



**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 January 9, 2019 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 Senior Vice President, Ron Cutter of Brown and Brown Insurance.

**Consideration of the minutes of the Regular Monthly Board Meeting of Wednesday, December 12, 2018.**

Jerry Griese moved to approve the minutes, as presented, for the Wednesday, December 12, 2018 Roseburg Urban Sanitary Authority Regular Monthly Meeting.  
Kelsey Wood seconded the motion.  
The motion passed unanimously.

**Special Districts Insurance Services Report to the Board**

Staff requested the Board Chair allow the presentation of Special Districts Insurance Services Comparison Report to be added to the Agenda. The Board Chair allowed the addition of Special Districts Insurance Services Report.

Ron Cutter of Brown and Brown Insurance presented the proposed Special Districts Premium/Rate Comparison, Schedule of Other Policies and Terms, Conditions and Recommendations.

Brown and Brown and Staff recommended that RUSA purchase tail coverage for two years at a cost of \$10,525.65 for the underground fuel tanks that were removed at the WWTP. The tail coverage is nonrefundable and would provide coverage for two years after the previous coverage expired.

The Board discussed the cost of tail coverage and any possible risk of the pollution in detail. The Board also considered the cost of tail coverage for one year at the cost of \$7,894.49.

David Campos moved to approve one year of tail coverage insurance. The motion to approve one year of tail coverage insurance died for lack of a second.

## **General Managers Report**

### **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.

### **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.

## **CH2M Report**

Jade Mecham CH2M Project Manager advised that the treatment facility averaged 96% CBOD removal and 96% Total Suspended Solids removal. On December 14<sup>th</sup>, a wind storm caused power issues with equipment and the plant was put on generator power. Also, a tree near the entrance toppled onto power lines. A tree removal crew removed two damaged trees after the storm. Rags in the primary digester continue to be problematic.

## **Accounts Payable**

The Board reviewed the Accounts Payable Report and Addendum for the January 9, 2019 Accounts Payable.

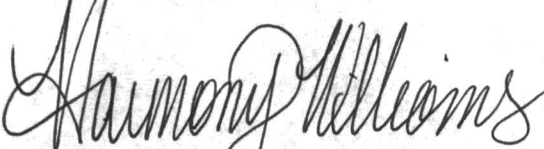
David Campos made a motion to approve the Accounts Payable and Addendum as presented. Kelsey Wood seconded the motion. The motion passed unanimously.

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

## **Other Business**

An annual evaluation is due for the General Manager.

Respectfully submitted,



Harmony Williams  
Office Assistant