



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 12, 2020 at 1297 N.E. Grandview Drive.

ROLL CALL

Directors

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

Absent: Kelsey Wood

Others present: General Manager Jim Baird, Finance Director Christine Morris, Office Assistant Harmony Williams, Engineering Tech III Ryon Kershner, Collections Superintendent Steve Lusch and Jacobs Project Manager Jade Mecham.

Consideration of the minutes of the Regular Monthly Board Meeting of Wednesday, January 8, 2020.

Jerry Griese moved to approve the minutes for the Wednesday, January 8, 2020 Roseburg Urban Sanitary Authority Regular Monthly Meeting.
Rob Lieberman seconded the motion.
The motion passed unanimously.

2020 – 2021 Budget

Staff completed the draft budget process calendar. Staff recommended the Board approved the draft budget process calendar.
Staff recommended Jim Baird be appointed as Budget Officer.
John Dunn moved to appoint Jim Baird Budget Officer for the 2020-2021 Budget preparation.
Rob Lieberman Seconded the motion.
The motion passed Unanimously

Jacobs Out of Scope/Additional Services Agreement

Staff has worked with Jade Mecham, of Jacobs, to develop the scope for the WWTP SCADA upgrade. The agreement provides for software installation, formatting and installation of new computer hardware. The agreement calls for compensation for services performed not to exceed

twenty thousand dollars. Staff recommended the Board approve entering into the out of scope/additional services agreement.

Rob Lieberman made a motion to approve the out of scope/additional services agreement.

David Campos seconded the motion.

General Managers Report

Winchester Pump Station Force Main Replacement Project

The contractor is continuing to install the dual force main.

The Contractor completed approximately 75% of the sanitary sewer work. The project completion is estimated to be in February 2020.

FEMA Application for Damage Claimed Disaster Relief

Staff has completed the payment request for Project Worksheet (PW) 00042 for reimbursement of \$25,605.00. We have two PW pending. One is complete and has been submitted to the State and one is pending quotations from contractors.

Bio Solids Building Expansion Project

The contractor completed the project. The Engineer and Staff have submitted a short punch list of items to be corrected.

The General Contractor, Zerbach Construction, has submitted pay request No. 3 in the amount of \$53,851.41 with 5% retainage withheld for \$2,692.56. The total request for this pay request No. 3 is \$51,158.85

The project Engineer and staff have reviewed the documentation and would recommend that the Board approve payment request No. 3 in the amount of \$51,158.85.

David Campos made a motion to approve pay request No. 3 in the amount of \$51,158.85.

Rob Lieberman seconded the motion.

Hooker Road Rehabilitation Project

Rob Lee, representing Murraysmith, has complete the review of the condition of the sanitary sewer mains in the Hooker Road study area. Mr. Lee has recommended the scope of the rehabilitation and replacement for the project. The tentative schedule is to put the project out for bidding in March or April with construction to begin in July.

Jacobs Plant Operations Report

Jade Mecham reported the treatment facility averaged 93% BOD removal and 95% Total Suspended Solids removal during January. The total Effluent flow was 221.87 million gallons.

Accounts Payable

The Board reviewed the Accounts Payable Report and Addendum for the February 12, 2020 Accounts Payable.

Rob Lieberman made a motion to approve the Accounts Payable and Addendum as presented.

David Campos seconded the motion.

The motion passed unanimously.

Other Business

None.

Respectfully submitted,

A handwritten signature in blue ink that reads "Harmony Williams". The signature is written in a cursive, flowing style.

Harmony Williams
Office Assistant