

**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 May 13, 2026. The Board Meeting was held in-person and remotely broadcast by Zoom® Meeting.

**ROLL CALL**

**Directors**

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

**Absent:** Robin Van Winkle

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**Others present:** General Manager Jim Baird, Finance Director Christine Morris, Office Assistant II Harmony Williams, Collections Superintendent Steve Lusch, Jacobs Project Manager Dan Prather, Jacobs Operations Supervisor Steve Jackson & Ameresco Account Executive Kathleen Kelleher via Zoom

**Consideration of the April 8, 2026 Board Meeting Minutes**

Mike Baker moved to approve the minutes for the April 8, 2026 Roseburg Urban Sanitary Authority monthly Board Meeting.

Tom Dole seconded the motion.

Kelsey Wood requested Roll Call for the motion to approve the April 8, 2026 Board Meeting Minutes.

**Vote By Roll Call**

|                  |     |
|------------------|-----|
| Robin Van Winkle |     |
| Rob Lieberman    | Yes |
| 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 recommended the Board approve issuance of a Notice of Intent to Award to Control Systems NW to provide engineering services for the WRF SCADA Roadmap Project for a not to exceed contract amount of \$84,796.

Rob Lieberman made a motion to approve a Notice of Intent to Award to Control Systems NW not to exceed \$84,796.

Mike Baker seconded the motion.

Kelsey Wood requested Roll Call for the motion to approve a Notice of Intent to Award to Control Systems NW not to exceed \$84,796.

Vote By Roll Call

|                  |     |
|------------------|-----|
| Robin Van Winkle |     |
| Rob Lieberman    | Yes |
| 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.

**Resolution No. 26-01; A Resolution Modifying Sanitary Sewer Rates**

Staff presented Resolution No. 26-01; A Resolution Modifying Sanitary Sewer Rates effective July 1, 2026.

Rob Lieberman made a motion to approve Resolution No. 26-01; A Resolution Modifying Sanitary Sewer Rates.

Mike Baker seconded the motion.

At this time Chair Woods asked if there was any further discussion. Tom Dole stated that he had time to research sewer rates and noted that RUSA's rate is the third lowest in our area. He stated that he is now in favor of the rate increase.

Kelsey Wood requested Roll Call for the motion to approve Resolution No. 26-01; A Resolution Modifying Sanitary Sewer Rates.

Vote By Roll Call

|                  |     |
|------------------|-----|
| Robin Van Winkle |     |
| 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 is working with Oregon Emergency Management to request reimbursement payment for the project in the amount of \$671,587.89.

#### WWTP Solar – Project No. 24011

The Ameresco contract archaeologist has completed their study and associated report. The report indicated no findings of significance. We have submitted the report to the State Historic Preservation Office (SHPO) for their review and approval. We are working with Pacific Power to complete the inter-connection agreement. Ameresco has submitted the 60% plans to DEQ for review and comment. Further work on the design has been halted until the results of the archaeological study are completed.

#### 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 mid-May. The subcontractor will return after the battery is delivered to complete the installation.

#### NTS Solar -Project No. 25001

Ameresco completed 90% plans and submitted them to the DEQ for engineering review. Staff and Ameresco are working through the anchor design.

#### Umpqua River Basin TMDL for Temperature

The DEQ has completed the Rules Advisory Committee (RAC) public meetings for the Water Quality Plan (WQP) to implement the Umpqua River Basin Temperature TMDL replacement. We are working with West Yost to provide further comment too the WQP.

#### 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.

##### Goedeck Trunk Rehabilitation - Project No. 25004

Leeway Engineering Solutions has completed the plans. Staff published the Request for Proposals (RFP) on May 11<sup>th</sup>, and the bidding period closes on June 3<sup>rd</sup>.

##### WRF SCADA Road Map Assessment – Project 26001

The Board was presented with the request to issue the Notice of Intend to Award at their May 13<sup>th</sup> meeting. Control Systems NW submitted a “Not-to-Exceed” contract agreement in the amount of \$84,796.

#### Ameresco Presentation

Ameresco will provide an update on three solar projects.

### **Jacobs Plant Operations Report**

Dan Prather advised that the treatment facility averaged 96% BOD removal and 96% Total Suspended Solids removal during April. The total Effluent flow was 126.00 million gallons, all of which went to the river at Outfall 001.

## **Budget to Actual Report**

Staff presented the Budget to Actual Report as of March 31, 2025. The Board asked if there was anything Christine Morris would like to expand upon. Christine stated the only thing of note is that the Asset Acquisition & Replacement Fund amount was projected to be 210,000 but that amount has been moved to the Capital Project Fund. The Board had no further questions.

## **Accounts Payable**

The Board reviewed the Accounts Payable Report and Addendum for the May 14, 2026 Accounts Payable and addressed questions.

Rob Lieberman made a motion to approve the Accounts Payable Report and Addendum as presented.

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

The motion was passed with a 4/0 vote

## **Other Business**

None.

Meeting was adjourned at 5:25 pm.

## **Attached Additional Items Presented**

Ameresco Presentation  
Accounts Payable Addendum

Respectfully submitted,



Harmony Williams  
Office Assistant II

# RUSA – Sustainability Projects

Main Office, WWTP & NTS Solar Projects | May 13, 2026



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# Solar Projects | Benefits Overview



## Main Office

### Project

- 40kW solar + 180kW Battery Energy Storage System (BESS)

### Resiliency

- Allows for ~24 hours of back-up to the main office

### Annual Energy Savings

- \$6,661 / year



## WWTP

### Project

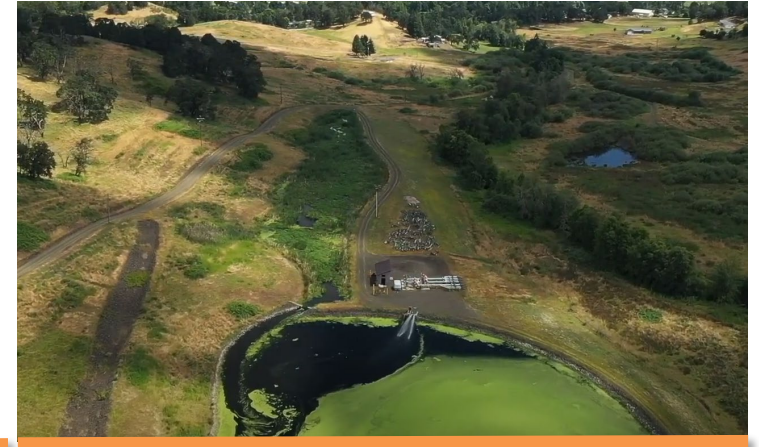
- 900kW of ground-mount solar

### Energy Reduction

- 44%

### Annual Energy Savings

- \$75,924 / year



## NTS

### Project

- 400kW of floating solar

### Energy Reduction & Benefits

- 60%
- Shading of the pond

### Annual Energy Savings

- \$37,638 / year

# Main Office: 40kW solar + 180kW BESS

## Updates

**Contract:** Energy Savings Performance Contracting (ESPC)

**Schedule:**

- Solar system is in operation now
- BESS delivery May 2026
- Project Closeout: June 2026

**Benefit:** Ability to keep Main Office on & operational during outage. Reduced energy costs.

**Action:**

- Request ETO Incentives\*

| Description                | Cost              | Funds              |
|----------------------------|-------------------|--------------------|
| <b>Total Project Cost</b>  | <b>\$ 911,997</b> |                    |
| ODOE CREP                  |                   | \$ 870,870         |
| ETO Incentive -- PDA       |                   | \$ 39,375          |
| ETO Incentive – Installed* |                   | \$ 15,940          |
| <b>Cost to RUSA</b>        |                   | <b>\$ (14,188)</b> |

# WWTP: 900kW Ground-Mount Solar

## Updates

**Contract:** Construction Manager/General Contractor (CMGC)

**Schedule:**

- DEQ:
  - Environmental Sign-Off in process; waiting on SHPO with 5/28 or earlier to receive notification
- Design: 90% by end of May
- Construction Loan: Aim to sign by July 2026
- Construction starts: August 2026

**Benefit:** Reduced energy usage & costs by ~44%

**Action:**

- Get response from SHPO to move forward

| Description                          | Cost                | Funds               |
|--------------------------------------|---------------------|---------------------|
| <b>Estimated Cost*</b>               | <b>\$ 4,000,000</b> |                     |
| ODOE CREP Grant                      |                     | \$ 1,000,000        |
| IRA Investment Tax Credit            |                     | \$ 1,200,000        |
| DEQ Preconstruction Loan Forgiveness |                     | \$ 911,368          |
| DEQ Construction Loan Forgiveness    |                     | \$ 1,088,633        |
| ETO / PAC Incentive                  |                     | \$ -                |
|                                      |                     |                     |
| <b>Cost to RUSA</b>                  |                     | <b>\$ (200,000)</b> |

# NTS: 400kW Floating Solar

## Updates

**Contract:** Construction Manager/General Contractor (CMGC)

### Schedule:

- DEQ: Review of design
- Design: 90%
- Construction Loan: Aim to sign by 6/30/26
- Construction starts: August 2026

**Benefit:** Reduced energy usage & costs by ~60% & shading of pond

### Action:

- Continue design
- Awaiting DEQ response

| Description                          | Cost                | Funds               |
|--------------------------------------|---------------------|---------------------|
| <b>Estimated Cost</b>                | <b>\$ 3,000,000</b> |                     |
| ODOE CREP Grant                      |                     | \$ 1,000,000        |
| IRA Investment Tax Credit            |                     | \$ 900,000          |
| DEQ Preconstruction Loan Forgiveness |                     | \$ 755,971          |
| DEQ Construction Loan Forgiveness    |                     | \$ 744,030          |
| ETO / PAC Incentive                  |                     | \$ -                |
|                                      |                     |                     |
| <b>Cost to RUSA</b>                  |                     | <b>\$ (400,000)</b> |

# Thank You!



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ADDENDUM TO MAY 13, 2026 BOARD PACKET

# Accounts Payable

## Checks by Date - Detail by Check Date

User: christine  
 Printed: 5/13/2026 3:49 PM



| Check No                                     | Vendor No<br>Invoice No    | Vendor Name<br>Description  | Check Date<br>Reference | Check Amount |
|--|----------------------------|---|-------------------------|--------------|
| ACH  | Express<br>33892490        | Express Services, Inc.<br>Part-time student intern - F. Strickland                  | 05/13/2026              | 410.18       |
| Total for this ACH Check for Vendor Express: |                            |   |                         | 410.18       |
| 53377  | CableHus<br>164088         | Cable Huston LLP<br>Legal services for April - Ch Oaks, Elk Is, SCAI                | 05/13/2026              | 4,130.00     |
| Total for Check Number 53377:                |                            |   |                         | 4,130.00     |
| 53378  | WATER<br>INV25938          | City of Roseburg<br>Bulk water use and permit                                       | 05/13/2026              | 189.30       |
| Total for Check Number 53378:                |                            |   |                         | 189.30       |
| 53379  | PPL                        | Pacific Power   | 05/13/2026              |              |
|  | Apr 2026 411LM             | Usage-411 LM-Storage Bldg   |                         | 32.01        |
|  | Apr 2026 425LM             | Power Usage-425 Long Meadow   |                         | 17.77        |
|  | Apr 2026 Admin             | Power Usage-Admin Bldg  |                         | 43.72        |
|  | Apr 2026 Brbn              | Power Usage-310 Bourbon St PS   |                         | 89.40        |
|  | Apr 2026 Gate              | Power Usage-140 LM-NTS Gate   |                         | 24.60        |
|  | Apr 2026 High              | Power Usage-Highland PS   |                         | 1,245.24     |
|  | Apr 2026 Keady             | Power Usage-Keady Ct PS   |                         | 108.71       |
|  | Apr 2026 LV                | Power Usage-Loma Vista PS   |                         | 107.01       |
|  | Apr 2026 NBank             | Power Usage-North Bank PS   |                         | 174.53       |
|  | Apr 2026 NTS               | Contract/Power Usage-NTS PS   |                         | 4,284.81     |
|  | Apr 2026 SBank             | Power Usage-South Bank PS   |                         | 1,869.82     |
|  | Apr 2026 Wilb1             | Power Usage-Wilbur 1 PS   |                         | 236.41       |
|  | Apr 2026 Wilb2             | Power Usage-Wilbur 2 PS   |                         | 249.23       |
|  | Apr 2026 WRF               | Power Usage-WWTP 1  |                         | 22,693.30    |
|  | Apr 2026 WRF2              | Power Usage-WWTP 2  |                         | 33.02        |
| Total for Check Number 53379:                |                            |   |                         | 31,209.58    |
| 53380  | UMPCCINC<br>6/13/26 Picnic | Umpqua Community Center, Inc.<br>Full facility/full day rental for RUSA Picnic on 6 | 05/13/2026              | 200.00       |
| Total for Check Number 53380:                |                            |   |                         | 200.00       |
| Total for 5/13/2026:                         |                            |   |                         | 36,139.06    |
| Report Total (5 checks):                     |                            |   |                         | 36,139.06    |