



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 August 23, 2021. The Board Meeting held remotely and broadcast by Zoom® Meeting.

ROLL CALL

Directors

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

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

Consideration of the July 14, 2021, Regular Monthly Board Meeting Minutes.

David Campos moved to approve the minutes for the July 14, 2021, Roseburg Urban Sanitary Authority Regular Monthly Board Meeting.

Rob Lieberman seconded the motion.

The motion passed unanimously.

Vote By Roll Call

Chairman Dunn requested "Roll Call" for the motion to approve the minutes for the July 14, 2021:

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

The motion was passed with a 3/0 vote.

Disposition of Property Vacated by the City of Roseburg

During the July 14, 2021 Regular Board Meeting the Board approved the sale of 6,199 Sq. Ft. of property to 761 NE Garden Valley LLC for \$1,000. At this time staff presented the Board with a Purchase and Sales Agreement and Bargain and Sale Deed. Staff recommended the Board approve entering into this agreement to complete the sale.

David Campos made a motion to approve the execution of the Purchase and Sales Agreement and Bargain and Sale Deed to 761 NE Garden Valley LLC for \$1,000.00.

Rob Lieberman seconded the motion.

The motion passed unanimously.

Vote By Roll Call

Chairman Dunn requested "Roll Call" for the motion to approve the execution of the Purchase and Sales Agreement and Bargain and Sale Deed to 761 NE Garden Valley LLC for \$1,000.00:

John Dunn Yes

Rob Lieberman Yes

Jerry Griese

Kelsey Wood

David Campos Yes

The motion was passed with a 3/0 vote.

General Managers Report

Hooker Road Rehabilitation Project

The contractor continued with work on the project. The contractor installed approximately 384' of main line, 2 manholes and 281' of 4" laterals.

Cradar has submitted pay request #2 in the total amount of \$135,110.74 with \$6,755.54 withheld in retainage for a payment #2 in the amount of \$128,355.20.

Rob Lee, the Engineer of Record, has reviewed the data comprising the Application for Payment and recommends paying Pay Estimate #2 as submitted.

Staff has reviewed Pay Estimate #2, we concur with the Engineer and would recommend that the Board approve payment of Pay Estimate #2 in the amount of \$128,355.20.

Rob Lieberman moved to approve Pay Estimate #2 in the amount of \$128,355.20.

David Campos seconded the motion.

The motion passed unanimously.

Vote By Roll Call

Chairman Dunn requested "Roll Call" for the motion to approve Pay Estimate #2 in the amount of \$128,355.20:

John Dunn Yes

Rob Lieberman Yes

Jerry Griese

Kelsey Wood Yes
David Campos Yes

The motion was passed with a 4/0 vote.

Douglas Avenue Project

Century West Engineering has completed the 100% plans and specifications for the 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

A new building for the chemical feed systems was identified in the Capital Improvement Plan for construction this year. We have contracted with Rogers Engineering to provide plans and specifications for the building. This building is needed to move the Sodium Bisulfite system into a conditioned building closer to the application point in the effluent discharge channel.

Jacobs Plant Operations Report

Jade Mecham reported the treatment facility averaged 98% CBOD removal and 96% Total Suspended Solids removal during July. The total Effluent flow was 87.26 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 August 2021 Accounts Payable.

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

Vote By Roll Call

Chairman Dunn requested "Roll Call" for the motion to approve the August 2021 Accounts Payable and Addendum as presented:

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

The motion was passed with a 4/0 vote.

Other Business

Staff informed the Board of two recent job openings in the Collections Department. Staff discussed with the Board the challenges facing employers at this time due to region wide staffing shortages and the lack of qualified applicants with training. Staff also discussed the concerns they have with

the longevity of employees without incentives. The Board suggested creating a task force to further research these concerns. Rob Lieberman and Kelsey Wood volunteered for the research task force.

Respectfully submitted,

A handwritten signature in blue ink that reads "Harmony Williams". The signature is written in a cursive, flowing style.

Harmony Williams
Office Assistant