



**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 Vice-Chair, Rob Lieberman, called the regular monthly Board Meeting to order at 4:00 p.m. on November 8, 2023. The Board Meeting was held in-person and remotely broadcast by Zoom® Meeting.

**ROLL CALL**

**Directors**

**Present:** Board Chair John Dunn, Board Vice-Chair Rob Lieberman, Kelsey Wood, David Campos & Tom Dole

**Absent:** None

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**Others present:** General Manager Jim Baird, Finance Director Christine Morris, Accounting Specialist Angie Allen, Engineering Technician III Ryon Kershner, Jacobs Interim Project Manager Caleb Trammell

**Consideration of the October 11, 2023 Board Meeting Minutes**

Kelsey Wood moved to approve the minutes for the October 11, 2023 Roseburg Urban Sanitary Authority monthly Board Meeting.  
David Campos seconded the motion.  
The motion passed unanimously.

**OMI Out of Scope/Additional Services**

Jacobs has provided a corrected out-of-scope agreement related to monitoring and reporting. Under this additional services Agreement RUSA shall pay to OMI a not to exceed fee of \$69,000. This fee allocates \$29,000 for monthly review and travel and \$40,000 for the Farm Operating Plan and the Monitoring Report.

Kelsey Wood moved to approve the Out-of-Scope not to exceed \$69,000 Agreement with OMI.  
Rob Lieberman seconded the motion.

## Vote By Roll Call

Board Chair Dunn requested "Roll Call" for the motion to approve the Out-of-Scope Agreement with OMI:

John Dunn	Yes
Rob Lieberman	Yes
Tom Dole	Yes
Kelsey Wood	Yes
David Campos	Yes

The motion was passed with a 5/0 vote

## **Sole Source Justification - Verkada**

Sole-Source Determination and justification for supplies and services Sole Source Determination pursuant to Oregon Revised Statute (ORS) 279B.075 and Oregon Administrative Rule (OAR) 125-247-0275.

In their research for a replacement alarm system staff received a quote from Verkada, the company that provides our remote camera system, for an alarm system. The replacement system is quoted at \$9,560.95; this includes a 10-year warranty on all equipment to be repaired or replaced. We have investigated our security system and feel that two areas would provide enhanced security by adding two cameras, the additional cost for the cameras is \$5,446.45 for a total bid of \$15,007.40.

The Verkada system can integrate the existing 10 cameras into the security system. The current camera system is used to gather video images to be reviewed if a problem is encountered at the pump stations. Adding the existing cameras to the alarm system would allow staff to be notified if unauthorized people were on the site.

We have plans to add cameras at the Water Reclamation Facility in the future and those can easily be added to the security system.

As we currently use Verkada equipment to monitor our pump stations, and the exterior of the Administration building it is the efficient utilization of the existing camera system to purchase compatible goods and services by upgrading to the Verkada alarm system. We request that the Local Contracting Board Sole Source Verkada as the alarm system supplier for all RUSA's properties.

Rob Lieberman moved to approve the sole source justification for Verkada.

Kelsey Wood seconded the motion.

The motion passed unanimously.

## **General Managers Report**

### North Deer Creek Trunk Rehabilitation Project

The contractor, Titan Utilities, is continuing to complete the work included in the contract. The Contractor has installed 2134 LF of 18" liner, and 1722 LF of 24" liner, and 214 LF of 6" PVC building sewer with 9 cleanouts.

The contractor has submitted pay request #2 for \$1,390,830 with \$69,541.50 in retainage for payment #2 of \$1,321,288.50.

The project engineer, Rylee Archuleta, Leeway Engineering Solutions, and the RUSA staff have reviewed pay request #2 and would recommend that the Board approve pay request #2 to Titan Utilities for \$1,321,288.50.

Kelsey Wood made a motion to approve pay request #2 to Titan Utilities for \$1,321,288.50. Rob Lieberman seconded the motion.

#### Vote By Roll Call

Board Chair Dunn requested "Roll Call" for the motion to approve pay request #2 to Titan Utilities for \$1,321,288.50:

John Dunn	Yes
Rob Lieberman	Yes
Tom Dole	Yes
Kelsey Wood	Yes
David Campos	Yes

The motion was passed with a 5/0 vote

#### Biogas Feasibility Study – WRF:

The Biogas Feasibility Study has been completed. I am waiting for the final document to submit to the Energy Trust of Oregon to finalize the matching grant requirements.

#### Administrative Offices Reroofing Project

We have fully executed the contract with Roseburg Roofing. The contractor has completed a temporary repair to the roof of the office to stop a leak. The contractor plans on roofing the Garage and the Shop area of the office as weather permits. The remainder of the office will be completed next year in April or May as the weather permits.

The contractor is purchasing all the roofing material to ensure that we avoid any price increase not anticipated in the contract.

#### RUSA WRF Water Line Project

The contractor, Cradar Enterprises, Inc., has completed all the work included in the contract. The Contractor has submitted pay request #1 for \$125,750 with \$6,287.50 in retainage for payment #1 of \$119,462.50.

The project engineer, Erik Ranger, i.e. Engineering, and RUSA staff have reviewed pay request #1 and would recommend that the Board approve pay request #1 to Cradar Enterprises, Inc. for \$119,462.50.

The contractor, Cradar Enterprises, Inc. has requested the release of retainage of \$6,287.50. The project engineer, Eric Ranger, i.e. Engineering, and RUSA staff have reviewed the request and would recommend that the Board approve the release of retainage to Cradar Enterprises, Inc. for \$6,287.50.

Should the Board approve pay request #1 and the release of retainage the amount would be \$125,750 to be paid to Cradar Enterprises, Inc.

Kelsey Wood made a motion to approve pay request #1 and the release of retainage in the amount of \$125,750 to be paid to Cradar Enterprises, Inc.

Rob Lieberman seconded the motion.

The motion passed unanimously.

### Energy Service Company

I have executed a contract with Ameresco to provide a Technical Energy Audit, Project Development Plan, and procurement construction and commissioning of energy projects that are selected by RUSA for funding. This contract has been reviewed by RUSA's attorney as well.

### Jacobs Plant Operations Report

Caleb Trammell advised that the treatment facility averaged 96% BOD removal and 96% Total Suspended Solids removal during October. The total Effluent flow was 94.18 million gallons.

Caleb Trammell reported that the treatment facility and staff were prepared for the recent rain event and as a result there were no issues.

### Accounts Payable

The Board reviewed the Accounts Payable Report and Addendum for the November 2023 Accounts Payable and addressed questions.

Rob Lieberman made a motion to approve the Accounts Payable Report and Addendum as presented.

David Campos seconded the motion.

The motion passed unanimously.

### Other Business

Jim Baird discussed the addition of a paid holiday during the Christmas/New Year holiday time in lieu of the Christmas Party. Due to COVID-19 over the last couple of years, the holiday had temporarily been implemented due to the inability to host a Christmas Party, the staff shared that they appreciated the extra time with family. The Board would like to have interaction with employees, and it was decided that there would be a holiday potluck and summer picnic to encourage Board and Staff interaction.

Tom Dole made a motion to approve an additional holiday that floats between Christmas and New Year's with the date to be chosen by the General Manager.

David Campos seconded the motion.

The motion passed unanimously.

The Finance Department has been meeting with Springbrook for best practices and it might be necessary to make a change to late fees and certification fees based on the best use of the upgraded system. There will be a further discussion by staff and the findings will be presented at the next board meeting for approval.

Staff will be reviewing the rates, projects and operating costs in the coming months to determine if a rate increase could be necessary and if so, how much. Staff will present their findings to the Board in early 2024.

Additionally, there was a discussion regarding placing all sewer service fees into the general fund and disbursed to other funds instead of how the sewer service fees are split currently. There will likely be a committee formed between Staff, Board and Budget members to discuss and find the best method to present to the Budget Committee at the 2024 Budget Committee Meeting.

The meeting was adjourned at 5:08 p.m.

**Attached Additional Items Presented**

Accounts Payable Addendum

Respectfully submitted,

*Angie Allen*

Angie Allen  
Accounting Specialist