



**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 October 9, 2019 at 1297 N.E. Grandview Drive.

**ROLL CALL**

**Directors**

**Present:** Board Chair John Dunn, Vice Chair Rob Lieberman, Jerry Griese and Kelsey Wood

**Absent:** David Campos

---

**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, September 12, 2019.**

Jerry Griese moved to approve the minutes for the Wednesday, September 12, 2019 Roseburg Urban Sanitary Authority Regular Monthly Meeting.  
Kelsey Wood seconded the motion.  
The motion passed unanimously.

**Resolution 19-04 A Resolution Rescinding Resolution 14-04 and Adopting: A public Records Policy**

Roseburg Urban Sanitary Authority is an Oregon Special District which is governed by an elected board of directors and required to fully comply with the State of Oregon Public Records Law, ORS 192.410 – 192.505. In order to fully comply with ORS 192.410 – 192.505 RUSA is rescinding Resolution 14-04 as it is outdated and adopting an updated public records policy.

Kelsey Wood moved to approve Resolution No. 19-04, as presented.  
Rob Lieberman seconded the motion.

**Vote By Roll Call**

At this time, Chairman Dunn requested “Roll Call” for Resolution No. 19-04:

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

Resolution No. 19-04 was approved with a 4/0 vote

**Resolution 19-05 A Resolution Making a Budgetary Transfer of Appropriation Authority for the Fiscal Year 2019-2020**

The City of Roseburg has received a proposal for Aerial Mapping Services from GeoTerra to acquire and process new stereo imagery for creating 0.5' pixel orthos and 2' contours with DTM. RUSA partnered with the City in 2013 to update the aerial map of the urban growth boundary that we use as part of our GIS and asset management programs at a great saving by sharing the cost.

Due to the timing of the invoice from the City, a transfer of \$14,193.50 from General Operating Contingency to the Administration & Engineering is necessary since there are no funds currently budgeted for this project.

Kelsey Wood moved to approve Resolution No. 19-05, as presented.  
Jerry Griese seconded the motion.

**Vote By Roll Call**

At this time, Chairman Dunn requested "Roll Call" for Resolution No. 19-05:

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

Resolution No. 19-04 was approved with a 4/0 vote

**General Managers Report**

**Winchester Pump Station Force Main Replacement Project**

The Contractor experienced a failure of an exposed fitting on the force main September 18<sup>th</sup>, resulting in a sanitary sewer overflow. The overflow discharged into the North Umpqua River. RUSA and Jacobs personnel worked with the Contractor to reduce the amount of sewage that entered the river and repair the fitting. RUSA posted notice at the North Umpqua River, contacted the DEQ and Umpqua Basin Water Association regarding the release of sewage. A press release was issued to radio, TV and the newspaper. RUSA lifted the posting September 20<sup>th</sup>. A follow up press release was issued on the 20<sup>th</sup> stating that the river had returned to pre-spill conditions. Force main construction is continuing. The Contractor has completed approximately 80% of the sanitary sewer work. The project completion is estimated to be in December 2019.

### Douglas County Landfill Leachate

Staff is waiting for the results from the lab on the leachate. Once we can understand the level of the constituents of concern we will discuss with the County and the Project Engineer the potential pretreatment requirements.

### FEMA Application for Damage Claimed Disaster Relief

Staff is in the process of providing FEMA with a completed application and supporting documents for RUSA's claim. Staff is having weekly meetings with the FEMA project manager for RUSA.

### Watson Street Mainline Replacement

RUSA is replacing the sanitary sewer mainline on Watson Street. We are doing the project as an in-house project. The project consists of approximately 270 feet of new 8" sewer and one new manhole. As part of the project we are connecting the existing private building sewers to the new mainline. The project is approximately 80% complete.

### **CH2M Report**

Jade Mecham reported the treatment facility averaged 98% CBOD removal and 96% Total Suspended Solids removal during September. The total Effluent flow was 79.22 million gallons, all of which went to the NTS.

### **Accounts Payable**

The Board reviewed the Accounts Payable Report and Addendum for the October 9, 2019 Accounts Payable.

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

Jerry Griese seconded the motion.

The motion passed unanimously.

### **Other Business**

None.

Respectfully submitted,



Harmony Williams  
Office Assistant