



**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 March 15, 2024. The Board Meeting was held in-person and remotely broadcast by Zoom® Meeting.

**ROLL CALL**

**Directors**

**Present:** Board Vice-Chair Rob Lieberman, Kelsey Wood, David Campos & Tom Dole

**Absent:** Board Chair John Dunn

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**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 Interim Project Manager Caleb Trammell

**Consideration of the March 15, 2024 Board Meeting Minutes**

David Campos moved to approve the minutes for the March 15, 2024 Roseburg Urban Sanitary Authority monthly Board Meeting.  
Kelsey Wood seconded the motion.  
The motion passed unanimously.

**2024-2025 Budget**

Staff continues to look for a Budget Committee member for the open position and prepare the Budget document.

**General Managers Report**

**North Deer Creek Trunk Rehabilitation Project**

The contractor, Titan Utilities, is working on completing the outstanding items on the punch list.

**RUSA Office and Garage Reroofing Project**

The contractor, Roseburg Roofing and Supply Company, has mobilized to the site. Work will commence as the weather allows.

### Umpqua Street Sewer Replacement

The contractor, Northcore USA, has received three copies of the contract document. Once RUSA has received the executed contracts, we will schedule a pre-construction meeting with the contractor.

### Energy Service Company

Ameresco and RUSA are submitting grant requests to Pacific Power (Blue Sky Grant) and the Oregon Department of Energy (Community Renewable Energy Grant).

### Waste Thickening Project

The engineering team is finalizing the waste thickening evaluation. The final document is scheduled to be completed soon.

### Bisulfite SCADA System

The contractor, Sims Electric, has received three copies of the contract document. Once RUSA has received the executed contracts, we will schedule a pre-construction meeting with the contractor.

## **Jacobs Plant Operations Report**

Caleb Trammell advised that the treatment facility averaged 91% BOD removal and 95% Total Suspended Solids removal during March. The total Effluent flow was 220.70 million gallons.

## **Accounts Payable**

The Board reviewed the Accounts Payable Report and Addendum for the April 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**

Staff presented Amendment No. 1 to the Amended and Restated Agreement for Wastewater Facilities Operations, Maintenance and Management Services and an Out of Scope Additional Services letter for 2024 Phosphorus Soil Sampling and Analysis. Both documents were to be signed at the close of the Board Meeting

The meeting was adjourned at 4:49 p.m.

**Attached Additional Items Presented**

Accounts Payable Addendum

Respectfully submitted,

A handwritten signature in blue ink that reads "Harmony Williams". The signature is written in a cursive, flowing style.

Harmony Williams  
Office Assistant II

# Addendum to April 10, 2024 Board packet

## Accounts Payable

### Checks by Date - Detail by Check Date

User: christine  
 Printed: 4/10/2024 2:56 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	ASIFLEX A000325824ccIJL	ASIFlex FSA Fees-March	04/10/2024	37.50
Total for this ACH Check for Vendor ASIFLEX:				37.50
52021	BIOMED 105347	bio-MED Testing Services Inc DER Training & New Hire MVR	04/10/2024	98.00
Total for Check Number 52021:				98.00
52022	BlI Pear 859 859	Black Pearl Paving & Excavation Additional work to fix 8" pressure main Emergency Repair 14 inch pressure sewer line	04/10/2024	6,797.76 25,800.00
Total for Check Number 52022:				32,597.76
52023	Chytka 162307	Chytka Pest Control LLC April Pest Control	04/10/2024	40.00
Total for Check Number 52023:				40.00
52024	C ROSE R18889	City of Roseburg WRF-Hydrant testing	04/10/2024	189.00
Total for Check Number 52024:				189.00
52025	WATER INV20794	City of Roseburg March Bulk Water-Permit & Usage	04/10/2024	81.77
Total for Check Number 52025:				81.77
52026	GENEQ 88138	General Equipment Company Vac Truck part-Coupler	04/10/2024	168.23
Total for Check Number 52026:				168.23
52027	Occu 26981	OccuHealth New Hire Vaccinations-J Brady	04/10/2024	215.00
Total for Check Number 52027:				215.00
52028	PPL March 24 NTS	Pacific Power Power usage - 411 LM	04/10/2024	3,880.06
Total for Check Number 52028:				3,880.06
52029	West. Sy 42056	Western Systems Flusher Maintenance-Camel	04/10/2024	3,030.67
Total for Check Number 52029:				3,030.67

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for 4/10/2024:	40,337.99
			Report Total (10 checks):	40,337.99