



**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 July 11, 2018 at 1297 N.E. Grandview Drive.

**ROLL CALL**

**Directors**

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

**Absent:** Jerry Griese

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**Others present:** General Manager Jim Baird, Collection System Superintendent Steve Lusch, Supervising Engineering Tech III Ryon Kershner, Accounting Specialist Angela Allen, Office Assistant Harmony Economou, Finance Director Christine Morris and CH2M Project Manager Jade Mecham.

**Consideration of the minutes of the Regular Monthly Board Meeting of Wednesday, June 13, 2018.**

David Campos moved to approve the minutes, as presented, for the Wednesday, June 13th, 2018 Roseburg Urban Sanitary Authority Regular Monthly Meeting.

Kelsey Wood seconded the motion.

The motion passed unanimously.

**General Managers Report**

**Back Nine Sanitary Sewer Extension Phase I**

The contractor has almost completed the pump station site work. The pump station will be tested on July 23<sup>rd</sup> using one of our generators and water tanks until power and water are at the site. Staff and the Back Nine Development Group are working on a development agreement to finalize the outstanding issues so that the subdivision plat can be finalized.

**NW Black Avenue Sanitary Sewer Replacement Project**

The contractor, Cradar Enterprises, has started work on the project. The sanitary sewer is under construction and is about 98% complete. The project has been CCTV'd and one repair was completed to date.

### Downtown Improvements Phase II

The Contractor, Brown Construction, has completed the sanitary sewer construction, only testing and abandonment of the old combination line are left.

### Garden Valley Blvd Sewer Replacement Project

The Pre-Construction meeting was held on June 26<sup>th</sup>. The Contractor, Cradar Enterprises, was given the notice to proceed on June 29<sup>th</sup>. The Contractor will began work on July 9<sup>th</sup> and is set to complete the project on or before August 7<sup>th</sup>. The construction will be completed during the day with all lanes of traffic open to vehicles by 3:00 pm each day.

RUSA staff will be replacing the building sewers east from the rail road tracks to Stephens Street. Collection Staff will be flexing their hours and will be working during the night to complete the work. Staff will start the construction July 22<sup>nd</sup> and complete the work July 27<sup>th</sup>. The CCTV Staff will continue working their daytime hours to be available for general daily needs.

RUSA will be hiring Roto-Rooter to burst the sewer laterals to Los Dos Amigos and Jack-in-the-Box so that can be fully functional in a timely manner.

### Winchester Pump Station Force Main Replacement Project

Douglas County has re-started the design work, and they are currently back in negotiations with the City for jurisdiction of the road after construction. i.e. Engineering has continued the design work on the force main so that we can stay on target when the County and City reach an agreement and the project work is approved to start again. The job is still scheduled to go out to bid in November 2018 and begin in May 2019.

### Loma Vista Pump Station Study

i.e. Engineering is working on the study. The project engineer will be providing RUSA a report on the possible relocation and upgrade of the Loma Vista Pump Station. There is a property owner interested in selling us a parcel for the pump station, Jim will be contacting them and advising i.e. Engineering on how to proceed.

### Natural Treatment Facility

The electric motor on the high-level pump has been repaired and installed. The final cost to repair the motor was \$20,437 after a \$500 instant rebate from the Oregon Energy Trust as part of the State of Oregon's Green Motor Initiative. The pump and motor are working well, and we have started watering the high levels at the NTS.

### Wastewater Treatment Plant Underground Fuel Tanks

First Strike has scheduled the removal of the underground fuel tanks at the WWTP. They will start the week of July 16<sup>th</sup>, the process will take about five working days as long as there is not any contaminated soil encountered. The insurance company will be on-site to watch the removal of the tanks and be pro-active if necessary.

### Engineering Department Pickup Truck Replacement

The 2011 Chevrolet 2500 extra cab pickup is scheduled for replacement. Staff included the replacement cost in the 2018 – 2019 adopted budget. As part of the National Joint Powers Alliance (NJPA) Contract we received a quote for \$33,332 (plus license and title fees) for a 2018 Ford F150 extra cab. We also requested a quotation from Butler Ford of Ashland, as they have consistently provided the lowest price for the last five vehicles we have purchased. The price from Butler Ford delivered to Roseburg was \$30,754.36 (plus license and title fees) for a \$2,577.64 savings. List price for this vehicle is \$43,500.

There was a brief discussion regarding the comparison of the vehicles, the Board wanted to make sure we are comparing the exact same options on each quote. Staff informed the Board that the options are decided upon, then presented for quotes, so they are the same options on each quote. The local dealers have not been competitive with these prices.

Staff recommended that the Board approve awarding the purchase of a new 2018 Ford F150 extra cab pickup to Butler Ford in the amount of \$30,754.36 plus license and title fees.

Rob Lieberman made a motion to approve awarding the purchase of a new 2018 Ford F150 extra cab pickup to Butler Ford in the amount of \$30,754.36 plus license and title fees.

David Campos seconded the motion.

The motion passed unanimously.

### Collection Department Service Truck Replacement

The 2011 Ford F450 service truck is scheduled for replacement. Staff included the replacement cost in the 2018 – 2019 adopted budget. As part of the National Joint Powers Alliance (NJPA) Contract we received a quote for \$35,193 (plus license and title fees) for a 2019 Ford F450 cab chassis truck. We requested a quotation from Butler Ford of Ashland, as they have consistently provided the lowest price for the last five vehicles we have purchased. The price from Butler Ford delivered to Roseburg was \$34,508.72 plus license and title fees for a \$684.28 savings. List price for this vehicle is \$41,455.00.

The crew is anticipating using the service body from the 2011 Ford on the 2019 Ford as long as it will fit. Bentley Welding thought that wouldn't be a problem and will be moving the service body from one truck to the other for us.

Staff recommended that the Board approve awarding the purchase of a new 2019 Ford F450 cab chassis truck to Butler Ford in the amount of \$34,508.72 plus license and title fees.

David Campos made a motion to approve awarding the purchase of a new 2019 Ford F450 cab chassis truck to Butler Ford in the amount of \$34,508.72 plus license and title fees.

Rob Lieberman seconded the motion.

The motion passed unanimously.

### Collection Department CCTV Van Replacement

The 2008 Mercedes-Benz Sprinter Van is scheduled for replacement. Staff included the replacement cost in the 2018 – 2019 adopted budget. As part of the National Joint Powers Alliance (NJPA) Contract we received a quote for \$51,850 (plus license and title fees) for a 2019 Mercedes-Benz Sprinter Van. We looked into purchasing a Ford Transit to lower the total cost of the new CCTV Van with the availability of a local service facility (the closest Mercedes-Benz service center is located in Portland, OR). We requested a quote from NJPA for a Ford Transit with a small power stroke diesel engine and received a price of \$41,507.61. We requested a quotation from Butler Ford of Ashland, as they have consistently provided the lowest price for the last five vehicles we have purchased. The price from Butler Ford delivered to Roseburg was \$36,650.32 (plus license and title fees) for a \$4,857.29 savings from the NJPA price and a \$15,199.68 savings from the Sprinter quote from NJPA.

There was a brief discussion regarding the diesel engines and their reliability. The Board requested that Steve talk with Dave Gregory at Southern Oregon Diesel for his opinion of the two engines and email the information to the Board.

Staff recommended that the Board approve awarding the purchase of a new 2019 Ford Transit Van to Butler Ford in the amount of \$36,650.32 plus license and title fees. We will provide a separate quotation for the CCTV equipment.

Kelsey Wood made a stipulated motion to approve awarding the purchase of a new 2019 Ford Transit Van to Butler Ford in the amount of \$36,650.32 (plus license and title fees) pending the favorable opinion of Dave at Southern Oregon Diesel.

The motion was seconded by Rob Lieberman.

The motion passed unanimously.

### Collection Department CCTV Equipment Replacement

The 2008 CCTV equipment is scheduled for replacement. Staff included the replacement cost in the 2018 – 2019 adopted budget. As part of the National Joint Powers Alliance (NJPA) Contract we received a quote from True North Equipment for a new Envirosight CCTV system to be installed in a new Ford Transit. The quotation was \$334,841.69 installed in a RUSA provided van.

There was a brief discussion regarding cost of the new equipment. All the components that go into the van have a high value, there is a build-out of the van to accommodate the equipment and workstation, as well as a small market for this type of equipment.

Staff recommended that the Board approve awarding the purchase of a new Envirosight CCTV system to True North Equipment in the amount of \$334,841.69.

Kelsey Wood made a motion to approve awarding the purchase of a new Envirosight CCTV system to True North Equipment in the amount of \$334,841.69.

David Campos seconded the motion.

The motion passed unanimously.

## **CH2M Report**

Jade Mecham, Project Manager, advised that the NTS is receiving effluent and running as expected. There are some irrigation repairs being made and things are flowing properly.

## **Annual Turnover Report**

The annual turnover report was presented to the Board. It appears that sending two letters has improved the monies received from customers prior to turnover to the County. The amount was the lowest in the last eight years.

## **Accounts Payable**

The Board reviewed the Accounts Payable Report and Addendum for the July 11<sup>th</sup>, 2018 Accounts Payable. There was a short discussion regarding some line items.

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

## **Other Business**

Linda Daly submitted a letter regarding her vacant properties and requested that we make an exception to the vacancy credit policy for her due to her health condition. Christine presented a memo that she had sent to Jim detailing the history regarding Linda Daly's properties and other concessions that were made in the past. The Board was presented with an accommodation for 14 months of vacancy credit, staff would waive all late fees and contact the City for water reports if Linda paid the standby fees for the last 14 months.

The Board discussed the vacancy credit process and the Board was in agreement that they didn't want to put an additional burden on staff to acquire the water reports. The Board took into consideration the payment history on Linda's accounts and her past requests for an accommodation.

Kelsey Wood made a motion to write a letter to Linda Daly letting her know that if she pays the current outstanding standby fees as well as the next month's standby fee and provides water reports for the property that they will allow an accommodation for Staff to issue 14 months of vacancy credit and waive the late fees for that time. David Campos seconded the motion. Three of four Board Members approved the motion.

The NTS was recognized by the DEQ in an article published in Elsevier for its innovative process to improve effluent and the effect it has on water quality.

There being no further business to come before the Board, the meeting was adjourned at 5:03 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Angela Allen".

Angela Allen  
Accounting Specialist