



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 June 12, 2024. 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:

Others present: General Manager Jim Baird, Finance Director Christine Morris, Office Assistant II Harmony Williams, Engineering Technician III Ryon Kershner, Collections Superintendent Steve Lusch & Jacobs Operations Supervisor Randy Turner

Consideration of the May 1, 2024 Budget Committee Minutes & May 8, 2024 Board Meeting Minutes

Kelsey Wood moved to approve the minutes for the May 1, 2024 Roseburg Urban Sanitary Authority Budget Committee Meeting Minutes.
Tom Dole seconded the motion.
The motion passed unanimously.

Kelsey Wood moved to approve the minutes for the May 8, 2024 Roseburg Urban Sanitary Authority monthly Board Meeting.
David Campos seconded the motion.
The motion passed unanimously.

Public Hearing

Vice Chair Lieberman opened the public hearing for Resolutions No. 24-02, 24-03 and 24-04. The hearing was open to public comment. Hearing no comment, the public hearing was closed. At this time the Board Chair called for the return to the regular meeting.

Resolution No. 24-02; Adopting the 2024-2025 Budget & Making Appropriations

Staff presented the Board with Resolution No. 24-02; Adopting the 2024-2025 Budget & Making Appropriations.

Kelsey Wood moved to Approve Resolution No. 24-02; Adopting the 2024-2025 Budget & Making Appropriations.

David Campos seconded the motion.

The motion passed unanimously.

Resolution No. 24-03; Amending Resolution 23-02 Regarding System Development Charge

Staff presented the Board with Resolution No. 24-03; Amending Resolution 23-02 Regarding System Development Charge.

David Campos moved to Approve Resolution No. 24-03; Amending Resolution 23-02 Regarding System Development Charge.

Kelsey Wood seconded the motion.

The motion passed unanimously.

Resolution No. 24-04; Modifying Sanitary Sewer Rates

Staff presented the Board with Resolution No. 24-04; Modifying Sanitary Sewer Rates.

Tom Dole moved to Approve Resolution No. 24-04; Modifying Sanitary Sewer Rates.

Kelsey Wood seconded the motion.

The motion passed unanimously.

Roseburg Urban Sanitary Authority Local Contract Review Board

Vice Chair Lieberman called to order the Roseburg Urban Sanitary Authority Local Contract Review Board. RUSA received three bids for the Deer Creek Siphon Improvement Project with the apparent low bidder being Black Pearl Paving & Excavation in the amount of \$189,583.

The project engineering firm, Dyer Partnership Engineers and Planners Inc, and staff have reviewed the bids and found no irregularities.

Staff recommended that the Board issue the notice of intent to award the Deer Creek Siphon Improvement Project to Black Pearl Paving & Excavation in the amount of \$189,583.

Kelsey Wood made a motion for the intent to award the Deer Creek Siphon Improvement Project to Black Pearl Paving & Excavation in the amount of \$189,583.

David Campos seconded the motion.

The motion passed unanimously.

At this time Vice Chair Lieberman reconvened the regular Board Meeting.

General Managers Report

North Deer Creek Trunk Rehabilitation Project

The contractor, Titan Utilities, has submitted Application for Payment, Pay Estimate #7. The punch list items have been completed. The Contractor has requested the release of retainage in the amount of \$125,676.

The project engineer, Rylee Archuleta Leeway Engineering, and staff have reviewed the work and application for payment and would recommend the Board approve the release of retainage.

We would recommend that the Board approve Pay estimate #7, release of retainage, in the amount of \$125,676.

Kelsey Wood moved to approve Pay Estimate #7 in the amount of \$125,676.

Tom Dole seconded the motion.

The motion passes unanimously.

RUSA Office and Garage Reroofing Project

The contractor, Roseburg Roofing and Supply Company, submitted Application for Payment, Pay Estimate #1. The application is in the amount of \$148,200 which is 71.5% of the lump sum contract amount of \$207,110. The requested pay estimate is \$140,790 which is \$148,200 for the work completed this period less \$7,410 in retainage.

The project Architect and staff have reviewed the application and agree that the amount of work completed exceed the requested amount.

We would recommend that the Board approve payment of Pay Estimate #1 in the amount of \$140,790.

Tom Dole moved to approve Pay Estimate #1 in the amount of \$140,790.

Kelsey Wood seconded the motion.

The motion passed unanimously.

Umpqua Street Sewer Replacement

The contractor is producing submittals for review and approval. Work is scheduled to start July 15th.

Energy Service Company

RUSA has been noticed that the application for loan to the Department of Environmental Quality's Clean Water State Revolving Fund has been scored and has been included in the proposed Intended Use Plan 2025 Initial Edition. The plan will enter the public notice period for public comment. The comment period ended June 7th. The Agency will finalize the plan by June 14th.

We are waiting for notification from the Oregon Department of Energy on our applications for the Community Renewable Energy Grant Program.

Waste Thickening Project

The Waste Thickening Evaluation has been completed. The report recommends replacing the existing gravity belt thickeners with similar updated equipment. The estimated project cost is approximately 6 million. Staff and Jacobs personnel have made repairs to the gravity belt thickeners to extend the use of the existing equipment for approximately 5 to 6 years. We will program this improvement into the Capital Improvement Plan.

Bisulfite SCADA System

The contractor, Sims Electric, is working on submittals for approval. The SCADA panel has been approved for construction and has been ordered from Con-Vey.

Jacobs Plant Operations Report

Randy Turner advised that the treatment facility averaged 96% BOD removal and 96% Total Suspended Solids removal during May. The total Effluent flow was 112.91 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 June 2024 Accounts Payable and addressed questions.

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

Kelsey Wood seconded the motion.

The motion passed unanimously.

Other Business

Christine Morris presented the Budget to Actual report as of March 31, 2024 and a draft letter to customers regarding the rate increase.

The meeting was adjourned at 5:15 p.m.

Attached Additional Items Presented

Accounts Payable Addendum
March 31, 2024 Budget to Actual Report
Draft Letter to Customers

Respectfully submitted,



Harmony Williams
Office Assistant II

ADDENDUM TO JUNE 12, 2024 BOARD PACKET

Accounts Payable

Checks by Date - Detail by Check Date

User: christine
 Printed: 6/12/2024 3:16 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
52152	Cascade 24200	Cascade Electric Fix entryway lighting and install switch-Admin t	06/12/2024	545.97
Total for Check Number 52152:				545.97
52153	UB*00070	HAD PROPERTIES LLC Refund Check 008665-001, 0 NE KLAMATH A	06/12/2024	2.17
Total for Check Number 52153:				2.17
52154	WilsonA 23011-07	Wilson Architecture Design for new roof at RUSA Office Building ar	06/12/2024	995.14
Total for Check Number 52154:				995.14
Total for 6/12/2024:				1,543.28
Report Total (3 checks):				1,543.28

ROSEBURG URBAN SANITARY AUTHORITY
as of March 31, 2024

	Budget FYE 23-24	Current Year To Date	Prior Year To Date	(OVER) Under Budget	YTD Total as a Percent of Budget
<u>GENERAL FUND</u>					
EXPENDITURES					
Administration & Engineering					
Personal Services	943,820	664,653	560,261	279,167	70.42%
Materials & Services	508,600	346,856	302,769	161,744	68.20%
Capital Outlay	532,500	147,828	56,991	384,672	27.76%
Treatment					
Materials & Services	2,637,600	1,637,095	1,511,629	1,000,505	62.07%
Capital Outlay	650,000	6,754	7,222	643,246	1.04%
Collection					
Personal Services	922,460	577,217	550,242	345,243	62.57%
Materials & Services	192,700	73,551	79,113	119,149	38.17%
Capital Outlay	1,205,500	250,884	72,389	954,616	20.81%
Finance					
Personal Services	549,740	376,535	315,219	173,205	68.49%
Materials & Services	320,900	102,108	73,450	218,792	31.82%
Capital Outlay	48,000	8,222	7,226	39,778	17.13%
Transfers	2,628,000	0	0	2,628,000	0.00%
Contingency	550,000	0	0	550,000	0.00%
Unappropriated Ending Fund Balance	3,946,890	0	0	3,946,890	0.00%
Total Budget	15,636,710	4,191,705	3,536,513	11,445,005	26.81%

RESOURCES					
Sewer Service Fees	7,891,500	6,348,024	4,273,909	1,543,476	80.44%
Miscellaneous Income	1,256,610	87,103	114,429	1,169,507	6.93%
Penalties	145,000	94,147	90,336	50,853	64.93%
Transfer from Other Funds	0	0	0	0	0.00%
Interest Income	110,000	224,498	102,254	(114,498)	204.09%
	9,403,110	6,753,772	4,580,928	2,649,338	71.82%
Beginning Fund Balance	6,233,600				
Total Budget	15,636,710				

COLLECTION SYSTEM EXPANSION

EXPENDITURES					
Construction Projects	1,178,410	0	0	1,178,410	0.00%
Unappropriated Ending Fund Balance	0	0	0	0	0.00%
Total Budget	1,178,410	0	0	1,178,410	0.00%
RESOURCES					
Interest Income	36,410	56,822	33,107	(20,412)	156.06%
Miscellaneous Income	0	0	0	0	0.00%
System Development Charges	138,000	199,492	168,115	(61,492)	144.56%
	174,410	256,314	201,222	(81,904)	146.96%
Beginning Fund Balance	1,004,000				
Total Budget	1,178,410				

ROSEBURG URBAN SANITARY AUTHORITY
as of March 31, 2024

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INFRASTRUCTURE REPLACEMENT RESERVE FUND

EXPENDITURES

Construction Projects	3,000,000	2,583,552	109,438	416,448	86.12%
Unappropriated Ending Fund Balance	0	0	0	0	0.00%
Total Budget	3,000,000	2,583,552	109,438	416,448	86.12%

RESOURCES

Interest Income	40,000	64,933	27,193	(24,933)	162.33%
Transfers from Other Funds	128,000	0	0	128,000	0.00%
Sewer Service Fees	267,000	202,668	200,101	64,332	75.91%
	435,000	267,601	227,294	103,067	61.52%
Beginning Fund Balance	2,565,000				
Total Budget	3,000,000				

TREATMENT PLANT EXPANSION

EXPENDITURES

Construction Projects	741,700	0	0	741,700	0.00%
Biosolids Dewatering	0	0	0	0	0.00%
Unappropriated Ending Fund Balance	0	0	0	0	0.00%
Total Budget	741,700	0	0	741,700	0.00%

RESOURCES

Transfer from Asset Acq & Replace	0	0	0	0	0.00%
Interest Income	22,300	34,149	19,637	(11,849)	153.14%
System Development Charges	75,100	104,977	88,421	(29,877)	139.78%
	97,400	139,126	108,058	(41,726)	142.84%
Beginning Fund Balance	644,300				
Total Budget	741,700				

PLANT EQUIPMENT REPLACEMENT

EXPENDITURES

Misc Plant Equipment Projects	1,993,000	229,064	275,423	1,763,936	11.49%
Unappropriated Ending Fund Balance	0	0	0	0	0.00%
Total Budget	1,993,000	229,064	275,423	1,763,936	11.49%

RESOURCES

Transfer from Other Fund	300,000	0	0	300,000	0.00%
Grants	190,000	0	0		
Interest Income	29,000	50,587	34,406	(21,587)	174.44%
	519,000	50,587	34,406	278,413	9.75%
Beginning Fund Balance	1,474,000				
Total Budget	1,993,000				

ROSEBURG URBAN SANITARY AUTHORITY
as of March 31, 2024

	Budget FYE 23-24	Current Year To Date	Prior Year To Date	(OVER) Under Budget	YTD Total as a Percent of Budget
<u>ASSET ACQUISITION & REPLACEMENT FUND</u>					
EXPENDITURES					
Transfers to Other Funds	0	0	0	0	0.00%
Unappropriated Ending Fund Balance	6,578,500	0	0	6,578,500	0.00%
Total Budget	6,578,500	0	0	6,578,500	0.00%
RESOURCES					
Sewer Service Fees	1,066,200	810,665	800,394	255,535	76.03%
Interest Income	66,000	133,503	63,917	(67,503)	202.28%
Transfer From General Fund	2,200,000	0	0	2,200,000	0.00%
Beginning Fund Balance	3,332,200	944,168	864,312	2,388,032	28.33%
Total Budget	6,578,500				



Attention Sewer Service Customers: Rate Increase Effective July 1, 2024

Dear Valued Customer,

Effective July 1, 2024, the Roseburg Urban Sanitary Authority (RUSA) will be adjusting its sanitary sewer service rates. The new rate reflected on the August 1, 2024 billing will be **\$50 per month** per Equivalent Dwelling Unit (EDU) for residential service. For our non-residential service, your rate may be more than a \$10 increase based on the type of business. While the Board and staff have diligently worked to keep rates low, our current sustainable rate projection is \$80 per month. Although rate increases have historically been few and far between, this has not allowed RUSA to keep up with the needs of our aging infrastructure. Our customers can expect we will most likely have annual rate adjustments.

The reasons behind this decision include:

- **Infrastructure Maintenance and Upgrades:** Our aging sewer infrastructure requires ongoing maintenance and upgrades. These investments ensure that we continue to provide efficient and environmentally responsible services. Please refer to our website at www.rusa-or.org to review RUSA's Capital Improvement Plan.
- **Compliance with Regulations:** To meet state and federal regulations, we must invest in modernizing our facilities and systems. These improvements enhance water quality, protect public health, and will be required of us by regulation.
- **Inflation and Rising Costs:** Like any organization, we face inflationary pressures and increased operational costs. The rate adjustment allows us to cover these expenses while maintaining service quality.

For more information please see www.rusa-or.org. If you have any questions or concerns, please don't hesitate to contact us.

Roseburg Urban Sanitary Authority Board