



**Roseburg Urban Sanitary  
Authority**  
1297 N.E. Grandview Drive  
Roseburg, OR 97470

**January 9<sup>th</sup>, 2019**  
**RUSA Board Room**  
**4:00 p.m.**

**AGENDA**  
**REGULAR MONTHLY BOARD MEETING**

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**Board of Directors**

John Dunn, Chair  
David Campos

Kelsey Wood

Rob Lieberman, Vice Chair  
Jerry Griese

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- 1. Call to Order – John Dunn, Board Chair**
- 2. Roll Call**
- 3. Consider Minutes**
  - a. December 12th, 2018 Board Meeting
- 4. Agreement**
  - a. Sale of CCTV Van to City of Winston
- 5. General Managers Report**
  - a. Back Nine Sanitary Sewer Extension Phase I
  - b. NW Black Avenue Sanitary Sewer Replacement
  - c. Downtown Improvements Sanitary Sewer Replacement Phase II
  - d. Winchester Pump Station Force Main Replacement
  - e. Loma Vista Pump Station Study
  - f. Wastewater Treatment Plant Fuel Tank Removal
    - i. Tail coverage
  - g. FOG Inspection Program
    - i. Food Truck FOG Program
- 6. New Developments**
- 7. Staff Report**
- 8. ch2m (Jacobs) Plant Operations Report**
- 9. Accounts Payable**
- 10. Other Business**

**AMERICANS WITH DISABILITIES ACT NOTICE**

Please contact the Authority's Finance Department, 1297 NE Grandview Dr., Roseburg, OR 97470 or by Phone 541-672-1551 at least 48 hours prior to the scheduled meeting time if you need an accommodation.



**Roseburg Urban Sanitary Authority**  
1297 N.E. Grandview Drive  
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**MINUTES OF THE REGULAR BOARD MEETING  
OF THE BOARD OF DIRECTORS OF  
ROSEBURG URBAN SANITARY AUTHORITY**

Board Chair, John Dunn, called the regular monthly Board Meeting to order at 4:00 p.m. on December 12, 2018 at 1297 N.E. Grandview Drive.

**ROLL CALL**

**Directors**

**Present:** Board Chair John Dunn, Jerry Griese, Kelsey Wood and David Campos  
**Absent:** Vice Chair Rob Lieberman

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**Others present:** General Manager Jim Baird, Finance Director Christine Morris, Office Assistant Harmony Williams, Collection System Superintendent Steve Lusch, Engineering Technician III Ryon Kershner, CH2M Project Manager Jade Mecham and CPA, CFE Paul Nielson.

**Consideration of the minutes of the Regular Monthly Board Meeting of Wednesday, November 14, 2018.**

Jerry Griese moved to approve the minutes, as presented, for the Wednesday, November 14, 2018 Roseburg Urban Sanitary Authority Regular Monthly Meeting.  
Kelsey Wood seconded the motion.  
The motion passed unanimously.

**Auditors Report to the Board**

Paul Nielson of Isler CPA presented the Auditors' required communications for the fiscal year ending June 30, 2018.

**Resolution No. 18-04; A Resolution Declaring Surplus Property**

Staff presented Resolution number 18-04 declaring surplus property.  
Jerry Griese made a motion to approve Resolution No. 18-04.  
Kelsey Wood seconded the motion.  
The motion passed unanimously.

## **General Managers Report**

### **Back Nine Sanitary Sewer Extension Phase I**

The As-built plans, Operation and Maintenance Manual, Engineer's letter of certification of completion, easement document and transfer of ownership of the property associated with the pump station are still pending.

### **NW Black Avenue Sanitary Sewer Replacement Project**

The Engineer's test reports, letter of certification of completion and as-built drawings are still pending. Once we receive the outstanding documentation, we can place the project in the one-year warranty period. The City has not provided the final project closeout documentation.

### **Downtown Improvements Phase II**

The Contractor, Brown Construction, has completed the sanitary sewer construction. Final testing has been completed and all the new system has passed.

The Engineer's test reports, letter of certification of completion and as-built drawings are still pending. The City has not provided the final project closeout documentation.

### **Winchester Pump Station Force Main Replacement Project**

i.e. Engineering had completed 100% plans for the new dual forcemain that will be constructed as part of Douglas County's Highway 99 North construction project. RUSA forwarding the plans to the DEQ for review and comment.

### **Loma Vista Pump Station Study**

i.e. Engineering is working on the study. The project engineer has provided RUSA a map showing the possible relocation and upgrade of the Loma Vista Pump Station and the expanded service area that could be served once the pump station is moved.

### **Wastewater Treatment Plant Fuel Tank Removal**

We have signed and submitted the agreement to pay the DEQ review charges to expedite the review of our file.

### **FOG Inspection Program**

The Engineering Department has completed six follow up inspections of food service establishments during November.

### **SDAO Safety Grant**

We received notification that RUSA will be receiving \$5,000 dollars, from SDAO, as a matching grant for the purchase of a new traffic sign board. The sign board total cost is \$10,800.

## **CH2M Report**

Jade Mecham CH2M Project Manager presented the Operations Management and Facilities Services 2017 Annual Report. He also advised that the treatment facility averaged 96% CBOD removal and 95% Total Suspended Solids removal and that digester rag problems have been increasing recently, that have not been a problem of the past.

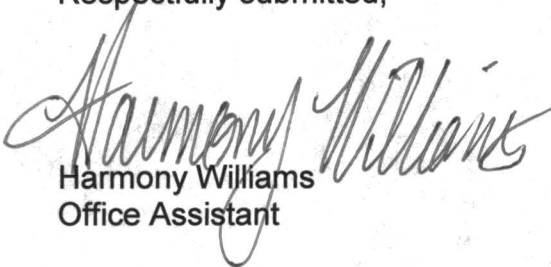
**Accounts Payable**

The Board reviewed the Accounts Payable Report and Addendum for the December 12, 2018 Accounts Payable.

David Campos made a motion to approve the Accounts Payable and Addendum as presented. Kelsey Wood seconded the motion. The motion passed unanimously.

There being no further business to come before the Board, the meeting was adjourned at 4:30 p.m.

Respectfully submitted,



Harmony Williams  
Office Assistant

## GENERAL MANAGERS REPORT

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Date: 1/03/19  
To: Roseburg Urban Sanitary Authority, Board of Directors  
From: James V. Baird, General Manager  
Re: General Managers Informational Report to the Board

### **Back Nine Sanitary Sewer Extension Phase I**

We have received all the documentation required to finalize the project. The Back Nine Industrial Park project has now entered the 12-month warranty period. Utility power is still pending Pacific Power installation. The Back Nine LLC has requested that RUSA fill out an IRS form 8283 (Donation Property Over \$5,000). RUSA has not been asked to previously complete this form, and as such we are asking Jeff Pugh (Authority's Attorney) and Isler CPA (Authority's Auditor) for their professional opinion on RUSA signing form 8283.

### **NW Black Avenue Sanitary Sewer Replacement Project**

The Engineer's test reports, letter of certification of completion and as-built drawings are still pending. Once we receive the outstanding documentation, we can place the project in the one-year warranty period. The City has not provided the final project closeout documentation.

### **Downtown Improvements Phase II**

The Engineer's test reports, letter of certification of completion and as-built drawings are still pending. Once we receive the outstanding documentation, we can place the project in the one-year warranty period. The City has not provided the final project closeout documentation.

### **Winchester Pump Station Force Main Replacement Project**

RUSA staff and i.e. Engineering have reviewed the comment from the DEQ and included the recommendation in the design. The project will be put out to bid by Douglas County in the near future.

### **Loma Vista Pump Station Study**

i.e. Engineering is working on the study. The project engineer has provided RUSA a map showing the possible relocation and upgrade of the Loma Vista Pump Station and the expanded service area that could be served once the pump station is moved.

### **Wastewater Treatment Plant Fuel Tank Removal**

RUSA has received notification that DEQ has received our payment and the file is pending assignment. We have not been given any schedule for the review of the file and close out of the removal permit.

Brown and Brown (RUSA's insurance agent) has recommended that we purchase tail coverage for two years at a cost of \$10,525.65. This is a nonrefundable coverage that will provide coverage for two years after the previous coverage expired.

We recommend that the Board approve purchasing this additional coverage for the underground fuel tanks that were removed at the WWTP.

**FOG Inspection Program**

The Engineering Department has completed two follow up inspections, and five inspections of food service establishment during December. The staff have also started working with the food truck businesses to inform them of the approved method of dumping their holding tanks.