



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 4:03 p.m. on October 14, 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 Kelsey Wood
Absent: David Campos

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 September 9, 2020 Regular Monthly Board Meeting Minutes.

Jerry Griese moved to approve the minutes for the September 9, 2020 Roseburg Urban Sanitary Authority Regular Monthly Board Meeting.
Rob Lieberman seconded the motion.
The motion passed unanimously.

General Managers Report

Winchester Pump Station Force Main Replacement Project

Douglas County has completed the final payment and closeout for the project. RUSA requested a final invoice to close-out the project with the County.

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 is working on the plans and specifications for replacement of the sanitary sewer gravity system in the project. The plans, specifications and construction estimate are scheduled to be completed in November of 2020.

Biosolids Building Expansion, Conveyor Installation

The bid documents have been completed. RUSA is soliciting bids from contractors for the installation of the conveyor system and working with Jacobs to develop the electrical and pneumatic design to include the three new screw conveyors and increase the operational flexibility of the two existing conveyors.

Property Owner Assignment of Agent

Staff has produced a Property Owner Assignment of Agent form. RUSA's attorney has reviewed the document and we have included his recommended changes and additions.

The form is a method of documenting the requirements of RUSA's Ordinances and Oregon Statutes when property owners use property management companies to pay the sewer bill(s).

Staff will be working with all of the property management companies that manage properties in RUSA's service area to complete this form.

SDIS Best Practices Program

Staff has implemented the required best practices to be eligible for the full 10% credit on the 2020 general liability, auto liability, and property insurance.

Jacobs Plant Operations Report

Jade Mecham reported the treatment facility averaged 99% CBOD removal and 97% Total Suspended Solids removal during September. The total Effluent flow was 82.78 million gallons all of which went to the Natural Treatment System.

Accounts Payable

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

Rob Lieberman moved to approve the Accounts Payable Report and Addendum as presented.

Kelsey Wood seconded the motion.

The motion passed unanimously.

Other Business

The Board discussed the date for the November Board Meeting. The Board decided to hold the November Board Meeting on Tuesday November 10, 2020 due to Veterans Day falling on the second Wednesday of November.

Respectfully submitted,



Harmony Williams
Office Assistant