



**Roseburg Urban Sanitary
Authority**
1297 N.E. Grandview Drive
Roseburg, OR 97470

**March 11th, 2020
RUSA Board Room
4:00 p.m.**

**AGENDA
REGULAR MONTHLY BOARD MEETING**

Board of Directors

John Dunn, Chair
David Campos

Kelsey Wood

Rob Lieberman, Vice Chair
Jerry Griese

- 1. Call to Order – John Dunn, Board Chair**
- 2. Roll Call**
- 3. Consider Minutes**
 - a. February 12th, 2020 Board Meeting
- 4. Resolution 20-02**
 - a. A resolution making budgetary transfer
- 5. General Managers Report**
 - a. Winchester Pump Station Force Main Replacement
 - b. FEMA Application for damage claimed disaster relief
 - c. Biosolids Building expansion project
 - d. Hooker Road Rehabilitation Project
- 6. Staff Professional Development**
- 7. New Developments**
- 8. Staff Report**
- 9. Jacobs (ch2m) Plant Operations Report**
- 10. Accounts Payable**
- 11. Other Business**

AMERICANS WITH DISABILITIES ACT NOTICE

Please contact the Authority's Finance Department, 1297 NE Grandview Dr., Roseburg, OR 97470 or by Phone 541-672-1551 at least 48 hours prior to the scheduled meeting time if you need an accommodation.



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 12, 2020 at 1297 N.E. Grandview Drive.

ROLL CALL

Directors

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

Absent: Kelsey Wood

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, January 8, 2020.

Jerry Griese moved to approve the minutes for the Wednesday, January 8, 2020 Roseburg Urban Sanitary Authority Regular Monthly Meeting.
Rob Lieberman seconded the motion.
The motion passed unanimously.

2020 – 2021 Budget

Staff completed the draft budget process calendar. Staff recommended the Board approved the draft budget process calendar.
Staff recommended Jim Baird be appointed as Budget Officer.
John Dunn moved to appoint Jim Baird Budget Officer for the 2020-2021 Budget preparation.
Rob Lieberman Seconded the motion.
The motion passed Unanimously

Jacobs Out of Scope/Additional Services Agreement

Staff has worked with Jade Mecham, of Jacobs, to develop the scope for the WWTP SCADA upgrade. The agreement provides for software installation, formatting and installation of new computer hardware. The agreement calls for compensation for services performed not to exceed

twenty thousand dollars. Staff recommended the Board approve entering into the out of scope/additional services agreement.

Rob Lieberman made a motion to approve the out of scope/additional services agreement.

David Campos seconded the motion.

General Managers Report

Winchester Pump Station Force Main Replacement Project

The contractor is continuing to install the dual force main.

The Contractor completed approximately 75% of the sanitary sewer work. The project completion is estimated to be in February 2020.

FEMA Application for Damage Claimed Disaster Relief

Staff has completed the payment request for Project Worksheet (PW) 00042 for reimbursement of \$25,605.00. We have two PW pending. One is complete and has been submitted to the State and one is pending quotations from contractors.

Bio Solids Building Expansion Project

The contractor completed the project. The Engineer and Staff have submitted a short punch list of items to be corrected.

The General Contractor, Zerbach Construction, has submitted pay request No. 3 in the amount of \$53,851.41 with 5% retainage withheld for \$2,692.56. The total request for this pay request No. 3 is \$51,158.85

The project Engineer and staff have reviewed the documentation and would recommend that the Board approve payment request No. 3 in the amount of \$51,158.85.

David Campos made a motion to approve pay request No. 3 in the amount of \$51,158.85.

Rob Lieberman seconded the motion.

Hooker Road Rehabilitation Project

Rob Lee, representing Murraysmith, has complete the review of the condition of the sanitary sewer mains in the Hooker Road study area. Mr. Lee has recommended the scope of the rehabilitation and replacement for the project. The tentative schedule is to put the project out for bidding in March or April with construction to begin in July.

Jacobs Plant Operations Report

Jade Mecham reported the treatment facility averaged 93% BOD removal and 95% Total Suspended Solids removal during January. The total Effluent flow was 221.87 million gallons.

Accounts Payable

The Board reviewed the Accounts Payable Report and Addendum for the February 12, 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.

Other Business

None.

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

RESOLUTION 20-02

**A RESOLUTION MAKING A BUDGETARY TRANSFER OF APPROPRIATION
AUTHORITY FOR THE FISCAL YEAR 2019 – 2020**

RECITAL:

Oregon Revised Statutes (ORS) 294.463 allows a governing body to authorize a transfer of appropriation authority after a budget has been adopted by passing a resolution or ordinance. Transfers may be made from an operating contingency appropriation to the appropriate category from which it will be expended.

This resolution transfers appropriations from the General Fund (Fund #1), account number 7890 - General Operating Contingency to the General Fund Treatment (Department #6) Materials and Services, account number 6570 – NTS Site Maintenance

During the winter of 2019 the Roseburg area encountered a severe winter storm followed by a Presidential disaster declaration for Douglas County. RUSA’s Natural Treatment System located on 340 acers off Old Melrose Road encountered numerous fallen trees due to the heavy snow.

RUSA submitted a claim to the Federal Emergency Management Agency (FEMA) under the declared event for tree removal. FEMA has approved the project to remove the trees and will be providing reimbursement for 75% of the cost.

The current amount allocated for maintenance of the NTS site is not sufficient to provide funding for the normal maintenance and this new expense of tree removal.

NOW, THEREFORE, BE IT RESOLVED BY THE ROSEBURG URBAN SANITARY BOARD, that the following transfer of appropriation authority under the fiscal year 2019-2020 Roseburg Urban Sanitary Authority Budget is hereby made, to wit:

<u>GENERAL FUND</u>	<u>19-20 AMENDED BUDGET</u>	<u>BUDGET ADJUSTMENT</u>	<u>19-20 AMENDED BUDGET</u>
General Operating Contingency	\$535,806.50	(\$70,000)	\$465,806.50
Treatment	<u>\$2,366,408.00</u>	<u>\$70,000.00</u>	<u>\$2,436,408.00</u>
Requirements	<u>\$2,902,214.50</u>	<u>\$0</u>	<u>\$2,902,214.50</u>

**THIS RESOLUTION IS ADOPTED BY THE ROSEBURG URBAN SANITARY
AUTHORITY’S BOARD OF DIRECTORS THIS 11th DAY OF MARCH, 2020.**

ATTESTED:

ROSEBURG URBAN SANITARY
AUTHORITY

James V. Baird, General Manager

John Dunn, Board Chair

GENERAL MANAGERS REPORT

Date: 3/04/20
To: Roseburg Urban Sanitary Authority, Board of Directors
From: James V. Baird, General Manager
Re: General Managers Informational Report to the Board

Winchester Pump Station Force Main Replacement Project

The contractor is continuing to install the dual force main.

The Contractor has completed approximately 80% of the sanitary sewer work. The project completion is estimated to be in April 2020.

FEMA Application for Damage Claimed Disaster Relief

RUSA has received payment for Project Worksheet (PW) 00042 for reimbursement of \$25,605.00. We have two PW pending. One is complete and has been submitted to the State for \$6,952.33 and one is pending completion of the work by the contractor.

Bio Solids Building Expansion Project

The contractor completed on the project.

The General Contractor, Zerbach Construction, has submitted pay request No. 4 in the amount of \$14,628.57, the total retainage withheld.

The project Engineer and staff have reviewed the documentation and would recommend that the Board approve payment request No. 4 in the amount of \$14,628.57.

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.



INTEROFFICE MEMORANDUM

TO: ROSEBURG URBAN SANITARY AUTHORITY, BOARD
FROM: JIM BAIRD, GENERAL MANAGER
SUBJECT: STAFF PROFESSIONAL DEVELOPMENT
DATE: THURSDAY, MARCH 5, 2020
CC:

The following staff attended professional development events:

Special Districts Association of Oregon Annual Conference

David Campos

Jim Baird

Lucity Regional User Group Meeting

John Bastianelli

Oregon Government Finance Officers Association Annual Conference

Christine Morris

Jim Baird

General Manager

ROSEBURG URBAN SANITARY AUTHORITY

NEW DEVELOPMENTS AND PROJECTS

DEVELOPMENTS:

- Harvard West Phase II – short mainline extension to serve a new commercial building - under review

PRELIMINARY DESIGN:

- Loma Vista Pump Station Improvement Study
- Tabor – Military Avenue partition
- Kenwood Tabor PUD
- Neighborworks Apartment -preliminary design for a mainline extension
- Rosemary Subdivision
- Thyme Subdivision

PROJECTS:

- Oak Springs Apartments Beginning on Pomona Street-Sewer is installed. Testing not complete.
- Winchester Pump Station Pressure Line Replacement- Approximately 85 percent of the pipe is now installed. Work continues on project.
- Hanna Heritage Plaza – Two out of three sections of new sewer have been installed.