



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 4:02 p.m. on December 9, 2020 at 1297 NE Grandview. The Board Meeting was also broadcast by Zoom® Meeting.

ROLL CALL

Directors

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

Absent:

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

Consideration of the November 10, 2020 Regular Monthly Board Meeting Minutes.

Rob Lieberman moved to approve the minutes for the November 10, 2020 Roseburg Urban Sanitary Authority Regular Monthly Board Meeting.
David Campos seconded the motion.
The motion passed unanimously.

Roseburg Urban Sanitary Authority Contract Review Board

Board Chair Dunn convened the Roseburg Urban Sanitary Authority Contract Review Board.

Staff solicited bids from contractors for the installation of the Biosolids Conveyor Electrical & Pneumatic Systems. One bid was received by the deadline of 2:00 p.m. on December 9, 2020.

Z Terrell & Son were the only bidders with a bid of \$178,557.02 for the project. The Engineer has reviewed the bid and has recommended to the Board to proceed to award a contract to Z Terrell and Son for the project.

The Contract Review Board discussed the bid details at length. Staff advised that any construction material cost saving measures available will be thoroughly researched and implemented when possible.

Kelsey Wood made a motion to approve the Notice of Intent to Award for the installation of the Electrical & Pneumatic Systems to Z Terrell & Son.

David Campos seconded the motion.

The motion passed with a vote of 4 to 1.

Board Chair Dunn reconvened the regular Roseburg Urban Sanitary Authority Board Meeting.

General Managers Report

Winchester Pump Station Force Main Replacement Project

Douglas County and RUSA have agreed to the final accounting for the project. The outstanding balance to close out the project is \$157,799.02. We have received an invoice in that amount.

Hooker Road Rehabilitation Project

The contract documents have been completed. The project will be advertised in December with a bid deadline of January 6th.

Douglas Avenue Project

Civil West has submitted 60% plans for RUSA to review. Staff has reviewed the plans and made comments and corrections. Civil 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, Conveyor Installation

The contractor has mobilized to the WWTP and is starting the installation of the conveyors.

Phase II of the project, the electrical and pneumatic installation, is out to bid. The bid deadline is December 9th at 2:00. Staff will be making a recommendation after reviewing the bids.

Douglas County Request for a Contract to accept Leachate

Douglas County has requested that RUSA accept trucked in leachate from the County landfill. They are asking that we accept truck loads in an emergency condition only. There have been times in the past that the Green Winston WWTP could not take the entire amount of leachate generated during high rain events.

RUSA has accepted the leachate from the landfill in the past and discontinued the contract due to extensive testing required by Senate bill 737. Our current permit does allow RUSA to accept trucked in waste. We have confirmed this with the Oregon DEQ.

Any contract to accept leachate would include an Ammonia limit and PH limit before the waste could be discharged to the plant. We would also require that the County submit copies of the test result conducted by the County on the leachate.

Jacobs Plant Operations Report

Jade Mecham reported the treatment facility averaged 98% CBOD removal and 97% Total Suspended Solids removal during November. The total Effluent flow was 103.18 million gallons of which 2.46 million gallons went to the Natural Treatment System prior to the switch to the winter mode of operation.

Accounts Payable

The Board reviewed the Accounts Payable Report and Addendum for the December, 2020 Accounts Payable.

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

Other Business

Staff presented the Roseburg Urban Sanitary Authority Capital Improvement 5 year plan.

Due to Covid-19 RUSA will not be holding the annual staff Christmas party. The Board suggested employees receive Christmas Eve off.

David Campos moved to approve RUSA employees receive Christmas Eve 2020 off as a paid holiday.

Kelsey Wood seconded the motion. The motion passed unanimously.

Respectfully submitted,



Harmony Williams
Office Assistant