



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 8, 2023. The Board Meeting was held in-person and remotely broadcast by Zoom® Meeting.

ROLL CALL

Directors

Present: Board Chair John Dunn, Rob Lieberman, Kelsey Wood, David Campos & Tom Dole

Absent:

Others present: General Manager Jim Baird, Finance Director Christine Morris, Office Assistant II Harmony Williams, Collections Superintendent Steve Lusch, Engineering Technician III Ryon Kershner, Jacobs Interim Plant Manager Caleb Trammell

Consideration of the August 9, 2023 Board Meeting Minutes

David Campos moved to approve the minutes for the August 9, 2023 Roseburg Urban Sanitary Authority monthly Board Meeting.
Tom Dole seconded the motion.
The motion passed unanimously.

Enhanced Credit/Debit Card and Electronic Check Options

At the June 14, 2023 Board meeting staff provided information on the new system fees for paying with credit/debit and electronic checks. The Board was in favor of not transferring those fees to the customers. Kelsey Wood made a motion to approve option 3 with RUSA paying \$1.75 in convenience fees per transaction. The motion was seconded by David Campos and passed by the majority.

The upgrade is moving forward, and additional information has been obtained by staff that has provided more detail regarding costs associated with credit /debit cards, electronic payments, and posting of those payments to the accounting software. Our understanding of the costs associated with these payments will exceed the June 14th, 2023, motion.

Kelsey Wood made a motion to rescind the June 14, 2023 motion to approve option 3 with RUSA paying \$1.75 in convenience fees per transaction.
David Campos seconded the motion.

Vote By Roll Call

Board Chair Dunn requested "Roll Call" for the motion to rescind the June 14, 2023 motion:

John Dunn	Yes
Rob Lieberman	Yes
Tom Dole	Yes
Kelsey Wood	Yes
David Campos	Yes

The motion was passed with a 5/0 vote

Kelsey Wood made a motion for RUSA to pay all of the credit/debit, electronic check and processing fees for customer sewer service to be implemented after the move to the new merchant service provider.

Vote By Roll Call

Board Chair Dunn requested "Roll Call" for the motion for RUSA to pay customer sewer service credit card fees:

John Dunn	Yes
Rob Lieberman	Yes
Tom Dole	Yes
Kelsey Wood	Yes
David Campos	Yes

The motion was passed with a 5/0 vote

OMI Out of Scope/Additional Services

Jacobs has provided an out-of-scope agreement related to monitoring and reporting. Under this additional services Agreement RUSA shall pay to OMI a not to exceed fee of \$69,000. This fee allocates \$29,000 for monthly review and travel and \$40,000 for the Farm Operating Plan and the Monitoring Report.

David Campos moved to approve the Out-of-Scope not to exceed \$69,000 Agreement with OMI.
Kelsey Wood seconded the motion.

Vote By Roll Call

Board Chair Dunn requested "Roll Call" for the motion to approve the Out-of-Scope Agreement with OMI:

John Dunn	Yes
Rob Lieberman	Yes

Tom Dole	Yes
Kelsey Wood	Yes
David Campos	Yes

The motion was passed with a 5/0 vote

General Managers Report

Office Remodel

The contractor has completed the remodel work included in the plans. The contractor is working to complete a few punch list items.

North Deer Creek Trunk Rehabilitation Project

The contractor has measured and ordered the lining material. Work started installing new cleanouts on August 28, 2023.

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.

Chadwick St and Atlanta St Sewer Replacement

The contractor, Cradar Enterprises, Inc., has completed the work included in the contract. The contractor is completing the work on the punch list. The contractor has submitted a pay estimate.

Administrative Offices Reroofing Project

The contractor, Roseburg Roofing, has ordered the material and is scheduled to begin work in September.

RUSA WRF Water Line Project

The contractor, Cradar Enterprises, Inc., has begun the work included in the contract but has been hampered by heat and smoke work constraints. The contract period has the project completion on or before September 29th.

Selection of an Energy Service Company

We have been working with Ameresco to identify energy projects to implement. Staff requested that the Board make a motion to select Ameresco as RUSA's Energy Service Company (ESCO).

Kelsey Wood made a motion to select Ameresco as RUSA's Energy Service Company.

Rob Lieberman seconded the motion.

The motion passed unanimously.

Jacobs Plant Operations Report

Caleb Trammell advised that the treatment facility averaged 96% BOD removal and 96% Total Suspended Solids removal during August. The total Effluent flow was 89.15 million gallons.

Accounts Payable

The Board reviewed the Accounts Payable Report and Addendum for the September 2023 Accounts Payable.

Kelsey Wood moved to approve the Accounts Payable Report and Addendum as presented. John Dunn seconded the motion.

Vote By Roll Call

Board Chair Dunn requested "Roll Call" for the motion to approve the September 2023 Accounts Payable Report and Addendum as presented:

John Dunn	Yes
Rob Lieberman	Yes
Tom Dole	Yes
Kelsey Wood	Yes
David Campos	

The motion was passed with a 4/0 vote.

**Other
Business**

None.

Attached Additional Items Presented

Accounts Payable Addendum

Respectfully submitted,



Harmony Williams
Office Assistant II

ADDENDUM TO SEPTEMBER 8, 2023 BOARD PACKET

Accounts Payable

Checks by Date - Detail by Check Date

User: christine
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Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
51661	Chytka 156515	Chytka Pest Control LLC Monthly pest control service	09/08/2023	40.00
Total for Check Number 51661:				40.00
51662	WATER INV19622	City of Roseburg Bulk water usage-August	09/08/2023	114.69
Total for Check Number 51662:				114.69
51663	JNB 1749	JNB Solutions Office Remodel	09/08/2023	32,496.62
Total for Check Number 51663:				32,496.62
51664	NEXNET 20751	Nexcom, LLC Digital telephone services	09/08/2023	332.80
Total for Check Number 51664:				332.80
51665	PPL	Pacific Power	09/08/2023	
	Aug 2023 Keady	Contract Min&Usage-Keady Ct PS		58.69
	Aug 2023 NTS	Contract/Power Usage-NTS PS		11,485.59
	Sept 23 140LM	Power Usage-140 LM-NTS Gate		20.58
	Sept 23 310 B	Power Usage-310 Bourbon St PS		69.17
	Sept 23 411 LM	Usage-411 LM-Storage Bldg		74.97
	Sept 23 425LM	Power Usage-425 Long Meadow		12.55
	Sept 23 Admin	Power Usage-Admin Bldg		769.25
	Sept 23 B C	Contract-310 Bourbon St PS		67.15
	Sept 23 High	Power Usage-Highland PS		730.63
	Sept 23 LV	Power Usage-Loma Vista PS		92.99
	Sept 23 NBank	Power Usage-North Bank PS		178.10
	Sept 23 SBank	Power Usage-South Bank PS		1,561.33
	Sept 23 Wilb1	Power Usage-Wilbur 1 PS		106.57
	Sept 23 Wilb2	Power Usage-Wilbur 2 PS		103.86
	Sept 23 WRF1	Power Usage-WWTP 1		20,111.01
	Sept 23 WRF2	Power Usage-WWTP 2		27.71
Total for Check Number 51665:				35,470.15
51666	RSBG-DIS 1319075	Roseburg Disposal Company Garbage Service-August	09/08/2023	71.00
Total for Check Number 51666:				71.00
51667	UNITED 222746920-002	UNITED RENTALS (NORTH AMERICA) Generator rental for Highland after failure - 7 da	09/08/2023	3,044.02
Total for Check Number 51667:				3,044.02

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for 9/8/2023:	71,569.28
			Report Total (7 checks):	71,569.28