



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 January 10, 2018 at 1297 N.E. Grandview Drive.

ROLL CALL

Directors

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

Others present: General Manager Jim Baird, Collection System Superintendent Steve Lusch, Engineering Tech III Ryon Kershner, Accounting Clerk Angela Allen, and CH2M Project Manager Jade Mecham.

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

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

CH2M Contract Addition

An Out of Scope Agreement with CH2M Operations was proposed to provide the Annamox System Monitoring Report and Operations Plan; and the NTS Monitoring Report and Updated Farm Operations Plan for a not to exceed amount of \$65,000. This proposal is a significant cost savings from having CH2M Engineering provide the services directly.

There was discussion regarding the cost savings and how long the monitoring of the Annamox system would have to continue. At this time, there is not a defined stop date on the monitoring due to the newer technology of Annamox system.

Kelsey Wood moved to approve an Out of Scope Agreement with CH2M Operations for the Annamox System Monitoring Report and Operations Plan; and NTS Monitoring Report and Updated Farm Operations Plan for 2018 for a not to exceed amount of \$65,000.00.

David Campos seconded the motion.

The motion passed unanimously.

CH2M Scope of Work Agreement

Douglas County is in the design phase of a project to improve Highway 99N and RUSA would like to take the opportunity to update the size of the forcemain to the Winchester Pumpstation. The General Manager recommended that the Board direct RUSA to enter into a contract in the amount of \$12,003.00 for CH2M to provide a technical memorandum summarizing the Winchester Pump Station Forcemain Improvements.

Kelsey Wood moved to approve the General Manager enter into a contract in the amount of \$12,003.00 to provide a technical memorandum summarizing the Winchester Pump Station Forcemain Improvements.

David Campos seconded the motion

The motion passed unanimously.

General Managers Report

Brown Avenue Area Improvements Phase V

The contractor completed all the items on the final punch list. The Contractor submitted pay estimate #6 in the amount of \$23,170.00 with \$1,158.50 withheld as retainage for a pay request of \$22,011.50. The project Engineer recommended that RUSA accept this request and issue payment to the Contractor.

Staff recommended that the Board approve pay request #6 in the amount of \$22,011.50.

Jerry Griese moved to approve pay estimate #6 submitted by the Contractor in the amount of \$22,011.50.

Kelsey Wood seconded the motion.

The motion passed unanimously.

Back Nine Sanitary Sewer Extension Phase I

The project construction is continuing. The estimated projected completion date has been moved back to the end of February 2018.

Special Districts Association of Oregon

RUSA is a customer of Special Districts Insurance Services (SDIS) Trust, which is administered by SDAO. As a member of Special Districts, we are offered the opportunity to implement a list of best practices. RUSA implemented all the required best practices and received a credit in the amount of 10% or \$8,668.00 on our annual insurance cost. RUSA has also been using SDAO as our insurance provider for many years and were offered a longevity credit of \$8,102.00 toward our insurance cost. These programs, offered by SDAO, have resulted in a \$16,770.00 savings in insurance premiums.

CH2M Report

Jade Mecham, Project Manager, advised that the plant is operating well, typical maintenance and pre-treatment activities continue. Plant staff spent a couple of days planting willow cuttings at the NTS, all cuttings were from existing willow trees in an effort to continue making improvements to the NTS.

Accounts Payable

The Board reviewed the Accounts Payable Report and Addendum for the January 10th, 2018 Accounts Payable.

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

General Manager's Evaluation

Kelsey Wood made a motion for The Board to convene an Executive Session to discuss the General Manager's evaluation as stated in ORS 192.660(2)(i).

David Campos seconded the motion.

The Board adjourned to Executive Session at 4:51 p.m. to review the General Manager's Annual Evaluation.

At the end of the Executive Session, staff was called back to the meeting.

Kelsey Wood made a motion to call the meeting back to order.

David Campos seconded the motion.

The regular Board meeting was reconvened at 5:07 p.m.

David Campos made a motion to advance the General Manager to Step 2.

Kelsey Wood seconded the motion.

The motion passed unanimously.

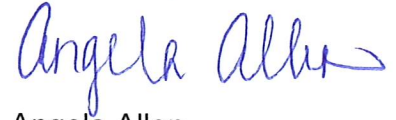
Other Business

The Roseburg Area Chamber of Commerce Awards Banquet is January 25, 2018 at 6:00 p.m.

The Budget Committee is looking for two new members to replace Dan Holborow, who has moved out of the service area and Bob Hobi, who has declined being appointed to another term. There was a short discussion and a couple of names mentioned. Jim Baird will contact those two people. The Board was asked to please submit additional names to Jim Baird in the next couple of weeks so that he has time to contact prospective candidates prior to the next Board Meeting on February 14, 2018.

There being no further business to come before the Board, the meeting was adjourned at 5:14 p.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Angela Allen". The signature is written in a cursive style with a long, sweeping tail on the final letter.

Angela Allen
Accounting Clerk