



**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 November 14, 2018 at 1297 N.E. Grandview Drive.

**ROLL CALL**

**Directors**

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

**Absent:**

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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 and CH2M Project Manager Jade Mecham.

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

Rob Lieberman moved to approve the minutes, as presented, for the Wednesday, October 10, 2018 Roseburg Urban Sanitary Authority Regular Monthly Meeting.

David Campos seconded the motion.

The motion passed unanimously.

**Resolution No. 18-03; A Resolution Adopting A Roseburg Urban Sanitary Authority Building Safety and Preventative Maintenance Policy**

Resolution number 18-03 is necessary in order to establish a Building Safety and Preventative Maintenance Policy.

Staff recommended the Board approve Resolution No. 18-03 adopting a Roseburg Urban Sanitary Authority Building Safety and Preventative Maintenance Policy.

Kelsey Wood made a motion to approve Resolution No. 18-03.

Rob Lieberman 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.

### **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.

### **Winchester Pump Station Force Main Replacement Project**

i.e. Engineering had completed 95% plans for the new dual forcemain that will be constructed as part of Douglas County's Highway 99 North construction project. RUSA is reviewing the plans and will be 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.

### **City of Roseburg UGB Swap**

The City of Roseburg is looking at applying to the State of Oregon Land Use Board to swap property within the current Urban Growth Boundary that is difficult to develop to City standards due to the topography with property west of the current UGB along Troost Street commonly referred to as Charter Oaks. Staff attended a community meeting held by the City to answer questions from the public and will report on the meeting to the Board.

## **CH2M Report**

Jade Mecham CH2M Project Manager advised that the treatment facility averaged 98% CBOD removal and 97% Total Suspended Solids removal. The NTS continued repairs to sprinklers throughout all zones.

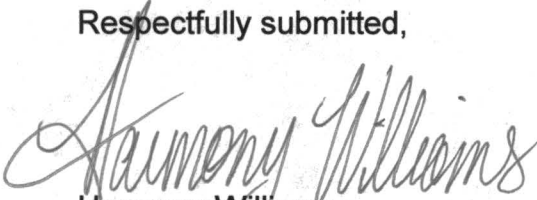
**Accounts Payable**

The Board reviewed the Accounts Payable Report and Addendum for the November 14, 2018 Accounts Payable.

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

There being no further business to come before the Board, the meeting was adjourned at 4:56 p.m.

Respectfully submitted,



Harmony Williams  
Office Assistant