



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 July 13, 2022. The Board Meeting was held in-person and remotely broadcast by Zoom® Meeting.

ROLL CALL

Directors

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

Absent: Rob Lieberman

Others present: General Manager Jim Baird, Finance Director Christine Morris, Office Assistant Harmony Williams, Engineering Tech III Ryon Kershner, Collections Superintendent Steve Lusch, Jacobs Regional Manager Brian Helliwell and Lead Operator Vanessa Jordan.

Consideration of the June 4, 2022, Regular Monthly Board Meeting Minutes.

Kelsey Wood moved to approve the minutes for the June 8, 2022 Roseburg Urban Sanitary monthly Board Meeting.

John Dunn seconded the motion.

The motion passed unanimously.

General Managers Report

Hooker Road Rehabilitation Project

The status of the project is unchanged from last month. The Contractor is waiting for material to complete some minor correction work outlined in the punch list. We are working with them currently to schedule the lining company to finish the project. We are currently retaining \$81,406.14 until the work is complete.

New Chemical Feed Building

Rogers Engineering has completed the design and specifications. The plans have been submitted to the Department of Environmental Quality for their review. The plans have been submitted to the City of Roseburg as part of the Site Plan Review Application and subsequent application for a Building Permit.

Storm Drain Isolation Project WRF

i.e. Engineering has completed the plans and specifications. The staff has submitted the plans to the Department of Environmental Quality for review and comment. The engineer's construction cost estimate is approximately \$27,000. Staff is conducting a direct solicitation of four to five contractors in the area to obtain quotations.

Chadwick Street Sewer Rehabilitation

i.e. Engineering has completed the plans and specifications. The engineer's construction cost estimate is approximately \$90,000. Staff will be conducting a direct solicitation of four to five contractors in the area to obtain quotations.

Atlanta Street Rehabilitation

i.e. Engineering has started the design of the project.

Oregon Department of Transportation Surplus Building

Tom Rodgers contacted RUSA with an offer from ODOT to be gifted a 30' X 36' red iron building that they have identified as surplus. This building is approximately 12 years old and needs to be moved to accommodate new buildings that ODOT is planning on constructing. The staff has looked at the building and feels that it would be suitable for equipment storage at the upper yard of the Water Reclamation Facility.

Once we have secured an agreement, we will solicit bids to remove and relocate the building to the Water Reclamation Facility.

The Board reviewed the details of the Agreement with ODOT and discussed the specific requirements such as the demolition of the existing foundation, the removal and rebuilding of the building, along with the costs and time involved in the process. The Board did not recommend RUSA enter into the Agreement with ODOT.

Veterans Appreciation 2022 Golf Tournament

Staff is requesting that RUSA host a team to participate in the Veterans Appreciation Golf Tournament. The team would consist of RUSA employees with three of the four players being Veterans. All the proceeds go to the local VFW Post 2468. The fee for the four-person team is \$480.00; we request that the Board support RUSA in hosting the team for the tournament.

David Campos moved to approve the request for \$480.00 to support the RUSA team participation in the VFW Veterans Appreciation Golf Tournament.

Kelsey Wood seconded the motion.

The motion passed unanimously.

Jacobs Plant Operations Report

Vanessa Jordan presented the 2021-2022 Jacobs Annual Report and advised that the treatment facility averaged 97% BOD removal and 96% Total Suspended Solids removal during June. The total Effluent flow was 121.65 million gallons. The Natural Treatment System was used for flow from the plant for the entire month.

Accounts Payable

The Board reviewed the Accounts Payable Report and Addendum for the July 2022 Accounts Payable.

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

Other Business

None.

Attached Additional Items Presented

Jacobs 2021-2022 Annual Report

Accounts Payable Addendum

Respectfully submitted,



Harmony Williams
Office Assistant



Operations and Maintenance Services
2021-2022 Annual Report

Roseburg, Oregon

Jacobs

Challenging today.
Reinventing tomorrow.



A Message from Project Manager Jade Mecham

Dear Roseburg Urban Sanitary Authority (RUSA) leaders and staff,

It is with pleasure we present to you, our valued client, a delivery performance summary for the 2021-2022 contract year. For almost 40 years, we have provided operations and maintenance (O&M) services to the RUSA's wastewater treatment facility (WWTF). We are committed to safeguarding uninterrupted service delivery of this critical infrastructure that keeps Roseburg clean and safe.

2021 was a year of change for Jacobs. We continued to manage the daily challenges of living and working during the pandemic. Our Continuity of Operations Plan served as a template to adjust the daily plan—a plan that helped keep our staff safe and enabled Jacobs to carry on with day-to-day activities such as site visits from contractors, vendors and equipment suppliers. All these functions are critical and keep the wastewater treatment process operational. I am proud of how our team responded and of how our strong partnership is weathering these challenging times. It is a testament to the strength of our partnership and the trust we have built together over our 37 year partnership.

While the last contract year presented challenges, it also came with accomplishments and positive outcomes. Highlights of the last contract year include:

- Received numerous awards for outstanding operations
- Continued to work safely; the team has not experienced a recordable incident in more than 3 years and a lost-time incident in more than 18 years
- Installed a new chopper pump at the Highland lift station that we received free of charge as part of a product performance project

On behalf of our entire team, we are honored and privileged to serve the Authority and the residents of this great community. We are excited to continue our partnership to bring the best operations, technical and economic benefits to the Authority, its stakeholders and residents. We look forward to future opportunities and efforts to support this wonderful community we call home. We appreciate your business and look forward to another successful year.

Sincerely,



Jade Mecham
Project Manager

Our experienced team



The Roseburg team.

Jacobs personnel work tirelessly to ensure RUSA's facilities run smoothly, and this dedication and quality is recognized by several industry associations. The Roseburg WWTF received the following awards from the Umpqua Basin Operators Section of the Pacific Northwest Clean Water Association for 2021-2022:

- Facility Safety Award 2022
- Operator Caleb Trammell won the Wastewater Treatment Plant Operator of the Year 2022
- Lead Mechanic Kevin Burton won the Maintenance Person of the Year 2021

The Roseburg team is comprised of 11 full-time associates with one associate on call 24 hours per day, 7 days per week. Our associates have 216 years of combined wastewater treatment experience, of which 199 years have been at the Roseburg facility. We are very proud of our dedicated workers and of the facilities we manage for Roseburg USA.

We welcomed three new team members in 2021: Vanessa Jordan, Caleb Trammell and Branden Montgomery. A highlight of the entire Roseburg team is in Exhibit 1.

Exhibit 1

Roseburg team

Name and title	Years of experience	Licenses/certifications
Jade Mecham Project Manager	10	Oregon Wastewater Treatment Grade IV
Randy Turner Operations Supervisor	38	Oregon Wastewater Treatment Grade IV Collections Grade II
Kevin Bruton Lead Mechanic	32	Oregon Wastewater Treatment Grade II Collections Grade IV Limited Maintenance Electrician (LME)
Jim Hilburn Mechanic	21	LME
Randy Brown Laboratory Analyst	34	
Rusty Marples Operator	25	Oregon Wastewater Treatment Grade III
Brian Anderson Operator	21	Oregon Wastewater Treatment Grade IV Jacobs Sustainability Team Member
Vanessa Jordan Project Manager Intern	9	Oregon Wastewater Treatment Grade IV Jacobs Safety Champion
Branden Montgomery Operator	3	Oregon Wastewater Treatment Grade I Wastewater Collections Grade I
Caleb Trammell Operator	1	Oregon Wastewater Treatment Grade I Jacobs Sustainability Team Champion
Nikki Lemke Administrative Assistant	22	

O&M overview



RUSA vector truck crew cleaning the grit removal system outside the pretreatment building.

Our 11-member team is responsible for operating and maintaining the 8-million-gallons-per-day (mgd) WWTF and nine lift stations.

The following exhibits highlight total effluent flow rainfall throughout the year and the amount of energy consumed in kilowatt hours. Exhibit 2 highlights total treated and flow through the WWTF. Exhibit 3 details total rainfall since 2019. In the last contract year, we received more rain than the previous contract year, resulting in a significant increase in effluent.

Energy use is tracked to increase energy efficiency. Exhibit 4 displays the monthly average energy consumed in kilowatt hours since 2019.

Exhibit 2

Total treated effluent flow since 2019

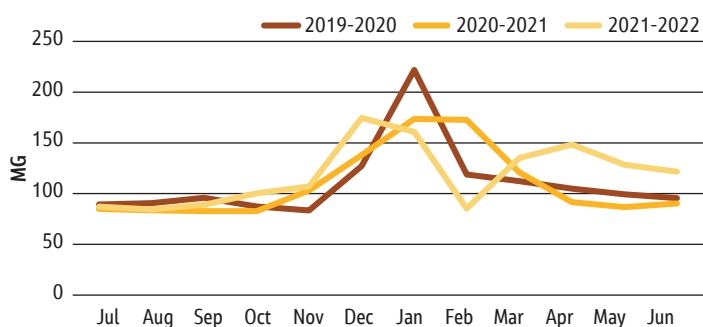


Exhibit 4

Total power usage July to June since 2019

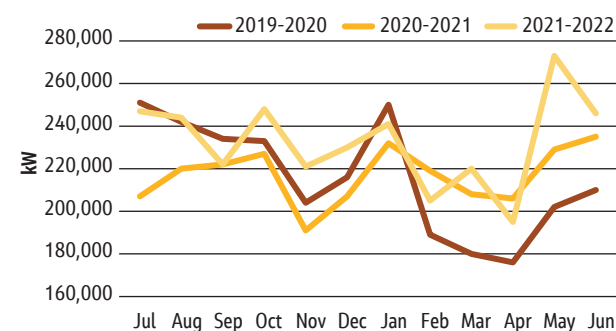
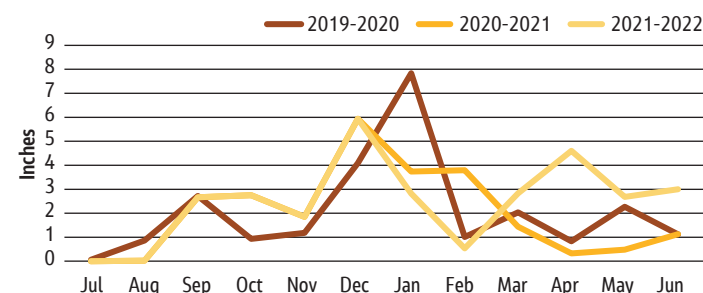


Exhibit 3

Total rainfall since 2019



Facility and lift stations activities

During the 2021-2022 contract year, we performed the following tasks to better operate/maintain the facilities and equipment.



View of the biotower and surrounding buildings at the WWTF.



Operator Brian Anderson moved biosolids at the Biosolids Storage Facility.

WWTF

- Collected semi-annual samples for three days twice. All samples were shipped to an outside laboratory for analysis.
- Completed and submitted the state Fire Marshall Report for hazardous substances onsite.
- Updated the Emergency Response Plan and Accident Prevention Plan. New building maps and evacuation lists were distributed onsite.
- Reconciled, applied and finalized all accounting transactions for Contract Year 33.
- Drained, cleaned and inspected primary clarifier #2, secondary clarifier #2 and aeration basin #1.
- Assisted Sutherlin WWTF in reseeded their aeration basin with the facility's return activated sludge (RAS).
- Worked proactively with contractors to abate chemical supply shortages for sodium hypochlorite and dry polymer.
- Helped with the replacement of the pretreatment building's doors and ceiling due to excessive corrosion.
- Installed duct work for the pretreatment building recirculation fan to reduce odor issues.
- Investigated problems with the biosolids screw press. We replaced and cleaned equipment and switched to a higher-quality polymer, resulting in better operations.
- Replaced the burner box on boiler #1.
- Submitted the annual stormwater report to the Department of Environmental Quality (DEQ) and conducted monthly observations, as required.

Biosolids

- Sent all biosolids generated at the WWTF to the screw press for dewatering throughout the winter season.
- Completed and submitted the annual report for biosolids to the DEQ.
- Completed the Peterbilt, Freightliner and International biosolids trucks annual Department of Transportation (DOT) inspection at Pape.
- Sent quarterly biosolids samples to Neilson Research Corporation (NRC) for analysis. Collected soil samples from several biosolids sites for nitrogen analysis.
- Hauled 41.9 tons worth of liquid and 283.4 tons of dewatered biosolids to multiple sites during the 2021 application season.
- Facilitated the installation of the new conveyor system in the second biosolids storage bay.



Maintenance Mechanic Jim Hilburn works on the pedestal for the new chopper pump at the Highland lift station.

Lift stations

- Total annual flow (May 2021-May 2022) through the lift stations was 597.7 million gallons (mg)
- Average flow for the year was 1.8-mgd
- Rebuilt Highland pump #2 and Winchester pump #1.
- Replaced Highland pump #1 with a free prototype chopper pump.
- Installed new sump pumps and a pressure main drain system at Winchester pump station.
- Replaced variable frequency drive (VFD) for pumps #1 and #2 at Winchester pump station.
- Replaced pump #1 at Loma Vista with an anti-lock brake system (ABS) pump.
- Replaced seal water pump and starter coil at Highland lift station.
- Installed security cameras at lift stations.



Uphill view of oak trees at the NTS.

Natural Treatment System

- Sheep grazed the property for six months beginning in November.
- Redirected flow from the Natural Treatment System (NTS) to the river at outfall 001 beginning in November.
- Drained and winterized all irrigation lines at the pump station
- Prepared annual Farm Operations Plan for 2021 and Monitoring Report for 2020, submitted and accepted to Oregon DEQ.
- Removed the sheep herd early, allowing for staff to conduct surveys of irrigation system and conduct repairs prior to start up.
- Placed monitoring probes upstream at SW1, downstream at SW6 and in Sylman creek at SW5.
- Returned effluent flow to NTS on April 29, 2022.
- Replaced and rehabilitated multiple sprinklers, supply line whips and support rods.
- Adjusted irrigation flow to account for low river flow to meet phosphorous benchmark and for higher evaporation rates during the heat waves in 2021. In Spring 2022, flow adjusted up to account for several rainstorms resulting in high river flow.
- Conducted vegetation control using tree trimming crew, county work crew and pesticide application to remove tree hazards and invasive species.
- Planted over 20 willow trees at the NTS to stabilize the ground, increase nutrient retention and improve overall treatment for the wetlands area.

Environmental Laboratory Services

From July 1, 2021, through June 30, 2022, we conducted 1,437 permit tests and were 99-percent compliant. The following is a breakdown of winter and summer testing.

Beginning November 1, and continuing through April 30, we follow our winter testing requirements of:

- Biochemical oxygen demand (BOD) three times per week
- Total suspended solids (TSS) three times per week
- pH daily
- Chlorine residual daily average
- Ammonia once per week
- E. coli three times per week

From May 1, through October 31, we follow our summer testing requirements of:

- Carbonaceous biochemical oxygen demand (CBOD) three times per week
- TSS three times per week
- pH daily
- Chlorine residual daily average
- Ammonia three times per week
- E. coli three times per week
- Nitrate once per week
- Total kjeldahl nitrogen (TKN) once per week
- Total phosphorus once per week.

During the summer months (May 1 – October 31) we send flow to the NTS (Outfall 002). When discharging from the pond, we sampled daily for total phosphorus, flow with continuous probe data for pH, dissolved oxygen (DO) and temperature at SW5.

During the entire compliance period (May 1 – October 31), we have continuous probes at SW1, SW5 and SW6 to sample for pH, DO and temperature and we take total phosphorus samples weekly. At MW1, we take monthly samples for pH, DO, temperature and total phosphorus. Exhibit 5 highlights the parameters and number of tests performed.

Exhibit 5

Laboratory analysis required by RUSA permit

Samples	Number of samples per year
pH	365
Chlorine residual	365
BOD/CBOD	157
TSS	157
Ammonia	97
E. coli	179
TKN	28
Nitrite/Nitrate	29
Total phosphorus	60
Total	1,437

Industrial pretreatment program

The Jacobs team is responsible for the completion of five pretreatment [fats, oils, grease (FOG)] inspections each month along with inspections, sampling and laboratory testing services for each of our permitted categorical industrial users (CIU) or significant industrial users (SIU). We completed the following industrial pretreatment program (IPP) activities:

- Sent the annual Pretreatment Report on behalf of RUSA to the Oregon DEQ.
- Inspected the Umpqua Dairy for pH as part of their semi-annual check. They were compliant.
- Renewed Jack Pollock's permit to haul tanked waste for another year.
- Renewed FCC Furniture's permit.
- Updated pretreatment spreadsheet to chronologically prioritize inspection frequency.

Keeping the community safe

Safety is a top priority at the Roseburg WWTF and for the operations team. The Jacobs BeyondZero safety program is designed and implemented to ensure employees go home in the same or better condition in which they arrived. Safety is woven into the fabric of our culture and is included in everything we do. It includes the physical, mental and emotional wellness of our employees, clients, subcontractors and the community. We are trained and committed to be vigilant about safety and to look after one another. Because of this dedication, **we have not experienced a recordable incident in more than 3 years and have not experienced a lost-time incident in more than 18 years.**

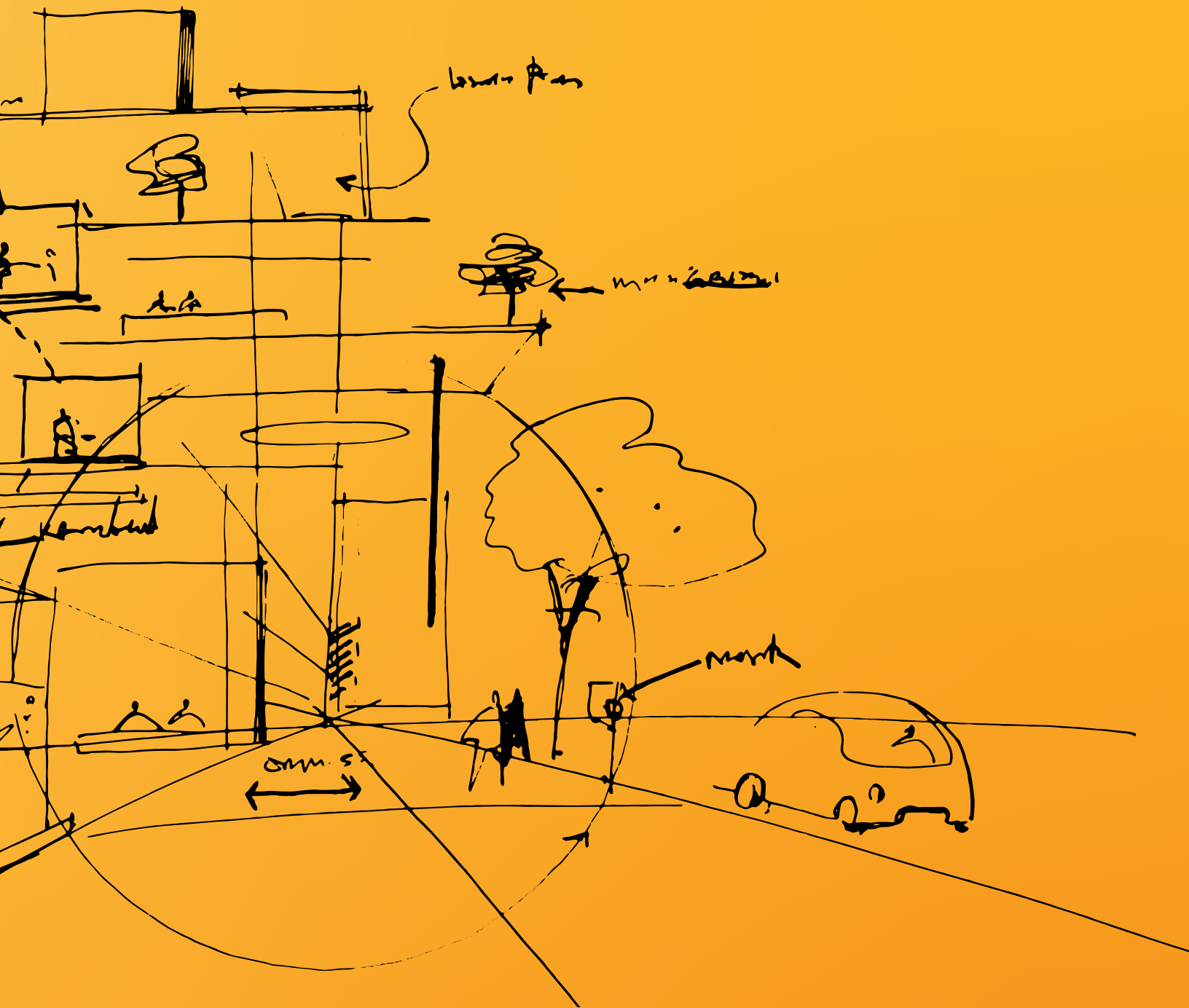
Employee training is a critical element of Jacobs safety program. Due to the COVID-19 pandemic, we adjusted our training to incorporate more online platforms, in addition to limited in person trainings following necessary guidelines. Training completed this year included over 500 hours in the following areas:

- Bloodborne pathogens
- Ladder safety
- Confined space
- Noise reduction
- Lock out/tag out
- Vehicle safety and defensive driving
- Lifting equipment/crane operation
- Fire extinguisher
- Heavy equipment/forklift operation
- And many more

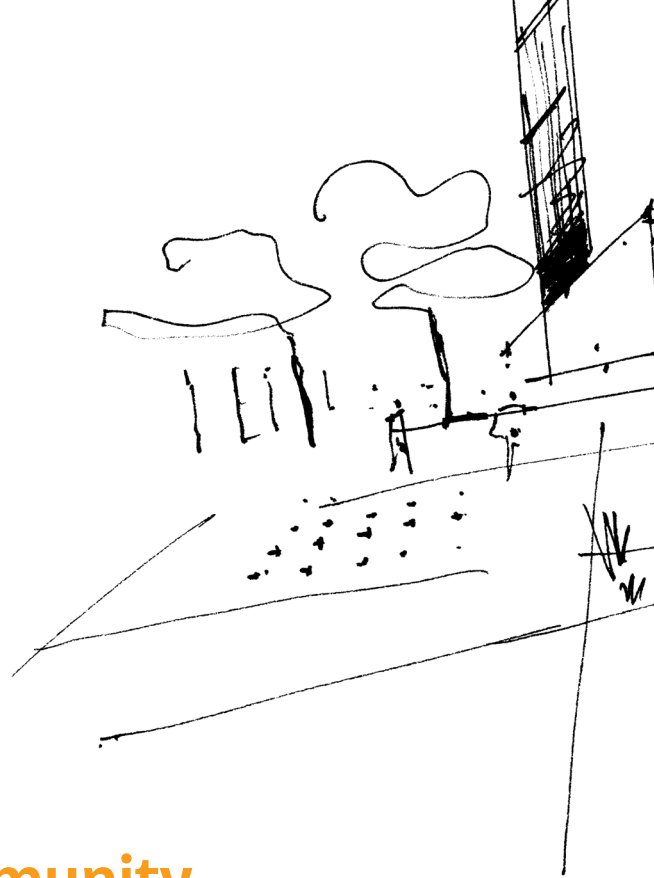
These sessions are designed to both educate and train new employees, as well as keep us refreshed in our knowledge and remind us to be dedicated to our safety culture. For example, tailgate sessions are held weekly where all employees are encouraged to lead briefings on pertinent health and safety issues. A training log is maintained for each session, and copies of training certificates are kept in each employee's safety file and online.

Jacobs takes as many precautions as necessary to keep our employees safe. In addition to preparing standard operating procedures (SOPs) for equipment, we perform activity hazard analyses (AHAs). The AHAs carefully study and record each step of a job that employees perform, identifying existing or potential equipment, environment, or action generated hazards. AHAs help us make sure we have thoroughly thought the task through, noted, eliminated and/or addressed any potential hazards and confirmed we have the equipment, PPE and safety tools we need to execute the job safely and efficiently.





We have not experienced a recordable incident in more than 3 years and have not experienced a lost-time incident in more than 18 years.



Making an impact in the community where we live and work

Being an active and engaged member of the community where we live and work is important to our team. We understand how important it is that the citizens of Roseburg trust and be confident that their utilities are being managed safely and wisely. Getting involved and connecting with the community is key to building that trust, and we relish opportunities to get involved that help us inform and connect with our neighbors. Due to the COVID-19, we were unable to help our client at the Annual Home Show but look forward to participating in future events.



We continued sustainable practices such as:

- Recycled 20 pounds of gloves, 67 pounds of batteries, 10 ink cartridges and 2,520 pounds of scrap metal.
- Completed the Wildflower Hill sustainability project. Jacobs planted about a quarter of an acre of the hillside on the East side of the WWTF with native wildflowers to improve the pollinator habitat and site appearance.



Onsite recycled glove bin.



Before and after at the new wildflower hill onsite.





Looking forward

For the next contract year, we are focused more than ever on keeping costs down, and in some cases, finding new ways to operate the facility to save the Authority and its ratepayers money. Projects we are focused on in the coming year include:

- Tying in the stormwater drains to the headworks.
- Testing the new chopper pump prototype at Highland lift station.
- Cleaning digester #2.
- Building the bisulfite chemical storage facility.
- Odor control on the biofilter.

Jacobs is proud to operate RUSA's WWTF and we look forward to being the Authority's wastewater utility partner for years to come.

ADDENDUM TO JUNE 8, 2022 BOARD PACKET

Accounts Payable

Checks by Date - Detail by Check Date

User: christine
Printed: 6/8/2022 3:26 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
50908	FLURY F7396	Flury Supply Company Backhoe Repair parts	06/08/2022	95.64
Total for Check Number 50908:				95.64
50909	IE-ENG 59453 59454 59456 59615	i.e. Engineering, Inc. Plans & Proj Mgmt- Chadwick Sewer Civil Const Plans & Proj Mgmt-Storm System at Atlanta St Sewer Ext-Civil Constr Plans & Proj ! Atlanta Street Sewer Ext-site Topo Survey & Ba	06/08/2022	3,581.25 850.00 200.00 600.00
Total for Check Number 50909:				5,231.25
50910	ICONIX U2216025280	ICONIX WATERWORKS INC Insert Tees	06/08/2022	1,991.56
Total for Check Number 50910:				1,991.56
50911	NEXNET 16947	Nexcom, LLC Digital phone service for Admin-June	06/08/2022	332.80
Total for Check Number 50911:				332.80
50912	Occu 15211	OccuHealth DOT Physical - Stephen Lusch	06/08/2022	110.00
Total for Check Number 50912:				110.00
50913	DEQ Jim B 22-24	Oregon DEQ Jim Baird Certs Renewal: Coll III & Treatment I	06/08/2022	160.00
Total for Check Number 50913:				160.00
50914	PPL May 2022 411LM May 2022 425LM May 2022 Admin May 2022 Brbn May 2022 BrbnC May 2022 High May 2022 Keady May 2022 LV May 2022 NBank May 2022 NTS May 2022 NTSG May 2022 SBank May 2022 Wilb1 May 2022 Wilb2 May 2022 WWTP1 May 2022 WWTP2	Pacific Power Usage-411 LM-Storage Bldg Power Usage-425 Long Meadow Power Usage-Admin Bldg Power Usage-310 Bourbon St PS Contract-310 Bourbon St PS Power Usage-Highland PS Power Usage-Keady Ctt PS Power Usage-Loma Vista PS Power Usage-North Bank PS Contract/Power Usage-NTS PS Power Usage-140 LM-NTS Gate Power Usage-South Bank PS Power Usage-Wilbur 1 PS Power Usage-Wilbur 2 PS Power Usage-WWTP 1 Power Usage-WWTP 2	06/08/2022	44.36 10.73 412.81 61.85 68.62 940.55 84.59 80.42 117.83 5,087.46 19.91 1,691.24 135.45 157.07 19,311.80 27.86

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 50914:				28,252.55
50915	Refund2 Permit 22-3	Ray Walker Refund Permit fee	06/08/2022	20.00
Total for Check Number 50915:				20.00
50916	RSBG-DIS 1246718	Roseburg Disposal Company Garbage Service-May	06/08/2022	61.00
Total for Check Number 50916:				61.00
50917	SWS EQ 0144396-IN	SWS Equipment, LLC Nozzle	06/08/2022	3,249.00
Total for Check Number 50917:				3,249.00
50918	UBWA May 2022 411LM May 2022 606LM May 2022 B	Umpqua Basin Water Association Water - 411 Long Meadows Ln Water - 606 Long Meadows Ln Water - 310 Bourbon St	06/08/2022	22.00 22.00 22.00
Total for Check Number 50918:				66.00
50919	US POBOX June 2022	US Postal Service Post office box annual fee	06/08/2022	312.00
Total for Check Number 50919:				312.00
Total for 6/8/2022:				39,881.80
Report Total (12 checks):				39,881.80