

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

Board Chair Kelsey Wood, called the regular monthly Board Meeting to order at 4:01 p.m. on April 8, 2026. The Board Meeting was held in-person and remotely broadcast by Zoom® Meeting.

**ROLL CALL**

**Directors**

**Present:** Board Chair Kelsey Wood, Rob Lieberman, Tom Dole & Robin Van Winkle

**Absent:** Mike Baker

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**Others present:** General Manager Jim Baird, Finance Director Christine Morris, Office Assistant II Harmony Williams, Collections Superintendent Steve Lusch and Jacobs Project Manager Dan Prather, Engineering & Operations Manager Ryon Kershner & Cody Savey of Isler, CPA

**Consideration of the March 11, 2026 Board Meeting Minutes**

Rob Lieberman moved to approve the minutes for the March 11, 2026 Roseburg Urban Sanitary Authority monthly Board Meeting.  
Robin Van Winkle seconded the motion.

Kelsey Wood requested Roll Call for the motion to approve the March 11, 2026 Board Meeting Minutes.

**Vote By Roll Call**

Robin Van Winkle	Yes
Rob Lieberman	Yes
Tom Dole	Yes
Kelsey Wood	Yes
Mike Baker	

The motion was passed with a 4/0 vote

**2024-2025 Annual Audit Report**

Cody Savey of Isler Certified Public Accountants & Business Advisors presented the Board with the audit report for the fiscal year ending June 30, 2025.

## **General Managers Report**

### South Umpqua Trunk South Bank Repair – Project No. 25002

The project has been awarded federal funds from the Federal Management Agency's (FEMA) Public Assistance Program. Staff are requesting reimbursement payment for the project in the amount of \$671,587.89.

### WWTP Solar – Project No. 24011

We have received the State Historic Preservation Office (SHPO) permit. Ameresco has contracted with an archaeologist to conduct a site investigation to meet the requirements of SHPO. We are working with Pacific Power to complete the inter-connection agreement. Ameresco has submitted the 60% plans to DEQ for review and comment. Further work on the design has been halted until the results of the archaeological study are completed.

### Admin. Office Solar – Project No. 24012

The subcontractor has completed most of the solar system and commissioned the system. The system is currently generating power, offsetting a portion of our electricity usage. The battery is not scheduled to be delivered until mid-April. The subcontractor will return after the battery is delivered to complete the installation.

### NTS Solar -Project No. 25001

Ameresco is working to complete 90% plans to submit to the DEQ for engineering review. Pacific Power has approved the inter-connect agreement.

### Umpqua River Basin TMDL for Temperature

The DEQ has appointed me to the Rule Advisory Committee (RAC) for the Water Quality Plan to implement the Umpqua River Basin Temperature TMDL replacement. The next meeting with the RAC is scheduled for April 29<sup>th</sup>, 2026. We are working with West Yost to represent RUSA at the RAC meetings.

### Emergency Declaration:

#### Walmart MH Repair – Project No. 25006

Dyer Partnership is working through the permit process to repair the manhole.

The engineer is working on a no rise certification for the proposed work to meet the City of Roseburg requirements.

#### Sleepy Hollow Creek Main repair – Project No. 25005

Dyer Partnership is working through the permit process to repair the 15-inch sewer main crossing Sleepy Hollow Creek.

### Goedeck Trunk Rehabilitation - Project No. 25004

Leeway Engineering Solutions has completed 75% plans. Staff are reviewing the plans. The project is tentatively to be out to bid in May and submitted to the board for intent to award in June.

### WRF SCADA Road Map Assessment – Project 26001

The Consultant Evaluation Committee has reviewed and ranked the four submitted proposals for the project. Control Systems NW is the highest ranked consultant. The committee would

recommend that the Board direct the staff to enter negotiations to develop the scope of work, project schedule and fee for services.

Kelsey Wood made a motion to enter negotiations with Control Systems NW.  
Robin Van Winkle seconded the motion.

Vote By Roll Call

Kelsey Wood requested Roll Call for the motion to enter negotiations with Control Systems NW:

Robin Van Winkle	Yes
Rob Lieberman	Yes
Tom Dole	Yes
Kelsey Wood	Yes
Mike Baker	

The motion was passed with a 4/0 vote

**Jacobs Plant Operations Report**

Dan Prather advised that the treatment facility averaged 95% BOD removal and 96% Total Suspended Solids removal during March. The total Effluent flow was 130.33 million gallons, all of which went to the river at Outfall 001.

**Budget to Actual Report**

Staff presented the Budget to Actual Report as of December 31, 2025. The Board had no questions.

**Accounts Payable**

The Board reviewed the Accounts Payable Report and Addendum for the April 8, 2026 Accounts Payable and addressed questions.

Rob Lieberman made a motion to approve the Accounts Payable Report and Addendum as presented.  
Robin Van Winkle seconded the motion.

Vote By Roll Call

Kelsey Wood requested Roll Call for the motion to approve Accounts Payable and the Addendum as presented:

Robin Van Winkle	Yes
Rob Lieberman	Yes
Tom Dole	Yes
Kelsey Wood	Yes
Mike Baker	

The motion was passed with a 4/0 vote

**Other Business**

Staff suggested a possible Budget Committee member to fill the last vacant position on the RUSA Budget Committee.

Staff informed the Board of a request to relinquish an easement on NE Pomona at Gecko Storage. A new easement would then be issued granting RUSA a 20 foot easement rather than the existing 60 foot easement.

Rob Lieberman made a motion to relinquish the easement at Gecko Storage on NE Pomona. Robin Van Winkle seconded the motion.

Kelsey Wood requested Roll Call for the motion to relinquish the easement at Gecko Storage.

Robin Van Winkle	Yes
Rob Lieberman	Yes
Tom Dole	Yes
Kelsey Wood	Yes
Mike Baker	

The motion was passed with a 4/0 vote

Meeting was adjourned at 5:07 pm.

**Attached Additional Items Presented**

Accounts Payable Addendum  
NE Pomona Map

Respectfully submitted,



Harmony Williams  
Office Assistant II

# ADDENDUM TO APRIL 8, 2026 BOARD PACKET

## Accounts Payable

### Checks by Date - Detail by Check Date

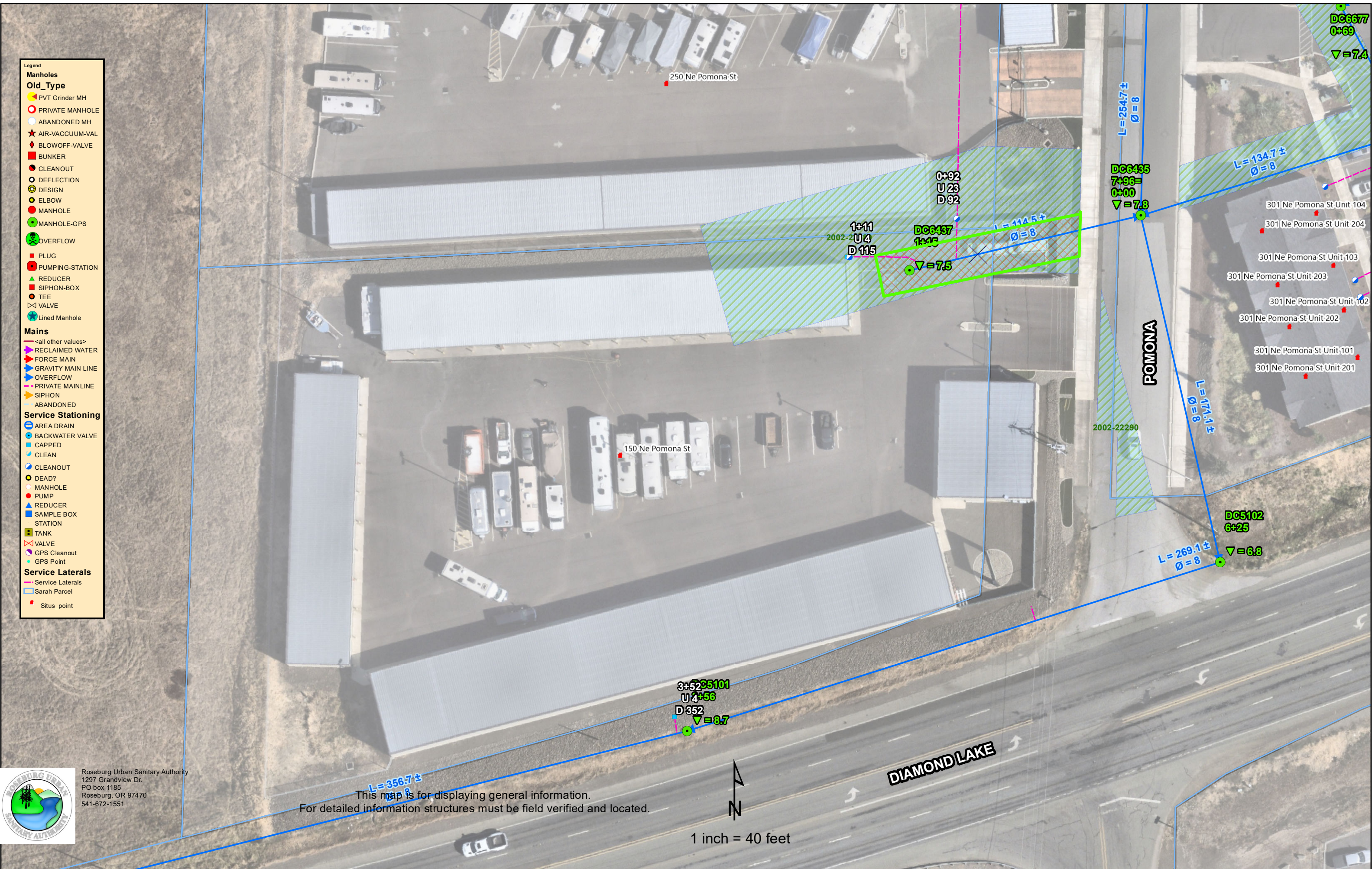
User: christine  
 Printed: 4/8/2026 2:18 PM



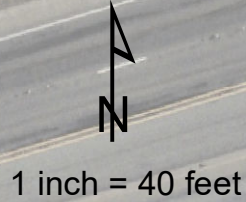
Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	Cintas 9366079031	Cintas Corporation No. 3 2 Waterbreak cooler agreements	04/08/2026	90.00
Total for this ACH Check for Vendor Cintas:				90.00
ACH	PITNEY 3322218967 3322246002	Pitney Bowes Inc. Quarterly postage machine lease 4/10/26-7/9/26 Personal property tax on leased postage machine	04/08/2026	94.50 7.99
Total for this ACH Check for Vendor PITNEY:				102.49
53323	CableHus 163424	Cable Huston LLP Professional services-March	04/08/2026	630.00
Total for Check Number 53323:				630.00
53324	C ROSE SR-26-98	City of Roseburg 3485 W Goedeck Ave-Site Review Application	04/08/2026	701.00
Total for Check Number 53324:				701.00
53325	METRO 72223	Metro Presort Inc Print,cut & mail utility bills-April	04/08/2026	3,756.00
Total for Check Number 53325:				3,756.00
53326	OfficeWd	Office World Inc Delivery and installation 6 new chairs for board room	04/08/2026	212.00 2,176.02
Total for Check Number 53326:				2,388.02
53327	PPL	Pacific Power	04/08/2026	
	March 26 140LM	Power Usage-140 LM-NTS Gate		24.74
	March 26 310B	Power Usage-310 Bourbon St PS		93.20
	March 26 411LM	Usage-411 LM-Storage Bldg		59.90
	March 26 425LM	Power Usage-425 Long Meadow		17.04
	March 26 Admin	Power Usage-Admin Bldg		83.42
	March 26 High	Power Usage-Highland PS		1,203.51
	March 26 KEADY	Power Usage-Keady Ct PS		123.34
	March 26 LV	Power Usage-Loma Vista PS		116.89
	March 26 NBank	Power Usage-North Bank PS		225.73
	March 26 NTS	Contract/Power Usage-NTS PS		2,338.36
	March 26 SBank	Power Usage-South Bank PS		2,872.56
	March 26 Wilb1	Power Usage-Wilbur 1 PS		302.54
	March 26 Wilb2	Power Usage-Wilbur 2 PS		330.41
	March 26 WRF1	Power Usage-WWTP 1		23,126.45
	March 26 WRF2	Power Usage-WWTP 2		33.02
Total for Check Number 53327:				30,951.11

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
53328	RSBG-DIS 1472620	Roseburg Disposal Company Garbage Service-March	04/08/2026	70.00
Total for Check Number 53328:				70.00
53329	THMSCRK 1782	Thomas Creek Landscaping & Maintenance Landscaping Services-March	04/08/2026	350.00
Total for Check Number 53329:				350.00
53330	UBWA March 26 310B March 26 411LM March 26 606LM	Umpqua Basin Water Association Water - 310 Bourbon St Water - 411 Long Meadows Ln Water - 606 Long Meadows Ln	04/08/2026	28.00 28.01 28.00
Total for Check Number 53330:				84.01
53331	UB*00104	SIDNEY WELLS Refund Check 001902-000, 1766 NW BEAUMC	04/08/2026	52.00
Total for Check Number 53331:				52.00
53332	WestJo 20666460228	West Yost & Associates, Inc Enhanced Monitoring Support	04/08/2026	1,384.89
Total for Check Number 53332:				1,384.89
53333	WHITNEY PS-INV114838	Whitney Equipment Company, Inc. Netzsch Nemo Progressing Cavity Pump	04/08/2026	8,312.24
Total for Check Number 53333:				8,312.24
Total for 4/8/2026:				48,871.76
Report Total (13 checks):				48,871.76

- Legend**
- Manholes**
- Old\_Type
  - PVT Grinder MH
  - PRIVATE MANHOLE
  - ABANDONED MH
  - AIR-VACCUUM-VAL
  - BLOWOFF-VALVE
  - BUNKER
  - CLEANOUT
  - DEFLECTION
  - DESIGN
  - ELBOW
  - MANHOLE
  - MANHOLE-GPS
  - OVERFLOW
  - PLUG
  - PUMPING-STATION
  - REDUCER
  - SIPHON-BOX
  - TEE
  - VALVE
  - Lined Manhole
- Mains**
- <all other values>
  - RECLAIMED WATER
  - FORCE MAIN
  - GRAVITY MAIN LINE
  - OVERFLOW
  - PRIVATE MAINLINE
  - SIPHON
  - ABANDONED
- Service Stationing**
- AREA DRAIN
  - BACKWATER VALVE
  - CAPPED
  - CLEAN
  - CLEANOUT
  - DEAD?
  - MANHOLE
  - PUMP
  - REDUCER
  - SAMPLE BOX
  - STATION
  - TANK
  - VALVE
  - GPS Cleanout
  - GPS Point
- Service Laterals**
- Service Laterals
  - Sarah Parcel
  - Situs\_point



This map is for displaying general information.  
For detailed information structures must be field verified and located.



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