

**ROSEBURG URBAN SANITARY AUTHORITY
BOARD MEETING OF THE BOARD OF DIRECTORS
MINUTES**

David Campos, called the regular monthly Board Meeting to order at 4:00 p.m. on March 12, 2025. The Board Meeting was held in-person and remotely broadcast by Zoom® Meeting.

ROLL CALL

Directors

Present: Kelsey Wood, David Campos & Tom Dole

Absent: Rob Lieberman and John Dunn

Others present: General Manager Jim Baird, Finance Director Christine Morris, Office Assistant II Harmony Williams, Collections Superintendent Steve Lusch, Engineering Tech III Ryon Kershner & Jacobs Project Manager Dan Prather

Consideration of the February 12, 2025 Board Meeting Minutes

Kelsey Wood moved to approve the minutes for the February 12, 2025 Roseburg Urban Sanitary Authority monthly Board Meeting.

Tom Dole seconded the motion.

David Campos requested "Roll Call" for the motion to approve the February 12, 2025 Board Meeting Minutes.

Vote By Roll Call

John Dunn

Rob Lieberman

Tom Dole Yes

Kelsey Wood Yes

David Campos Yes

The motion was passed with a 3/0 vote

Roseburg Urban Sanitary Contract Review Board

David Campos opened the public hearing to consider exempting Ameresco for competitive bidding for three solar projects. The hearing was open to public comment. Hearing no comment, the public hearing was closed.

Resolution No. 25-01; A Resolution Adopting Findings of Fact, Declaring an Exemption from Competitive Bidding, and Authorizing the Direct Appointment of Ameresco for the 50 kW Solar PV with Battery Storage Project.

Kelsey Wood moved to approve Resolution No. 25-01; a resolution adopting findings of fact, declaring an exemption from competitive bidding, and authorizing the direct appointment of Ameresco for the 50 kW solar PV with battery storage project.

Tom Dole seconded the motion.

David Campos requested "Roll Call" for the motion to adopt Resolution No. 25-01.

Vote By Roll Call

John Dunn
Rob Lieberman
Tom Dole Yes
Kelsey Wood Yes
David Campos Yes
The motion was passed with a 3/0 vote

Resolution No. 25-02; A Resolution Adopting Findings of Fact, Declaring an Exemption from Competitive Bidding, and Authorizing the Direct Appointment of Ameresco for the 900 kW Solar PV Project

Kelsey Wood moved to approve Resolution No. 25-02; a resolution adopting findings of fact, declaring an exemption from competitive bidding, and authorizing the direct appointment of Ameresco for the 900 kW solar PV project.

Tom Dole seconded the motion.

David Campos requested "Roll Call" for the motion to adopt Resolution No. 25-02.

Vote By Roll Call

John Dunn
Rob Lieberman
Tom Dole Yes
Kelsey Wood Yes
David Campos Yes
The motion was passed with a 3/0 vote

Resolution No. 25-03; A Resolution Adopting Findings of Fact, Declaring an Exemption from Competitive Bidding, and Authorizing the Direct Appointment of Ameresco for the 400 kW Floating Solar PV Project

Kelsey Wood moved to approve Resolution No. 25-03; a resolution adopting findings of fact, declaring an exemption from competitive bidding, and authorizing the direct appointment of Ameresco for the 400 kW solar PV project.

Tom Dole seconded the motion.

David Campos requested "Roll Call" for the motion to adopt Resolution No. 25-03.

Vote By Roll Call

John Dunn
Rob Lieberman
Tom Dole Yes
Kelsey Wood Yes
David Campos Yes
The motion was passed with a 3/0 vote

RUSA identified the need to amend its Wastewater Collection System Master Plan to incorporate a recent modification to the City of Roseburg’s Urban Growth Boundary. To support this initiative, RUSA required the professional services of a qualified engineering firm to assess infrastructure capacity, project future needs, and formally update the Wastewater Collection System Master Plan to reflect the modified boundary of RUSA’s service area.

RUSA engaged the Special Districts Association of Oregon (SDAO) to provide professional procurement assistance to conduct a compliant and competitive selection process in accordance with Oregon statutory requirements. The Consultant Evaluation Committee identified Leeway Engineering Solutions as the highest-ranked consultant and recommended entering into contract negotiations. Following successful negotiations, it is RUSA’s intent to award the contract to Leeway Engineering Solutions.

Kelsey Wood made a motion to approve the Intent to Award to Leeway Engineering Solutions in the amount of \$137,458.
Tom Dole seconded the motion.

David Campos requested “Roll Call” for the motion for the Intent to Award to Leeway Engineering Solutions.

Vote By Roll Call

John Dunn
Rob Lieberman
Tom Dole Yes
Kelsey Wood Yes
David Campos Yes
The motion was passed with a 3/0 vote

At this time David Campos reconvened the regular Board Meeting.

General Managers Report

Ameresco - Energy Service Company

DEQ has determined that they cannot allow RUSA to use the ESCO framework for alternative procurement to design and construct the solar project at the wastewater treatment plant and the NTS.

The RUSA team and Ameresco are working on utilizing the Construction Manager/General Manager framework to complete the projects. The first step of this process is the exemption to competitive bidding that the Board will review at the meeting. The next step will be to request that the DEQ approve the CM/GC method of contracting. Lastly, Ameresco will need to amend their contract to follow the CM/GC form of contracting and include the performance guarantees that is part of Ameresco's fundamental business plan.

Umpqua Street Improvements - Project No. 24001

The Contractor, Northcore, is working on punch list items. There is not a pay request this month.

Stephens St. Improvements - Project No. 24003

The Contractor (Cradar Enterprises Inc.) continues to install the sanitary sewer. The contractor installed approximately 125' of 8" sewer main and one manhole.

Storage Building - Project No. 24005

The Contractor, H3, has not completed the punch list items. There is not a pay request this month.

Bisulfite Building SCADA Improvements - Project No. 24006

The Contractor, Sims Electric, is working on punch list items. There is not a pay request this month.

Jacobs Plant Operations Report

Dan Prather advised that the treatment facility averaged 93% BOD removal and 96% Total Suspended Solids removal during February. The total Effluent flow was 154.93 million gallons.

Accounts Payable

The Board reviewed the Accounts Payable Report and Addendum for the March 2025 Accounts Payable and addressed questions.

Kelsey Wood made a motion to approve the Accounts Payable Report and Addendum as presented. Tom Dole seconded the motion.

Vote By Roll Call

David Campos requested "Roll Call" for the motion to approve Accounts Payable and the Addendum as presented:

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

The motion was passed with a 3/0 vote

Other Business

RUSA currently has an intern working part time for RUSA and part time for Jacobs.

Roseburg High School had 10 students tour RUSA in March as part of the RHS Career Center.

Ryon Kershner and Sarah Orsinger attended UCC's Explore Career Pathways event.

Attached Additional Items Presented

Accounts Payable Addendum

Respectfully submitted,



Harmony Williams
Office Assistant II

ADDENDUM TO MARCH 12, 2025 BOARD PACKET

Accounts

Checks by Date - Detail by Check Date

User: christine
 Printed: 3/12/2025 12:03 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH Pathpnt	FEB 25	Path Point Merchant Services LLC Credit card merchant fees-February	03/03/2025	2,355.36
Total for this ACH Check for Vendor Pathpnt:				2,355.36
Total for 3/3/2025:				2,355.36
ACH ASIFLEX	A000325825bbHvq	ASIFlex FSA Admin Fees-February	03/10/2025	48.75
Total for this ACH Check for Vendor ASIFLEX:				48.75
Total for 3/10/2025:				48.75
ACH 02669	FEB 25 PR	PERS Deposit PR Batch 00001.02.2025 PERS W/Held	03/12/2025 PR Batch 00001.02.2025 PER	6,108.90
	FEB 25 PR	PR Batch 00001.02.2025 PERS - Not W/Held	PR Batch 00001.02.2025 PER	11,425.88
	FEB 25 PR	PR Batch 00001.02.2025 OPSRP-Not W/Held	PR Batch 00001.02.2025 PER	13,078.92
	FEB 25 PR	PR Batch 00001.02.2025 PERS Pick-Up	PR Batch 00001.02.2025 PER	1,043.52
	PERS Adjust	Pd Leave Changes Oct-Jan		-1,050.11
Total for this ACH Check for Vendor 02669:				30,607.11
52680	Chytka 171355	Chytka Pest Control LLC Pest Control-March	03/12/2025	40.00
Total for Check Number 52680:				40.00
52681	WATER INV23269	City of Roseburg Bulk Water usage-February	03/12/2025	105.10
Total for Check Number 52681:				105.10
52682	Stratton 2025-036	Stratton Brothers, Inc. Asphalt Paving-Winchester waterline repair	03/12/2025	3,040.00
Total for Check Number 52682:				3,040.00
52683	SUNRISE 0043170 0043188	Sunrise Enterprises, Inc Landscaping Service-February Janitorial Service-February	03/12/2025	230.00
Total for Check Number 52683:				595.00
Total for Check Number 52683:				825.00
52684	Express 32074421	Express Services, Inc. Payroll for Intern 3/3 - 3/7	03/12/2025	663.64
Total for Check Number 52684:				663.64
Total for Check Number 52684:				663.64
52685	CMM March 2024	Christine Morris Mileage-OGFOA conf (Seaside)-Christine	03/12/2025	344.40
Total for Check Number 52685:				344.40
Total for 3/12/2025:				35,625.25