

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

Board Chair John Dunn, called the regular monthly Board Meeting to order at 4:04 p.m. on January 14, 2026. The Board Meeting was held in-person and remotely broadcast by Zoom® Meeting.

**ROLL CALL**

**Directors**

**Present:** Board Chair John Dunn, Kelsey Wood, Tom Dole & Mike Baker (sworn in)

**Absent:** Board Vice Chair Rob Lieberman

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**Others present:** General Manager Jim Baird, Finance Director Christine Morris, Office Assistant II Harmony Williams, Collection IV Supervisor Kyle Bartlett and Jacobs Project Manager Dan Prather

**Consideration of the December 11, 2025 Board Meeting Minutes**

Kelsey Wood moved to approve the minutes for the December 11, 2025 Roseburg Urban Sanitary Authority monthly Board Meeting.

Tom Dole seconded the motion.

John Dunn requested Roll Call for the motion to approve the December 11, 2025 Board Meeting Minutes.

**Vote By Roll Call**

John Dunn	Yes
Rob Lieberman	
Tom Dole	Yes
Kelsey Wood	Yes

The motion was passed with a 3/0 vote

**Appointment of Board Member**

Position 5 on the Roseburg Urban Sanitary Authority Board of Directors had been vacated in December 2025 when David Campos moved out of the RUSA service boundary. Budget Committee member Mike Baker was suggested by the Board to fill the open seat.

Kelsey Wood moved to appoint Mike Baker to position 5 on the Roseburg Urban Sanitary Authority Board of Directors.

Tom Dole seconded the motion.

John Dunn requested Roll Call for the motion to appoint Mike Baker to position 5 on the Roseburg Urban Sanitary Authority Board of Directors:

Vote By Roll Call

John Dunn	Yes
Rob Lieberman	
Tom Dole	Yes
Kelsey Wood	Yes

The motion was passed with a 3/0 vote

At this time newly appointed Board member Mike Baker was sworn in to position 5.

**Douglas County Emergency Leachate Agreement**

Staff presented a new Emergency Disposal Leachate Treatment Agreement with Douglas County.

Kelsey Wood moved to enter into the Emergency Disposal Leachate Treatment Agreement with Douglas County.

Tom Dole seconded the motion.

John Dunn requested Roll Call for the motion to enter into the Emergency Disposal Leachate Agreement:

Vote By Roll Call

John Dunn	Yes
Rob Lieberman	
Tom Dole	Yes
Kelsey Wood	Yes
Mike Baker	Yes

The motion was passed with a 4/0 vote

At this time John Dunn left the meeting.

**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

We are working on the last approval with the State Historic Preservation Office (SHPO) to meet all the environmental reviews.

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

The DEQ has approved our cross cutter waiver. This completes all the environmental reviews for the project, allowing us to move ahead with the design and construction. Ameresco is working on the 30% plans. After the completion of the 30% plans we will be applying to Pacific Power for an inter-connect agreement.

#### 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 public process and meetings with the RAC are anticipated to begin February 18<sup>th</sup>, 2026.

We are working with Jacobs to evaluate our recorded temperature of the effluent discharge from the NTS to see how close we are to meeting the new Umpqua Basin River Temperature TMDL.

#### 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. 2500

Dyer Partnership is working through the permit process to repair the 15-inch sewer main crossing Sleepy Hollow Creek.

### **Jacobs Plant Operations Report**

Dan Prather advised that the treatment facility averaged 95% BOD removal and 96% Total Suspended Solids removal during December. The total Effluent flow was 144.46 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 January 2026 Accounts Payable and addressed questions.

Tom Dole 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:

John Dunn	
Rob Lieberman	
Tom Dole	Yes
Kelsey Wood	Yes
Mike Baker	Yes

The motion was passed with a 3/0 vote

**Executive Session**

At 5:09 p.m. Kelsey Wood called for an Executive Session to discuss the General Manager's evaluation as stated in ORS 192.660(2)(i). At this time staff left, leaving the General Manager and Board Members to evaluate the General Manager for his work during the year 2025.

At 5:22 p.m. staff were called back in to the meeting and Kelsey Wood resumed the regular Board Meeting.

Kelsey Wood moved to approve an Extended Merit Pay bonus and \$6,000.00 cash bonus for RUSA's General Manager Jim Baird.  
Tom Dole seconded the motion.

Kelsey Wood requested Roll Call for the motion to approve an Extended Merit Pay bonus and a \$6,000.00 cash bonus for Jim Baird:

John Dunn	
Rob Lieberman	
Tom Dole	Yes
Kelsey Wood	Yes
Mike Baker	Yes

The motion was passed with a 3/0 vote

**Other Business**

Staff made the Board aware that there is a need for additional signatories to be authorized to sign checks.

Kelsey Wood made a motion to change approved signatories for the bank accounts at Banner Bank for Roseburg Urban Sanitary Authority. Current signatories are James Baird, John Dunn, Rob Lieberman and David Campos. Rob Lieberman and David Campos are to be removed as signatories. Kelsey Wood, Tom Dole and Mike Baker are to be added as signatories along with current signatories James Baird and John Dunn.  
Mike Baker seconded the motion.

Kelsey Wood requested Roll Call for the motion to remove Rob Lieberman and David Campos as signatories and to add Kelsey Wood, Tom Dole and Mike Baker as signatories for the bank accounts at Banner Bank for Roseburg Urban Sanitary Authority as presented:

John Dunn	
Rob Lieberman	
Tom Dole	Yes
Kelsey Wood	Yes
Mike Baker	Yes

The motion was passed with a 3/0 vote

Meeting was adjourned at 5:35 pm.

**Attached Additional Items Presented**

Accounts Payable Addendum

Respectfully submitted,



Harmony Williams  
Office Assistant II

# Addendum to January 14, 2026 Board Packet

## Accounts Payable

### Checks by Date - Detail by Check Date

User: christine  
 Printed: 1/14/2026 2:40 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
53176	WATER INV25195	City of Roseburg Bulk water use and permit for Dec 2025	01/14/2026	101.43
Total for Check Number 53176:				101.43
53177	DCPW 11-25	Douglas County Public Works NearMap Imagery per IGA 2026-0033	01/14/2026	1,366.07
Total for Check Number 53177:				1,366.07
53178	F3B CONS 2	F3B Construction LLC Polymetal reflective signs for addressing and dir	01/14/2026	1,360.00
Total for Check Number 53178:				1,360.00
53179	METRO IN683904	Metro Presort Inc Print, cut and mail utility bills	01/14/2026	3,789.63
Total for Check Number 53179:				3,789.63
53180	PPL	Pacific Power	01/14/2026	
	Dec 2025 411LM	Usage-411 LM-Storage Bldg		60.91
	Dec 2025 425LM	Power Usage-425 Long Meadow		17.04
	Dec 2025 Admin	Power Usage-Admin Bldg		579.87
	Dec 2025 Brbn	Power Usage-310 Bourbon St PS		120.79
	Dec 2025 Gate	Power Usage-140 LM-NTS Gate		24.69
	Dec 2025 High	Power Usage-Highland PS		2,010.18
	Dec 2025 Keady	Power Usage-Keady Ct PS		91.05
	Dec 2025 LV	Power Usage-Loma Vista PS		131.90
	Dec 2025 NBank	Power Usage-North Bank PS		195.62
	Dec 2025 NTS	Contract/Power Usage-NTS PS		2,327.40
	Dec 2025 SBank	Power Usage-South Bank PS		2,086.50
	Dec 2025 Wilb1	Power Usage-Wilbur 1 PS		265.22
	Dec 2025 Wilb2	Power Usage-Wilbur 2 PS		296.22
	Dec 2025 WWTP	Power Usage-WWTP 1		26,087.81
	Dec 2025 WWTP2	Power Usage-WWTP 2		33.02
Total for Check Number 53180:				34,328.22
53181	SDAO 41P58366-1133 41P58366-1133pp CHG-14563	Special Districts Insurance Services Liability, property, earthquake, cyber and crime : Liability, property, earthquake, cyber and crime : Course of Construction for Solar arrays for WW	01/14/2026	82,251.00 82,251.00 86.00
Total for Check Number 53181:				164,588.00
53182	UMP ECO 2026-0031	Umpqua Economic Development Partnersh 2026 Executive Membership	01/14/2026	500.00
Total for Check Number 53182:				500.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
53183	UNITED 256338452-001	UNITED RENTALS (NORTH AMERICA) Forklift rental to unload solar panels for WWTP	01/14/2026	955.65
Total for Check Number 53183:				955.65
Total for 1/14/2026:				206,989.00
Report Total (8 checks):				206,989.00