



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 January 13, 2021 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 December 9, 2020 Regular Monthly Board Meeting Minutes.

Rob Lieberman moved to approve the minutes for the December 9, 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 Hooker Road Sewer Project. On January 11, 2021 bids for the project were opened and read publicly. RUSA received one bid only for the project from Jesse Rodriguez Construction. The bid total for Schedule "A" was \$1,345,720.00. This bid was 26% higher than the base engineer's estimate and 15% higher than the base engineer's estimate with a 10% contingency added.

Leeway Engineering evaluated the bid and provided a recommendation to reject the bid from Jesse Rodriguez Construction. Staff recommended that the Board reject the bid from Jesse Rodriguez Construction.

David Campos made a motion to reject the bid from Jesse Rodriguez Construction for the Hooker Road Sewer project.

Rob Lieberman seconded the motion.

The motion passed unanimously.

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

Jacobs Operations Contract Annual Report

Jade Mecham presented the 2019-2020 Annual Report for Operations and Management Services to the Board.

General Managers Report

Hooker Road Rehabilitation Project

The bids were opened January 11th, 2021. The results of the bidding will be reported to the Local Contracting Board January 13th for their review.

Douglas Avenue Project

Century 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, Z Terrell & Son LLC, has completed the work included in the contract "Biosolids Conveyor Installation". The contractor has submitted a final invoice for the work in the amount of \$32,000.

Rogers Engineering inspected the work and reviewed the payment request. The Engineer and Staff recommended that the Board approve the final payment to Z Terrell & Son LLC in the amount of \$32,000.

Rob Lieberman made a motion to approve final payment to Z Terrell and Son LLC for \$32,000.

Kelsey Wood seconded the motion.

The motion passed unanimously.

Douglas County Request for a Contract to accept Leachate

Douglas County has provided lab results to Jade Mecham for review. The winter leachate discharge does not have constituent levels that would upset the WWTP. The levels of ammonia can be high if there is not a rain event. We would need to work out a storage system so that any high ammonia leachate could be metered into the plan.

Staff will continue to work on a draft agreement for the Board to review.

Jacobs Plant Operations Report

Jade Mecham reported the treatment facility averaged 97% BOD removal and 97% Total Suspended Solids removal during December. The total Effluent flow was 137.960 million gallons.

Accounts Payable

The Board reviewed the Accounts Payable Report and Addendum for the January, 2021 Accounts Payable.

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

Executive Session

At 4:47 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 2020.

At 5:05 p.m. staff were called back to the regular meeting. David Campos made a motion to advance Jim Baird to Step 5 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 5:

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

The motion was passed with a 5/0 vote.

Other Business

None.

Respectfully submitted,



Harmony Williams
Office Assistant