



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 Chair, John Dunn, called the regular monthly Board Meeting to order at 4:00 p.m. on June 14, 2017 at 1297 N.E. Grandview Drive.

ROLL CALL

Directors

Present: Chair John Dunn, Vice-Chair Rob Lieberman, David Campos, Kelsey Wood and Jerry Griesse

Absent:

Others present: General Manager Jim Baird, Collection System Superintendent Steve Lusch, Administrative Assistant Ellen Montgomery, CH2M OMI Plant Manager – Roseburg Operations Jade Mecham, Lee Holmes, Ron Thames, RUSA Collection Crew – CCTV Operator Dean Ronk, CH2M OMI Regional Business Manager Brian Helliwell, CH2M OMI Mechanic - Roseburg Operations Chad Snyder, CH2M OMI Operations Supervisor - Roseburg Operations Randy Turner.

Consideration of the minutes of the Regular Monthly Board Meeting of Wednesday, May 10, 2017.

Jerry Griesse moved to approve the minutes, as presented, for the Wednesday, May 10th, 2017 Roseburg Urban Sanitary Authority Regular Monthly Meeting.

Rob Lieberman seconded the motion.

The motion passed unanimously.

Off Agenda

The Board Chair, Mr. Dunn moved several items from the Other Business agenda item up in the meeting to accommodate the RUSA staff and CH2M Operations employees.

Umpqua Basin Operator Section of the PNCWA 2017 Awards

Steve Lusch, RUSA's Collection System Superintendent, announced the following Umpqua Basin Operators Section (UBOS) awards:

- Dean Ronk Collection Operator of the Year 2017 (RUSA)
- Randy Turner – Treatment Plant Operator of the Year – 2017 (CH2M)
- Chad Snyder – Maintenance Operator of the Year (WWTP) – 2017 (CH2M)

- Wastewater Treatment Plant Award for 2017 – RUSA WWTP operated by CH2M
- UBOS Safety Award - Safety Award for 24,500-man hours with no lost time hours
CH2M RUSA WWTP

The UBOS awardees for Collection Operator and Treatment Plant Operator of the year will be submitted to the Oregon Region of the PNCWA for consideration as the Oregon Operators of the year.

The UBOS Safety Award winner will be submitted for the George W. Burke Award to the WEF and the PNCWA for consideration as the regional award winner. If selected as the George W. Burke Awardee a WEF representative will present the award at the PNCWA Annual Conference.

All recipients were congratulated by the Board and Staff for a job well done.

Back Nine Project

Alex Palm, i.e. Engineering – Engineer for the Project, provided the Board with an update on the project.

The owners and Engineer informed RUSA the funding for the construction of the project has now changed. Discussions with the Infrastructure Finance Authority (IFA) has determined the application for funding for construction of the sanitary sewer system listed the same jobs retained or created as the application for the street improvements. The total funding available for the street improvements is greater than the funding for the sanitary sewer. The owners of the property have chosen to seek the funding available for the road construction

The owners of the property have chosen to provide the financing for the sanitary sewer construction. RUSA is working with the owners to transfer all the project documentation to the Engineer, i.e. Engineering.

Alex did state there is the possibility that there may still be some funding available through the Douglas County Industrial Board.

The Douglas County Commissioners are now actively involved and working with the developer and Engineer to locate some available funds for this project.

Before the funding issue surfaced, the project costs were estimated at \$1M for the sewer improvements and \$1.5M for the road construction.

The two businesses that wish to move to the Back Nine location are Douglas County Bottling Company (Bruce Hanna) and Terra Firma Foundation (Ryan Beckley).

The pump station is going to be relocated west of its original designed location.

There will be a 12-foot graveled road installed for access to the sewer main and pump station as a temporary measure with a fully improved paved access to be constructed in the future.

Return To Agenda

Open Public Hearing

The Board Chair Mr. Dunn opened the Public Hearing

The public hearing is to discuss the Roseburg Urban Sanitary Authority Budget for the Fiscal Year 2017-2018, approved by the Budget Committee on April 28, 2017.

There were no comment(s) from the public.

Close Public Hearing

The Board Chair, Mr. Dunn closed the public hearing

Resolution No. 17-02 – A Resolution Adopting the 2017-2018 Budget and Making Appropriations

Staff recommended the Board approve Resolution No. 17-02 – A Resolution Adopting the 2017-2018 Budget and Making Appropriations.

Jerry Griese moved to approve Resolution No. 17-02 – A Resolution Adopting the 2017-2018 Budget and Making Appropriations.

Rob Lieberman seconded the motion.

The Board Chair Mr. Dunn asked for a Roll Call vote for Resolution No. 17-02.

John Dunn	Yes	David Campos	Yes
Rob Lieberman	Yes	Jerry Griese	Yes
Kelsey Wood	Yes		

Resolution No. 17-02 – A Resolution Adopting the 2017-2018 Budget and Making Appropriations was adopted by a 5/0 approval vote.

CH2M Operations Presentation

Jade Mecham, CH2M OMI – Roseburg Operations Manager, provided the Board and Staff with an overview of what CH2M OMI has provided for plant operations for RUSA. Jade provided a Power Point presentation on all aspects of services provided by CH2M OMI.

Jade stated to the Board that the Roseburg Operation staff consists of tenured employees – Randy Turner, 34 years; Kevin Bruton, 30 years; the Lab Tech, 28 years; and 8 other employees with many years at the Roseburg Operations. Additionally, there are 3 certified Level IV Treatment Plant employees at the Roseburg Operation.

Mr. Mecham requested that the Board authorize RUSA's General Manager to enter into negotiations for a five (5) year contract extension.

Board member, Jerry Griese recommended that the Board table the request to provide the Board time to review the request. A consensus was reached by the Board to table the request until the July Board Meeting.

CH2M Operations Contract Amendment No. 12

Amendment No. 12 to the Agreement with Operations Management International (CH2M), dated July 1st, 2005 for Wastewater Facilities Operations, Maintenance and Management for Roseburg Urban Sanitary Authority's wastewater treatment plant was provided for the Board's consideration.

The Amendment calls for a repairs budget of \$76,200, a Direct Cost (including repairs) for providing services of \$1,185,263 and a total Base Fee of \$1,445,443. The total Base Fee reflects a \$1,125 reduction from the previous year's Amendment No. 11.

Staff recommended the Board approve Amendment No. 12 to the Agreement for Wastewater Facilities Operations, Maintenance and Management for Roseburg Urban Sanitary Authority.

Jerry Griesse moved to approve Amendment No. 12.
Rob Lieberman seconded the motion.

Board Chair Mr. Dunn asked for Roll Call for Amendment No. 12.

John Dunn	Yes	David Campos	Yes
Rob Lieberman	Yes	Jerry Griesse	Yes
Kelsey Wood	Yes		

Amendment No. 12 was unanimously approved by a 5/0 vote.

Resolution No. 17-03 – A Resolution Declaring Surplus Property

There are two pieces of equipment to be surplus:
2009 Oce printer and a KIP large format scanner/printer.

Staff recommended the Board approve Resolution No. 17-03 – A Resolution Declaring Surplus Property

Rob Lieberman moved to approve Resolution No. 17-03 – A Resolution Declaring Surplus Property
Kelsey Wood seconded the motion.

Board Chair Mr. Dunn asked for Roll Call for Resolution No 17-03.

John Dunn	Yes	David Campos	Yes
Rob Lieberman	Yes	Jerry Griesse	Yes
Kelsey Wood	Yes		

Resolution No., 17-03 was unanimously approved by a 5/0 vote.

General Managers Report

Brown Avenue Area Improvement – Phase V

The Pre-Construction Meeting for this project is scheduled for Thursday, June 29th, 2017. Construction is scheduled to commence on Monday, July 10th, 2017.

This project is scheduled to be completed on or before Thursday, October 12th, 2017.

Administrative Office Lighting Upgrade

Central Electric has completed nearly 95% of the work, including the lighting upgrade. The contractor will have the lighting project completed in its entirety no later than Friday, June 30th, 2017.

Industrial Pretreatment Compliance Audit

The General Manager reported that the Oregon DEQ performed an audit of RUSA's pretreatment program in September of 2016. RUSA received the audit findings in February of 2017.

The audit listed several required corrections that staff and the plant personnel felt constituted a modification of the current, administratively extended, NPDES Permit.

After conferring with colleges in the industry RUSA contacted Thorp, Purdy, Jewett, Urness and Wilkinson a highly recommended Attorney firm in Eugene Oregon to provide a legal opinion.

The firm's opinion was that several of the required corrections should not be done now and were only allowed to be done as part of the pending permit renewal. RUSA staff, plant personnel and the firm's attorney collaborated on a written response to the DEQ addressing all the corrective measures included in the audit. RUSA's response was submitted within the deadline of Monday, May 15, 2017.

WWTP Roof Leak Insurance Claim

Staff has been working with CNA and RUSA's claim consultant, Mike Hackbart, SDAO, to resolve this insurance claim and close the project.

RUSA received an e-mail from Mike Hackbart approximately an hour before the Board Meeting. Mr. Hackbart provided the following settlement figures, as proposed by the contractor's adjustor:

\$177,876.78	Total loss per RUSA
<u>(\$144,592.58)</u>	Offer from CNA
\$ 33,284.20	Difference
<u>(\$ 30,000.00)</u>	Paid by SDIS (SDAO)
\$ 3,284.20	Amount unreimbursed to RUSA

After discussion by the Board, the Board felt that SDAO should be responsible for any amount not covered by the CNA settlement offer.

Jim Baird will be discussing this with Mike Hackbart, SDAO, and advise the Board of his findings at the July 12th, 2017 Board Meeting.

CH2M Report

Jade Mecham, CH2M OMI Plant Manager, Roseburg Operations, reported to the Board the plant ran well during the month of May 2017.

As of May 1st, 2017, all WWTP effluent was pumped to the NTS as detailed in the current Farm Operation Plan.

Dewatered biosolids are being applied on an approved Tenmile site.

Pretreatment:

Staff worked on the response to the DEQ Pretreatment audit and submitted to DEQ. Sherms, Costco, Subway near Costco, Human Bean on Stewart Parkway were in good condition.

Red Robin was losing grease; called manager & he is to get it pumped. Will re-inspect in June.

Del Taco was acceptable.

Accounts Payable

The Board reviewed the Accounts Payable and Addendum for the June 14th, 2017 Accounts Payable.

Rob Lieberman moved to approve the Accounts Payable and Addendum, as presented, to the Board.

Kelsey Wood seconded the motion.

The motion passed unanimously.

Off Agenda

Fact Sheet on Sewer User Fees

The Board was given a fact sheet "Who is responsible for the sanitary sewer fee charges?" This information was provided to the Board which explains sewer charges, who is responsible for payment of these charges and what a lien is about delinquent sewer payments.

Swearing In of Re-Elected Board Members

This will be done at the July 12th, 2017 Board Meeting. Those Board Members to be sworn in are John Dunn, Rob Lieberman and David Campos.

6 Month Evaluation for the General Manager

Jim Baird's 6-month evaluation will be done at the July 12, 2017 Board Meeting. An Evaluation Committee was appointed to meet before the July Board Meeting. The Evaluation Committee is Kelsey Wood and David Campos.

There being no further business to come before the Board, the meeting was adjourned at 5:25 p.m.

Respectfully submitted,



Ellen J. Montgomery
Administrative Assistant