



**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 Vice-Chair, Rob Lieberman, called the regular monthly Board Meeting to order at 4:00 p.m. on May 10, 2017 at 1297 N.E. Grandview Drive.

ROLL CALL

Directors

Present: Vice-Chair Rob Lieberman, David Campos, Kelsey Wood and Jerry Griese

Absent: Chair John Dunn

Others present: General Manager Jim Baird, Finance Director Christine Morris, Collection System Superintendent Steve Lusch, Administrative Assistant Ellen Montgomery, CH2M Plant Manager – Roseburg Operations Jade Mecham, Lee Holmes, Brian Helliwell, Regional Business Manager – OMI, Gary Young, Regional Vice-President of Operations – OMI.

1. Consideration of the minutes of the Regular Monthly Board Meeting of Wednesday, April 12, 2017.

Jerry Griese moved to approve the minutes, as presented, for the Wednesday, April 10th, 2017 Roseburg Urban Sanitary Authority Regular Monthly Meeting.
Kelsey Wood seconded the motion.
The motion passed unanimously.

2. Consideration of the minutes of the Budget Committee Meeting of Wednesday, April 26, 2017.

Kelsey Wood moved to approve the minutes, as presented, for the Wednesday, April 26th, 2017 Roseburg Urban Sanitary Authority Budget Committee Meeting.
David Campos seconded the motion.
The motion passed unanimously.

General Managers Report

Brown Avenue Area Improvement – Phase V

Bid opening was Thursday, April 20th, 2017 at 2:00 p.m. Three bidders submitted bids for Phase V. Cradar Enterprises, Inc. was the low bidder.

Following is a recap of the bid:

Schedule "A"	\$536,313
Schedule "B"	<u>\$152,799</u>
	\$689,112

The Project Engineer, i.e. Engineering, reviewed the 3 bids received at the bid opening. The Engineer and Staff recommended an "Intent to Award" to Cradar Enterprises, Inc., in the amount of \$689,112 for Schedule "A" and "B", by RUSA's Contract Review Board.

Jerry Griese moved to approve "Intent to Award" to Cradar Enterprises, Inc., in the amount of \$689,112 for both Schedule "A" and "B".

Kelsey Wood seconded the motion.

The motion passed unanimously.

Back Nine Sanitary Sewer Extension Project

Geotechnical investigation and report have been completed and sent to CH2M. CH2M and i.e. Engineering are working to finalize service lateral locations and road finish grades. The plans are to be completed by Thursday, May 18th, 2017, with the advertising of the project on Friday, May 19th, 2017.

Administration Office Lighting Upgrade

Central Electric has started the project. They are working jointly with EOFF Electric Supply and the Oregon Energy Trust for equipment submittals and approval. The completion for this project is no later than Friday, June 30th, 2017.

Industrial Pretreatment Compliance Audit

September 27-28, 2016 the Oregon DEQ performed an audit of RUSA's pretreatment. RUSA received the audit findings on Thursday, February 23rd, 2017. Staff has been working with CH2M operations staff to respond to corrective measures noted in the audit.

Thorp, Purdy, Jewett, Urness and Wilkinson has been retained for a legal opinion on the following:

- Staff feels many of the required corrections will constitute a modification of the NPDES Permit.
- The permit has expired and been administratively extended by DEQ.
- Administratively extended permits cannot be modified.

RUSA will be providing a written response to the findings in the audit before the response deadline Monday, May 15th, 2017.

Staff Professional Development

Scott Ough took the Level II Wastewater Collection exam and passed.

Off Agenda

Handout to the Board “Who is Responsible for the Sanitary Sewer Fee Charges”? This handout details the property owner as the responsible party for sewer service charges on properties and implications of the charges that go unpaid.

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CH2M Report

Jade Mecham, CH2M Plant Manager, Roseburg Operation, reported to the Board the plant ran well during the month of April, 2017.

There were some loads hauled to the plant of holding tank waste. All loads are checked for pH before the tankers are allowed to discharge. Jade stated there was approximately 40,000 gallons of waste hauled to the plant during April, 2017.

Pretreatment:

FCC Commercial Furniture was sampled and inspected. They were within their limits for discharge.

China Buffet had grease downstream, which appears to be coming from another source. Staff will investigate to determine the location of the grease.

Log Cabin Deli and DC Co-Op Deli were found to be satisfactory; no grease.

Subway – Near Costco; grease interceptor was nearly full. Staff will follow-up.

Start-up and repairs to irrigation system were completed in April. Plant flow to the NTS will begin in May.

OMI applied for the following UBOS Awards for 2017: Wastewater Treatment Plant of the Year; Wastewater Treatment Operator of the Year; Maintenance Person of the Year; Safety Award of the Year.

Off Agenda

Treatment Plant Roofing Insurance Claim – Water Damage

Jerry Griese asked about the status of the water damage claim at the treatment plant. Jim Baird stated that RUSA and the roofing company insurance companies are approximately \$30,000 apart on the claim damage for settlement:

CNA Insurance offer	\$147,000 (+/-)
RUSA actual cost	\$177,000 (+/-)

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Accounts Payable

The Board reviewed the Accounts Payable and Addendum for the May 10th, 2017 Accounts Payable.

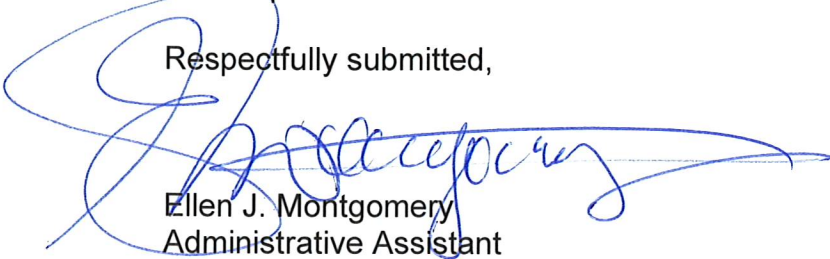
David Campos moved to approve the Accounts Payable and Addendum, as presented, to the Board.

Jerry Griese seconded the motion.

The motion passed unanimously.

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

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "E. Montgomery", is written over the typed name. The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Ellen J. Montgomery
Administrative Assistant