



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 February 14, 2024. The Board Meeting was held in-person and remotely broadcast by Zoom® Meeting.

ROLL CALL

Directors

Present: Board Chair John Dunn, Board Vice-Chair Rob Lieberman, Kelsey Wood, David Campos & Tom Dole

Absent:

Others present: General Manager Jim Baird, Finance Director Christine Morris, Office Assistant II Harmony Williams, Engineering Technician III Ryon Kershner, Collections Superintendent Steve Lusch & Jacobs Interim Project Manager Caleb Trammell

Consideration of the January 10, 2024 Board Meeting Minutes

David Campos moved to approve the minutes for the January 10, 2024 Roseburg Urban Sanitary Authority monthly Board Meeting.
Rob Lieberman seconded the motion.
The motion passed unanimously.

Ordinance No. 2024-01 Second Reading

Chair Dunn opened the public hearing for the second reading of Ordinance No. 2024-01. The hearing was open to public comment. Hearing no comment, the public hearing was closed.

David Campos made a motion to approve and adopt Ordinance No. 2024-01 as presented.
Tom Dole seconded the motion.

Vote By Roll Call

Board Chair Dunn requested "Roll Call" for the motion to approve and adopt Ordinance No. 2024-01:

| | |
|---------------|-----|
| John Dunn | Yes |
| Rob Lieberman | Yes |
| Tom Dole | Yes |
| Kelsey Wood | Yes |
| David Campos | Yes |

The motion was passed with a 5/0 vote

Resolution 24-01; A Resolution Modifying Certain Fees and Charges

Staff presented Resolution No. 24-01; A Resolution Modifying Certain Fees and Charges. Staff provided information regarding the fee changes.

David Campos made a motion to adopt Resolution No. 24-01; A Resolution Modifying Certain Fees and Charges.

Rob Lieberman seconded the motion.

The motion passed unanimously.

2024-2025 Budget

Annually the Board must appoint a budget officer (as per. ORS 294.331). The budget officer shall prepare or supervise the preparation of the budget document. The budget officer shall act under the direction of the RUSA Board.

Historically the Board has appointed the general manager as the budget officer.

Staff recommended that the Board appoint Jim Baird, RUSA General Manager, as the budget officer for the 2024-2025 Budget preparation.

Tom Dole made a motion to appoint Jim Baird as the Budget Officer for the 2024-2025 Budget. David Campos seconded the motion.

Staff developed the 2024-2025 Budget Process Calendar. The process is set to begin February 14, 2024 and end on July 15, 2024.

Kelsey Wood made a motion to approve and adopt the 2024-2025 Budget Calendar as presented. Rob Lieberman seconded the motion.

The motion passed unanimously.

Sewer Rates

Staff discussed the sewer rate study presented to the Board at the December 2022 meeting and asked for Board members to provide guidance for any changes in sewer rates for this year. The Board advised staff that they would like to further discuss rates during the Budget Committee meeting before making any recommendations.

Umpqua Economic Development Partnership

The Umpqua Economic Development Partnership focuses on economic growth in Douglas County. Staff asked the Board if they would like to participate and support the Umpqua Economic Development Partnership at the \$500.00 membership level.

Kelsey Wood made a motion to approve membership in the Umpqua Economic Development Partnership for \$500.00.

David Campos seconded the motion.

The motion passed unanimously.

General Managers Report

North Deer Creek Trunk Rehabilitation Project

The contractor, Titan Utilities, has completed the majority of the work included in the contract. During this period the contractor and staff have finalized the quantities for the project.

The contractor has submitted pay request #5 for \$29,450 with \$1,472.50 in retainage for payment #5 of \$27,977.50.

The project engineer, Rylee Archuleta, Leeway Engineering Solutions, and the RUSA staff have reviewed pay request #5 and would recommend that the Board approve pay request #5 to Titan Utilities for \$27,977.50.

Kelsey Wood moved to approve pay request #5 in the amount of \$27,977.50 to Titan Utilities.

Rob Lieberman seconded the motion.

The motion passed unanimously.

Biogas Feasibility Study – WRF:

The Biogas Feasibility Study has been completed and I have submitted the paid invoice to the Energy Trust of Oregon (ETO). The final cost of the study was \$41,774.27 and the ETO will provide 20,887.14 in matching grant funding.

RUSA Office and Garage Reroofing Project

The contractor plans on roofing the Garage and the Shop area of the office as weather permits. The contractor plans on roofing the main office in May or June as weather permits.

Umpqua Street Sewer Replacement

We have completed the design for a section of Umpqua Street that has been in the preliminary design stage for several years. i.e. Engineering has complete Plans and Specifications. The project is out to Bid, with a closing date of February 28th.

Energy Service Company

Ameresco and RUSA have submitted loan/grant application for four projects to the DEQ for Clean Water State Revolving Funds.

Waste Thickening Project

The engineering team is finalizing the waste thickening evaluation. The final document is scheduled to be completed next month.

Bisulfite SCADA System

We have completed the design to upgrade the bisulfite SCADA system. The project is out to bid, with a closing date of February 29th.

March Board Meeting

I am planning on being out of the office March 13th, the regularly scheduled Board meeting date. Would the Board like to keep the Board meeting on that date or move the meeting to another day?

Kelsey Wood made a motion to change the March Board Meeting date to March 15, 2024.

David Campos seconded the motion.

The motion passed unanimously.

Jacobs Plant Operations Report

Caleb Trammell advised that the treatment facility averaged 92% BOD removal and 94% Total Suspended Solids removal during January. The total Effluent flow was 252.06 million gallons.

Accounts Payable

The Board reviewed the Accounts Payable Report and Addendum for the February 2024 Accounts Payable and addressed questions.

David Campos made a motion to approve the Accounts Payable Report and Addendum as presented.

Kelsey Wood seconded the motion.

Board Chair Dunn requested "Roll Call" for the motion to approve the Accounts Payable Report and Addendum:

| | |
|---------------|-----|
| John Dunn | Yes |
| Rob Lieberman | Yes |
| Tom Dole | Yes |
| Kelsey Wood | Yes |
| David Campos | Yes |

The motion was passed with a 5/0 vote

Other Business

Finance Director Christine Morris informed the Board of an issue with the implementation of our new credit card service provider. The utility rate will not be available on Visa card payments until approved by Visa. Staff requested the Board provide direction as to what they would like Finance to do about the fees. The Board advised to pay the higher rate until approved by Visa at the utility rate.

The meeting was adjourned at 5:15 p.m.

Attached Additional Items Presented

Accounts Payable Addendum

Respectfully submitted,

A handwritten signature in blue ink that reads "Harmony Williams". The signature is written in a cursive style with a light blue color.

Harmony Williams
Office Assistant II

Accounts Payable

Checks by Date - Detail by Check Date

User: angie
 Printed: 2/14/2024 9:58 AM



| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Check Amount |
|-------------------------------|-----------------------------|---|-------------------------|--------------------|
| 51917 | Chytka 160613 | Chytka Pest Control LLC Monthly pest control services | 02/14/2024 | 40.00 |
| Total for Check Number 51917: | | | | 40.00 |
| 51918 | DJC 745673528 | Daily Journal of Commerce Inc Advertisement for bids for Bisulfite SCADA Imp | 02/14/2024 | 215.38 |
| Total for Check Number 51918: | | | | 215.38 |
| 51919 | IE-ENG 63523 63524 | i.e. Engineering, Inc. Engineering Umpqua Street Rehab - Prints Engineering Umpqua Street Rehab | 02/14/2024 | 105.00 1,020.00 |
| Total for Check Number 51919: | | | | 1,125.00 |
| 51920 | RSBG-AUD 39752 | Roseburg Audiology Center 8 Employee hearing screenings | 02/14/2024 | 400.00 |
| Total for Check Number 51920: | | | | 400.00 |
| 51921 | SIERRASP 21794341 020324 | Sierra Springs Bottled water delivery | 02/14/2024 | 93.59 |
| Total for Check Number 51921: | | | | 93.59 |
| 51922 | SPRBRK TM INV-007315 | Springbrook Holding Company LLC Prof Svcs - Project Mngmnt to add Proj Mgmt, F | 02/14/2024 | 223.50 |
| Total for Check Number 51922: | | | | 223.50 |
| 51923 | DYER 30816 | The Dyer Partnership Engineers & Planners 100 percent design for jail manhole | 02/14/2024 | 3,804.00 |
| Total for Check Number 51923: | | | | 3,804.00 |
| Total for 2/14/2024: | | | | 5,901.47 |
| Report Total (7 checks): | | | | 5,901.47 |