



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 4:00 p.m. on January 11, 2017 at 1297 N.E. Grandview Drive.

**ROLL CALL**

**Directors**

**Present:** Chairman John Dunn, David Campos and Jerry Griese

**Absent:** Vice Chairman Rob Lieberman and Kelsey Wood

---

**Others present:** General Manager Jim Baird, Finance Director Christine Morris, Collection System Superintendent Steve Lusch, Administrative Assistant Ellen Montgomery and CH2M Plant Project Manager Jade Mecham.

**1. Consideration of the minutes of the Regular Monthly Board Meeting of Wednesday, December 14, 2016.**

Jerry Griese moved to approve the minutes as presented for the December 14, 2016 Roseburg Urban Sanitary Authority Regular Monthly Meeting.

David Campos seconded the motion.

The motion passed unanimously.

**2. Resolution No. 17-01; Establishing the Address of the Registered Office of the Authority and the Designated Registered Agent.**

Jerry Griese moved to approve Resolution No. 17-01.

David Campos seconded the motion.

The motion passed unanimously.

## **GENERAL MANAGERS REPORT**

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

Jim Baird reported that CH2M continues to develop the plans and specifications for the project. The current schedule projects that the engineers will submit 90% plans for review on January 25, 2017. CH2M has scheduled a 90% workshop conference call for February 1, 2017. The owners have requested to be included in the review meeting along with their Engineer, Alex Palm of i.e. Engineering.

Jim Baird reported that he has been working with the Authority's Attorney, Jeff Pugh, on an agreement between Roseburg Urban Sanitary Authority and Back Nine LLC for the repayment of any costs in excess of the amount of the grants that RUSA has received for this project.

In addition, the agreement will provide easements and permits of entry to construct the new sewer system.

Lastly, the agreement will provide for the transfer of ownership of a parcel of land for the new pump station.

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

Jim Baird reported that the contractor, Cradar Enterprises, has completed the work associated with this project. The contractor has completed all of the punch list items and both RUSA and i.e. Engineering have given final approval of the work.

The City has approved all of the surface restoration and is scheduling a CCTV inspection of the storm sewers in the area.

The contractor has submitted Pay Request #6 in the amount of \$86,261.71. This represents a total completed this period of \$90,801.80, less the 5% retainage of \$4,540.09.

The total cost of the final project is \$812,684.88 and represents 109% of the original contract amount. The additional cost related to this project was the addition of approximately 230 feet of sewer main and two manholes.

Staff recommended that the Board approve the payment of Pay Estimate #6 to the contractor in the amount of \$86,261.71

Jerry Griese moved to approve payment to Cradar Enterprises in the amount of \$86,261.71.

David Campos seconded the motion.

The motion passed unanimously.

#### WWTP Flat Roof Replacement

The contractor, Umpqua Roofing has completed all of the work associated with this project. The Contractor has also submitted all of the required warranties.

The Contractor has not submitted the request for final payment and release of retainage. The insurance claim for damage caused to the plant equipment due to a water leak experienced during the project has not been settled with Umpqua Roofing's insurance company at this time. RUSA will not release the retainage to the Contractor until an equitable settlement can be reached with regard to the claim.

#### Roseburg Area Chamber of Commerce 63<sup>rd</sup> Annual Awards Banquet

Jim Baird reminded the Board that staff has secured a table at this event held at the Douglas County Fairgrounds beginning at 6:00 p.m. with dinner followed by the Awards presentation.

Please contact the staff to reserve your seat at the event.

#### **CH2M Operations Report**

Jade Mecham, CH2M Project Manager – Roseburg Operations, reported to the Board that plant operations ran well in December.

The treatment facility averaged 86% BOD removal and 92% TSS removal for the month with a permit restriction of no less than 85% removal required for each.

The total effluent flow was 221.72 million gallons with an electrical consumption of 260,000 kWh

Beginning on the 14<sup>th</sup> the plant experienced high flow peaking at 30 MGD. The majority of the pump station operated well during this event. There was a small Sanitary Sewer Overflow (SSO) at the Winchester pump station. Staff notified the DEQ as required of the incident.

Also, the high flows experienced in the collection system did overcome the Wilbur II pump station causing a total failure of the station. A bypass pump was installed within a few hours eliminating the SSO. The staff ordered replacement equipment and manned the location 24 hours a day for the eight days it took to complete the repairs. The DEQ was notified of the incident.

The pretreatment activities for the month included inspection and sampling of FCC Furniture. All of the permit requirements were met. Staff also inspected five establishments with grease interceptors with only Domino's Pizza on Harvard not passing the inspection. The manager was informed of the violation and notified of the corrective measures required. A follow up visit to the site has been scheduled.

### **Accounts Payable**

The Board reviewed the Accounts Payable and the Addendum to the January 11, 2017 Board Packet for the Accounts Payable.

David Campos moved to approve the accounts payable as presented.  
Jerry Griesse seconded the motion.  
The motion passed unanimously.

### **Other Business**

Staff has two items that were encountered too late to have on the Board Meeting Agenda.

#### **New designated bank signers**

Our bank, Banner Bank, requires that the Board approve a motion approving a new list of signers for Roseburg Urban Sanitary Authority accounts.

Staff would request that the Board consider a motion to establish the approved signers for Roseburg Urban Sanitary Authority bank accounts to be John Dunn, Rob Lieberman and James V. Baird

Jerry Griesse moved to approve the list of approved signers for Roseburg Urban Sanitary Authority's Bank accounts as John Dunn, Rob Lieberman and James V. Baird.

David Campos seconded the motion.

The motion passed unanimously.

#### New Credit Card Vendor

Roseburg Urban Sanitary Authority currently uses Umpqua Bank as our credit card vendor. RUSA's accounting department has recommended that we change our credit card vendor to Banner Bank as all of our other accounts are with them.

Staff would recommend that the Board consider a motion to approve establishing a credit card account with Banner Bank. We would also request that the Board set a \$50,000 credit limit for the credit card account.

David Campos moved that Roseburg Urban Sanitary Authority establish a credit card account with Banner Bank with a \$50,000 credit limit.

Jerry Griesse seconded the motion.

The motion passed unanimously.

#### General Managers Contract

John Dunn stated that the draft contract for the General Manager has not been reviewed by the entire Board. It is his wish that the discussion of the contract be tabled until the next regular board meeting.

John requested that the Board consider a motion to raise James V. Baird's salary to Step 1 of the General Manager's salary range and to retroactively apply it as of January 1, 2017.

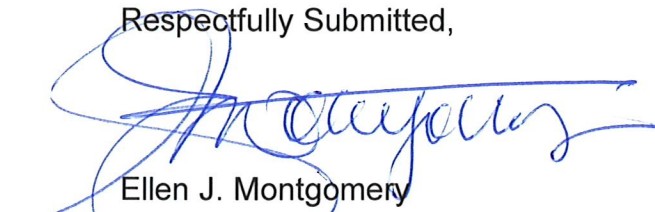
Jerry Griesse made a motion to raise James V. Baird, General Manager, to Step 1 of the General Manager's salary range and apply the new salary retroactively to start January 1, 2017.

David Campos seconded the motion.

The motion passed unanimously.

There being no further business to come before the Board, the meeting was adjourned at 4:45 p.m.

Respectfully Submitted,



Ellen J. Montgomery  
Administrative Assistant