



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

**REGULAR MONTHLY BOARD MEETING**  
**December 13, 2023**

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

December 13th, 2023  
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](http://rusa-or.org)

**AGENDA  
REGULAR MONTHLY BOARD  
MEETING**

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**Board of  
Directors**

John Dunn, Chair

Rob Lieberman, Vice Chair

David Campos

Tom Dole

Kelsey Wood

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1. **Call to Order – John Dunn, Board Chair**
2. **Roll Call**
3. **Audience Participation – In-Person / via Zoom**
4. **Consider Minutes**

a) November 8<sup>th</sup>, 2023; Board Meeting

5. **Customer Fees**

a) Proposed changes in fees and fee structure

6. **General Managers Report**

1. <b>Deer Creek Trunk Rehabilitation Project</b> a. <b>Project Update</b>	5. <b>Energy Service Company</b> a. <b>Project Update</b>
3. <b>Biogas Feasibility Study – WRF</b> a. <b>Project Update</b>	6. <b>Waste Thickening Project</b> a. <b>Project Update</b>
4. <b>Office and Garage Reroofing Project</b> a. <b>Project Update</b>	7. <b>Bisulfite SCADA System</b> a. <b>Project Update</b>

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 Vice-Chair, Rob Lieberman, called the regular monthly Board Meeting to order at 4:00 p.m. on November 8, 2023. 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:** None

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**Others present:** General Manager Jim Baird, Finance Director Christine Morris, Accounting Specialist Angie Allen, Engineering Technician III Ryon Kershner, Jacobs Interim Project Manager Caleb Trammell

**Consideration of the October 11, 2023 Board Meeting Minutes**

Kelsey Wood moved to approve the minutes for the October 11, 2023 Roseburg Urban Sanitary Authority monthly Board Meeting.  
David Campos seconded the motion.  
The motion passed unanimously.

**OMI Out of Scope/Additional Services**

Jacobs has provided a corrected out-of-scope agreement related to monitoring and reporting. Under this additional services Agreement RUSA shall pay to OMI a not to exceed fee of \$69,000. This fee allocates \$29,000 for monthly review and travel and \$40,000 for the Farm Operating Plan and the Monitoring Report.

Kelsey Wood moved to approve the Out-of-Scope not to exceed \$69,000 Agreement with OMI.  
Rob Lieberman seconded the motion.

### Vote By Roll Call

Board Chair Dunn requested "Roll Call" for the motion to approve the Out-of-Scope Agreement with OMI:

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

The motion was passed with a 5/0 vote

### **Sole Source Justification - Verkada**

Sole-Source Determination and justification for supplies and services Sole Source Determination pursuant to Oregon Revised Statute (ORS) 279B.075 and Oregon Administrative Rule (OAR) 125-247-0275.

In their research for a replacement alarm system staff received a quote from Verkada, the company that provides our remote camera system, for an alarm system. The replacement system is quoted at \$9,560.95; this includes a 10-year warranty on all equipment to be repaired or replaced. We have investigated our security system and feel that two areas would provide enhanced security by adding two cameras, the additional cost for the cameras is \$5,446.45 for a total bid of \$15,007.40.

The Verkada system can integrate the existing 10 cameras into the security system. The current camera system is used to gather video images to be reviewed if a problem is encountered at the pump stations. Adding the existing cameras to the alarm system would allow staff to be notified if unauthorized people were on the site.

We have plans to add cameras at the Water Reclamation Facility in the future and those can easily be added to the security system.

As we currently use Verkada equipment to monitor our pump stations, and the exterior of the Administration building it is the efficient utilization of the existing camera system to purchase compatible goods and services by upgrading to the Verkada alarm system. We request that the Local Contracting Board Sole Source Verkada as the alarm system supplier for all RUSA's properties.

Rob Lieberman moved to approve the sole source justification for Verkada.  
Kelsey Wood seconded the motion.  
The motion passed unanimously.

### **General Managers Report**

#### North Deer Creek Trunk Rehabilitation Project

The contractor, Titan Utilities, is continuing to complete the work included in the contract. The Contractor has installed 2134 LF of 18" liner, and 1722 LF of 24" liner, and 214 LF of 6" PVC building sewer with 9 cleanouts.

The contractor has submitted pay request #2 for \$1,390,830 with \$69,541.50 in retainage for payment #2 of \$1,321,288.50.

The project engineer, Rylee Archuleta, Leeway Engineering Solutions, and the RUSA staff have reviewed pay request #2 and would recommend that the Board approve pay request #2 to Titan Utilities for \$1,321,288.50.

Kelsey Wood made a motion to approve pay request #2 to Titan Utilities for \$1,321,288.50. Rob Lieberman seconded the motion.

#### Vote By Roll Call

Board Chair Dunn requested "Roll Call" for the motion to approve pay request #2 to Titan Utilities for \$1,321,288.50:

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

The motion was passed with a 5/0 vote

#### Biogas Feasibility Study – WRF:

The Biogas Feasibility Study has been completed. I am waiting for the final document to submit to the Energy Trust of Oregon to finalize the matching grant requirements.

#### Administrative Offices Reroofing Project

We have fully executed the contract with Roseburg Roofing. The contractor has completed a temporary repair to the roof of the office to stop a leak. The contractor plans on roofing the Garage and the Shop area of the office as weather permits. The remainder of the office will be completed next year in April or May as the weather permits.

The contractor is purchasing all the roofing material to ensure that we avoid any price increase not anticipated in the contract.

#### RUSA WRF Water Line Project

The contractor, Cradar Enterprises, Inc., has completed all the work included in the contract. The Contractor has submitted pay request #1 for \$125,750 with \$6,287.50 in retainage for payment #1 of \$119,462.50.

The project engineer, Erik Ranger, i.e. Engineering, and RUSA staff have reviewed pay request #1 and would recommend that the Board approve pay request #1 to Cradar Enterprises, Inc. for \$119,462.50.

The contractor, Cradar Enterprises, Inc. has requested the release of retainage of \$6,287.50. The project engineer, Eric Ranger, i.e. Engineering, and RUSA staff have reviewed the request and would recommend that the Board approve the release of retainage to Cradar Enterprises, Inc. for \$6,287.50.

Should the Board approve pay request #1 and the release of retainage the amount would be \$125,750 to be paid to Cradar Enterprises, Inc.

Kelsey Wood made a motion to approve pay request #1 and the release of retainage in the amount of \$125,750 to be paid to Cradar Enterprises, Inc.

Rob Lieberman seconded the motion.

The motion passed unanimously.

#### Energy Service Company

I have executed a contract with Ameresco to provide a Technical Energy Audit, Project Development Plan, and procurement construction and commissioning of energy projects that are selected by RUSA for funding. This contract has been reviewed by RUSA's attorney as well.

#### **Jacobs Plant Operations Report**

Caleb Trammell advised that the treatment facility averaged 96% BOD removal and 96% Total Suspended Solids removal during October. The total Effluent flow was 94.18 million gallons.

Caleb Trammell reported that the treatment facility and staff were prepared for the recent rain event and as a result there were no issues.

#### **Accounts Payable**

The Board reviewed the Accounts Payable Report and Addendum for the November 2023 Accounts Payable and addressed questions.

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

David Campos seconded the motion.

The motion passed unanimously.

#### **Other Business**

Jim Baird discussed the addition of a paid holiday during the Christmas/New Year holiday time in lieu of the Christmas Party. Due to COVID-19 over the last couple of years, the holiday had temporarily been implemented due to the inability to host a Christmas Party, the staff shared that they appreciated the extra time with family. The Board would like to have interaction with employees, and it was decided that there would be a holiday potluck and summer picnic to encourage Board and Staff interaction.

Tom Dole made a motion to approve an additional holiday that floats between Christmas and New Year's with the date to be chosen by the General Manager.

David Campos seconded the motion.

The motion passed unanimously.

The Finance Department has been meeting with Springbrook for best practices and it might be necessary to make a change to late fees and certification fees based on the best use of the upgraded system. There will be a further discussion by staff and the findings will be presented at the next board meeting for approval.

Staff will be reviewing the rates, projects and operating costs in the coming months to determine if a rate increase could be necessary and if so, how much. Staff will present their findings to the Board in early 2024.

Additionally, there was a discussion regarding placing all sewer service fees into the general fund and disbursed to other funds instead of how the sewer service fees are split currently. There will likely be a committee formed between Staff, Board and Budget members to discuss and find the best method to present to the Budget Committee at the 2024 Budget Committee Meeting.

The meeting was adjourned at 5:08 p.m.

**Attached Additional Items Presented**

Accounts Payable Addendum

Respectfully submitted,

*Angie Allen*

Angie Allen  
Accounting Specialist

# ADDENDUM TO NOVEMBER 8, 2023 BOARD PACKET

## Accounts Payable

### Checks by Date - Detail by Check Date

User: christine  
Printed: 11/8/2023 3:25 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
51750	ORMS 213024	Chaves Consulting, Inc Monthly user fee for ORMS	11/08/2023	370.20
Total for Check Number 51750:				370.20
51751	Chytka 158155	Chytka Pest Control LLC Pest Control-November	11/08/2023	40.00
Total for Check Number 51751:				40.00
51752	WATER INV20035	City of Roseburg Bulk water usage-October	11/08/2023	70.50
Total for Check Number 51752:				70.50
51753	CCraft 368482	Colorcraft Paint Paint for office walls	11/08/2023	123.96
Total for Check Number 51753:				123.96
51754	DCTax 0 LM a 0 LM b 0 LM c 411 LM 605 LM	Douglas County Tax Collector 0 Long Meadows Ln R19041 0 Long Meadows Ln R18529 0 Long Meadows Ln R18593 411 Long Meadows Ln R18553 605 Long Meadows Ln R18545	11/08/2023	46.49 233.09 18.19 174.48 178.04
Total for Check Number 51754:				650.29
51755	DFN Nov 2023 Admin Nov 2023 Brbn Nov 2023 High Nov 2023 Host Nov 2023 Keady Nov 2023 LV Nov 2023 NBank Nov 2023 NTS Nov 2023 Ph/Ca Nov 2023 Wilb1 Nov 2023 Wilb2 Nov 2023 Winch	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 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	11/08/2023 Service: 14806 Service: 205697 Service: 105797  Service: 106289 Service: 205950 Service: 105793 Service: 237686 Service: 141784 Service: 105796 Service: 105794 Service: 105795	223.99 102.58 78.59 10.80 78.59 106.58 75.59 86.39 101.19 75.59 75.59 64.79
Total for Check Number 51755:				1,080.27
51756	IE-ENG 62847 62848 62849 62850 62965	i.e. Engineering, Inc. Engineering for Watermain @ WWTP-Mileage I Engineering-Watermain @ WWTP-Construction Engineering-Watermain/Hydrant at WWTP-Ease Engineering-Watermain at WWTP-Construction WWTP Water Mod-prints	11/08/2023	25.55 220.00 437.50 1,037.50 14.87



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	62966	Engineering Umpqua Street Rehab-Site Topo sur		300.00
	62967	Engineering Umpqua St-Construction Plans		6,985.00
Total for Check Number 51756:				9,020.42
51757	Isler 236389	Isler CPA, LLC Progress billing FYE 23 Audit	11/08/2023	12,000.00
Total for Check Number 51757:				12,000.00
51758	Jacobs 35128936-04	Jacobs Engineering Group Inc Professional services per agreement	11/08/2023	140,624.42
Total for Check Number 51758:				140,624.42
51759	NBS IN123115	National Business Solutions Konica/Minolta Copier maintenance agreement	11/08/2023	331.18
Total for Check Number 51759:				331.18
51760	NEXNET 21277	Nexcom, LLC Monthly digital telephone services	11/08/2023	332.80
Total for Check Number 51760:				332.80
51761	POST Permit 52	Postmaster Bulk Mail Permit #52	11/08/2023	310.00
Total for Check Number 51761:				310.00
51762	SDAODUES FYE 24 Dues	Special Districts Association of Oregon SDAO-SDIS Membership Dues FYE 24	11/08/2023	4,650.00
Total for Check Number 51762:				4,650.00
51763	SPRBRK INV-014576 TM INV-006577 TM INV-006700 TM INV-006824 TM INV-006971	Springbrook Holding Company LLC Fixed Asset & Proj Mgmt Subscriptions Professional Services-Best Practices (June) Professional Services-Best Practices (July) Professional Services-Best Practices Migration (. Profession Services-Best Practices (Sept 1)	11/08/2023	5,394.44 477.00 1,749.00 119.25 39.75
Total for Check Number 51763:				7,779.44
51764	WilsonA 23011-06 23011-06 reimb	Wilson Architecture Design for new roof at RUSA Office Building ar Design for new roof at RUSA Office-Reimburse;	11/08/2023	900.00 93.01
Total for Check Number 51764:				993.01
Total for 11/8/2023:				178,376.49
Report Total (15 checks):				178,376.49

**ROSEBURG URBAN SANITARY AUTHORITY**  
**as of September 30, 2023**

	<b>Budget FYE 23-24</b>	<b>Current Year To Date</b>	<b>Prior Year To Date</b>	<b>(OVER) Under Budget</b>	<b>YTD Total as a Percent of Budget</b>
<b><u>GENERAL FUND</u></b>					
<b>EXPENDITURES</b>					
Administration & Engineering					
Personal Services	943,820	222,152	190,836	721,668	23.54%
Materials & Services	508,600	149,805	146,327	358,795	29.45%
Capital Outlay	532,500	67,409	5,719	465,091	12.66%
Treatment					
Materials & Services	2,637,600	554,549	538,402	2,083,051	21.02%
Capital Outlay	650,000	6,517	2,207	643,483	1.00%
Collection					
Personal Services	922,460	187,115	193,411	735,345	20.28%
Materials & Services	192,700	32,629	20,319	160,071	16.93%
Capital Outlay	1,205,500	7,038	11,682	1,198,462	0.58%
Finance					
Personal Services	549,740	119,643	101,581	430,097	21.76%
Materials & Services	320,900	55,357	38,625	265,543	17.25%
Capital Outlay	48,000	0	749	48,000	0.00%
Transfers	2,628,000	0	0	2,628,000	0.00%
Contingency	550,000	0	0	550,000	0.00%
Unappropriated Ending Fund Balance	3,946,890	0	0	3,946,890	0.00%
Total Budget	15,636,710	1,402,214	1,249,858	14,234,496	8.97%

**RESOURCES**

Sewer Service Fees	7,891,500	2,112,975	1,417,450	5,778,525	26.78%
Miscellaneous Income	1,256,610	31,815	26,052	1,224,795	2.53%
Penalties	145,000	32,421	27,864	112,579	22.36%
Transfer from Other Funds	0	0	0	0	0.00%
Interest Income	110,000	59,719	18,464	50,281	54.29%
	9,403,110	2,236,931	1,489,830	7,166,179	23.79%
Beginning Fund Balance	6,233,600				
Total Budget	15,636,710				

**COLLECTION SYSTEM EXPANSION**

**EXPENDITURES**

Construction Projects	1,178,410	0	0	1,178,410	0.00%
Unappropriated Ending Fund Balance	0	0	0	0	0.00%
Total Budget	1,178,410	0	0	1,178,410	0.00%

**RESOURCES**

Interest Income	36,410	11,156	3,020	25,254	30.64%
Miscellaneous Income	0	0	0	0	0.00%
System Development Charges	138,000	50,440	17,029	87,560	36.55%
	174,410	61,596	20,049	112,814	35.32%
Beginning Fund Balance	1,004,000				
Total Budget	1,178,410				

**ROSEBURG URBAN SANITARY AUTHORITY**  
**as of September 30, 2023**

	<b>Budget FYE 23-24</b>	<b>Current Year To Date</b>	<b>Prior Year To Date</b>	<b>(OVER) Under Budget</b>	<b>YTD Total as a Percent of Budget</b>
<b><u>INFRASTRUCTURE REPLACEMENT RESERVE FUND</u></b>					
<b>EXPENDITURES</b>					
Construction Projects	3,000,000	76,417	6,371	2,923,583	2.55%
Unappropriated Ending Fund Balance	0	0	0	0	0.00%
Total Budget	3,000,000	76,417	6,371	2,923,583	2.55%
<b>RESOURCES</b>					
Interest Income	40,000	30,087	5,359	9,913	75.22%
Transfers from Other Funds	128,000	0	0	128,000	0.00%
Sewer Service Fees	267,000	67,480	66,270	199,520	25.27%
	435,000	97,567	71,629	137,913	22.43%
Beginning Fund Balance	2,565,000				
Total Budget	3,000,000				
<b><u>TREATMENT PLANT EXPANSION</u></b>					
<b>EXPENDITURES</b>					
Construction Projects	741,700	0	0	741,700	0.00%
Biosolids Dewatering	0	0	0	0	0.00%
Unappropriated Ending Fund Balance	0	0	0	0	0.00%
Total Budget	741,700	0	0	741,700	0.00%
<b>RESOURCES</b>					
Transfer from Asset Acq & Replace	0	0	0	0	0.00%
Interest Income	22,300	7,163	2,033	15,137	32.12%
System Development Charges	75,100	26,543	8,955	48,557	35.34%
	97,400	33,706	10,988	63,694	34.61%
Beginning Fund Balance	644,300				
Total Budget	741,700				
<b><u>PLANT EQUIPMENT REPLACEMENT</u></b>					
<b>EXPENDITURES</b>					
Misc Plant Equipment Projects	1,993,000	61,387	3,314	1,931,613	3.08%
Unappropriated Ending Fund Balance	0	0	0	0	0.00%
Total Budget	1,993,000	61,387	3,314		3.08%
<b>RESOURCES</b>					
Transfer	300,000	0	0	300,000	0.00%
Grants	190,000	0	0	190,000	0.00%
Interest Income	29,000	16,332	7,256	12,668	56.32%
	519,000	16,332	7,256	502,668	3.15%
Beginning Fund Balance	1,474,000				
Total Budget	1,993,000				

**ROSEBURG URBAN SANITARY AUTHORITY**  
**as of September 30, 2023**

	<b>Budget FYE 23-24</b>	<b>Current Year To Date</b>	<b>Prior Year To Date</b>	<b>(OVER) Under Budget</b>	<b>YTD Total as a Percent of Budget</b>
<b><u>ASSET ACQUISITION &amp; REPLACEMENT FUND</u></b>					
<b>EXPENDITURES</b>					
Transfers to Other Funds	0	0	0	0	0.00%
Unappropriated Ending Fund Balance	6,578,500	0	0	6,578,500	0.00%
Total Budget	6,578,500	0	0	6,578,500	0.00%
<b>RESOURCES</b>					
Sewer Service Fees	1,066,200	269,918	265,078	796,282	25.32%
Interest Income	66,000	37,498	11,495	28,502	56.82%
Transfer From General Fund	2,200,000	0	0	2,200,000	0.00%
	3,332,200	307,416	276,573	3,024,784	9.23%
Beginning Fund Balance	3,246,300				
Total Budget	6,578,500				

## **GENERAL MANAGERS REPORT**

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Date: 12/08/23

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 lining portion of the work included in the contract. The Contractor has installed 564 LF of 18" liner, 1468 LF of 24" liner, and 94 LF of 6" PVC building sewer with 4 cleanouts.

The contractor has submitted pay request #3 for \$740,308.22 with \$37,015.41 in retainage for payment #3 of \$703,292.81.

The project engineer, Rylee Archuleta, Leeway Engineering Solutions, and the RUSA staff have reviewed pay request #3 and would recommend that the Board approve pay request #3 to Titan Utilities for \$703,292.81.

### **Biogas Feasibility Study – WRF:**

The Biogas Feasibility Study has been completed. I am awaiting the final invoicing and payment to submit to the Energy Trust of Oregon to finalize the matching grant requirements.

### **RUSA Office and Garage Reroofing Project**

We have fully executed the contract with Roseburg Roofing. The contractor has completed a temporary repair to the roof of the office to stop a leak. The contractor plans on roofing the Garage and the Shop area of the office as weather permits. The remainder of the office will be completed next year in April or May as the weather permits.

The contractor is purchasing all the roofing material to ensure that we avoid any price increase not anticipated in the contract.

### **Energy Service Company**

Ameresco and RUSA are preparing several loan and grant applications for four projects.

1. Solar array with battery storage at the Administrative Offices.
2. Solar array at the Water Reclamation Facility and the Natural Treatment System.
3. Cogeneration facility at the Water Reclamation Facility utilizing biogas as the fuel.

### **Waste Thickening Project**

The existing gravity belt thickeners have reached their useful life. One of the two is inoperable currently. We have begun an engineering study to select the best technology to replace the thickening equipment. Jacobs Engineering is preparing the study and recommendations for new thickening equipment.

### **Bisulfite SCADA System**

We have completed the construction of the new Chemical feed building for our bisulfite and alum seed equipment. We are in the process of designing a new SCADA node to be installed in the new building to tie in the equipment to the plant SCADA system. We hope to be ready to advertise this project in January or February.

November 29, 2023

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 #3 (November 2023)

Dear Mr. Kershner,

Leeway Engineering (Leeway) has received and reviewed Pay Estimate #3 for Work performed in November 2023 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. 1 and No. 2. Change Order No. 1 is for the additional lining of the 18-inch pipe running from MH DC3008 to DC3007 and No. 2 is for additional Work on NE Fleser Ave. and Fulton St. due to varying site conditions.

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 #3 (November 2023)  
Change Order Request No. 1 – Additional lining at DC3008 to DC3007 (November 2023)  
Change Order Request No. 2 – Additional Work at NE Fleser Ave (November 2023)

cc: Jim Baird, Roseburg Urban Sanitary Authority

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

PROJECT: **Deer Creek Trunk Rehabilitation Project**

APPLICATION NO: **Payapp #003**

APPLICATION DATE: **11/27/2023**

PERIOD TO: **11/24/2023**

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	\$	12,872.22
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$	2,364,682.22
4. TOTAL COMPLETED & STORED TO DATE (column G on SOV)	\$	2,190,488.22
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	\$	109,524.41
6. TOTAL EARNED THIS PERIOD	\$	740,308.22
Retainage This Period	\$	37,015.41
7. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$	703,292.81
8. LESS PREVIOUS CERTIFICATES FOR PAYMENYT    ENTER FROM ACCNTG (Line 6 from prior Application)	\$	
9. CURRENT PAYMENT DUE (column E + G SOV)	\$	703,292.81
10. NET PAYMENT TO CONTRACTOR	\$	
11. BALANCE TO FINISH, INCLUDING RETAINAGE	\$	174,194.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$ -	\$ -
Total approved this Month	\$ 12,872.22	\$ -
TOTALS	\$ 12,872.22	\$ -
NET CHANGES by Change Order		\$ 12,872.22

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: 11/27/2023  
[Name of Person Submitting Pay Application here](#)

ARCHITECT/ENGINEER REVIEW:

By: Rylee Archuleta, PE, Leeway Engineering Solutions      Date: 11/29/2023  
[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..... **\$703,292.81**  
(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: 3				
										APPLICATION DATE: 11/27/2023				
										PERIOD TO: 11/24/2023				
										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	0.60	\$ 12,000.00	0.30	\$ 6,000.00		0.90	\$ 18,000.00	90.00%	\$ 2,000.00	\$900
3	Erosion Control	LS	1	\$ 10,000.00	\$ 10,000.00	0.50	\$ 5,000.00	0.40	\$ 4,000.00		0.90	\$ 9,000.00	90.00%	\$ 1,000.00	\$450
4	CIPP Lateral Liner from Sewer Mainline*	LF	230	\$ 125.00	\$ 28,750.00	90.00	\$ 11,250.00	50.00	\$ 6,250.00		140.00	\$ 17,500.00	60.87%	\$ 11,250.00	\$875
5	CIPP Lateral Liner from Manhole*	LF	105	\$ 110.00	\$ 11,550.00	20.00	\$ 2,200.00	20.00	\$ 2,200.00		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	2134.00	\$ 405,460.00	564.00	\$ 107,160.00		2,698.00	\$ 512,620.00	100.67%	\$ (3,420.00)	\$25,631
8	CIPP Liner, 24-inch	LF	3000	\$ 260.00	\$ 780,000.00	1722.00	\$ 447,720.00	1469.00	\$ 381,940.00		3,191.00	\$ 829,660.00	106.37%	\$ (49,660.00)	\$41,483
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	302.00	\$ 90,600.00	94.00	\$ 28,200.00		396.00	\$ 118,800.00	232.94%	\$ (67,800.00)	\$5,940
12	Cleanout Over Existing Lateral*	EA	37	\$ 1,500.00	\$ 55,500.00	20.00	\$ 30,000.00	4.00	\$ 6,000.00		24.00	\$ 36,000.00	\$0.65	\$ 19,500.00	\$1,800
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	9.00	\$ 4,500.00	4.00	\$ 2,000.00		13.00	\$ 6,500.00	118.18%	\$ (1,000.00)	\$325
15	Sewer Bypassing	LS	1	\$ 200,000.00	\$ 200,000.00	0.65	\$ 130,000.00	0.35	\$ 70,000.00		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	9.00	\$ 63,000.00		\$ -		9.00	\$ 63,000.00	31.03%	\$ 140,000.00	\$3,150
17	Composite Manhole Frame and Cover Replacement	EA	18	\$ 3,000.00	\$ 54,000.00		\$ -		\$ -		-	\$ -	0.00%	\$ 54,000.00	\$0
18	4-ft x 4-ft Vault Structural Liner and Protective Coating	EA	1	\$ 16,000.00	\$ 16,000.00		\$ -		\$ -		-	\$ -	\$0.00	\$ 16,000.00	\$0
19	Trench Resurfacing	SY	335	\$ 150.00	\$ 50,250.00	45.00	\$ 6,750.00	158.00	\$ 23,700.00		203.00	\$ 30,450.00	60.60%	\$ 19,800.00	\$1,523
20	3/4-inch Aggregate Base	TON	28	\$ 50.00	\$ 1,400.00		\$ -		\$ -		-	\$ -	0.00%	\$ 1,400.00	\$0
	SUBTOTAL				2,351,810.00		\$ 1,450,180.00		\$ 727,436.00	-		\$ 2,177,616.00	92.59%	\$ 174,194.00	108,880.80
	TOTAL BASE ORIGINAL CONTRACT				\$2,351,810.00		\$1,450,180.00		\$727,436.00	\$0		\$2,177,616.00		\$174,194.00	\$108,880.80
	CONTRACT AMMENDMENTS	Qty	Unit	Unit Price	Total Amount										
	Ammendment #														
	- Change Order # 01	1	LS	\$ 10,316.62	\$ 10,316.62	0.00	\$ -	1.00	\$ 10,316.62		1.00	\$ 10,316.62	100.00%	\$ -	\$516
	- Change Order # 02	1	LS	\$ 2,555.60	\$ 2,555.60	0.00	\$ -	1.00	\$ 2,555.60		1.00	\$ 2,555.60	100.00%	\$ -	\$128
	- Change Order #				-	0.00	\$ -		\$ -		-	\$ -	0.00%	\$ -	\$0
	Ammendment #														
	- Change Order #				-	0.00	\$ -		\$ -		-	\$ -	0.00%	\$ -	\$0
	- Change Order #				-	0.00	\$ -		\$ -		-	\$ -	0.00%	\$ -	\$0
	- Change Order #				-	0.00	\$ -		\$ -		-	\$ -	0.00%	\$ -	\$0
	Ammendment #														
	- Change Order #				-	0.00	\$ -		\$ -		-	\$ -	0.00%	\$ -	\$0
	- Change Order #				-	0.00	\$ -		\$ -		-	\$ -	0.00%	\$ -	\$0
	- Change Order #				-	0.00	\$ -		\$ -		-	\$ -	0.00%	\$ -	\$0
	Sub Total Change Orders				\$ 12,872.22		\$ -		\$ 12,872.22			\$ 12,872.22		\$ -	\$ 643.61
	GRAND TOTALS				\$2,364,682.22		\$1,450,180.00		\$740,308.22	\$0		\$2,190,488.22		\$174,194.00	\$109,524.41



## Change Order Request

Date: 11/7/2023  
Project: RUSA Deer Creek Trunk Rehabilitation  
Contractor: Titan Utilities

Change Order No.: 1  
Contract No.: \_\_\_\_\_  
Reference: Additional CIPP (DC3008 – DC3007)

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

*The District has identified an additional 18" diameter pipe in need of rehabilitation using CIPP running from MH DC3008 to DC3007. The pipe is approximately 225-LF and is located in Diamond Lake Blvd. The work shall be done in accordance with the attached proposal. No live laterals are connected to this line. The District authorizes the a change order in the amount listed below under "Total Additional Work".*

**Added Work Items:**

Change Order Item Description	QTY	UNIT	UNIT PRICE	Total
Additional Temporary Work Zone Traffic Control, Complete	1	LS	\$2,500.00	\$2,500.00
Additional Sewer Bypassing	1	LS	\$7,816.62	\$7,816.62

<b>Total Additional Work:</b>	<b>\$10,316.62</b>
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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.*

John Kalkhoven  
Contractor Signature

11-7-23  
Date

**APPROVED OWNER:**

By: [Signature]  
Title: Supervising Eng Tech  
Date: 11-7-23

**APPROVED ENGINEER:**

By: [Signature]  
Title: Principal Engineer  
Date: 11/7/2023

*Quality ~ Integrity ~ Experience*

## Change Order Request

Date: 11/29/2023

Project: RUSA Deer Creek Trunk Rehabilitation

Contractor: Titan Utilities

Change Order No.: 2

Contract No.: \_\_\_\_\_

Reference: Additional Work NE Fleser & Fulton

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

*Varying site conditions in the form of a concrete cap on the mainline and lateral line was encountered on the corner of NE Fleser Ave. and Fulton St. by Cradar Enterprises, Inc. (Cradar). 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 Work on NE Fleser	1	LS	\$2,366.30	\$2,366.30
8% Subcontractor Markup	1	LS	\$7,816.62	\$189.30

<b>Total Additional Work:</b>	<b>\$2,555.60</b>
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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.*

John Kalkhoven  
Contractor Signature

11-29-23

Date

APPROVED OWNER:

By: [Signature]

Title: Supervising Eng Tech. TH

Date: 11-29-23

APPROVED ENGINEER:

By: [Signature]

Title: Principal Engineer

Date: 11/7/2023

Attachment: Breakdown of Cradar change order of additional work on NE Fleser & Fulton.

*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 Breakdown for Concrete Cap @ Flessler/Fulton  
**Date:** 11/22/2023 (compiled)

Date	Description	Units	Qty.	Unit Price	Total
10/25/2023	Labor from Certified Payroll				
	Chad Moore, Superintendent OG-3 Rate	HR	4	\$67.72	\$270.88
	Cody Ray, Laborer LG-1 Rate	HR	4	\$51.53	\$206.12
	Dylan Sims, Laborer LG-1 Rate	HR	4	\$51.53	\$206.12
	Mike Florence, Laborer LG-1 Rate	HR	4	\$51.53	\$206.12
	Matt Cook, Trucking on Site TD-1 Rate	HR	3	\$46.82	\$140.46
	Labor/Operator Markup @ 22%	LS	1	\$226.53	\$226.53
	Equipment				
	Cat 305 Mini Excavator	HR	3	\$78.00	\$234.00
	Dump Truck	HR	3	\$82.00	\$246.00
	Jack Hammer & Chipping Guns	HR	4	\$55.00	\$220.00
	Saw Van w/Walk Behind for Additional Cut	HR	1	\$175.00	\$175.00
	Equipment Markup @ 17%	LS	1	\$148.75	\$148.75
	Material				
	Additional 1"-0 Aggregate for Backfill	Ton	6.5	\$11.35	\$73.78
	Material Markup @ 17%	LS	1	\$12.54	\$12.54
<b>TOTAL</b>					<b>\$2,366.30</b>

## 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 a large concrete cap covering both the main line and the service line pathway prohibiting tie-in. 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.

## **ROSEBURG URBAN SANITARY AUTHORITY**

### **NEW DEVELOPMENTS AND PROJECTS**

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#### **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 – Sewer Work completed waiting on testing on easements.
- 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
- Umpqua Street Sewer Rehabilitation project
- SE Stephens Sewer Improvement

#### **PROJECTS:**

- Deer Creek sewer trunk line rehabilitation project Underway. Finishing Manholes and TV Inspections.

# ROSEBURG URBAN SANITARY AUTHORITY

## November 2023 STAFF REPORTS

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### COLLECTION DEPARTMENT:

- Completed 32 work orders.
- Cleaned and CCTV 5,832 feet or 1.1 miles of mainline.
- Cleaned 42,976 feet or 8.2 miles of mainline.
- Completed 2 building sewer taps on Emerald and Rosemary.
- Completed 8 manhole inspections.
- Completed 11 manhole CleverScan inspections.
- Repaired 1 manhole.
- Completed monthly air release valve inspections and cleaning.
- Completed monthly trouble spot inspections.

### ENGINEERING DEPARTMENT:

- Issued 11 permits and 4 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 continues.
- 147 Utility locates were completed.
- Distributed Door Hangers to educate about FOG in the Brown Street Area

### FINANCE DEPARTMENT:

- Vacancy Credits: 7 were processed for a total of \$795.00.
- Credit cards/checks: 1629 payments totaling \$120,576.30 or approximately 14.8% of monthly billing was collected. 142 payments were received by voice response system, 52 payments received at the counter and 1435 on-line.
- Automatic Payments: 2248 customer accounts are signed up. Received \$138,578.08 or approximately 17.0% of monthly billing.



TO: Jim Baird, General Manager-RUSA  
FROM: Caleb Trammell, Project Manager-Jacobs  
DATE: 12/06/2023  
SUBJECT: November 2023 Monthly Report

### **OPERATIONAL ACTIVITIES**

- All permit parameters were met this month.
- The treatment facility averaged 95% 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 November 2023, was 228,000 KWHRS with a total Effluent flow of 125.34 million gallons all of which went to the river at Outfall 001. The November 2022 electrical consumption was 200,000 KWHRS with a total effluent flow of 112.41 million gallons all of which went to the river at Outfall 001.
- At Highland pump station, following the discharge outside valve installation, the Gorman Rupp pump was set up to assist with pumping around the station.
- The 14-inch discharge line at Winchester pump station was opened for the wet season.
- The plant experienced high flow conditions on November 11<sup>th</sup> that required staffing during the night.

### **PRETREATMENT ACTIVITIES**

- Mailed out 10 Pretreatment surveys to local businesses.

The following pretreatment inspections were completed in November:

- Veterans Administration: Their interceptor was over 50% full of FOG, reached a maintenance person to inform them, will follow up in December.
- Rose Haven: Their interceptor was about 40% full of FOG and losing a lot of food particles out the outfall. Spoke with a maintenance person about pumping and the loss of food particles, suggested cleaning off plates into the trash. They serve 70 meals/3 times per day. Recheck scheduled.
- Rodeo Steak House: The sample box was 5% full using the sludge judge.
- Mod Pizza: Their interceptor was 5% full.
- Champion carwash on Walnut Street: This was a recheck, found the oil/water separator at 45% and losing a lot of muddy water when the carwash is in use. Met with a Champion representative and showed the sediment build up in the tank and explained that sediment leaving the separator causes obstruction to the flow in the POTW and that is the reason for a separator to capture sediment and hydrocarbons. Will recheck again.
- FCC Furniture: Inspected and sampled, results pending.
- Umpqua Dairy was issued a renewal to their discharge permit that takes effect 1/1/2024.



### **NATURAL TREATMENT SYSTEM (NTS)**

- All low zones were chlorinated, and all pumps drained down along with motor heaters turned on for winterizing.
- Spraying of blackberries was finished for the season and the sprayer stored at the plant and tractor placed in the barn.

### **MAINTENANCE ACTIVITIES**

- Maintenance Team completed **671** Preventative Maintenance items for the month.
- Maintenance Team completed **13** Corrective Maintenance items for the month.

### **Call Outs for the Month**

- High Wet Well at Winchester lift station, had to switch from 8" to 14" line.
- High Flows due to rain event 11/4/23 – 11/5/23 staff onsite until 3am when flows dropped below 14MGD.
- Blower Failure
- Highland Chopper Pump Failure

### **Current Month Lift Station Flows**

- **Total Approx.** Flow from all Lift Stations for the month – **59,839,367 Gallons**
- **Average Approx.** Daily Flow from all Lift Stations per day - 1,994,645.57 Gallons

### **Current Month Repairs**

- RAS Pump #3 Rebuild underway, new bearings, new Impeller, rebuilt mechanical seal, waiting for a shaft lip seal to complete.
- Gorman-Rupp grease seal leaking, replacing to obtain better suction.
- Air Compressor #2 back online. Manufacturer had to design and test new parts because machine is obsolete.
- Working with Owens Pump to get Chopper pump repaired. PO from client pending.
- Gravity belt thickener rollers balanced at ConVey. Transported to Griffith Rubber for coating.

### **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.
- 107 permit tests were completed during the month.
- Lab water samples were collected and shipped on 11/28/23 to NRC for testing.
- Down loaded river probes on 11/1/23 and cleaned up for storage.

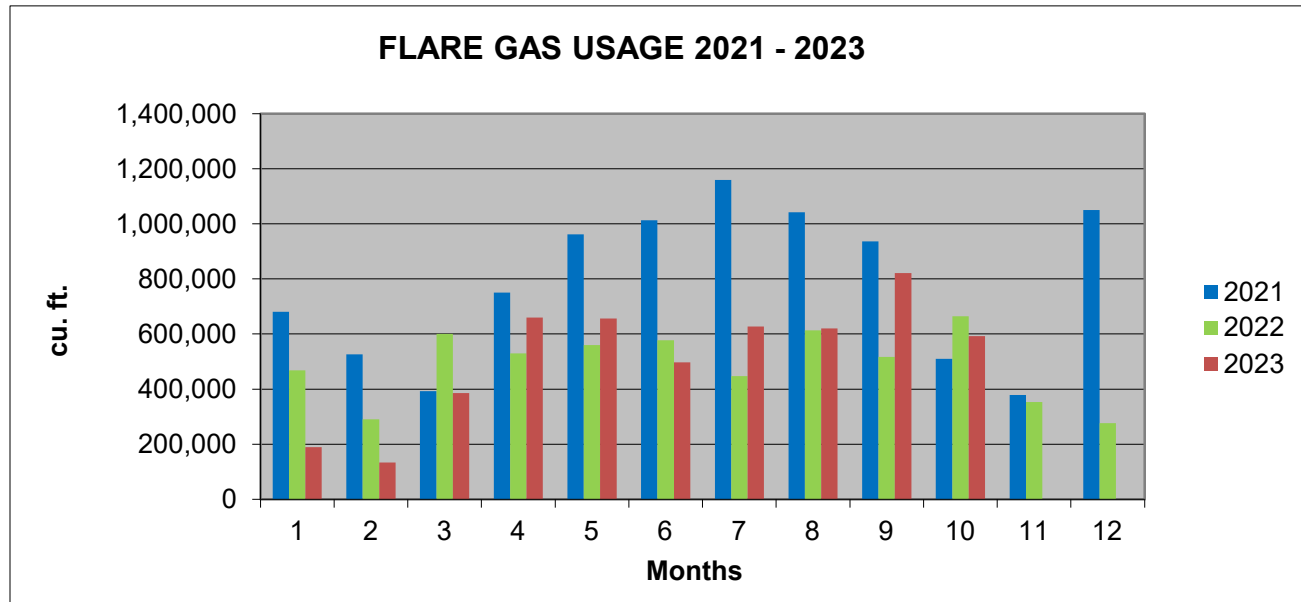
### **BIOSOLIDS**

- Operation of the screwpress continued throughout the month.
- Biosolids trucks have been winterized.

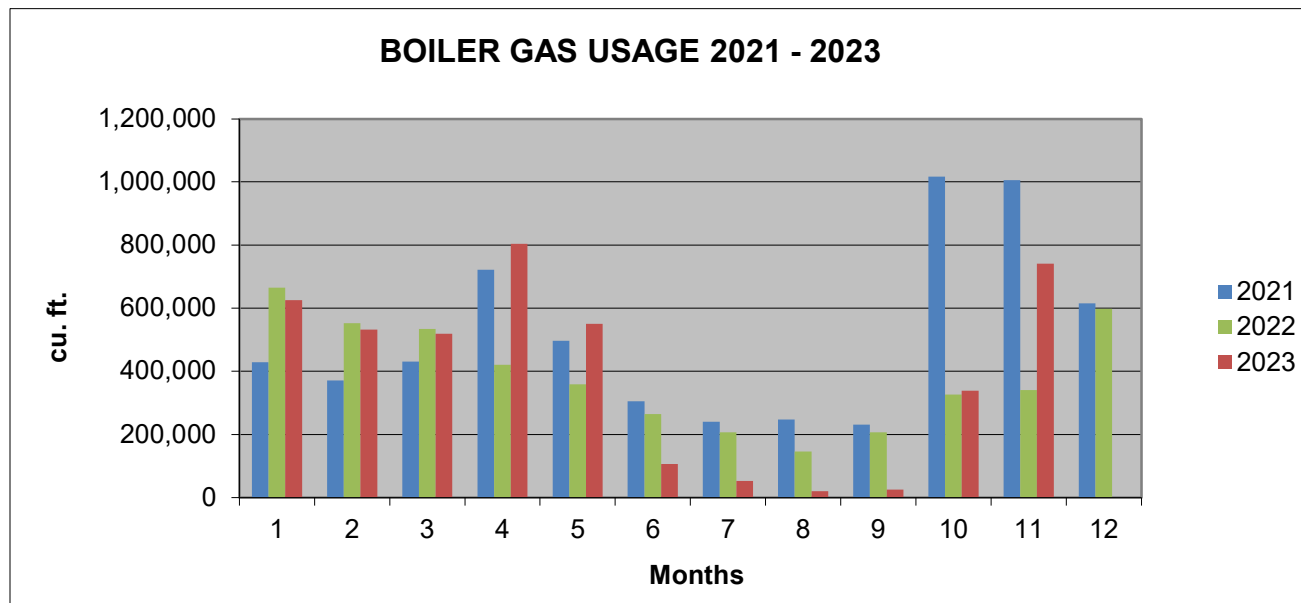
### **UPCOMING EVENTS:**

- Cornell pump intake modification to retest Highland pigging port pump around.
- Develop a holistic scope of work to select replacement thickening technology.

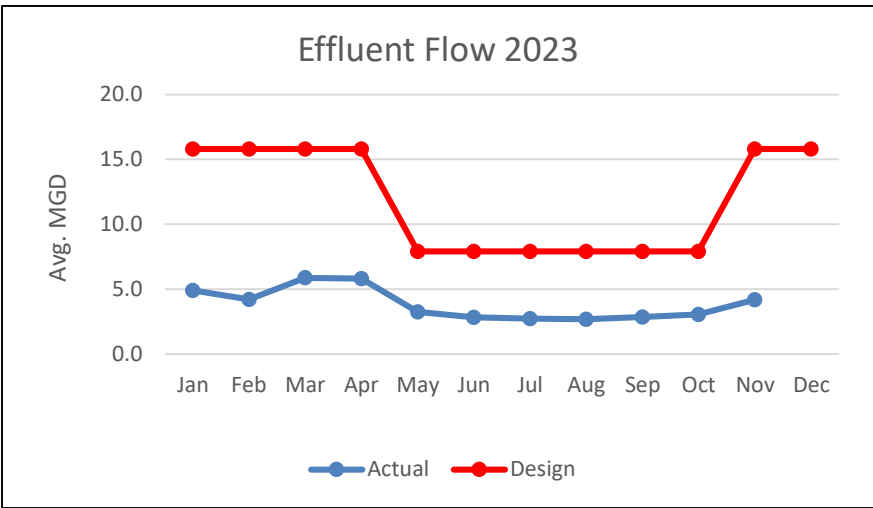
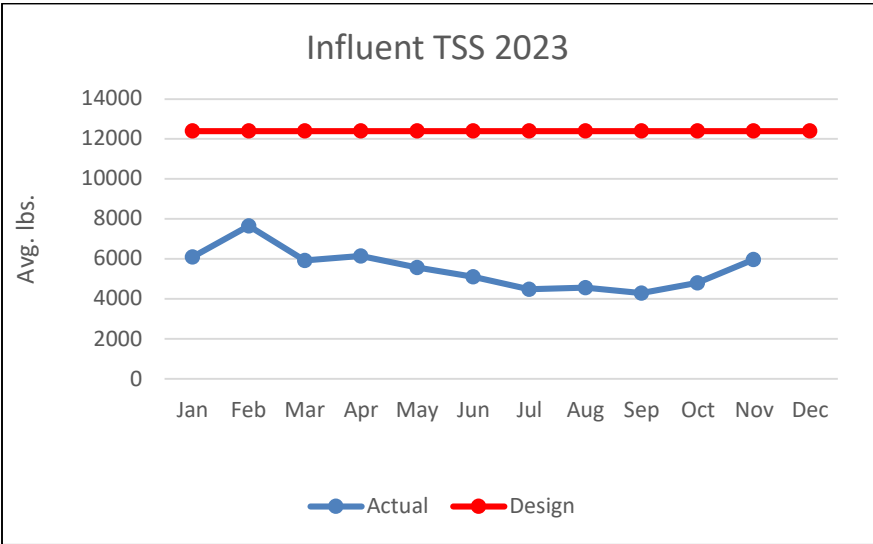
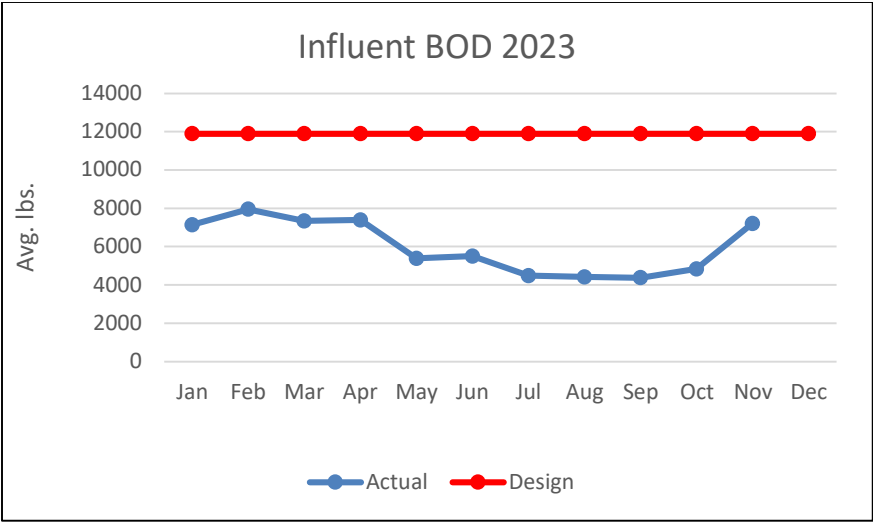
Enclosures:           Boiler/Flare Gas Usage graphs  
                          Influent TSS/BOD and Effluent Flow Graphs  
                          12 Month Moving Avg.



\*No flare gas usage recorded by meter for November. Meter function to be investigated.







## 12 MONTH MOVING AVERAGES

Month/Year	Plnt Inf Q Average MGD	Plnt Inf Average lbs/day <b>CBOD/BOD</b>	Plnt Inf Average lbs/day TSS
Dec-22	5.18	7962	7029
Jan-23	4.94	7143	6094
Feb-23	4.24	7956	7654
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
<b>SUM</b>	<b>47.56</b>	<b>74028</b>	<b>67688</b>
<b>AVE</b>	<b>3.96</b>	<b>6169</b>	<b>5641</b>
<b>MAX</b>	<b>5.87</b>	<b>7962</b>	<b>7654</b>
<b>MIN</b>	<b>2.68</b>	<b>4381</b>	<b>4284</b>

## **CASH DISBURSEMENT RECAP BOARD MEETING DECEMBER 13, 2023**

### Cash Disbursements Since the Last Board Meeting

All Funds:

Total of Prepaid Checks & ACH Transactions	133,802.36
Total of Regular Checks & ACH Transactions	<u>1,056,537.37</u>

Total Expenditures (not including Payroll)	<u>1,190,339.73</u>
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Payroll:

Net Payroll - November 30, 2023	75,515.93
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All Checks & ACH Transactions since the Board Meeting of November 8, 2023	<u>1,265,855.66</u>
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# Accounts Payable

## Checks by Date - Detail by Check Date

User: christine  
Printed: 12/8/2023 12:03 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	ASIFLEX A000325823jeJZY	ASIFlex FSA Admin Fees-October	11/10/2023	37.50
Total for this ACH Check for Vendor ASIFLEX:				37.50
Total for 11/10/2023:				37.50
ACH	02669	PERS Deposit	11/13/2023	
	OCT 23 PR	PR Batch 00001.10.2023 OPSRP-Not W/Held	PR Batch 00001.10.2023 OPS	12,164.24
	OCT 23 PR	PR Batch 00001.10.2023 PERS W/Held	PR Batch 00001.10.2023 PER	5,798.99
	OCT 23 PR	PR Batch 00001.10.2023 PERS - Not W/Held	PR Batch 00001.10.2023 PER	11,208.50
	OCT 23 PR	PR Batch 00001.10.2023 PERS Pick-Up	PR Batch 00001.10.2023 PER	1,005.30
	PERS Adj Oct 23	October PERS Rounding Adj		-0.01
Total for this ACH Check for Vendor 02669:				30,177.02
Total for 11/13/2023:				30,177.02
ACH	ASIFLEX NOV 23 PR	ASIFlex PR Batch 00001.11.2023 Flexible Spending Acco	11/30/2023 PR Batch 00001.11.2023 Flex	1,079.84
Total for this ACH Check for Vendor ASIFLEX:				1,079.84
ACH	DNB	Internal Revenue Service	11/30/2023	
	NOV 23 PR	PR Batch 00001.11.2023 Federal Income Tax	PR Batch 00001.11.2023 Fede	9,125.34
	NOV 23 PR	PR Batch 00001.11.2023 Medicare - Employee	PR Batch 00001.11.2023 Med	1,607.86
	NOV 23 PR	PR Batch 00001.11.2023 Medicare - Employer	PR Batch 00001.11.2023 Med	1,607.86
	NOV 23 PR	PR Batch 00001.11.2023 FICA - Employee	PR Batch 00001.11.2023 FIC	5,848.32
	NOV 23 PR	PR Batch 00001.11.2023 FICA - Employer	PR Batch 00001.11.2023 FIC	5,848.32
Total for this ACH Check for Vendor DNB:				24,037.70
ACH	OR-Rev NOV 23 PR	Oregon Dept. of Revenue PR Batch 00001.11.2023 Oregon W/Held	11/30/2023 PR Batch 00001.11.2023 Oreg	6,853.26
Total for this ACH Check for Vendor OR-Rev:				6,853.26
ACH	PEBSCO NOV 23 PR NOV 23 PR	Nationwide Retirement Solutions PR Batch 00001.11.2023 Roth Contribution PR Batch 00001.11.2023 Nationwide-Deferred C	11/30/2023 PR Batch 00001.11.2023 Rotf PR Batch 00001.11.2023 Nati	200.00 3,925.00
Total for this ACH Check for Vendor PEBSCO:				4,125.00
ACH	CENTURY NOV 23 NOV 23 NTS	CenturyLink Analog phone service for fax & alarm Analog phone line - NTS Gate	11/30/2023	149.11 65.80

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for this ACH Check for Vendor CENTURY:				214.91
51765	CIS INS	CIS Trust	11/30/2023	
	NOV 23 PR	PR Batch 00001.11.2023 Identity Protection	PR Batch 00001.11.2023 Iden	81.75
	NOV 23 PR	PR Batch 00001.11.2023 Hospital Indemnity	PR Batch 00001.11.2023 Hosj	144.90
	NOV 23 PR	PR Batch 00001.11.2023 Short-Term Disability	PR Batch 00001.11.2023 Shor	146.43
	NOV 23 PR	PR Batch 00001.11.2023 Trauma	PR Batch 00001.11.2023 Trau	95.00
	NOV 23 PR	PR Batch 00001.11.2023 Life Insurance - Spous	PR Batch 00001.11.2023 Life	186.10
	NOV 23 PR	PR Batch 00001.11.2023 Voluntary Dependent L	PR Batch 00001.11.2023 Volu	34.58
	NOV 23 PR	PR Batch 00001.11.2023 Voluntary Life Insuran	PR Batch 00001.11.2023 Volu	402.22
	NOV 23 PR	PR Batch 00001.11.2023 Dental & Vision	PR Batch 00001.11.2023 Den	2,450.61
	NOV 23 PR	PR Batch 00001.11.2023 CCIS Insurance Long-	PR Batch 00001.11.2023 CCI	163.52
	NOV 23 PR	PR Batch 00001.11.2023 Medical Ins w/RX	PR Batch 00001.11.2023 Med	26,293.13
	NOV 23 PR	PR Batch 00001.11.2023 Life Insurance - er	PR Batch 00001.11.2023 Life	97.89
	NOV 23 PR	PR Batch 00001.11.2023 Accident Insurance	PR Batch 00001.11.2023 Acci	152.44
	NOV 23 PR	PR Batch 00001.11.2023 CCIS Insurance AD&I	PR Batch 00001.11.2023 CCI	16.40
	NOV 23 PR	PR Batch 00001.11.2023 Critical Illness Insuran	PR Batch 00001.11.2023 Criti	109.00
Total for Check Number 51765:				30,373.97
51766	WATER	City of Roseburg	11/30/2023	
	Nov 23 Admin	Water usage-Admin Building		242.00
	Nov 23 High	Water usage-Highland pump station		48.68
	Nov 23 WRF	Water usage-WRF		777.24
	Oct 23 Keady	Water usage-Keady Ct lift station		55.70
Total for Check Number 51766:				1,123.62
51767	DAS STAT ARQ26072	Dept of Admin Services - Attn: Cashier ORCPP FY24 Annual membership	11/30/2023	900.00
Total for Check Number 51767:				900.00
51768	GENEQ 86447	General Equipment Company Hydraulic filter element	11/30/2023	183.46
Total for Check Number 51768:				183.46
51769	SHRED-IT 8005317215	Stericycle, Inc. Shred it services (covered 2 pickups & extra).	11/30/2023	185.96
Total for Check Number 51769:				185.96
51770	USPS Nov 2023	US Postal Service Postage for December UB Bills	11/30/2023	3,489.35
Total for Check Number 51770:				3,489.35
51771	VERIZON 9949277669 9949277669b	Verizon Wireless New phone Cell phone usage	11/30/2023	119.96 844.49
Total for Check Number 51771:				964.45
51772	REFUND #23-124 tap	Yaeger's Plumbing Refund tap not needed.	11/30/2023	300.00
Total for Check Number 51772:				300.00
Total for 11/30/2023:				73,831.52

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	ASIFLEX A000325823kdI05	ASIFlex FSA Admin Fees for Novembe	12/10/2023	37.50
Total for this ACH Check for Vendor ASIFLEX:				37.50
Total for 12/10/2023:				37.50
ACH	02669	PERS Deposit	12/12/2023	
	NOV 23 PR	PR Batch 00001.11.2023 PERS - Not W/Held	PR Batch 00001.11.2023 PER	11,563.08
	NOV 23 PR	PR Batch 00001.11.2023 PERS Pick-Up	PR Batch 00001.11.2023 PER	1,005.30
	NOV 23 PR	PR Batch 00001.11.2023 OPSRP-Not W/Held	PR Batch 00001.11.2023 OPS	11,477.49
	NOV 23 PR	PR Batch 00001.11.2023 PERS W/Held	PR Batch 00001.11.2023 PER	5,672.97
	NovPERS Roundin	PERS Rounding Adjustment		-0.02
Total for this ACH Check for Vendor 02669:				29,718.82
Total for 12/12/2023:				29,718.82
Report Total (17 checks):				133,802.36

# Accounts Payable

## Checks by Date - Detail by Check Date

User: christine  
Printed: 12/8/2023 1:10 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
51773	AIRGASUS 9144251321 9144437224	Airgas USA, LLC Welding supplies Welding supplies	12/13/2023	145.33 132.27
Total for Check Number 51773:				277.60
51774	APEX 355572	Apex/Ace Home Center Nozzle skids	12/13/2023	38.95
Total for Check Number 51774:				38.95
51775	WP Nov 2023	Avista Utilities Natural gas service	12/13/2023	89.68
Total for Check Number 51775:				89.68
51776	BANNERMC	BANNER BANK	12/13/2023	
	AA 110223a	Staples - Pens and batteries		63.08
	AA 110223b	Staples - Business cards for Ryon		58.98
	AA 110723	Amazon - Credit for return of lateral file cabinet		-125.98
	AA 110923	Bagel Tree - Staff snacks		35.95
	AA 111223	Amazon - Inboxes for Christine's office		25.79
	AA 112323a	Staples - Paper, TP, Paper towels		782.99
	AA 112323b	Staples - Planners for crew		69.54
	AA 112923	Pitney Bowes - Ink for postage meter		81.19
	AB 110323	Home Depot - Car wash supplies		37.96
	AB 110623	Home Depot - Microwave for lunches in the field		54.98
	AB 112123	Mountain Mikes Pizza - SOOS lunch - JB SO RI		111.95
	DF 110323	Amazon - Replacement keyboard for Christine		66.98
	DF 111023	Zoom - Electronic meeting software		99.00
	DF 112223a	Amazon - NVME SSD for Christine's PC		119.99
	DF 112223b	Amazon - NVME SSD for CCTV PC		119.99
	HW 111523	Target - Christmas supplies		87.50
	NS 110323	Sportsman's Warehouse - Waders		129.99
	NS 111123	Sportsman's Warehouse - Waders		129.99
	NS 111423	Amazon - Work shirts		40.74
	NS 111523	Amazon - Work shirts		19.02
	NW 110823	Safeway - Board meeting snacks		14.49
	RC 112723	Good Guys Garage - Service for CCTV Van		156.30
	RK 111323	Riverside Restaurant - Dinner - Ryon Leadership		25.00
	RK 111423	Riverside Restaurant - Dinner - Ryon Leadership		22.00
	RK 111523	Riverside Restaurant - Dinner - Ryon Leadership		25.00
	RK 111623	Riverside Restaurant - Dinner - Ryon Leadership		25.00
	RK 111723	Best Western Plus - Lodging - Ryon Leadership		635.12
	RK 112223	PLSO - Ryon - PLSO Conference Registration		450.00
	SL 110123	Staples - Office chair for Steve		302.74
	SO 112223a	Superion LLC - Central Square/Lucity Engage C		899.00
	SO 112223b	Alaska Airlines - Plane ticket to Conf - Sarah		377.80
	SO 112223c	Allianz Travel Insurance - Trip Insurance for Con		23.61

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 51776:				4,965.69
51777	BHEC	Bassett-Hyland Energy Company	12/13/2023	
	CL20790-IN	Fuel use		643.56
	CL21180-IN	Fuel use		651.48
Total for Check Number 51777:				1,295.04
51778	BATT PLU	Batteries Plus #208	12/13/2023	
	P67628048	Replacement batteries for Dave's UPS		39.90
Total for Check Number 51778:				39.90
51779	ORMS	Chaves Consulting, Inc	12/13/2023	
	213093	Monthly User fees-ORMS		370.20
Total for Check Number 51779:				370.20
51780	WATER	City of Roseburg	12/13/2023	
	INV20174	Bulk water use and permit		144.13
Total for Check Number 51780:				144.13
51781	DRAUTO	D & R Auto & Truck Supply Corp	12/13/2023	
	107597	Antifreeze		25.98
Total for Check Number 51781:				25.98
51782	DCASSESS	Douglas County Assessor	12/13/2023	
	2899-01	Assessment search subscription		85.00
Total for Check Number 51782:				85.00
51783	DFN	Douglas Fast Net	12/13/2023	
	Dec 2023 Admin	Internet Services-Admin	Service: 14806	223.99
	Dec 2023 Brbn	Internet Services-Bourbon St	Service: 205697	102.58
	Dec 2023 High	Internet Services-Highland PS	Service: 105797	78.59
	Dec 2023 Host	Admin Hosting		10.80
	Dec 2023 Keady	Internet Services-Keady Ct	Service: 106289	78.59
	Dec 2023 LV	Internet Services-Loma Vista P	Service: 205950	106.58
	Dec 2023 NBank	Internet Services-No. Bank PS	Service: 105793	75.59
	Dec 2023 NTS	Internet Services-NTS	Service: 237686	86.39
	Dec 2023 Ph/Cam	Phones/Security Cams	Service: 141784	101.19
	Dec 2023 Wilb 2	Internet Services-Wilbur 2 PS	Service: 105794	75.59
	Dec 2023 Wilb1	Internet Services-Wilbur 1 PS	Service: 105796	75.59
	Dec 2023 Winch	Internet Services-Winchester P	Service: 105795	64.79
Total for Check Number 51783:				1,080.27
51784	UB*00065	SALLY HARWELL	12/13/2023	
		Refund Check		17.50
		Refund Check		4.38
		Refund Check		118.12
Total for Check Number 51784:				140.00
51785	IE-ENG	i.e. Engineering, Inc.	12/13/2023	
	63025	Waterline easement for WRF water main		225.00
	63026	Inspection Services for WWTP Water Main		650.00
	63137	Engineering Umpqua Street Rehab		1,905.00



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 51785:	2,780.00
51786	Isler 236565	Isler CPA, LLC Progress billing for audit FYE23	12/13/2023	4,000.00
			Total for Check Number 51786:	4,000.00
51787	Jacobs 351289-071CL 351289-NT15 35128936-05	Jacobs Engineering Group Inc Close out bill FYE23 Out of Scope/Monitoring report & Farm Op Plan Professional services per agreement	12/13/2023	1,928.55 19,120.88 140,624.42
			Total for Check Number 51787:	161,673.85
51788	COASTAL H84697 H84701	John Deere Financial f.s.b. Work pants (263.84) and boots (119.99) - KB Work pants - NS	12/13/2023	383.83 95.98
			Total for Check Number 51788:	479.81
51789	Leeway 947	Leeway Engineering Solutions, LLC Eng services-North Deer Cr CIPP Project	12/13/2023	2,840.50
			Total for Check Number 51789:	2,840.50
51790	LTT 546961a 546961b 546961c 546961d 546961e	LTT Partners LLC Alarm System Components and 2 Cameras Camera Licensing Remaining 9 years 6 months Alarm monitoring w/ Video Verification (remain Monitoring w/Video Verification (This Year) Camera and Alarm Licensing (This Year)	12/13/2023	7,449.10 7,180.38 7,837.50 412.50 377.92
			Total for Check Number 51790:	23,257.40
51791	MSTRCR 100764-J	MasterCare Cleaning Co Inc Monthly janitorial services	12/13/2023	390.00
			Total for Check Number 51791:	390.00
51792	NEXNET 21518	Nexcom, LLC Digital telephone services	12/13/2023	332.80
			Total for Check Number 51792:	332.80
51793	LGL 13621	Northwest Local Government Legal Advise Legal services	12/13/2023	605.00
			Total for Check Number 51793:	605.00
51794	Occu 23853 24000 24175	OccuHealth 2 Employee DOT Physicals Employee vaccination Employee vaccination	12/13/2023	220.00 75.00 25.00
			Total for Check Number 51794:	320.00
51795	OR-LIN 1015983 1021505	Oregon Linen, Inc. Laundry and mat services Laundry and mat services	12/13/2023	52.44 30.88
			Total for Check Number 51795:	83.32

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
51796	PAC AIR	Pacific Air Comfort, Inc.	12/13/2023	
	i16213	Diagnostics - HVAC has burning smell		170.00
	i16228	HVAC quarterly maintenance per CMA		500.00
	i16315	HVAC inducer motor replacement		963.10
				<hr/>
Total for Check Number 51796:				1,633.10
51797	PPL	Pacific Power	12/13/2023	
	Nov 2023 411LM	Usage-411 LM-Storage Bldg		59.02
	Nov 2023 425LM	Power Usage-425 Long Meadow		12.55
	Nov 2023 Admin	Power Usage-Admin Bldg		629.40
	Nov 2023 Brbn	Power Usage-310 Bourbon St PS		95.61
	Nov 2023 BrbnC	Contract-310 Bourbon St PS		61.86
	Nov 2023 Gate	Power Usage-140 LM-NTS Gate		20.60
	Nov 2023 High	Power Usage-Highland PS		1,551.34
	Nov 2023 Keady	Contract Min&Usage-Keady Ct PS		66.51
	Nov 2023 LV	Power Usage-Loma Vista PS		115.85
	Nov 2023 NBank	Power Usage-North Bank PS		251.12
	Nov 2023 NTS	Contract/Power Usage-NTS PS		5,919.23
	Nov 2023 S Bank	Power Usage-South Bank PS		2,462.24
	Nov 2023 Wilb1	Power Usage-Wilbur 1 PS		230.29
	Nov 2023 Wilb2	Power Usage-Wilbur 2 PS		286.23
	Nov 2023 WWTP	Power Usage-WWTP 1		25,150.50
	Nov 2023 WWTP2	Power Usage-WWTP 2		27.71
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Total for Check Number 51797:				36,940.06
51798	Premium	Premium Landscape, Inc.	12/13/2023	
	26023	Monthly landscape maintenance		225.00
				<hr/>
Total for Check Number 51798:				225.00
51799	RITZ	Ritz Safety	12/13/2023	
	6594621	Gloves		108.77
				<hr/>
Total for Check Number 51799:				108.77
51800	RSBG-DIS	Roseburg Disposal Company	12/13/2023	
	1333315	Garbage Service-November		61.00
				<hr/>
Total for Check Number 51800:				61.00
51801	STEELOUT	The Steel Outlet	12/13/2023	
	252903	Steel for manhole hooks/nozzle skids		72.80
				<hr/>
Total for Check Number 51801:				72.80
51802	TEKMAN	TEKMANAGEMENT, INC.	12/13/2023	
	88544	Professional Services (Estimate) \$154 X 45 hour		6,783.86
	88671	Backup & Recovery Services		565.00
	88671	Server Maint & monitoring		1,578.87
	88671	Encryption of laptops		107.25
	88671	DNS Filter (security)		40.00
	88671	Cloud storage-server backups		84.00
	88671	Penetration testing for IP addresses		253.84
				<hr/>
Total for Check Number 51802:				9,412.82
51803	Titan U	Titan Utilities, LLC	12/13/2023	
	Change #1	Deer Creek Rehab CO #1		10,316.62
	Change #2	Deer Creek Rehab CO #2		2,555.60

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	pymt #3	Deer Creek Trunk Rehab Pymt #3		727,436.00
	Pymt #3 ret	Deer Creek Rehab CO #2		-37,015.41
Total for Check Number 51803:				703,292.81
51804	UBWA	Umpqua Basin Water Association	12/13/2023	
	Nov 23 411LM	Water - 411 Long Meadows Ln		22.05
	Nov 23 606LM	Water - 606 Long Meadows Ln		22.00
	Nov 23 Bourb	Water - 310 Bourbon St		22.00
Total for Check Number 51804:				66.05
51805	UV FIRE	Umpqua Valley Fire Services	12/13/2023	
	12471184	Fire extinguishers annual maintenance		206.95
Total for Check Number 51805:				206.95
51806	UNDER	Underground Technologies Inc.	12/13/2023	
	1338	Line Manholes to stop infiltration		49,822.50
Total for Check Number 51806:				49,822.50
51807	West Tes	Western Testing LLC	12/13/2023	
	28666	Compaction Testing-No Dr Cr Rehab project		623.80
Total for Check Number 51807:				623.80
51808	WILLGRAY	Willamette Graystone, LLC	12/13/2023	
	28263173	Speedcrete for manhole repair		52.91
Total for Check Number 51808:				52.91
51809	CH2M	CH2M Hill, Inc.	12/13/2023	
	107769CH011bisu	WRF-Bisulfite SCADA		31,230.48
	107769CH011misc	Professional services - plan review for Hanna uti		408.63
	107769CH011thic	WRF Thickening System - Evaluation		17,064.57
Total for Check Number 51809:				48,703.68
Total for 12/13/2023:				1,056,537.37
Report Total (37 checks):				1,056,537.37