



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 Chairman, John Dunn, called the regular monthly Board Meeting to order at 4:00 p.m. on February 8, 2017 at 1297 N.E. Grandview Drive.

ROLL CALL

Directors

Present: Chairman John Dunn, Vice-Chairman Rob Lieberman, David Campos and Kelsey Wood

Absent: Jerry Griese

Others present: General Manager Jim Baird, Finance Director Christine Morris, Collection System Superintendent Steve Lusch, Administrative Assistant Ellen Montgomery, CH2M Plant Project Manager Jade Meham and Lee Holmes.

1. Consideration of the minutes of the Regular Monthly Board Meeting of Wednesday, January 11, 2017.

David Campos moved to approve the minutes as presented for the Wednesday, January 11th, 2017 Roseburg Urban Sanitary Authority Regular Monthly Meeting. John Dunn seconded the motion. The motion passed unanimously.

General Managers Report

Brown Avenue Area Improvement – Phase IV

All work on the project has been completed. Project Engineer, Alex Palm, i.e. Engineering, submitted a Recommendation Letter for release of the project retainage, in the amount of \$40,634.25.

Staff recommended the Board approve release of the project retainage, in the amount of \$40,634.25.

Rob Lieberman moved to approve payment of the project retainage, in the amount of \$40,634.25.

David Campos seconded the motion. The motion passed unanimously.

Cascade Court Sewer Separation Project

The City of Roseburg has invoiced RUSA for the estimated cost of the sewer improvements, in the amount of \$121,147.00. The project is approximately 95% complete. The project has not been completed in its entirety due to weather. The project should be completed in May, weather permitting.

The City will then provide a final accounting of the project after completion. An invoice to RUSA or a refund based on actual costs will be provided by the City.

Rob Lieberman moved to approve payment of the estimated cost of the sewer improvements, in the amount of \$121,147.00.

David Campos seconded the motion.

The motion passed unanimously.

Back Nine Sanitary Sewer Extension Project

CH2M is working on plans and specifications. The 90% plans for review should be available at the end of February, 2017.

CH2M invoiced RUSA \$32,685.23 for design services – with a not to exceed budget of \$81,000.00.

Easement Request

Siegel LLC has requested an easement on the NTS property on Long Meadows Lane on the northerly property line behind the Jon Riggs property. There is an easement for ingress and egress, but utilities were not included.

Staff recommended that RUSA grant this easement

Kelsey Wood moved to approve granting the easement on behalf of the Siegel LLC, Jon Riggs and RUSA.

Rob Lieberman seconded the motion.

The motion passed unanimously.

An easement for access to RUSA for the power line was also approved.

WWTP Insurance Claim

Most of the replacement equipment has been installed and is operating well. The final components will be installed on Friday, February 17th, 2017. CH2M purchased some PLC's on behalf of RUSA. They invoiced RUSA \$4,458.68, which was savings to RUSA of about \$2,000.00.

SDAO Annual Conference

The conference will be Thursday, February 9th through Sunday, February 12th. RUSA Board Members attending this year are Kelsey Wood and David Campos. RUSA staff attending are Jim Baird, Christine Morris and Steve Lusch. Steve will be attending on behalf of Robert Creek Water District and Green Sanitary District, who will be covering the costs for his attendance at the conference.

CIS Annual Conference

Jim Baird and Christine Morris will be attending the CIS Conference this year. The conference is Wednesday, February 22nd through Friday, February 24th.

CH2M Report

Jade Mecham, CH2M Project Manager – Roseburg Operation, reported the BOD removal efficiency was 82% with a requirement of no less than 85%. This is largely in part due to the unusually high flows with a low percentage of BOD during the month of January, 2017, which averaged 14.31 MGD – January 8th through January 12th. A letter was sent to Andy Ullrich on Monday, February 6th, 2017 which explained all these issues.

Pretreatment activities during the month were 5 inspections. Splitz Restaurant had grease buildup in the discharge pipe. The owner will have staff clean the grease trap more frequently. Albertson's interceptor was losing grease. Left message for the Manager and will re-inspect in March.

Accounts Payable

The Board reviewed the Accounts Payable and Addendum to the February 8th, 2017 Accounts Payable.

Rob Lieberman moved to approve the Accounts Payable and Addendum, as presented.

Kelsey Wood seconded the motion.
The motion passed unanimously.

Other Business

Jim Baird's Employment Contract

Kelsey Wood stated he would like the contract to be reviewed by legal counsel before being presented to the Board for approval. After review by legal counsel, the contract will be presented to the Board at the March 8th, 2017 Board Meeting.

Board Election Forms

Three RUSA Board Members, John Dunn, Rob Lieberman and David Campos are up for election in May, 2017. The election forms had been prepared for the Board Member by Staff. The three Board Members signed the election form and paid the \$10.00 filing fee. Those will be filed with the Elections Department.

Budget Committee Meeting

The Budget Committee Meeting will be held on Thursday, April 27th, 2017. If a second meeting is required, that will be held on Wednesday, May 3rd, 2017. Jim Baird stated that he has contacted Lee Holmes and Dave Gregory, both of whom have agreed to continue to serve on the Budget Committee. Messages have been left with Bob Hobi, Dan Holborow and Jim Crowe.

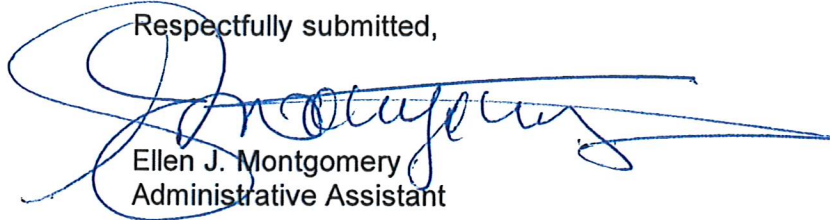
Budget to Actual Financial Report

Christine Morris, RUSA's Financial Director, presented the Board with the December 31, 2016.

David Campos asked about the Infrastructure Replacement Reserve Fund, which reflected 82.82% expended year to date. Jim responded that the sewer main line replacement project, Brown Avenue Area Improvements – Phase IV, was completed at the end of December, 2016. We do not anticipate spending any additional funds out of that fund until June, 2017.

There being no further business to come before the Board, the meeting was adjourned at 4:45 p.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "E. Montgomery", is written over the typed name and title. The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Ellen J. Montgomery
Administrative Assistant