



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 14, 2018 at 1297 N.E. Grandview Drive.

ROLL CALL

Directors

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

Absent:

Others present: General Manager Jim Baird, Collection System Superintendent Steve Lusch, Engineering Tech III Ryon Kershner, Accounting Clerk Angela Allen, Finance Director Christine Morris, CH2M Project Manager Jade Mecham and Budget Committee Member Lee Holmes.

Consideration of the minutes of the Regular Monthly Board Meeting of Wednesday, February 14, 2018.

Rob Lieberman moved to approve the minutes, as presented, for the Wednesday, February 14th, 2018 Roseburg Urban Sanitary Authority Regular Monthly Meeting.

Kelsey Wood seconded the motion.

The motion passed unanimously.

Contract Extension for Operations and Management of the WWTP and NTS with ch2m

A five-year contract extension was presented for the operations and management of the wastewater treatment plant and natural treatment system. There were a few minor revisions from the prior contract to bring it up to date.

After a discussion regarding the cost, changes and other items, Rob Lieberman made a motion to approve the 5-year contract extension with ch2m for the Operations and Management of the WWTP and NTS as written.

Kelsey Wood seconded the motion.

The motion passed unanimously.

Cooperative Improvement Agreement with the City of Roseburg for Black Avenue Extension

The Cooperative Improvement Agreement with the City of Roseburg for the Black Avenue Extension project was completed and reviewed by Jim Baird and our attorney, Jeff Pugh. Jim Baird recommended that RUSA enter into the agreement as it has been drawn up.

Rob Lieberman made a motion to enter into a Cooperative Improvement Agreement with the City of Roseburg for the Black Avenue Extension Project.

Kelsey Wood seconded the motion.

The motion passed unanimously.

Cooperative Improvement Agreement with the City of Roseburg for Downtown Corridor Improvements Phase II

The Cooperative Improvement Agreement with the City of Roseburg for the Downtown Corridor Improvements Phase II project was completed and reviewed by Jim Baird and our attorney, Jeff Pugh. Jim Baird recommended that RUSA enter into the agreement as it has been drawn up.

Kelsey Wood made a motion to enter into a Cooperative Improvement Agreement with the City of Roseburg for the Downtown Corridor Improvements Phase II project.

David Campos seconded the motion.

The motion passed unanimously.

Cooperative Improvement Agreement with Douglas County for Old Highway 99N: Winchester Bridge to Pleasant Ave Project #10968

The Cooperative Improvement Agreement with Douglas County for the Old Highway 99N: Winchester Bridge to Pleasant Ave Project #10968 was completed and reviewed by Jim Baird and our attorney, Jeff Pugh. Jim Baird recommended that RUSA enter into the agreement as it has been drawn up.

Rob Lieberman made a motion to enter into a Cooperative Improvement Agreement with the Douglas County for the Old Highway 99N: Winchester Bridge to Pleasant Ave Project #10968.

Kelsey Wood seconded the motion.

The motion passed unanimously

General Managers Report

Back Nine Sanitary Sewer Extension Phase I

The project construction is continuing. There is some road construction taking place, and the crossing of Highway 99N for the sewer line is expected to take place when the weather improves. The estimated projected completion date has been moved back to the end of March 2018.

NW Black Avenue Sanitary Sewer Replacement Project

The project engineering company, 3J Consulting, completed the plans and the City is accepting bids for the project. The bidding period will end March 29th. The Engineer's estimate for the sanitary sewer portion of the contract is \$64,855. Typically, RUSA also pays a percentage of the general costs such as mobilization, traffic control and other project wide costs. For this project the estimate is approximately \$2,000, for a total projected cost of \$66,855. This project is scheduled to be constructed this summer.

Downtown Improvements Phase II

The project engineering company, i.e. Engineering, completed the plans and the City is reviewing the scope of the project to remove some of the improvements to meet the available budget. The Engineer's estimate for the sanitary sewer portion of the contract is \$131,075. Typically, RUSA also pays a percentage of the general costs such as mobilization, traffic control and other project wide costs. For this project the estimate is approximately \$14,425, for a total projected cost of \$145,500. The project is tentatively scheduled to be constructed this summer.

Garden Valley Blvd Sewer Replacement Project

i.e. Engineering has completed 90% plans and sent them to RUSA for review and comment. A review meeting was held Monday, March 12th, the project is nearly ready to go out to bid with a start date after July 4, 2018.

Winchester Pump Station Force Main Replacement Project

ch2m completed the evaluation of the existing force main and the recommended future configuration for the piping. The new piping will be a dual forcemain style with one pipe being 8" diameter and a second 14" pipe. This configuration will allow the existing 50 hp pumps to operate efficiently as well as the existing 200 hp pumps. The system will be configured to run the 50 hp pumps discharging through the 8" pipe and the 200 hp pumps through the 14" pipe. We will have the option to increase the size of the pumps in the future and discharge through both pipes at the same time.

The force mains are approximately 9,000 feet and will be placed in Old Highway 99 North. The preliminary estimate for this project is \$1,500,000.

This is a joint Douglas County – RUSA project and will be constructed in 2019.

Loma Vista Pump Station Study

i.e. Engineering is working on the study, but the study has been slowed down due to workload and it is not needed immediately. The project engineer will provide RUSA a report on the possible relocation and upgrade of the Loma Vista Pump Station at a later date.

System Development Charges

In 2005, RUSA adopted a methodology and established a fee for its sanitary sewer system development charge (SDC). The Ordinance states "the Capital projects listed in the plan shall be adjusted for inflation annually and the index used shall be the Engineering News of Record" (ENR).

The ENR Construction Cost Index for Portland Oregon in October of 2005 was 8,408.98. As of February 2018, the index has risen to 11,446.71 for a 36.12% increase in construction cost. Following the method laid out to account for inflation the SDC should be increased to \$2,732.03 from the current fee of \$2,007.00.

Staff recommended that the Sanitary Sewer System Development Charge be adjusted to \$2,732. The Ordinance states that the fee shall be adopted by Resolution. The Board agreed that the SDC fee should be raised and staff will prepare a Resolution for the April Board Meeting.

In the future, the Board recommended that the SDC fee be evaluated every 2 to 3 years to have increases be more incremental.

Special Districts Board Practices Assessment

SDAO is offering the first thirty Special Districts that schedule a 90-minute Board Practices Assessment a 4% insurance premium credit. This is a no cost service offered by SDAO and would be held at RUSA's administrative offices to the full Board.

Jim Baird will coordinate with the Board to determine the best day for the assessment and contact SDAO for scheduling.

Kelsey Wood made a motion to accept SDAO's offer for a 90-minute Board Practices Assessment.

Rob Lieberman seconded the motion.

The motion passed unanimously.

CH2M Report

Jade Mecham, Project Manager, advised that the plant is operating well, maintenance and pre-treatment activities are continuing. The permit with Jack Pollock for holding tank waste was renewed. Also, he worked with DEQ to get an approval letter for biosolids application on a property that had changed ownership.

Accounts Payable

The Board reviewed the Accounts Payable Report and Addendum for the March 14th, 2018 Accounts Payable. There was a general discussion of the accounts payable.

Rob Lieberman made a motion to approve the Accounts Payable and Addendum as presented.

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 5:16 p.m.

Respectfully submitted,



Angela Allen
Accounting Clerk