

**ROSEBURG URBAN SANITARY AUTHORITY
BOARD MEETING OF THE BOARD OF DIRECTORS
October 9, 2024 MINUTES**

Board Chair John Dunn, called the regular monthly Board Meeting to order at 4:00 p.m. on October 9, 2024. The Board Meeting was held in-person and remotely broadcast by Zoom® Meeting.

ROLL CALL

Directors

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

Absent: Tom Dole

Others present: General Manager Jim Baird, Finance Director Christine Morris, Office Assistant II Harmony Williams, Engineering Technician III Ryon Kershner, Collections Superintendent Steve Lusch & Jacobs Project Manager Dan Prather

Consideration of the September 13, 2024 Board Meeting Minutes

David Campos moved to approve the minutes for the September 13, 2024 Roseburg Urban Sanitary Authority monthly Board Meeting.
John Dunn seconded the motion.

Board Chair Dunn requested “Roll Call” for the motion to approve the September 13, 2024 Board Meeting Minutes.

Vote By Roll Call

John Dunn Yes

Rob Lieberman Yes

Tom Dole

Kelsey Wood Yes

David Campos Yes

The motion was passed with a 4/0 vote

Resolution No. 24-05; A Resolution Adopting a Revised Public Meetings Policy

Staff presented Resolution No. 24-05; A Resolution Adopting a Revised Public Meetings Policy.

Board Chair Dunn requested “Roll Call” for the motion adopting Resolution No. 24-05.

Vote By Roll Call

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

The motion was passed with a 4/0 vote

Resolution No. 24-06; A Resolution Declaring Surplus Property

Roseburg Urban Sanitary Authority, a Local Government, must declare property not needed to be surplus by Resolution.

Vote By Roll Call

Board Chair Dunn requested "Roll Call" for the motion to approve Resolution No. 24-06; A Resolution Declaring Surplus Property.

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

The motion was passed with a 4/0 vote

General Managers Report

Ameresco - Energy Service Company

The Oregon Department of Energy announced the round three recipients to receive nearly \$18 million in Community Renewable Energy Grant Program funds. RUSA has been awarded funds for all three projects we submitted. We were awarded \$1,000,000 toward the construction of 108 kW solar PV array to offset 44 percent of the wastewater treatment plant energy use; and \$870,870 toward the construction of 50 kW solar PV array with a 186 kW battery storage system offsetting 100 percent of the Administrative Offices energy use; and \$1,000,000 toward the construction of a 400kW floating solar PV array offsetting 64% of the NTS energy use.

Deer Creek Siphon Improvements - Project No. 23001

The Contractor, Black Pearl Paving & Excavation, has submitted payment request No. 1. The work completed this period is valued at \$121,630, with \$6,081.50 in retainage for a payment request of \$115,548.50. The project Engineer, Tyler Molatore with Dyer Partnership, and staff have reviewed the request and recommend that the Board approve payment request No. 1 in the amount of \$115,548.50.

Kelsey Wood made a motion to approve Pay Request No. 1 to Black Pearl Paving & Excavation in the amount of \$115,548.50.

David Campos seconded the motion.

Vote By Roll Call

Board Chair Dunn requested “Roll Call” for the motion to approve Pay Request No. 1.

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

The motion was passed with a 4/0 vote

Umpqua Street Improvements - Project, No. 24001

The Contractor, Northcore, has submitted payment request No. 2. The work completed this period is valued at \$289,743.65, with \$14,487.18 in retainage for a payment request of \$275,256.47. The project Engineer, Derek Miller with i.e. Engineering, and staff have reviewed the request and recommend that the Board approve payment request No. 2 in the amount of \$275,256.47.

Kelsey Wood made a motion to approve Pay Request No. 2 to NorthCore in the amount of \$275,256.47.

David Campos seconded the motion.

Vote By Roll Call

Board Chair Dunn requested “Roll Call” for the motion to approve Pay Request No. 2.

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

The motion was passed with a 4/0 vote

Stephens St. Improvements - Project, No. 24003

The Contractor (Cradar Enterprises Inc.) has not started the construction yet.

Storage Building - Project No. 24005

The Contractor, H3, has submitted payment request No. 3. The work completed this period is valued at \$189,365, with \$9,468 in retainage for a payment request of \$179,897. The project Engineer, Tom Rogers with Rogers Engineering, and staff have reviewed the request and recommend that the Board approve payment request No. 3 in the amount of \$179,897.

Kelsey Wood made a motion to approve Pay Request No. 3 to H3 in the amount of \$179,897.

David Campos seconded the motion.

Vote By Roll Call

Board Chair Dunn requested “Roll Call” for the motion to approve Pay Request No. 3.

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

The motion was passed with a 4/0 vote

Bisulfite Building SCADA Improvements - Project No. 24006

The Contractor, Sims Electric, has submitted payment request No. 2. The work completed this period is valued at \$10,000, with \$500 in retainage for a payment request of \$9,500. The project Engineer, Brady Fuller with Jacobs, and staff have reviewed the request and recommend that the Board approve payment request No. 2 in the amount of \$9,500.

Kelsey Wood made a motion to approve Pay Request No. 2 for Sims Electric in the amount of \$9500.

David Campos seconded the motion.

Vote By Roll Call

Board Chair Dunn requested “Roll Call” for the motion to approve Pay Request No. 2.

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

The motion was passed with a 4/0 vote

Roofing – Admin. Building and Garage - Project No. 24007

The contractor, Roseburg Roofing and Supply Company, has been working on punch list items. There is no pay estimate this month.

Jacobs Plant Operations Report

Dan Prather advised that the treatment facility averaged 96% BOD removal and 96% Total Suspended Solids removal during September. The total Effluent flow was 80.81 million gallons, all of which went to the NTS at Outfall 002.

Accounts Payable

The Board reviewed the Accounts Payable Report and Addendum for the October 2024 Accounts Payable and addressed questions.

David Campos made a motion to approve the Accounts Payable Report and Addendum as presented.

Kelsey Wood seconded the motion.

Vote By Roll Call

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

John Dunn Yes

Rob Lieberman Yes

Tom Dole

Kelsey Wood Yes

David Campos Yes

The motion was passed with a 4/0 vote

Other Business

None.

Attached Additional Items Presented

Budget Estimates for Solar Projects

Accounts Payable Addendum

Respectfully submitted,



Harmony Williams

Office Assistant II

Item	Main Office (PV + BESS)		NTS Solar (400kW)		WWTP Solar (900kW)		Comprehensive Project
Budget Estimates	\$882,037		\$2,167,962		\$3,555,401		\$6,605,400
Funding Options							
CWSRF - Scope	\$1,500,000		\$2,167,962		\$3,555,401		
CWSRF - Forgiven Scope	\$750,000		\$1,083,981		\$1,777,701		
C-REP - September2024	\$882,037		\$1,000,000		\$1,000,000		
IRA ITC (at 30%)	\$264,611		\$650,389		\$1,066,620		
Costs to RUSA		Simple Payback		Simple Payback		Simple Payback	
Scenario: C-REP & CWSRF & ITC	\$0	✓ 0.0	(\$566,408)	✓ 0.0	(\$288,920)	✓ 0.0	0
Scenario: C-REP & ITC	\$0	✓ 0.0	\$517,573	✓ 14.2	\$1,488,781	✗ 18.0	\$2,006,354
Long Term Picture							
Energy Savings (\$/year)	\$6,453		\$36,395		\$82,567		
Rate (kWh)	\$0.125		\$0.068		\$0.067		
Simple Payback (years)		136.7		59.6		43.1	16.0

Addendum to October 9, 2024 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
ACH	Cintas 5230013203 929083260	Cintas Corporation No. 3 First aid kit restock Waterbreak cooler agreement	10/09/2024	190.38 90.00
Total for this ACH Check for Vendor Cintas:				280.38
ACH	METRO IN671528	Metro Presort Inc Print, cut and mail utility bills	10/09/2024	3,571.09
Total for this ACH Check for Vendor METRO:				3,571.09
52383	WATER INV22460	City of Roseburg Bulk water use and permit	10/09/2024	72.76
Total for Check Number 52383:				72.76
52384	F3B CONS 6649 6703	F3B Construction LLC Updated signage at front door for new hours 24 x 36 signage for admin bldg	10/09/2024	29.00 150.00
Total for Check Number 52384:				179.00
52385	IE-ENG 64942 64944a 64944b 65062	i.e. Engineering, Inc. Engineering Umpqua Street Improvements - Dir Engineering Umpqua Street Improvements - Cor Easement & Standard Details Change order - Co Harvard/Maple St. Impr-Site Top Survey & Base	10/09/2024	1.74 161.07 433.93 800.00
Total for Check Number 52385:				1,396.74
52386	Isler 239011	Isler CPA, LLC Progress billing for financial statement audit FY1	10/09/2024	15,000.00
Total for Check Number 52386:				15,000.00
52387	NEXNET 24396	Nexcom, LLC Sonicwall TZ270 replacement for phone system	10/09/2024	1,546.18
Total for Check Number 52387:				1,546.18
52388	SUNRISE INV0042851 INV0042870	Sunrise Enterprises, Inc Monthly landscape services for September Monthly janitorial services for September	10/09/2024	230.00 595.00
Total for Check Number 52388:				825.00
52389	UNITED 238260318-001	UNITED RENTALS (NORTH AMERICA) Roller for compaction/grading for WRF retaining	10/09/2024	824.81
Total for Check Number 52389:				824.81
52390	West Tes	Western Testing LLC	10/09/2024	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	29797	Testing and Inspection Services-Umpqua		17,318.20
	29811	Inspection and lab testing for WRF Coll Storage		562.55
Total for Check Number 52390:				17,880.75
Total for 10/9/2024:				41,576.71
Report Total (10 checks):				41,576.71