

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

Board Chair John Dunn, called the regular monthly Board Meeting to order at 4:01 p.m. on November 12, 2025. 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

**Absent:** Rob Lieberman and David Campos

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**Others present:** General Manager Jim Baird, Finance Director Christine Morris, Office Assistant II Harmony Williams, Engineering & Operations Manager Ryon Kershner & Jacobs Operations Manager Randy Turner

**Consideration of the October 8, 2025 Board Meeting Minutes**

Kelsey Wood moved to approve the minutes for the October 8, 2025 Roseburg Urban Sanitary Authority monthly Board Meeting.

John Dunn seconded the motion.

John Dunn requested "Roll Call" for the motion to approve the October 8, 2025 Board Meeting Minutes.

**Vote By Roll Call**

John Dunn                      Yes

Rob Lieberman

Tom Dole                        Yes

Kelsey Wood                  Yes

David Campos

The motion was passed with a 3/0 vote

**General Managers Report**

**Ameresco - Energy Service Company**

Staff and Ameresco have been working on the last few documents to apply for the construction phase amendment to the CWSRF loan. We have also started to work on the documentation required for the construction phase amendment to the CWSRF loan. Both projects are eligible for principal forgiveness of 50%, up to \$2 million in total for both projects.

**Umpqua Street Improvements - Project No. 24001**

The Contractor, Northcore, has completed all the work on the project. Northcore has completed all the testing, and the system has passed.

The Contractor has submitted a request to release the retainage for this project on the amount of \$33,064.78. The project engineer and staff have reviewed the request to release retainage and associated documentation and would recommend that the Board approve the request for the release of retainage in the amount of \$33,064.78

Kelsey Wood moved to approve the release of retainage to Northcore in the amount of \$33,064.78. John Dunn seconded the motion.

John Dunn requested "Roll Call" for the motion to approve the release of retainage to Northcore in the amount of \$33,064.78.

**Vote By Roll Call**

John Dunn	Yes
Rob Lieberman	
Tom Dole	Yes
Kelsey Wood	Yes
David Campos	

The motion was passed with a 3/0 vote

**South Umpqua Trunk South Bank Repair – Project No. 25002**

Staff have been meeting with FEMA and OEM staff to process the documentation to be reimbursed for RUSA’s costs associated with emergency repairs. RUSA should be eligible for reimbursing 75% of repair costs.

Current reimbursement numbers stand at eligible cost of \$895,450.51 with the Federal share of \$671,587.89, leaving the RUSA share of \$223,862.62.

**WWTP Solar – Project No. 24011**

Ameresco has ordered solar panels for the project. We have ordered the panels to meet the requirement to safe harbor the federal renewable investment tax credit. The delivery of the panels is scheduled to be at the end of the month or the first part of December. Once the panels have been delivered Ameresco will invoice RUSA for the solar panels as “equipment on hand” and we will pay for the delivered equipment, this will safe-harbor the federal “Infrastructure Tax Credit” of up to 30% of the total construction cost.

Staff and Ameresco are working to provide the additional documentation required by DEQ for Clean Water State Revolving Funds for the construction portion of the project.

**Admin. Office Solar – Project No. 24012**

The subcontractor has completed all the construction except for the battery that is scheduled to be delivered February 26, 2026, and installed shortly after. The final inspection is scheduled for 11/07/25. Pacific Power will schedule the change out of the meter to initiate net metering after the final inspection has been completed.

Ameresco has submitted pay request #1 of \$380,870.55 with retainage withheld in the amount of \$19,043.53 for a payment request of \$361,827.02. Staff would recommend that the Board approve pay request #1 in the amount of \$361,827.02.

Kelsey Wood moved to approve pay request #1 to Ameresco in the amount of \$361,827.02. Tom Dole seconded the motion.

John Dunn requested "Roll Call" for the motion to approve pay request #1 to Ameresco in the amount of \$361,827.02.

Vote By Roll Call

John Dunn	Yes
Rob Lieberman	
Tom Dole	Yes
Kelsey Wood	Yes
David Campos	

The motion was passed with a 3/0 vote

**NTS Solar -Project No. 25001**

Ameresco is working on the plans and specifications for the floating solar array. Ameresco is also working with Pacific Power on the interconnect agreement.

Ameresco has ordered the solar panels for the project to secure the Infrastructure Tax Credit (ITC). The panels are expected to be delivered at the end of this month or the first part of December.

**Wastewater Collection System Master Plan Amendment**

Staff and Leeway Engineering Solutions are working through the data collection phase of the project. The project is scheduled to be completed in December.

**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.

**Emergency Declaration**

Walmart MH Repair – The severe winter storms caused erosion to a manhole adjacent to Newton Creek near Walmart. We are working with Dyer Partnership to file the proper application to repair the manhole that is near the waterway and in the wetlands.

Highland Sewer Line Stabilization – The severe winter storms caused erosion to a 15 inch sewer main crossing Sleepy Hollow Creek. We are working with Dyer Partnership to file the proper applications to stabilize the sewer line that is in the waterway and wetlands.

**Umpqua Fishery Enhancement Derby**

The Umpqua Fishery has request that RUSA sponsor the Enhancement Derby to help fund the organizations fishery enhancement projects.

Kelsey Wood moved to approve RUSA sponsor the Umpqua Fishery Enhancement Derby at the \$500.00 level.

Tom Dole seconded the motion.

John Dunn requested "Roll Call" for the motion to approve the Umpqua Fishery Enhancement Derby \$500.00 sponsorship.

Vote By Roll Call

John Dunn                    Yes

Rob Lieberman

Tom Dole                    Yes

Kelsey Wood                Yes

David Campos

The motion was passed with a 3/0 vote

**Jacobs Plant Operations Report**

Randy Turner advised that the treatment facility averaged 98% BOD removal and 97% Total Suspended Solids removal during October. The total Effluent flow was 90.36 million gallons, all of which went to the Natural Treatment System.

**Budget to Actual Report**

The Budget to Actual Report as of September 30, 2025 was presented to the Board. The Board Chair asked if there were any comments. Hearing none the Board moved on.

**Accounts Payable**

The Board reviewed the Accounts Payable Report and Addendum for the November 2025 Accounts Payable and addressed questions.

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

Vote By Roll Call

John Dunn requested "Roll Call" for the motion to approve Accounts Payable and the Addendum as presented:

John Dunn                    Yes

Rob Lieberman

Tom Dole                    Yes

Kelsey Wood                Yes

David Campos

The motion was passed with a 3/0 vote

## **Other Business**

Staff noted RUSA would be holding a holiday potluck on December 16<sup>th</sup>. The Board also had questions about the condition of the gravity belt thickener at the plant. Staff advised that RUSA did not have any immediate concerns.

Meeting was adjourned at 4:46 pm.

## **Attached Additional Items Presented**

Accounts Payable Addendum

Respectfully submitted,



Harmony Williams  
Office Assistant II

# ADDENDUM TO NOVEMBER 12, 2025 BOARD PACKET

## Accounts Payable

### Checks by Date - Detail by Check Date

User: christine  
 Printed: 11/12/2025 11:58 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	ASIFLEX A000325825jeHhg	ASIFlex Oct FSA Fees	11/10/2025	52.50
Total for this ACH Check for Vendor ASIFLEX:				52.50
Total for 11/10/2025:				52.50
53087	WATER INV24791	City of Roseburg Bulk water use and permit for October	11/12/2025	85.20
Total for Check Number 53087:				85.20
53088	CREC 16570	Clean Rivers Erosion Control Inc Hydro-seeding for erosion control on bank S Um	11/12/2025	3,821.66
Total for Check Number 53088:				3,821.66
53089	Leeway 1533	Leeway Engineering Solutions, LLC Collection System Master Plan Amendment Inv ;	11/12/2025	12,135.00
Total for Check Number 53089:				12,135.00
53090	METRO IN682071	Metro Presort Inc Print, cut and mail utility bills	11/12/2025	3,804.86
Total for Check Number 53090:				3,804.86
53091	PPRooter 4872	Precision Plumbing & Rooter, Inc This project is to disconnect the sewer service fo	11/12/2025	17,270.00
Total for Check Number 53091:				17,270.00
53092	SDAO CHG-14320	Special Districts Insurance Services Additions and deletions to auto and property cov	11/12/2025	505.00
Total for Check Number 53092:				505.00
53093	SUNRISE INV0043616	Sunrise Enterprises, Inc Monthly janitorial services	11/12/2025	595.00
Total for Check Number 53093:				595.00
Total for 11/12/2025:				38,216.72
Report Total (8 checks):				38,269.22