



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

AGENDA
REGULAR MONTHLY BOARD MEETING

April 12, 2017
RUSA Board Room
4:00 p.m.

Board of Directors

John Dunn, Chairman
David Campos

Rob Lieberman, Vice Chairman
Jerry Griese

Kelsey Wood

- 1. Call to Order**
- 2. Roll Call**
- 3. Consider Minutes**
 - a. March 8, 2017 Regular Board Meeting
- 4. General Managers Report**
 - a. Brown Avenue Area Improvements Phase V - Update
 - b. Back Nine Sanitary Sewer Extension - Update
 - c. Natural Treatment System – Wetlands mitigation permit final inspection
 - d. Administrative Building Lighting Upgrade – Contract Review Board bid review and award
- 5. West Hills Condo Association – Request to forgive outstanding sewer fees.**
- 6. New Developments**
- 7. Staff Report**
- 8. Permits Issued**
- 9. CH2M Operations Report**
- 10. Accounts Payable**
- 11. Other Business**



Roseburg Urban Sanitary Authority
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**MINUTES OF THE REGULAR BOARD MEETING
OF THE BOARD OF DIRECTORS OF
ROSEBURG URBAN SANITARY AUTHORITY**

Board Vice-Chairman, Rob Lieberman, called the regular monthly Board Meeting to order at 4:00 p.m. on March 8, 2017 at 1297 N.E. Grandview Drive.

ROLL CALL

Directors

Present: Vice-Chairman Rob Lieberman, David Campos and Kelsey Wood

Absent: Chairman John Dunn and Jerry Griesse

Others present: General Manager Jim Baird, Finance Director Christine Morris, Collection System Superintendent Steve Lusch, Administrative Assistant Ellen Montgomery, CH2M Plant Operations Supervisor Randy Turner and Lee Holmes.

1. Consideration of the minutes of the Regular Monthly Board Meeting of Wednesday, February 8, 2017.

David Campos moved to approve the minutes, as presented, for the Wednesday, February 8th, 2017 Roseburg Urban Sanitary Authority Regular Monthly Meeting. Kelsey Wood seconded the motion. The motion passed unanimously.

General Managers Report

Brown Avenue Area Improvement – Phase V

RUSA has received the 90% plans for the project. Staff is reviewing the plans and will meet with the Engineer, i.e. Engineering to finalize the plans.

Back Nine Sanitary Sewer Extension Project

CH2M delivered the 90% plans for Staff review. Staff will have a conference call with the owners, i.e. Engineering and CH2M for comments on the plans. Jim stated to the Board the road construction will not be done during the 2017 construction year.

SDAO Annual Conference

The Conference was Thursday, February 9th through Sunday, February 12th. RUSA Board Members Kelsey Wood and David Campos attended the conference this year.

Natural Treatment System

The 2016 Monitoring Report was submitted to DEQ on Tuesday, February 28th, 2017. The 2017 Farm Operations Plan was also submitted to DEQ. The completion of these

two reports were a joint effort of CH2M Engineering, CH2M Operations and RUSA Staff. The Mitigated Wetlands Report was sent the week of March 6th, 2017.

Appointment of Budget Officer

Each year the Board appoints a Budget Officer for the current Budget Year.

Staff recommended the Board appoint Jim Baird, RUSA's General Manager, as the Budget Officer for the Budget Year 2017-2018.

Kelsey Wood moved to appoint Jim Baird, RUSA's General Manager, as the Budget Officer for the 2017-2018 Budget Year.

David Campos seconded the motion.

The motion passed unanimously.

2017-2018 Budget Committee Meeting

The first scheduled Budget Committee Meeting is Wednesday, April 26th, 2017, commencing at 12:00 noon. If a second meeting is required, that meeting will be held on Wednesday, May 3rd, 2017, at 12:00 noon.

The Budget will distributed to the Budget Committee by Friday, April 21st, 2017.

The Board was provided the Budget Calendar for the 2017-2018 Budget Year.

Staff Professional Development

Kyle Bartlett attended the Pipeline Assessment Certificate Program (PACP) in February. Kyle passed the certification test and joins Rick Cox and Dean Ronk as a PACP Specialist.

Scott Ough took the Oregon Building Department's Limited Plumbing Inspector test. Scott passed the test, increasing RUSA's Licensed Plumbing Inspectors to four.

Heard Farms Wastewater Facility

Heard Farms has reached capacity at their treatment lagoon. They suspended accepting waste products until land application starts May 1st, 2017, weather permitting.

RUSA is receiving calls from waste haulers and Umpqua Dairy, asking if RUSA can accept liquid waste at our treatment plant. RUSA received DEQ's approval to accept food by-products from Umpqua Dairy, which is part of the Dairy's permit with RUSA.

RUSA also received approval to accept waste hauled from holding tanks. RUSA's charge is \$.10 per gallon; Heard Farms was charging \$.15 per gallon.

RUSA has no method of accepting grease or septage. Treatment Plant Staff is checking on options for accepting this waste.

Two nearby plants can accept grease or septage; one is in Eugene, and the second is in Phoenix.

Budget Committee Members

There will be two vacancies on the Budget Committee following this Budget Year. Bob Hobi has retired and no longer wishes to serve on the Budget Committee. Dan Holborow has sold his home and is in the process of building a new home, which is outside RUSA's service boundary. To serve on RUSA's Budget Committee, the member must live within RUSA's service boundary.

Jim Baird's Employment Contract

At the request of the Board Members in attendance at the Board Meeting, John Dunn was called and conferenced in for a discussion of Jim's Employment Agreement. Spencer Rockwell, Assistant General Counsel, SDAO, has reviewed the Agreement and found it to be satisfactory. John Dunn recommended that the Agreement be retroactive back to January 1, 2017 Jim's hire date.

Kelsey Wood moved to approve the Employment Agreement for Jim Baird, RUSA's General Manager, and it to be retroactive back to January 1, 2017.

David Campos seconded the motion.

The motion passed unanimously.

CH2M Report

Randy Turner, CH2M Plant Operations Supervisor, Roseburg Operation, reported a letter was sent to Andrew Ullrich, DEQ – Medford Office, dated March 6, 2017, reporting the BOD removal efficiency was 81% with a requirement of no less than 85%. This is largely in part due to the unusually low influent BOD caused by above average flows during the month of February, 2017, which averaged 8.76 MGD, with multiple days being above 10 MGD.

Randy stated to the Board that the Annual Biosolids Report was sent to the DEQ and EPA in February, 2017.

Randy stated that the Annual Pretreatment Report was sent to the DEQ in February, 2017. The DEQ sent out their Audit findings from the September 2016 review. A response will be forthcoming.

Ron Thomas, CH2M Maintenance Specialist, was at the plant the last week of February and first week of March, to update the Condition Assessment that was conducted in 2011. This service was provided at no cost to RUSA. Mr. Thomas's wages and expenses were paid for by CH2M Corporate as a value add to the current contract.

Accounts Payable

The Board reviewed the Accounts Payable and Addendum for the March 8th, 2017 Accounts Payable.

Kelsey Wood moved to approve the Accounts Payable and Addendum, as presented, with the exception of the payable, discussed below.

David Campos seconded the motion.

The motion passed unanimously.

Payable for Pinnacle Western

There was a lengthy discussion regarding the payable for Pinnacle Western, in the amount of \$1,804.98 which was in excess of the original contract amount. It was the consensus of the Board to discount this payable by 50%, to \$902.49. Pinnacle Western signed an Agreement for project administration and inspection services with RUSA as a "Not To Exceed", in the amount of \$23,150.00, for the roof project at the treatment plant. This payment request was over the "Not To Exceed" amount of the contract.

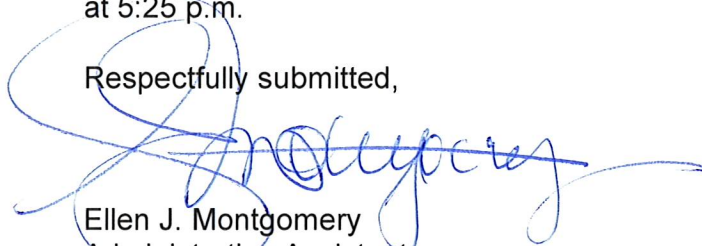
Rob Lieberman moved to approve the payment to Pinnacle Western in the amount of \$902.49.

Kelsey Wood seconded the motion.

The motion passed unanimously.

There being no further business to come before the Board, the meeting was adjourned at 5:25 p.m.

Respectfully submitted,



Ellen J. Montgomery
Administrative Assistant

GENERAL MANAGERS REPORT

Date: March 31, 2017

To: Roseburg Urban Sanitary Authority
Board of Directors

From: James V. Baird
General Manager

Re: General Managers Informational Report to the Board

Brown Avenue Area Improvements Phase V

The Brown Avenue project has been advertised and will close April 20th. Staff and the Project Engineer will review the bids and bring a recommendation to the Contract Review Board at the next Board meeting.

Back Nine Sanitary Sewer Extension

Staff has contracted with Hardcore Drilling, Inc., a geotechnical rotary boring company, to provide rotary borings for subsurface geotechnical exploration. We have also retained the services of Western Testing to provide the required testing and geotechnical report. CH2M requires this information to complete the project plans and specifications.

Natural Treatment System

Peggy O'Neill of CH2M led a site visit for Anita Andazola of the U.S. Army Corps of Engineers. The visit was to evaluate the permit that RUSA obtained to work in the wetlands and the mitigation required to offset the construction work. Ms. Andazola was very pleased with progress of the mitigation. The Corps needs to revise a few changes in the mitigation and issue a revised permit, but once the paperwork is completed Ms. Andazola feels she can release the site from further obligation to the Corps.

Administrative Office Lighting Upgrade

Staff with a representative of the Oregon Energy Trust conducted a project walk through with Platt Electric and Eoff Electric to produce a detail list of all the fixtures and controls that would be included in the lighting upgrade project. Staff followed that meeting with a walkthrough with five electrical contractors interested in bidding the project. The proposals are due April 6th. Staff will review the bids and bring a recommendation to the Contract Review Board at the Board meeting.

Staff Professional Development

Matt Chasteen attended the second level of a three level Public Works Leadership training in Bend in March. Matt is planning on completing the last level of the APWA Northwest Public Works Institute leadership training in October of this year.

Steve Lusch attended the Certification Review and Math Course offered by UBOS and UCC. Steve is planning on taking the Level IV Wastewater Treatment exam in April. Steve currently holds a Level II Wastewater Treatment Certification as well as a Level IV Wastewater Collection Certification.

Rick Cox attended the Certification Review course with the intent of taking the Wastewater Collection III exam. Rick currently holds a Level II certification.

Scott Ough also attended the Review course. Scott currently holds a Wastewater Collection I as well as a Wastewater Treatment I. Scott plans on taking the Level II Wastewater Collection.

UCC Wastewater Collection System Class

Larry Bahr, UCC Instructor, wrote a letter of appreciation to the RUSA staff for assisting his class with a tour of our facility. Staff demonstrated our field equipment, GIS system and our Asset Management program.



Serving Douglas County Since 1964

March 29, 2017

RECEIVED MAR 31 2017

Mr. James Baird
General Manager
Roseburg Urban Sanitary Authority
P.O. Box 1185
1297 N.E. Grandview
Roseburg, OR 97470

Dear Mr. Thames:

On Wednesday, February 22, 2017, your staff provided the students of the Wastewater Collection Systems class, WQT 228, a tour of your collection system facilities and equipment, a demonstration of field equipment operation and function, and an overview of the information systems used to document system component detail and track and prioritize maintenance activities. All students walked away from the tour with a far better understanding of the complexities of the occupation, the importance of effective maintenance, and the critical role that planning, documentation, and data management play in operating a well-managed collection system.

The following staff members' willingness to share their knowledge and their clearly demonstrated professional pride made this tour a success:

Steve Lusch
Rick Cox

Ryon Kershner
Matt Chasteen

Thank you for allowing the staff time to provide this valuable learning opportunity.

Sincerely,

A handwritten signature in black ink, appearing to read "Larry Bahr", with a long, sweeping horizontal line extending to the right.

Larry Bahr
Adjunct Instructor
Water Quality Technology

Cc: Clay Baumgartner
Katie Workman

ROSEBURG URBAN SANITARY AUTHORITY NEW DEVELOPMENTS AND PROJECTS

DEVELOPMENTS:

- Edenbower sewer main extension
 - Pinnacle Western Engineering is designing a sewer main extension to provide service to property east of Stephens street.
- Oakridge Court Apartments
 - The plans and specifications have been approved. Construction is pending.
- Troost Street Subdivision
 - The plans and specifications have been approved for construction. The contractor for the project is Knife River Material. Construction will begin in the spring, weather permitting.
- Newton Creek Manor
 - The owner, NeighborWorks Umpqua, has chosen to provide sewer service to the manufactured home park with a private sewer system.

Preliminary Design

- Loosley – Woodside Avenue subdivision
- Tabor – Military Avenue subdivision
- Townsend Lane – Lookingglass subdivision

PROJECTS:

- Brown Avenue Area Improvements Phase V
 - The plans and specification have been advertised and the bidding period will close April 20th.
- Cascade Court main line extension – Joint City RUSA project
 - Cradar Enterprises has completed the work on this project. The punch list items and Engineers certification pending.
- Spruce St. – Parrot St Improvements Project
 - The project construction has been completed. The Engineers certification and as-built drawings are pending.
- WWTP Roof Replacement Project
 - The insurance claim is still in negotiation. All of the replacement equipment has been installed.

- Back Nine
 - CH2M has completed 90% plans. Staff is reviewing the plans and specification. Staff is working with a drilling company and a geotechnical company to provide a geotechnical report to CH2M. This information is needed to complete the project.

ROSEBURG URBAN SANITARY AUTHORITY

MARCH, 2017 STAFF REPORTS

COLLECTION DEPARTMENT:

- Completed 232 underground utility locate requests
- Completed 55 work orders.
- Completed CCTV of 8,601 feet of mainline.
- Completed cleaning of 79,733 feet of mainline.
- Completed 38 manhole inspections.
- Completed root treatment for 1310 feet of mainline.
- Repaired 1 manhole.

ENGINEERING DEPARTMENT:

- Completed 13 permits and 9 inspections.
- Brown Avenue Area Improvements Phase V. is out to bid and will close April 20th.
- CH2M has completed 90% plans for the Back Nine Sanitary Sewer Extension project. Staff is reviewing the plans and specifications. Geotechnical exploration will be completed April 6th.
- Construction on the Spruce St. – Parrot St. Improvement's project has been completed. The As-Built drawings and Engineer's letter of certification is pending.
- Construction on the Cascade Court Project is substantially complete, there are some punch list items that have not been completed. The contractor will complete the work when weather will permit, sometime in May. The As-Built drawings and Engineer's letter of certification is pending.
- Conferences: Jim Baird attended two days and Ryon Kershner attended all three days of the Oregon Operators Conference hosted by the Eastern Oregon Section of the PNCWA, April 3rd through the 5th. Jim was representing the PNCWA and Ryon was completing his required continuing education credits.
- Jim Baird will be attending the in-person board meeting for the PNCWA in Seattle WA April 7th and 8th.

FINANCE DEPARTMENT:

- Vacancy Credits: 12 were processed, for a total of \$1,164.40 in March.
- Credit cards/eChecks: 477 payments totaling \$24,449.39 were collected in March. 49 payments received at the counter, 19 by voice response system, and 409 on-line.

- Automatic Payments: 1,848 customer accounts are signed up. Received \$73,631.60 or approximately 13.5% of monthly billing.
- Conferences: Christine Morris attended the Oregon Government Finance Officers Association (OGFOA) Conference March 6th thru 8th.

The following are permits issued during the month of March, 2017:

1) NEW CONNECTIONS

(Construction of new single family residential units)

Single Family Residential:

- 2546 NW Troost Street
- 386 Strauss Avenue
- 1605 W Tarragon Drive

Commercial:

(Construction of new commercial structure(s)/facilities)

- 572 W. Stewart Park Drive
- 764 NW Garden Valley Blvd., Suite #101

2) RELAY PERMITS

(Repair and/or replacement of an existing building sewer line(s))

- 700 Pioneer Way
- 672 NE Alameda Avenue
- 3067 NE Hughes Street
- 682 NE Meadow Avenue
- 1623 W Catherine Avenue
- 1728 NW Crouch Street
- 1466 NW Beacon Way

3) DEMOLITION PERMITS

(Demolition of an existing structure)

- None

4) MAIN LINE EXTENSIONS

(Extension of an existing and/or new sanitary sewer main line)

- None

5) MAINS AND LATERALS

(Installation of new sanitary sewer main line(s))

- None

6) SERVICE CONNECTIONS

(Existing stub-out to a property line)

- None

7) TAP CUTS

(Tap cut for connection to sanitary sewer main line)

- 700 Pioneer Way

8) MANHOLE CORE DRILL

(Core drill manhole to connect sanitary sewer line and/or sanitary sewer main line)

- None

9) PLAN REVIEW

(Fee to review plans for new developments, subdivisions, etc.)

- None



TO: Jim Baird, General Manager-RUSA
FROM: Jade Mecham, Project Manager
DATE: April 5, 2017
SUBJECT: March 2017 Monthly Report

A handwritten signature in black ink, appearing to read 'Jade Mecham', written over the 'FROM' line of the header.

OPERATIONAL ACTIVITIES

- The treatment facility averaged 91% BOD removal and 95% Total Suspended Solids Removal during the month with a requirement of no less than 85% removal for each.
- The facility electrical consumption (based on meter readings) for March 2017, was 254,000 KWHRS with a total Effluent flow of 220.20 million gallons, all of which went to the river at Outfall 001. The March 2016 electrical consumption was 248,000 KWHRS with a total Effluent flow of 212.95 million gallons, all of which went to the river at Outfall 001.
- The plant met the BOD & TSS removal efficiency for the month.
- Biosolids are stacking up in the dewatered storage area. We have one small field that will be available in May that receives dewatered solids and another for liquid, provided the ground water table is below 4 feet.

PRETREATMENT ACTIVITIES

The following pretreatment inspections were completed in March:

- *Umpqua Dairy*: The semi-annual inspection and pH sampling found they were in compliance with their limits.
- *Garden Valley Retirement Center*: Their discharge was Ok.
- *Veterans Administration Canteen*: Their interceptor was full and losing some grease. They were notified and they had the tank pumped within 2 days.
- *Applebee's*: The interceptor was in satisfactory condition.
- *Red Robin*: Their interceptor showed no signs of grease build-up.
- Three permits were written for tanked waste to be hauled to the plant for Pollock Septic, A-1 Septic and Roto-Rooter.
- Samples were collect and analyzed for Umpqua Dairy's whey that is now being pumped into the sanitary system.

NATURAL TREATMENT SYSTEM (NTS)

- In the constructed wetlands near the pond, additional plantings of cattails and willow cuttings took place at the request of the wetlands biologist.
- Willow cuttings were planted along Sylman Creek in 3L2 where some of the side stream flow has been diverted.
- Clean up of some of the falling tree limbs above the roadway in 3L1 took place.
- The wetlands trees that were planted in 3L1 and 3H were netted to reduce browsing on the new growth.

MAINTENANCE ACTIVITIES

- Peterbilt sludge truck: Repaired the aluminum water tank and replaced the fuel flow meter.
- Rebuilt the #2 Main Hot Water pump.
- Replaced the smoke detectors in the RAS building & Blower building HVAC systems.
- Rogers Machinery repaired the #2 Plant Air Compressor.
- Changed the motor overload heaters for the polymer mixer.
- Replaced alternator for the 60KW generator.
- Replaced the valve actuator and positioner for the Biofilter recirculation valve.
- Installed the Diesel Transfer tank in the back of the shop truck.
- Replaced the check valve for the #1 pump at the North Bank Station.

LABORATORY ACTIVITIES

- We are in our normal winter testing which requires: BOD's 3 times a week, TSS 3 times a week, pH daily, Chlorine Residual Daily average, Ammonia once a week, E. Coli 3 times a week.
- Number of QAQC results for permit: 108
14 BOD's 31 pH 14 Fecal/E. Coli
14 TSS 31 Cl2 Res. 4 Ammonia
- Precision results: Accuracy Results:
In Control: 108 In Control: 94
Out of control: 0 Out of Control: 0
- On 3/15/17, we sampled Lab water with total metals and shipped to NRC for testing. Results came back within parameters.

PERSONNEL/COMMUNITY SERVICE ACTIVITIES

- Staff assisted RUSA in their booth at the Home & Garden Show.
- Staff attended Wastewater Certification Review classes at UCC.
- Chad Snyder passed his Wastewater Operator I certification exam. Way to go, Chad!!!

UPCOMING EVENTS

OPERATIONS/NTS

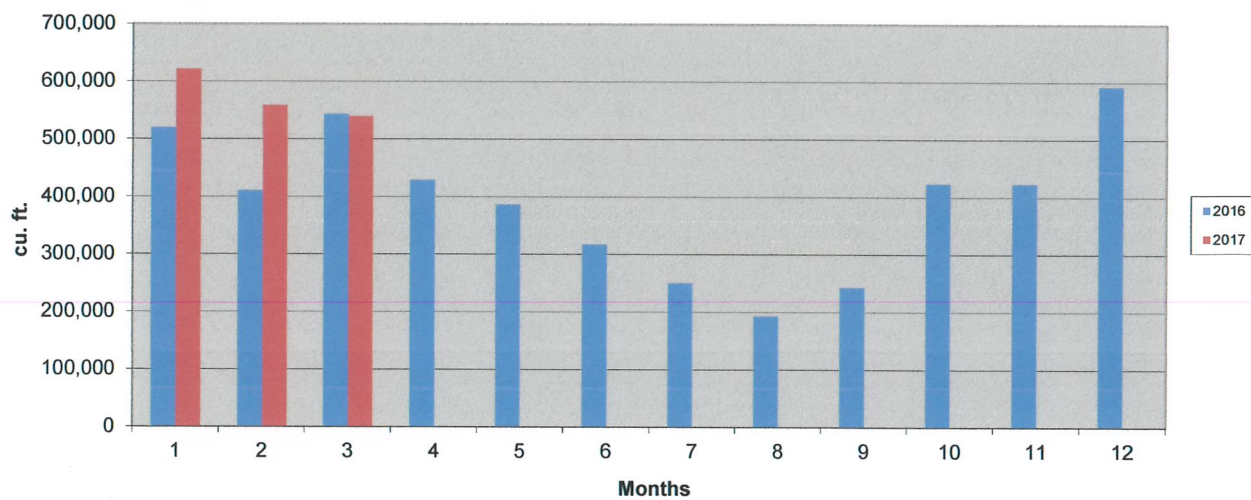
- Grass seeding, as the weather permits and soil temperatures are high enough.
- Starting the irrigation system and begin repairs of sprinkler problems.

MAINTENANCE:

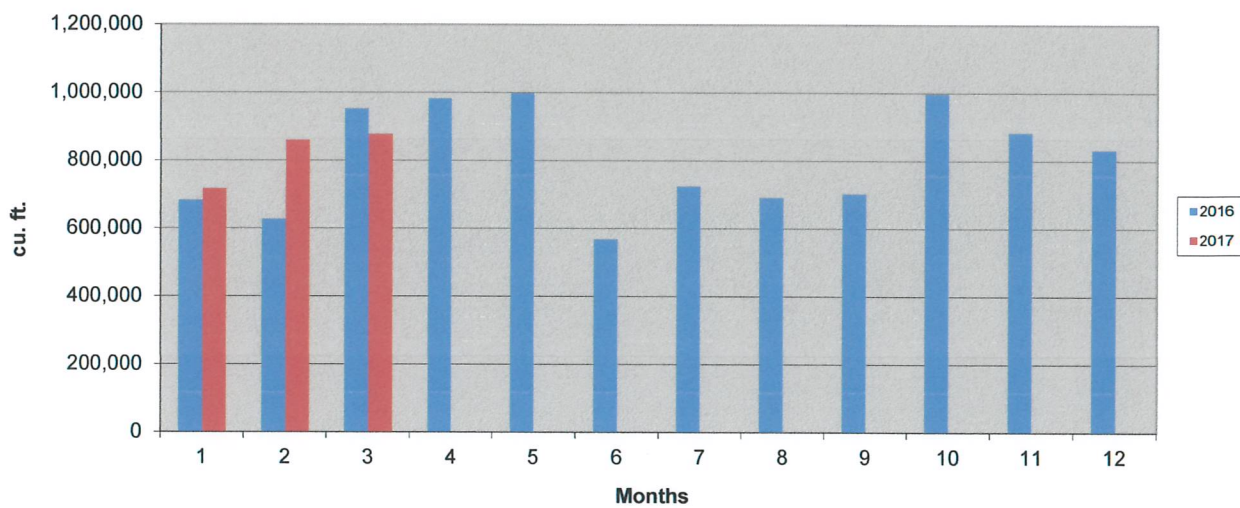
- Replace wear rings for #2 pump at Highland Station.
- Replace the check valve for the #2 pump at North Bank lift station.
- Rebuild pump #2 for North Bank Station.

Enclosures: Boiler/Flare Gas Usage graphs
12 Month Moving Avg.
Violation Win-Limit Report

BOILER GAS USAGE



FLARE GAS USAGE



12 MONTH MOVING AVERAGES

Month/Year	Plnt Inf Q Average MGD	Plnt Inf Average lbs/day CBOD /BOD	Plnt Inf Average lbs/day TSS
Apr-16	4.15	8757	6749
May-16	3.27	6654	6818
Jun-16	3.13	6412	5743
Jul-16	3.03	5812	5686
Aug-16	2.86	5200	5391
Sep-16	2.76	5686	5248
Oct-16	5.26	6712	6668
Nov-16	4.97	5471	4642
Dec-16	7.16	7106	5971
Jan-17	7.47	6853	5171
Feb-17	5.95	7396	6078
Mar-17	7.11	7531	6048
SUM	57.12	79590	70213
AVE	4.76	6633	5851
MAX	7.47	8757	6818
MIN	2.76	5200	4642

Limit Summary: (** designates values exceeding limit)
No values exceeding limit.

Location/Parameter	Units	Limit	Actual
Plnt Ef			
BOD 5 - BOD 5 Day 20 Deg C			
Average	MG/L	30	10.86
Max Weekly Avg (Wed Rule) , Beginning: 3/5/2017	MG/L	45	13
Average Loading	lb/day	3800	652
Max Weekly Avg (Wed Rule) Loading, Beginning: 3/5/2017	lb/day	5600.00	1008
Plnt Ef			
pH Lab - pH Lab Standard Units			
Minimum , 3/20/2017	S.U.	6.10	6.66
Maximum , 3/2/2017	S.U.	8.50	7.15
Plnt Ef			
Solids TSS - Total Suspended Solids TSS			
Average	MG/L	30.00	5.21
Plnt Ef			
Solids TSS - Total Suspended Solids TSS			
Max Weekly Avg (Wed Rule) , Beginning: 3/5/2017	MG/L	45.00	5.67
Plnt Ef			
Solids TSS - Total Suspended Solids TSS			
Average Loading	lb/day	3800.00	309.63
Plnt Ef - Effluent			
E Coli - E Coli			
Average	MPN	126.00	4
Max Weekly Avg (Wed Rule) , Beginning: 3/26/2017	MPN	406.00	5
Plnt Ef			
Cl2 Residual - Chlorine Total Residual			
Average	MG/L	.5	0.02
Plant TSS Removal Efficiency			
Avg % Removal (Lower Limit)	%	85.00	95
Plant BOD Removal Efficiency			
Avg % Removal (Lower Limit)	%	85.00	91
South Bank 004			
Flow Mgd - Flow Thru Treatment Plant Mgd			
Maximum	MGD	0.00	
Outfall #3 Flow			
Flow Mgd - Flow Thru Treatment Plant Mgd			
Sum	MGD	0.00	