,000	1.10				
Revenues										
131,674	158,834	100,000		Beginning Fund Balance	90,000					
92,902	92,703	75,000		Charges for Services	80,000					
0	0	0		Interest Income	0					
0	0	0		Miscellaneous	0					
224,575	251,537	175,000		Total Revenues	170,000					
Net Cost of Program										
(158,834)	(133,069)	0		Expenditures less Revenue	0					