



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 4:04 p.m. on July 12, 2023. The Board Meeting was held in-person and remotely broadcast by Zoom® Meeting.

ROLL CALL

Directors

Present: Board Vice Chair Rob Lieberman, David Campos, Kelsey Wood and Tom Dole

Absent: John Dunn

Others present: General Manager Jim Baird, Finance Director Christine Morris, Accounting Specialist Angie Allen, Engineering Technician III Ryon Kershner, Caleb Trammell Jacobs Interim Plant Manager

Swearing in Elected Board Members

Newly elected Board Member Tom Dole (Position 3) and reelected Board Member Kelsey Wood (Position 4) were sworn in to their new 4-year terms.

Consideration of the June 14, 2023, Board Meeting Minutes

David Campos moved to approve the minutes for the June 14, 2023 Roseburg Urban Sanitary Authority monthly Board Meeting.

Kelsey Wood seconded the motion.

Tom Dole abstained from voting since he was not a Board Member at the time of the meeting.

The motion passed unanimously.

Annual Turnovers to Douglas County Assessor

Staff presented the Board Annual Turnover Report. Discussion was had regarding the additional assistance available to customers through UCAN and a downward trend in the number of turnovers.

Roseburg Urban Sanitary Authority Local Contract Review Board; Office Remodel Project

The Roseburg Urban Sanitary Authority Local Contract Review Board reviewed the Bids received for the Office Remodel Project. Three bids were received for the project as follows:

- JNB Solutions, Roseburg, OR \$49,205
- Zerbach Construction, Roseburg, OR \$49,888
- Stumbo Construction, Winchester, OR \$79,700

The engineer reviewed the bids and recommends award of the bid to JNB Solutions.

Kelsey Wood made a motion to award the Office Remodel Project to JNB Solutions in the amount of \$49,205.

David Campos seconded the motion.

The motion was passed with a 4/0 vote.

The Roseburg Urban Sanitary Authority Local Contract Review Board reviewed the Bids received for the Administrative Offices Re-Roofing Project. Five bids were received for the project as follows:

- NW Roofing and Siding Pros, Creswell, OR \$125,500 & add \$6,000 for 80 mil membrane
- Roseburg Roofing, Roseburg, OR \$199,610 & add \$7,500 for 80 mil membrane
- Vitan Construction LLC, Gresham, OR \$224,750 & add \$9,200 for 80 mil membrane
- Umpqua Roofing, Eugene, OR \$378,495 & add \$12,121 for 80 mil membrane
- Richard's Remodeling, Eugene, OR \$398,062 & add \$11,640 for 80 mil membrane

The Engineer's Estimate for the project was \$315,000.

The engineer reviewed the bids and recommends award of the bid to Roseburg Roofing in the amount of \$199,610 with the 80 mil membrane option for an additional \$7,500 for a total of \$207,110. NW Roofing and Siding Pros withdrew their bid and forfeited the bid security.

Kelsey Wood made a motion to award the Administrative Offices Re-Roofing Project to Roseburg Roofing in the amount of \$207,110.

David Campos seconded the motion.

The motion was passed with a 4/0 vote

General Managers Report

Office Remodel

The Contract Review Board voted to follow Tom Rogers, of Rogers Engineering's recommendation to award the Office Remodel Project to JNB Solutions. Start date TBD.

Biogas Feasibility Study – WRF:

The final draft was received and is being reviewed by Bob from the Energy Trust of Oregon to insure it has all the requirements to be submitted for the grant. Co-gen is looking to be favorable for return on investment. A FOG receiving station may add additional benefit in generation and will continue to be investigated based on the additional maintenance costs of having one.

Chadwick St and Atlanta St Sewer Replacement

The contractor, Cradar Enterprises, inc., has completed work included in the contract. The contractor has submitted pay estimate #2 in the amount of \$104,224.50 with \$5,211.23 in retainage for a pay request in the amount of \$99,013.27.

The project engineer, i.e. Engineering, has reviewed the pay estimate and recommends that RUSA consider paying the amount due of \$99,013.27. The staff has reviewed the pay estimate and would recommend that the Board approve payment of pay request #2 to Cradar Enterprises, Inc. in the \$99,013.27.

Kelsey Wood made a motion to approve pay request #2 to Cradar Enterprises, Inc. in the amount of \$99,013.27.

David Campos seconded the motion.

The motion was passed with a 4/0 vote.

Administrative Offices Reroofing Project

The Contract Review Board voted to follow Curt Wilson of Wilson Architecture's recommendation to award the Office Building and Garage Reroof to Roseburg Roofing. Start date TBD.

RUSA WRF Water Line Project

The contractor, Cradar Enterprises, Inc., contacted the City to proceed with tapping the water line to get this project started and the City stated that the 6" water line that was reviewed would not be sized properly for the fire hydrant and building size. The project has been halted while i.e. Engineering works on a change to the plans and a change order is submitted by Cradar Enterprises, Inc. to upsize the piping from 6" to 8". There will likely be a restocking fee, but RUSA will look to i.e. Engineering to cover those costs due to the error.

North Deer Creek Trunk Rehabilitation Project

The pre-construction meeting is scheduled for tomorrow, July 13, 2023 at 2:00 p.m.

Accounts Payable

The Board reviewed the Accounts Payable Report and Addendum for the July 2023 Accounts Payable.

David Campos moved to approve the Accounts Payable Report and Addendum as presented.

Kelsey Wood seconded the motion.

The motion was passed with a 4/0 vote.

Other Business

None.

Attached Additional Items Presented

Accounts Payable Addendum

Memorandum to the Board Dated July 12, 2023

Rogers Engineering Letter Dated July 11, 2023

Wilson Architecture Letter Dated July 12, 2023

Respectfully submitted,

Angie Allen

Angie Allen
Accounting Specialist

ADDENDUM TO JULY 12, 2023 BOARD PACKET

Accounts Payable

Checks by Date - Detail by Check Date

User: Christine
 Printed: 7/12/2023 3:08 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
51553	Chytka 155173	Chytka Pest Control LLC Pest Control-July	07/12/2023	40.00
Total for Check Number 51553:				40.00
51554	WATER INV19286	City of Roseburg Bulk water usage-June	07/12/2023	143.63
Total for Check Number 51554:				143.63
51555	CRADAR 03299 03299 ret	Cradar Enterprises, Inc SE Chadwick St and Atlanta St sewer replaceme: SE Chadwick St and Atlanta St sewer replaceme:	07/12/2023	104,224.50 -5,211.23
Total for Check Number 51555:				99,013.27
51556	DiaPower 336225	Diamond Power Equipment, Inc Weed/brush cutter	07/12/2023	583.99
Total for Check Number 51556:				583.99
51557	GENEQ 84948	General Equipment Company Parts for B-6	07/12/2023	534.30
Total for Check Number 51557:				534.30
51558	LEAGUE O 11872	League of Oregon Cities Job Posting for Collection II	07/12/2023	80.00
Total for Check Number 51558:				80.00
51559	NBS IN118373 IN118374	National Business Solutions Canon TX-3100 MFP (Wide Format) Maintenance Agreement FYE 24	07/12/2023	12,373.00 986.00
Total for Check Number 51559:				13,359.00
51560	NEXNET 20262	Nexcom, LLC Digital phone service	07/12/2023	332.80
Total for Check Number 51560:				332.80
51561	MWINTERS 069051	Michael Winters Landscape plan	07/12/2023	300.00
Total for Check Number 51561:				300.00
Total for 7/12/2023:				114,386.99

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Report Total (9 checks):				114,386.99



INTEROFFICE MEMORANDUM

TO: BOARD OF DIRECTORS
FROM: JIM BAIRD, GENERAL MANAGER
SUBJECT: OFFICE REMODEL PROJECT
DATE: 7/12/23
CC:

RUSA received three bids for the Office Remodel Project on July 11th, 2023. The bids were as follows:

JNB Solutions	\$49,205
Zerbach Construction	\$49,888
Stumbo Construction	\$79,700

Tom Rogers, of Rogers Engineering, has reviewed the bids and recommends that the lowest bidder, JNB Solutions, be awarded the contract for the Office Remodel Project.

The staff has also reviewed the bids and would recommend that the Board award the contract to JNB Solutions in the amount of \$49,205.

We will use RUSA's under \$50,000 contract for this project as it is below the \$50,000 as the BOLI prevailing wage requirements will not apply.

ROGERS ENGINEERING

Structural Engineering • Building Design • Code Consulting • Inspection Services

558 S.E. Jackson St.
Roseburg, Oregon 97470
Ph: (541) 672-0315
Fax: (541) 672-1787
rogerst@rosenet.net

July 11, 2023

Roseburg Urban Sanitary Authority
Attn: Jim Baird, Manager
1297 Grandview Drive
Roseburg, OR 97470

RE: Office Remodel

Dear Jim,

Three bids were received on July 11, 2023 for the Office Remodel project. Bids received have been reviewed and appear complete. Following is a summary of bid results:

JNB Solutions, Roseburg, OR	\$49,205.00
Zerbach Construction, Roseburg, OR	\$49,888.00
Stumbo Construction, Winchester, OR	\$79,700.00

JNB Solutions is low bidder with a bid of \$49,205.00. I recommend proceeding to award a contract to JNB Solutions for the project.

If you have questions or need additional information, please contact me at your convenience.

Regards,



Tom Rogers, P.E.

7/12/2023

Jim Baird
General Manager
Roseburg Urban Sanitary Authority
1297 NE Grandview Drive
Roseburg, OR 97470

Re: Review of Bid Results, RUSA Office Building and Reroof

Mr. Baird,

The Roseburg Urban Sanitary Authority received bids from five prime bidders for the Office Building and Garage Reroof project on July 12, 2023. The bid results are attached. The bids included a base bid and one bid alternate.

NW Roofing and Siding Pros submitted the lowest bid, however they requested to have their bid withdrawn. I recommend accepting the bid security and allowing them to withdraw. The next lowest bidder for the base bid and the alternate is Roseburg Roofing. Their base bid is \$199,610, and the alternate bid is \$7,500.

Bid Submittal Documents

The required bid submittal documents were provided. See the attached Bid Tabulation Form for the list of submittal requirements.

Construction Contractor Board

Roseburg Roofing has an active Oregon CCB (Construction Contractor Board) registration, with the required bonding and insurance. CCB records indicate both a compliant and an administrative suspension in the past 10 years, but the compliant was resolved in mediation and the suspension was for a minor offense. There have been no disciplinary actions in the last ten years.

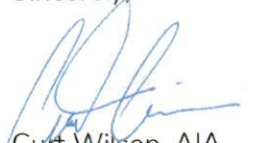
Alternate Item

The lone alternate item is to increase the thickness of the roofing membrane from 60 mil to 80 mil. The increased thickness of the membrane is preferred and estimated amount is reasonable, therefore we recommend accepting the alternate.

Recommendation

Wilson Architecture recommends accepting the bid from Roseburg Roofing and entering into a contract for \$207,110 for the scope of work described in the project documents.

Sincerely,



Curt Wilson, AIA
Wilson Architecture



wilson-architecture.com • 541-912-0878

Bid Tabulation

Owner **Roseburg Urban Sanitary Authority**
 Project **Office Building and Garage Reroof**
 Bid Opening Date **7/12/2023**
 Construction Cost Estimate **\$315,000**

Prime Bidders	Bid Form	Bid Bond (Security)	Non-Collusion Affidavit	First Tier Subcontractor Disclosure Form	Drug Testing Program Form	Addendum 1	Base Bid	Alt 1 80 mil membrane Additive	
NW Roofing and Siding Pros CCB: 210265	•	•	•	•	•	•	\$125,500	\$6,000	\$131,500
Richard's Remodel CCB: 30422	•	•	•	•	•	•	\$398,062	\$11,640	\$409,702
Roseburg Roofing CCB: 52231	•	•	•	•	•	•	\$199,610	\$7,500	\$207,110
Umpqua Roofing CCB: 51465	•	•	•	•	•	•	\$378,495	\$12,121	\$390,616
Vitan Construction LLC CCB: 201632	•	•	•	•	•	•	\$224,750	\$9,200	\$233,950

NW Roofing & Siding Pros CCB#210265

32568 Deberry Rd Creswell, Oregon 97426

Phone: 541-915-7566 dannwrspros@hotmail.com



Name: Wilson Architects/ Roseburg Urban Sanitary Authority

Address: 1297 Grand View Roseburg, Oregon 97470

Contact Preference: E-mail.

We are withdrawing our bid for the Roseburg Urban Sanitary Re roof project.

x 

Danny Roseberry - Director of Operations
