



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 October 11, 2023. The Board Meeting was held in-person and remotely broadcast by Zoom® Meeting.

ROLL CALL

Directors

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

Absent: Board Chair John Dunn & Kelsey Wood

Others present: General Manager Jim Baird, Finance Director Christine Morris, Accounting Specialist Angie Allen, Collections Superintendent Steve Lusch, Engineering Technician III Ryon Kershner, Jacobs Operations Supervisor Randy Turner

Consideration of the September 8, 2023 Board Meeting Minutes

David Campos moved to approve the minutes for the September 8, 2023 Roseburg Urban Sanitary Authority monthly Board Meeting.
Tom Dole seconded the motion.
The motion passed unanimously.

Emergency Preparedness Plan

At the recommendation of Special Districts Insurance Services, the Emergency Preparedness Plan was reviewed and updated as necessary by RUSA personnel for the Administrative Offices and Jacobs personnel for the Water Reclamation Facility (WRF).

Future additions to the plan will include a communications plan if power and cell towers are down leaving us without telecommunications.

General Managers Report

Office Remodel

The contractor has completed the remodeling work and punch list items. Christine is moving into the new office space.

North Deer Creek Trunk Rehabilitation Project

The contractor has started the work included in the contract. The contractor has installed eleven (11) cleanouts and lined the building sewer from the new cleanout to the sewer trunk line.

The contractor has submitted pay request #1 in the amount of \$59,350 with \$2,967.50 in retainage for payment #1 in the amount of \$56,382.50.

The project engineer, Rylee Archuleta, Leeway Engineering Solutions, and the RUSA staff have reviewed pay request #1 and would recommend that the Board approve pay request #1 in the amount of \$56,382.50.

David Campos made a motion to approve Pay Request #1 in the amount of \$56,382.50.

Tom Dole seconded the motion.

The motion passed unanimously.

Biogas Feasibility Study – WRF:

The Biogas Feasibility Study has been completed. I will be submitting the study to the Energy Trust of Oregon to finalize the matching grant requirements.

Administrative Offices Reroofing Project

The pre-construction meeting was held on October 10, 2023. The contractor, Roseburg Roofing, will be doing some minor repair work to the existing roof over the main administration building to prevent leaks while waiting for extended dry weather to complete the reroof over that portion of the building. Due to the change in weather, the contractor will work on the garage and shop building roofs during dry periods since those portions will be easier to complete in shorter time windows.

Chadwick St and Atlanta St Sewer Replacement

The contractor, Cradar Enterprises, Inc., has completed the work included in the contract and completed all the punch list items. The contractor has submitted pay estimate #3 in the amount of \$1,200 with \$60 in retainage for payment #3 in the amount of \$1,140.

The project engineer, Eric Ranger, i.e. engineering, and RUSA staff have reviewed pay request #3 and would recommend that the Board approve pay request #3 in the amount of \$1,140.

The contractor Cradar Enterprises, Inc. has requested the release of retainage in the amount of \$11,826.76.

The engineer and staff have reviewed the request for the release of retainage and would recommend that the Board approve payment of the retainage in the amount of \$11,826.76.

David Campos moved to approve pay request #3 in the amount of \$1,140 as well as the release of retainage in the amount of \$11,826.76.

Tom Dole seconded the motion.

The motion passed unanimously.

RUSA WRF Water Line Project

The contractor, Cradar Enterprises, Inc., has completed the work included in the contract, but has not passed testing as of the time of the meeting. The Contractor has not submitted a pay request for the work completed. The contract period has the project completion on or before October 31.

Energy Service Company

Ameresco conducted a site visit at all three of RUSA's facilities prior to the meeting. Ameresco will provide a Technical Energy Audit and Project Development plan now that the site visits have been completed. The plan will likely include solar arrays at all locations as well as additional energy saving and generating measures. The plan will prioritize need and funding, and Jim was advised that funding is out up to two years.

Jacobs Plant Operations Report

Randy Turner advised that the treatment facility averaged 96% BOD removal and 96% Total Suspended Solids removal during September. The total Effluent flow was 83.04 million gallons.

Accounts Payable

The Board reviewed the Accounts Payable Report and Addendum for the October 2023 Accounts Payable and addressed questions.

David Campos moved to approve the Accounts Payable Report and Addendum as presented.
Tom Dole seconded the motion.
The motion passed unanimously.

Other Business

Jim advised that he has continued to hear about PFOS and PFOA at the recent conferences he's attended. There currently isn't a way to test for PFOS or PFOA. The EPA is continuing to study the exposures, side effects and how to treat.

Attached Additional Items Presented

Accounts Payable Addendum

Respectfully submitted,

Angie Allen

Angie Allen
Accounting Specialist