



**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 March 10, 2021 at 1297 NE Grandview. The Board Meeting was also broadcast by Zoom® Meeting.

**ROLL CALL**

**Directors**

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

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

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

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

**Appointment of Budget Officer**

Annually the Board must appoint a budget officer (as per. ORS 294.331). The budget officer shall prepare or supervise the preparation of the budget document. The budget officer shall act under the direction of the RUSA Board.

Historically the Board has appointed the general manager as the budget officer.

Staff recommended that the Board appoint Jim Baird, RUSA General Manager, as the budget officer for the 2021 - 2022 Budget preparation.

Rob Lieberman made a motion to appoint Jim Baird as the budget officer for the 2021 – 2022 Budget preparation.  
David Campos seconded the motion.  
The motion passed unanimously.

### **Appointment of Budget Committee Member**

The Board appoints budget committee members for a three-year term. Position three on the committee is currently vacant.

Staff advised that Mike Baker is a customer of RUSA and lives in the Hucrest area. Mike works at the Oregon Department of Transportation as a Planning Manager. He was a City Councilor from 2003 through 2019. Mike is currently a City of Roseburg Budget Committee member.

Staff recommended that the Board appoint Mike Baker to Position three on the RUSA Budget Committee for the remainder of the term ending June 30, 2022.

David Campos made a motion to appoint Mike Baker to Position three on the RUSA Budget Committee.

Kelsey Wood seconded the motion.

The motion passed unanimously.

### **2021 - 2022 Budget Process Calendar**

Staff presented a draft Budget Process Calendar for the 2021 – 2022 Budget.

Kelsey Wood made a motion to approve the 2021 – 2022 Budget Process Calendar.

David Campos seconded the motion.

The motion passed unanimously.

### **Roseburg Urban Sanitary Local Contraction Review Board**

Roseburg Urban Sanitary Authority publicly opened and read aloud the bids received on March 8<sup>th</sup>, 2021 for the Hooker Road Sewer Rehabilitation project. Three bids were received:

Cradar Enterprises, Inc Roseburg Oregon at \$1,733,482

Jesse Rodriguez Construction, Silverton, Oregon at \$1,884,275

Laskey-Clifton Corporation, Reedsport, Oregon at \$2,034,388

The Engineers estimate is \$1,661,033 and \$1,827,136 with a 10% contingency included.

The staff and project Engineer reviewed the three bid proposals and found the unit bid prices appear to be balanced and the bids met the requirements of the Bidding Documents.

Staff and the project Engineer recommend that the Contracting Review Board accept the bid from Cradar Enterprise, Inc. and make a Notice of Intent to Award. Should no protests be received after seven days of the Notice of Intent to Award, the bid will be awarded to Cradar Enterprises, Inc.

Rob Lieberman made a motion to issue Notice of Intent to Award to Cradar Enterprises, Inc.

Kelsey Wood seconded the motion.

The motion passed unanimously.

## **General Managers Report**

### Hooker Road Rehabilitation Project

The bidding period for the Hooker Road project ended March 8<sup>th</sup>, 2021 at 2:00 pm. Staff provided the bid results to the RUSA Local Contracting Review Board on March 10<sup>th</sup>, 2021.

### Douglas Avenue Project

Century West has submitted 60% plans for RUSA to review. Staff has reviewed the plans and made comments and corrections. Century West is working on 100% plans. The plans, specifications and construction estimate are scheduled to be completed in January.

The City did not receive the anticipated funding for this project. This project will not be constructed in the 2021-2022 budget year.

### Biosolids Building Expansion, Installation of Storage 2 Conveyors Electrical & Pneumatic Systems

The contractor, Z Terrell & Son LLC, has completed the work included in the contract. The engineer has conducted an inspection of the conveyor installation. The manufacturer, Spirac, has conducted an installation inspection and start-up evaluation. The installation is complete, and the system is operational. The Engineer and the manufacturer's technician have approved the work.

The contractor, Z Terrell & Son, has submitted an invoice for the final payment in the amount of \$89,917.02. The Engineer has recommended payment of the final invoice in that amount.

Staff would recommend the Board approve final payment in the amount of \$89,917.02. The total project cost for the installation of the electrical and Pneumatic System is \$163,557.02. Through value engineering and contractor concessions RUSA saved \$15,000 from the approved bid amount.

Kelsey Wood made a motion to approve the final pay request to Z Terrell and Son LLC for \$89,917.02.

David Campos seconded the motion.

The motion passed unanimously.

### Douglas County Request for a Contract to accept Leachate

Staff and Jade Mecham are working on a draft agreement to accept the County landfill leachate in an emergency. We will be incorporating limits on constituents included in RUSA's local limits.

### CIS Estimated Insurance Rates for 2022

At the CIS 2021 Conference CityCounty Insurance Services provided the expected rates for 2022; Medical, Vision and Dental a 0% increase; Employer Life a 23% decrease; AD&D a 30% decrease.

## **Jacobs Plant Operations Report**

Jade Mecham reported the treatment facility averaged 96% BOD removal and 96% Total Suspended Solids removal during February. The total Effluent flow was 172.7 million gallons.

## **Accounts Payable**

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

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

**Other Business**

Due to the Covid-19 pandemic, past due RUSA accounts were not turned over to the Douglas County Assessor in 2020. Staff requested guidance from the Board for 2021. The Board advised that RUSA should turn past due accounts over to the Douglas County Assessor in 2021.

Respectfully submitted,



Harmony Williams  
Office Assistant