

**ROSEBURG URBAN SANITARY AUTHORITY  
MEETING OF THE BOARD OF DIRECTORS  
MINUTES**

Board Vice Chair Rob Lieberman, called the regular monthly Board Meeting to order at 4:00 p.m. on November 13, 2024. The Board Meeting was held in-person and remotely broadcast by Zoom® Meeting.

**ROLL CALL**

**Directors**

**Present:** Board Vice Chair Rob Lieberman, Kelsey Wood, David Campos & Tom Dole

**Absent:** John Dunn

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**Others present:** General Manager Jim Baird, Office Assistant II Harmony Williams, Engineering Technician III Ryon Kershner, Collections Superintendent Steve Lusch & Jacobs Project Manager Dan Prather

**Consideration of the October 9, 2024 Board Meeting Minutes**

Kelsey Wood moved to approve the minutes for the October 9, 2024 Roseburg Urban Sanitary Authority monthly Board Meeting.  
David Campos seconded the motion.

Board Vice Chair Lieberman requested “Roll Call” for the motion to approve the October 9, 2024 Board Meeting Minutes.

**Vote By Roll Call**

John Dunn	
Rob Lieberman	Yes
Tom Dole	Yes
Kelsey Wood	Yes
David Campos	Yes

The motion was passed with a 4/0 vote

**General Managers Report**

**Ameresco - Energy Service Company**

Ameresco and staff are working to complete the required supporting documentation for Oregon Department of Energy Community Renewable Energy Grant Program. We are also working to provide the Oregon Department of Environmental Quality Clean Water State Revolving fund loan program required documentation.

RUSA has been accepted for a loan package with the Clean Water State Revolving Fund program for the construction of a 400kW floating solar PV array offsetting 64% of the NTS energy use.

Deer Creek Siphon Improvements - Project No. 23001

The Contractor, Black Pearl Paving & Excavation, has submitted payment request No. 2. The work completed this period is valued at \$56,073, with \$2,803.65 in retainage for a payment request of \$53,269.35. The project Engineer, Tyler Molatore with Dyer Partnership, and staff have reviewed the request and recommend that the Board approve payment request No. 2 in the amount of \$53,269.35.

Kelsey Wood made a motion to approve Pay Request No. 2 for Black Pearl Paving & Excavation in the amount of \$53,269.35.  
David Campos seconded the motion.

Vote By Roll Call

Board Vice Chair Lieberman requested "Roll Call" for the motion to approve Pay Request No. 2.

John Dunn	
Rob Lieberman	Yes
Tom Dole	Yes
Kelsey Wood	Yes
David Campos	Yes

The motion was passed with a 4/0 vote

Umpqua Street Improvements - Project, No. 24001

The Contractor, Northcore, has submitted payment request No. 3. The work completed this period is valued at \$256,284.12, with \$12,814.21 in retainage for a payment request of \$243,469.91. The project Engineer, Derek Miller with i.e. Engineering, and staff have reviewed the request and recommend that the Board approve payment request No. 3 in the amount of \$243,469.91.

Kelsey Wood made a motion to approve Pay Request No. 3 for in the amount of \$243,469.91.  
David Campos seconded the motion.

Vote By Roll Call

Board Vice Chair Lieberman requested "Roll Call" for the motion to approve Pay Request No.3.

John Dunn	
Rob Lieberman	Yes
Tom Dole	Yes
Kelsey Wood	Yes
David Campos	Yes

The motion was passed with a 4/0 vote

Stephens St. Improvements - Project, No. 24003

The Contractor (Cradar Enterprises Inc.) has not started the construction yet.

Storage Building - Project No. 24005

The Contractor, H3, has submitted payment request No. 4. The work completed this period is valued at \$181,984, with \$9,099 in retainage for a payment request of \$172,885. The project Engineer, Tom Rogers with Rogers Engineering, and staff have reviewed the request and recommend that the Board approve payment request No. 4 in the amount of \$172,885.

Kelsey Wood made a motion to approve Pay Request No. 4 for in the amount of \$172,885. David Campos seconded the motion.

Vote By Roll Call

Board Vice Chair Lieberman requested "Roll Call" for the motion to approve Pay Request No. 4.

John Dunn	
Rob Lieberman	Yes
Tom Dole	Yes
Kelsey Wood	Yes
David Campos	Yes

The motion was passed with a 4/0 vote

Bisulfite Building SCADA Improvements - Project No. 24006

The Contractor, Sims Electric, has submitted payment request No. 3. The work completed in this period is valued at \$39,350, with \$1,967.50 in retainage for a payment request of \$37,382.50. The project Engineer, Brady Fuller with Jacobs, and staff have reviewed the request and recommend that the Board approve payment request No. 3 in the amount of \$37,382.50.

Tom Dole made a motion to approve Pay Request No. 3 for in the amount of \$37,382.50. Kelsey Wood seconded the motion.

Vote By Roll Call

Board Vice Chair Lieberman requested "Roll Call" for the motion to approve Pay Request No. 3.

John Dunn	
Rob Lieberman	Yes
Tom Dole	Yes
Kelsey Wood	Yes
David Campos	Yes

The motion was passed with a 4/0 vote

Roofing – Admin. Building and Garage - Project No. 24007

The contractor, Roseburg Roofing and Supply Company, has completed all the contract requirements including submitting the manufacturer's warranty. The Contractor has submitted pay request No. 4. The work completed in this period is valued at \$9,837.73. The total retainage to dates is \$10,355.50. Pay request No. 4 is \$20,193.23 for the work completed and release of retainage. The Architect and staff have reviewed pay requests No. 4 and recommend that the Board approve payment request No. 4 in the amount of \$20,193.23.

Tom Dole made a motion to approve Pay Request No. 4 for in the amount of \$20,193.23.

Kelsey Wood seconded the motion.

Vote By Roll Call

Board Vice Chair Lieberman requested “Roll Call” for the motion to approve Pay Request No. 4.

John Dunn	
Rob Lieberman	Yes
Tom Dole	Yes
Kelsey Wood	Yes
David Campos	Yes

The motion was passed with a 4/0 vote

Umpqua Fishery Enhancement Derby

The Umpqua Fishery Enhancement Derby has sent a request for RUSA to be a Derby sponsor. Staff recommended that RUSA Sponsor the event at the \$500.00 sponsor level.

Tom Dole made a motion for RUSA to sponsor the event at the \$500.00 sponsor level. David Campos seconded the motion.

Vote By Roll Call

Board Vice Chair Lieberman requested “Roll Call” for the motion to sponsor the Umpqua Fishery Enhancement Derby at the \$500.00 level.

John Dunn	
Rob Lieberman	Yes
Tom Dole	Yes
Kelsey Wood	Yes
David Campos	Yes

The motion was passed with a 4/0 vote

Monitoring and Reporting Out-of-Scope / Additional Services – Jacobs

Jacobs has provided an Out-of-Scope agreement to provide the NTS Monitoring Report and Farm Operation Plan. The agreement also provides for Engineering services for the Annamox System. The total amount of the OOS agreement is \$68,618. I would recommend that the Board approve entering into this agreement.

Kelsey Wood made a motion to approve the Out-of-Scope agreement with Jacobs for \$68,618.00. David Campos seconded the motion.

Vote By Roll Call

Board Vice Chair Lieberman requested “Roll Call” for the motion to approve the Out-of-Scope agreement with Jacobs for \$68,618.00.

John Dunn  
Rob Lieberman      Yes  
Tom Dole              Yes  
Kelsey Wood        Yes  
David Campos        Yes  
The motion was passed with a 4/0 vote

### **Jacobs Plant Operations Report**

Dan Prather advised that the treatment facility averaged 98% BOD removal and 95% Total Suspended Solids removal during October. The total Effluent 83.68 flow was million gallons all of which went to the NTS at Outfall 002.

### **Accounts Payable**

The Board reviewed the Accounts Payable Report and Addendum for the November 2024 Accounts Payable and addressed questions.

David Campos made a motion 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 Accounts Payable and the Addendum as presented:

John Dunn  
Rob Lieberman      Yes  
Tom Dole              Yes  
Kelsey Wood        Yes  
David Campos        Yes  
The motion was passed with a 4/0 vote

### **Other Business**

Staff informed the Board that the NPDES permit is scheduled to renew in 2028 and that the DEQ and EPA have begun a project to revise the temperature total maximum daily load for the Umpqua Basin. Staff has hired West Yost & Associates for as-needed support during the Umpqua Basin temperature total maximum daily load update and NPDES permit renewal.

RUSA will be amending the Master Plan because of the change to the Urban Growth Boundary. Staff plans to use SDAO's Consulting Procurement Support Services for the Sanitary Sewer Master Plan Amendment.

Additionally, staff asked the Board to consider whether RUSA should observe Juneteenth as a holiday and briefly made the Board aware of Web Content Accessibility Guidelines, WCAG 2.1 aa requirements for government websites that RUSA is working to comply with before the April 2027 deadline.

**Attached Additional Items Presented**

Accounts Payable Addendum

Respectfully submitted,



Harmony Williams  
Office Assistant II

## Accounts Payable

## Checks by Date - Detail by Check Date

User: angie  
 Printed: 11/13/2024 3:51 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
52447	Advanced 1270	Advanced Landscape Group LLC Tree removal for solar array prep	11/13/2024	4,000.00
Total for Check Number 52447:				4,000.00
52448	WP 56146	Avista Utilities Relocate gas main for new manhole Stephens St	11/13/2024	10,927.86
Total for Check Number 52448:				10,927.86
52449	Chytka 167780	Chytka Pest Control LLC Monthly pest control service	11/13/2024	40.00
Total for Check Number 52449:				40.00
52450	WATER INV22675	City of Roseburg Bulk water permit & use	11/13/2024	150.02
Total for Check Number 52450:				150.02
52451	DAS STAT ARQ27369	Dept of Admin Services - Attn: Cashier OR Co-op Procurement Program membership	11/13/2024	900.00
Total for Check Number 52451:				900.00
52452	PacificP SI468708 SI468708 fit	Lane Enterprises Holdings, Inc. 48" Culvert Pipe Freight	11/13/2024	2,451.00 400.00
Total for Check Number 52452:				2,851.00
52453	ORTRACT 74549	Oregon Tractor & Equipment Co Inc Hydraulic repair on Backhoe	11/13/2024	402.50
Total for Check Number 52453:				402.50
52454	OwensP&E INV-996883	Owens Pump & Equipment Impeller and parts - Highland LS	11/13/2024	7,994.00
Total for Check Number 52454:				7,994.00
52455	RSBG-DIS 1390586	Roseburg Disposal Company Dumpster rental and dump fees for deom of 606	11/13/2024	6,772.00
Total for Check Number 52455:				6,772.00
52456	SDAODUES 2139	Special Districts Association of Oregon 58366 - 2025 SDAO Membership Dues - 2139	11/13/2024	5,750.00
Total for Check Number 52456:				5,750.00
52457	SUNRISE	Sunrise Enterprises, Inc	11/13/2024	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	INV0042919	Monthly landscape services		230.00
	INV0042937	Monthly janitorial services		595.00
Total for Check Number 52457:				825.00
52458	West Tes 29848	Western Testing LLC Testing and Inspection Services-Umpqua	11/13/2024	17,566.55
Total for Check Number 52458:				17,566.55
Total for 11/13/2024:				58,178.93
Report Total (12 checks):				58,178.93