



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

June 9th, 2021
RUSA Board Room
4:00 p.m.

NOTICE

The June 9th Board meeting will be held at RUSA's Administrative office. Public in-person attendance is not allowed by the Governor's restrictions. The Board Meeting will be broadcast by Zoom® Meeting. Public attendance via Zoom® will be arranged by contacting the Administrative Office at 541.672.1551. The link to the meeting will be posted on Roseburg Urban Sanitary Authority's web site, rusa-or.org

AGENDA REGULAR MONTHLY BOARD MEETING

Board of Directors

John Dunn, Chair
David Campos

Kelsey Wood

Rob Lieberman, Vice Chair
Jerry Griese

1. **Call to Order – John Dunn, Board Chair**
2. **Roll Call**
3. **Consider Minutes**
 - a. May 5th, 2021, Budget Committee Meeting
 - b. May 12th, 2021, Board Meeting
4. **Public Hearing**
 - a. Public hearing to discuss the Roseburg Urban Sanitary Authority proposed Budget for the Fiscal Year 2021-2022 as approved by the Budget Committee on May 5th, 2021.
5. **Resolution No. 21-03 Adopting the 2021-2022 Budget and Making Appropriations**
6. **General Managers' Report**
 - a. Hooker Road Rehabilitation Project
 - b. Douglas Avenue Project, City of Roseburg
 - c. American Rescue Plan Act project list
7. **Executive Session, Vacation of Right-of-Way, and property transaction**
8. **New Development**
9. **Staff Report**
10. **Jacobs Plant Operations Report**
11. **Accounts Payable**
12. **Other Business**

AMERICANS WITH DISABILITIES ACT NOTICE

Please contact the Authority's Finance Department, 1297 NE Grandview Dr., Roseburg, OR 97470 or by Phone 541-672-1551 at least 48 hours prior to the scheduled meeting time if you need an accommodation.



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BUDGET COMMITTEE MEETING
ROSEBURG URBAN SANITARY AUTHORITY

The Budget Committee Meeting was called to order at 11:30 a.m. on May 5, 2021. Due to Oregon Executive Order No. 20-12, the May 5th Budget Committee Meeting was conducted by electronic communication with limited in person attendees. The Meeting was broadcast by Zoom® Meeting.

ROLL CALL

Budget Committee Members:

Present: John Dunn, Rob Lieberman, Jerry Griese, Kelsey Wood, David Campos, Marc Chirrick, Robin VanWinkle, Mike Baker, Mike Jackson and Ron Thames

Absent:

Others present: General Manager Jim Baird, Finance Director Christine Morris, Office Assistant Harmony Williams, Collection System Superintendent Steve Lusch, Engineering Technician III Ryon Kershner and Jacobs Project Manager Jade Mecham.

Budget Officers are as follows:

- **Budget Officer:** Jim Baird, General Manager, Roseburg Urban Sanitary Authority.
- **Budget Committee Chair:** John Dunn nominated Mike Baker as the Budget Committee Chair. Marc Chirrick seconded the motion. The motion passed unanimously.
- **Budget Committee Secretary:** John Dunn nominated Kelsey Wood as the Budget Committee Secretary. Mike Jackson seconded the motion. The motion passed unanimously.

The Budget Message for the fiscal year 2021-2022 was presented by the Budget Officer, General Manager Jim Baird. There was discussion regarding the contents of the Budget Message and if everyone had had an opportunity to review the message. Budget Committee members stated they had reviewed the message sufficiently.

The Budget Chair directed the Committee to review all the below listed General and Other Funds:

General Fund has 4 departments:

- Administration and Engineering
- Treatment
- Collection
- Finance

Other Funds:

- Fund #2 Diamond Lake LID Fund
- Fund #3 Collection System Expansion Fund
- Fund #4 Infrastructure Replacement Reserve Fund
- Fund #6 Treatment Plan Expansion Fund
- Fund #7 Asset Acquisition and Replacement Fund
- Fund #10 Plant Equipment Replacement Fund
- Fund #11 Administration Building Fund

Discussion was held by Budget Committee members on the four General Fund Departments as well as the seven Other Funds. In addition, there was a brief discussion of long-term systems replacement, and that current funding is inadequate to keep up with anticipated future needs. No rate increase is proposed for the 2021-2022 Budget as submitted but will need to be a discussion based on the expected future needs of the current system.

At this time, the Budget Committee considered the budget in its entirety, and the public was invited to comment. The Budget Committee discussed the possible benefits of extending the vehicle replacement schedule. The Committee also discussed the cost for staff to continue their education and maintain certifications, as well as the travel expenses associated with this continued education.

No public comment was made.

Ron Thames made a motion to recommend the RUSA Board of Directors approve the 2021-2022 Budget, as presented.

Rob Lieberman seconded the motion.

There being no further business to come before the Budget Committee, the meeting adjourned at 12:47 p.m.

Respectfully submitted,



Kelsey Wood
Budget Committee Secretary



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**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 May 12, 2021 at 1297 NE Grandview. The Board Meeting was also broadcast by Zoom® Meeting.

ROLL CALL

Directors

Present: Board Chair John Dunn, Kelsey Wood and David Campos

Absent: Rob Lieberman and Jerry Griese

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

Consideration of the April 14, 2021 Regular Monthly Board Meeting Minutes.

Kelsey Wood moved to approve the minutes for the April 14, 2021 Roseburg Urban Sanitary Authority Regular Monthly Board Meeting.

David Campos seconded the motion.

The motion passed unanimously.

Amendment No. 16 to Agreement for Wastewater Facilities Operations

Staff presented Amendment No. 16 to the Agreement for Wastewater Facilities Operations, Maintenance and Management Services for the Roseburg Urban Sanitary Authority.

David Campos moved to approve Amendment No. 16 to Agreement for Wastewater Facilities Operations.

Kelsey Wood seconded the motion.

The motion passed unanimously.

General Managers Report

Hooker Road Rehabilitation Project

The project notice of award and notice to proceed will be given to Cradar Enterprises Inc. June 14, 2021. A Preconstruction meet will be held shortly after the notices.

Douglas Avenue Project

Century West Engineering has completed the 100% plans and specifications for the project. The City has submitted the Douglas Avenue project as part of a list of projects for consideration in the American Rescue Plan Act for funding.

American Rescue Plan Act

Representative Gary Leif has submitted a list from agencies in his district that could be funded by the American Rescue Plan Act (ARPA). The Federal Stimulus Package identified \$2.3 billion in funds that will be coming to Oregon for capital construction projects.

The direct funding to cities and county has been allocated to Oregon cities and counties, this funding is not part of the legislatively allocated portion of the ARPA that Representative Leif requested on RUSA's behalf.

Special Districts Association of Oregon has led an email campaign to Governor Brown, Senate President Peter Courtney, and Speaker of the House Tina Kotek to include special districts in consideration for ARPA funding. I participated in this effort by sending a letter to the Governor and the leaders of the Senate and House.

Jacobs Plant Operations Report

Jade Mecham reported the treatment facility averaged 96% BOD removal and 97% Total Suspended Solids removal during April. The total Effluent flow was 91.648 million gallons.

Accounts Payable

The Board reviewed the Accounts Payable Report and Addendum for the May, 2021 Accounts Payable.

The motion to approve Accounts Payable Report and Addendum as presented passed unanimously.

Other Business

None.

Respectfully submitted,



Harmony Williams
Office Assistant

RESOLUTION 21-03

**A RESOLUTION ADOPTING THE 2021-2022
BUDGET AND MAKING APPROPRIATIONS**

- 1** **BE IT RESOLVED** that the **ROSEBURG URBAN SANITARY AUTHORITY** adopts the Budget approved by the Budget Committee for Fiscal Year 2021-2022 now on file in the office of the Authority's Manager.
- 2** **BE IT RESOLVED** that the amount for the Fiscal Year beginning July 1, 2021, and for the purposes shown below are hereby appropriated as follows:

GENERAL FUND 01

Administration & Engineering	1,315,000
Treatment	2,310,000
Collection	1,439,700
Finance	522,750
Contingency	550,000
Transfers To Other Funds	1,555,400
Unappropriated Ending Fund Balance*	3,966,750
TOTAL:	11,659,600

**DIAMOND LAKE LID
FUND 02**

Transfers to Other Funds	25,000
Unappropriated Ending Fund Balance*	0
TOTAL:	25,000

**COLLECTION SYSTEM EXPANSION
FUND 03**

Capital Outlay	512,477
Unappropriated Ending Fund Balance*	0
TOTAL:	512,477

**INFRASTRUCTURE REPLACEMENT
RESERVE FUND 04**

Capital Outlay	2,500,000
Unappropriated Ending Fund Balance*	0
TOTAL:	2,500,000

**TREATMENT PLANT
EXPANSION FUND 06**

Capital Outlay	382,266
Unappropriated Ending Fund Balance*	0
TOTAL:	382,266

**ASSET ACQUISITION AND
REPLACEMENT FUND 07**

Transfer to Other Funds	0
Unappropriated Ending Fund Balance*	2,788,200
TOTAL:	2,788,200

**PLANT EQUIPMENT REPLACEMENT
FUND 10**

Capital Outlay	1,400,000
Unappropriated Ending Fund Balance*	0
TOTAL:	1,400,000

**ADMINISTRATION BUILDING FUND
FUND 11**

Capital Outlay	0
Transfers to Other Funds	35,000
Unappropriated Ending Fund Balance*	0
TOTAL:	35,000

**Amounts Not Appropriated*

3 **BE IT RESOLVED** that the **ROSEBURG URBAN SANITARY AUTHORITY** certifies to the Douglas County Clerk this Resolution, and shall file a copy of the Budget as finally adopted.

ADOPTED and appropriated by the **ROSEBURG URBAN SANITARY AUTHORITY** at the Regular Monthly Board Meeting, June 9, 2021.

DATED: June 9, 2021

John W. Dunn
Chairman of the Board

James V. Baird
General Manager