



**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, 2018 at 1297 N.E. Grandview Drive.

**ROLL CALL**

**Directors**

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

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**Others present:** General Manager Jim Baird, Collection System Superintendent Steve Lusch, Engineering Tech III Ryon Kershner, Accounting Clerk Angela Allen, CCTV Operator Dean Ronk, Finance Director Christine Morris and CH2M Project Manager Jade Mecham.

**Consideration of the minutes of the Regular Monthly Board Meeting of Wednesday, January 10, 2018.**

Kelsey Wood moved to approve the minutes, as presented, for the Wednesday, January 10th, 2018 Roseburg Urban Sanitary Authority Regular Monthly Meeting.  
John Dunn seconded the motion.  
The motion passed unanimously.

**Appointment of a Budget Officer**

The Board is required to appoint a Budget Officer for the 2018-2019 Budget Year, in the past it has been the General Manager.

Kelsey Wood moved to appoint Jim Baird, General Manager as the Budget Officer for the 2018-2019 Budget Year.  
Rob Lieberman seconded the motion.  
The motion passed unanimously.

## **Budget Calendar**

The Board is required to set a budget hearing and publication calendar. Staff presented a revised schedule at the meeting. The Board reviewed and accepted the revised schedule. The Budget Calendar will now be passed on to the Budget Committee for review.

## **Budget Committee Member Appointment**

As discussed at the January Board Meeting, there are two vacancies on the Budget Committee, a couple of suggestions were made and those individuals were contacted to see if they would agree to being nominated for the Budget Committee.

Jim Baird contacted Marc Chirrick and Mike Jackson. Both agreed to be nominated for the Budget Committee.

Kelsey Wood made a motion to approve adding Marc Chirrick and Mike Jackson to the Budget Committee to replace the two committee members that will no longer be serving.

Rob Lieberman seconded the motion.

The motion passed unanimously.

## **General Managers Report**

### **Brown Avenue Area Improvements Phase V**

The contractor formally requested Final Completion and Payment. The Contractor submitted a conditional release of liens as required by the contract. The Contractor submitted pay request #7 in the amount of \$40,118.85, the total amount of retainage for this project. The project Engineer has recommended that RUSA accept this request and issue the final payment to the Contractor.

Staff recommends that the Board approve pay request #7 in the amount of \$40,118.85.

Kelsey Wood moved to approve Pay Request #7 in the amount of \$40,118.85 for release of the retainage.

Rob Lieberman seconded the motion.

The motion passed unanimously.

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

The project construction is continuing. The estimated projected completion date has been moved to the end of March 2018. Part of the project is on hold due to the weather.

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

The project engineering company, 3J Consulting, has completed the 60% plans and submitted them to RUSA for review. We have completed our review and sent the Engineer our comments and corrections. This project is a joint City of Roseburg – RUSA project and is scheduled to be constructed this summer.

### Downtown Improvements Phase II

The project engineering company, i.e. Engineering, has completed the 50% plans and submitted them to RUSA for review. We have completed our review and sent the Engineer our comments and corrections. This project is a joint City of Roseburg – RUSA project and is scheduled to be constructed this summer. There will be a little more work on this project than originally expected, all the work will get done and it will be an improvement to the sewer and reduce I&I in the area. The 90% plans were just submitted to RUSA for review.

### Garden Valley Blvd Sewer Replacement Project

i.e. Engineering is in design of a short section of gravity sewer and the associated manholes located in Garden Valley Blvd. The City of Roseburg will be replacing the sidewalk intersection ramps and repaving a section of Garden Valley Blvd. RUSA needs to replace the main line and several building sewers so that we will not need to cut the new paved surface during the moratorium period and hopefully not for many years. The City originally required that all work within the roadway be done by May of 2018, this was not going to be an easy deadline to meet as RUSA has exhausted most of the funds allocated to infrastructure replacement for the current fiscal year.

Jim contacted Nikki Messenger, the City of Roseburg Public Works Director, and explained our constraints regarding this project. Nikki was very understanding of RUSA's problem and was very willing to extend our deadline to complete the work. RUSA will be allowed to start our project in July with a completion date in August.

This area will be difficult to excavate due to the rock and existing storm catch basin. The 50% drawings were just received for review.

### Winchester Pump Station Force Main Replacement Project

Jim and Jade are working with CH2M on the evaluation of the existing force main and the recommended future configuration for the piping. The force main is about 9000 feet. Once a decision is made, the information will be forwarded to i.e. Engineering to go with the location design.

i.e. Engineering has started the location design for the new force main.

This is a joint Douglas County – RUSA project and will be constructed in 2019.

### Loma Vista Pump Station Study

i.e. Engineering is working on the study. The project engineer will provide RUSA a report on the possible relocation and upgrade of the Loma Vista Pump Station. There is the potential of a UGB swap which could add part of Charter Oaks to the UGB. In this study, we want to insure the pump station will be adequate if the UGB is extended in this area.

### Dean Ronk 2017 Oregon Collections Operator of the Year

Dean Ronk was recognized for his accomplishments by the Municipal Sewer & Water Magazine in the February issue. Dean has really done a great job of owning the CCTV position and making improvements that will be passed down to the next operator after his retirement.

## **CH2M Report**

Jade Mecham, Project Manager, advised that some of the sheetrock fell from the ceiling in the pre-treatment building. Jade is getting estimates to replace the sheetrock with green board that

will tolerate the moisture in the building. Also, Jade is exploring options of adding a fan to help move more air to help with moisture as well.

### **Accounts Payable**

The Board reviewed the Accounts Payable Report and Addendum for the February 14<sup>th</sup>, 2018 Accounts Payable. There was a general discussion of the accounts payable.

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

### **Other Business**

Contract Review Board training is at 11:00 a.m. on Friday, February 16, 2018. All the board members plan to attend as well as board members from Green Sanitary and Roberts Creek Water.

Kelsey Wood and David Campos attended the SDAO conference and thought it was a good way to keep up on new laws.

There being no further business to come before the Board, the meeting was adjourned at 5:05 p.m.

Respectfully submitted,



Angela Allen  
Accounting Clerk