



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 February 8, 2023. The Board Meeting was held in-person and remotely broadcast by Zoom® Meeting.

ROLL CALL

Directors

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

Absent: Rob Lieberman

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 Jacobs Operations Supervisor Randy Turner.

Consideration of the January 11, 2023, Regular Monthly Board Meeting Minutes.

David Campos moved to approve the minutes for the January 11, 2023 Roseburg Urban Sanitary Authority monthly Board Meeting.
Jerry Griese seconded the motion.
The motion passed unanimously.

Public Hearing

Chair Dunn opened the public hearing for the second reading of Ordinance No. 2023-01. The hearing was open to public comment. Hearing no comment, the public hearing was closed. At this time the Board Chair called for the return to the regular meeting.

Ordinance No. 2023-01 – Second Reading

Ordinance No. 2023-01 was presented for second reading.

David Campos made a motion to adopt Ordinance No. 2023-01 as presented.
Jerry Griese seconded the motion.

Vote By Roll Call

Board Chair Dunn requested “Roll Call” for the motion to accept Ordinance No. 2023-01:

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

The motion was passed with a 3/0 vote.

Resolution 23-01; A Resolution Modifying Sanitary Sewer Rates

Staff presented Resolution 23-01; A Resolution Modifying Sanitary Sewer Rates. At this time the Board discussed the process of setting rates by resolution moving forward. After the discussion Board Member Jerry Griese excused himself from the meeting. Due to no longer having a quorum Board Chair Dunn called for a stop to the meeting until a quorum could be met. Kelsey Wood arrived after a period of ten minutes. Chair Dunn resumed the meeting at this time.

David Campos made a motion to adopt Resolution No. 23-01 as presented. Kelsey Wood seconded the motion.

Vote By Roll Call

Board Chair Dunn requested “Roll Call” for the motion to accept Resolution No. 23-01:

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

The motion was passed with a 3/0 vote.

2023-2024 Budget

Annually the Board must appoint a budget officer (as per. ORS 294.331). The budget officer shall prepare or supervise the preparation of the budget document. The budget officer shall act under the direction of the RUSA Board.

Historically the Board has appointed the general manager as the budget officer.

Staff recommended that the Board appoint Jim Baird, RUSA General Manager, as the budget officer for the 2023 - 2024 Budget preparation.

Kelsey Wood made a motion to appoint Jim Baird as the Budget Officer for the 2023-2024 Budget. David Campos seconded the motion.

Staff developed the draft 2023-2024 Budget Process calendar. The process is anticipated to begin February 8th and end on July 15th with the adoption of the Appropriation Resolution.

Staff asked the Board to review the budget calendar.

Staff recommended that the Board adopt the Budget Calendar if there are no changes.

Kelsey Wood made a motion to approve the 2023-2024 Budget Calendar as presented. David Campos seconded the motion.

General Managers Report

Bisulfite Building Project

The Contractor is continuing the work on the project. The Contractor has completed the roof and poured the concrete floor. The Contractor has submitted pay request #4 in the amount of \$33,727 with \$1,686 withheld in retainage for a pay request of \$32,041.

Tom Rogers, with Rogers Engineering, has reviewed pay request #4 and recommends payment of the pay request.

Staff agrees with the engineer's recommendation to pay H3 General Contractors pay request #4 in the amount of \$32,041.

Kelsey Wood made a motion to approve pay request #4 in the amount of \$32,041. David Campos seconded the motion.

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. The engineer's schedule is to have 90% completed plans in February.

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. The engineer's schedule completed 50% plans completed. RUSA staff are reviewing the plans.

Biogas Feasibility Study – WRF

Jacobs has started the work on the feasibility study. The preliminary schedule anticipates the final report in September 2023. We have been approved by the Oregon Energy Trust for matching grant funding for 50% of the study cost.

Jacobs Plant Operations Report

Randy Turner advised that the treatment facility averaged 90% BOD removal and 94% Total Suspended Solids removal during January. The total Effluent flow was 153.20 million gallons.

Accounts Payable

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

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

Vote By Roll Call

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

John Dunn Yes

Rob Lieberman

Jerry Griese

Kelsey Wood Yes

David Campos Yes

The motion was passed with a 3/0 vote.

Other Business

None.

Attached Additional Items Presented

Accounts Payable Addendum

Respectfully submitted,



Harmony Williams
Office Assistant

ADDENDUM TO FEBRUARY 8, 2023 BOARD PACKET

Accounts Payable

Checks by Date - Detail by Check Date

User: Angie
 Printed: 2/8/2023 2:04 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
51281	WP Jan 2023	Avista Utilities Monthly natural gas services	02/08/2023	465.09
Total for Check Number 51281:				465.09
51282	BIOMED 96281a 96281b	bio-MED Testing Services Inc Background check 5 FMCSA Clearing House	02/08/2023	47.00 25.00
Total for Check Number 51282:				72.00
51283	WATER INV17601	City of Roseburg Bulk water use & permit	02/08/2023	57.99
Total for Check Number 51283:				57.99
51284	Feena 36608	Feenaughty Machinery Co. Excavator annual maintenance	02/08/2023	1,743.32
Total for Check Number 51284:				1,743.32
51285	LYOUNG 70300571086	Lauren Young Tire 17 F150 Tires	02/08/2023	1,383.84
Total for Check Number 51285:				1,383.84
51286	NEXNET 19006	Nexcom, LLC Monthly digital telephone services	02/08/2023	332.80
Total for Check Number 51286:				332.80
51287	Occu 19256	OccuHealth DOT Physical	02/08/2023	110.00
Total for Check Number 51287:				110.00
51288	PPL	Pacific Power	02/08/2023	
	Feb 2023 411LM	Usage-411 LM-Storage Bldg		48.88
	Feb 2023 425LM	Power Usage-425 Long Meadow		12.50
	Feb 2023 Admin	Power Usage-Admin Bldg		540.10
	Feb 2023 Brbn	Power Usage-310 Bourbon St PS		88.57
	Feb 2023 BrbnC	Contract-310 Bourbon St PS		63.27
	Feb 2023 Gate	Power Usage-140 LM-NTS Gate		20.21
	Feb 2023 High	Power Usage-Highland PS		1,553.67
	Feb 2023 Keady	Contract Min&Usage-Keady Ct PS		90.82
	Feb 2023 LV	Power Usage-Loma Vista PS		115.16
	Feb 2023 NBank	Power Usage-North Bank PS		187.33
	Feb 2023 NTS	Contract/Power Usage-NTS PS		1,986.91
	Feb 2023 SBank	Power Usage-South Bank PS		2,274.14
	Feb 2023 Wilb1	Power Usage-Wilbur 1 PS		308.37
	Feb 2023 Wilb2	Power Usage-Wilbur 2 PS		385.05

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	Feb 2023 WWTP	Power Usage-WWTP 1		19,543.20
	Feb 2023 WWTP2	Power Usage-WWTP 2		27.71
Total for Check Number 51288:				27,245.89
51289	RITZ 6433248	Ritz Safety Gloves	02/08/2023	426.83
Total for Check Number 51289:				426.83
51290	SERV-CTR 56030	The Service Center Lock & lube	02/08/2023	41.00
Total for Check Number 51290:				41.00
51291	SIERRASP 21794341 020423	Sierra Springs Bottled water delivery	02/08/2023	100.74
Total for Check Number 51291:				100.74
51292	UBWA Jan 2023 411LM Jan 2023 606LM Jan 2023 Brbn	Umpqua Basin Water Association Water - 411 Long Meadows Ln Water - 606 Long Meadows Ln Water - 310 Bourbon St	02/08/2023	22.00 22.00 22.00
Total for Check Number 51292:				66.00
Total for 2/8/2023:				32,045.50
Report Total (12 checks):				32,045.50