ROSEBURG URBAN SANITARY AUTHORITY
MEETING OF THE BOARD OF DIRECTORS
MINUTES

Kelsey Wood, called the regular monthly Board Meeting to order at 4:02 p.m. on October 14, 2026. The Board Meeting was held in-person and remotely broadcast by Zoom® Meeting.

ROLL CALL

Directors

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

Absent: Rob Lieberman

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

Consent Agenda

Mike Baker moved to approve the following Consent Agenda items:

A. Minutes of the September 9, 2026 Regular Board Meeting
B. Accounts Payable

Robin Van Winkle seconded the motion.

Kelsey Wood 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	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 a recommendation to approve the issuance of a Notice of Intent to Award to Jacobs Engineering Group Inc. for engineering services associated with the WWTP Pump Replacement – 30% Design project in the negotiated Not-to-Exceed amount of $301,445.

Robin Van Winkle made a motion to issue a Notice of Intent to Award to Jacobs Engineering Group Inc. for $301,445.
Mike Baker seconded the motion.

Kelsey Wood requested Roll Call for the motion to issue a Notice of Intent to Award to Jacobs Engineering Group Inc. for $301,445.

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.

General Managers Report

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. We are finalizing the Construction Management and General Contractor (CM/GC) contract amendment to include the construction phase of the project.

Admin. Office Solar – Project No. 24012
The project has been completed. The dashboard is up and running providing a display of the energy output and power savings. The Oregon Department of Energy completed a project inspection on October 13th to finalize the project. The ribbon cutting ceremony was held on October 13th.

NTS Solar -Project No. 25001
The DEQ has approved the final 100% plans for construction. We have submitted the plans to Douglas County Planning Department for planning approval and issuance of a building permit.

Emergency Declaration

Walmart MH Repair – Project No. 25006
Black Pearl has completed the bank stabilization. Dyer Partnership Engineering & Planning has submitted the final documentation required under the permit.

Sleepy Hollow Creek Main repair – Project No. 25005
Black Pearl has completed the bank stabilization and channel work. Dyer Partnership Engineering & Planning has submitted the documentation required under the permit.

Goedeck Trunk Rehabilitation - Project No. 25004
Allied Plumbing and Pumps LLC have submitted progress payment #1 in the amount of $307,562.50. The contractor has installed approximately 12% of the 36" cured-in-place pipe. The project engineer, Rob Lee, and staff have reviewed the progress pay request and would recommend that the Board approve PPR #1 in the amount of $307,562.50.

Mike Baker made a motion to approve progress payment No. 1 to Allied Plumbing and Pumps LLC in the amount of $307,562.50.
Robin Van Winkle seconded the motion.

Kelsey Wood requested Roll Call for the motion.

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

WRF SCADA Road Map Assessment – Project 26001
Control Systems NW is moving forward on the project. The contractor has submitted a schedule to complete the project by December 15th, 2026.

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
Staff have provided a recommendation to the board to issue the Intent to Award to Jacobs Engineering for engineering services associated with the project to 30% design phase in a not-to-exceed amount of $301,445.

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 81.61 million gallons, all of which went to the NTS at Outfall 002.

Other Business

Staff informed the Board that sometime over the next year or so, Umpqua Dairy intends to start pretreating waste using a Dissolved Air Flotation System (DAF).

Robin Van Winkle presented staff with a Doulas County Best Place for Working Parents 2026 award from Douglas Education Service District. This award recognizes RUSA's commitment to supporting working parents.

Meeting was adjourned at 4:39 pm.

Attached Additional Items Presented

None.

Respectfully submitted,

Harmony Williams

Harmony Williams
Office Assistant II