



**Roseburg Urban Sanitary
Authority**
1297 N.E. Grandview Drive
Roseburg, OR 97470

**October 10th, 2018
RUSA Board Room
4:00 p.m.**

**AGENDA
REGULAR MONTHLY BOARD MEETING**

Board of Directors

John Dunn, Chair
David Campos

Kelsey Wood

Rob Lieberman, Vice Chair
Jerry Griese

- 1. Call to Order – John Dunn, Board Chair**
- 2. Roll Call**
- 3. Consider Minutes**
 - a. September 12th, 2018 Board Meeting
- 4. General Managers Report**
 - a. Back Nine Sanitary Sewer Extension Phase I
 - b. NW Black Avenue Sanitary Sewer Replacement
 - c. Downtown Improvements Sanitary Sewer Replacement Phase II
 - d. Winchester Pump Station Force Main Replacement
 - e. Loma Vista Pump Station Study
 - f. Wastewater Treatment Plant Fuel Tank Removal
 - g. Staff Recognition
- 5. New Developments**
- 6. Staff Report**
- 7. ch2m (Jacobs) Plant Operations Report**
- 8. Accounts Payable**
- 9. Other Business**

AMERICANS WITH DISABILITIES ACT NOTICE

Please contact the Authority's Finance Department, 1297 NE Grandview Dr., Roseburg, OR 97470 or by Phone 541-672-1551 at least 48 hours prior to the scheduled meeting time if you need an accommodation.



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 September 12, 2018 at 1297 N.E. Grandview Drive.

ROLL CALL

Directors

Present: Board Chair John Dunn, Jerry Griese, Kelsey Wood and David Campos
Absent: Vice Chair Rob Lieberman

Others present: General Manager Jim Baird, Supervising Engineering Tech III Ryon Kershner, Office Assistant Harmony Economou, Finance Director Christine Morris and CH2M Project Manager Jade Mecham.

Consideration of the minutes of the Regular Monthly Board Meeting of Wednesday, August 15, 2018.

Kelsey Wood moved to approve the minutes, as presented, for the Wednesday, August 15, 2018 Roseburg Urban Sanitary Authority Regular Monthly Meeting.
David Campos seconded the motion.
The motion passed unanimously.

Wetland Mitigation Bank

Jacobs Engineering was asked to provide a scope of work and related cost to develop a wetlands mitigation bank at the Natural Treatment Facility (NTF). The benefit to RUSA would be two-fold, the wetlands credits could be banked to offset disturbance of wetland areas due to construction by RUSA. In addition, we would be able to sell the credits to the City of Roseburg or developers to offset construction in delineated wetlands. The other benefit to RUSA would be that additional wetlands constructed at the NTF will add to the tertiary treatment at the facility.

The project was proposed with a phased implementation:

- Phase I
 - Evaluation of the potential for development of new wetlands and preliminary coordination with regulatory agencies, at a cost of \$25,000.

- Phase II
 - Prepare conceptual plan and preparation of the Oregon Mitigation Bank Prospectus, at a cost of \$40,000.
- Phase III
 - Final design of the mitigation bank, completion of all documents required and submittal of the required Mitigation Banking Instrument, at a cost of \$55,000.

The estimated value of the wetland mitigation bank is \$1,020,000 with an estimated engineering and construction cost of \$320,000. The approximate benefit/cost ratio for the 12 acres that were proposed is 3.2 dollars of value created for each 1 dollar of cost. Additional benefit will be realized as increased treatment of the effluent discharged to the Natural Treatment Facility.

Staff recommended that the Board approve Phase I of the project in an amount not to exceed \$25,000.

Kelsey Wood made a motion to approve Phase 1 in an amount not to exceed \$25,000.

David Campos seconded the motion.

The motion passed unanimously.

General Managers Report

Back Nine Sanitary Sewer Extension Phase I

The construction and start-up for the project has been completed. The As-built plans, Operation and Maintenance Manual, Engineer's letter of certification of completion, easement document and transfer of ownership of the property associated with the pump station are still pending.

RUSA has requested that the water meter located at 425 Longmeadow Lane be relocated to serve 310 Bourbon Street the new pump station location.

NW Black Avenue Sanitary Sewer Replacement Project

The contractor, Cradar Enterprises, has started work on the project. The sanitary sewer construction is 95% complete, the remaining work will take place when the road is paved.

Downtown Improvements Phase II

The Contractor, Brown Construction, has completed the sanitary sewer construction.

Winchester Pump Station Force Main Replacement Project

i.e. Engineering had completed 90% plans for the new dual forcemain that will be constructed as part of Douglas County's Highway 99 North construction project. RUSA is reviewing the plans and will be forwarding the plans with our comments to Jacobs Engineering for review and comment.

Loma Vista Pump Station Study

i.e. Engineering is working on the study. The project engineer will be providing RUSA a report on the possible relocation and upgrade of the Loma Vista Pump Station.

Wastewater Treatment Plant Fuel Tank Removal

The removal of the fuel tanks at the WWTP have been removed and the site filled and paved. All the reports and forms have been completed and sent to the DEQ. The DEQ has given preliminary approval and we expect to receive final approval soon.

Staff Recognition

Collection Operator of the Year

Matthew Chasteen has been awarded the Collection Operator of the Year for Umpqua Basin Operator Section of the Pacific Northwest Clean Water Association (PNCWA). The local section submitted Matt's nomination to the Oregon Region of the PNCWA and subsequently was chosen by the presidents of the five sections in the Oregon Region as Oregon's Collection Operators of the year. Matt will be recognized during the Annual Conference and Awards Banquet as the Oregon Operator of the Year.

Treatment Plant Operator of the Year

Jade Mecham has been awarded the Treatment Plant Operator of the Year for the Umpqua Basin Operator Section of the Pacific Northwest Clean Water Association (PNCWA). The local section submitted Jade's nomination to the Oregon Region of the PNCWA and subsequently was chosen by the presidents of the five sections in the Oregon Region as Oregon's Treatment Plant Operator of the year. Jade will be recognized during the Annual Conference and Awards Banquet as the Oregon Treatment Plant Operator of the year.

Staff Professional Development

The Oregon Operators Conference was held August 14th – 16th in Canyonville, OR. The conference is hosted by the Umpqua Basin Operator Section of the PNCWA. This conference provides the opportunity for our staff and others to attend a training event locally to obtain their required continuing education credits to maintain their State certification.

The RUSA staff that attended the conference were:

Jim Baird
Steve Lusch
Matt Chasteen
Kyle Bartlett
Rick Cox
Kyle Vatland
Leland Miller
Greg O'Neill
John Bastianelli

The Pacific Northwest Clean Water Association's Annual Conference will be held October 20th – 24th in Boise, ID. This conference provides our staff with training on the latest technical information for wastewater collection and treatment systems. The courses that our staff attend during the conference provide continuing educational credits as well as helping us keep up to date with the technical issues related to our industry as well as networking with leading professionals in the region.

The RUSA staff the will attend the conference are:

Jim Baird
Steve Lusch
Ryon Kershner
Matt Chasteen

CH2M Report

Jade Mecham CH2M Project Manager advised that the treatment facility averaged 99% CBOD removal and 97% Total Suspended Solids removal. The NTS is continuing to receive effluent and running as expected.

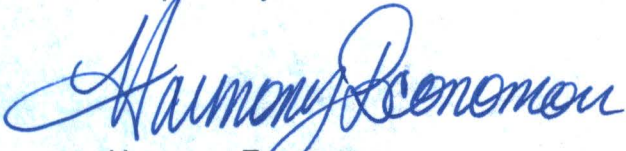
Accounts Payable

The Board reviewed the Accounts Payable Report and Addendum for the September 12, 2018 Accounts Payable. There was a short discussion regarding the details of some line items.

David Campos made a motion to approve the Accounts Payable and Addendum as presented. Jerry Griese seconded the motion. The motion passed unanimously.

There being no further business to come before the Board, the meeting was adjourned at 4:52 p.m.

Respectfully submitted,



Harmony Economou
Office Assistant

GENERAL MANAGERS REPORT

Date: 10/1/18
To: Roseburg Urban Sanitary Authority, Board of Directors
From: James V. Baird, General Manager
Re: General Managers Informational Report to the Board

Back Nine Sanitary Sewer Extension Phase I

The construction and start-up for the project has been completed. The As-built plans, Operation and Maintenance Manual, Engineer's letter of certification of completion, easement document and transfer of ownership of the property associated with the pump station are still pending.

NW Black Avenue Sanitary Sewer Replacement Project

The contractor, Cradar Enterprises, has completed the sanitary sewer construction. The pipe line testing, mandrel, pressure, vacuum and CCTV have been completed; the new main line and services have passed.

The Engineer's test reports, letter of certification of completion and as-built drawings are still pending. Once we receive the outstanding documentation we can place the project in the one-year warranty period.

The power and DFN internet conduits have been installed, the wires and the transformers have not been installed.

Downtown Improvements Phase II

The Contractor, Brown Construction, has completed the sanitary sewer construction. Final testing has yet to be completed.

Winchester Pump Station Force Main Replacement Project

i.e. Engineering had completed 90% plans for the new dual forcemain that will be constructed as part of Douglas County's Highway 99 North construction project. RUSA is reviewing the plans and will be forwarding the plans with our comments to Jacobs Engineering for review and comment.

Loma Vista Pump Station Study

i.e. Engineering is working on the study. The project engineer will be providing RUSA a report on the possible relocation and upgrade of the Loma Vista Pump Station.

Wastewater Treatment Plant Fuel Tank Removal

We have submitted the final report to the Western Region Environmental Clean-up Department of the DEQ as part of the process to close the file and receive a "No Further Action Letter". The DEQ has informed us that there is a back log of these cases and we should not expect a quick resolution of the case.

RUSA's insurance agent has recommended that we purchase tail coverage with a period of three years from the end of the current policy period. The cost for this additional coverage is \$15,788.98.

Staff recommends that the Board approve purchasing the additional coverage.

Staff Recognition

The Certification Commission for Environmental Professionals of the Association of Boards of Certification confirms Steve Lusch, the Collection System Superintendent, has fulfilled prescribed standards, passed rigorous examination, pledged to uphold the Professional Operators Code of Conduct, and committed to ongoing professional development in the practice of Wastewater Collection operations. Recognizing the requirements for Professional Operator Wastewater Collection Class IV certification and designation have been satisfied, Steve has been issued the certification of Professional Operator (OP) Class IV.

The Certification Commission for Environmental Professionals is a National Organization committed to protecting health and the environment through certification and professional designation of water industry operators.

ROSEBURG URBAN SANITARY AUTHORITY

NEW DEVELOPMENTS AND PROJECTS

DEVELOPMENTS:

- Edenbower sewer main extension
 - Pinnacle Western Engineering is designing a sewer main extension to provide service to property east of Stephens street. This project is on hold.
- Oakridge Court Apartments
 - The plans and specifications have been approved. This project is on hold.
- Newton Creek Manor
 - This project is 98 percent complete. The mainline and manholes are in place.
- Umpqua Health Newton Creek Campus
 - Mainline and sanitary service line are complete. Testing has not taken place at this time.
- Woodside Village is 100 percent complete we are waiting on testing. This Subdivision is being held up by PP&L.

PRELIMINARY DESIGN:

- Loma Vista Pump Station Improvement Study
- Tabor – Military Avenue partition
- Townsend Lane – Lookingglass subdivision

PROJECTS:

- Cascade Court main line extension – Joint City-RUSA project
 - Cradar Enterprises has completed the work on this project. The punch list items have been completed. Engineers certification and as-built drawings are still pending.
- Back Nine
 - Construction continues with the Back Nine Sanitary Sewer Extension project. The lift station is now complete and is waiting power to operate. The testing was completed using generator power.
- NW Black Avenue Sanitary Sewer Improvement
 - Black Street is 100 percent complete the remaining work will take place when the surface has been placed on the road.
- Downtown Intersection Improvements Phase II.
 - This project is 98 percent complete pending final testing
- Winchester Pump Station Pressure Line Replacement
 - Initial engineering underway

ROSEBURG URBAN SANITARY AUTHORITY

September 2018 STAFF REPORTS

COLLECTION DEPARTMENT:

- Completed 20 work orders.
- Completed CCTV of 4,900 feet of mainline.
- Completed cleaning of 17,710 feet of mainline.
- Completed servicing for all small engines.
- Built enclosure for new Air Compressor.
- Completed all safety training for new hires.
- Completed summer cleaning of Pioneer way trouble list.
- Completed syphon cleaning to include Pine St. Bunker and Elk Island gravity line.
- Steve attended the Lucity Users Conference in September. Lucity is RUSA's Asset/Work Management Software.

ENGINEERING DEPARTMENT:

- Completed 242 underground utility locate requests.
- Issued 18 permits and completed 24 inspections.
- Construction continues with the Back Nine Sanitary Sewer Extension project. The lift station is now complete and is waiting power to operate. The testing was completed using generator power.
- Construction on the Cascade Court Project is complete. The City is finalizing negotiation with a home owner. The As-Built drawings and Engineer's letter of certification is pending.
- Black Avenue sewer replacement is 100 percent complete, waiting as-builts and closeout.
- Downtown Phase II sewer replacement Construction should be complete they have finished all construction and abandonment of sewer facilities. They have yet final testing left.
- Newton Creek Manor mainline extension is now complete.
- Woodside Village mainline extension is 100 percent done. Waiting asbuilts.
- Umpqua Health mainline extension is 98 percent done. Waiting on paving to complete testing.

FINANCE DEPARTMENT:

- Vacancy Credits: 14 were processed for a total of \$1300.90 in September.
- Credit cards/eChecks: 657 payments totaling \$31,090.90 were collected in September. 52 payments received at the counter, 28 by voice response system, and 577 on-line.
- Automatic Payments: 1,967 customer accounts are signed up. Received \$78,798.57 or approximately 14.2% of monthly billing.