



Roseburg Urban Sanitary  
 Authority  
 1297 N.E. Grandview Drive  
 Roseburg, OR 97470

July 10<sup>th</sup>, 2024  
 RUSA Board Room  
 4:00 p.m.

The Board meeting will be held in person and broadcast by Zoom® Meeting. The link to the meeting will be posted on Roseburg Urban Sanitary Authority’s website, rusa-or.org

**AGENDA**

**REGULAR MONTHLY BOARD MEETING**

**Board of Directors**

John Dunn, Chair

Rob Lieberman, Vice Chair

David Campos

Tom Dole

Kelsey Wood

1. **Call to Order – John Dunn, Board Chair**
2. **Roll Call**
3. **Audience Participation – In-Person / via Zoom**
4. **Consider Minutes**
  - a) June 12<sup>th</sup>, 2024, Board Meeting
5. **Recognition 2024 Best Place for Working Parents Designation**
6. **Annual Turnovers to Douglas County Assessor**
  - a) Staff report on annual turnover of unpaid balances for sewer fees.
7. **Convene the Roseburg Urban Sanitary Authority Local Contracting Board**
  - a) Storage Building – Project No. 24005
    - i. Notice of Intent to Award
  - b) Stephens St. Improvements – Project No. 24003
    - i. Joint City/RUSA project
8. **Reconvene the Roseburg Urban Sanitary Authority Board Meeting**
9. **General Managers Report**

1. <b>Ameresco – Energy Service Company</b> a. <b>Project Update</b>	4. <b>WRF Retaining Wall</b> a. <b>Project 24004 Update</b>
2. <b>Deer Creek Siphon Improvements</b> a. <b>Project 23001 Update</b>	3. <b>Storage Building</b> a. <b>Project 24005 Update</b>
4. <b>Umpqua St Sewer Replacement Project</b> a. <b>Project 24001 Update</b>	5. <b>Bisulfite Bldg. SCADA Improvements</b> a. <b>Project 24006 Update</b>
6. <b>Stephens St. Improvements</b> a. <b>Project 24003 Update</b>	7. <b>Office and Garage Reroofing Project</b> a. <b>Project 24007</b>

9. **New Developments**
10. **Staff Report**
11. **Jacobs Plant Operations Report**
12. **Accounts Payable**
13. **Other Business**

**AMERICANS WITH DISABILITIES ACT NOTICE**

Please contact the Authority’s Finance Department, 1297 NE Grandview Dr., Roseburg, OR 97470 or by Phone 541-672-1551 at least 48 hours prior to the scheduled meeting time if you need an accommodation.



**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 June 12, 2024. The Board Meeting was held in-person and remotely broadcast by Zoom® Meeting.

**ROLL CALL**

**Directors**

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

**Absent:**

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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 Operations Supervisor Randy Turner

**Consideration of the May 1, 2024 Budget Committee Minutes & May 8, 2024 Board Meeting Minutes**

Kelsey Wood moved to approve the minutes for the May 1, 2024 Roseburg Urban Sanitary Authority Budget Committee Meeting.  
Tom Dole seconded the motion.  
The motion passed unanimously.

Kelsey Wood moved to approve the minutes for the May 8, 2024 Roseburg Urban Sanitary Authority monthly Board Meeting.  
David Campos seconded the motion.  
The motion passed unanimously.

**Public Hearing**

Vice Chair Lieberman opened the public hearing for Resolutions No. 24-02, 24-03 and 24-04. 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.

### **Resolution No. 24-02; Adopting the 2024-2025 Budget & Making Appropriations**

Staff presented the Board with Resolution No. 24-02; Adopting the 2024-2025 Budget & Making Appropriations.

Kelsey Wood moved to Approve Resolution No. 24-02; Adopting the 2024-2025 Budget & Making Appropriations.

David Campos seconded the motion.

The motion passed unanimously.

### **Resolution No. 24-03; Amending Resolution 23-02 Regarding System Development Charge**

Staff presented the Board with Resolution No. 24-03; Amending Resolution 23-02 Regarding System Development Charge.

David Campos moved to Approve Resolution No. 24-03; Amending Resolution 23-02 Regarding System Development Charge.

Kelsey Wood seconded the motion.

The motion passed unanimously.

### **Resolution No. 24-04; Modifying Sanitary Sewer Rates**

Staff presented the Board with Resolution No. 24-04; Modifying Sanitary Sewer Rates.

Tom Dole moved to Approve Resolution No. 24-04; Modifying Sanitary Sewer Rates.

Kelsey Wood seconded the motion.

The motion passed unanimously.

### **Roseburg Urban Sanitary Authority Local Contract Review Board**

Vice Chair Lieberman called to order the Roseburg Urban Sanitary Authority Local Contract Review Board. RUSA received three bids for the Deer Creek Siphon Improvement Project with the apparent low bidder being Black Pearl Paving & Excavation in the amount of \$189,583.

The project engineering firm, Dyer Partnership Engineers and Planners Inc, and staff have reviewed the bids and found no irregularities.

Staff recommended that the Board issue the notice of intent to award the Deer Creek Siphon Improvement Project to Black Pearl Paving & Excavation in the amount of \$189,583.

Kelsey Wood made a motion for the intent to award the Deer Creek Siphon Improvement Project to Black Pearl Paving & Excavation in the amount of \$189,583.

David Campos seconded the motion.

The motion passed unanimously.

At this time Vice Chair Lieberman reconvened the regular Board Meeting.

## **General Managers Report**

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

The contractor, Titan Utilities, has submitted Application for Payment, Pay Estimate #7. The punch list items have been completed. The Contractor has requested the release of retainage in the amount of \$125,676.

The project engineer, Rylee Archuleta Leeway Engineering, and staff have reviewed the work and application for payment and would recommend the Board approve the release of retainage.

We would recommend that the Board approve Pay estimate #7, release of retainage, in the amount of \$125,676.

Kelsey Wood moved to approve Pay Estimate #7 in the amount of \$125,676.

Tom Dole seconded the motion.

The motion passes unanimously.

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

The contractor, Roseburg Roofing and Supply Company, submitted Application for Payment, Pay Estimate #1. The application is in the amount of \$148,200 which is 71.5% of the lump sum contract amount of \$207,110. The requested pay estimate is \$140,790 which is \$148,200 for the work completed this period less \$7,410 in retainage.

The project Architect and staff have reviewed the application and agree that the amount of work completed exceed the requested amount.

We would recommend that the Board approve payment of Pay Estimate #1 in the amount of \$140,790.

Tom Dole moved to approve Pay Estimate #1 in the amount of \$140,790.

Kelsey Wood seconded the motion.

The motion passed unanimously.

### **Umpqua Street Sewer Replacement**

The contractor is producing submittals for review and approval. Work is scheduled to start July 15<sup>th</sup>.

### **Energy Service Company**

RUSA has been noticed that the application for loan to the Department of Environmental Quality's Clean Water State Revolving Fund has been scored and has been included in the proposed Intended Use Plan 2025 Initial Edition. The plan will enter the public notice period for public comment. The comment period ended June 7<sup>th</sup>. The Agency will finalize the plan by June 14<sup>th</sup>.

We are waiting for notification from the Oregon Department of Energy on our applications for the Community Renewable Energy Grant Program.

### **Waste Thickening Project**

The Waste Thickening Evaluation has been completed. The report recommends replacing the existing gravity belt thickeners with similar updated equipment. The estimated project cost is approximately 6 million. Staff and Jacobs personnel have made repairs to the gravity belt thickeners to extend the use of the existing equipment for approximately 5 to 6 years. We will program this improvement into the Capital Improvement Plan.

### Bisulfite SCADA System

The contractor, Sims Electric, is working on submittals for approval. The SCADA panel has been approved for construction and has been ordered from Con-Vey.

### Jacobs Plant Operations Report

Randy Turner advised that the treatment facility averaged 96% BOD removal and 96% Total Suspended Solids removal during May. The total Effluent flow was 112.91 million gallons all of which went to the NTS at Outfall 002.

### Accounts Payable

The Board reviewed the Accounts Payable Report and Addendum for the June 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.

The motion passed unanimously.

### Other Business

Christine Morris presented the Budget to Actual report as of March 31, 2024 and a draft letter to customers regarding the rate increase.

The meeting was adjourned at 5:15 p.m.

### Attached Additional Items Presented

Accounts Payable Addendum  
March 31, 2024 Budget to Actual Report  
Draft Letter to Customers

Respectfully submitted,



Harmony Williams  
Office Assistant II

# ADDENDUM TO JUNE 12, 2024 BOARD PACKET

## Accounts Payable

### Checks by Date - Detail by Check Date

User: christine  
 Printed: 6/12/2024 3:16 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
52152	Cascade 24200	Cascade Electric Fix entryway lighting and install switch-Admin t	06/12/2024	545.97
Total for Check Number 52152:				545.97
52153	UB*00070	HAD PROPERTIES LLC Refund Check 008665-001, 0 NE KLAMATH A	06/12/2024	2.17
Total for Check Number 52153:				2.17
52154	WilsonA 23011-07	Wilson Architecture Design for new roof at RUSA Office Building ar	06/12/2024	995.14
Total for Check Number 52154:				995.14
Total for 6/12/2024:				1,543.28
Report Total (3 checks):				1,543.28

**ROSEBURG URBAN SANITARY AUTHORITY**  
**as of March 31, 2024**

	<b>Budget FYE 23-24</b>	<b>Current Year To Date</b>	<b>Prior Year To Date</b>	<b>(OVER) Under Budget</b>	<b>YTD Total as a Percent of Budget</b>
<b><u>GENERAL FUND</u></b>					
<b>EXPENDITURES</b>					
Administration & Engineering					
Personal Services	943,820	664,653	560,261	279,167	70.42%
Materials & Services	508,600	346,856	302,769	161,744	68.20%
Capital Outlay	532,500	147,828	56,991	384,672	27.76%
Treatment					
Materials & Services	2,637,600	1,637,095	1,511,629	1,000,505	62.07%
Capital Outlay	650,000	6,754	7,222	643,246	1.04%
Collection					
Personal Services	922,460	577,217	550,242	345,243	62.57%
Materials & Services	192,700	73,551	79,113	119,149	38.17%
Capital Outlay	1,205,500	250,884	72,389	954,616	20.81%
Finance					
Personal Services	549,740	376,535	315,219	173,205	68.49%
Materials & Services	320,900	102,108	73,450	218,792	31.82%
Capital Outlay	48,000	8,222	7,226	39,778	17.13%
Transfers	2,628,000	0	0	2,628,000	0.00%
Contingency	550,000	0	0	550,000	0.00%
Unappropriated Ending Fund Balance	3,946,890	0	0	3,946,890	0.00%
Total Budget	<u>15,636,710</u>	<u>4,191,705</u>	<u>3,536,513</u>	<u>11,445,005</u>	<u>26.81%</u>

<b>RESOURCES</b>					
Sewer Service Fees	7,891,500	6,348,024	4,273,909	1,543,476	80.44%
Miscellaneous Income	1,256,610	87,103	114,429	1,169,507	6.93%
Penalties	145,000	94,147	90,336	50,853	64.93%
Transfer from Other Funds	0	0	0	0	0.00%
Interest Income	110,000	224,498	102,254	(114,498)	204.09%
	<u>9,403,110</u>	<u>6,753,772</u>	<u>4,580,928</u>	<u>2,649,338</u>	<u>71.82%</u>
Beginning Fund Balance	<u>6,233,600</u>				
Total Budget	<u>15,636,710</u>				

**COLLECTION SYSTEM EXPANSION**

<b>EXPENDITURES</b>					
Construction Projects	1,178,410	0	0	1,178,410	0.00%
Unappropriated Ending Fund Balance	0	0	0	0	0.00%
Total Budget	<u>1,178,410</u>	<u>0</u>	<u>0</u>	<u>1,178,410</u>	<u>0.00%</u>
<b>RESOURCES</b>					
Interest Income	36,410	56,822	33,107	(20,412)	156.06%
Miscellaneous Income	0	0	0	0	0.00%
System Development Charges	138,000	199,492	168,115	(61,492)	144.56%
	<u>174,410</u>	<u>256,314</u>	<u>201,222</u>	<u>(81,904)</u>	<u>146.96%</u>
Beginning Fund Balance	<u>1,004,000</u>				
Total Budget	<u>1,178,410</u>				

**ROSEBURG URBAN SANITARY AUTHORITY**  
**as of March 31, 2024**

	<b>Budget FYE 23-24</b>	<b>Current Year To Date</b>	<b>Prior Year To Date</b>	<b>(OVER) Under Budget</b>	<b>YTD Total as a Percent of Budget</b>
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**INFRASTRUCTURE REPLACEMENT RESERVE FUND**

**EXPENDITURES**

Construction Projects	3,000,000	2,583,552	109,438	416,448	86.12%
Unappropriated Ending Fund Balance	0	0	0	0	0.00%
<b>Total Budget</b>	<b>3,000,000</b>	<b>2,583,552</b>	<b>109,438</b>	<b>416,448</b>	<b>86.12%</b>

**RESOURCES**

Interest Income	40,000	64,933	27,193	(24,933)	162.33%
Transfers from Other Funds	128,000	0	0	128,000	0.00%
Sewer Service Fees	267,000	202,668	200,101	64,332	75.91%
	435,000	267,601	227,294	103,067	61.52%
Beginning Fund Balance	2,565,000				
<b>Total Budget</b>	<b>3,000,000</b>				

**TREATMENT PLANT EXPANSION**

**EXPENDITURES**

Construction Projects	741,700	0	0	741,700	0.00%
Biosolids Dewatering	0	0	0	0	0.00%
Unappropriated Ending Fund Balance	0	0	0	0	0.00%
<b>Total Budget</b>	<b>741,700</b>	<b>0</b>	<b>0</b>	<b>741,700</b>	<b>0.00%</b>

**RESOURCES**

Transfer from Asset Acq & Replace	0	0	0	0	0.00%
Interest Income	22,300	34,149	19,637	(11,849)	153.14%
System Development Charges	75,100	104,977	88,421	(29,877)	139.78%
	97,400	139,126	108,058	(41,726)	142.84%
Beginning Fund Balance	644,300				
<b>Total Budget</b>	<b>741,700</b>				

**PLANT EQUIPMENT REPLACEMENT**

**EXPENDITURES**

Misc Plant Equipment Projects	1,993,000	229,064	275,423	1,763,936	11.49%
Unappropriated Ending Fund Balance	0	0	0	0	0.00%
<b>Total Budget</b>	<b>1,993,000</b>	<b>229,064</b>	<b>275,423</b>	<b>1,763,936</b>	<b>11.49%</b>

**RESOURCES**

Transfer from Other Fund	300,000	0	0	300,000	0.00%
Grants	190,000	0	0		
Interest Income	29,000	50,587	34,406	(21,587)	174.44%
	519,000	50,587	34,406	278,413	9.75%
Beginning Fund Balance	1,474,000				
<b>Total Budget</b>	<b>1,993,000</b>				



**ROSEBURG URBAN SANITARY AUTHORITY**  
**as of March 31, 2024**

	<b>Budget FYE 23-24</b>	<b>Current Year To Date</b>	<b>Prior Year To Date</b>	<b>(OVER) Under Budget</b>	<b>YTD Total as a Percent of Budget</b>
<b><u>ASSET ACQUISITION &amp; REPLACEMENT FUND</u></b>					
<b>EXPENDITURES</b>					
Transfers to Other Funds	0	0	0	0	0.00%
Unappropriated Ending Fund Balance	6,578,500	0	0	6,578,500	0.00%
Total Budget	6,578,500	0	0	6,578,500	0.00%
<b>RESOURCES</b>					
Sewer Service Fees	1,066,200	810,665	800,394	255,535	76.03%
Interest Income	66,000	133,503	63,917	(67,503)	202.28%
Transfer From General Fund	2,200,000	0	0	2,200,000	0.00%
Beginning Fund Balance	3,332,200	944,168	864,312	2,388,032	28.33%
Total Budget	6,578,500				



# Attention Sewer Service Customers: Rate Increase Effective July 1, 2024

Dear Valued Customer,

Effective July 1, 2024, the Roseburg Urban Sanitary Authority (RUSA) will be adjusting its sanitary sewer service rates. The new rate reflected on the August 1, 2024 billing will be **\$50 per month** per Equivalent Dwelling Unit (EDU) for residential service. For our non-residential service, your rate may be more than a \$10 increase based on the type of business. While the Board and staff have diligently worked to keep rates low, our current sustainable rate projection is \$80 per month. Although rate increases have historically been few and far between, this has not allowed RUSA to keep up with the needs of our aging infrastructure. Our customers can expect we will most likely have annual rate adjustments.

The reasons behind this decision include:

- **Infrastructure Maintenance and Upgrades:** Our aging sewer infrastructure requires ongoing maintenance and upgrades. These investments ensure that we continue to provide efficient and environmentally responsible services. Please refer to our website at [www.rusa-or.org](http://www.rusa-or.org) to review RUSA's Capital Improvement Plan.
- **Compliance with Regulations:** To meet state and federal regulations, we must invest in modernizing our facilities and systems. These improvements enhance water quality, protect public health, and will be required of us by regulation.
- **Inflation and Rising Costs:** Like any organization, we face inflationary pressures and increased operational costs. The rate adjustment allows us to cover these expenses while maintaining service quality.

For more information please see [www.rusa-or.org](http://www.rusa-or.org). If you have any questions or concerns, please don't hesitate to contact us.

Roseburg Urban Sanitary Authority Board