



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**

David Campos, called the regular monthly Board Meeting to order at 4:00 p.m. on July 10, 2024. The Board Meeting was held in-person and remotely broadcast by Zoom® Meeting.

ROLL CALL

Directors

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

Absent: Board Vice-Chair Rob Lieberman

Others present: General Manager Jim Baird, Finance Director Christine Morris, Accounting Specialist Angie Allen, Engineering Technician III Ryon Kershner, Collections Superintendent Steve Lusch & Jacobs Project Manager Dan Prather.

Public present: Robin VanWinkle with Douglas ESD

Consideration of the June 12 Board Meeting Minutes

Tom Dole moved to approve the minutes for the June 12, 2024, Roseburg Urban Sanitary Authority monthly Board Meeting.

John Dunn seconded the motion.

The motion passed unanimously.

Recognition 2024 Best Place for Working Parents Designation

Robin VanWinkle, Early Learning Program Facilitator with the Douglas ESD, presented RUSA with the 2024 Best Place for Working Parents Designation for being a family friendly employer in Douglas County.

Roseburg Urban Sanitary Authority Local Contract Review Board

David Campos called to order the Roseburg Urban Sanitary Authority Local Contract Review Board.

WRF Vehicle and Equipment Storage Building

RUSA received three bids for the WRF Vehicle and Equipment Storage Building. The apparent low bidder turned out to be H3 General Contractors in the amount of \$771,444.

The project engineering firm, Rogers Engineering, and staff have reviewed the bids and found one bid to be unresponsive.

Staff recommended that the Board issue the notice of intent to award the WRF Vehicle and Equipment Storage Building Project to H3 General Contractors in the amount of \$771,444.

John Dunn made a motion for the intent to award the WRF Vehicle and Equipment Storage Building Project to H3 General Contractors in the amount of \$771,444.

Tom Dole seconded the motion.

The motion passed unanimously.

Stephens Street Improvements

The Stephens Street Improvements are a joint project with the City of Roseburg. RUSA received the bid results from the City of Roseburg just prior to the meeting. It was quickly looked at and the estimated cost to RUSA based on bid items is \$270,397.17. This number has decreased since the initial estimate of nearly \$750,000. The normal process would be for RUSA and the City enter into an Inter-Governmental Agreement (IGA) for the project. The process of how an IGA works was discussed.

Staff recommended that the Board approve entering into an IGA with the City of Roseburg for the Stephens Street Improvements with the understanding that Staff will fully review the estimated cost prior to signing the agreement.

Kelsey Wood made a motion to approve Staff entering into an IGA with the City of Roseburg for the Stephens Street Improvements.

Tom Dole seconded the motion.

The motion passed unanimously.

At this time David Campos reconvened the regular Board Meeting.

General Managers Report

Ameresco - Energy Service Company

RUSA has been noticed that the application for loan to the Department of Environmental Quality's Clean Water State Revolving Fund has been included in the Intended Use Plan 2025 Initial Edition. We are scheduled to meet with the DEQ to discuss adjusting the allocation to meet the current project estimates. In total we have been approved for 9 million in loan, this includes the Cogeneration project that we are not doing at this time.

RUSA has been notified by the Oregon Department of Energy that our applications for the Community Renewable Energy Grant Program have been reviewed and the applications have moved on to the competitive review stage. The award notification is scheduled for September 2, 2024.

RUSA has drafted an Energy Sustainability Plan for your review. Staff would request that the Board approve the plan.

Tom Dole moved to approve the Energy Sustainability Plan as presented.
Kelsey Wood seconded the motion.
The motion passes unanimously.

Deer Creek Siphon Improvements

The Contractor Black Pearl is gathering the required bonds and insurance. The pre-construction meeting is scheduled for Friday, July 12, 2024.

Umpqua Street Sewer Replacement

The contractor is producing submittals for review and approval. Work is scheduled to start July 22nd.

WRF Retaining Wall

Staff are constructing a retaining wall at the WRF to provide additional area for the Solar Array that is planned to be constructed in the summer of 2025. The staff have completed the construction of the wall that is approximately 145 feet long and 12.5 feet in height utilizing 104 super blocks. The remaining back filling to the new grade will be completed as soil spoils are available.

Storage Building

Bids were opened July 2nd and read aloud. The apparent low bidder was H3 General Contractors after review of the bids, and one was found to be unresponsive.

Bisulfite SCADA System

The contractor, Sims Electric, is working on submittals for approval. The SCADA panel has been approved for construction and has been ordered from Con-Vey.

RUSA Office and Garage Reroofing Project

The contractor, Roseburg Roofing and Supply Company, submitted Application for Payment, Pay Estimate #2. The application is in the amount of \$42,000. The requested pay estimate is \$39,900 which is \$42,000 for the work completed this period less \$2,100 in retainage.

The project Architect and staff have reviewed the application and agree that the amount of work completed exceed the requested amount.

We would recommend that the Board approve payment of Pay Estimate #2 in the amount of \$39,900.

Tom Dole moved to approve Pay Estimate #2 in the amount of \$39,900.

Kelsey Wood seconded the motion.

The motion passed unanimously.

Jacobs Plant Operations Report

Dan Prather advised that the treatment facility averaged 97% BOD removal and 96% Total Suspended Solids removal during June. The total Effluent flow was 85.61 million gallons all of which went to the NTS at Outfall 002.

Plant Staff continued Pretreatment Activities.

Accounts Payable

The Board reviewed the Accounts Payable Report and Addendum for the July 2024 Accounts Payable and there were no questions.

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

Tom Dole seconded the motion.

The motion passed unanimously.

Other Business

There is river rock at the WRF solar site that is left from the old trickle filter that needs to be removed. Knife River has expressed interest in the rock including loading and hauling away. Staff recommends that the rock be sold at \$1 per yard, the previously approved price years ago, and the Board agreed that was a good price since Knife River would be loading and hauling the rock themselves.

The RUSA Summer Picnic was held on June 29, 2024. Kelsey Wood and Tom Dole attended as well as several RUSA staff and their families.

Feedback from the Rate Increase Mailing was discussed including the Editorial, Facebook comments, Newspaper article and direct from customers.

Heat related power outages were discussed, so far there has only been one Demand Response request to shut down the NTS for 2 hours, but otherwise all facilities were fully functional during the heat wave. All facilities are prepared for any outages that may occur with generators on-site and ready for use.

The meeting was adjourned at 5:07 p.m.

Attached Additional Items Presented

Accounts Payable Addendum
Picture of WRF Retaining Wall

Respectfully submitted,

Angie Allen

Angie Allen
Accounting Specialist

Addendum to July 10, 2024 Board Packet

Accounts Payable

Checks by Date - Detail by Check Date

User: christine
 Printed: 7/10/2024 3:01 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	CENTURY July 2024	CenturyLink Analog phone system for fax and fire alarm	07/10/2024	62.40
Total for this ACH Check for Vendor CENTURY:				62.40
ACH	METRO IN668076	Metro Presort Inc Yellow Postcard Rate Change letter	07/10/2024	4,874.66
Total for this ACH Check for Vendor METRO:				4,874.66
ACH	SAIF 100057327 100057327 100057327 FYE24 adj FYE24 adj FYE24 adj	SAIF Corporation Workers compensation insurance Workers compensation insurance Workers compensation insurance FYE 24 SAIF Reconciliation-Finance FYE 24 SAIF Reconciliation-Collection FYE 24 SAIF Reconciliation-Eng	07/10/2024	137.18 2,956.64 6,559.32 5.97 -615.60 -16.81
Total for this ACH Check for Vendor SAIF:				9,026.70
52205	WP June 2024	Avista Utilities Natural gas service	07/10/2024	36.85
Total for Check Number 52205:				36.85
52206	CH2M 107769CH019a 107769CH019b	CH2M Hill, Inc. Misc Engineering services - NTS PS improve co WRF-Bisulfite SCADA	07/10/2024	591.57 713.68
Total for Check Number 52206:				1,305.25
52207	Cintas 5214895171 9278002662	Cintas Corporation No. 3 First aid supply refill 2 Water Cooler	07/10/2024	7.16 90.00
Total for Check Number 52207:				97.16
52208	WATER INV21636 June 2024 Keady	City of Roseburg Bulk water permit and use Water Service - Keady Ct	07/10/2024	57.80 53.54
Total for Check Number 52208:				111.34
52209	D2000 24-3943	D2000 Safety Confined Space Rescue Training	07/10/2024	2,865.00
Total for Check Number 52209:				2,865.00
52210	DJC 745707338 745708667	Daily Journal of Commerce Inc Advertisement for bids for the Storage Bldg Advertisement for bids for the Storage Bldg - Ac	07/10/2024	191.18 278.30

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 52210:	469.48
52211	HRANSWER INV-104693	HR Answers, Inc. Human Resource Strategic Management	07/10/2024	90.00
			Total for Check Number 52211:	90.00
52212	Leeway 1100	Leeway Engineering Solutions, LLC Eng services-North Deer Cr Trunk Rehab	07/10/2024	979.50
			Total for Check Number 52212:	979.50
52213	PPL June 2024 Keady June 2024 NTS June 24 411LM June 24 425LM June 24 Admin June 24 Bourb June 24 BourbC June 24 gate June 24 High June 24 LV June 24 NBank June 24 Sbank June 24 Wilb1 June 24 Wilb2 June 24 WRF1 June 24 WRF2	Pacific Power Contract Min&Usage-Keady Ct PS Contract/Power Usage-NTS PS Usage-411 LM-Storage Bldg Power Usage-425 Long Meadow Power Usage-Admin Bldg Power Usage-310 Bourbon St PS Contract-310 Bourbon St PS Power Usage-140 LM-NTS Gate Power Usage-Highland PS Power Usage-Loma Vista PS Power Usage-North Bank PS Power Usage-South Bank PS Power Usage-Wilbur 1 PS Power Usage-Wilbur 2 PS Power Usage-WWTP 1 Power Usage-WWTP 2	07/10/2024	75.03 12,328.54 24.29 14.50 713.94 78.51 65.28 19.97 957.52 101.38 152.33 1,519.72 153.73 153.71 26,831.59 27.71
			Total for Check Number 52213:	43,217.75
52214	PLATT2 6Z94760	Platt Electric Supply Additional Parts-NTS Gate/camera	07/10/2024	33.31
			Total for Check Number 52214:	33.31
52215	RMC 1422489	Rogers Machinery Company, Inc. Air Compressor Cooler, Oil Filter Head Replace:	07/10/2024	4,452.91
			Total for Check Number 52215:	4,452.91
52216	SUNRISE INV0042651 INV0042671	Sunrise Enterprises, Inc Landscaping Service-June Janitorial Service-June	07/10/2024	230.00 595.00
			Total for Check Number 52216:	825.00
52217	TINT 2096	TintPro Window Tinting Office Window Tinting	07/10/2024	2,074.50
			Total for Check Number 52217:	2,074.50
52218	UNITED 235130120-001 235330411-001	UNITED RENTALS (NORTH AMERICA) Roller for Retaining wall project-WRF Roller for Retaining wall project-WRF	07/10/2024	4,194.00 4,989.65
			Total for Check Number 52218:	9,183.65
			Total for 7/10/2024:	79,705.46

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
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Report Total (17 checks):

79,705.46

