

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

Board Chair Kelsey Wood, called the regular monthly Board Meeting to order at 4:00 p.m. on March 11, 2026. The Board Meeting was held in-person and remotely broadcast by Zoom® Meeting.

**ROLL CALL**

**Directors**

**Present:** Board Chair Kelsey Wood, Rob Lieberman, Mike Baker & Robin Van Winkle (sworn in)

**Absent:** Tom Dole

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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

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

Rob Lieberman moved to approve the minutes for the February 11, 2026 Roseburg Urban Sanitary Authority monthly Board Meeting.  
Mike Baker seconded the motion.

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

**Vote By Roll Call**

Vacant	
Rob Lieberman	Yes
Tom Dole	
Kelsey Wood	Yes
Mike Baker	Yes

The motion was passed with a 3/0 vote

**Appointment of Board Member**

Position 1 on the RUSA Board is currently vacant. Budget Committee member Robin Van Winkle was suggested by the Board to fill the open seat.

At this time Robin Van Winkle was sworn in to position 1 of the RUSA Board of Directors.

## **Wastewater Collection Master Plan Amendment**

Staff presented the Wastewater Collection System Master Plan Amendment.

Mike Baker moved to approve the Master Plan Amendment.

Rob Lieberman seconded the motion.

Kelsey Wood requested Roll Call for the motion to approve the motion to Approve the Master Plan Amendment:

### **Vote By Roll Call**

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

The motion was passed with a 4/0 vote

## **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 are working through the permit process to have an archaeologist conduct a site investigation to meet the requirements of the State Historic Preservation Office (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 testing is 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 April. The subcontractor will return after the battery is delivered to complete the installation.

### **NTS Solar -Project No. 25001**

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

### **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

Jacobs Engineering has completed their preliminary review and submitted comments. Leeway Engineering Solutions has completed 80% plans. Staff is reviewing the plans.

WRF SCADA Road Map Assessment – Project 26001

The Request for Proposals (RFP) is currently out for proposals. The deadline for submitting a proposal is March 12<sup>th</sup>. Staff will evaluate the proposals that are submitted and rank the firms that submit all proposals that meet the requirements outlined in the Request for Proposals (RFP).

**Jacobs Plant Operations Report**

Dan Prather advised that the treatment facility averaged 95% BOD removal and 94% Total Suspended Solids removal during February. The total Effluent flow was 160.46 million gallons, all of which went to the river at Outfall 001.

**Accounts Payable**

The Board reviewed the Accounts Payable Report and Addendum for the March 11, 2026 Accounts Payable and addressed questions.

Rob Lieberman made a motion to approve the Accounts Payable Report and Addendum as presented.  
Mike Baker 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	
Kelsey Wood	Yes
Mike Baker	Yes

The motion was passed with a 4/0 vote

**Other Business**

Dan Hults has agreed to fill one of the vacant positions on the RUSA Budget Committee. Staff recommends the Board appoint Dan Hults to Position 3 on the RUSA Budget Committee for the remainder of the three year term ending June 30, 2028.

Mike Baker made a motion to appoint Dan Hults to Position 3 on the RUSA Budget Committee. Rob Lieberman seconded the motion.

Kelsey Wood requested Roll Call for the motion to appoint Dan Hults to Position 3 on the RUSA Budget Committee.

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

The motion was passed with a 4/0 vote

Meeting was adjourned at 5:19 pm.

**Attached Additional Items Presented**

Accounts Payable Addendum

Respectfully submitted,



Harmony Williams  
Office Assistant II

# Accounts Payable

## Checks by Date - Detail by Check Date

User: angie  
 Printed: 3/11/2026 2:37 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
53269	Cascade 25184	Cascade Electric Electrical outlets for computer stations in shop	03/11/2026	2,347.00
Total for Check Number 53269:				2,347.00
53270	WATER INV25490	City of Roseburg Bulk water use and permit	03/11/2026	96.83
Total for Check Number 53270:				96.83
53271	F3B CONS 214	F3B Construction LLC National Child Abuse Awareness Month Banner	03/11/2026	142.50
Total for Check Number 53271:				142.50
53272	Feena W01392 W01393	Feenaughty Machinery Co. Annual maintenance - Track loader Annual maintenance - Excavator	03/11/2026	489.65 1,964.26
Total for Check Number 53272:				2,453.91
53273	GORDONGT 14643	Gordon GT & Associates, INC Pipe patch kits	03/11/2026	2,471.75
Total for Check Number 53273:				2,471.75
53274	UB*00102	FRANK GRAHAM Refund Check 007895-000, 1188 NE LINCOLN	03/11/2026	360.00
Total for Check Number 53274:				360.00
53275	Leeway 1626	Leeway Engineering Solutions, LLC Collection System Master Plan Amendment Inv ;	03/11/2026	12,594.97
Total for Check Number 53275:				12,594.97
53276	PPL	Pacific Power	03/11/2026	
	Feb 2026 411LM	Usage-411 LM-Storage Bldg		78.57
	Feb 2026 425LM	Power Usage-425 Long Meadow		17.04
	Feb 2026 Admin	Power Usage-Admin Bldg		335.79
	Feb 2026 Brbn	Power Usage-310 Bourbon St PS		136.34
	Feb 2026 Gate	Power Usage-140 LM-NTS Gate		24.91
	Feb 2026 High	Power Usage-Highland PS		2,150.01
	Feb 2026 Keady	Power Usage-Keady Ct PS		131.22
	Feb 2026 LV	Power Usage-Loma Vista PS		123.06
	Feb 2026 NBank	Power Usage-North Bank PS		193.48
	Feb 2026 NTS	Contract/Power Usage-NTS PS		2,339.06
	Feb 2026 SBank	Power Usage-South Bank PS		2,189.54
	Feb 2026 Wilb1	Power Usage-Wilbur 1 PS		290.75
	Feb 2026 Wilb2	Power Usage-Wilbur 2 PS		320.35
	Feb 2026 WRF	Power Usage-WWTP 1		27,894.13

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	Feb 2026 WRF2	Power Usage-WWTP 2		33.02
			Total for Check Number 53276:	36,257.27
53277	SUNRISE INV0043807	Sunrise Enterprises, Inc Monthly janitorial services	03/11/2026	595.00
			Total for Check Number 53277:	595.00
53278	SWS EQ SP3979-S25840OR SP576-S24378ORE	SWS Equipment, LLC Nozzle and busing for flushing Nozzle for flushing	03/11/2026	751.00 435.00
			Total for Check Number 53278:	1,186.00
			Total for 3/11/2026:	58,505.23
			Report Total (10 checks):	58,505.23