



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 October 13, 2021. 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 and Jerry Griese
Absent: David Campos

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

Consideration of the September 8, 2021, Regular Monthly Board Meeting Minutes.

Rob Lieberman moved to approve the minutes for September 8, 2021, Roseburg Urban Sanitary Authority Regular Monthly Board Meeting.
John Dunn seconded the motion.
The motion passed unanimously.

Resolution No. 21-04; A Resolution Rescinding Resolution No. 07-01 & Establishing A Comprehensive Fee Schedule

Staff presented Resolution No. 21-04; A Resolution Rescinding Resoluion No. 07-01 and Establishing a Comprehensive Fee Schedule and Exhibit "A" Fee Schedule with effective date of January 1, 2022.

Jerry Griese made a motion to approve Resolution 21-01; A Resolution Rescinding Resoluion No. 07-01 and Establishing a Comprehensive Fee Schedule with the effective date of January 1, 2022.
Rob Lieberman seconded the motion.

Vote By Roll Call

Chairman Dunn requested "Roll Call" for the to approve Resolution No. 21-04:

John Dunn Yes

Rob Lieberman Yes
Jerry Griese Yes
Kelsey Wood Yes
David Campos

The motion was passed with a 4/0 vote.

Resolution No. 21-05; A Resolution Establishing an Information Security Policy

Staff presented Resolution No. 21-05; A Resolution Establishing an Information Security Policy with an effective date of October 14, 2021.

Rob Lieberman made a motion to approve Resolution 21-05; A Resolution Establishing an Information Security Policy effective October 14, 2021.

Jerry Griese seconded the motion.

Vote By Roll Call

Chairman Dunn requested "Roll Call" for the motion to approve Resolution No. 21-05:

John Dunn Yes
Rob Lieberman Yes
Jerry Griese
Kelsey Wood Yes
David Campos Yes

The motion was passed with a 4/0 vote.

General Managers Report

Hooker Road Rehabilitation Project

The contractor continued work on the project. The contractor installed approximately 578' of 4" laterals, 474' of 2" pressure sewer, 2 private individual pump stations. The contractor has also been resurfacing the trench sections. Cradar has submitted pay request #4 in the total amount of \$234,693.88 with \$11,734.69 withheld in retainage for a payment #4 in the amount of \$222,959.19. Rob Lee, the Engineer of Record, has reviewed the data comprising the Application for Payment and recommends paying Pay Estimate #4 as submitted.

Staff has reviewed Pay Estimate #4 we concur with the Engineer and would recommend that the Board approve payment of Pay Estimate #4 in the amount of \$222,959.19.

Jerry Griese moved to approve Pay Estimate #4 in the amount of \$222,959.19.

Rob Lieberman seconded the motion.

The motion passed unanimously.

Douglas Avenue Project

The City and RUSA have submitted the Douglas Avenue project as part of a list of projects for consideration in the American Rescue Plan Act for funding. The project currently has not been scheduled for bidding and subsequent construction at this time.

New Chemical Feed Building

Rogers Engineering is currently working on the specifications and plans for the chemical feed building.

Results of the Roseburg Urban Sanitary Authority Staff Questionnaire

Executive Staff developed a questionnaire to gauge the employment satisfaction of our employees. I have included the results of the questionnaire for your information.

This is the first time we have used an anonymous method of measuring the staff work experience. 64.2 percent of the employees are satisfied or very satisfied with the organization’s employees experience.

50 percent of the employees are slightly likely to not likely at all to change employers.

There are observations and suggestions of improvement that I will be looking at to improve the employee work experience.

Longevity Pay and Extended Merit Pay

Staff presented the proposed Longevity Pay and Extended Merit Pay proposal. To retain our employees this proposal will reward employee for years of service as well as provide a merit pay bonus for those employees that have reached the top step in the pay scale for their position if there is not any opportunity for the employee to be promoted to another position.

Rob Lieberman made a motion to approve Longevity Pay and Extended Merit Pay as presented. John Dunn seconded the motion.

Vote By Roll Call

Chairman Dunn requested “Roll Call” for the to approve Resolution No. 21-04:

John Dunn	Yes
Rob Lieberman	Yes
Jerry Griese	No
Kelsey Wood	Yes
David Campos	

The motion was passed with a 3/1 vote.

Jacobs Plant Operations Report

Jade Mecham reported the treatment facility averaged 98% CBOD removal and 96% Total Suspended Solids removal during September. The total Effluent flow was 88.99 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 2021 Accounts Payable.

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

The motion passed unanimously.

Other Business

None.

Respectfully submitted,

A handwritten signature in blue ink that reads "Harmony Williams". The signature is written in a cursive, flowing style.

Harmony Williams
Office Assistant