

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

David Campos, called the regular monthly Board Meeting to order at 4:15 p.m. on January 15, 2025. The Board Meeting was held in-person and remotely broadcast by Zoom® Meeting.

ROLL CALL

Directors

Present: Kelsey Wood, David Campos & Tom Dole

Absent: Rob Lieberman and John Dunn

Others present: General Manager Jim Baird, Finance Director Christine Morris, Office Assistant II Harmony Williams, Collections Superintendent Steve Lusch, Ameresco Account Executive Kathleen Kelleher & Jacobs Project Manager Dan Prather

Consideration of the December 8, 2024 Board Meeting Minutes

Kelsey Wood moved to approve the minutes for the December 8, 2024 Roseburg Urban Sanitary Authority monthly Board Meeting.

Tom Dole seconded the motion.

David Campos requested "Roll Call" for the motion to approve the December 8, 2024 Board Meeting Minutes.

Vote By Roll Call

John Dunn

Rob Lieberman

Tom Dole Yes

Kelsey Wood Yes

David Campos Yes

The motion was passed with a 3/0 vote

General Managers Report

Ameresco - Energy Service Company

The project team has been working with the DEQ, project team for the Clean Water State Revolving Fund to complete necessary additional information to complete the loan application. We are utilizing an ESCO (Ameresco) to fulfill these projects as approved by OAR 137-049-0680, ORS 279C.335 and several other state statutes. The DEQ has not used this alternative contracting method, and they are working to get approval to allow us to utilize this method of contracting.

We are in receipt of the Oregon Department of Energy Community Renewable Energy Grant (CREP) performance agreements. We have been selected for three grants No. 24-096 - Administration Building solar with battery storage; No. 24-101 Natural Treatment System floating solar and No. 24-102 Wastewater Treatment Facility solar. Ameresco and staff would recommend that the Board approve entering into these agreements.

Kelsey Wood moved to approve entering into agreements of Grant No. 24-096, Grant No. 24-101 and Grant No. 24-102.

Tom Dole seconded the motion.

David Campos requested "Roll Call" for the motion.

Vote By Roll Call

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

The motion was passed with a 3/0 vote

To keep the projects on schedule, we would like to proceed with the design for the WWTP solar array at a cost of approximately \$45,000. This will refine the cost estimate and help us meet the CREP maximum 12 month start date requirement.

Deer Creek Siphon Improvements - Project No. 23001

The Contractor, Black Pearl Paving & Excavation, has completed the work included in the contract. The contractor has submitted pay request No. 3 with an amount due for work completed this period of \$61,560. The total retainage for the project is \$12,125.15. The total request is \$73,685.15 for the work completed and release of retainage.

The project engineer, Tyler Molatore with the Dyer Partnership, and staff have reviewed pay request No. 3 and recommend that the Board approve the final payment and release of retainage of \$73,685.15.

Kelsey Wood made a motion to approve payment request No. 3 and retainage in the amount of \$73,685.15.

Tom Dole seconded the motion.

Vote By Roll Call

David Campos requested "Roll Call" for the motion to approve payment request No. 3 in the amount of \$73,685.15.

John Dunn	
Rob Lieberman	
Tom Dole	Yes
Kelsey Wood	Yes

David Campos Yes
The motion was passed with a 3/0 vote

Umpqua Street Improvements - Project, No. 24001

The Contractor, Northcore, is working on punch list items. There is not a pay request this month.

Stephens St. Improvements - Project, No. 24003

The Contractor (Cradar Enterprises Inc.) has installed approximately 400 feet of pipe and a manhole at Mosher and Stephens.

Storage Building - Project No. 24005

The Contractor, H3, has submitted payment request No. 6. The work completed this period is valued at \$104,398, with \$5,248 in retainage for a payment request of \$99,150. The project Engineer, Tom Rogers with Rogers Engineering, and staff have reviewed the request and recommend that the Board approve payment request No. 6 in the amount of \$99,150.

Kelsey Wood made a motion to approve payment request No. 6 in the amount of \$99,150.
Tom Dole seconded the motion.

Vote By Roll Call

David Campos requested "Roll Call" for the motion to approve payment request No. 6 in the amount of \$99,150.

John Dunn
Rob Lieberman
Tom Dole Yes
Kelsey Wood Yes
David Campos Yes
The motion was passed with a 3/0 vote

Bisulfite Building SCADA Improvements - Project No. 24006

The Contractor, Sims Electric, is working on punch list items. There is not a pay request this month.

Budget Recommendations

Rate increase – Although the rate study recommends an annual increase of \$10.00 per year to meet the projected \$80.00 per EDU, I feel that our customers are experiencing rate fatigue and would recommend that for the 2025-2026 FY we raise rates \$2.00 per EDU. This would keep us moving in a positive direction and not lose any of the gain we have been able to achieve. This would be a 4% rate increase with an inflationary rate of 2.4%.

To ensure completion of all tasks the Engineering Department must complete when the construction season is in full swing, it has been determined that the current staffing level in the Engineering Department is understaffed with the size and number of projects.

We have looked at the option of contracting with an outside firm to provide project inspection services. We utilized Western Testing for the Umpqua Street project to establish some idea of the

cost for this service. We estimate that contracting with an outside firm to provide inspection services for six months would be approximately \$127,000.

The cost including salary and benefits to add an additional Engineering Tech II is \$120,000. I would recommend that we include in the 2025 – 2026 budget year an additional Engineering Technician II in the Engineering Department.

Jacobs Plant Operations Report

Dan Prather advised that the treatment facility averaged 97% BOD removal and 96% Total Suspended Solids removal during December. The total Effluent flow was 163.52 million gallons.

Accounts Payable

The Board reviewed the Accounts Payable Report and Addendum for the January 2025 Accounts Payable and addressed questions.

Kelsey Wood made a motion to approve the Accounts Payable Report and Addendum as presented. Tom Dole seconded the motion.

Vote By Roll Call

David Campos requested “Roll Call” for the motion to approve Accounts Payable and the Addendum as presented:

John Dunn	
Rob Lieberman	
Tom Dole	Yes
Kelsey Wood	Yes
David Campos	Yes
The motion was passed with a 3/0 vote	

Executive Session

At 4:50 p.m. David Campos called for an Executive Session to discuss the General Manager’s evaluation as stated in ORS 192.660(2)(i). At this time staff left, leaving the General Manager and Board Members remaining to evaluate the General Manager for his work during the year 2024.

At 5:08 p.m. staff were called back in to the meeting and David Campos resumed the regular Board Meeting.

Kelsey Wood moved to approve a 3% Extended Merit Pay bonus for RUSA’s General Manager Jim Baird.

Tom Dole seconded the motion.
The motion passed unanimously.

Other Business

Staff made the Board aware that there is a need for an additional signatory to be authorized to sign checks. Staff asked David Campos if he would be willing to act as an additional signatory, to which he agreed that he would.

Kelsey Wood made a motion to add David Campos to the list of approved signatories along with the current signatories, James Baird, John Dunn and Rob Lieberman for the bank accounts at Banner Bank for Roseburg Urban Sanitary Authority.
Tom Dole seconded the motion.

David Campos requested "Roll Call" for the motion to add David Campos as a signatory:

John Dunn	
Rob Lieberman	
Tom Dole	Yes
Kelsey Wood	Yes
David Campos	Yes
The motion was passed with a 3/0 vote	

Attached Additional Items Presented

Accounts Payable Addendum

Respectfully submitted,



Harmony Williams
Office Assistant II

ADDENDUM TO JANUARY 15, 2025 BOARD PACKET

Accounts Payable

Checks by Date - Detail by Check Date

User: christine
 Printed: 1/15/2025 2:00 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	PBPP 27218023	Pitney Bowes Purchase Power Postage machine refill	01/15/2025	150.00
Total for this ACH Check for Vendor PBPP:				150.00
52573	Chytka 169689	Chytka Pest Control LLC Monthly pest control service	01/15/2025	40.00
Total for Check Number 52573:				40.00
52574	WATER Dec 2024 Keady	City of Roseburg Water usage - Keady Ct	01/15/2025	55.46
Total for Check Number 52574:				55.46
52575	Reiner C355OR C355OR frt	Reiner Pump Systems, Inc. ABS Submersible Pump ABS Submersible Pump - Expedited shipping co	01/15/2025	13,889.00
				3,900.00
Total for Check Number 52575:				17,789.00
Total for 1/15/2025:				18,034.46
Report Total (4 checks):				18,034.46