

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

Board Vice-Chair Rob Lieberman, called the regular monthly Board Meeting to order at 4:01 p.m. on February 11, 2026. The Board Meeting was held in-person and remotely broadcast by Zoom® Meeting.

ROLL CALL

Directors

Present: Board Vice-Chair Rob Lieberman, Kelsey Wood, Tom Dole & Mike Baker

Absent:

Others present: General Manager Jim Baird, Finance Director Christine Morris, Accounting Specialist Angie Allen, Collection Superintendent Steve Lusch, Engineering & Operations Manager Ryon Kershner and Jacobs Project Manager Dan Prather

Consideration of the January 14, 2026 Board Meeting Minutes

Kelsey Wood moved to approve the minutes for the January 14, 2026 Roseburg Urban Sanitary Authority Monthly Board Meeting.
Mike Baker seconded the motion.

Vice-Chair Rob Lieberman requested Roll Call for the motion to approve the January 14, 2026 Board Meeting Minutes.

Vote By Roll Call

| | |
|---------------|-----|
| Rob Lieberman | Yes |
| Tom Dole | |
| Kelsey Wood | Yes |
| Mike Baker | Yes |

The motion was passed with a 3/0 vote

Passing of Board Chair John Dunn

Board Chair John Dunn passed away last week.

Jim read a nice tribute about John.

Kelsey Wood made a motion to approve a Notice of Appreciation for John to be posted on the website based on the tribute that Jim read.

Mike Baker seconded the motion.

Vice-Chair Rob Lieberman requested Roll Call for the motion to post a Notice of Appreciation for John Dunn on the Roseburg Urban Sanitary Authority website:

Vote By Roll Call

| | |
|---------------|-----|
| Rob Lieberman | Yes |
| Tom Dole | Yes |
| Kelsey Wood | Yes |
| Mike Baker | Yes |

The motion was passed with a 4/0 vote

Budget Recommendations

Budget Calendar

Staff presented the proposed Budget Calendar for the 2026-2027 Budget.

Kelsey Wood moved to approve the proposed Budget Calendar for the 2026-2027 Budget.
Mike Baker seconded the motion.

Vice-Chair Rob Lieberman requested Roll Call for the motion to approve the Budget Calendar for 2026-2027:

Vote By Roll Call

| | |
|---------------|-----|
| Rob Lieberman | Yes |
| Tom Dole | Yes |
| Kelsey Wood | Yes |
| Mike Baker | Yes |

The motion was passed with a 4/0 vote

Rates

Jim presented a recommendation for a regular rate increase for the upcoming budget of \$3.00 or 5.8% of the current rate of \$52.00 per equivalent dwelling unit (EDU).

The Board had a lengthy discussion of what the upcoming projects are, where the funds would be used, future planning of projects, repairs and upgrades to the Water Reclamation Facility (WRF).

There was additional discussion regarding a new Master Plan being included in the next budget year along with an updated CIP for additional planning.

Additionally, there was concern regarding a rate increase at this time based on the economy and upcoming additional taxes to Oregonians.

Due to the number of projects, repairs, upgrades and permitting requirements, there was a feeling by the Board that a rate increase should not be delayed.

Kelsey Wood made a motion to Propose a Rate Increase to \$60.00 per EDU to the Budget Committee.

Rob Lieberman seconded the motion.

Vice-Chair Rob Lieberman requested Roll Call for the motion to Propose a Rate Increase to \$60.00 per EDU to the Budget Committee:

Vote By Roll Call

| | |
|---------------|-----|
| Rob Lieberman | Yes |
| Tom Dole | No |
| Kelsey Wood | Yes |
| Mike Baker | Yes |

The motion was passed with a 3/1 vote

Staffing

Jim presented a request to hire an IT Specialist because the IT Department currently has only one staff member, Dave Fromdahl. The IT Department does not have a framework to train and replace the IT System Administrator in place. An IT Specialist would allow Dave to train someone to assist him with the day to day needs of the office so that he can continue to keep up on the always changing demands of the IT Department.

Tom Dole made a motion to add an IT Specialist to the Budget for 2026-2027.

Mike Baker seconded the motion.

Vice-Chair Rob Lieberman requested Roll Call for the motion to approve adding an IT Specialist to the Budget for 2026-2027:

Vote By Roll Call

| | |
|---------------|-----|
| Rob Lieberman | Yes |
| Tom Dole | Yes |
| Kelsey Wood | Yes |
| Mike Baker | Yes |

The motion was passed with a 4/0 vote

Budget Officer

Staff recommended that Jim Baird, General Manager, be appointed as the Budget Officer for the 2026-2027 Budget preparation.

Kelsey Wood made a motion to appoint Jim Baird the Budget Officer for the 2026-2027 Budget preparation.

Tom Dole seconded the motion.

Vice-Chair Rob Lieberman requested Roll Call for the motion to appoint Jim Baird the Budget Officer for 2026-2027:

Vote By Roll Call

| | |
|---------------|-----|
| Rob Lieberman | Yes |
| Tom Dole | Yes |
| Kelsey Wood | Yes |
| Mike Baker | Yes |

The motion was passed with a 4/0 vote

Check Signer Practice

At times there has been difficulty getting checks signed by two signers. A discussion took place with the auditors to confirm if this was needed for controls. A review of the policies to see if two signers was a policy was also completed. It was determined that two signers are not necessary due to the additional controls that we have in place and there isn't a policy requiring two signers.

Tom Dole made a motion to approve One Signer on Checks from the approved list of signers. Kelsey Wood seconded the motion.

Vote By Roll Call

| | |
|---------------|-----|
| Rob Lieberman | Yes |
| 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 have completed all the required reimbursement documentation. The project has been approved, and we are waiting for the reimbursement check. The total FEMA reimbursement will be \$671,587.89

WWTP Solar – Project No. 24011

Ameresco has contracted with an archaeologist to submit the permit and complete the 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.

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 has completed 30% plans. Ameresco has submitted the inter-connect agreement to Pacific Power.

Umpqua River Basin TMDL for Temperature

The DEQ has appointed Jim 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 February 18th, 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 50% plans. Staff have reviewed and made comments on the plans. The plans have been sent to Jacobs Engineering for review.

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 12th. A mandatory pre-proposal meeting was held on February 10th. All engineering firms must have attended the meeting to have their proposal considered.

There are several options out there and this will allow us to explore those options along with pricing to determine the best course of action.

Jacobs Plant Operations Report

Dan Prather advised that the treatment facility averaged 95% BOD removal and 95% Total Suspended Solids removal during January. The total Effluent flow was 132.05 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 February 2026 Accounts Payable.

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

Vote By Roll Call

Vice-Chair Rob Lieberman requested Roll Call for the motion to approve Accounts Payable and the Addendum as presented:

| | |
|---------------|-----|
| Rob Lieberman | Yes |
| Tom Dole | Yes |
| Kelsey Wood | Yes |
| Mike Baker | Yes |

The motion was passed with a 4/0 vote.

Other Business

Christine will present the January meeting minutes to Banner Bank to make the changes to the signers as discussed at the January meeting, Rob Lieberman and David Campos are to be removed as signatories. Kelsey Wood, Tom Dole and Mike Baker are to be added as signatories. John Dunn will now be removed due to his passing.

A new Board Chair needs to be appointed. There was a short discussion.

Vice-Chair Rob Lieberman moved to Appoint Kelsey Wood as the new Board Chair. Tom Dole seconded the motion.

Vote By Roll Call

Vice-Chair Rob Lieberman requested Roll Call for the motion to approve Accounts Payable and the Addendum as presented:

| | |
|---------------|-----|
| Rob Lieberman | Yes |
| Tom Dole | Yes |
| Kelsey Wood | Yes |
| Mike Baker | Yes |

The motion was passed with a 4/0 vote

There is a need for a new Board Member as well as a new Budget Committee Member. There was a short discussion regarding some potential candidates for those positions.

Meeting was adjourned at 5:44 pm.

Attached Additional Items Presented

Revised Agenda
Revised Budget Recommendation Memo
Accounts Payable Addendum

Respectfully submitted,

Angie Allen

Angie Allen
Accounting Specialist

ROSEBURG URBAN SANITARY AUTHORITY AGENDA – February 11th, 2026

Board Room, Administrative Offices

1297 NE Grandview Dr., Roseburg, Oregon 97470

[Public Online Access](#)

AGENDA – 4:00 pm Regular Meeting

1. Call to Order – Vice-Chair Lieberman
2. Roll Call
 - Rob Lieberman Tom Dole
 - Kelsey Wood Mike Baker
3. Audience Participation – In-Person / via Zoom®
4. Consider Minutes
5. Budget Recommendations
 - a. Budget Calendar
 - b. Rates
 - c. Staffing
6. Wastewater Collection System Master Plan Amendment
7. Check signer practice
8. General Managers Report
 - a. South Umpqua Trunk South Bank Repair – Project No. 25002
 - i. Project Update
 - b. WWTP Solar – Project No. 24011
 - i. Project Update
 - c. Admin Office Solar – Project No. 24012
 - i. Project Update
 - d. NTS Solar – Project No. 25001
 - i. Project Update
 - e. South Umpqua River TMDL for Temperature
 - f. Emergency declaration
 - i. Walmart MH Repair – Project No. 25006
 - ii. Sleepy Hollow Creek Main Repair (Highland Stabilization) - Project No. 25005
 - g. Goedeck Trunk Rehabilitation – Project No. 25004
 - i. Project Update
9. New Developments
10. Staff Report
11. Plant Operations Report – Jacobs
12. Accounts Payable
13. Other Business
14. Adjourn

AMERICANS WITH DISABILITIES ACT NOTICE

Please contact the Authority’s Finance Department, 1297 NE Grandview Dr., Roseburg, OR 97470 or by phone (541)672-1551 at least 48 hours prior to the scheduled meeting time if you need accommodation.



INTEROFFICE MEMORANDUM

TO: BOARD OF DIRECTORS
FROM: JIM BAIRD, GENERAL MANAGER
SUBJECT: BUDGET RECOMMENDATIONS
DATE: 02/09/26
CC:

Budget Calendar –

The staff has developed the draft 2026-2027 Budget Process Calendar. The process is anticipated to begin today February 11th and end on July 15th with the adoption of the Appropriation Resolution.

Staff would ask that the Board review the budget calendar.

Staff would recommend that the Board adopt the budget calendar if there are no changes.

Rates –

The average inflationary rate for 2025 was 2.5%. Applied to the current rate of \$52.00 would be \$53.30 to keep pace with inflation. Staff would recommend that the Board increase the regular rate per equivalent dwelling unit (EDU) to \$55.00, a 5.8% increase.

Staffing –

I have been evaluating all the departments to develop a succession plan for the organization. The Information Technology department is the one department that does not have a framework to train and replace the Information Technology System Administrator. The department also does not have any support should Dave Fromdahl be away for any extended time.

Dave Fromdahl moved into the position as the lead IT specialist in 2002 and RUSA had six (6) computers and one (1) server. Today RUSA has 28 computers and 10 servers in two locations. We maintain LAN, VPN, Cloud services, mobile applications, GIS, Asset management software, Finance management software, Mapping software, GPS software and 365 Microsoft. We maintain and manage two (2) cyber security vendors that provide hardware and software solutions.

It is my recommendation that we increase staffing in the IT department by one (1) and hire an IT specialist. This will allow Dave to delegate tasks to the new employee to reduce the overall workload carried by Dave and build redundancy in our computer and software support. Based on a quick review of similar positions in Roseburg, a salary of approximately \$78,828 could be expected with a budget impact of approximately \$139,000 to include benefits.

Appointment of a Budget Officer -

Annually the Board must appoint a budget officer (as per. ORS 294.331). The budget officer shall prepare or supervise the preparation of the budget document. The budget officer shall act under the direction of the RUSA Board.

Historically the Board has appointed the general manager as the budget officer.

Staff would recommend that the Board appoint Jim Baird, RUSA General Manager, as the budget officer for the 2026-2027 Budget preparation.

Addendum to February 11, 2026 Board Packet

Accounts Payable

Checks by Date - Detail by Check Date

User: christine
 Printed: 2/11/2026 3:00 PM



| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Check Amount |
|--|-----------------------------|---|-------------------------|--------------|
| ACH | Express 33512807 | Express Services, Inc. Student Intern - W. Kinderecht | 02/11/2026 | 208.72 |
| Total for this ACH Check for Vendor Express: | | | | 208.72 |
| 53227 | KERSHNER Feb 2026 - SDAO | Ryon Kershner Mileage reimbursement for SDAO Conference t | 02/11/2026 | 360.18 |
| Total for Check Number 53227: | | | | 360.18 |
| 53228 | CMM Feb 2026 - SDAO | Christine Morris Mileage reimbursement for travel to SDAO Con: | 02/11/2026 | 360.18 |
| Total for Check Number 53228: | | | | 360.18 |
| 53229 | UB*00100 | JOHN RAYNOR Refund Check 006916-002, 1436 SE PINE | 02/11/2026 | 156.00 |
| Total for Check Number 53229: | | | | 156.00 |
| Total for 2/11/2026: | | | | 1,085.08 |
| Report Total (4 checks): | | | | 1,085.08 |