



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 September 14, 2022. The Board Meeting was held in-person and remotely broadcast by Zoom® Meeting.

ROLL CALL

Directors

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

Absent:

Others present: General Manager Jim Baird, Finance Director Christine Morris, Office Assistant II Harmony Williams, Collections Superintendent Steve Lusch and Lead Operator Vanessa Jordan.

Consideration of the August 10, 2022, Regular Monthly Board Meeting Minutes.

David Campos moved to approve the minutes for the August 10, 2022 Roseburg Urban Sanitary Authority monthly Board Meeting.
Rob Lieberman seconded the motion.
The motion passed unanimously.

Bisulfite Building Project

At this time Chair Dunn called to order the Roseburg Urban Sanitary Authority Local Contract Review Board. Bids for the Bisulfite Building Project were opened publicly September 1, 2022. The following contractors submitted bids for the project; H3 General Contractors LLC bid \$275,623.00, Z Terrell & Son bid \$346,490.04 and Stumbo Construction bid \$385,649.00. The Board reviewed the Engineers recommendation that H3 General Contractors LLC be awarded the contract for the Bisulfite Building Project.

Rob Lieberman moved to award the Bisulfite Building Project contract to H3 General Contractors LLC in the amount of \$275,623.00.
David Campos seconded the motion.
The motion passed unanimously.

Vote By Roll Call

Board Chair Dunn requested "Roll Call" for the motion to award the Bisulfite Building Project contract to H3 General Contractors LLC in the amount of \$275,623.00:

John Dunn	Yes
Rob Lieberman	Yes
Jerry Griese	Yes
Kelsey Wood	Yes
David Campos	Yes

The motion was passed with a 5/0 vote.

Chair Dunn reconvened the RUSA regular Board Meeting.

Resolution No. 22-03

Staff presented Resolution No. 22-03; A Resolution Declaring Surplus Property. RUSA must declare property not needed as surplus as established by Resolution 05-01, Exhibit "A" section "H".

Kelsey Wood moved to approve Resolution No. 22-03; A Resolution Declaring Surplus Property as presented.

Rob Lieberman seconded the motion.

Vote By Roll Call

Board Chair Dunn requested "Roll Call" for the motion to approve Resolution No. 22-03; A Resolution Declaring Surplus Property as presented:

John Dunn	Yes
Rob Lieberman	Yes
Jerry Griese	Yes
Kelsey Wood	Yes
David Campos	Yes

The motion was passed with a 5/0 vote.

General Managers Report

Storm Drain Isolation Project WRF

The Staff, Engineer, and Contractor attended a preconstruction meeting on August 24th. The Contractor provided the required Oregon Workers' Compensation Certificate of Insurance and Certificate of Liability Insurance.

The Contractor will begin work on September 19th, 2022

New Chemical Feed Building

H3 General Contractors LLC will be providing the required performance bond, certificates of insurance, project schedule, and submittals.

The preconstruction meeting date will be scheduled after the contractor had provided the required documentation.

Office Remodel

We asked Tom Rogers of Rogers Engineering to design a small remodel to convert the old blueprint room (currently used for file storage and as a location for our servers) into an additional office and server room.

Tom visited the office and informed us that the remodel would be a relatively small project that did not affect any structural, exiting, or fire ratings of the office space.

Jacobs Plant Operations Report

Vanessa Jordan advised that the treatment facility averaged 98% BOD removal and 96% Total Suspended Solids removal during August. The total Effluent flow was 89.15 million gallons. The Natural Treatment System was used for flow from the plant for the entire month.

Accounts Payable

The Board reviewed the Accounts Payable Report and Addendum for the September 2022 Accounts Payable.

David Campos moved to approve the Accounts Payable Report and Addendum as presented. Kelsey Wood seconded the motion.

Vote By Roll Call

Board Chair Dunn requested "Roll Call" for the motion to approve the September 2022 Accounts Payable Report and Addendum as presented:

John Dunn	Yes
Rob Lieberman	Yes
Jerry Griese	Yes
Kelsey Wood	Yes
David Campos	Yes

The motion was passed with a 5/0 vote.

Other Business

The Board decided staff should be consulted to find out if staff would rather have a Christmas Party or extra day off for the Christmas holiday.

Attached Additional Items Presented

Accounts Payable Addendum

Respectfully submitted,



Harmony Williams
Office Assistant

ADDENDUM TO SEPTEMBER 14, 2022

Accounts Payable

Checks by Date - Detail by Check Date

User: christine
 Printed: 9/14/2022 3:43 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
51068	IE-ENG 60051 60054	i.e. Engineering, Inc. Construction Admin-WRF Storm Modification Prints, mileage-Treatment Plant Water Modificat	09/14/2022	610.00 76.38
Total for Check Number 51068:				686.38
51069	PostDue Sept 2022	Postmaster Refill postage due account for Address servicing	09/14/2022	150.00
Total for Check Number 51069:				150.00
51070	Refund2 78003267	Terry Nightgale Refund auto pay overpayment	09/14/2022	30.00
Total for Check Number 51070:				30.00
51071	WinCan Aug 2022	WinCan LLC WinCan TV Software Annual Maintenance	09/14/2022	1,922.80
Total for Check Number 51071:				1,922.80
Total for 9/14/2022:				2,789.18
Report Total (4 checks):				2,789.18