



**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 May 11, 2022. The Board Meeting was held in-person and remotely broadcast by Zoom® Meeting.

**ROLL CALL**

**Directors**

**Present:** Board Chair John Dunn, Jerry Griesse and Kelsey Wood

**Absent:** Rob Lieberman and David Campos

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**Others present:** General Manager Jim Baird, Finance Director Christine Morris, Office Assistant Harmony Williams, Collections Superintendent Steve Lusch, Jacobs Project Manager Jade Mecham and Lead Operator Vanessa Jordan.

**Consideration of the April 13, 2022, Regular Monthly Board Meeting Minutes.**

Jerry Griesse moved to approve the minutes for April 13, 2022 Roseburg Urban Sanitary Authority Regular Monthly Board Meeting.

Kelsey Wood seconded the motion.

The motion passed unanimously.

**Resolution No. 22-01; A Resolution Amending Resolution No. 21-01 Regarding the System Development Charge**

Staff presented Resolution 22-01 to amend Resolution No. 21-01 regarding the System Development Charge. The cost adjustment of 6.24% was proposed for the Authority's sanitary sewer System Development charges. Beginning July 1, 2022 the System Development Charge will increase from \$3,050.00 to \$3,240.00 per equivalent dwelling unit.

Kelsey Wood made a motion to approve Resolution No. 22-01 amending Resolution No. 21-01 regarding the System Development Charge.

Jerry Griesse seconded the motion.

The motion passes unanimously.

## **General Managers Report**

### **Hooker Road Rehabilitation Project**

The Contractor has completed all the work included in the contract. The staff has completed the CCTV inspection to put the project in the warranty stage.

The contractor completed lateral lining and 36 sewer reconnections and finalized abandonment of the old sewer main across the Willamette Gray Stone Facility.

Cradar submitted pay request #8 in the total amount of \$257,474.70 with \$12,873.74 withheld in retainage for a payment #8 in the amount of \$244,600.96

Rob Lee, the Engineer of Record, reviewed the data comprising the Application for Payment and recommended paying Pay Estimate #8 as submitted.

Staff has reviewed Pay Estimate #8 we concur with the Engineer and would recommend that the Board approve payment of Pay Estimate #8 in the amount of \$244,600.96

Kelsey Wood moved to approve Pay Estimate #8 in the amount of \$244,600.96.

Jerry GRIESE seconded the motion.

### **Vote By Roll Call**

Chairman Dunn requested "Roll Call" for the motion to approve Pay Estimate #8:

John Dunn                      Yes

Rob Lieberman

Jerry GRIESE                      Yes

Kelsey Wood                      Yes

David Campos

The motion was passed with a 3/0 vote.

### **New Chemical Feed Building**

Rogers Engineering is completing the design and specifications. RUSA will advertise the project for a May/June start date when the plans and specifications are complete.

### **Storm Drain Isolation Project WWTP**

i.e. Engineering has started the design of the project. The tentative schedule anticipates requesting proposals from local contractors in mid-June and a request to award at the July Board meeting.

### **Chadwick Street Sewer Rehabilitation**

i.e. Engineering has started the design of the project. The tentative schedule sets the advertisement to be published in mid-June and close on July 16<sup>th</sup>. Staff plans on presenting to the Board the bid results at their July Board meeting.

### **Atlanta Street Rehabilitation**

i.e. Engineering has started the design of the project. The tentative schedule sets the advertisement to be published in mid-July and close on August 4<sup>th</sup>. Staff plans on presenting to the Board the bid results at their August Board meeting.

#### 2022-23 Jacobs Contract for Plant Operation

Jacobs has provided Amendment No. 17 to the Agreement for Wastewater Facilities Operations, Maintenance and Management Services.

Jacobs is proposing a total cost of \$1,601,227 which represents a cost increase of 2.9%. Jacobs has held to the 2023 estimated costs for all items except for chemicals.

Kelsey Wood moved to approve Amendment No. 17 to the Agreement for Wastewater Facilities Operations.

Jerry Griese seconded the motion.

The motion passed unanimously.

#### Low-Income Housing Water Assistance Program

RUSA has entered into a contract with United Community Action Network to participate in the Low-Income Housing Water Assistance Program. This program will offer eligible households to apply for assistance to pay delinquent utility bills.

#### **Jacobs Plant Operations Report**

Jade Mecham reported the treatment facility averaged 96% BOD removal and 96% Total Suspended Solids removal during January. The total Effluent flow was 144.35 million gallons.

#### **Accounts Payable**

The Board reviewed the Accounts Payable Report and Addendum for the May 2022 Accounts Payable.

Jerry Griese moved to approve the Accounts Payable Report and Addendum as presented.

Kelsey seconded the motion.

The motion passed unanimously.

#### **Other Business**

None.

#### **Attached Additional Items Presented**

Accounts Payable Addendum

Leeway Engineering Solutions Correspondence

Cradar Enterprises, Inc. Invoice

Respectfully submitted,



Harmony Williams  
Office Assistant

# ADDENDUM TO MAY 11, 2022 BOARD PACKET

## Accounts Payable

### Checks by Date - Detail by Check Date

User: christine  
Printed: 5/11/2022 3:36 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
50863	ADOBE 21588111238	Adobe Inc. Adobe photoshop license	05/11/2022	93.81
Total for Check Number 50863:				93.81
50864	WATER INV15574 Keady April	City of Roseburg Bulk water usage-April Base rate-Keady Ct	05/11/2022	98.34 50.00
Total for Check Number 50864:				148.34
50865	Civic+ 225995	CivicPlus, LLC Municode online renewal	05/11/2022	550.00
Total for Check Number 50865:				550.00
50866	CRADAR 003212 003212 ret	Cradar Enterprises, Inc Hooker Road Sewer Project #8 Hooker Road Sewer Project #8	05/11/2022	257,474.70 -12,873.74
Total for Check Number 50866:				244,600.96
50867	CUES 609757	Cues, Inc. Cues Minicam Repair	05/11/2022	3,023.27
Total for Check Number 50867:				3,023.27
50868	IE-ENG 59030 59032 59181 59246 59248 59250 59399 59400 59401	i.e. Engineering, Inc. Eng for Chadwick-civil construction plans/proj n Eng for Storm Sys at WWTP-Civil Const & Proj Eng-Storm Sys at WWTP-Site Topo & Base Map Direct Expense-Chadwick Sewer Install Civic Construction Plans & Proj Mgmt-Chadwic Storm Sys-WWTP-Civil Construction plans Site Topo & Base Map-Chadwick Sewer Install Storm Sys-WWTP-Site Topo & Base Map Atlanta St Sewer-Topo Survey & Base Map	05/11/2022	287.50 387.50 200.00 4.68 2,550.00 1,725.00 2,000.00 800.00 400.00
Total for Check Number 50868:				8,354.68
50869	Lithia 387183 387539 387661	Lithia Motors Support Services LOF-2011 F450 LOF-2020 Service Truck LOF-2019 F150	05/11/2022	65.21 65.21 64.95
Total for Check Number 50869:				195.37
50870	Mursmi 19-2728.00-18	Murraysmith, Inc. Hooker Road Sewer Rehab eng services	05/11/2022	1,861.77

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 50870:				1,861.77
50871	NEXNET	Nexcom, LLC	05/11/2022	
	16457	Digital phone services-April		332.80
	16693	Digital phone service for Admin-May		332.80
Total for Check Number 50871:				665.60
50872	DEQ	Oregon DEQ	05/11/2022	
	Greg O CollII	Greg O'Neill Coll II-12257		160.00
	R Kershner II	Ryon Kershner Collection II Renewal-12255		160.00
	Rick Cox CollIV	Rick Cox Renewal Collection IV-13826		160.00
Total for Check Number 50872:				480.00
50873	PPL	Pacific Power	05/11/2022	
	April 22 140LM	Power Usage-140 LM-NTS Gate		19.71
	April 22 310 U	Power Usage-310 Bourbon St PS		66.55
	April 22 411LM	Usage-411 LM-Storage Bldg		85.07
	April 22 425LM	Power Usage-425 Long Meadow		10.73
	April 22 Admin	Power Usage-Admin Bldg		427.51
	April 22 Cont	Contract-310 Bourbon St PS		67.68
	April 22 High	Power Usage-Highland PS		1,205.00
	April 22 Keady	Power Usage-Keady Ct PS		88.13
	April 22 LV	Power Usage-Loma Vista PS		86.76
	April 22 NBank	Power Usage-North Bank PS		108.27
	April 22 NTS	Contract/Power Usage-NTS PS		4,272.39
	April 22 SBank	Power Usage-South Bank PS		1,450.82
	April 22 Wilb1	Power Usage-Wilbur 1 PS		172.31
	April 22 Wilb2	Power Usage-Wilbur 2 PS		179.87
	April 22 WWTP1	Power Usage-WWTP 1		15,946.43
	April 22 WWTP2	Power Usage-WWTP 2		27.86
Total for Check Number 50873:				24,215.09
Total for 5/11/2022:				284,188.89
Report Total (11 checks):				284,188.89



May 10, 2022

Mr. Ryon Kershner  
Roseburg Urban Sanitary Authority  
1297 NE Grandview Drive  
Roseburg, Oregon 97470

Re: Hooker Road Sewer Project  
Application for Payment, Pay Estimate #8 (April 2022)

Dear Mr. Kershner,

Leeway Engineering (Leeway) has received and reviewed Pay Estimate #8 for Work performed through April 2022 on the above referenced construction project. As indicated by the invoice, this is the Final Invoice that covers all Work measured and paid. As Engineer of Record for the above reference project, and relying on data provided by the inspection conducted by Roseburg Urban Sanitary Authority (RUSA) inspectors, Leeway has reviewed the data comprising this Application for Payment from Cradar Enterprises, Inc. and attests that to the best of our knowledge, information, and belief, the Work has progressed as indicated, and the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to the payment amount requested.

RUSA has identified defects that need to be addressed. As a result, Leeway recommends that retainage is held until these defects are successfully remedied and in compliance with the requirements of the Contract Documents.

Sincerely,

A handwritten signature in blue ink, appearing to read "Robert Lee", is written over a light blue horizontal line.

Leeway Engineering Solutions, LLC  
Robert Lee, PE, PMP  
Principal Engineer / Owner

Attachments: Pay Application #8 (April 29, 2022)

cc: Jim Baird, Roseburg Urban Sanitary Authority  
John Bastianelli, Roseburg Urban Sanitary Authority

# **Cradar Enterprises, Inc.**

GENERAL CONTRACTOR  
CCB LICENSE #51492

220 NE Lake St, Roseburg, Oregon 97470  
PHONE (541) 673-3268 FAX (541) 673-0056

## **Invoice**

Date	Invoice #
4/29/2022	003212

Bill To
Roseburg Urban Sanitary Authority 1297 NE Grandview Dr. Roseburg, OR 97470

P.O. No.	Terms	Project
	Net 30	

Quantity	Description	Rate	Amount
1	Pay Application #8 - FINAL (\$257,474.70 Less 5% Retainage of \$12,873.74 = \$244,600.96)	244,600.96	244,600.96
		<b>Total</b>	\$244,600.96



TO: RUSA 1297 NE Grandview Drive Roseburg, OR 97470		Pay Estimate #8 (FINAL)								Contractor Name PROJECT: DATE: WORK TO		Cradar Enterprises, Inc. Hooker Road Sewer Project April 29, 2022 3/1/2022 thru 4/29/2022	
ATTN: Ryon Kershner, RUSA Greg O'Niel, RUSA		CONTRACTOR EARNED ESTIMATE										ESTIMATE NO. 8 VENDOR NO.:	
ITEM	DESCRIPTION	UNITS	QTY	UNIT PRICE	TOTAL CONT.	PREVIOUS QTY	PREVIOUS AMOUNT	PRESENT QTY	PRESENT AMOUNT	TOTAL QTY	TOTAL AMOUNT	BALANCE TO COMPLETE	
Hooker Road Sewer Project													
1	Mobilization/Demobilization/OH&P	LS	1	\$ 292,194.00	\$ 292,194.00	0.95	\$ 277,584.30	0.05	\$ 14,609.70	1.00	\$ 292,194.00	\$ -	
2	Traffic Control	LS	1	\$ 35,000.00	\$ 35,000.00	0.90	\$ 31,500.00	0.10	\$ 3,500.00	1.00	\$ 35,000.00	\$ -	
3	Erosion Control	LS	1	\$ 5,000.00	\$ 5,000.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	\$ 5,000.00	
4	One Piece Main and Lateral Liner, 0-12 Feet	Each	26	\$ 4,750.00	\$ 123,500.00	0.00	\$ -	29.00	\$ 137,750.00	29.00	\$ 137,750.00	\$ (14,250.00)	
5	One Piece Main and Lateral Liner, Additional Foot	LF	550	\$ 69.00	\$ 37,950.00	0.00	\$ -	385.00	\$ 26,565.00	385.00	\$ 26,565.00	\$ 11,385.00	
6	CIPP Liner, 6"	LF	299	\$ 37.00	\$ 11,063.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	\$ 11,063.00	
7	CIPP Liner, 8"	LF	3,487	\$ 32.00	\$ 111,584.00	3487.00	\$ 111,584.00	0.00	\$ -	3487.00	\$ 111,584.00	\$ -	
8	CIPP Liner, 18"	LF	2,354	\$ 90.00	\$ 211,860.00	2354.00	\$ 211,860.00	0.00	\$ -	2354.00	\$ 211,860.00	\$ -	
9	Internal Lateral Reinstatement	Each	26	\$ 225.00	\$ 5,850.00	30.00	\$ 6,750.00	0.00	\$ -	30.00	\$ 6,750.00	\$ (900.00)	
10	Service Line Video Inspection, Launch Camera	Each	3	\$ 250.00	\$ 750.00	3.00	\$ 750.00	0.00	\$ -	3.00	\$ 750.00	\$ -	
11	Private Individual Pumping Station	Each	4	\$ 17,500.00	\$ 70,000.00	4.00	\$ 70,000.00	0.00	\$ -	4.00	\$ 70,000.00	\$ -	
11.1	Optional Remote Monitoring System	Each	4	\$ 3,000.00	\$ 12,000.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	\$ 12,000.00	
12	2" Pressure Sewer	LF	351	\$ 35.00	\$ 12,285.00	474.00	\$ 16,590.00	0.00	\$ -	474.00	\$ 16,590.00	\$ (4,305.00)	
13	4" PVC Pipe, 4-10 Depth	LF	1,953	\$ 57.00	\$ 111,321.00	1785.00	\$ 101,745.00	0.00	\$ -	1785.00	\$ 101,745.00	\$ 9,576.00	
14	8" PVC Pipe, 4-10 Depth	LF	986	\$ 82.00	\$ 80,852.00	1120.00	\$ 91,840.00	0.00	\$ -	1120.00	\$ 91,840.00	\$ (10,988.00)	
15	Pipe Tees, 4"x8" or 6"x8"	Each	15	\$ 500.00	\$ 7,500.00	15.00	\$ 7,500.00	0.00	\$ -	15.00	\$ 7,500.00	\$ -	
16	Existing Service Line Reconnections to Main or MH	Each	28	\$ 1,500.00	\$ 42,000.00	9.00	\$ 13,500.00	36.00	\$ 54,000.00	45.00	\$ 67,500.00	\$ (25,500.00)	
17	Cleanout over Existing Lateral	Each	56	\$ 1,500.00	\$ 84,000.00	54.00	\$ 81,000.00	0.00	\$ -	54.00	\$ 81,000.00	\$ 3,000.00	
18	48" Manholes	Each	7	\$ 5,200.00	\$ 36,400.00	7.00	\$ 36,400.00	0.00	\$ -	7.00	\$ 36,400.00	\$ -	
19	60" Manholes	Each	1	\$ 6,500.00	\$ 6,500.00	1.00	\$ 6,500.00	0.00	\$ -	1.00	\$ 6,500.00	\$ -	
20	Filling Abandoned Structures	LS	1	\$ 20,000.00	\$ 20,000.00	0.00	\$ -	1.00	\$ 20,000.00	1.00	\$ 20,000.00	\$ -	
21	Sewer Bypassing	LS	1	\$ 135,500.00	\$ 135,500.00	1.00	\$ 135,500.00	0.00	\$ -	1.00	\$ 135,500.00	\$ -	
22A	60" Manhole Rehabilitation	Each	18	\$ 6,850.00	\$ 123,300.00	17.00	\$ 116,450.00	0.00	\$ -	17.00	\$ 116,450.00	\$ 6,850.00	
22B	48" Manhole Rehabilitation	Each	11	\$ 4,500.00	\$ 49,500.00	11.00	\$ 49,500.00	0.00	\$ -	11.00	\$ 49,500.00	\$ -	
23	Trench Resurfacing	SY	1,139	\$ 40.00	\$ 45,560.00	899.00	\$ 35,960.00	0.00	\$ -	899.00	\$ 35,960.00	\$ 9,600.00	
24	3/4" Aggregate Base	Ton	2,453	\$ 21.00	\$ 51,513.00	4336.31	\$ 91,062.51	0.00	\$ -	4336.31	\$ 91,062.51	\$ (39,549.51)	
25	Landscape Restoration	LS	1	\$ 10,500.00	\$ 10,500.00	0.90	\$ 9,450.00	0.10	\$ 1,050.00	1.00	\$ 10,500.00	\$ -	
Approved Change Orders / Extra Work													
1	CO#1 (Realignment/Engineering C-8)	LS	1	\$ 10,480.00	\$ 10,480.00	1.00	\$ 10,480.00	0.00	\$ -	1.00	\$ 10,480.00	\$ -	
2	CO#2 (Willamette Graystone Transformer)	LS	1	\$ 1,521.00	\$ 1,521.00	1.00	\$ 1,521.00	0.00	\$ -	1.00	\$ 1,521.00	\$ -	
3	CO#3 (STS for Ponding at Willamette Graystone)	LS	1	\$ 5,550.00	\$ 5,550.00	1.00	\$ 5,550.00	0.00	\$ -	1.00	\$ 5,550.00		
4	CO#4 (Manhole Rehab Adjustment)	LS	1	\$ 13,050.00	\$ 13,050.00	1.00	\$ 13,050.00	0.00	\$ -	1.00	\$ 13,050.00		
TOTAL CHANGE ORDERS					\$ 30,601.00		\$ 30,601.00		\$ -		\$ 30,601.00	\$ -	
ORIGINAL CONTRACT					\$ 1,733,482.00								
CURRENT CONTRACT					\$ 1,764,083.00								
TOTAL PREVIOUS PERIOD							\$ 1,533,626.81						
TOTAL THIS PERIOD									\$ 257,474.70				
TOTAL WORK TO DATE											\$ 1,791,101.51 \$ 27,018.51		
LESS RETAINAGE							5%	\$ 76,681.34	5%	\$ 12,873.74	5%	\$ 89,555.08	
SUBTOTAL							\$ 1,456,945.47		\$ 244,600.96		\$ 1,701,546.43		
LESS: PREVIOUS PAYMENTS											\$ 1,456,945.47		
AMOUNT DUE THIS PERIOD											\$ 244,600.96		