

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

Board Chair John Dunn, called the regular monthly Board Meeting to order at 4:00 p.m. on September 13, 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: Board Vice Chair Rob Lieberman

Others present: General Manager Jim Baird, Finance Director Christine Morris, Office Assistant II Harmony Williams, Engineering Technician III Ryon Kershner, Collections Superintendent Steve Lusch, Jacobs Project Manager Dan Prather and Jacobs Project Manager Interim Caleb Trammell

Consideration of the August 14, 2024 Board Meeting Minutes

David Campos moved to approve the minutes for the August 14, 2024 Roseburg Urban Sanitary Authority monthly Board Meeting.
Kelsey Wood seconded the motion.
The motion passed unanimously.

Proposal to Change Work Week Definition

Staff has been conducting community outreach to determine the potential impact of changing RUSA's work week and office hours. Staff made a poll on our Facebook page asking how closing on Friday with expanded hours Monday through Thursday would affect them.

As of September 4th, there were 248 participants and 88% of the respondents indicated that the change would not impact them; 10% indicated that the change would be beneficial; and 2% indicated that the change would negatively impact them.

Staff also reviewed the security footage to conduct a customer count. The average number of customers that walk in for service is 11.78 (12) with an average of 11.86 (12) on Fridays.

After looking at the results of our outreach and customer count, staff felt that the proposed change in the work week will not affect our customers adversely and will provide our employees with the opportunity to have a better work-life balance.

Staff requested that the Board change RUSA's work week hours to four ten-hour days, Monday through Thursday.

The Board discussed the proposed change and had several questions.

Tom Dole made a motion to change RUSA's work week hours to four ten-hour days Monday through Thursday.

Kelsey Wood seconded the motion.

Board Chair Dunn requested "Roll Call" for the motion to Change RUSA's work week hours to four ten-hour days Monday through Thursday.

Vote By Roll Call

John Dunn	No
Rob Lieberman	
Tom Dole	Yes
Kelsey Wood	Yes
David Campos	Yes

The motion was passed with a 3/1 vote

General Managers Report

Ameresco - Energy Service Company

We are waiting for the notification by the Oregon Department of Energy of the awards for the Community Renewable Energy Grant Program. The latest information is that we should know by the end of September.

Deer Creek Siphon Improvements - Project No. 23001

The Contractor, Black Pearl, did not complete any work during this pay period.

Umpqua Street Improvements - Project, No. 24001

The Contractor, NorthCore, has submitted payment request No. 1. The work completed this period is valued at \$115,267.79, with \$5,763.39 in retainage for a payment request of \$109,504.40. The project Engineer, Alex Palm, and staff have reviewed the request and recommend that the Board approve payment request No. 1 in the amount of \$109,504.40.

Kelsey Wood moved to approve Pay Request No. 1 to NorthCore in the amount of \$109,504.40. David Campos seconded the motion.

Board Chair Dunn requested "Roll Call" for the motion to Approve Pay Request No. 1 in the amount of \$109,504.40.

Vote By Roll Call

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

The motion was passed with a 4/0 vote

Stephens St. Improvements - Project, No. 24003

RUSA has entered an Intergovernmental Agreement (IGA) for the Stephens St. Improvements. RUSA has made the initial payment of \$270,397.17 to the City. The Contractor (Cradar Enterprises Inc.) has not started the construction yet.

Storage Building - Project No. 24005

The Contractor, H3, has completed the site work, foundation and concrete slab. The Contractor has submitted payment request No. 2. The work completed this period is valued at \$82,500, with \$4,173 in retainage for a payment request of \$78,327. The project Engineer, Tom Rogers, and staff have reviewed the request and recommend that the Board approve payment request No. 2 in the amount of \$78,327. The work must be completed December 31st, 2024.

Kelsey Wood moved to approve Pay Request No. 2 to H3 in the amount of \$78,327. David Campos seconded the motion.

Board Chair Dunn requested “Roll Call” for the motion to Approve Pay Request No. 2 in the amount of \$78,327.

Vote By Roll Call

John Dunn	Yes
Rob Lieberman	
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, did not complete any work during this pay period. The work must be completed October 31st, 2024.

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

The contractor, Roseburg Roofing and Supply Company, has not completed any work during this pay period.

Manhole Rehabilitation - Project, No. 24009

The Contractor, Underground Tech, has completed the rehabilitation of 10 manholes. The total cost was \$49,902.60.

Jacobs Plant Operations Report

Dan Prather advised that the treatment facility averaged 96% BOD removal and 96% Total Suspended Solids removal during August. The total Effluent flow was 88.72 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 September 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	Yes
Rob Lieberman	
Tom Dole	Yes
Kelsey Wood	Yes
David Campos	Yes

The motion was passed with a 4/0 vote

Other Business

None.

Attached Additional Items Presented

Budget to Actual Report
Accounts Payable Addendum

Respectfully submitted,



Harmony Williams
Office Assistant II