



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 January 12, 2022. The Board Meeting was held in-person and remotely broadcast by Zoom® Meeting.

ROLL CALL

Directors

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

Absent: Rob Lieberman

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 December 8, 2021, Regular Monthly Board Meeting Minutes.

Jerry Griese moved to approve the minutes for December 8, 2021, Roseburg Urban Sanitary Authority Regular Monthly Board Meeting.
David Campos seconded the motion.
The motion passed unanimously.

General Managers Report

Hooker Road Rehabilitation Project

The contractor is scheduled to return to work on the project on January 18th. The contractor has 34 remaining contract days to complete the work for a completion date of February 20th, if no further time delays are requested.

New Chemical Feed Building

Rogers Engineering is completing the design and specifications. Staff has evaluated the project's impact to the treatment process and have determined that the best time to construct this project is mid-May through August.

Agreement with Douglas County – Emergency Treatment of Leachate

Staff has completed a draft agreement to accept leachate from the County's landfill in an "Emergency Condition". The County has reviewed the final draft agreement and does not have any further requests for changes.

Kelsey Wood made a motion to enter into an Emergency Disposal Leachate Treatment Agreement with Douglas County.

Jerry Griese seconded the motion.

The motion passed unanimously.

Sewer Rate Study

Staff met with Lance Colley of JMEC Consulting regarding providing consulting services to conduct a sewer rate study. Lance has completed many rate studies in the past for the City of Roseburg, Green Sanitary, Roberts Creek Water and Tri-City Water and Sewer to name a few. The proposed scope would be to provide a comprehensive Rate Study, with multi-year financial projections and recommended rates increase to support the projected expenditures. The proposed agreement would be for a not to exceed amount of \$10,000 with an anticipated billable hour of 80-100 at an hourly rate of \$85.00. The projected cost would be \$6,800 - \$8,500 with \$1,500 for any unanticipated additional work. (See included proposal from JMEC)

The Board suggested the rate study be completed by Staff, however they were not opposed to a final review by an outside party.

Jacobs Plant Operations Report

Jade Mecham reported the treatment facility averaged 92% BOD removal and 93% Total Suspended Solids removal during December. The total Effluent flow was 174.53 million gallon.

Accounts Payable

The Board reviewed the Accounts Payable Report and Addendum for the January 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.

Executive Session

At 5:32 p.m. Chairman Dunn called for an Executive Session to discuss the General Manager's evaluation as stated in ORS 192.660(2)(i). At this time staff left, leaving the General Manager and Board Members remaining. The Board evaluated the General Manager for his work during the year 2021.

At 5:45 p.m. staff were called back to the regular meeting.

David Campos made a motion to advance Jim Baird to Step 6 for General Manager.

Rob Lieberman seconded the motion.

Vote By Roll Call

Chairman Dunn requested "Roll Call" for the motion to advance the General Manager to Step 6:

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

The motion was passed with a 4/0 vote.

Other Business

Staff presented a map detailing the Urban Growth Boundary running through a property on Diamond Lake Boulevard. Staff explained that the property owner has requested sewer service outside of the boundary. There is a possibility of achieving this through a contingency that allows not more than one city service outside the boundary. Additionally, Staff explained that the SDAO Conference is now virtual only and that the Umpqua Fishery Enhancement Derby has been postponed with the possibility of being cancelled.

Attached Additional Items Presented

Map detailing property partially located outside of Urban Growth Boundary.

Accounts Payable Addendum

Respectfully submitted,



Harmony Williams
Office Assistant

ADDENDUM TO JANUARY 12, 2022 BOARD PACKET

Accounts Payable

Checks by Date - Detail by Check Date















































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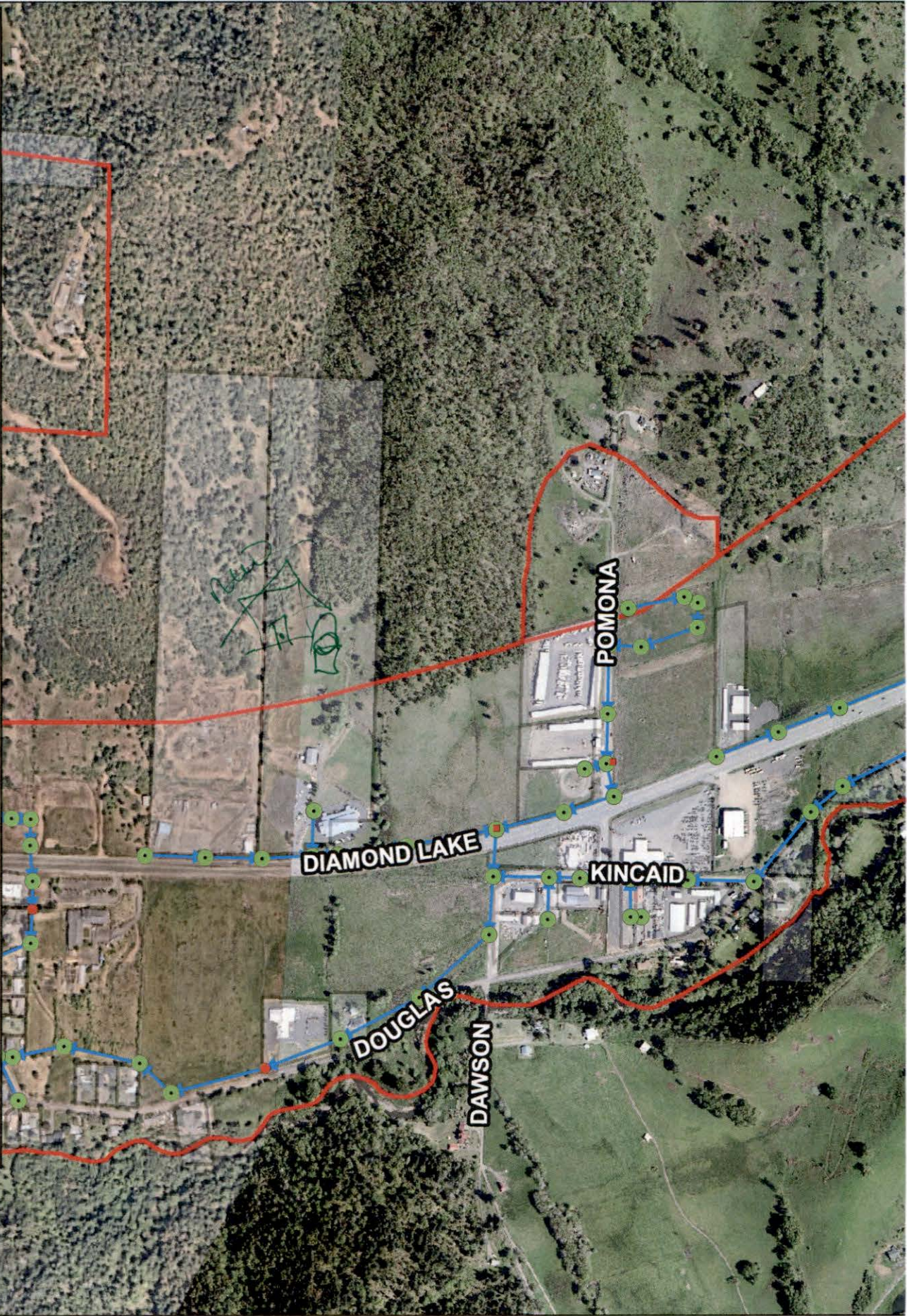


Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	ASIFLEX A00032581C0C90w	ASIFlex FSA Fees-December	01/10/2022	41.25
Total for this ACH Check for Vendor ASIFLEX:				41.25
Total for 1/10/2022:				41.25
50682	WATER Dec Keady INV14795	City of Roseburg Base Rate water-Keady Ct Pump Station Bulk water-December	01/12/2022	50.00 96.18
Total for Check Number 50682:				146.18
50683	ICONIX U2216000596	ICONIX WATERWORKS INC Inserta tees & couplings for stock	01/12/2022	806.68
Total for Check Number 50683:				806.68
50684	Lithia 380605 380712 380857 381974 382016 382748 382770 383080	Lithia Motors Support Services Oil & Filter-'19 Ford F-150 Oil & Filter-CCTV Van Oil & Filter-'19 Ford F-450 Oil & Filter-'20 Ford F550 Oil & Filter-'11 Ford F-450 Oil & Filter-'17 Ford F-150 Oil Change & New taillight-'18 Ford F-150 Oil Change & New taillight-'14 Ford F-150	01/12/2022	41.95 157.88 42.12 62.20 62.20 61.95 242.95 61.95
Total for Check Number 50684:				733.20
50685	ACWA 8436	Oregon Association of Clean Water Agenc 2022 Membership dues ACWA	01/12/2022	1,580.00
Total for Check Number 50685:				1,580.00
50686	PPL Dec 21 411S Dec 21 425LM Dec 21 Admin Dec 21 B Dec 21 Bourb Dec 21 Gate Dec 21 High Dec 21 Keady Dec 21 LV Dec 21 NBank Dec 21 NTS Dec 21 SBank Dec 21 Wilb1	Pacific Power Usage-411 LM-Storage Bldg Power Usage-425 Long Meadow Power Usage-Admin Bldg Contract-310 Bourbon St PS Power Usage-310 Bourbon St PS Power Usage-140 LM-NTS Gate Power Usage-Highland PS Contract Min&Usage-Keady Ct PS Power Usage-Loma Vista PS Power Usage-North Bank PS Contract/Power Usage-NTS PS Power Usage-South Bank PS Power Usage-Wilbur 1 PS	01/12/2022	27.23 10.53 460.89 65.85 75.68 20.07 1,416.53 74.01 94.94 127.17 1,882.03 1,431.28 279.34

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	Dec 21 Wilb2	Power Usage-Wilbur 2 PS		180.94
	Dec 21 WWTP1	Power Usage-WWTP 1		17,255.35
	Dec 21 WWTP2	Power Usage-WWTP 2		28.25
Total for Check Number 50686:				23,430.09
50687	RSBG-DIS 1221465	Roseburg Disposal Company Garbage Service-December	01/12/2022	61.00
Total for Check Number 50687:				61.00
50688	SIERRASP 21794341 010822	Sierra Springs Bottled water service	01/12/2022	65.70
Total for Check Number 50688:				65.70
Total for 1/12/2022:				26,822.85
Report Total (8 checks):				26,864.10

Legend

-  Boundary
 -  Douglas County Parcel
 -  Bubble Point
 -  Pump Stations
- Manholes**
-  PRIVATE MANHOLE
 -  ABANDONED MH
 -  AIR-VACCUUM-VAL
 -  BLOWOFF-VALVE
 -  BUNKER
 -  CLEANOUT
 -  DEFLECTION
 -  DESIGN
 -  ELBOW
 -  MANHOLE
 -  MANHOLE-GPS
 -  OVERFLOW
 -  PLUG
 -  PUMPING-STATION
 -  REDUCER
 -  SIPHON-BOX
 -  TEE
 -  VALVE
- Mains**
-  RECLAIMED WATER
 -  FORCE MAIN
 -  GRAVITY MAIN LINE
 -  OVERFLOW
 -  PRIVATE MAINLINE
 -  SIPHON
 -  ABANDONED
- Service Stationing**
-  AREA DRAIN
 -  BACKWATER VALVE
 -  CAPPED
 -  CLEAN
 -  CLEANOUT
 -  DEAD?
 -  MANHOLE
 -  PUMP
 -  REDUCER
 -  SAMPLE BOX
 -  STATION
 -  TANK
 -  VALVE
- Service Laterals**
-  Service Laterals
- Abandoned Manholes**
-  AB-CLEANOUT
 -  AB-MANHOLE
 -  AB-PUMPING STAT



This map is for displaying general information.
 For detailed information structures must be field verified and located.



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