



**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 August 10, 2022. The Board Meeting was held in-person and remotely broadcast by Zoom® Meeting.

**ROLL CALL**

**Directors**

**Present:** Board Chair John Dunn, Rob Lieberman, Jerry Griese and David Campos

**Absent:** Kelsey Wood

---

**Others present:** General Manager Jim Baird, Finance Director Christine Morris, Office Assistant Harmony Williams, Engineering Tech III Ryon Kershner, Collections Superintendent Steve Lusch and Lead Operator Vanessa Jordan.

**Consideration of the July 13, 2022, Regular Monthly Board Meeting Minutes.**

Jerry Griese moved to approve the minutes for the July 13, 2022 Roseburg Urban Sanitary Authority monthly Board Meeting.

David Campos seconded the motion.

The motion passed unanimously.

**RUSA Treatment Plant Site Modifications – Storm Drainage Improvements**

At this time Chair Dunn called to order the Roseburg Urban Sanitary Authority Local Contract Review Board. The Board reviewed the Engineers recommendation that Cradar Enterprises be awarded the project in the amount of \$35,212.00. The bid is approximately \$10,000 above the Engineers estimate however due to inflation and staffing the Engineers believe the price will not come down if rebid.

Chair Dunn reconvened the RUSA regular Board Meeting.

Jerry Griese moved to approve contract with Cradar Enterprises in the amount of \$35,212.00.

Rob Lieberman seconded the motion.

The motion passed unanimously.

## **General Managers Report**

### **Hooker Road Rehabilitation Project**

The Contractor has completed all work on the project. The contractor has submitted pay request #9 -final in the amount of \$4,750 with \$237.50 withheld in retainage for a pay request of \$4,512.50. The project Engineer and Staff reviewed pay request #9 and recommend that the Board approve payment of pay request #9 in the amount of \$4,512.50

David Campos moved to approve Pay Estimate #9 in the amount of \$4,512.50.

Jerry Griese seconded the motion.

The motion passed unanimously.

The Contractor has requested the release of retainage as the work outlined in the project document has been completed along with all the punch list items. The project Engineer and Staff have reviewed the release of retainage request and would recommend that the Board approve the release of retainage less the liquidated damages in the amount of \$81,643.64.

Staff has reviewed the requested release of retainage and we concur with the Engineer and would recommend that the Board approve the release of retainage in the amount of \$81,643.64.

Rob Lieberman moved to approve the requested release of retainage in the amount of \$81,643.64. David Campos seconded the motion.

The motion passed unanimously.

### **New Chemical Feed Building**

The plans and specifications have been completed. The Oregon Department of Environmental Quality has approved the plans. The City of Roseburg has approved the construction application. Staff will be advertising the project Statewide, as required by the Oregon Statue, with a closing date of September 1<sup>st</sup>, 2022. Staff will be reporting the bid results at the September Board meeting.

### **Storm Drain Isolation Project WRF**

Staff solicited bids from four local contractors for this project and received only one response to the request for bids. Cradar Enterprises was the only bidder with a bid of \$35,212. The engineer's estimate was \$26,841. The bid from Cradar is \$8,371 more than the engineer's estimate, with the limited availability of contractors with time open to complete the project and extreme increase in material cost staff and the project Engineer feels that this is a competitive bid.

### **Chadwick Street Sewer Rehabilitation**

Staff solicited bids from four contractors and received two bids. The low bidder was Black Pearl Paving and Excavation in the amount of \$142,010. The engineer's estimate was \$82,650. This project was bid under ORS statutes to obtain quotes for an intermediate procurement of under \$100,000. The two bids received exceeded the \$100,000 intermediate procurement value and cannot be awarded. The project engineer and staff feel that we must reject all bids and rebid the project in the future as a state-wide request for proposals.

### Atlanta Street Rehabilitation

i.e. Engineering has started the design of the project. At this time, we feel that the Atlanta Project and the Chadwick project should be combined into one project and a request for proposals advertised in the spring of 2023.

### Jacobs Out of Scope for the Farm Operation plan, Monitoring and Annual Report for the NTS

At the staff's request, Jacobs has provided an out-of-scope agreement for the Farm Operation Plan and the annual monitoring report. Jacobs offered that the fee for the Farm Operation Plan and Monitoring Report will cost \$40,000. They have also provided a cost to monitor and advise plant staff on the Anammox system along with any site visits to the NTS that may be required during the fiscal year. The cost for this additional work is \$29,000. This is a "not to exceed" agreement that will be invoiced at cost plus 15%. Staff recommends that the Board approve this Out-of-Scope Agreement.

Rob Lieberman moved to approve the Out-of-Scope not to exceed \$69,000 Agreement with Jacobs. David Campos seconded the motion.  
The motion passed unanimously.

### TerraFirma Land Lease Proposal

TerraFirma has requested that the Board entertain leasing the unused property east of the Administrative Office and Vehicle garage. This area has been filled and graded as part of an agreement staff worked out with TerraFirma. RUSA does not have any plans in the near term to utilize this area. The midterm plan is to investigate installing a solar array in that location. The proposed agreement calls for TerraFirma to install a fence to secure the Administrative Office and Vehicle garage and place road fabric with rock over the entire leased area. The lease agreement provided by TerraFirma provided for a 90-termination clause by either party. If the Board is interested in moving forward, I would recommend that we have RUSA's attorney provide a lease agreement contract.

Jerry Griese made a motion to enter lease negotiations with TerraFirma.  
John Dunn seconded the motion.  
The motion passed unanimously.

### **Jacobs Plant Operations Report**

Vanessa Jordan advised that the treatment facility averaged 96% BOD removal and 96% Total Suspended Solids removal during July. The total Effluent flow was 93.14 million gallons. The Natural Treatment System was used for flow from the plant for the entire month.

### **Accounts Payable**

The Board reviewed the Accounts Payable Report and Addendum for the August 2022 Accounts Payable.

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

Vote By Roll Call

Board Chair Dunn requested "Roll Call" for the motion to approve the August 2022 Accounts Payable Report and Addendum as presented:

John Dunn            Yes

Rob Lieberman      Yes

Jerry Griese        Yes

Kelsey Wood

David Campos      Yes

The motion was passed with a 4/0 vote.

Other Business

None.

Attached Additional Items Presented

Accounts Payable Addendum

Respectfully submitted,



Harmony Williams  
Office Assistant

# ADDENDUM TO AUGUST 10, 2022 BOARD PACKET

## Accounts Payable

### Checks by Date - Detail by Check Date

User: christine  
 Printed: 8/9/2022 4:48 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
51016	CDW BV45257 BV70889a BV70889b	CDW Government LLC Synology Network Attached Storage FYE23-Veeam Backup Software-5 Workstations FYE 24 & 25-Prepaid Veeam Backup Software	08/10/2022	2,728.53 726.54 1,453.08
			Total for Check Number 51016:	4,908.15
51017	WATER INV16191	City of Roseburg Bulk water usage & permit for July	08/10/2022	84.85
			Total for Check Number 51017:	84.85
51018	IE-ENG 59872 59874 59876 59878	i.e. Engineering, Inc. Engineering for Chadwick Sewer-Direct Expens Engineering for Chadwick-Construction Mgmt Construction Admin-WRF Project Atlanta St Eng-Civil construction & Proj Mgmt	08/10/2022	60.00 437.50 265.00 4,922.50
			Total for Check Number 51018:	5,685.00
51019	NEXNET 17431	Nexcom, LLC Digital phone service for Admin office	08/10/2022	332.80
			Total for Check Number 51019:	332.80
51020	Occu 16090	OccuHealth Vaccination for crew member	08/10/2022	75.00
			Total for Check Number 51020:	75.00
51021	REFUND 35002625	Richard Knolin Refund overpayment-owner change	08/10/2022	70.00
			Total for Check Number 51021:	70.00
			Total for 8/10/2022:	11,155.80
			Report Total (6 checks):	11,155.80