



Roseburg Urban Sanitary Authority
1297 N.E. Grandview Drive
Roseburg, OR 97470

REGULAR MONTHLY BOARD MEETING
October 14, 2026

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ROSEBURG URBAN SANITARY AUTHORITY AGENDA – October 14, 2026 – 4:00 pm Regular Meeting

Board Room, Administrative Offices

1297 NE Grandview Dr., Roseburg, Oregon 97470

[Public Online Access](#)

1. Call to Order – Chair Wood
2. Roll Call
 - Kelsey Wood Tom Dole Robin Van Winkle
 - Rob Lieberman Mike Baker
3. Audience Participation – In-Person / via Zoom® - On agenda items
4. Consent Agenda
 - a. Minutes of September 9th, 2026, Regular Board meeting
 - b. Accounts Payable
5. Convene the Roseburg Urban Sanitary Authority Local Contracting Board
 - a. Approval of Issue Notice of Intent to Award
 - i. WWTP Pump Replacement – Project No. 26005
6. Reconvene the regular meeting of the Roseburg Urban Sanitary Authority Board
7. General Managers Report
 - a. WWTP Solar – Project No. 24011
 - i. Project Update
 - b. Admin Office Solar – Project No. 24012
 - i. Project Update
 - ii. Ribbon cutting ceremony
 - c. NTS Solar – Project No. 25001
 - i. Project Update
 - d. Emergency Declaration
 - i. Walmart MH Repair – Project No. 25006
 - ii. Sleepy Hollow Creek Main Repair (Highland Stabilization) - Project No. 25005
 - e. Goedeck Trunk Rehabilitation – Project No. 25004
 - i. Project Update
 - f. WRF SCADA Roadmap Assessment – Project No. 26001
 - i. Project Update
 - g. Freemont Ave Sewer Replacement - Project No. 26004
 - i. Project Update
 - h. WWTP Pump Replacement – Project No. 26005
 - i. Project Update
8. New Developments
9. Staff Report
10. Plant Operations Report – Jacobs
11. Other Business
12. Audience Participation – In-Person / via Zoom® - Off agenda items
13. 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.

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

Kelsey Wood, called the regular monthly Board Meeting to order at 4:11 p.m. on September 9, 2026. The Board Meeting was held in-person and remotely broadcast by Zoom® Meeting.

ROLL CALL

Directors

Present: Board Chair Kelsey Wood, Rob Lieberman, Robin Van Winkle, Tom Dole & Mike Baker

Absent:

Others present: General Manager Jim Baird, Finance Director Christine Morris, Office Assistant II Harmony Williams, Collections Superintendent Steve Lusch, Engineering & Operations Manager Ryon Kershner, Jacobs Operations Supervisor Steve Jackson & Jacobs Project Manager Dan Prather, Jenny Chen from Chen's Family Dish & Lisa Yan from Sakura Sushi

Public Comments

Lisa Yan from Sakura Sushi was present with Jenny Chen of Chen's Family Dish. Both parties had concerns regarding increased sewer rates, specifically for restaurants. Lisa Yan explained that her bill had grown from \$222.32 in 2023 to \$531.21 today. Staff informed the business representatives that restaurants are classified as extra strength customers and that additionally, the previous calendar year of water consumption is used to calculate the individual restaurants usage. This calculation is converted to EDU's and a restaurant can see EDU's increase or decrease from year to year dependent on water flow. Tom Dole asked what the reasons are for the classification of extra strength customer. Staff explained that increased biochemical oxygen demand (BOD) and suspended solids are the reason a business would be classified as extra strength. Board Chair Kelsey Wood proposed researching how other counties are billing for extra strength customers and to report findings back to the Board.

Consent Agenda

Tom Dole moved to approve the following Consent Agenda items:

- A. Minutes of the August 12, 2026 Regular Board Meeting
- B. Accounts Payable

Robin Van Winkle seconded the motion.

Mike Baker requested Roll Call for the motion to approve Consent Agenda items.

Vote By Roll Call

Robin Van Winkle	Yes
Rob Lieberman	Yes
Tom Dole	Yes
Kelsey Wood	Yes
Mike Baker	Yes

The motion was passed with a 5/0 vote

General Managers Report

South Umpqua Trunk South Bank Repair – Project No. 25002

Oregon Emergency Management (OEM) has approved our request for reimbursement. The \$671,587.89 reimbursement was deposited into our LGIP account on 9/8/26.

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. Contractors have completed a mandatory site walk through and subcontractor bids are due to Ameresco September 4th.

Admin. Office Solar – Project No. 24012

Ameresco is working on integrating the system monitoring into the energy dashboard that will be displayed on our website. The ribbon cutting ceremony has been scheduled for October 13th.

NTS Solar -Project No. 25001

Ameresco has completed 100% plans and submittal to the DEQ for engineering review. Contractors have completed a mandatory site walk through and subcontractor bids are due to Ameresco September 4th.

Emergency Declaration

Walmart MH Repair – Project No. 25006

Dyer Partnership has completed the design and submitted it to the Division of State Lands for their final review. We plan on completing the work with RUSA staff.

Sleepy Hollow Creek Main repair – Project No. 25005

Black Pearl completed the work on September 9th.

Goedeck Trunk Rehabilitation - Project No. 25004

Allied Plumbing and Pumps LLC are working on providing the submittals required. The contractor will submit a schedule when the submittals have been approved.

WRF SCADA Road Map Assessment – Project 26001

Control Systems NW has completed a schedule for the project with a completion date of October 5th, 2026. The contractor has held the first workshop (Existing Condition) of four with staff.

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 is working with Jacobs to define the scope of work and level of effort. We are also working to enter into a “Professional Service Agreement” to complete the project.

Jacobs Plant Operations Report

Dan Prather advised that the treatment facility averaged 98% BOD removal and 97% Total Suspended Solids removal during August. The total Effluent flow was 80.95 million gallons, all of which went to the NTS at Outfall 002.

Other Business

Staff asked the Board if they had any recommendations for attendees to the Solar and Battery Energy Storage System Project ribbon cutting event that is being held on October 13th.

Meeting was adjourned at 5:14 pm.

Attached Additional Items Presented

Accounts Payable Addendum

Respectfully submitted,



Harmony Williams
Office Assistant II

ADDENDUM TO SEPTEMBER 9, 2026 BOARD PACKET



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH Pathpnt Aug 2026		Path Point Merchant Services LLC Credit card merchant service fees	09/01/2026	3,102.93
Total for this ACH Check for Vendor Pathpnt:				3,102.93
53572	APGN INC 23742	APGN Inc Neuros Blower Control Panel (PLC) Upgrade	09/09/2026	5,397.00
Total for Check Number 53572:				5,397.00
53573	Chytka 187605	Chytka Pest Control LLC Monthly pest control service	09/09/2026	50.00
Total for Check Number 53573:				50.00
53574	WATER INV26640	City of Roseburg Bulk water use and permit - August	09/09/2026	94.79
Total for Check Number 53574:				94.79
53575	FLURY H 0027	Flury Supply Company Landscape staples	09/09/2026	20.00
Total for Check Number 53575:				20.00
53576	GORDONGT 15036	Gordon GT & Associates, INC Pipe patches	09/09/2026	2,677.87
Total for Check Number 53576:				2,677.87
53577	Leeway 1798 1802	Leeway Engineering Solutions, LLC Collection System Master Plan Amendment Engineering Services for Geodeck Trunk Rehabilitation Projec	09/09/2026	3,353.50 7,201.00
Total for Check Number 53577:				10,554.50
53578	METRO IN689073	Metro Presort Inc Print, cut and mail utility bills	09/09/2026	3,985.36
Total for Check Number 53578:				3,985.36
53579	MIGNOLA 41262	Mignola Farms Nursery 66 yards of bark delivered and blown into place	09/09/2026	3,981.00
Total for Check Number 53579:				3,981.00
53580	SUNRISE SI00267	Sunrise Enterprises, Inc Monthly janitorial services for August	09/09/2026	595.00
Total for Check Number 53580:				595.00
53581	THMSCRK 1962	Thomas Creek Landscaping & Maintenance LLC Monthly landscape maintenance services	09/09/2026	350.00
Total for Check Number 53581:				350.00
53582	Wtrdude August 2026	Waterdude Solutions LLC WRF Staffing Study	09/09/2026	5,775.00
Total for Check Number 53582:				5,775.00
53583	West. Sy 48229	Western Systems Repair water pressure issue in Camel	09/09/2026	2,280.39
Total for Check Number 53583:				2,280.39
Report Total (13 checks):				38,863.84

CASH DISBURSEMENT RECAP BOARD MEETING OCTOBER 14, 2026

Cash Disbursements Since the Last Board Meeting

All Funds:

Total of Prepaid Checks & ACH Transactions	365,436.86
Total of Regular Checks & ACH Transactions	<u>545,150.71</u>

Total Expenditures (not including Payroll)	<u>910,587.57</u>
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Payroll:

Net Payroll - September 30, 2026	105,996.25
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All Checks & ACH Transactions since the Board Meeting September 9, 2026	<u>1,016,583.82</u>
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Accounts Payable

Checks by Date - Detail by Check Date

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Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	ASIFLEX A000325826heIlc	ASIFlex FSA Admin Fees - Aug 2026	09/10/2026	52.50
Total for this ACH Check for Vendor ASIFLEX:				52.50
Total for 9/10/2026:				52.50
ACH	02669	PERS Deposit	09/14/2026	
	AUG 26 Adj	Rounding Adjustment		0.02
	AUG 26 PR	PR Batch 00001.08.2026 PERS Pick-Up	PR Batch 00001.08.2026 PER	1,114.62
	AUG 26 PR	PR Batch 00001.08.2026 PERS - Not W/Held	PR Batch 00001.08.2026 PER	18,283.27
	AUG 26 PR	PR Batch 00001.08.2026 PERS W/Held	PR Batch 00001.08.2026 PER	7,466.79
	AUG 26 PR	PR Batch 00001.08.2026 OPSRP-Not W/Held	PR Batch 00001.08.2026 PER	17,098.26
Total for this ACH Check for Vendor 02669:				43,962.96
Total for 9/14/2026:				43,962.96
ACH	ASIFLEX	ASIFlex	09/24/2026	
	SEPT 26 PR	PR Batch 00001.09.2026 Flexible Spending Acc	PR Batch 00001.09.2026 Dep	1,640.00
	SEPT 26 PR	PR Batch 00001.09.2026 Dependent Care FSA	PR Batch 00001.09.2026 Dep	775.00
Total for this ACH Check for Vendor ASIFLEX:				2,415.00
ACH	CIS INS	CIS Trust	09/24/2026	
	SEPT 26 PR	PR Batch 00001.09.2026 Medical Ins w/RX	PR Batch 00001.09.2026 Med	39,070.22
	SEPT 26 PR	PR Batch 00001.09.2026 Voluntary Life Insuran	PR Batch 00001.09.2026 Volu	1,166.45
	SEPT 26 PR	PR Batch 00001.09.2026 Life Insurance - er	PR Batch 00001.09.2026 Life	132.22
	SEPT 26 PR	PR Batch 00001.09.2026 Identity Protection	PR Batch 00001.09.2026 Iden	117.65
	SEPT 26 PR	PR Batch 00001.09.2026 Short-Term Disability	PR Batch 00001.09.2026 Shor	77.88
	SEPT 26 PR	PR Batch 00001.09.2026 CCIS Insurance AD&I	PR Batch 00001.09.2026 CCI	18.70
	SEPT 26 PR	PR Batch 00001.09.2026 CCIS Insurance Long-	PR Batch 00001.09.2026 CCI	187.80
	SEPT 26 PR	PR Batch 00001.09.2026 Dental & Vision	PR Batch 00001.09.2026 Den	3,389.29
	SEPT 26 PR	PR Batch 00001.09.2026 Hospital Indemnity	PR Batch 00001.09.2026 Hos	60.50
	SEPT 26 PR	PR Batch 00001.09.2026 Critical Illness Insuran	PR Batch 00001.09.2026 Crite	195.50
	SEPT 26 PR	PR Batch 00001.09.2026 Voluntary Dependent I	PR Batch 00001.09.2026 Volu	37.24
	SEPT 26 PR	PR Batch 00001.09.2026 Trauma	PR Batch 00001.09.2026 Trau	100.00
	SEPT 26 PR	PR Batch 00001.09.2026 Accident Insurance	PR Batch 00001.09.2026 Acc	147.55
	SEPT 26 PR	PR Batch 00001.09.2026 Life Insurance - Spous	PR Batch 00001.09.2026 Life	341.27
Total for this ACH Check for Vendor CIS INS:				45,042.27
ACH	DNB	Internal Revenue Service	09/24/2026	
	SEPT 26 PR	PR Batch 00001.09.2026 Medicare - Employer	PR Batch 00001.09.2026 Fed	2,330.52
	SEPT 26 PR	PR Batch 00001.09.2026 Medicare - Employee	PR Batch 00001.09.2026 Fed	2,330.52
	SEPT 26 PR	PR Batch 00001.09.2026 Federal Income Tax	PR Batch 00001.09.2026 Fed	15,780.20
	SEPT 26 PR	PR Batch 00001.09.2026 FICA - Employer	PR Batch 00001.09.2026 Fed	9,536.83

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	SEPT 26 PR	PR Batch 00001.09.2026 FICA - Employee	PR Batch 00001.09.2026 Fed	9,536.83
		Total for this ACH Check for Vendor DNB:		39,514.90
ACH	OR-REV SEPT 26 PR	Oregon Dept. of Revenue PR Batch 00001.09.2026 Oregon W/Held	09/24/2026 PR Batch 00001.09.2026 Ore	10,923.28
		Total for this ACH Check for Vendor OR-REV:		10,923.28
ACH	PEBSCO SEPT 26 PR SEPT 26 PR	Nationwide Retirement Solutions PR Batch 00001.09.2026 Roth Contribution PR Batch 00001.09.2026 Nationwide-Deferred C	09/24/2026 PR Batch 00001.09.2026 Rotf PR Batch 00001.09.2026 Nati	200.00 4,850.00
		Total for this ACH Check for Vendor PEBSCO:		5,050.00
		Total for 9/24/2026:		102,945.45
ACH	AT&T X09252026	AT & T Mobility Monthly wireless telephone service	09/30/2026	515.38
		Total for this ACH Check for Vendor AT&T:		515.38
ACH	Jacobs 35128939-04	Jacobs Engineering Group Inc Professional Services per Agreement	09/30/2026 ROSEB-3	160,637.58
		Total for this ACH Check for Vendor Jacobs:		160,637.58
ACH	PITNEY 3323190562	Pitney Bowes Inc. Quarterly postage machine lease	09/30/2026	94.50
		Total for this ACH Check for Vendor PITNEY:		94.50
		Total for 9/30/2026:		161,247.46
ACH	Pathpnt Sept 2026	Path Point Merchant Services LLC Credit/debit card merchant service fees	10/01/2026	2,936.28
		Total for this ACH Check for Vendor Pathpnt:		2,936.28
		Total for 10/1/2026:		2,936.28
ACH	Xpress INV-XPR040829	Xpress Bill Pay Web and phone transaction fees, maintenance an	10/06/2026	4,237.17
		Total for this ACH Check for Vendor Xpress:		4,237.17
		Total for 10/6/2026:		4,237.17
ACH	ASIFLEX A000325826idHn2	ASIFlex September FSA Fees	10/10/2026	52.50
		Total for this ACH Check for Vendor ASIFLEX:		52.50
		Total for 10/10/2026:		52.50

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	02669	PERS Deposit	10/12/2026	
	SEPT 26 PR	PR Batch 00001.09.2026 PERS - Not W/Held	PR Batch 00001.09.2026 PER	22,031.76
	SEPT 26 PR	PR Batch 00001.09.2026 OPSRP-Not W/Held	PR Batch 00001.09.2026 PER	18,246.06
	SEPT 26 PR	PR Batch 00001.09.2026 PERS Pick-Up	PR Batch 00001.09.2026 PER	2,094.11
	SEPT 26 PR	PR Batch 00001.09.2026 PERS W/Held	PR Batch 00001.09.2026 PER	7,630.55
	Sept Rounding	September Rounding Adjustment		0.06
Total for this ACH Check for Vendor 02669:				50,002.54
Total for 10/12/2026:				50,002.54
Report Total (14 checks):				365,436.86

Accounts Payable

Checks by Date - Detail by Check Date

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Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	Cintas	Cintas Corporation No. 3	10/14/2026	
	4281688499	Paper and soap supplies		54.53
	4283320219	Paper and soap supplies		54.53
	5359663907	First aid kit restock		16.06
	9392651324	2 - Waterbreak cooler agreements		90.00
Total for this ACH Check for Vendor Cintas:				215.12
ACH	TEKMAN	TEKMANAGEMENT, INC.	10/14/2026	
	106702	Object First - Ootbi		38,626.60
	106848	Secure multi-factor authentication		96.00
	106848	Encryption of laptops		107.25
	106848	Cloud storage-server backups		96.00
	106848	Mobile Device Mgmt, Remote Monitoring, Patel		400.00
	106848	Privileged Access Mgmt Software		35.20
	106848	DNS Filter (security)		32.00
	106848	Penetration Testing		253.84
	106848	Backup & Recovery Services		565.00
	106848	Server Maint & monitoring		1,707.70
Total for this ACH Check for Vendor TEKMAN:				41,919.59
53584	WP	Avista Utilities	10/14/2026	
	Sept 2026	Natural gas service		134.37
Total for Check Number 53584:				134.37
53585	JBAIRD	James Baird	10/14/2026	
	Sept 2026	Mileage reimbursement for PNCWA Annual Cor		804.08
Total for Check Number 53585:				804.08
53586	BANNERMC	BANNER BANK	10/14/2026	
	AA090326	Amazon - Mechanical pencils, lead, erasers		29.70
	AA091426	Amazon - Kitchen supplies		9.94
	BM090226	Good guys garage (Escape oil change)		84.90
	BM090326	Prints Charming (golf shirts) KB, DF, BM, AA		234.00
	BM092126a	Coastal (hitch pins for tractor)		2.49
	BM092126b	UCC text book (water distribution book)		129.00
	CM090326	OGFOA-Fall Conf Registration		295.00
	CM091326a	Taps-Meal, PNCWA Conf		37.73
	CM091326b	Big River Pizza-Meal, PNCWA Conf		29.50
	CM091526	The Davenport-Meal, PNCWA Conf		32.18
	CM091626a	The Davenport Grand, PNCWA Lodging		810.03
	CM091626b	Panera Bread, Meal, PNCWA Conf		18.07
	CM092726	Cousins-Meal, Biofest Conf		20.50
	DEV092226	CHENS FAMILY DISH: SOOS LUNCH MEET		122.48
	DF091126	Zoom-virtual mtng website for board mtngs.		148.00
	DF091426	Pcloud-large file sharing website		29.97
	DF091426fee	Pcloud-Int'l Transaction Fee		0.27

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	DF092226a	Amazon-Webcam privacy cover dave		8.99
	DF092226b	Amazon-Webcam privacy cover Christine		7.98
	DF092826	Amazon-outdoor ethernet connector covers for N		29.79
	HW090126a	State of Oregon - Notary Fee		40.00
	HW090126b	Staples - Notary Stamp		58.98
	HW090926	Safeway - Board Meeting Snacks		7.99
	HW092726	Simple In/Out - Location Monitoring		19.99
	JB091326	ChatGPT subscription		8.00
	JB091926	The Davenport Grand - Lodging/Parking		824.20
	JB092426	Douglas County Planning-#25001		150.00
	JB092426fee	Douglas County Planning-servcie fee-#25001		4.88
	JB092726	WalMart Super Store - meals		11.35
	RK091426a	Downtown Onion- meal PNCWA Trip		26.91
	RK091426b	Courtyard by Marriott Spokane WA		355.27
	RK091526	Downtown Onion- meal PNCWA Trip		35.46
	RK091626a	Courtyard by Marriott Spokane WA		489.79
	RK091626b	Red Robin Spokane- Meal PNCWA Trip		28.37
	RK091626c	Red Robin Spokane- Meal PNCWA Trip		25.37
	RK091626d	Downtown Onion- meal PNCWA Trip		34.46
	RK091726	Franks Diner Downtown- PNCWA Trip		26.91
	RK092526	NW Biosolids registration		775.00
	SL091326	Amazon - Key Lock Box		40.52
	SL091426	PUMPTech - Shipping for Airvac		79.72
	SL091626a	The Davenport - Parking for PNCWA		101.29
	SL091626b	Mongolian & Pho - Lunch for Steve - trip home		28.93
	SL092426	COOS BAY - Conference Registration		100.00
	SL092426fee	COOS BAY - Credit card service Fee		3.75
	SO091726	Staples-Colored Pencils for Engineering dept. (3		6.87
Total for Check Number 53586:				5,364.53
53587	Bll Pear 1022a 1022b 1022c	Black Pearl Paving & Excavation Concrete Pad at Storage Building Curb/Gutter at Storage Building Paving at Storage Building	10/14/2026	8,200.00 8,840.00 16,500.00
Total for Check Number 53587:				33,540.00
53588	Cascade 25512	Cascade Electric Electrical work for WWRF Gate	10/14/2026	4,617.00
Total for Check Number 53588:				4,617.00
53589	ORMS 217402	Chaves Consulting, Inc Monthly electronic document storage fees	10/14/2026	571.45
Total for Check Number 53589:				571.45
53590	WATER Sept 2026 Admin Sept 2026 CSB Sept 2026 High Sept 2026 LV Sept 2026 Winch Sept 2026 WRF	City of Roseburg Water Usage-Admin Bldg Water Usage-Collection Storage Bldg Water Usage Highland PS Water Usage Loma Vista PS Water Usage Winchester PS Water Usage WRF	10/14/2026 330-3470-00 320-1832-00 360-3420-00 430-2310-00 480-3210-00 320-1830-00	306.08 38.92 652.52 38.92 200.52 1,385.88
Total for Check Number 53590:				2,622.84
53591	Civic+ 382489	CivicPlus, LLC Streamline - Compliance Essentials Website Ren	10/14/2026	5,745.60

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 53591:				5,745.60
53592	Control CSNW-3141 CSNW-3234	Control Systems NW, LLC Consulting services to develop the WRF SCADA Consulting services to develop the WRF SCADA	10/14/2026	11,922.00 19,724.86
Total for Check Number 53592:				31,646.86
53593	DRAUTO 252961 255792	D & R Auto & Truck Supply Corp Winshield washer fluid DEF	10/14/2026	33.96 81.54
Total for Check Number 53593:				115.50
53594	DELL 0893921031 10893921031 10893921031	Dell Marketing LP 34" Curved Monitor - Crew Desktop PC and 34" Monitor - New IT Employee Desktop PC - Finance	10/14/2026	754.68 5,402.69 4,648.01
Total for Check Number 53594:				10,805.38
53595	DCPW 818307	Douglas County Public Works Disposal fee for cleaning of bunkers	10/14/2026	732.26
Total for Check Number 53595:				732.26
53596	DFN Oct 2026 Admin Oct 2026 Brbn Oct 2026 CSB Oct 2026 GateI Oct 2026 GateP Oct 2026 High Oct 2026 Host Oct 2026 Keady Oct 2026 LV Oct 2026 NBank Oct 2026 NTS Oct 2026 Ph/Cam Oct 2026 Wilb1 Oct 2026 Wilb2 Oct 2026 Winch	Douglas Fast Net Internet Services-Admin Internet Services-Bourbon St Internet Services-Collections Storage Bldg Internet Services-NTS Gate Phone Service-NTS Gate Internet Services-Highland PS Admin Hosting Internet Services-Keady Ct Internet Services-Loma Vista P Internet Services-No. Bank PS Internet Services-NTS Phones/Security Cams Internet Services-Wilbur 1 PS Internet Services-Wilbur 2 PS Internet Services-Winchester P	10/14/2026 Service: 14806 Service: 205697 Service: 272962 Service: 271594 Service: 5413914279 Service: 105797 Service: 106289 Service: 205950 Service: 105793 Service: 237686 Service: 141784 Service: 105796 Service: 105794 Service: 105795	223.99 102.58 100.69 75.59 29.19 78.59 10.80 78.59 106.58 75.59 86.39 101.19 75.59 75.59 64.79
Total for Check Number 53596:				1,285.74
53597	Ecotree 3378	Ecolotree, Inc Site Visit, establish tree planting plan, plant sapli	10/14/2026	7,200.00
Total for Check Number 53597:				7,200.00
53598	EJIW 110260067864	EJ USA Inc. Replace sewer manhole lids - City's S Stephens p	10/14/2026	3,074.20
Total for Check Number 53598:				3,074.20
53599	FLURY H 0068 H 0260	Flury Supply Company Bark mulch underlayment for Landscape project Hydrant wrench	10/14/2026	322.00 84.75
Total for Check Number 53599:				406.75

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
53600	GENEQ 99955	General Equipment Company B6 water system strainer	10/14/2026	172.28
Total for Check Number 53600:				172.28
53601	Peterbil 3367RB	Jackson Group Peterbilt Service on 5 yd dump truck	10/14/2026	722.35
Total for Check Number 53601:				722.35
53602	COASTAL 30200	John Deere Financial f.s.b. Boot laces	10/14/2026	7.99
Total for Check Number 53602:				7.99
53603	LOWES 14292 56378 74223	Lowes Wood stakes Latex gloves Lights for shop and foggers	10/14/2026	24.66 25.62 85.52
Total for Check Number 53603:				135.80
53604	METRO IN689916	Metro Presort Inc Print, cut and mail utility bills	10/14/2026	3,983.22
Total for Check Number 53604:				3,983.22
53605	CMM Reimb	Christine Morris Travel/Mileage Reimb-PNCWA/Biofest Confere	10/14/2026	1,602.69
Total for Check Number 53605:				1,602.69
53606	NEXNET 31023 Admin 31023 WRF	Nexcom, LLC Monthly digital phone services - Admin Monthly digital phone services - WRF	10/14/2026	346.00 196.50
Total for Check Number 53606:				542.50
53607	OR-LIN 1430736 1435977	Oregon Linen, Inc. Laundry & mat services Laundry & mat services	10/14/2026	66.11 47.18
Total for Check Number 53607:				113.29
53608	PPL Sept 2026 411LM Sept 2026 425LM Sept 2026 Admin Sept 2026 Brbn Sept 2026 Gate Sept 2026 High Sept 2026 Keady Sept 2026 LV Sept 2026 NBank Sept 2026 NTS Sept 2026 SBank Sept 2026 Wilb1 Sept 2026 Wilb2 Sept 2026 WRF Sept 2026 WRF2	Pacific Power Usage-411 LM-Storage Bldg Power Usage-425 Long Meadow Power Usage-Admin Bldg Power Usage-310 Bourbon St PS Power Usage-140 LM-NTS Gate Power Usage-Highland PS Power Usage-Keady Ct PS Power Usage-Loma Vista PS Power Usage-North Bank PS Power Usage-NTS PS Power Usage-South Bank PS Power Usage-Wilbur 1 PS Power Usage-Wilbur 2 PS Power Usage-WWTP 1 Power Usage-WWTP 2	10/14/2026	29.70 17.77 69.40 70.91 34.92 838.77 72.13 103.91 162.64 14,805.53 1,514.98 122.18 157.98 25,550.91 33.02

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 53608:				43,584.75
53609	PETTY Oct 2026	Petty Cash c/o Harmony Williams TV for ribbon cutting solar display, crew training	10/14/2026	300.00
Total for Check Number 53609:				300.00
53610	PLATT2 7R91906	Platt Electric Supply Cable ends for cameras	10/14/2026	126.72
Total for Check Number 53610:				126.72
53611	QFence 19453	Quality Fence Company, Inc. WWRF Back Gate Automation	10/14/2026	16,672.00
Total for Check Number 53611:				16,672.00
53612	RSBG-DIS 1501331	Roseburg Disposal Company Monthly garbage service	10/14/2026	70.00
Total for Check Number 53612:				70.00
53613	Shirtclf CL47417-IN CL47418-IN CL47805-IN CL47806-IN	Shirtcliff Oil Co. Fuel use - WRF vehicles Fuel use - Admin vehicles Fuel use - WRF vehicles Fuel use - Admin vehicles	10/14/2026	36.90 2,162.65 162.50 2,329.48
Total for Check Number 53613:				4,691.53
53614	SHRED-IT 8015450881	Stericycle, Inc. Monthly document shredding services	10/14/2026	111.22
Total for Check Number 53614:				111.22
53615	SUNRISE SI00312	Sunrise Enterprises, Inc Monthly janitorial services	10/14/2026	595.00
Total for Check Number 53615:				595.00
53616	DYER 41823 41824 41825	The Dyer Partnership Engineers & Planners Design of Sewer Main on Freemont St to elimin Engineer to secure a no rise certificate for Newtc Sleepy Hollow Sewer Line Stabilization	10/14/2026	1,702.50 1,380.00 855.40
Total for Check Number 53616:				3,937.90
53617	THMSCRK 2001	Thomas Creek Landscaping & Maintenance Monthly landscape maintenance	10/14/2026	350.00
Total for Check Number 53617:				350.00
53618	EDURED1 R64781	Threewind Partners LLC EDU reduction for Building at 2270 NW Aviatio	10/14/2026	10.00
Total for Check Number 53618:				10.00
53619	UB*00121	UCAN Refund Check 007020-008, 1040 NE CRESCEN	10/14/2026	1,660.00
Total for Check Number 53619:				1,660.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
53620	UBWA	Umpqua Basin Water Association	10/14/2026	
	Sept 2026 411LM	Water - 411 Long Meadows Ln		28.02
	Sept 2026 606LM	Water - 606 Long Meadows Ln		28.00
	Sept 2026 Brbn	Water - 310 Bourbon St		28.00
Total for Check Number 53620:				84.02
53621	UVT	Umpqua Valley Tractor	10/14/2026	
	1053450	Repair parts for NTS tractor		68.68
Total for Check Number 53621:				68.68
53622	Wtrdude	Waterdude Solutions LLC	10/14/2026	
	Sept 2026	WRF Staffing Study		7,245.00
Total for Check Number 53622:				7,245.00
53623	AlliedT	Allied Trenchless	10/14/2026	
	Pay Req #1 Ret	Geodeck Trunk Rehabilitation Project - Retainag		-16,187.50
	Pay Request #1	Geodeck Trunk Rehabilitation Project		323,750.00
Total for Check Number 53623:				307,562.50
Total for 10/14/2026:				545,150.71
Report Total (42 checks):				545,150.71



ROSEBURG URBAN SANITARY AUTHORITY

1297 N.E. Grandview * P.O. Box 1185 Roseburg, OR 97470 * 541-672-1551 * 541-672-7548 Fax

Memorandum

Date: October 7, 2026

To: Jim Baird

From: Clay Jordan

Subject: Approval to Issue Notice of Intent to Award
WWTP Pump Replacement – 30% Design Engineering Services

Background

RUSA completed a Qualifications-Based Selection (QBS) process to procure professional engineering services for the WWTP Pump Replacement – 30% Design project. Following evaluation of two proposals received in response to RFP No. 26005-001, the Consultant Evaluation Committee ranked Jacobs Engineering Group Inc. as the highest-ranked proposer.

Following authorization from the RUSA Board of Directors, staff entered into negotiations with Jacobs Engineering Group Inc. regarding the scope of work, fee proposal, and Professional Services Agreement for the project. Negotiations have been completed, and agreement has been reached on the scope of work, fee, and contract terms.

Recommendation

Staff recommends approval to issue 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.

Following issuance of the Notice of Intent to Award and completion of the applicable protest period, staff will proceed with execution of the Professional Services Agreement and Amendment No. 1.

GENERAL MANAGERS REPORT

Date: 10/08/2026
To: Roseburg Urban Sanitary Authority, Board of Directors
From: James V. Baird, General Manager
Re: General Managers Informational Report to the Board

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.

WRF SCADA Road Map Assessment – Project 26001

Control Systems NW 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 .

ROSEBURG URBAN SANITARY AUTHORITY

NEW DEVELOPMENTS AND PROJECTS

DEVELOPMENTS:

- Hanna Heritage Plaza Sewer Main Relocation-Project Complete-Waiting on Easement
- Tarragon Acres
- Old Hwy99

PRELIMINARY DESIGN:

- Harvard/Maple Sewer Improvement
- WWTP Influent Pump Station Replacement-RFP is in negotiations.
- WWTP SCADA Upgrade-Work Under Way

PROJECTS:

- Deer Creek sewer trunk line rehabilitation project - Now in Warranty
- Parrot Street Storm Culvert Replacement- Under Construction
- Goedeck CIPP Project-3 segments have been lined and bypass is now running for the old Melrose segment.

ROSEBURG URBAN SANITARY AUTHORITY

September 2026 STAFF REPORTS

COLLECTION DEPARTMENT:

- 12 work orders completed.
- Cleaned and CCTV 6,581 feet or 1.25 miles of mainline.
- Cleaned 11,472 feet or 2.17 miles of mainline.
- Completed 2 internal pipe patch repairs.
- Completed 1 service connection tap.
- Completed grease cleaning of Pine Street Bunker
- Cleaned all Siphons.
- Responded to 2 after-hours callouts.
- Completed monthly air release valve inspections and cleaning.
- Completed monthly trouble spot inspections.

ENGINEERING DEPARTMENT:

- Issued 5 permits and completed 4 inspections.
- 232 Locates Completed
- RFP for SCADA Upgrade RFP-Work in progress
- Goedeck Trunk Rehab contract has been awarded to Allied Plumbing and Pumps LLC- work in progress
- Walmart Manhole Repair-Work Now Complete
- Sleepy Hollow Creek- Work Now Complete.
- Working With IT department on GIS and Infrastructure management software upgrade.
- RUSA FOG Inspections
 1. Mercy – Were in violation and spoke with management
 2. Crystal Creek Meat- Light grease spoke with management
 3. Kickstart Coffee- New Business- New interceptor installed
 4. South Gate- Freshly Cleaned
 5. Kims Cupcake- Clean- on a 2-week schedule.

FINANCE DEPARTMENT:

- Vacancy Credits: 10 were processed for a total of \$1,892.00.
- Credit cards/Echecks/debit cards: 3603 transactions totaling \$396,805.15 or approximately 33.2% of monthly billing was collected.
- Automatic Payments (RUSA): 1916 customer accounts are signed up. Received \$177,338.76 or approximately 14.9% of monthly billing.
- Remote Check Deposit: 1335 checks received in the office for a total of \$449,720.10 deposited.



TO: Jim Baird, General Manager-RUSA
FROM: Dan Prather, Project Manager-Jacobs
DATE: October 5, 2026
SUBJECT: Monthly Report for September 2026

OPERATIONAL ACTIVITIES

- All permit parameters were met this month.
- The treatment facility averaged 98% BOD removal and 97% Total Suspended Solids removal during the month with a requirement of no less than 85% removal for each.
- The facility's electrical consumption (based on meter readings) for September 2026 was 212,000 KWHRS with a total Effluent flow of 81.61 million gallons, all of which went to the Natural Treatment System at Outfall 002. September 2025 electrical consumption was 225,000 KWHRS with a total Effluent flow of 80.81 million gallons.

PRETREATMENT ACTIVITIES

- Mailed out 10 Pretreatment surveys to local businesses.

The following pretreatment inspections were completed in September:

- Bailey Veterinary Clinic-Inspected with employee from clinic and spoke about their discharge, no follow up needed.
- Thoroughbred Carwash-Scheduled inspection with Quinn, oil/water separator in OK condition. The sand/mud was removed after the last inspection.
- United Rentals-Scheduled inspection with Tyler, inspected oil/water separator, some oil on surface of the tank. The tank is pumped regularly.
- Wendy's Old-Fashioned Hamburgers-Routine inspection, FOG buildup at outfall.
- FCC Furniture-Scheduled semiannual sampling event, results are pending.

NATURAL TREATMENT SYSTEM (NTS)

- All irrigation equipment maintaining adequate function
- Transplanted 25 (10-15ft. Tall) Pacific Willow Trees divided into 8 excavated holes/trenches in or along waterways collecting runoff in zones 1L, 2L, and 3L.
- Grass seeded areas of work with 50 lbs. of Douglas County Grass Seed mix.
- Leaf Samples in zone 1L from Poplar Trees planted in March were collected and sent off for nutrient testing.
- Blackberry canes sprayed in zones 3H and 3L1 are being removed, and ground is being prepped for grass seed.
- Continuous monitoring, equipment maintained, and data collected.

MAINTENANCE ACTIVITIES

- Maintenance Team completed 780 Preventative Maintenance items for the month.
Preventative Maintenance items for the month.
- Maintenance Team completed 18 Corrective Maintenance items for the month.

Call Outs for the Month

- Treatment Plant power loss
- Loma Vista LS power loss
- RAS Wet well level signal failure

Current Month Lift Station Flows

- **Total Approx.** Flow from all Lift Stations for the month – 37,410,500 **Gallons**
- **Average Approx.** Daily Flow from all Lift Stations – 1,247,000 **Gallons**

Current Month Repairs

- W-3 Line repairs Aeration Basin to Bio-Tower
- Screw Press gearbox seal replacement and installation
- Odor Control Fan bearing replacement
- Influent Building Exhaust Fan electrical repair
- RAS Wet well level sensor electrical repair
- Primary Clarifier 2 sludge scraper replacement
- Highland Generator battery tender replacement

LABORATORY ACTIVITIES

- We are in our normal summer testing which requires: CBOD's 3 times a week, TSS 3 times a week, pH daily, Chlorine Residual Daily average, Ammonia 3 times a week, E. Coli 3 times a week, Nitrate once a week, TKN once a week, and Total Phosphorus once a week.
- The Eureka probes are placed in SW1, SW5, and SW6, to continuously monitor pH, Temp., and D.O.
- Also included for the summer is Total Phosphorus (PO₄) for the NTS, which is sampled at SW1, SW5, and SW6 once a week and once a month at MW1.
- TKN and Nitrite-Nitrate are tested weekly for SW5.
- Ammonia is tested at SW5 once a month.
- When discharging from the pond, we sample daily for PO₄ at SW5.
- Number of Tests for permit: 130
- Eureka probes were calibrated and deployed at SW1, SW6, and SW5, on September 1st and on September 16th Probes were pulled, downloaded, and recalibrated and redeployed.
- On May 16th, lab water was sampled and sent out to NRC.
- September 15th sent out monthly Copper Biotic samples.

BIOSOLIDS

For the month of September 2026, the Biosolids department:

- Hauled a total of 14 loads (35 tons) of dewatered biosolids to 2 sites
- Hauled a total of 20 loads (64,000 gallons) of liquid biosolids to 1 site
- Drove a cumulative 753 miles
- Completely emptied both biosolids storage bays of dewatered cake
- Annual maintenance of biosolids conveyors completed

ENCLOSURES

12 Month Moving Avg.

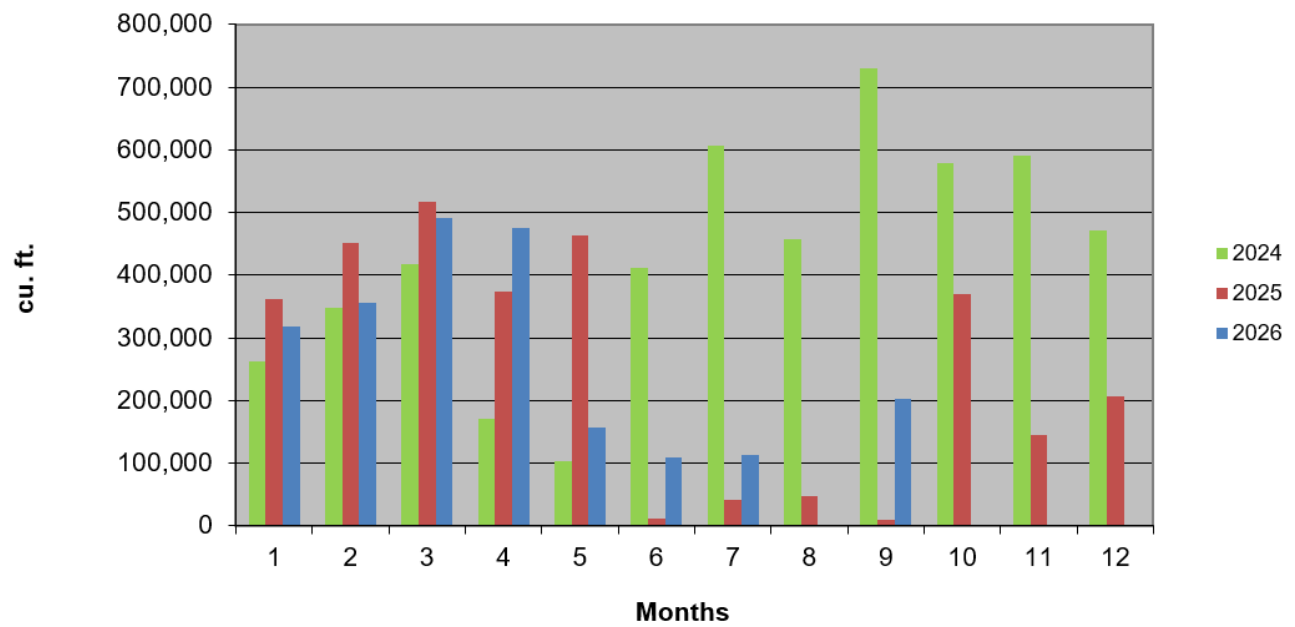
Boiler/Flare Gas Usage graphs

Influent TSS/BOD and Effluent Flow Graphs

12 MONTH MOVING AVERAGES

Month/Year	Plant Inf Q Average MGD	Plant Inf Average lbs/day CBOD /BOD	Plant Inf Average lbs/day TSS
Oct-25	2.91	5707	6337
Nov-25	3.22	6576	5452
Dec-25	4.66	6866	5876
Jan-26	4.26	6100	5145
Feb-26	5.73	6817	5939
Mar-26	4.20	6919	5359
Apr-26	4.20	8059	6139
May-26	2.84	8291	7010
Jun-26	2.74	8431	7769
Jul-26	2.65	7827	6858
Aug-26	2.61	8236	7697
Sep-26	2.72	7877	7030
SUM	42.74	87706	76611
AVE	3.56	7309	6384
MAX	5.73	8431	7769
MIN	2.61	5707	5145

FLARE GAS USAGE 2024 - 2026



BOILER GAS USAGE 2024 - 2026

