



Roseburg Urban Sanitary
Authority
1297 N.E. Grandview Drive
Roseburg, OR 97470

September 8th, 2021
RUSA Board Room
4:00 p.m.

The August 23rd Board meeting will be broadcast by Zoom® Meeting. The link to the meeting will be posted on Roseburg Urban Sanitary Authority's web site, rusa-or.org

AGENDA
REGULAR MONTHLY BOARD MEETING

Board of Directors

John Dunn, Chair
David Campos

Rob Lieberman, Vice Chair
Jerry Griese

Kelsey Wood

1. **Call to Order – John Dunn, Board Chair**
2. **Roll Call**
3. **Consider Minutes**
 - a. August 23rd, 2021, Board Meeting
4. **General Managers' Report**
 - a. Hooker Road Rehabilitation Project
 - b. Douglas Avenue Project, City of Roseburg
 - c. New Chemical feed building - Sodium Bisulfite system relocation
 - d. New General Counsel
 - e. COVID-19 Update
5. **New Development**
6. **Staff Report**
7. **Jacobs Plant Operations Report**
8. **Accounts Payable**
9. **Other Business**

AMERICANS WITH DISABILITIES ACT NOTICE

Please contact the Authority's Finance Department, 1297 NE Grandview Dr., Roseburg, OR 97470 or by Phone 541-672-1551 at least 48 hours prior to the scheduled meeting time if you need an accommodation.



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 August 23, 2021. The Board Meeting held remotely and broadcast by Zoom® Meeting.

ROLL CALL

Directors

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

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

Consideration of the July 14, 2021, Regular Monthly Board Meeting Minutes.

David Campos moved to approve the minutes for the July 14, 2021, Roseburg Urban Sanitary Authority Regular Monthly Board Meeting.

Rob Lieberman seconded the motion.

The motion passed unanimously.

Vote By Roll Call

Chairman Dunn requested "Roll Call" for the motion to approve the minutes for the July 14, 2021:

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

The motion was passed with a 3/0 vote.

Disposition of Property Vacated by the City of Roseburg

During the July 14, 2021 Regular Board Meeting the Board approved the sale of 6,199 Sq. Ft. of property to 761 NE Garden Valley LLC for \$1,000. At this time staff presented the Board with a Purchase and Sales Agreement and Bargain and Sale Deed. Staff recommended the Board approve entering into this agreement to complete the sale.

David Campos made a motion to approve the execution of the Purchase and Sales Agreement and Bargain and Sale Deed to 761 NE Garden Valley LLC for \$1,000.00.

Rob Lieberman seconded the motion.

The motion passed unanimously.

Vote By Roll Call

Chairman Dunn requested "Roll Call" for the motion to approve the execution of the Purchase and Sales Agreement and Bargain and Sale Deed to 761 NE Garden Valley LLC for \$1,000.00:

John Dunn Yes

Rob Lieberman Yes

Jerry Griese

Kelsey Wood

David Campos Yes

The motion was passed with a 3/0 vote.

General Managers Report

Hooker Road Rehabilitation Project

The contractor continued with work on the project. The contractor installed approximately 384' of main line, 2 manholes and 281' of 4" laterals.

Cradar has submitted pay request #2 in the total amount of \$135,110.74 with \$6,755.54 withheld in retainage for a payment #2 in the amount of \$128,355.20.

Rob Lee, the Engineer of Record, has reviewed the data comprising the Application for Payment and recommends paying Pay Estimate #2 as submitted.

Staff has reviewed Pay Estimate #2, we concur with the Engineer and would recommend that the Board approve payment of Pay Estimate #2 in the amount of \$128,355.20.

Rob Lieberman moved to approve Pay Estimate #2 in the amount of \$128,355.20.

David Campos seconded the motion.

The motion passed unanimously.

Vote By Roll Call

Chairman Dunn requested "Roll Call" for the motion to approve Pay Estimate #2 in the amount of \$128,355.20:

John Dunn Yes

Rob Lieberman Yes

Jerry Griese

Kelsey Wood Yes
David Campos Yes
The motion was passed with a 4/0 vote.

Douglas Avenue Project

Century West Engineering has completed the 100% plans and specifications for the project. The City and RUSA have submitted the Douglas Avenue project as part of a list of projects for consideration in the American Rescue Plan Act for funding. The project currently has not been scheduled for bidding and subsequent construction at this time.

New Chemical Feed Building

A new building for the chemical feed systems was identified in the Capital Improvement Plan for construction this year. We have contracted with Rogers Engineering to provide plans and specifications for the building. This building is needed to move the Sodium Bisulfite system into a conditioned building closer to the application point in the effluent discharge channel.

Jacobs Plant Operations Report

Jade Mecham reported the treatment facility averaged 98% CBOD removal and 96% Total Suspended Solids removal during July. The total Effluent flow was 87.26 million gallons all of which went to the NTS at Outfall 002.

Accounts Payable

The Board reviewed the Accounts Payable Report and Addendum for the August 2021 Accounts Payable.

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

Vote By Roll Call

Chairman Dunn requested "Roll Call" for the motion to approve the August 2021 Accounts Payable and Addendum as presented:

John Dunn Yes
Rob Lieberman Yes
Jerry Griese
Kelsey Wood Yes
David Campos Yes
The motion was passed with a 4/0 vote.

Other Business

Staff informed the Board of two recent job openings in the Collections Department. Staff discussed with the Board the challenges facing employers at this time due to region wide staffing shortages and the lack of qualified applicants with training. Staff also discussed the concerns they have with

the longevity of employees without incentives. The Board suggested creating a task force to further research these concerns. Rob Lieberman and Kelsey Wood volunteered for the research task force.

Respectfully submitted,

A handwritten signature in blue ink that reads "Harmony Williams". The signature is written in a cursive, flowing style.

Harmony Williams
Office Assistant

GENERAL MANAGERS REPORT

Date: 09/02/21
To: Roseburg Urban Sanitary Authority, Board of Directors
From: James V. Baird, General Manager
Re: General Managers Informational Report to the Board

Hooker Road Rehabilitation Project

The contractor continued with work on the project. The contractor installed approximately 586' of main line, 4 manholes and 853' of 4" laterals.

Cradar has submitted pay request #3 in the total amount of \$235,164.13 with \$11,758.21 withheld in retainage for a payment #3 in the amount of \$223,405.92.

Rob Lee, the Engineer of Record, has reviewed the data comprising the Application for Payment and recommends paying Pay Estimate #3 as submitted.

Staff has reviewed Pay Estimate #3, we concur with the Engineer and would recommend that the Board approve payment of Pay Estimate #3 in the amount of \$223,405.92.

Douglas Avenue Project

The City and RUSA have submitted the Douglas Avenue project as part of a list of projects for consideration in the American Rescue Plan Act for funding. The project currently has not been scheduled for bidding and subsequent construction at this time.

New Chemical Feed Building

Rogers Engineering is currently working on the specifications and plans for the chemical feed building.

New General Counsel

RUSA's current legal counsel, Jeff Pugh, will be retiring at the end of this year. I have been looking for an attorney to replace Jeff for several months. I have been looking for a person that has clients that are local governments or special districts. I was not able to find an attorney in the Roseburg area with experience in local government or special districts that would not have a conflict with their current clients.

Eileen G. Eakins has extensive experience with special districts. Eileen is currently working with Green Area Water and Sewer Authority but does not see any conflict with representing GAWSA and RUSA.

I would recommend that RUSA sign an Engagement for Legal Services Agreement with Northwest Local Government Legal Advisors, and Eileen Eakins.

COVID-19 Update

I wanted to inform the Board that we have had two employees that have tested positive for COVID-19 in addition to the one employee that tested positive last month. We currently have three employees that are in various stages of isolation following the Oregon Health Authority directives.