



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 March 9, 2022. The Board Meeting was held in-person and remotely broadcast by Zoom® Meeting.

ROLL CALL

Directors

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

Absent:

Others present: General Manager Jim Baird, Finance Director Christine Morris, Office Assistant Harmony Williams, Collections Superintendent Steve Lusch, Engineering Tech III Ryon Kershner and Jacobs Project Manager Jade Mecham.

Consideration of the February 9, 2022, Regular Monthly Board Meeting Minutes.

David Campos moved to approve the minutes for February 9, 2022 Roseburg Urban Sanitary Authority Regular Monthly Board Meeting.
Rob Lieberman seconded the motion.
The motion passed unanimously.

General Managers Report

Hooker Road Rehabilitation Project

The contractor is working on lining services. The Contractor requested an extension of the contract period due to numerous days lost due to a subcontractor's employees on medical leave due to COVID-19 cases. We granted the request, and the new scheduled completion date is March 18th.

Cradar has submitted pay request #7 in the total amount of \$225,784.70 with \$11,289.24 withheld in retainage for a payment #7 in the amount of \$214,495.46.

Rob Lee, the Engineer of Record, has reviewed the data comprising the Application for Payment and recommends paying Pay Estimate #7 as submitted.

Staff reviewed Pay Estimate #7 and concurred with the Engineer and recommended that the Board approve payment of Pay Estimate #7 in the amount of \$214,495.46.

Rob Lieberman moved to approve Pay Estimate #7 in the amount of \$214,495.46.
David Campos seconded the motion.

Vote By Roll Call

Chairman Dunn requested “Roll Call” for the motion to approve Pay Estimate #7:

John Dunn	Yes
Rob Lieberman	Yes
Jerry Griese	No
Kelsey Wood	Yes
David Campos	Yes

The motion was passed with a 4/1 vote.

New Chemical Feed Building

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

General Fund Balance Policy

Staff is drafting the 2022-23 proposed budget and the topic of a minimum reserve balance for the General Fund moving forward was brought up. Staff asked if one or two Board members would like to meet to discuss what would be an adequate reserve to target for in upcoming budgets. Rob Lieberman and David Campos offered to meet for reserve target discussions.

Interest Rate for System Development Charge Installment Payment Plan

We received a request to pay the System Development Charge over time. ORS 223.208 states that a property owner may apply for installment payments for the System Development Charge imposed by a local government. The payment period may be over a period of ten (10) years or less if so, elected by the property owner. RUSA would place the unpaid balance on the “Lien Docket” and establish a lien on the property that is second only to the mortgage.

The Board needs to determine an appropriate interest rate for property owners that elect to pay the SDC over time. The current interest rate that we have placed on SDC’s paid over time by the City’s Urban Renewal Agency is 4.44% for a period of ten (10) years.

Staff would recommend that RUSA impose a rate of 4.44% interest on applications to pay the SDC’s over time.

Rob Lieberman moved to approve the interest rate of 4.44% on SDC’s paid over time.
Kelsey Wood seconded the motion.

Vote By Roll Call

Chairman Dunn requested “Roll Call” for the motion to approve a interest rate of 4.44% on SDC’s paid over time.

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

David Campos Yes
The motion was passed with a 5/0 vote.

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 85.20 million gallons.

Accounts Payable

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

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

Other Business

None.

Attached Additional Items Presented

Accounts Payable Addendum

Cradar Enterprises, Inc. Invoice

Leeway Engineering Solutions Correspondence

Respectfully submitted,



Harmony Williams
Office Assistant