



**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 Chairman, John Dunn, called the regular monthly Board Meeting to order at 4:05 p.m. on July 14, 2017 at 1297 N.E. Grandview Drive.

**ROLL CALL**

**Directors**

**Present:** Chairman John Dunn, Vice-Chair Rob Lieberman, David Campos, Kelsey Wood and Jerry Griese

**Absent:**

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**Others present:** General Manager Jim Baird, Finance Director Christine Morris, Collection System Superintendent Steve Lusch, Administrative Assistant Ellen Montgomery.

**Swearing in of Re-Elected RUSA Board Members**

John Dunn – Position #1  
Rob Lieberman – Position #2  
David Campos – Position #5

**Consideration of the minutes of the Regular Monthly Board Meeting of Wednesday, June 14, 2017.**

Jerry Griese moved to approve the minutes, as presented, for the Wednesday, June 14<sup>th</sup>, 2017 Roseburg Urban Sanitary Authority Regular Monthly Meeting.  
David Campos seconded the motion.  
The motion passed unanimously.

**CH2M Operations Contract Extension**

Jim Baird presented the Board with information from Eisenhardt Group. This group provided information on timelines, output summaries, dollar cost estimates and two (2) alternative contract operation services. The two (2) pathways provided were:

1. Competitive RFP procurement for contract operation of the Roseburg facilities
2. Assessment of current operations and maintenance and service agreement contract for structuring and usage for a sole source contract negotiation with the current operator – CH2M OMI.

Also provided was the Assessment Alternative, which uses an on-site team of experienced wastewater utility managers and consultants to identify strengths; improvement area; improvement approaches which provides input for modifications to be negotiated with the current contract operations firm.

Timelines for the development:

Request For Proposal	10 months Estimated cost of \$200,000 to \$225,000
Assessment and Negotiations	4+ Months Estimated cost of \$75,000 to \$100,000

Another quote/estimate was received from Preston VanMeter, PE, Murray Smith.

- Task 1: Prepare RFP for WWTP Operations Services
- Task 2: Proposal Solicitation Process

The estimated budget from this company was estimated to be \$45,000 to \$60,000.

Jim stated to the Board there are only 2 companies that typically bid operating services for treatment plants throughout Oregon: CH2M and VEOLIA. Of the last 3 bids for treatment plant operators, CH2M was the successful bidder for all 3 bids.

## **General Managers Report**

### **Brown Avenue Area Improvement – Phase V**

The Preconstruction Meeting for this project was held, Thursday, June 29<sup>th</sup>, 2017. The project commenced on Monday, July 10<sup>th</sup>, 2017. The completion for Phase V of this project is on or before Thursday, October 12<sup>th</sup>, 2017.

### **Back Nine Sanitary Sewer Extension Project**

Alex Palm, i. e. Engineering, is now in the process of redesigning this project so that the sanitary sewer can be constructed with additional phases so the owners can develop the property as the industrial sites are sold.

### **Wastewater Treatment Plant Leak Insurance Claim**

Jim stated to the Board that staff has been working with CNA's Adjustor and RUSA's SDAO Claims Consultant, Mike Hackbart, to resolve this year-old insurance claim.

A counter offer was made to CNA, in the amount of \$160,000, for settlement of all claims resultant from the two (2) roof leaks at the WWTP. The adjustor has sent the offer to CNA and RUSA is currently awaiting a response to this offer.

## **CH2M Report**

Jim Baird went over the OMI Report for the Board. The OMI personnel were not in attendance at the Board Meeting due to discussions regarding the contract and potential RFP for the plant operations in the future.

#### **4:55 p.m. – Move to Executive Session**

The Executive Session was held for the purpose of the 6-month evaluation of the General Manager, Jim Baird, pursuant to ORS 192.660(2)(i).

All RUSA staff attending the Board Meeting were asked to leave.

#### **5:12 p.m. – Leave Executive Session**

#### **Return to Regular Monthly Board Meeting**

#### **Yearly Turnovers**

The Board was provided a spreadsheet showing the history of the turnovers from 2009 to 2016. RUSA staff mailed out letters in April and again in May for those who were four or more months delinquent on their sewer bill. Those who did not bring the accounts current to the May 1, 2017 bill were sent to the Douglas County Assessor, plus a penalty assessed by RUSA, which results with a lien on the property by RUSA for those unpaid bills.

#### **Accounts Payable**

The Board reviewed the Accounts Payable and Addendum for the July 12<sup>th</sup>, 2017 Accounts Payable.

Jerry Griese moved to approve the Accounts Payable and Addendum, as presented, to the Board.

Kelsey Wood seconded the motion.

The motion passed unanimously.

#### **Other Business**

#### **New Umpqua Health Building**

Umpqua Health is building new facility to house the physicians of Umpqua Health. This project is located just north of the Flury Supply Building

There being no further business to come before the Board, the meeting was adjourned at 5:26 p.m.

#### **5:27 p.m. – Re-Open the Regular Monthly Board Meeting**

#### **Employee Health Insurance**

Staff provided the Board with an e-mail from Conner Wright, Brown & Brown Northwest Insurance. Mr. Wright stated in the e-mail that with public entities under 50 employees, that CIS is more times than not the best long-term solution.

Additionally, Mr. Wright stated if the average age of the group is younger, it is more beneficial to participate in the small group marketplace; but, if the average age of the group is older, then it would be more beneficial to participate in a large pool for health insurance, i.e. CIS.

Kelsey Wood asked that RUSA check the rates for Regence and compare to the rates offered by CIS and provide those quote comparisons at the August 9<sup>th</sup>, 2017 Board Meeting.

There being no further business to come before the Board, the July Monthly Board Meeting was again adjourned at 5:37 p.m.

Respectfully submitted,



Ellen J. Montgomery  
Administrative Assistant