

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

David Campos, called the regular monthly Board Meeting to order at 4:00 p.m. on December 11, 2024. The Board Meeting was held in-person and remotely broadcast by Zoom® Meeting.

ROLL CALL

Directors

Present: Board Chair John Dunn, Kelsey Wood, David Campos & Tom Dole

Absent: Rob Lieberman

Others present: General Manager Jim Baird, Finance Director Christine Morris, Office Assistant II Harmony Williams, Engineering Technician III Ryon Kershner & Jacobs
Operations Supervisor Randy Turner

Consideration of the November 13, 2024 Board Meeting Minutes

David Campos moved to approve the minutes for the November 13, 2024 Roseburg Urban Sanitary Authority monthly Board Meeting.

Tom Dole seconded the motion.

David Campos requested "Roll Call" for the motion to approve the November 13, 2024 Board Meeting Minutes.

Vote By Roll Call

John Dunn Yes

Rob Lieberman

Tom Dole Yes

Kelsey Wood

David Campos Yes

The motion was passed with a 3/0 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's Floating Solar at the Natural Treatment System Storage Pond has been included in the Oregon Clean Water State Revolving Fund proposed Intended Use Plant 2025 Third Edition.

Deer Creek Siphon Improvements - Project No. 23001

The Contractor, Black Pearl Paving & Excavation, is working on punch list items. There is not a pay request this month.

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 not started the construction yet.

Storage Building - Project No. 24005

The Contractor, H3, has submitted payment request No. 5. The work completed this period is valued at \$106,101, with \$5,305 in retainage for a payment request of \$100,796. The project Engineer, Tom Rogers with Rogers Engineering, and staff have reviewed the request and recommend that the Board approve payment request No. 5 in the amount of \$100,796.

Tom Dole made a motion to approve payment request No. 5 in the amount of \$100,796. John Dunn seconded the motion.

Vote By Roll Call

David Campos requested "Roll Call" for the motion to approve payment request No. 5 in the amount of \$100,796.

| | |
|---------------------------------------|-----|
| John Dunn | Yes |
| Rob Lieberman | |
| Tom Dole | Yes |
| Kelsey Wood | |
| 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.

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

Jacobs is gathering the data to provide the NTS Monitoring Report and Farm Operation Plan. The deadline from the DEQ for the report and plan is February 28, 2025.

Jacobs Plant Operations Report

Randy Turner advised that the treatment facility averaged 96% BOD removal and 96% Total Suspended Solids removal during November. The total Effluent flow was 182.05 million gallons.

Accounts Payable

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

David Campos made a motion to approve the Accounts Payable Report and Addendum as presented.

Tom Dole 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 | Yes |
| Rob Lieberman | |
| Tom Dole | Yes |
| Kelsey Wood | Yes |
| David Campos | Yes |

The motion was passed with a 4/0 vote

Other Business

Christine Morris presented the Budget to Actual Report. The Board had a question regarding one line item. Staff will have the January Board Packet prepared by January 6th rather than the 2nd.

Attached Additional Items Presented

Budget to Actual Report
Accounts Payable Addendum
RUSA 2024 Year Review

Respectfully submitted,



Harmony Williams
Office Assistant II

ROSEBURG URBAN SANITARY AUTHORITY
as of September 30, 2024

| | Budget FYE 24-25 | Current Year To Date | Prior Year To Date | (OVER) Under Budget | YTD Total as a Percent of Budget |
|------------------------------------|-----------------------------|---------------------------------|-------------------------------|------------------------------------|---|
| <u>GENERAL FUND</u> | | | | | |
| EXPENDITURES | | | | | |
| Administration & Engineering | | | | | |
| Personal Services | 987,320 | 234,778 | 225,358 | 752,542 | 23.78% |
| Materials & Services | 583,500 | 113,543 | 163,977 | 469,957 | 19.46% |
| Capital Outlay | 398,500 | 16,327 | 67,409 | 382,173 | 4.10% |
| Treatment | | | | | |
| Materials & Services | 2,911,000 | 758,721 | 554,549 | 2,152,279 | 26.06% |
| Capital Outlay | 42,000 | 9,458 | 6,517 | 32,542 | 22.52% |
| Collection | | | | | |
| Personal Services | 998,370 | 229,696 | 194,285 | 768,674 | 23.01% |
| Materials & Services | 214,200 | 33,722 | 32,629 | 180,478 | 15.74% |
| Capital Outlay | 1,705,000 | 405,181 | 7,038 | 1,299,819 | 23.76% |
| Finance | | | | | |
| Personal Services | 575,415 | 127,344 | 120,102 | 448,071 | 22.13% |
| Materials & Services | 301,900 | 34,573 | 55,357 | 267,327 | 11.45% |
| Capital Outlay | 15,000 | 0 | 15,750 | 15,000 | 0.00% |
| Transfers | 1,495,000 | 0 | 0 | 1,495,000 | 0.00% |
| Contingency | 550,000 | 0 | 0 | 550,000 | 0.00% |
| Unappropriated Ending Fund Balance | 6,607,745 | 0 | 0 | 6,607,745 | 0.00% |
| Total Budget | <u>17,384,950</u> | <u>1,963,343</u> | <u>1,442,972</u> | <u>15,421,607</u> | <u>11.29%</u> |

| | | | | | |
|------------------------|-------------------|------------------|------------------|------------------|---------------|
| RESOURCES | | | | | |
| Sewer Service Fees | 9,796,000 | 3,041,105 | 2,112,975 | 6,754,895 | 31.04% |
| Miscellaneous Income | 272,950 | 19,754 | 31,815 | 253,196 | 7.24% |
| Penalties | 145,000 | 26,844 | 32,421 | 118,156 | 18.51% |
| Interest Income | 225,000 | 17 | 59,719 | 224,983 | 0.01% |
| | <u>10,438,950</u> | <u>3,087,720</u> | <u>2,236,931</u> | <u>7,351,230</u> | <u>29.58%</u> |
| Beginning Fund Balance | <u>6,946,000</u> | | | | |
| Total Budget | <u>17,384,950</u> | | | | |

COLLECTION SYSTEM EXPANSION

| | | | | | |
|------------------------------------|------------------|---------------|---------------|------------------|---------------|
| EXPENDITURES | | | | | |
| Construction Projects | 1,527,000 | 0 | 0 | 1,527,000 | 0.00% |
| Unappropriated Ending Fund Balance | 0 | 0 | 0 | 0 | 0.00% |
| Total Budget | <u>1,527,000</u> | <u>0</u> | <u>0</u> | <u>1,527,000</u> | <u>0.00%</u> |
| RESOURCES | | | | | |
| Interest Income | 54,100 | 0 | 11,156 | 54,100 | 0.00% |
| Miscellaneous Income | 0 | 0 | 0 | 0 | 0.00% |
| System Development Charges | 154,000 | 38,379 | 50,440 | 115,621 | 24.92% |
| | <u>208,100</u> | <u>38,379</u> | <u>61,596</u> | <u>169,721</u> | <u>18.44%</u> |
| Beginning Fund Balance | <u>1,318,900</u> | | | | |
| Total Budget | <u>1,527,000</u> | | | | |

ROSEBURG URBAN SANITARY AUTHORITY
as of September 30, 2024

| | Budget FYE 24-25 | Current Year To Date | Prior Year To Date | (OVER) Under Budget | YTD Total as a Percent of Budget |
|---|---------------------|-------------------------|-----------------------|---------------------------|--|
| <u>INFRASTRUCTURE REPLACEMENT RESERVE FUND</u> | | | | | |
| EXPENDITURES | | | | | |
| Construction Projects | 2,000,000 | 841,610 | 76,417 | 1,158,390 | 42.08% |
| Unappropriated Ending Fund Balance | 0 | 0 | 0 | 0 | 0.00% |
| Total Budget | <u>2,000,000</u> | <u>841,610</u> | <u>76,417</u> | <u>1,158,390</u> | <u>42.08%</u> |
| RESOURCES | | | | | |
| Interest Income | 30,000 | 0 | 30,087 | 30,000 | 0.00% |
| Transfers from Other Funds | 1,495,000 | 0 | 0 | 1,495,000 | 0.00% |
| Sewer Service Fees | 0 | 0 | 67,480 | 0 | 0.00% |
| | <u>1,525,000</u> | <u>0</u> | <u>97,567</u> | <u>1,525,000</u> | <u>0.00%</u> |
| Beginning Fund Balance | 475,000 | | | | |
| Total Budget | <u>2,000,000</u> | | | | |
| <u>TREATMENT PLANT EXPANSION</u> | | | | | |
| EXPENDITURES | | | | | |
| Construction Projects | 928,400 | 0 | 0 | 928,400 | 0.00% |
| Unappropriated Ending Fund Balance | 0 | 0 | 0 | 0 | 0.00% |
| Total Budget | <u>928,400</u> | <u>0</u> | <u>0</u> | <u>928,400</u> | <u>0.00%</u> |
| RESOURCES | | | | | |
| Interest Income | 32,400 | 0 | 7,163 | 32,400 | 0.00% |
| System Development Charges | 81,000 | 20,197 | 26,543 | 60,803 | 24.93% |
| | <u>113,400</u> | <u>20,197</u> | <u>33,706</u> | <u>93,203</u> | <u>17.81%</u> |
| Beginning Fund Balance | 815,000 | | | | |
| Total Budget | <u>928,400</u> | | | | |
| <u>PLANT EQUIPMENT REPLACEMENT</u> | | | | | |
| EXPENDITURES | | | | | |
| Misc Plant Equipment Projects | 1,543,800 | 152,042 | 61,387 | 1,391,758 | 9.85% |
| Unappropriated Ending Fund Balance | 0 | 0 | 0 | 0 | 0.00% |
| Total Budget | <u>1,543,800</u> | <u>152,042</u> | <u>61,387</u> | <u>1,391,758</u> | <u>9.85%</u> |
| RESOURCES | | | | | |
| Interest Income | 52,800 | 0 | 16,332 | 52,800 | 0.00% |
| | <u>52,800</u> | <u>0</u> | <u>16,332</u> | <u>52,800</u> | <u>0.00%</u> |
| Beginning Fund Balance | 1,491,000 | | | | |
| Total Budget | <u>1,543,800</u> | | | | |

ROSEBURG URBAN SANITARY AUTHORITY
as of September 30, 2024

| | Budget FYE 24-25 | Current Year To Date | Prior Year To Date | (OVER) Under Budget | YTD Total as a Percent of Budget |
|--|-----------------------------|---------------------------------|-------------------------------|------------------------------------|---|
|--|-----------------------------|---------------------------------|-------------------------------|------------------------------------|---|

ASSET ACQUISITION & REPLACEMENT FUND

EXPENDITURES

| | | | | | |
|------------------------------------|------------------|----------|----------|-----------|--------------|
| Transfers to Other Funds | 6,823,012 | 0 | 0 | 6,823,012 | 0.00% |
| Unappropriated Ending Fund Balance | 0 | 0 | 0 | 0 | 0.00% |
| Total Budget | 6,823,012 | 0 | 0 | 0 | 0.00% |

RESOURCES

| | | | | | |
|----------------------------|------------------|---|---------|---------|-------|
| Sewer Service Fees | 0 | 0 | 269,918 | 0 | 0.00% |
| Interest Income | 100,500 | 0 | 37,498 | 100,500 | 0.00% |
| Transfer From General Fund | 0 | 0 | 0 | 0 | 0.00% |
| | 100,500 | 0 | 307,416 | 100,500 | 0.00% |
| Beginning Fund Balance | 6,722,512 | | | | |
| Total Budget | 6,823,012 | | | | |

CAPITAL PROJECTS FUND

EXPENDITURES

| | | | | | |
|------------------------------------|-------------------|----------|----------|-------------------|--------------|
| Capital Outlay | | | | | |
| Construction Projects | 6,823,012 | 0 | 0 | 6,823,012 | 0.00% |
| Debt Service | | | | | |
| Interest Expense | 102,300 | 0 | 0 | 102,300 | 0.00% |
| Principle Payments on Loan(s) | 6,823,012 | 0 | 0 | 6,823,012 | 0.00% |
| Unappropriated Ending Fund Balance | 0 | 0 | 0 | 0 | 0.00% |
| Total Budget | 13,748,324 | 0 | 0 | 13,748,324 | 0.00% |

RESOURCES

| | | | | | |
|----------------------------|-------------------|---|---|------------|-------|
| Grants and Loans | 6,823,012 | 0 | 0 | 6,823,012 | 0.00% |
| Interest Income | 102,300 | 0 | 0 | 102,300 | 0.00% |
| Transfer From General Fund | 6,823,012 | 0 | 0 | 6,823,012 | 0.00% |
| | 13,748,324 | 0 | 0 | 13,748,324 | 0.00% |
| Beginning Fund Balance | 0 | | | | |
| Total Budget | 13,748,324 | | | | |

**ADDENDUM TO BOARD PACKET
DECEMBER 11, 2024**

Accounts Payable

Checks by Date - Detail by Check Date

User: angie
Printed: 12/11/2024 1:57 PM



| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Check Amount |
|-------------------------------|-------------------------------------|---|-------------------------|------------------|
| 52502 | Chytka 168741 | Chytka Pest Control LLC Monthly pest control services - December | 12/11/2024 | 40.00 |
| Total for Check Number 52502: | | | | 40.00 |
| 52503 | WATER INV22809 | City of Roseburg Bulk water permit & use for November | 12/11/2024 | 78.16 |
| Total for Check Number 52503: | | | | 78.16 |
| 52504 | EJIW 110240091114 | EJ USA Inc. Manhole Lids | 12/11/2024 | 2,017.95 |
| Total for Check Number 52504: | | | | 2,017.95 |
| 52505 | Isler 239283 | Isler CPA, LLC Progress billing for financial statement audit FY1 | 12/11/2024 | 7,000.00 |
| Total for Check Number 52505: | | | | 7,000.00 |
| 52506 | NUPlumb 1928 | North Umpqua Plumbing Water line repair at Winchester pump station | 12/11/2024 | 438.18 |
| Total for Check Number 52506: | | | | 438.18 |
| 52507 | SUNRISE INV0042982 INV0043000 | Sunrise Enterprises, Inc Monthly landscape services - November Monthly janitorial services - November | 12/11/2024 | 230.00 595.00 |
| Total for Check Number 52507: | | | | 825.00 |
| 52508 | WestJo 2060688 | West Yost & Associates, Inc Ump Basin Temperature TMDL Support Req #1 | 12/11/2024 | 4,040.72 |
| Total for Check Number 52508: | | | | 4,040.72 |
| 52509 | WilsonA 23011-09 | Wilson Architecture Eng for new roof at RUSA Office Building and C | 12/11/2024 | 2,215.28 |
| Total for Check Number 52509: | | | | 2,215.28 |
| Total for 12/11/2024: | | | | 16,655.29 |
| Report Total (8 checks): | | | | 16,655.29 |



ROSEBURG URBAN SANITARY AUTHORITY

ROSEBURG, OR • FOUNDED 1983

As we look forward to 2025 and the new challenges that will face us, I thought we should take a minute and celebrate our accomplishments. This is only the highlights of the last year there are many things that will not be reflected here that our staff do every day to provide our organization and customers with the highest level of service and help provide a safe, healthy and vibrant community.

Administration

Successful application and award of several grants:

- Cedric-Hayden American Rural Infrastructure Special Districts Grant
 - \$200,000 grant toward the construction of the new Equipment Storage and remote collections department staging building.
- Oregon Department of Energy Community Renewable Energy Grant
 - \$870,870 grant for the construction of the Administrative Office 40 kW Solar Array
 - \$ 1 million toward the construction of the WWTP 900 kW Solar Array
 - \$ 1 million toward the construction of the Natural Treatment System 400 kW Solar Array

Successful application and inclusion in the Oregon Clean Water State Revolving Fund Intended Use Plan for two projects:

- Water Reclamation Facility 900 kW Solar Array
- Natural Treatment System 400 kW Solar Array

Both projects qualify for the loan forgiveness program to receive up to 50% forgiveness of the total loan.

City of Roseburg Urban Growth Swap:

- RUSA staff have worked with the City of Roseburg Community Development Department for nearly six years to remove approximately 290 acres of difficult to develop land and swapping them with 220 acres of land that is not as topographically challenging to the Urban Growth Boundary. The City and County have passed the UGB amendment and are waiting for State approval.

RUSA Staffing:

- In a very competitive workforce environment, we have achieved full staffing in all our departments. We are only as good as the quality of our collective staff, and I am very proud of the staff we have been able to attract and retain.

Compliance with RUSA private discharge Ordinances:

- Worked with Douglas County to install an in-channel sewage grinder to reduce the size of the harmful rubbish that is introduced into the sewer from the jail system.

Collections

Staffing:

- Fully staffed.
- All collection personnel have obtained at least a Grade I Wastewater Collection System Operator
- Several staff are working to attain the next level of certification
 - Three staff members hold a Grade IV Wastewater Collection System Operator
 - One staff member holds a Grade II Wastewater Collection System Operator
 - Three staff members hold a Grade I Wastewater Collection System Operator

Completed In-House Projects:

- WRF Retaining Wall (Site improvement for solar project)
- Installation of main line extension and building sewer for Storage Building
- Demolition of house and outbuildings at the Natural Treatment System

Pre-Design Services:

- Locate building services by use of side-launch CCTV
 - Umpqua St. Improvements
 - Harvard/Maple St. Improvements

Engineering

Completed projects:

- Jackson St. Siphon Improvement Phase I (Deer Creek)
- Cogen Feasibility Study
- Thickening System Study
- Deer Creek Trunk Rehabilitation
- Umpqua St. Improvements
- WRF Retaining Wall (Site improvement for solar project)
- Storage Building
- Bisulfite Building SCADA
- Roofing Administration Building
- Manhole Rehabilitation (annual I&I reduction project)

Projects under construction:

- Stephens St. Improvements

Projects in planning or design:

- Harvard/Maple St. Improvements
- WWTP Solar Project
- Administrative Office Solar Project

- Natural Treatment System Solar Project
- Jackson St. Siphon Improvement Phase II (Deer Creek)
- Thickening System - WRF

Finance

Software upgrades, customer portal and more:

- Accounting software was upgraded to the cloud to provide safe storage and ease of accessibility to authorized staff.
- As part of an upgrade, we moved away from the customization of the utility billing process and reports in Springbrook. The result is a more standardized way of billing that utilizes the software more effectively and Springbrook can provide better support when necessary.
- Standardizing electronic records retention and storage; Implementing the State's Oregon Records Management Solution (ORMS).
- Moved all Utility Billing files electronically to ORMS.
- Implemented Bank Remote Deposit – the scanning of checks to the bank for deposit, eliminating banking deposit errors. More importantly this moved the scanning of customer checks (customer banking information) from RUSA server to the bank's server.
- Implemented a new customer payment portal that records transactions in real time to the customers utility billing accounts. Allows customers the flexibility to choose electronic statements, receive reminders, set up automatic payments or pay by text message.
- Implemented a new credit card system that integrates with the new customer payment portal.
- Implemented outsourcing of customer bills, resulting in reduction of postage charges, printing charges and staff time.
- Implemented bar coding on utility bills for scanning customer information for processing of check payments and counter payments.
- Moved around job responsibilities amongst finance staff to function more efficiently with new processes and to create more opportunities for cross training of job functions.
- Assigned an Accessibility Coordinator who is responsible for ADA accessible website posting. Coordinator has started training and some implementation of web page document changes. RUSA's website and other external communications will be required to be fully Accessible by 2027.

Information Technology

Upgrade Cyber Security:

- Carezian cybersecurity assessment
- New partnership with Arctic Wolf for monitoring our network, workstations, and Microsoft 365 suite with human oversight 24x7x365.
- 56 TB of immutable storage for our backups. Data can't be edited, deleted, or overwritten even by system administrator until set time period has elapsed for ransomware protection (currently trying 45 days). This will be moved to the new storage building at the treatment plant as soon as the building is completed for true offsite backup. Also still maintaining a shorter time period with Wasabi in the cloud.

- Installed and configured new switches, wireless access points, and firewall.
- Further segmented our network (big deal for our insurance carrier) making it more difficult for our attackers to move laterally through it.
- On going work with Techmanagment to provide penetration testing and backup systems
- On going staff training on cybersecurity

Building Security:

- Installation and commissioning of cameras and sensors to provide monitored upgraded building security