



**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 4:00 p.m. on November 10, 2021. The Board Meeting was held in-person and remotely broadcast by Zoom® Meeting.

**ROLL CALL**

**Directors**

**Present:** Board Chair John Dunn, Rob Lieberman, Kelsey Wood, David Campos and Jerry Griese

**Absent:**

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**Others present:** General Manager Jim Baird, Finance Director Christine Morris, Office Assistant Harmony Williams, Collections Superintendent Steve Lusch, Engineering Tech III Ryon Kershner and Jacobs Project Manager Jade Mecham.

**Consideration of the October 13, 2021, Regular Monthly Board Meeting Minutes.**

Jerry Griese moved to approve the minutes for October 13, 2021, Roseburg Urban Sanitary Authority Regular Monthly Board Meeting.  
Rob Lieberman seconded the motion.  
The motion passed unanimously.

**General Managers Report**

**Hooker Road Rehabilitation Project**

The contractor continued work on the project. The contractor installed 21 cleanouts, 1 private individual pump stations. The contractor has also been resurfacing the trench sections and landscape restoration. Cradar has submitted pay request #5 in the total amount of \$87,759.76 with \$4,387.99 withheld in retainage for a payment #5 in the amount of \$83,371.77.

Rob Lee, the Engineer of Record, has reviewed the data comprising the Application for Payment and recommends paying Pay Estimate #5 as submitted.

Staff has reviewed Pay Estimate #5 we concur with the Engineer and would recommend that the Board approve payment of Pay Estimate #5 in the amount of \$83,371.77

Jerry Griese moved to approve Pay Estimate #5 in the amount of \$83,371.77.  
Rob Lieberman seconded the motion.  
The motion passed unanimously.

#### Douglas Avenue Project

The City and RUSA have submitted the Douglas Avenue project as part of a list of projects for consideration in the American Rescue Plan Act for funding. The project currently has not been scheduled for bidding and subsequent construction at this time.

#### New Chemical Feed Building

Rogers Engineering is currently working on the specifications and plans for the chemical feed building.

#### SDAO Insurance Discount Program

Staff has completed the required SDIS 2021/2022 best practices to be eligible for a 10% discount on RUSA's insurance policies provided by SDIS. The improvement to our cybersecurity took the most work to meet the standards. David Fromdahl, Information Technology System Administrator, made a number of improvement and changes to upgrade our cybersecurity.

#### New Employees

We are happy to report that we have filled two open positions in the Collection Department. Brandon Kitcher and Nicholas Soule have joined the RUSA team in the position of Collections I – Operator in Training.

#### 2021 HIRE Vets Medallion Award

RUSA has been recognized for the second consecutive year by the U.S. Department of Labor as part of the federal HIRE Vets Medallion program. This is the only federal award recognizing exceptional achievement in veteran employment. For the second year in a row RUSA has been awarded the Platinum Medallion Award for demonstrating both patriotism and recognition of the value veterans bring to the workplace.

### **Jacobs Plant Operations Report**

Jade Mecham reported the treatment facility averaged 98% CBOD removal and 96% Total Suspended Solids removal during October. The total Effluent flow was 88.99 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 November 2021 Accounts Payable.

Rob Lieberman moved to approve the Accounts Payable Report and Addendum as presented.  
Kelsey Wood seconded the motion.  
The motion passed unanimously.

**Other Business**

Staff advised the Board that an employee Christmas party would not be possible this year due to Covid-19. The General Manager suggested giving employees an extra day off this year.

Respectfully submitted,



Harmony Williams  
Office Assistant