

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

Board Chair John Dunn, called the regular monthly Board Meeting to order at 4:00 p.m. on October 8, 2025. The Board Meeting was held in-person and remotely broadcast by Zoom® Meeting.

ROLL CALL

Directors

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

Absent:

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 Project Manager Dan Prather

Consideration of the September 10, 2025 Board Meeting Minutes

Tom Dole moved to approve the minutes for the September 10, 2025 Roseburg Urban Sanitary Authority monthly Board Meeting.
John Dunn seconded the motion.

John Dunn requested "Roll Call" for the motion to approve the September 10, 2025 Board Meeting Minutes.

Vote By Roll Call

John Dunn	Yes
Rob Lieberman	Yes
Tom Dole	Yes
Kelsey Wood	Absent for vote
David Campos	Absent for vote

The motion was passed with a 3/0 vote

Resolution No. 25-11; A Resolution Adopting a Paid Leave Oregon Policy

Staff presented Resolution No. 25-11; A Resolution Adopting a Paid Leave Oregon Policy.

Kelsey Wood made a motion to approve Resolution No. 25-11; A Resolution Adopting a Paid Leave Oregon Policy.
David Campos seconded the motion.

Vote By Roll Call

John Dunn requested “Roll Call” for the motion to approve Resolution No. 25-11; A Resolution Adopting a Paid Leave Oregon Policy:

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

The motion was passed with a 5/0 vote

General Managers Report

Ameresco - Energy Service Company

Staff and Ameresco have been working on the last few documents and approvals for the construction phase of the WWTP Solar Project.

Umpqua Street Improvements - Project No. 24001

The Contractor, Northcore, has completed all the work on the project. Northcore has completed all the testing, and the system has passed.

The Contractor has not sent the final invoice and request for release of retainage to date.

Stephens St. Improvements - Project No. 24003

The City has submitted the final accounting to close out the project, Staff have reviewed the documentation and approved the final cost accounting.

The total cost of RUSA’s share of the project is \$369,684.15, which is \$99,286.98 more than the estimated costs.

South Umpqua Trunk South Bank Repair – Project No. 25002

Staff have been meeting with FEMA and OEM staff to process the documentation to be reimbursed for RUSA’s costs associated with emergency repairs. RUSA should be eligible for reimbursing 75% of repair costs.

WWTP Solar – Project No. 24011

Ameresco has ordered solar panels for the project. We have ordered the panels to meet the requirement to safe harbor the federal renewable investment tax credit.

Staff and Ameresco are working to provide the additional documentation required by DEQ for Clean Water State Revolving Funds for the construction portion of the project.

Admin. Office Solar – Project No. 24012

The subcontractor is scheduled to have the construction completed by the end of October. Once the system has received a final inspection Pacific Power will schedule the change out of the meter to initiate net metering.

NTS Solar -Project No. 25001

Ameresco is working on the plans and specifications for the floating solar array. Ameresco is also working with Pacific Power on the interconnect agreement

Wastewater Collection System Master Plan Amendment

Staff and Leeway Engineering Solutions are working through the data collection phase of the project. The project is scheduled to be completed in December. The Governor has signed HB 3921 that approves the Urban Growth Exchange bringing the Charter Oaks area into the Urban Growth Boundary.

Umpqua River Basin TMDL for Temperature

The EPA has completed the revised temperature TMDL for the Umpqua Basin by June 28th, 2025. 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 public process and meetings with the RAC are anticipated to begin on October 15th, 2025.

Isler CPA, Engagement Letter

Isler CPA has submitted the engagement letter to provide audit services for the year ending June 30, 2025.

David Campos made a motion to approve the Isler CPA engagement letter for audit services for the year ending June 30, 2025.

Kelsey Wood seconded the motion.

Vote By Roll Call

John Dunn requested "Roll Call" for the motion to approve Isler CPA engagement letter:

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

The motion was passed with a 5/0 vote

Jacobs Plant Operations Report

Dan Prather advised that the treatment facility averaged 98% BOD removal and 97% Total Suspended Solids removal during September. The total Effluent flow was 80.81 million gallons, all of which went to the Natural Treatment System.

Accounts Payable

The Board reviewed the Accounts Payable Report and Addendum for the October 2025 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

John Dunn requested "Roll Call" for the motion to approve Accounts Payable and the Addendum as presented:

John Dunn Yes

Rob Lieberman Yes

Tom Dole Yes

Kelsey Wood Yes

David Campos Yes

The motion was passed with a 5/0 vote

Other Business

Staff advised the Board on the outlook of projects RUSA will need to fund over the next several years.

Meeting was adjourned at 5:09 pm.

Attached Additional Items Presented

Resolution No. 25-11

Accounts Payable Addendum

Respectfully submitted,



Harmony Williams

Office Assistant II

RESOLUTION NO. 25-11

A RESOLUTION ADOPTING A PAID LEAVE OREGON POLICY

WHEREAS, the Oregon legislature passed Senate Bill 1515 in March 2024 which created Paid Leave Oregon, a statewide program that provides paid leave for employees; and

WHEREAS, the changes were effective July 1, 2024; and

WHEREAS, the Board seeks to address the change in Oregon law and to clarify RUSA's existing paid leave policies;

NOW, THEREFORE, the Board hereby resolves as follows:

The Paid Leave Oregon Policy attached hereto is hereby adopted.

ADOPTED BY THE ROSEBURG URBAN SANITARY AUTHORITY'S BOARD OF DIRECTORS THIS 8th DAY OF October, 2025.

John Dunn, Board Chair

ATTEST:

James V. Baird, General Manager

Paid Leave Oregon

Paid Leave Oregon (“PLO”) is a statewide insurance program that provides up to twelve (12) weeks of paid time off in a 52-week period for eligible Oregon employees for Qualifying Events, including Safe Leave, as defined by the program (see below). Leave is available to full-time, part-time, and seasonal employees.

The program is funded by premiums paid by employees and employers (generally those with 25 or more employees) and is administered by the Oregon Employment Department (“OED”). PLO pays employees a percentage of their wages while they’re on leave. Employees may choose when and how to take the time off, as long as they take entire days or weeks.

PLO also protects an employee’s job and role if they’ve worked for their employer for at least ninety (90) consecutive days.

For complete information on the program, including how to apply for benefits, to go [Employees and Paid Leave Oregon](https://paidleave.oregon.gov/employees/overview.html) (<https://paidleave.oregon.gov/employees/overview.html>).

Qualifications. To qualify for PLO, employees need to:

- work in Oregon;
- have earned \$1,000 in wages in either the year benefits are requested or the year prior;
- have contributed to PLO in either the year benefits are requested or the year prior; and
- have experienced a Qualifying Event.

Employee Contribution. The amount of the employee’s contribution to the program is capped at 1 percent of the employee’s gross wages, up to a maximum wage amount set by the OED. Unless the employer agrees to pay for the employee’s contribution, the employee is responsible for paying 60% of the total 1% contribution rates. For example, if your wages total \$1,000 for the pay period, you would pay \$6 (60% of 1%) as your portion of the contribution for that pay period.

The maximum employee wage for contributions is set at the Social Security wage index (changes each year). For example, for 2024, it was \$168,600 and for 2025 it is \$176,100. Employees don’t pay contributions for wages beyond the maximum wage.

As an employee benefit, RUSA pays the employee’s share for this benefit.

Qualifying Events. Qualifying events include:

- caring for and bonding with a child during the first year after the child’s birth or placement through foster care or adoption, including leave related to the legal process required for placement of a foster child or adoption;
- caring for a family member with a serious health condition;
- caring for your own serious health condition; or
- seeking medical, legal, or law enforcement assistance for you or your minor child or dependent related to domestic violence, harassment, sexual assault, or stalking (also called “Safe Leave”).

- In some cases, employees with complications related to pregnancy, childbirth, or a related medical condition may receive an additional two (2) weeks of paid leave, for a total of fourteen (14) weeks of paid leave.

“Family Member.” “Family member” means:

- A child (biological, adopted, stepchild, or foster child), of the employee or of the employee’s spouse or domestic partner, or the child’s spouse or domestic partner;
- A parent (biological, adoptive, stepparent, foster parent, or legal guardian) of the employee or of the employee’s spouse or domestic partner, or the parent’s spouse or domestic partner;
- A sibling or stepsibling of the employee or of the employee’s spouse or domestic partner;
- A grandparent of the employee or of the employee’s spouse or domestic partner;
- A grandchild of the employee or of the employee’s spouse or domestic partner;
- Any person the employee is connected to like a family member.

“Serious Health Condition.” “Serious health condition” means an illness, injury, impairment, or physical or mental condition of an employee or their family member that:

- Requires inpatient care in a medical care facility such as, but not limited to, a hospital, hospice, or residential facility such as, but not limited to, a nursing home or inpatient substance abuse treatment center;
- In the medical judgment of the treating health care provider poses an imminent danger of death, or that is terminal in prognosis with a reasonable possibility of death in the near future;
- Requires constant or continuing care, including home care administered by a health care professional;
- Involves a period of incapacity, i.e., the inability to perform at least one essential job function, or to attend school or perform regular daily activities for more than three consecutive calendar days. A period of incapacity includes any subsequent required treatment or recovery period relating to the same condition. The incapacity must involve one of the following:
 - (A) Two (2) or more treatments by a health care provider; or
 - (B) One (1) treatment plus a regimen of continuing care.
- Results in a period of incapacity or treatment for a chronic serious health condition that requires periodic visits for treatment by a health care provider, continues over an extended period of time, and may cause episodic rather than a continuing period of incapacity, such as, but not limited to, asthma, diabetes, or epilepsy;
- Involves permanent or long-term incapacity due to a condition for which treatment may not be effective, such as, but not limited to, Alzheimer's Disease, a severe stroke, or terminal stages of a

disease. The employee or family member must be under the continuing care of a health care provider, but need not be receiving active treatment;

- Involves multiple treatments for restorative surgery or for a condition such as, but not limited to, chemotherapy for cancer, physical therapy for arthritis, or dialysis for kidney disease that if not treated would likely result in incapacity of more than three (3) calendar days;
- Involves any period of disability due to pregnancy, childbirth, miscarriage or stillbirth, or period of absence for prenatal care; or
- Involves any period of absence from work for the donation of a body part, organ, or tissue, including preoperative or diagnostic services, surgery, post-operative treatment, and recovery.

Wage Replacement. While on PLO, you are entitled to receive all, or a portion of, your average weekly pay from the OED. The benefit is calculated as follows:

- If your average weekly wage is equal to or less than 65% of the statewide average weekly wage as calculated by the OED, your weekly benefit amount will be 100% of your average weekly wage.
- If your average weekly wage is greater than 65% of the statewide average weekly wage as calculated by the OED, your weekly benefit amount will be the sum of:
 - 65% of the statewide average weekly wage; and
 - 50% of your average weekly wage that is greater than 65% of the statewide average weekly wage.
- Your maximum weekly benefit cannot exceed 120% of the statewide average weekly wage.
- If you receive less than full wage replacement on PLO, you may, but are not required to, use any accrued but unused sick/vacation to supplement your wages to receive full wage replacement.

Other Leave.

- Paid Leave Oregon doesn't replace other types of leave, like the Oregon Family Leave Act (OFLA) and the Family and Medical Leave Act (FMLA). You may use any accrued paid sick leave, vacation leave, or any other paid time off offered by RUSA at the same time you are receiving Paid Leave benefits. RUSA can decide if employees can receive more than their full wage replacement when you use paid time off and Paid Leave benefits at the same time. When an employee has more than one type of paid time off available, RUSA may also choose the order that you use paid time off. For example, RUSA may require you to use your vacation leave first and then your sick leave.
- You may receive workers' compensation benefits, including medical reimbursement, survivors' benefits, etc., while using PLO leave, but you may not receive time loss benefits that replace your wages.
- PLO may not be used concurrently with OFLA leave or unemployment benefits.

Applying for Leave. Applications must be submitted to the OED, not RUSA. The OED determines your eligibility and qualification for this leave. More information about Paid Leave Oregon, including instructions for submitting an application for leave, can be found at [Employees and Paid Leave Oregon](https://paidleave.oregon.gov/employees/overview.html) (<https://paidleave.oregon.gov/employees/overview.html>).

Returning from PLO. If you have worked for RUSA for at least ninety (90) consecutive days, upon your return from PLO leave you will be restored to the same position you held prior to taking leave. If the position no longer exists, you will be restored to any available equivalent position with equivalent employment benefits, pay and other terms and conditions of employment. While on PLO, you are entitled to the same healthcare and other benefits you would be entitled to if you had not taken leave.

Notice. If your need for leave is foreseeable, you must provide RUSA with written notice at least thirty (30) days before your first day of leave. Examples of foreseeable reasons include the birth of a child, placement of a child, or planned medical treatment.

If the need for leave is unforeseeable, you must provide RUSA with at least oral notice within twenty-four (24) hours of commencement of leave, and written notice within three (3) days of commencement of leave.

Written notice must include your name, type of leave requested, a brief description of the reason for the leave, the expected start date and length of the leave. Failure to provide notice may result in a 25% reduction in your first weekly benefit payment under PLO.

ADDENDUM TO OCTOBER 8, 2025 BOARD PACKET

Accounts Payable

Checks by Date - Detail by Check Date

User: christine
 Printed: 10/8/2025 2:49 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
53037	Heritage 25-1007	Heritage Painting & Fine Finishing 1 LLC Paint older storage building	10/08/2025	6,880.00
Total for Check Number 53037:				6,880.00
53038	Insitufo 799823	Insituform Technologies, LLC S Umpqua Trunk lining - Release of retainage	10/08/2025	25,260.00
Total for Check Number 53038:				25,260.00
53039	Isler 241727	Isler CPA, LLC Progress billing financial stmt audit FYE 25 per	10/08/2025	16,000.00
Total for Check Number 53039:				16,000.00
53040	METRO IN681372	Metro Presort Inc Print, cut and mail utility bills	10/08/2025	3,801.56
Total for Check Number 53040:				3,801.56
53041	SDAO CHG-14179	Special Districts Insurance Services Addition of 2025 International 5 yd Dump truck	10/08/2025	507.00
Total for Check Number 53041:				507.00
53042	SUNRISE INV0043557	Sunrise Enterprises, Inc Monthly janitorial services	10/08/2025	595.00
Total for Check Number 53042:				595.00
53043	UMP VLLY	Umpqua Valley Asphalt LLC Seal Coat Back Parking Lot	10/08/2025	4,976.20
Total for Check Number 53043:				4,976.20
Total for 10/8/2025:				58,019.76
Report Total (7 checks):				58,019.76