



**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 February 13, 2019 at 1297 N.E. Grandview Drive.

**ROLL CALL**

**Directors**

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

**Absent:**

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**Others present:** General Manager Jim Baird, Finance Director Christine Morris, Office Assistant Harmony Williams, Collection System Superintendent Steve Lusch, Engineering Technician III Ryon Kershner, CH2M Project Manager Jade Mecham, Jim and Roberta Diemert of 2831 NW Aviation Drive and Roseburg City Manager Lance Colley.

**Consideration of the minutes of the Regular Monthly Board Meeting of Wednesday, January 13, 2019.**

Jerry Griese moved to approve the minutes, as presented, for the Wednesday, January 9, 2019 Roseburg Urban Sanitary Authority Regular Monthly Meeting.

David Campos seconded the motion.

The motion passed unanimously.

**2831 NW Aviation – Account No. 63-6003**

In 1996, R.E. Noah & Co. applied for a permit with the City of Roseburg. The permit was to construct a hangar at the Roseburg Regional Airport. A connection fee of \$1,400 and other related fees of \$105 for a total of \$1,505 were calculated. The contractor did not pay the fees, request a service tap on the mainline or call for an inspection of the installation of the building sewer. When the fees were not paid, and no inspection called for the assumption was that the bathroom was omitted from the building.

Staff informed the owners that the system development charge would need to be paid. The Diemert's wish to have the system development charge waived, as they were not party to the violation of RUSA's ordinances.

Staff presented the request to waive system development charges to the Board for their consideration.

Rob Lieberman made a motion to waive system development charges for 2831 NW Aviation. David Campos seconded the motion. The motion passed unanimously.

### **City of Roseburg – Housing Incentive**

Lance Colley, Roseburg City Manager informed the Board that Roseburg City Council has adopted a Multi-Family Housing System Development Charge (SDC) Buydown Incentive Program. The program will allow developers planning to build multi-family housing, in the Diamond Lake Boulevard Urban Renewal Plan Area, to apply for up to \$5,000 per unit incentive toward System Development Charges or Public Improvement Costs for eligible housing developments.

The Roseburg Urban Renewal Agency would like to enter into an Inter-Governmental Agreement (IGA) with RUSA to be responsible for the portion of RUSA's SDC's that would be included in the incentive. The Agency would like to pay RUSA for the incentivized portion of the SDC over time as allowed by RUSA's Ordinance 97-4, Section 10. This section of the SDC ordinance allows for installment payments for up to 10 years. The concept would be to enter into a master IGA defining the method and process for calculating the payments, interest and period of the installment payments. With the approved IGA each development would have a separate attachment to the IGA for the specific amount to be included in an installment plan and payment schedule.

Staff forwarded all the background information provided by the City of Roseburg on the proposal to Jeff Pugh, RUSA's attorney, for his review and comment. It was Mr. Pugh's legal opinion that RUSA and the City could enter into such an agreement without any conflict with RUSA's ordinances.

Kelsey Wood made a motion to enter into an Inter-Governmental Agreement between RUSA and the Roseburg Urban Renewal Agency. David Campos seconded the motion. The motion passed unanimously.

### **Appointment of Budget Officer**

Staff recommended the Board appoint Jim Baird, RUSA's General Manager, as the Budget Officer for the Budget Year 2019-2020.

Rob Lieberman moved to appoint Jim Baird, RUSA's General Manager, as the Budget Officer for the 2019-2020 Budget Year. Kelsey Wood seconded the motion. The motion passed unanimously.

### **Appointment of Budget Committee Member**

Lee Holmes will not be able to fulfill his duties as the Position 5 Budget Committee Member. The Board must fill his position for the remainder of his term which will expire June 30, 2021.

Staff presented Ron Thames as a candidate to fill Position 5 on the Budget Committee.

Rob Lieberman made a motion to approve the appointment of Ron Thames to Position 5 on the Budget Committee.

Kelsey Wood seconded the motion.

The motion passed unanimously.

### **Approval of Budget Calendar**

Staff completed a draft 2019-2020 budget process calendar for the Board to review and recommended the Board approve the draft budget process calendar.

Rob Lieberman made a motion to approve the 2019-2020 budget process calendar.

Kelsey Wood seconded the motion.

The motion passed unanimously.

### **Agreement – Sale of CCTV Van to City of Winston**

RUSA would like to sell a 2008 Freightliner Sprinter van, together with the Envirosite CCTV equipment, three transporters, two pads and tilt cameras to the City of Winston.

RUSA and the City of Winston have agreed to a purchase price of \$50,000.00 cash.

David Campos made a motion to approve the Agreement between RUSA and the City of Winston for the sale of the 2008 Freightliner Sprinter van and equipment to the City of Winston for \$50,000.00.

Kelsey Wood seconded the motion.

The motion passed unanimously.

### **Resolution 19-01 A Resolution Making a Budgetary Transfer of Appropriation Authority for the Fiscal Year 2018-2019**

The City of Roseburg has received a proposal for Aerial Mapping Services from GeoTerra to acquire and process new stereo imagery for creating 0.5' pixel orthos and 2' contours with DTM. The cost for RUSA to partner with the City in the spring of 2019 project is approximately \$16,000. Due to the timing of this work, a transfer of \$16,000 from Contingency to Administration & Engineering is necessary, as no funds currently are allocated for this project. This resolution transfers appropriations from the General Fund (Fund #1) General Operating Contingency to the Administration & Engineering (Department #5).

Rob Lieberman moved to approve Resolution No. 19-01, as presented.

Kelsey Wood seconded the motion.

The motion passed unanimously.

## **Vote By Roll Call**

At this time, Chairman Dunn requested "Roll Call" for Resolution No. 19-01:

John Dunn            Yes

Rob Lieberman      Yes

Jerry Griese        Yes

Kelsey Wood        Yes

David Campos       Yes

Resolution No. 19-01 was approved with a 5/0 vote

## **General Managers Report**

### Back Nine Sanitary Sewer Extension Phase I

Utility power is still pending Pacific Power installation. Staff asked RUSA's Attorney, Jeff Pugh, as well as Isler CPA to review the request from Back Nine LLC to fill out an IRS form 8283 (Donation Property Over \$5,000). Both our Attorney and Audit Accounting firm do not have any concerns with the request to sign the form. The form has been signed and the required documentation attached as requested.

### NW Black Avenue Sanitary Sewer Replacement Project

The Engineer's test reports, letter of certification of completion and as-built drawings are still pending. Once we receive the outstanding documentation, we can place the project in the one-year warranty period.

### Downtown Improvements Phase II

The Engineer's test reports, letter of certification of completion and as-built drawings are still pending. Once we receive the outstanding documentation, we can place the project in the one-year warranty period. The City has provided the final project closeout documentation. The final payment is \$11,405.05 for increases in quantities.

### Winchester Pump Station Force Main Replacement Project

The project is out to bid by Douglas County and will close February 20th.

### Loma Vista Pump Station Study

i.e. Engineering is working on the study. The project engineer has provided RUSA a map showing the possible relocation and upgrade of the Loma Vista Pump Station and the expanded service area that could be served once the pump station is moved.

### Wastewater Treatment Plant Fuel Tank Removal

RUSA has contacted the ODEQ requesting the status of our file and been informed that we are the next in line to be assigned a project manager. Jennifer Clausen with the ODEQ stated that a project manager would be assigned soon.

### FOG Inspection Program

The Engineering Department has completed one follow up inspection of the Dairy Queen. The interceptor had not been pumped, we followed up the second inspection with a letter of violation

requiring that the interceptor be scheduled to be pumped within the next 10 days. The management has not responded to the letter of violation to date.

**CH2M Report**

Jade Mecham CH2M Project Manager advised that the treatment facility averaged 96% BOD removal and 96% Total Suspended Solids removal. The plant experienced one high flow event on January 20, 2019, with a peak flow of 25 MG. A 4" cast iron drain line in the heat exchanger room appears to be deteriorating and causing flow problems.

**Accounts Payable**

The Board reviewed the Accounts Payable Report and Addendum for the February 13, 2019 Accounts Payable.

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

**Executive Session**

At 5:28 p.m. the Board Chair called for an Executive Session to discuss the General Manager's evaluation as stated in ORS 192.660(2)(i).

At the end of the Executive Session, staff was called back to the meeting.

David Campos made a motion to advance Jim Baird to Step 3 for General Manager retroactive to January 1, 2019.

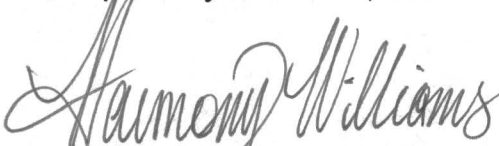
Kelsey Wood seconded the motion. The motion passed unanimously.

**Other Business**

None.

There being no further business to come before the Board, the meeting was adjourned at 5:42 p.m.

Respectfully submitted,



Harmony Williams  
Office Assistant