



**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 December 8, 2021. The Board Meeting was held in-person and remotely broadcast by Zoom® Meeting.

**ROLL CALL**

**Directors**

**Present:** Board Chair John Dunn, Kelsey Wood, David Campos and Jerry Griese

**Absent:** Rob Lieberman

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**Others present:** General Manager Jim Baird, Finance Director Christine Morris, Office Assistant Harmony Williams, Collections Superintendent Steve Lusch, Engineering Tech III Ryon Kershner, Paul Nielsen of Isler CPA and Jacobs Project Manager Jade Mecham.

**Consideration of the November 10, 2021, Regular Monthly Board Meeting Minutes.**

Jerry Griese moved to approve the minutes for November 10, 2021, Roseburg Urban Sanitary Authority Regular Monthly Board Meeting.  
David Campos seconded the motion.  
The motion passed unanimously.

**Auditor's Report to the Board**

Paul Nielsen of Isler Certified Public Accountants & Business Advisors presented the Board with the audit report for the fiscal year ending June 30, 2021.

**General Managers Report**

**Hooker Road Rehabilitation Project**

The contractor continued work on the project. The contractor installed 3,487' of 8" CIPP liner, 2,354' of 18" CIPP liner and 30 internal lateral reinstatements. The Contractor also installed the last of the private individual pumping stations. Cradar has submitted pay request #6 in the total amount of \$509,704.10 with \$25,485.21 withheld in retainage for a payment #6 in the amount of \$484,218.89.

Rob Lee, the Engineer of Record, has reviewed the data comprising the Application for Payment and recommends paying Pay Estimate #6 as submitted.

Staff has reviewed Pay Estimate #6 we concur with the Engineer and would recommend that the Board approve payment of Pay Estimate #6 in the amount of \$484,218.89.

Kelsey Wood moved to approve Pay Estimate #6 in the amount of \$484,218.89

David Campos seconded the motion.

The motion passed unanimously.

#### Douglas Avenue Project

The City and RUSA have submitted the Douglas Avenue project as part of a list of projects for consideration in the American Rescue Plan Act for funding. The project currently has not been scheduled for bidding and subsequent construction at this time.

The City is moving forward with the Douglas/Deer Creek Bridge project. The initial review is that RUSA will not need to be involved as our sanitary sewer mainline does not cross Deer Creek at that location.

#### New Chemical Feed Building

Rogers Engineering is currently working on the specifications and plans for the chemical feed building.

#### Agreement with Douglas County – Emergency Treatment of Leachate

Staff has completed a draft agreement to accept leachate from the County's landfill in an "Emergency Condition". I have sent the draft agreement to Eileen Eakins for a review.

#### SDAO Annual Conference

2022 SDAO Annual Conference will be a Hybrid event that takes place February 10-13, 2022 in Eugene at the Graduate Hotel. Pre-Conference will be February 10<sup>th</sup> with the conference the 11<sup>th</sup> and 12<sup>th</sup> of February.

#### **Jacobs Plant Operations Report**

Jade Mecham reported the treatment facility averaged 96% BOD removal and 96% Total Suspended Solids removal during October. The total Effluent flow was 107.11 million gallon.

#### **Accounts Payable**

The Board reviewed the Accounts Payable Report and Addendum for the December 2021 Accounts Payable.

Kelsey Wood moved to approve the Accounts Payable Report and Addendum as presented.

Jerry Griese seconded the motion.

The motion passed unanimously.

## **Other Business**

The Umpqua Fishery Enhancement Derby committee has requested that RUSA be a Derby Sponsor. Staff recommended that RUSA sponsor the event at the \$500.00 sponsor level.

Jerry Griese made a motion to approve the Umpqua Fishery Enhancement Derby Donation of \$500.00.

Kelsey wood seconded the motion.

The motion passed unanimously.

Respectfully submitted,



Harmony Williams  
Office Assistant