



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 December 12, 2018 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

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 CPA, CFE Paul Nielson.

Consideration of the minutes of the Regular Monthly Board Meeting of Wednesday, November 14, 2018.

Jerry Griese moved to approve the minutes, as presented, for the Wednesday, November 14, 2018 Roseburg Urban Sanitary Authority Regular Monthly Meeting.
Kelsey Wood seconded the motion.
The motion passed unanimously.

Auditors Report to the Board

Paul Nielson of Isler CPA presented the Auditors' required communications for the fiscal year ending June 30, 2018.

Resolution No. 18-04; A Resolution Declaring Surplus Property

Staff presented Resolution number 18-04 declaring surplus property.
Jerry Griese made a motion to approve Resolution No. 18-04.
Kelsey Wood seconded the motion.
The motion passed unanimously.

General Managers Report

Back Nine Sanitary Sewer Extension Phase I

The As-built plans, Operation and Maintenance Manual, Engineer's letter of certification of completion, easement document and transfer of ownership of the property associated with the pump station are still pending.

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 Contractor, Brown Construction, has completed the sanitary sewer construction. Final testing has been completed and all the new system has passed.

The Engineer's test reports, letter of certification of completion and as-built drawings are still pending. The City has not provided the final project closeout documentation.

Winchester Pump Station Force Main Replacement Project

i.e. Engineering had completed 100% plans for the new dual forcemain that will be constructed as part of Douglas County's Highway 99 North construction project. RUSA forwarding the plans to the DEQ for review and comment.

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

We have signed and submitted the agreement to pay the DEQ review charges to expedite the review of our file.

FOG Inspection Program

The Engineering Department has completed six follow up inspections of food service establishments during November.

SDAO Safety Grant

We received notification that RUSA will be receiving \$5,000 dollars, from SDAO, as a matching grant for the purchase of a new traffic sign board. The sign board total cost is \$10,800.

CH2M Report

Jade Mechem CH2M Project Manager presented the Operations Management and Facilities Services 2017 Annual Report. He also advised that the treatment facility averaged 96% CBOD removal and 95% Total Suspended Solids removal and that digester rag problems have been increasing recently, that have not been a problem of the past.

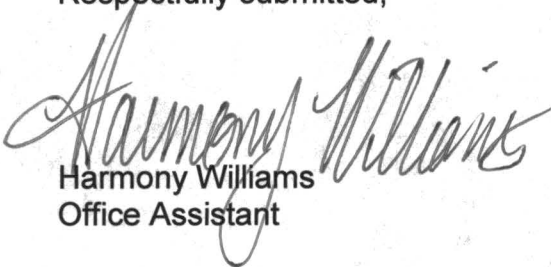
Accounts Payable

The Board reviewed the Accounts Payable Report and Addendum for the December 12, 2018 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 4:30 p.m.

Respectfully submitted,



Harmony Williams
Office Assistant