



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 November 9, 2022. The Board Meeting was held in-person and remotely broadcast by Zoom® Meeting.

ROLL CALL

Directors

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

Absent:

Others present: General Manager Jim Baird, Finance Director Christine Morris, Collections Superintendent Steve Lusch, Engineering Technician III Ryon Kershner, Jacobs Regional Manager Brian Helliwell, Jacobs Regional Safety Supervisor Bobby Hammond and Lead Operator Vanessa Jordan.

Consideration of the October 12, 2022, Regular Monthly Board Meeting Minutes.

Kelsey Wood moved to approve the minutes for the October 12, 2022 Roseburg Urban Sanitary Authority monthly Board Meeting.

Jerry Griese seconded the motion.

The motion passed unanimously.

General Managers Report

RUSA Treatment Plant Site Modifications - Storm Drain Isolation Project

The contractor completed the work on October 18th. The Contractor has submitted pay request #1 in the amount of \$33,782 this is \$1,430 under the bid amount due to some reduced quantities.

Alex Palm, with ie Engineering, has reviewed pay request #1 and has recommended paying the request in full with no retainage withheld.

Staff agrees with the engineer's recommendation to pay Cradar Enterprises pay request #1 in the amount of \$33,782.

Rob Lieberman moved to approve pay request #1 in the amount of \$33,782.

David Campos seconded the motion.

The motion passed unanimously.

With the completion of the Storm Drain Isolation Project, almost all the site drainage at the Water Reclamation Facility is contained inside the site and directed to the influent pump station. We will be applying with the City of Roseburg to reduce the Storm Drain Service fee commensurate with the remaining impervious surface that drains to the City Storm Sewer.

Bisulfite Building Project

The Contractor has mobilized to the site and completed the site excavation, set the forms, and installed rebar for the floor, and installed all the under-slab piping. The Contractor has submitted pay request #1 in the amount of \$19,774.

Tom Rogers, with Rogers Engineering, has reviewed pay request #1 and recommends payment of the pay request.

Staff agrees with the engineer's recommendation to pay H3 General Contractors pay request #1 in the amount of \$19,774.

Chairman Dunn noted the amount of the pay request should be \$18,785 after accounting for the \$989 retainage.

Kelsey Wood made a motion to approve pay request #1 for H3 General Contractors in the amount of \$18,785.

Jerry Griese seconded the motion.

The motion passed unanimously.

Office Remodel

Tom Rogers of Rogers Engineering is working on plans for the office remodel to add an office space to the front office area.

North Deer Creek Trunk Rehabilitation Project

Rob Lee, with Leeway Engineering Solutions, and his team are working on the plans and specifications for the project. Staff met via Zoom with the design team Tuesday the 8th of November as well as in person on Monday, November 14th to review the progress of the design.

Biogas Feasibility Study – WRF

RUSA's grant application with the Oregon Department of Energy was not chosen in this first round of funding. Staff will apply for matching grant funding with the Energy Trust of Oregon, this is a 50% matching grant. In discussion with Joshua Reed, Project Manager – Renewable Energy with the Energy Trust of Oregon, he is very confident that we will receive the matching funds. The total cost of the study is \$82,218. We are planning on using an Out of Scope agreement with Jacobs to complete this part of the project.

Jacobs Plant Operations Report

Vanessa Jordan advised that the treatment facility averaged 97% BOD removal and 96% Total Suspended Solids removal during October. The total Effluent flow was 84.81 million gallons. The Natural Treatment System was used for flow from the plant for the entire month. Vanessa Jordan also noted this would be her last Board Meeting as she would be moving on from Jacobs. Brian Helliwell and Randy Turner will be working in tandem to operate the plant at this time.

Accounts Payable

The Board reviewed the Accounts Payable Report for the November 2022 Accounts Payable.

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

Vote By Roll Call

Board Chair Dunn requested "Roll Call" for the motion to approve the November 2022 Accounts Payable Report as presented:

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

Staff presented a Quarterly Budget to Actual Financial Report. Staff informed the Board that RUSA has been awarded the 2022 Platinum Hire Vets Medallion Award for the third year in a row and that Kyle Bartlett had been featured on the November cover of Municipal Sewer & Water. Additionally, the SDAO Board Member of the Year Award has been awarded to John Dunn.

Attached Additional Items Presented

September 30, 2022 Budget to Actual Financial Report.

Respectfully submitted,



Christine Morris
Finance Director

ROSEBURG URBAN SANITARY AUTHORITY
as of September 30, 2022

	Budget FYE 22-23	Current Year To Date	Prior Year To Date	(OVER) Under Budget	YTD Total as a Percent of Budget
<u>GENERAL FUND</u>					
EXPENDITURES					
Administration & Engineering					
Personal Services	907,330	190,759	198,601	716,571	21.02%
Materials & Services	421,700	146,327	140,837	275,373	34.70%
Capital Outlay	218,400	5,719	891	212,681	2.62%
Treatment					
Materials & Services	2,435,100	538,402	541,685	1,896,698	22.11%
Capital Outlay	645,000	2,207	1,755	642,793	0.34%
Collection					
Personal Services	868,834	192,753	166,005	676,081	22.19%
Materials & Services	205,500	20,319	30,118	185,181	9.89%
Capital Outlay	694,500	11,682	2,633	682,818	1.68%
Finance					
Personal Services	513,320	101,364	96,122	411,956	19.75%
Materials & Services	95,300	38,625	35,070	56,675	40.53%
Capital Outlay	78,300	749	0	77,551	0.96%
Transfers	717,000	0	0	717,000	0.00%
Contingency	550,000	0	0	550,000	0.00%
Unappropriated Ending Fund Balance	3,920,716	0	0	3,920,716	0.00%
Total Budget	12,271,000	1,248,907	1,213,717	11,022,094	10.18%

RESOURCES					
Sewer Service Fees	5,466,000	1,417,450	1,359,026	4,048,550	25.93%
Miscellaneous Income	918,000	26,850	13,938	891,150	2.92%
Penalties	132,000	27,864	27,228	104,136	21.11%
Transfer from Other Funds	0	0	58,794	0	0.00%
Interest Income	25,000	18,464	7,109	6,536	73.85%
	6,541,000	1,490,628	1,466,095	5,050,372	22.79%
Beginning Fund Balance	5,730,000				
Total Budget	12,271,000				

COLLECTION SYSTEM EXPANSION

EXPENDITURES					
Construction Projects	986,520	0	0	986,520	0.00%
Unappropriated Ending Fund Balance	0	0	0	0	0.00%
Total Budget	986,520	0	0	986,520	0.00%
RESOURCES					
Interest Income	19,800	3,020	863	16,781	15.25%
System Development Charges	208,300	17,029	40,578	191,271	8.18%
	228,100	20,049	41,442	208,051	8.79%
Beginning Fund Balance	758,420				
Total Budget	986,520				

ROSEBURG URBAN SANITARY AUTHORITY
as of September 30, 2022

	Budget FYE 22-23	Current Year To Date	Prior Year To Date	(OVER) Under Budget	YTD Total as a Percent of Budget
<u>INFRASTRUCTURE REPLACEMENT RESERVE FUND</u>					
EXPENDITURES					
Construction Projects	3,000,000	6,371	625,765	2,993,629	0.21%
Unappropriated Ending Fund Balance	0	0	0	0	0.00%
Total Budget	3,000,000	6,371	625,765	2,993,629	0.21%
RESOURCES					
Interest Income	5,000	5,359	2,853	(359)	107.18%
Transfers from Other Funds	1,433,825	0	0	1,433,825	0.00%
Sewer Service Fees	265,575	66,270	66,070	199,305	24.95%
	1,704,400	71,629	68,923	1,433,466	4.20%
Beginning Fund Balance	1,295,600				
Total Budget	3,000,000				
<u>TREATMENT PLANT EXPANSION</u>					
EXPENDITURES					
Construction Projects	630,320	0	0	630,320	0.00%
Unappropriated Ending Fund Balance	0	0	0	0	0.00%
Total Budget	630,320	0	0	630,320	0.00%
RESOURCES					
Interest Income	11,000	2,033	614	8,967	18.48%
System Development Charges	108,000	8,955	21,356	99,045	8.29%
	119,000	10,988	21,970	108,012	9.23%
Beginning Fund Balance	511,320				
Total Budget	630,320				
<u>PLANT EQUIPMENT REPLACEMENT</u>					
EXPENDITURES					
Misc Plant Equipment Projects	1,872,000	3,314	32,614	1,868,686	0.18%
Unappropriated Ending Fund Balance	0	0	0	0	0.00%
Total Budget	1,872,000	3,314	32,614	1,868,686	0.18%
RESOURCES					
Transfer from Asset Acq & Replace	0	0	0	0	0.00%
Interest Income	11,000	7,256	1,683	3,744	65.97%
	11,000	7,256	1,683	3,744	65.97%
Beginning Fund Balance	1,861,000				
Total Budget	1,872,000				
<u>ASSET ACQUISITION & REPLACEMENT FUND</u>					
EXPENDITURES					
Transfers to Other Funds	716,825	0	0	716,825	0.00%
Unappropriated Ending Fund Balance	3,160,975	0	0	3,160,975	0.00%
Total Budget	3,877,800	0	0	3,160,975	0.00%
RESOURCES					
Sewer Service Fees	1,063,300	265,078	264,221	798,222	24.93%
Interest Income	12,500	11,495	2,601	1,005	91.96%
Transfer From General Fund	0	0	0	0	0.00%
	1,075,800	276,573	266,822	799,227	25.71%
Beginning Fund Balance	2,802,000				
Total Budget	3,877,800				