



**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 8, 2020 at 1297 N.E. Grandview Drive.

**ROLL CALL**

**Directors**

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

**Absent:**

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

**Consideration of the minutes of the Regular Monthly Board Meeting of Wednesday, December 11, 2019.**

Rob Lieberman moved to approve the minutes for the Wednesday, December 11, 2019 Roseburg Urban Sanitary Authority Regular Monthly Meeting.

Jerry Griese seconded the motion.

The motion passed unanimously.

**Auditor's Report to the Board**

Paul Nielsen of Isler Certified Public Accountants & Business Advisors presented the Board with the audit report for the fiscal year ending June 30, 2019.

**Resolution No. 20-01: A Resolution Declaring Surplus Property**

Staff presented Resolution No. 20-01 declaring property not needed to be surplus.

David Campos moved to approve Resolution No. 20-01 declaring surplus property.

Kelsey Wood Seconded the motion.

The motion passed Unanimously

## Vote By Roll Call

Chairman Dunn requested "Roll Call" for Resolution No. 20-01:

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

Resolution No. 20-01 was passed with a 5/0 vote.

## **Jacobs Operations Contract Annual Report**

Jade Mecham presented the Operations Management and Facilities Services Annual Report for 2018-2019.

## **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 75% of the sanitary sewer work. The project completion is estimated to be in February 2020.

### FEMA Application for Damage Claimed Disaster Relief

Staff is in the process of reviewing the documentation with FEMA to complete the application of RUSA's claim.

### Bio Solids Building Expansion Project

The contractor is approximately 95% complete on the project. The site grading, concrete floor, walls and the erection of the steel structure have been completed. The roof has been installed with the trim and gutters yet to be completed.

The General Contractor, Zerbach Construction, did not request a progress payment this month.

### Hooker Road Rehabilitation Project

Rob Lee, representing Murraysmith, conducted a site visit January 2<sup>nd</sup> to begin the design of this project.

## **Jacobs Plant Operations Report**

Jade Mecham reported the treatment facility averaged 96% BOD removal and 97% Total Suspended Solids removal during December. The total Effluent flow was 127.22 million gallons.

## **Accounts Payable**

The Board reviewed the Accounts Payable Report and Addendum for the January 8, 2020 Accounts Payable.

David Campos made a motion to approve the Accounts Payable and Addendum as presented.

Jerry Griese seconded the motion.  
The motion passed unanimously.

### **Executive Session**

At 4:59 p.m. Chairman Dunn called for an Executive Session to discuss the General Manager's evaluation as stated in ORS 192.660(2)(i). At this time staff left, leaving the General Manager and Board Members remaining. The Board evaluated the General Manager for his work during the year 2019. The Board stated that the General Manager has continued to meet their expectations and gave several examples of the General Managers accomplishments throughout the prior year.

At 5:25 p.m. staff was called back to the regular meeting.  
David Campos made a motion to advance Jim Baird to Step 4 for General Manager.  
Kelsey Wood seconded the motion.  
The motion passed unanimously.

### **Other Business**

None.

Respectfully submitted,



Harmony Williams  
Office Assistant