



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-Chairman, Rob Lieberman, called the regular monthly Board Meeting to order at 4:00 p.m. on March 8, 2017 at 1297 N.E. Grandview Drive.

ROLL CALL

Directors

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

Others present: General Manager Jim Baird, Finance Director Christine Morris, Collection System Superintendent Steve Lusch, Administrative Assistant Ellen Montgomery, CH2M Plant Operations Supervisor Randy Turner and Lee Holmes.

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

David Campos moved to approve the minutes, as presented, for the Wednesday, February 8th, 2017 Roseburg Urban Sanitary Authority Regular Monthly Meeting. Kelsey Wood seconded the motion.
The motion passed unanimously.

General Managers Report

Brown Avenue Area Improvement – Phase V

RUSA has received the 90% plans for the project. Staff is reviewing the plans and will meet with the Engineer, i.e. Engineering to finalize the plans.

Back Nine Sanitary Sewer Extension Project

CH2M delivered the 90% plans for Staff review. Staff will have a conference call with the owners, i.e. Engineering and CH2M for comments on the plans. Jim stated to the Board the road construction will not be done during the 2017 construction year.

SDAO Annual Conference

The Conference was Thursday, February 9th through Sunday, February 12th. RUSA Board Members Kelsey Wood and David Campos attended the conference this year.

Natural Treatment System

The 2016 Monitoring Report was submitted to DEQ on Tuesday, February 28th, 2017. The 2017 Farm Operations Plan was also submitted to DEQ. The completion of these

two reports were a joint effort of CH2M Engineering, CH2M Operations and RUSA Staff. The Mitigated Wetlands Report was sent the week of March 6th, 2017.

Appointment of Budget Officer

Each year the Board appoints a Budget Officer for the current Budget Year.

Staff recommended the Board appoint Jim Baird, RUSA's General Manager, as the Budget Officer for the Budget Year 2017-2018.

Kelsey Wood moved to appoint Jim Baird, RUSA's General Manager, as the Budget Officer for the 2017-2018 Budget Year.

David Campos seconded the motion.

The motion passed unanimously.

2017-2018 Budget Committee Meeting

The first scheduled Budget Committee Meeting is Wednesday, April 26th, 2017, commencing at 12:00 noon. If a second meeting is required, that meeting will be held on Wednesday, May 3rd, 2017, at 12:00 noon.

The Budget will be distributed to the Budget Committee by Friday, April 21st, 2017.

The Board was provided the Budget Calendar for the 2017-2018 Budget Year.

Staff Professional Development

Kyle Bartlett attended the Pipeline Assessment Certificate Program (PACP) in February. Kyle passed the certification test and joins Rick Cox and Dean Ronk as a PACP Specialist.

Scott Ough took the Oregon Building Department's Limited Plumbing Inspector test. Scott passed the test, increasing RUSA's Licensed Plumbing Inspectors to four.

Heard Farms Wastewater Facility

Heard Farms has reached capacity at their treatment lagoon. They suspended accepting waste products until land application starts May 1st, 2017, weather permitting.

RUSA is receiving calls from waste haulers and Umpqua Dairy, asking if RUSA can accept liquid waste at our treatment plant. RUSA received DEQ's approval to accept food by-products from Umpqua Dairy, which is part of the Dairy's permit with RUSA.

RUSA also received approval to accept waste hauled from holding tanks. RUSA's charge is \$.10 per gallon; Heard Farms was charging \$.15 per gallon.

RUSA has no method of accepting grease or septage. Treatment Plant Staff is checking on options for accepting this waste.

Two nearby plants can accept grease or septage; one is in Eugene, and the second is in Phoenix.

Budget Committee Members

There will be two vacancies on the Budget Committee following this Budget Year. Bob Hobi has retired and no longer wishes to serve on the Budget Committee. Dan Holborow has sold his home and is in the process of building a new home, which is outside RUSA's service boundary. To serve on RUSA's Budget Committee, the member must live within RUSA's service boundary.

Jim Baird's Employment Contract

At the request of the Board Members in attendance at the Board Meeting, John Dunn was called and conferenced in for a discussion of Jim's Employment Agreement. Spencer Rockwell, Assistant General Counsel, SDAO, has reviewed the Agreement and found it to be satisfactory. John Dunn recommended that the Agreement be retroactive back to January 1, 2017 Jim's hire date.

Kelsey Wood moved to approve the Employment Agreement for Jim Baird, RUSA's General Manager, and it to be retroactive back to January 1, 2017.

David Campos seconded the motion.

The motion passed unanimously.

CH2M Report

Randy Turner, CH2M Plant Operations Supervisor, Roseburg Operation, reported a letter was sent to Andrew Ullrich, DEQ – Medford Office, dated March 6, 2017, reporting the BOD removal efficiency was 81% with a requirement of no less than 85%. This is largely in part due to the unusually low influent BOD caused by above average flows during the month of February, 2017, which averaged 8.76 MGD, with multiple days being above 10 MGD.

Randy stated to the Board that the Annual Biosolids Report was sent to the DEQ and EPA in February, 2017.

Randy stated that the Annual Pretreatment Report was sent to the DEQ in February, 2017. The DEQ sent out their Audit findings from the September 2016 review. A response will be forthcoming.

Ron Thomas, CH2M Maintenance Specialist, was at the plant the last week of February and first week of March, to update the Condition Assessment that was conducted in 2011. This service was provided at no cost to RUSA. Mr. Thomas's wages and expenses were paid for by CH2M Corporate as a value add to the current contract.

Accounts Payable

The Board reviewed the Accounts Payable and Addendum for the March 8th, 2017 Accounts Payable.

Kelsey Wood moved to approve the Accounts Payable and Addendum, as presented, with the exception of the payable, discussed below.

David Campos seconded the motion.

The motion passed unanimously.

Payable for Pinnacle Western

There was a lengthy discussion regarding the payable for Pinnacle Western, in the amount of \$1,804.98 which was in excess of the original contract amount. It was the consensus of the Board to discount this payable by 50%, to \$902.49. Pinnacle Western signed an Agreement for project administration and inspection services with RUSA as a "Not To Exceed", in the amount of \$23,150.00, for the roof project at the treatment plant. This payment request was over the "Not To Exceed" amount of the contract.

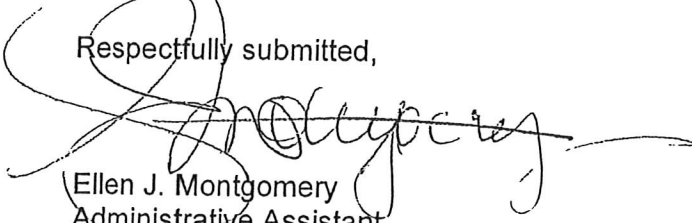
Rob Lieberman moved to approve the payment to Pinnacle Western in the amount of \$902.49.

Kelsey Wood seconded the motion.

The motion passed unanimously.

There being no further business to come before the Board, the meeting was adjourned at 5:25 p.m.

Respectfully submitted,



Ellen J. Montgomery
Administrative Assistant