



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

**REGULAR MONTHLY BOARD MEETING**  
**June 14, 2023**

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

June 14<sup>th</sup>, 2023  
RUSA Board Room  
4:00 p.m.

The June 14<sup>th</sup>, 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  
David Campos

Rob Lieberman, Vice Chair  
Jerry Griesse

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. May 3<sup>rd</sup>, 2023; Budget meeting
  - b. May 10<sup>th</sup>, 2023; Board meeting
- 5. Public Hearing**
  - a. Public hearing to discuss the Roseburg Urban Sanitary Authority's approved Budget for the Fiscal Year 2023-2024 as approved by the Budget Committee on May 3<sup>rd</sup>, 2023.
- 6. Resolution 23-04**
  - a. A Resolution Adopting the 2023-2024 Budget and Making Appropriations
- 7. Resolution 23-05**
  - a. A Resolution Declaring Surplus Property
- 8. General Managers' Report**
  - a. Bisulfite Building Project
    - i. Pay request -Release of Retainage.
  - b. Office remodel – Finance Department
    - i. Project update.
  - c. North Deer Creek Trunk Rehabilitation Project
    - i. Project update.
  - d. Biogas Feasibility Study – WRF
    - i. Project Update
  - e. Administrative Offices Reroofing Project
    - i. Project Update
  - f. SE Chadwick St and Atlanta St Sewer Replacement Project
    - i. Project update and Pay Request
  - g. RUSA WRF Waterline Project
    - i. Project update.
- 9. Convenience Fee**
  - a. Credit Card payments
- 10. New Developments**
- 11. Staff Report**
- 12. Jacobs Plant Operations Report**
- 13. Accounts Payable**
- 14. 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**

## **BUDGET COMMITTEE MEETING**

### **ROSEBURG URBAN SANITARY AUTHORITY**

The Budget Committee Meeting was called to order at 12:00 p.m. on May 3, 2023. The Meeting was held in person and broadcast by Zoom® Meeting.

#### **ROLL CALL**

##### **Budget Committee Members:**

**Present:** John Dunn, Kelsey Wood, David Campos, Marc Chirrick, Mike Baker, Mike Jackson and Ron Thames  
**Absent:** Jerry Griese, Rob Lieberman and Robin VanWinkle

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**Others present:** General Manager Jim Baird, Finance Director Christine Morris, Office Assistant II Harmony Williams, Collection System Superintendent Steve Lusch, Engineering Technician III Ryon Kershner, Information Technology Systems Administrator Dave Fromdahl and Jacobs Interim Project Manager Caleb Trammell.

Budget Officers are as follows:

- **Budget Officer:** Jim Baird, General Manager, Roseburg Urban Sanitary Authority.
- **Budget Committee Chair:** Kelsey Wood nominated Mike Baker as the Budget Committee Chair. David Campos seconded the motion.  
The motion passed unanimously.
- **Budget Committee Secretary:** David Campos nominated Kelsey Wood as the Budget Committee Secretary. Marc Chirrick seconded the motion.  
The motion passed unanimously.

The Budget Message for the fiscal year 2023-2024 was presented by the Budget Officer, General Manager Jim Baird. There was discussion regarding the contents of the Budget Message and if everyone had an opportunity to review the message. Budget Committee members stated they had reviewed the message. The Budget Officer presented a highlight presentation to the Budget Committee. This presentation detailed changes in revenue due to a proposed rate increase and key expenses for each department.

The Budget Chair directed the Committee to review all the below listed General and Other Funds:

General Fund has 4 departments:

- Administration and Engineering
- Treatment
- Collection
- Finance

Other Funds:

- Fund #2      Diamond Lake LID Fund
- Fund #3      Collection System Expansion Fund
- Fund #4      Infrastructure Replacement Reserve Fund
- Fund #6      Treatment Plan Expansion Fund
- Fund #7      Asset Acquisition and Replacement Fund
- Fund #10     Plant Equipment Replacement Fund
- Fund #11     Administration Building Fund

Discussion was held by Committee members on the four General Fund Departments as well as the seven Other Funds. John Dunn questioned the increase to the Finance Materials & Service line item. The increase was explained as being a result of the cost to upgrade software, an increase in credit card processing fees, a postage rate increase due to the current postcard sized billing statement moving to a full page statement and the cost to produce full page statements. David Campos questioned the Administration & Engineering Professional Services line item and the Capital Outlay Miscellaneous Office Equipment line item. Dave Fromdahl explained these increases are due to the cost of outside labor to upgrade the server and the actual server upgrade. John Dunn questioned if the Health Benefits increase falls within the Board of Directors guideline. Staff stated that the increase is 5% which does meet the guideline.

At this time, the Budget Committee considered the budget in its entirety, and the public was invited to comment.

No public comment was made.

Kelsey Wood made a motion to approve the 2023-2024 Budget, as presented.

Ron Thames seconded the motion.

The motion passed unanimously.

#### Vote By Roll Call

Roll call was requested by John Dunn for the motion to approve the 2023-2024 Budget, as presented:

John Dunn	Yes
Rob Lieberman	
Jerry Griese	
Kelsey Wood	Yes
David Campos	Yes
Marc Chirrick	Yes

Mike Jackson	Yes
Mike Baker	Yes
Robin VanWinkle	
Ron Thames	Yes

The motion was passed with a 7/0 vote.

There being no further business to come before the Budget Committee, the meeting adjourned at 1:04 p.m.

Respectfully submitted,



Kelsey Wood  
Budget Committee Secretary



**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 4:10 p.m. on May 10, 2023. The Board Meeting was held in-person and remotely broadcast by Zoom® Meeting.

**ROLL CALL**

**Directors**

**Present:** Board Chair John Dunn, David Campos and Kelsey Wood

**Absent:** Jerry Griesse and Rob Lieberman

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**Others present:** General Manager Jim Baird, Finance Director Christine Morris, Office Assistant II Harmony Williams, Collections Superintendent Steve Lusch, Engineering Technician III Ryon Kershner, Caleb Trammell Jacobs Interim Plant Manager Carol Hunt ESGR, David Harris US Army National Guard and Drew Winkelmaier of The News Review

**Consideration of the April 12, 2023, Regular Monthly Board Meeting Minutes**

Kelsey Wood moved to approve the minutes for the April 12, 2023 Roseburg Urban Sanitary Authority monthly Board Meeting.  
David Campos seconded the motion.  
The motion passed unanimously.

**ESGR Seven Seals Award and Statement of Support Presentation**

Carol Hunt of Employer Support of the Guard and Reserve presented RUSA with the Seven Seals Award in honor of RUSA's support of local veterans through employment. David Harris of the US Army National Guard was also present.

**Resolution No. 23-02; Amending Resolution No. 22-01 Regarding System Development Charge**

Staff presented Resolution No. 23-02; A Resolution Amending Resolution No. 22-01 Regarding System Development Charge.  
Kelsey Wood moved to approve Resolution No. 23-02; A Resolution Amending Resolution No. 22-01 Regarding System Development Charge.  
David Campos seconded the motion.

### Vote By Roll Call

Board Chair Dunn requested "Roll Call" for the motion to accept Resolution No. 23-02:

John Dunn                      Yes

Rob Lieberman

Jerry Griese

Kelsey Wood                  Yes

David Campos                Yes

The motion was passed with a 3/0 vote.

### **Resolution No. 23-03; Modifying Sanitary Sewer Rates**

Staff presented Resolution No. 23-03; A Resolution Modifying Sanitary Sewer Rates.

Kelsey Wood moved to approve Resolution No. 23-03; A Resolution Modifying Sanitary Sewer Rates.

David Campos Seconded the motion.

### Vote By Roll Call

Board Chair Dunn requested "Roll Call" for the motion to accept Resolution No. 23-03:

John Dunn                      Yes

Rob Lieberman

Jerry Griese

Kelsey Wood                  Yes

David Campos                Yes

The motion was passed with a 3/0 vote.

### **General Managers Report**

#### Bisulfite Building Project

H3 General Contractors LLC submitted pay request #6. The work completed this period amounts to \$73,270 with retainage of \$3,665 for payment due of \$69,605.

The project engineer, Tom Rogers, has reviewed the pay request and recommends that the payment be processed. Staff has reviewed the pay request and also recommended that the Board approve paying pay request #6 in the amount of \$69,605.

David Campos made a motion to approve pay request #6 to H3 General Contractors LLC in the amount of \$69,605.

Kelsey Wood seconded the motion.

The motion passed unanimously.

### Vote By Roll Call

Board Chair Dunn requested "Roll Call" for the motion to approve pay request #6 to H3 General Contractors LLC in the amount of \$69,605:

John Dunn	Yes
Rob Lieberman	
Jerry Griesse	
Kelsey Wood	Yes
David Campos	Yes

The motion was passed with a 3/0 vote.

#### Office Remodel

Tom Rogers of Rogers Engineering has completed the plans. Staff will submit the plans and an application for construction to the city. Staff will also solicit bids from local contractors.

#### North Deer Creek Trunk Rehabilitation Project

Rob Lee, with Leeway Engineering Solutions, and his team have completed the 95% level plans. The staff is reviewing the plans.

#### Biogas Feasibility Study – WRF

The preliminary schedule anticipates the final report in September 2023.

#### Chadwick St and Atlanta St Sewer Replacement

The contractor has mobilized to the site and has begun work. The contractor's schedule estimates the completion of the project on June 16<sup>th</sup>, 2023.

#### Administrative Offices Reroofing Project

Curt Wilson, of Wilson Architecture, has completed 100% plans. The architect has provided a construction cost estimate of \$364,134 which includes a 15% contingency.

The project is scheduled to be advertised on May 12<sup>th</sup> with bids being received on June 16<sup>th</sup>.

### **Jacobs Plant Operations Report**

Caleb Trammell advised that the treatment facility averaged 88% BOD removal and 94% Total Suspended Solids removal during April. The total Effluent flow was 173.90 million gallons.

### **Accounts Payable**

The Board reviewed the Accounts Payable Report and Addendum for the May 2023 Accounts Payable.

David Campos moved to approve the Accounts Payable Report and Addendum as presented. Kelsey Wood seconded the motion.

#### Vote By Roll Call

Board Chair Dunn requested "Roll Call" for the motion to approve the May 2023 Accounts Payable Report and Addendum as presented:

John Dunn	Yes
Rob Lieberman	
Jerry Griesse	



Kelsey Wood            Yes  
David Campos        Yes  
The motion was passed with a 3/0 vote.

### **Other Business**

Jim Baird has been approached by Water Professional International with an opportunity to serve on the Board of Directors.

### **Attached Additional Items Presented**

Accounts Payable Addendum

Water Professionals International Introduction

Respectfully submitted,



Harmony Williams  
Office Assistant

# Addendum to May 10, 2023 Board Packet

## Accounts Payable

### Checks by Date - Detail by Check Date

User: christine  
Printed: 5/10/2023 3:12 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
51436	WATER April 23 Bulk April Keady	City of Roseburg Bulk water usage-April Water Usage-Keady Court	05/10/2023	109.20 51.00
Total for Check Number 51436:				160.20
51437	F3B CONS 5026	F3B Construction LLC 20x30 Corex for "Connecting the world" sign	05/10/2023	25.00
Total for Check Number 51437:				25.00
51438	HANDY 121759	Handyman Hardware Bolts	05/10/2023	150.00
Total for Check Number 51438:				150.00
51439	Occu 20787	OccuHealth New staff Vaccines and titers	05/10/2023	404.00
Total for Check Number 51439:				404.00
51440	GENCHEM 78144	RootX Rootx	05/10/2023	5,182.00
Total for Check Number 51440:				5,182.00
51441	UMPCCINC April 23	Umpqua Community Center, Inc. Rental of facilities for Summer picnic	05/10/2023	200.00
Total for Check Number 51441:				200.00
51442	West. Sy 39373	Western Systems Annual maintenance on Camel	05/10/2023	3,261.42
Total for Check Number 51442:				3,261.42
51443	West Tes 27852	Western Testing LLC Testing-Atlanta to Chadwick Sewer Replacemen	05/10/2023	748.50
Total for Check Number 51443:				748.50
Total for 5/10/2023:				10,131.12
Report Total (8 checks):				10,131.12



## About Water Professionals International

### Introduction

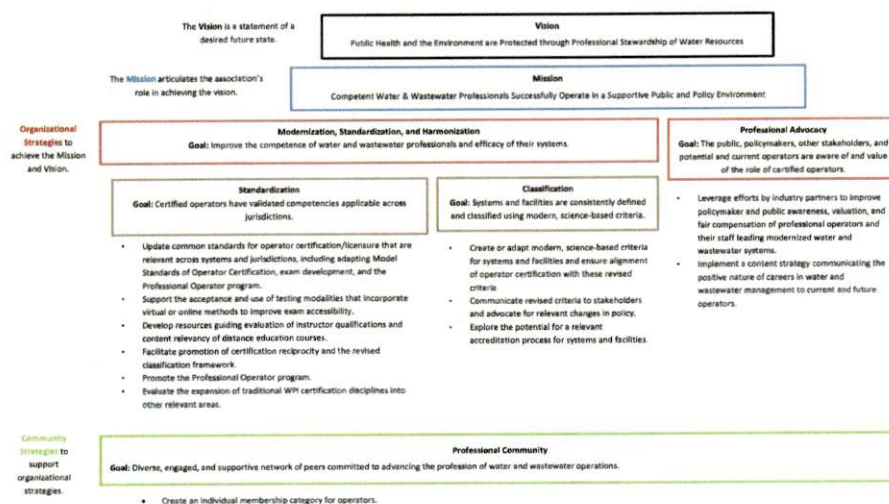
Water Professionals International (WPI) is an established and influential organization within the water and wastewater sector serving its membership since 1972. The WPI association provides a voice for international certification issues and is a tool for building lifelong professional relationships.

Innovation is integral at WPI. To continue improving the organization's effectiveness, executive staff and volunteer leadership decided to implement a strategic planning process for the development of a research-based, strategic plan for WPI to use in the creation of future objectives and implementation tactics to ensure continuous improvement of WPI's existing products and services.

1. The **first goal** of this process was to develop consensus on the desired goals of the association, given the needs of stakeholders in the water and wastewater industry.
2. The **second goal** of this process was to develop 3 – 5 long-term strategies that the association can implement to achieve these goals.

To inform this process, WPI engaged Association Laboratory. Founded in 1999, Association Laboratory specializes in research and strategy for trade, professional and nonprofit membership organizations.

The following summary briefly describes the outcomes, specific goals, and recommendations of the WPI Strategic Planning Task Force.



[WPI Voluntary Certification Process >](#)

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### Vision Statement

Public Health and the Environment are Protected through Professional Stewardship of Water Resources



- Ensure the public, policymakers, other stakeholders, and potential and current operators are aware of the value of the role of certified operators.
- Create & maintain a diverse, engaged, and supportive network of peers committed to advancing the profession of water and wastewater operations.

## Strategies

### • Standardization

**Certified operators will have validated competencies applicable across jurisdictions.**

- Update common standards for operator certification/licensure that are relevant across systems and jurisdictions, including adapting Model Standards of Operator Certification, exam development, and the Professional Operator program.
- Support the acceptance and use of testing modalities that incorporate virtual or online methods to improve exam accessibility.
- Develop resources guiding evaluation of instructor qualifications and content relevancy of distance education courses.
- Facilitate promotion of certification reciprocity and the revised classification framework.
- Promote the Professional Operator program.

### • Classification

**Systems and facilities are consistently defined and classified using modern, science-based criteria.**

- Create or adapt modern, science-based criteria for systems and facilities and ensure alignment of operator certification with these revised criteria.
- Communicate revised criteria to stakeholders and advocate for relevant changes in policy.
- Explore the potential for a relevant accreditation process for systems and facilities.

### • Professional Advocacy

**Implement a content strategy communicating the positive nature of careers in water and wastewater management to current and future operators.**

- Leverage efforts by industry partners to improve policymaker and public awareness, valuation, and fair compensation of professional operators and their staff leading modernized water and wastewater systems.

### • Community Strategies

Initiatives implemented by WPI to directly support the goals and missions of organizations in the industry.

### • Professional Community Strategies

Create an individual membership category for operators.

### • Organizational Strategies

Modernization, Standardization, and Harmonization

© Water Professionals International.



9400 Plum Drive, Suite 160  
Urbandale, IA 50322  
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## Board of Directors

### Board of Directors

#### Officers

- **Jim Grassiano**, *Chair*, Alabama Department of Environmental Management, Montgomery, Alabama
- **Rachel Neville**, *Chair-Elect*, Washington Certification Services, Green River College, Auburn, Washington
- **Mike Firlotte**, *Vice Chair*, Water and Wastewater Service, City of Whitehorse, Yukon, Canada
- **Alison McGee**, *PO, Immediate Past-Chair*, Huntsville Utilities, Huntsville, Alabama

[WPI Voluntary  
Certification Process >](#)

#### Division Directors

- **Rob Fleming**, *At-Large Division*, City of Kamloops, Kamloops, British Columbia, Canada
- **Jason Spicer**, *Wastewater Division*, Virginia Department of Environmental Quality, Office of Water Compliance, Richmond, Virginia
- **Morley Foy**, *PE, Water Division*, Environment, Energy and Climate Action, Drinking Water and Wastewater, Charlottetown, Prince Edward Island, Canada

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#### AWWA Representative

- **Pam Moss**, *American Water Works Association*

#### WEF Representative

- **Mike Kyle**, *Water Environment Federation*

[Testing Service >](#)

#### Ex-Officio

- **Paul D. Bishop**, *CAE, Water Professionals International*
- **John Solvie**, *Certification Commission for Environmental Professionals*

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9400 Plum Drive, Suite 160  
Urbandale, IA 50322  
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## RESOLUTION 23-04

### A RESOLUTION ADOPTING THE 2023-2024 BUDGET AND MAKING APPROPRIATIONS

- 1 **BE IT RESOLVED** that the **ROSEBURG URBAN SANITARY AUTHORITY** adopts the Budget approved by the Budget Committee for Fiscal Year 2023-2024 now on file in the office of the Authority's Manager.
- 2 **BE IT RESOLVED** that the amount for the Fiscal Year beginning July 1, 2023, and for the purposes shown below are hereby appropriated as follows:

<b>GENERAL FUND 01</b>
------------------------

Administration & Engineering	1,984,920
Treatment	3,287,600
Collection	2,320,660
Finance	918,640
Contingency	550,000
Transfers To Other Funds	2,628,000
Unappropriated Ending Fund Balance*	3,946,890
<b>TOTAL:</b>	<b>15,636,710</b>

<b>COLLECTION SYSTEM EXPANSION FUND 03</b>
--

Capital Outlay	1,178,410
Unappropriated Ending Fund Balance*	0
<b>TOTAL:</b>	<b>1,178,410</b>

<p align="center"><b>INFRASTRUCTURE REPLACEMENT RESERVE FUND 04</b></p>
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Capital Outlay	3,000,000
Unappropriated Ending Fund Balance*	0

<b>TOTAL:</b>	<b>3,000,000</b>
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<p align="center"><b>TREATMENT PLANT EXPANSION FUND 06</b></p>
--

Capital Outlay	741,700
Unappropriated Ending Fund Balance*	0

<b>TOTAL:</b>	<b>741,700</b>
---------------	----------------

<p align="center"><b>ASSET ACQUISITION AND REPLACEMENT FUND 07</b></p>
--

Transfer to Other Funds	0
Unappropriated Ending Fund Balance*	6,578,500

<b>TOTAL:</b>	<b>6,578,500</b>
---------------	------------------

<p align="center"><b>PLANT EQUIPMENT REPLACEMENT FUND 10</b></p>
--

Capital Outlay	1,993,000
Unappropriated Ending Fund Balance*	0

<b>TOTAL:</b>	<b>1,993,000</b>
---------------	------------------

*\*Amounts Not Appropriated*

**3**            **BE IT RESOLVED** that the **ROSEBURG URBAN SANITARY AUTHORITY** certifies to the Douglas County Clerk this Resolution, and shall file a copy of the Budget as finally adopted.

**ADOPTED** and appropriated by the **ROSEBURG URBAN SANITARY AUTHORITY** at the Regular Monthly Board Meeting, June 14, 2023.

**DATED: June 14, 2023**

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**John W. Dunn**  
**Chairman of the Board**

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**James V. Baird**  
**General Manager**



**RESOLUTION NO. 23-05**  
**A RESOLUTION DECLARING SURPLUS PROPERTY**

**RECITAL:**

Roseburg Urban Sanitary Authority, a Local Government, must declare property not needed to be surplus by Resolution. As established by Resolution 05-01, Exhibit "A" section "H" (Disposal of Surplus Property) the Authority has established policies to dispose of property that is of no use or value to the Authority.

**NOW THEREFORE, IT IS HEREBY RESOLVED**, that the Board of Directors of the Roseburg Urban Sanitary Authority, the Governing Body, does hereby declare the following surplus to the needs of the Authority:

- 2006 Chevrolet Silverado 2500 HD 4X4 Crew Cab - VIN 1GCHK23U26F179820

Be it resolved further the above surplus property will be disposed of as provided for in Resolution 05-01 Exhibit A.

**THIS RESOLUTION IS ADOPTED BY THE ROSEBURG URBAN SANITARY AUTHORITY'S BOARD OF DIRECTORS THIS 14th DAY OF JUNE 2023.**

**ATTESTED:**

**ROSEBURG URBAN SANITARY  
AUTHORITY**

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**James V. Baird, General Manager**

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**John Dunn, Board Chair**

## GENERAL MANAGERS REPORT

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Date: 6/09/23

To: Roseburg Urban Sanitary Authority, Board of Directors

From: James V. Baird, General Manager

Re: General Managers Informational Report to the Board

### **Bisulfite Building Project**

H3 General Contractors LLC has completed all the work outlined in the contract and completed the items included in the final punch list.

The project engineer, Tom Rogers, has reviewed the pay request for the release of retainage and recommends processing the payment. The staff has reviewed the pay request for the release of retainage and would recommend that the Board approve paying pay request #8 in the amount of \$13,911.

### **Office Remodel**

Tom Rogers, of Rogers Engineering, has completed the plans and specifications. The plans have been submitted to the city to obtain an approved application for construction. Staff will also solicit bids from local contractors.

### **North Deer Creek Trunk Rehabilitation Project**

The bid opening was scheduled for June 9<sup>th</sup> at 2:00 pm. The project engineer and staff will provide a recommendation at the board meeting.

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

The preliminary schedule anticipates the final report in September 2023.

### **Chadwick St and Atlanta St Sewer Replacement**

The contractor, Cradar Enterprises, inc., has completed approximately 50% of the work included in the contract. The contractor has submitted pay estimate #1 in the amount of \$131,110.58 with \$6,555.53 in retainage for a pay request in the amount of \$124,555.05.

The project engineer, i.e. Engineering, has reviewed the pay estimate and recommends that RUSA consider paying the amount due of \$124,555.05. The staff has reviewed the pay estimate and would recommend that the Board approve payment of pay request #1 to Cradar Enterprises, Inc. in the \$124,555.05.

### **Administrative Offices Reroofing Project**

Curt Wilson, of Wilson Architecture, has completed 100% plans. The architect has provided a construction cost estimate of \$364,134 which includes a 15% contingency.

The project schedule has been moved back to be advertised on June 14th with bids being received on July 11<sup>th</sup>.

### **RUSA WRF Water Line Project**

The contractor, Cradar Enterprises, Inc., is scheduled to begin the project the week of June 26<sup>th</sup>.

# ROGERS ENGINEERING

Structural Engineering • Building Design • Code Consulting • Inspection Services

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558 S.E. Jackson St.  
Roseburg, Oregon 97470  
Ph: (541) 672-0315  
Fax: (541) 672-1787  
[rogerst@rosenet.net](mailto:rogerst@rosenet.net)

June 8, 2023

Roseburg Urban Sanitary Authority  
Attn: Jim Baird, Manager  
1297 NE Grandview Dr.  
Roseburg, OR 97470

**RE: Bisulfite Building Construction**

Rogers Engineering has reviewed the Application for Payment from H3 General Contractors. The request is for retainage withheld throughout the project. The project is complete and final inspections conducted.

The payment request of \$13,911.00 is recommended for processing.

Should you have questions or need additional information, please contact me at your convenience.



Tom Rogers, P.E.

# APPLICATION AND CERTIFICATE FOR PAYMENT

PAGE 1 OF 3.1

SUBMITTED TO: RUSA (Roseburg Urban Sanitary 1297 NE Grandview Drive Roseburg, OR 97470	PROJECT: RUSA Biosulfate Building	APPLICATION NO: 08 - RET	DISTRIBUTION TO:
		APPLICATION DATE: 5/16/23	OWNER
		PERIOD TO: 5/10/23	ARCHITECT
SUBMITTED FROM: H3 General Contractors LLC 928 Callahan Drive Roseburg, OR 97471	ARCHITECT: Rogers Engineering 558 Jackson St. Roseburg, OR 97470	PROJECT NO: 541	CONTRACTOR
CONTRACT FOR: General Construction	ARCH PROJ NO: 20-144	CONTRACT DATE:	
		INVOICE NO: 08 - Ret	

The undersigned Contractor certifies 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 by the Contractor for Work for which previous Certificates for Payment were issued and payments received from Owner, and that current payment shown herein is now due.

ORIGINAL CONTRACT SUM.....	\$	<u>275,623.00</u>
NET CHANGE BY CHANGE ORDERS (See Attached CO List)	\$	<u>2,299.00</u>
CONTRACT SUM TO DATE .....	\$	<u>277,922.00</u>
TOTAL COMPLETED AND STORED TO DATE .....	\$	<u>277,922.00</u>

## WAIVER & RELEASE OF LIEN

Whereas the undersigned Contractor has provided labor, services, materials, or equipment for the above project, under an agreement with the Owner.

RETAINAGE:

<u>5</u> % OF COMPLETED WORK	\$	<u>0.00</u>
<u>    </u> % OF STORED MATERIAL	\$	<u>0.00</u>

The Undersigned does hereby waive and release all bond claims, liens, claims, or right of claim, or right of lien, statutory or otherwise, against the property, project, Owner, or any other person or entity who is or may be claimed to be liable, or any sureties, for labor, services, materials, or equipment, as provided by the Undersigned, to the extent of payment received, as indicated herein, together with any previous payment(s) already received but excluding any retainage or any labor, services, materials, or equipment provided after the application period date stated above. The undersigned agrees that in exchange for receipt of the above amount for labor, services, materials, or equipment as described herein, he does hereby grant this release unconditionally.

TOTAL RETAINAGE .....	\$	<u>0.00</u>
TOTAL EARNED LESS RETAINAGE .....	\$	<u>277,922.00</u>
LESS OWNER DIRECT PAYMENT BY PURCHASE ORDER	\$	<u>0.00</u>
LESS PREVIOUS CERTIFICATES FOR PAYMENT .....	\$	<u>264,011.00</u>
CURRENT PAYMENT DUE .....	\$	<u>13,911.00</u>
BALANCE TO FINISH INCLUDING RETAINAGE .....	\$	<u>0.00</u>

The person signing below does hereby certify that he/she is fully authorized and empowered to execute this instrument and to bind the Undersigned hereto, and does in fact so execute this instrument.

H3 General Contractors LLC

Signed: Tony HansenName, Title: Tony HansenDated: May 16, 2023

# ORIGINAL CONTRACT PAGE 2.1

SUBMITTED FROM: H3 General Contractors LLC  
928 Callahan Drive  
Roseburg, OR 97471

PROJECT: RUSA Biosulfate Building

PAGE NO: 2.1 OF: 3.1

APPLICATION NUMBER: 08 -

CONTRACTOR'S PROJECT NO: 541

APPLICATION DATE: 5/16/23

CONTRACT FOR: General Construction

ARCHITECT'S PROJECT NO: 20-144

PERIOD FROM: 4/1/23 TO: 5/10/23

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED			TOTAL COMPLETE AND STORED TO DATE (D+E+F)	% G/C	BALANCE TO FINISH (C-G)	RETAINAGE
			PREVIOUS APPLICATIONS	THIS APPLICATION					
				WORK IN PLACE	STORED MATERIALS				
1	Earthwork	26,962.00	26,962.00			26,962.00	100%	0.00	1,348.00
2	Concrete & Rebar	20,103.00	20,103.00			20,103.00	100%	0.00	1,005.00
3	Masonry & Rebar	33,800.00	33,800.00			33,800.00	100%	0.00	1,690.00
4	Handrail Modification	1,200.00	1,200.00			1,200.00	100%	0.00	60.00
5	Rough Hardware	2,000.00	2,000.00			2,000.00	100%	0.00	100.00
6	Rough Carpentry	6,518.00	6,518.00			6,518.00	100%	0.00	326.00
7	Rough Lumber	3,262.00	3,262.00			3,262.00	100%	0.00	163.00
8	Finish Carpentry	1,924.00	1,924.00			1,924.00	100%	0.00	96.00
9	Building Insulation	4,830.00	4,830.00			4,830.00	100%	0.00	242.00
10	Gutters & Down Spouts	526.00	526.00			526.00	100%	0.00	26.00
11	Flashing & Sheet Metal	500.00	500.00			500.00	100%	0.00	25.00
12	Standing Seam Roofing	5,114.00	5,114.00			5,114.00	100%	0.00	256.00
13	Hollow Metal Doors, Frames,	8,339.00	8,339.00			8,339.00	100%	0.00	417.00
14	Overhead Coiling Doors	12,235.00	12,235.00			12,235.00	100%	0.00	618.00
15	Drywall	4,000.00	4,000.00			4,000.00	100%	0.00	202.00
16	Painting	7,660.00	7,660.00			7,660.00	100%	0.00	383.00
17	Knox Box	250.00	250.00			250.00	100%	0.00	13.00
18	HVAC	7,807.00	7,807.00			7,807.00	100%	0.00	394.00
19	Plumbing	13,145.00	13,145.00			13,145.00	100%	0.00	657.00
20	Trade Excavation & Backfill	3,000.00	3,000.00			3,000.00	100%	0.00	150.00
21	Electrical	55,000.00	55,000.00			55,000.00	100%	0.00	2,750.00
22	Supervision	3,850.00	3,850.00			3,850.00	100%	0.00	193.00
23	General Labor	3,355.00	3,355.00			3,355.00	100%	0.00	168.00
24	Rubbish Removal	4,240.00	4,240.00			4,240.00	100%	0.00	212.00
25	Temporary Facilites	3,910.00	3,910.00			3,910.00	100%	0.00	196.00
26	Broom Clean Faciliy	500.00	500.00			500.00	100%	0.00	25.00
27	Permits & Fees	2,100.00	2,100.00			2,100.00	100%	0.00	105.00
28	Bond Cost	4,500.00	4,500.00			4,500.00	100%	0.00	225.00
29	OH&P	34,993.00	34,993.00			34,993.00	100%	0.00	1,750.00
30									0.00
31									0.00
32									0.00
33									0.00
	Contract Page 2.1 Totals	\$275,623.00	\$275,623.00			\$275,623.00	100%	\$0.00	\$13,795.00

## **CHANGE ORDERS PAGE 3.1**

SUBMITTED FROM: H3 General Contractors LLC  
928 Callahan Drive  
Roseburg, OR 97471

CONTRACT FOR: General Construction

PROJECT: RUSA Biosulfate Building

CONTRACTOR'S PROJECT NO: 541

ARCHITECT'S PROJECT NO: 20-144

PAGE NO: 3.1 OF: 3.1

APPLICATION NUMBER: 08 -

APPLICATION DATE: 5/16/23

PERIOD FROM: 4/1/23 TO: 5/10/23

[illegible]



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

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June 02, 2023

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

Re: Chadwick St and Atlanta St Sewer Replacement Pay Estimate #1

Dear Mr. Kershner,

After reviewing the Pay Estimate received for the Chadwick St and Atlanta St Sewer Replacement project on June 02, 2023, we recommend that RUSA consider the amount due of \$124,555.05 to be calculated accurately.

Sincerely,

A handwritten signature in black ink, appearing to read "ERIK RANGER", written in a cursive style.

Erik Ranger, P.E.

TO: RUSA 1297 NE Grandview Drive Roseburg, OR 97470		Pay Estimate #1								Contractor Name PROJECT: Cradar Enterprises, Inc. DATE: Chadwick/Atlanta Sewer Replacement WORK TO: May 31, 2023 ESTIMATE NO.: 4/24/2023 thru 5/31/2023 VENDOR NO.: 1		
ATTN: Ryon Kershner, RUSA Krisit Woods, EIT i.e. Engineering		CONTRACTOR EARNED ESTIMATE										
ITEM	DESCRIPTION	UNITS	QTY	UNIT PRICE	TOTAL CONT.	PREVIOUS QTY	PREVIOUS AMOUNT	PRESENT QTY	PRESENT AMOUNT	TOTAL QTY	TOTAL AMOUNT	BALANCE TO COMPLETE
Chadwick & Atlanta Sewer Replacement												
1	Mobilization/Demobilization/OH&P	LS	1	\$ 35,458.00	\$ 35,458.00	0.00	\$ -	0.75	\$ 26,593.50	0.75	\$ 26,593.50	\$ 8,864.50
2	Temporary Work Zone Traffic Control, Complete	LS	1	\$ 10,000.00	\$ 10,000.00	0.00	\$ -	0.50	\$ 5,000.00	0.50	\$ 5,000.00	\$ 5,000.00
3	Construction Survey Work	LS	1	\$ 6,250.00	\$ 6,250.00	0.00	\$ -	1.00	\$ 6,250.00	1.00	\$ 6,250.00	\$ -
4	Removal of Walks & Driveways	SY	45	\$ 50.00	\$ 2,250.00	0.00	\$ -	23.00	\$ 1,150.00	23.00	\$ 1,150.00	\$ 1,100.00
5	Removal of Surfacing	SY	585	\$ 20.00	\$ 11,700.00	0.00	\$ -	153.00	\$ 3,060.00	153.00	\$ 3,060.00	\$ 8,640.00
6	Level 2, 1/2" Dense HMA	TON	140	\$ 150.00	\$ 21,000.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	\$ 21,000.00
7	Level 3, 1/2" Dense HMA	TON	50	\$ 175.00	\$ 8,750.00	0.00	\$ -	11.00	\$ 1,925.00	11.00	\$ 1,925.00	\$ 6,825.00
8	Removal of Cleanout	Each	5	\$ 500.00	\$ 2,500.00	0.00	\$ -	4.00	\$ 2,000.00	4.00	\$ 2,000.00	\$ 500.00
9	Remove Cone & Fill Abandoned Manhole in Place	Each	2	\$ 3,000.00	\$ 6,000.00	0.00	\$ -	2.00	\$ 6,000.00	2.00	\$ 6,000.00	\$ -
10	4" SS Pipe Including All Fittings	LF	120	\$ 65.00	\$ 7,800.00	0.00	\$ -	55.00	\$ 3,575.00	55.00	\$ 3,575.00	\$ 4,225.00
11	8" SS Pipe Including All Fittings	LF	520	\$ 87.00	\$ 45,240.00	0.00	\$ -	455.00	\$ 39,585.00	455.00	\$ 39,585.00	\$ 5,655.00
12	Concrete Sanitary Sewer Manhole	Each	3	\$ 6,500.00	\$ 19,500.00	0.00	\$ -	2.00	\$ 13,000.00	2.00	\$ 13,000.00	\$ 6,500.00
13	Concrete Sanitary Sewer Manhole, Outside Drop	Each	1	\$ 8,000.00	\$ 8,000.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	\$ 8,000.00
14	H2S Additive	LS	1	\$ 1,500.00	\$ 1,500.00	0.00	\$ -	0.75	\$ 1,125.00	0.75	\$ 1,125.00	\$ 375.00
15	8" Pipe Tee	Each	5	\$ 500.00	\$ 2,500.00	0.00	\$ -	4.00	\$ 2,000.00	4.00	\$ 2,000.00	\$ 500.00
16	Connect to Existing Structure	Each	1	\$ 2,000.00	\$ 2,000.00	0.00	\$ -	1.00	\$ 2,000.00	1.00	\$ 2,000.00	\$ -
17	Extra for Manholes Over Existing Sewers	Each	1	\$ 3,500.00	\$ 3,500.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	\$ 3,500.00
18	Pavement Bar, Type AB	SF	12	\$ 100.00	\$ 1,200.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	\$ 1,200.00
19	SS Cleanout	Each	5	\$ 1,000.00	\$ 5,000.00	0.00	\$ -	4.00	\$ 4,000.00	4.00	\$ 4,000.00	\$ 1,000.00
20	Monolithic Curbs & Sidewalks	SF	400	\$ 30.00	\$ 12,000.00	0.00	\$ -	197.00	\$ 5,910.00	197.00	\$ 5,910.00	\$ 6,090.00
21	Inlet Protection	Each	4	\$ 150.00	\$ 600.00	0.00	\$ -	2.00	\$ 300.00	2.00	\$ 300.00	\$ 300.00
Approved Change Orders / Extra Work												
1	Chadwick Manhole, Coring, Lateral	LS	1	\$ 7,637.08	\$ 7,637.08	0.00	\$ -	1.00	\$ 7,637.08	1.00	\$ 7,637.08	\$ -
2	Chadwick Subgrade	LS	1	\$ 19,882.00	\$ 19,882.00							\$ 19,882.00
3	Atlanta Main Extension	LS	1	\$ 13,014.00	\$ 13,014.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	\$ 13,014.00
TOTAL CHANGE ORDERS					\$ 40,533.08		\$ -		\$ 7,637.08		\$ 7,637.08	\$ 32,896.00
ORIGINAL CONTRACT					\$ 212,748.00							
CURRENT CONTRACT					\$ 253,281.08							
TOTAL PREVIOUS PERIOD						\$ -			\$ 131,110.58			
TOTAL THIS PERIOD										\$ 131,110.58	\$ (122,170.50)	
TOTAL WORK TO DATE										\$ 6,555.53		
LESS RETAINAGE						5%	\$ -	5%	\$ 6,555.53	5%	\$ 6,555.53	
SUBTOTAL							\$ -		\$ 124,555.05		\$ 124,555.05	
LESS: PREVIOUS PAYMENTS						\$ -						
AMOUNT DUE THIS PERIOD						\$ 124,555.05						



## **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 – testing mostly complete on mainline- waiting on manhole testing.
- 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
- 

#### **PRELIMINARY DESIGN:**

- Library Siphon
- Deer Creek sewer trunk line rehabilitation project at Out for Bid 6-9-2023
- Replacement and upgrade of pumps at Highland Pump Station

#### **PROJECTS:**

- Bisulfite building project awarded to H3 Construction Complete.
- Chadwick-Atlanta Street Main Extension -Work 90 percent complete

# ROSEBURG URBAN SANITARY AUTHORITY

## May 2023 STAFF REPORTS

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### COLLECTION DEPARTMENT:

- Completed 45 work orders.
- Cleaned and CCTV 10,925 feet of mainline.
- Cleaned 48,492 feet of mainline.
- Completed 58 manhole inspections.
- Completed monthly air release valve inspections.
- Completed monthly trouble spot inspections.
- Mainline repair on Lane St. at intersection of Sheridan St.
- Nicholas attended PACP/MACP/LACP certification class in Redmond.

### ENGINEERING DEPARTMENT:

- Issued 10 permits and 7 completed inspections.
- FOG Report:
  1. Dutch Brothers Diamond Lake - Pumped
  2. Dutch Brothers Stephens - Pumped.
  3. Dutch Brothers Garden Valley- Pumped
  4. Loggers- Pumped
- Work complete on Chemical Storage Building
- Atlanta / Chadwick-Cradar has completed sewer work on Chadwick and Atlanta Only Surface restoration and testing left.
- Water Main line at treatment plant- waiting on parts and hot tap subcontractor.

### FINANCE DEPARTMENT:

- Vacancy Credits: 7 were processed for a total of \$650.00 for May.
- Credit cards/checks: 1411 payments totaling \$91,385.05 or approximately 15.5% of monthly billing was collected in May. 150 payments were received by voice response system, 46 payments received at the counter and 1215 on-line.
- Automatic Payments: 2251 customer accounts are signed up. Received \$102,498.04 or approximately 17.3% of monthly billing.



TO: Jim Baird, General Manager-RUSA  
FROM: Caleb Trammell, Project Manager-Jacobs  
DATE: June 5, 2023  
SUBJECT: May 2023 Monthly Report

### **OPERATIONAL ACTIVITIES**

- **All permit parameters were met this month.**
- The treatment facility averaged **98% BOD Removal** and **97% Total Suspended Solids Removal** during the month, with a requirement of no less than 85% removal for each.
- The facility electrical consumption (based on meter readings) for May 2023, was 246,000 KWHRS with a total Effluent flow of 100.51 million gallons, all of which went to the NTS at Outfall 002. The May 2022 electrical consumption was 264,000 KWHRS with a total Effluent flow of 128.57 million gallons all of which also went to the NTS at Outfall 002.
- Bisulfite Building construction complete. New feed systems are being installed.
- Primary Clarifier #2 offline.
- Aeration Basin #1 offline.
- Odor Control online.
- The DEQ visited the plant over an odor complaint. All odor control measures were found satisfactory.
- The request with the DEQ to terminate the facility stormwater permit was approved.

### **PRETREATMENT ACTIVITIES**

The following pretreatment inspections were completed in May:

- Umpqua Dairy was mailed an application for renewal of the discharge permit with RUSA.
- Sakura Sushi: The discharge at a nearby manhole was Ok.
- Splitz: With the push camera, the discharge line looked Ok.
- Jack in the Box: The sample box had a small amount of FOG and the interceptor tank measured 20% with the sludge judge.
- Casey's: Their tank measured 25% full with the sludge judge.
- One Champion Plaza: With the push camera in the clean out, FOG was noticeable.
- McDonald's Garden Valley: The interceptor measured 15% full with the sludge judge.

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

- The pond was pumped down to a level of 1' for inspection prior to refilling.
- Repairs in the field began, with one of the low pressure pumps out of service, repairs will continue once there is pressure to push the water to higher low-pressure elevations.
- As a result of maintaining the pond at a lower level to allow for outlet drilling and valve installation, considerably less water went out for direct discharge in May.

## **LIFT STATIONS**

- Total approximate flow from all lift stations for the month: 44,628,559 gallons
- Average approximate daily flow from all lift stations per day: 1,439,631 gallons

## **MAINTENANCE ACTIVITIES**

- **252 Preventative Maintenance** items completed.
- **44 Corrective Maintenance** items completed.

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

- Power outage at Fairgrounds Lift Station.
- Pump Failure at Winchester Lift Station. Impeller locknut sheared.

### **Current Month Activities**

- Odor control system renovation.
- 2002 Freightliner camera repaired.
- Chlorine Contact Chamber derelict chlorine gas pumps removed.
- Replacement of blower building generator coolant.
- Replacement of influent building generator coolant.
- Influent building fan repaired.
- New valve for loading dock hydrant.
- NTS outfall 6-inch gate valves installed.
- NTS low pressure pump rebuilding (in progress).
- Winchester pump 2 repairs (in progress).
- Influent building transformers and switchgear repainted.
- Influent building gutters repaired.

### **Capital Improvements**

- Winchester hoist and gantry has been painted and wired.
- Clarifier replacement gearboxes have been received.
- Engineers are scoping pond paving work.

## **LABORATORY ACTIVITIES**

- We are in our normal summer testing which requires: CBOD's 3 times a week, TSS 3 times a week, pH daily, Chlorine Residual Daily average, Ammonia 3 times week, E. Coli 3 times a week, Nitrate once a week, TKN once a week, and Total Phosphorus once a week.
- The Eureka probes are placed at SW1, SW5, and SW6, to continuously monitor pH, Temp., and D.O.
- Also included for the summer is Total Phosphorus (PO<sub>4</sub>) for the NTS, which is sampled at SW1, SW5, and SW6 once a week and once a month at MW1.
- When discharging from the pond we sample daily for PO<sub>4</sub> at SW5.
- Number of Tests for permit: 139
- Eureka probes were calibrated and deployed at SW1, SW6, and SW5, on May 1st and on May 17th probes were pulled, downloaded, recalibrated, and redeployed.
- On May 17th lab water was sampled and sent out to NRC.
- On May 17th annual cleaning and calibration of balance and spectrophotometers was completed.

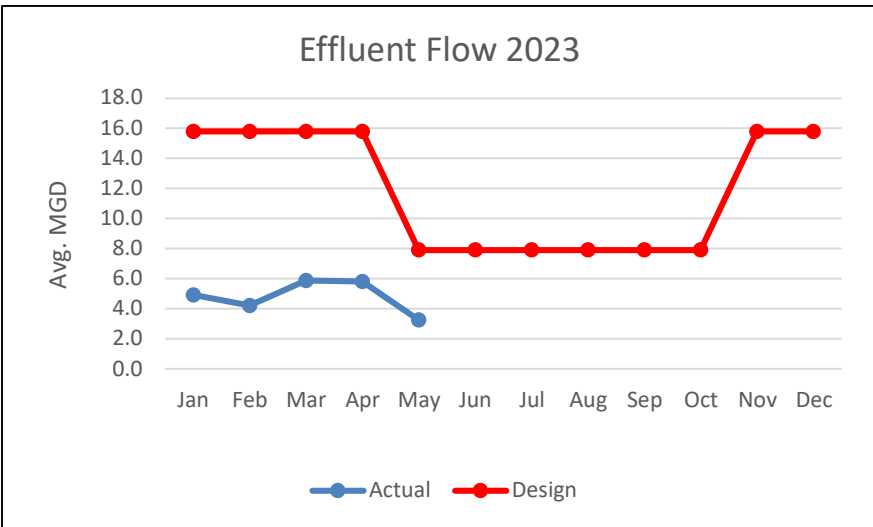
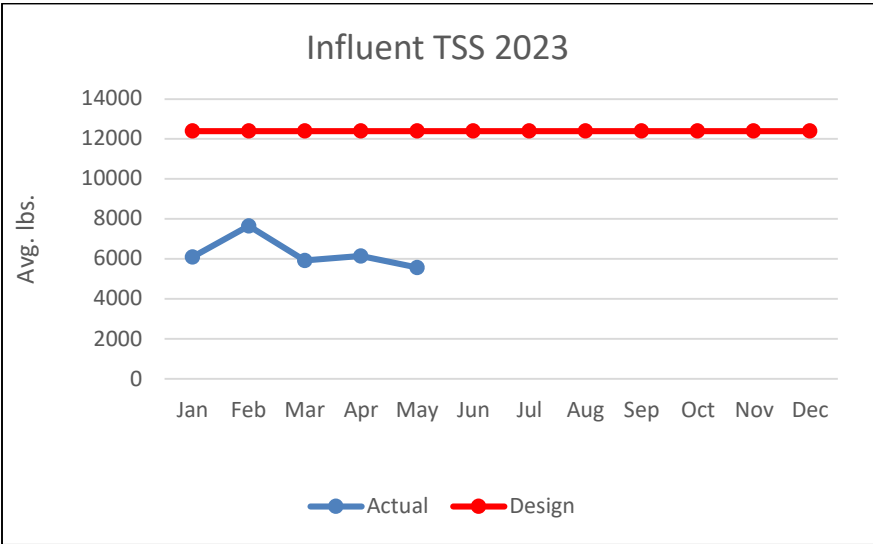
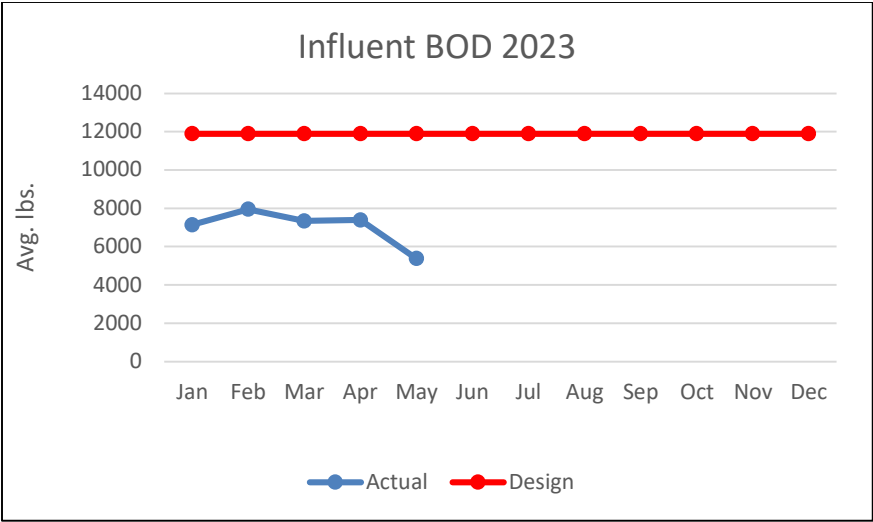
## **BIOSOLIDS**

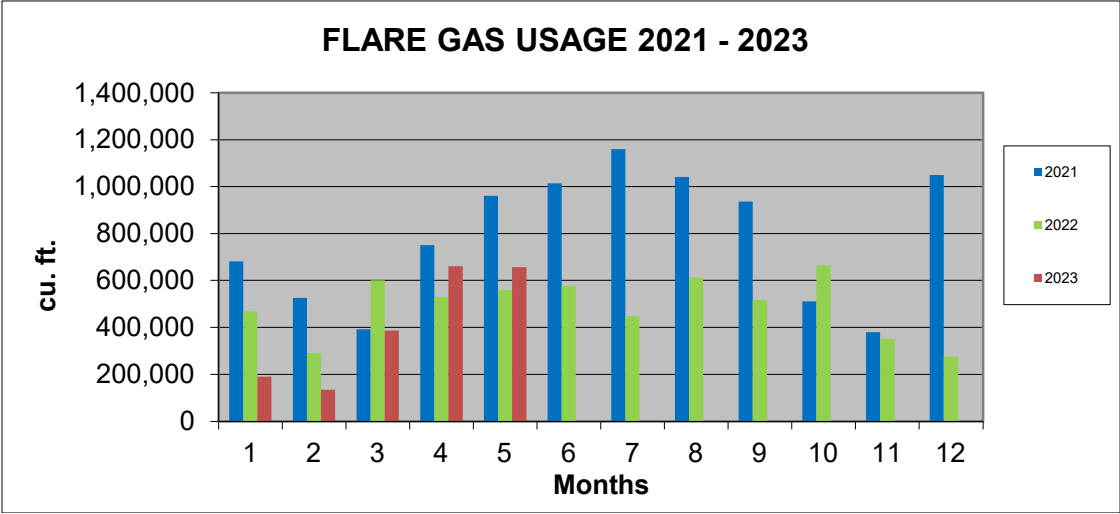
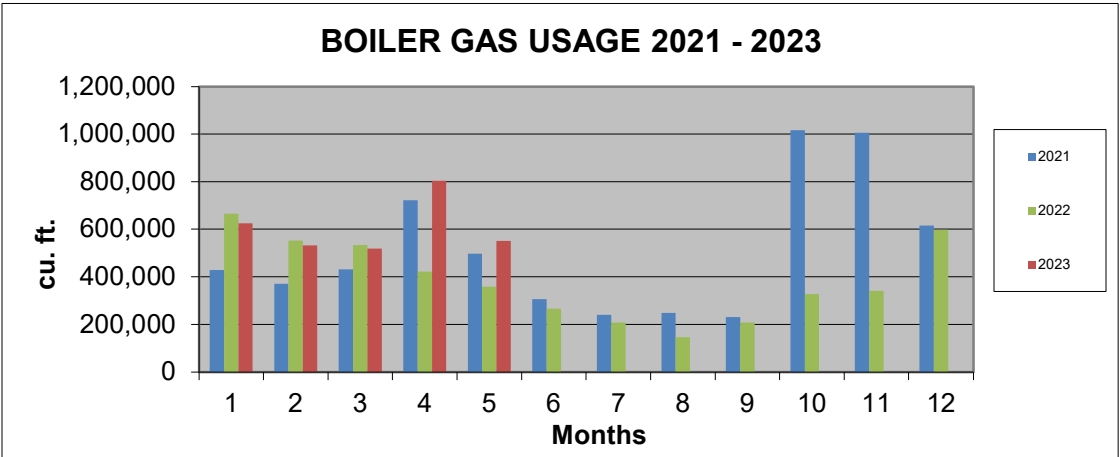
- Biosolids storage pond drained to dry down.
- Landowners were contacted for biosolids application.

## **UPCOMING EVENTS**

- Herbicide Licensing for Operators
- Facility Power Transfer Switch Inspections
- SWOOS (Formerly UBOS) Facility Tour

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





## 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
Jun-22	4.06	5792	5231
Jul-22	3.00	5198	5086
Aug-22	2.88	5135	4865
Sep-22	2.86	5128	4788
Oct-22	2.74	4866	4494
Nov-22	3.75	5840	4940
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

<b>SUM</b>	<b>48.56</b>	<b>75139</b>	<b>67885</b>
<b>AVE</b>	<b>4.05</b>	<b>6262</b>	<b>5657</b>
<b>MAX</b>	<b>5.87</b>	<b>7962</b>	<b>7654</b>
<b>MIN</b>	<b>2.74</b>	<b>4866</b>	<b>4494</b>



## **CASH DISBURSEMENT RECAP BOARD MEETING JUNE 14, 2023**

### Cash Disbursements Since the Last Board Meeting

All Funds:

Total of Prepaid Checks & ACH Transactions	136,530.17
Total of Regular Checks & ACH Transactions	<u>449,215.38</u>

Total Expenditures (not including Payroll)	<u>585,745.55</u>
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Payroll:

Net Payroll - May 31, 2023	71,790.73
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All Checks & ACH Transactions since the Board Meeting of May 10, 2023	<u>657,536.28</u>
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# Accounts Payable

## Checks by Date - Detail by Check Date

User: christine  
Printed: 6/9/2023 12:01 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	02669	PERS Deposit	05/12/2023	
	April 23 PR	PR Batch 00001.04.2023 OPSRP-Not W/Held	PR Batch 00001.04.2023 OPS	9,877.54
	April 23 PR	PR Batch 00001.04.2023 PERS - Not W/Held	PR Batch 00001.04.2023 PER	9,861.55
	April 23 PR	PR Batch 00001.04.2023 PERS Pick-Up	PR Batch 00001.04.2023 PER	956.52
	April 23 PR	PR Batch 00001.04.2023 PERS W/Held	PR Batch 00001.04.2023 PER	5,150.77
Total for this ACH Check for Vendor 02669:				25,846.38
Total for 5/12/2023:				25,846.38
ACH	ASIFLEX	ASIFlex	05/31/2023	
	MAY 23 PR	PR Batch 00001.05.2023 Flexible Spending Acco	PR Batch 00001.05.2023 Flex	1,099.84
Total for this ACH Check for Vendor ASIFLEX:				1,099.84
ACH	DNB	Internal Revenue Service	05/31/2023	
	MAY 23 PR	PR Batch 00001.05.2023 Federal Income Tax	PR Batch 00001.05.2023 Fed	8,457.81
	MAY 23 PR	PR Batch 00001.05.2023 FICA - Employee	PR Batch 00001.05.2023 FIC	6,600.59
	MAY 23 PR	PR Batch 00001.05.2023 FICA - Employer	PR Batch 00001.05.2023 FIC	6,600.59
	MAY 23 PR	PR Batch 00001.05.2023 Medicare - Employer	PR Batch 00001.05.2023 Med	1,543.68
	MAY 23 PR	PR Batch 00001.05.2023 Medicare - Employee	PR Batch 00001.05.2023 Med	1,543.68
Total for this ACH Check for Vendor DNB:				24,746.35
ACH	OR-Rev	Oregon Dept. of Revenue	05/31/2023	
	MAY 23 PR	PR Batch 00001.05.2023 Oregon W/Held	PR Batch 00001.05.2023 Ore	6,564.42
Total for this ACH Check for Vendor OR-Rev:				6,564.42
ACH	PEBSCO	Nationwide Retirement Solutions	05/31/2023	
	MAY 23 PR	PR Batch 00001.05.2023 Roth Contribution	PR Batch 00001.05.2023 Rotf	200.00
	MAY 23 PR	PR Batch 00001.05.2023 Nationwide-Deferred C	PR Batch 00001.05.2023 Nati	4,150.00
Total for this ACH Check for Vendor PEBSCO:				4,350.00
ACH	CENTURY	CenturyLink	05/31/2023	
	May 2023 Fx/Al	Analog phone line for Fax, alarm		142.34
	MAY 2023 GATE	Analog phone line for NTS gate		62.69
Total for this ACH Check for Vendor CENTURY:				205.03
ACH	PBPP	Pitney Bowes Purchase Power	05/31/2023	
	27218023	Refill postage machine		150.00
Total for this ACH Check for Vendor PBPP:				150.00
51444	CIS INS	CIS Trust	05/31/2023	
	MAY 23 PR	PR Batch 00001.05.2023 Life Insurance - Spous	PR Batch 00001.05.2023 Life	186.10
	MAY 23 PR	PR Batch 00001.05.2023 Life Insurance - er	PR Batch 00001.05.2023 Life	99.16
	MAY 23 PR	PR Batch 00001.05.2023 Medical Ins w/RX	PR Batch 00001.05.2023 Med	27,032.41

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	MAY 23 PR	PR Batch 00001.05.2023 Short-Term Disability	PR Batch 00001.05.2023 Sho	146.43
	MAY 23 PR	PR Batch 00001.05.2023 Voluntary Life Insuran	PR Batch 00001.05.2023 Volt	404.38
	MAY 23 PR	PR Batch 00001.05.2023 CCIS Insurance Long-	PR Batch 00001.05.2023 CCI	164.90
	MAY 23 PR	PR Batch 00001.05.2023 Voluntary Dependent I	PR Batch 00001.05.2023 Volt	34.58
	MAY 23 PR	PR Batch 00001.05.2023 Identity Protection	PR Batch 00001.05.2023 Iden	91.70
	MAY 23 PR	PR Batch 00001.05.2023 Hospital Indemnity	PR Batch 00001.05.2023 Hos	144.90
	MAY 23 PR	PR Batch 00001.05.2023 Trauma	PR Batch 00001.05.2023 Trau	95.00
	MAY 23 PR	PR Batch 00001.05.2023 Critical Illness Insuran	PR Batch 00001.05.2023 Crite	113.30
	MAY 23 PR	PR Batch 00001.05.2023 CCIS Insurance AD&I	PR Batch 00001.05.2023 CCI	17.38
	MAY 23 PR	PR Batch 00001.05.2023 Accident Insurance	PR Batch 00001.05.2023 Acc	163.49
	MAY 23 PR	PR Batch 00001.05.2023 Dental & Vision	PR Batch 00001.05.2023 Den	2,521.86
Total for Check Number 51444:				31,215.59
51445	RSBG-AUD 38133	Roseburg Audiology Center Fitted Earplugs for crew	05/31/2023	800.00
Total for Check Number 51445:				800.00
51446	Printhau 1031	Scott Heath's Printhauss Utility Bill Stock	05/31/2023	2,629.00
Total for Check Number 51446:				2,629.00
51447	DYER 29813 29914 30009	The Dyer Partnership Engineers & Planners Deer Creek Siphon Improvement Deer Creek Siphon Improvement Deer Creek Siphon Improvement	05/31/2023	4,997.50 3,325.00 1,999.00
Total for Check Number 51447:				10,321.50
51448	USPS MAY 2023	US Postal Service Postage to mail utility bills	05/31/2023	3,398.64
Total for Check Number 51448:				3,398.64
51449	VERIZON 9934887956 9934887956eq	Verizon Wireless Monthly wireless telephone services Wireless telephone equipment	05/31/2023	713.48 299.94
Total for Check Number 51449:				1,013.42
Total for 5/31/2023:				86,493.79
ACH	ASIFLEX A00032583505984	ASIFlex FSA Admin Fees May 2023	06/10/2023	41.25
Total for this ACH Check for Vendor ASIFLEX:				41.25
Total for 6/10/2023:				41.25
ACH	02669	PERS Deposit	06/12/2023	
	MAY 23 PR	PR Batch 00001.05.2023 OPSRP-Not W/Held	PR Batch 00001.05.2023 OPS	8,587.31
	MAY 23 PR	PR Batch 00001.05.2023 PERS - Not W/Held	PR Batch 00001.05.2023 PER	9,889.74
	MAY 23 PR	PR Batch 00001.05.2023 PERS W/Held	PR Batch 00001.05.2023 PER	4,715.14
	MAY 23 PR	PR Batch 00001.05.2023 PERS Pick-Up	PR Batch 00001.05.2023 PER	956.52
	May round	PERS Rounding adjustment-May		0.04

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for this ACH Check for Vendor 02669:				24,148.75
Total for 6/14/2023:				24,148.75
Report Total (15 checks):				136,530.17

# Accounts Payable

## Checks by Date - Detail by Check Date

User: christine  
Printed: 6/9/2023 12:05 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	STAPLES	Staples Credit Plan	06/14/2023	
	3268706981	Pendaflex files		3.18
	3268790571	Pendaflex files		4.25
	3272156041	Window envelopes		36.92
	3272301481	Office supplies		31.66
	3274388911	RUSA Window Envelopes		617.11
	6957	Wireless presenter for board rm		49.99
	7185	Office Chair-Harmony		299.99
Total for this ACH Check for Vendor STAPLES:				1,043.10
51450	WP May 2023	Avista Utilities Natural Gas Usage-Admin Bldg	06/14/2023	78.62
Total for Check Number 51450:				78.62
51451	BANNERMC	BANNER BANK	06/14/2023	
	AA 050623a	Staples - Business Cards for Sarah		19.99
	AA 050623b	Staples - Business Cards for Nick		19.99
	AA 052523	Walmart - Bowls for Kitchen		44.31
	BK 050723	Walmart - iPhone case		19.88
	BK 051223	Bagel Tree - Staff meeting breakfast		68.15
	BK 051623a	Coastal - Sealant for backpack sprayers - plastic		35.98
	BK 051623b	Harbor Freight - Sealant for backpack sprayers -		12.98
	BK 051923	Good Guys Garage - 2020 F550 Oil Change		100.92
	BK 052223a	Coastal - Chemicals for spraying weeds		229.97
	BK 052223b	Coastal - Weedeater string		29.99
	BK 052323	DC Co-op - Chemicals for spraying weeds		134.99
	CM 052123	Best Little Roadhouse - Meal - CM travel to GFO		23.98
	CM 052223	Starbucks - Meal - CM - GFOA Conf		9.10
	CM 052323a	Doubletree - Meal - CM - GFOA Conf		34.00
	CM 052323b	Starbucks - Meal - CM - GFOA Conf		9.10
	CM 052423a	Panera Bread - Meal - CM - GFOA Conf		19.97
	CM 052423b	Starbucks - Meal - CM - GFOA Conf		9.40
	CM 052423c	Doubletree - Lodging/Parking - CM - GFOA Coi		829.83
	CM 052923a	Credit Card Savings Rebate - Doubletree		-1.36
	CM 052923b	Credit Card Savings Rebate - MC Hotel Network		-20.00
	Dev 050323	Walmart - iPhone case		19.88
	DF 043023	Zoom - Elec Mtg Software		113.99
	DF 050523	Network Solutions - 5 year SSL Cert for rusa-or.		727.48
	DF 051023a	Zoom - Acct Adj + Zoom One Pro 5/10/23-5/9/2		172.91
	DF 051023b	Zoom - Zoom Events 100 Unlimited, Annual 5/1		1,490.00
	DF 051923a	Home Depot - Parts for security camera for yard		32.39
	DF 051923b	Amazon - Video cable to replace damaged cable		66.80
	DF 052523	Amazon - Phone cable for NTS gate		184.99
	GO 050223	Harbor Freight - Inspection tools		43.40
	GO 050323	DC Co-op - Drip hose for hanging baskets		19.97
	GO 051023	Douglas County - Record easement		93.27
	GO 051123	DCBS - Inspection certification renewal		125.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	GO 051523	Harbor Freight - Rubber gloves		9.99
	GO 051923	Douglas County - Record LID for City at WWTI		85.07
	HW 050123	Pass Creek Nursery - Flower baskets for Admin		231.70
	HW 050423a	Albertsons - Chicken and beverages for Budget r		43.76
	HW 050423b	Mountain Mikes Pizza - Sides for Budget lunch		38.47
	HW 050423c	Mountain Mikes Pizza - Pizzas for Budget lunch		121.50
	HW 051023	Safeway - Board meeting snacks		17.00
	HW 051423	City of Roseburg - Planning fees for Office remc		65.00
	JB 050223	Verizon Victra - Cell phone case		64.99
	JB 050923	Lowes - Sign frame		12.85
	JB 051023	McMaster Carr - Electric Chain Hoist		5,271.79
	JB 051723	ACWA - Annual Conf reg		675.00
	JB 052523	Sweet Waters Restaurant - Lunch		23.45
	KB 051123	Oregon DEQ - AB test application fee		249.60
	KB 051123fee	Oregon DEQ - AB test application online c.c. fee		5.74
	KB 051923	Engineering Supply - 2 grade rods		443.98
	NS 051723	Home Depot - Painting supplies		41.43
	NS 052123	Domino's Pizza - Dinner - NS - PACP class		29.30
	NS 052323	Panda Express - Dinner - NS - PACP class		12.10
	NS 052323b	Pizza Hut - Dinner - NS - PACP class		21.48
	NS 052523	Rebate - Panda Express		-0.48
	NS 052823	Rebate - Pizza Hut		-0.86
	RC 050323	Walmart - Iphone case		19.88
	RC 052223	Good Guys Garage - TV Van service		155.30
	RK 050823	DCBS - Inspector certification renewal		125.00
	RK 052323	Walgreens - Poison Ivy wash		44.99
	SL 050523	Public Surplus - Seller fee		6.07
	SL 051223	Global Industries - Pike Poles		873.41
	SL 051623	Abbys - SOOS Lunch - JB, SL, BK, SO		43.60
	SL 051623b	Abbys - SOOS Drinks - JB, SL, BK, SO		10.60
	SL 051923	Propper - Work pants - SL		40.94
	SL 052523a	Gate Openers Unlimited - Gate remotes		266.28
	SL 052523b	Home Depot - Storage cabinets for shop		494.98
	SL 052623a	Safeway - Staff meeting supplies		28.93
	SL 052623b	Home Depot - Workbench for shop		339.29
	SL 053023a	Husky Liners - Bed liner for 2023 F150		116.99
	SL 053023b	Novus Glass - Windshield for 2018 F150		378.00
Total for Check Number 51451:				15,128.37
51452	BHEC	Bassett-Hyland Energy Company	06/14/2023	
	CL16012	Fuel Usage 5/1/23-5/15/23		1,126.81
	CL16418	Fuel Usage 5/16/23-5/31/23		1,115.47
Total for Check Number 51452:				2,242.28
51453	BUTLERAU	Butler Ford	06/14/2023	
	May 2023	'23 Ford F150 Crew Cab 4x4 XLT		45,496.56
Total for Check Number 51453:				45,496.56
51454	Chytka	Chytka Pest Control LLC	06/14/2023	
	154070	Pest Control-June		40.00
Total for Check Number 51454:				40.00
51455	WATER	City of Roseburg	06/14/2023	
		Water Usage Winchester PS	480-3210-00	95.22
		Bulk Water Usage	0190 ARPKT05603	72.58
		Water Usage Loma Vista PS	430-2310-00	69.04
		Water Usage Highland PS	360-3420-00	34.02

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
		Water Usage-Admin Bldg	330-3470-00	222.36
		Water Usage WRF	320-1830-00	994.08
	May 23 Admin	Water Usage-Admin		222.30
			Total for Check Number 51455:	1,709.60
51456	CCraft 365424	Colorcraft Paint Building paint	06/14/2023	279.98
			Total for Check Number 51456:	279.98
51457	CRADAR 03292 03292 ret	Cradar Enterprises, Inc Pay Req #1-SE Chadwick St and Atlanta St sewe Pay Req #1-SE Chadwick St and Atlanta St sewe	06/14/2023	131,110.58 -6,555.53
			Total for Check Number 51457:	124,555.05
51458	DRAUTO 77817	D & R Auto & Truck Supply Corp Fittings	06/14/2023	13.38
			Total for Check Number 51458:	13.38
51459	F3B CONS 5060	F3B Construction LLC Logo for trucks	06/14/2023	123.75
			Total for Check Number 51459:	123.75
51460	FLURY 3165 E3186 E3508	Flury Supply Company Repair hydraulic fitting B6 hydraulic fitting Repair B6 hose	06/14/2023	169.66 166.66 25.00
			Total for Check Number 51460:	361.32
51461	H3 Retainage	H3 General Contractors LLC Retainage-Bisulfate Building	06/14/2023	13,911.00
			Total for Check Number 51461:	13,911.00
51462	IE-ENG 61776 61778 61931 61932	i.e. Engineering, Inc. Construction Mgmt-Chadwick and Atlanta Sewe Constr Admin-Eng for Watermain and Hydrant a Chadwick and Atlanta-Prints Engineering for Watermain and Hydrant at WW1	06/14/2023	678.75 797.50 60.00 30.00
			Total for Check Number 51462:	1,566.25
51463	ICONIX U2316017769 U2316017769b U2316019235 U231607016	ICONIX WATERWORKS INC Manhole inserta t for Pond Outfall Manhole inserta Ts for Inventory Couplings Inserta tees Outfall	06/14/2023	153.64 639.56 22.85 329.28
			Total for Check Number 51463:	1,145.33
51464	Jacobs 351289-069 Neuros 16053	Jacobs Engineering Group Inc Professional Services per Agreement Refund Jacobs for Neuros bill	06/14/2023	133,435.62 4,890.00
			Total for Check Number 51464:	138,325.62
51465	JNB	JNB Solutions	06/14/2023	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	1744	Screw Press Partition Wall		17,125.00
			Total for Check Number 51465:	17,125.00
51466	COASTAL G97267 G98048 H04796 H10856	John Deere Financial f.s.b. Weed killer & sprayer cleaner Brush blade Work pants	06/14/2023	409.97 39.98 36.99 111.92
			Total for Check Number 51466:	598.86
51467	LTM 692006	Knife River Materials Lane St SinkHole Project	06/14/2023	44.65
			Total for Check Number 51467:	44.65
51468	LYOUNG 70300589792	Lauren Young Tire Battery-'19 Service Truck	06/14/2023	241.98
			Total for Check Number 51468:	241.98
51469	Leeway 818 836 857	Leeway Engineering Solutions, LLC Eng services-North Deer Cr CIPP Project Eng services-North Deer Cr CIPP Project Eng services-North Deer Cr CIPP Project	06/14/2023	14,716.50 3,455.00 11,134.50
			Total for Check Number 51469:	29,306.00
51470	LOWES 972523 992715	Lowes Furniture for break room Silicone	06/14/2023	566.87 71.72
			Total for Check Number 51470:	638.59
51471	MSTRCR 15269-J	MasterCare Cleaning Co Inc Janitorial Services-May	06/14/2023	390.00
			Total for Check Number 51471:	390.00
51472	NEWS-REV Hearing 23	The News-Review Budget Hearing Notice FYE24	06/14/2023	621.00
			Total for Check Number 51472:	621.00
51473	NEXNET 19995	Nexcom, LLC Digital phone service	06/14/2023	332.80
			Total for Check Number 51473:	332.80
51474	Occu 21285 21424	OccuHealth Vaccination - Orsingher Vaccination - Wayman	06/14/2023	75.00 75.00
			Total for Check Number 51474:	150.00
51475	DEQ WQWSC2300017	Oregon DEQ Wastewater System Op Cert 7/1/23-6/30/24.	06/14/2023	1,913.60
			Total for Check Number 51475:	1,913.60
51476	OR-LIN 944472	Oregon Linen, Inc. Laundry & mat services	06/14/2023	32.94



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	950033	Laundry & mat services		52.44
			Total for Check Number 51476:	85.38
51477	PPL	Pacific Power	06/14/2023	
	May 2023 411LM	Usage-411 LM-Storage Bldg		51.47
	May 2023 425LM	Power Usage-425 Long Meadow		12.55
	May 2023 Admin	Power Usage-Admin Bldg		602.45
	May 2023 Brbn	Power Usage-310 Bourbon St PS		77.89
	May 2023 BrbnC	Contract-310 Bourbon St PS		65.41
	May 2023 Gate	Power Usage-140 LM-NTS Gate		20.67
	May 2023 High	Power Usage-Highland PS		812.30
	May 2023 Keady	Contract Min&Usage-Keady Ct PS		85.14
	May 2023 LV	Power Usage-Loma Vista PS		87.37
	May 2023 NBank	Power Usage-North Bank PS		114.71
	May 2023 NTS	Contract/Power Usage-NTS PS		13,359.23
	May 2023 SBank	Power Usage-South Bank PS		1,346.57
	May 2023 Wilb1	Power Usage-Wilbur 1 PS		174.79
	May 2023 Wilb2	Power Usage-Wilbur 2 PS		204.59
	May 2023 WWTP	Power Usage-WWTP 1		22,528.13
	May 2023 WWTP2	Power Usage-WWTP 2		27.71
			Total for Check Number 51477:	39,570.98
51478	Premium 25633	Premium Landscape, Inc. Landscaping services-May	06/14/2023	
				225.00
			Total for Check Number 51478:	225.00
51479	PRINTS	Prints Charming	06/14/2023	
	35638a	RUSA Shirts-Admin & Engineering		121.35
	35638b	RUSA Shirts-Collection		169.88
	35638c	RUSA Shirt		24.27
			Total for Check Number 51479:	315.50
51480	ROGERS E 3287	Rogers Engineering, Inc. Design Services Sodium Bisulfite Bldg.	06/14/2023	
				500.00
			Total for Check Number 51480:	500.00
51481	RSBG-DIS May 23	Roseburg Disposal Company Garbage Service-May	06/14/2023	
				61.00
			Total for Check Number 51481:	61.00
51482	Printhau 1049 1050	Scott Heath's Printheaus Cut Utility Bills Grid paper notepads-2500	06/14/2023	
				59.40
				371.70
			Total for Check Number 51482:	431.10
51483	SIERRASP 21794341 052723	Sierra Springs Water bottle supplies	06/14/2023	
				102.54
			Total for Check Number 51483:	102.54
51484	SDAO CHG-6973	Special Districts Insurance Services Addition of '23 Ford Pickup	06/14/2023	
				334.00
			Total for Check Number 51484:	334.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
51485	Stratton 2023-347	Stratton Brothers, Inc. Asphalt-Lane St Project	06/14/2023	777.50
Total for Check Number 51485:				777.50
51486	EDURED5 R24573	Tabor Building Projects LLC EDU Reduction 1118-1124 W Military	06/14/2023	10.00
Total for Check Number 51486:				10.00
51487	TEKMAN 85621 85621 85621 85621 85621	TEKMANAGEMENT, INC. Server Maint & monitoring Encryption of laptops DNS Filter (security) Cloud storage-server backups Backup & Recovery Services	06/14/2023	1,518.14 107.25 40.00 84.00 565.00
Total for Check Number 51487:				2,314.39
51488	UBWA May 2023 411LM May 2023 606LM May 2023 B	Umpqua Basin Water Association Water - 411 Long Meadows Ln Water - 606 Long Meadows Ln Water - 310 Bourbon St	06/14/2023	22.02 22.00 22.00
Total for Check Number 51488:				66.02
51489	UMPQUARE 63616	Umpqua Quarries, LLC Crushed rock-Lane sinkhole	06/14/2023	41.28
Total for Check Number 51489:				41.28
51490	UMP-SAND 108440 108656	Umpqua Sand & Gravel Concrete mix-Lane sinkhole project Topsoil-123 Isabella	06/14/2023	286.00 80.00
Total for Check Number 51490:				366.00
51491	US POBOX 1185	US Postal Service PO Box Rental fee - PO Box 1185	06/14/2023	332.00
Total for Check Number 51491:				332.00
51492	MOTORSP 19267	Zoom Motorsports Canopy and Bed Slide for 2023 Inspection Truck	06/14/2023	6,300.00
Total for Check Number 51492:				6,300.00
Total for 6/14/2023:				449,215.38
Report Total (44 checks):				449,215.38