



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 February 8, 2023. The Board Meeting was held in-person and remotely broadcast by Zoom® Meeting.

ROLL CALL

Directors

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

Absent: Rob Lieberman

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

Consideration of the January 11, 2023, Regular Monthly Board Meeting Minutes.

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

Public Hearing

Chair Dunn opened the public hearing for the second reading of Ordinance No. 2023-01. 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.

Ordinance No. 2023-01 – Second Reading

Ordinance No. 2023-01 was presented for second reading.

David Campos made a motion to adopt Ordinance No. 2023-01 as presented.
Jerry Griese seconded the motion.

Vote By Roll Call

Board Chair Dunn requested “Roll Call” for the motion to adopt Ordinance No. 2023-01:

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

The motion was passed with a 3/0 vote.

Resolution 23-01; A Resolution Modifying Sanitary Sewer Rates

Staff presented Resolution 23-01; A Resolution Modifying Sanitary Sewer Rates. At this time the Board discussed the process of setting rates by resolution moving forward. After the discussion Board Member Jerry Griese excused himself from the meeting. Due to no longer having a quorum Board Chair Dunn called for a stop to the meeting until a quorum could be met. Kelsey Wood arrived after a period of ten minutes. Chair Dunn resumed the meeting at this time.

David Campos made a motion to adopt Resolution No. 23-01 as presented. Kelsey Wood seconded the motion.

Vote By Roll Call

Board Chair Dunn requested “Roll Call” for the motion to adopt Resolution No. 23-01:

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

The motion was passed with a 3/0 vote.

2023-2024 Budget

Annually the Board must appoint a budget officer (as per. ORS 294.331). The budget officer shall prepare or supervise the preparation of the budget document. The budget officer shall act under the direction of the RUSA Board.

Historically the Board has appointed the general manager as the budget officer.

Staff recommended that the Board appoint Jim Baird, RUSA General Manager, as the budget officer for the 2023 - 2024 Budget preparation.

Kelsey Wood made a motion to appoint Jim Baird as the Budget Officer for the 2023-2024 Budget. David Campos seconded the motion.

Staff developed the draft 2023-2024 Budget Process calendar. The process is anticipated to begin February 8th and end on July 15th with the adoption of the Appropriation Resolution.

Staff asked the Board to review the budget calendar.

Staff recommended that the Board adopt the Budget Calendar if there are no changes.

Kelsey Wood made a motion to approve the 2023-2024 Budget Calendar as presented. David Campos seconded the motion.

General Managers Report

Bisulfite Building Project

The Contractor is continuing the work on the project. The Contractor has completed the roof and poured the concrete floor. The Contractor has submitted pay request #4 in the amount of \$33,727 with \$1,686 withheld in retainage for a pay request of \$32,041.

Tom Rogers, with Rogers Engineering, has reviewed pay request #4 and recommends payment of the pay request.

Staff agrees with the engineer's recommendation to pay H3 General Contractors pay request #4 in the amount of \$32,041.

Kelsey Wood made a motion to approve pay request #4 in the amount of \$32,041. David Campos seconded the motion.

Office Remodel

Tom Rogers of Rogers Engineering is working on plans for the office remodel to add an office space to the front office area. The engineer's schedule is to have 90% completed plans in February.

North Deer Creek Trunk Rehabilitation Project

Rob Lee, with Leeway Engineering Solutions, and his team are working on the plans and specifications for the project. The engineer's schedule completed 50% plans completed. RUSA staff are reviewing the plans.

Biogas Feasibility Study – WRF

Jacobs has started the work on the feasibility study. The preliminary schedule anticipates the final report in September 2023. We have been approved by the Oregon Energy Trust for matching grant funding for 50% of the study cost.

Jacobs Plant Operations Report

Randy Turner advised that the treatment facility averaged 90% BOD removal and 94% Total Suspended Solids removal during January. The total Effluent flow was 153.20 million gallons.

Accounts Payable

The Board reviewed the Accounts Payable Report and Addendum for the February 2023 Accounts Payable.

David Campos moved to approve the Accounts Payable Report and Addendum as presented. Kelsey Wood seconded the motion.

Vote By Roll Call

Board Chair Dunn requested "Roll Call" for the motion to approve the February 2023 Accounts Payable Report and Addendum as presented:

John Dunn Yes

Rob Lieberman

Jerry Griese

Kelsey Wood Yes

David Campos Yes

The motion was passed with a 3/0 vote.

Other Business

None.

Attached Additional Items Presented

Accounts Payable Addendum

Respectfully submitted,



Harmony Williams
Office Assistant

ADDENDUM TO FEBRUARY 8, 2023 BOARD PACKET

Accounts Payable

Checks by Date - Detail by Check Date

User: Angie
 Printed: 2/8/2023 2:04 PM



| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Check Amount |
|-------------------------------|---|--|-------------------------|--|
| 51281 | WP Jan 2023 | Avista Utilities Monthly natural gas services | 02/08/2023 | 465.09 |
| Total for Check Number 51281: | | | | 465.09 |
| 51282 | BIOMED 96281a 96281b | bio-MED Testing Services Inc Background check 5 FMCSA Clearing House | 02/08/2023 | 47.00 25.00 |
| Total for Check Number 51282: | | | | 72.00 |
| 51283 | WATER INV17601 | City of Roseburg Bulk water use & permit | 02/08/2023 | 57.99 |
| Total for Check Number 51283: | | | | 57.99 |
| 51284 | Feena 36608 | Feenaughty Machinery Co. Excavator annual maintenance | 02/08/2023 | 1,743.32 |
| Total for Check Number 51284: | | | | 1,743.32 |
| 51285 | LYOUNG 70300571086 | Lauren Young Tire 17 F150 Tires | 02/08/2023 | 1,383.84 |
| Total for Check Number 51285: | | | | 1,383.84 |
| 51286 | NEXNET 19006 | Nexcom, LLC Monthly digital telephone services | 02/08/2023 | 332.80 |
| Total for Check Number 51286: | | | | 332.80 |
| 51287 | Occu 19256 | OccuHealth DOT Physical | 02/08/2023 | 110.00 |
| Total for Check Number 51287: | | | | 110.00 |
| 51288 | PPL Feb 2023 411LM Feb 2023 425LM Feb 2023 Admin Feb 2023 Brbn Feb 2023 BrbnC Feb 2023 Gate Feb 2023 High Feb 2023 Keady Feb 2023 LV Feb 2023 NBank Feb 2023 NTS Feb 2023 SBank Feb 2023 Wilb1 Feb 2023 Wilb2 | Pacific Power Usage-411 LM-Storage Bldg Power Usage-425 Long Meadow Power Usage-Admin Bldg Power Usage-310 Bourbon St PS Contract-310 Bourbon St PS Power Usage-140 LM-NTS Gate Power Usage-Highland PS Contract Min&Usage-Keady Ct PS Power Usage-Loma Vista PS Power Usage-North Bank PS Contract/Power Usage-NTS PS Power Usage-South Bank PS Power Usage-Wilbur 1 PS Power Usage-Wilbur 2 PS | 02/08/2023 | 48.88 12.50 540.10 88.57 63.27 20.21 1,553.67 90.82 115.16 187.33 1,986.91 2,274.14 308.37 385.05 |

| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Check Amount |
|-------------------------------|---|--|-------------------------|-------------------------|
| | Feb 2023 WWTP | Power Usage-WWTP 1 | | 19,543.20 |
| | Feb 2023 WWTP2 | Power Usage-WWTP 2 | | 27.71 |
| Total for Check Number 51288: | | | | 27,245.89 |
| 51289 | RITZ 6433248 | Ritz Safety Gloves | 02/08/2023 | 426.83 |
| Total for Check Number 51289: | | | | 426.83 |
| 51290 | SERV-CTR 56030 | The Service Center Lock & lube | 02/08/2023 | 41.00 |
| Total for Check Number 51290: | | | | 41.00 |
| 51291 | SIERRASP 21794341 020423 | Sierra Springs Bottled water delivery | 02/08/2023 | 100.74 |
| Total for Check Number 51291: | | | | 100.74 |
| 51292 | UBWA Jan 2023 411LM Jan 2023 606LM Jan 2023 Brbn | Umpqua Basin Water Association Water - 411 Long Meadows Ln Water - 606 Long Meadows Ln Water - 310 Bourbon St | 02/08/2023 | 22.00 22.00 22.00 |
| Total for Check Number 51292: | | | | 66.00 |
| Total for 2/8/2023: | | | | 32,045.50 |
| Report Total (12 checks): | | | | 32,045.50 |