



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 April 8, 2020. Due to Oregon Executive Order No. 20-12, the April 8th Board meeting was conducted by electronic communication. The Board Meeting was broadcast by Zoom® Meeting.

ROLL CALL

Directors

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

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

Consideration of the minutes of the Regular Monthly Board Meeting of Wednesday, March 11, 2020.

David Campos moved to approve the minutes for the Wednesday, March 11, 2020 Roseburg Urban Sanitary Authority Regular Monthly Meeting.
 Kelsey Wood seconded the motion.
 The motion passed unanimously.

Vote By Roll Call

Chairman Dunn requested "Roll Call" for the motion to approve the minutes of March 11, 2020:

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

The motion was passed with a 4/0 vote.

2020-2021 Budget

Citycounty Insurance Services announced the Health Care Insurance rates for 2021. The overall rate increase for RUSA's coverage will be 4.9%.

The increase of 4.9% is significantly less than the Board's directive to hold the Health Care Insurance rate increase to 6% or less.

Finance Department

A large sector of the Roseburg area work force is not able to work due to the coronavirus pandemic, many utilities are waiving late fees to accommodate consumers. This has been done to reduce the struggling during the coronavirus pandemic.

Staff recommended that the Board approve waiving the late payment fee of \$5.00 per EDU that was reflected on the April 1 Billing upon request, and suspend late fees in the months moving forward until the Governor lifts the workplace restrictions included in her executive orders.

Kelsey Wood made a motion to waive current late fees upon request and upcoming late fees during the duration of the workplace restrictions by Executive Order.

David Campos seconded the motion.

The motion passes unanimously.

Vote By Roll Call

Chairman Dunn requested "Roll Call" for the motion to waive late fees:

John Dunn Yes

Rob Lieberman Yes

Jerry Griese

Kelsey Wood Yes

David Campos Yes

The motion was passed with a 4/0 vote.

RUSA has a policy to turn over unpaid sewer service fees that are more than four months delinquent. In the last few years there has been an increase in customers that have brought their account current in April, May and June after being notified that the unpaid balance will be assessed turnover fees and sent to the County to be placed as a tax lien. Many of these customers may be affected by the workplace restrictions due to the coronavirus pandemic.

Staff would recommend that the Board suspend the policy to impose the Tax Lien Turnovers for the 2019-2020 delinquent accounts.

Kelsey Wood made a motion to waive the policy of imposing turnovers for 2019-2020 delinquent accounts.

David Campos seconded the motion.

The motion passes unanimously.

Vote By Roll Call

Chairman Dunn requested "Roll Call" for the motion to waive turnovers:

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

The motion was passed with a 4/0 vote.

General Managers Report

Winchester Pump Station Force Main Replacement Project

The contractor is continuing to install the dual force main.

The Contractor has completed approximately 95% of the sanitary sewer work. The project completion is estimated to be in May 2020.

FEMA Application for Damage Claimed Disaster Relief

RUSA has received payment for Project Worksheet (PW) 00042 and PW 00050 for a total reimbursement of \$32,557.33. We have one PW pending for tree removal at the NTS. The contractor's bid for the work is \$64,500, we will be receiving \$60,864.85 in reimbursement from FEMA.

Hooker Road Rehabilitation Project

The project is under design with 50% plans scheduled to be completed in April. The tentative schedule is to put the project out for bidding in June with construction to begin in July or August.

Jacobs Plant Operations Report

Jade Mecham reported the treatment facility averaged 87% BOD removal and 98% Total Suspended Solids removal during February. The total Effluent flow was 105.44 million gallons.

Accounts Payable

The Board reviewed the Accounts Payable Report and Addendum for the April, 2020 Accounts Payable.

Rob Lieberman made a motion to approve the Accounts Payable 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 Accounts Payable and Addendum:

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

None.

Respectfully submitted,



Harmony Williams
Office Assistant