



Roseburg Urban Sanitary Authority

1297 N.E. Grandview Drive

Roseburg, OR 97470

REGULAR MONTHLY BOARD MEETING

March 15, 2024

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

March 15th, 2024
RUSA Board Room
4:00 p.m.

The Board meeting will be held in person and broadcast by Zoom® Meeting. The link to the meeting will be posted on Roseburg Urban Sanitary Authority's website, rusa-or.org

AGENDA
REGULAR MONTHLY BOARD
MEETING

**Board of
Directors**

John Dunn, Chair

Rob Lieberman, Vice Chair

David Campos

Tom Dole

Kelsey Wood

1. Call to Order – John Dunn, Board Chair
2. Roll Call
3. Audience Participation – In-Person / via Zoom
4. Consider Minutes
 - a) February 14th, 2024; Board Meeting
5. 2024-2025 Budget
 - a) Budget Committee Member
6. Convene the Roseburg Urban Sanitary Authority Local Contracting Board
 - a) Umpqua Street Sewer Replacement Project – Notice of intent to Award
 - b) Bisulfite SCADA Improvements – Notice of intent to Award
7. Reconvene the Roseburg Urban Sanitary Authority Board Meeting
8. Finance Department Program Improvements
 - a) Springbrook
 - b) Xpress Bill Pay
 - c) Metro Presort
9. General Managers Report

1. Deer Creek Trunk Rehabilitation Project <ol style="list-style-type: none">a. Project Update	4. Energy Service Company <ol style="list-style-type: none">a. Project Update
2. Office and Garage Reroofing Project <ol style="list-style-type: none">a. Project Update	5. Waste Thickening Project <ol style="list-style-type: none">a. Project Update
3. Umpqua Street Sewer Replacement <ol style="list-style-type: none">a. Project Update	6. Bisulfite SCADA System <ol style="list-style-type: none">a. Project Update

8. New Developments
9. Staff Report
10. Jacobs Plant Operations Report
11. Accounts Payable
12. Other Business

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 an accommodation.



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

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

Board Chair, John Dunn, called the regular monthly Board Meeting to order at 4:00 p.m. on February 14, 2024. The Board Meeting was held in-person and remotely broadcast by Zoom® Meeting.

ROLL CALL

Directors

Present: Board Chair John Dunn, Board Vice-Chair Rob Lieberman, Kelsey Wood, David Campos & Tom Dole

Absent:

Others present: General Manager Jim Baird, Finance Director Christine Morris, Office Assistant II Harmony Williams, Engineering Technician III Ryon Kershner, Collections Superintendent Steve Lusch & Jacobs Interim Project Manager Caleb Trammell

Consideration of the January 10, 2024 Board Meeting Minutes

David Campos moved to approve the minutes for the January 10, 2024 Roseburg Urban Sanitary Authority monthly Board Meeting.
Rob Lieberman seconded the motion.
The motion passed unanimously.

Ordinance No. 2024-01 Second Reading

Chair Dunn opened the public hearing for the second reading of Ordinance No. 2024-01. The hearing was open to public comment. Hearing no comment, the public hearing was closed.

David Campos made a motion to approve and adopt Ordinance No. 2024-01 as presented.
Tom Dole seconded the motion.

Vote By Roll Call

Board Chair Dunn requested "Roll Call" for the motion to approve and adopt Ordinance No. 2024-01:

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

The motion was passed with a 5/0 vote

Resolution 24-01; A Resolution Modifying Certain Fees and Charges

Staff presented Resolution No. 24-01; A Resolution Modifying Certain Fees and Charges. Staff provided information regarding the fee changes.

David Campos made a motion to adopt Resolution No. 24-01; A Resolution Modifying Certain Fees and Charges.

Rob Lieberman seconded the motion.

The motion passed unanimously.

2024-2025 Budget

Annually the Board must appoint a budget officer (as per. ORS 294.331). The budget officer shall prepare or supervise the preparation of the budget document. The budget officer shall act under the direction of the RUSA Board.

Historically the Board has appointed the general manager as the budget officer.

Staff recommended that the Board appoint Jim Baird, RUSA General Manager, as the budget officer for the 2024-2025 Budget preparation.

Tom Dole made a motion to appoint Jim Baird as the Budget Officer for the 2024-2025 Budget. David Campos seconded the motion.

Staff developed the 2024-2025 Budget Process Calendar. The process is set to begin February 14, 2024 and end on July 15, 2024.

Kelsey Wood made a motion to approve and adopt the 2024-2025 Budget Calendar as presented. Rob Lieberman seconded the motion. The motion passed unanimously.

Sewer Rates

Staff discussed the sewer rate study presented to the Board at the December 2022 meeting and asked for Board members to provide guidance for any changes in sewer rates for this year. The Board advised staff that they would like to further discuss rates during the Budget Committee meeting before making any recommendations.

Umpqua Economic Development Partnership

The Umpqua Economic Development Partnership focuses on economic growth in Douglas County. Staff asked the Board if they would like to participate and support the Umpqua Economic Development Partnership at the \$500.00 membership level.

Kelsey Wood made a motion to approve membership in the Umpqua Economic Development Partnership for \$500.00.

David Campos seconded the motion.

The motion passed unanimously.

General Managers Report

North Deer Creek Trunk Rehabilitation Project

The contractor, Titan Utilities, has completed the majority of the work included in the contract. During this period the contractor and staff have finalized the quantities for the project.

The contractor has submitted pay request #5 for \$29,450 with \$1,472.50 in retainage for payment #5 of \$27,977.50.

The project engineer, Rylee Archuleta, Leeway Engineering Solutions, and the RUSA staff have reviewed pay request #5 and would recommend that the Board approve pay request #5 to Titan Utilities for \$27,977.50.

Kelsey Wood moved to approve pay request #5 in the amount of \$27,977.50 to Titan Utilities.

Rob Lieberman seconded the motion.

The motion passed unanimously.

Biogas Feasibility Study – WRF:

The Biogas Feasibility Study has been completed and I have submitted the paid invoice to the Energy Trust of Oregon (ETO). The final cost of the study was \$41,774.27 and the ETO will provide 20,887.14 in matching grant funding.

RUSA Office and Garage Reroofing Project

The contractor plans on roofing the Garage and the Shop area of the office as weather permits. The contractor plans on roofing the main office in May or June as weather permits.

Umpqua Street Sewer Replacement

We have completed the design for a section of Umpqua Street that has been in the preliminary design stage for several years. i.e. Engineering has complete Plans and Specifications. The project is out to Bid, with a closing date of February 28th.

Energy Service Company

Ameresco and RUSA have submitted loan/grant application for four projects to the DEQ for Clean Water State Revolving Funds.

Waste Thickening Project

The engineering team is finalizing the waste thickening evaluation. The final document is scheduled to be completed next month.

Bisulfite SCADA System

We have completed the design to upgrade the bisulfite SCADA system. The project is out to bid, with a closing date of February 29th.

March Board Meeting

I am planning on being out of the office March 13th, the regularly scheduled Board meeting date. Would the Board like to keep the Board meeting on that date or move the meeting to another day?

Kelsey Wood made a motion to change the March Board Meeting date to March 15, 2024.

David Campos seconded the motion.

The motion passed unanimously.

Jacobs Plant Operations Report

Caleb Trammell advised that the treatment facility averaged 92% BOD removal and 94% Total Suspended Solids removal during January. The total Effluent flow was 252.06 million gallons.

Accounts Payable

The Board reviewed the Accounts Payable Report and Addendum for the February 2024 Accounts Payable and addressed questions.

David Campos made a motion to approve the Accounts Payable Report and Addendum as presented.

Kelsey Wood seconded the motion.

Board Chair Dunn requested "Roll Call" for the motion to approve the Accounts Payable Report and Addendum:

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

The motion was passed with a 5/0 vote

Other Business

Finance Director Christine Morris informed the Board of an issue with the implementation of our new credit card service provider. The utility rate will not be available on Visa card payments until approved by Visa. Staff requested the Board provide direction as to what they would like Finance to do about the fees. The Board advised to pay the higher rate until approved by Visa at the utility rate.

The meeting was adjourned at 5:15 p.m.

Attached Additional Items Presented

Accounts Payable Addendum

Respectfully submitted,

A handwritten signature in blue ink that reads "Harmony Williams". The signature is written in a cursive style with a large, stylized 'H' and 'W'.

Harmony Williams
Office Assistant II

Accounts Payable

Checks by Date - Detail by Check Date

User: angie
 Printed: 2/14/2024 9:58 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
51917	Chytka 160613	Chytka Pest Control LLC Monthly pest control services	02/14/2024	40.00
Total for Check Number 51917:				40.00
51918	DJC 745673528	Daily Journal of Commerce Inc Advertisement for bids for Bisulfite SCADA Imp	02/14/2024	215.38
Total for Check Number 51918:				215.38
51919	IE-ENG 63523 63524	i.e. Engineering, Inc. Engineering Umpqua Street Rehab - Prints Engineering Umpqua Street Rehab	02/14/2024	105.00 1,020.00
Total for Check Number 51919:				1,125.00
51920	RSBG-AUD 39752	Roseburg Audiology Center 8 Employee hearing screenings	02/14/2024	400.00
Total for Check Number 51920:				400.00
51921	SIERRASP 21794341 020324	Sierra Springs Bottled water delivery	02/14/2024	93.59
Total for Check Number 51921:				93.59
51922	SPRBRK TM INV-007315	Springbrook Holding Company LLC Prof Svcs - Project Mngmnt to add Proj Mgmt, F	02/14/2024	223.50
Total for Check Number 51922:				223.50
51923	DYER 30816	The Dyer Partnership Engineers & Planners 100 percent design for jail manhole	02/14/2024	3,804.00
Total for Check Number 51923:				3,804.00
Total for 2/14/2024:				5,901.47
Report Total (7 checks):				5,901.47



INTEROFFICE MEMORANDUM

TO: RUSA LOCAL CONTRACTING BOARD
FROM: JAMES BAIRD, GENERAL MANAGER
SUBJECT: UMPQUA STREET SEWER REPLACEMENT PROJECT

DATE: FRIDAY, MARCH 8, 2024

The bidding period for the Umpqua Street Sewer Replacement Project closed February 28th at 2:00 p.m. Three bids were opened and read aloud with the apparent low bidder being NorthCore USA. LLC. in the amount of \$620,462.26.

The project engineering firm, i.e. engineering, and staff have reviewed the bids and have determined that the bid was completed fairly and in conformance with the conditions outlined in the bid documents.

We would recommend that the Board issue the notice of intent to award the Umpqua Street Sewer Replacement Project to NorthCore USA, LLC in the amount of \$620,462.26.



civil
structural
surveying
architecture
planning

i.e. Engineering, Inc.
809 SE Pine St.
P.O. Box 1271
Roseburg, OR 97470

ieengineering.com
541-673-0166

March 1, 2024

RUSA
Attn: Ryon Kershner
PO BOX 1185
Roseburg, OR 97470

Re: Umpqua St Sewer Replacement

Dear Mr. Kershner,

After reviewing the three bids received for the Umpqua St Sewer Replacement project that opened at 2:00 p.m. on February 28, 2024, we recommend that RUSA consider Northcore USA LLC, as the General Contractor for this project based on their lowest bid(s) of \$620,462.26.

Their bid appears to be completed fairly and in conformance with the conditions outlined in the bid documents and is summarized in the attached bid tabulation sheets.

Sincerely,

A handwritten signature in black ink that reads "Derek M. Miller, P.E.". The signature is written in a cursive, flowing style with a large, prominent "D" and "M".

Derek M. Miller, P.E.

**UMPQUA ST SEWER REPLACEMENT
BID TABULATION 2/28/2024**

ITEM NO.	ITEM NAME	UNIT	TOTAL QUANTITY	Black Pearl		Northcore		CRADAR		Engineer's Estimate	
				UNIT COST (in figures)	TOTAL COST (in figures)	UNIT COST (in figures)	TOTAL COST (in figures)	UNIT COST (in figures)	TOTAL COST (in figures)	UNIT COST (in figures)	TOTAL COST (in figures)
1	MOBILIZATION	LS	1	\$ 48,000.00	\$ 48,000.00	\$ 82,112.62	\$ 82,112.62	\$ 76,747.00	\$ 76,747.00	\$ 55,000.00	\$ 55,000.00
2	TEMPORARY WORK ZONE TRAFFIC CONTROL, COMPLETE	LS	1	\$ 83,000.00	\$ 83,000.00	\$ 7,194.89	\$ 7,194.89	\$ 52,000.00	\$ 52,000.00	\$ 25,000.00	\$ 25,000.00
3	CONSTRUCTION SURVEY WORK	LS	1	\$ 7,000.00	\$ 7,000.00	\$ 11,231.84	\$ 11,231.84	\$ 8,000.00	\$ 8,000.00	\$ 9,000.00	\$ 9,000.00
4	REMOVAL OF WALKS, DRIVEWAYS, CURBS, AND GUTTER (SAWCUT INCIDENTAL)	SY	68	\$ 28.00	\$ 1,904.00	\$ 113.12	\$ 7,692.16	\$ 25.00	\$ 1,700.00	\$ 130.00	\$ 8,840.00
5	SURFACE REMOVAL OF CONCRETE WALKS, DRIVEWAYS, CURBS & GUTTER	SY	940	\$ 16.00	\$ 15,040.00	\$ 13.43	\$ 12,624.20	\$ 35.00	\$ 32,900.00	\$ 30.00	\$ 28,200.00
6	AGGREGATE FOR PRIVATE ROAD BASE AND EMBANKMENT OUTSIDE OF TRENCH	CY	255	\$ 32.00	\$ 8,160.00	\$ 37.35	\$ 9,524.25	\$ 42.00	\$ 10,710.00	\$ 70.00	\$ 17,850.00
7	LEVEL 2, ACP MIXTURE FOR VARIABLE WIDTH TRENCH RESURFACE AND ACCESS ROAD	TON	285	\$ 170.00	\$ 48,450.00	\$ 252.82	\$ 72,053.70	\$ 250.00	\$ 71,250.00	\$ 160.00	\$ 45,600.00
8	REMOVE CONE & FILL ABANDONED MANHOLE IN-PLACE W SLURRY	EA	7	\$ 2,200.00	\$ 15,400.00	\$ 1,133.26	\$ 7,932.82	\$ 6,000.00	\$ 42,000.00	\$ 6,000.00	\$ 42,000.00
9	REMOVE MANHOLE	EA	1	\$ 4,500.00	\$ 4,500.00	\$ 2,901.93	\$ 2,901.93	\$ 15,000.00	\$ 15,000.00	\$ 3,000.00	\$ 3,000.00
10	FILLING ABANDONED PIPE IN PLACE	LF	1325	\$ 6.00	\$ 7,950.00	\$ 8.45	\$ 11,196.25	\$ 10.00	\$ 13,250.00	\$ 20.00	\$ 26,500.00
11	4" SS PIPE INCLUDING ALL FITTINGS AND APPURTENANCES TO RECONNECT	LF	510	\$ 119.00	\$ 60,690.00	\$ 117.99	\$ 60,174.90	\$ 88.00	\$ 44,880.00	\$ 75.00	\$ 38,250.00
12	8" SS PIPE 0'-10' INCLUDING ALL FITTINGS AND APPURTENANCES	LF	854	\$ 220.00	\$ 187,880.00	\$ 200.96	\$ 171,619.84	\$ 105.00	\$ 89,670.00	\$ 95.00	\$ 81,130.00
13	8" SS PIPE 10'-15' INCLUDING ALL FITTINGS AND APPURTENANCES	LF	280	\$ 250.00	\$ 70,000.00	\$ 248.60	\$ 69,608.00	\$ 175.00	\$ 49,000.00	\$ 110.00	\$ 30,800.00
14	CONCRETE SANITARY SEWER MANHOLES	EA	4	\$ 9,800.00	\$ 39,200.00	\$ 7,398.84	\$ 29,595.36	\$ 9,500.00	\$ 38,000.00	\$ 7,500.00	\$ 30,000.00
15	CONCRETE SANITARY SEWER MANHOLES W/ OUTSIDE DROP	EA	2	\$ 12,050.00	\$ 24,100.00	\$ 8,319.10	\$ 16,638.20	\$ 12,000.00	\$ 24,000.00	\$ 9,000.00	\$ 18,000.00
16	8" PIPE TEE	EA	19	\$ 250.00	\$ 4,750.00	\$ 510.38	\$ 9,697.22	\$ 125.00	\$ 2,375.00	\$ 750.00	\$ 14,250.00
17	ADDITIONAL COST FOR 20' SECTION OF C900 PVC SERVICE LINE INCLUDING ADAPTERS	EA	3	\$ 900.00	\$ 2,700.00	\$ 617.44	\$ 1,852.32	\$ 500.00	\$ 1,500.00	\$ 600.00	\$ 1,800.00
18	TEMP TIE IN	LS	1	\$ 5,000.00	\$ 5,000.00	\$ 3,916.32	\$ 3,916.32	\$ 7,500.00	\$ 7,500.00	\$ 2,000.00	\$ 2,000.00
19	FINAL TIE IN	LS	1	\$ 13,280.00	\$ 13,280.00	\$ 9,541.32	\$ 9,541.32	\$ 10,000.00	\$ 10,000.00	\$ 3,000.00	\$ 3,000.00
20	MONOLITHIC CURBS, SIDEWALKS & GUTTERS (BASE ROCK INCIDENTAL)	SF	612	\$ 21.00	\$ 12,852.00	\$ 37.83	\$ 23,151.96	\$ 55.00	\$ 33,660.00	\$ 65.00	\$ 39,780.00
21	INLET PROTECTION	EA	4	\$ 250.00	\$ 1,000.00	\$ 50.54	\$ 202.16	\$ 200.00	\$ 800.00	\$ 100.00	\$ 400.00
				TOTAL =	\$ 660,856.00	TOTAL =	\$ 620,462.26	TOTAL =	\$ 624,942.00	TOTAL =	\$ 520,400.00



INTEROFFICE MEMORANDUM

TO: RUSA LOCAL CONTRACTING BOARD
FROM: JAMES BAIRD, GENERAL MANAGER
SUBJECT: BISULFITE SCADA IMPROVEMENTS

DATE: FRIDAY, MARCH 8, 2024

The bidding period for the Bisulfite SCADA Improvements project closed February 29th at 2:00 p.m. Two bids were opened and read aloud with the apparent low bidder being Sims Electric Inc. in the amount of \$125,000.

The project engineering firm, Jacobs, and staff have reviewed the bids and have determined that the bid was completed fairly and in conformance with the conditions outlined in the bid documents.

We would recommend that the Board issue the notice of intent to award the Bisulfite SCADA Improvements project to Sims Electric Inc. in the amount of \$125,000.

RUSA
Bisulfite SCADA Improvements Project

Results for Public Bid Opening Conducted on February 29, 2024; witnessed by Jim Baird (RUSA) and Ryon Kershner (RUSA)

Bidders	Total for Base Bid
Sims Electric	\$125,000.00
US West	\$250,000.00
0	\$0.00
0	\$0.00
0	\$0.00
0	\$0.00
Apparent Low	\$125,000.00

Notes:



**Challenging today.
Reinventing tomorrow.**

1100 NE Circle Blvd
Suite 300
Corvallis, OR 97330
United States
T +1.541.752.4271
www.jacobs.com

March 1, 2024

Attn: Ryon Kershner
Project Manager
Roseburg Urban Sanitary Authority

Project name: Bisulfite SCADA Improvements Project

Subject: Bid Responsiveness Evaluation and Recommendation

Dear Ryon

RUSA received the following bids for the project, which were opened after 2:00 p.m. on February 29, 2024:

Bidders	Total for Base Bid
Sims Electric Inc.	\$125,000.00
US West	\$250,000.00

An evaluation of the bid packets that were submitted by the bidders showed that the bids were valid. A review of the Oregon Construction Contractors Board licenses showed no open complaints. See enclosed Bid Responsiveness Spreadsheet for record of the review. Both bidders did not submit any Bidder Qualifications and did not include their corporate seal along with their authorized signature. The recommendation is to issue Notice of Intent to Award the project to the low bidder, Sims Electric Inc. A Notice of Intent to Award Letter is attached for District review. This will start the 7-day protest period.

Regards,

Alan Chang
Project Manager

541-768-3684
Alan.chang@jacobs.com

GENERAL MANAGERS REPORT

Date: 3/08/24
To: Roseburg Urban Sanitary Authority, Board of Directors
From: James V. Baird, General Manager
Re: General Managers Informational Report to the Board

North Deer Creek Trunk Rehabilitation Project

The contractor, Titan Utilities, has completed the majority of the work included in the contract. During this period the contractor installed 171 ft of 6" service line, 3 cleanouts, rehabilitated 4 manholes, and replaced 18 manhole frames and covers.

The contractor has submitted pay request #6 for \$155,581.81 with \$7,779.09 in retainage for payment #6 of \$147,802.72.

The project engineer, Rylee Archuleta, Leeway Engineering Solutions, and the RUSA staff have reviewed pay request #6 and would recommend that the Board approve pay request #6 to Titan Utilities for \$147,802.72.

RUSA Office and Garage Reroofing Project

The contractor plans on roofing the Garage and the Shop area of the office as weather permits. The contractor plans on roofing the main office in May or June as weather permits.

Umpqua Street Sewer Replacement

With the RUSA Local Contracting Board Notice of Intent to Award the 7-day protest period will begin. If no protests are received the Notice of Award will be given and contract documents will be administered for signing by the contractor and RUSA.

Energy Service Company

Ameresco and RUSA are responding to requests for additional information for the loan/grant application for four projects to the DEQ for Clean Water State Revolving Funds.

Waste Thickening Project

The engineering team is finalizing the waste thickening evaluation. The final document is scheduled to be completed soon.

Bisulfite SCADA System

With the RUSA Local Contracting Board Notice of Intent to Award the 7-day protest period will begin. If no protests are received the Notice of Award will be given and contract documents will be administered for signing by the contractor and RUSA.

March 7, 2024

Mr. Ryon Kershner
Roseburg Urban Sanitary Authority
1297 NE Grandview Drive
Roseburg, Oregon 97470

Re: Deer Creek Trunk Rehabilitation Project
Application for Payment, Pay Estimate #6 (February 2024)

Dear Mr. Kershner,

Leeway Engineering (Leeway) has received and reviewed Pay Estimate #6 for Work performed in February 2024 on the above referenced construction project. As Engineer of Record for the above referenced project, and relying on data provided by the inspection conducted by Roseburg Urban Sanitary Authority inspectors, Leeway has reviewed the data comprising this Application for Payment from Titan Utilities, LLC. (Titan) and attests that to the best of our knowledge, information, and belief, the Work has progressed as indicated, and the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to the payment Amount requested.

Leeway has also received and reviewed change order request forms for Change Orders No. 3 and No. 4. Change Order No. 3 is for the out-of-scope work of replacement of a full driveway panel and the associated curb and gutter. Change Order No. 4 is for the installation of laterals greater than 10-ft in depth as the bid items only covered laterals up to 10-ft in depth.

Release of retainage is contingent on the successful passing of all tests as required per the Contract Documents, including but not limited to, manhole vacuum tests, new sewer air and mandrel tests, and post-installation closed-circuit television inspection.

Sincerely,



Leeway Engineering Solutions, LLC
Rylee Archuleta, PE
Project Engineer

Attachments:

Pay Estimate #6 (February 2024)
Change Order Request No 3. Driveway replacement w/curb & gutter (February 2024)
Change Order Request No 4. – Lateral install greater than 10-ft deep (February 2024)

cc: Jim Baird, Roseburg Urban Sanitary Authority

Leeway Engineering Solutions, LCC
Portland, Oregon | (503) 828-7542

TO OWNER: **RUSA - ATTN: RYON KERSHNER**
1927 NE Grandview Dr.
Roseburg, OR 97470

PROJECT: **Deer Creek Trunk Rehabilitation Project**

APPLICATION NO: **Payapp #006**

APPLICATION DATE: **2/29/2024**

PERIOD TO: **2/29/2024**

CONTRACT NO:

PURCHASE ORDER NO:

Distribution to:

☒ OWNER

☐ ARCHITECT

☐ CONTRACTOR

☐ OTHER

FROM: **Titan Utilities, LLC**
PO BOX 430
Sherwood, OR 97140

Architect/Engineer: **Leeway Engineering Solutions**

☐ Mid Month Pay Application

☒ End of Month Pay Application

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.

1. ORIGINAL CONTRACT SUM	\$	2,351,810.00
2. Net change by Change Orders	\$	26,454.03
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$	2,378,264.03
4. TOTAL COMPLETED & STORED TO DATE (column G on SOV)	\$	2,513,520.03
5. TOTAL RETAINAGE:		
a. 5 % of completed work (Column G + E on SOV)	\$	
b. 5 % of Stored Material (Column H on SOV)	\$	
Total Retainage to date	\$	125,676.00
6. TOTAL EARNED THIS PERIOD	\$	155,581.81
Retainage This Period	\$	7,779.09
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$	147,802.72
7. LESS PREVIOUS CERTIFICATES FOR PAYMENYT ENTER FROM ACCNTG (Line 6 from prior Application)	\$	
8. CURRENT PAYMENT DUE	\$	147,802.72
9. NET PAYMENT TO CONTRACTOR	\$	
10. BALANCE TO FINISH, INCLUDING RETAINAGE	\$	(135,256.00)

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$ 26,454.03	\$ -
Total approved this Month	\$ -	\$ -
TOTALS	\$ 26,454.03	\$ -
NET CHANGES by Change Order		\$ 26,454.03

The undersigned Contractor attests that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid for the Contractor for Work for which previous Certificates for Payment where issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

By: John Kalkhoven Date: 2/29/2024
[Name of Person Submitting Pay Application here](#)

ARCHITECT/ENGINEER REVIEW:

By: Rylee Archuleta, PE, Leeway Engineering Solutions Date: 3/8/2024
[Name](#)

The Engineer has reviewed the data comprising this Application and attests that to the best of their knowledge, information and belief, the Work has progressed as indicated, and the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to the payment Amount requested.

AMOUNT APPROVED FOR PAYMENT.....**\$147,802.72**
(Attach explanation if amount differs from that shown in schedule of values attached).

OWNER APPROVAL:

By: _____ Date: _____
[Name](#)

Schedule of Values

PROJECT:					DEER CREEK TRUNK REHABILITATION PROJECT					APPLICATION NO: 6				
										APPLICATION DATE: 2/29/2024				
										PERIOD TO: 2/29/2024				
										PROJECT NO: 23-23				

In tabulations below, amounts are stated to the nearest dollar.

A ITEM NO.	B DESCRIPTION OF WORK	UNIT	QTY	UNIT PRICE	C CURRENT SCHEDULED VALUE	D	E	F	G	H	I	J		K	L
						QTY FROM PREVIOUS	AMOUNT FROM PREVIOUS	QUANTITY COMPLETED THIS PERIOD	AMOUNT COMPLETED THIS PERIOD	MOH STORED (NOT IN	TOTAL QTY COMPLETE TO DATE	TOTAL COMPLETED AND STORED TO DATE	% TOTAL COMPLETED AND STORED TO DATE	BALANCE TO FINISH	RETAINAGE
1	Mobilization	LS	1	\$ 230,000.00	\$ 230,000.00	1.00	\$ 230,000.00		\$ -		1.00	\$ 230,000.00	100.00%	\$ -	\$11,500
2	Temporary Work Zone Traffic Control, Complete	LS	1	\$ 20,000.00	\$ 20,000.00	1.00	\$ 20,000.00		\$ -		1.00	\$ 20,000.00	100.00%	\$ -	\$1,000
3	Erosion Control	LS	1	\$ 10,000.00	\$ 10,000.00	1.00	\$ 10,000.00		\$ -		1.00	\$ 10,000.00	100.00%	\$ -	\$500
4	CIPP Lateral Liner from Sewer Mainline*	LF	230	\$ 125.00	\$ 28,750.00	140.00	\$ 17,500.00		\$ -		140.00	\$ 17,500.00	60.87%	\$ 11,250.00	\$875
5	CIPP Lateral Liner from Manhole*	LF	105	\$ 110.00	\$ 11,550.00	40.00	\$ 4,400.00		\$ -		40.00	\$ 4,400.00	38.10%	\$ 7,150.00	\$220
6	CIPP Lateral Service Line Connection*	EA	25	\$ 3,200.00	\$ 80,000.00	17.00	\$ 54,400.00		\$ -		17.00	\$ 54,400.00	\$0.68	\$ 25,600.00	\$2,720
7	CIPP Liner, 18-inch	LF	2680	\$ 190.00	\$ 509,200.00	2671.00	\$ 507,490.00		\$ -		2,671.00	\$ 507,490.00	99.66%	\$ 1,710.00	\$25,375
8	CIPP Liner, 24-inch	LF	3000	\$ 260.00	\$ 780,000.00	3324.00	\$ 864,240.00		\$ -		3,324.00	\$ 864,240.00	110.80%	\$ (84,240.00)	\$43,212
9	Post-Installation Mainline Television Inspection	LF	5510	\$ 6.00	\$ 33,060.00	5931.00	\$ 35,586.00		\$ -		5,931.00	\$ 35,586.00	107.64%	\$ (2,526.00)	\$1,779
10	Service Line Lateral Inspection	EA	37	\$ 300.00	\$ 11,100.00	39.00	\$ 11,700.00		\$ -		39.00	\$ 11,700.00	105.41%	\$ (600.00)	\$585
11	6 Inch PVC Pipe, 5-10 Ft Depth**	LF	170	\$ 300.00	\$ 51,000.00	396.00	\$ 118,800.00	171.00	\$ 51,300.00		567.00	\$ 170,100.00	333.53%	\$ (119,100.00)	\$8,505
12	Cleanout Over Existing Lateral*	EA	37	\$ 1,500.00	\$ 55,500.00	24.00	\$ 36,000.00	3.00	\$ 4,500.00		27.00	\$ 40,500.00	\$0.73	\$ 15,000.00	\$2,025
13	Unbury Cleanout and Bring to Grade	EA	1	\$ 1,500.00	\$ 1,500.00		\$ -		\$ -		-	\$ -	0.00%	\$ 1,500.00	\$0
14	Service Line Reconnections	EA	11	\$ 500.00	\$ 5,500.00	13.00	\$ 6,500.00	3.00	\$ 1,500.00		16.00	\$ 8,000.00	145.45%	\$ (2,500.00)	\$400
15	Sewer Bypassing	LS	1	\$ 200,000.00	\$ 200,000.00	1.00	\$ 200,000.00		\$ -		1.00	\$ 200,000.00	100.00%	\$ -	\$10,000
16	Manhole Structural Liner, Protective Coating, and Chimney Seal	EA	29	\$ 7,000.00	\$ 203,000.00	26.00	\$ 182,000.00	4.00	\$ 28,000.00		30.00	\$ 210,000.00	103.45%	\$ (7,000.00)	\$10,500
17	Composite Manhole Frame and Cover Replacement	EA	18	\$ 3,000.00	\$ 54,000.00		\$ -	18.00	\$ 54,000.00		18.00	\$ 54,000.00	100.00%	\$ -	\$2,700
18	4-ft x 4-ft Vault Structural Liner and Protective Coating	EA	1	\$ 16,000.00	\$ 16,000.00	1.00	\$ 16,000.00		\$ -		1.00	\$ 16,000.00	\$1.00	\$ -	\$800
19	Trench Resurfacing	SY	335	\$ 150.00	\$ 50,250.00	203.00	\$ 30,450.00	18.00	\$ 2,700.00		221.00	\$ 33,150.00	65.97%	\$ 17,100.00	\$1,658
20	3/4-inch Aggregate Base	TON	28	\$ 50.00	\$ 1,400.00		\$ -		\$ -		-	\$ -	0.00%	\$ 1,400.00	\$0
	SUBTOTAL				2,351,810.00		\$ 2,345,066.00		\$ 142,000.00	-		\$ 2,487,066.00	105.75%	\$ (135,256.00)	124,353.30
	TOTAL BASE ORIGINAL CONTRACT				\$2,351,810.00		\$2,345,066.00		\$142,000.00	\$0		\$2,487,066.00		-\$135,256.00	\$124,353.30
	CONTRACT AMMENDMENTS	Qty	Unit	Unit Price	Total Amount										
	Ammendment #														
	- Change Order # 01	1	LS	\$ 10,316.62	\$ 10,316.62	1.00	\$ 10,316.62		\$ -		1.00	\$ 10,316.62	100.00%	\$ -	\$516
	- Change Order # 02	1	LS	\$ 2,555.60	\$ 2,555.60	1.00	\$ 2,555.60		\$ -		1.00	\$ 2,555.60	100.00%	\$ -	\$128
	- Change Order # 03	1	LS	\$ 4,320.81	\$ 4,320.81	0.00	\$ -	1.00	\$ 4,320.81		1.00	\$ 4,320.81	100.00%	\$ -	\$216
	- Change Order # 04	1	LS	\$ 9,261.00	\$ 9,261.00	0.00	\$ -	1.00	\$ 9,261.00		1.00	\$ 9,261.00	100.00%	\$ -	\$463
	- Change Order #				-	0.00	\$ -		\$ -		-	\$ -	0.00%	\$ -	\$0
	- Change Order #				-	0.00	\$ -		\$ -		-	\$ -	0.00%	\$ -	\$0
	Sub Total Change Orders				\$ 26,454.03		\$ 12,872.22		\$ 13,581.81			\$ 26,454.03		\$ -	\$ 1,322.70
	GRAND TOTALS				\$2,378,264.03		\$2,357,938.22		\$155,581.81	\$0		\$2,513,520.03		-\$135,256.00	\$125,676.00

Change Order Request

Date: 3/07/2024

Change Order No.: 3

Project: RUSA Deer Creek Trunk Rehabilitation

Contract No.: _____

Contractor: Titan Utilities

Reference: Driveway replacement w/curb & gutter

This is to request a Change Order to the subject Contract as described as follows:

Work outside of contract parameters encountered by Cradar Enterprises, Inc. (Cradar) involving removing an entire driveway approach panel along with the curb and gutter, and reforming and pouring as needed. A Breakdown of Cradar's change order for this additional Work is included as an attachment to this Change Order Request. The District authorizes a change order in the amount listed below under "Total Additional Work".

Added Work Items:

Change Order Item Description	QTY	UNIT	UNIT PRICE	Total
Cradar Change Order for Driveway Replacement w. Curb & Gutter	1	LS	\$4,000.75	\$4,000.75
8% Subcontractor Markup	1	LS	\$320.06	\$320.06

Total Additional Work:	\$4,320.81
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To the best knowledge and belief, I certify all information above is true and correct and agree to the terms set forth herein.

Contractor Signature

Date

APPROVED OWNER:

By: _____

Title: _____

Date: _____

APPROVED ENGINEER:

By:  _____

Title: Project Engineer

Date: 3/07/2024

Attachment: Breakdown of Cradar change order #03 for driveway replacement with curb and gutter.

Quality ~ Integrity ~ Experience

CRADAR ENTERPRISES, INC.

220 NE Lake Street, Roseburg, OR 97470
Phone (541) 673-3268 Fax (541) 673-0056
CCB License #51492

Breakdown For: Deer Creek Trunk Rehab, CO#3 Breakdown for Driveway Replacement w/Curb & Gutter
Date: 12/12/2023 (compiled)

Date	Description	Units	Qty.	Unit Price	Total
10/26/2023	Labor from Certified Payroll				
	Chad Moore, Superintendent OG-3 Rate	HR	8	\$67.72	\$541.76
	Cody Ray, Laborer LG-1 Rate	HR	8	\$51.53	\$412.24
	Shawn Welker, Laborer LG-1 Rate	HR	8	\$51.53	\$412.24
	Mike Florence, Laborer LG-1 Rate	HR	6	\$51.53	\$309.18
	John Epperson, Laborer LG-1 Rate	HR	7	\$51.53	\$360.71
	Gary Mittendorf, Laborer LG-1 Rate	HR	5	\$51.53	\$257.65
	Gary Mittendorf, Trucking on Site TD-1 Rate	HR	2	\$46.82	\$93.64
	Labor/Operator Markup @ 22%	LS	1	\$525.23	\$525.23
	Equipment				
	Cat 305 Mini Excavator	HR	2	\$78.00	\$156.00
	Dump Truck	HR	2	\$82.00	\$164.00
	Equipment Markup @ 17%	LS	1	\$54.40	\$54.40
	Material				
	Concrete, US&G Inv. #114453	LS	1	\$610.00	\$610.00
	Material Markup @ 17%	LS	1	\$103.70	\$103.70
TOTAL					\$4,000.75

Exclusions/Clarifications:

The above breakdown is for additional work outside of the contract parameters. All work was approved by Greg O'Neil of RUSA.
Work in question involved removing an entire driveway approach panel along with curb & gutter then reforming and pouring as needed.
All applicable BOLI wage rates were applied. Foreman Daily Reports and material invoices upon request.

Labor
Equipment
Material



Respectfully Submitted,
Marc Chirrick, President
Cradar Enterprises, Inc.

SAND & GRAVEL

CONCRETE

SERVICE CO.

INVOICE

UMPQUA SAND & GRAVEL
640 SHADY DR
ROSEBURG OR 97471
(541) 673-1088 CCB# 5938

CRADAR ENTERPRISES
220 NE LAKE ST
ROSEBURG OR 97470

Customer No. CRADAR
Invoice Date 10/26/2023
Invoice Number 114453 Page 1
Job Id LAKE AND FLESSER
Credit Terms NET 30 DAYS

Date	Ticket	Qty	Description	Price	Amount
10/26/23	202877	3.00 CY	6 SK CONCRETE 50/50	171.00	513.00 *
10/26/23	202877	1.00 EA	3 YARD SMALL ORDER CHARGE	55.00	55.00 *
10/26/23	202877	3.00 CY	2 % HIGH EARLY ADMIXTURE	10.00	30.00 *
10/26/23	202877	3.00 CY	HOT WATER	4.00	12.00 *
<p>OCT 27 2023</p> <p>9185</p> <p>copy to file for CO → Driveway on Flessers</p>					

INVOICES NOT PAID WHEN DUE WILL BE SUBJECT TO
A 2% SERVICE CHARGE. THERE IS A 3% CONVENIENCE FEE
CREDIT CARD TRANSACTIONS.

Sub-Total 610.00
Sales Tax- OR 0.00
Invoice Total 610.00

Change Order Request

Date: 3/07/2024
Project: RUSA Deer Creek Trunk Rehabilitation
Contractor: Titan Utilities

Change Order No.: 4
Contract No.: _____
Reference: Lateral install greater than 10-ft deep

This is to request a Change Order to the subject Contract as described as follows:

Work outside of contract parameters encountered by Cradar Enterprises, Inc. (Cradar) involving replacement of laterals greater than 10-ft in depth. Bid Item #11 listed lateral replacement at a max depth of 10-ft and Cradar encountered seven laterals ranging in depth from 11.5- to 12.65-ft in depth. A Breakdown of Cradar's change order for this additional Work is included as an attachment to this Change Order Request. The District authorizes a change order in the amount listed below under "Total Additional Work".

Added Work Items:

Change Order Item Description	QTY	UNIT	UNIT PRICE	Total
Lateral Install Greater Than 10-Ft Deep	1	LS	\$8,575.00	\$8,575.00
8% Subcontractor Markup	1	LS	\$686.00	\$686.00

Total Additional Work:	\$9,261.00
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To the best knowledge and belief, I certify all information above is true and correct and agree to the terms set forth herein.


Contractor Signature

Date

APPROVED OWNER:

By: _____
Title: _____
Date: _____

APPROVED ENGINEER:

By: 
Title: Project Engineer
Date: 3/07/2024

Attachment: Breakdown of Cradar change order #04 for lateral install greater than 10-ft deep.

Quality ~ Integrity ~ Experience

CRADAR ENTERPRISES, INC.

220 NE Lake Street, Roseburg, OR 97470
Phone (541) 673-3268 Fax (541) 673-0056
CCB License #51492

Breakdown For: Deer Creek Trunk Rehab, CO#4 Breakdown for Lateral Install Over 10' Bid Depth
Date: 2/23/2024 (compiled)

Date	Description	Units	Qty.	Unit Price	Total
10/17/2023	Laterals over 10' Max Bid Depth	Each	2	\$1,225.00	\$2,450.00
10/18/2023	Laterals over 10' Max Bid Depth	Each	3	\$1,225.00	\$3,675.00
10/19/2023	Laterals over 10' Max Bid Depth	Each	2	\$1,225.00	\$2,450.00
TOTAL					\$8,575.00

Exclusions/Clarifications:

The above breakdown is for additional work outside of the contract parameters. Bid Item #11 states lateral replacement piping at a max depth of 10lf and Cradar encountered (7) laterals ranging in depth from 11.5-12.65 feet in depth. Cradar made Greg O'Neil of RUSA aware of the discrepancy at the time of excavation. The additional monies requested reflect the additional manhours, equipment, trucking, shoring, disposal and aggregate needed.

Labor
Equipment
Material



Respectfully Submitted,
Marc Chirrick, President
Cradar Enterprises, Inc.

ROSEBURG URBAN SANITARY AUTHORITY

NEW DEVELOPMENTS AND PROJECTS

DEVELOPMENTS:

- Thyme Subdivision and sewer main extension– Now in Warranty period.
- Sunshine Road Apartments and sewer main extension – Now in Warranty period
- Ash Spring Apartments and sewer main extension – Now Complete
- Hanna Heritage Plaza sewer main extension (Elmer's remodel and drive through coffee shop)
- Hanna Heritage Plaza Sewer Main Relocation
- Eddy Street Sewer Main Extension

PRELIMINARY DESIGN:

- Library Siphon
- Replacement and upgrade of pumps at Highland Pump Station
- SE Stephens Sewer Improvement
- WRF Storage Building

PROJECTS:

- Deer Creek sewer trunk line rehabilitation project waiting on new manhole covers to complete the project.
- Umpqua Street Sewer Rehabilitation project – Bids Open and waiting for board review
- Bisulifite Scada Improvement project – Bids open and waiting for board review

ROSEBURG URBAN SANITARY AUTHORITY

February 2024 STAFF REPORTS

COLLECTION DEPARTMENT:

- Completed 39 work orders.
- Cleaned and CCTV 9,874 feet or 1.9 miles of mainline.
- Cleaned 29,126 feet or 5.5 miles of mainline.
- Completed 1 building sewer tap on Stephens St.
- Completed 36 manhole inspections.
- Completed CleverScan of 14 Manholes.
- Completed Beginning Warranty CCTV on 4,303 feet of mainline (Deer Creek project)
- Repaired lateral connection to trunkline.
- Repaired 1 manhole.
- Completed Quarterly Safety Inspections.
- Completed monthly air release valve inspections and cleaning.
- Completed monthly trouble spot inspections.
- Completed annual confined space training.

ENGINEERING DEPARTMENT:

- Issued 8 permits and 3 completed inspections.
- Admin Building Roof Big Awarded to Roseburg Roofing Work to begin as weather permits.
- Pipe Lining is complete on the Deer creek project, manhole lining now complete. RUSA is generating punch list for the contractor
- 135 Locates Utility locates were completed.
- Umpqua Street Sewer bids were opened.
- Bisulfite SCADA Bids were opened.

FINANCE DEPARTMENT:

- Vacancy Credits: 2 were processed for a total of \$350.00.
- Credit cards/Echecks/debit cards: 1744 payments totaling \$126,414.63 or approximately 15.4% of monthly billing was collected. 162 payments were received by voice response system, 51 payments received at the counter and 1531 on-line.
- Automatic Payments: 2244 customer accounts are signed up. Received \$139763.47 or approximately 17.0% of monthly billing.



TO: Jim Baird, General Manager-RUSA
FROM: Caleb Trammell, Project Manager-Jacobs
DATE: March 6, 2024
SUBJECT: February 2024 Monthly Report

OPERATIONAL ACTIVITIES

- All permit parameters were met this month.
- The treatment facility averaged 91% BOD removal and 95% 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 February 2024, was 214,000 KWHRS with a total Effluent flow of 163.96 million gallons all of which went to the river at Outfall 001. The February 2023 electrical consumption was 192,000 KWHRS with a total Effluent flow of 118.58 million gallons all of which went to the river at Outfall 001.
- On the 16th lift stations Northbank, Bourbon Street, Wilbur 1 and Wilbur 2 had a power outage that required starting the generators and returning 10 hours later to shut the generators down once power was restored.
- High flow conditions on the last day of the month required staffing the plant throughout the night, as wet conditions prevailed.
- The Gorman trailer mounted pump was tested with the water at the pond following the rebuild and it primed and pumped quite well.

PRETREATMENT ACTIVITIES

- The annual Pretreatment report was sent to the DEQ.
- Mailed out 10 Pretreatment surveys to local businesses.

The following pretreatment inspections were completed in February:

- Top it: Their grease inceptor was about 6 inches full of FOG, that was the depth reached using the sludge judge. The owner was present and said he would have it pumped.
- Dutch Brothers Harvard Ave.: Checking their interceptor, using the sludge judge had about 2 inches of FOG.
- Domino's Pizza: Using the push camera at the clean out, it was Ok about 10 feet out.
- Dutch Brothers Diamond Lk: Their interceptor has 1 inch of FOG using the sludge judge.
- Wendy's: Their interceptor was full of FOG top to bottom using the sludge judge. Notified the manager and she will check into getting the tank pumped out.

- **NATURAL TREATMENT SYSTEM (NTS)**
- Two bids were received for a backup HVAC system at the pump station.
- Provided input for the Farm Operations Plan as requested.

MAINTENANCE ACTIVITIES

- **Due to a bug in our computerized maintenance management system, we were unable to pull a number of preventive and corrective maintenance items for the month of February. We are working with our company specialists to resolve the issue.**

Call Outs for the Month

- 2/29 High Influent Channel.
- Plant was manned around the clock during high flows.

Current Month Lift Station Flows

- **Total Approx.** Flow from all Lift Stations for the month – **87,502,080 Gallons**
- **Average Approx.** Daily Flow from all Lift Stations per day – **3,017,313.1 Gallons**

Current Month Repairs

- Plant Generators - Oil Change, Oil filters, Fuel filters, Air filters.
- Gravity Belt #2 Rebuild: New: Vulcanized rubber covering on Drive/ Tail rolls, Pillow Block bearings, Takeup roller bearings, new skirtings throughout. After some minor adjustments it should be ready for testing by end of week (3/8/24).
- Replaced worn out bearings on pre-treatment mechanical screen brushes.
- Replaced Uninterrupted Power Supply in network cabinet at Treatment plant and at Wilbur 2 LS.

LABORATORY ACTIVITIES

- We are in our normal winter testing which requires: BOD's 3 times a week, TSS 3 times a week, pH daily, Chlorine Residual Daily average, Ammonia once a week, E. Coli 3 times a week.
- 101 permit tests were completed during the month.
- Lab water samples were collected and shipped on 2/7/24 to NRC for testing.
- Started collecting Primary sludge samples for grease testing.

BIOSOLIDS

- Soil samples were collected at two sites and sent to the lab for analysis.

PROJECT HIGHLIGHTS

- ODS pump and piping painting project:



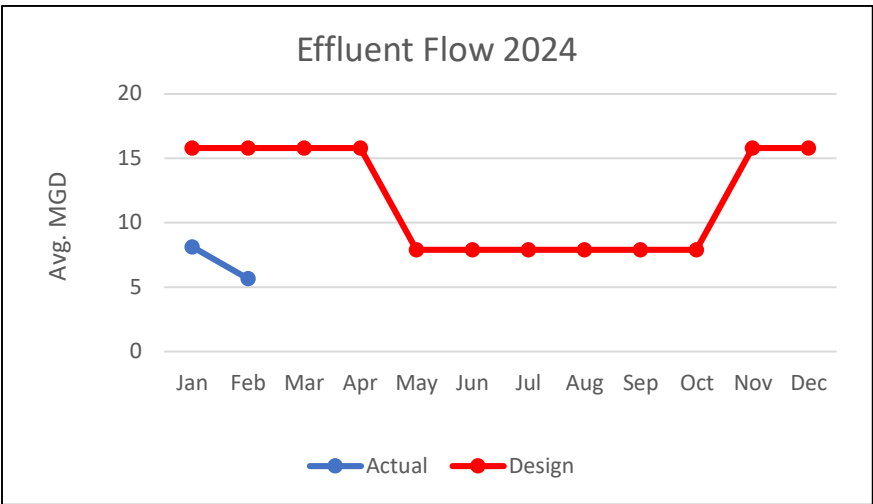
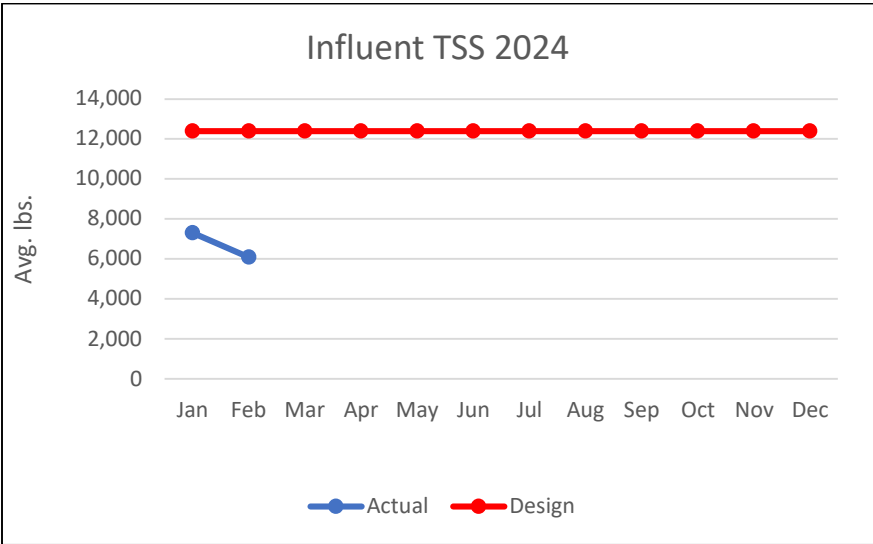
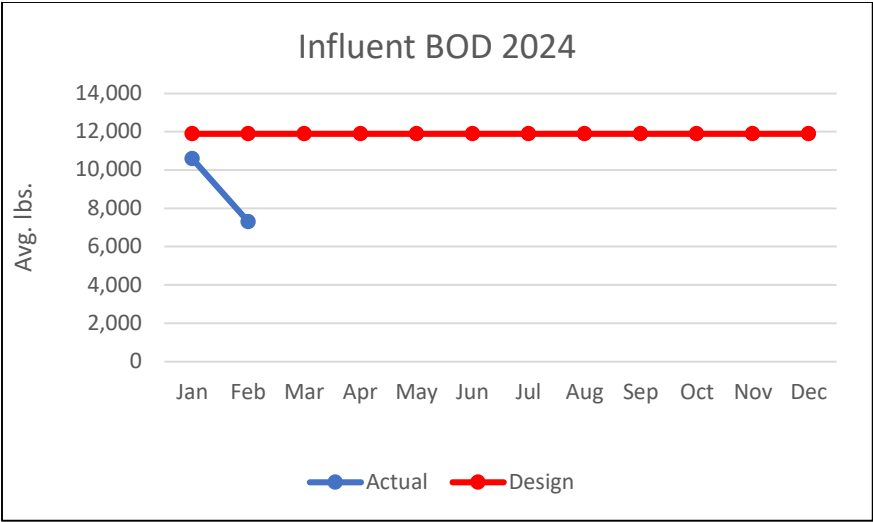
UPCOMING ITEMS

- Facility Condition Assessment: Awaiting Client Signature.
- Air Compressor Repair: PO has been issued. Vendor is scheduling work.
- Generator Load Bank Testing: PO has been issued. Work scheduled week of 4/22.
- Gas Compressor Repair: PO has been issued. Part is on order. ETA to be determined.
- Chopper Pump reinstallation: Pump is in transit. Returning from factory in Ohio.
- Gravity Belt 2: Rolls have been coated. Unit will be reassembled and tested week of 3/4.
- Staffing:
 - 3 interviews for a lead maintenance mechanic have been scheduled.
 - 2 interviews for an operator in training have been scheduled.

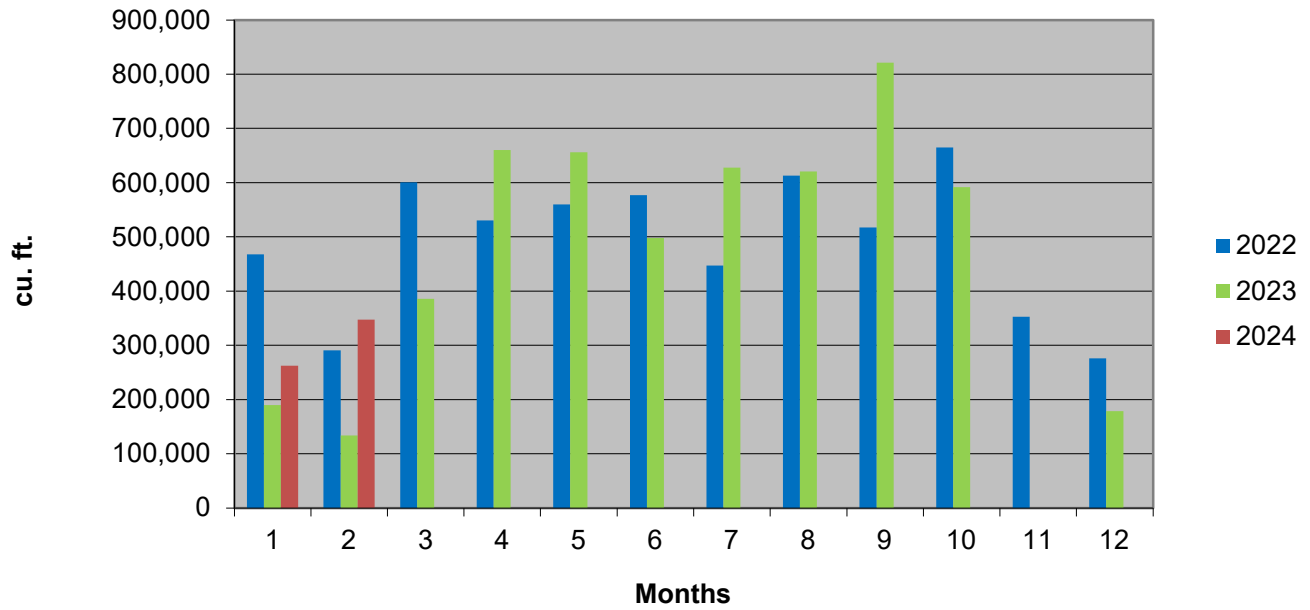
Enclosures: Boiler/Flare Gas Usage graphs
 Influent TSS/BOD and Effluent Flow Graphs
 12 Month Moving Avg.

12 MONTH MOVING AVERAGES

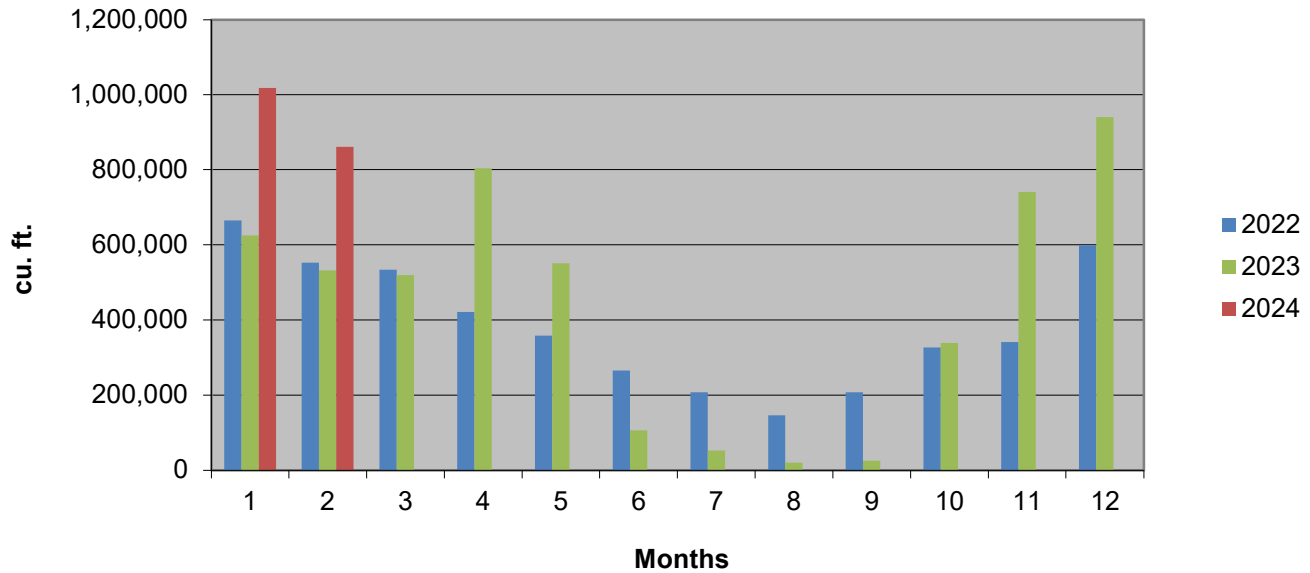
Month/Year	Plnt Inf Q Average MGD	Plnt Inf Average lbs/day CBOD/BOD	Plnt Inf Average lbs/day TSS
Mar-23	5.87	7338	5991
Apr-23	5.80	7395	6147
May-23	3.24	5386	5566
Jun-23	2.82	5505	5107
Jul-23	2.72	4482	4483
Aug-23	2.68	4424	4559
Sep-23	2.83	4381	4284
Oct-23	3.04	4844	4802
Nov-23	4.20	7212	5972
Dec-23	5.27	10666	7185
Jan-24	8.13	10601	7303
Feb-24	5.65	7311	6090
SUM	52.25	79545	67489
AVE	4.24	6567	5582
MAX	8.13	10666	7303
MIN	2.68	4381	4284



FLARE GAS USAGE 2022 - 2024



BOILER GAS USAGE 2022 - 2024



CASH DISBURSEMENT RECAP BOARD MEETING MARCH 15, 2024

Cash Disbursements Since the Last Board Meeting

All Funds:

Total of Prepaid Checks & ACH Transactions	99,733.87
Total of Regular Checks & ACH Transactions	<u>309,281.73</u>

Total Expenditures (not including Payroll)	<u>409,015.60</u>
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Payroll:

Net Payroll - February 29, 2024	74,033.30
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All Checks & ACH Transactions since the Board Meeting of February 14, 2024	<u>483,048.90</u>
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Accounts Payable

Checks by Date - Detail by Check Date

User: christine
Printed: 3/11/2024 2:43 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	ASIFLEX	ASIFlex	02/29/2024	
	FEB 24 PR	PR Batch 00001.02.2024 Flexible Spending Acc	PR Batch 00001.02.2024 Flex	1,129.17
	FEB 24 PR	PR Batch 00001.02.2024 Dependent Care FSA	PR Batch 00001.02.2024 Flex	416.00
Total for this ACH Check for Vendor ASIFLEX:				1,545.17
ACH	DNB	Internal Revenue Service	02/29/2024	
	FEB 24 PR	PR Batch 00001.02.2024 Medicare - Employee	PR Batch 00001.02.2024 Med	1,584.80
	FEB 24 PR	PR Batch 00001.02.2024 Federal Income Tax	PR Batch 00001.02.2024 Fed	8,429.39
	FEB 24 PR	PR Batch 00001.02.2024 FICA - Employer	PR Batch 00001.02.2024 FIC.	6,776.45
	FEB 24 PR	PR Batch 00001.02.2024 Medicare - Employer	PR Batch 00001.02.2024 Med	1,584.80
	FEB 24 PR	PR Batch 00001.02.2024 FICA - Employee	PR Batch 00001.02.2024 FIC.	6,776.45
Total for this ACH Check for Vendor DNB:				25,151.89
ACH	OR-REV	Oregon Dept. of Revenue	02/29/2024	
	FEB 24 PR	PR Batch 00001.02.2024 Oregon W/Held	PR Batch 00001.02.2024 Ore	6,757.47
Total for this ACH Check for Vendor OR-REV:				6,757.47
ACH	PEBSCO	Nationwide Retirement Solutions	02/29/2024	
	FEB 24 PR	PR Batch 00001.02.2024 Nationwide-Deferred C	PR Batch 00001.02.2024 Nati	3,925.00
	FEB 24 PR	PR Batch 00001.02.2024 Roth Contribution	PR Batch 00001.02.2024 Rotl	200.00
Total for this ACH Check for Vendor PEBSCO:				4,125.00
ACH	CENTURY	CenturyLink	02/29/2024	
	Feb 2024 Fx/Al	Analog phone line for fax and alarm		149.96
	Feb 2024 Gate	Analog phone line for NTS gate		66.28
Total for this ACH Check for Vendor CENTURY:				216.24
ACH	Pathpnt	Path Point Merchant Services LLC	02/29/2024	
	Dec 2023 Fees	Reg Product Fee - December 2023		9.95
	Feb 2024 Cr	Refund of Dec Fees and Return Fees - Error on F		-45.40
	Feb 2024 Fees	Feb Credit Card processing fees		7.87
	Jan 2024 Fees	ACH Reject Fee & NACHA Unauth Entry Fee		35.45
Total for this ACH Check for Vendor Pathpnt:				7.87
51924	CIS INS	CIS Trust	02/29/2024	
	FEB 24 PR	PR Batch 00001.02.2024 Identity Protection	PR Batch 00001.02.2024 Acc	99.70
	FEB 24 PR	PR Batch 00001.02.2024 Hospital Indemnity	PR Batch 00001.02.2024 Acc	129.00
	FEB 24 PR	PR Batch 00001.02.2024 Short-Term Disability	PR Batch 00001.02.2024 Acc	37.84
	FEB 24 PR	PR Batch 00001.02.2024 Trauma	PR Batch 00001.02.2024 Acc	95.00
	FEB 24 PR	PR Batch 00001.02.2024 Life Insurance - er	PR Batch 00001.02.2024 Acc	108.26
	FEB 24 PR	PR Batch 00001.02.2024 Voluntary Dependent I	PR Batch 00001.02.2024 Acc	34.58
	FEB 24 PR	PR Batch 00001.02.2024 CCIS Insurance Long-	PR Batch 00001.02.2024 Acc	172.99
	FEB 24 PR	PR Batch 00001.02.2024 Medical Ins w/RX	PR Batch 00001.02.2024 Acc	27,481.48
	FEB 24 PR	PR Batch 00001.02.2024 CCIS Insurance AD&I	PR Batch 00001.02.2024 Acc	17.50
	FEB 24 PR	PR Batch 00001.02.2024 Accident Insurance	PR Batch 00001.02.2024 Acc	148.14

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	FEB 24 PR	PR Batch 00001.02.2024 Voluntary Life Insuran	PR Batch 00001.02.2024 Acc	429.95
	FEB 24 PR	PR Batch 00001.02.2024 Critical Illness Insuran	PR Batch 00001.02.2024 Acc	109.00
	FEB 24 PR	PR Batch 00001.02.2024 Life Insurance - Spous	PR Batch 00001.02.2024 Acc	222.62
	FEB 24 PR	PR Batch 00001.02.2024 Dental & Vision	PR Batch 00001.02.2024 Acc	2,468.33
Total for Check Number 51924:				31,554.39
51925	SHRED-IT	Stericycle, Inc.	02/29/2024	
	8006240815	Monthly document shredding services		79.32
	8006240816	Destruction of 33 old hard drives		246.62
Total for Check Number 51925:				325.94
51926	VERIZON	Verizon Wireless	02/29/2024	
	9956669245	Monthly wireless services		765.17
	9956669245eq	New phone for new employee		49.99
Total for Check Number 51926:				815.16
Total for 2/29/2024:				70,499.13
ACH	Xpress	Xpress Bill Pay	03/05/2024	
	INV-XPR010502	Transactions, maint, support, card reader and trai		783.88
Total for this ACH Check for Vendor Xpress:				783.88
Total for 3/5/2024:				783.88
ACH	ASIFLEX	ASIFlex	03/10/2024	
	A00032582bcHUe	FSA Admin Fees		37.50
Total for this ACH Check for Vendor ASIFLEX:				37.50
Total for 3/10/2024:				37.50
ACH	02669	PERS Deposit	03/12/2024	
	FEB 24 PR	PR Batch 00001.02.2024 OPSRP-Not W/Held	PR Batch 00001.02.2024 OPS	11,289.73
	FEB 24 PR	PR Batch 00001.02.2024 PERS W/Held	PR Batch 00001.02.2024 PER	5,393.92
	FEB 24 PR	PR Batch 00001.02.2024 PERS - Not W/Held	PR Batch 00001.02.2024 PER	10,724.41
	FEB 24 PR	PR Batch 00001.02.2024 PERS Pick-Up	PR Batch 00001.02.2024 PER	1,005.30
Total for this ACH Check for Vendor 02669:				28,413.36
Total for 3/12/2024:				28,413.36
Report Total (12 checks):				99,733.87

Accounts Payable

Checks by Date - Detail by Check Date

User: christine
Printed: 3/11/2024 2:45 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
51927	WP Feb 2024	Avista Utilities Natural gas service	03/15/2024	164.37
Total for Check Number 51927:				164.37
51928	BANNERMC	BANNER BANK	03/15/2024	
	AA020124	Staples - Calendar for Greg		18.01
	AA021524	Bagel Tree - Staff Meeting Snacks		40.35
	AA022824	Staples - Ryon Business Cards		17.99
	AB020524a	Safeway - Toilet Paper and Paper Towels for Hoi		28.97
	AB020524b	Albertsons - Flushable wipes Home Show		40.06
	AB021524a	Wal-Mart - Phone Case for Austin		49.97
	AB021524b	Wal-Mart - Phone Case for Jake		54.00
	AB022324	Good Guys Garage - Oil Change 2019 Service T		94.86
	AB022824a	Big 5 - Stop Watch		16.99
	AB022824b	Wal-Mart - Drain Plug for Jar Tester		1.07
	CM020524a	OGFOA-Spring Conf		450.00
	CM020524b	Sunriver deposit-OGFOA Conf		155.00
	CM020624	Amazon-Barcode scanners		265.10
	DF020124a	PayPal-special MS Outlook Tools		49.00
	DF020124b	PayPal Int fee		0.44
	DF020324	techSmith-annual 5 user subscription		46.65
	DF020724	Amazon-Web Cam for Sarah		139.99
	DF021024	Zoom-Electronic Meeting Software		99.00
	DF021924	Amazon-BT adapter for Dave and stock		59.97
	DF022624	Amazon-POE Injector for Alarm Sys		79.00
	HW020924	Paypal - Roseburg Chamber Dinner		560.00
	HW021424	Safeway - Board Meeting Snacks		8.00
	HW021524a	Douglas County - Record Ordinance		93.00
	HW021524b	Douglas County - Credit Card Fee		2.32
	JB020624a	Ump Sweet Treats-SDAO door prize		30.00
	JB020624b	Ump Sweet Treats-SDAO door prize		35.00
	JB020624c	Sherm's Thunderbird-SDAO door prize		71.34
	JB020724	Dooger's-SDAO Dinner-JB-TD-SL		107.00
	JB020824a	Store(Subway)-SDAO Lunch-TD		15.88
	JB020824b	Angelina's Pizzeria-SDAO Dinner-JB		19.20
	JB020824c	KFC-SDAO Dinner-TD		14.99
	JB021124	Holiday Inn Express- Meal		16.00
	JB022924	BNP Media-ENR yearly subscription		159.99
	KB020324	Bi-Mart - Jars for Home Show		14.99
	KB020924	Twisted Fish Seaside - SDAO Dinner		25.75
	KB022024	Pizza Palace - SOOS JB,RK,SL,KB,JAKE,RC,A		69.97
	NS020224	Home Depot - Pump Can		62.92
	RC022224	Umpqua Valley Tractor - Top Link for Kubota Tr		37.42
	RK021624a	Douglas County Clerks Office-Water Line Easen		96.00
	RK021624b	Do County Clerks Office- Credit card fee		2.39
	RK022224a	Douglas County Building-Credit Card		2.00
	RK022224b	Douglas County Building-Roof Permit Extensior		30.00
	SL020624	Office Supplies		9.28

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	SL021124a	Holiday Inn - SDAO Conference-Jim B		663.75
	SL021124b	Holiday Inn - SDAO Conference-Ryon		506.25
	SL021124c	Holiday Inn - SDAO Conference-Tom Dole		663.75
	SL021124d	Holiday Inn - SDAO Conference-Kyle B		506.25
	SL021124e	Holiday Inn - SDAO Conference-Steve L		663.75
			Total for Check Number 51928:	6,193.61
51929	BHEC	Bassett-Hyland Energy Company	03/15/2024	
	CL23071-IN	Vehicle fuel use 2/1 - 2/15		874.81
	CL23450-IN	Vehicle fuel use 2/16 - 2/29		517.25
			Total for Check Number 51929:	1,392.06
51930	BATT PLU P70674859	Batteries Plus #208 Backup battery for alarm system	03/15/2024	22.95
			Total for Check Number 51930:	22.95
51931	BIOMED 104891	bio-MED Testing Services Inc 6 FMCSA Clearinghouse Queries	03/15/2024	30.00
			Total for Check Number 51931:	30.00
51932	CENTWEST 247797	Century West Engineering Corp. Engineering for Stephens Sewer Improvements	03/15/2024	2,658.00
			Total for Check Number 51932:	2,658.00
51933	Chytka 161323	Chytka Pest Control LLC Monthly pest control services	03/15/2024	40.00
			Total for Check Number 51933:	40.00
51934	WATER Feb 2024 INV20644	City of Roseburg Water service - Keady Ct Bulk water use and permit for February	03/15/2024	51.38 77.43
			Total for Check Number 51934:	128.81
51935	DRAUTO 116011 117088 118184 118223 118591 119238	D & R Auto & Truck Supply Corp Windshield wipers for 2019 F150 Inspector truck Antifreeze for B6 Oil for equipment Air filter and antifreeze for equipment Cap screws for B6 water system 2019 Ford F450 Air filter	03/15/2024	26.98 23.98 6.58 19.95 8.94 61.28
			Total for Check Number 51935:	147.71
51936	DCPW 714227	Douglas County Solid Waste Dump run	03/15/2024	22.56
			Total for Check Number 51936:	22.56
51937	DFN Mar 2024 Admin Mar 2024 Brbn Mar 2024 High Mar 2024 Host Mar 2024 Keady Mar 2024 LV	Douglas Fast Net Internet Services-Admin Internet Services-Bourbon St Internet Services-Highland PS Admin Hosting Internet Services-Keady Ct Internet Services-Loma Vista P	03/15/2024 Service: 14806 Service: 205697 Service: 105797 Service: 106289 Service: 205950	223.99 102.58 78.59 10.80 78.59 106.58

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	Mar 2024 NBank	Internet Services-No. Bank PS	Service: 105793	75.59
	Mar 2024 NTS	Internet Services-NTS	Service: 237686	86.39
	Mar 2024 Ph/Cam	Phones/Security Cams	Service: 141784	101.19
	Mar 2024 Wilb1	Internet Services-Wilbur 1 PS	Service: 105796	75.59
	Mar 2024 Wilb2	Internet Services-Wilbur 2 PS	Service: 105794	75.59
	Mar 2024 Winch	Internet Services-Winchester P	Service: 105795	64.79
Total for Check Number 51937:				1,080.27
51938	F3B CONS 5957	F3B Construction LLC Display boards for UCC job fair	03/15/2024	105.00
Total for Check Number 51938:				105.00
51939	FERGWTRW 1248087	Ferguson Waterworks Repair couplers	03/15/2024	2,206.31
Total for Check Number 51939:				2,206.31
51940	IE-ENG 63554	i.e. Engineering, Inc. Engineering Umpqua Street Rehab	03/15/2024	907.50
Total for Check Number 51940:				907.50
51941	ICONIX U2416005628	ICONIX WATERWORKS INC Mechanical plugs	03/15/2024	112.78
Total for Check Number 51941:				112.78
51942	Jacobs 35128936-08	Jacobs Engineering Group Inc Professional services per agreement	03/15/2024	140,624.42
Total for Check Number 51942:				140,624.42
51943	COASTAL 129670 133716	John Deere Financial f.s.b. Work boots and muck boots for new crew emplo Rain gear for new crew employee	03/15/2024	287.98 207.98
Total for Check Number 51943:				495.96
51944	KERSHNER Feb 2024	Ryon Kershner Mileage reimbursement for SDAO Conference in	03/15/2024	333.66
Total for Check Number 51944:				333.66
51945	LYOUNG 76600155564	Lauren Young Tire B6 flat repair	03/15/2024	49.99
Total for Check Number 51945:				49.99
51946	Leeway 1001	Leeway Engineering Solutions, LLC Eng services-North Deer Cr CIPP Project	03/15/2024	575.00
Total for Check Number 51946:				575.00
51947	Lithia 414490	Lithia Motors Support Services Repair CCTV Van	03/15/2024	188.73
Total for Check Number 51947:				188.73
51948	LOWES 93233 93343	Lowes Rubber stoppers for jar tester Pliers	03/15/2024	5.07 14.23

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 51948:				19.30
51949	MSTRCR 102048-J	MasterCare Cleaning Co Inc Monthly janitorial services	03/15/2024	390.00
Total for Check Number 51949:				390.00
51950	CMM Feb 2024	Christine Morris Mileage reimbursement for CIS Conf in Salem	03/15/2024	178.22
Total for Check Number 51950:				178.22
51951	NEXNET 22370	Nexcom, LLC Digital phone services	03/15/2024	332.80
Total for Check Number 51951:				332.80
51952	LGL 13683	Northwest Local Government Legal Advice Legal services for Ordinance and Resolution reg;	03/15/2024	912.00
Total for Check Number 51952:				912.00
51953	Occu 25960	OccuHealth Pre-employment physical for new crew employee	03/15/2024	110.00
Total for Check Number 51953:				110.00
51954	1CALL 4021092	One Call Concepts, Inc. 135 Locate tickets for February	03/15/2024	189.00
Total for Check Number 51954:				189.00
51955	OR-LIN 1048825 1054336 1059813	Oregon Linen, Inc. Laundry & mat service Laundry & mat service Laundry & mat service	03/15/2024	52.44 37.83 63.44
Total for Check Number 51955:				153.71
51956	Premium 26205	Premium Landscape, Inc. Monthly landscape maintenance	03/15/2024	275.00
Total for Check Number 51956:				275.00
51957	RSBG-DIS 1346842	Roseburg Disposal Company Monthly garbage service	03/15/2024	72.50
Total for Check Number 51957:				72.50
51958	SIERRASP 21794341 030224	Sierra Springs Bottled water delivery	03/15/2024	93.59
Total for Check Number 51958:				93.59
51959	SPRBRK TM INV-007410	Springbrook Holding Company LLC Software Migration to the cloud	03/15/2024	516.75
Total for Check Number 51959:				516.75
51960	REFUND 269 Pleasant	Zachary Terrell Refund for sewer fees paid by bill pay after sale	03/15/2024	180.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 51960:				180.00
51961	Titan U Pymt #6 Pymt #6 Ret	Titan Utilities, LLC Deer Creek Trunk Rehabilitation Pymt #6 Deer Creek Trunk Rehab Pymt #6 retainage	03/15/2024	155,581.81 -7,779.09
Total for Check Number 51961:				147,802.72
51962	UBWA Feb 2024 411LM Feb 2024 606LM Feb 2024 Brbn	Umpqua Basin Water Association Water - 411 Long Meadows Ln Water - 606 Long Meadows Ln Water - 310 Bourbon St	03/15/2024	22.01 22.00 22.00
Total for Check Number 51962:				66.01
51963	UMP ECO 2024-0011	Umpqua Economic Development Partnersh Membership dues for remainder of 2024	03/15/2024	416.67
Total for Check Number 51963:				416.67
51964	UMPQUARF 71072	Umpqua Quarries, LLC Rock for NTS roads	03/15/2024	93.77
Total for Check Number 51964:				93.77
Total for 3/15/2024:				309,281.73
Report Total (38 checks):				309,281.73