



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 4:03 p.m. on August 14, 2019 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, Finance Director Christine Morris, Office Assistant Harmony Williams, Engineering Tech III Ryon Kershner and CH2M Chief Plant Operator Randy Turner.

Swearing in Elected Board Members

Board Members Jerry Griese and Kelsey Wood were reelected on May 21, 2019 to positions 3 and 4, respectively, beginning new 4 years terms on July 1, 2019. At this time Kelsey Wood was sworn in by General Manager Jim Baird.

Consideration of the minutes of the Regular Monthly Board Meeting of Wednesday, July 10, 2019.

Jerry Griese moved to approve the minutes, for the Wednesday, July 10, 2019 Roseburg Urban Sanitary Authority Regular Monthly Meeting.

Kelsey Wood seconded the motion.

The motion passed unanimously.

Contract Review Board

The bids for RUSA's "Biosolids Building Addition" were received and opened publicly August 8th, 2019. There were four bids received for the project. The following are the bid results:

Zerbach Construction	\$292,571.30
----------------------	--------------

Renco General Contractors	\$314,728.00
---------------------------	--------------

Jack Mathis \$314,999.00

Z Terrell & Sons LLC \$383,478.11

The project Engineer, Tom Rogers reviewed the bids and recommended the Board award the contract to Zerbach Construction the low bidder.

Staff recommended that the Board issue the notice of intent to award the Biosolids Building Addition to Zerbach Construction.

David Campos made a motion to approve the notice of intent to award the Biosolids Building Addition to Zerbach Construction.

Kelsey Wood seconded the motion.

The motion passed unanimously.

Out of Scope/Additional Services Agreement

Jacobs provided a letter of agreement, to provide additional services to meet the Oregon Department of Environmental Quality monitoring and reporting for the Natural Treatment System and the Anammox system.

Jacobs has provided this service in the past directly from the engineering division. Staff negotiated to utilize the "Out of Scope/ Additional Services clause in the contract with the operations division at a substantial cost reduction.

The 2018 agreement anticipated a total cost of \$65,000. The agreement is based on a not to exceed amount billed at the time of service for only the hours required to complete the tasks outlined in the agreement. The total invoiced amount for year was \$39,104.47. The savings were due to less billable hours for the engineering team and significantly less travel required to complete the work.

The estimated work to complete the tasks in the agreement has not changed. The not to exceed amount has increase to \$69,000 to account for increase in personnel cost. As in the past RUSA will be billed only for the actual cost, plus 15%, to complete the tasks outlined in the agreement.

Rob Lieberman made a motion to approve the Out of Scope/Additional Services Agreement.

Kelsey Wood seconded the motion.

The motion passed unanimously.

State of Oregon Office of Emergency Management

Staff received a formal contract from the State of Oregon Office of Emergency Management in order to apply for federal disaster relief funding for the repair and restoration of public facilities damaged during the period of February 23-26, 2019.

Staff recommended approving the State of Oregon Office of Emergency Management Agreement.

Kelsey Wood made a motion to approve the State of Oregon Office of Emergency Management Agreement.

David Campos seconded the motion.

The motion passed unanimously.

General Managers Report

Back Nine Sanitary Sewer Extension Phase I

Pacific Power has installed power to the transformer as of August 13th.

Winchester Pump Station Force Main Replacement Project

Force main construction is continuing. Project completion is estimated to be in December 2019.

Douglas County Landfill Leachate

RUSA staff along with Jade Mecham, of Jacobs, met with representatives from Douglas County and Sam Cooke, of SCS Engineers, to discuss the possibility of the County becoming a contract customer for the treatment of the landfills leachate.

The discussion centered around the design requirements for a new pretreatment facility at the county landfill. RUSA staff provided a preliminary list of constituents of concern that would need to be reduced or eliminated from the leachate.

RUSA staff informed the county that the Board would need to approve any contract for the treatment of the County landfill leachate. Staff will continue to work with the County and their engineer on the project.

CH2M Report

Randy Turner CH2M Chief Plant Operator advised the treatment facility averaged 98% CBOD removal and 97% Total Suspended Solids removal during July. The total Effluent flow was 85.13 million gallons, all of which went to the NTS.

Accounts Payable

The Board reviewed the Accounts Payable Report and Addendum for the August 14, 2019 Accounts Payable.

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

Rob Lieberman seconded the motion.

The motion passed unanimously.

Other Business

Staff presented one page of Ordinance 97-05 regarding the changed use of property. RUSA has approximately 550 customers who have water usage monitored annually. These customers see annual adjustments in rates based on their average yearly water flow. Ordinance 97-05 states that if the property is improved, expanded, subdivided or otherwise modified or use is increased by more than 10%, so as to increase the Wastewater SDC due for that property or structure, a SDC shall be charged for the modified portion of the property. At this time staff is requesting the Board consider

the aforementioned section of Ordinance 97-05 to determine if restructuring the monitoring process or amending Ordinance 97-05 is needed.

There being no further business to come before the Board, the meeting was adjourned at 5:15 p.m.

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