



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 10, 2020 at 1297 NE Grandview. The Board Meeting was also broadcast by Zoom® Meeting.

ROLL CALL

Directors

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

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 and Jacobs Project Manager Jade Mecham.

Consideration of the October 14, 2020 Regular Monthly Board Meeting Minutes.

Rob Lieberman moved to approve the minutes for the October 14, 2020 Roseburg Urban Sanitary Authority Regular Monthly Board Meeting.
Jerry Griese seconded the motion.
The motion passed unanimously.

Roseburg Urban Sanitary Authority Contract Review Board

Board Chair Dunn convened the Roseburg Urban Sanitary Authority Contract Review Board.

Staff solicited bids from four contractors for the installation of the Biosolids Conveyor Project. Three bids were received by the deadline of 2:00 p.m. on November 4th, 2020. One of the bids did not include the required contractor's license number on the face of the envelope as required by State law. Staff was required to deem the bid as non-responsive and did not open the bid.

The remaining two bids were opened and read out loud. Z Terrell & Son was the low bidder with a bid of \$32,000 for the project. The Engineer has reviewed the bids and has recommended to the Board to proceed to award a contract to Z Terrell and Son for the project.

Staff recommended that the Contract Review Board issue a Notice of Intent to Award for the installation of the Biosolids Conveyor Project to Z Terrell & Son.

The Contract Review Board discussed the cost of the past and present Biosolids Projects.

David Campos made a motion to approve the Notice of Intent to Award for the installation of the Biosolids Conveyor Project to Z Terrell & Son.

Rob Lieberman seconded the motion.

The motion passed unanimously.

In the Agreement for Wastewater Facilities Operations, Maintenance and Management Services with Jacobs, RUSA can request out of scope services be provided at Jacobs cost plus fifteen percent (15%).

Jacobs provided a proposal to provide the additional services to complete the Farm Operations Plan and Report for the 2020 N.T.S. operation. The Jacobs agreement will provide the additional services for a not to exceed amount of \$69,000.

Staff recommended that the Contract Review Board approve entering into an out of scope agreement with Jacobs for the N.T.S. Farm Operations Plan and Data Monitoring report in an amount not to exceed \$69,000.

Rob Lieberman made a motion to approve the Out of Scope Agreement with Jacobs.

David Campos seconded the motion.

The motion passed unanimously.

Board Chair Dunn reconvened the regular Roseburg Urban Sanitary Authority Board Meeting.

General Managers Report

Winchester Pump Station Force Main Replacement Project

Douglas County has completed the final payment and closeout for the project. RUSA is in negotiations with Douglas County on the final cost accounting.

Hooker Road Rehabilitation Project

The final changes have been submitted to the Engineer for the contract documents general conditions and technical specifications.

Douglas Avenue Project

Civil West has submitted 60% plans for RUSA to review. Staff has reviewed the plans and made comments and corrections. Civil West is working on 100% plans. The plans, specifications and construction estimate are scheduled to be completed in November.

Biosolids Building Expansion, Conveyor Installation

Jacobs has completed the electrical and pneumatic design to include the three new screw conveyors and increase the operational flexibility of the two existing conveyors. Staff will be soliciting bids for the electrical and pneumatic work for the project.

Staff requested that the Contract Review Board convene a virtual meeting on November 30th to review the bids for this project.

U.S. Department of Labor 2020 Hire Vets Medallion Award

RUSA is being recognized by the U.S. Department of Labor for our efforts to recruit, employ and retain veterans. The awards ceremony was livestreamed Tuesday, November 10th.

Jacobs Plant Operations Report

Jade Mecham reported the treatment facility averaged 99% CBOD removal and 97% Total Suspended Solids removal during October. The total Effluent flow was 82.77 million gallons all of which went to the Natural Treatment System.

Accounts Payable

The Board reviewed the Accounts Payable Report and Addendum for the November, 2020 Accounts Payable.

Rob Lieberman moved to approve the Accounts Payable Report and Addendum as presented. David Campos seconded the motion. The motion passed unanimously.

Other Business

None.

Respectfully submitted,



Harmony Williams
Office Assistant