



**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 4:00 p.m. on April 12, 2017 at 1297 N.E. Grandview Drive.

**ROLL CALL**

**Directors**

**Present:** Vice-Chair Rob Lieberman, David Campos, Kelsey Wood and Jerry Giese

**Absent:** Chair John Dunn

---

**Others present:** General Manager Jim Baird, Finance Director Christine Morris, Collection System Superintendent Steve Lusch, Administrative Assistant Ellen Montgomery, CH2M Plant Manager – Roseburg Operations Jade Mecham, Lee Holmes, Paul Williford, President, West Hills Condo Association and Tracy Parker, Treasurer, West Hills Condo Association

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

Kelsey Wood moved to approve the minutes, as presented, for the Wednesday, March 8<sup>th</sup>, 2017 Roseburg Urban Sanitary Authority Regular Monthly Meeting.

David Campos seconded the motion.

The motion passed unanimously.

**West Hills Condo Association**

A condo at 2749 W Lorraine, which is part of the West Hills Condo Association, was recently sold at auction. At the time of the sale, there were unpaid sewer fees due to RUSA in the amount of \$285.00. Additionally, in 2015 RUSA placed a lien on the property via property taxes, in the amount of \$370.00 and in 2016 a lien was placed on the property via property taxes, in the amount of \$435.00. The unpaid sewer fees at the time of the sale are in addition to the lien amounts on the property for 2015 and 2016.

Auction sales or foreclosure sales do not follow the same procedures as regular escrow closings. The title companies check all fees and liens and those are paid at closing. This does not happen with an auction or foreclosure sale. Any unpaid sewer fees follow the property to the new owner and thereby becomes the responsibility of the new owner.

The owners of the condos are charged a home owners association fee that include the sewer use fee. The Association in turn pays the sewer fee on behalf of the owner. The previous owner was not paying the home owners fee. The President and the Treasurer contacted RUSA and asked that they not receive the sewer bill. At that time, the Staff informed the Association representatives that RUSA would change the billing information and explained that the sewer use charges were the property owner's responsibility.

The President and Treasurer of the Condo Association expressed to the board that they felt that the RUSA staff did not provide a detailed enough explanation of the billing process to include that the sewer bill would reside with the property until it was paid in full. They asked if RUSA could produce an informational handout detailing this policy.

Mr. Campos explained that he understood their complaint and although Staff tries to provide customers with all the pertinent information in this case we did not meet their expectations. Mr. Campos directed staff to produce a handout that would provide a detailed and uniform explanation of RUSA's policy on this issue. Mr. Campos thanked the Association representatives for their suggestion for an informational handout.

### **General Managers Report**

#### **Brown Avenue Area Improvement – Phase V**

The project has been advertised. The bid opening is Thursday, April 20<sup>th</sup>, 2017 at 2:00 p.m. The Project Engineer, i.e. Engineering and RUSA Staff will review the bids received and bring a recommendation to award to the Contract Review Board at the Wednesday, May 10<sup>th</sup>, 2017 Board Meeting.

#### **Back Nine Sanitary Sewer Extension Project**

Hard Core Drilling, Inc., a geotechnical rotary boring company has been contracted to provide rotary borings for the subsurface geotechnical exploration.

RUSA has retained Western Testing to provide the required testing and geotechnical reporting. CH2M requires this information for completion of the plans and specifications.

#### **Natural Treatment System**

Peggy O'Neill, CH2M, led the site visit for Anita Andazola from The U. S. Army Corp of Engineers. This visit was to evaluate the permit that RUSA obtained to work in the wetlands and mitigation required to offset the construction work. The Corps needs to revise some changes in the mitigation and issue a revised permit. This will be done as soon as the paperwork is completed by Ms. Andazola and she is confident she can release the site from further obligation to The Corps.

#### **Administration Office Lighting Upgrade**

RUSA Staff and a representative from the Oregon Energy Trust did a walk through with Platt Electric and Eoff Electric to provide a detailed list of all fixtures and controls to be included in the lighting upgrade project.

Following that walk through, Staff provided a walk through on Thursday, March 23<sup>rd</sup>, 2017 with five electrical contractors – Cascade Electric, Central Electric Contracting,

Inc., Industrial Electrical Services, Inc., Powerhouse Electric and Sims Electric, Inc., all of whom had expressed an interest in bidding this project.

The proposals were due by Thursday, April 6<sup>th</sup>, 2017 by 5:00 p.m. Two contractors provided proposals for the project:

Central Electric Contracting, LLC	\$22,500.00
Sims Electric, Inc.	\$24,200.00

Staff recommended award of the Administration Office Lighting Upgrade to the lowest bidder, Central Electric Contracting, LLC, in the amount of \$22,500.00.

Jerry Greise moved to award the lighting upgrade project to the low bidder, Central Electric Contracting, LLC, in the amount of \$22,500.00.

David Campos seconded the motion.

The motion passed unanimously.

#### Staff Professional Development

Matt Chasteen attended the second level of a three level Public Works Leadership training in Bend in March. Matt is planning on completing the last level of the APWA Northwest Public Works Institute leadership training in October of this year.

Steve Lusch attended the Certification Review and Math Course offered by UBOS and UCC. Steve is planning on taking the Level IV Wastewater Treatment exam in April.

Steve currently holds a Level II Wastewater Treatment Certification as well as a Level IV Wastewater Collection Certification.

Rick Cox attended the Certification Review course with the intent of taking the Wastewater Collection III exam. Rick currently holds a Level II certification.

Scott Ough also attended the Review course. Scott currently holds a Wastewater Collection I as well as a Wastewater Treatment I. Scott plans on taking the Level II Wastewater Collection.

#### UCC Wastewater Collection System Class

RUSA received a letter of appreciation from Larry Bahr, UCC Instructor, for the class tour for the UCC students of the RUSA facility. RUSA staff demonstrated to the class the field equipment, the GIS system and Asset Management Program.

The RUSA staff participating in the class tour and demonstrations for the UCC students were Steve Lusch, Rick Cox, Matt Chasteen and Ryon Kershner.

#### **CH2M Report**

Jade Mecham, CH2M Plant Manager, Roseburg Operation, reported to the Board the plant met the BOD and Total Suspended Solids removal efficiency for the month of March 2017.

Biosolids are stacking up in the dewatered storage area. One small field will be available in May to receive dewatered solids and another for liquid application. Both applications can be done in May if the ground water table is below 4 feet.

Pre-treatment inspections for March were Umpqua Dairy's semi-annual inspection and pH sampling, both of which were within the limits of their permit. Garden Valley Retirement Center, discharge was OK. VA Canteen, interceptor was full and losing grease. They were notified and the tank was pumped within 2 days. Applebee's, interceptor was in satisfactory condition. Red Robin, there were no signs of grease build-up in the interceptor.

Three permits were written for tanked waste to be hauled to the plant: Pollock's Septic; A-1 Septic Service; Roto-Rooter.

Umpqua Dairy's whey is now being sampled, analyzed and pumped into the sanitary sewer system.

#### **Accounts Payable**

The Board reviewed the Accounts Payable and Addendum for the April 12<sup>th</sup>, 2017 Accounts Payable.

Kelsey Wood moved to approve the Accounts Payable and Addendum, as presented, to the Board.

Jerry Griesse seconded the motion.

The motion passed unanimously.

#### **Other Business**

PNCWA (Pacific Northwest Clean Water Association) Newsletter – Winter 2016-17

The Board was provided the newsletter.

Two new scholarships have been established recently thanks in part to the donation from UBOS (Umpqua Basin Operators Section). The Lucas Eibel Memorial Scholarship is a \$1,500 scholarship in honor of Lucas. Lucas was a summer intern at RUSA and a member of UBOS. Sadly, Lucas was one of the victims lost in the 2015 shooting tragedy at UCC. The other scholarship that has been established is to provide funds for operators wishing to continue their professional development through education.

Jim Baird was awarded the Individual Distinguished Achievement Award by the PNCWA. Jim was also recently elected the new Vice-President of PNCWA.

There being no further business to come before the Board, the meeting was adjourned at 5:20 p.m.

Respectfully submitted,



Ellen J. Montgomery  
Administrative Assistant