



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

**MINUTES OF THE REGULAR BOARD MEETING  
OF THE BOARD OF DIRECTORS OF  
ROSEBURG URBAN SANITARY AUTHORITY**

Board Chairman, John Dunn, called the regular monthly Board Meeting to order at 4:02 p.m. on September 13, 2017 at 1297 N.E. Grandview Drive.

**ROLL CALL**

**Directors**

**Present:** Chairman John Dunn, Vice-Chair Rob Lieberman, Kelsey Wood and David Campos

**Absent:** Jerry Griese

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**Others present:** General Manager Jim Baird, Finance Director Christine Morris, Accounting Clerk Angela Allen, and CH2M Project Manager Jade Mecham.

**Consideration of the minutes of the Regular Monthly Board Meeting of Wednesday, August 9, 2017.**

Kelsey Wood moved to approve the minutes, as presented, for the Wednesday, August 9th, 2017 Roseburg Urban Sanitary Authority Regular Monthly Meeting.

Rob Lieberman seconded the motion.

The motion passed unanimously.

**CH2M Operations Contract Extension**

Jerry Griese spoke with Jade Mecham regarding questions that he had on the CH2M-RUSA Expenditure Report. Jerry was not in attendance and didn't voice any concerns when called regarding the Board Meeting, so the attending Board Members felt they could proceed.

Rob Lieberman moved to proceed with negotiations for a contract extension with CH2M regarding the operations contract at the Wastewater Treatment Plant.

David Campos seconded the motion.

The motion passed unanimously.

## General Managers Report

### Brown Avenue Area Improvement – Phase V

The contractor has installed approximately 500 feet of new sewer main, 480 feet of building sewer and four manholes. The project has had a delay of about 2 weeks on Umpqua St due to cave-ins and utility conflicts. The Contractor has submitted pay estimate #2 in the amount of \$147,010.60 with \$7,350.53 withheld as retainage for a pay request of \$139,660.07. The project Engineer has recommended that RUSA accept this request and issue payment to the Contractor.

Staff recommended that the Board approve pay request #2 in the amount of \$139,660.07.

Rob Lieberman moved to approve pay request #2 from The Contractor in the amount of \$139,660.07.

David Campos seconded the motion.

The motion passed unanimously.

### Back Nine Sanitary Sewer Extension Project

i.e. Engineering has completed the plans and specifications for the project. They submitted the pump station design report to the DEQ for their review and comment. DEQ is scheduled to complete the review September 15, 2017. i.e. Engineering has also submitted the gravity sewer portion of the project to RUSA for review and comment. Staff forwarded the plans and specification to CH2M RUSA's Engineer of Record, and they responded with minor changes only.

Water is required at the lift station, there was discussion regarding moving the water meter from 425 Long Meadows to this lift station. It was agreed that it made sense to move the meter instead of paying for a new meter at the lift station. The lift station is on track to be set on September 21, 2017.

### Wastewater Treatment Plant Leak Insurance Claim

Jeff Pugh, RUSA's legal counsel, edited the release form to reflect that our signing the release is specific to the two occasions that the roof leaked due to the contractor's poor workmanship. The release does not affect the warranties required by the contract document for the work completed under the contract. The release was forwarded to the insurance adjuster and he approved of the edits. The release has been signed by Jim Baird, General Manager and was delivered to Jeff Pugh's office for him to release after he feels confident that the check for \$170,000.00 has been issued.

### WWTP Roof Replacement Project

With the resolution of the insurance claim we are prepared to release the retainage withheld on this project. The contractor submitted pay request # 5 in the amount of \$32,618.75. This request is for the total amount retained under the contract.

The project Engineer has recommended that RUSA accept this request of \$32,618.75 and release the retainage.

Staff recommended that the Board approve pay request #5, final payment, in the amount of \$32,618.75. Payment will be mailed at the close of the claim.

Kelsey Wood moved to approve pay request #5 releasing the retainage for the WWTP Roof Replacement Project.

Rob Lieberman seconded the motion.

The motion passed unanimously.

#### Purchase of new Staff vehicle

We received a quotation from Landmark Ford of Tigard for a Ford Edge. The price quoted through the Oregon State Purchasing Agreement is \$29,862.50, not including delivery. The price would be \$30,162.50 with delivery. We asked Butler Ford of Ashland for a quote as they have provided the lowest price for the last four vehicles we have purchased, and they provide excellent service. The price from Butler Ford including delivery to Roseburg is \$30,000.00. There was discussion regarding the cost of the vehicle versus paying mileage and the liability that can be incurred with staff driving personal vehicles on RUSA business.

Staff recommended that Butler Ford be awarded the purchase of a 2018 Ford Edge in the amount of \$30,000.00.

Rob Lieberman moved to approve the purchase of a 2018 Ford Edge from Butler Ford in the amount of \$30,000.00.

Kelsey Wood seconded the motion.

The motion passed unanimously.

#### Employee Insurance Coverage 2018

Staff selected a health insurance plan provided by CIS. The coverage is a Copay plan with a \$250.00 deductible per individual and a maximum family deductible of \$750.00. The plan also has a maximum out of pocket of \$2,250.00 per individual with a family maximum of \$4,750.00. There was discussion about offering a Health Reimbursement Arrangement Voluntary Employees Beneficiary Association (HRA VEBA) and a Flexible Savings Account (FSA) to RUSA's employees. Providing an HRA VEBA in the amount of the deductible for each employee still comes in lower than the premium for the current year's health insurance plan.

Kelsey Wood asked if this would fall under the Contract Review Board, after discussion, it was determined that this is just a document and not a contract that would require review.

The representative from the HRA VEBA Trust was unable to attend the September 13, 2017 Board Meeting, but will be at the October 11, 2017 Board Meeting to answer any questions that the Board might have regarding the HRA VEBA.

Kelsey Wood moved to approve the development of a resolution for creation of an HRA VEBA and a resolution for creation of an FSA.

David Campos seconded the motion.

The motion passed unanimously.

#### Sewer Main Replacement off Terrace Drive

There was an existing non-conforming community sewer in an alley off Terrace Drive between Overlook Street and Lane Street. The sewer line provided service to two homes. A vacant lot located adjacent to this alley is being developed with a new house. The owner wanted to connect to the existing non-conforming sewer line.

This is not allowed under the current ordinances and policies of RUSA. The sewer line predates RUSA's formation and the current line has always been deemed a private line.

Staff negotiated with the owner of the property needing sewer service to pay 1/3 of the materials cost of a sanitary sewer mainline extension to serve the two existing customers and the new connection. RUSA staff installed approximately 150' of 8" sewer main and two manholes.

### **CH2M Report**

Jade Mecham, Project Manager at the WWTP, advised that the plant and NTS are continuing to operate properly. There was an odor complaint by a neighbor regarding the application of biosolids at a particular site. Jade Mecham, Jim Baird and Paul Kennedy from DEQ responded to the complaint and found no odors or issues.

Pretreatment inspections were completed, those that were out of compliance in August were followed up on and current businesses that are out of compliance were contacted regarding correction.

### **Accounts Payable**

The Board reviewed the Accounts Payable Report and Addendum for the September 13<sup>th</sup>, 2017 Accounts Payable. There were a few questions and a discussion regarding the accounts payable.

Chairman Dunn asked if there were any further questions, then asked the Board Members to approve the Accounts Payable and Addendum for September 13, 2017, as presented. All attending Board Members approved.

### **Other Business**

#### **Contract Review Board**

There was discussion regarding having a contract review board. RUSA hopes to have Eileen Eakinsan, an attorney that SDAO works with, come down for a lunch meeting to review the process for a contract review board and that a couple of the other districts will attend to share the cost. Staff will keep the Board apprised of their findings.

There being no further business to come before the Board, the September Monthly Board, the meeting was adjourned at 4:51 p.m.

Respectfully submitted,



Angela Allen  
Accounting Clerk