



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 December 13, 2017 at 1297 N.E. Grandview Drive.

ROLL CALL

Directors

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

Others present: General Manager Jim Baird, Collection System Superintendent Steve Lusch, Engineering Tech III Ryon Kershner, Accounting Clerk Angela Allen, Back Nine Representative Rick Mathews, Auditor – Isler CPA Paul Nielsen and CH2M Project Manager Jade Mecham.

Consideration of the minutes of the Regular Monthly Board Meeting of Wednesday, November 8, 2017.

Jerry Griese moved to approve the minutes, as presented, for the Wednesday, November 11th, 2017 Roseburg Urban Sanitary Authority Regular Monthly Meeting.
Kelsey Wood seconded the motion.
The motion passed unanimously.

Isler CPA – Audit Report

Paul Nielsen with Isler CPA, our auditors, presented the financial statement and advised that the audit went well.

Umpqua Fishery Enhancement Derby Sponsorship

RUSA was asked to sponsor the Umpqua Fishery Enhancement Derby again this year. This is something that has been done in years past and is in support of our local commitment to fishery enhancement.

Jerry Griese moved to approve the Umpqua Fishery Enhancement Derby Sponsorship in the amount of \$500.00.

Kelsey Wood seconded the motion
The motion passed unanimously.

General Managers Report

Brown Avenue Area Improvement – Phase V

The main line and service line installation was completed last month. The contractor has filled and abandoned the pipe and structures. The surface restoration has been completed. The contractor is working to complete the items on the final punch list. The Contractor has submitted pay estimate #5 in the amount of \$74,983.00 with \$3,749.15 withheld as retainage for a pay request of \$71,233.85. The project Engineer has recommended that RUSA accept this request and issue payment to the Contractor.

Staff recommends that the Board approve pay request #5 in the amount of \$71,233.85.

Jerry Griese moved to approve pay request #5 from The Contractor in the amount of \$71,233.85.
Kelsey Wood seconded the motion.
The motion passed unanimously.

Back Nine Sanitary Sewer Extension Project

The project construction is continuing with an estimated projected completion date of December 21st, 2017.

Rick Mathews with Back Nine Development was in attendance to give an update on the Back Nine Project. Rick advised that they are busy spending grant money and will need more funds to keep the project moving. They are currently in negotiations with the State regarding the future occupancy allowed on the site. Rick was very appreciative of the assistance that he has received from Jim Baird regarding the sewer construction as well as helpful insight on other items that have come up. Coke is still planning on purchasing some property and TerraFirma is still showing interest.

CH2M Report

Jade Mecham, Project Manager, advised that the lines at the Natural Treatment System have been chlorinated and flushed for winterizing and that the effluent started going to the river on November 1, 2017 as scheduled.

Accounts Payable

The Board reviewed the Accounts Payable Report and Addendum for the December 13th, 2017 Accounts Payable. There was a short discussion regarding the payables as presented.

David Campos made a motion to approve the Accounts Payable and Addendum as presented.
Kelsey Wood seconded the motion.
The motion passed unanimously.

Other Business

The SDAO Conference is coming up in February. David Campos and Kelsey Wood plan on attending. David and Kelsey need to review the class options and provide their class schedule to Jim Baird for registration.

The Roseburg Area Chamber of Commerce Awards Banquet is coming up in January. RUSA will again be purchasing a table. John Dunn, Jerry Griesse and Kelsey Wood showed interest in attending with their spouses, David Campos will advise at a later date.

Jim Baird has been the General Manager for nearly a year and an annual evaluation is due in January. David Campos and Kelsey Wood will conduct this evaluation in the first week of January.

There being no further business to come before the Board, the meeting was adjourned at 4:39 p.m.

Respectfully submitted,



Angela Allen
Accounting Clerk