



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 4:02 p.m. on November 8, 2017 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, Collection System Superintendent Steve Lusch, Engineering Tech III Ryon Kershner, Accounting Clerk Angela Allen, and CH2M Project Manager Jade Mecham.

Ellen Montgomery and Tom Nigh were recognized for their years of service to RUSA over the years and wished well in their retirement.

Consideration of the minutes of the Regular Monthly Board Meeting of Wednesday, October 11, 2017.

Jerry Griese moved to approve the minutes, as presented, for the Wednesday, October 11th, 2017 Roseburg Urban Sanitary Authority Regular Monthly Meeting.

David Campos seconded the motion.

The motion passed unanimously.

Resolution No. 17-07, A Resolution Adopting A Discrimination Workplace Harassment Policy

There was a discussion regarding the Discrimination Workplace Harassment Policy. It will be placed in the Personnel Handbook in place of the existing policy.

Rob Lieberman moved to approve Resolution No. 17-07, A Resolution Adopting A Discrimination Workplace Harassment Policy.

Jerry Griese seconded the motion.

The motion passed unanimously.

General Managers Report

Brown Avenue Area Improvement – Phase V

The contractor has installed approximately 690 feet of new sewer main, 420 feet of building sewer, three manholes and surface restoration. The project is on schedule. The Contractor has submitted pay estimate #4 in the amount of \$194,683.75 with \$9,734.19 withheld as retainage for a pay request of \$184,949.56. The project Engineer recommended that RUSA accept this request and issue payment to the Contractor.

Staff recommends that the Board approve pay request #4 in the amount of \$184,949.56.

Jerry Griese moved to approve pay request #4 from The Contractor in the amount of \$184,949.56.

Rob Lieberman seconded the motion.

The motion passed unanimously.

Back Nine Sanitary Sewer Extension Project

The project construction is currently on hold due to a problem with the agreement between Douglas County and ODOT regarding the types of businesses that are able to move in to the space. There are discussions to amend the current agreement. Unsure of how long of a delay this will be, but hopefully will not delay it long enough to affect the construction in the spring.

Downtown Improvements Phase II- Sanitary Sewer Improvements

The City selected i.e. Engineering to provide the plans and specifications for the second phase of intersection improvement in the downtown core area. RUSA has three manholes, approximately 260 feet of sewer main line and several building sewers within the project limits. We will be including the sanitary sewer work in the City's project as we have done in the past. The estimated cost for the sanitary sewer portion of the project is approximately \$75,000. i.e. Engineering provided a "Not to Exceed" amount of \$5,000 or 6.6% of the expected construction cost.

Staff recommended that the Board direct the General Manager to enter into a contract with i.e. Engineering for the additional sanitary sewer design work within the project limits with a, "Not to Exceed", amount of \$5,000.

Rob Lieberman moved to approve the General Manager entering into a contract with i.e. Engineering for the additional sanitary sewer design work for a "Not to Exceed" amount of \$5,000.

Jerry Griese seconded the motion.

The motion passed unanimously.

Loma Vista Pump Station Design Study

The Loma Vista pump station was constructed in 1988 to provide service to the properties on the west side of RUSA's boundary adjacent to and including Loma Vista Drive. Over the years, several components have failed and needed to be replaced. Currently, the pumps need replacement and the installation of a valve vault assembly is recommended.

RUSA evaluated the estimated cost to replace and bring the pump station up to current standards for pump stations and the total cost is approximately \$80,000 to \$100,000. The current pump station property is very small, approximately 0.01 acres or 530 square feet. The current standard is 4,000 to 5,000 square feet.

Before RUSA invests up to \$100,000 dollars, staff recommended a design study to relocate the pump station south of the current location to a larger lot and an area that would provide service to several properties along Troost Street that currently are inside our service boundary that would require an additional pump station to be built.

Staff requested a "Not to Exceed" proposal from i.e. Engineering to prepare a design study to relocate the Loma Vista pump station approximately 650 feet south of the current location. The study will identify a property to move the pump station to as well as cost associated with a new pump station, gravity sewer and force main improvement and the additional properties that would be able to be served if the improvements were constructed. i.e. Engineering had submitted a proposal for \$13,900 to complete the design study

The City of Roseburg is looking at a comprehensive plan amendment to change the Urban Growth Boundary (UGB) to include properties to the west of the current UGB boundary. The study will evaluate the properties to the west that could be served if the UGB boundary is moved.

Staff recommended that the Board direct the General Manager to enter into a contract with i.e. Engineering to provide a design study for the relocation and construction of the Loma Vista Pump Station in the, "Not to Exceed", amount of \$13,900.

David Campos moved to approve the General Manager entering into a contract with i.e. Engineering to provide a design study for the relocation and construction of the Loma Vista Pump Station for a "Not to Exceed" amount of \$13,900.

Rob Lieberman seconded the motion.

The motion passed unanimously.

WWTP Roof Leak Insurance Claim

RUSA has received a check from Umpqua Roofing's insurance company for \$170,000. We have requested that SDAO provide payment of our claim for the remainder of the costs associated with the repairs and equipment damaged by the two roof leaks caused by the roofing contractor. The total cost incurred by RUSA was \$182,978.71. The settlement from CNA is \$170,000 with \$12,978.71 as the amount remaining that we have requested that SDAO pay on our claim. This amount reflects the difference between replacement cost and depreciated value of some of the components that were damaged.

RUSA Natural Treatment System Annual Monitoring and Performance Evaluation for 2017, and Farm Plan Update

CH2M has been providing the NTS Annual Monitoring and Farm Plan Update that is required by the DEQ. We have received a proposal to provide the required evaluation and updated plan in the amount of \$65,640.

Jade Mecham, Project Manager with CH2M Operations, and Jim Baird, General Manager, have been discussing the pending contract extension for the operations and management of RUSA's WWTP and the value add that CH2M can provide as part of the contract. The current contract includes a section detailing "Out of Scope" projects and the method of utilizing the services of CH2M for work not included in the contract. Jade and Jim discussed utilizing this service to complete the work required for the Monitoring and Performance Evaluation and Farm Plan update. The work done under the Out of Scope Agreement is marked up at 15% from the billing rate CH2M has established for work done for another CH2M division.

The Out of Scope Agreement total cost to RUSA would be \$38,870 to provide the required evaluation report and farm plan update. This will save RUSA \$26,770. Staff recommended that the Board direct the General Manager to enter into an Out of Scope Agreement with CH2M in the "Not to Exceed", amount of \$38,870 to provide the 2017 Monitoring and Performance Evaluation, and Farm Plan update.

Rob Lieberman made a motion to approve the General Manager enter into an Out of Scope Agreement with CH2M Operations to provide the required evaluation report and farm plan update.

David Campos seconded the motion.

The motion passed unanimously.

CH2M Report

Jade Mecham, Project Manager, provided the First Quarter Expenditure Report for the Board to review. The Board will be receiving this report quarterly from this point forward.

Jade advised of some business that were out of compliance with their grease interceptors that were contacted and will be followed up on to insure they are not contributing grease to the sanitary sewer.

Accounts Payable

The Board reviewed the Accounts Payable Report and Addendum for the November 8th, 2017 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.

There being no further business to come before the Board, the meeting was adjourned at 4:51 p.m.

Respectfully submitted,



Angela Allen
Accounting Clerk