



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 January 11, 2023. The Board Meeting was held in-person and remotely broadcast by Zoom® Meeting.

ROLL CALL

Directors

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

Absent:

Others present: General Manager Jim Baird, Finance Director Christine Morris, Office Assistant II Harmony Williams, Collections Superintendent Steve Lusch, Engineering Technician III Ryon Kershner and Jacobs Project Manager Intern Caleb Trammell.

Consideration of the December 14, 2022, Regular Monthly Board Meeting Minutes.

David Campos moved to approve the minutes for the December 14, 2022 Roseburg Urban Sanitary Authority monthly Board Meeting.
Kelsey Wood seconded the motion.
The motion passed unanimously.

Public Hearing

Chair Dunn opened the public hearing for the first reading of Ordinance No. 2023-01. The hearing was open to public comment. Hearing no comment, the public hearing was closed. At this time the Board Chair called for the return to the regular meeting.

Ordinance No. 2023-01 – First Reading

Ordinance No. 2023-01 was presented for first reading.

Kelsey Wood made a motion accept Ordinance No. 2023-01 as presented.
Rob Lieberman 2nd the motion.

Vote By Roll Call

Board Chair Dunn requested “Roll Call” for the motion to accept Ordinance No. 2023-01:

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

The motion was passed with a 5/0 vote.

General Managers Report

Bisulfite Building Project

The Contractor is continuing the work on the project. The walls have been stacked and the bond beams have been poured. Most of the under-slab conduits have been installed. The Contractor has submitted pay request #3 in the amount of \$77,946 with \$3,899 withheld in retainage for a pay request of \$74,047.

Tom Rogers, with Rogers Engineering, has reviewed pay request #3 and recommends payment of the pay request.

Staff agrees with the engineer’s recommendation to pay H3 General Contractors pay request #3 in the amount of \$74,047.

Kelsey Wood made a motion to approve pay request #3 in the amount of \$74,047.

Rob Lieberman seconded the motion.

Office Remodel

Tom Rogers of Rogers Engineering is working on plans for the office remodel to add an office space to the front office area. The engineer’s schedule is to have 90% completed plans in the first part of February.

North Deer Creek Trunk Rehabilitation Project

Rob Lee, with Leeway Engineering Solutions, and his team are working on the plans and specifications for the project. The engineer’s schedule anticipates 50% plans completed in the first week of February. The schedule has slipped a little due to additional field data the engineer requested of RUSA to clarify some of the laterals.

Biogas Feasibility Study – WRF

RUSA has entered into an Out of Scope agreement with Jacobs to complete the feasibility study. The preliminary schedule anticipates the final report in September 2023. We have submitted to the Oregon Energy Trust for matching grant funding and have received a commitment of 50% of the study cost in the form of a grant.

Jacobs Plant Operations Report

Caleb Trammell advised that the treatment facility averaged 94% BOD removal and 95% Total Suspended Solids removal during December. The total Effluent flow was 160.56 million gallons.

Accounts Payable

The Board reviewed the Accounts Payable Report and Addendum for the January 2023 Accounts Payable.

Jerry Griese moved 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 January 2023 Accounts Payable Report and Addendum as presented:

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

The motion was passed with a 5/0 vote.

Executive Session

At 4:49 p.m. Chair Dunn called for an Executive Session to discuss the General Manager's evaluation as stated in ORS 192.660(2)(i). At this time staff left, leaving the General Manager and Board Members remaining to evaluate the General Manager for his work during the year 2022.

At 5:09 p.m. staff were called back Chair Dunn resumed the regular Board Meeting.

David Campos moved to approve a 3% Extended Merit Pay bonus for RUSA's General Manager Jim Baird.

Kelsey Wood seconded the motion.

Vote By Roll Call

Board Chair Dunn requested "Roll Call" for the motion to approve a 3% Extended Merit Pay bonus:

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

The motion was passed with a 5/0 vote.

Other Business

None.

Attached Additional Items Presented

Accounts Payable Addendum

Respectfully submitted,

A handwritten signature in blue ink that reads "Harmony Williams". The signature is written in a cursive style with a large initial 'H'.

Harmony Williams
Office Assistant

ADDENDUM TO JANUARY 11, 2023 BOARD PACKET

Accounts Payable

Checks by Date - Detail by Check Date

User: christine
 Printed: 1/11/2023 3:27 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
51228	WATER INV17437 Keady Dec 22	City of Roseburg Dec '22 Bulk Water Usage Keady Ct Usage Oct-Dec	01/11/2023	132.07 51.00
Total for Check Number 51228:				183.07
51229	IE-ENG 60759 60760 60762 60875 60876	i.e. Engineering, Inc. Civil Eng Plans-Chadwick & Atlanta Sewer Imp Proj Mgmt-Chadwick and Atlanta Sewer Improv Civil Costr Plans & Proj Mgt-WRF Waterline Site Topo survey & base map-WRF Waterline Direct Expenses-Chadwick& Atlanta Sewer Imp	01/11/2023	180.00 350.00 3,362.50 200.00 132.50
Total for Check Number 51229:				4,225.00
51230	Isler 233659	Isler CPA, LLC Final Billing - FYE 22 Audit Services	01/11/2023	5,500.00
Total for Check Number 51230:				5,500.00
51231	Leeway 749	Leeway Engineering Solutions, LLC Eng services-North Deer Cr CIPP Project	01/11/2023	18,108.85
Total for Check Number 51231:				18,108.85
51232	NEXNET 18769	Nexcom, LLC Admin Phone Service - January	01/11/2023	332.80
Total for Check Number 51232:				332.80
51233	RSBG-DIS DEC 2022	Roseburg Disposal Company Garbage Service-December	01/11/2023	61.00
Total for Check Number 51233:				61.00
51234	SIERRASP 21794341 010723	Sierra Springs Water Bottle Services	01/11/2023	81.24
Total for Check Number 51234:				81.24
51235	UBWA Dec 22 411LM Dec 22 606LM Dec 22 B	Umpqua Basin Water Association Water - 411 Long Meadows Ln Water - 606 Long Meadows Ln Water - 310 Bourbon St	01/11/2023	22.00 22.00 22.05
Total for Check Number 51235:				66.05
Total for 1/11/2023:				28,558.01

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Report Total (8 checks):	28,558.01