



**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 11, 2019 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, Engineering Tech III Ryon Kershner, Collections Superintendent Steve Lusch, Information Technology System Administrator David Fromdahl, Douglas Education Service District AmeriCorps member Janelle Polcyn and Jacobs Chief Plant Operator Randy Turner.

**Consideration of the minutes of the Regular Monthly Board Meeting of Wednesday, November 13, 2019.**

Rob Lieberman moved to approve the minutes for the Wednesday, November 13, 2019 Roseburg Urban Sanitary Authority Regular Monthly Meeting.

David Campos seconded the motion.

The motion passed unanimously.

**Resolution No. 19-06: A Resolution Adopting a Workplace Harassment Policy**

On June 20<sup>th</sup>, 2019 the Governor of the State of Oregon signed Senate Bill 479, a bill requiring public employers to adopt policies to prevent workplace harassment. Roseburg Urban Sanitary Authority's existing "Discrimination Workplace Harassment Policy" did not include all the provisions in the new law. Staff presented a new Workplace Harassment Policy that meets the new state requirements.

Kelsey Wood made a motion to adopt Resolution No.19-06.

David Campos seconded the motion.

The motion passed unanimously.

## Vote By Roll Call

Chairman Dunn requested "Roll Call" for Resolution No. 19-06:

John Dunn	Yes
Rob Lieberman	Yes
Jerry Griese	Yes
Kelsey Wood	Yes
David Campos	Yes

Resolution No. 19-06 was passed with a 5/0 vote.

## **Appointment of Budget Committee Member**

Marc Chirrick currently holds Position 1 on the RUSA Budget Committee. Mr. Chirrick's term will expire June 30, 2020. Mr. Chirrick has informed staff he is willing to volunteer to fill Position 1 for another three year term. Staff recommended the Board appoint Marc Chirrick to the Budget Committee, Position 1.

Kelsey Wood made a motion to appoint Marc Chirrick to the Budget Committee, Position 1 for a new three year term beginning July 1, 2020.  
Rob Lieberman seconded the motion.

## **General Managers Report**

### Winchester Pump Station Force Main Replacement Project

The contractor is continuing to install the dual force main.

The Contractor has completed approximately 50% of the sanitary sewer work. The project completion is estimated to be in December 2019.

### FEMA Application for Damage Claimed Disaster Relief

Staff is in the process of reviewing the documentation with FEMA to complete the application of RUSA's claim.

### Watson Street Mainline Replacement

RUSA's collection crew has completed the installation of a new main line in Watson Street. The majority of customer building sewers have been connected to the new main line. Three services remain to be rerouted and connected to the public sewer. Currently these services are utilizing the old private community sewer.

### Bio Solids Building Expansion Project

The contractor is approximately 80% complete on the project. The site grading, concrete floor, walls and the erection of the steel structure have been completed.

The contractor has submitted the second pay request in the amount of \$75,425.64 with 5% retainage withheld for \$3,771.29. The total for this pay request is \$71,654.35.

The project Engineer and staff have reviewed the documentation and would recommend that the Board approve payment of pay estimate #2 in the amount of \$71,654.35.

Kelsey Wood made a motion to approve the second pay request in the amount of \$71,654.35.

David Campos seconded the motion.  
The motion passed unanimously.

#### Umpqua Fishery Enhancement Derby

The Derby committee has requested that RUSA be a Derby Sponsor for the 28<sup>th</sup> Annual Fish Derby. The funds raised by this event contribute to fishery enhancement, restoration and education projects for the Umpqua Basin fishery.

RUSA has been a Chinook sponsor of this event for several years. Staff would recommend that RUSA sponsor this event at the Chinook sponsor level in the amount of \$500.

Kelsey Wood made a motion to approve the Umpqua Fishery Enhancement Derby Donation of \$500.00.

David Campos seconded the motion.

#### **CH2M Report**

Jade Mecham reported the treatment facility averaged 97% BOD removal and 97% Total Suspended Solids removal during November. The total Effluent flow was 83.36 million gallons. The NTS was shut down for the season following a chlorination of all the distribution water lines to reduce algae buildup.

#### **Accounts Payable**

The Board reviewed the Accounts Payable Report and Addendum for the December 11, 2019 Accounts Payable.

Rob Lieberman made a motion to approve the Accounts Payable and Addendum as presented.

David Campos seconded the motion.

The motion passed unanimously.

#### **Other Business**

Staff informed the Board that Jacobs has been working on a SCADA upgrade project at the Wastewater Treatment Plant. The current system was installed approximately ten years ago and uses an unsupported operating system. Jacobs is proposing an Out of Scope at cost plus 15% for installing the new software and new hardware. The estimated OOS will be about \$20,000. The Board had no objection to the proposal.

Respectfully submitted,



Harmony Williams  
Office Assistant