

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

Board Chair Kelsey Wood, called the regular monthly Board Meeting to order at 4:04 p.m. on June 10, 2026. The Board Meeting was held in-person and remotely broadcast by Zoom® Meeting.

ROLL CALL

Directors

Present: Board Chair Kelsey Wood, Robin Van Winkle, Tom Dole & Mike Baker

Absent: 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 Project Manager Dan Prather & Jacobs Geographic Manager of Operations Royce Davis

Consideration of the May 6, 2026 Board & Budget Committee Meeting Minutes

Mike Baker moved to approve the minutes for the May 6, 2026 Roseburg Urban Sanitary Authority Special Board Meeting and Budget Committee Meeting.
Robin Van Winkle seconded the motion.

Kelsey Wood requested Roll Call for the motion to approve the minutes for the May 6, 2026 Roseburg Urban Sanitary Authority Special Board Meeting and Budget Committee Meeting.

Vote By Roll Call

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

The motion was passed with a 4/0 vote

Consideration of the May 13, 2026 Board Meeting Minutes

Mike Baker moved to approve the minutes for the May 13, 2026 Roseburg Urban Sanitary Authority monthly Board Meeting.
Tom Dole seconded the motion.

Kelsey Wood requested Roll Call for the motion to approve the minutes for the May 13, 2026 Roseburg Urban Sanitary Authority Board Meeting.

Vote By Roll Call

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

The motion was passed with a 4/0 vote

Roseburg Urban Sanitary Authority Contract Review Board

Kelsey Wood opened the Roseburg Urban Sanitary Authority Contract Review Board. Staff presented Leeway Engineering Solutions recommendation that RUSA accept the bid received by Allied Plumbing and Pumps, LLC.

Mike Baker made a motion to accept the bid received by Allied Plumbing and Pumps, LLC. Robin Van Winkle seconded the motion.

Kelsey Wood requested Roll Call for the motion to accept the bid received by Allied Plumbing and Pumps, LLC.

Vote By Roll Call

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

The motion was passed with a 4/0 vote

At this time Kelsey Wood reconvened the regular Board Meeting.

Public Hearing

Chair Wood opened the public hearing for Resolution No. 26-02. The hearing was open to public comment. Hearing no comment, the public hearing was closed. At this time the Board Chair called for the return to the regular meeting.

Resolution No. 26-02; A Resolution Adopting the 2026-2027 Budget & Making Appropriations

Staff presented Resolution No. 26-02; A Resolution Adopting the 2026-2027 Budget & Making Appropriations.

Robin Van Winkle made a motion to approve Resolution No. 26-02; A Resolution Adopting the 2026-2027 Budget & Making Appropriations.

Mike Baker seconded the motion.

Kelsey Wood requested Roll Call for the motion to approve Resolution No. 26-02; A Resolution Adopting the 2026-2027 Budget & Making Appropriations.

Vote By Roll Call

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

The motion was passed with a 4/0 vote

Resolution No. 26-03; A Resolution Opting to Limit Liability for Certain Claims Arising from the Use of Public Trails or Structures in Public Easements and Unimproved Rights-of-Way Pursuant to ORS 105.668

Staff presented Resolution No. 26-03; A Resolution Opting to Limit Liability for Certain Claims Arising from the Use of Public Trails or Structures in Public Easements and Unimproved Rights-of-Way Pursuant to ORS 105.668.

Mike Baker made a motion to approve Resolution No. 26-03.

Tom Dole seconded the motion.

Kelsey Wood requested Roll Call for the motion to approve Resolution No. 26-03.

Vote By Roll Call

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

The motion was passed with a 4/0 vote

Operations Management International, Inc. Amendment No. 4

Staff presented Amendment No. 4 to the Amended and Restated Agreement for Wastewater Facilities Operations, Maintenance and Management Services.

Robin Van Winkle made a motion to approve Amendment No. 4.

Mike Baker seconded the motion.

Kelsey Wood requested Roll Call for the motion to approve Amendment No. 4.

Vote By Roll Call

Robin Van Winkle	Yes
Rob Lieberman	
Tom Dole	Yes
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

Staff has completed the required documentation required by the Oregon Emergency Management to request reimbursement payment for the project in the amount of \$671,587.89.

WWTP Solar – Project No. 24011

Ameresco is working on completing the 100% design to submit to DEQ for approval. The State Historic Preservation Office (SHPO) has concurred with the archaeologist report. The findings support a categorical exclusion recommendation and now move to a 14-day public notice for comment. We are working with Pacific Power to complete the inter-connection agreement.

Admin. Office Solar – Project No. 24012

The subcontractor has completed the installation of the battery. The team is working on a commissioning schedule.

NTS Solar -Project No. 25001

Ameresco is working on 100% plans for submittal to the DEQ for engineering review. DEQ is working on the amendment to the loan to include construction for a total loan of \$3,000,000 with 50% forgiveness.

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 has completed the application, and we have received approval to repair the 15-inch sewer main crossing Sleepy Hollow Creek. Staff are soliciting bids for the work.

Goedeck Trunk Rehabilitation - Project No. 25004

The bidding period has closed. The low bidder is Allied Plumbing and Pumps LLC. The engineer's estimate is \$3,011,525 and the low bidder is \$3,201,220.

WRF SCADA Road Map Assessment – Project 26001

Control Systems NW has entered into a contract, and the kick-off meeting is scheduled for June 11th, 2026.

Jacobs Plant Operations Report

Dan Prather advised that the treatment facility averaged 99% BOD removal and 98% Total Suspended Solids removal during May. The total Effluent flow was 88.01 million gallons, all of which went to the NTS at Outfall SW5.

Accounts Payable

The Board reviewed the Accounts Payable Report and Addendum for the June 10, 2026 Accounts Payable and addressed questions.

Mike Baker 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	
Tom Dole	Yes
Kelsey Wood	Yes
Mike Baker	Yes

The motion was passed with a 4/0 vote

Other Business

Staff presented the Clean Water State Revolving Fund Loan Agreement No. RC0005 Amendment No. 1. The purpose of this amendment is to increase the loan amount by \$1,488.059, update the project description, update the loan forgiveness amount, update the project completion date and update Appendices A and B and the Loan Reserve Requirement.

Mike Baker made a motion to approve Amendment No. 1 of the Clean Water State Revolving Fund Loan Agreement No. RC0005.

Tom Dole seconded the motion.

Kelsey Wood requested Roll Call for the motion to approve Amendment No. 1 of the Clean Water State Revolving Fund Loan Agreement No. RC0005.as presented:

Robin Van Winkle	Yes
Rob Lieberman	

Tom Dole	Yes
Kelsey Wood	Yes
Mike Baker	Yes

The motion was passed with a 4/0 vote

Meeting was adjourned at 5:05 pm.

Attached Additional Items Presented

Leeway Engineering Solutions June 8, 2026 Letter
Accounts Payable Addendum

Respectfully submitted,



Harmony Williams
Office Assistant II

June 8, 2026

Mr. Clay Jordan
Project Manager
Roseburg Urban Sanitary Authority
1297 NE Grandview Drive,
Roseburg, Oregon 97470

Re: Goedeck Trunk Sewer Rehabilitation Project
Bid Evaluation and Recommendation

Dear Mr. Jordan,

After careful review of the bids received by Roseburg Urban Sanitary Authority (RUSA) for the subject project, **Leeway Engineering recommends RUSA accept the bid received by Allied Plumbing and Pumps, LLC. (Allied).**

Three bids were received for this project as follows:

- Allied Plumbing and Pumps, LLC, Wenatchee, WA: \$3,201,220
- Insituform Technologies, LLC, Chesterfield, MO: \$3,270,385
- Michels Trenchless, LLC, Brownsville, WI: \$4,761,909
- Whitaker Construction, Brigham City, UT: \$3,454,710
- Engineer's Estimate \$3,011,525

The apparent low bidder is Allied. Allied's bid was within 7% of the engineer's estimate, which includes a 10% contingency. Unit bid prices appear balanced and the bid met the requirements of the Bidding Documents (Bid Form properly completed and executed, required bid bond provided, all addenda acknowledged, and First-Tier Subcontractor Disclosure form submitted).

Therefore, based on our review of the bids received, Leeway recommends award of the bid to Allied Plumbing and Pumps, LLC.

Sincerely,



Rylee Archuleta, PE
Project Manager/Engineer
Leeway Engineering Solutions, LLC
Rylee.Archuleta@LeewayEngineeringSolutions.com

Accounts Payable

Checks by Date - Detail by Check Date

User: christine
 Printed: 6/10/2026 3:14 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	Express 34019888	Express Services, Inc. Part-time student intern - F Strickland	06/10/2026	640.48
Total for this ACH Check for Vendor Express:				640.48
ACH	Jacobs 351289OS-NT-10	Jacobs Engineering Group Inc Out of Scope Engineering Site Visit to NTS	06/10/2026	1,768.41
Total for this ACH Check for Vendor Jacobs:				1,768.41
53412	APGN INC 23637	APGN Inc Neuros Blower Control Panel (PLC) Upgrade - F	06/10/2026	48,576.00
Total for Check Number 53412:				48,576.00
53413	CableHus 165519	Cable Huston LLP Legal services - Elk Island, Rec Immunity Statut	06/10/2026	1,120.00
Total for Check Number 53413:				1,120.00
53414	Chytka 184564	Chytka Pest Control LLC Monthly pest control service	06/10/2026	40.00
Total for Check Number 53414:				40.00
53415	WATER INV26094	City of Roseburg Bulk water use and permit	06/10/2026	151.03
Total for Check Number 53415:				151.03
53416	Leeway 1709	Leeway Engineering Solutions, LLC Collection System Master Plan Amendment	06/10/2026	1,267.50
Total for Check Number 53416:				1,267.50
53417	NEXNET 29933	Nexcom, LLC Removal of old phone system and equipment	06/10/2026	357.00
Total for Check Number 53417:				357.00
53418	PRINTS 10342	Prints Charming Work shirts for Brodie	06/10/2026	73.00
Total for Check Number 53418:				73.00
53419	SDAO CHG-16139	Special Districts Insurance Services Addition of new tilt deck trailer to insurance	06/10/2026	226.00
Total for Check Number 53419:				226.00
53420	THMSCRK 1860	Thomas Creek Landscaping & Maintenance Monthly landscape maintenance services	06/10/2026	350.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 53420:	350.00
53421	US POBOX June 2026	US Postal Service Annual PO Box Renewal	06/10/2026	376.00
			Total for Check Number 53421:	376.00
53422	WestJo 2067424	West Yost & Associates, Inc Enhanced Monitoring Support	06/10/2026	1,251.25
			Total for Check Number 53422:	1,251.25
53423	West. Sy 47634	Western Systems Annual maintenace on Camel & B6	06/10/2026	3,391.31
			Total for Check Number 53423:	3,391.31
			Total for 6/10/2026:	59,587.98
			Report Total (14 checks):	59,587.98