



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 September 8, 2021. The Board Meeting held remotely and broadcast by Zoom® Meeting.

ROLL CALL

Directors

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

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

Board Meetings During Covid-19 Pandemic

The Board discussed the preference of some members to hold in-person meetings. Other members continue to prefer to attend remotely to protect staff members and avoid the spread of Covid-19. The Board suggested a monthly hybrid meeting. The intention is to allow members to attend in-person or remotely each month. This hybrid model will be phased out once the threat of Covid-19 has passed.

Rob Lieberman made a motion to begin monthly hybrid Board Meetings until the threat of Covid-19 has passed

David Campos seconded the motion.

The motion passed unanimously.

Vote By Roll Call

Chairman Dunn requested "Roll Call" for the motion to begin monthly hybrid Board Meetings

John Dunn Yes

Rob Lieberman Yes

Jerry Griese

Kelsey Wood Yes

David Campos Yes

The motion was passed with a 4/0 vote

Consideration of the August 23, 2021, Regular Monthly Board Meeting Minutes.

Rob Lieberman moved to approve the minutes for August 23, 2021, Roseburg Urban Sanitary Authority Regular Monthly Board Meeting.

Kelsey Wood seconded the motion.

The motion passed unanimously.

Vote By Roll Call

Chairman Dunn requested "Roll Call" for the motion to approve the minutes for August 23, 2021:

John Dunn Yes

Rob Lieberman Yes

Jerry Griese

Kelsey Wood Yes

David Campos Yes

The motion was passed with a 4/0 vote.

General Managers Report

Hooker Road Rehabilitation Project

The contractor continued with work on the project. The contractor installed approximately 586' of main line, 4 manholes and 853' of 4" laterals.

Cradar has submitted pay request #3 in the total amount of \$235,164.13 with \$11,758.21 withheld in retainage for a payment #3 in the amount of \$223,405.92.

Rob Lee, the Engineer of Record, has reviewed the data comprising the Application for Payment and recommends paying Pay Estimate #3 as submitted.

Staff has reviewed Pay Estimate #3, we concur with the Engineer and would recommend that the Board approve payment of Pay Estimate #3 in the amount of \$223,405.92.

David Campos moved to approve Pay Estimate #3 in the amount of \$223,405.92.

Rob Lieberman seconded the motion.

The motion passed unanimously.

Vote By Roll Call

Chairman Dunn requested "Roll Call" for the motion to approve Pay Estimate #3 in the amount of \$223,405.92:

John Dunn Yes

Rob Lieberman Yes

Jerry Griese

Kelsey Wood Yes

David Campos Yes

The motion was passed with a 4/0 vote.

Douglas Avenue Project

The City and RUSA have submitted the Douglas Avenue project as part of a list of projects for consideration in the American Rescue Plan Act for funding. The project currently has not been scheduled for bidding and subsequent construction at this time.

New Chemical Feed Building

Rogers Engineering is currently working on the specifications and plans for the chemical feed building.

New General Counsel

RUSA's current legal counsel, Jeff Pugh, will be retiring at the end of this year. I have been looking for an attorney to replace Jeff for several months. I have been looking for a person that has clients that are local governments or special districts. I was not able to find an attorney in the Roseburg area with experience in local government or special districts that would not have a conflict with their current clients.

Eileen G. Eakins has extensive experience with special districts. Eileen is currently working with Green Area Water and Sewer Authority but does not see any conflict with representing GAWSA and RUSA.

Staff recommended that RUSA sign an Engagement for Legal Services Agreement with Northwest Local Government Legal Advisors, and Eileen Eakins.

David Campos made a motion to sign an Engagement for Legal Services Agreement with Northwest Local Government Legal Advisors, and Eileen Eakins.

Kelsey Wood seconded the motion.

The motion passed unanimously.

Vote By Roll Call

Chairman Dunn requested "Roll Call" for the motion to sign an Engagement for Legal Services Agreement with Northwest Local Government Legal Advisors, and Eileen Eakins:

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

The motion was passed with a 4/0 vote.

COVID-19 Update

Staff informed the Board that we have had two employees that have tested positive for COVID-19 in addition to the one employee that tested positive last month. We currently have three employees that are in various stages of isolation following the Oregon Health Authority directives.

Jacobs Plant Operations Report

Jade Mecham reported the treatment facility averaged 98% CBOD removal and 97% Total Suspended Solids removal during August. The total Effluent flow was 84.33 million gallons all of which went to the NTS at Outfall 002.

Accounts Payable

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

Rob Lieberman moved to approve the Accounts Payable Report and Addendum as presented. Kelsey Wood seconded the motion. The motion passed unanimously.

Vote By Roll Call

Chairman Dunn requested "Roll Call" for the motion to approve the August 2021 Accounts Payable and Addendum as presented:

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

The motion was passed with a 4/0 vote.

Other Business

Staff presented a Longevity Pay and Extended Merit Pay document developed by staff with input from Kelsey Wood and Rob Lieberman during their task force meeting. Board members decided they would prefer a questionnaire type evaluation of current RUSA staff before moving ahead.

Respectfully submitted,



Harmony Williams
Office Assistant