



**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 Vice-Chair, Rob Lieberman, called the regular monthly Board Meeting to order at 4:10 p.m. on January 10, 2024. The Board Meeting was held in-person and remotely broadcast by Zoom® Meeting.

**ROLL CALL**

**Directors**

**Present:** Board Vice-Chair Rob Lieberman, Kelsey Wood, David Campos & Tom Dole

**Absent:** Board Chair John Dunn

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**Others present:** General Manager Jim Baird, Finance Director Christine Morris, Office Assistant II Harmony Williams, Engineering Technician III Ryon Kershner, Collections Superintendent Steve Lusch & Jacobs Interim Project Manager Caleb Trammell

**Consideration of the December 13, 2023 Board Meeting Minutes**

Kelsey Wood moved to approve the minutes for the December 13, 2023 Roseburg Urban Sanitary Authority monthly Board Meeting.  
Tom Dole seconded the motion.  
The motion passed unanimously.

**Ordinance No. 2024-01 First Reading**

Vice Chair Lieberman opened the public hearing for the first reading of Ordinance No. 2024-01. The hearing was open to public comment. Hearing no comment, the public hearing was closed. At this time the Board Vice Chair called for the return to the regular meeting.

**Customer Fees**

Finance Director Christine Morris gave a presentation regarding late fees. The discussion included setting future fees by resolution and changing the late fee structure. Staff presented recommendations for the future late fee structure including non-accumulative 3% or \$5.00 minimum late fees.

Kelsey Wood made a motion to set late fees at a \$5.00 minimum set by Resolution.

David Campos seconded the motion.  
The motion passed unanimously.

### **Umpqua Fishery Derby**

RUSA has sponsored the Umpqua Fishery Enhancement Derby for many years. Staff asked the Board if they would like to sponsor the Derby in 2024.

Kelsey Wood made a motion to approve a \$500.00 sponsorship for the Umpqua Fishery Enhancement Derby.

David Campos seconded the motion.  
The motion passed unanimously.

### **General Managers Report**

#### **North Deer Creek Trunk Rehabilitation Project**

The contractor, Titan Utilities, has completed the majority of the work included in the contract. During this period contractor installed structural liner in 9 manholes, as well as structurally lining the one vault on the project.

The contractor has submitted pay request #4 for \$138,000 with \$6,900 in retainage for payment #4 of \$131,100.

The project engineer, Rylee Archuleta, Leeway Engineering Solutions, and the RUSA staff have reviewed pay request #4 and would recommend that the Board approve pay request #4 to Titan Utilities for \$131,100.

David Campos moved to approve pay request #4 in the amount of \$131,000 to Titan Utilities.

Kelsey Wood seconded the motion.

The motion passed unanimously.

#### **Biogas Feasibility Study – WRF:**

The Biogas Feasibility Study has been completed. I am awaiting the final invoicing and payment to submit to the Energy Trust of Oregon to finalize the matching grant requirements.

#### **RUSA Office and Garage Reroofing Project**

We have fully executed the contract with Roseburg Roofing. The contractor has completed a temporary repair to the roof of the office to stop a leak. The contractor plans on roofing the Garage and the Shop area of the office as weather permits. The remainder of the office will be completed next year in April or May as the weather permits.

The contractor is purchasing all the roofing material to ensure that we avoid any price increase not anticipated in the contract.

#### **Energy Service Company**

Ameresco and RUSA continue to work on the loan/grant application for four projects.

1. Solar array with battery storage at the Administrative Offices.
2. Solar array at the Water Reclamation Facility and the Natural Treatment System.
3. Cogeneration facility at the Water Reclamation Facility utilizing biogas as the fuel.

### Waste Thickening Project

The existing gravity belt thickeners have reached their useful life. One of the two is inoperable currently. We have begun an engineering study to select the best technology to replace the thickening equipment. Jacobs Engineering is preparing the study and recommendations for new thickening equipment.

### Bisulfite SCADA System

Jacobs Engineering has prepared the contract document and RUSA staff is reviewing the documents. We hope to be ready to advertise this project in mid-January or February.

### **Jacobs Plant Operations Report**

Caleb Trammell advised that the treatment facility averaged 96% BOD removal and 96% Total Suspended Solids removal during December. The total Effluent flow was 160.56 million gallons.

### **Accounts Payable**

The Board reviewed the Accounts Payable Report and Addendum for the January 2024 Accounts Payable and addressed questions.

David Campos made a motion to approve the Accounts Payable Report and Addendum as presented.

Kelsey Wood seconded the motion.

### **Executive Session**

At 5:05 p.m. Vice Chair Lieberman called for an Executive Session to discuss the General Manager's evaluation as stated in ORS 192.660(2)(i). At this time staff left, leaving the General Manager and Board Members remaining to evaluate the General Manager for his work during the year 2023.

At 5:18 p.m. staff were called back in to the meeting and Vice Chair Lieberman resumed the regular Board Meeting.

David Campos moved to approve a 3% Extended Merit Pay bonus for RUSA's General Manager Jim Baird.

Kelsey Wood seconded the motion.

The motion passed unanimously.

### **Other Business**

Staff gave the Board an update on John Dunn.

The meeting was adjourned at 5:22 p.m.

### **Attached Additional Items Presented**

Accounts Payable Addendum

Late Fee Review

Respectfully submitted,

A handwritten signature in blue ink that reads "Harmony Williams". The signature is written in a cursive style with a large, stylized 'H' and 'W'.

Harmony Williams  
Office Assistant II

## Accounts Payable

## Checks by Date - Detail by Check Date

User: angie  
 Printed: 1/10/2024 3:36 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	ASIFLEX A0003258231cJPI	ASIFlex Flexible Spending Account Admin Fees Dec 202	01/10/2024	37.50
Total for this ACH Check for Vendor ASIFLEX:				37.50
ACH	METRO IN661850 IN662259	Metro Presort Inc Deposit for Mailing to customers Deposit for February UB Billing	01/10/2024	5,000.00 4,000.00
Total for this ACH Check for Vendor METRO:				9,000.00
ACH	VEBA TR Jan 24 VEBA Jan 24 VEBA-C Jan 24 VEBA-F	HRA VEBA Trust Admin & Eng-HRA VEBA '24 Contributions Collections-HRA VEBA '24 Contributions Finanee-HRA VEBA '24 Contributions	01/10/2024	3,250.00 3,500.00 2,250.00
Total for this ACH Check for Vendor VEBA TR:				9,000.00
51858	WATER INV20374	City of Roseburg Bulk water usage-December	01/10/2024	125.08
Total for Check Number 51858:				125.08
51859	Jacobs 351289-CS-01	Jacobs Engineering Group Inc Cogeneration Feasibility Study	01/10/2024	41,774.27
Total for Check Number 51859:				41,774.27
51860	NEXNET 21775	Nexcom, LLC Digital Phone Service-January	01/10/2024	332.80
Total for Check Number 51860:				332.80
51861	PPL Dec 2023 411LM Dec 2023 425LM Dec 2023 Admin Dec 2023 Brbn Dec 2023 BrbnC Dec 2023 Gate Dec 2023 High Dec 2023 LV Dec 2023 NBank Dec 2023 SBank Dec 2023 Wilb1 Dec 2023 Wilb2 Dec 2023 WWTP Dec 2023 WWTP2 Dec 23 Keady	Pacific Power Usage-411 LM-Storage Bldg Power Usage-425 Long Meadow Power Usage-Admin Bldg Power Usage-310 Bourbon St PS Contract-310 Bourbon St PS Power Usage-140 LM-NTS Gate Power Usage-Highland PS Power Usage-Loma Vista PS Power Usage-North Bank PS Power Usage-South Bank PS Power Usage-Wilbur 1 PS Power Usage-Wilbur 2 PS Power Usage-WWTP 1 Power Usage-WWTP 2 Power usage-Keady Ct Pump station	01/10/2024	30.14 12.54 740.96 106.53 59.68 20.26 1,276.19 118.24 205.39 2,510.51 333.78 347.99 24,169.02 27.71 81.41

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 51861:				30,040.35
51863	SERV-CTR 57464	The Service Center Move door locks	01/10/2024	75.00
Total for Check Number 51863:				75.00
51864	SIERRASP 21794341 010624	Sierra Springs Bottled water service	01/10/2024	63.74
Total for Check Number 51864:				63.74
51865	Taurus 14415 14582	Taurus Power & Controls, INC Danfoss Drive Rebuild-Parts Danfoss Drive Rebuild	01/10/2024	16,312.00 4,688.00
Total for Check Number 51865:				21,000.00
51866	TRUE NOR 004184	True North Equipment, Inc. Cleverscan repair-Reissued lost check #51549	01/10/2024	1,788.07
Total for Check Number 51866:				1,788.07
Total for 1/10/2024:				113,236.81
Report Total (11 checks):				113,236.81

# Late Fees Review

January 10, 2024 Board Meeting



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# Highlights of December 13, 2023 Discussion

- 97% of accounts are residential or commercial (10,337 accounts)
- 1.49% of accounts are Restaurants (159 accounts)
- Other 1.51% accounts consist of 173 bare lot accounts, 5 Breweries, 5 Markets or Mortuaries & 8 other (including Dairy) accounts.
- 84% of delinquent accounts have a 4 month or less balance (as of November past dues)
- 1420 accounts past due each month or 13.3% of all accounts.
- Average 5% of accounts have a 6 month or older balance as of turnover time.



# December 13, 2023 Highlights (continued)

- Staff used analysis of \$4 minimum late fee or 10% or 6%.
- In comparison, Residential/Commercial pay a significant higher late fee percentage than all other users (except bare lot)

## TAKE AWAYS:

- Board member are interested in going to a minimum late fee & percentage for fairness.
- There were comments about keeping the \$5 minimum.
- Comments to use 10% late fee
- Concerns about being too punitive for small businesses.

# Staff Recommendations

- Use the \$5 minimum as customers are used to seeing \$5 late fees.
- 3% Non accumulative balance late fee or \$5 minimum. This has the effect of a \$5 late fee for the first 4 months late for 97% of our customer accounts.
- Recommend using the Non accumulative balance, so as to generate late fees only on outstanding sewer balances.
- 3% is still a fairer system than the current flat rate of \$5 per EDU.
- Overall staff goal is to move from a per EDU method to a % of balance method for ease of changes for billing system.
- Secondary staff goal after looking at the system was to provide more fairness in the late fee structure among all customers.

**97% OF ACCOUNTS ARE**

**RESIDENTIAL OR COMMERCIAL**

	<u>Non Accum</u>		<u>Accumulative</u>		<u>Non Accum</u>		<u>Accumulative</u>				Current	Bill Only
	5% or		5% or		3% or		3% or					
On a \$40 Monthly Billing	\$5 min	End Balance	\$5 min	End Balance	\$5 min	End Balance	\$5 min	End Balance	Current	End Balance	Balance	
January	\$5.00	\$85.00	\$5.00	\$85.00	\$5.00	\$85.00	\$5.00	\$85.00	\$ 5.00	\$ 85.00	\$80.00	
February	\$5.00	\$130.00	\$5.00	\$130.00	\$5.00	\$130.00	\$5.00	\$130.00	\$ 5.00	\$ 130.00	\$120.00	
March	\$6.00	\$176.00	\$6.50	\$176.50	\$5.00	\$175.00	\$5.00	\$175.00	\$ 5.00	\$ 175.00	\$160.00	
April	\$8.00	\$224.00	\$8.83	\$225.33	\$5.00	\$220.00	\$5.25	\$220.25	\$ 5.00	\$ 220.00	\$200.00	
May	\$10.00	\$274.00	\$11.27	\$276.59	\$6.00	\$266.00	\$6.61	\$266.86	\$ 5.00	\$ 265.00	\$240.00	
June	\$12.00	\$326.00	\$13.83	\$330.42	\$7.20	\$313.20	\$8.01	\$314.86	\$ 5.00	\$ 310.00	\$280.00	
July	\$14.00	\$380.00	\$16.52	\$386.94	\$8.40	\$361.60	\$9.45	\$364.31	\$ 5.00	\$ 355.00	\$320.00	
August	\$16.00	\$436.00	\$19.35	\$446.29	\$9.60	\$411.20	\$10.93	\$415.24	\$ 5.00	\$ 400.00	\$360.00	
September	\$18.00	\$494.00	\$22.31	\$508.60	\$10.80	\$462.00	\$12.46	\$467.70	\$ 5.00	\$ 445.00	\$400.00	
October	\$20.00	\$554.00	\$25.43	\$574.03	\$12.00	\$514.00	\$14.03	\$521.73	\$ 5.00	\$ 490.00	\$440.00	
November	\$22.00	\$616.00	\$28.70	\$642.74	\$13.20	\$567.20	\$15.65	\$577.38	\$ 5.00	\$ 535.00	\$480.00	
December	\$24.00	\$680.00	\$32.14	\$714.87	\$14.40	\$621.60	\$17.32	\$634.70	\$ 5.00	\$ 580.00	\$520.00	
Late Fee Totals	\$160.00		\$194.87		\$101.60		\$114.70		\$ 60.00			

**1.5% OF ACCOUNTS ARE**

**RESTAURANT**

	<u>Non Accum</u>		<u>Accumulative</u>		<u>Non Accum</u>		<u>Accumulative</u>				Current	Bill Only
	5% or		5% or		3% or		3% or					
On a \$103.54/EDU Monthly Billing	\$5 min	End Balance	\$5 min	End Balance	\$5 min	End Balance	\$5 min	End Balance	Current	End Balance	Balance	
January	\$5.18	\$ 212.26	\$5.18	\$212.26	\$5.00	\$212.08	\$5.00	\$212.08	\$ 5.00	\$ 199.58	\$207.08	
February	\$10.35	\$ 319.90	\$10.61	\$326.41	\$6.21	\$315.58	\$6.36	\$321.98	\$ 5.00	\$ 308.12	\$310.62	
March	\$15.53	\$ 432.72	\$16.32	\$446.27	\$9.32	\$422.19	\$9.66	\$435.18	\$ 5.00	\$ 416.66	\$414.16	
April	\$20.71	\$ 550.72	\$22.31	\$572.12	\$12.42	\$531.91	\$13.06	\$551.78	\$ 5.00	\$ 525.20	\$517.70	
May	\$25.89	\$ 673.90	\$28.61	\$704.27	\$15.53	\$644.73	\$16.55	\$671.87	\$ 5.00	\$ 633.74	\$621.24	
June	\$31.06	\$ 802.25	\$35.21	\$843.02	\$18.64	\$760.65	\$20.16	\$795.57	\$ 5.00	\$ 742.28	\$724.78	
July	\$36.24	\$ 935.78	\$42.15	\$988.71	\$21.74	\$879.69	\$23.87	\$922.97	\$ 5.00	\$ 850.82	\$828.32	
August	\$41.42	\$ 1,074.48	\$49.44	\$1,141.69	\$24.85	\$1,001.83	\$27.69	\$1,054.20	\$ 5.00	\$ 959.36	\$931.86	
September	\$46.59	\$ 1,218.37	\$57.08	\$1,302.31	\$27.96	\$1,127.07	\$31.63	\$1,189.37	\$ 5.00	\$ 1,067.90	\$1,035.40	
October	\$51.77	\$ 1,367.43	\$65.12	\$1,470.97	\$31.06	\$1,255.42	\$35.68	\$1,328.59	\$ 5.00	\$ 1,176.44	\$1,138.94	
November	\$56.95	\$ 1,521.66	\$73.55	\$1,648.06	\$34.17	\$1,386.88	\$39.86	\$1,471.99	\$ 5.00	\$ 1,284.98	\$1,242.48	
December	\$62.12	\$ 1,681.08	\$82.40	\$1,834.00	\$37.27	\$1,521.45	\$44.16	\$1,619.69	\$ 5.00	\$ 1,393.52	\$1,346.02	
Late Fee Totals	\$403.81		\$487.98		\$244.18		\$273.67		\$ 60.00			