



**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 April 12, 2023. The Board Meeting was held in-person and remotely broadcast by Zoom® Meeting.

**ROLL CALL**

**Directors**

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

**Absent:** Jerry Griese

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**Others present:** General Manager Jim Baird, Finance Director Christine Morris, Office Assistant II Harmony Williams, Collections Superintendent Steve Lusch, Engineering Technician III Ryon Kershner and Caleb Trammell Jacobs Interim Plant Manager.

**Consideration of the March 8, 2023, Regular Monthly Board Meeting Minutes**

Rob Lieberman moved to approve the minutes for the March 8, 2023 Roseburg Urban Sanitary Authority monthly Board Meeting.  
David Campos seconded the motion.  
The motion passed unanimously.

**Roseburg Urban Sanitary Authority Local Contract Review Board RE: WRF Waterline Project**

Chair Dunn called to order the Roseburg Urban Sanitary Authority Local Contract Review Board. RUSA received three bids for the "RUSA WRF Waterline" project on April 5<sup>th</sup>, 2023, at 2:00 pm. The three bidders were Cradar Enterprises, LTM, Inc, Knife Rivers Materials, and Black Pearl Paving and Excavation. Cradar Enterprises was the low bid at \$103,284. The Engineers Estimate for the project was \$134,900.

i.e. Engineering, the project engineer, has reviewed the bids and deemed the bid to be completed fairly and in conformance with the conditions outlined in the bid documents. The Engineer recommends that RUSA consider Cradar Enterprises, Inc as the General Contractor for this project based on their lowest bid of \$103,284.

Staff has reviewed the bids and the Engineer's recommendation and would recommend to the Contract Review Board that they issue an intent to award the "RUSA WRF Waterline" project to Cradar Enterprises in the amount of \$103,284.

David Campos made a motion to award the WRF Waterline Project to Cradar Enterprises in the amount of \$103,284.

Rob Lieberman seconded the motion.

The motion passed unanimously.

At this time Chair Dunn reconvened the regular Board Meeting.

## **General Managers Report**

### **Bisulfite Building Project**

H3 General Contractors LLC submitted pay request #5. The work completed this period amounts to \$64,180 with retainage of \$3,220 for payment due of \$60,960.

The project engineer, Tom Rogers, has reviewed the pay request and recommends that the payment be processed. Staff has reviewed the pay request and would recommend that the Board approve paying pay request #5 in the amount of \$60,960.

Rob Lieberman made a motion to approve pay request #5 to H3 General Contractors LLC in the amount of \$60,960.

Kelsey Wood seconded the motion.

The motion passed unanimously.

### **Office Remodel**

Tom Rogers of Rogers Engineering completed 95% plans. Once the plans have been completed staff will submit the plans and an application for construction to the city.

Staff will solicit bids when the plans have been approved.

### **North Deer Creek Trunk Rehabilitation Project**

Rob Lee, with Leeway Engineering Solutions, and his team have completed the 75% level plans. The staff is reviewing the plans.

### **Biogas Feasibility Study – WRF**

Jacobs Operations has completed the gas sampling and sent the samples to the lab for testing. The preliminary schedule anticipates the final report in September 2023.

### **Chadwick St and Atlanta St Sewer Replacement**

The contracts have been sent to the contractor to be executed. When the contracts have been administered RUSA will be holding a pre-construction meeting to finalize the schedule for this project.

### **Administrative Offices Reroofing Project**

Curt Wilson, of Wilson Architecture, has completed 95% plans. The architect has provided a construction cost estimate of \$364,134 which includes a 15% contingency.

The project is scheduled to be advertised on May 12<sup>th</sup> with bids being received on June 16<sup>th</sup>.

## **Jacobs Plant Operations Report**

Caleb Trammell advised that the treatment facility averaged 86% BOD removal and 92% Total Suspended Solids removal during March. The total Effluent flow was 182.00 million gallons.

## **Accounts Payable**

The Board reviewed the Accounts Payable Report and Addendum for the April 2023 Accounts Payable.

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

### **Vote By Roll Call**

Board Chair Dunn requested "Roll Call" for the motion to approve the April 2023 Accounts Payable Report and Addendum as presented:

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

The motion was passed with a 4/0 vote.

## **Other Business**

Staff informed the Board that Employer Support of the Guard and Reserve would be presenting RUSA with an award.

## **Attached Additional Items Presented**

Accounts Payable Addendum

ESGR Employer Awards and Recognition letter

Respectfully submitted,



Harmony Williams  
Office Assistant

# ADDENDUM TO APRIL 12, 2023 BOARD PACKET

## Accounts Payable

### Checks by Date - Detail by Check Date

User: christine  
 Printed: 4/12/2023 2:35 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	02669	PERS Deposit	04/12/2023	
	MARCH 23 PR	PR Batch 00001.03.2023 PERS W/Held	PR Batch 00001.03.2023 PER	5,110.76
	MARCH 23 PR	PR Batch 00001.03.2023 OPSRP-Not W/Held	PR Batch 00001.03.2023 OPS	9,555.26
	MARCH 23 PR	PR Batch 00001.03.2023 PERS - Not W/Held	PR Batch 00001.03.2023 PER	10,118.69
	MARCH 23 PR	PR Batch 00001.03.2023 PERS Pick-Up	PR Batch 00001.03.2023 PER	956.52
Total for this ACH Check for Vendor 02669:				25,741.23
51381	Chytka 151935 152915	Chytka Pest Control LLC Pest Control - March Pest Control - April	04/12/2023	
				40.00
				40.00
Total for Check Number 51381:				80.00
51382	WATER INV17967	City of Roseburg Bulk water usage-March	04/12/2023	
				76.84
Total for Check Number 51382:				76.84
51383	DCCO-OP 17373	Douglas County Farmers' Co-op Topsoil	04/12/2023	
				58.00
Total for Check Number 51383:				58.00
51384	IE-ENG 61334 61336 61340	i.e. Engineering, Inc. Surface area exhibits-Storm system at WWTP Chadwick/Atlanta Sewer Improvement-Construc Engineering for Watermain & Hydrant at WWTF	04/12/2023	
				925.00
				768.75
				225.00
Total for Check Number 51384:				1,918.75
51385	NEXNET 19484	Nexcom, LLC Monthly digital telephone service-Admin	04/12/2023	
				332.80
Total for Check Number 51385:				332.80
51386	LGL 13397	Northwest Local Government Legal Advise Legall services-March	04/12/2023	
				220.00
Total for Check Number 51386:				220.00
51387	EDURED1 R56724	Rogue Credit Union EDU Reduction for R56724	04/12/2023	
				10.00
Total for Check Number 51387:				10.00
51388	SHRED-IT 8003550369	Stericycle, Inc. Shred it services	04/12/2023	
				87.59
Total for Check Number 51388:				87.59
51389	TEKMAN	TEKMANAGEMENT, INC.	04/12/2023	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
83991		Encryption of laptops		107.25
83991		Security awareness training		25.65
83991		DNS Filter (security)		40.00
83991		Server Maint & monitoring		1,518.14
83991		Backup & Recovery Services		565.00
83991		Cloud storage-server backups		84.00
84409		Security awareness training		25.65
84409		DNS Filter (security)		40.00
84409		Encryption of laptops		107.25
84409		Cloud storage-server backups		84.00
84409		Backup & Recovery Services		565.00
84409		Server Maint & monitoring		1,518.14
84593 prepay		Office 365 7/1/23-2/28/24 Finance		704.00
84593 prepay2		Office 365 7/1/23-2/28/24 Crew		1,408.00
84593 prepay3		Office 365 Visio/exchange 7/1/23-2/28/24		1,328.00
84593a		Office 365 Visio/M365 & exchange 3/1/23-6/30/		664.00
84593b		Office 365 3/1/23-6/30/23 crew		704.00
84593c		Office 365 3/1/23-6/30/23 Finance		352.00
Total for Check Number 51389:				9,840.08
Total for 4/12/2023:				38,365.29
Report Total (10 checks):				38,365.29



March 22, 2023

Oregon Employer Support of the Guard and Reserve is hosting its annual Employer Awards and Recognition Dinner on April 29, 2023, at the Columbia River Yacht Club, Portland, Oregon.

Oregon ESGR State Chair Jim Cunningham cordially invites **Roseburg Urban Sanitary Authority** to attend the Oregon ESGR Employer Awards and Recognition Dinner.

Your company will be receiving recognition and presented an award as a result of your support of the National Guard, Reserve, and Veterans.

**Please RSVP by April 12, 2023.**

RSVP by email to [oregonesgr@gmail.com](mailto:oregonesgr@gmail.com) -or- by completing an online registration at the following hyperlink **ESGREvents Employer Recognition Dinner**.

**Invitation details:**

**Date: Saturday, April 29, 2023**

**Location: Columbia River Yacht Club, 37 NE Tomahawk Island Drive, Portland OR 97217**

**Time: 5:00 p.m. Reception, 6:00 to 8:30 p.m. Dinner and Awards**

**Guests: Invited businesses may *RSVP for two representatives and one guest each* for a total of four attendees.**

ESGR is a Department of Defense program that develops and promotes supportive work environments for service members in the Reserve Components through outreach, recognition, and educational opportunities that increase awareness of applicable laws. ESGR also assists in resolving conflicts between Service members and their employers.

“National Guard and Reserve members bring tremendous skills and capabilities to our workforce, and employer support for their military service is critical to maintaining the strength of our National Guard and Reserve units,” said Cecil Owens, Oregon Military Outreach Director. “By valuing the military service of their Guard and Reserve employees, employers directly support the readiness and retention of our All-Volunteer Force and our national defense.”

For more information about the Employer Recognition Dinner, ESGR outreach programs, or volunteer opportunities, call 971-355-3551 or email [oregonesgr@gmail.com](mailto:oregonesgr@gmail.com).



Patriotic employers who are recognized as a nominee for the Secretary of Defense Freedom Award 2022, based upon nomination by your National Guard or reserve employee;

Oregon Department of Justice	Salem	Nominator SGT Nathan Flores, ORARNG
Valvoline Instant Oil Change	Bend	Nominator MSG Romona Veum, USAR
Walsh Construction Company	Portland	Nominator SFC Elizabeth Stewart, ORARNG
NW Permanente, PC	Portland	Nominator CPT Neeza Kamil, USAR
Precision Castparts Corporation	Milwaukie	Nominator PO3 Scott LaMourie, USCGR
Kralman Steel Structure	Milton-Freewater	Nominator SSG George Chappell, ORARNG
Ark Veterinary	Eugene	Nominator CPT Keith Byers, USAR
Eugene Police Department	Eugene	Nominator LTC Demian SanMiguel, ORARNG
Portland Bureau of Emergency Management	Portland	Nominator SPC Jeff Perkins, USAR
Oregon State Police	Pendleton	Nominator LCDR Sean Carothers, USCGR
Santiam Memorial Hospital	Stayton	Nominator LTC Lynn Gower, USAR
Advanced Chiropractic	Klamath Falls	Nominator A1C Kellie Marshall, ORANG
Burns High School	Burns	Nominator SSG Trever Ray, ORARNG
High Lakes Healthcare	Bend	Nominator SGT Jessie Johnson, USAR
Jeld Wen	Klamath Falls	Nominator 1 <sup>st</sup> Lt Jack Mathes, ORANG

Patriotic employers who the Department of Labor VETS awarded the 2022 HIRE Vets Medallion Award:

North America Mattress Corporation	Clackamas
Third Generation Painting Company	Eugene
Dauntless Wine Company	Forest Grove
A&M Transport LLC	Glendale
Sherman Brothers Heavy Trucking	Harrisburg
Bluecord International, Inc.	Keizer
Cayuse Holdings LLC	Pendleton
PacifiCorp	Portland
Roseburg Urban Sanitary Authority	Roseburg
Northwest Veterans Law	Salem
Aggregate Resource Industries, Inc.	Springfield