



**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 March 15, 2024. The Board Meeting was held in-person and remotely broadcast by Zoom® Meeting.

**ROLL CALL**

**Directors**

**Present:** Board Chair John Dunn, Kelsey Wood, David Campos & Tom Dole

**Absent:** Board Vice-Chair Rob Lieberman

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**Others present:** General Manager Jim Baird, Finance Director Christine Morris, Office Assistant II Harmony Williams, Engineering Technician III Ryon Kershner & Jacobs Interim Project Manager Caleb Trammell

**Consideration of the February 14, 2024 Board Meeting Minutes**

David Campos moved to approve the minutes for the February 14, 2024 Roseburg Urban Sanitary Authority monthly Board Meeting.  
Kelsey Wood seconded the motion.  
The motion passed unanimously.

**2024-2025 Budget**

Staff continues to look for a Budget Committee member for the open position.

**Roseburg Urban Sanitary Authority Local Contract Review Board**

Chair Dunn called to order the Roseburg Urban Sanitary Authority Local Contract Review Board. RUSA received three bids for the Umpqua Street Sewer Replacement Project with the apparent low bidder being NorthCore USA. LLC. in the amount of \$620,462.26.

The project engineering firm, i.e. Engineering, and staff have reviewed the bids and have determined that the bid was completed fairly and in conformance with the conditions outlined in the bid documents.

Staff recommended that the Board issue the notice of intent to award the Umpqua Street Sewer Replacement Project to NorthCore USA, LLC in the amount of \$620,462.26.

Kelsey Wood made a motion for the intent to award the Umpqua Street Sewer Replacement Project to NorthCore USA, LLC in the amount of \$620,462.26.

Tom Dole seconded the motion.

The motion passed unanimously.

RUSA received two bids for the Bisulfite SCADA improvements project with the apparent low bidder being Sims Electric Inc. in the amount of \$125,000.

The project engineering firm, Jacobs, and staff have reviewed the bids and have determined that the bid was completed fairly and in conformance with the conditions outlined in the bid documents.

Staff recommended that the Board issue the notice of intent to award the Bisulfite SCADA Improvements project to Sims Electric Inc. in the amount of \$125,000.

Kelsey Wood made a motion for the intent to award the Bisulfite SCADA Improvements project to Sims Electric Inc. in the amount of \$125,000.00.

David Campos seconded the motion.

The motion passed unanimously.

At this time Chair Dunn reconvened the regular Board Meeting.

## **Finance Department Program Improvements**

In January the Finance Department went live with a new version of Springbrook software. As of March 1<sup>st</sup> customers transitioned to a new payment processing system provided by Xpress Bill Pay. Additionally, utility bills are now being outsourced for printing and mailing using Metro Presort. Christine Morris gave the Board an update on how all these changes have impacted customers and staff.

## **General Managers Report**

### **North Deer Creek Trunk Rehabilitation Project**

The contractor, Titan Utilities, has completed the majority of the work included in the contract. During this period the contractor installed 171 ft of 6" service line, 3 cleanouts, rehabilitated 4 manholes, and replaced 18 manhole frames and covers.

The contractor has submitted pay request #6 for \$155,581.81 with \$7,779.09 in retainage for payment #6 of \$147,802.72.

The project engineer, Rylee Archuleta, Leeway Engineering Solutions, and the RUSA staff have reviewed pay request #6 and would recommend that the Board approve pay request #6 to Titan Utilities for \$147,802.72.

Kelsey Wood moved to approve pay request #6 in the amount of \$147,802.72 to Titan Utilities.

David Campos seconded the motion.

The motion passed unanimously.

RUSA Office and Garage Reroofing Project

The contractor plans on roofing the Garage and the Shop area of the office as weather permits. The contractor plans on roofing the main office in May or June as weather permits.

Umpqua Street Sewer Replacement

With the RUSA Local Contracting Board Notice of Intent to Award the 7-day protest period will begin. If no protests are received the Notice of Award will be given and contract documents will be administered for signing by the contractor and RUSA.

Energy Service Company

Ameresco and RUSA are responding to requests for additional information for the loan/grant application for four projects to the DEQ for Clean Water State Revolving Funds.

Waste Thickening Project

The engineering team is finalizing the waste thickening evaluation. The final document is scheduled to be completed soon.

Bisulfite SCADA System

With the RUSA Local Contracting Board Notice of Intent to Award the 7-day protest period will begin. If no protests are received the Notice of Award will be given and contract documents will be administered for signing by the contractor and RUSA.

**Jacobs Plant Operations Report**

Caleb Trammell advised that the treatment facility averaged 91% BOD removal and 95% Total Suspended Solids removal during February. The total Effluent flow was 163.96 million gallons.

**Accounts Payable**

The Board reviewed the Accounts Payable Report and Addendum for the March 2024 Accounts Payable and addressed questions.

David Campos made a motion to approve the Accounts Payable Report and Addendum as presented.

Kelsey Wood seconded the motion.

Vote By Roll Call

Board Chair Dunn requested "Roll Call" for the motion to approve the March Accounts Payable Report and Addendum:

John Dunn	Yes
Rob Lieberman	
Tom Dole	Yes
Kelsey Wood	Yes
David Campos	Yes

The motion was passed with a 4/0 vote

## **Other Business**

National Public Works Week is from May 19 – 25, 2024. Staff would like to have a public event in honor of National Public Works Week.

Tom Dole made a motion for RUSA to hold a public event for National Public Works Week.  
David Campos seconded the motion.  
The motion pass unanimously.

The meeting was adjourned at 4:56 p.m.

## **Attached Additional Items Presented**

Accounts Payable Addendum

Respectfully submitted,



Harmony Williams  
Office Assistant II

# Addendum to March 15, 2024 Board Packet

## Accounts Payable

### Checks by Date - Detail by Check Date

User: christine  
 Printed: 3/15/2024 3:13 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	PBPP March 2024	Pitney Bowes Purchase Power Postage meter refill	03/15/2024	150.00
Total for this ACH Check for Vendor PBPP:				150.00
51965	UB*00067	DISTINCT DWELLING PROPERTY MAI Refund Check 001965-001, 621 NE LINCOLN Refund Check 001965-001, 621 NE LINCOLN Refund Check 001965-001, 621 NE LINCOLN	03/15/2024	67.50 10.00 2.50
Total for Check Number 51965:				80.00
51966	DCPW 02-24	Douglas County Public works IGA Agreement No: 2024-0177 for NearMap Im	03/15/2024	1,149.75
Total for Check Number 51966:				1,149.75
51967	FERGWTRW 1250094	Ferguson Waterworks 2-Hymax 7" coupling	03/15/2024	780.18
Total for Check Number 51967:				780.18
51968	OR-TOOL Inv-3524	Oregon Tool & Supply Reimburse for Work to connect Sewer to Dougla	03/15/2024	16,000.00
Total for Check Number 51968:				16,000.00
51969	PPL	Pacific Power	03/15/2024	
	FEB 24 140G	Power Usage-140 LM-NTS Gate		20.31
	FEB 24 411S	Usage-411 LM-Storage Bldg		99.20
	FEB 24 425LM	Power Usage-425 Long Meadow		12.20
	FEB 24 ADMIN	Power Usage-Admin Bldg		685.32
	FEB 24 BC	Contract-310 Bourbon St PS		60.09
	FEB 24 BU	Power Usage-310 Bourbon St PS		104.47
	FEB 24 HIGH	Power Usage-Highland PS		1,663.33
	FEB 24 KEADY	Contract Min&Usage-Keady Ct PS		135.84
	FEB 24 LV	Power Usage-Loma Vista PS		119.54
	FEB 24 NBANK	Power Usage-North Bank PS		176.92
	FEB 24 NTS	Contract/Power Usage-NTS PS		2,095.45
	FEB 24 SBANK	Power Usage-South Bank PS		2,739.93
	FEB 24 WILB1	Power Usage-Wilbur 1 PS		339.87
	FEB 24 WILB2	Power Usage-Wilbur 2 PS		336.01
	FEB 24 WWTP1	Power Usage-WWTP 1		24,513.63
	FEB 24 WWTP2	Power Usage-WWTP 2		27.71
Total for Check Number 51969:				33,129.82
51970	RSBG-AUD 39871	Roseburg Audiology Center Audiology screenings - 2 employees	03/15/2024	100.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 51970:	100.00
51971	TEKMAN	TEKMANAGEMENT, INC.	03/15/2024	
	90664a	Encryption of laptops		107.25
	90664b	DNS Filter (security)		32.00
	90664c	Backup & Recovery Services		565.00
	90664d	Server Maint & monitoring		1,578.87
	90664e	Cloud storage-server backups		180.00
	90664f	Penetration Testing		253.84
			Total for Check Number 51971:	2,716.96
51972	TNB	TnB Performance Fab & Design	03/15/2024	
	1199	Vise Mount Labor		275.00
			Total for Check Number 51972:	275.00
			Total for 3/15/2024:	54,381.71
			Report Total (9 checks):	54,381.71