



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 February 9, 2022. The Board Meeting was held in-person and remotely broadcast by Zoom® Meeting.

ROLL CALL

Directors

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

Absent: David Campos

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 January 12, 2022, Regular Monthly Board Meeting Minutes.

Jerry Griese moved to approve the minutes for January 12, 2022 Roseburg Urban Sanitary Authority Regular Monthly Board Meeting.

Kelsey Wood seconded the motion.

The motion passed unanimously.

2022-2023 Budget

Annually the Board must appoint a budget officer (as per. ORS 294.331). The budget officer shall prepare or supervise the preparation of the budget document. The budget officer shall act under the direction of the RUSA Board.

Staff recommended that the Board appoint Jim Baird, RUSA General Manager, as the budget officer for the 2022 - 2023 Budget preparation.

Rob Lieberman made a motion to appoint Jim Baird as the budget officer for the 2022-2023 Budget preparation.

Jerry Griese seconded the motion.

The motion passed unanimously.

Additionally, staff presented the proposed budget process calendar for the 2022-2023 budget process. The date of the additional Budget Committee meeting was changed from May 10 to May 9.

General Managers Report

Hooker Road Rehabilitation Project

The contractor is working on lining services and rehabilitating manholes. The scheduled completion date remains February 20th. The contractor did not provide a pay request for work completed in January.

New Chemical Feed Building

Rogers Engineering is completing the design and specifications. When the plans and specifications are complete, we will advertise the project for a May start date.

Agreement with Douglas County – Nearmap Purchase Agreement

The County has contracted with Nearmap for aerial imagery and has been working with City's and public utility agencies to offer this new service. Nearmap is a cloud based aerial imagery solution that will be updated annually to provide up-to-date aerials for the agencies that enter into an agreement with the County. They provide an option to download the imagery to a local server, but the resolution of the aerial imagery is so high that the file space required would be very large.

The County is offering an agreement to provide access to their high-quality images for an annual fee of \$1,000. We receive our current aerial imagery as part of an agreement with the City with both parties splitting the cost. The City has committed to utilize this new service with the County. Should we wish to continue the current method for aerial imagery we would need to shoulder the entire cost for the imagery.

Currently we split the cost of \$38,000 with the City, RUSA's share is \$19,000. We update the imagery every five years.

The agreement with the County has a cost of \$1,000 annually with an additional charge to update the contour line every five years at total cost of \$4,000 which we would split with the City for cost to RUSA of \$2,150.

For a comparison our annualized cost for the Nearmap imagery with contours would be \$1,450. The cost to maintain our current method would be \$7,600 as an annual cost allocation (a five year flight cycle).

Staff would recommend that RUSA enter into an Intergovernmental Agreement with Douglas County to purchase new aerial imagery (Nearmap).

Rob Lieberman made a motion to approve the Aerial Imagery Intergovernmental Agreement with Douglas County.

Kelsey Wood seconded the motion.

The motion passed unanimously.

Increase in Chemical Cost – WWTP

The prices of chemicals that are used at the wastewater treatment plant have increased in cost significantly more than anyone could have forecast. We have seen price increases of 24% to 52%. Jade Mecham, Project Manager, is estimating that there is a potential that the total cost for chemicals will be \$17,000 more than was budgeted for. Based on the current year-to-date

expenditures we expect that the current contract amount will be exceeded by \$10,000 to \$15,000. We are looking to economize or shift expenditures when we can.

Jacobs Plant Operations Report

Jade Mecham reported the treatment facility averaged 95% BOD removal and 97% Total Suspended Solids removal during January. The total Effluent flow was 160.76 million gallons.

Accounts Payable

The Board reviewed the Accounts Payable Report and Addendum for the February 2022 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

None.

Attached Additional Items Presented

Accounts Payable Addendum

Budget to actual report ending December 31, 2021

Respectfully submitted,



Harmony Williams
Office Assistant

ADDENDUM TO FEBRUARY 9, 2022 BOARD PACKET

Accounts Payable

Checks by Date - Detail by Check Date

User: angie
Printed: 2/9/2022 11:53 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
50726	Chytka 143643	Chytka Pest Control LLC Monthly pest control service	02/09/2022	40.00
Total for Check Number 50726:				40.00
50727	WATER INV14992	City of Roseburg Bulk water & permit for January	02/09/2022	126.15
Total for Check Number 50727:				126.15
50728	GENEQ 79151	General Equipment Company Parts to repair Camel	02/09/2022	427.10
Total for Check Number 50728:				427.10
50729	REFUND Bill Pay Refund	Robin Linneman Refund for paying 63001305 in error by bill pay	02/09/2022	30.10
Total for Check Number 50729:				30.10
50730	MSTRCR 12748-J	MasterCare Cleaning Co Inc Monthly janitorial services	02/09/2022	390.00
Total for Check Number 50730:				390.00
50731	Occu 12855 12963	OccuHealth Vaccines Vaccines, DOT screening	02/09/2022	75.00 135.00
Total for Check Number 50731:				210.00
50732	1CALL 2011082	One Call Concepts, Inc. Locate tickets for January - 162	02/09/2022	194.40
Total for Check Number 50732:				194.40
50733	RSBG-DIS 1226081	Roseburg Disposal Company Monthly garbage services	02/09/2022	61.00
Total for Check Number 50733:				61.00
50734	SIERRASP 21794341 020522	Sierra Springs Bottled water delivery	02/09/2022	74.95
Total for Check Number 50734:				74.95
Total for 2/9/2022:				1,553.70

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Report Total (9 checks):	1,553.70

ROSEBURG URBAN SANITARY AUTHORITY
as of December 31, 2021

	Budget FYE 21-22	Current Year To Date	Prior Year To Date	(OVER) Under Budget	YTD Total as a Percent of Budget
<u>GENERAL FUND</u>					
EXPENDITURES					
Administration & Engineering					
Personal Services	819,000	391,577	371,018	427,423	47.81%
Materials & Services	380,000	183,546	153,487	196,454	48.30%
Capital Outlay	116,000	18,406	41,307	97,594	15.87%
Treatment					
Materials & Services	2,285,000	1,020,173	977,399	1,264,827	44.65%
Capital Outlay	25,000	16,593	2,843	8,407	66.37%
Collection					
Personal Services	824,200	332,019	365,094	492,181	40.28%
Materials & Services	173,500	52,719	54,583	120,781	30.39%
Capital Outlay	442,000	133,101	165,366	308,899	30.11%
Finance					
Personal Services	405,700	191,750	183,700	213,950	47.26%
Materials & Services	90,250	47,980	49,116	42,270	53.16%
Capital Outlay	26,800	2,744	8,954	24,056	10.24%
Transfers	1,555,400	0	0	1,555,400	0.00%
Contingency	550,000	0	0	550,000	0.00%
Unappropriated Ending Fund Balance	3,966,750	0	0	3,966,750	0.00%
Total Budget	11,659,600	2,390,608	2,372,866	9,268,992	20.50%

RESOURCES					
Sewer Service Fees	5,318,400	2,718,564	2,651,963	2,599,836	51.12%
Miscellaneous Income	119,200	66,874	135,221	52,326	56.10%
Penalties	75,000	53,321	900	21,679	71.10%
Transfer from Other Funds	60,000	36,450	0	23,550	60.75%
Interest Income	30,000	13,302	21,827	16,698	44.34%
	5,602,600	2,888,511	2,809,911	2,714,089	51.56%
Beginning Fund Balance	6,057,000				
Total Budget	11,659,600				

DIAMOND LAKE LID FUND

EXPENDITURES					
Transfer to General Fund	25,000	1,927	0	23,073	7.71%
Unappropriated Ending Fund Balance	0	0	0	0	0.00%
	25,000	1,927	0	23,073	7.71%
RESOURCES					
Interest Income	0	1	740	(1)	0.00%
LID Assessments	0	0	0	0	0.00%
	0	1	740	(1)	0.00%
Beginning Fund Balance	25,000				
Total Budget	25,000				

ROSEBURG URBAN SANITARY AUTHORITY
as of December 31, 2021

	Budget FYE 21-22	Current Year To Date	Prior Year To Date	(OVER) Under Budget	YTD Total as a Percent of Budget
<u>COLLECTION SYSTEM EXPANSION</u>					
EXPENDITURES					
Construction Projects	512,477	0	0	512,477	0.00%
Unappropriated Ending Fund Balance	0	0	0	0	0.00%
Total Budget	512,477	0	0	512,477	0.00%
RESOURCES					
Interest Income	13,069	12,720	1,546	349	97.33%
Miscellaneous Income	0	0	0	0	0.00%
System Development Charges	170,408	93,898	73,452	76,510	55.10%
	183,477	106,618	74,998	76,859	58.11%
Beginning Fund Balance	329,000				
Total Budget	512,477				

INFRASTRUCTURE REPLACEMENT RESERVE FUND

EXPENDITURES					
Construction Projects	2,500,000	1,208,969	58,797	1,291,031	48.36%
Unappropriated Ending Fund Balance	0	0	0	0	0.00%
Total Budget	2,500,000	1,208,969	58,797	1,291,031	48.36%
RESOURCES					
Interest Income	6,000	4,634	5,944	1,366	77.23%
Transfers from Other Funds	766,000	0	0	766,000	0.00%
Sewer Service Fees	260,000	132,181	130,437	127,819	50.84%
	1,032,000	136,815	142,326	767,366	13.26%
Beginning Fund Balance	1,468,000				
Total Budget	2,500,000				

TREATMENT PLANT EXPANSION

EXPENDITURES					
Construction Projects	382,266	0	0	382,266	0.00%
Biosolids Dewatering	0	0	48,693	0	0.00%
Unappropriated Ending Fund Balance	0	0	0	0	0.00%
Total Budget	382,266	0	48,693	382,266	0.00%
RESOURCES					
Transfer from Asset Acq & Replace	0	0	0	0	0.00%
Interest Income	7,641	6,981	2,160	660	91.36%
System Development Charges	89,625	49,415	38,634	40,211	55.13%
	97,266	56,395	40,794	40,871	57.98%
Beginning Fund Balance	285,000				
Total Budget	382,266				

ROSEBURG URBAN SANITARY AUTHORITY
as of December 31, 2021

	Budget FYE 21-22	Current Year To Date	Prior Year To Date	(OVER) Under Budget	YTD Total as a Percent of Budget
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PLANT EQUIPMENT REPLACEMENT

EXPENDITURES

Misc Plant Equipment Projects	1,400,000	47,771	61,766	1,352,229	3.41%
Unappropriated Ending Fund Balance	0	0	0	0	0.00%
Total Budget	1,400,000	47,771	61,766	1,352,229	3.41%

RESOURCES

Transfer from Asset Acq & Replace	789,400	0	0	789,400	0.00%
Interest Income	3,600	3,022	3,011	578	83.93%
	793,000	3,022	3,011	789,978	0.38%
Beginning Fund Balance	607,000				
Total Budget	1,400,000				

ADMINISTRATION BUILDING FUND

EXPENDITURES

Admin Building Improvements	0	0	21,744	0	0.00%
Transfer to General Fund	35,000	34,523	0	477	98.64%
Unappropriated Ending Fund Balance	0	0	0	0	0.00%
Total Budget	35,000	34,523	0	477	98.64%

RESOURCES

Interest Income	0	17	273	(17)	0.00%
Beginning Fund Balance	35,000				
Total Budget	35,000				

ASSET ACQUISITION & REPLACEMENT FUND

EXPENDITURES

Transfers to Other Funds	0	0	0	0	0.00%
Unappropriated Ending Fund Balance	2,788,200	0	0	2,788,200	0.00%
Total Budget	2,788,200	0	0	2,788,200	0.00%

RESOURCES

Sewer Service Fees	1,043,000	528,662	521,741	514,338	50.69%
Interest Income	10,200	5,037	8,930	5,163	49.39%
Transfer From General Fund	0	0	0	0	0.00%
	1,053,200	533,700	530,672	519,500	50.67%
Beginning Fund Balance	1,735,000				
Total Budget	2,788,200				