



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 4:02 p.m. on October 11, 2017 at 1297 N.E. Grandview Drive.

ROLL CALL

Directors

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

Others present: General Manager Jim Baird, Finance Director Christine Morris, Collection System Superintendent Steve Lusch, Accounting Clerk Angela Allen, and CH2M Chief Plant Operator Randy Turner, Chase McCarthy w/Gallagher VEBA and Lee Holmes.

Consideration of the minutes of the Regular Monthly Board Meeting of Wednesday, September 13, 2017.

Kelsey Wood moved to approve the minutes, as presented, for the Wednesday, September 13th, 2017 Roseburg Urban Sanitary Authority Regular Monthly Meeting.
David Campos seconded the motion.
The motion passed unanimously.

Resolution No. 17-05, A Resolution Authorizing the Establishment of the Health Reimbursement Arrangement/Voluntary Employees' Beneficiary Association (HRA VEBA) Plan

Chase McCarthy from Gallagher VEBA attended the meeting to explain how the Health Reimbursement Arrangement/Voluntary Employees' Beneficiary Association (HRA VEBA) works. The HRA VEBA is an Authority funded plan independent of the health insurance to help the employee pay deductibles and out-of-pocket expenses. Gallagher VEBA would be the administrator and administrative fees will be paid by the employee. There was a discussion regarding the HRA VEBA and how it works.

Kelsey Wood moved to approve Resolution No. 17-05, A Resolution Authorizing the Establishment of the Health Reimbursement Arrangement/Voluntary Employees' Beneficiary Association (HRA VEBA) Plan.

David Campos seconded the motion.
The motion passed unanimously.

Resolution No. 17-06, A Resolution Authorizing the Establishment of the Health FSA Plan

The employees had expressed interest in a Flexible Spending Account (FSA) for deductibles, out-of-pocket expenses and services not covered by the health insurance plan. This is an employee funded plan, with a small administration fee paid by the Authority. There was discussion regarding the plan and how it works.

Kelsey Wood moved to approve Resolution No. 17-06, A Resolution Authorizing the Establishment of the Health FSA Plan.
David Campos seconded the motion.
The motion passed unanimously.

Resolution No. 17-04, A Resolution Declaring Surplus Property

The Authority would like to surplus the 2007 Chevrolet Silverado LS and advertise it on the Public Surplus and GovDeals online auction sites and place the funds in Miscellaneous Income in the General Fund.

Kelsey Wood moved to approve Resolution No. 17-04, A Resolution Declaring Surplus Property.
Jerry Griese seconded the motion.
The motion passed unanimously.

General Managers Report

Brown Avenue Area Improvement – Phase V

The contractor has installed approximately 350 feet of new sewer main, 42 feet of building sewer and two manholes. The project is about two weeks off-schedule due to cave-ins on Umpqua Street, but they have moved back to the Brown Avenue area and things are getting back on track. The Contractor submitted pay estimate #3 in the amount of \$136,599.00 with \$6,829.95 withheld as retainage for a pay request of \$129,769.05. The project Engineer recommended that RUSA accept this request and issue payment to the Contractor.

Staff recommends that the Board approve pay request #3 in the amount of \$129,769.05.

Jerry Griese moved to approve pay request #3 from The Contractor in the amount of \$129,769.05.

Kelsey Wood seconded the motion.
The motion passed unanimously.

Back Nine Sanitary Sewer Extension Project

The project construction has begun. The wet well was set September 27th and the contractor has started to install the sanitary sewer main.

Wilbur Manhole Replacement

After Wilbur II pump station was overwhelmed with storm water last winter, we investigated the source of the large amount of inflow and infiltration (I & I) that contributed to the pump station failure. Two manholes located along Highway 99 North were determined to need replacement. Black Pearl Paving and Excavation was contracted to replace the manholes. Both manholes have been replaced and tested for leaks. The two new manholes have passed the testing and should not have any I & I from them in the future.

NW Black Avenue Sanitary Sewer Replacement

The City of Roseburg will be reconstructing a two and a half block section of Black Avenue. The work will start at the west entrance of the Garden Valley Shopping Center west to Estelle Street. We will be partnering with the City to replace the sanitary sewer main and all the building sewers located in the right of way.

The City contracted with 3J Consulting of Beaverton, Oregon to provide the project management, topographic surveying and construction plans and specifications. We asked the Engineering firm to provide a scope of work and not to exceed cost proposal to include the replacement of the sewer system within the construction limits.

3J Consulting provided a proposal to provide the engineering services, bid documents and plans for a not to exceed amount of \$28,950.00. Staff recommends that the Board direct the General Manager to enter into a contract with 3J Consulting for this additional sanitary sewer design work to be included with the NW Black Avenue Project.

There was discussion regarding the cost of services from 3J Consulting.

Jerry Griese made a motion to approve the General Manager entering into a contract with 3J Consulting for the NW Black Avenue Sanitary Sewer Replacement.

Kelsey Wood seconded the motion.

The motion passed unanimously.

CH2M Report

Randy Turner, Chief Plant Operator at the WWTP, advised that the plant is continuing to operate properly.

There was a leakage problem from the expansion joints at 411 Long Meadows, the concrete rooftop deck/storage site at the NTS. A quote was received from TerraFirma to fix the issues causing the leak, but the staff at the WWTP decided to make the repairs themselves with a new compound that is water resistant, flexible and self-leveling.

Pretreatment inspections were completed, a couple of businesses were out of compliance and contacted regarding correction.

Accounts Payable

The Board reviewed the Accounts Payable Report and Addendum for the October 11th, 2017 Accounts Payable.

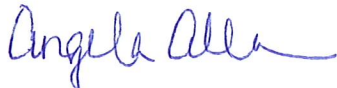
David Campos made a motion to approve the Accounts Payable and Addendum as presented. Kelsey Wood seconded the motion. The motion passed unanimously.

Other Business

None.

There being no further business to come before the Board, the September Monthly Board, the meeting was adjourned at 4:42 p.m.

Respectfully submitted,



Angela Allen
Accounting Clerk