



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 September 12, 2018 at 1297 N.E. Grandview Drive.

ROLL CALL

Directors

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

Others present: General Manager Jim Baird, Supervising Engineering Tech III Ryon Kershner, Office Assistant Harmony Economou, Finance Director Christine Morris and CH2M Project Manager Jade Mecham.

Consideration of the minutes of the Regular Monthly Board Meeting of Wednesday, August 15, 2018.

Kelsey Wood moved to approve the minutes, as presented, for the Wednesday, August 15, 2018 Roseburg Urban Sanitary Authority Regular Monthly Meeting.
David Campos seconded the motion.
The motion passed unanimously.

Wetland Mitigation Bank

Jacobs Engineering was asked to provide a scope of work and related cost to develop a wetlands mitigation bank at the Natural Treatment Facility (NTF). The benefit to RUSA would be two-fold, the wetlands credits could be banked to offset disturbance of wetland areas due to construction by RUSA. In addition, we would be able to sell the credits to the City of Roseburg or developers to offset construction in delineated wetlands. The other benefit to RUSA would be that additional wetlands constructed at the NTF will add to the tertiary treatment at the facility.

The project was proposed with a phased implementation:

- Phase I
 - Evaluation of the potential for development of new wetlands and preliminary coordination with regulatory agencies, at a cost of \$25,000.

- Phase II
 - Prepare conceptual plan and preparation of the Oregon Mitigation Bank Prospectus, at a cost of \$40,000.
- Phase III
 - Final design of the mitigation bank, completion of all documents required and submittal of the required Mitigation Banking Instrument, at a cost of \$55,000.

The estimated value of the wetland mitigation bank is \$1,020,000 with an estimated engineering and construction cost of \$320,000. The approximate benefit/cost ratio for the 12 acres that were proposed is 3.2 dollars of value created for each 1 dollar of cost. Additional benefit will be realized as increased treatment of the effluent discharged to the Natural Treatment Facility.

Staff recommended that the Board approve Phase I of the project in an amount not to exceed \$25,000.

Kelsey Wood made a motion to approve Phase 1 in an amount not to exceed \$25,000.

David Campos seconded the motion.

The motion passed unanimously.

General Managers Report

Back Nine Sanitary Sewer Extension Phase I

The construction and start-up for the project has been completed. The As-built plans, Operation and Maintenance Manual, Engineer's letter of certification of completion, easement document and transfer of ownership of the property associated with the pump station are still pending.

RUSA has requested that the water meter located at 425 Longmeadow Lane be relocated to serve 310 Bourbon Street the new pump station location.

NW Black Avenue Sanitary Sewer Replacement Project

The contractor, Cradar Enterprises, has started work on the project. The sanitary sewer construction is 95% complete, the remaining work will take place when the road is paved.

Downtown Improvements Phase II

The Contractor, Brown Construction, has completed the sanitary sewer construction.

Winchester Pump Station Force Main Replacement Project

i.e. Engineering had completed 90% plans for the new dual forcemain that will be constructed as part of Douglas County's Highway 99 North construction project. RUSA is reviewing the plans and will be forwarding the plans with our comments to Jacobs Engineering for review and comment.

Loma Vista Pump Station Study

i.e. Engineering is working on the study. The project engineer will be providing RUSA a report on the possible relocation and upgrade of the Loma Vista Pump Station.

Wastewater Treatment Plant Fuel Tank Removal

The removal of the fuel tanks at the WWTP have been removed and the site filled and paved. All the reports and forms have been completed and sent to the DEQ. The DEQ has given preliminary approval and we expect to receive final approval soon.

Staff Recognition

Collection Operator of the Year

Matthew Chasteen has been awarded the Collection Operator of the Year for Umpqua Basin Operator Section of the Pacific Northwest Clean Water Association (PNCWA). The local section submitted Matt's nomination to the Oregon Region of the PNCWA and subsequently was chosen by the presidents of the five sections in the Oregon Region as Oregon's Collection Operators of the year. Matt will be recognized during the Annual Conference and Awards Banquet as the Oregon Operator of the Year.

Treatment Plant Operator of the Year

Jade Mecham has been awarded the Treatment Plant Operator of the Year for the Umpqua Basin Operator Section of the Pacific Northwest Clean Water Association (PNCWA). The local section submitted Jade's nomination to the Oregon Region of the PNCWA and subsequently was chosen by the presidents of the five sections in the Oregon Region as Oregon's Treatment Plant Operator of the year. Jade will be recognized during the Annual Conference and Awards Banquet as the Oregon Treatment Plant Operator of the year.

Staff Professional Development

The Oregon Operators Conference was held August 14th – 16th in Canyonville, OR. The conference is hosted by the Umpqua Basin Operator Section of the PNCWA. This conference provides the opportunity for our staff and others to attend a training event locally to obtain their required continuing education credits to maintain their State certification.

The RUSA staff that attended the conference were:

Jim Baird
Steve Lusch
Matt Chasteen
Kyle Bartlett
Rick Cox
Kyle Vatland
Leland Miller
Greg O'Neill
John Bastianelli

The Pacific Northwest Clean Water Association's Annual Conference will be held October 20th – 24th in Boise, ID. This conference provides our staff with training on the latest technical information for wastewater collection and treatment systems. The courses that our staff attend during the conference provide continuing educational credits as well as helping us keep up to date with the technical issues related to our industry as well as networking with leading professionals in the region.

The RUSA staff the will attend the conference are:

Jim Baird
Steve Lusch
Ryon Kershner
Matt Chasteen

CH2M Report

Jade Mecham CH2M Project Manager advised that the treatment facility averaged 99% CBOD removal and 97% Total Suspended Solids removal. The NTS is continuing to receive effluent and running as expected.

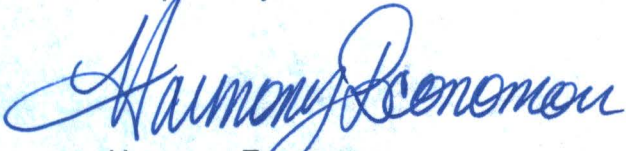
Accounts Payable

The Board reviewed the Accounts Payable Report and Addendum for the September 12, 2018 Accounts Payable. There was a short discussion regarding the details of some line items.

David Campos made a motion to approve the Accounts Payable and Addendum as presented. Jerry Griese seconded the motion. The motion passed unanimously.

There being no further business to come before the Board, the meeting was adjourned at 4:52 p.m.

Respectfully submitted,



Harmony Economou
Office Assistant