

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

Mike Baker, called the regular monthly Board Meeting to order at 4:02 p.m. on August 12, 2026. The Board Meeting was held in-person and remotely broadcast by Zoom® Meeting.

ROLL CALL

Directors

Present: Robin Van Winkle, Tom Dole & Mike Baker

Absent: Kelsey Wood & Rob Lieberman

Others present: General Manager Jim Baird, Finance Director Christine Morris, Office Assistant II Harmony Williams, Collections Superintendent Steve Lusch, Engineering & Operations Manager Ryon Kershner, Jacobs Operations Supervisor Steve Jackson & Jacobs Project Manager Dan Prather

Consent Agenda

Tom Dole moved to approve the following Consent Agenda items:

- A. Minutes of the July 8, 2026 Regular Board Meeting
- B. Accounts Payable

Robin Van Winkle seconded the motion.

Mike Baker requested Roll Call for the motion to approve Consent Agenda items.

Vote By Roll Call

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

The motion was passed with a 3/0 vote

Roseburg Urban Sanitary Authority Contract Review Board

Mike Baker opened the Roseburg Urban Sanitary Authority Contract Review Board. RUSA solicited proposals from qualified engineering firms to provide professional engineering services for the development of a 30% design for replacement of influent pumps at the Wastewater

Treatment Plant. Staff recommended the Board approve proceeding with contract negotiations with Jacobs Engineering Group Inc. as the highest ranked proposer.

Robin Van Winkle made a motion to approve proceeding with contract negotiations with Jacobs Engineering Group.

Tom Dole seconded the motion.

Mike Baker requested Roll Call for the motion to approve proceeding with contract negotiations with Jacobs Engineering Group.

Vote By Roll Call

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

The motion was passed with a 3/0 vote

At this time Mike Baker reconvened the regular Board Meeting.

General Managers Report

South Umpqua Trunk South Bank Repair – Project No. 25002

Staff have met the requirements of the Oregon Emergency Management (OEM) to complete our request for funding. The \$671,587.89 reimbursement will be deposited into our LGIP account after OEM has completed their review.

WWTP Solar – Project No. 24011

Ameresco is working on completing the 100% design to submit to DEQ for approval. We are working with Pacific Power to complete the inter-connection agreement. A mandatory contractor site walk through is scheduled for August 19th.

Admin. Office Solar – Project No. 24012

The contractor and vendor have completed the commissioning of the battery. Ameresco is working on integrating the system monitoring into the energy dashboard that will be displayed on our website. The ribbon cutting ceremony has been scheduled for October 13th.

NTS Solar -Project No. 25001

Ameresco is working on 100% plans for submittal to the DEQ for engineering review. A mandatory contractor site walk through is scheduled for August 19th.

Emergency Declaration:

Walmart MH Repair – Project No. 25006

Dyer Partnership has completed the design and submitted it to the Division of State Lands for their final review. We will submit the project to the City of Roseburg for their review and approval.

Staff will be soliciting bids for the project.

Sleepy Hollow Creek Main repair – Project No. 25005

Dyer Partnership has completed the design and received approval. Staff are soliciting bids for the work.

Goedeck Trunk Rehabilitation - Project No. 25004

Allied Plumbing and Pumps LLC are working on providing the submittals required. The contractor will submit a schedule when the submittals have been approved.

WRF SCADA Road Map Assessment – Project 26001

Control Systems NW has completed a schedule for the project with a completion date of October 5th, 2026. The contractor has held the first workshop (Existing Condition) of four with staff.

Freemont Ave. Sewer Replacement – Project No. 26004

The project engineering firm, Dyer Partnership Engineers & Planners, has completed the plans and specifications. Staff are working to solicit bids from selected contractors to complete the project.

WWTP Pump Replacement – Project No. 26005

The proposal for this project has been evaluated by the consultant evaluation committee. Jacobs Engineering Group received the highest rating. The committee has recommended to the Board that staff enter negotiation on the scope of work, level of effort and cost for the project.

Budget to Actual Report

Staff presented the Budget to Actual Report as of June 30, 2026 and addressed any questions.

Jacobs Plant Operations Report

Dan Prather advised that the treatment facility averaged 99% BOD removal and 97% Total Suspended Solids removal during July. The total Effluent flow was 82.23 million gallons, all of which went to the NTS at Outfall 002.

Other Business

The Board was informed that RUSA will be receiving an award at the PNCWA Conference in September. Additionally, Jim Baird had a meeting discussing possible loan and forgiveness options for future Charter Oak system development fees. Staff informed the Board that the November Board meeting would fall on Veterans Day. It was agreed upon to hold the November meeting on Thursday November 12, 2026.

Meeting was adjourned at 4:44 pm.

Attached Additional Items Presented

Accounts Payable Addendum

Respectfully submitted,

A handwritten signature in blue ink that reads "Harmony Williams". The signature is written in a cursive, flowing style.

Harmony Williams
Office Assistant II

ADDENDUM TO AUGUST 12, 2026 BOARD PACKET

Accounts Payable

Checks by Date - Detail by Check Date

User: christine
Printed: 8/12/2026 2:45 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
53529	ADOBE	Adobe Inc.	08/12/2026	
	3547024177a	Adobe Express, Acrobat Pro, AI Assistant for 4		1,699.68
	3547024177b	Adobe Express, Acrobat Pro, AI Assistant for 5		2,124.60
	3547024177c	Adobe Express, Acrobat Pro, AI Assistant for 7		4,147.08
Total for Check Number 53529:				7,971.36
53530	WATER INV26464	City of Roseburg Bulk water use and permit - July 2026	08/12/2026	161.84
Total for Check Number 53530:				161.84
53531	UB*00118	SANDRA DELFS Refund Check 004430-000, 1528 NW EDEN ST	08/12/2026	45.07
Total for Check Number 53531:				45.07
53532	LTT	LTT Partners LLC	08/12/2026	
	548897a	2 Year Prepay (Licensing and Advanced Alarm)		4,162.73
	548897b	3 Cameras and Accessories (First Year)		6,255.55
	548897c	Licensing and Advanced Alarm (First Year)		2,081.37
Total for Check Number 53532:				12,499.65
53533	METRO IN688517	Metro Presort Inc Print, cut and mail utility bills	08/12/2026	4,006.44
Total for Check Number 53533:				4,006.44
53534	UB*00119	STEVEN & KIMBERLY RENCHER Refund Check 001261-000, 2089 NW SUNBER	08/12/2026	82.58
Total for Check Number 53534:				82.58
53535	SAIF 1002350123	SAIF Corporation FYE 26 Workers Comp Final bill	08/12/2026	2,299.55
Total for Check Number 53535:				2,299.55
53536	SERV-CTR 2026/01445	The Service Center Re-key 10 padlocks	08/12/2026	510.00
Total for Check Number 53536:				510.00
53537	West Tes 31184	Western Testing LLC Compaction testing for 1767 SE Mill St relocate	08/12/2026	836.90
Total for Check Number 53537:				836.90
Total for 8/12/2026:				28,413.39

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
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Report Total (9 checks):

28,413.39